

# Public Document Pack

## LICHFIELD DISTRICT COUNCIL

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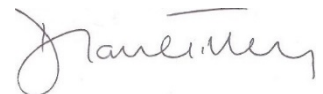
12 February 2018

To: Members of the Lichfield District Council

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act 1972, you are hereby summoned to attend the meeting of the Lichfield District Council which will be held in the Council Chamber, District Council House, Frog Lane Lichfield on **TUESDAY, 20 FEBRUARY 2018 at 6.00 pm.**

Paryers will be said by Reverend L Collins.

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



Chief Executive

### A G E N D A

1. APOLOGIES FOR ABSENCE (IF ANY)
2. DECLARATIONS OF INTEREST
3. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PREVIOUS MEETING 5 - 12
4. CHAIRMAN'S ANNOUNCEMENTS
5. REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 10 JANUARY AND 13 FEBRUARY AND CABINET MEMBER DECISIONS (GREY ENCLOSURE). 13 - 16
6. REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE (GREEN ENCLOSURE) 17 - 20
7. REPORT OF THE ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW & SCRUTINY) COMMITTEE (BUFF ENCLOSURE) 21 - 24
8. REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE (BLUE ENCLOSURE). 25 - 28
9. **THE CHAIRMEN INDICATED BELOW TO MOVE THAT THE PROCEEDINGS OF THE FOLLOWING COMMITTEES (VOLUME 45 PART 4MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED.**

<b>Committee</b>	<b>2017/2018</b>	<b>Pages</b>	<b>Chairman</b>
(a) Planning	18 December	61-62	T. Marshal
(b) Audit & Standards	Member 22 January	71-75	M. Tittley
(c) Employment	1 February	76-78	Mrs D. F. Baker
(d) Regulatory & Licensing	6 February	79-82	B. Yeates
(e) Planning	12 February	83-	T. Marshall

## 10. PROPOSAL FROM THE CABINET

### **(a) Supplementary Planning Document – Rugeley Power Station Development Brief**

To approve for adoption the Rugeley Power Station Development Brief Supplementary Planning Document as set out at Appendix C of the report submitted to Cabinet on 10 January 2018. (<https://www.lichfielddc.gov.uk/Council/Meetings-committees-and-papers/FullCouncil/2018/02/20/Reports/Item-8a-Appendix-C-Rugley-Power-Station-SPD-RPS-Development-Brief-SPD.pdf>).

### **(b) Medium Term Financial Strategy**

To agree the Medium Term Financial Strategy (Revenue and Capital) 2016-21 and the Council Tax Resolution 2018 -19 (BLUE ENCLOSURE).  
49 - 102

## 11. CHAIRMAN AND VICE-CHAIRMAN OF PLANNING COMMITTEE

The Leader of the Council will move that Councillor Marshall be elected as Chairman of Planning Committee and Councillor Powell be appointed as Vice-Chairman of Planning Committee

## 12. CALENDAR OF MEETINGS

To approve the Calendar of Meetings as submitted (green enclosure)  
103 - 104

## 13. QUESTIONS

To answer any questions under Procedure Rule 10.2

14. **EXCLUSION OF PUBLIC AND PRESS**

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

15. CONFIDENTIAL REPORT OF THE LEADER OF THE COUNCIL ON CABINET  
DECISIONS FROM MEETINGS HELD ON 10 JANUARY AND 13 FEBRUARY 2018  
(PINK ENCLOSURE) 105 - 108

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**COUNCIL MEETING**

**19 DECEMBER 2017**

**PRESENT:**

M. A Warfield (Chairman)  
R. J. Awty (Vice-Chairman)

Allsopp, Mrs J. A.	Greatorex, C.	Smith, A. F.
Baker, Mrs D.F.	Hassall, Miss E. A	Spruce, C. J.
Bamborough, R.A.J	Hoult, B. E.	Stanhope MBE, Mrs M.
Banevicius, Mrs S. W.	Leytham, D. J.	Strachan, R. W.
Barnett, Mrs S.A.	Marshall, T.	Tittley, M. C.
Boyle, Mrs M. G.	Matthews, T. R.	Tranter, Mrs E. H.
Constable, Mrs B. L.	Mosson, R. C.	White, A G
Cox, R. E.	O' Hagan, J. P.	Wilcox, M. J.
Drinkwater, E. N.	Powell, J.J.R	Woodward, Mrs S. E.
Eadie, I. M.	Pritchard, I. M. P.	Yeates, A.
Evans, Mrs C. D.	Pullen, D. R.	Yeates, B. W.
Fisher, Miss B.	Rayner, B. L.	
Fisher, Mrs H. E.	Salter, D.F.	

(**APOLOGIES FOR ABSENCE** were received from Councillors Mrs Bacon, Constable, Mrs Eagland, Humphreys, Mrs Pullen, Ray, Miss Shepherd and Smedley).

**PRAYERS**

Prayers were said by Reverend L Collins.

**165 DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**166 MINUTES – 17 OCTOBER 2017:**

It was proposed and duly seconded “that the Minutes of the Meeting of the Council held on 17 October 2017 (Volume 45 Part 3 Minute Book) as printed and previously circulated be taken as read, approved as a correct record and signed by the Chairman.”

**167 CHAIRMAN’S ANNOUNCEMENTS:**

**(a) Public Engagements**

The Chairman reported that he had attended remembrance services at the National Memorial Arboretum where he had the honour of meeting His Royal Highness, the Duke of Gloucester.

**(b) Carol Services**

The Chairman reported that he had attended a number of carol services at Lichfield Cathedral and had been delighted to host Members and staff at the recent carol service at St John’s without the Barrs.

### **(c) Chairman's Charity**

The Chairman invited Members to donate money to his chosen charity, Lichfield and District Talking Newspaper, in lieu of sending Christmas cards.

## **168 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 7 NOVEMBER AND 5 DECEMBER 2017 AND CABINET MEMBER DECISIONS:**

Councillor Wilcox advised that a briefing paper providing details of the Government's four year settlement would be circulated in January.

It was reported that the bid to pilot 100% retention of business rates submitted by Staffordshire Councils had not been successful. Councillor Mrs Woodward said she shared Councillor Wilcox's disappointment noting that financial pressure on the County Council would have an impact on District Councils. She said the loss of the revenue support grant in two years' time would make planning budgets extremely difficult and it was apparent that local government was not being listened to by central government.

### **1 – Future Delivery of Disabled Facilities Grants**

Councillor Mrs Evans underlined the importance of Disabled Facilities Grants in encouraging and enabling people to remain in their own homes. She said she hoped the service would be properly monitored. Councillor Wilcox advised that all allocated funds would be used and extra money was available during the current financial year.

### **5 – Business Rates Rateable Value Review – Spend in Excess of £50,000**

Councillor Mrs Woodward said the number of instances of spend in excess of £50,000 was an area of concern that she had raised with the Leader of the Council. Although some items may be included in the Medium Term Financial Strategy she said they were not necessarily transparent to Members.

Councillor Mrs Woodward noted that the Council appeared to be employing more external contractors due to lack of capacity while at the same time incurring the cost of redundancies.

Councillor Smith advised that the extra spend in connection with business rates occurred because more money was being recovered than expected and therefore it could be classed as positive spend. Councillor Pritchard explained that recruiting suitably skilled people was an issue in planning and agencies were only used when there was no alternative.

### **8 - Local Plan Allocations Publication Document**

Councillor Mrs Woodward said the consultation had generated a great deal of interest however there had been minimal debate at Cabinet and no other Burntwood Councillors were present. She noted that Councillor Pritchard had highlighted the risk in reducing housing allocations to offset the additional housing at Curborough and wished the Cabinet luck with this approach.

Councillor Drinkwater referred to the work undertaken by the Labour Group and the Burntwood Action Group in connection with the consultation and expressed disappointment that few Members of the majority group had responded to the consultation, which he said related to one of the biggest issues faced by the Authority.

Councillor Pritchard reported that over 6000 responses had been analysed before going back out to consultation. He said his decision on housing allocations was taken in the light of what residents wanted. Councillor Wilcox paid tribute to Councillor Pritchard's work on what had been a difficult

task and said that the Group was 100 percent behind him.

## **9 – High Speed Rail (West Midlands – Crewe) Bill Petitioning**

Councillor Pritchard advised, in response to a question from Councillor Mrs Evans, on the budget set aside for Petitioning.

Councillor Marshall spoke of the massive disruption that would be caused and said that petitioning was a vital expense in order to secure the mitigation that would be necessary.

## **12 – Lichfield City Neighbourhood Plan – Referral To Referendum**

Councillor Mrs Banevicius congratulated the City Council on reaching the referendum stage with its neighbourhood plan and said progress on Burntwood’s plan had been disappointingly slow.

## **169 REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE:**

Councillor Strachan submitted his report on the items considered by the Strategic (Overview and Scrutiny) Committee held on 15 November 2017

### **1- Work Programme**

Members noted that a presentation on Friarsgate had been arranged for 23 January 2018.

Councillor Mrs Woodward thanked Councillor Strachan for the opportunity that had been given for an informal debate based on one of the briefing papers. She said this had proved a useful way to bring forward ideas.

## **170 MINUTES OF COMMITTEES:**

### **(a) Planning Committee – 16 October 2017**

It was proposed by Councillor Marshall “that the Minutes of the Meeting of the Planning Committee held on 16 October 2017 be approved and adopted.”

**RESOLVED:** That the Minutes of the Meeting of the Planning Committee held on 16 October 2017 be approved and adopted.

### **(b) Planning Committee – 13 November 2017**

It was proposed by Councillor Marshall “that the Minutes of the Meeting of the Planning Committee held on 13 November 2017 be approved and adopted”. Councillor Drinkwater noted that he had not attended the meeting and his name should be deleted from the list of those present.

**RESOLVED:** That the Minutes of the Meeting of the Planning Committee held on 13 November 2017 be approved and adopted subject to Councillor Drinkwater being deleted from the list of those present.

### **(b) Employment Committee – 20 November 2017**

It was proposed by Councillor Mrs Baker “that the Minutes of the Meeting of the Employment Committee held on 20 November 2017 be approved and adopted.”

Councillor Mrs Woodward referred to Council Minute 134(b) and asked if the training needs survey had been discussed with the Leader of the Council. The Chairman confirmed that a meeting had taken place and she would be sending an email to all Members in the future.

**RESOLVED:** That the Minutes of the Meeting of the Employment Committee held on 20 November 2017 be approved and adopted.

## **171 PROPOSAL FROM THE CABINET:**

The recommendations of the Cabinet as printed and previously circulated were proposed by Councillor Pritchard and seconded by Councillor Wilcox:

### **(a) High Speed Rail (West Midlands – Crewe) Bill – Petitioning**

It was reported that on 17 July 2017 the Government laid before Parliament a Hybrid Bill seeking consent to build and operate a high speed rail line between the West Midlands and Crewe. The Bill covered Phase 2a of a wider scheme intended to provide a high speed rail network linking London with the north-west of England and Yorkshire.

On 5 December 2017 Cabinet had considered a report on the opportunity to formally petition the Bill and seek, via Parliament, changes to the Government's proposals to provide for appropriate mitigation.

To allow it to lodge a petition in Parliament against the Bill, the District Council was required by legislation to pass a resolution to this effect supported by more than 50% of the elected Council membership.

Councillor Cox spoke in support of the recommendation advising that petitioning was vital in order to deal with issues of concern.

Councillor White noted that Whittington would be profoundly affected and that the District had borne more than its fair share of national infrastructure projects, including the West Coast Mainline, M6 Toll, housing from neighbouring authorities and now HS2. He said this was not 'NIMBYism' but an attempt to get something back for the local community.

Councillor Woodward encouraged lobbying and said it was important to ensure that local MPs were fully engaged.

Councillor Strachan stressed that this was essential expenditure. He highlighted the environmental destruction and damage to heritage assets that would occur and urged that petitioning be used to seek some form of redress

Councillor Mrs Evans said she had requested details of the costs involved but this should not be misinterpreted since she supported petitioning.

Councillor Mrs Stanhope said that in addition to the infrastructure projects outlined by Councillor White, extensive gravel extraction was taking place near Alrewas on the east side of the A38 and this was planned to extend westwards towards Kings Bromley and Fradley. She said this would have a devastating effect on the countryside both directly and indirectly through the traffic it generated.

Councillor Mrs Barnett said her Ward would almost cease to exist due to HS2 and referred to the heart ache and upset experienced by residents. She said getting answers from HS2 had proved virtually impossible and she fully supported petitioning, advising that the local community needed as much support and representation as possible.



It was duly

**RESOLVED: (1)** That in the judgment of the Lichfield District Council it is expedient for the Council to oppose the High Speed Rail (London – West Midlands) Bill introduced in the Session of Parliament 2017-19.

**(2)** That the Cabinet Member for Economic Growth, Environment and Development in consultation with the Director of Transformation and Resources and Head of Economic Growth take all necessary steps to carry the foregoing Resolution into effect, that the Common Seal be affixed to any necessary documents and that confirmation be given that Sharpe Pritchard (Parliamentary Agents) be authorised to sign the Petition of the Council against the Bill.

#### **(b) Lichfield District Council Part 1 Brownfield Land Register**

In supporting the proposal, Councillor Cox noted that the Brownfield Land Register would be a 'living document'.

It was duly

**RESOLVED:** That the Council approves the Lichfield District Council Brownfield Land Register (Part 1) as set out at Appendix A and B of the report submitted to Cabinet on 7 November 2017.

#### **(c) Local Development Scheme**

**RESOLVED:** That the Council approves the revised Local Development Scheme as set out at Appendix A of the report submitted to Cabinet on 5 December 2017 and agrees to its publication.

#### **(d) Local Plan Allocations Publication Document (Regulation 19 Consultation)**

**RESOLVED:** That the Council approves the Local Plan Allocations Publication document, accompanying Policies Map and supporting documents as set out in the report submitted to Cabinet on 5 December 2017 for the purposes of undertaking a Regulation 19 public consultation.

#### **(e) Governance Procedures Associated with Secured and Future Section 106 monies to Support Infrastructure Delivery**

**RESOLVED: (1)** That the Council approves the allocation of historic Section 106 monies secured before the adoption of the Community Infrastructure Levy (CIL) and any future S106 monies which are available to spend in support of non-site specific infrastructure utilising the adopted CIL Governance Structure and Administrative Arrangements.

**(2)** That the Council approves the use of the adopted CIL governance structure and administrative arrangements for the allocation of Section 106 monies where there is discretion in a S106 planning obligation for the Council to do this.

**(3)** That of the Section 106 monies received in line with (1) and (2) authority be delegated to the Cabinet Member for Economic Growth, Environment and Development Services to agree spend below

the £50,000 key decision limit.

**(f) Leisure Facilities Outsource**

**RESOLVED:** That the Council approves the recommendation (detailed in the Leisure Facilities Outsource report and addendum submitted to Cabinet on 5 December 2017) that the Medium Term Financial Strategy be updated:

- To include £1,395,600 of capital expenditure in the Capital Programme related to building and energy improvement works at Burntwood Leisure Centre funded by external borrowing.
- To include £751,700 of capital expenditure in the Capital Programme related to capital expenditure and equipment at both leisure centres funded through the contract payments to Freedom.
- To update the Prudential Indicators to reflect the capital expenditure and related financing obligations.

**172 QUESTIONS:**

**Q1. Question from Councillor Mrs Woodward to the Cabinet Member for Operational Services, Leisure & Waste:**

‘With reference to Minute 133 of the Council Meeting held on 17 October 2017, can the Cabinet Member advise me what formal and/or informal discussions have taken place with Lichfield City Council regarding possible contributions towards the funding of Lichfield Garrick?’

Response from Councillor Eadie:

‘Since the Lichfield Garrick Theatre Trust became responsible for the operation of the Garrick Theatre in 2013, it has been and remains the responsibility of the Trustees and their nominated employees to seek out financial sponsorship and grant funding to support the Theatre.

Prior to transfer to a Trust in 2013, Lichfield District Council did not ask any Parish Council to meet the Council's obligations.’

Councillor Mrs Woodward then asked the following supplementary question:

‘The issue of Lichfield City Council being lobbied to support the Garrick has been raised on a number of occasions and the Economic Survey shows the benefits of the Garrick to Lichfield City. There is also a new City Art Fund established from the sale of the Swinfen Broun statue to help city projects.

Isn't it time that the City Council was pressed by the District Council, which is under financial pressure, to help fund some of the facilities, including the Garrick, that benefit Lichfield City. It would be helpful to know the answer to the question, have formal or informal discussions taken place with the City Council?’

Councillor Eadie responded:

‘The report referred to, which highlights the economic benefits to Lichfield District not just the City, was funded by the Garrick. With regard to money from the sale of the art work, the Council is administering the fund, it has not been gifted to the Council.

The Garrick has new software that will enable it to better understand the patrons of the theatre, however they already know that it is not just residents of the City that use the venue but residents of the wider District and people from outside the District.

While recognising the point made by Cllr Mrs Woodward about the Garrick approaching the City Council, I would urge them to approach all Parish Councils. However it is not for the District Council to direct the Garrick's fundraising activities.'

### **173 EXCLUSION OF THE PUBLIC AND PRESS:**

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

IN PRIVATE

### **174 CONFIDENTIAL REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 7 NOVEMBER AND 5 DECEMBER 2017 AND CABINET MEMBER DECISIONS:**

#### **1 – Garrick Theatre – Concession Services Agreement**

Councillor Mrs Woodward highlighted the grant being provided to the Garrick for 2017/18 and 2018/19 by District Council tax payers. She said the benefits of the Garrick as shown by the Economic Survey were mainly for the City although there were deemed to be some additional benefits for the District. She said she would ask those Members who were also Members of the City Council to consider the value the City Council placed on the facility.

Councillor Drinkwater said the level of funding that the Council provided should entitle it to have a say in who the Garrick lobbied for funding.

Councillor Eadie replied that the Garrick was an independent trust and the Council could not direct it what to do. He explained that the funding from the District Council was necessary in order for the Garrick to access other sources of funding and ensure that the facility was financially sustainable. Councillor Eadie said that when noting the spend, the continued reduction in the funding going to the Garrick should also be noted.

(COUNCILLOR DRINKWATER DECLARED A PERSONAL INTEREST HAVING ACCEPTED AN INVITATION TO ATTEND A PERFORMANCE AT THE GARRICK)

#### **2 – Planning Appeal – Expenditure in Excess of £50,000**

Councillor White said he appreciated that there were legitimate reasons for reports being confidential but it was important to ensure that the Council communicated with people on matters that were of concern to them.

Councillor Mrs Woodward stressed the importance of ensuring that decisions on expenditure in excess of £50,000 were transparent to Members.

Councillor Wilcox advised that the Council followed strict guidelines in relation to confidential reports and they were only confidential when they had to be.

#### **4 – Friarsgate**

Councillor Mrs Woodward asked about the financial implications of the changes to milestone dates in the Friarsgate agreement.

Councillor Wilcox noted that issues were encountered from time to time that needed to be addressed and timescales were adjusted accordingly.

#### **175 MINUTES OF COMMITTEES:**

##### **(a) Planning Committee – 16 October 2017**

It was proposed by Councillor Marshall “that the confidential Minutes of the Meeting of the Planning Committee held on 16 October 2017 be approved and adopted.”

Councillor Drinkwater expressed concern at the difficulty in getting enforcement action taken and asked about the current situation in terms of staffing. Councillor Pritchard replied that the enforcement section was now fully staffed.

**RESOLVED:** That the confidential Minutes of the Meeting of the Planning Committee held on 16 October 2017 be approved and adopted.

(The Meeting closed at 7.03 p.m.)

CHAIRMAN

FOR COUNCIL  
20 FEBRUARY 2018  
AGENDA ITEM: 5  
(GREY ENCLOSURE)

**REPORT OF THE LEADER OF THE COUNCIL**

**CABINET DECISIONS – 10 JANUARY 2018**

**1. PERFORMANCE PROGRESS REORT 2017/18**

- 1.1 The Cabinet noted the Performance Progress report and key performance indicators.

**2. SUPPLEMENTARY PLANNING DOCUMENT – RUGELEY POWER STATION DEVELOPMENT BRIEF**

The Cabinet:

- 2.1 Noted the responses to the consultation and officer comments and approved the Consultation Statement and Adoption Statement for publication in line with the adopted Statement of Community Involvement.
- 2.2 Delegated authority to the Cabinet Member for Economic Growth, Environment and Development Services in consultation with the Head of Economic Growth to update the base mapping to reflect the section of roundabout at Lea Hall Way (A51).
- 2.3 Approved the Rugeley Power Station Development Brief SPD for adoption.

**3. REVOCATION OF AMENDMENTS TO CONSERVATION AREA BOUNDARIES**

- 3.1 The Cabinet approved the revocation of the boundary changes to the Conservation Areas in Colton, Elford, Fradley Junction, Hamstall Ridware, Harlaston, Haunton, Hints, Hopwas and Mavesyn Ridware.

**4. WHITTINGTON & FISHERWICK NEIGHBOURHOOD PLAN – REFERRAL TO REFERENDUM**

The Cabinet:

- 4.1 Accepted and agreed to the making of modifications as set out in the 'Decision Statement regarding Whittington & Fisherwick Neighbourhood Plan proceeding to referendum' hereby referred to as the Decision Statement to the Whittington & Fisherwick Neighbourhood Plan and allowed the Plan to proceed to the referendum stage.
- 4.2 Approved the publication of the Decision Statement.

**5. AWARD OF WATER SUPPLY CONTRACT**

- 5.1 The Cabinet agreed to award the water supply contract to Castle Water for two years with the option to extend for a further year.

**MICHAEL J WILCOX  
LEADER OF THE COUNCIL**

**REPORT OF THE LEADER OF THE COUNCIL  
CABINET DECISIONS – 13 FEBRUARY 2018**

**6. MONEY MATTERS 2017/18: REVIEW OF THE FINANCIAL PERFORMANCE AGAINST THE FINANCIAL STRATEGY**

The Cabinet:

- 6.1 Noted the report and issues raised within.
- 6.2 Noted that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy 2016-21.
- 6.3 Formally accepted the offer of £82,000 from the Department of Communities and Local Government (DCLG) to support expenditure on Disabled Facilities Grants in 2017/18.
- 6.4 Approved an update to the Capital Programme expenditure budget for Disabled Facilities Grants in 2017/18 to £1,010,000, funded by £176,000 of council resources, £752,000 of Better Care Fund (BCF) and £82,000 of DCLG Grant.
- 6.5 Noted the outcome of the Ealing Case related to sporting services and the resultant potential financial benefit for the Council, and to approve an exception to Contract Procedure Rules for the payment to Price Waterhouse Coopers as the lead organisation in the event the Council receives a refund.

**7. MEDIUM TERM FINANCIAL STRATEGY (REVENUE AND CAPITAL) 2017– 22**

The Cabinet approved:

- 7.1 The 2018/19 Revenue Budget, including the Amount to be met from Government Grants and Local Taxpayers of £10,305,900 and a proposed level of Council Tax (the District Council element) for 2018/19 of £169.99 (an increase of £5 or 3.03%) for a Band D equivalent property.
- 7.2 The Medium Term Financial Strategy (MTFS) 2017-22 Revenue Budgets set out in Appendix A of the report.
- 7.3 The MTFS 2017-22 Capital Strategy, Capital Programme and Balance Sheet Projections (Appendices B, C & D to the report).
- 7.4 The Minimum Revenue Provision Statement 2018/19, at Appendix E of the report, which sets out the Council's policy of using the asset life as the basis for making prudent provision for debt redemption.

- 7.5 The Treasury Management Policy Statement and The Annual Investment Strategy 2018/19 and the detailed criteria - Appendix F of the report.
- 7.6 The use of Specified and Non-Specified Investments - Appendix F to the report.
- 7.7 The Prudential Indicators and limits for 2017-22 contained within Appendix G to the report.
- 7.8 The Authorised Limit Prudential Indicator shown within Appendix G of the report.
- 7.9 The requirements and duties that the Local Government Act 2003 places on the Authority on how it sets and monitors its Budgets, including the CFO's report on the robustness of the Budget and adequacy of Reserves shown in Appendix H of the report.

**8. AFFORDABLE HOUSING DELIVERY – APPROVAL OF REGISTERED PROVIDERS AND USE OF S106 MONIES**

The Cabinet:

- 8.1 Recommended to Council for approval the proposed policy containing the criteria for approval of Registered Providers (RP's) at Appendix A of the report and use of s106 monies (commuted sums) for affordable housing at Appendix B of the report.
- 8.2 Agreed to delegate authority to the Cabinet Member for Regulatory Services, Housing and Wellbeing and the Director for Place and Community to approve RP's on an annual basis, and to approve the successful bid(s) from Approved RP's for use of the commuted sums for affordable housing through the competitive process outlined in the report.

**MICHAEL J WILCOX  
LEADER OF THE COUNCIL**



# Agenda Item 6

**FOR: COUNCIL MEETING**

**20 FEBRUARY 2018**

**AGENDA ITEM 6**

**(GREEN ENCLOSURE)**

## **REPORT OF CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW & SCRUTINY) COMMITTEE**

### **PRESENT:**

Councillors Leytham (Chairman), Mrs Evans (Vice-Chairman), Miss Shepherd (Vice-Chairman), Mrs Banevicius, Bamborough, Mrs Boyle, Mrs Constable, Hoult, Mosson, O'Hagan and Ray.

Apologies for absence were received from Councillor Humphreys

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

Also Present: Gavin Boyle – Chief Executive of Derby NHS Foundation Trust  
Duncan Bedford – Chief Operations Officer of Burton NHS Foundation Trust

At the meeting of the Community, Housing and Health (Overview & Scrutiny) Committee held on 11 January 2018 the following matters were considered:

<b>1. AFFORDABLE HOUSING DELIVERY – APPROVAL OF REGISTERED PROVIDERS AND USE OF S106 MONIES</b>
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- 1.1 The Committee received a report on how the council had worked with housing associations (Registered Providers (RP)) through a Development Partnership Agreement to deliver new affordable homes since stock transfer. It was reported that the agreement had now lapsed and it was proposed to replace it with a policy that included criteria to approved RPs for future s106 opportunities. It was reported how the council intended to invite bids from approved RPs for existing s106 monies and future commuted sums to deliver new affordable homes.
- 1.2 It was reported that there was originally four PRs in the Development Partnership which reduced to three when two merged and its purpose was to work together to deliver new affordable housing whether through grants or commuted s106 monies. It was then reported that following a review, it was proposed to open up this partnership to allow other organisations to become a PR.
- 1.3 Commuted sums of S106 monies was then discussed and it was reported that there were (was) £400k in reserves and it was proposed to allow providers to bid for that fund to provide new affordable housing.
- 1.4 When asked, it was noted that although the new PRs were for profit organisations, there would be strict criteria and any surplus would have to be reinvested into the community.
- 1.5 Overall, the Committee were content with the proposals as it was felt there was a great need for affordable housing in the district.
- 1.6 It was resolved that Cabinet be recommended to approve the proposed criteria for the approval of Registered Providers and use of s106 monies.

## **2. MERGER OF BURTON HOSPITALS NHS FOUNDATION TRUST AND DERBY TEACHING HOSPITALS NHS FOUNDATION TRUST**

- 2.1 The Committee welcomed Mr Gavin Boyle and Mr Duncan Bedford to the Committee. Mr Boyle gave a presentation to the Committee on the reasons for the desire to merge the two NHS Foundation Trusts along with the challenges and progress. He reported that, for legal reasons, it was technically an acquisition of Burton NHS Foundation Trust however in spirit it was a merger of the two trusts with support and desire coming from both sides. He then reported on the positives of the merger and that as Burton was smaller it was difficult for them to sustain services and being with Derby, they could overcome this. Also, access to a larger population would aid Derby to continue providing specialist services.
- 2.2 Mr Boyle then reported the progress made in merging the two Foundation Trusts and it was noted that governance arrangements were in place and a business case had been drafted for approval by both Trust Boards before submission to the NHS regulator. It was also reported that clearance to proceed with the merger was required from the Competition & Markets Authority. It was hoped that all steps would be completed by 1<sup>st</sup> April 2018.
- 2.3 The role of the community hospitals at both Samuel Johnson and Sir Robert Peel, which are in the district, was discussed in depth and Mr Bedford reported that it was seen that their role was vital in supporting the Sustainability & Transformation Plans (STPs). It was noted that it was planned to introduce services for longer term conditions including diabetes and provide more day case surgeries. It was then discussed that a Frailty clinic could be introduced to help patients stay out of the major hospitals ad closer to their homes. Minor Injury Units were then discussed and that it was the preference of the Trusts to keep both and focus on urgent treatment and be better aligned with local GPs. When asked, it was confirmed that the Community Hospitals would continue to work with other Trusts that used that facility but it was hoped that being linked with Derby, greater specialist outpatient services could be provided.
- 2.4 Finally it was presented to Members that the merger process would not create any compulsory redundancies and it was believed that it would actually help retain staff through greater offerings and better progression prospects. There was concern that there was anxiety amongst staff and greater communications with them was required.
- 2.5 Members then asked questions regarding the financial position of the Trusts, especially the Private Finance Initiative (PFI) for Derby and the risk that had on the continuation of the community hospitals. It was reported that the PFI would not affect the merger plans and the commitment to maintain the community hospitals would be hardwired into any plans. It was also reported that there would be a £23m saving over five years achieved by the merger of the trusts. When asked, it was reported that the cost of the merger was in the region of £1.8m. It was asked if there would be a formal review of the merger and it was noted that there would be a post-merger plan to measure against. It was agreed that the Trust would return to the Committee and share that plan.
- 2.6 Members had concerns that similar could happen as what did with the Heart of England Foundation Trust when it took over the then failing Good Hope. It was reported by Mr Boyle that there was equal membership on the new Board and neither current Trust was failing and so was a much lower risk.
- 2.7 The Committee asked how the new Trust intended on recruiting local GPs to use the community hospitals especially in the urgent care units as there was a shortage. It was reported that training in specialist areas would be available and had already

begun at Robert Peel and that also discussions were taking place regarding locating GP practices in the hospital as it was felt it would enhance services to patients.

- 2.8 Bed blocking and domiciliary care was discussed and it was reported by members that care providers in Staffordshire had reduced from 80 to 60. It was felt that more joined up thinking was required as this domiciliary care was vital in preventing bed blocking.
- 2.9 Mr Boyle and Mr Bedford were thanked for their attendance and the information received was noted.

### **3. STANDING ITEMS**

#### **LICHFIELD DISTRICT HEALTH PROVISION**

- 3.1 It was highlighted to the Committee that although it had been previously reported that there was a lack of GPs wanting to come to Burntwood, experience had shown that at least one locum had a desire to be permanently placed there but was turned down. It was agreed that the Chairman would investigate this further and get clarification as to the situation.

#### **STAFFORDSHIRE HEALTH SELECT COMMITTEE**

- 3.4 The Chairman of the Committee reported that at the last meeting, it was announced that there would be an agreement between the County Council and South Staffordshire and Shropshire Healthcare NHS Foundation Trust to provide adult social care mental health services.

D. Leytham  
Chairman  
Community, Housing and Health (Overview & Scrutiny) Committee

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**FOR: COUNCIL MEETING  
20 FEBRUARY 2018  
AGENDA ITEM 7  
(BUFF ENCLOSURE)**

## **REPORT OF THE CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE**

### **PRESENT**

Councillors Cox (Chairman), Drinkwater (Vice-Chair), Miss Hassall (Vice-Chair), Awty, Mrs Baker, Mrs Eagland, Mrs Evans, Marshall and Mrs Stanhope MBE.

(In accordance with Council Procedure Rule No.17 Councillors Smith, Spruce, Pullen, Pritchard and Wilcox attended the meeting).

**AN APOLOGY FOR ABSENCE** was received from Councillor Mrs Fisher.

At the meeting held on 23<sup>rd</sup> January 2018 the following matters were considered:

### **1. WORK PROGRAMME**

- 1.1 Consideration was given to the Committee's Work Programme.
- 1.2 Consideration was given to the work programme and it was reported that another meeting of the Car Park Strategy Member Task Group would be required and it was requested that this be arranged.
- 1.3 An update was also given by Councillor Mrs Baker in regard to the Public Realm Member Task Group and it was reported that a meeting with Officers had been scheduled and matters were progressing
- 1.4 Details were requested on the item regarding Heritage Assets and it was confirmed that it did not include landscape but more the listed buildings on the "at risk" register. It was noted that this report would be considered at the March meeting.
- 1.5 Also at the March meeting, it was confirmed that there would be an item on Events in the District.

### **2. LOCAL PLAN UPDATE**

- 2.1 The Committee received a report giving an update on the consultation on the Draft Local Plan Allocations document which would be closing on the 19<sup>th</sup> February 2018. It was noted that after Officers had considered responses, a report would be submitted to Cabinet. The intention would then be to submit the Plan for Independent examination following the consultation process.
- 2.2 The report also updated Members on the Local Plan Review and the Strategic Environmental Assessment Scoping Report that had been prepared to inform it. Other section of the report covered the implementation of the Community Infrastructure Levy (CIL) Governance Structure and Administration arrangements and the progress of Neighbourhood Plans.

- 2.3 Discussions focused around Neighbourhood Plans and concern was expressed that progress of the Burntwood plan had stalled and it was requested whether Lichfield District Council Officers could offer any assistance. It was reported that Officers were available to give Parishes advice and indeed it was in the District Council's interests to ensure neighbourhood plans were prepared in accordance with the Local Plan. An update on the Armitage with Handsacre Neighbourhood Plan and it was reported that the consultation responses were currently being considered.
- 2.4 It was noted that a decision was awaited for the Crown site and if approved would be considered as a windfall site. It was noted that the Curborough site would not be considered as a windfall site as is proposed to be included within the Local Plan Allocations document and as such the site would contribute to the housing requirements of the current Local Plan.
- 2.5 The Committee agreed the following
- (a) That the progress associated with the Local Plan Allocations be noted;
  - (b) That the Strategic Environmental Assessment Scoping Report be noted;
  - (c) That the timetable proposed for initial consultation on the Local Plan Review be noted;
  - (d) That Cabinet be recommended to approve the Local Plan Review Scoping document in line with the identified scope; and
  - (e) That the recent progress in relation to neighbourhood plans within Lichfield District be noted.

### **3. NOTES OF THE LOCAL PLAN SUB GROUP**

- 3.1 The Committee received the notes of the Local Plan Sub Group for the meetings held on the 5<sup>th</sup> October and 20<sup>th</sup> December 2017.

### **4. IMPLEMENTING THE ECONOMIC DEVELOPMENT STRATEGY**

- 4.1 The Committee received a report giving an update on progress with implementing the Council's Economic Development Strategy along with information on the current performance of the Strategic Plan's priority objective of delivering a Vibrant and Prosperous Economy.
- 4.2 It was reported that to deliver the strategy, activities could not be delivered by just the Council and so collaborative working with partners were being undertaken and the Committee discussed each of these partnership arrangements and activities separately.
- 4.3 The Tamworth and Lichfield shared business support service was confirmed to be still working well with daily communications between the sites and shared event hosting.
- 4.4 Local Business Groups was then discussed and it was noted that Officers gave support to both the Lichfield BID and Burntwood Business Community. It was asked if there were too many business groups in the area including the Chamber of Commerce and Federation of Businesses. It was reported that the groups focused on different areas including small business or manufacturing and it was the Officer's role to help bring them together. It was requested if more collaborative working across these bodies could be encouraged.

