

Public Document Pack

LICHFIELD DISTRICT COUNCIL

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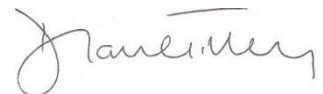
District Council House
Frog Lane
Lichfield
WS13 6YY

6 July 2020

To: Members of the Lichfield District Council

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act 1972, you are hereby summoned to attend the meeting of the Lichfield District Council which will be held on **TUESDAY, 14 JULY 2020** at **6.00 pm**.

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



Chief Executive

A G E N D A

1. Apologies for Absence (if any)
2. Declarations of Interest
3. To Approve as a Correct Record the Minutes of the Previous Meeting (pages 3 – 12)
4. Chairman's Announcements
5. Report of the Leader of the Council on Cabinet Decisions from the Meetings held on 12 May, 2 June and 7 July (to follow) 2020 and Cabinet Member Decisions (pages 13 – 14)
6. Minutes of Leisure, Parks & Waste Management (Overview & Scrutiny) Committee - 3 March 2020 (pages 15 – 16)
7. Minutes of Economic Growth, Environment & Development (Overview & Scrutiny) Committee - 11 March & 9 June 2020 (pages 17 – 24)
8. Minutes of Community, Housing and Health (Overview & Scrutiny) Committee - 18 March 2020 (pages 25 – 28)
9. Minutes of Strategic (Overview And Scrutiny) Committee - 23 June 2020 (pages 29 – 32)
10. Minutes of Regulatory & Licensing Committee - 25 February 2020
The Chairman of the Committee to move that 'the proceedings of the Committee be received and, where necessary, approved and adopted.'
(pages 33 – 36)
11. Minutes of Planning Committee - 9 March, 5 May and 1 June 2020

The Chairman of the Committee to move that 'the proceedings of the Committee be received and, where necessary, approved and adopted.'
(pages 37 – 42)

12. Minutes of Strategic Asset Management Committee - 11 June 2020

The Chairman of the Committee to move that 'the proceedings of the Committee be received and, where necessary, approved and adopted.'
(pages 43 – 44)

13. Minutes of Employment Committee - 1 July 2020 (to follow)

The Chairman of the Committee to move that 'the proceedings of the Committee be received and, where necessary, approved and adopted.'

14. Appointment of Chairmen, Vice-Chairmen and Members to Committees (pages 45 – 52)

15. Annual Treasury Management Report (pages 53 – 56)

16. To Approve the Housing, Homelessness and Rough Sleeping Strategy 2019-2024 (pages 57 – 118)

17. Update to the Constitution (pages 119 – 120)

18. Pay Policy 2020 (pages 121 – 134)

19. Extension of the Six Month Attendance Rule (pages 135 – 136)

20. Request by Hints with Canwell Parish Council to Regularise Its Name (pages 137 – 138)

21. Questions

To answer any questions under Procedure Rule 11.2

22. Exclusion of Public and Press

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

IN PRIVATE

23. Confidential Minutes of Leisure, Parks & Waste Management (Overview & Scrutiny) Committee - 3 March 2020

These Minutes are to be considered in private since they contain exempt information (as defined by Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972) relating to the financial and business affairs of the authority.
(pages 139 – 140)

COUNCIL

18 FEBRUARY 2020

PRESENT:

Councillors Powell (Chairman), Cross (Vice-Chair), Anketell, Baker, Banevicius, Binney, Brown, Birch, Checkland, Cox, Eadie, Eagland, L Ennis, Evans, Grange, Greatorex, Gwilt, Ho, Humphreys, Lax, A Little, E Little, Marshall, Matthews, Norman, Pullen, Ray, Robertson, Silvester-Hall, Smith, Spruce, Strachan, Tapper, Warburton, Warfield, Westwood, White, M Wilcox, A Yeates and B Yeates

61 APOLOGIES FOR ABSENCE (IF ANY)

Apologies for absence were received from Councillors Ball, Barnett, D Ennis, Leytham, Parton-Hughes and S Wilcox.

62 DECLARATIONS OF INTEREST

There were no declarations of interest.

63 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 10 December 2019 were approved as a correct record.

64 CHAIRMAN'S ANNOUNCEMENTS

(a) Civic Lunch

The Chairman reminded Members that his Lunch would be held on 8 March.

(b) Former Councillor Ray Snelling

The Council held a Minutes Silence for former Councillor Ray Snelling who had sadly passed away on 6 February.

Councillors Norman and Cox paid tribute to former Councillor Snelling who had represented Armitage and Handsacre Ward from 1995 – 2003.

65 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETING HELD ON 11 FEBRUARY AND CABINET MEMBER DECISIONS

The report of the Leader of the Council was received.

66 MINUTES OF THE ECONOMIC GROWTH, ENVIRONMENT & DEVELOPMENT (OVERVIEW & SCRUTINY) COMMITTEE

Councillor Cox submitted the Minutes of the Economic Growth, Environment and Development (Overview & Scrutiny) Committee meetings held on 17 December 2019 and 21 January 2020

18 – Lichfield City Centre Master Plan

Councillor Westwood said the wording of Minute 18 should clarify that ‘the focus should be *less financial* and more on housing needs.’

Councillors Westwood and Evans questioned the progress made on development and investment plans for Burntwood and reference was made to previously suggested funding proposals.

Councillor Cox said it was an important issue and for this reason Burntwood had been included on the agenda and work programme of the Committee.

Councillor Eadie advised he would be taking an update to the Committee following the latest Burntwood Town Deal meeting. He said it was wrong to suggest that Burntwood had not received investment, citing improvements to Burntwood Leisure Centre. He also noted that the Council had pledged support in setting up the Burntwood Business Improvement District. Councillor Eadie said the Council would be ready to consider fully costed plans and had already made contact with Burntwood Town Council regarding parks.

23 – Economic Impact of Events and Festivals in Lichfield City

Reference was made to street trading and the potential to increase the utilisation of market square on non-market days. It was confirmed that the land was owned and managed by Lichfield City Council.

Councillor Norman asked why the report only considered Lichfield City and not the District. Councillor Cox said its purpose was to consider specific impacts of events on the City and address concerns of existing businesses. He said if there were events elsewhere in the District that were potentially having an impact on businesses the Committee would also look at that.

Councillor White reminded members of the Infrastructure Delivery Plan which referenced a number of projects in Burntwood. He said this illustrated an even handed approach across the District and the narrative of resentment was not supported by the evidence.

67 MINUTES OF THE STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

Councillor Norman submitted the Minutes of the Strategic (Overview & Scrutiny) Committee held on 28 January 2020.

Councillor Ray asked if the proposed increase in council tax and reserves had been discussed. Councillor Norman advised that this had not been discussed in detail since setting the Council tax setting was a matter for Council.

68 MINUTES OF THE STRATEGIC ASSET MANAGEMENT COMMITTEE

Councillor Eadie submitted the Minutes of the Strategic Asset Management Committee held on 28 November 2019

9 – Presentation: An Introduction to Public Sector PLC (PSP)

In response to a request from Councillor Norman, Councillor Eadie confirmed that slides of the presentation would be sent to all Members.

11 – Update on Lichfield Housing Limited

Councillor Robertson referred to the high the cost of housing in Lichfield District and the number of people in in hardship and poverty. He said the free market was not working.

69 MINUTES OF THE PLANNING COMMITTEE

It was proposed by Councillor Marshall, duly seconded and

RESOLVED: That the Minutes of the meetings held on 16 December 2019 and 13 January 2020 be approved and adopted.

70 MINUTES OF THE AUDIT & MEMBER STANDARDS COMMITTEE

It was proposed by Councillor Greatorex, duly seconded and

RESOLVED: That the Minutes of the meeting held on 5 February 2020 be approved and adopted.

71 STRATEGIC PLAN 2020-2024

Councillor Smith submitted the Council's Strategic Plan 2020-2024.

It was proposed by Councillor Smith, seconded by Councillor Pullen and

RESOLVED: That the Strategic Plan 2020 – 2040 be approved and adopted.

72 MEDIUM TERM FINANCIAL STRATEGY

Councillor Strachan presented the Medium Term Financial Strategy (Revenue and Capital) 2019 -2024 (MTFS) and Council Tax Resolution 2020-21.

Councillor Strachan thanked the Head of Finance and Procurement and his team for their work in preparing the strategy and his predecessor Councillor Spruce for his prudent approach which had stood the Authority in good stead.

Councillor Strachan placed the MTFS in it national context, noting that it was the 8th year of austerity for local government finance with the revenue support grant falling from over £3 million annually in 2009-10 to nothing.

Furthermore, the ability to raise capital from council tax had been capped by central government for the 4th consecutive year and the business rates pilot which enabled 75% of business rates collected in the District to be spent in the District had been closed by the government.

Although a multi-year comprehensive spending review was expected in the Autumn this was little help for the current MTFS. Therefore the Council would need to budget for a four year period with only 13 months financial visibility.

Councillor Strachan set out what was currently known and the main areas of uncertainly. He reminded Members that in view of the uncertainly, the Council had approved a cautious set of guiding principles and assumptions, restricting Council spending and prioritising efficiencies. The MTFS had been based on these principles and reported through Scrutiny and Cabinet.

Consideration was given to the provisional settlement figures set out in the report that had been confirmed as the final settlement on 6 February. Councillor Strachan noted the Council tax referendum limit, the cessation of the new homes bonus and the abolition of the business rate pilot. He said he was grateful that there would be no negative revenue support during the financial year.

Councillor Strachan forecasted a contribution of £1.5 million during the first year of the MTFS. This would give the Council £6.4 million of useable general reserves to face the uncertainty ahead. He noted that with business rates changes and the forthcoming fair funding, two funding lifelines were at risk. Furthermore, the funding pressures faced by the County Council in connection with adult social care looked likely to place further pressure on District Councils.

As a consequence of difficult choices, Councillor Strachan said he was proposing an increase of £5 (2.8%) on a Band D property, bringing the annual council tax due on a Band D property to £180.07. This represented 9.8% of the total council tax bill.

Councillor Strachan said without drastic change reserves would be spent by 2026-7 and services would still need to be delivered but increases in the cost of doing so would outstrip the ability to raise capital. The need to adopt a far more commercial attitude had informed the capital programme and some benefits were already being realised.

Councillor Strachan said he was pleased that the then Minister, Rishi Sunak, had declined to confirm at a select Committee meeting that he saw council's role as only performing statutory duties. Councillor Strachan said discretionary service helped make the District a great place to be, whether it was parks and open spaces, the Garrick Theatre, Leisure Centres or events the Council facilitated. That's why the capital programme contained a commitment to improving community facilities, helping people feel safe and secure in their own homes and not only refurbishing but also replacing Friary Grange Leisure Centre. 100k had also been approved to start the work of mitigating or reducing the Council's carbon footprint. Strategic investments would also be made, not only to provide a return but to drive economic growth across the District. The Council would also invest to shape places through the city centre master planning process, works on the Birmingham road site and the emergent local plan and would seek to protect towns and villages and safeguard green space.

Councillor Strachan concluded saying the MTFS delivered statutory services and maintained discretionary services that improved the quality of life for residents. It represented careful and prudent decisions in a challenging financial environment. Councillor Strachan then formally moved that the MTFS (Revenue and Capital) 2019-24 and the Council Tax Resolution 2020 be adopted by Council.

Councillor Norman said it was an honest and open report and that no alternative budget would be presented since due to the restraints, there was little room for manoeuvre and this was essentially the government's budget rather than the Council's.

Councillor Norman said initially it was a case of borrow to invest and now it was borrow to survive. He said he did not support giving quarter of a million pounds to the Garrick, especially when it was uncertain what was received in return.

Referring to a funding proposal for Burntwood and the rural areas proposed by the Leader of the Labour Group the previous year, Councillor Norman said he was given some hope by the fact that both Councillor Pullen and Eadie had abstained.

Councillor Eadie drew attention to the projected gap between revenue expenditure and revenue funding as set out in the report and the action that needed to be taken. He emphasised that borrowing was about place shaping and moving the District forward.

Councillor Eadie advised that the Authority needed to become self-sufficient in order to provide services, since there was no intention to borrow for day to day services. Having sufficient reserves would also mean the Authority would be less reliant on borrowing.

Councillor Ray thanked Councillor Strachan for the response he had provided prior to the meeting questioning the need to raise the Council tax while increasing reserves.

Councillor Robertson said austerity was not over and the Council was entering the eighth year, and this had given rise to a lot of uncertainty. He noted that average earnings had only just got back to 2008 levels.

Councillor Pullen seconded the proposal saying it was the Council's budget not the governments. He said there was commitment to a number of discretionary services and a political choice had been made to continue discretionary services including leisure, parks etc.

Councillor Pullen said it was these political decisions that would continue to improve peoples' lives. Once the long term settlement was known decisions could be taken about the future strategy, however no absolutes could be given at the current time. He noted there would be continued lobbying of central government in the meantime.

Councillor Pullen said he did not like raising taxes but for a little over £3 per week per property a vast range of services were provided and the 10p per week increase came with a commitment to climate change, leisure, economic development etc.

Councillor Pullen thanked the Cabinet Member for Finance and Procurement and Officers for the report.

Councillor Strachan said freezing council tax remained an aspiration and the situation would be reviewed each year, however the increase represented the only route for the coming financial year, and not doing so would be an act of self-harm.

In compliance with Statutory Regulations a named vote was then taken and recorded as follows:-

FOR (30)	AGAINST ()	ABSTAIN (10)
ANKETELL		BANEVICIUS
BAKER		BIRCH
BINNEY		BROWN
CHECKLAND		ENNIS, L
COX		EVANS
CROSS		GRANGE
EADIE		NORMAN
EAGLAND		RAY
GREATOREX		ROBERTSON
GWILT		WESTWOOD
HO		

HUMPHREYS		
LAX		
LITTLE, A		
LITTLE, E		
MARSHALL, T.		
MATTHEWS		
POWELL		
PULLEN		
SILVESTER-HALL		
SMITH		
SPRUCE		
STRACHAN		
TAPPER		
WARBURTON		
WARFIELD		
WHITE		
WILCOX, M.		
YEATES, A.		
YEATES, B.		

It was duly:

RESOLVED: That the Medium Term Financial Strategy (Revenue and Capital) 2019 -2024 and the Council Tax Resolution 2020-21 as submitted be approved.

73 ALLOCATION OF SEATS ON COMMITTEES AND PANELS

It was proposed by Councillor Pullen, seconded by Councillor Eadie and

RESOLVED: That the revised allocation of seats on committees and panels reflecting a change to the political balance of the Council be approved.

74 AMENDMENTS TO THE CONSTITUTION

Councillor Lax advised that, following a review, the Audit and Member Standards Committee had recommended that the Chairman of the Committee submit an Annual Report to Council in line with CIPFA guidance.

Members noted that due to recent changes to EU procurement limits, the Contract Procedure Rules also needed to be updated.

It was proposed by Councillor Lax, seconded by Councillor Yeates and

RESOLVED: (1) That the recommendation of the Audit and Member Standards Committee that the Committee submit a Chairman's Annual Report to Full Council be approved and included in the Constitution.

(2) That the amendments to the EU procurement limits and updates to the Contract procedure Rules made under delegation be noted.

75 CALENDAR OF MEETINGS

It was proposed, seconded by Councillor E Little and

RESOLVED: That the Calendar of Meeting for 2020/2021 as submitted be approved.

76 QUESTIONS

Q1. Question from Councillor Evans to the Cabinet Member for Communities and Housing

Will the Cabinet Member tell us what progress he has made in persuading his Cabinet colleagues to agree that the new Housing Company should build genuinely affordable housing for rent, rather than housing for sale, which he undertook to discuss with them quite some time ago now?

Response from the Cabinet Member for Communities and Housing

The approved strategy for Lichfield Housing does not prevent us from building affordable housing, however I would refer you to my answer to the same question from your colleague Cllr Robertson on the 19 July 2019

Q2 Question from Councillor Anketell to the Cabinet Member for Communities and Housing

Will the Cabinet Member tell us if he feels that the current government definition of “affordable rent” (i.e. rents at 80% of market rents) is reasonable, sustainable and genuinely affordable?

Response from the Cabinet Member for Communities and Housing

‘Affordable rent’ is one type of affordable housing for rent, that also includes ‘social rent’. In the last three years (2016/17- 2018/19) of the 398 affordable homes built in the district, 256 were for rent, of which 135 were affordable rent and 121 were social rent.

As it is based on a market rent, an affordable rent is generally higher than a social rent and can vary quite widely across the district depending on location. To minimise this and to ensure that rents are more affordable, as part of our Tenancy Strategy, the council ask all the housing associations (Registered Providers) to:

- set affordable rents no higher than the Local Housing Allowance(LHA)
- take local circumstances into consideration and consider the need to set affordable rents below 80% of market rents to ensure they remain affordable and not a disincentive to work

We monitor rents that Registered Providers charge for properties re-let through Homes Direct and I can confirm that in 2018/19 all affordable rents advertised were at or below LHA rates.

Notes:

1. Local Housing Allowance is a nationally agreed rate that takes into account the average cost to rent a property where you live (known as a broad rental market area) and is used to work out housing benefit or universal credit entitlement for private rent tenants. See <https://www.lichfielddc.gov.uk/apply-financial-help-rent-council-tax/local-housing-allowance/2?documentId=308&categoryId=20085>
2. Homes Direct is the choice based lettings system that housing associations use to re-let their vacant homes.

While we have these guidelines from Central Government we will continue to work with them.

Councillor Anketell asked the following supplementary question:

Can the Cabinet Member agree to embrace the definition of affordable rents as defined by the West Midlands Combined Authority i.e. rents and mortgages at 35% or less than the average gross earnings of the lowest quarter of wage earners in a local area.

The Cabinet Member for Communities and Housing responded:

We will look at this with the team and partners and Members will be kept informed of any proposals.

Q3 Question from Councillor Norman to the Leader of the Council

Do you agree with me that the Economic Growth, Environment and Development (Overview and Scrutiny) Committee should be the main Committee that investigates initiatives that will reduce our impact on the environment as per the agreed Resolution at the last meeting of Council?

Response from the Leader of the Council:

While this committee may take the lead on environmental issues, if we wish to effect change in this District we must all assume some responsibility - so I very much hope that all Overview & Scrutiny Committees will consider how their decisions will impact on the environment. To this end, we have, with immediate effect, added an "Environment Impact" section on each report which goes to O&S.

Councillor Norman asked the following supplementary question:

Will the Leader agree to ask all Members to consider environmental matters when they see reports and involve others to join the Council in doing all we can as a District?

The Leader of the Council responded:

I thought I had attempted to articulate this in my answer, that Cabinet will consider how we can focus on the environment and climate change and all other Members will be on an Overview and Scrutiny Committee where they will consider the environment, so yes.

Q4 Question from Councillor Norman to the Cabinet Member for Recycling and Leisure

The recycling rate in Lichfield District has fallen from a peak of 58.1% in 2013/14 to 45% in 2018/19. Why is that?

Response from the Cabinet Member for Recycling and Leisure

Lichfield's recycling rate for 2018/19 was 47.81% which compares favourably to the national average of 45.3%.

Within Staffordshire which is a high performing County, Lichfield's own performance is around the mid-point. The Joint Waste Service which Lichfield delivers in partnership with Tamworth achieves a rate of 45.5%.

There are two reasons for the reduction from the 2013/14 peak which are:

- A change to the organic waste collection service was introduced in October 2014. Residents were advised to stop disposing of food waste in their garden waste bin and use the black bin instead. This happened following the opening of the Energy from Waste Plant at Four Ashes which put an end to Lichfield's waste going to landfill. This change accounted for a 4 percentage point reduction in the recycling rate. Removing the food waste from the garden waste bin also saved the Joint Waste Service £250k per annum in disposal gate fees.
- In 2018 a charge for the garden waste service was introduced which has caused the tonnage collected to reduce from a peak of 17k tonnes per annum to 12k tonnes per annum. This change accounted for a 6 percentage point reduction in the recycling rate. However the charge does generate £1.5 million in income per annum for the Joint Waste Service, over half of this comes to Lichfield District Council which we are able to use to offset overheads.

For the future, the Government does have plans to boost the recycling rate and has set a target of 65% to be achieved by 2035. The Resources and Waste Strategy which was published at the end of 2018 contains a raft of proposals to increase recycling rates which include the introduction of mandatory food collections by 2023 and the implementation of a deposit return scheme for drinks containers.

Q5 Question from Councillor Norman to the Cabinet Member for Recycling and Leisure

Residents are now charged £36 a year to have their green waste recycled. In the Christmas period 2018/19, in Chase Terrace, the last collection was made on the 14th of December and the next the following year on January 25th. Last Christmas the last collection was a day earlier on the 13th of December but the next one was not until February the 7th the following year meaning three collections were cancelled.

Does Councillor Little think that this 23 week service should be made clearer in our promotions as the public will assume it is a 26 week service they would get?

Response from the Cabinet Member for Recycling and Leisure

The maximum number of garden waste collections that a resident can receive was reduced from 24 in 2019 to 23 in 2020. This was done because less than 10% of subscribers had used the service in the previous two Januarys. Putting on collection crews for such a low participation rate was deemed to be a poor use of resource and also not good for the environment because crews have to drive round to check all the 40k subscribing properties.

The maximum number of collections is stated on the internet when residents fill in their subscription form on line and the Connects Team make sure that residents who subscribe by telephone or in person at the Council Offices are fully informed. In addition each property in the district gets a bin calendar delivered in November/December that contains all the collection details for the following year.

As the change didn't get picked up by all residents we will review the communication methods to be used next year. Planning for 2021 will take place early in the summer.

(The Meeting closed at 7.15 p.m.)