- 4.5 It was reported that there were two European Funded Programmes and when asked, it was noted that they were due to end in March 2019 but an extension could be applied for.
- 4.6 The next section was Local Enterprise Partnerships (LEPs) and Growth Hubs and it was noted that the Council was a member of both the GBSLEP and SSLEP who offered different support. It was asked if there could be more signposting for businesses to know what each LEP could offer and it was reported that when referrals were received, both Growth Hubs were recommended. The Leader of the Council confirmed that the identity of the LEP's were an issue especially outside of the large cities and the GBSLEP had made a commitment to ensure this changed. There was concern that the level of investment in neighbouring authorities could have a knock on effect for the district however the Officers felt it was a positive effect.
- 4.7 Place was discussed and Members were pleased to note that the Olaf Johnson site in Burntwood had moved forward and felt residents would be happy to see progress. There was some concern that the number of affordable housing was small with 137 over five years. The level of premises within the district receiving Broadband was considered at length and Members felt the 5% still not able to access it was high and in turn having an impact on especially rural business opportunities materialising. It was reported that work was underway on alternative methods including community fibre partnerships to tackle this.
- 4.8 Under the section of Business, Members were pleased to note that there would be another survey undertaken and it was requested that details on focus, objectives and methodology be shared with the Committee when appropriate. Members were also pleased that a CRM system had been developed to capture information.
- 4.9 Regarding KPIs, it was requested whether information on lost and displaced jobs could also be recorded along with jobs created along with apprenticeships.
- 4.10 It was agreed that the current work being undertaken to deliver the priorities within the Economic Development Strategy for Lichfield District, performance having regard to the Council's priority objective of a Vibrant and Prosperous Economy, KPI's and economic development activities helping to deliver these KPI's be noted.

## **5. REVIEW OF THE PLANNING COMMITTEE**

- 5.1 The Committee received a report seeking views on the size and operation of the Planning Committee. It was reported that the Development Management Service was subject to an independent review by the Planning Officers Society in December 2016 and as part of it, one of the recommendations was to look at the size of the Committee as it was larger than neighbouring authorities. It was reported that following this recommendation, a Member/Officer task group was set up to investigate this further. It was reported that best practice advice encouraged smaller committees as they were focused and offered greater consistency in decision making.
- 5.2 Performance regarding major planning appeals was considered and it was noted that although it had got better, the threshold had been changed meaning the council was in the lower quartile giving the risk of designation.
- 5.3 It was reported that after its investigations, the task group was in agreement that the Planning Committee should reduce to 15 Members with 3 further Councillors fully trained to act as replacements if circumstances arose. It was also suggested that the Committee Room host the meetings as the visual and audio facilities were enhanced in that room. However the Chamber would still be used when large public galleries were anticipated.

5.4 The Committee were supportive of the views of the task group and also welcomed the opportunity to review the new Committee operation after one year. It was requested that, as much as possible, a good geographical spread in the Membership be achieved. It was also asked if types of training could be considered exemplifying day courses at Warwick University and the use of case studies.

5.5 The Committee agreed the following

(1) That the report be noted and Planning Committee be recommended to approve:

- the reduction in the size of the Planning Committee to 15 Members;
- the training of 3 additional Members to act as permanent replacements as circumstances arise;
- the hosting of Planning Committee meetings in the Committee Room on the provision that the Council Chamber will still host when larger public galleries are anticipated; and

(2) That the performance and operation of the new Planning Committee be subject to review by the Economic Growth, Environment and Development (Overview and Scrutiny) Committee after one year of its operation.

Councillor Richard Cox  
Chairman

Economic Growth, Environment and Development (Overview and Scrutiny) Committee



# Agenda Item 8

FOR: COUNCIL MEETING

20 FEBRUARY 2018

AGENDA ITEM 8

(BLUE ENCLOSURE)

## REPORT OF CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

### PRESENT:

Councillors Strachan (Chairman), A Yeates (Vice-Chair), Mrs Woodward (Vice-Chair), Mrs Barnett, Drinkwater, Powell and Tittley.

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

Apologies for absence were received from Councillors Constable, Greatorex and White.

At the meeting of the Strategic (Overview and Scrutiny) Committee held on 31 January the following matters were considered:

### **1 WORK PROGRAMME**

- 1.1 Members considered the Work Programme. It was noted that although there was an item on today's agenda about consultation principles this would be different to a consultation strategy which was the work programme title. It was agreed to consider this if necessary following the discussion later in the meeting.
- 1.2 It was requested that an item be added regarding Communications including newsletters like Parklife. Members wished to consider cost and resources used to produce them compared to their effectiveness. It was also requested that a comparison with other Local Authorities be carried out. It was agreed to make some initial enquires and discuss further at the Overview & Scrutiny Coordinating group.

### **2 REVIEW OF THE COUNCIL'S CONSTITUTION**

- 2.1 Members received a verbal report on the update of the Council's Constitution. It was reported that South Staffordshire District Council had been commissioned to complete the work.
- 2.2 Members requested the opportunity to consider the draft document before its approval at Annual Council. The Chairman reported that he would like a Member Task Group to do this and report back to a special Committee meeting in March 2018. It was agreed that the Members of this Task Group would be Councillors Tittley, acting as Chairman, Mrs Woodward and Powell.
- 2.3 The Committee agreed that a Member Task Group be created to consider the draft revised Constitution and report to a special Strategic (Overview & Scrutiny) Committee in March 2018.

### **3 MEDIUM TERM FINANCIAL STRATEGY (REVENUE AND CAPITAL) 2017-22**

- 3.1 The Committee received a report on the Medium Term Financial Strategy (MTFS) for the period 2017-22. It was reported that there was a statutory duty to set a balanced budget and to calculate the level of Council Tax for the district. It was also reported that

the Chief Finance Officer (Head of Finance & Procurement) had a duty to ensure all figures provided for estimating and financial planning were robust and stand up to Audit scrutiny.

- 3.2 The Committee received a presentation from the Head of Finance & Procurement and he began by reporting to Members that there had been a change to the report following discussions with the Leader and a sum of £250k had been included in 2018/19 to enable the facilitation and development of commercialisation and transformation. When asked where this money was from, it was reported it was from general reserves and therefore these would be £250k lower than projected in the report.
- 3.3 A number of areas were discussed by the Committee, the first being retained Business Rates and it was reported that there was an assumption built into the MTFS that the growth would have to be redistributed to the higher tier Authorities. When asked what evidence had created this assumption, it was reported that as responsibilities like Social Care and Children's services are delivered at County level and that this was where there was known to be shortfall of funding it is most likely this is where it would be allocated. It was agreed that it was correct to show this as a funding gap now and develop plans to meet this shortfall rather than build in higher estimates of income which would create the need for a kneejerk reaction at a later date.
- 3.4 New Homes Bonus (NHB) was then discussed and it was noted that the Government had taken £800m to help fund Social Care and when asked if more could be taken, it was confirmed as a possibility although more likely to be taken from Business Rates. Planning performance was discussed in relation to possibility that NHB would not apply to homes built after losing a Planning Appeal. It was confirmed that this had not been implemented as yet but the Government would reconsider it in 2019/20. Members noted that due to the high risk of New Home Bonus, less reliance had been built into the MTFS and indeed many other local authorities had done the same.
- 3.5 Negative Revenue Support was considered and the Committee asked why Lichfield had the highest. It was reported that there were a number of factors but the information used to create the figures was out of date and this was being challenged by the District Council. It was noted that there was a consultation on Fair Funding and the tariffs applied along with a meeting with the Lichfield area MP in which this was on the agenda for discussion.
- 3.6 The Property Investment Strategy was discussed and there was concern that it was a high amount of borrowing and greater detail on safeguarding was requested. It was reported that it was written into the budget to allow flexibility and quick decisions however there would be a scheme of delegation and governance structure in place before any property was purchased.
- 3.7 The Budget Consultation was discussed by the Committee and it was felt that the time frame was short and too close to the Christmas period resulting in a low response rate. It was also felt that it had not informed the budget process however it was confirmed that the MTFS was a living document and comments would be considered during Money Matter reports throughout 2018/19.
- 3.8 Overall it was agreed that this was a very cautious budget due to the high level of uncertainty and the unknown direction of travel regarding funding. The Committee concurred with the Officer's prudent approach regarding the MTFS. Members also agreed that more should be done to make the public aware of the funding situation and that although Council Tax was increasing, it was due to the need to fund services locally.
- 3.9 The Committee agreed that Cabinet be advised of the comments made by the Strategic (Overview & Scrutiny) Committee especially in relation to the following

- a) The 2018/19 Revenue Budget, including the Amount to be met from Government Grants and Local taxpayers of £10,305,900 and proposed level of Council Tax (the District element) for 2018/19 of £169.99 (an increase of £5 or 3.03%) for Band D equivalent property
- b) The MTFS 2017-22 Revenue Budgets
- c) The MTFS 2017-22 Capital Strategy and Capital Programme
- d) 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.

<b>4</b>	<b>PERFORMANCE MANAGEMENT FRAMEWORK AND CONSULTATION PRINCIPLES</b>
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- 4.1 Members received a presentation on the proposed changes to performance management. The Head of Corporate Services reported on what made effective performance management and how the Strategic Plan could be captured at an individual level through a Delivery Plan, Service Plans and Staff Performance Development Reviews.
- 4.2 Members asked if there was flexibility within the proposals especially as the Local Government climate was currently unpredictable. It was reported that this should be written into the Service Plans and an open and constant dialogue between all Officers would allow for quick changes.
- 4.3 It was then reported how consultations could link in with management performance and the Committee were introduced to an emerging plan. It was discussed that consultation should be a two-way process and it was reported that it was envisioned that there would be a residents panel who would inform the Delivery Plan. It was noted that resources would be required to facilitate a panel and a structure in place to ensure membership remained focused and unbiased.
- 4.4 Members felt there should be a mechanism to capture the feedback Councillors receive from residents and it was agreed to consider this further. The use of public meetings, exhibitions and social media was also deemed as effective ways to engage with residents. Members then discussed the use of print media and it was noted that not all rural areas received newspapers and so consulting with those areas had not been as successful. It was requested that more innovative ways be explored for those areas.
- 4.5 It was felt that consultation and communications went hand in hand and so it was requested that a full strategy be considered.
- 4.6 It was agreed that the comments received be fed into the development of performance management and consultation principles.

R Strachan  
Chairman  
Strategic (Overview and Scrutiny) Committee

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**PLANNING COMMITTEE**

**18 DECEMBER 2017**

**PRESENT:**

Councillors Smedley (Chairman), Marshall (Vice-Chairman), Awty, Mrs Bacon, Mrs Baker, Mrs Barnett, Cox, Drinkwater, Mrs Evans, Matthews, Pritchard and A. Yeates

156. (**APOLOGIES FOR ABSENCE** were received from Mrs Allsopp, Bamborough, Miss Hassall, Humphreys, Powell, Miss Shepherd, Strachan and Mrs Stanhope MBE).

**157. DECLARATIONS OF INTEREST:**

All Members in attendance declared a personal interest in item 17/01346/FUL as the applicant was a fellow Member of the Council.

**158. MINUTES:**

The Minutes of the Meeting held on 13 November 2017 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

**159. DECISIONS ON PLANNING APPLICATIONS:**

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Application 16/00865/FULM.

160. **16/00865/FULM – DEMOLITION OF EXISTING BUILDING AND ERECTION OF BUILDING CONTAINING 31 APARTMENTS, 10 CAR PARKING SPACES AND 1 COMMERCIAL UNIT WITHIN USE CLASSES A1 (SHOPS), A2 (FINANCIAL AND PROFESSIONAL SERVICES), A3 (FOOD AND DRINK), A4 (DRINKING ESTABLISHMENT), A5 (HOT FOOD TAKEAWAYS) AND B1(A)(OFFICES) BEACONSFIELD HOUSE, 10 SANDFORD STREET, LICHFIELD FOR DAVIES & DAVIES**

**RESOLVED:** That planning permission be approved subject to conditions contained in the report of the Director of Place and Community and the applicant first entering into a S106 Agreement, to secure a commuted sum for off-site affordable housing provision.

161. **17/01487/FUL – REPLACEMENT BUILDING FOR DOG GROOMING SALON AND CHANGES TO WORKING HOURS (AMENDMENT TO APPLICATION 14/00553/COU) 6 SPENCER DRIVE, BURNTWOOD FOR MRS J SIMMONDS**

**RESOLVED:** That planning permission be approved subject to the

conditions contained in the report of the Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION, REPRESENTATION WAS MADE BY MRS JACKIE SIMMONS (APPLICANT))

- 162. 17/01439/FUL – DEMOLITION OF DETACHED GARAGE AND ERECTION OF 2NO DETACHED DWELLINGS (1NO 3 BEDROOM AND 1NO 2 BEDROOM) AND SINGLE DETACHED GARAGE  
64 MICKLEHOME DRIVE, ALREWAS  
FOR MR & MRS M LAHERT**

**RESOLVED:** That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

- 163. 17/01465/FUL – SINGLE AND TWO STOREY SIDE EXTENSION TO FORM GARAGE, STORE, BEDROOM WITH EN-SUITE  
50 HOLLY GROVE LANE, BURNTWOOD  
FOR MR & MRS M BROTHERHOOD**

**RESOLVED:** That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

- 164. 17/01346/FUL – SINGLE STOREY SIDE EXTENSION WITH LOFT ROOM TO REPLACE EXISTING DETACHED GARAGE  
177 WALSALL ROAD, LICHFIELD  
FOR COUNCILLOR I EADIE**

**RESOLVED:** That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

(The meeting closed at 7.08pm)

CHAIRMAN

## AUDIT AND MEMBER STANDARDS COMMITTEE

22 January 2018

### PRESENT

Councillors Tittley (Chairman), Awty (Vice-Chairman), Mrs Boyle, Marshall, Mosson, Rayner, Strachan, Mrs Tranter and Mrs Woodward

Observers – Councillor Mrs Baker and Councillor Spruce (Cabinet Member for Finance and Democracy)

Officers in attendance: Ms B Nahal, Mrs A Struthers, Mr A Thomas, Mr G Davies, Ms C Tims, Ms D Tilley, Mr N Turner and Ms W Johnson

Also Present: Mr J Gregory and Ms L Griffiths from Grant Thornton (External Auditors)

### 176. APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 177. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 178. MINUTES

The Minutes of the Meeting held on 26 September 2017, as printed and previously circulated, were taken as read and approved as a correct record.

### 179. LOCAL AUDIT UPDATE

Members considered the Local Audit Update from Mr Thomas (Head of Finance & Procurement). Mr Thomas advised that following the PSAA decision to appoint Grant Thornton as Lichfield District Council's External Auditors, the audit procurement had now indicated the scale of fees for 2018/19 which were 23% lower to the 2017/18 fees. However, Lichfield District Council needed to make arrangements for the housing benefit subsidy certification work which had not been included in the audit legislation. Discussions were currently taking place and members were asked to note the extra Audit and Member Standards Committee meeting on Wednesday 9 May at 6pm where Grant Thornton would be delivering a Presentation for this additional piece of work. The appointment was favoured by the committee as there was already a good working relationship with Grant Thornton.

**RESOLVED:** That the Committee note the appointment of Grant Thornton as the Council's External Auditors for the next 5 years from 2018/19 and note the scale of fees for 2018/19.

### 180. MID-YEAR TREASURY MANAGEMENT REPORT

Members considered the Mid-Year Treasury Management Report as at 30 September 2017 from Mr Thomas and he explained the report in more detail verbally. (Mr Thomas explained that the report excluded changes related to the Leisure Facilities Outsource project recommended

for approval to Full Council on 19 December 2017 and the Property Investment Strategy). Discussions took place around the main elements of the report including affordable housing projects and the capital receipts relating to Friarsgate. The liquidity of our investments were explained and the yield. Mr Thomas confirmed that Lichfield District Council had recently reappointed Arlingclose as its Treasury Management advisors after a tender process and advised that this contract was due to run from June 2017 – June 2020 with an option of two further one year extensions. Mr Thomas said there were a number of regulatory changes coming in to force and explained them in more detail. He confirmed that it was the Council's intention to be classed as a "professional" client under MiFID II (the differences were illustrated in the report).

**RESOLVED:** The Committee:

- (1) Note the report and issues within;
- (2) Note the reappointment of Arlingclose as the Council's Treasury Management Advisors and the forthcoming Regulatory changes;
- (3) Note the projected 2017/18 Prudential Indicators in the report.

## **181. TREASURY MANAGEMENT STRATEGY**

Members considered the Treasury Management Strategy Statement from Mr Thomas and members were asked to highlight any changes for recommendations to Cabinet. Mr Thomas said the bold text on page 1 of the report highlighted some changes which may mean a revised TMSS will need to be adopted during 2018/19 to take into account of the new guidance and revised codes. Discussions took place around the implications of fluidity/Friarsgate/Brexit/Capital Programme and Property Investments. Mr Thomas stated that to deliver the Property Investment Strategy we will need to engage External Advisors to undertake more robust financial modelling.

**RESOLVED:** The Committee:

- (1) Noted the Capital Strategy and Capital Programme outlined in Appendices A & B;
- (2) Noted the Balance Sheet Projections and Borrowing Requirement and Strategy 2017-22, contained within Appendix C;
- (3) Noted the Minimum Revenue Provision Statement 2018/19, contained within Appendix D, which sets out the Council's policy of using the asset life method as the basis for making prudent provision for debt redemption;
- (4) Noted the Treasury Management Policy Statement and The Annual Investment Strategy 2018/19 and the detailed criteria – Appendix E;
- (5) Noted the use of Specified and Non-Specified Investments – Appendix F;
- (6) Noted the Prudential Indicators and limits for 2017-22 contained within Appendix G of the report;
- (7) Noted the Authorised Limit Prudential Indicator shown within Appendix G.

## **182. INTERNAL AUDIT PROGRESS REPORT – AUGUST – NOVEMBER 2017**

Members considered the Internal Audit Progress Report August 2017 - November 2017 from Mrs Struthers (Audit Manager). Mrs Struthers advised that a total of 41 recommendations were made with 39 of the recommendations being accepted by management. Only 2 recommendations that were not accepted relating to Building Control and the limited assurance levels were discussed. Gareth Davies, Head of Regulatory Services, Housing & Wellbeing attended to explain why the Health & Safety Enforcement service had received limited assurance and gave some background. He explained that the Health and Safety rules are complicated as some Inspections are carried out by the HSE yet some are to be carried out by the Council. Mr Davies said one of the main issues was the lack of a computer database in Regulatory Services; the service has relied entirely to date upon its own spreadsheets/database



records which is not satisfactory. Mr Davies therefore said he intended to procure a Regulatory Services database and a paper was going to the next Cabinet meeting for approval. This, however, would take 18 months to implement. Mr Davies stated that all other high priorities on their Internal Audit Report had now been met. Members were concerned especially as public safety was at stake and wondered how long it was going to take to rectify this situation. It was questioned if the Committee should write to the MP. The Chairman agreed in the first instance to write to the Portfolio Holder on Cabinet and express concern and see if enough resources were available to address this issue. This was agreed.

Ms Tims, Head of Corporate Services attended to explain to the committee what was being done about the Customer Promise/Complaints Process which had also been reported as only having limited assurance. She explained that the majority of the recommendations had now been addressed and implemented however, she was still looking at our performance management systems - as to how we can embed the learning from the complaints received and translate it into service improvement. The two stage complaints process is being launched and work is progressing on developing a mechanism to undertake lessons learned reporting, which is the final recommendation relevant to complaints. There are still some issues to be resolved in relation to Customer Promise and Ms Tims is working with Mrs Leybourne to identify how these can be measured corporately. An update to our telephony system is due to be completed by the end of January and this, in conjunction with the roll-out of our customer forms package, will enable us to assess the delivery of our customer promises. Ms Tims is also responsible for the mobile computing item which also had limited assurance in the report. She was able to confirm that there is a facility to block memory sticks and other removable media, however, these are having to be addressed on a case by case basis in a roll out programme that will take until April 2018. She assured members that we had improved our level of awareness and protection for mobile computing with the majority of actions completed and only 2 issues remaining outstanding, which were linked to our plans for GDPR and will be resolved by May 2018 at the latest.

The Chairman thanked both Officers for their attendance and explanations.

**RESOLVED:** The Committee considered the Internal Audit Progress Report August 2017 to November 2017 and the Chairman agreed to write to the Cabinet Member for Regulatory Services, Housing & Wellbeing with regard to Health & Safety Enforcement.

### **183. RISK MANAGEMENT UPDATE**

Members considered the Risk Management Update from Mrs Struthers (Audit Manager). The corporate risk register and the significant risk on the project risk register were presented to the members of the Committee. The updated Risk Management Policy was presented to the Committee, which detailed the required changes – which were minor changes.

**RESOLVED:** That Members:

- (1) Note the work being undertaken to ensure the Risk Management Policy is adhered to and the actions taking place to manage the Council's most significant risks;
- (2) Consider the updated corporate risk register and project risk register.
- (3) Approve the updated Risk Management Policy.

### **184. MEMBERS CODE OF CONDUCT/EQUALITIES TRAINING FEED BACK – VERBAL REPORT**

Ms Nahal (Head of Legal, Property & Democratic Services) advised the Committee that 4 sessions of Member Code of Conduct/Equalities Training had been hosted at Lichfield District Council offices on different days to capture all and there had been a positive member attendance rate – 80%. She confirmed that the Members who had not attended had either done Equalities training elsewhere or at Staffordshire County Council or they had had other

health and/or caring responsibilities which meant they could not attend. Only 3 members had not had valid reasons for non-attendance. Discussions took place around member training generally and if penalties for non-attendance should be a way forward.

**RESOLVED:**

Ms Nahal is to meet with the Leader, the Leader of the Minority Group and the Chairman of Employment Committee about Member attendance at Members Code of Conduct/Equalities Training and Training generally.

**185. THE ANNUAL AUDIT LETTER FOR LICHFIELD DISTRICT COUNCIL**

Members were asked to consider the Annual Audit Letter for Lichfield District Council year ended 31 March 2017 which had to be provided by the External Auditors, Grant Thornton, following the Audit Opinion being issued. The findings had already been reported to September's meeting in the Audit Findings Report so the letter was just for sign-off.

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

**186. CERTIFICATION WORK FOR LICHFIELD DISTRICT COUNCIL FOR YEAR ENDED 31 MARCH 2017**

Members were asked to consider the Certification work for Lichfield District Council for year ended 31 March 2017 which reports the outcome of the External Auditor's work for this year. It was noted that the fees charged included an additional fee for additional work delivered as a higher error rate than expected was received.

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

**187. INFORMING THE AUDIT RISK ASSESSMENT, LICHFIELD DISTRICT COUNCIL**

Members considered the Informing the Audit Risk Assessment Lichfield District Council 2017/18 Report from the External Auditors - Grant Thornton which was a report sharing questions and the responses received from management. The Committee were asked to consider the responses and comment. Page 12 quoted a question about whether there was sufficient staff in post and this was queried by the members as the Planning Department seemed to be under increasing pressure. Mr Thomas highlighted that the Government had recently confirmed that Councils will be able to increase planning fees by 20% as long as the additional income is reinvested in the Planning Service. The results of the Internal Audit Report also showed, there were problems with Customer Promise/Complaints Process/Mobile Computing and H&S Enforcement. Discussions took place as to whether the Committee should feedback to IRP in relation to Members non-attendance at mandatory training sessions and the importance of the Chair and Vice-Chair roles of the Committee. Ms Nahal advised that she had done a report to IRP last year which would cover the next 4 years but had a meeting booked with the Leader of the Council and a couple of members to look at what we would want the IRP to look at.

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

**188. AUDIT PLAN FOR LICHFIELD DISTRICT COUNCIL 2017/18**

Members were asked to consider the External Audit Plan year ending 31 March 2018 prepared by our External Auditors - Grant Thornton.

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

## **189. WORK PROGRAMME**

Members considered the Work Programme and it was noted that there had been an additional meeting for the External Auditors Presentation on 9 May 2018 and a change of meeting date from 4 April to 22 May 2018.

(The Meeting closed at 7.53 pm)

CHAIRMAN

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## EMPLOYMENT COMMITTEE

1 FEBRUARY 2018

**PRESENT:**

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice-Chair), Mrs Banevicius, Cox, Mrs England, Greatorex, Miss Hassall, Rayner, Salter and B Yeates

**190 APOLOGIES FOR ABSENCE**

There were no apologies for absence

**191 DECLARATIONS OF INTEREST**

There were no declarations of interests

**192 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on the 20<sup>th</sup> November 2017, as printed and circulated were taken as read, approved and signed by the Chairman.

**193 OFFICER CODE OF CONDUCT UPDATE**

The Committee received a verbal report requesting an amendment to the Officer Code of Conduct. It was reported that a small change had been required to ensure it reflected details in the Disciplinary Procedure correctly regarding the disclosure of criminal convictions. It was noted that the code would be relaunched to all Officers were aware of the revised version. When asked, it was confirmed that the unions had been consulted with.

Other areas of the Code was then discussed by the Committee and it was asked why a Politically Restricted Post were still allowed to stand as a Parish Councillor as these positions could still be political. After seeking guidance with the Head of Legal, Property and Democratic Services, it has been confirmed that standing for a Town or Parish Council is excluded as it is not considered political in terms of the legislation LGHA 89/ SI 1990. No reason has been given why and usually Town/ PC's are seen as more local democracy rather than Political.

It was also asked if drug guidance had been adopted and it was reported that there were only facilities to check for alcohol use.

It was asked if social media use could be mentioned in various sections and it was noted that there were other policies that could cover social media use including IT policies. It was agreed that it could however be highlighted to Officers within the Code of Conduct. It was asked if GDPR should be included and it was reported that the code was not required to be specific.

It was felt that as social media use had changed since the approval of the code 12 months ago so it might be right to review the Code of Conduct at a later date.

**RESOLVED:** That the amendment to the Officer Code of Conduct be approved.

## 194 MEMBER DEVELOPMENT STRATEGY

The Chairman led a discussion on Member Development Strategy and she asked for the Committee's thoughts and ideas for carrying out training and development. It was noted that the Head of Legal, Property and Democratic Services would be meeting with the Leader of the Council and Leader of the Opposition to discuss further. It was reported that there would not be a questionnaire circulated

A diagram of a proposed strategy was circulated to Members and it was reported that training would become Member led with a development plan which would inform the training programme along with a sub committee that would monitor attendance and further training needs. It was then reported that Members would meet with their party leader and discuss and record their individual development needs.

The Committee asked what the current budget was for Member Training and it was confirmed to be £5k. There was some concern that this was not enough to deliver effective training but it was reported that the use of e-learning and Officer to deliver sessions helped keep costs to a minimum. It was suggested that collaborative sessions with other authorities could also help reduce costs.

Views were then sought from the Committee on what could aid training to be valuable and the following was expressed:

- All training to be available for all Members to ensure continuity.
- The use different formats to deliver training.
- The use of different venues
- On block intensive training as part of Induction.
- Consider external training for Planning and not be all in house
- Sessions to stay on topic
- Length of sessions especially on an evening. Keep them short and sharp with objectives
- Information to be presented in an understandable way to Members
- Receive a synopsis of what training will be delivered.

Members then discussed specific training topics and items included IT as it was important to all Members. It was also suggested that sessions on Community liaison could be useful especially for new Members as it would help them understand the work of other agencies including health providers, highways and registered social landlords. Other topics discussed were speed reading, assertiveness training and Governance especially regarding commercialisation.

There was some concern that it was difficult to attend all training sessions due to other commitments and it was suggested that numerous dates could be offered or different formats offered for the same format.

**RESOLVED:** That the comments will be fed back to Head of Legal, Property and Democratic Services would be meeting with the Leader of the Council and Leader of the Opposition.

**195 POLICY REVIEW 2018 SCHEDULE**

The Committee noted that Policy Review 2018 Schedule and an update was given. It was noted that all reviews were on schedule and Members were keen for the deadlines to be maintained.

**RESOLVED:** That the Policy Review 2018 Schedule be noted.

(The Meeting closed at 7.16 pm)

CHAIRMAN

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## REGULATORY AND LICENSING COMMITTEE

6 FEBRUARY 2018

**PRESENT:**

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

**196 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Humphreys and Mrs Stanhope MBE.

**197 DECLARATIONS OF INTEREST**

There were no declarations of interests.

**198 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on the 2<sup>nd</sup> October 2017, as printed and circulated, were taken as read, approved and signed by the Chairman.

**199 STREET TRADING POLICY**

The Committee received a report a proposed revised Street Trading Policy. It was reported that the aim of the policy was to create a street trading environment which was sensitive to the needs of the public, consumer and ensured safety and contributed to the character and ambience of the local area. It was noted that the Member Task Group that was created to look at the Policy had agreed the amendments.

The changes from the original Policy were highlighted to the Committee including that locations would be considered on a case by case basis. It was reported that the use of generators had been included as there had been issues in the past regarding them.

The main area of amendments was reported to be around Special Events and it was reported that organisers would be required to meet a number of criteria before gaining consent. It was noted that their past experience would be taken into account along with economic benefit to the district, accounts and event budget and waste disposal proposals along with other aspects. It was also reported that organisers would be required to attend the Safety Advisory Group and notify local residents and businesses.

The Committee requested an update to the investigations regarding the Lichfield City Charter and it was reported that the historic markets Charter had been found and that it stated that there could be a market on Tuesdays and Fridays. It was then reported that it had been discovered subsequently that the District Council through the Food and Drugs Act, had created a Saturday market and the management of this had been transferred to the City Council in 2003. The City Council have stated that they have created other markets using the same powers and it was noted that evidence of this had been requested and was awaited. The Chairman informed the Committee that he would be meeting the Leader of the City Council and the Town Clerk with the Leader of the District Council to discuss this further.

The Committee were uneasy that facepainting could be carried out at events without a street trading consent and the associated requirement of a DBS check. This is because they were providing a service and not selling an article and as such they did not require street trading

consent. Members had grave concern regarding the implications of this however accepted that Officers had consulted with Solicitors on this matter and these regulations did not cover this activity.

Fees were then discussed and it was noted that it was proposed to charge additional fees for late and/or incomplete applications as it required greater resources to carry out the necessary work. It was reported that a deposit would be required to cover any costs associated with damages to the street, waste disposal but refundable if the event was successful.

The Committee were pleased with the amendments and agreeable to Policy being submitted for consultation.

**RESOLVED:** (1) That the new Street Trading Policy be approved for consultation; and

(2) That authority be delegated to the Head of Regulatory Services, Housing and Wellbeing in consultation with the members Task Group, to include any agreed comments into the Policy from the consultation process.

## **200 MINOR AMENDMENT TO PRIVATE HIRE VEHICLE LICENCE CONDITIONS RELATING TO SEATING**

The Committee received a report proposing an amendment to a Private Hire Vehicle licence condition to allow the use of tilted seats to access other rows of seating. It was reported that the use of such seating should be permitted as vehicle safety technology had moved on considerably from when the condition was originally brought into force. The Committee noted that the driver would be required to notify passengers that the vehicle had tilted seats to allow them the opportunity to choose whether to use them.

**RESOLVED:** That a change to the Private Hire vehicle Condition 10.2 to permit the use of tilting seats to gain access to another row of seats be approved to read as

*“10.2 The seating arrangement in “People Carrier” type vehicles will be fixed and approved by the Council. The seating will not be moved once approval has been granted. Customers hiring any vehicle in which any seat must be tilted, moved or in any way adjusted to gain access to another row of seats shall be advised of this at the time of booking.”*

## **201 FOOD SERVICE DELIVERY PLAN**

The Committee received a report on the Food Delivery Plan for 2018-20 which covered the aims and key priorities of the service.

**RESOLVED:** That the Food Safety Service Delivery Plan 2018-20 be approved.

## **202 HEALTH AND SAFETY LAW ENFORCEMENT PLAN**

The Committee received a report on the Health and Safety Law Enforcement Plan 2018/20 which set out the aims and key priorities of the services provided.

**RESOLVED:** That the Health and Safety Law Enforcement Plan 2018-20 be approved.

**203 REVIEW OF LICENCE AND OTHER FEES AND CHARGES IN REGULATORY SERVICES, HOUSING AND WELLBEING 2018/19**

The Committee received a report on the proposed fees and charges for services or enforcement actions within the Regulatory Services, Housing and Wellbeing area. It was reported that there were a number of new fees proposed relating to fixed penalty notices that had recently been introduced under new legislation along with a charge for undertaking a food hygiene inspection re-visit.

It was reported that Littering from a Vehicle could now result in a fixed penalty if witnessed. It was asked what evidence would be required and it was reported that a witness statement, CCTV or Officer surveillances could be used. Members reported that some residents would be reluctant to provide a witness statement in fear of retaliation however it was noted that they could notify the Council and in areas where regular problems occur, Officers can be sent to the area to patrol and observe the offence directly. \*

Charges for dog fouling was discussed and Members felt it was Anti-Social Behaviour and so the penalty should be at that level. It was confirmed that dog fouling was defined in statute and the charge could only be within the set limits. It was noted that the discount for both dog fouling and littering had been adjusted to the same amount to prevent errors when offenders paid. \*

Fly tipping was discussed and the Committee were in agreement with Officers to set the penalty at the maximum of £400 to act as a deterrent.

It was reported that the fee for taxi and private hire vehicle tests had been out for quotes with garages at the time that the report was written. Quote had now been received and the change was an increase of £1 to £17.50.\*

The fees for the Gambling Act was discussed and it was noted that further work was required to ensure that the charges reflected the cost of these services. It was suggested that any amendments could be approved by the Chairman, Vice-Chairman and Head of Regulatory Services as per the report recommendations.

Members asked if there was enough resource to enforce offences and it was reported that there was 0.3FTE for enforcement but the Environmental Crime Member Task Group may want to investigate whether this was adequate.

- RESOLVED:**
- (1) That the fees and charges for the forthcoming year 2018/19 for the functions as listed in Appendix A to the report be approved for statutory consultation;
  - (2) That the fees and charges for the forthcoming year 2018/19 for the functions as listed in Appendix B to the report be approved;
  - (3) That delegated authority to the Head of Regulatory Services, Housing and Wellbeing in consultation with the Chairman and Vice-Chairman of the Committee be approved to set or amend any fees which are detailed in Appendix A to the report in consideration of any consultation responses received; and
  - (4) That delegated authority be approved to the Head of Regulatory Services, Housing and Wellbeing in consultation with the Chairman and

Vice-Chairman of the Committee to set on an interim basis, any new fees and charges which may arise during the year.

**204 WORK PROGRAMME**

The work programme was considered. The Committee expressed their gratitude to the Officers for their work over the past Municipal Year.

**RESOLVED:** That the Work Programme be agreed.

(The Meeting closed at 6.50 pm)

CHAIRMAN

**PLANNING COMMITTEE**

**12 FEBRUARY 2018**

**PRESENT:**

Councillors Marshall (Vice-Chairman in the Chair), Mrs Bacon, Mrs Baker, Bamborough, Mrs Barnett, Cox, Drinkwater, Mrs Evans, Miss Hassall, Matthews, Powell, Pritchard, Miss Shepherd, Mrs Stanhope MBE, Strachan and A. Yeates

- 205. (APOLOGIES FOR ABSENCE** were received from Councillor Mrs Allsopp, Awty and Humphreys.

**206. DECLARATIONS OF INTEREST:**

Councillor Marshall (Vice-Chairman in the Chair) declared a personal interest in Agenda Item no. 5 – Tree Preservation Order no. 400-2017 as the Objector is known to him and also a pecuniary interest in Agenda Item no. 6 – Issues Paper – Planning Application ref. 18/00078/OUTMEI.

Councillor Mrs Baker declared a personal interest in Agenda Item no. 6 – Application no. 18/00078/OUTMEI as the Applicant is known to her as they are Trustees at Lichfield Garrick Theatre.

Councillor Cox declared a personal interest in Agenda Item no. 5 - Tree Preservation Order no. 400-2017 as the Objector is known to him.

Councillor Mrs Evans declared a personal interest in Agenda Item no. 5 – Tree Preservation Order no. 400-2017 as the Objector is known to him.

Councillor Mrs Stanhope declared a personal interest in Agenda Item no. 4 – Application no. 17/01488/COU as the Applicant is known to her and a fellow Parish Councillor.

**207. MINUTES:**

The Minutes of the Meeting held on 18 December 2017 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

**208. DECISIONS ON PLANNING APPLICATIONS:**

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 17/01257/FUL, 17/01488/COU & 17/01708/FUL.

- 209. 17/01257/FUL – DEMOLITION OF BUNGALOW AND ERECTION OF A 3 BEDROOM DETACHED DWELLING AND ASSOCIATED WORKS  
9 COPPICE LANE, CLIFTON CAMPVILLE  
FOR MS S KERBY**

**RESOLVED:** That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION, REPRESENTATIONS WERE MADE BY MR LOUIS CLEVELEY (OBJECTOR) AND MR ANTHONY KERBY (APPLICANT'S AGENT))

- 210. 17/01488/COU – CHANGE OF USE OF GROUND FLOOR TO CAFÉ (A3), DIVISION OF FIRST FLOOR INTO 3NO UNITS, WITH 2NO REMAINING AS OFFICE (B1) AND 1NO UNIT CHANGE OF USE FROM OFFICES TO RETAIL (A1)  
57 MAIN STREET, ALREWAS  
FOR MRS J REILLY**

**RESOLVED:** That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION, REPRESENTATIONS WERE MADE BY MS SOPHIE BURNS-MACE (OBJECTOR) AND JOINTLY BY MS JANE REILLY (APPLICANT) AND MS DEBBIE GLANCY (AGENT))

- 211. 17/01708/FUL – RETENTION OF DETACHED GARDEN BUILDING IN REAR GARDEN  
37 SLADE AVENUE, BURNTWOOD  
FOR MR I ESPREY**

**RESOLVED:** That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

- 212. TREE PRESERVATION ORDER NO. 400-2017 – APPLICATION FOR THE REMOVAL OF TWO BEECH TREES AT 1 AUCHINLECK DRIVE, LICHFIELD, WS13 6TL**

**RESOLVED:** That the Planning Committee confirm the Tree Preservation order without modifications.

(PRIOR TO CONSIDERATION OF THE APPLICATION, REPRESENTATION WAS MADE BY MR ROBERT WHITE (OBJECTOR))

- 213. ISSUES PAPER – PLANNING APPLICATION REF. 18/00078/OUTMEI  
OUTLINE APPLICATION FOR A MIXED USE DEVELOPMENT COMPRISING OF 184 RESIDENTIAL DWELLINGS (CLASS C3) INCLUDING SELF-BUILD PROPERTIES AND INDEPENDENT LIVING, 122 CARE AND ASSISTED LIVING DWELLINGS (CLASS C2), AND THE CREATION OF A 3,260 SQ M NEIGHBOURHOOD CENTRE, INCLUDING RETAIL UNITS AND A GARDEN CENTRE (CLASS A1), RESTAURANT (CLASS A3), GYM (CLASS D2) AND MEDICAL FACILITIES (CLASS D1), WITH ASSOCIATED WORKS (OUTLINE: ALL MATTERS RESERVED EXCEPT ACCESS).  
MIDLAND PIG PRODUCERS LTD, HAY END LANE, FRADLEY, LICHFIELD, STAFFORDSHIRE.  
FOR J T LEAVESLEY LIMITED**

Consideration was given to an Issues Paper relating to the proposed development.

**RESOLVED:** That the following issues also be addressed in the assessment of the above application:

- Consideration be given to need for protecting trees (TPO's).
- Look at conditions re: self-build units.
- Connectivity / build phasing / economic impact on viability of site/ sustainability.
- Consider opportunity for delivering bungalows on site.
- Infrastructure matters – given the former pig farm use, has the drainage been reviewed to ensure no significant contamination.
- Assurance that the care home will be delivered rather than reverting to open market housing.
- Loss of agricultural land and its sustainability in the light of an increasing population.
- Whether a suitable number of affordable homes will be delivered within the development.
- Accessibility and traffic impacts including capacity of local and strategic roads (particularly the A38 and Hilliards Cross) and suitability of any improvement works.
- Ensure that medical centre would be of adequate size, particularly in view of care home and new residents.
- Determine whether the health centre would be delivered, given other previously allocated sites within Fradley have not been erected.
- Surface water flooding consideration.
- Education/Schools capacity to be considered.

#### **214. REVIEW OF PLANNING COMMITTEE**

Consideration was given to a Report of the Director of Place and Community relating to a review of the Planning Committee. The Committee approved the following:

**RESOLVED:**

- (1) The reduction in the size of the Planning Committee to 15 Members;
- (2) The training of additional Members to act as permanent replacements as circumstances arise;
- (3) The hosting of Planning Committee meetings in the Committee Room on the provision that the Council Chamber will still host when larger public galleries are anticipated;
- (4) That the performance and operation of the new Planning Committee be subject to review by the Economic Growth, Environment and Development (Overview and Scrutiny) Committee after one year of its operation;
- (5) Note the above would be subject to subsequent approval by Full Council, as such changes would require amendments to the Council's Constitution.

(The meeting closed at 8.20 pm)

CHAIRMAN

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# The Medium Term Financial Strategy (Revenue and Capital) 2017-22 (MTFS)

Report of the Cabinet

Date: 20 February 2018  
 Agenda Item: 10(b)  
 Contact Officers: Diane Tilley/Anthony Thomas  
 Tel Number: 01543 308001/308012  
 Email: diane.tilley@lichfielddc.gov.uk/  
 anthony.thomas@lichfielddc.gov.uk



Council

Key Decision? YES  
 Local Ward Full Council  
 Members

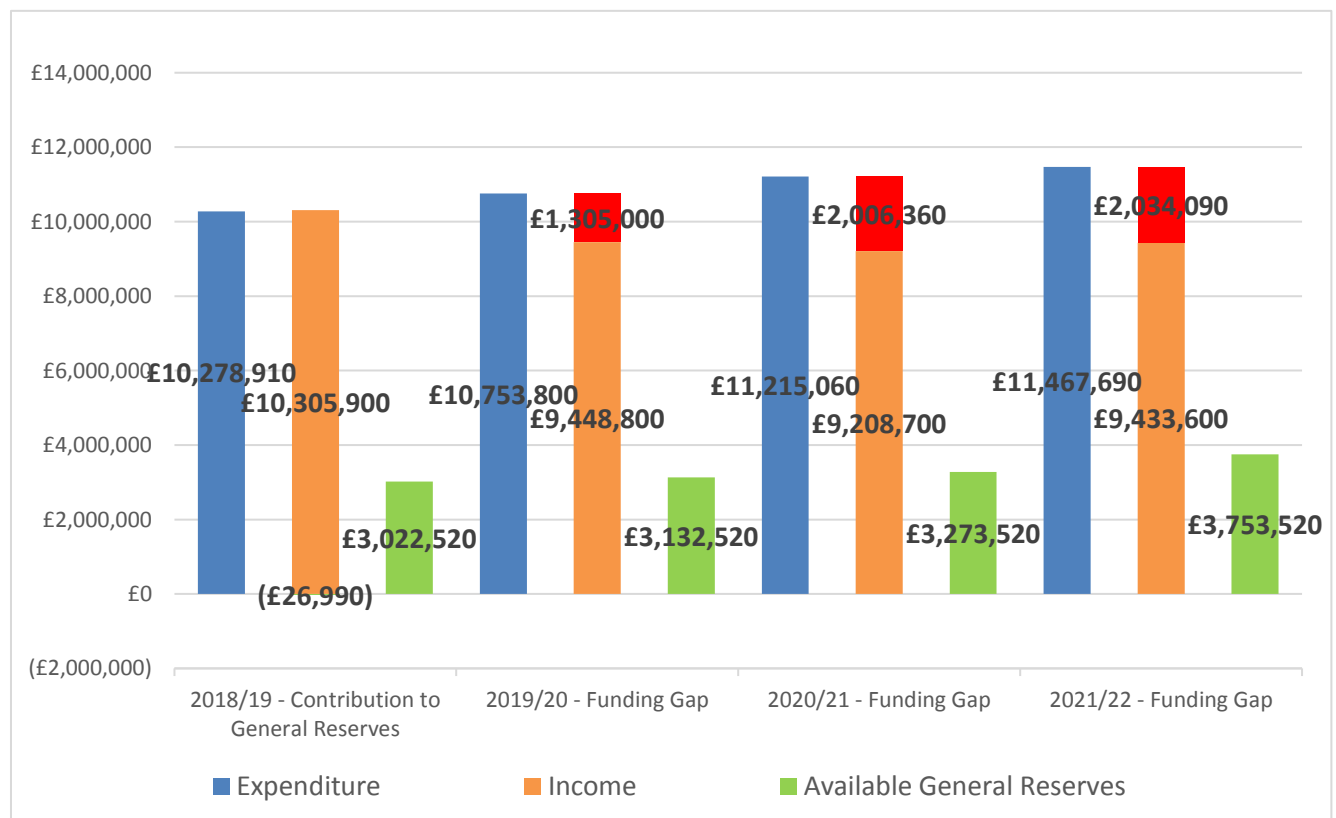
## 1. Executive Summary

### The Medium Term Financial Strategy

- 1.1 The ability to deliver the outcomes set out in the **Lichfield District Council Strategic Plan 2016-20** is dependent on the resources available in the MTFS.
- 1.2 The Council has a statutory duty to set a balanced budget and to calculate the level of Council Tax for its area. The Chief Financial Officer (CFO) has a statutory duty to ensure the figures provided for estimating and financial planning are robust and will stand up to Audit scrutiny.
- 1.3 The Local Government Act 2003 places duties and requirements on the Authority on how it sets and monitors its budgets, including the CFO's report on the Robustness of the Budget and adequacy of Reserves and this report forms part of the MTFS.

### The Revenue Budget

- 1.4 The Revenue Budget with a transfer to general reserves in 2018/19 and Funding Gaps (shown in red in the graph below) in later years is shown in detail at **APPENDIX A** and in summary below:



- 1.5 The Council is legally required to balance the budget in the first year (2018/19) of the MTFs and to set out its proposals to balance the further financial years - 2019/20, 2020/21 and 2021/22.
- 1.6 The MTFs proposes a transfer to General Reserves of **£26,990** for 2018/19 and in later years a projected Funding Gap has been identified. The Council would have **£3,022,520** of General Reserves available (after taking account of the Minimum Level of Reserves) after this contribution to assist with balancing the budget in future years, if needed.
- 1.7 The Council will need to make significant levels of savings or achieve additional income to close the Funding Gap by 2021/22.

#### **Treasury Management, the Capital Strategy and the Capital Programme**

- 1.8 The Treasury Management Strategy Statement incorporates the Annual Investment Strategy and it covers the financing and investment strategy for the forthcoming financial year.
- 1.9 The purpose of this paper is, therefore, to approve:
  - The Capital Strategy and Capital Programme, outlined in **APPENDICES B & C**.
  - Balance Sheet Projections and Borrowing Requirement and Strategy for 2018/19 (**APPENDIX D**).
  - Minimum Revenue Provision Statement 2018/19 (**APPENDIX E**).
  - Treasury Management Policy Statement, Annual Investment Strategy and Cash Flow Forecast for 2018/19 (**APPENDIX F**).
  - Use of Specified and Non-Specified Investments (**APPENDIX F**).
  - Prudential Indicators 2017-22 (**APPENDIX G**).
- 1.10 All treasury activity will comply with relevant statute, guidance and accounting standards.

#### **The CFO's Report on the Robustness of the Budget and the Adequacy of Reserves**

- 1.11 In accordance with the Local Government Act 2003 (Sections 25-27) and to comply with CIPFA Guidance on Local Authority Reserves and Balances, the CFO is required to formally report to Members on the robustness of the Budget and the adequacy of Reserves (**APPENDIX H**).

## **2. Recommendations**

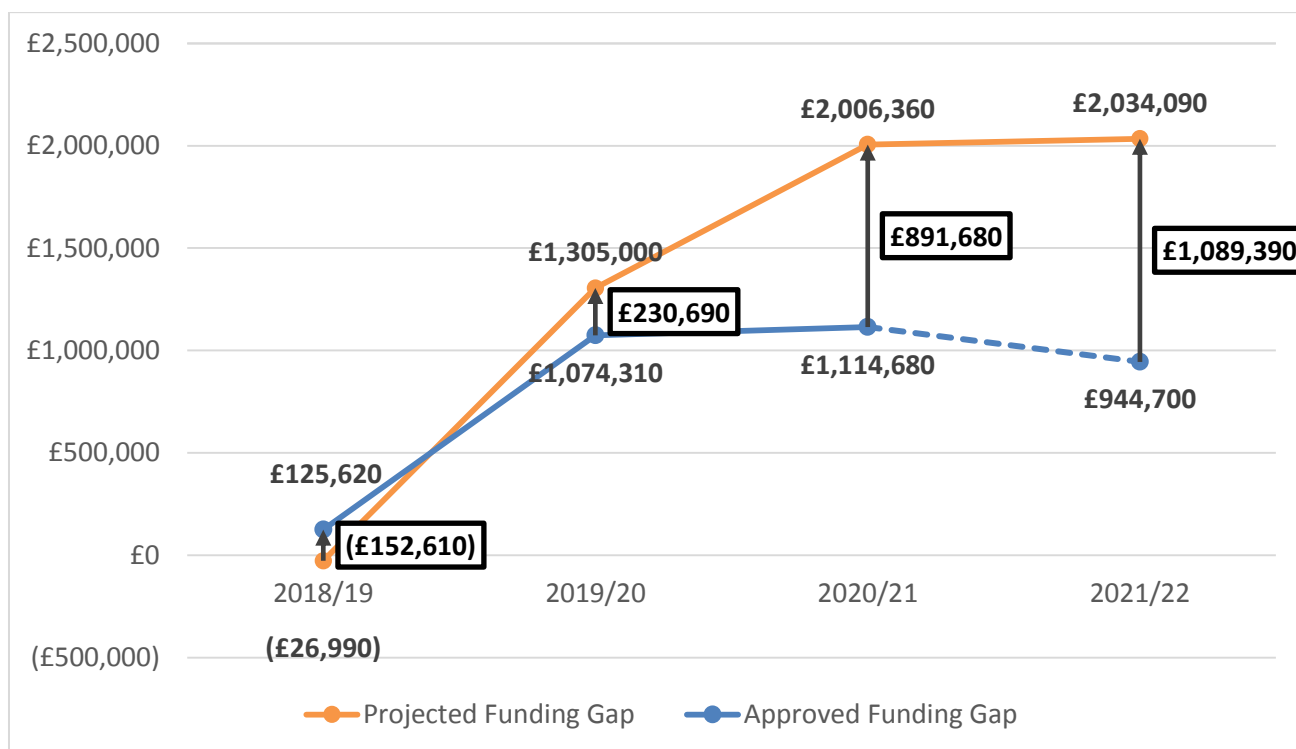
That Council approve:

- 2.1 The 2018/19 Revenue Budget, including the Amount to be met from Government Grants and Local Taxpayers of **£10,305,900** and a proposed level of Council Tax (the District Council element) for 2018/19 of **£169.99** (an increase of £5 or 3.03%) for a Band D equivalent property.
- 2.2 The MTFs 2017-22 Revenue Budgets set out in **APPENDIX A**.
- 2.3 The MTFs 2017-22 Capital Strategy, Capital Programme and Balance Sheet Projections (**APPENDICES B, C & D**).
- 2.4 The Minimum Revenue Provision Statement 2018/19, at **APPENDIX E**, which sets out the Council's policy of using the asset life as the basis for making prudent provision for debt redemption.
- 2.5 Treasury Management Policy Statement and The Annual Investment Strategy 2018/19 and the detailed criteria - **APPENDIX F**.
- 2.6 The use of Specified and Non-Specified Investments - **APPENDIX F**.
- 2.7 The Prudential Indicators and limits for 2017-22 contained within **APPENDIX G** of this report.
- 2.8 The Authorised Limit Prudential Indicator shown within **APPENDIX G**.
- 2.9 The requirements and duties that the Local Government Act 2003 places on the Authority on how it sets and monitors its Budgets, including the CFO's report on the robustness of the Budget and adequacy of Reserves shown in **APPENDIX H**.

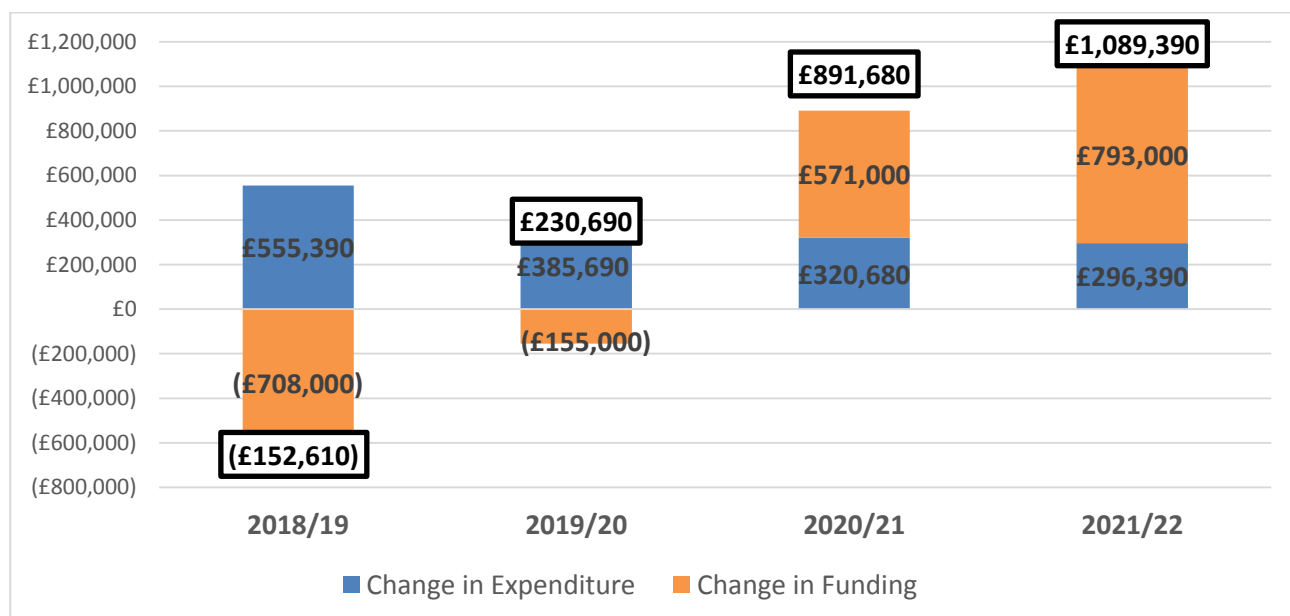
### 3. Background

#### The Revenue Budget

- 3.1 The MTF5 covering 2016-21 was approved by Council on 21 February 2017 and included the projected level of Funding Gaps for 2018/19 to 2020/21.
- 3.2 Throughout the financial year, Money Matters reports have been provided to both Cabinet and Strategic (Overview and Scrutiny) Committee at three, six and eight month (a separate report on this agenda) intervals to monitor financial performance.
- 3.3 The Revenue Budget is shown by both Strategic Priority and Service Area in detail at **APPENDIX A** (the savings resulting from the garden waste subscription service and Leisure Outsourcing are now included in the Approved Budget).
- 3.4 The projected Funding Gap compared to the Approved Funding Gap (taking account of Approved changes during 2017/18) plus a further projection for 2021/22 is shown in the graph below:



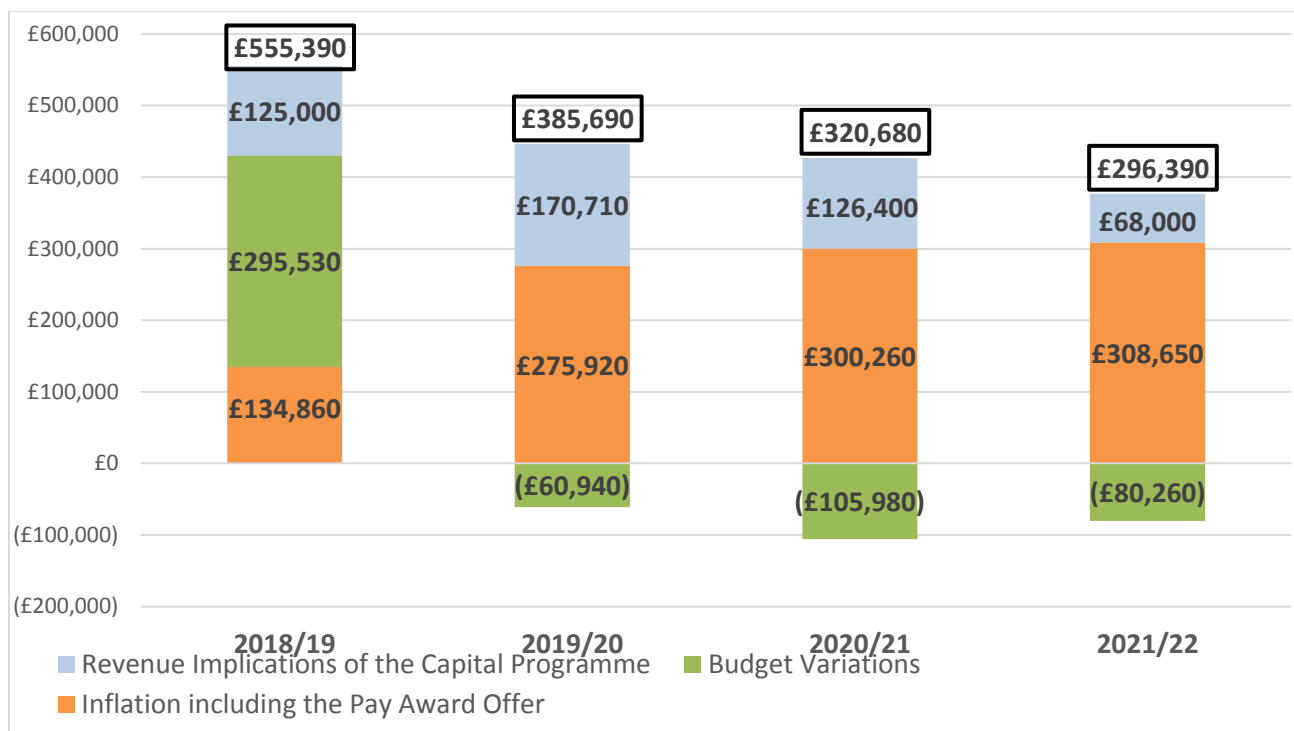
- 3.5 There has been an increase in the size of the projected Funding Gap in 2020/21 and 2021/22 and this is as a result of increases in expenditure and changes in funding as summarised in the graph below:



3.6 The MTFS is based on the Provisional Local Government Financial Settlement published on 19 December 2017. The final Settlement will not be announced until February 2018. There are a number of areas where results of the consultation, and subsequent Government decisions, could impact on our Settlement thus requiring further changes to the MTFS.

### Increases in Expenditure

3.7 The key reasons for the increase in expenditure compared to the Approved MTFS are explained in the chart below:



3.8 These increases in expenditure are explained in more detail below:

### Inflation - The 2 Year Pay Award Offer and Other Items

- On 5 December 2017 the National Employers made a final pay offer covering the period 1 April 2018 to 31 March 2020.
- The measures included in the pay offer accommodate the future National Living Wage and redefine the pay spine accordingly from 2019.
- In year 1 from 1 April 2018 the offer includes bottom loading on scale points 6 to 19 and then a flat rate increase of 2% on scale points 20 and above.
- In year 2 from April 2019 the offer involves changes in scale points to introduce new scale points 1 to 22 to deal with compacting differentials and then a flat rate increase of 2% for the new scale point 23 and above.
- We have continued to include a pay award of **1%** for the remaining financial years of the Medium Term Financial Strategy. This is subject to change although as a rough guide a **1%** pay increase equates to circa **£100,000** in additional costs each year.
- No inflation is added to other budgets unless there is a contractual requirement.

### Budget Variations

- **Changes to Pay** – these are a combination of changes resulting from the Personal Assistants review and the Management Restructure (such as officers not being appointed at the top of the grade).

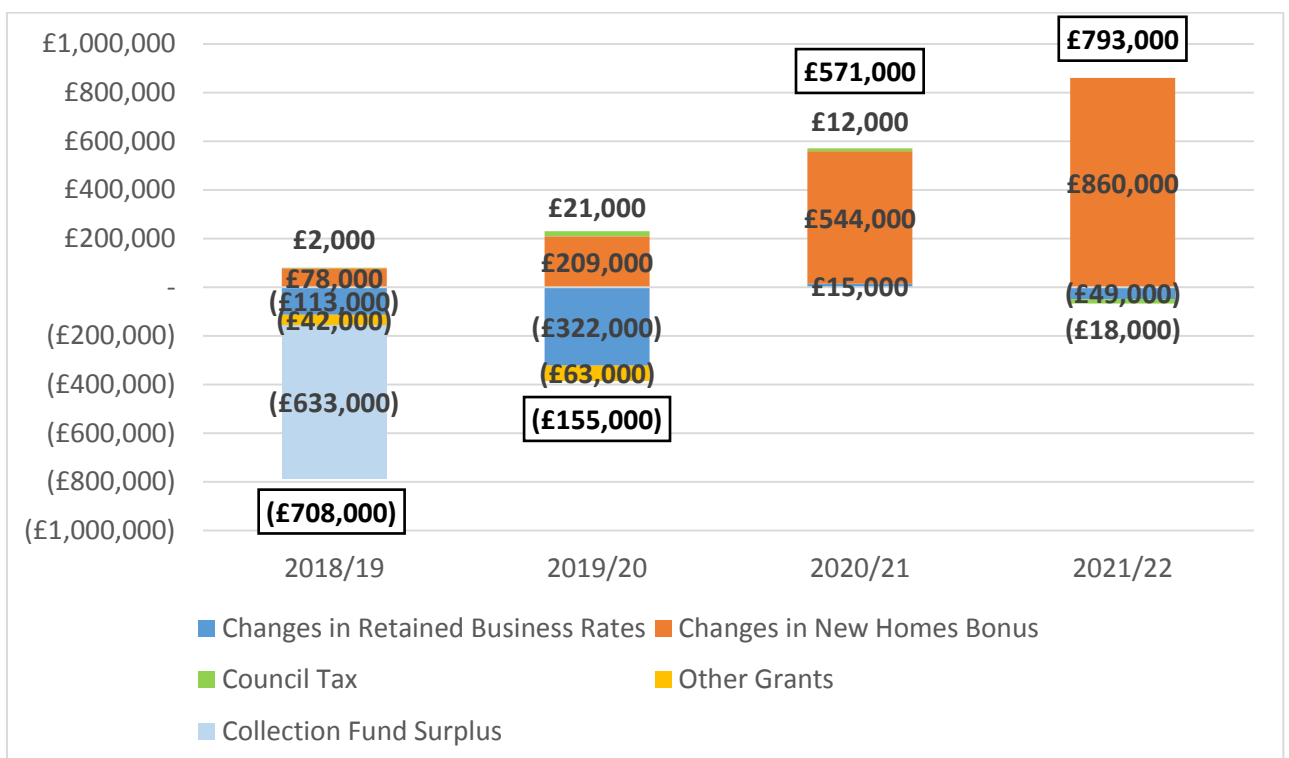
- **Local Plan** – these are budget pressures related to the Local Plan allocations and review of **£90,000** in 2018/19 and **£80,000** in 2019/20 in excess of the earmarked reserve.
- **Reduction in income** – this is a combination of reduced Community Infrastructure Levy income in 2018/19 of **£33,000**, projected reduced Department of Works and Pensions grant in 2020/21 of **£20,000** and in 2021/22 of a further **£20,000**, the ceasing of card surcharges of **£7,000** and the reduction in SLA income from the Garrick for ICT Services of **£39,970**.
- **Reduction in expenditure** – this reflects the approved reduction in the Garrick subsidy of **(£60,000)** from £310,000 to £250,000 from 2018/19 and the achievement of the **(£50,000)** Fit for the Future target for Revenues and Benefits (further savings were included as part of the management restructuring).
- **Other** – including **£250,000** in 2018/19 to enable the facilitation and development of commercialisation and transformation projects requiring initial investment (that may be repaid from savings or additional income). In addition there are other relatively small changes in expenditure and income budgets including an increase in investment income as a result of the recent interest rate increase.

### Revenue Implications of the Capital Programme

- These now only include the revenue implications related to the Friarsgate Report to Cabinet on 5 December 2017 and updated projections for the Property Investment Strategy.
- In terms of the Property Investment Strategy, in the early years of 2018/19 and 2019/20 where management costs and borrowing repayments exceed income, the net cost has been included in the Draft Medium Term Financial Strategy. In later years, from 2020/21 onwards where income exceeds costs, it is assumed income equals costs and therefore no surplus is currently included.

### Changes in Funding

3.9 The key reasons for the change in funding compared to the Approved MTF5 are explained in the chart below:



3.10 These changes in funding are explained below:

- **New Homes Bonus** – the Local Government Finance Settlement for 2017/18 introduced the concept of a **0.4%** deadweight or baseline where no bonus would be paid and reduced the payment from six years to four years from 2018/19 onwards. The Local Government Finance Settlement consultation for 2018/19 introduced the prospect of further changes to the regime based on measures linked to planning effectively. These potential measures relate to withholding bonus from houses granted on appeal and linking bonus to the housing delivery test or the standard approach to local housing need. The Provisional Local Government Finance Settlement for 2018/19 indicated that there would be no change to the baseline and the planning effectively measures would also not be implemented. The position is uncertain for 2019/20 onwards.

The calculation of New Homes Bonus used to be relatively straightforward, however with the introduction of the deadweight or baseline (the Government has reserved the right to alter this based on national levels of growth to remain within budget) and the proposed planning effectively measures, the risk has increased significantly.

**It was in anticipation of the proposed changes that a report was taken to Cabinet on 11 July 2017 recommending that a reducing ‘cap’ was introduced for the level of New Homes Bonus utilised as core funding.** Any funding received in excess of the approved ‘cap’ will be transferred to general reserves.

The funds will be in general reserves should they need to be utilised, but it is still with the strong belief that as a Council we should be in a position where we are not reliant on New Homes Bonus to meet service costs.

- **Retained Business Rates** – there have been a number of consultations on the proposed new system and it now looks increasingly likely that the reset of the baselines to reflect need **will occur in 2020/21 rather than 2019/20**. This means a higher share of Business Rates growth can be included in the Medium Term Financial Strategy for 2019/20 only.  
In 2017/18 the projection indicates the Council’s share of Business Rates Growth will be growth of **(£500,000)** above the baseline and this level is also assumed for 2018/19 and 2019/20. However from 2020/21 to reflect the Fair Funding Review this growth has been reduced to **(£100,000)** per year.
- **The Collection Fund Surpluses** – The six month’s Money Matters Report projects a surplus on the Council Tax and Business Rates Collection Fund. The Council’s projected share of the Council Tax Collection Fund surplus is **(£42,000)** and for Business Rates the projected share is **(£591,000)**.
- **Council Tax** – the approved MTFS is based on a year on year increase of **£5.00** (3.03% for 2018/19) and this assumption continues in this MTFS.

3.11 The detailed assumptions used in the calculation of funding in the revenue budget are shown in detail at **APPENDIX A**.

3.12 To provide an element of certainty for Revenue Support Grant and Transition Grant the Council accepted the Government’s invitation to be part of a four year settlement covering the years 2016/17 to 2019/20.

3.13 As part of this multi-year settlement process, the Council was required to develop and publish an Efficiency Plan. This Plan sets out the Council’s approach to identifying the savings identified in the MTFS. This plan includes four strands:

- **In Year Efficiency Savings/Income Generation.** This is in recognition of the Council’s favourable financial performance over the last three financial years, in comparison with the Approved Budget.
- **Fit for the Future (F4F) Efficiency Savings/Income Generation.** This is part of the Council’s ongoing F4F programme. This programme is designed to manage the change that will be needed across The Council and its services in order to meet all of the changes following the fundamental review of Local Government finances.
- **F4F Transformational Change.** This is the element of the F4F programme designed to reshape and redesign The Council and its services into one that is fit for the future.
- **Growing the Business Rates and Council Tax base.** The Council will seek to maximise the growth of both of these in order to increase the income from these funding sources. This will help to enable The Council to become financially self-sufficient over the medium term.