CHAIRMAN

REPORT OF THE LEADER OF THE COUNCIL

CABINET DECISIONS – 12 MAY 2020

1. Local Development Scheme Revision

The Cabinet:

- 1.1 Noted the progress and next steps associated with the Local Plan Review.
- 1.2 Approved the revised Local Development Scheme timetable set out in paragraph 3.6 of the Cabinet report.
- 1.3 Delegated to the Cabinet member for Investment, Economic Growth & Tourism in conjunction with the Head of Economic Growth and Development the ability to amend the Local Development Scheme timetable subject to any change not delaying the submission of the Local Plan beyond Spring 2021.

CABINET DECISIONS – 2 JUNE 2020

2. Money Matters 2019/20: Review of Financial Performance against the Financial Strategy

The Cabinet:

- 2.1 Noted the report and issues raised within and agreed that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy.
- 2.2 Noted the transfers to earmarked reserves and general and earmarked reserves at 31 March 2020.
- 2.3 Noted that in terms of the financial impact of COVID-19, there was a relatively limited impact in 2019/20 with a projected higher financial impact in 2020/21 and potentially beyond.
- 2.4 Approved £13,454,000 of Capital Programme slippage related to 2019/20 being added to the Approved Budget in 2020/21 as outlined at Appendix E of the Cabinet report.
- 2.5 Noted the Community Infrastructure Levy (CIL) financial year report which is in accordance with Regulation 62 of The Community Infrastructure Levy Regulations 2010 (as amended).

- 2.6 Approved a delegation to the Cabinet Member for Finance and Procurement to agree the preferred option and the legal arrangements for the Financial Information System in line with the approved budget.
- 2.7 Endorsed the 3 month extension of the arrangement for the Interim Procurement Manager at a cost of £29,000 (a total cost £102,000) and noted the outcome from the options appraisal in relation to future procurement support.
- 2.8 Recommended that Council approve the actual 2019/20 Prudential Indicators contained within the report.

3. Housing, Homelessness and Rough Sleeping Strategy

The Cabinet:

- 3.1 Approved and recommended to Council the approval of the Housing, Homelessness and Rough Sleeping Strategy 2019-2024 as attached at Appendix 1 of the Cabinet Report and the accompanying Annexes.
- 3.2 Delegated authority to the Cabinet Member for Communities and Housing in conjunction with the Head of Regulatory Services, Housing and Wellbeing to amend the strategy and action plan after the year one review to assess the implications of the Covid 19 pandemic and any emerging challenges.
- 3.3 Approved and recommended to Council the approval of the new policy of earmarking future Right to Buy receipts towards capital investment to support delivery of the Housing, Homelessness and Rough Sleeping Strategy.

**DOUG PULLEN
LEADER OF THE COUNCIL**

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

3 MARCH 2020

PRESENT:

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

(In accordance with Council Procedure Rule No.17 Councillors E. Little, J. Grange, A. Little, D. Pullen, S. Norman and D. Robertson attended the meeting).

19 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Salter and Tapper.

20 DECLARATIONS OF INTERESTS

There were no declarations of interests.

21 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting were signed as a correct record.

22 WORK PROGRAMME

The work programme was circulated and it was noted that this was the last meeting of this municipal year. It was asked if there could be an update on this and this was agreed by the Cabinet Member for Recycling and Leisure.

It was then asked if an item could be added to the next work programme on the Community Sports service focusing on usage during school holidays. The Cabinet Member reported that she was already investigating this with Officers and would be happy to bring a report to the Committee.

RESOLVED: That the work programme be noted and the agreed items be added to the next municipal year's programme.

The Committee was then formally introduced to the Head of Operational Services, Ben Percival.

23 NEW LICHFIELD LEISURE CENTRE MEMBER TASK GROUP

The Committee received a report requesting the formulation of a Member Task Group to provide a key governance link on the development of a new leisure centre in Lichfield City. A draft Terms of Reference and Scoping Document for the Task Group was considered by the Committee which the Committee felt were useful to see.

The Cabinet Member gave a brief update on the projects relating to the current leisure centre at the Friary Grange School.

The Committee was then informed that consultants had been commissioned along with Sports England and National Governing Bodies of Sport to assess community need for Officers to then ensure the most affordable, sustainable and acceptable facility for the area.

It was asked if secondary data would also be considered including district wide need and crosser over of leisure users with neighbouring authorities and it was reported that it would be and all possible data would be gathered to inform the right decisions. It was reported that the task group would also be looking at facilities out of area.

The membership of the Member Task Group was discussed and Cllr Banevicius requested that she be removed and replaced by Councillor Robertson as he was a Lichfield City Member and the Committee agreed to this change. There was then discussion regarding the inclusion of Councillor Checkland following his declaration of interest on the Friary Grange Leisure Centre matter. Some Committee members felt a fresh start to the project was needed to ensure residents had confidence in the process. Other members however felt it was the outcomes of the Task Group that was important. The Leader of the Council notified the Committee that he had requested the Councillor be part of the Task Group as he was an active leisure user and did understand what was required to run a centre. It was agreed for the Task Group to form with five members and for them as an entity to consider a sixth member.

It was discussed if members of the public could also be part of the Task Group or co-opted onto the group and it was also agreed for the Task Group to consider this.

RESOLVED: (1) That the draft Terms of Reference for the New Lichfield Leisure Centre Task Group be endorsed;

(2) That the scope of the New Lichfield Leisure Centre Task Group be endorsed with the amended membership as agreed; and

(3) That the preparation of the detailed business case in readiness for a second phase of implementation be endorsed.

24 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That, as publicity would be prejudicial to 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.

IN PRIVATE

25 TRADE WASTE SERVICE REVIEW

This item was considered in confidential session.

(The Meeting closed at 7.00 pm)

CHAIRMAN

**ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW
& SCRUTINY) COMMITTEE**

11 MARCH 2020

PRESENT:

Councillors Cox (Chairman), Ball (Vice-Chair), S Wilcox (Vice-Chair), Binney, D Ennis, Ho, A Little, Parton-Hughes, Warburton and Westwood.

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

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gwilt, Marshall and Ray.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting, as previously circulated, were approved as a correct record and signed by the Chairman.

4 WORK PROGRAMME

Consideration was given to the Committee's work programme.

Members were advised that the LEP review was ongoing and the scope for greater use of briefing papers for some standing items was raised.

With regard to S106 and CIL, it was advised a report would be brought to the Committee as part of the local plan process. As the Authority was not currently a provider of social or affordable housing (issues within the remit of the Community, Health and Housing Committee) the remaining issues under consideration would primarily fall within the remit of the Economic Growth, Environment and Development (O&S) Committee.

The Chairman noted that all Overview and Scrutiny Committees would also have a role in considering climate change.

5 LICHFIELD CITY CENTRE MASTERPLAN CONSULTATION

The Committee was advised that following publication of the draft Lichfield City Centre Masterplan a four week public consultation took place in January/February 2020 to establish the views and opinions of key stakeholders and the wider public.

Consideration was given to a report that summarised the representations received, the changes made as a consequence and the proposed actions going forward.

It was reported that the Car Parking Strategy and Public Realm had been identified as areas to be brought forward quickly. With regards to the consultation it was noted that over 1000 people had attended the consultation event at St Mary's.

In response to a question about commercial and revenue opportunities for the Council, it was advised that the Council had £45 million in terms of borrowing capacity, of which £35 million would be available if a current offer was accepted. In accordance with CIPFA guidance, borrowing could not be used purely for economic return, and would need to involve an element of place shaping or provide wider economic benefit. It would be for the Council to decide if it wished to invest in any of the four sites listed in the Masterplan with a view to helping deliver the plan and receiving a return/income for the Council.

The Chairman noted that a follow up meeting had been arranged for 22 April 2020.

RESOLVED: (1) That the consultation responses to the Lichfield City Centre Masterplan be noted.

(2) That subject to changes to the document resulting from the consultation, Cabinet be recommended to approve the document as a basis for the Council's ambitions for development within Lichfield City Centre.

6 LOCAL PLAN REVIEW UPDATE

It was reported that the consultation on the Local Plan Review Preferred Options had closed on 24 January 2020.

Representations had been received from approximately 460 individuals/ organisations with a further 685 individual members of the public submitting a standard response regarding proposals for Burntwood.

Whilst a range of supporting evidence had been completed, further evidence was still required to support the publication (regulation 19) version. The Local Plan evidence base that had so far been completed was being reviewed internally with additional 'critical friend' support provided externally by a barrister and planning consultancy.

The next version of the Local Plan would be the publication (regulation 19) version. At this formal stage, the document would be the Council's final position with limited scope for further alteration.

It was proposed to amend the current Local Development Scheme (LDS) programme to change the publication version consultation date from May 2020 to July 2020. This would allow sufficient time for the processing of representations to be completed and for the further work to support the evidence base to inform the publication version of the Local Plan.

There was sufficient time within the LDS programme for the alteration to be made without amending the timing of the subsequent steps including the submission date of January 2021. Members were reminded that there was a commitment in the adopted Lichfield District Local Plan Allocations to submit a review of the Local Plan by no later than the end of December 2021.

In response to a question about representations it was advised that letters were acknowledged, key issues identified and a summary of representations produced.

The Committee noted that there was a target provision of 11,780 houses with a 20-25% buffer of additional sites since not all developments granted planning permission would be delivered.

It was confirmed that further planning permissions could not be denied if the number of houses built reached the target of 11,780, and all new dwellings in an area would count towards the designated number for that specific area.

The need for sufficient infrastructure was highlighted, including health provision and education. It was advised that the infrastructure delivery plan would be developed as part of the local plan, although the actual delivery of aspects of the infrastructure, e.g. doctors' practices, would be dependent on other bodies and organisations.

Resolved: (1) That the Committee notes the progress and next steps associated with the Local Plan Review.

(2) That the Committee recommends that Cabinet approves the revised Local Development Scheme timetable set out in the report.

7 BURNTWOOD DEVELOPMENT

The Cabinet Member for Investment, Economic Growth & Tourism gave a verbal update on activity in connection with Burntwood.

It was reported that the Burntwood Town Deal partnership comprising the District, Town and County Council had met three times since the local elections and was looking collectively at initiatives. Arising from these discussions:

- the District Council was supportive of a feasibility study for a Burntwood BID
- it was proposed that an exercise be undertaken to involve the local community
- consideration was being given to the 'blue hoardings' and 'Olaf Johnson' sites.

The Committee noted that the leader of the Town Council had forwarded a number of possible initiatives and discussions were also being held with the Town Council regarding the possible transfer of parks and open spaces.

The Committee was informed that a recent Cabinet Member Decision had authorised investment in two outdoor gyms in Burntwood parks. This commitment to helping people live healthy active lives was welcomed and it was requested, with reference to the need for play equipment in the south of Burntwood, that consideration be given to the geographic distribution of such facilities to ensure access for as many residents as possible. It was confirmed that the relevant Cabinet Members would be happy to look at further proposals.

8 HS2 UPDATE

The Committee was advised that the Prime Minister had made a statement in February confirming the Government's support for HS2 phases 1, 2A and 2B. In making his statement the Prime Minister was influenced by the findings of the Oakervee Review on whether and how to proceed with HS2.

The review had concluded that there was a strong business case for the project and it had a strategic role in rebalancing the economy. It also identified the need for investment across the wider transport network.

Phase 1 had gained Royal Assent and a notice to proceed was expected in April. Phase 2A was likely to be enacted by the end of the year. Phase 2B formed part of a wider discussion about integrated transport across the north and it was likely HS2 would be asked to undertake further integrated transport planning with ministers.

It was reported that a Minister for HS2 had been appointed to provide more oversight and accountability to Parliament.

The Committee noted that some enabling works were already underway in the District including at Cappers Lane, Lichfield and the Council would be accepting an offer from HS2 to brief Members. It was advised that as a local planning authority the Council would have a role to play in considering some details of design and appearance.

Members were informed that following funding regimes had been established:

- A community fund - targeted at the voluntary/community sector to add benefit to communities along the route that are demonstrably disrupted by the construction of HS2
- A business fund - targeted at interventions that will have a positive impact on local economies affected by the construction phase of HS2
- A woodland fund - to help create native woodland or restore plantations on ancient woodland sites near to the HS2 route

Concern was expressed that 500 staff would be based at Cappers Lane which would have implications for local traffic flows, especially when taken in conjunction with increased lorry movements and the new development at Streethay. It was suggested that this be raised at the briefing to be arranged with HS2.

In response to a question about the Handsacre junction it was confirmed this link would, according to current indications, remain part of the scheme.

The importance of community engagement was emphasised with reference to the community forums established for the Trent Valley TV4 scheme and the early stages of the HS2 project.

It was advised that a community liaison manger was in place and the establishment of a community forum would be a good issue to raise at the HS2 briefing. The County Council, as lead transport authority, could also be approached about reinstating the community forums that had worked well during the early stages of phase 1.

The Chairman said the environmental statement would be awaited with interest, especially in the light of the successful challenge against the third runway at Heathrow Airport.

(The Meeting closed at 7.00 pm)

CHAIRMAN

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW & SCRUTINY) COMMITTEE

9 JUNE 2020

PRESENT:

Councillors Cox (Chairman), Ball (Vice-Chair), S Wilcox (Vice-Chair), Binney, D Ennis, Gwilt, Ho, A Little, Marshall, Parton-Hughes, Ray, Warburton and Westwood.

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

9 APOLOGIES FOR ABSENCE

There were no apologies for absence.

10 DECLARATIONS OF INTEREST

Councillors D. Ennis, Ho and Westwood declared a personal interest in item 5, Local Plan Update as members of Burntwood Town Council and members of the Burntwood Action Group were known to them.

Councillor Cox declared a personal interest in item 5, Local Plan Update as he knew individuals who had submitted representations.

Councillor Marshall declared a personal interest in item 5, Local Plan Update as a member of Armitage with Handsacre Parish Council and as he knew a number of individuals who had submitted representations.

Councillors Ball and Ray declared a personal interest in item 5, Local Plan Update as members of Lichfield City Council and as they knew a number individuals who had submitted representations.

Councillor Warburton declared a personal interest as a member of Fradley and Streethay Parish Council and as he knew r a number of individuals who had submitted representations.

Councillor S Wilcox declared a personal interest item 5, Local Plan Update as her son is a project manager for the Highways Agency

Councillor Parton-Hughes declared a personal interest in item 5, Local Plan Update as a member of Fazeley Parish Council and as he knew a number of individuals who had submitted representations.

Councillor A. Little declared a personal interest as a member of Staffordshire County Council.

All members of the Committee declared a personal interest in item 5, Local Plan review as they knew other Members and former Members of Lichfield District Council who had submitted representations.

11 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were circulated. It was noted that affordable housing was under the remit of Community, Housing and Health (Overview & Scrutiny) Committee. It was also noted that there had been reference to the need for play equipment in the south of Burntwood and not just the north of the area.

RESOLVED: That subject to the agreed amendments, the minutes be approved as a correct record.

12 WORK PROGRAMME

The work programme was considered. It was asked if an item could be added that considered details of a GBSLEP grant made available to research what could be done to develop Burntwood.

It was also noted that there was still no update to the LEP review however it was agreed to keep the item on the work programme.

It was identified that there was overlap with CIL/S106 and Affordable Housing matters being considered by the Community, Housing & Health O&S Committee so there may be a need for a joint Task Group or Committee. It was noted that the Chairman of EGED O&S had already spoken to the Chairman of CHH O&S Committee on this matter. It was requested that scoping of the item be undertaken by the Committees to ensure a clear focus on what issues members wished to see addressed.

It was then requested that an item be added to the work programme that considered the impact on the local economy of the Covid-19 pandemic. It was noted that recovery would be cross council and it may be advantageous to discuss further at the Overview & Scrutiny Coordinating Group to prevent any duplication. It was confirmed that there would be no omission from the work programme as a consequence of this and the Committee would still consider matters relevant to its remit linked to CV19 going forward.

RESOLVED: The work programme was noted and would be updated as agreed.

Councillor Ho left the meeting at this point due to technical issues.

13 LICHFIELD CITY CENTRE MASTERPLAN

The Committee received a report on the final draft Masterplan for Lichfield City Centre submitted to the Council by consultants David Lock Associates. The plan included changes agreed as a result of comments made as a result of consultation and feedback on the draft. These changes did not alter the overall direction of the Masterplan or its contents but either added or deleted details where relevant.

The plan showed four key development sites complemented by suggested strategies which would apply across the whole of the city centre including in respect of public realm and car parking. If the plan was duly approved and accepted by the Council, it was explained how further work would be needed to implement its provisions. It would be for the Council to decide what its priorities are in terms of the phasing of any work and which sites (including any others that might emerge in due course) should come forward before others. The report accompanying the plan outlined a suggested approach to implementation including identifying specific outputs and outcomes, the commissioning of key areas of work and reporting and governance arrangements.

Members were asked to consider the role that they wished the Council to play in making the Masterplan happen including in regards to funding. It was noted that a borrowed sum of up to £45m had been approved for property investment in order to achieve a return for the Council, but revised guidance from CIPFA and an increase in Public Loan Board interest rates had impacted on the original strategy. However it was advised that Councils could borrow to shape their place and views were sought.

In principle, it would be deemed appropriate to use any of this to fund any part of development as set out in the Masterplan if appropriate to do so. There was much debate from the Committee with differing views given. Some felt that without full costings or business cases for each of the sites, it would be wrong to commit at this stage. There was also concern that this agreed sum would be committed to a city masterplan with no consideration to the needs of the wider district. There were also views that supporting investment in the Masterplan would give greater control and oversight and all Members were in agreement that a cross party project board would be essential and welcomed.

There were further concerns that the climate now being experienced due to Covid-19 would impact and potentially change what would be achievable from the Masterplan. It was discussed that retail and other business may operate differently post pandemic and have different needs. Some felt that work on progressing the Masterplan should be postponed and reviewed to take this into account whilst others felt that the masterplan might itself be challenged by the events of CV19. Other Committee Members however felt the masterplan was adaptable and the details were still forthcoming where consideration of the changing environment could be dealt with.

There was a request that Cabinet be recommended to consider implications of Covid-19 before proceeding further with the Masterplan. There was also a request to not endorse the Masterplan due to the complexities such as funding and Covid-19 impact as discussed.

The Committee took a vote on whether to agree with the recommendations as set out in the report or not.

At the meeting the Chairman was advised and announced that the vote was four for the recommendations and 5 against. However after reviewing the video of the meeting, the Monitoring Officer agreed that the votes cast were six for the recommendations and five against and that this result be recorded as the outcome of the vote in the Minutes of the meeting for approval by the Committee as a correct record.

- RESOLVED:
- (1) That the City Centre Masterplan be endorsed and its adoption be recommended to Cabinet as the basis of shaping the future development of Lichfield City Centre;
 - (2) That the proposed approach of moving the proposals in the Masterplan forward, including bringing forward a Delivery Strategy be endorsed;
 - (3) That the proposal to bring forward a Public Realm Strategy as the first in a series of strategies to be produced and implemented be endorsed;
 - (4) That the undertaking of a capacity study for Council owned car parks to inform a Car Parking Strategy be endorsed; and
 - (5) That the proposal to undertake preliminary work to inform work on a development brief for the Birmingham Road site be endorsed.

14 LOCAL PLAN REVIEW UPDATE

The Committee received a report giving an update to the Local Plan Review which also provided complete details of representations received to the preferred options consultation together with a suggested response to each of the issues raised. The report also set out the progress that had been made on the collection and updating of the evidence base along with next steps for the evidence base work still to be completed and potential timelines revisions

that may be necessary. An update on Government Guidance in relation to the impact of Covid 19 on Statements of Community Involvement was also included as part of the report and that as a result it was indicated that a review of the Council's current Statement of Community Involvement was considered appropriate

The Committee wished to express their gratitude to the Spatial Policy team for their hard work in collating and analysing the data and evidence base for this and other previous reports.

Representations received in respect of the Preferred Options version of the Local Plan were discussed. Both Fazeley Ward Councillors (Councillor Gwilt and Councillor Parton-Hughes) were present as Committee Members and wished to express their concerns on behalf of residents in respect of the amount of development proposed in Fazeley. These concerns centred on the proposed allocation of 800 houses on land at Fazeley and the loss of land currently designated as greenbelt for the proposal. They felt that the officer responses given in the report to the representations received on this matter were not adequate and lacked justification for the proposed development. It was noted that neither Fazeley Parish Council nor Tamworth Borough Council were in favour of these proposals and the impact on the infrastructure would greatly affect those authorities. Questions on behalf of residents were read out and it was agreed that the Cabinet Member would receive them after the meeting to give a detailed response. . It was noted that the purpose of this report was to provide an update on Local Plan preparation progress. That a plan must be prepared and meet the needs of the area, all representations and representations received would be carefully considered and that therefore further work on the Local Plan remains to be done before the plan reaches a definitive position.

Affordable housing was also discussed and it was advised that the Local Liberal Democrats party had made a submission regarding the 40% affordable housing target in the plan which was considered to be aspirational and therefore was usually negotiated down due to viability. They therefore proposed that there should be a compulsory minimum affordable housing requirement of 35%. It was reported that the criteria from government on developers to produce 'first homes' may have an impact on further affordable targets and that would have to be taken into account. It was noted that the Preferred Options version of the plan identifies 35% as the current affordable housing requirement and that therefore this figure is on the radar.

- RESOLVED: (1) That the updated record and analysis of the representations received following the consultation on the Preferred Options version of the Local Plan be noted
- (2) That the update on progress of the local plan evidence base and the revised timelines for collection and completion of the evidence due to the impacts of Covid 19 pandemic; and the relevant steps being taken to prepare the regulation 19 publication version of the Local Plan be noted; and
- (3) That the review of the Lichfield District Statement of Community involvement (SCI) to ensure that it is consistent with new government guidance on social distancing be supported.

(The Meeting closed at 8:33pm)

CHAIRMAN

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

18 MARCH 2020

PRESENT:

Councillors Eagland (Chairman), Gwilt (Vice-Chair), Baker, Ball, Binney, Birch, Cox, Leytham, Parton-Hughes and Silvester-Hall.