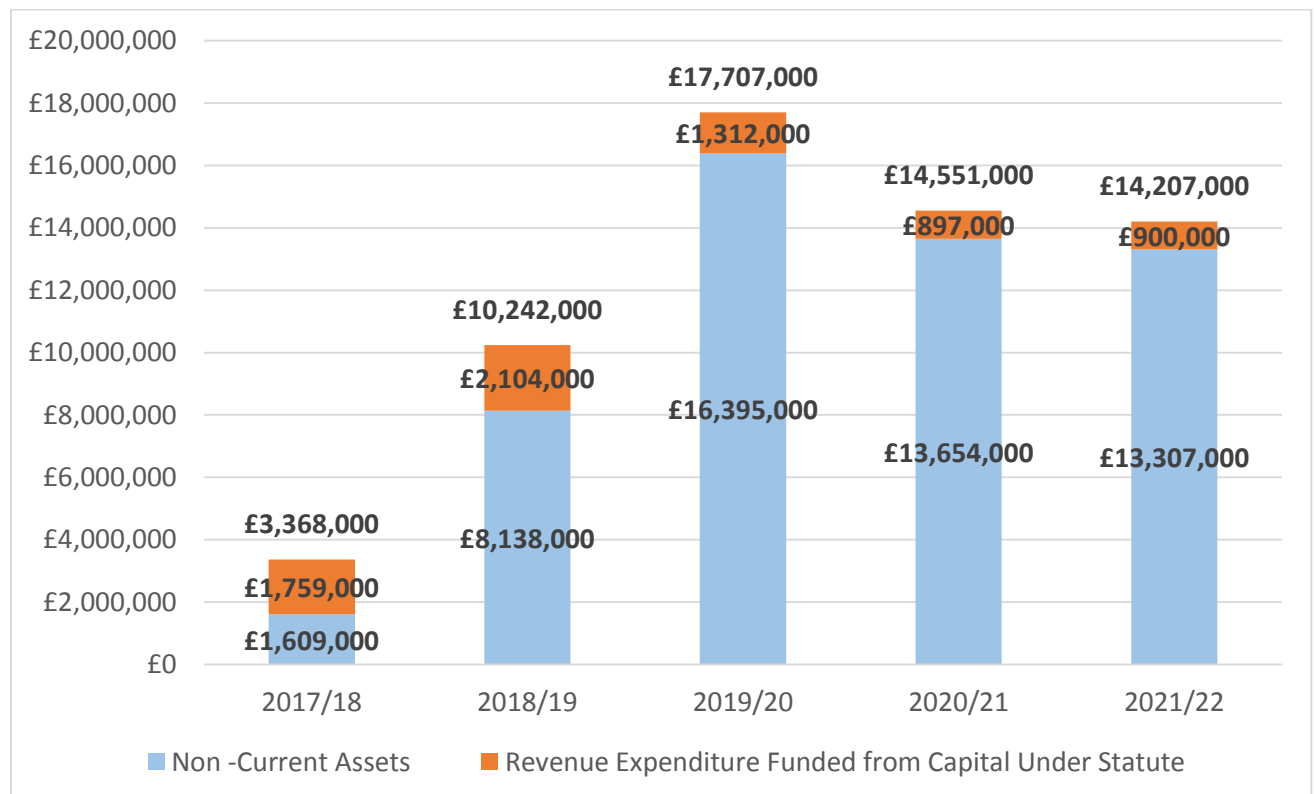
## The Capital Strategy

3.14 The Capital Strategy is shown at **APPENDIX B** and sets out the Council’s framework for managing the Capital Programme including:

- Project identification and prioritisation.
- Planning obligations.
- The disposal of assets.
- Project and service procurement.
- Project implementation and monitoring.
- Performance Measurement.

## The Capital Programme

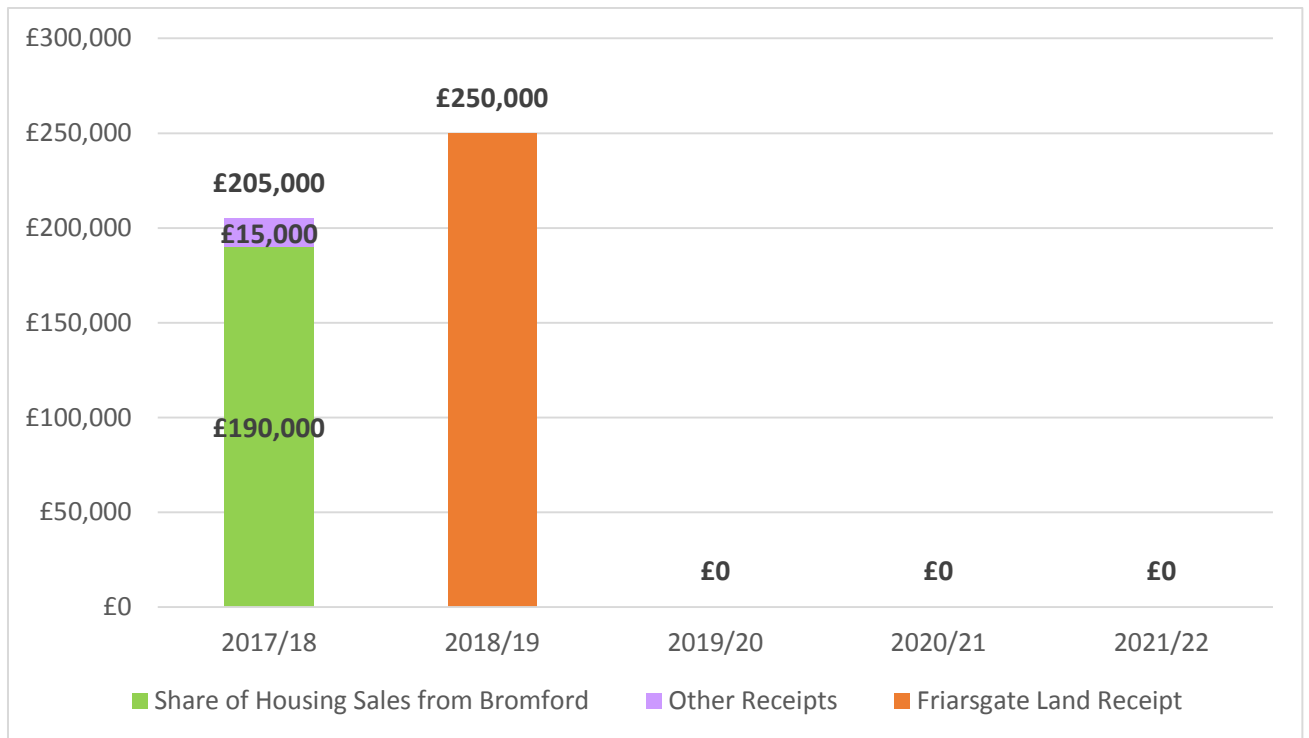
3.15 The Draft Capital Programme (Revenue Expenditure Funded from Capital under Statute relates to projects such as Disabled Facilities Grants) is shown in detail at **APPENDIX C** and in summary below:



3.16 The Property Investment Strategy was approved by Cabinet and income will contribute to offset the Funding Gap from 2020/21 onwards.

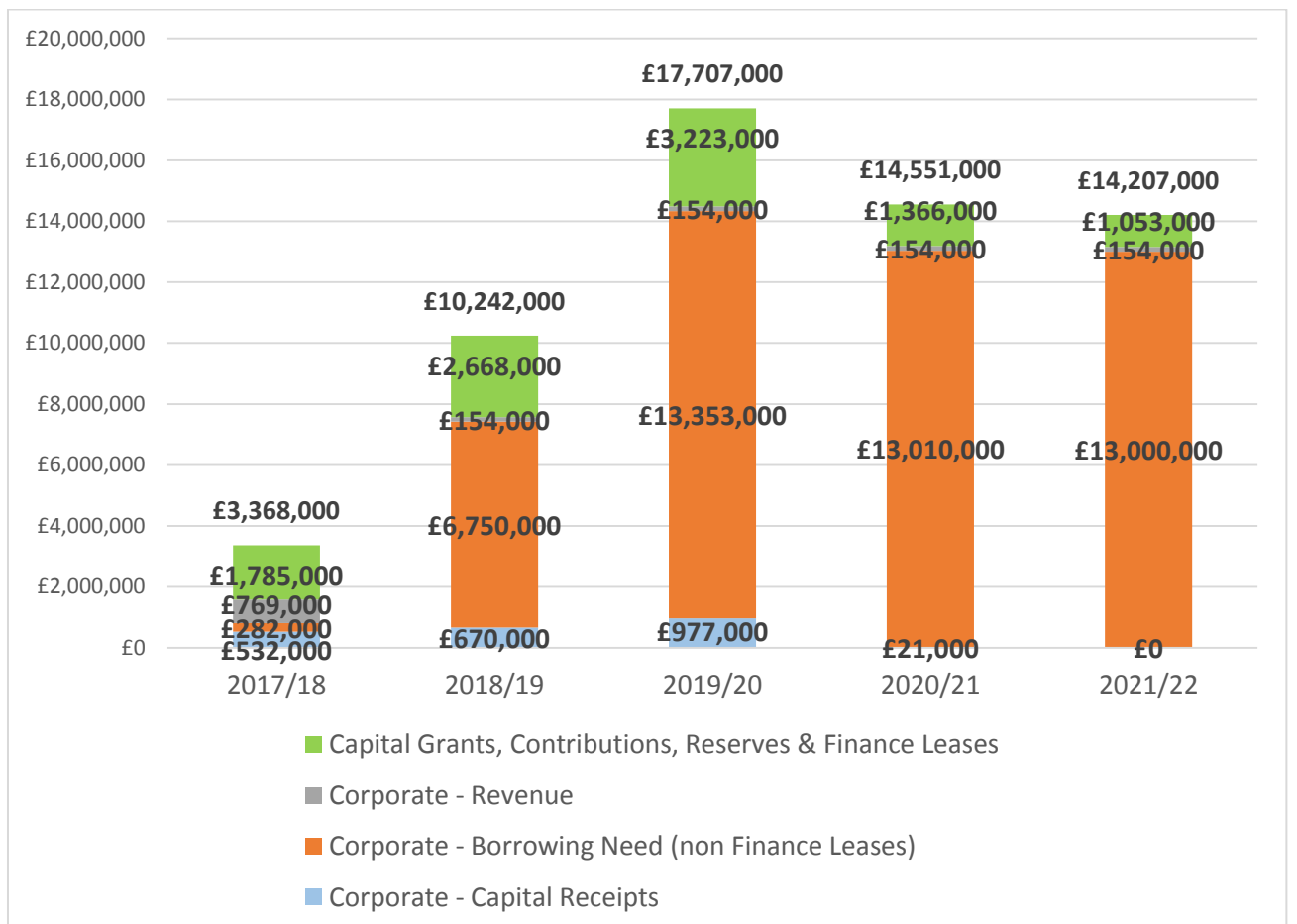
**Capital Receipts**

3.17 The projected Capital Receipts (due to its uncertainty, the (£250,000) Friarsgate Land Receipt is not currently used for funding the Draft Capital Programme) included in the MTFs are shown in the graph below:



**The Funding of the Capital Programme**

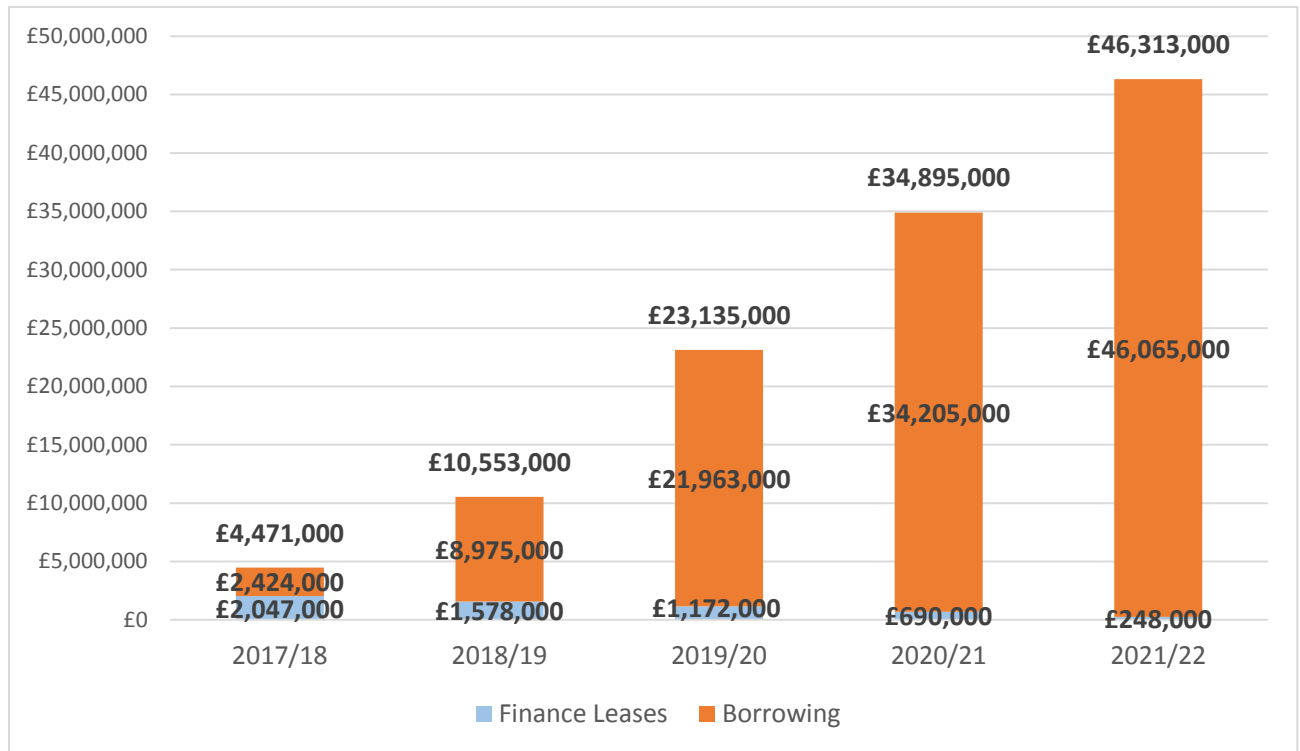
3.18 The funding of the Draft Capital Programme including the element funded by the corporate sources of funding of revenue, borrowing and capital receipts is shown in detail at **APPENDIX C** and in summary below:





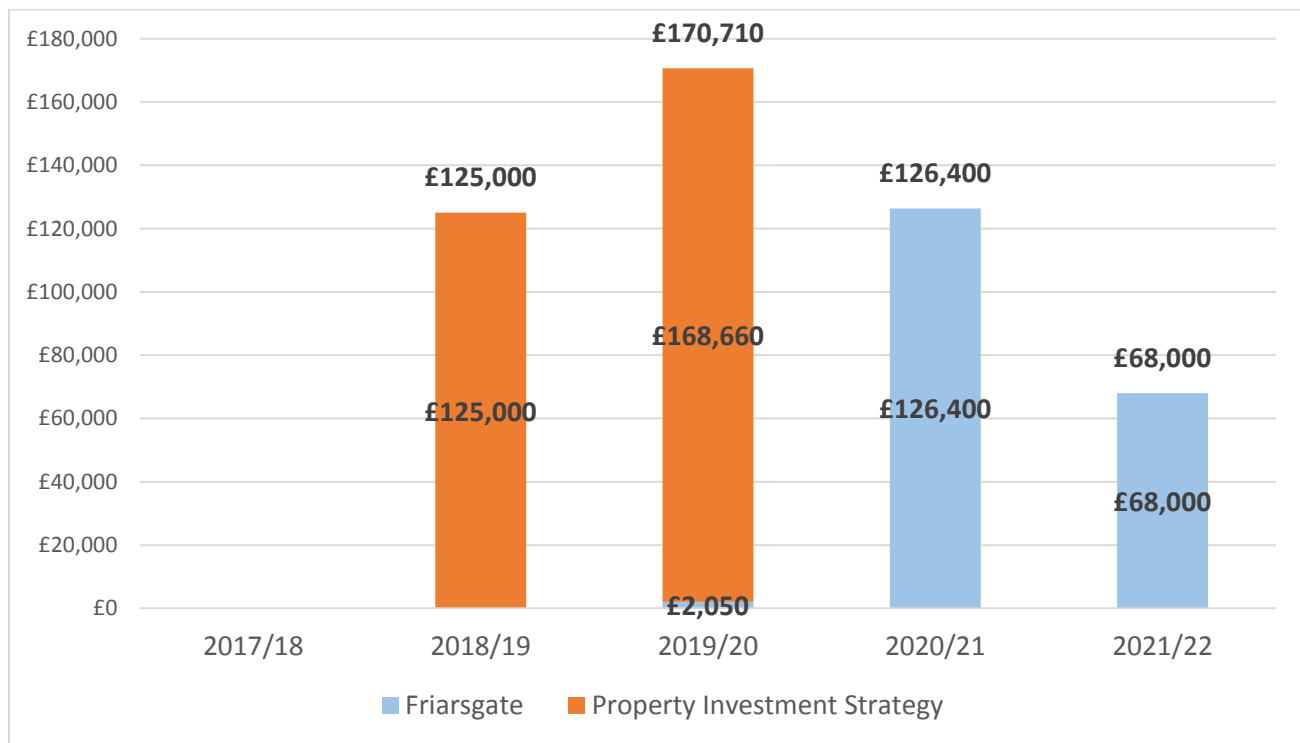
The Cumulative Borrowing Need and its Financing

3.19 The projected Cumulative Borrowing Need related to the Draft Capital Programme and its financing from borrowing and finance leases is shown in detail at **APPENDIX C** and in summary below:



Revenue Implications of the Capital Programme

3.20 The Revenue Implications of the draft Capital Programme (using a prudent approach to the net income for the Property Investment Strategy) compared to the Approved Budget (including those related to the Leisure Facilities Outsource) are shown in detail at **APPENDIX C** and in summary below:



3.21 There is potential that additional capital investment will be required for Friarsgate such as the Coach Park and public realm improvements that are not currently within the Approved Budget.

## Treasury Management

3.22 CIPFA has defined Treasury Management as :

*“the management of the organisation’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*

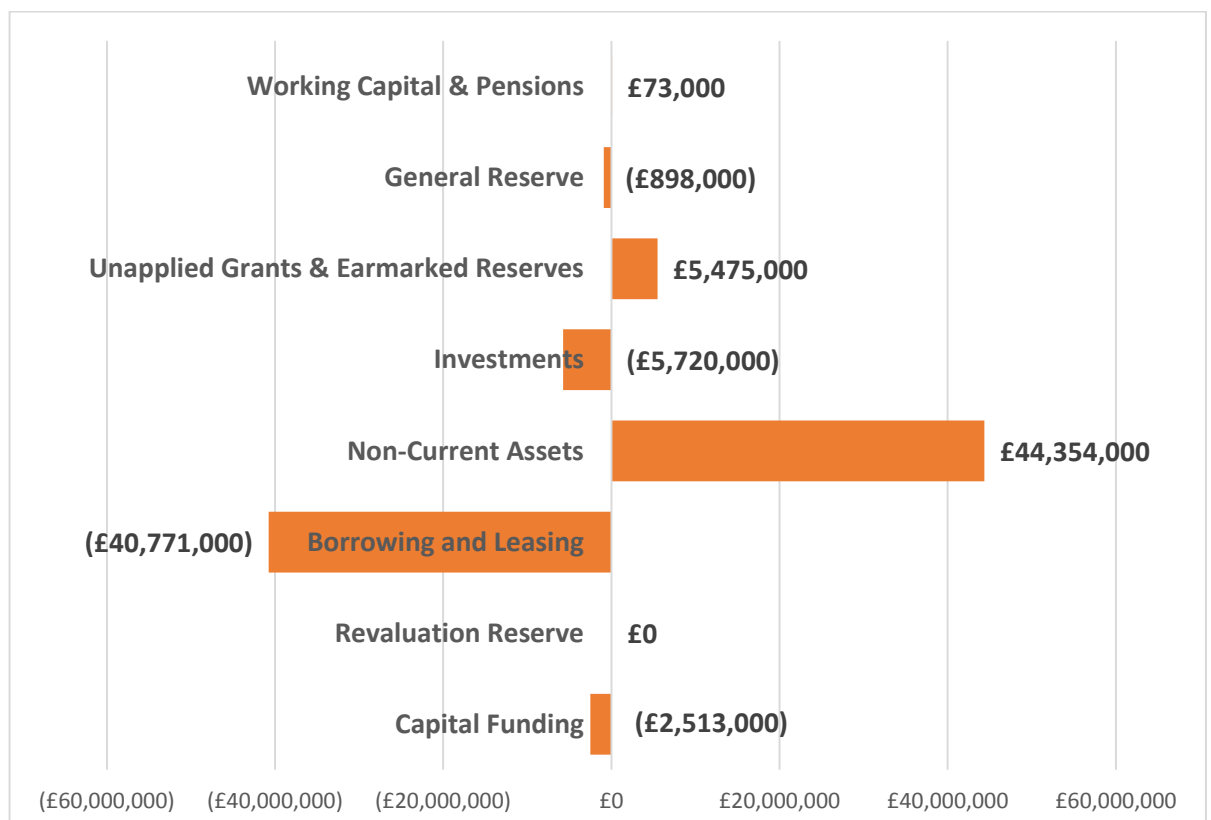
3.23 The Council is responsible for its treasury decisions and activity. No treasury management activity is without risk. The successful identification, monitoring and control of risk are an important and integral element of its treasury management activities. The main risks to the Council’s treasury activities are:

- Liquidity Risk (Inadequate cash resources)
- Market or Interest Rate Risk (Fluctuations in interest rate levels)
- Inflation Risk (Exposure to inflation)
- Credit and Counterparty Risk (Security of Investments)
- Refinancing Risk (Impact of debt maturing in future years)
- Legal and Regulatory Risk

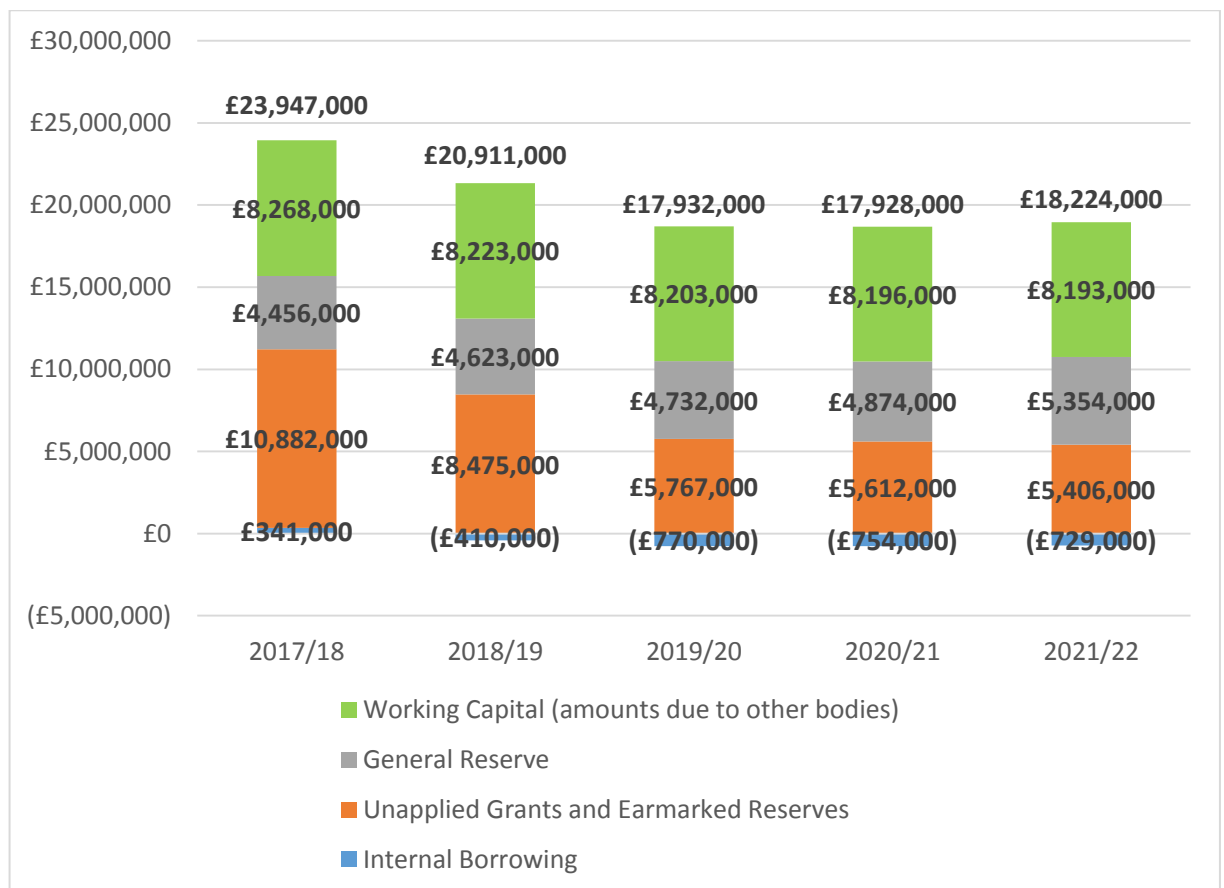
3.24 The Strategy also takes into account the impact of the Council’s Revenue Budget and Capital Programme on the Balance Sheet position, the current and projected Treasury position, the Prudential Indicators and the outlook for interest rates.

### 3.25 Balance Sheet Projections

- As part of the MTFS, we prepare Revenue Budgets and a Capital Programme. These budgets, together with the actual Balance Sheet from the previous financial year, are used to also prepare Balance Sheet projections.
- These Balance Sheet projections (**APPENDIX D**) are significant in assessing the Council’s Treasury Management Position in terms of borrowing requirement, investment levels and our Investment Policy and Strategy.
- The projected changes in the Balance Sheet over the Strategy period 2017/18 to 2021/22 are summarised below:

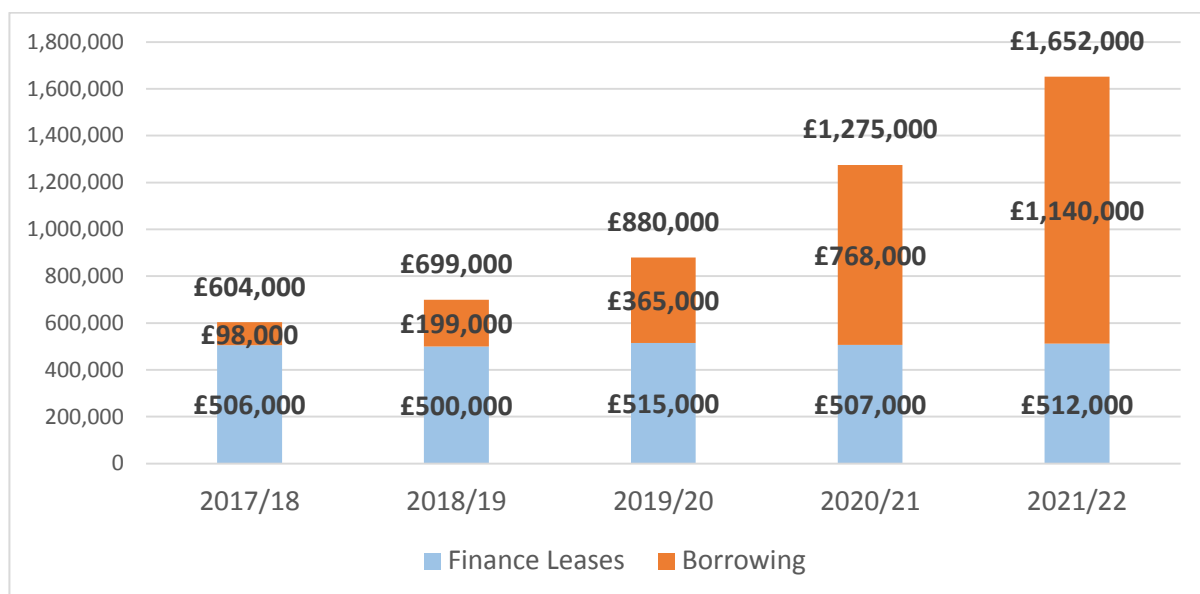


- The reasons for these projected changes are explained below:
  - Working Capital** – no significant change is projected.
  - General Reserve** – there will be increase as a result of the contribution in 2018/19 and the transfer of projected New Homes Bonus in excess of the proposed ‘cap’.
  - Unapplied Grants and Earmarked Reserves** - the value is projected to reduce as capital receipts, grants, contributions and reserves are used to fund the Capital Programme.
  - Investments** – the value is projected to reduce as capital receipts, grants, contributions and reserves are used to fund the Capital Programme.
  - Non-Current Assets** – Non Current Assets will significantly increase with the Leisure Facilities Outsource and the delivery of the Property Investment Strategy.
  - Borrowing and Leasing** – the capital investment in Non-Current Assets will predominantly be financed through an increase in external borrowing.
  - Capital Funding** – this will increase as a result of the use of grants, contributions and capital receipts to fund capital investment.
- The Balance Sheet Projections (**APPENDIX D**) also show the projected year end investment levels and the sources of cash:



### 3.26 Minimum Revenue Provision Statement 2018/19

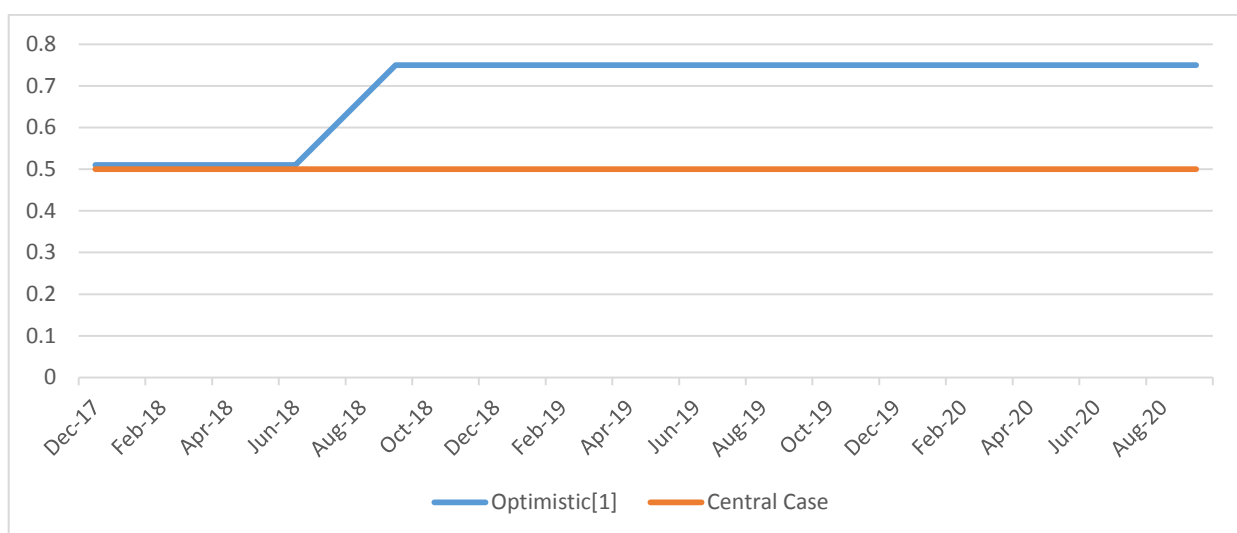
- The Council is required to make prudent provision for debt redemption (known as Minimum Revenue Provision (MRP)) and each year the Council must approve its MRP statement and this will include an allowance for leases that appear on the Council’s Balance Sheet.
- As in previous years, the Council proposes to base its MRP on the estimated life of the asset (**APPENDIX E**).
- The graph overleaf shows the Minimum Revenue Provision for the Strategy period with significant increases projected for the borrowing element in relation to the Leisure Facilities Outsource and Property Investment Strategy projects increasing the Borrowing Need:



### 3.27 Treasury Management Advice and the Expected Movement in Interest Rates

- The Official Bank Rate outlook provided by the Council’s Treasury Advisor is shown below:

Projection	Dec 2017	Mar 2018	Jun 2018	Sep 2018	Dec 2018	Mar 2019	Jun 2019	Sep 2019	Dec 2019	Mar 2020	Jun 2020	Sep 2020
Optimistic <sup>1</sup>	0.50	0.50	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Central Case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50



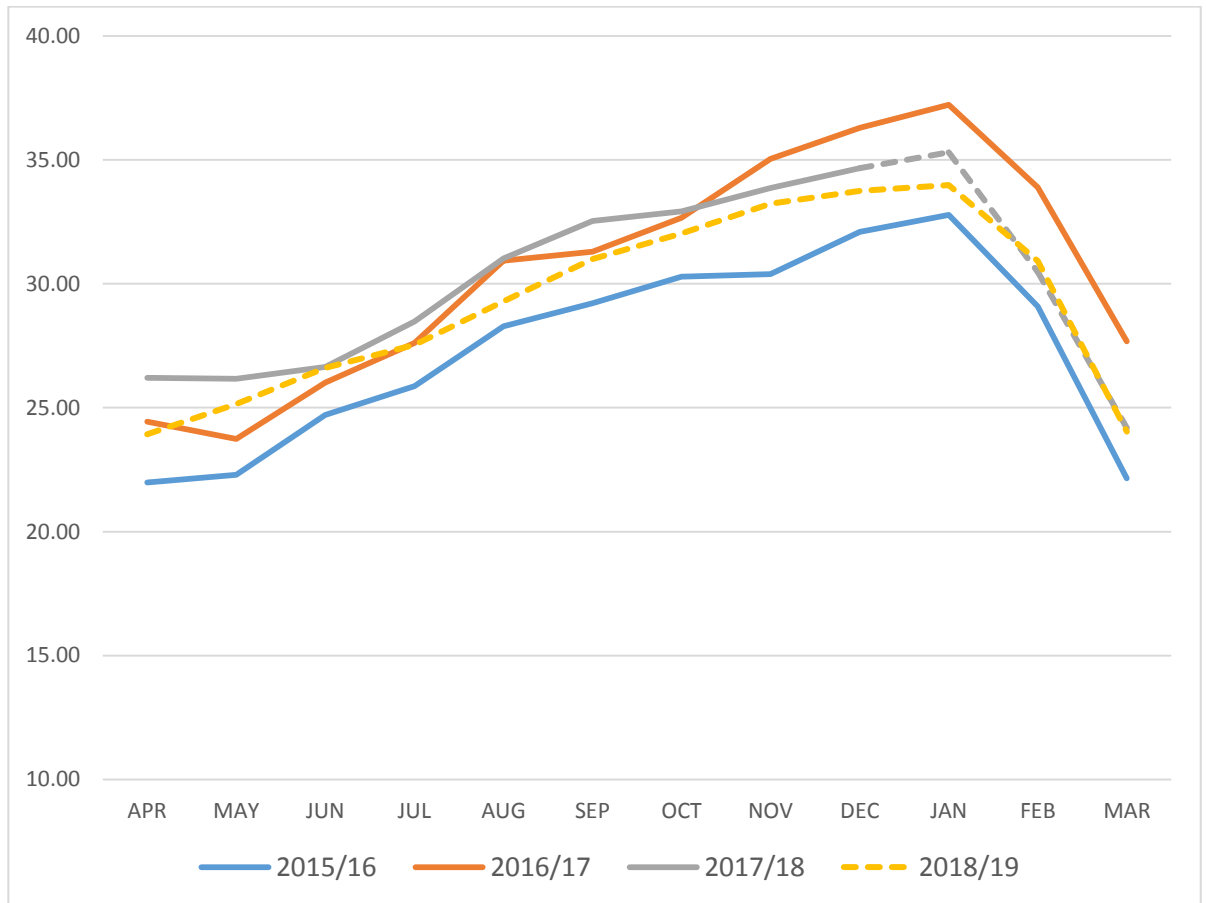
- The Central Case rates have been used as the basis for preparation of the investment income budgets for 2018/19 and future years.

### 3.28 Cash Flow Forecast

- Treasury Management includes the management of the Council’s cash flows as a key responsibility. The cash flow forecast takes account of the income the Council receives including Housing Benefits Grant, Council Tax and Business Rate income and expenditure such as payments to precepting bodies, employee costs and Housing Benefit payments.
- The planned monthly cash flow forecast for the 2018/19 financial year has been used to calculate the investment income budget. The key components of this calculation are the average level of investment balances and the yield achieved.

<sup>1</sup> This is a scenario where Interest Rates increase earlier than the central case projection.

- The gross interest receipts have been estimated as **(£183,000)** (this equates to **7%** of The Council's income from Revenue Support Grant and Retained Business Rates of **£2,536,000** in **2018/19**), transfers to the Property Reserve **£38,000** and Net Investment income is **(£145,000)** and these are shown at **APPENDIX F**.
- The graph below shows average investment levels throughout the financial year with a significant reduction in February and March due to minimal Council Tax income being received.



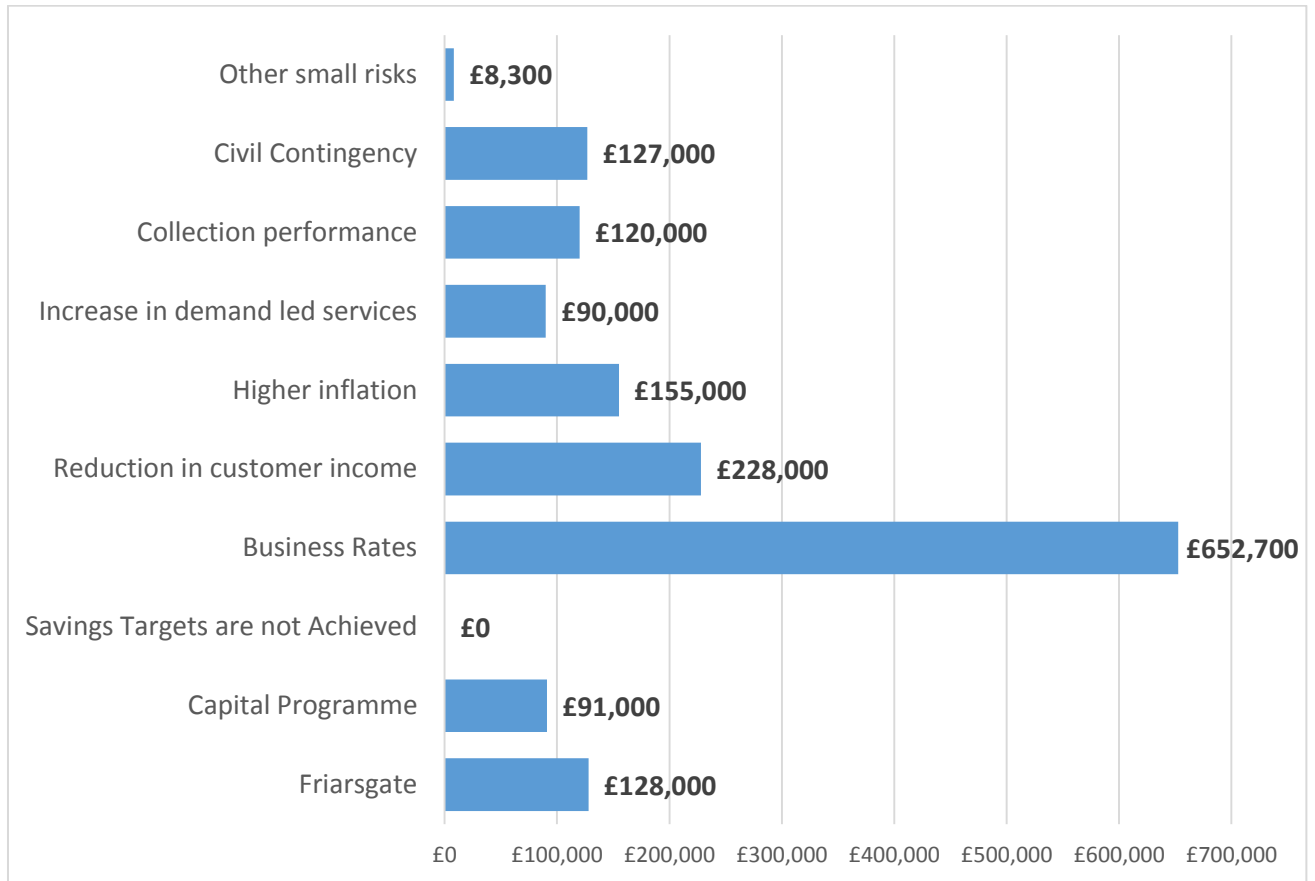
### 3.29 Treasury Management Policy Statement, Annual Investment Strategy and Specified and Non-Specified Investments

- The criteria and limits for Specified Investments and Non-Specified Investments are shown in detail at **APPENDIX F**.
- **No changes are planned for 2018/19 compared to those approved for 2017/18.**

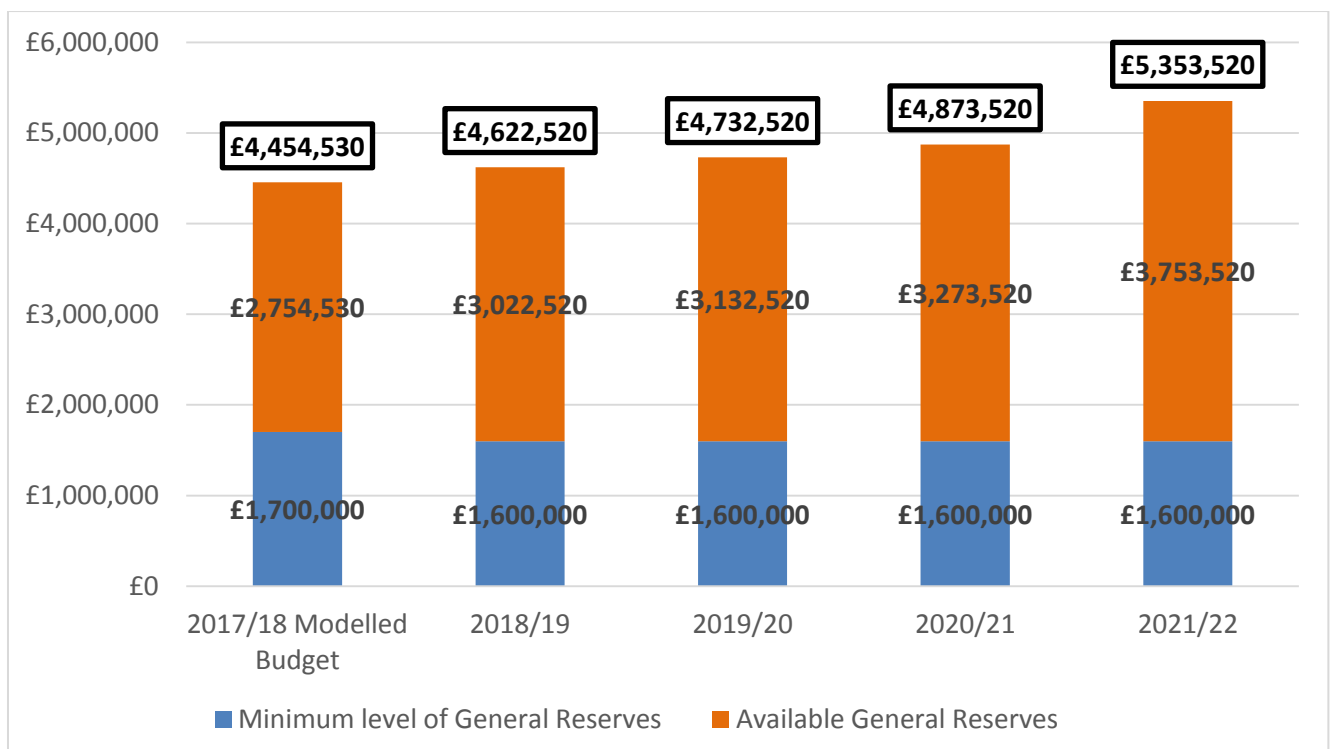
### 3.30 Prudential Indicators – these are summarised in the Financial Implications section of this report and are shown in detail at **APPENDIX G**.

## The Use of General Reserves and the Minimum Level

- 3.31 It is prudent for the Council to maintain an adequate 'working balance' or Minimum Level that is part of its general reserves. A risk assessment approach in line with Best Practice is used to determine the required Minimum Level and the level of general and earmarked reserves.
- 3.32 The Approved Minimum Level is **£1,700,000** and the MTFs projects a reduction in this Minimum Level to **£1,600,000**. The main elements of the risk assessment are shown in detail at **APPENDIX H** and are summarised in the graph below:



- 3.33 The projected level of general reserves categorised by the Minimum Level and the level of reserves available for use by the Council for the MTFs are shown in the chart below:



Alternative Options	There are no alternative options.
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Consultation	<p>Audit and Member Standards Committee scrutinised the Treasury Management Strategy Statement 2018/19 and the Prudential Indicators at its meeting on 22 January 2018 and the Chair will provide feedback to Cabinet, as appropriate. Strategic (Overview and Scrutiny) Committee at its meeting on 31 January 2018 scrutinised the MTFs 2017-22 and the Chair will provide feedback to Cabinet, as appropriate.</p> <p>In addition, a specific budget consultation exercise was undertaken for the 2018/19 Budget between 21 November 2017 and 22 December 2017 and the headline results are detailed below:</p> <ul style="list-style-type: none"> <li>We received <b>129</b> responses (<b>0.3%</b> of Council Taxpayers) to the Your View 2017 questionnaire.</li> <li>The top three most important services and identified as those the Council should definitely fund were: <ol style="list-style-type: none"> <li>Waste collection from homes (<b>71%</b>).</li> <li>Street cleansing and public toilets (<b>36%</b>).</li> <li>Parks and open spaces (<b>34%</b>).</li> </ol> </li> <li>The top three least important services and highest ranked for reducing or stopping were: <ol style="list-style-type: none"> <li>Central costs (<b>41%</b>).</li> <li>The arts including the Garrick (<b>35%</b>).</li> <li>Private sector housing (<b>28%</b>).</li> </ol> </li> <li><b>69%</b> would support a £5 increase in Council Tax.</li> </ul>
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Financial Implications	<b>Prudential Indicators (PIs)</b>						
	The Prudential Indicators are shown in detail at <b>APPENDIX G</b> , and in the table below:						
	<b>PI</b>	<b>Description</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
			<b>Revised</b>	<b>Original</b>	<b>Original</b>	<b>Original</b>	<b>Original</b>
	1	Capital Expenditure (£m)	£3.368m	£10.242m	£17.707m	£14.551m	£14.207m
	2	Ratio of Financing Costs to Net Revenue Stream (%)	5%	7%	10%	17%	23%
	3	Capital Financing Requirement (£m)	£4.471m	£10.552m	£23.135m	£34.894m	£46.313m
	3	Net external borrowing does not exceed the Capital Financing Requirement in the current year plus the next two years	True	True	True	True	True
	4	Actual External Debt including Finance Leases (£m)	(£3.468m)	(£10.142m)	(£22.365m)	(£34.139m)	(£45.583m)
	5	Incremental impact of capital investment decisions on Band D Council Tax (£)	£0.00	£3.35	£4.52	£3.30	£1.76
	6	Authorised Limit (Maximum) (£m)	£15.292m	£21.377m	£34.564m	£47.191m	£59.217m
	7	Operational Boundary (Maximum) (£m)	£5.895m	£13.122m	£25.750m	£38.007m	£49.892m
	8	Adoption of CIPFA Code of Practice in Treasury Management	Yes				
	9	Is our Gross Debt in excess of our Capital Financing Requirement and are we therefore borrowing in advance of need?	No	No	No	No	No

<b>Interest Rate Exposures (%)</b>						
10	Upper Limit for Investments (Fixed Interest Rate Exposure)	(100%)	(100%)	(100%)	(100%)	(100%)
10	Upper Limit for Investments (Variable Interest Rate Exposure)	100%	100%	100%	100%	100%
11	Upper Limit for Borrowings (Fixed Interest Rate Exposure)	(100%)	(100%)	(100%)	(100%)	(100%)
11	Upper Limit for Borrowings (Variable Interest Rate Exposure)	30%	30%	30%	30%	30%
<b>Maturity Structure of Fixed Rate Borrowing (Upper Limit) (%)</b>		<b>Lower Limit</b>	<b>Upper Limit</b>			
12	Under 12 months	0%	100%			
12	12 months and within 24 months	0%	100%			
12	24 months and within 5 years	0%	100%			
12	5 years and within 10 years	0%	100%			
12	10 years and within 20 years	0%	100%			
12	20 years and within 30 years	0%	100%			
12	30 years and within 40 years	0%	100%			
12	40 years and within 50 years	0%	100%			
12	50 years and above	0%	100%			
13	Principal sums invested > 364 days (£m)	£6.000m	£6.000m	£6.000m	£6.000m	£6.000m
14	Credit Risk	We consider security; liquidity and yield, in that order, when making investment decisions				

<b>Contribution to the Delivery of Lichfield District Council's Strategic Plan</b>	The report directly links to overall performance and especially the delivery of Lichfield District Council's Strategic Plan 2016-20 and beyond.
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<b>Equality, Diversity and Human Rights Implications</b>	These areas are addressed as part of the specific areas of activity prior to being included in Lichfield District Council's Strategic Plan 2016-20.
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<b>Crime &amp; Safety Issues</b>	These areas are addressed as part of the specific areas of activity prior to being included in Lichfield District Council's Strategic Plan 2016-20.
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	<b>Risk Description</b>	<b>How We Manage It</b>	<b>Severity of Risk (RYG)</b>
A	Council Tax is not set by the Statutory Date of <b>11 March 2018</b> .	Full Council set with reference to when major preceptors and Parishes have approved their Council Tax Requirements.	Green - Tolerable
B	Planned Capital Receipts are not received.	The budget for capital receipts will be monitored as part of The Council's normal budget monitoring procedures.	Green - Tolerable
C	Achievement of The Council's key Council priorities.	Close monitoring of performance and expenditure; maximising the potential of efficiency gains; early identification of any unexpected impact on costs including Central Government Policy changes, movement in the markets, and changes in the economic climate.	Green - Tolerable
D	Implementation of the Check, Challenge and Appeal Business Rates Appeals and more frequent revaluations.	To closely monitor the level of appeals. An allowance of <b>4.7%</b> (in line with the DCLG Allowance) for appeals has been included in the Business Rate Estimates.	Red - Severe
E	The financial impact of changes to the New Homes Bonus regime.	The housing projections utilised in the projections for New Homes Bonus take account of the reduction in payments from <b>6 to 4 years</b> , the inclusion of a baseline of <b>0.40%</b> and potential changes related to planning effectively.	Red - Severe
F	The increased Localisation of Business Rates and the Fair Funding Review in 2020/2021.	To assess the implications of proposed changes and respond to consultations to attempt to influence the policy direction in the Council's favour.	Red - Severe



### Background documents:

- CIPFA Code of Practice for Treasury Management in the Public Services.
- The Prudential Code for Capital Finance in Local Authorities.
- Fit for the Future Leisure Review Leisure Services Options Appraisal – Cabinet 8 March 2016.
- Money Matters: Council Tax, National Non Domestic Rates and Pension Contributions – Cabinet 17 January 2017.
- Money Matters: Medium Term Financial Strategy (Revenue and Capital) 2016-21 Cabinet – Cabinet 7 February 2017.
- The introduction of a Garden Waste Subscription Service – Cabinet 4 April 2017.
- Development of Land adjacent to Milestone Way and rear of 29-39 Cannock Road, Burntwood – Cabinet 25 May 2017.
- Money Matters: 2016/17 Review of Financial Performance against the Financial Strategy – Cabinet 13 June 2017.
- Money Matters: 2017/18 Review of Financial Performance against the Financial Strategy – Cabinet 5 September 2017.
- Money Matters: 2017/18 Review of Financial Performance against the Financial Strategy – Cabinet 5 December 2017.

### Relevant web link:

The Provisional Local Government Finance Settlement:

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2018-to-2019>

**APPENDIX A**

BUDGET	2017/18		2018/19	2019/20	2020/21	2021/22
	Original Budget	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget
	£	£	£	£	£	£
<b>LEVEL OF UNCERTAINTY / RISK</b>	<b>LOW</b>			<b>MEDIUM</b>	<b>HIGH</b>	
<b>Strategic Priority</b>						
Healthy and safe communities	1,814,520	1,993,740	1,808,850	1,517,080	1,344,110	1,316,830
Clean, green and welcoming places to live	3,882,240	3,380,750	3,427,580	3,534,400	3,540,510	3,625,610
A vibrant and prosperous economy	(709,990)	(945,550)	(652,350)	(511,400)	(574,980)	(550,510)
A council that is fit for the future	5,653,680	5,892,760	6,281,510	6,186,320	6,452,750	6,689,440
Efficiency Plan	(250,000)	(86,900)	(71,180)	(71,180)	(71,180)	(71,180)
Savings Required	0	0	0	(1,305,000)	(2,006,360)	(2,034,090)
<b>Net Cost of Services</b>	<b>10,390,450</b>	<b>10,234,800</b>	<b>10,794,410</b>	<b>9,350,220</b>	<b>8,684,850</b>	<b>8,976,100</b>
<b>Service Area</b>						
Chief Executive	767,480	694,490	796,010	476,850	481,690	486,810
Finance & Procurement	1,489,630	1,460,050	1,628,490	1,773,760	1,949,280	2,113,650
Legal, Property & Democratic Services	281,610	216,260	424,800	510,460	363,530	344,780
Revenues, Benefits and Customer Services	701,630	722,830	725,470	792,320	835,600	874,680
Corporate Services	2,313,110	2,403,960	2,560,830	2,599,060	2,668,670	2,727,340
Leisure & Operational Services	2,514,620	2,683,760	2,422,310	2,162,840	2,009,090	2,012,250
Regulatory Services, Housing & Wellbeing	1,279,760	1,191,470	1,264,250	1,299,680	1,318,680	1,330,140
Development Services	39,360	(33,450)	61,310	93,280	91,760	106,410
Economic Growth	30,530	(180,910)	82,920	76,990	83,030	106,010
Waste Services	1,222,720	1,163,240	899,200	941,160	961,060	979,300
Efficiency Plan	(250,000)	(86,900)	(71,180)	(71,180)	(71,180)	(71,180)
Savings Required	0	0	0	(1,305,000)	(2,006,360)	(2,034,090)
<b>Net Cost of Services</b>	<b>10,390,450</b>	<b>10,234,800</b>	<b>10,794,410</b>	<b>9,350,220</b>	<b>8,684,850</b>	<b>8,976,100</b>
Net Treasury Position	(15,600)	(19,450)	104,860	108,260	134,610	124,610
Revenue Contributions to the Capital Programme	154,000	769,000	154,000	154,000	154,000	154,000
<b>Net Operating Cost</b>	<b>10,528,850</b>	<b>10,984,350</b>	<b>11,053,270</b>	<b>9,612,480</b>	<b>8,973,460</b>	<b>9,254,710</b>
Less : Transfer (from) / to General Reserve	1,060	(517,220)	26,990	0	0	0
Less : Transfer to (from) / to Earmarked Reserves	504,840	592,960	(774,360)	(163,680)	235,240	178,890
<b>Amount to be met from Government Grants and Local Taxpayers</b>	<b>£11,034,750</b>	<b>£11,060,090</b>	<b>£10,305,900</b>	<b>£9,448,800</b>	<b>£9,208,700</b>	<b>£9,433,600</b>
Retained Business Rates	(2,484,000)	(2,469,800)	(2,479,900)	(2,523,800)	(2,187,700)	(2,253,600)
Business Rates Cap	0	(32,360)	(42,000)	(63,000)	0	0
Revenue Support Grant / Tariff Adjustment	(236,000)	(236,000)	0	453,000	463,000	477,000
Returned New Homes Bonus	(5,000)	(5,000)	0	0	0	0
Parish Local Council Tax Support	87,000	87,000	0	0	0	0
New Homes Bonus	(1,422,000)	(1,422,000)	(800,000)	(700,000)	(600,000)	(500,000)
Other Government Grants	0	(7,180)	0	0	0	0
Transition Grant	(51,750)	(51,750)	0	0	0	0
Council Tax Collection Fund (surplus) / deficit	(40,000)	(40,000)	(42,000)	0	0	0
Business Rates Collection Fund (surplus) / deficit	(789,000)	(789,000)	(591,000)	0	0	0
<b>Council Tax Requirement</b>	<b>(6,094,000)</b>	<b>(6,094,000)</b>	<b>(6,351,000)</b>	<b>(6,615,000)</b>	<b>(6,884,000)</b>	<b>(7,157,000)</b>
<b>Council Tax Base</b>	<b>36,935</b>	<b>36,935</b>	<b>37,360</b>	<b>37,803</b>	<b>38,245</b>	<b>38,688</b>
<b>Council Tax assuming a £5.00 annual increase</b>	<b>£164.99</b>	<b>£164.99</b>	<b>£169.99</b>	<b>£174.99</b>	<b>£179.99</b>	<b>£184.99</b>

Amount to be met from Government Grants and Local Taxpayers	10,305,900	9,448,800	9,208,700	9,433,600
Transfer to General Reserves / Funding Gap	(26,990)	1,305,000	2,006,360	2,034,090
<b>Total Expenditure</b>	<b>£10,278,910</b>	<b>£10,753,800</b>	<b>£11,215,060</b>	<b>£11,467,690</b>

**Funding Lichfield District Council’s Strategic Plan 2016-20: The Financial Strategy**

1. The ability to deliver the outcomes set out in the Strategic Plan is dependent on resources, and therefore this must drive the Medium Term Financial Strategy.
2. The Local Government Act 2003 (Sections 25-28) places duties on Local Authorities on how they set and monitor budgets.  
The Council’s Chief Financial Officer (CFO), is of the opinion that the estimates are robust and the Council’s proposed Reserves are adequate (Sections 25-27).  
Section 28 of the Act places a statutory duty on an authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority’s financial position, the Authority must take such action as it considers necessary. The Council currently reviews the Budget on a quarterly basis and this practice will continue. Supporting information on the Chief Financial Officer’s Report on the robustness of the budget and the adequacy of Reserves is shown in **APPENDIX H**.

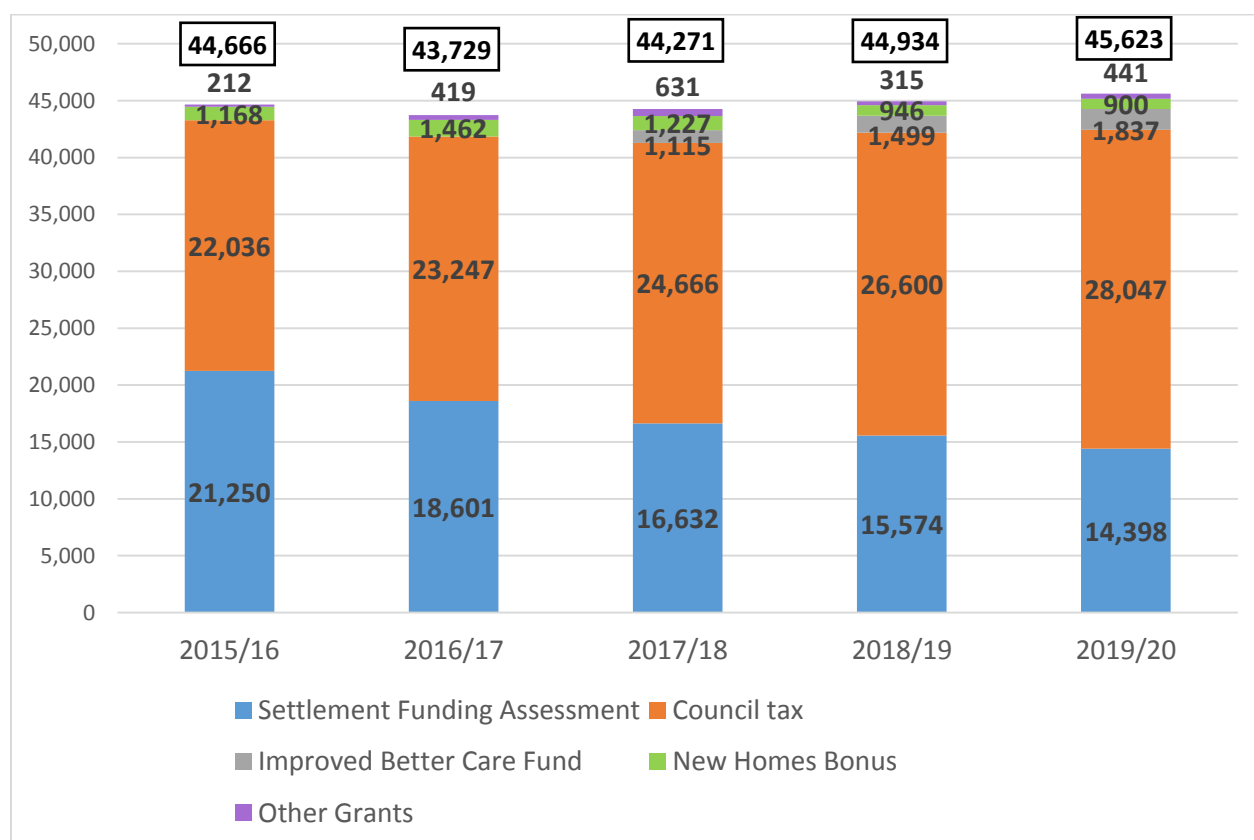
**Revenue Budget**

**The Provisional Local Government Settlement**

3. The Council was advised of its Provisional Financial Settlement for 2018/19 to 2019/20 on 19 December 2017.

**Core Spending Power**

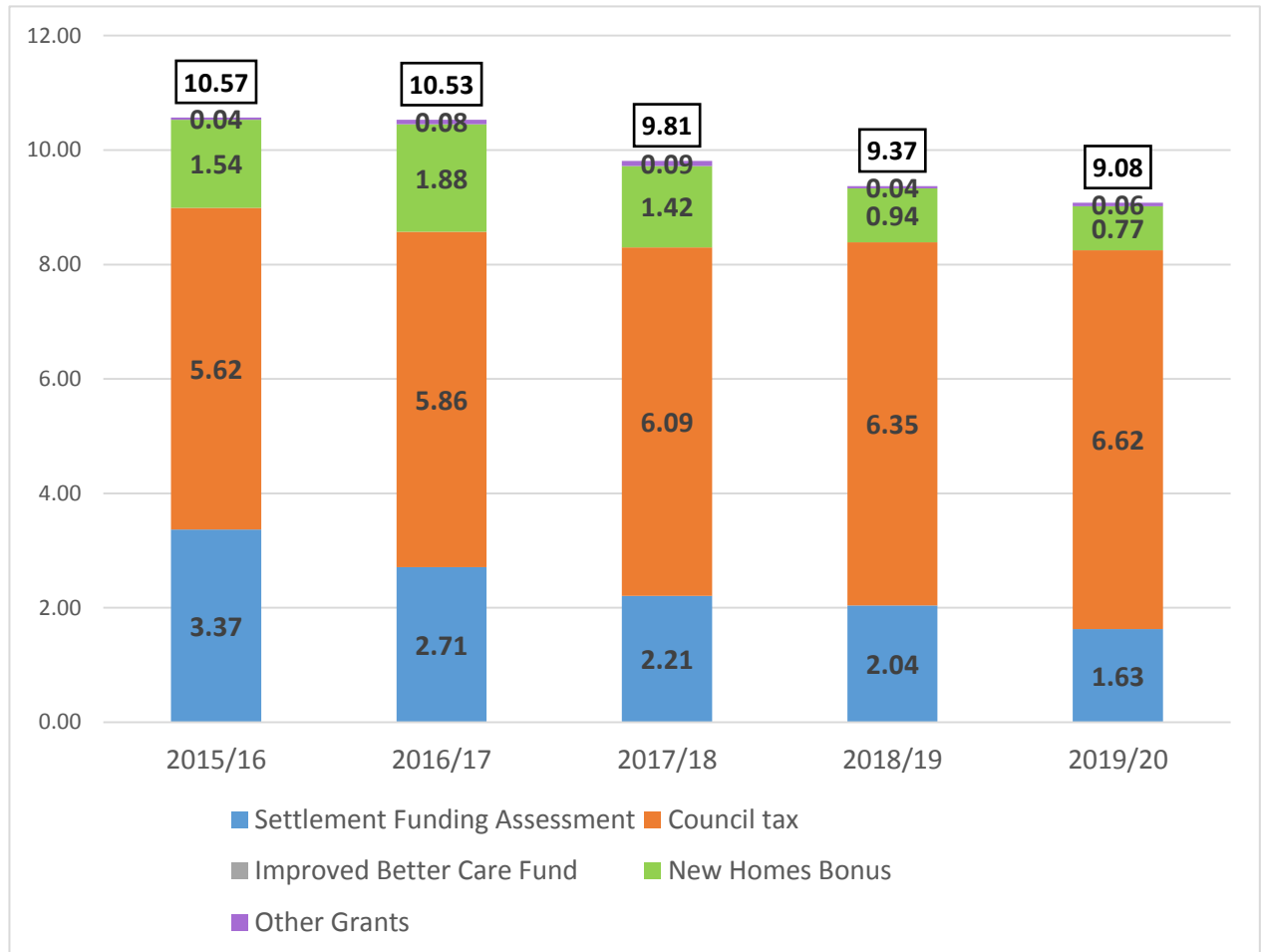
4. The Settlement Funding Assessments (SFA) and Core Spending Powers for all Councils in England in £m are shown in the chart below :



5. These figures show an increase in Core Spending Power from 2015/16 to 2019/20 of **£956m** or **2.1%**. The reduction in funding from the Government of **£5,055m** is being more than offset through additional income raised from Council Tax of **£6,011m**.

6. **Government’s Assessment of Lichfield’s Core Spending Power**

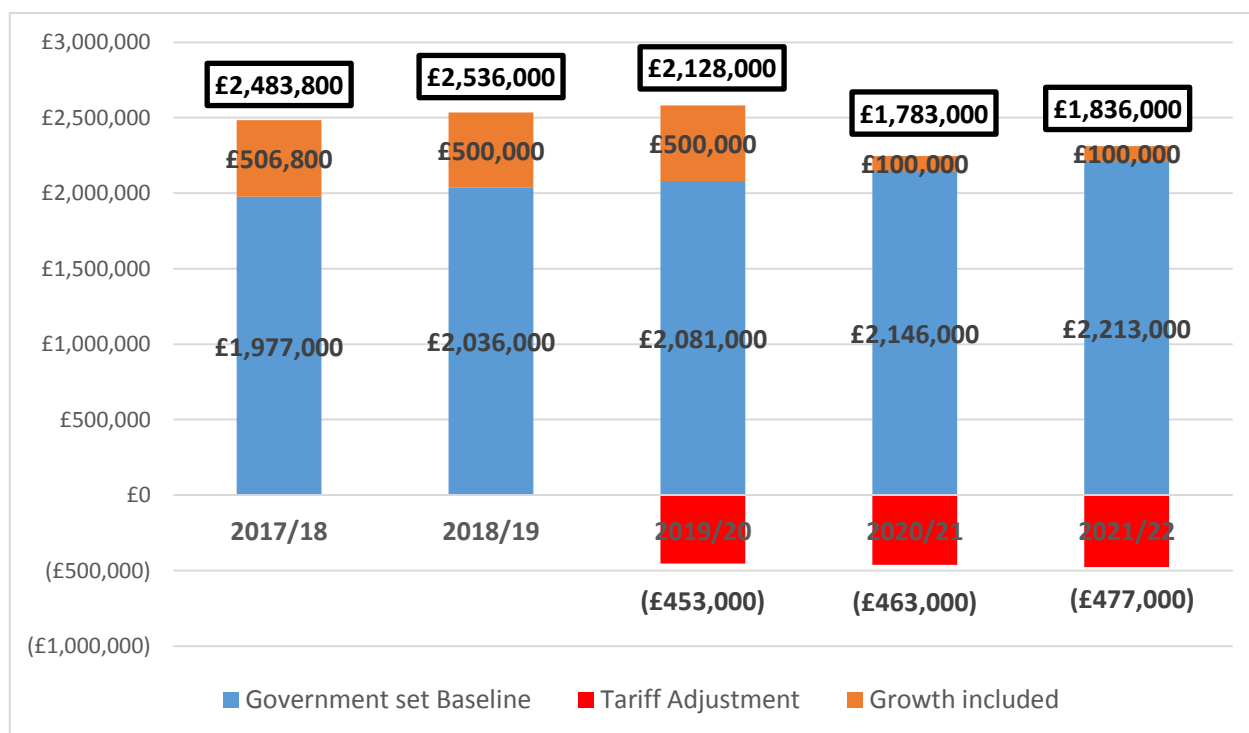
Government has produced for each local authority *notional* figures known as ‘core spending power’ based on national projections to enable comparisons to be made between different years. These core spending power figures consist of the Council’s main income streams such as Council Tax, Settlement Funding Assessments (consisting of Revenue Support Grant and Retained Business Rates) and New Homes Bonus. The figures in £m for Lichfield are provided in the following chart:



- 7. These figures show a reduction in Core Spending Power from 2015/16 to 2019/20 of **£1.5m** or **14%**.
- 8. Using these *notional* core spending power figures, the equivalent Settlement Funding Assessment percentage reduction is **8%** in 2018/19 in comparison with adjusted core spending power 2017/18.
- 9. Revenue Support Grant (RSG) for 2018/19 represents **0%** (9% in 2017/18) of the Settlement Funding Assessment for the Council. RSG Funding for 2017/18 is **(£236,000)** and is reduced by **£236,000** or **100%** to **£0** for 2018/19 in comparison with 2017/18.