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

22 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Evans (Vice-Chairman), Humphreys and M. Wilcox

23 DECLARATIONS OF INTERESTS

There were no declarations of interests.

24 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were signed as a correct record.

The Cabinet Member was asked to for an update on DFG's and it was reported that progress was slow but underway and he would report further to the Committee when he could.

It was also asked if there was an update into removing the category of under 10 year olds from upper floor flats and it was reported that it was a recommendation for the final allocations scheme.

25 WORK PROGRAMME

The work programme was received and it was noted that this was the last meeting of this municipal year. It was requested that any ideas for the 2020-21 year work programme be sent to the Overview & Scrutiny Officer and to include expected aims to help plan what information would be required. It was requested that an item on straight pathways be included.

RESOLVED: That the work programme be updated.

26 STANDING ITEMS

The Committee received the work programme for the Staffordshire Healthy Select Committee and were asked to forward items that they would wish to be raised at the County Council through the District Council's representative, Councillor Leytham.

Members asked if it could be asked if there was a build programme in place for the ne George Bryan centre following the results of the consultation for it to remain and in its current location. There was some concern that this new facility would be out patients only and not in patients as before.

It was noted that the previous Staffordshire Healthy Select Committee chairman had agreed to roll over an item on primary and secondary care and the lack of communication between the two. It was asked for this matter to be raised again.

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

27 HOUSING, HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2019-2024

The Committee received a report on the draft Housing, Homelessness and Rough Sleeping Strategy 2019-2024 which set out the council's plans to tackle homelessness, rough sleeping and a range of other housing-related challenges over the next five years in Lichfield District from 2019 to 2024. The Cabinet Member thanked Officers for the work they had undertaken in preparing the report.

It was asked that in light of the Covid-19 situation, something similar to the severe weather protocol be added for severe viruses. It was noted that night shelters had been closed due to the high risk and inability to distance however work was underway to try and open them again quickly. It was also noted that the Council was monitoring the situation of the virus and the increase demand on services including housing including the impact on landlords and would be awaiting guidance and support from central government

It was agreed that it would be difficult to eradicate homelessness as some of it was hidden behind issues like sofa surfing.

Discussions took place regarding why rough sleepers weren't using night shelters and there was anecdotal evidence that it was because they had been warned not to because of the risk of theft however there was also evidence that this was an excuse and one of the true reasons was because drug taking was prohibited. It was reported that Spring Housing, the outreach service used by the District Council was used to deal with these concerns as many times, Officers are seen as a barrier by rough sleepers. Donations to a central pot instead of giving directly to rough sleepers/beggars was also discussed and it was felt that effective communications and marketing was key to its success.

It was asked what enforcement could be undertaken with beggars and it was reported that many of these people had complex needs and the approach was to support these people before taking a draconian approach so Spring Housing were doing this and the introduction of assisted housing would help too. It was notes that Police have powers if required but they also had no desire to use them unless in extreme situations where there was violence or risk to public safety. It was requested that this was communicated to businesses as most of the begging happened outside of these premises.

Housing stock was then discussed and it was noted that some wasn't available to adapt to meet need and it was felt that a SPD would be required with the new Local Plan to address this. It was also requested that the needs for all age groups be considered. It was noted that SPD's came under the Economic Growth, Environment & Development (Overview & Scrutiny) Committee and in the past there had been joint committee meetings to consider this type of issue and it was proposed and agreed to do the same in this instance. Fall hazards in homes were also discussed and it was noted that it was a responsive service provided and although no budget, educating developers and RSLs on Cat 1 hazards was undertaken.

When asked, it was noted that income based rent levels was an initiative of the West Midlands Combined Authority but the District Council would be investigating all ways to help. It was also requested that the Housing Company set up by the District Council only provide housing for rent but it was noted that it was for the Strategic Asset Management Committee to consider this.

Affordable housing was discussed and it was requested that no approval be given to developments providing under 35%. It was reported that it would require a change in government policy to allow this and to demand it without could lead to no housing being delivered especially on brownfield sites which along with higher home standards, gives less viability for affordable housing.

It was noted when discussed that there were still empty homes in the District although not a great number when considered in proportion to the number of overall stock. It was reported that the rise in Council Tax for empty properties has helped the situation although for some companies that own these houses, 400% increase was still favourable to renovation costs to get the property back into use.

Houses of Multiple Occupancy was mentioned and it was noted that they should be regulated and are when the Council knew about them so it was requested that information Members had be passed to Officers to investigate.

The Committee noted that there was a lower percentage of adults with learning difficulties living in settled accommodation than the rest of Staffordshire or country as a whole. It was reported that there was a shortage of accommodation although there was a scheme in Burntwood.

RESOLVED: That the draft Housing, Homelessness and Rough Sleeping Strategy 2019-2024 be noted and it be recommended for approval by Cabinet.

28 COMMUNITY SAFETY DELIVERY PLAN

The Committee received a report on the statutory requirement for Community Safety Partnerships to produce a three year community safety plan, which is reviewed annually. It was reported that in Lichfield, the District Board acted as the Community Safety Partnership (CSP) for the District.

It was noted that the Staffordshire Observatory produced a strategic assessment which looked at crime figures, trends and prevalent issues and suggested priorities for the District. The latest update was published in February 2020.

It was asked what was happening with regards to the Late Night Listeners during the Covid-19 pandemic as many of them were in the high risk group. It was reported that the Council had met with the volunteer sector and all was being done to protect them and also recruit more volunteers by signposting people to Support Staffordshire. It was reported that as the pubs had been requested to close by central government, the need for the Late Night Listeners should reduce greatly.

Members were concerned that the level of domestic violence could increase due to the requirement to isolate and it was noted that work was underway with organisations such as Pathway to deal with this. It was requested that all Councillors be prepared to help people in need of advice and help.

It was asked if there had been an affect from the removal of the Police Partnerships Managers and it was reported that the role had been backfilled by the service and partners had added where they could for example the vulnerability hub.

RESOLVED: That the draft Lichfield District Community Safety Delivery Plan 2020-2023 be endorsed for approval by the Lichfield District Board.

29 VOTE OF THANKS

It was proposed, duly seconded and

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

(The Meeting closed at 7.10 pm)

CHAIRMAN

STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

23 JUNE 2020

PRESENT:

Councillors Norman (Vice-Chair, in the Chair), Ball, Checkland, Grange, Greatorex, A Little, Matthews, Spruce, Warfield and S Wilcox.

(In accordance with Council Procedure Rule No.17 Councillors Cox, Eadie, E. Little, Pullen, Smith and A. Yeates attended the meeting).

36 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Banevicius, Tapper and White.

Councillor Norman, on behalf of the Committee wished to record thanks to Councillor A. Little for his work and chairmanship over the past municipal year.

37 DECLARATIONS OF INTEREST

There were no declarations of interests.

38 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were circulated. Subject to the addition of Cabinet Members in attendance and typographical errors rectified, the Committee agreed that they were a correct record.

RESOLVED: That, subject to amendments, the minutes of the previous meeting be signed as a correct record.

39 WORK PROGRAMME

The work programme was considered and when asked, it was noted that it would be confirmed after the meeting that the Money Matters Financial Performance report was sent as a briefing paper.

RESOLVED: That the work programme be noted and updated were necessary.

40 ENGAGEMENT STRATEGY

The Committee received a report on the draft Engagement Strategy that had been developed using the results of a recent review of the Council's approach to communications as well as a review of a best practice from other authorities and high performing private sector organisations.

It was reported that communications should be integral to all that the Council does and be a two way process allowing engagement with all our communities.

The Committee was in agreement that there should be a strategy and welcomed the development of one however there were some concerns and feedback on the current draft as presented.

It was considered by some of the Committee that the strategy was too “off the shelf” in its current form and not parochial or reflective to Lichfield district. There were some difference of opinion on how the Council was currently viewed with some feeling that people held the Council in high regard until recently, due to issues like Friarsgate. However, other Members felt that there had been a low opinion of the Council until the good management of the Covid-19 pandemic.

There was unease that the aim of the strategy seemed focused on the enhancement of the reputation and brand of the Council although it was recognised that there was reference to understanding the communication needs of the community. It was felt that it should be recognised when something has gone wrong it should be communicated without any “spin”.

The segmentation of communities was discussed and overall considered a good approach however it was felt it did not go far enough and commitment should be made to specifically include areas such as the black and ethnic minority community, young people as well as those that may be disadvantaged. It was noted that the suggested segmented groups in the strategy quite basic and Members felt it would need to be more detailed. It was requested that a press release be sent to state that the Council would be actively engaging with minority groups.

There was concern that the strategy being a four year plan was too long but it was noted that it was a clear three step process.

It was felt that measuring social media followers was not relevant and would not give any meaningful information.

RESOLVED: That the views given by the Committee on the draft Engagement Strategy be considered by Cabinet.

41 DELIVERY PLAN AND CORPORATE INDICATORS

The Committee received a report on the Council’s new Delivery Plan and draft Corporate Indicators which followed the now approved Strategic Plan 2020-2024.

The Committee commended Officers for creating a concise report as well as undertaking wide consultation, during the development of the Strategic Plan, to consider what outcomes were desired by residents and other stakeholders.

It was noted that the highest risk recorded in the document was the Covid-19 pandemic and its impact on the Council’s capacity to deliver the plan. It was noted that the documents could be adapted and should be fluid in nature to take account of the ever changing situation. It was reported that consideration had already been given and although there were many important priorities, focus was on the urgent ones to ensure they were deliverable. It was felt that the Committee should include an item on the impact of the pandemic on the work programme. It was noted that it was planned to discuss the Covid-19 recovery plan at an Overview & Scrutiny Coordinating Group to ensure there was no duplication of work.

Other items were raised as important for the Cabinet to keep focus on including Disabled Facilities Grants as issues were still being experienced. It was reported that ongoing discussions were being held with the providers on these concerns.

It was requested that report templates be amended and the Environmental Impact section be changed to Climate Change to help identify and make clearer what had been considered to help fight the climate emergency and meet the approved Council motion. It was also requested that a section on Local Procurement be added and it was noted that local

procurement would be part of the forthcoming Procurement Scheme. It was agreed to consider the report templates further following these raised points.

It was asked what the timeline and process was to have baseline and target data for the plan available and it was reported that it was planned for the end of quarter 3 to quarter 4 of this year as the pandemic situation had meant some of the data had changed or was still awaiting from stakeholders. It was noted that it was felt best to still bring this report to O&S now as a placeholder and for the Committee to review when that data was available.

RESOLVED: That the Delivery Plan and underpinning Corporate Indicators be approved and reviewed by the Strategic (Overview & Scrutiny) Committee when baseline and target data is available.

(The Meeting closed at 6.54 pm)

CHAIRMAN

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REGULATORY AND LICENSING COMMITTEE

25 FEBRUARY 2020

PRESENT:

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

19 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Parton-Hughes, Leytham and Salter.

20 DECLARATIONS OF INTEREST

There were no declarations of interests.

21 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were circulated. Councillor Evans confirmed that her declaration of interest was for being a Governor at two schools in the District and not the recorded one.

RESOLVED: That the minutes as amended be signed as a correct record.

22 WORK PROGRAMME

RESOLVED: The Work Programme was circulated and noted

23 FOOD SAFETY SERVICE DELIVERY PLAN

The Committee received a report on the Food Delivery Plan for 2020-22 which covered the aims and key priorities of the service. It was reported that it was intended to deliver interventions and improve the percentage of broadly compliant premises as well as improve the poorer performing businesses. It was noted that it was planned to enhance food allergen awareness in food premises by giving advice through inspections as well as working with partners including Trading Standards. Members were pleased that this would be done as cross contamination was a real risk to people who suffer related conditions.

It was then reported that there would be changes to the current service including the agreement by Lichfield District Council and other Staffordshire Authorities to cease the Rate My Place scheme and website to focus on delivering the same via the National Food Hygiene Rating Scheme which is overseen by the Food Standards Agency (FSA). It was noted that performance indicators would also change to be brought in line with how the FSA report data given by authorities as this would aid performance benchmarking with other areas.

Members noted that commercial opportunities would be explored through offering tailored services especially with new businesses.

Members asked if there was sufficient resources in the department and it was reported that Officers worked on a part time basis to allow them flexibility and this had led to a good calibre and retention of Staff. It was confirmed that the required continuation of training was funded by the Council.

Street Festivals was then discussed and it was asked how food safety was covered at such events and it was reported that a proactive approach had been taken and traders were only given consent if they had rating of 4 or more. Along with this, Officers attended the events to monitor standards. Food allergen advice was raised again as it was a challenge and foods were not always clearly labelled.

RESOLVED: That the Food Safety Service Delivery Plan 2020-2022 be approved.

24 PUBLIC SPACE PROTECTION ORDER FOR DOGS

The Committee received a report on a range of possible anti-social behaviour which those in charge of dogs could commit and whether Public Space Protection Orders (PSPO) would help control these issues. It was reported that there was a current PSPO that covered a requirement to pick up dog fouling however it was proposed to consult on the potential to extend this to include the requirement to carry an appropriate receptacle to pick up dog fouling as banning dogs from entering any fenced off children's play areas on public land.

Enforcement was discussed and it was asked how it was currently undertaken. It was reported that there was a 0.6FTE resource who patrols ununiformed. It was also reported that intelligence cards had been introduced that had contributed to a 55% reduction in complaints. Members asked if Parks staff could be involved in enforcement and it was reported that this had been considered previously however it would create a change in their duties which had a significant cost implication. The Committee felt that enforcement was key to the success of any PSPO and so requested this be considered again. It was also suggested that PCSOs be considered to help enforcement.

It was suggested by the Committee to conduct more publicity around the subject of dog fouling to get the help from the public in gaining intelligence for enforcement.

The Committee were all in agreement that dogs should be banned from entering fenced play areas.

RESOLVED: (1) That a statutory consultation exercise be agreed to take place relating to a proposed PSPO covering:

- Picking up dog fouling throughout the District
- Banning dogs from entering any fenced off children's play areas on public land.
- A requirement for dog walkers to have with them an appropriate receptacle to pick up any dog waste.

(2) That if no significant objection emerges as part of the consultation and no issues arise as a consequence of legal compliance checks, the Head of Regulatory Services, Housing and Wellbeing be given delegated authority to create the Public Space Protection Order, in consultation with the Committee Chairman and Vice Chairman, as soon as possible following the end of the statutory consultation. If significant objection *does* occur then the matter be referred back to this Committee for a final decision on how to proceed.

(3) That the feasibility of using parks staff to undertake enforcement be considered

25 CONTAMINATED LAND STRATEGY 2020

The Committee received a report on the Contaminated Land Strategy which was due for review as it was last done in 2015. It was reported that only minor amendments to reflect changes in legislation was required.

It was reported that there had been no contaminated land declared to date and inspections had slowed down due to a reduction in priority sites.

The Committee agreed that this was an important issue as developers steered away from building on brown field sites in favour of green belt due to associated costs of cleaning the land.

RESOLVED: That the adoption if the updated Contaminated Land Strategy 2020 be approved.

26 PROPOSED DIVERSION OF PART OF PUBLIC FOOTPATH NO.0.26A IN THE PARISH OF ALREWAS

The Committee received a report on an application received from Sidley for a proposed diversion of part of Public Footpath No. 26(a) in the Parish of Alrewas.

It was reported that objections had been received from the Ramblers and the Open Spaces Society however the applicant had amended the route and the objections withdrawn.

RESOLVED: That the proposed diversion of Public Footpath No. 26(a) in the Parish of Alrewas be approved.

COUNCILLOR EAGLAND DECLARED A PERSONAL INTEREST AS THE COUNTY COUNCILLOR FOR THE AREA.

27 PROPOSED DIVERSION OF PART OF PUBLIC FOOTPATH NO.1R 2579 IN THE PARISH OF SHENSTONE

The Committee received a report on an application received from Fisher German on behalf of Seven Trent Water Ltd for a proposed diversion of part of Public Footpath No. 1R/2579 in the Parish of Shenstone.

It was reported that no objections had been received

RESOLVED: That the proposed diversion of Public Footpath No. 1R/2579 in the Parish of Shenstone be approved.

(The Meeting closed at 7.10 pm)

CHAIRMAN

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PLANNING COMMITTEE

9 MARCH 2020

PRESENT:

Councillors Marshall (Chairman), Baker (Vice-Chair), Anketell, Barnett, Birch, Brown, Checkland, Cox, Evans, Humphreys and Matthews

38 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Eagland, Councillor Ho and Councillor Leytham

39 DECLARATIONS OF INTEREST

Councillor Baker declared a personal interest in application number 19/01637/FUH as she is a close friend to the applicant.

40 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 16 December 2019 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

41 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Head of Economic Growth and Development and any letters of representation and petitions of observations/ in association with Planning Applications 19/01334/FULM & 19/01637/FUH.

19/01334/FULM – Erection of 20 affordable homes, including alterations to existing access and associated works
Land South East of, Ryknild Street, Lichfield, Staffordshire.

Resolved:- That this application is approved subject to the conditions outlined in the report and subject to negotiation and completion of a Section 106 Agreement to secure 37% affordable housing in perpetuity, off-site highway works, and on-going maintenance of the private access road. Delegation to the Head of Economic Growth and Development to agree the final terms of the Section 106 Agreement.

And, amend condition 7 to include reference to retention of hedgerows also.
Revised condition to read:

Notwithstanding the submitted details, prior to commencement of the hereby approved development, a detailed landscape and planting scheme (incorporating the retention of existing trees and hedgerows) shall be submitted to and approved in writing by the Local Planning Authority. The approved landscape and planting scheme shall thereafter be implemented within eight months of the development first being brought into use.

19/01637/FUH – Single storey rear extension to form kitchen

30 Fecknam Way, Lichfield, Staffordshire, WS13 6BY
For Cllr Mark Warfield

Resolved:- That this application is approved subject to the conditions outlined in the report

(The Meeting closed at 6.42 pm)

CHAIRMAN

PLANNING COMMITTEE

5 MAY 2020

PRESENT:

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

INTRODUCTION:

The Chairman welcomed everyone to the first Planning Meeting to be held online and streamed live.

42 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Anketell and Councillor Brown.

43 DECLARATIONS OF INTEREST

Councillor Baker declared a personal interest in application no. 18/01693/FUL as she knows the Objector, Parish Councillor Simon Roberts.

Councillor Checkland declared a personal interest in application no. 18/01693/FUL as he knows the Applicant's Agent, Mr Christopher Timothy.

44 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 9 March 2020 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

45 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Head of Economic Growth and Development and any letters of representation and petitions of observations/representations together with the supplementary report of observations/representations received since the publication of the agenda in association with Planning Application 18/01693/FUL

18/01693/FUL – Erection of 8 no. dwellings and associated works
Land fronting Turnbull Road, Fradley
For Massey Limited

RESOLVED:- That this application be approved subject to the conditions outlined in the report and supplementary report and subject to the applicant first entering into a Section 106 legal agreement. Also, subject to an amendment to condition 13 to include that, "No deliveries shall be undertaken during peak school arrival/departure times; including between 8am and 9.30am and 3pm and 4pm Monday to Friday inclusive.

(Prior to consideration of the application, representations were made by Parish Councillor Simon Roberts (Objector) via written submission, Councillor Cross and Councillor Wilcox (Ward Councillors) and Christopher Timothy of CT Planning (Applicant's Agent))

(The Meeting closed at 7.25pm)

CHAIRMAN

PLANNING COMMITTEE

1 JUNE 2020

PRESENT:

Councillors Marshall (Chairman), Baker (Vice-Chair), Anketell, Barnett, Birch, Checkland, Cox, Eagland, Evans, Ho, Leytham and Matthews

INTRODUCTION:

The Chairman welcomed everyone to the Planning Committee Meeting to be held online and streamed live.

46 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Brown and Councillor Humphreys.

47 DECLARATIONS OF INTEREST

The Chairman, Councillor Marshall, declared a non-pecuniary interest in application no. 20/00230/FUH as the Objector, Mrs Helen Bielby, is known to him as she is an Officer of Lichfield District Council as did Councillor Baker, Barnett, Cox, Eagland, Evans, Ho, Leytham and Matthews

Councillor Ho declared a personal interest in application no. 20/00230/FUH as Councillor Mark Warfield had been his teacher at school.

48 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 4 May 2020 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

49 PLANNING APPLICATION

Applications for permission for development were considered with the recommendations of the Head of Economic Growth and Development and any letters of representation and petitions of observations/representations together with the supplementary report of observations/representations received since the publication of the agenda in association with Planning Application 20/00230/FUH

20/00230/FUH – Retention of 2no boundary fences
31 Yew Tree Avenue, Lichfield, Staffordshire, WS14 9UA
For Mrs L Keatley

RESOLVED:- That this application be approved subject to the conditions outlined in the report of the Head of Economic Growth and Development.

(Prior to consideration of the application, representations were made by Mrs Helen Bielby (Objector), Councillor Mark Warfield (Ward Councillor) and Mr Nigel Cresswell (Applicant's Representative)).

50 CONFIRMATION OF TREE PRESERVATION ORDER NO. 441-2020 - CATERHAM CRESCENT, STREETHAY, LICHFIELD, STAFFORDSHIRE

As per supplementary report, the objection relating to the above mentioned Tree Preservation Order had been withdrawn.

As a result TPO no. 441-2020 will be confirmed via Officer delegated authority.

51 CONFIRMATION OF TREE PRESERVATION ORDER NO. 443-2020 - YOXALL WAY TO BUDDLEIA AVENUE, STREETHAY, LICHFIELD, STAFFORDSHIRE

RESOLVED:- That the Committee confirm the Tree Preservation Order without modifications.

(Prior to consideration of the application, representations were made by Mr and Mrs Baker (Objectors) via written submission).