**Retained Business Rates (including the Tariff Adjustment)**

10. The approved Medium Term Financial Strategy was based on the following key assumptions related to retained Business Rates:
  - The introduction of 100% retention of Business Rates by Local Government would occur in 2019/20.
  - The reset of Government set baselines for Business Rates as part of the Fair Funding Review would also occur in 2019/20 and the majority of business rates growth in excess of the baseline would be redistributed to reflect need in the wider Local Government Sector.
11. There have been a number of consultations on the proposed new system and it now looks increasingly likely that the reset of the baselines to reflect need **will occur in 2020/21 rather than 2019/20**. This means a higher share of Business Rates growth can be included in the Medium Term Financial Strategy for 2019/20 only.
12. In 2017/18 the projection indicates the Council's share of Business Rates Growth will be growth of **(£500,000)** above the baseline and this level is also assumed for 2018/19 and 2019/20. However from 2020/21 to reflect the anticipated impact of the Fair Funding Review and a new baseline this growth has been reduced to **(£100,000)** per year.
13. The projected Government Set Baseline and the projected level of growth included in the Medium Term Financial Strategy are shown below:

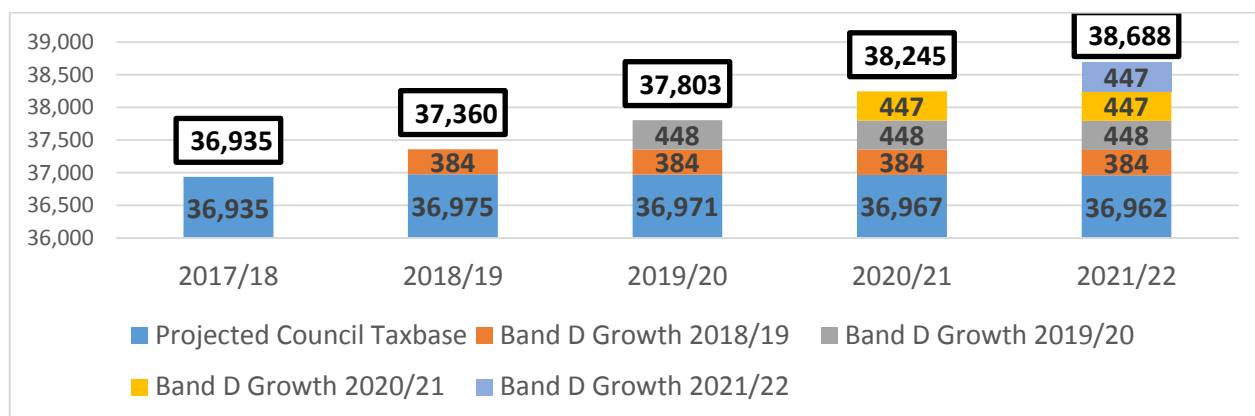


14. The change in retained Business Rates projected income (including the Tariff Adjustment) compared to the Approved Budget is shown below:

	2017/18	2018/19	2019/20	2020/21	2021/22
Approved MTFS	2,484,000	2,423,000	1,806,000	1,798,000	1,787,000
Projections	2,483,800	2,536,000	2,128,000	1,783,000	1,836,000
<b>Change</b>	<b>£200</b>	<b>(£113,000)</b>	<b>(£322,000)</b>	<b>£15,000</b>	<b>(£49,000)</b>

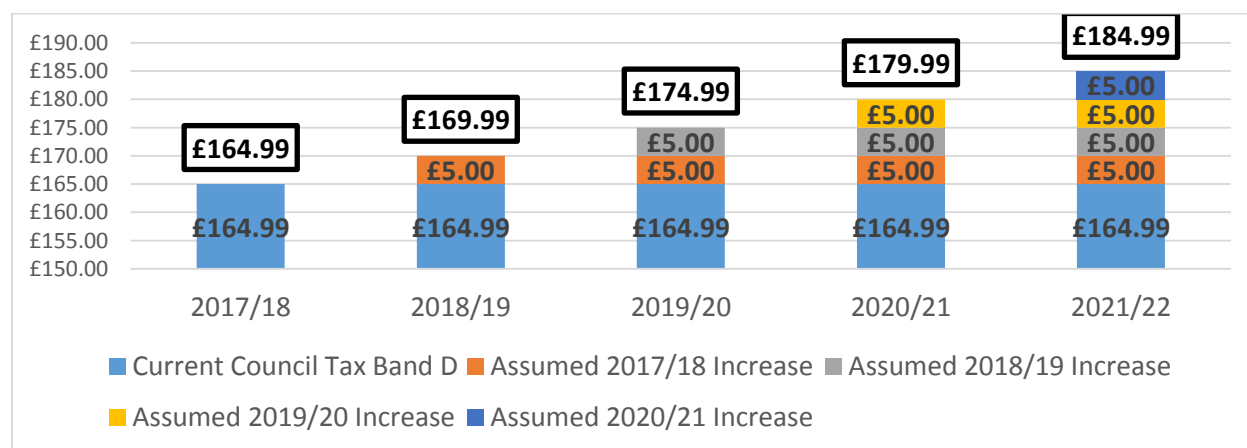
**Council Tax Base (CTB) Projections**

15. The key assumptions in the calculation of Council Tax income are:
  - The Council Taxbase including the projected growth.
  - The level of Council Tax increase.
16. The mid-point housing growth projections using the Strategic Housing Land Availability Assessment (SHLAA) included in the Report to Cabinet on 5 December 2017 have been used. These completions are all converted to Band D equivalents.
17. The Council Taxbase including Band D equivalents growth is shown below:



**Modelled Council Tax Increase**

18. Under the Localism Act 2011, local communities have the power to decide on Council Tax rises. It was announced as part of the Provisional Finance Settlement, that the limit for Council Tax increases for 2018/19 will be the higher of 3% or £5.00 (the increase to 3% has no impact for this Council). Any increases proposed above this level will require a referendum.
19. The Approved MTFS is based on a year-on-year increase of £5.00 and this assumption continues for the MTFS. The modelled level of Council Tax increases included in the MTFS are shown in the chart below:

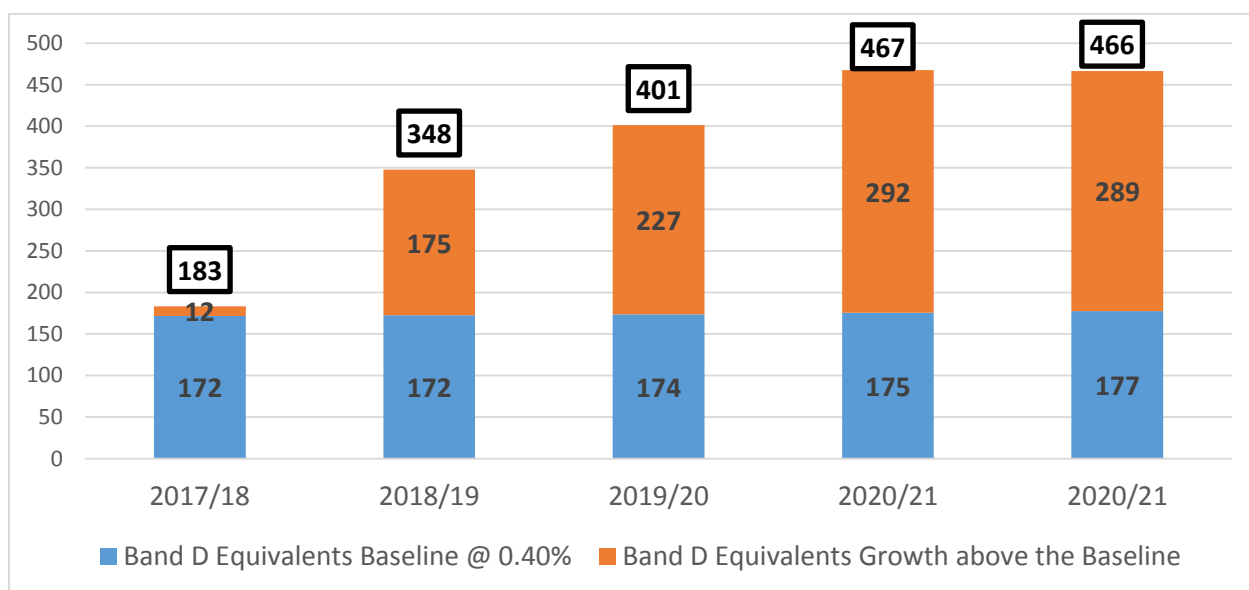


20. A summary of the latest Council Tax income projections compared to the Approved Medium Term Financial Strategy are shown below:

	2017/18	2018/19	2019/20	2020/21	2021/22
Approved MTFS	6,094,000	6,353,000	6,636,000	6,896,000	7,139,000
Projections	6,094,000	6,351,000	6,615,000	6,884,000	7,157,000
<b>Change</b>	<b>£0</b>	<b>£2,000</b>	<b>£21,000</b>	<b>£12,000</b>	<b>(£18,000)</b>

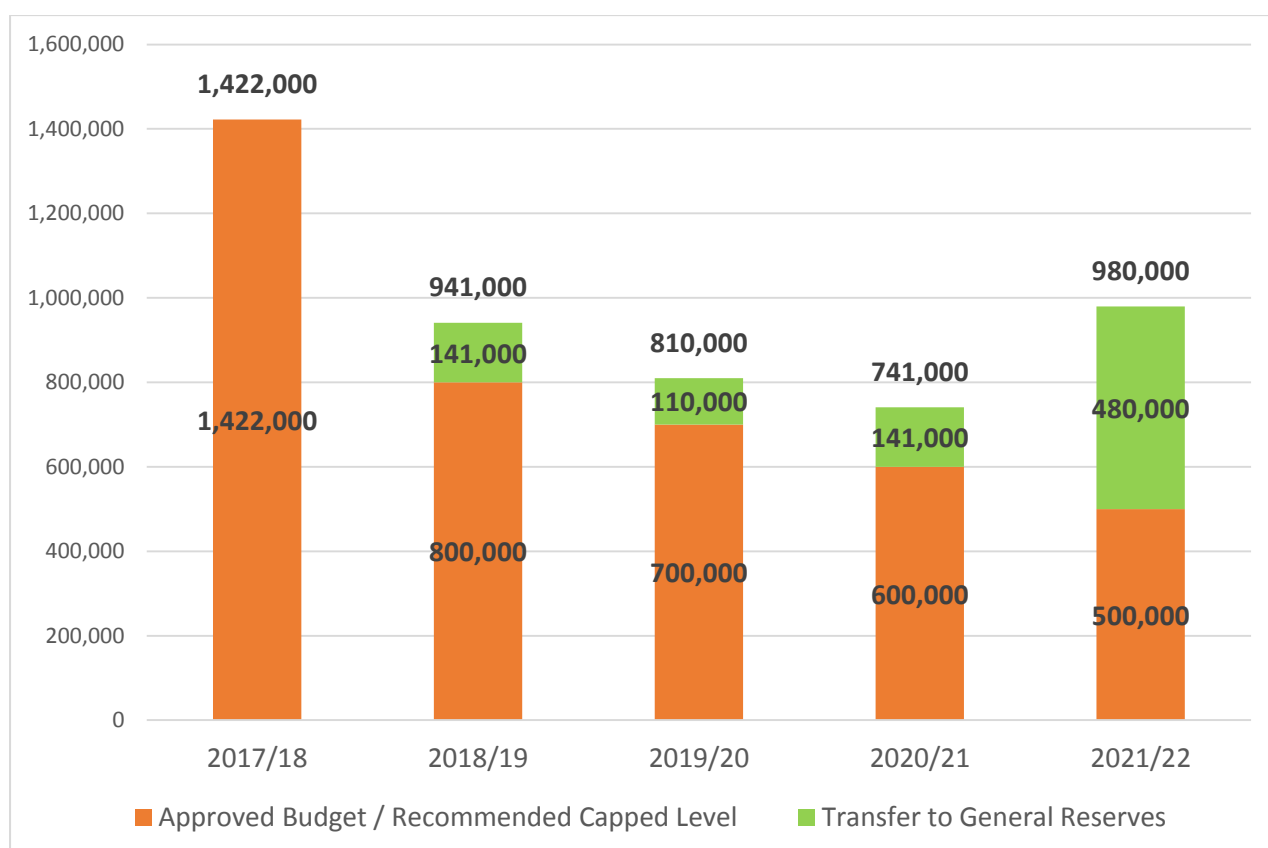
**New Homes Bonus**

21. The key assumption in the calculation of New Homes Bonus remains the number of residential units delivered as measured in the Council Tax Base Return based on a September to September year.
22. The mid-point housing growth projections using the Strategic Housing Land Availability Assessment (SHLAA) included in the Report to Cabinet on 5 December 2017 have been used **with a one year delay** to reflect the New Homes Bonus claim year. These completions are all converted to Band D equivalents.
23. The projected Band D deadweight or baseline at **0.40%** (rounded), the Band D equivalent housing completions in excess of the baseline subject to reward and the total Band D equivalent housing completions based on the midpoint scenario are shown below:



24. In addition, to the risk around the deadweight or baseline the Local Government Finance Settlement for 2018/19 introduced the prospect of further changes to the regime based on measures linked to planning effectively.
25. These potential measures relate to withholding bonus from houses granted on appeal and linking bonus to the housing delivery test or the standard approach to local housing need.
26. In terms of 2018/19 and appeals performance, the Head of Development Services has calculated that the potential reduction to the bonus would be **2.4%** for housing granted following successful appeals.
27. The Provisional Local Government Finance Settlement for 2018/19 indicated that the reduction based on appeals performance would not be implemented for 2018/19. However from 2019/20 onwards a reduction of **5%** will be applied to each New Homes Bonus award.
28. In terms of 2019/20 and housing delivery, the Council on average has delivered **245** houses per annum and the standardised approach indicates a target of **340** homes per annum. Therefore should we continue to deliver the average level we would only be delivering **72%** of this target.
29. In anticipation of this reduction in the bonus a further reduction of **30%** will be applied from 2019/20.
30. This means the total reduction related to measures linked to planning effectively from 2019/20 is projected at this stage to be **35%**.

31. The calculation of New Homes Bonus used to be relatively straightforward, however with the introduction of the deadweight or baseline (the Government has reserved the right to alter this based on national levels of growth to remain within budget) and the proposed planning effectively measures, the risk has increased significantly.
32. **It was in anticipation of the proposed changes that a report was taken to Cabinet on 11 July 2017 recommending that a reducing ‘cap’ was introduced for the level of New Homes Bonus utilised as core funding. Any funding received in excess of the approved ‘cap’ would be transferred to general reserves.**
33. The increasing risk related to New Homes Bonus has meant a number of Councils are taking a similar approach to that approved by Cabinet. In Staffordshire 7 out of the 10 Councils in receipt of New Homes Bonus are now reducing the level of income included in the base budget with the County Council fully removing it from 2021/22.
34. The chart below shows for the midpoint New Homes Bonus calculation:
- The approved budget for 2017/18 and the recommended ‘cap’ from 2018/19 onwards.
  - The transfer to general reserves for bonus in excess of the ‘cap’.



35. A summary of the latest New Homes Bonus income projections compared to the Approved Medium Term Financial Strategy are shown below:

	2017/18	2018/19	2019/20	2020/21	2021/22
Approved MTFS Projections	1,422,000	878,000	909,000	1,144,000	1,360,000
	1,422,000	800,000	700,000	600,000	500,000
<b>Change</b>	<b>£0</b>	<b>£78,000</b>	<b>£209,000</b>	<b>£544,000</b>	<b>£860,000</b>



### Resourcing our Investment Plans: The Capital Programme

36. The Capital Programme identifies all Capital projects approved by Council in line with its Capital Strategy. The Capital Programme is updated either as a result of Cabinet approvals, or through delegation approved by the Council. The Capital Programme 2017-22 is shown by the Strategic Plan priority in **APPENDIX C**.

#### The Capital Strategy

#### Project Identification and Prioritisation

37. The Capital Programme is a rolling programme subject to change that identifies the Council's capital investment plans for both its assets and the wider community's needs to achieve its strategic aims and objectives.
38. The Capital Programme is managed by the Council's Leadership Team and Service Managers.

#### Project Prioritisation

- All new capital investment needs are identified using a standard Capital Investment template.
- These documents identify the project title, lead officer and the service area.
- They also outline what the funding is to be used for and the outcomes anticipated and the financial profile.

#### Planning Obligations - Section 106 and Community Infrastructure Levy (CIL)

39. As part of the planning process planning obligations including the Community Infrastructure Levy are received from new developments. The vast majority is spent directly on infrastructure works or will be spent in line with the Infrastructure Delivery Plan (IDP).
40. There is however an element of contributions, which afford an element of discretion on how they are allocated. These contributions towards social and community facilities are linked to the development proposed.
41. Whilst some of these financial contributions are very specific in terms of the projects on which they must be spent, a proportion is to be allocated towards appropriate social and community schemes that result in time from the proposed development.
42. The Council's Capital Programme includes a number of projects that are to be funded by Section 106 and will begin to include projects funded by CIL; this is a significant source of funding and there is a significant level of interest from the community in relation to the allocation of sums to projects.

#### The Disposal of Assets.

43. The Council has determined an Asset Disposal policy. This policy involves evaluating each asset that The Council owns against the following criteria to determine if ownership should be retained :

- The strategic aims that the ownership of the asset helps The Council to achieve.
- The rate of return that investment properties generate.
- Whether disposal of the asset would further enhance the achievement of strategic aims.

44. The Council reviews its assets on a regular basis. In addition, as part of F4F Reviews, the potential to transfer assets to other organisations or to dispose of assets is always considered.
45. The Spending Review 2015 announced that Government would *"let Councils spend 100% of the receipts from the assets they sell to improve their local services"*. The Guidance published by Communities and Local Government permits Revenue Expenditure to be treated as Capital Expenditure, and this is funded from capital receipts where expenditure is *"incurred on projects designed to reduce future revenue costs and/or transform service delivery" from 1 April 2016 to 31 March 2019*.

**Project and Service Procurement**

46. The Council has evaluated its procurement policies in line with best practice. The table below shows the five drivers of change identified within the report and the action the Council has taken or is taking to improve its procurement practices.

Driver for Change	Lichfield District Council's Initiatives
Committed leadership	<ul style="list-style-type: none"> <li>• Clarity of decision making is provided through the role of Cabinet being specified.</li> <li>• Committees have been set up to scrutinise the decisions of the Cabinet.</li> </ul>
A focus on the customer	<ul style="list-style-type: none"> <li>• The design of major capital projects involves stakeholder participation at the design stage.</li> <li>• A number of major capital projects involve a management board consisting of stakeholders.</li> </ul>
Integrated processes and teams	<ul style="list-style-type: none"> <li>• The Council utilises the Projects in a Controlled Environment (PRINCE2) methodology to project manage all new major projects.</li> <li>• The Council engages in value engineering dialogue with appointed contractors to determine cost savings and quality enhancements in major capital contracts.</li> <li>• A risk management strategy to identify possible risks to successful outcomes and the ways these risks could be managed has been developed.</li> </ul>
A quality driven agenda	<ul style="list-style-type: none"> <li>• The evaluation of supplier bids takes account of both cost and quality criteria as determined by the project manager for each project.</li> </ul>
Commitment to people	<ul style="list-style-type: none"> <li>• The Council's Financial Procedure Rules and Contract Procedure Rules require evaluation of potential contractors' records on Health &amp; Safety etc.</li> </ul>

**Project Implementation and Monitoring**

47. The Project Manager for each project is responsible for managing the project implementation and delivering its objectives. This monitoring is often in partnership with professional services such as architects and service users. Additionally, some projects are subject to external monitoring, particularly when projects are using grant funding.
48. Project Managers hold regular meetings with parties involved in the procurement process.
49. Member involvement in capital monitoring, in conformance with the requirements of the Local Government Act, consists of regular reporting on the Capital Programme to Cabinet and Overview and Scrutiny Committees.

**Performance Measurement**

50. The Council undertakes performance measurement in relation to capital investment in a number of different ways :

<ul style="list-style-type: none"> <li>• As part of the project development, the project manager identifies the objectives that the success of the project will be measured against.</li> <li>• Regular reports to Cabinet and the Overview and Scrutiny Committees in relation to the progress of major projects such as Friarsgate are undertaken.</li> </ul>
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## Full Capital Programme 2017-22

Project	Actual	Draft Budget (R=>£500k, A=£250k to £500k and G= Less than £250k)						Total £000	Corporate £000
	2017/18 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000			
Community Building / Play Area at Hawksyard	320	320	1				321		
Oakenfield Play Area (Sinking Fund)	9	9					9	9	
Burntwood Leisure Centre Enhancement Work	11	202	42	3			247		
Squash Court and Sports Hall Floors (FGLC)		50					50		
Friary Grange (Boiler, Lighting)		15					15	15	
Accessible Homes (Disabled Facilities Grants)	828	1,010	772	850	850	850	4,332	490	
Housing Monies / Decent Homes Standard			1,049				1,049		
Leisure Facilities Outsource		282	750	353	10		1,395		
Energy Insulation / Home Repair Assistance		45	35	25	25	25	155	130	
Housing Redevelopment Scheme - Packington	40	80					80		
<b>Healthy and Safe Communities Total</b>	<b>1,209</b>	<b>2,013</b>	<b>2,649</b>	<b>1,231</b>	<b>885</b>	<b>875</b>	<b>7,653</b>	<b>644</b>	
Ancient Monument (Friary)	1	1					1		
Canal Culvert at Huddlesford	1	10	90				100	100	
Environmental Improvements - Upper St John			7				7		
Fazeley Crossroads Environmental Imps	4	4					4		
The Leomansley Area Improvement Project			3				3		
Darnford / Shortbutts Parks		10	36				46	20	
Swan Road - Whittington Parish Council	28	28					28		
Stowe Pool Improvements			100	450	450		1,000	5	
Vehicle Replacement Programme	18	18	168	288	144	307	925	31	
<b>Clean, Green and Welcoming Places to Live Total</b>	<b>53</b>	<b>71</b>	<b>404</b>	<b>738</b>	<b>594</b>	<b>307</b>	<b>2,114</b>	<b>156</b>	
Cannock Chase SAC	86	86	43	32	22	25	208		
City Centre Strategy - Interpretation / Car Parks		2	32				34		
Friarsgate Support	365	592	868	2,487			3,947	1,724	
Old Mining College - Refurbish access and signs		14					14		
Sankey's Corner Environmental Improvements		3					3		
Data Management System		5	6				11		
<b>A Vibrant and Prosperous Economy Total</b>	<b>451</b>	<b>702</b>	<b>949</b>	<b>2,519</b>	<b>22</b>	<b>25</b>	<b>4,217</b>	<b>1,724</b>	
Bin Storage Area Resurfacing	20	20					20		
Asset Management - District Council House	69	291	88	187	50		616	616	
Property Investment Strategy			6,000	13,000	13,000	13,000	45,000		
IT and Channel Shift Programme	230	250	152	32			434	434	
Multi Media in the Committee Room	10	10					10		
Depot Sinking Fund		11					11	11	
<b>A Council That is Fit for the Future Total</b>	<b>329</b>	<b>582</b>	<b>6,240</b>	<b>13,219</b>	<b>13,050</b>	<b>13,000</b>	<b>46,091</b>	<b>1,061</b>	
<b>Grand Total</b>	<b>2,042</b>	<b>3,368</b>	<b>10,242</b>	<b>17,707</b>	<b>14,551</b>	<b>14,207</b>	<b>60,075</b>	<b>3,585</b>	

Funding Source	Draft Budget						Total £000
	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000		
Usable Capital Receipts	532	670	977	21		2,200	
Revenue	769	154	154	154	154	1,385	
<b>Corporate Council Sources</b>	<b>1,301</b>	<b>824</b>	<b>1,131</b>	<b>175</b>	<b>154</b>	<b>3,585</b>	
Other Sources	1,785	2,668	3,223	1,366	1,053	10,095	
<b>Grand Total</b>	<b>3,086</b>	<b>3,492</b>	<b>4,354</b>	<b>1,541</b>	<b>1,207</b>	<b>13,680</b>	
<b>FUNDING GAP (Borrowing Need)</b>	<b>282</b>	<b>6,750</b>	<b>13,353</b>	<b>13,010</b>	<b>13,000</b>	<b>46,395</b>	
<b>Total FUNDING GAP Inc. previous years (Borrowing Need)</b>	<b>2,424</b>	<b>8,975</b>	<b>21,963</b>	<b>34,205</b>	<b>46,065</b>	<b>46,065</b>	
<b>Available Capital Receipts</b>	<b>(2,457)</b>	<b>(1,787)</b>	<b>(810)</b>	<b>(789)</b>	<b>(789)</b>	<b>(789)</b>	

## APPENDIX C

The Original Capital Programme was **£13,013,000** and the Draft Capital Programme is **£60,075,000**, an increase of **£47,062,000**. This increase is explained below (The Property Investment Strategy and Leisure Outsourcing are the main reasons):

	Approved MTFS				New	Total
	2017/18 £000s	2018/19 £000s	2019/20 £000s	2020/21 £000s	2021/22 £000s	£000s
Slippage from 2016/17	426					426
Project Spend Rephasing	(1,330)	1,139	174	(79)	96	0
<u>New Projects</u>						
Property Investment Strategy	0	6,000	13,000	13,000	13,000	45,000
Leisure Facilities Outsource	282	750	353	10	0	1,395
<u>Friarsgate</u>						
Police Station acquisition and reimbursement - U&I will now acquire and transfer to the Council	(1,409)					(1,409)
Inclusion of the Coach Parking contribution and related spend		450				450
<u>Spend funded by External Funding</u>						
Cannock Chase SAC	49	43	32	22	25	171
Swan Road: Whittington Parish	28					28
Disabled Facilities Grants	20				752	772
<u>Ongoing Budgets additional Year (for modelling)</u>						
Disabled Facilities Grants					98	98
Home Repair Assistance Grants					15	15
Energy Insulation Programme					10	10
<u>Spend funded by Reserves and Revenue</u>						
Multi Media in the Committee Room	10					10
Friary Grange (Boiler, Lighting)	15					15
Bin Storage Area Resurfacing	20					20
<u>Vehicle Replacement Programme</u>						
Changes to plan	(75)	0	(75)	0	211	61
<b>Total</b>	<b>(£1,964)</b>	<b>£8,382</b>	<b>£13,484</b>	<b>£12,953</b>	<b>£14,207</b>	<b>£47,062</b>

### Revenue Implications

	Projected					Total
	2017/18	2018/19	2019/20	2020/21	2021/22	
Income	(£54,600)	(£218,380)	(£218,380)	(£218,380)	(£218,380)	(£928,120)
Friarsgate (Cabinet 5/12/2017)	£0	£0	£2,050	£126,400	£68,000	£196,450
Minimum Revenue Provision (non-Finance Leases)	£97,870	£199,500	£193,500	£225,440	£225,440	£941,750
Loss of Investment Income	£5,450	£6,400	£7,100	£8,800	£8,930	£36,680
External Borrowing Interest	£39,180	£47,400	£45,800	£44,210	£44,210	£220,800
<b>Sub Total - Other Projects</b>	<b>£87,900</b>	<b>£34,920</b>	<b>£30,070</b>	<b>£186,470</b>	<b>£128,200</b>	<b>£467,560</b>
Income	£0	£0	(£354,580)	(£1,122,900)	(£1,891,200)	(£3,368,680)
Management Costs	£0	£125,000	£250,000	£250,000	£250,000	£875,000
Minimum Revenue Provision	£0	£0	£171,430	£542,860	£914,290	£1,628,580
External Borrowing Interest	£0	£0	£101,810	£322,390	£542,980	£967,180
<b>Sub Total - Property Investment Strategy</b>	<b>£0</b>	<b>£125,000</b>	<b>£168,660</b>	<b>(£7,650)</b>	<b>(£183,930)</b>	<b>£102,080</b>
<b>Total Direct Revenue Implications</b>	<b>£87,900</b>	<b>£159,920</b>	<b>£198,730</b>	<b>£178,820</b>	<b>(£55,730)</b>	<b>£569,640</b>
Revenue Funding	£769,000	£154,000	£154,000	£154,000	£154,000	£1,385,000
<b>Total Revenue Implications</b>	<b>£856,900</b>	<b>£313,920</b>	<b>£352,730</b>	<b>£332,820</b>	<b>£98,270</b>	<b>£1,954,640</b>
<b>Total MTFS</b>	<b>£856,900</b>	<b>£313,920</b>	<b>£352,730</b>	<b>£340,470</b>	<b>£282,200</b>	<b>£2,146,220</b>
Approved Capital Programme	£856,900	£188,920	£182,020	£214,070	£214,200	£1,656,110
<b>Change included in the MTFS</b>	<b>£0</b>	<b>£125,000</b>	<b>£170,710</b>	<b>£126,400</b>	<b>£68,000</b>	<b>£490,110</b>

## Balance Sheet Projections 2017-22

(Figures may not sum due to rounding)

	Type	2016/17 Actual £000s	2017/18 Budget £000s	2018/19 Budget £000s	2019/20 Budget £000s	2020/21 Budget £000s	2021/22 Budget £000s	2017/22 Change £000s
Property, Plant and Equipment	ASSET	43,080	42,904	43,257	44,867	43,736	42,258	(646)
Heritage Assets	ASSET	515	515	515	515	515	515	0
Investment Property	ASSET	5,572	5,572	11,572	24,572	37,572	50,572	45,000
Intangible Assets	ASSET	50	50	50	50	50	50	0
Assets Held for Sale	ASSET	0	0	0	0	0	0	0
Investments	INV	24,981	23,760	20,724	17,745	17,741	18,040	(5,720)
Borrowing	BOLE	(1,439)	(2,765)	(8,565)	(21,193)	(33,450)	(45,335)	(42,570)
Finance Leases	BOLE	(2,552)	(2,047)	(1,577)	(1,172)	(690)	(248)	1,799
Working Capital	CRED	(9,170)	(8,446)	(8,399)	(8,379)	(8,374)	(8,373)	73
Pensions	CRED	(36,562)	(36,562)	(36,562)	(36,562)	(36,562)	(36,562)	0
<b>TOTAL ASSETS LESS LIABILITIES</b>		<b>24,475</b>	<b>22,981</b>	<b>21,015</b>	<b>20,443</b>	<b>20,538</b>	<b>20,917</b>	<b>(2,064)</b>

<u>Unusable Reserves</u>								
Revaluation Reserve	REV	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)	0
Capital Adjustment Account	CAP	(36,624)	(36,770)	(37,042)	(39,069)	(39,180)	(39,283)	(2,513)
Deferred Credits	CRED	(47)	(47)	(47)	(47)	(47)	(47)	0
Pension Scheme	CRED	36,562	36,562	36,562	36,562	36,562	36,562	0
Benefits Payable During Employment Adjustment Account	CRED	225	225	225	225	225	225	0
Collection Fund	UGER	(1,115)	(634)	0	0	0	0	634
Available for Sale Financial Instruments Reserve	INV	187	187	187	187	187	187	
<u>Usable Reserves</u>								
Unapplied Grants and Contributions - General	UGER	(759)	(654)	(4)	(4)	(4)	(4)	649
Unapplied Grants and Contributions - Cannock Chase	UGER	(213)	(185)	(185)	(185)	(185)	(185)	0
Unapplied Grants and Contributions - Section 106	UGER	(488)	(459)	(42)	(42)	(26)	(26)	432
Unapplied Grants and Contributions - Revenue	UGER	0	0	0	0	0	0	0
Usable Capital Receipts	UGER	(2,784)	(2,457)	(1,787)	(810)	(789)	(789)	1,668
Usable Capital Receipts - Arts Statue	UGER	(134)	(134)	(134)	(134)	(134)	(134)	0
Burntwood Leisure Centre Sinking Fund	UGER	(247)	(45)	(3)	0	0	0	45
City Centre Redevelopment Sinking Fund	UGER	(25)	(25)	(25)	(25)	(25)	(25)	0
Elections	UGER	(226)	(226)	(226)	(226)	(226)	(226)	0
Public Open Spaces	UGER	(476)	(476)	(476)	(476)	(476)	(476)	0
Three Spires Multi Storey	UGER	(1,979)	(2,129)	(2,279)	(729)	(729)	(729)	1,400
Building Regulations	UGER	(209)	(209)	(209)	(209)	(209)	(209)	0
Other Earmarked Reserves	UGER	(3,326)	(3,223)	(3,079)	(2,901)	(2,782)	(2,576)	647
Grant Aid - Development	UGER	(26)	(26)	(26)	(26)	(26)	(26)	0
General Fund Balance	GEN	(4,971)	(4,456)	(4,623)	(4,732)	(4,874)	(5,354)	(898)
<b>TOTAL EQUITY</b>		<b>(24,475)</b>	<b>(22,981)</b>	<b>(21,015)</b>	<b>(20,443)</b>	<b>(20,538)</b>	<b>(20,917)</b>	<b>2,064</b>

<b>Reserves Available to cover Investment Losses</b>	<b>(8,348)</b>	<b>(7,730)</b>	<b>(7,753)</b>	<b>(7,684)</b>	<b>(7,707)</b>	<b>(7,981)</b>	<b>(251)</b>
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<u>Summary</u>								
Capital Funding	CAP	(36,624)	(36,770)	(37,042)	(39,069)	(39,180)	(39,283)	(2,513)
Revaluation Reserve	REV	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)	0
Borrowing and Leasing	BOLE	(3,991)	(4,812)	(10,142)	(22,365)	(34,139)	(45,583)	(40,771)
Non-Current Assets	ASSET	49,217	49,041	55,394	70,004	81,873	93,395	44,354
Investments	INV	25,168	23,947	20,911	17,932	17,928	18,227	(5,720)
Unapplied Grants & Earmarked Reserves	UGER	(12,007)	(10,882)	(8,476)	(5,768)	(5,612)	(5,406)	5,475
General Reserve	GEN	(4,971)	(4,456)	(4,623)	(4,732)	(4,874)	(5,354)	(898)
Working Capital & Pensions	CRED	(8,992)	(8,268)	(8,221)	(8,201)	(8,196)	(8,195)	73
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1)</b>	<b>0</b>	<b>0</b>
<b>Internal Borrowing</b>		<b>802</b>	<b>(341)</b>	<b>410</b>	<b>770</b>	<b>754</b>	<b>729</b>	<b>1,070</b>

### Minimum Revenue Provision Statement 2018/19

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). Although there has been no statutory minimum since 2008. The Local Government Act 2003 requires this Authority to have regard to the Department of Communities and Local Government's (CLG) guidance on MRP most recently issued in 2012.

The broad aim of the CLG Guidance is to ensure that debt is repaid over the period that is reasonably commensurate with that over which the capital expenditure provides benefits.

The CLG Guidance requires the Authority to approve an annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP.

- For capital expenditure incurred after 1 April 2008 where no financial support is provided by the Government through the Revenue Support Grant system, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset in equal instalments. MRP on purchases of **freehold land** will be charged over **50 years**. MRP on expenditure not related to assets but that has been **capitalised by regulation or direction** (Revenue Expenditure Funded by Capital under Statute or REFCUS) will be charged over **20 years**.
- For assets acquired by **finance leases**, MRP will be determined as being equal to the **element of the charge that is used to reduce the Balance Sheet liability**.
- For **capital expenditure loans to third parties that are repaid** in annual or more frequent instalments of principal, the Council will make **nil MRP**, but instead apply the capital receipts arising to reduce the Capital Financing Requirement or Borrowing Need instead. In years where there is no principal repayment, MRP will be charged in accordance with the MRP policy for the assets funded by the loan, including where appropriate delaying the MRP until the year after the assets become operational.

Based on the Authority's Draft Capital Programme and its estimates of the Capital Financing Requirement or Borrowing Need, the budget for MRP has been set as follows:

	2017/18	2018/19	2019/20	2020/21	2021/22
Finance Leases	£2,047,000	£1,578,000	£1,172,000	£690,000	£248,000
Borrowing	£2,424,000	£8,975,000	£21,963,000	£34,205,000	£46,065,000
<b>Total</b>	<b>£4,471,000</b>	<b>£10,553,000</b>	<b>£23,135,000</b>	<b>£34,895,000</b>	<b>£46,313,000</b>

	2017/18	2018/19	2019/20	2020/21	2021/22
Finance Leases	£506,000	£500,000	£515,000	£507,000	£512,000
Borrowing	£98,000	£199,000	£365,000	£768,000	£1,140,000
<b>Total</b>	<b>£604,000</b>	<b>£699,000</b>	<b>£880,000</b>	<b>£1,275,000</b>	<b>£1,652,000</b>

## **Treasury Management**

### **Introduction and Background**

In February 2003 the Council adopted the CIPFA Treasury Management in the Public Services: Code of Practice (the CIPFA Code), which requires the Council to approve a treasury management strategy before the start of each financial year.

In addition, the Department of Communities and Local Government (CLG) issued revised guidance in Local Authority Investments in March 2010 that requires the Council to approve an investment strategy before the start of the financial year.

This report fulfils the legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the CLG Guidance.

The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.

Accordingly, The Council will create and maintain, as the cornerstones for effective treasury management:

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.
- Suitable treasury management practices (TMPs), setting out the manner in which The Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The Council (i.e. full Council) will receive reports on its Treasury Management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year (this report), in year reviews and an annual report after its close, in the form prescribed in its Treasury Management Practices.

The Council delegates responsibility for the implementation and monitoring of its Treasury Management policies and practices to Cabinet and for the execution and administration of treasury management decisions to the Chief Finance Officer, who will act in accordance with the organisation's policy statement and Treasury Management Practices and CIPFA Standard of Professional Practice on Treasury Management. The Council nominates the **Audit and Member Standards Committee** to be responsible for ensuring effective scrutiny of the Treasury Management strategy and policies.

### **Policies and Objectives of Treasury Management Activities**

The Council defines its treasury management activities as:

"The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement.

## APPENDIX F

The Council's borrowing will be affordable, sustainable and prudent; and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow The Council transparency and control over its debt. **The Council's primary objective in relation to investments remains the security of capital.** The Council's objective for investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

### Detailed Cash flow for 2018/19 (figures may not sum due to rounding)

2018/19 (£m)													
Detail	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
<b>Income</b>													
Council Tax Collected	-£6.54	-£6.30	-£5.96	-£6.10	-£6.08	-£6.10	-£6.14	-£6.13	-£6.09	-£5.79	-£0.74	-£0.79	<b>-£62.78</b>
Business Rates Collected	-£3.54	-£4.61	-£3.45	-£3.63	-£4.80	-£3.49	-£3.42	-£3.43	-£3.27	-£3.19	-£0.83	-£0.63	<b>-£38.29</b>
Rent Allowance Grant	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	-£1.69	<b>-£20.22</b>
New Homes Bonus	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	-£0.07	<b>-£0.88</b>
Net Revenue Income	-£0.69	-£0.73	-£0.73	-£0.73	-£0.73	-£0.73	-£0.69	-£0.73	-£0.73	-£0.73	-£0.73	-£0.73	<b>-£8.71</b>
Revenue Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<b>£0.00</b>
Capital Income	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	-£0.03	<b>-£0.33</b>
New Borrowing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<b>£0.00</b>
<b>Spend</b>													
Capital Programme	£0.85	£0.85	£0.85	£0.85	£0.85	£0.85	£0.85	£0.85	£0.85	£0.85	£0.85	£0.85	<b>£10.24</b>
Other Spend	£0.04	£0.04	£0.04	£0.04	£0.04	£0.04	£0.04	£0.04	£0.04	£0.04	£0.04	£0.04	<b>£0.52</b>
Rent Allowance Payments	£1.62	£1.54	£1.56	£1.78	£1.55	£1.60	£1.55	£1.55	£2.75	£1.55	£1.55	£1.62	<b>£20.22</b>
Employees	£0.98	£0.98	£0.98	£0.98	£0.98	£0.98	£0.98	£0.98	£0.98	£0.98	£0.98	£0.98	<b>£11.76</b>
Business Rate Payments	£2.75	£3.39	£3.07	£3.07	£2.88	£2.88	£2.88	£2.88	£2.88	£2.88	£2.88	£2.88	<b>£35.29</b>
Precepts	£5.95	£4.56	£4.56	£4.56	£4.56	£4.87	£4.56	£4.56	£4.56	£4.56	£4.56	£4.56	<b>£56.38</b>
Cash Flow	-£0.35	-£2.07	-£0.87	-£0.98	-£2.54	-£0.89	-£1.17	-£1.22	£0.18	-£0.64	£6.77	£6.98	<b>£3.20</b>
Average Level of Investments	£23.93	£25.14	£26.61	£27.53	£29.29	£31.00	£32.03	£33.23	£33.75	£33.98	£30.92	£24.04	

### Investment Income Budget for 2018/19

Based on the cash flow forecast above and the revenue implications of the Capital Programme, the budgeted Investment Income budget is shown in the table below:

Details	2018/19 Budget
Average amount we have available to invest (£m)	29.29
Average Interest Rate (%)	0.64%
Interest Receipts	(183,000)
Transfer to the Property Reserve	38,000
<b>Net Investment Income</b>	<b>(£145,000)</b>

In terms of interest receipts, there are two key risks/sensitivities:

- The interest rate receivable.
- The amount of money we have available to invest.

What if:

Interest Rates Change	We have more cash available to invest (£000)				
	+£1m	+£2m	+£3m	+£4m	+£5m
Current Estimate	194	200	207	213	219
+0.50%	345	357	368	379	391



## Borrowing Strategy

The detailed Borrowing Projections for 2018/19 included in the Balance Sheet Projections at **APPENDIX D** as part of its strategy for funding the Capital Programme are shown below:

<b>Projected External Borrowing at 1 April 2018</b>	<b>(£2,765,000)</b>
New Borrowing in 2018/19	(£6,000,000)
Borrowing Repayments in 2018/19	£200,000
<b>Projected External Borrowing at 31 March 2019</b>	<b>(£8,565,000)</b>

The Council has an Authorised Borrowing Limit of **£21.377m**.

**Objectives:** The Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over those costs over the period for which funds are required. The flexibility to renegotiate loans, should the Authority's long-term plans change, is a secondary objective.

**Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.

By doing so, the Authority is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years (when long-term borrowing rates are forecast to rise modestly). Arlingclose will assist the Authority with this 'cost of carry' and breakeven analysis. Its output may determine whether the Authority borrows additional sums at long-term fixed rates in 2018/19 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

In addition, the Authority may borrow short-term loans to cover unexpected cash flow shortages. The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board (PWLB) and any successor body
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds (except Staffordshire County Council Pension Fund)
- capital market bond investors
- Local Capital Finance Company and other special purpose companies created to enable local authority bond issues
- Salix.

In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- operating and finance leases and hire purchase
- sale and leaseback

The Authority has previously raised the majority of its long term borrowing from the PWLB but it continues to investigate other sources of finance, such as local authority loans and bank loans that may be available at more favourable rates.

**Municipal Bonds Agency:** the UK Municipal Bonds Agency Plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a joint and several guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to Full Council.

**Short-term and Variable Rate loans:** These loans leave the Authority exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

## Investment Strategy

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In 2017/18, the Authority's investment balance is projected to range between **£24m** and **£36m**, and the projected levels for 2018/19 range from **£24m** to **£35m**.

**Objectives:** Both the CIPFA Code and the CLG Guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

**Negative Interest Rates:** if the UK enters into a recession in 2018/19, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short term investment options. This situation already exists in any other European countries. In this event, security will be measured as receiving the contractually agreed amount on maturity, even though this may be less than the amount originally invested.

**Strategy:** Given the increasing risk and very low returns from short-term unsecured bank investments, the Authority aims to diversify into more secure and/or higher yielding asset classes during 2018/19. This is especially the case for the estimated **£7m** that is available for longer-term investment although **£2m** of this sum has already been invested in the Property Fund. The majority of the Authorities surplus cash is currently invested in short-term unsecured bank deposits, certificates of deposit and money market funds.

This diversification will therefore represent a substantial change in strategy over the coming year.

**Approved Counterparties:** The Authority may invest its surplus funds with any of the counterparty types in Table 1 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 1: Approved Investment Counterparties and Limits (**no changes are recommended**)

Credit Rating	Banks Unsecured	Banks Secured	Government	Corporates	Registered Providers
UK Government	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£1m 5 years	£1m 20 years	£2m 50 years	£1m 20 years	£1m 20 years
AA+	£1m 5 years	£1m 10 years	£2m 25 years	£1m 10 years	£1m 10 years
AA	£1m 4 years	£1m 5 years	£2m 15 years	£1m 5 years	£1m 10 years
AA-	£1m 3 years	£1m 4 years	£2m 10 years	£1m 4 years	£1m 10 years
A+	£1m 2 years	£1m 3 years	£2m 5 years	£1m 3 years	£1m 5 years
A	£1m 13 months	£1m 2 years	£2m 5 years	£1m 2 years	£1m 5 years
A-	£1m 6 months	£1m 13 months	£2m 5 years	£1m 13 months	£1m 5 years
None	£0.5m 6 months	n/a	£2m 25 years	£50,000 5 years	£0.5m 5 years
Pooled funds	£2m per fund				

**Credit Rating:** Investment decisions are set by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

**Banks Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. **These investments are subject to the risk of credit loss via a Bail-In should the regulator determine that the bank is failing or likely to fail.**

**Operational Bank Accounts:** The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services for credit and debit cards, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of bank bail-in, and balances will therefore be kept below **£500,000** per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.

**Banks Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from Bail-In. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

**Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to Bail-In, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

**Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to Bail-In, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

**Registered Providers:** Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain the likelihood of receiving government support if needed.

**Pooled Funds:** Shares in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short term Money Market Funds that offer same-day liquidity and very low or no volatility can be used as an alternative to instant access bank accounts; while pooled funds, whose value changes with market prices and/or have a notice period, will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

**Risk Assessment and Credit Ratings:** Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- No new investments will be made,
- Any existing investments that can be recalled or sold, at no cost, will be, and
- Full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn as soon as possible after the change will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

**Other Information on the Security of Investments:** The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations, in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

**Specified Investments:** The CLG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
  - the UK Government,
  - a UK local authority, parish council or community council, or
  - a body or investment scheme of "high credit quality".

The Authority defines "high credit quality" organisations and securities as those having a credit rating of **[A-]** or higher that are domiciled in the UK or a foreign country with a sovereign rating of **[AA+]** or higher. For money market funds and other pooled funds "high credit quality" is defined as those having a credit rating of **[A-]** or higher.

**Non-specified Investments:** Any investment not meeting the definition of a specified investment is classed as non-specified. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in Table 2 below.

Table 2: Non-Specified Investment Limits (**no changes are recommended**)

	Approved limit
Total long-term investments	£6m
Total investments without credit ratings or rated below [A-]	£8m
Total investments with institutions ( <b>except pooled funds</b> ) domiciled in foreign countries rated below [AA+]	£1m
Total non-specified investments	£15m

**Investment Limits:** The Authority's revenue reserves available to cover investment losses (excluding capital grants and contributions, capital receipts and the multi storey reserve etc.) are forecast to be between **£7.73m** and **£8.00m** during 2018/19 (**APPENDIX D**).

In order that no more than **14%** of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government and other UK Local Authorities) will be **£1m**. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below (investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries):

Table 3: Investment Limits (**no changes are recommended**)

	Approved limit
Any single organisation, except the UK Central Government and UK Local Authorities	£1m each
UK Central Government	unlimited
UK Local Authorities	£2m each
Any group of organisations under the same ownership	£1m per group
Any group of pooled funds under the same management	£4m per manager
Negotiable instruments held in a broker's nominee account	£12m per broker
Foreign countries	£2m per country
Registered Providers	£5m in total
Unsecured investments with Building Societies	£2m in total
Loans to unrated corporates	£2m in total
Money Market Funds	£12m in total

**Liquidity Management:** The Authority uses excel for cash flow forecasting to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a pessimistic basis, with receipts under-estimated and payments over-estimated to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority's MTFs and cash flow forecast.

**Non Treasury Investments:** Although not classed as treasury management activities and therefore not covered by CIPFA or the CLG Guidance, the Authority may also purchase property for investment purposes and also may make loans and investments for service purposes.

Such loans and investments will be subject to the Authority's normal approval processes for revenue and capital expenditure and need not comply with this treasury management strategy. The Authority's existing and planned non treasury investments are shown below (see paragraphs 3.7 and 3.8):

	<u>2016/17</u> <u>Actual</u>	<u>2017/18</u> <u>Budget</u>	<u>2018/19</u> <u>Budget</u>	<u>2019/20</u> <u>Budget</u>	<u>2020/21</u> <u>Budget</u>	<u>2021/22</u> <u>Budget</u>
Investment Property	5,572,000	5,572,000	11,572,000	24,572,000	37,572,000	50,572,000

In 2016/17, the net gain from Investment Property was (£399,000) representing a 7% net yield based on property value and 4% of the actual Net Cost of Services.

### Other Items

There are a number of additional items that the Authority is obliged by CIPFA or CLG to include in its Treasury Management Strategy.

**Policy on Use of Financial Derivatives:** Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. Lenders Option Borrowers Option (LOBO) loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Authority will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Authority is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

**Investment Training:** The needs of the Authority's treasury management staff for training in investment management are assessed every six months as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA.

**Investment Advisers:** The Authority has recently reappointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues. The quality of this service is controlled by the specification related to the procurement and regular contact with the Adviser.

**Investment of Money Borrowed in Advance of Need:** The Authority may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Authority is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Authority’s overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit of **£21.377m** in 2018/19. The maximum period between borrowing and expenditure is expected to be **three** years, although the Authority is not required to link particular loans with particular items of expenditure.

**Treasury Management Strategy**

The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The CFO, having consulted the Cabinet Member for Finance and Democracy, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

<b>Alternative</b>	<b>Impact on income and expenditure</b>	<b>Impact on risk management</b>
Invest in a narrower range of counterparties and/or for shorter times	Investment income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Investment income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long term fixed interest rates	Debt interest costs will rise	Higher investment balance leading to a higher impact in the event of a default; however long term interest costs may be more certain
Borrow short term or variable loans instead of longer term fixed rates	Initial debt interest costs will be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but in the long term costs may be less certain

## Prudential Indicators 2017-22

### Background:

There is a requirement under the Local Government Act 2003 for Local Authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators.

### Estimates of Capital Expenditure

No. 1 Capital Financing	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
Non-Current Assets	2.800	2.824	1.609	8.138	16.395	13.654	13.307
Revenue Expenditure funded from Capital under Statute	2.532	2.074	1.759	2.104	1.312	0.897	0.900
<b>Total</b>	<b>£5.332</b>	<b>£4.898</b>	<b>£3.368</b>	<b>£10.242</b>	<b>£17.707</b>	<b>£14.551</b>	<b>£14.207</b>

No. 1 Capital Financing	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
Capital Receipts	1.074	0.651	0.532	0.670	0.977	0.021	0.000
Burntwood Sinking Fund	0.170	0.202	0.202	0.042	0.003	0.000	0.000
Property Investment Non Borrowing Funding	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Capital Grants and Contributions	3.767	3.137	1.480	2.452	1.232	1.222	0.777
Earmarked Reserves	0.092	0.079	0.103	0.144	1.878	0.119	0.206
Revenue Contributions	0.154	0.754	0.769	0.154	0.154	0.154	0.154
Finance Leases	0.075	0.075	0.000	0.030	0.110	0.025	0.070
Borrowing	0.000	0.000	0.282	6.750	13.353	13.010	13.000
<b>Total</b>	<b>£5.332</b>	<b>£4.898</b>	<b>£3.368</b>	<b>£10.242</b>	<b>£17.707</b>	<b>£14.551</b>	<b>£14.207</b>

### Ratio of Financing Costs to Net Revenue Stream

No. 2 Ratio of Financing Costs to Net Revenue Stream	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
Investment Income	(0.161)	(0.182)	(0.195)	(0.187)	(0.174)	(0.178)	(0.187)
Transfer to Property Reserve	0.038	0.035	0.035	0.038	0.038	0.038	0.038
Internal Interest	0.004	0.004	0.004	0.004	0.004	0.004	0.004
Borrowing Interest	0.036	0.036	0.037	0.048	0.148	0.367	0.586
Finance Lease Interest Charges	0.018	0.018	0.016	0.070	0.072	0.071	0.071
Minimum Revenue Provision - Leases	0.518	0.518	0.506	0.500	0.515	0.507	0.512
Minimum Revenue Provision - Borrowing	0.063	0.063	0.098	0.199	0.365	0.768	1.140
<b>Total Financing Costs</b>	<b>0.515</b>	<b>0.491</b>	<b>0.501</b>	<b>0.672</b>	<b>0.969</b>	<b>1.579</b>	<b>2.164</b>
<b>%</b>	<b>5%</b>	<b>4%</b>	<b>5%</b>	<b>7%</b>	<b>10%</b>	<b>17%</b>	<b>23%</b>

### Capital Financing Requirement

No. 3 Capital Financing Requirement	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
<b>Balance Brought Forward</b>	4.806	4.806	4.793	4.471	10.552	23.135	34.894
Capital Expenditure financed from borrowing and Invest to Save	0.075	0.075	0.282	6.780	13.463	13.035	13.070
Minimum Revenue Provision - Leases	(0.518)	(0.518)	(0.506)	(0.500)	(0.515)	(0.507)	(0.512)
Minimum Revenue Provision - Borrowing	(0.063)	(0.063)	(0.098)	(0.199)	(0.365)	(0.768)	(1.140)
<b>Balance Carried Forward</b>	<b>£4.300</b>	<b>£4.300</b>	<b>£4.471</b>	<b>£10.552</b>	<b>£23.135</b>	<b>£34.894</b>	<b>£46.313</b>



## Gross External Borrowing does not exceed the CFR

No. 3	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
CFR plus next 2 years	3,993	4,515	24,714	49,240	64,043	75,392	86,339
Gross Debt	(3,461)	(3,461)	(3,468)	(10,142)	(22,365)	(34,139)	(45,583)
<b>Gross Borrowing &lt; CFR plus next 2 years</b>	<b>True</b>	<b>True</b>	<b>True</b>	<b>True</b>	<b>True</b>	<b>True</b>	<b>True</b>

## Actual External Debt

No. 4	31-Mar-2017 Actual £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
LT Borrowing	1,370	1,309	8,193	20,450	32,335	43,849
Short Term Element of LT Borrowing	0,069	0,061	0,372	0,743	1,115	1,486
Short Term Element of LT Liabilities	0,505	0,516	0,515	0,507	0,512	0,178
Other Long Term Liabilities	2,047	1,582	1,062	0,665	0,178	0,070
<b>Total</b>	<b>£3,991</b>	<b>£3,468</b>	<b>£10,142</b>	<b>£22,365</b>	<b>£34,139</b>	<b>£45,583</b>

## Incremental Impact of Capital Investment Decisions

No.5 Incremental Impact of Capital investment Decisions	2017/18 Original £	2017/18 Approved £	2017/18 Revised £	2018/19 Original £	2019/20 Original £	2020/21 Original £	2021/22 Original £
Band D Properties	36,935	36,935	36,935	37,360	37,803	38,245	38,688
<b>Capital Investment</b> Change in Revenue Implications to Approved Budget	(8)	(8)	0	125	171	126	68
<b>Band D Equivalent</b>	<b>£3.77</b>	<b>(£0.21)</b>	<b>£0.00</b>	<b>£3.35</b>	<b>£4.52</b>	<b>£3.30</b>	<b>£1.76</b>

	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
New Vehicle and Plant Procurements	£0.030	£0.075	£0.018	£0.168	£0.208	£0.149	£0.337

## Authorised Limit

No. 6 Authorised Limit for External Debt	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
Borrowing	10,844	10,844	10,844	16,929	30,116	42,743	54,769
Finance Leases - New	4,448	4,448	4,448	4,448	4,448	4,448	4,448
<b>Total</b>	<b>£15,292</b>	<b>£15,292</b>	<b>£15,292</b>	<b>£21,377</b>	<b>£34,564</b>	<b>£47,191</b>	<b>£59,217</b>

## Operational Boundary

No. 7 Operational Boundary for External Debt	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
Borrowing	1,838	1,838	1,838	9,065	21,693	33,950	45,835
Finance Leases	4,057	4,057	4,057	4,057	4,057	4,057	4,057
<b>Total</b>	<b>£5,895</b>	<b>£5,895</b>	<b>£5,895</b>	<b>£13,122</b>	<b>£25,750</b>	<b>£38,007</b>	<b>£49,892</b>

## Adoption of the CIPFA Treasury Management Code

No. 8
The Council approved the adoption of the CIPFA Treasury Management Code at its Full Council meeting on 25 February 2003. The Council has incorporated any changes resulting from the revisions to the CIPFA Treasury Management Code within its treasury policies, practices and procedures.

### Gross Debt

No. 9	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
Outstanding Borrowing	(1.338)	(1.338)	(1.370)	(8.565)	(21.193)	(33.450)	(45.335)
Other Long Term Liabilities	(2.124)	(2.124)	(2.098)	(1.577)	(1.172)	(0.690)	(0.248)
<b>Gross Debt</b>	<b>(£3.462)</b>	<b>(£3.462)</b>	<b>(£3.468)</b>	<b>(£10.142)</b>	<b>(£22.365)</b>	<b>(£34.139)</b>	<b>(£45.583)</b>
Capital Financing Requirement	<b>£4.300</b>	<b>£4.300</b>	<b>£4.471</b>	<b>£10.647</b>	<b>£23.505</b>	<b>£35.936</b>	<b>£48.402</b>
<b>Is our Gross Debt in excess of our Capital Financing Requirement and are we therefore borrowing in advance of need ?</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

### Interest Rate Exposures

No. 10 and 11	2017/18 Original %	2017/18 Approved %	2017/18 Revised %	2018/19 Original %	2019/20 Original %	2020/21 Original %	2021/22 Original %
<b>Fixed Interest Rates</b>							
Upper Limit on Fixed Interest Rate Exposure on Investments	(100%)	(100%)	(100%)	(100%)	(100%)	(100%)	(100%)
Upper Limit on Fixed Interest Rate Exposure on Debt	100%	100%	100%	100%	100%	100%	100%
<b>Net Fixed Exposure (No. 10)</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Variable Interest Rates</b>							
Upper Limit for Variable Rate Exposure on Investments	(100%)	(100%)	(100%)	(100%)	(100%)	(100%)	(100%)
Upper Limit for Variable Rate Exposure on Debt	30%	30%	30%	30%	30%	30%	30%
<b>Net Variable Exposure (No. 11)</b>	<b>(70%)</b>	<b>(70%)</b>	<b>(70%)</b>	<b>(70%)</b>	<b>(70%)</b>	<b>(70%)</b>	<b>(70%)</b>

### Maturity structure of fixed rate borrowing

No. 12	£	%	Lower Limit	Upper Limit
<b>Maturity Structure of Fixed Rate Borrowing</b>				
Under 12 months	60,880	4.44%	0%	100%
12 months and within 24 months	60,880	4.44%	0%	100%
24 months and within 5 years	182,640	13.33%	0%	100%
5 years and within 10 years	304,400	22.22%	0%	100%
10 years and within 20 years	608,800	44.44%	0%	100%
20 years and within 30 years	152,200	11.11%	0%	100%
30 years and within 40 years	0	0.00%	0%	100%
40 years and within 50 years	0	0.00%	0%	100%
50 years and above	0	0.00%	0%	100%
<b>Total</b>	<b>1,369,800</b>			

### Upper limit for total principal sums invested over 364 days

No 13	2017/18 Original £m	2017/18 Approved £m	2017/18 Revised £m	2018/19 Original £m	2019/20 Original £m	2020/21 Original £m	2021/22 Original £m
<b>Upper Limit for total principal sums invested over 364 days</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>

## CFO Report on Robustness of the Budget and Adequacy of Reserves - Supporting Information

### Context

82. In accordance with the Local Government Act 2003 (Sections 25-27) and to comply with CIPFA Guidance on Local Authority Reserves and Balances, the CFO is required to formally report to Members on the robustness of the Budget and the adequacy of Reserves. The CFO is appropriately qualified under the terms of Section 113 of the Local Government Finance Act 1988.

### Adequacy of Reserves

83. The CFO assesses and determines the appropriate level of Reserves and Provisions using a variety of mechanisms, including:

- Being significantly involved in the Budget setting process, the annual financial cycle and engaged in the strategic leadership of the organisation as a member of the Leadership Team including wider corporate roles beyond that of finance;
- Leading and writing on the annual revision of the MTFs;
- Challenging the budget at various stages of preparation, including the reasonableness of the key budget assumptions and sensitivities such as estimates for inflation and corporate financial pressures, realism of income targets and the extent to which known trends and liabilities are provided for:
  - Meetings with specific colleagues to examine particular areas or issues;
  - An in-depth review of the financial risks assessment;
  - Review of the movements, trends (including a comparison to the level at other Councils) and availability of contingency, provisions and earmarked reserves to meet unforeseen cost pressures in the context of future pressures and issues;
  - The use of professional experience and best professional judgement;
  - The use of appropriate professional, technical guidance and local frameworks;
  - Knowledge of the colleagues involved in the process, particularly finance professionals, including their degree of experience and qualifications;
  - Review of the strength of financial management and reporting arrangements, including internal control and governance arrangements. This is undertaken in consultation with relevant colleagues and Members of the Cabinet.

84. It is prudent for Councils to maintain an adequate 'working balance', that is part of General Reserves. A Risk Assessment approach is used to determine the required level of General Reserves and Provisions.

85. The Council's aim is to have a prudent level of General Reserves available for unforeseen financial risks. The Council projects general reserves of **£4,454,530** at 31 March 2018. The minimum level of Reserves for 2018/19 onwards is **£1,600,000** and has been determined by Risk Assessment. This is **16%** of the amount to be met from Government Grants and Local Taxpayers in 2018/19 of **£10,305,900**. The total General Reserve Projections are shown below:

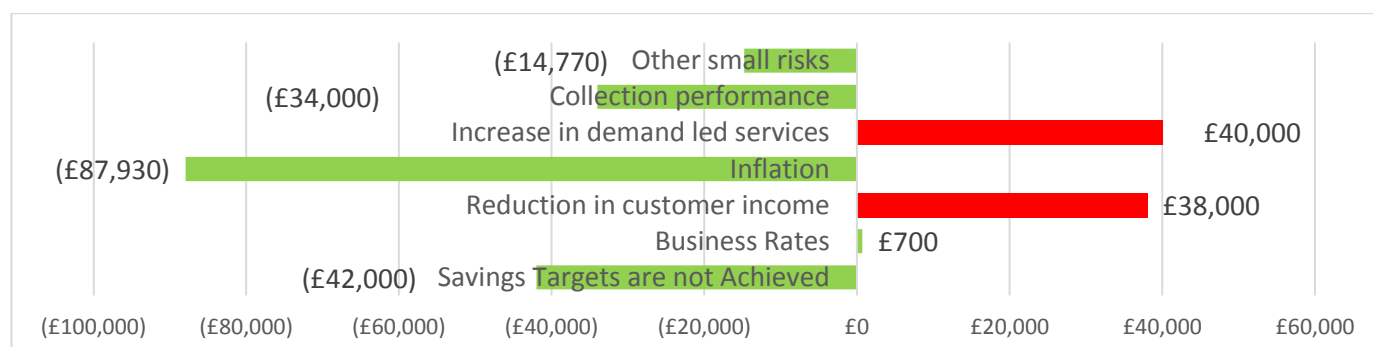
Usable Reserve	2016/17 Actual £000s	2017/18 Budget £000s	2018/19 Budget £000s	2019/20 Budget £000s	2020/21 Budget £000s	2021/22 Budget £000s
General Reserve	(4,971)	(4,456)	(4,623)	(4,732)	(4,874)	(5,354)

- 86. In recommending an adequate level of Reserves, the CFO considers and monitors the opportunity costs of maintaining particular levels of Reserves and Balances and compares these to the benefits accrued from having such Reserves. The opportunity cost of maintaining a specific level of Reserves is the 'lost' opportunity for example, of investing elsewhere to generate additional investment income, or using the funds to invest in service improvements.
- 87. In assessing this, it is important to consider that Reserves can only be used once and are therefore potentially only "one off" sources of funding. Therefore, any use of General Reserves above the lower minimum threshold is only ever used on one-off items of expenditure.
- 88. Expenditure - the level of Reserves is also determined by use of a comprehensive risk assessment to ensure they represent an appropriately robust "safety net" that adequately protects The Council against potential unbudgeted costs.

**Use of General Revenue Reserves**

- 89. The above assessment demonstrates that General Revenue Reserves are at an appropriate level as determined in accordance with the MTFs and the CFO's professional advice. The MTFs allows any Reserves above the level required by the Strategy to be used to fund one-off items of expenditure. No General Revenue Reserves below the minimum threshold are being used to support the 2017/18 budget and beyond.
- 90. CIPFA guidance provides guidance for determining the minimum level of Reserves. The Council uses the method based on risk assessment. The approach to the risk assessment of Reserves has taken into account CIPFA guidance (LAAP 99) (Guidance note on Local Authority Reserves and Balances).
- 91. The table below shows the financial risk assessment made for **2018/19** :

Activity Area	Explanation of Risk / Justification of Balances	Severity of Risk	2018/19 Reserve Amounts	2017/18 Reserve Amounts	Change
Friarsgate	Friarsgate	Material	£128,000	£128,000	£0
IT Systems are no longer fit for purpose	Capital Programme	Material	£91,000	£91,000	£0
Savings Targets	Savings Targets are not achieved	Material	£0	£42,000	(£42,000)
Business Rates	Business Rates	Severe	£652,700	£652,000	£700
High Risk Streams of Income including Fees and Charges	Reduction in customer income	Material	£228,000	£190,000	£38,000
Inflation Assumptions	Higher inflation	Material	£155,000	£242,930	(£87,930)
Demand Led Services	Increase in demand led services	Material	£90,000	£50,000	£40,000
Collection of Income Performance	Collection performance	Material	£120,000	£154,000	(£34,000)
Civil Contingency	Civil Contingency	Tolerable	£127,000	£127,000	£0
Other	Other small risks	Tolerable	£8,300	£23,070	(£14,770)
<b>Total Minimum Reserves</b>			<b>£1,600,000</b>	<b>£1,700,000</b>	<b>(£100,000)</b>



**Other Reserves (in addition to General Reserves)**

92. A review of the level of Earmarked Reserves has been undertaken as part of the annual Budget preparation. For each Reserve established, the purpose, usage and basis of transactions has been identified.

Usable Reserve excluding General Reserves	Reason for the Reserve	2016/17 Actual £000s	2017/18 Budget £000s	2018/19 Budget £000s	2019/20 Budget £000s	2020/21 Budget £000s	2021/22 Budget £000s
<b>Revenue</b>							
Other Earmarked Reserves	To finance specific capital and revenue projects	(3,326)	(3,223)	(3,079)	(2,901)	(2,782)	(2,576)
Grant Aid - Development	To provide assistance to Historic Buildings, Nature Conservation and Biodiversity projects	(26)	(26)	(26)	(26)	(26)	(26)
Elections	This reserve is required to ensure sufficient resources are available to meet the District Council Elections	(226)	(226)	(226)	(226)	(226)	(226)
Public Open Spaces	To fund the cost of equipment in public open spaces	(476)	(476)	(476)	(476)	(476)	(476)
Building Regulations	To manage the risks related to the Building Control Function	(209)	(209)	(209)	(209)	(209)	(209)
<b>Capital</b>							
Three Spires Multi Storey	Provides for future capital works to the car park	(1,979)	(2,129)	(2,279)	(729)	(729)	(729)
Capital Grants Unapplied	The Capital grants reserve is to meet specific capital grant expenditure in future years	(1,460)	(1,298)	(232)	(232)	(216)	(216)
Capital Receipts Reserve	The usable capital receipts reserve represents capital receipts available to finance capital expenditure in future years in accordance with best practice	(2,918)	(2,591)	(1,921)	(944)	(923)	(923)
Sinking Funds	These have been setup for Burntwood Leisure Centre including the synthetic pitch , King Edwards Leisure Centre synthetic pitch	(272)	(70)	(28)	(25)	(25)	(25)
<b>Total</b>		<b>(£10,892)</b>	<b>(£10,248)</b>	<b>(£8,476)</b>	<b>(£5,768)</b>	<b>(£5,612)</b>	<b>(£5,406)</b>

93. Ongoing review of Earmarked Reserves will take place as part of the Money Matters Reports to ensure we are only holding funds for known and essential purposes.

94. The Council also holds other Unusable Reserves that arise out of the interaction of legislation and proper accounting practice and the Balance Sheet projections are shown in the table below :

Unusable Reserve	Reason for the Reserve	2016/17 Actual £000s	2017/18 Budget £000s	2018/19 Budget £000s	2019/20 Budget £000s	2020/21 Budget £000s	2021/22 Budget £000s
Revaluation Reserve	This is a reserve that records unrealised gains in the value of non-current assets including available for sale reserve	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)
Available For Sale Reserve	The difference between cost and current value of the Property Fund	187	187	187	187	187	187
Capital Adjustment Account	This provides a balancing mechanism between the different rates at which assets are depreciated under the Statement of Recommended practice(SORP) and are refinanced through the capital control system	(36,624)	(36,770)	(37,042)	(39,069)	(39,180)	(39,283)
Deferred Credits	This item consists of mortgage principal outstanding on the sale of council houses properties	(47)	(47)	(47)	(47)	(47)	(47)
Pension Scheme	This is a specific accounting mechanism used to reconcile the payments made for the year to various statutory pension schemes in accordance with the scheme requirements and the net change in the authority's recognised liability under IAS19 ( FRS 17)	36,562	36,562	36,562	36,562	36,562	36,562
Benefits Payable During Employment Adjustment Account	This is a specific accounting mechanism used to reconcile employee benefits (accrued holiday entitlements) under IAS 19	225	225	225	225	225	225
Collection Fund	This is required under the Statement of Recommended practice (SORP) for Council Tax & Non Domestic rates accrued income	(1,115)	(634)	0	0	0	0
<b>Total</b>		<b>(£8,612)</b>	<b>(£8,277)</b>	<b>(£7,915)</b>	<b>(£9,942)</b>	<b>(£10,053)</b>	<b>(£10,156)</b>

The **CFO** has been involved throughout the entire budget process, including revising the MTFs, input to the drafting of the budget, the ongoing financial monitoring and reporting process, evaluation of investments and savings, engagement with Members of the Cabinet and Overview and Scrutiny Committees, advising colleagues, the strategic choices activities, challenge and evaluation activities, and scrutiny of the budget. The following sections of this statement outline particular activities and documents.

**Process** - a robust budget process has been used within the overall context of the MTFs.

**Timetable** - the process started in June 2017 and the draft budget was completed in December 2017 prior to the Provisional Financial Settlement for Local Government 2018/19. This enabled formal scrutiny of the budget making process in January 2018. The final budget is due to be set at Council on 20 February 2018, well within the statutory deadline.<sup>2</sup>

**Member involvement and Scrutiny** (including budget monitoring) - formal Member involvement has been extensive, particularly through the Cabinet in conjunction with Leadership Team, Strategic Overview & Scrutiny Committee and Audit and Member Standards Committee, which has fed upwards to Cabinet.

**Consultation** – In December 2017, we carried out a budget consultation to find out what people who live in the District think about the services we provide and their view on an acceptable level of Council Tax increase.

**Challenge** - there are various points of challenge at various stages of the Budget, meetings of Leadership Team, various Service Management Teams, Cabinet and the Scrutiny process itself.

**Localism Act - Right to approve or veto excessive Council Tax rises** - The Secretary of State has determined a **3%** or **£5.00** (whichever is the higher) limit for Council Tax increases for 2018/19. If an Authority proposes to raise taxes above the limit they will have to hold a referendum to get approval for this from the local voters who will be asked to approve or veto the rises.

**Ownership and accountability** - the budget has progressed through various stages including review by management within services and Leadership Team. Budget holders were sent copies of budget estimate working papers for their respective areas of service responsibility.