52 CONFIRMATION OF TREE PRESERVATION ORDER NO. 444-2020 - PARKES DRIVE TO HAMSTALL CLOSE, STREETHAY, LICHFIELD, STAFFORDSHIRE

RESOLVED:- That this application be deferred to allow further consideration on matters related to property covenants and planning condition requirements in relation to the tree planting.

(Prior to consideration of the application, representations were made by Mr Glen Willetts (Objector)).

(The Meeting closed at 8.28 pm)

CHAIRMAN

STRATEGIC ASSET MANAGEMENT COMMITTEE

11 JUNE 2020

PRESENT:

Councillors Eadie (Chairman), Cross, Norman and Strachan

14 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A Little.

15 DECLARATIONS OF INTERESTS

There were no declarations of interest.

16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 28 November 2019 were approved as a correct record.

17 PRESENTATION AND DISCUSSION ON PORTFOLIO MANAGEMENT

The Chairman welcomed Mr Jeremy Valerio (Director of Asset Management) and Mr Edward Jones (Director of Investment) from Jones-Valerio Ltd who gave a presentation on their investment management approach to portfolio management.

They explained their investment management model comprising five key pillars - analysis, strategy, planning, delivery and reporting. Details were given of each of the key elements of the model.

Following the presentation Members asked questions encompassing the work undertaken for Wyre Forest District Council, possible opportunities in the District (both in terms of adding value and managing risk), transparency, the application of the model for space shaping/non-commercial objectives, the company size, capacity and fee structure and future trends in property in the context of Covid-19.

(The Meeting closed at 7.29 pm)

CHAIRMAN

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Agenda Item 14

**FOR: COUNCIL
14 July 2020**

CHAIRMEN AND VICE- CHAIRMEN 2020/21

Meeting	Chairman	Vice-Chairmen	Vice-Chairmen
Strategic (Overview and Scrutiny) Committee	C J. Spruce	B. J. Gwilt	S. G. Norman
Economic Growth Environment & Development (Overview and Scrutiny) Committee	D. J. Leytham	H. A. Warburton	C. J. Ball
Community Housing and Health (Overview and Scrutiny) Committee	J. M. Eagland	S. Wilcox	C. D. Evans
Leisure, Parks & Waste Management (Overview and Scrutiny) Committee	T. R. Matthews	J. Silvester-Hall	B. S. Westwood
Employment Committee	K. P. Humphreys	S. A. Barnett	
Planning Committee	T. Marshall	D. F. Baker	
Regulatory and Licensing Committee	B. W. Yeates	J. A. Parton Hughes	
Audit and Member Standards Committee	C. Greatorex	W-L. Ho	
Disciplinary and Grievance Committee	To be elected from the Members present		
Investigatory and Disciplinary Committee			
Strategic Asset Management Committee	A.F. Smith		
Parish Forum	D. F. Salter	S. J. Tapper	
Licensing and Consents Appeals Committee	To be elected from the Members present		

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CABINET	
Leader of Cabinet	D. R. Pullen
Deputy Leader of Cabinet and Cabinet Member Visitor Economy & Local Plan	I. M. Eadie
Cabinet Member for Finance, Procurement, Customer Services and Revenues & Benefits	R. W. Strachan
Cabinet Member for Community Engagement	A. Yeates
Cabinet Member for Innovation, Commercialisation and Corporate Services	A. F. Smith
Cabinet Member for Major Projects & Economic Development	E. A. Little
Cabinet Member for Regulatory, Housing & Health	A. C. Lax
Cabinet Member for Leisure, Parks & Waste	R. E. Cox

STRATEGIC (OVERVIEW & SCRUTINY) COMMITTEE			
Constitution – Up to 13 Members			
Composition			
Conservative 9	Labour 3	Liberal Democrat 0	Independent 1
J. Checkland	C. J. Ball		J. K. Grange
C. Greatorex	B. S. Westwood		
B. J. Gwilt	S. G. Norman		
A. M. Little			
T. R. Matthews			
C. J. Spruce			
M. A. Warfield			
A. G. White			
S. E. Wilcox			

ECONOMIC GROWTH, ENVIRONMENT & DEVELOPMENT (OVERVIEW & SCRUTINY) COMMITTEE			
Constitution – Up to 13 Members			
Composition			
Conservative 9	Labour 3	Liberal Democrat 1	Independent 0
N. D. Binney	C. J. Ball	P. W. W. Ray	
B. J. Gwilt	D. M. O. Ennis		
W-L. Ho	D. C. Robertson		
D. J. Leytham			
A. M. Little			
T. Marshall			
J. A. Parton Hughes			
H. A. Warburton			
S. E. Wilcox			

COMMUNITY HOUSING AND HEALTH (OVERVIEW & SCRUTINY) COMMITTEE			
Constitution – Up to 13 Members			
Composition			
Conservative 10	Labour 3	Liberal Democrat 0	Independent 0
D. F. Baker	C. J. Ball		
N. D. Binney	R. J. Birch		
J. M. Eagland	C. D. Evans		
K. P. Humphreys			
D. J. Leytham			
J. A. Parton Hughes			
J. Silvester-Hall			
S. Tapper			
M. J. Wilcox			
S. E. Wilcox			

LEISURE, PARKS & WASTE MANAGEMENT (OVERVIEW & SCRUTINY) COMMITTEE			
Constitution – Up to 13 Members			
Composition			
Conservative 9	Labour 3	Liberal Democrat 1	Independent 0
D. F. Baker	S.W. Banevicius	P. W. W. Ray	
D. F. Salter	L. J. Ennis		
S. A. Barnett	B. Westwood		
T. R. Matthews			
J. Silvester-Hall			
S. J. Tapper			
M. A. Warfield			
M. J. Wilcox			
B. W. Yeates			

EMPLOYMENT COMMITTEE			
Constitution – Up to 10 Members			
Composition			
Conservative 7	Labour 2	Liberal Democrat 0	Independent 1
S. A. Barnett	R. J. Birch		J. K. Grange
K. P. Humphreys	D. C. Robertson		
C. Greatorex			
B. J. Gwilt			
J. Silvester-Hall			
H. A. Warburton			
S. E. Wilcox			

PLANNING COMMITTEE			
Constitution – Up to 15 Members			
Composition			
Conservative 11	Labour 4	Liberal Democrat 0	Independent 0
D. F Baker	J. Anketell		
S. A. Barnett	R. J. Birch		
J. Checkland	B. J. Brown		
R. E. Cox	C. D. Evans		
J. M. Eagland			
W-L. Ho			
K. P. Humphreys			
D. J. Leytham			
T. Marshall			
T. R. Matthews			
S. J. Tapper			

REGULATORY & LICENSING COMMITTEE			
Constitution – Up to 13 Members			
Composition			
Conservative 8	Labour 4	Liberal Democrat 0	Independent 0
N. D. Binney	J. Anketell		
J. M. Eagland	L. J. Ennis		
D. J. Leytham	C. D. Evans		
J. A. Parton Hughes	D. M. O. Ennis		
D. F. Salter			
C. J. Spruce			
M. A. Warfield			
B. W. Yeates			

AUDIT AND MEMBER STANDARDS COMMITTEE			
Constitution – Up to 9 Members			
Composition			
Conservative 6	Labour 2	Liberal Democrat 0	Independent 1
J. Checkland	S. G. Norman		J. K. Grange
C. Greatorex	D. C. Robertson		
W-L. Ho			
A. M. Little			
C. J. Spruce			
A. G. White			

DISCIPLINARY AND GRIEVANCE APPEALS COMMITTEE			
Constitution – 7 Members to be appointed when required			
Composition			
At least one Member to be from the Cabinet			
*Chairman is elected from those Members present			
Conservative 5	Labour 1	Liberal Democrat 1	Independent 0
J. Checkland	D. C. Robertson	P. W. W. Ray	
J. M. Eagland			
K. P. Humphreys			
A. C. Lax			
M. A. Warfield			

INVESTIGATORY AND DISCIPLINARY COMMITTEE			
Constitution – 7 Members to be appointed when required			
Composition			
At least one Member to be from the Cabinet			
No members from the Disciplinary and Grievance Appeals Committee			
*Chairman is elected from those Members present			
Conservative 5	Labour 1	Liberal Democrat 0	Independent 1
S. A. Barnett	S.W. Banevicius		J. K. Grange
N. D. Binney			
I. M. Eadie			
C. Greatorex			
T. Marshall			

STRATEGIC ASSET MANAGEMENT COMMITTEE Constitution – 5 Members Composition At least one Cabinet Member and one opposition Member			
Conservative 4	Labour 1	Liberal Democrat 0	Independent 0
D. G. Cross	S. G. Norman		
A. M. Little			
A. F. Smith			
R. W. Strachan			

PARISH FORUM Constitution – Up to 11 Members Composition			
Conservative 8	Labour 3	Liberal Democrat 0	Independent 0
S. A. Barnett	J. Anketell		
D. F. Salter	B. J. Brown		
B. J. Gwilt	S.W. Banevicius		
K. P. Humphreys			
T. Marshall			
J. Silvester-Hall			
S. J. Tapper			
H. A. Warburton			

APPOINTMENTS COMMITTEE Constitution – 5 Members to be appointed when required Composition Four Cabinet Members and Leader of the Principal Opposition Group			
*Chairman is elected from those Members present			

LICENSING & CONSENTS APPEALS COMMITTEE Constitution – 3 Members Composition Any three from Regulatory & Licensing Committee but including the Chairman of Regulatory & Licensing Committee as standing Chairman			
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JOINT COMMITTEE FOR WASTE MANAGEMENT Constitution – 2 District Members Composition The Leader of the Council or authorised deputy The Portfolio Holder responsible for Waste or authorised deputy			
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DISTRICT BOARD Constitution – 2 District Members Composition To be made up of the Leader of the Council and the Community Engagement Cabinet Member with other Members of the Cabinet being invited to attend meetings as required			
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COMMUNITY INFRASTRUCTURE LEVY JOINT MEMBER AND OFFICER GROUP
Constitution – 4 Members appointed by the Leader of the Council with the Chairman
appointed by the group
Composition

Conservative 3	Labour 1	Liberal Democrat 0	Independent 0
S. A. Barnett	R. J. Birch		
D. J. Leytham			
T. R. Matthews			

Annual Treasury Management Report

Cabinet Member for Finance and Procurement

Date: 14 July 2020
Agenda Item: 15
Contact Officer: Anthony Thomas
Tel Number: 01543 308012
Email: Anthony.thomas@lichfielddc.gov.uk
Key Decision? YES
Local Ward Members : Full Council

Agenda Item 15



Council

1. Executive Summary

- 1.1 The report confirms the Council was compliant with all Treasury Limits and Prudential Indicators for 2019/20.

2. Recommendations

- 2.1 To approve the actual 2019/20 Prudential Indicators contained within the report.

3. Background

The Capital Programme and Treasury Management

- 3.1 This Annual Treasury Report is a requirement of the Council's reporting procedures. It covers the Treasury activity during 2019/20 and the actual Prudential Indicators for 2019/20.
- 3.2 Treasury Management is defined as: *"The management of the local authority'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."*
- 3.3 Overall responsibility for Treasury Management remains with the Council. No Treasury Management activity is without risk; the effective identification and management of risk are integral to our Treasury Management objectives.
- 3.4 Our Treasury Management activity is underpinned by CIPFA's Code of Practice on Treasury Management ("the Code"), which requires local authorities to produce annually Prudential Indicators and a Treasury Management Strategy Statement on the likely financing and investment activity. The Code also recommends that members be informed of treasury management activities at least twice a year. We report regularly to the Cabinet and Audit and Member Standards Committee on Treasury policy; strategy and activity.
- 3.5 This report is prepared in accordance with the revised CIPFA Treasury Management Code and the revised Prudential code and
 - presents details of capital spend, capital financing, borrowing and investment transactions;
 - reports on the risk implications of Treasury decisions and transactions;
 - gives details of the outturn position on Treasury Management transactions in 2019/20;
 - confirms compliance with Treasury limits and Prudential Indicators

- 3.6 The performance of the Treasury Management function should be measured against the investment objectives of **Security** (the safe return of our monies), **Liquidity** (making sure we have sufficient money to pay for our services) and **Yield** (the return on our investments) contained in Statutory Guidance.
- 3.7 In addition, external borrowing is considered against the objectives of it being **affordable** (the impact on the budget and Council Tax), **prudent** and **sustainable** (over the whole life).

Alternative Options

There are no alternative options.

Consultation

Consultation is undertaken as part of the Strategic Plan and with Leadership Team.

Financial Implications

Prudential indicators (PI) 2019/20:

- We can confirm that the Council has complied with its Prudential and Local Indicators for 2019/20; these were originally approved by Council at its meeting on 19 February 2019 and were fully revised and approved by Council on 18 February 2020.
- In compliance with the requirements of the CIPFA Code of Practice this report provides members with a Summary Report of the Treasury Management Activity during 2019/20.
- None of the other Prudential and Local Indicators have been breached. The Prudential and Local Indicators are summarised in the table below :

Capital Strategy Indicators

Prudential Indicators

Indicators	2018/19 Actual	2019/20 Original	2019/20 Revised	2019/20 Actual	Compliant
Capital Investment					
Capital Expenditure (£m)	£4.910	£11.618	£15.659	£2.297	✓
Capital Financing Requirement (£m)	£4.987	£10.301	£14.809	£4.305	✓
Gross Debt and the Capital Financing Requirement					
Gross Debt	(£4.315)	(£9.598)	(£11.439)	(£3.041)	✓
Borrowing in Advance - Gross Debt in excess of the Capital Financing Requirement	No	No	No	No	✓
Total Debt					
Authorised Limit (£m)	£4.751	£21.598	£23.473	£4,315 ¹	✓
Operational Boundary (£m)	£4.751	£13.006	£14.881	£4,315	✓
Proportion of Financing Costs to Net Revenue Stream (%)	5%	6%	4%	4%	✓

Local Indicators

Indicators	2018/19 Actual	2019/20 Original	2019/20 Revised	2019/20 Actual	Compliant
Replacement of Debt Finance or MRP (£m)	(£0.710)	(£0.720)	(£0.746)	(£0.719)	✓
Capital Receipts (£m)	(£0.760)	(£1.056)	(£0.855)	(£1.005)	✓
Liability Benchmark (£m)	£14.209	£5.017	£3.938	£22.652	✓
Treasury Management Investments (£m)	£26.150	£23.689	£23.749	£34.550	✓

¹ This is the highest level of debt outstanding during the financial year and is compared to the Authorised Limit and Operational Boundary to assess compliance.

Treasury Management Indicators

Prudential Indicators

	Lower Limit	Upper Limit	2019/20 Actual	Compliant
<u>Refinancing Rate Risk Indicator</u>				
Under 12 months	0%	100%	7%	
12 months and within 24 months	0%	100%	7%	
24 months and within 5 years	0%	100%	25%	
5 years and within 10 years	0%	100%	33%	✓
10 years and within 20 years	0%	100%	25%	
20 years and within 30 years	0%	100%	1%	
30 years and within 40 years	0%	100%	0%	
40 years and within 50 years	0%	100%	0%	
50 years and above	0%	100%	0%	

Indicators	2018/19 Actual	2019/20 Original	2019/20 Revised	2019/20 Actual	Compliant
Principal Sums invested for periods longer than a year (£m)	£2.000	£6.000	£6.000	£6.000	✓

Local Indicators

Indicators	2018/19 Actual	2019/20 Original	2019/20 Revised	2019/20 Actual	Compliant
	£m	£m	£m	£m	
<u>Balance Sheet Summary and Forecast</u>					
Borrowing Capital Financing Requirement	£3.312	£9.152	£13.694	£3.162	✓
Internal or (over) Borrowing	£0.672	£0.703	£3.370	£0.714	✓
(Investments) or New Borrowing	(£26.150)	(£23.689)	(£23.749)	(£34.550)	✓
Liability Benchmark	(£14.209)	(£5.017)	(£3.938)	(£22.652)	✓

	Target	2019/20 Actual	Compliant
<u>Security</u>			
Portfolio average credit rating	A-	AA-	✓
<u>Liquidity</u>			
Temporary Borrowing undertaken	£0.000	£0.000	✓
Total Cash Available within 100 days (maximum)	90%	68%	✓

Please note – the figures in blue differ from those approved by Cabinet on 2 June 2020. These changes were made as part of the Statement of Accounts primarily to reflect updated financial information for leases. In addition, several other minor changes were also incorporated to reflect further COVID-19 pandemic accounting guidance.

Contribution to the Delivery of the Strategic Plan

The MTFS underpins the delivery of the Strategic Plan.

Equality, Diversity and Human Rights Implications

There are no additional Equality, Diversity or Human Rights implications.

Crime & Safety Issues

There are no additional Crime and Safety Issues.

	Risk Description	How We Manage It	Severity of Risk
A	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
B	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
C	The affordability and risk associated with the Capital Strategy.	Recruit an estates management team to provide professional expertise and advice in relation to the Property Investment Strategy and to continue to take a prudent approach to budgeting.	Yellow - Material

Background Documents

- CIPFA Code of Practice for Treasury Management in the Public Services
- The Prudential Code for Capital Finance in Local Authorities
- The Treasury Management Strategy Statement (TMSS) 2019/20 – Audit and Member Standards Committee 6 February 2019.
- Mid-Year Treasury Management Report – Audit and Member Standards Committee 14 November 2019.
- The Treasury Management Strategy Statement (TMSS) 2020/21 – Audit and Member Standards Committee 5 February 2020.
- Money Matters 2019/20 Review of Financial Performance against the Financial Strategy – Cabinet 2 June 2020.

Relevant web link

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Housing, Homelessness and Rough Sleeping Strategy 2019-2024

Cabinet Member for Regulatory, Housing and Health

Date: 14th July 2020

Contact Officer: Lucy Robinson/Gareth Davies

Tel Number: Tel 01543 308710/ 308743

Email: gareth.davies@lichfielddc.gov.uk,
lucy.robinson@lichfielddc.gov.uk

Key Decision? Y

Local Ward All

Members



COUNCIL

1. Executive Summary

- 1.1 The Housing, Homelessness and Rough Sleeping Strategy 2019-2024 sets out the council's plans to tackle homelessness, rough sleeping and a range of other housing-related challenges over the next five years in Lichfield District from 2019 to 2024. It provides a position statement that sets out the council's strategic priorities and objectives across all housing tenures. The strategy reflects on performance and achievements since the last strategies were published, examines the housing and homelessness challenges that we face in the district and explains how the council and its partners will address these challenges through three priorities for action:
- Enable people to live in good quality homes that are suitable for their needs
 - Increase housing choice to meet the need of current and future residents
 - Prevent or relieve all forms of homelessness including rough sleeping
- 1.2 For the first time, the housing strategy and the homelessness strategy have been combined into one document. In addition to saving resources, our combined approach means that homelessness and rough sleeping are not seen in isolation but within a wider framework, which covers the causes of and solutions to challenges such as access to affordable and suitable accommodation and the provision of and access to support and housing for vulnerable households. This approach will ensure that the council takes a comprehensive and joined up approach to all matters relating to housing, homelessness and rough sleeping.
- 1.3 The Housing, Homelessness and Rough Sleeping Strategy 2019-2024 is attached at **Appendix 1**. The detailed evidence base - the Homelessness Review, additional housing information and action plan is contained in **Annexes A-E**.
- 1.4 To be able to respond flexibly to the changing impacts of the Covid 19 pandemic, Cabinet approved to delegate powers to the Cabinet Member and Head of Regulatory Services, Housing and Wellbeing to review the strategy after one year and amend the strategy and action plan accordingly.

2. Recommendations

- 2.1 That Council approve the Housing, Homelessness and Rough Sleeping Strategy 2019-2024 attached at **Appendix 1** and the accompanying **Annexes A-E**.
- 2.2 That Council confirms the delegation of powers to the Cabinet Member for Regulatory, Housing and Health in conjunction with the Head of Regulatory Services, Housing and Wellbeing, to amend the strategy and action plan after the year one review to assess the implications of the Covid 19 pandemic and any emerging challenges.
- 2.3 That Council approve the new policy of earmarking future Right to Buy receipts towards capital investment to support delivery of the Housing, Homelessness and Rough Sleeping Strategy.

3. Background

- 3.1 The council has a statutory duty¹ to carry out a homelessness review for the district and utilise the findings of the review to formulate and publish a homelessness strategy every five years. In 2018 the government launched its new Rough Sleeping Strategy² in which it requested that all homelessness strategies were reviewed and rebadged to include a specific focus on addressing rough sleeping.
- 3.2 Our previous Homelessness Strategy covered the period from 2013 to 2018. Rather than directly replace it, we have combined it with the Housing Strategy to produce a broader strategy covering not only homelessness and rough sleeping but the wider housing challenges. This reflects thinking that tackling and preventing homelessness and rough sleeping cannot be considered in isolation but within a wider framework, which covers the causes of and solutions to these challenges such as access to affordable and suitable accommodation, the impact of welfare reform, and the provision of and access to support for vulnerable households.
- 3.3 The strategy is structured into three main sections: Current Housing; Future Housing, and Homelessness and Rough Sleeping. Within these sections the document outlines the key housing challenges and issues facing Lichfield District, particularly in relation to the existing stock, affordable housing supply, homelessness and housing-related support. It does not seek to cover issues that are more appropriately addressed through the emerging Local Plan, such as the number, mix and distribution of future housing supply to be delivered in the district. That said, it is recognised that the amount and mix of affordable homes that will be delivered will be heavily influenced by the Local Plan and accompanying guidance. The delivery of affordable housing in the district over the lifetime of this strategy up to 2024 will largely be informed by the current Local Plan and planning policies in place, the viability of sites and a range of other factors, including funding available and the ambitions of our approved registered providers (housing association), as well as the condition of the housing market and progress made by other developers.
- 3.4 In developing the strategy, the key challenges we have identified are that we have:
- the highest house prices in Staffordshire meaning that home ownership is out of reach for many, particularly younger people
 - an ageing population that will continue to increase demand for disabled adaptations to their homes
 - a need to improve housing choice for our ageing population, particularly increasing the supply of smaller homes and enabling the development of age-related housing
 - a smaller than average private rental sector with high rent levels
 - an increase in homeless applications due to the ending of private rented tenancies; nearly 4 times as many in 2018/19 as in 2017/18
 - a shortage of affordable social rented housing with the turnover not meeting demand
 - a rise in the number of individuals approaching us that need support due to mental health issues
 - an increasing number of customers with multiple and complex housing needs where the accommodation options available to them are limited
 - limited access to local support agencies for people at risk of homelessness
 - an increase in the number of people sleeping rough in Lichfield city centre
- 3.5 To address these challenges the following priorities have been identified:
- Enable people to live in good quality homes that are suitable for their needs

¹ Section 1(4) of the Homelessness Act 2002

² In August 2018, the Ministry of Housing, Communities and Local Government (MHCLG) published their first dedicated rough sleeping strategy <https://www.gov.uk/government/publications/the-rough-sleeping-strategy>

- Increase housing choice to meet the need of current and future residents
- Prevent or relieve all forms of homelessness including rough sleeping

The three priorities are underpinned by 8 objectives and several actions contained within the action plan in **Annexe D** that will be regularly monitored and reviewed to ensure that they remain relevant to us. The strategy sets out high level actions only; more detailed actions are included in the annual service plans that sit below the strategy. Upon adoption, the action plan will remain a live document and will be regularly reviewed and updated to ensure that actions are being progressed and amended to respond to any changes in trends, issues or government policy that emerge during the lifetime of the strategy.