**Current financial position** - the budget is a statement of financial intent, reflecting The Council's vision, plans and priorities. It also sets the financial spending parameters for each financial year and as such, the CFO assessment of the adequacy of Reserves, also includes the risk of services overspending and/or under-spending their budgets and the impact of this on the financial health of The Council and its level of Reserves. The current financial position has been reported throughout the year.

**Key assumptions** - The pay and prices used in the budget are derived from current intelligence, are considered appropriate and compare with those used by other Councils. Fees and charges have been reviewed and changes are reflected in the overall budget. The Capital Receipts to be used for the Capital Programme are based on estimates of both timing and value.

**Financial risks** – The Council continues to use an embedded good practice Risk Assessment approach both when setting the Budget and in validating estimated outturns. This continues for the 2017/18 outturn and 2018/19 plus Budget. The minimum level of General Reserves is considered to be adequate to cover all but the most unusual and serious combination of risks.

### **Summary - Opinion of CFO on the Adequacy of Reserves and the Robustness of the Estimates**

I am of the opinion that for a Council of this size and with our recent record of prudent spending, effective Risk Management, robust budgeting and effective Budget monitoring and control, a General Minimum Reserve level of **£1,600,000** is adequate.

<sup>2</sup> Statutory deadline date for setting Council Tax is by 11 March 2018.

## **COUNCIL TAX RESOLUTION 2018/19**

### **1. PURPOSE OF REPORT**

The purpose of this report is to enable the Council to calculate and set the Council Tax for 2018/19. The Formal Council Tax Resolution is at **Appendix A**.

### **2. BACKGROUND**

The Localism Act 2011 made significant changes to the Local Government Finance Act 1992. It now requires the billing authority to calculate a Council Tax requirement for the year.

Since the meeting of the Cabinet the precept levels of other precepting bodies have been received. These are detailed below:

#### **City, Town and Parish Councils**

The City, Town and Parish Councils Precepts for 2018/19 are detailed in **Appendix C** and total **£1,750,130**. The increase in the average Band D Council Tax for City, Town and Parish Councils is **6.31%** and results in an average Band D Council Tax figure of **£46.85** for 2018/19.

#### **Staffordshire County Council**

Staffordshire County Council met on 15 February 2018 and set their precept at **£45,224,422** adjusted by a Collection Fund contribution of **£231,760**. This results in a Band D Council Tax of **£1,210.52**.

#### **Office of the Police and Crime Commissioner Staffordshire (OPCC Staffordshire)**

The OPCC Staffordshire on 8 February 2018 set their precept at **£7,193,945** adjusted by a Collection Fund contribution of **£36,750**. This results in a Band D Council Tax of **£192.56**.

#### **Stoke-on-Trent and Staffordshire Fire and Rescue Authority**

Stoke-on-Trent and Staffordshire Fire and Rescue Authority met on 14 February 2018 and set their precept at **£2,747,044** adjusted by a Collection Fund contribution of **£14,520**. This results in a Band D Council Tax of **£73.53**.

### 3. Recommendation

The recommendations are set out in the formal Council Tax Resolution at **Appendix A**.

If the formal Council Tax Resolution at **Appendix A** is approved, the total Band D Council Tax will be as follows<sup>1</sup>:

	<b>2017/18</b>	<b>2018/19</b>	<b>Increase</b>	<b>Increase</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>%</b>
Lichfield District Council	£164.99	£169.99	£5.00	3.03%
Staffordshire County Council	£1,142.54	£1,210.52	£67.98	5.95%
Office of the Police and Crime Commissioner Staffordshire	£181.16	£192.56	£11.40	6.29%
Stoke on Trent and Staffordshire Fire and Rescue Authority	£71.56	£73.53	£1.97	2.75%
<b>Sub Total</b>	<b>£1,560.25</b>	<b>£1,646.60</b>	<b>£86.35</b>	<b>5.53%</b>
City, Town and Parish Councils (average)	£44.07	£46.85	£2.78	6.31%
<b>Total</b>	<b>£1,604.32</b>	<b>£1,693.45</b>	<b>£89.13</b>	<b>5.56%</b>

Authorisation of Officers to collect and recover Council Tax and National Non Domestic (Business) Rates:

Mr A Thomas Head of Finance and Procurement; Mrs P Leybourne, Head of Customer Services, Revenues and Benefits; Mrs N Begley, Recovery Manager; Miss J Irving, Senior Business Advisor; Miss Sarah Magill, Senior Business Advisor; Ms B Nahal, Head of Legal, Property and Democratic Services, or any other person specifically authorised by Mr CN Turner Director of Transformation and Resources, appointed by the said offices under Section 112 of the Local Government Act 1972, be hereby authorised:-

- a) To demand, collect and recover any Council Tax or National Non-Domestic Rate made by the Council under the Local Government Finance Acts 1988 and 1992;
- b) To demand, collect and recover any penalties under schedules 3 and 4 to the Local Government Acts 1988 and 1992;
- c) Under Section 223 of the Local Government Act 1972 and all other powers enabling them to prosecute and to appear on behalf of the Council at the hearing of legal proceedings in connection with the demand, collection and recovery of any Council Tax, National Non-Domestic Rate, Community Charge and General Rates made by the Council and/or any penalties imposed under the Local Government Finance Acts 1988 and 1992; and
- d) To make such amendments to the Council Tax and National Non-Domestic Rate as are authorised by the Local Government Finance Acts 1988 and 1992 and other legislation in force from time to time. Further, the Head of Finance and Procurement be authorised to impose penalties in accordance with Schedule 3 to the Local Government Act 1992, with regard to the supply of information for Council Tax purposes.

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<sup>1</sup> The percentage increases are to two decimal places.



**COUNCIL TAX RESOLUTION 2018/19**

1. That the recommendations contained in the Medium Term Financial Strategy (Revenue and Capital) 2017/22 relating to the Revenue and Capital Estimates 2017/22 be approved,
2. That the Cabinet recommendation (Agenda Item 4 of 6 December 2017 refers) in respect of calculating the Council Tax Base 2018/19 as follows be approved:
  - a) for the whole Council area as **37,359.5** (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended(the "Act"));and
  - b) for dwellings in those parts of its area which a Parish precept relates as in the attached **Appendix B.**
3. That, as a preliminary step the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) is calculated as **£6,350,741 (37,359.5 x £169.99).**
4. That the following amounts be calculated for the year 2018/19 in accordance with Sections 30 and 36 of the Act:

a	being the aggregate amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils. <b>(Gross expenditure including Parish precepts and special expenses)</b>	<b>£61,150,370</b>
b	being the aggregate of the amounts which the Council estimates for the items, set out in Section 31A(3) of the Act. <b>(Income)</b>	<b>£53,049,499</b>
c	being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act). <b>(Council Tax requirement for the year)</b>	<b>£8,100,871</b>
d	being the amount at 4 (c) above (item R), all divided by item T(2(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).	<b>£216.84</b>
e	being the aggregate of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per attached <b>Appendix C</b> ).	<b>£1,750,130</b>
f	being the amount at 4 (d) above less the results given by dividing the amount at 4 (e) above by item T (2(a) above), calculated by the Council, in accordance with section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept relates.	<b>£169.99</b>

5. That it be noted that the year 2018/19 Staffordshire County Council, The OPCC Staffordshire and the Fire and Rescue Authority have stated the following amounts in precepts issued to the District Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

<b>Valuation Bands</b>							
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>(6/9)</b>	<b>(7/9)</b>	<b>(8/9)</b>	<b>1</b>	<b>(11/9)</b>	<b>(13/9)</b>	<b>(15/9)</b>	<b>2</b>
<b>Lichfield District Council</b>							
£113.33	£132.21	£151.10	£169.99	£207.77	£245.54	£283.32	£339.98
<b>Staffordshire County Council</b>							
£807.01	£941.52	£1,076.02	£1,210.52	£1,479.52	£1,748.53	£2,017.53	£2,421.04
<b>Office of Police and Crime Commissioner Staffordshire</b>							
£128.37	£149.77	£171.16	£192.56	£235.35	£278.14	£320.93	£385.12
<b>Stoke on Trent and Staffordshire Fire and Rescue Authority</b>							
£49.02	£57.19	£65.36	£73.53	£89.87	£106.21	£122.55	£147.06
<b>Aggregate of all Council Tax Requirements</b>							
<b>£1,097.73</b>	<b>£1,280.69</b>	<b>£1,463.64</b>	<b>£1,646.60</b>	<b>£2,012.51</b>	<b>£2,378.42</b>	<b>£2,744.33</b>	<b>£3,293.20</b>

6. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts set out in **Appendix B** as the amounts of Council Tax for 2018/19 for each part of its area and for each of the categories of dwellings.
7. The Council has determined that its relevant basic amount of Council tax for 2018/19 is **not** excessive in accordance with the principles approved under section 52ZB Local Government Act 1992.
8. As the billing authority, the Council has **not** been notified by a major precepting authority that its basic amount of Council Tax for 2018/19 is excessive and that the billing authority is not required to hold a referendum in accordance with section 52ZK Local Government Act 1992.

**APPENDIX B**

**Council Tax Schedule for 2018/19**

<b>Parts of the Council's Area</b>	<b>Valuation Bands</b>							
	<b>A (6/9) £</b>	<b>B (7/9) £</b>	<b>C (8/9) £</b>	<b>D 1 £</b>	<b>E (11/9) £</b>	<b>F (13/9) £</b>	<b>G (15/9) £</b>	<b>H 2 £</b>
Lichfield District Council	£113.33	£132.21	£151.10	£169.99	£207.77	£245.54	£283.32	£339.98
Staffordshire County Council	£807.01	£941.52	£1,076.02	£1,210.52	£1,479.52	£1,748.53	£2,017.53	£2,421.04
Officer of the Police and Crime Commissioner Staffordshire	£128.37	£149.77	£171.16	£192.56	£235.35	£278.14	£320.93	£385.12
Stoke-on-Trent and Staffordshire Fire and Rescue Authority	£49.02	£57.19	£65.36	£73.53	£89.87	£106.21	£122.55	£147.06
<b>Alrewas Parish Council</b>	<b>£21.93</b>	<b>£25.58</b>	<b>£29.24</b>	<b>£32.89</b>	<b>£40.20</b>	<b>£47.51</b>	<b>£54.82</b>	<b>£65.78</b>
Parish and District	£135.26	£157.79	£180.34	£202.88	£247.97	£293.05	£338.14	£405.76
Total (c)	£1,119.66	£1,306.27	£1,492.88	£1,679.49	£2,052.71	£2,425.93	£2,799.15	£3,358.98
<b>Armitage-with-Handsacre</b>	<b>£31.00</b>	<b>£36.17</b>	<b>£41.33</b>	<b>£46.50</b>	<b>£56.83</b>	<b>£67.17</b>	<b>£77.50</b>	<b>£93.00</b>
Parish and District	£144.33	£168.38	£192.43	£216.49	£264.60	£312.71	£360.82	£432.98
Total (c)	£1,128.73	£1,316.86	£1,504.97	£1,693.10	£2,069.34	£2,445.59	£2,821.83	£3,386.20
<b>Burntwood</b>	<b>£25.27</b>	<b>£29.48</b>	<b>£33.69</b>	<b>£37.90</b>	<b>£46.32</b>	<b>£54.74</b>	<b>£63.17</b>	<b>£75.80</b>
Parish and District	£138.60	£161.69	£184.79	£207.89	£254.09	£300.28	£346.49	£415.78
Total (c)	£1,123.00	£1,310.17	£1,497.33	£1,684.50	£2,058.83	£2,433.16	£2,807.50	£3,369.00
<b>Clifton Campville with Thorpe Constantine*</b>	<b>£30.73</b>	<b>£35.85</b>	<b>£40.97</b>	<b>£46.09</b>	<b>£56.33</b>	<b>£66.57</b>	<b>£76.82</b>	<b>£92.18</b>
Parish and District	£144.06	£168.06	£192.07	£216.08	£264.10	£312.11	£360.14	£432.16
Total (c)	£1,128.46	£1,316.54	£1,504.61	£1,692.69	£2,068.84	£2,444.99	£2,821.15	£3,385.38
<b>Colton</b>	<b>£30.19</b>	<b>£35.23</b>	<b>£40.26</b>	<b>£45.29</b>	<b>£55.35</b>	<b>£65.42</b>	<b>£75.48</b>	<b>£90.58</b>
Parish and District	£143.52	£167.44	£191.36	£215.28	£263.12	£310.96	£358.80	£430.56
Total (c)	£1,127.92	£1,315.92	£1,503.90	£1,691.89	£2,067.86	£2,443.84	£2,819.81	£3,383.78
<b>Curborough &amp; Elmhurst and Farewell &amp; Chorley*</b>	<b>£12.89</b>	<b>£15.03</b>	<b>£17.18</b>	<b>£19.33</b>	<b>£23.63</b>	<b>£27.92</b>	<b>£32.22</b>	<b>£38.66</b>
Parish and District	£126.22	£147.24	£168.28	£189.32	£231.40	£273.46	£315.54	£378.64
Total (c)	£1,110.62	£1,295.72	£1,480.82	£1,665.93	£2,036.14	£2,406.34	£2,776.55	£3,331.86
<b>Drayton Bassett</b>	<b>£33.58</b>	<b>£39.18</b>	<b>£44.77</b>	<b>£50.37</b>	<b>£61.56</b>	<b>£72.76</b>	<b>£83.95</b>	<b>£100.74</b>
Parish and District	£146.91	£171.39	£195.87	£220.36	£269.33	£318.30	£367.27	£440.72
Total (c)	£1,131.31	£1,319.87	£1,508.41	£1,696.97	£2,074.07	£2,451.18	£2,828.28	£3,393.94
<b>Edingale</b>	<b>£32.07</b>	<b>£37.42</b>	<b>£42.76</b>	<b>£48.11</b>	<b>£58.80</b>	<b>£69.49</b>	<b>£80.18</b>	<b>£96.22</b>
Parish and District	£145.40	£169.63	£193.86	£218.10	£266.57	£315.03	£363.50	£436.20
Total (c)	£1,129.80	£1,318.11	£1,506.40	£1,694.71	£2,071.31	£2,447.91	£2,824.51	£3,389.42
<b>Elford</b>	<b>£30.43</b>	<b>£35.51</b>	<b>£40.58</b>	<b>£45.65</b>	<b>£55.79</b>	<b>£65.94</b>	<b>£76.08</b>	<b>£91.30</b>
Parish and District	£143.76	£167.72	£191.68	£215.64	£263.56	£311.48	£359.40	£431.28
Total (c)	£1,128.16	£1,316.20	£1,504.22	£1,692.25	£2,068.30	£2,444.36	£2,820.41	£3,384.50
<b>Fazeley</b>	<b>£26.28</b>	<b>£30.66</b>	<b>£35.04</b>	<b>£39.42</b>	<b>£48.18</b>	<b>£56.94</b>	<b>£65.70</b>	<b>£78.84</b>
Parish and District	£139.61	£162.87	£186.14	£209.41	£255.95	£302.48	£349.02	£418.82
Total (c)	£1,124.01	£1,311.35	£1,498.68	£1,686.02	£2,060.69	£2,435.36	£2,810.03	£3,372.04
<b>Fradley with Streethay</b>	<b>£33.96</b>	<b>£39.62</b>	<b>£45.28</b>	<b>£50.94</b>	<b>£62.26</b>	<b>£73.58</b>	<b>£84.90</b>	<b>£101.88</b>
Parish and District	£147.29	£171.83	£196.38	£220.93	£270.03	£319.12	£368.22	£441.86
Total (c)	£1,131.69	£1,320.31	£1,508.92	£1,697.54	£2,074.77	£2,452.00	£2,829.23	£3,395.08
<b>Hammerwich</b>	<b>£12.99</b>	<b>£15.15</b>	<b>£17.32</b>	<b>£19.48</b>	<b>£23.81</b>	<b>£28.14</b>	<b>£32.47</b>	<b>£38.96</b>
Parish and District	£126.32	£147.36	£168.42	£189.47	£231.58	£273.68	£315.79	£378.94
Total (c)	£1,110.72	£1,295.84	£1,480.96	£1,666.08	£2,036.32	£2,406.56	£2,776.80	£3,332.16
<b>Hamstall Ridware</b>	<b>£25.25</b>	<b>£29.46</b>	<b>£33.67</b>	<b>£37.88</b>	<b>£46.30</b>	<b>£54.72</b>	<b>£63.13</b>	<b>£75.76</b>
Parish and District	£138.58	£161.67	£184.77	£207.87	£254.07	£300.26	£346.45	£415.74
Total (c)	£1,122.98	£1,310.15	£1,497.31	£1,684.48	£2,058.81	£2,433.14	£2,807.46	£3,368.96

\* = Grouped Parishes

**APPENDIX B (Continued)**

Parts of the Council's Area	Valuation Bands							
	A (6/9) £	B (7/9) £	C (8/9) £	D 1 £	E (11/9) £	F (13/9) £	G (15/9) £	H 2 £
Lichfield District Council	£113.33	£132.21	£151.10	£169.99	£207.77	£245.54	£283.32	£339.98
Staffordshire County Council	£807.01	£941.52	£1,076.02	£1,210.52	£1,479.52	£1,748.53	£2,017.53	£2,421.04
Officer of the Police and Crime Commissioner Staffordshire	£128.37	£149.77	£171.16	£192.56	£235.35	£278.14	£320.93	£385.12
Stoke-on-Trent and Staffordshire Fire and Rescue Authority	£49.02	£57.19	£65.36	£73.53	£89.87	£106.21	£122.55	£147.06
<u>Harlaston</u> Parish and District	(a) £32.06 (b) £145.39 Total (c) £1,129.79	(a) £37.40 (b) £169.61 Total (c) £1,318.09	(a) £42.75 (b) £193.85 Total (c) £1,506.39	(a) £48.09 (b) £218.08 Total (c) £1,694.69	(a) £58.78 (b) £266.55 Total (c) £2,071.29	(a) £69.46 (b) £315.00 Total (c) £2,447.88	(a) £80.15 (b) £363.47 Total (c) £2,824.48	(a) £96.18 (b) £436.16 Total (c) £3,389.38
<u>Hints and Canwell</u> Parish and District	(a) £29.36 (b) £142.69 Total (c) £1,127.09	(a) £34.25 (b) £166.46 Total (c) £1,314.94	(a) £39.15 (b) £190.25 Total (c) £1,502.79	(a) £44.04 (b) £214.03 Total (c) £1,690.64	(a) £53.83 (b) £261.60 Total (c) £2,066.34	(a) £63.61 (b) £309.15 Total (c) £2,442.03	(a) £73.40 (b) £356.72 Total (c) £2,817.73	(a) £88.08 (b) £428.06 Total (c) £3,381.28
<u>King's Bromley</u> Parish and District	(a) £19.05 (b) £132.38 Total (c) £1,116.78	(a) £22.23 (b) £154.44 Total (c) £1,302.92	(a) £25.40 (b) £176.50 Total (c) £1,489.04	(a) £28.58 (b) £198.57 Total (c) £1,675.18	(a) £34.93 (b) £242.70 Total (c) £2,047.44	(a) £41.28 (b) £286.82 Total (c) £2,419.70	(a) £47.63 (b) £330.95 Total (c) £2,791.96	(a) £57.16 (b) £397.14 Total (c) £3,350.36
<u>Lichfield</u> Parish and District	(a) £40.33 (b) £153.66 Total (c) £1,138.06	(a) £47.06 (b) £179.27 Total (c) £1,327.75	(a) £53.78 (b) £204.88 Total (c) £1,517.42	(a) £60.50 (b) £230.49 Total (c) £1,707.10	(a) £73.94 (b) £281.71 Total (c) £2,086.45	(a) £87.39 (b) £332.93 Total (c) £2,465.81	(a) £100.83 (b) £384.15 Total (c) £2,845.16	(a) £121.00 (b) £460.98 Total (c) £3,414.20
<u>Longdon</u> Parish and District	(a) £22.55 (b) £135.88 Total (c) £1,120.28	(a) £26.30 (b) £158.51 Total (c) £1,306.99	(a) £30.06 (b) £181.16 Total (c) £1,493.70	(a) £33.82 (b) £203.81 Total (c) £1,680.42	(a) £41.34 (b) £249.11 Total (c) £2,053.85	(a) £48.85 (b) £294.39 Total (c) £2,427.27	(a) £56.37 (b) £339.69 Total (c) £2,800.70	(a) £67.64 (b) £407.62 Total (c) £3,360.84
<u>Mavesyn Ridware</u> Parish and District	(a) £28.43 (b) £141.76 Total (c) £1,126.16	(a) £33.17 (b) £165.38 Total (c) £1,313.86	(a) £37.91 (b) £189.01 Total (c) £1,501.55	(a) £42.65 (b) £212.64 Total (c) £1,689.25	(a) £52.13 (b) £259.90 Total (c) £2,064.64	(a) £61.61 (b) £307.15 Total (c) £2,440.03	(a) £71.08 (b) £354.40 Total (c) £2,815.41	(a) £85.30 (b) £425.28 Total (c) £3,378.50
<u>Shenstone</u> Parish and District	(a) £33.76 (b) £147.09 Total (c) £1,131.49	(a) £39.39 (b) £171.60 Total (c) £1,320.08	(a) £45.01 (b) £196.11 Total (c) £1,508.65	(a) £50.64 (b) £220.63 Total (c) £1,697.24	(a) £61.89 (b) £269.66 Total (c) £2,074.40	(a) £73.15 (b) £318.69 Total (c) £2,451.57	(a) £84.40 (b) £367.72 Total (c) £2,828.73	(a) £101.28 (b) £441.26 Total (c) £3,394.48
<u>Swinfen and Packington</u> Parish and District	(a) £23.88 (b) £137.21 Total (c) £1,121.61	(a) £27.86 (b) £160.07 Total (c) £1,308.55	(a) £31.84 (b) £182.94 Total (c) £1,495.48	(a) £35.82 (b) £205.81 Total (c) £1,682.42	(a) £43.78 (b) £251.55 Total (c) £2,056.29	(a) £51.74 (b) £297.28 Total (c) £2,430.16	(a) £59.70 (b) £343.02 Total (c) £2,804.03	(a) £71.64 (b) £411.62 Total (c) £3,364.84
<u>Wall</u> Parish and District	(a) £36.03 (b) £149.36 Total (c) £1,133.76	(a) £42.04 (b) £174.25 Total (c) £1,322.73	(a) £48.04 (b) £199.14 Total (c) £1,511.68	(a) £54.05 (b) £224.04 Total (c) £1,700.65	(a) £66.06 (b) £273.83 Total (c) £2,078.57	(a) £78.07 (b) £323.61 Total (c) £2,456.49	(a) £90.08 (b) £373.40 Total (c) £2,834.41	(a) £108.10 (b) £448.08 Total (c) £3,401.30
<u>Weeford</u> Parish and District	(a) £11.57 (b) £124.90 Total (c) £1,109.30	(a) £13.50 (b) £145.71 Total (c) £1,294.19	(a) £15.43 (b) £166.53 Total (c) £1,479.07	(a) £17.36 (b) £187.35 Total (c) £1,663.96	(a) £21.22 (b) £228.99 Total (c) £2,033.73	(a) £25.08 (b) £270.62 Total (c) £2,403.50	(a) £28.93 (b) £312.25 Total (c) £2,773.26	(a) £34.72 (b) £374.70 Total (c) £3,327.92
<u>Whittington and Fisherwick*</u> Parish and District	(a) £28.12 (b) £141.45 Total (c) £1,125.85	(a) £32.81 (b) £165.02 Total (c) £1,313.50	(a) £37.49 (b) £188.59 Total (c) £1,501.13	(a) £42.18 (b) £212.17 Total (c) £1,688.78	(a) £51.55 (b) £259.32 Total (c) £2,064.06	(a) £60.93 (b) £306.47 Total (c) £2,439.35	(a) £70.30 (b) £353.62 Total (c) £2,814.63	(a) £84.36 (b) £424.34 Total (c) £3,377.56
<u>Wigginton and Hopwas</u> Parish and District	(a) £25.15 (b) £138.48 Total (c) £1,122.88	(a) £29.35 (b) £161.56 Total (c) £1,310.04	(a) £33.54 (b) £184.64 Total (c) £1,497.18	(a) £37.73 (b) £207.72 Total (c) £1,684.33	(a) £46.11 (b) £253.88 Total (c) £2,058.62	(a) £54.50 (b) £300.04 Total (c) £2,432.92	(a) £62.88 (b) £346.20 Total (c) £2,807.21	(a) £75.46 (b) £415.44 Total (c) £3,368.66

\* = Grouped Parishes

APPENDIX C

Parish Precepts

City, Town and Parish Councils	2017/18					2018/19			
	Tax Base	Precept £	Council Tax Support Grant £	Precept reduced by Grant £	Band D £	Tax Base	Precept £	Band D £	Increase / (decrease) %
Alrewas	1,169.4	39,270	2,755	36,515	31.23	1,193.8	39,270	32.89	5.33%
Armitage with Handsacre	2,046.3	85,367	4,820	80,547	39.36	2,065.2	96,038	46.50	18.15%
Burntwood	8,147.8	327,992	19,192	308,800	37.90	8,275.6	313,645	37.90	(0.00%)
Clifton Campville with Thorpe Constantine*	360.6	16,449	849	15,600	43.26	358.4	16,520	46.09	6.55%
Colton	321.5	14,810	757	14,053	43.72	327.0	14,810	45.29	3.59%
Curborough and Elmhurst and Farewell and Chorley*	241.2	3,763	568	3,195	13.25	245.3	4,741	19.33	45.87%
Drayton Bassett	439.6	21,629	1,035	20,594	46.85	429.4	21,629	50.37	7.51%
Edingale	267.8	13,000	631	12,369	46.18	270.2	13,000	48.11	4.18%
Elford	285.1	13,000	671	12,329	43.25	284.8	13,000	45.65	5.54%
Etzeley	1,458.9	57,872	3,436	54,436	37.31	1,468.2	57,872	39.42	5.65%
Fradley and Streethay*	1,356.5	65,000	3,195	61,805	45.56	1,466.9	74,730	50.94	11.82%
Hammerwich	1,348.6	29,510	3,177	26,333	19.53	1,352.0	26,333	19.48	(0.27%)
Hamstall Ridware	145.1	4,690	342	4,348	29.96	145.2	5,500	37.88	26.43%
Harlaston	182.2	8,863	429	8,434	46.30	184.3	8,863	48.09	3.87%
Hints and Canwell	175.1	7,800	412	7,388	42.19	179.4	7,900	44.04	4.37%
King's Bromley	535.0	13,491	1,260	12,231	22.86	548.1	15,665	28.58	25.02%
Lichfield	11,795.2	700,701	27,784	672,917	57.05	11,866.2	717,905	60.50	6.05%
Longdon	741.0	25,280	1,745	23,535	31.77	747.5	25,280	33.82	6.45%
Mavesyn Ridware	439.3	17,750	1,035	16,715	38.05	440.4	18,785	42.65	12.10%
Shenstone	3,456.6	165,000	8,142	156,858	45.38	3,456.0	175,000	50.64	11.58%
Swinfen and Packington	138.0	5,000	325	4,675	33.88	130.5	4,675	35.82	5.74%
Wall	193.9	10,500	457	10,043	51.80	196.1	10,600	54.05	4.35%
Weeford	95.4	1,585	225	1,360	14.25	93.6	1,625	17.36	21.83%
Whittington and Fisherwick*	1,118.9	47,583	2,636	44,948	40.17	1,131.9	47,744	42.18	5.00%
Wigginton and Hopwas	476.0	19,000	1,121	17,879	37.56	503.6	19,000	37.73	0.45%
<b>Total /Average</b>	<b>36,935.0</b>	<b>£1,714,906</b>	<b>£87,000</b>	<b>£1,627,906</b>	<b>£44.07</b>	<b>37,359.5</b>	<b>£1,750,130</b>	<b>£46.85</b>	<b>6.31%</b>

\* = Grouped Parishes

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**CALENDAR OF MEETINGS**

**May 2018 – June 2019**

(Meetings will commence at 6pm except Asset Strategy Group which commences at 4pm)

Date	Meeting
Tuesday 1 <sup>st</sup> May 2018	Cabinet
Monday 7 <sup>th</sup> May 2018	BANK HOLIDAY
Tuesday 8 <sup>th</sup> May 2018	Planning Committee
Wednesday 9 <sup>th</sup> May 2018	Audit & Member Standards Committee
Tuesday 15 <sup>th</sup> May 2018	ANNUAL COUNCIL
Monday 28 <sup>th</sup> May 2018	BANK HOLIDAY
Thursday 31 <sup>st</sup> May 2018	Community Housing & Health (Overview & Scrutiny) Committee
Monday 4 <sup>th</sup> June 2018	Planning Committee
Thursday 7 <sup>th</sup> June 2018	Member Training
<b>Tuesday 12<sup>th</sup> June 2018</b>	<b>Cabinet</b>
Wednesday 13 <sup>th</sup> June 2018	Strategic (Overview & Scrutiny) Committee
Tuesday 19 <sup>th</sup> June 2018	Planning Training
Wednesday 20 <sup>th</sup> June 2018	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Thursday 21 <sup>st</sup> June 2018	District Board
Monday 25 <sup>th</sup> June 2018	Asset Strategy
Wednesday 27 <sup>th</sup> June 2018	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Monday 2 <sup>nd</sup> July 2018	Planning Committee
Tuesday 3 <sup>rd</sup> July 2018	Employment Committee
Thursday 5 <sup>th</sup> July 2018	Regulatory & Licensing Committee
<b>Monday 9<sup>th</sup> July 2018</b>	<b>Cabinet</b>
<b>Tuesday 17<sup>th</sup> July 2018</b>	<b>COUNCIL</b>
Wednesday 25 <sup>th</sup> July 2018	Audit & Member Standards Committee (to approve the Statement of Accounts)
Monday 30 <sup>th</sup> July 2018	Planning Committee
Monday 27 <sup>th</sup> August 2018	BANK HOLIDAY
Monday 3 <sup>rd</sup> September 2018	Planning Committee
<b>Tuesday 4<sup>th</sup> September 2018</b>	<b>Cabinet</b>
Wednesday 5 <sup>th</sup> September 2018	Strategic (Overview & Scrutiny) Committee
Tuesday 11 <sup>th</sup> September 2018	Asset Strategy
Wednesday 12 <sup>th</sup> September 2018	Community, Housing & Health (Overview & Scrutiny) Committee
Tuesday 18 <sup>th</sup> September 2018	Planning Training
Wednesday 19 <sup>th</sup> September 2018	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Monday 24 <sup>th</sup> September 2018	Employment Committee
Wednesday 26 <sup>th</sup> September 2018	Member Training
Monday 1 <sup>st</sup> October 2018	Planning Committee
Tuesday 2 <sup>nd</sup> October 2018	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Thursday 4 <sup>th</sup> October 2018	Regulatory & Licensing Committee
<b>Tuesday 9<sup>th</sup> October 2018</b>	<b>Cabinet</b>
<b>Tuesday 16<sup>th</sup> October 2018</b>	<b>COUNCIL</b>
Monday 22 <sup>nd</sup> October 2018	Parish Forum
Wednesday 24 <sup>th</sup> October 2018	Provisional Date
Monday 29 <sup>th</sup> October 2018	Planning Committee
<b>Tuesday 6<sup>th</sup> November 2018</b>	<b>Cabinet</b>

Wednesday 14 <sup>th</sup> November 2018	Audit & Member Standards Committee
Thursday 22 <sup>nd</sup> November 2018	Strategic (Overview & Scrutiny) Committee
Monday 26 <sup>th</sup> November 2018	Planning Committee
<b>Tuesday 4<sup>th</sup> December 2018</b>	<b>Cabinet</b>
Monday 10 <sup>th</sup> December 2018	Asset Strategy
Tuesday 11 <sup>th</sup> December 2018	Planning Training
Wednesday 12 <sup>th</sup> December 2018	Provisional Date
Monday 17 <sup>th</sup> December 2018	Planning Committee
<b>Tuesday 18<sup>th</sup> December 2018</b>	<b>COUNCIL</b>
Tuesday 25 <sup>th</sup> December 2018	CHRISTMAS DAY
Wednesday 26 <sup>th</sup> December 2018	BOXING DAY
Tuesday 1 <sup>st</sup> January 2019	BANK HOLIDAY
Thursday 10 <sup>th</sup> January 2019	Community, Housing & Health (Overview & Scrutiny) Committee
Monday 14 <sup>th</sup> January 2019	Planning Committee
<b>Tuesday 15<sup>th</sup> January 2019</b>	<b>Cabinet</b>
Wednesday 16 <sup>th</sup> January 2019	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Monday 21 <sup>st</sup> January 2019	Member Training
Tuesday 22 <sup>nd</sup> January 2019	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Tuesday 29 <sup>th</sup> January 2019	Strategic (Overview & Scrutiny) Committee
Tuesday 5 <sup>th</sup> February 2019	Regulatory & Licensing Committee
Wednesday 6 <sup>th</sup> February 2019	Audit & Member Standards Committee
Thursday 7 <sup>th</sup> February 2019	Employment Committee
Monday 11 <sup>th</sup> February 2019	Planning Committee
<b>Tuesday 12<sup>th</sup> February 2019</b>	<b>Cabinet</b>
<b>Tuesday 19<sup>th</sup> February 2019</b>	<b>COUNCIL</b>
Tuesday 26 <sup>th</sup> February 2019	Provisional Date
Monday 4 <sup>th</sup> March 2019	Asset Strategy
Tuesday 5 <sup>th</sup> March 2019	Planning Training
Thursday 7 <sup>th</sup> March 2019	Community, Housing & Health (Overview & Scrutiny) Committee
Monday 11 <sup>th</sup> March 2019	Planning Committee
<b>Tuesday 12<sup>th</sup> March 2019</b>	<b>Cabinet</b>
Tuesday 19 <sup>th</sup> March 2019	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Thursday 21 <sup>st</sup> March 2019	Member Training
Wednesday 27 <sup>th</sup> March 2019	Audit & Member Standards Committee
Thursday 28 <sup>th</sup> March 2019	District Board
Tuesday 2 <sup>nd</sup> April 2019	Parish Forum
Monday 8 <sup>th</sup> April 2019	Planning Committee
<b>Tuesday 9<sup>th</sup> April 2019</b>	<b>Cabinet</b>
<b>Tuesday 16<sup>th</sup> April 2019</b>	<b>COUNCIL</b>
Friday 19 <sup>th</sup> April 2019	BANK HOLIDAY
Monday 22 <sup>nd</sup> April 2019	BANK HOLIDAY
Monday 29 <sup>th</sup> April 2019	Planning Committee
<b>Thursday 2<sup>nd</sup> May 2019</b>	<b>ELECTIONS</b>
Monday 6 <sup>th</sup> May 2019	BANK HOLIDAY
Tuesday 14 <sup>th</sup> May 2019	Member Induction
Thursday 16 <sup>th</sup> May 2019	Member Induction
<b>Tuesday 21<sup>st</sup> May 2019</b>	<b>ANNUAL COUNCIL</b>
Monday 27 <sup>th</sup> May 2019	BANK HOLIDAY
Monday 3 <sup>rd</sup> June 2019	Planning Committee
<b>Tuesday 4<sup>th</sup> June 2019</b>	<b>Cabinet</b>



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