3.6 Under the terms of the council’s constitution the Housing, Homelessness and Rough Sleeping Strategy 2019-2024 must be approved by Full Council.

<p>Alternative Options</p>	<ol style="list-style-type: none"> 1. To do nothing and not have a new Housing, Homelessness and Rough Sleeping Strategy 2019-2024: this is not recommended as we have a statutory duty to publish a homelessness strategy every five years after we have carried out a review of homelessness. The government’s Rough Sleeping Strategy 2018 also requires us to have a plan in place to halve rough sleeping by 2020 and end it by 2027. 2. To have a separate housing strategy and homelessness strategy; the synergy between these mean that it will be beneficial and more cost effective and efficient use of staff time to have both in one combined document. 3. To put the approval of the strategy on hold until after the Covid 19 pandemic has ended, gather further evidence and carry out consultation later this year or next. This would involve gathering another year’s data and rewriting much of the strategy and accompanying documents leading to a delay in delivery of the action plan and key pieces of work contained in it. Considering the initial economic and social impacts of the pandemic so far, it is likely that the need to enable affordable housing and prevent homelessness will be even greater and so a review of the strategy after one year is considered the best way forward as this will enable us to assess the impacts of Covid 19 and amend the strategy actions accordingly.
<p>Consultation</p>	<ol style="list-style-type: none"> 1. To develop the strategy we carried out a range of consultation exercises with partners and stakeholders. We have engaged with our Homelessness Forum made up of representatives from organisations working with homeless and vulnerable people across the district. Forum members at the meeting on the 11th September 2019 discussed our emerging evidence and objectives for the homelessness and rough sleeping section of the strategy and subsequently gave their feedback on these sections of the draft strategy. 2. Cabinet approved the homelessness and rough sleeping section of the strategy for publication on the website on the 3rd December 2019, following which it was sent to the Ministry for Housing, Communities and Local Government (MHCLG) to meet the deadline set in the government’s Rough Sleeper Strategy. 3. Residents aged over 60 and with support needs were invited to take part in research on assessment of the housing needs of older people, people with learning disabilities, people with mental health needs and people with physical disabilities in Lichfield District conducted by Housing LIN³ during November 2019. The research included primary qualitative research through questionnaires and several focus groups which has informed the strategy. 4. The Community, Housing and Health Overview and Scrutiny Committee endorsed the draft strategy and accompanying documents at its meeting on the

³ <https://www.housinglin.org.uk/>

18th March 2020 and recommended it to Cabinet for approval which they did on the 2nd June 2020.

Financial Implications

1. Our ability to deliver the priorities of the strategy is dependent upon a range of capital and revenue funding sources. Our action plan has been drawn up within existing budgets supplemented by additional government funding. We have received three years and will be soon receiving a fourth year of Flexible Homelessness Support Grant (FHSG) funding. We have been using this to employ additional Housing Options Officers to be able to cope with the increased work and demands placed on us by the HRA and part fund the rough sleeper outreach and Housing First service by Spring Housing⁴.
2. The strategy has a four-year lifespan until the end of 2024 so it is not possible to provide a definitive assessment of all the financial resources that will be available both to the council and other partner agencies over that timeframe in order to implement the strategy's action plan. The majority of targets are to be met from existing resources; where additional resources from the council are identified for the delivery of specific items, these will be considered through the annual budget setting process and in accordance with the council's Medium-Term Financial Strategy. There is an increasing tendency for government to allocate funding on an annual basis, particularly for homelessness prevention and rough sleeping and whilst such funding is very welcome, such an approach does not lend itself to long-term planning and certainty.
3. The Council does receive under the transfer agreement with Bromford, a share of Right to Buy receipts that were £276,049 in 2019/20 and £576,398 in 2018/19. These capital receipts are currently treated as windfall payments as they are likely to reduce over time and there is no certainty on their value and timing, and are used to support the Council's corporate capital investment.
4. To help with delivery of our strategy and reduce homelessness, we are in the process of purchasing affordable properties. It is proposed that this is funded in the future with use of commuted sums, housing strategy reserves and any future Right to Buy receipts.
5. The Approved Revenue Budgets⁵ within the Medium Term Financial Strategy directly supporting the delivery of the Housing Strategy are:

Service	2020/21	2021/22	2022/23	2023/24	Total
Homelessness Service	£276,780	£279,800	£285,650	£292,180	£1,134,410
Housing Strategy & Wellbeing	£175,100	£178,380	£181,730	£185,140	£720,350
Total Direct Expenditure	£451,880	£458,180	£467,380	£477,320	£1,854,760
External Income	(£42,320)	(£43,670)	(£45,080)	(£46,770)	(£177,840)
Net Direct Expenditure	£409,560	£414,510	£422,300	£430,550	£1,676,920

6. The Approved Capital Programme Budgets⁶ within the Medium Term Financial Strategy directly supporting the delivery of the Housing Strategy are:

⁴ In conjunction with Cannock Chase District Council, we have commissioned a delivery partner Spring Housing to provide an independent and impartial outreach service for our rough sleepers. Spring will provide at least 5 units of supported accommodation that will support those individuals with the most acute needs, forming part of the Housing First model, but also flex to cater for those with lower level support needs who may be at risk of homelessness. It is being partly funded by government following successful bids to its Rapid Rehousing Pathway (RRP) fund of £109,500 and Rough Sleeper Initiative (RSI) of £105,000 (including £55,000 of funding for specialist mental health and substance misuse workers) shared with Cannock Chase DC.

⁵ Excluding Housing Enforcement and Licensing.

Project	2020/21	2021/22	2022/23	2023/24	Total
Disabled Facilities Grants	£2,107,000	£950,000	£950,000	£950,000	£4,957,000
Home Repair Assistance	£36,000	£15,000	£15,000	£15,000	£81,000
Decent Homes Standard	£172,000	£0	£0	£0	£172,000
Energy Insulation	£48,000	£10,000	£10,000	£10,000	£78,000
DCLG Monies	£212,000	£0	£0	£0	£212,000
Affordable Housing S106	£684,000	£0	£0	£0	£684,000
Housing Strategy Total	£3,259,000	£975,000	£975,000	£975,000	£6,184,000
Council Sources	(£264,000)	(£44,000)	(£44,000)	(£44,000)	(£396,000)
Grant	(£2,311,000)	(£931,000)	(£931,000)	(£931,000)	(£5,104,000)
Section 106	(£684,000)				(£684,000)
Total Funding	(£3,259,000)	(£975,000)	(£975,000)	(£975,000)	(£6,184,000)

Contribution to the Delivery of the Strategic Plan

The Strategic Plan 2020-2024 has four corporate priorities; the ones that this strategy will mostly contribute to are the priorities 'shape place', 'enable people' and 'develop prosperity'.

Equality, Diversity and Human Rights Implications

The implementation of the Homelessness Reduction Act 2017 means that the council now has additional duties to prevent homelessness and we must help to secure accommodation for all eligible households, regardless of whether they are in a 'priority need' category. This has increased the help given to single people and those without dependent children, especially single men, who were previously not in a 'priority need' category. They are still not necessarily in a priority need category, it is just that priority need is not a consideration when we are trying to prevent or relieve homelessness, except in determining eligibility for temporary accommodation.

It is not anticipated that the strategy or action plan will have any negative implications for equality, diversity or human rights. The draft was evaluated by our Equality Impact Assessment group on the 25th February 2020 and was considered to have a positive impact. However, it was noted that the immigration status of some households may restrict the assistance that they can be offered under the homelessness legislation.

Crime & Safety Issues

1. The provision of the Housing First scheme with supported accommodation options will potentially reduce the issues of anti-social behaviour created by some of our rough sleepers who have been using Friary Outer, other car parks and various locations in Lichfield City centre to sleep in, several of whom are reported to be taking drugs and begging in the city centre.
2. The clients of the housing service cover a wide range of individuals from victims of domestic abuse to offenders leaving prison. Therefore, positive interaction to address the individual's needs will have a positive impact on crime and disorder.

Environmental Impact

1. None identified.

⁶ Assumes slippage is approved from 2019/20 contained in the Money Matters Report elsewhere on the Agenda.

GDPR/Privacy Impact Assessment	1. None identified
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Actions identified in the strategy cannot be delivered	Our action plan will be closely monitored through Pentana. An annual review will be conducted to enable us to assess the impacts of the Covid 19 pandemic and amend the strategy actions accordingly.	Yellow
B	There are insufficient resources to deliver the emerging strategy	The priority, objectives and associated actions have been established using existing budget and resources.	Yellow
C	The priority and objectives cannot be achieved within the timeframe set.	The priority and objectives proposed are very broad and the action plan contains the detail to deliver the strategy. Many actions are existing project/commitments; we will monitor the impact of our actions and would develop business cases for any additional funding needed over time.	Yellow
D	FHSG or similar government funding is not received in 2021/22 or future years	The action plan for the whole strategy is based on current budgets, which includes FHSG received for four years 2017/18-2020/20. We will review our action plan and the staff and other resources needed to deliver it to ensure that the plan is achievable. If government homelessness funding ceases we will develop a business case for additional council funding if required.	Yellow

<p>Background documents</p> <p>MHCLG (2018) Rough Sleeping Strategy: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733421/Rough-Sleeping-Strategy_WEB.pdf</p> <p>Health and Wellbeing Strategy 2018-2020- https://www.lichfielddc.gov.uk/Council/Health-and-wellbeing-strategy.aspx</p> <p>Lichfield District Safer Community Partnership Draft Delivery Plan https://www.lichfielddc.gov.uk/downloads/file/1246/community-safety-delivery-plan-2019-22</p>
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<p>Relevant web links</p> <p>Homelessness and Rough Sleeping Strategy 2019-2024 Cabinet 2nd June 2020 https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?CId=138&MId=1569&Ver=4</p> <p>Housing, Homelessness and Rough Sleeping Strategy 2019-2024 Community, Housing and Health Overview and Scrutiny committee meeting 18th March 2020 https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?CId=143&MId=1556&Ver=4</p> <p>Homelessness and Rough Sleeping Cabinet 3rd December 2019 https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?CId=138&MId=1537</p>

Annexe A: Housing Evidence

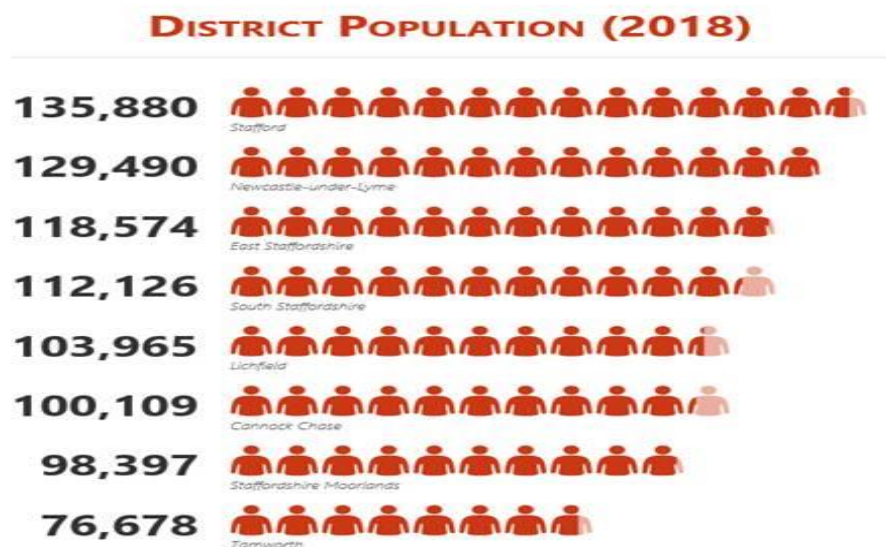
The following data has been used to produce the housing section of the Housing, Homeless and Rough Sleeping Strategy 2019-2024 and identify our priorities and objectives. More detailed data relating to homelessness and rough sleeping can be found in the Homelessness Review in Annexe B.

Population and Age Profile of Lichfield District

The population of Lichfield district is approximately 103,965 people and is placed fifth out of the 8 local authorities in the county behind Stafford, Newcastle-under-Lyme and East and South Staffordshire. Cannock Chase, Staffordshire Moorlands and Tamworth both have a smaller population than Lichfield district.

Chart 1:
Population

Source: MYE5:
Population estimates:
Population density for
the local authorities in
the UK, mid-2001 to
mid-2018



The age of the district is skewed towards the older age groups with higher numbers in the 45 years and over age groups than the West Midlands and England. We have particularly high numbers of residents in the 70-79 years age groups.

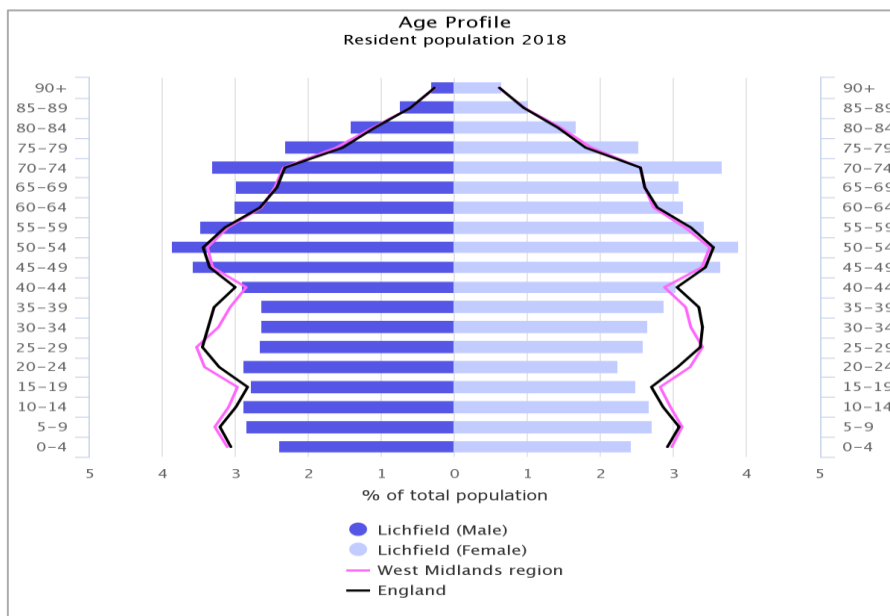


Chart 2:Age

Source:Public Health England <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/12/gid/1000049/pat/6/par/E12000005/ati/101/are/E07000194>

Just under a quarter of residents are aged 65 or over which is similar to the South Staffordshire and Staffordshire Moorlands profile.

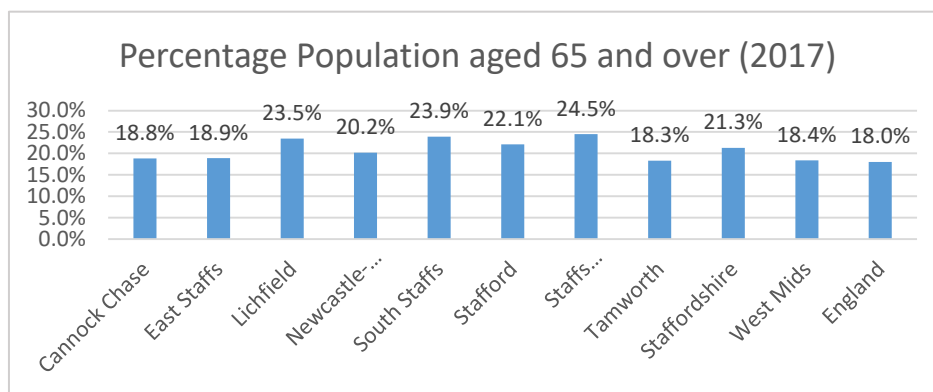


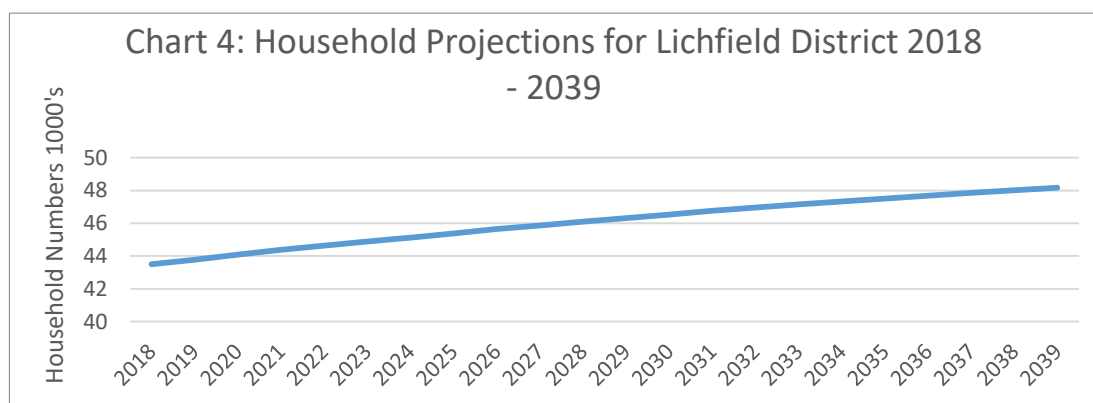
Chart: 3
Population aged 65 and over

Source: Staffordshire County Council Lichfield District Data Pack: The Strategy Team, Sept 2018

<https://www.staffordshireobservatory.org.uk/documents/District-Borough-Data-Packs/2018/Lichfield-Data-Pack-2018.pdf>

Household Projections

The number of households is predicted to increase between 2018 and 2039 by 9%, which is an additional 4,000 additional households.

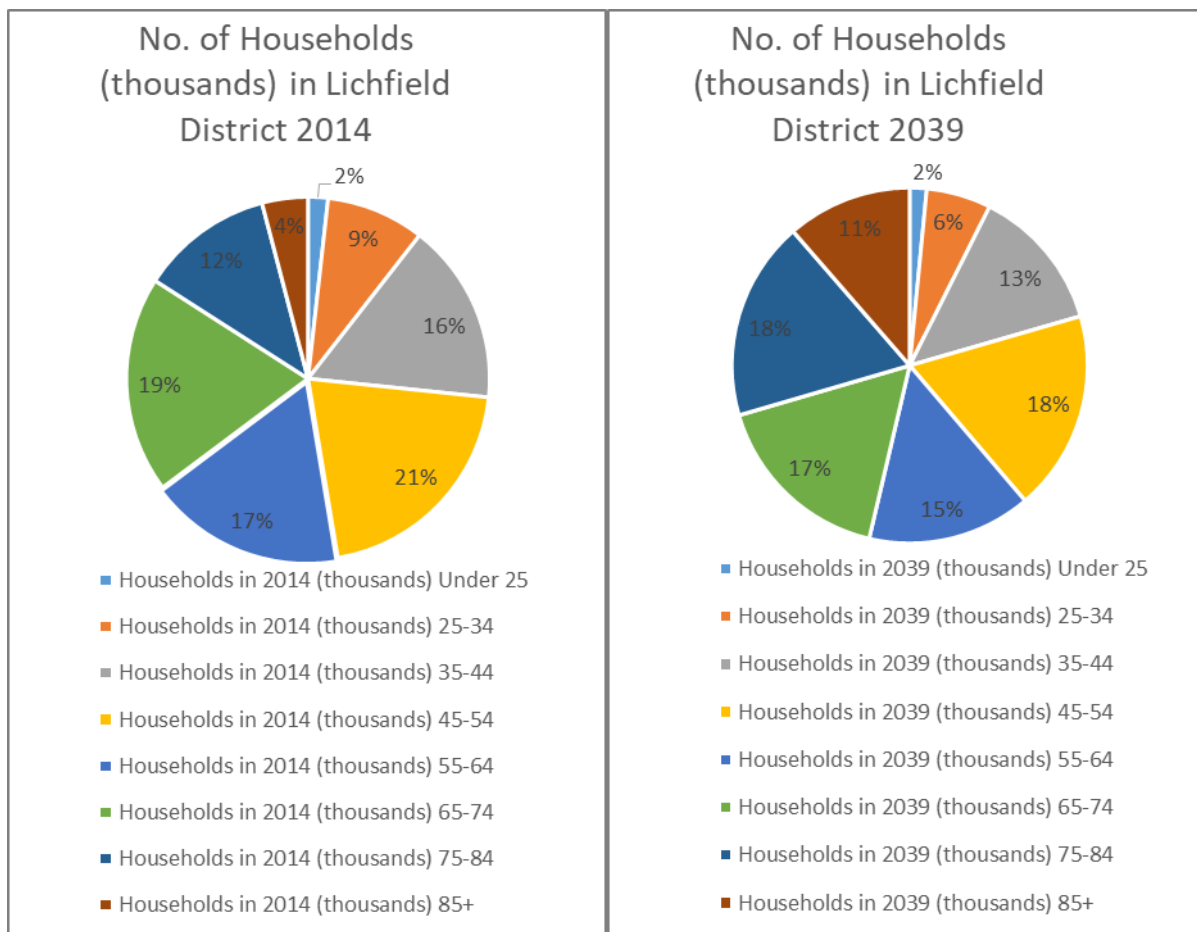


Source: ONS Table 406: Household projections by district, England, 1991- 2039

<https://www.gov.uk/government/statistical-data-sets/live-tables-on-household-projections>

Household Composition

Between 2017 and 2027, the greatest rise in population will be in residents aged 65 and over. The most significant rise will be in the 85+ age group; the highest rise in the county. This is reflected in charts 5 and 6 which show that the average household size will decrease from 2.43 persons in 2018 to 2.24 in 2039, which is most likely due to an increase in older people living on their own. Numbers containing people aged 25-74 years old will decrease whereas those aged 75 or over will rise from 16% to 29%.



Charts 5 and 6 No households in 2014 and 2029 by age

Source: Office of National Statistics <https://www.nomisweb.co.uk/census/2011/KS402EW/view/1946157175?cols=measures>

Life Expectancy

Overall life expectancy is 81 years for men and 83 years for women which is slightly higher than the region and England for males and on a par for females.

Healthy life expectancy is much lower than this and both men and women in the district will on average spend their last 16 years in poor health.

Table 1 Life expectancy	Life expectancy at birth – males (years)	Life expectancy at birth - females (years)	Healthy life expectancy at birth - males (years)	Healthy life expectancy at birth - females (years)
	2014-2016	2014-2016	2009-2013	2009-2013
Cannock Chase	78.6	82.6	61.1	62.1
East Staffs	79.2	82.1	63.5	65.3
Lichfield	80.7	83	65.4	66.6
Newcastle-under-Lyme	78.9	82.3	62.2	63.5
South Staffs	80.6	84.1	65.6	66.3
Stafford	80.5	83.4	65.5	66.6
Staffs Moorlands	79.9	82.8	64.1	65.3
Tamworth	78.7	82.7	62.6	63
Staffs	79.7	82.9	63.9	65
West Midlands	78.8	82.7	62.2	63.2
England	79.5	83.1	63.5	64.8

Source: Staffordshire County Council Lichfield District Data Pack: The Strategy Team, Sept 2018

Deprivation¹

Lichfield district is a relatively prosperous area, having the second lowest percentage of people in the most deprived quintile² in the county (behind South Staffordshire). However, this still equates to 4000 of our residents.

Table 2: Deprivation

Area	Percentage in most deprived IMD 2015 quintile	Number of People
Cannock Chase	13.80%	13,600
East Staffs	17.80%	20,800
Lichfield	3.90%	4,000
Newcastle-under-Lyme	11.20%	14,400
South Staffs	1.40%	1,500
Stafford	5.30%	7,100
Staffs Moorlands	4.60%	4,500
Tamworth	17.70%	13,600
Staffs	9.20%	79,500
West Midlands	29.50%	1,696,100
England	20.20%	11,092,200

Source: Staffordshire County Council Lichfield District Data Pack: The Strategy Team, Sept 2018

<https://www.staffordshireobservatory.org.uk/documents/District-Borough-Data-Packs/2018/Lichfield-Data-Pack-2018.pdf>

Learning Disabilities³

In 2017/18 there were 300 people identified as having a learning disability, a prevalence of 0.3% of the population. 68% of people with a learning disability live in settled accommodation which is the joint lowest in the county and lower than the West Midlands and England.

	%	No. of People	% of adults with Learning Disabilities who live in settled accommodation
Cannock Chase	0.6%	700	73%
East Staffs	0.5%	700	68%
Lichfield	0.3%	300	68%
Newcastle-under-Lyme	0.4%	600	74%
South Staffs	0.3%	400	84%
Stafford	0.4%	500	76%
Staffs Moorlands	0.5%	400	72%
Tamworth	0.6%	600	81%
Staffs	0.5%	4,000	73%
West Midlands	0.5%	31,800	72%
England	0.5%	284,400	77%

Source: Staffordshire County Council Lichfield District Data Pack: The Strategy Team, Sept 2018

<https://www.nomisweb.co.uk/census/2011/KS402EW/view/1946157175?cols=measures>

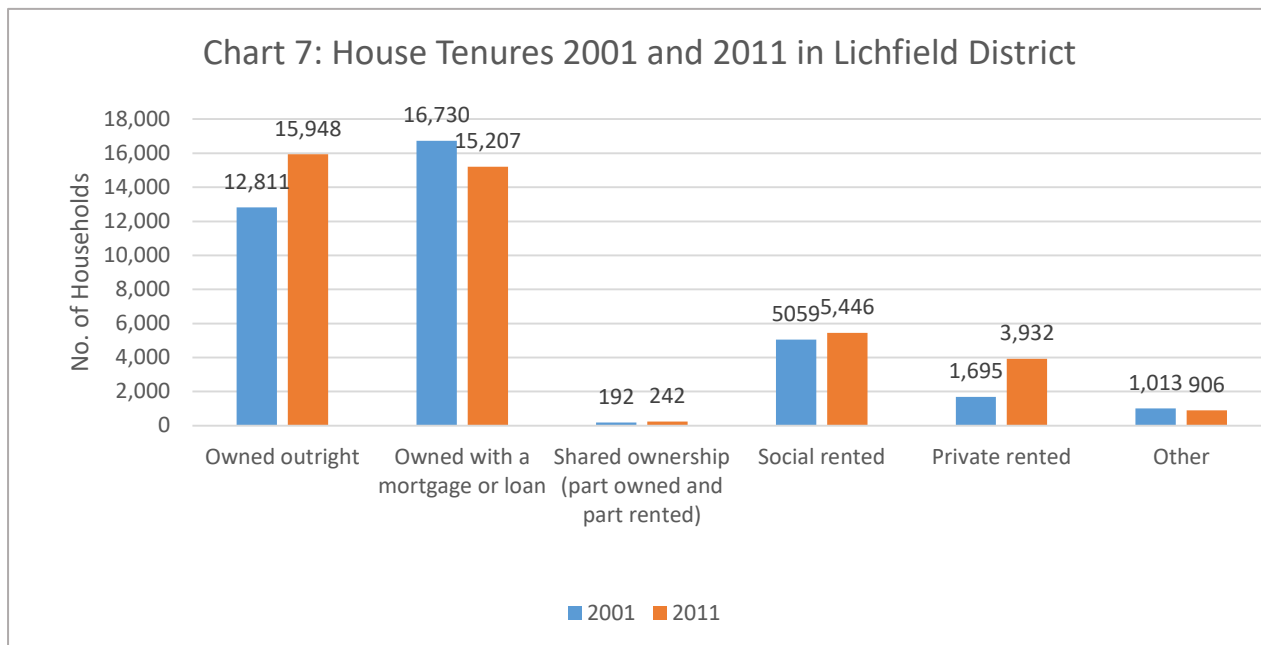
¹ The Index of Multiple Deprivation (IMD) 2015 is the official measure of relative deprivation for small areas in England. There are 32,844 small areas (called Lower-Layer Super Output Areas). The IMD ranks every small area in England from 1 (most deprived area) to 32,844 (least deprived area). Deprivation is measured in 7 domains – income, employment, education, health, crime, barriers to housing & services and living environment.

² Most deprived 20% of Lower-Layer Super Output Areas.

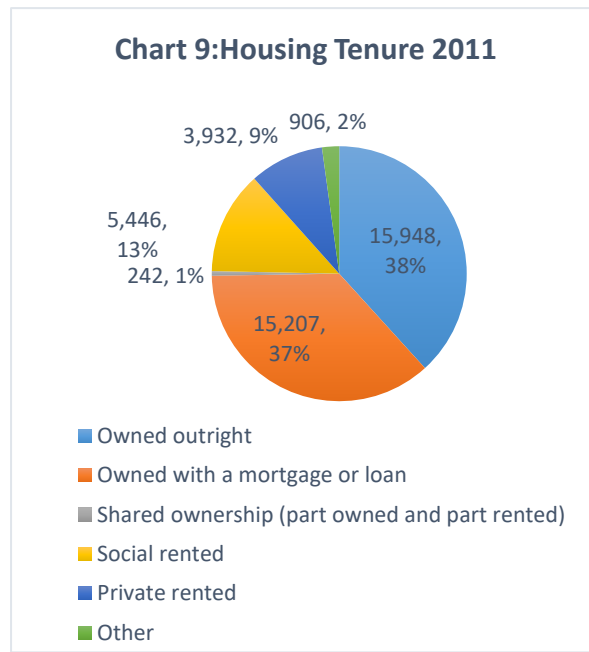
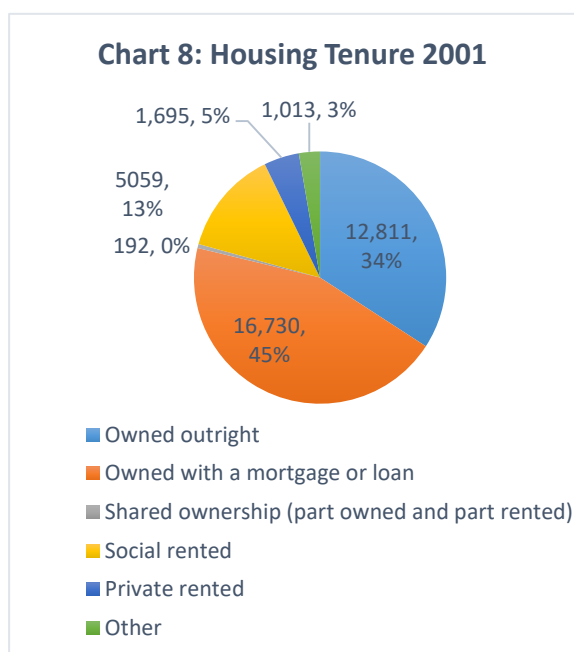
³ A learning disability is a reduced intellectual ability and difficulty with everyday activities – for example household tasks, socialising or managing money – which affects someone for their whole life.

House Tenure

Between 2001 and 2011 there was a dramatic shift in tenure with a significant rise in the number of properties owned outright and a drop in households with a mortgage or loan. This is most likely due to the large number of older people who have paid off their mortgage. The number of households in social rented properties has increased as has also those in shared ownership homes, though prevalence is still low. The most significant change is the rise in private rented homes which has increased by 132%.



Charts 8 and 9 below show this as a percentage and indicate that, although the number of households in social rented homes has risen, the percentage of total households in this tenure has not changed. The nominal increase in the number of shared ownership properties is evident here, and in 2011 was still only 1% of housing in the district.



Source: <https://www.nomisweb.co.uk/census/2011/KS402EW/view/1946157175?cols=measures>

Housing Tenure by Area 2011

Table 4 below indicates that Lichfield district has one of the highest percentages of owner occupied homes in the county. This is also significantly higher than the region and England though the proportion of houses that are privately rented is much lower.

Table 4: Housing Tenure by Area 2011

Table 4 Area	All households	Owner occupied households	Privately rented households	Socially rented households	Rent free households
Cannock Chase	40,700	28,400	4,900	6,900	500
		70%	12%	17%	1%
East Staffordshire	47,300	33,100	7,200	6,400	600
		70%	15%	13%	1%
Lichfield	41,200	31,400	3,900	5,400	400
		76%	10%	13%	1%
Newcastle-under-Lyme	52,600	36,600	5,500	9,800	700
		70%	10%	19%	1%
South Staffordshire	44,500	33,900	3,800	6,200	600
		76%	8%	14%	1%
Stafford	55,700	40,200	7,200	7,600	700
		72%	13%	14%	1%
Staffordshire Moorlands	41,800	33,400	4,100	3,700	600
		80%	10%	9%	1%
Tamworth	31,600	21,700	3,500	6,100	300
		69%	11%	19%	1%
Staffordshire	355,300	258,700	40,100	52,200	4,300
		73%	11%	15%	1%
West Midlands	2,294,900	1,504,300	321,700	435,200	33,700
		66%	14%	19%	1%
England	22,063,400	14,148,800	3,715,900	3,903,600	295,100
		64%	17%	18%	1%

Source: 2011 Census, Office for National Statistics, Crown Copyright

<https://www.staffordshire.gov.uk/Care-for-all-ages/Information-for-providers/Market-Intelligence/Market-position-statement-intelligence/Staffordshire-population-demographics/Population-demographics-and-adult-social-care-needs-all-adults.aspx>

Housing Affordability

Though the average gross salary of residents is the highest in the county, homeownership is still out of reach for many with the housing affordability ratio at 7.4.

Table 5	Housing affordability ratio (ratio of median house price to median gross earnings)	Average house price	Average gross salary
	2017	Q3 2017	2017
Cannock Chase	5.7	£158,000	£27,787
East Staffs	6.4	£167,000	£26,058
Lichfield	7.4	£225,000	£30,344
Newcastle-under-Lyme	5.2	£130,500	£24,943
South Staffs	7	£212,250	£30,329
Stafford	6.7	£192,000	£28,664
Staffs Moorlands	5.9	£159,000	£27,149
Tamworth	6.8	£170,000	£25,098
Staffs	6.3	£175,000	£27,789
West Midlands	6.6	£177,000	£26,857
England	7.9	£230,000	£29,085

Source: Staffordshire County Council Lichfield District Data Pack: The Strategy Team, Sept 2018

Table 6 below shows the change in average house prices since 2015, which on average are currently £70,000 more than in the West Midlands.

Average property prices

Table 6	Aug-15	Feb-17	Feb-18	Jan-19
Average Property Price – Lichfield district	£268,247	£282,453	£308,610	£300,362
Average Property Price-West Midlands	£202,397	£214,877	£225,658	£231,121
Difference	£65,850	£67,576	£82,952	£69,241

Source: Authority Monitoring Reports <https://www.lichfielddc.gov.uk/downloads/file/1280/authority-monitoring-report-2019>

Condition of Housing Stock

Private Sector Stock

The housing stock is generally in a good condition, though 15% of dwellings in the owner occupied and private rented sector were found to have category 1 hazards with 6% of these being due to excess cold and 9% due to fall hazards. More private rental properties than any other tenure were in disrepair. The condition of the social rented stock is also good and in better condition than the private sector, though, as expected it does have a higher percentage of low income households. The number of low income households in fuel poverty who are privately renting is high compared to those in the social sector.

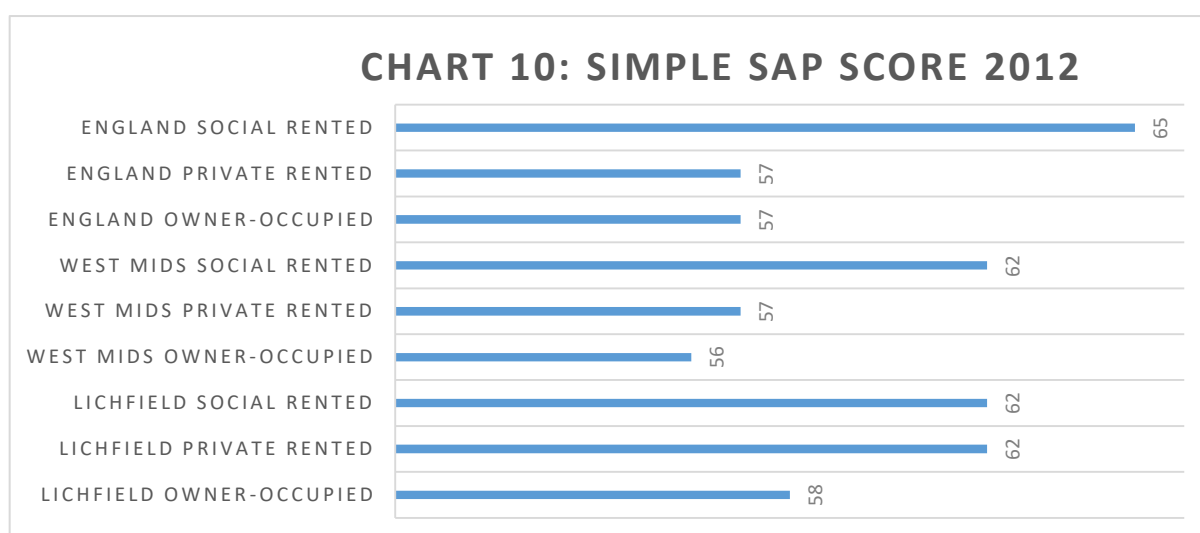
Table 7: Stock Condition

Indicator		Private Sector Stock				Social Stock	
		Owner-occupied		Private Rented			
		No.	%	No.	%	No.	%
No. of dwellings		32662		5138		6188	
HHSRS category 1 hazards	All hazards	4792	15%	763	15%	516	8%
	Excess cold	2025	6%	268	5%	177	3%
	Fall hazards	2916	9%	485	9%	273	4%
Disrepair		1021	3%	304	6%	198	3%
Fuel poverty (10%)		3361	10%	684	13%	859	14%
Fuel poverty (Low Income High Costs)		2920	9%	787	15%	696	11%
Low income households		1976	6%	1439	28%	4067	66%

Source: Integrated Dwelling Level Housing Stock Modelling and Database for Lichfield District Council, BRE July 2017

Energy Efficiency

In terms of energy efficiency, the average Simple SAP⁴ ratings for all private sector stock is 59, which is better than both England and the West Midlands. Overall owner-occupied homes are not as efficient as the private rented, having a SAP rating of 58 compared to 62



Source: Integrated Dwelling Level Housing Stock Modelling and Database for Lichfield District Council, BRE July 2017

⁴ The Standard Assessment Procedure (SAP) is the methodology used by the Government to assess and compare the energy and environmental performance of dwellings. Its purpose is to provide accurate and reliable assessments of dwelling energy performances that are needed to underpin energy and environmental policy initiatives.

Housing standards in the Private Sector

Table 8 below shows that the majority of enforcement notices served from 2013/14 to 2018/19 were due to excess cold, damp and electrical faults.

	* Total	Damp & Mould	Excess cold/ lack of heating	Ventilation	Insulation	Electrical installation	Fire risk	Falls	Disrepair	Other
13/14	8	0	7	1	2	4	2		1	
14/15	12	2	1	0	0	9	4	3	1	
15/16	12	3	5	1	3	4	3	2	1	1
16/17	7	2	2	0	1	2	3	1		1
17/18	6	2	4	1	3	3	2		3	
18/19	10	3	6	2	3	4	2	1	1	
Total	55	12	25	5	12	26	16	7	7	2

Source: Lichfield District Council Private Sector Housing Team 2019

*Note the total is the number of improvement notices served which will comprise one or more of the hazards listed in the table

Housing need

The Housing Register

Chart 11 below shows that 46% of applicants on the housing register require either a studio flat or a one bedroom property and 34% need a two bedroom home. This demonstrates the need for smaller, affordable properties in the district.

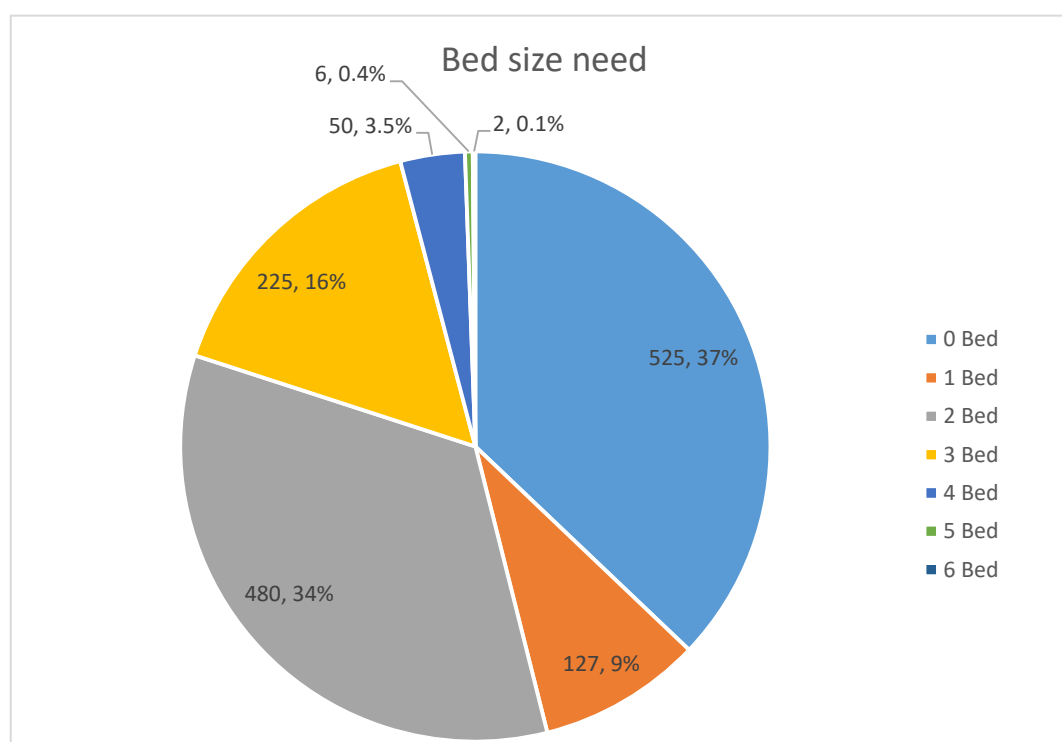


Chart 11: Bed size need

Source: Lichfield District Council Housing Register February 2020

Housing & Economic Development Needs Assessment (HEDNA)

The HEDNA completed in 2019 demonstrated a net need of 220 affordable homes per annum up to 2036.

Estimated Annual Level of Affordable Housing Need (2016-2036) (Social/Affordable Rented)	
Current need (annual figure)	30
Newly forming households	346
Existing households falling into need	139
Total Gross Need	515
Re-let Supply	295
Net Need	220

Table 9: Estimated Annual Level of Affordable Housing Need (2016-2036)

Source: Housing & Economic Development Needs Assessment (HEDNA), Sept 2019. G.L. Hearn, London

Affordable Housing completions

Since 2013, 504 affordable homes have been built of all tenures. Nearly a third of homes built were shared ownership which is an important way of accessing affordable home ownership.

Year	Total Number of Units	Affordable Rent	Social Rent	Shared Ownership	Discount Market Sale
2018/19	235	88	66	81	
2017/18	135	45	54	34	2
2016/17	28	2	1	3	22
2015/16	50	43	4	3	
2014/15	31	3	10	18	
2013/14	25	0	18	7	
Totals	504	181	153	146	24
%		35.9%	30.4%	29.0%	4.8%

Table 10: Affordable home completions by year and tenure

Source: Development Sites summary spreadsheet: LDC

Stock composition

Table 11 below also shows that there is a large number of owner-occupied homes with 4 or more bedrooms and a low number of two bedroom properties. The high number of 2 bed homes in the private rental sector suggests an undersupply available at an affordable price. These smaller properties will continue to be in high demand over the next few decades due to a gradual reduction in household sizes.

		Lichfield	West Midlands	England
Owner-occupied	1 bed	2%	2%	4%
	2 bed	17%	20%	23%
	3 bed	48%	54%	48%
	4+ bed	32%	24%	25%
Social rented	1 bed	27%	29%	31%
	2 bed	37%	34%	34%
	3 bed	34%	33%	31%
	4+ bed	2%	4%	4%
Private rented	1 bed	13%	18%	23%
	2 bed	41%	37%	39%
	3 bed	35%	36%	28%
	4+ bed	10%	10%	10%

Source: Housing & Economic Development Needs Assessment (HEDNA), Sept 2019. G.L. Hearn, London

Disabled Facilities Grants (DFG's)

The table below shows the amount of DFG grant money spent on adaptations to homes since 2013. Due to the ageing population, it is expected that there will be a continued rise in demand for these grants over the next few decades.

Table 12: DFG numbers and expenditure per annum

Financial Year	Expenditure £	Number of grants awarded
2013/14	584,000	89
2014/15	372,000	37
2015/16	384,000	55
2016/17	788,000	90
2017/18	1,017,000	101
2018/19	583,000	50
Total	£3,728,000	422

Source: Lichfield District Council 2020

Housing Register

The table below shows the number of households on the Council's Housing Register in the last 5 years

Table 13: No. of Households on the Housing Register on 1 April of each Year	No. of Households
2015	1146
2016	1220
2017	1243
2018	1008
2019	1370

Source: Lichfield District Council

The table below shows the number of social housing properties that were advertised from 2015 to 2018 and the average number of bids made for each property.

Table 14: Average no. of bids of properties advertised from 2015 to 2018			
		No advertised	Average No of bids
1 bed	Studio	10	68
	Bungalow	94	45
	Flat	215	56
	House	4	60
2 bed	Bungalow	40	37
	Flat	294	25
	House	103	68
3 bed	Flat	6	58
	House	142	44
4 bed	House	4	21
5 bed	Bungalow	1	28
	House	2	19
Total		915	43

Source: Lichfield District Council

A Review of Homelessness in Lichfield District

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A Review of Homelessness in Lichfield District

Summary of evidence

Since the introduction of the HRA:-

- There were 518 approaches to us for homelessness issues in 2018/19, less than half the number than in 2017/18. This is because all approaches are now directed through the new Jigsaw housing portal. Customers can either self-refer through the portal or a Housing Options Officer will assist them.
- Households owed a housing duty increased by 81% from 127 in 2017/18 to 230 in 2018/19. However, the number of applicants accepted as owed the main housing duty reduced by 44% from 56 to 24 in the same years. The rise in applications is predictable as we have new statutory duties to help all eligible applicants (not just those who are statutory homeless). The new duties to prevent and relieve homelessness before applicants are owed the main housing duty is also the most likely reason for the dramatic reduction in these figures, as many applicants will have had their homelessness issue resolved before they would be owed the main duty.
- From October 2018 to September 2019, we received 44 referrals from public agencies under the new 'Duty to Refer' requirement.
- The number of households owed the main housing duty decreased by 57% from 56 in 2017/18 to 24 in 2018/19. This is expected due to the changes in legislation which gives councils additional responsibilities before the main duty is owed.
- The number of households owed a housing duty is low compared to other Staffordshire local authorities. This shows that homeless numbers are still relatively low even with the new responsibilities of the HRA.
- However, this is not the case with households who were owed the main duty we had the second largest number of households in 2018/19 in the county.
- The new requirements brought about by the HRA has changed the most common type of household owed a housing duty. In 2018/19, single males were most likely to be owed a duty with single females the next most likely group. These groups made up 54% of the total households owed a duty. This amounted to 125 single people in 2018/19 compared to only 12 in 2017/18. The third most common type of household was female single parent families. This is a reflection of the new requirement to assist all eligible households rather than just those with a priority need. It also demonstrates how disregarded these groups were under previous legislation.
- There is evidence that homelessness is affecting more households at both young and old age ranges. 52 households aged between 18 and 24 were owed a duty in 2018/19 compared to only 20 in 2017/18 and 28 in 2016/17. 11 households aged 65 or over were also accepted as homeless including 7 aged 75 or older. Between 2014 and 2018 only 4 people in total aged 65 or over were accepted as homeless.
- The top three most common reasons for homelessness applications in 2018/19 were families no longer able or willing to accommodate (21%), the ending of a private tenancy (21%) and relationship breakdowns (19.5%). These were the most common reasons identified in the 2013–2018 Homelessness Strategy, although numbers are on the rise with double the number of relationship breakdowns and family evictions occurring in 2018/19 compared to 2017/18 and nearly quadruple the number of private rented tenancy losses.

- In 2018/19, the number of domestic violence cases recorded doubled from 12 in 2017/18 to 24 in 2018/19.
- 22% of applicants owed a duty in 2018/19 were in full-time work.
- It is clear that many households who are assessed as owed a duty now have more complex and multiple support needs. Two-thirds (66%) of households owed a duty were assessed as having a support need, 46% of which needed support with their mental health and 22% were due to physical disability.
- In 2018/19, only 25% of households were prevented from becoming homeless by being able to remain in their existing home. The remaining 75% were found alternative accommodation before they became homeless. Moving home causes more disruption and is more costly and time-consuming than being able to stay. It is therefore preferable for households to remain in their existing home if at all possible.
- The use of temporary accommodation peaked in 2015/16 with an average stay of 19 weeks. This dropped to 15 weeks in 2018/19. However, the average length of stay in B&B accommodation has increased.
- We have continued to be a high user of temporary accommodation compared to the other Staffordshire local authorities (second only to Tamworth). This was also identified in the 2013 Homelessness Strategy.
- The majority of households (77) who were owed a duty had their homelessness resolved through the allocation of a registered provider property whereas only 21 were offered a private rented tenancy.

Rough sleeping

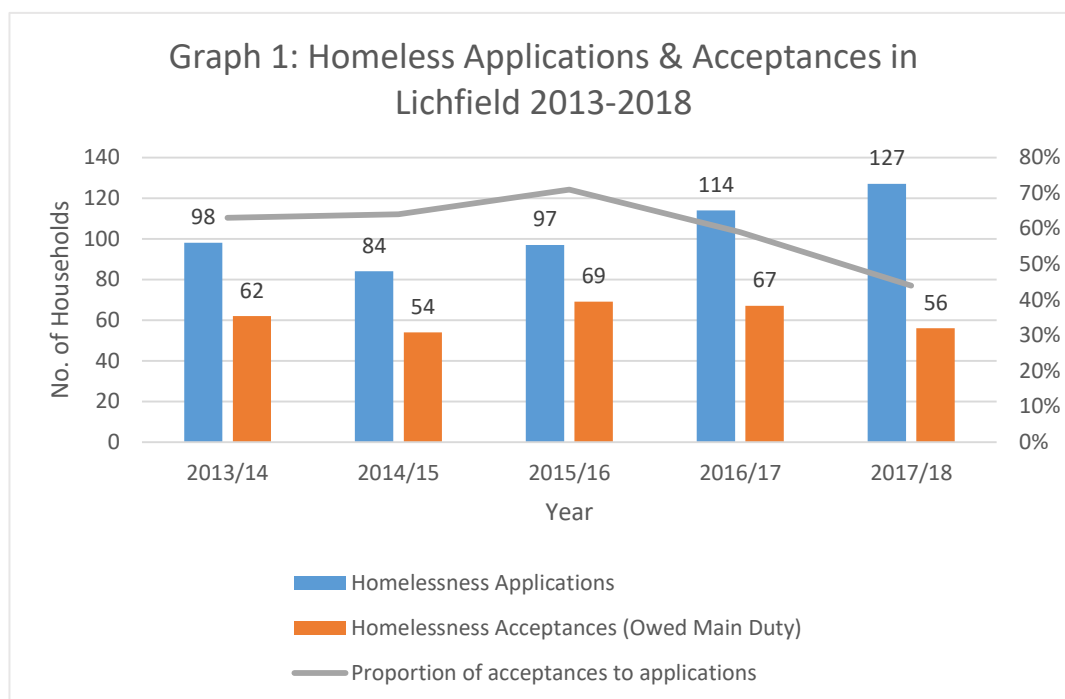
- Over the last few years the council has been aware that we have a growing number of rough sleepers with complex needs (2 or more support needs).
- A shortage of supported housing and support for substance misuse and mental health issues plus high housing costs and welfare reform are all factors that have contributed to the rise in rough sleeping.
- Of the five rough sleepers recorded in November 2018, at least 2 of these can also be described as entrenched.
- We have no direct access hostels, for either men or women, and no residential treatment centres for drug or alcohol addiction. This often leaves the only available option as accommodation outside of the district and away from any support networks an individual may have, which in turn reduces the likelihood of success and increases the incidence of repeat homeless presentations.

Introduction

This purpose of this review is to obtain the most comprehensive and up to date information on homelessness in our district. This will give a clear understanding of the issues we face, enabling the development of robust policies and actions to tackle the causes of homelessness now and into the future. Since our last Homelessness Strategy was published in 2013, the Homelessness Reduction Act 2017 (HRA) has come into force, which has fundamentally changed the way that local authorities deliver their statutory homelessness duties. It has also affected how homelessness data is measured which has meant that, in many cases, data from 2018/19 cannot be directly compared with that from previous years. The first section of this review therefore examines data collected prior to the HRA giving a picture of homelessness since the last strategy was produced and the remaining part looks at information obtained since the HRA was introduced in April 2018. It is important to note that, due to initial problems with transitioning the old data gathering method to the new one, statistics for 2018/19 have been labelled by the Ministry of Housing, Communities and Local Government (MHCLG) as 'experimental' and therefore should be treated with caution.

Pre-Homelessness Reduction Act 2017

Levels of Homelessness



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Between 2013 and 2018, we received 6,308 housing advice enquiries¹ (an average of 1262 a year) from households who were either homeless or were worried about losing their home. The number of enquiries has reduced slightly since the last strategy as the average from 2008 to 2013 was 1425, a reduction of 11%. Of the 6,308 enquiries, 520 were found to be either homeless or at risk of homelessness (called homeless applications) as defined by housing law, of which 309 (59%) were accepted as homeless and owed the main housing duty².

Graph 1 above shows the breakdown of homeless applications and acceptances between 2013/14 to 2017/18 and shows that:

- 🏠 Homelessness applications were on the increase, rising from 84 to 127 households (an increase of 51%) between 2014/15 and 2017/18. This increase mirrors the national trend in rising homelessness. The reasons specific to Lichfield district are discussed later on page 5 under 'Reasons for Homelessness'.
- 🏠 The number of acceptances, however, dropped from 69 to 56 households (a decrease of 19%) between 2015/16 to 2017/18 and the number of acceptances in relation to applications was also decreasing. This is likely to be due to the council becoming more successful at preventing people from becoming homeless before they reached the main duty stage which was encouraged by the government in the lead up to the introduction of the HRA.

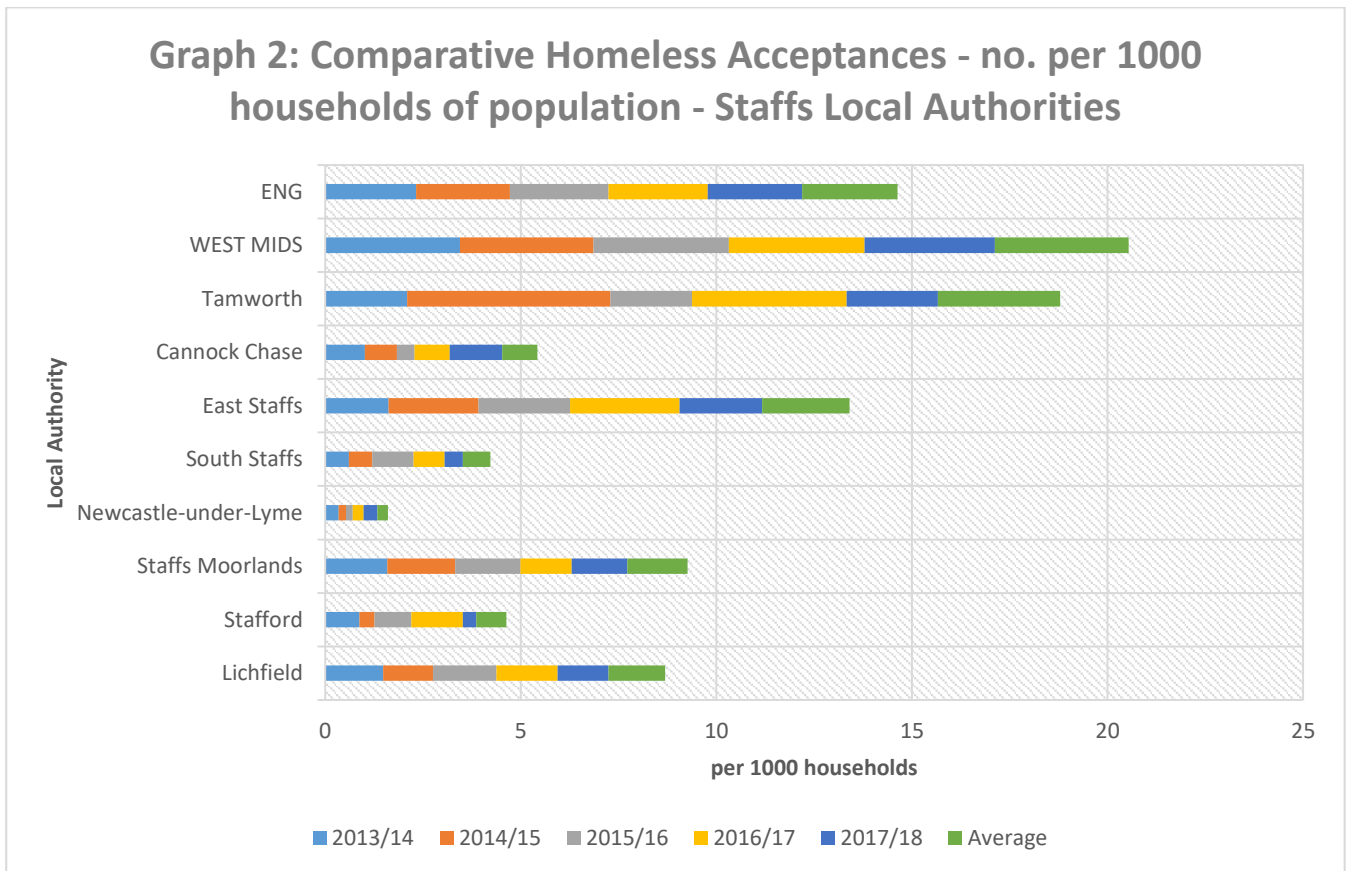
¹ These consist of all enquiries regarding homelessness and other housing issues via telephone calls, emails or visits to reception including multiple enquiries for individual cases.

² These are households that are eligible, unintentionally homeless and in priority need.

Relative Levels of Homelessness compared to other Staffordshire Local Authorities

To understand the levels of homelessness in relation to the population size, MHCLG measures the rate of homelessness acceptances per 1000 households. The graph below gives our homelessness acceptances in comparison to the other Staffordshire local authorities and shows that:-

- ☐ Our number of homelessness acceptances in relation to population size is low compared to England and the West Midlands and, with the exception of Tamworth Borough, all other Staffordshire local authorities had a lower acceptance rate than England.
- ☐ When calculating the average score for the Staffordshire local authorities, we had the fourth highest rate of acceptances per 1000 households, which is the middle position out of the eight authorities.

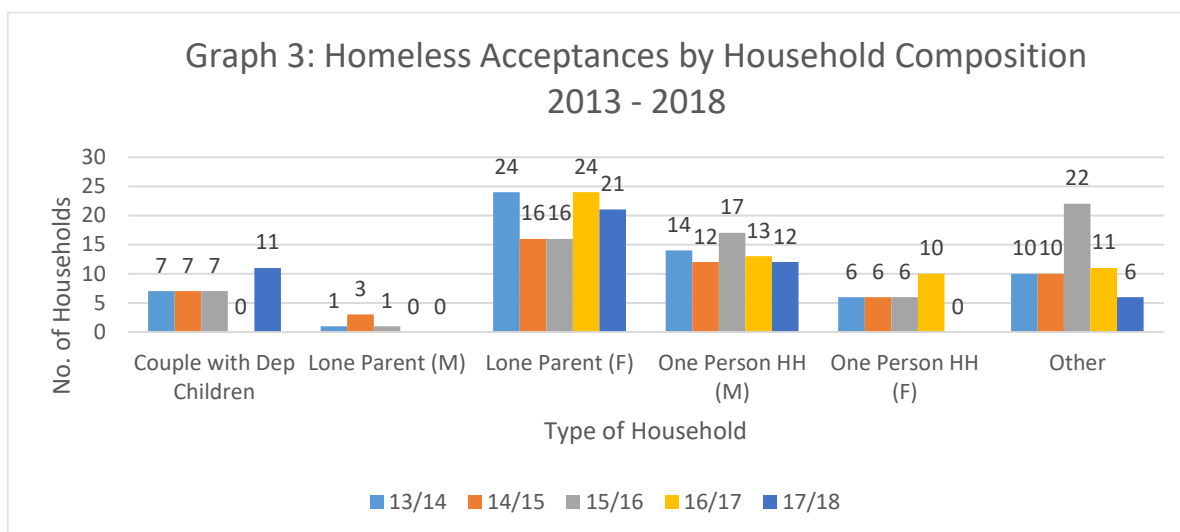


Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Who is Being Made Homeless in Lichfield?

Household Type

Data from the MHCLG can tell us what type of household is being made homeless. For example, the graph below shows the composition of households accepted as homeless between 2013 and 2018.



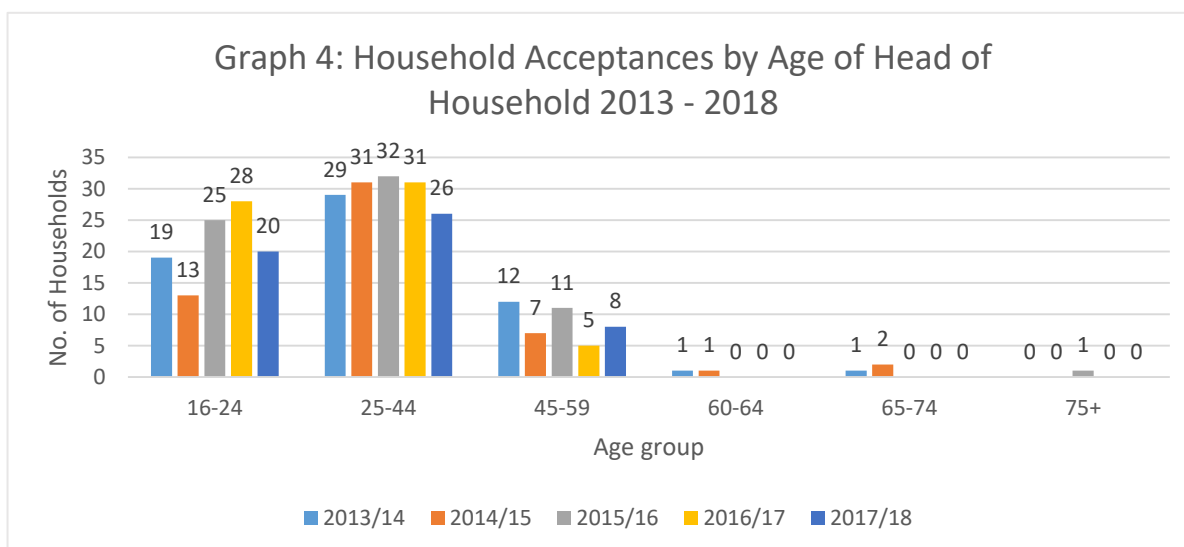
Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Key findings are:-

- ☐ 34% of households accepted as homeless were female single parent families with the second most common type being single males, comprising 23% of the total.
- ☐ 20% of acceptances were classed as 'other' types of household which would include families with multiple generations or childless couples.

Age

- ☐ Graph 4 below shows that almost half (49%) of acceptances between 2013 and 2018 were aged between 25 and 44 years old.
- ☐ 37% of the total acceptances in those five years (172 households) were young people aged 16 to 24.
- ☐ In these five years, 6 people aged 60 or over were accepted as homeless.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

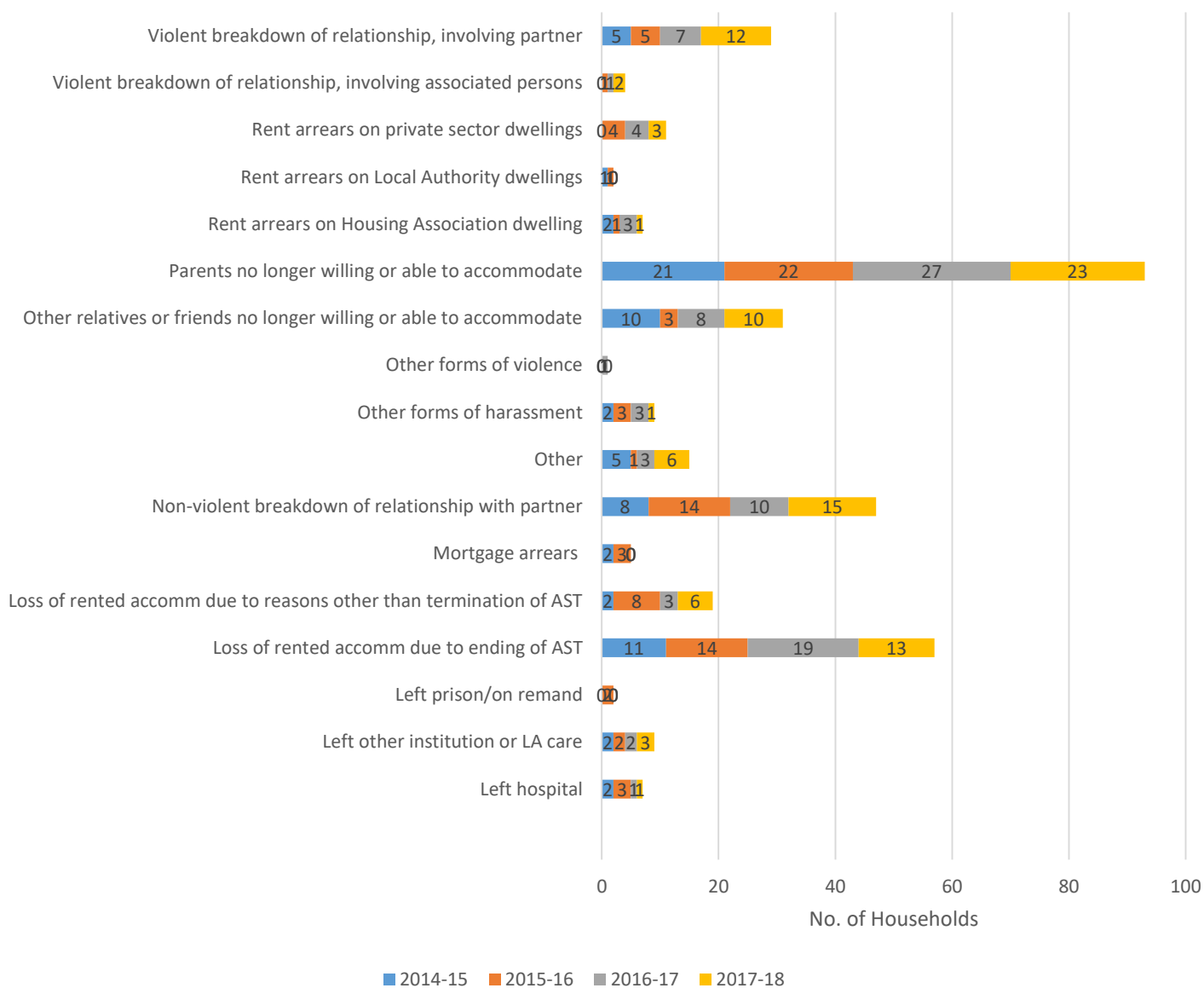
Ethnicity

Lichfield district's population is predominantly White British which is reflected in the homeless acceptance figures and shows no particular group was over-represented in the homelessness statistics. Between 2015- 2018, 95% of acceptances were White British. The remaining applicants described themselves as Black or Black British (3 applicants), Asian or Asian British (1) or mixed race (3) whereas 7 were recorded in the 'other' or 'not recorded' category.

The government now requires local authorities to include additional categories of household type and age in order to give more detailed information. This will, in future, give a better understanding of the composition of households accepted as homeless and will therefore improve the targeting of resources for different cohorts.

Reasons for Homelessness

Graph 5: Reason for Loss of Last Settled Home 2014 - 2018

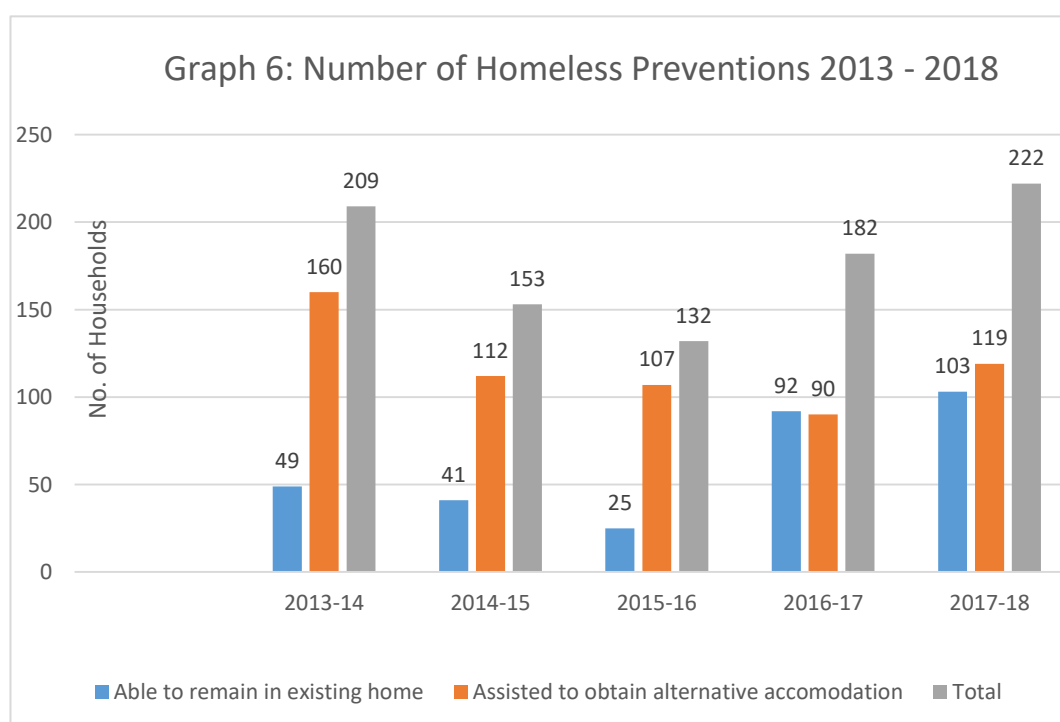


Source: Lichfield District Council

- ⊞ Graph 5 shows that over the 5 year period the primary reason for being accepted as homeless was 'Parents no longer willing or able to accommodate' which accounted for over a quarter (27%) of all homeless acceptances. Over each of these five years, this has been the largest single reason for the loss of last settled home.
- ⊞ The second and third most common reasons for being accepted as homeless were:
 - Relationship breakdown (76 cases or 22%).
 - The loss of a private rented property due to termination of an assured shorthold tenancy (57 cases or 16%)
- ⊞ When combining all forms of violence (harassment, domestic violence and violence associated with other persons), as a reason for loss of last settled home, this accounted for 43 households or one in eight households accepted as homeless.

Homeless Prevention

Before the HRA was introduced, the duty for local authorities to prevent a household from becoming homeless was discretionary. It was, however, considered good practice and graph 1 on page 1 does indicate that our ability to prevent homelessness was improving between 2015 and 2018, shown by the decrease in homelessness acceptances and the reduction in the proportion of acceptances to applications.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness and LDC & Citizens Advice South East Staffordshire (CASES)

The graph above shows the number of cases where positive action was taken by the council to prevent homelessness between 2013 and 2018.

Key findings:-

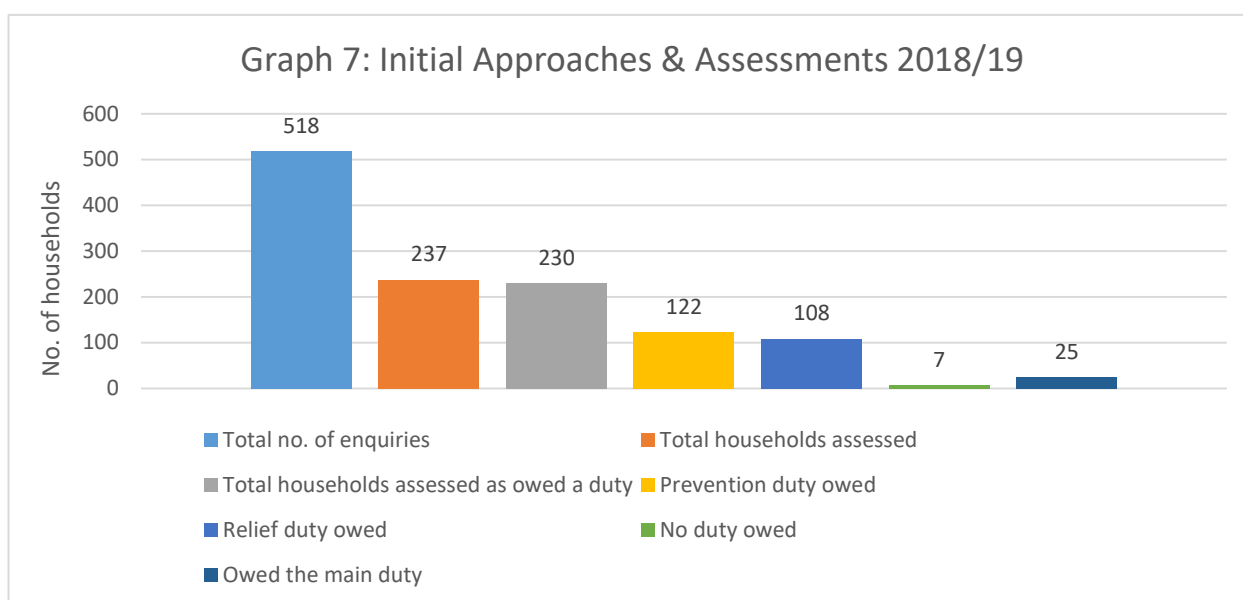
- ⊞ From 2015, we can see that the number of preventions was rising, in particular with regard to households able to remain in their existing home. In 2016, we supported the local Citizens Advice called Citizens Advice South East Staffordshire (CASES). This service helped to prevent homelessness through debt advice, dealing with housing benefit problems and resolving rent or service charge arrears in the social or private rented sector. It is clear that this proved to be an

invaluable service, as the number of preventions rose considerably in the two years that CASES data was recorded.

- ⊞ When comparing numbers with those following the introduction of the HRA (see page 17), this shows that the council was more successful at preventing homelessness prior to the new legislation. However, this is due to the simplicity in recording a ‘successful prevention’ before the HRA. Under the new Act, prevention of homelessness is now a statutory duty which requires certain actions to be undertaken before it can be officially recorded as a successful prevention. Eventually, this will enable the government to identify the most successful prevention methods but, in the short term, it will mean that prevention figures will be lower than before the new legislation was introduced.

Homelessness statistics since the Introduction of the Homelessness Reduction Act 2017

Levels of Homelessness 2018/19



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Homelessness applications are now called assessments in the MHCLG data and are the number of households that approach the council and are then assessed as being owed a prevention or relief duty, or have no duty owed to them (i.e. they are not homeless or threatened with homelessness within 56 days). Once the relief duty expires if the household has still not secured permanent accommodation, then they will be assessed as being owed the main duty³.

The graph above shows that:-

- ⊞ Last year, we received 518 homelessness enquiries, a significant drop from previous years which showed an average of 1262 from 2013 to 2018. However, this is probably due to the change in the way that we record enquiries in the data we provide to MHCLG, as we now record how many new enquiries are made by household, but previously, there could have been multiple enquiries recorded per household. This new method, coupled with the fact that accessing homelessness

³ This definition has not changed with the introduction of the HRA and still refers to households who are eligible, unintentionally homeless and in priority need

information online has been made much easier means that fewer enquiries will be made directly to the council.

- 🏠 In 2018/19 230 households were assessed as being owed a duty. This could be seen as an increase of 81% from the previous year, although as explained above they are not comparable numbers. The increase is therefore, most likely due to the following reasons:
 - A household can now be regarded as at risk of homelessness 56 days before losing their home, rather than 28 days under the previous legislation, meaning that more people will now meet the homelessness criteria.
 - Local authorities are now required to prevent or relieve homelessness for anyone who is eligible⁴ not just those in priority need.
 - More people are coming forward for assistance as they are made aware of the changes in legislation. Under the previous law, where statutory duties were fewer, households (particularly single person) often chose not to make a formal homeless application as no advantage could be gained.
- 🏠 Graph 1 on page 1 shows that homeless acceptances were reducing prior to the introduction of the HRA, which, in part was due to our proactive approach to preventing homelessness. These cases have dropped even further, with the number of households owed the main housing duty decreasing by 57% from 56 in 2017/18 to 24 in 2018/19. Again, this is expected due to the changes in legislation as we now have a duty to prevent (for 56 days) or relieve (for 56 days) an applicant from homelessness, and so it is more likely that they would have had their housing issue resolved in the 112 days before they would be owed the main duty.

Reasons for Approaching the Council

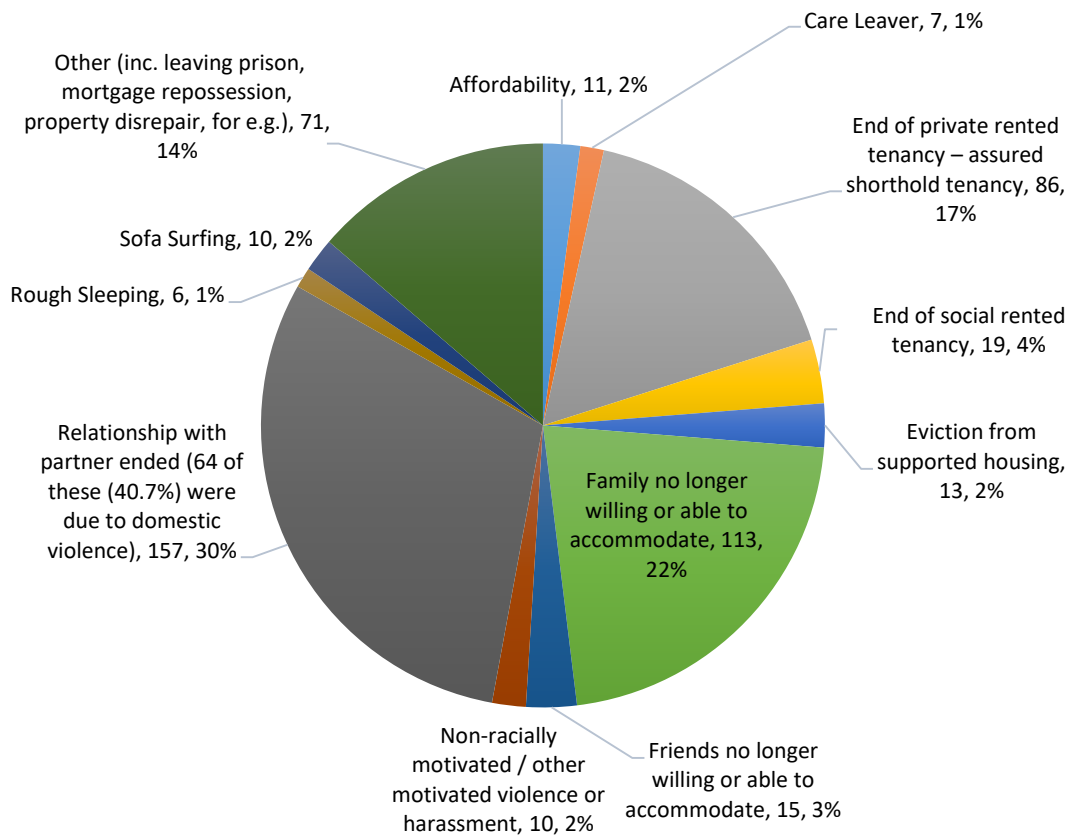
Chart 8 below gives a breakdown of why the 518 households approached the council for advice. It shows that the top three most common reasons were:-

- Relationship breakdown (30%)⁵
- Family not being able to accommodate (22%)
- The ending of a private rented tenancy (17%)

⁴ Eligibility for assistance is dependent upon the applicant's immigration status, or her/his right of residence in the UK.

⁵ Total of 157 households, of which 64 of these (40.7%) were due to domestic violence

Chart 8: Enquiries by Reason 2018/19



Source: Lichfield District Council

- ⊞ These are also the most common reasons why households were ultimately accepted as homeless both in the years 2014 to 2018 and 2018/19 which is discussed further on page 14 under ‘Reason for Loss of Last Settled Home’.

Duty to Refer

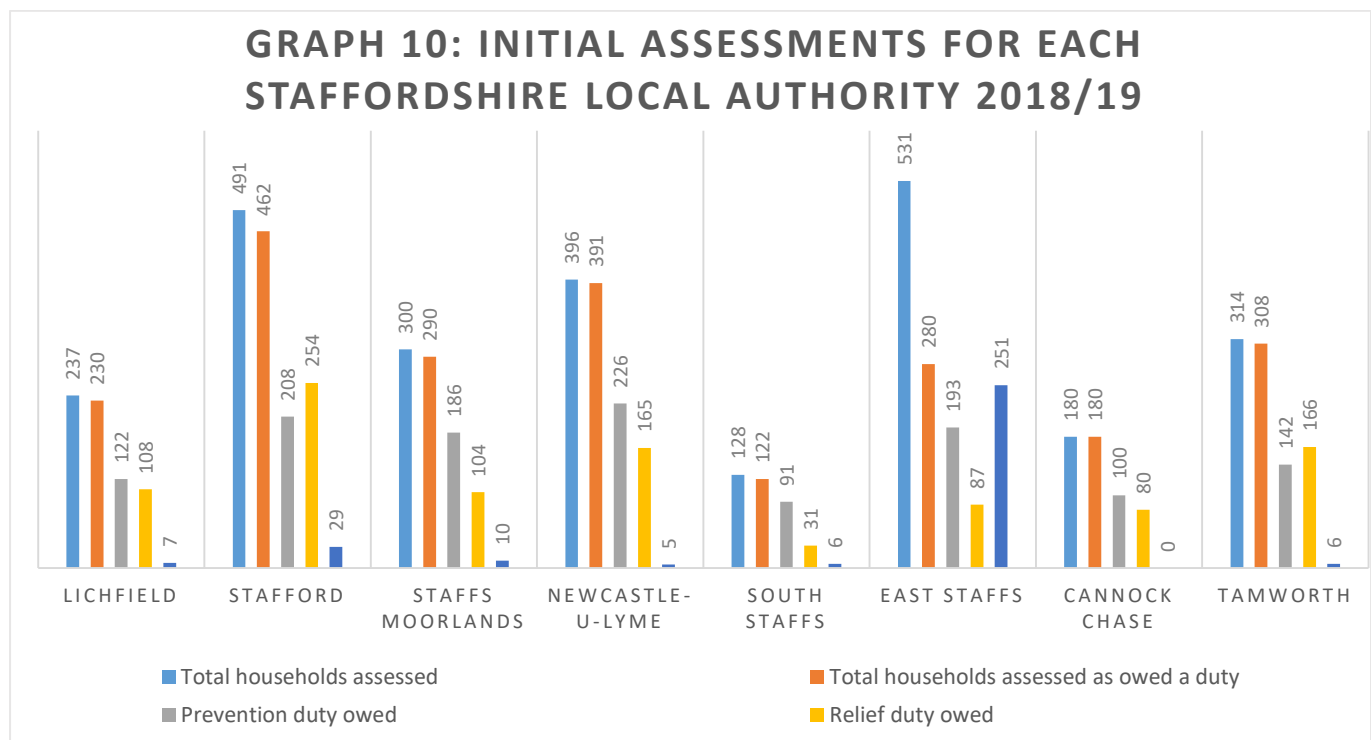
From October 2018, as part of the HRA, certain public bodies have a Duty to Refer, which places an obligation on specified public authorities to notify the relevant local authority of households they consider may be at risk of homelessness within 56 days. This means a person’s housing situation must be considered whenever they come into contact with wider public services. The aim of the change is to intervene at an earlier stage when a person is at risk of becoming homeless and give meaningful assistance to someone who may not yet have made contact with their local authority.

- ⊞ Table 9 below shows that, already, this is proving to be an important service as we have received 44 referrals since October 2018 with the most number of referrals from Job Centre Plus.
- ⊞ 9 referrals have come from agencies which are not required by law to notify us but it is considered good practice, such as registered providers (housing associations).

Table 9: Referrals under duty to refer (from October 2018 – September 10th 2019)	
Organisation	No. of referrals
Job Centre Plus	19
Probation	7
Social services	4
Hospital	1
Mental health	4
Wider agencies (non-statutory) e.g. Registered Providers	9
Total	44

Source: Lichfield District Council

Relative Levels of Homelessness compared to other Staffordshire Local Authorities



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

- Graph 10 above shows that we still have relatively few numbers of households who are homeless or at risk of homelessness compared to the other Staffordshire local authorities. Graph 2 compared the numbers under previous housing legislation showing that we had the fourth lowest number of acceptances. With the change in homeless definitions, we now have the third lowest number of total assessments and households owed the prevention duty, with only Cannock Chase and South Staffordshire having fewer.
- The number of households owed the relief duty is slightly higher as we had the fourth lowest numbers in 2018/19.

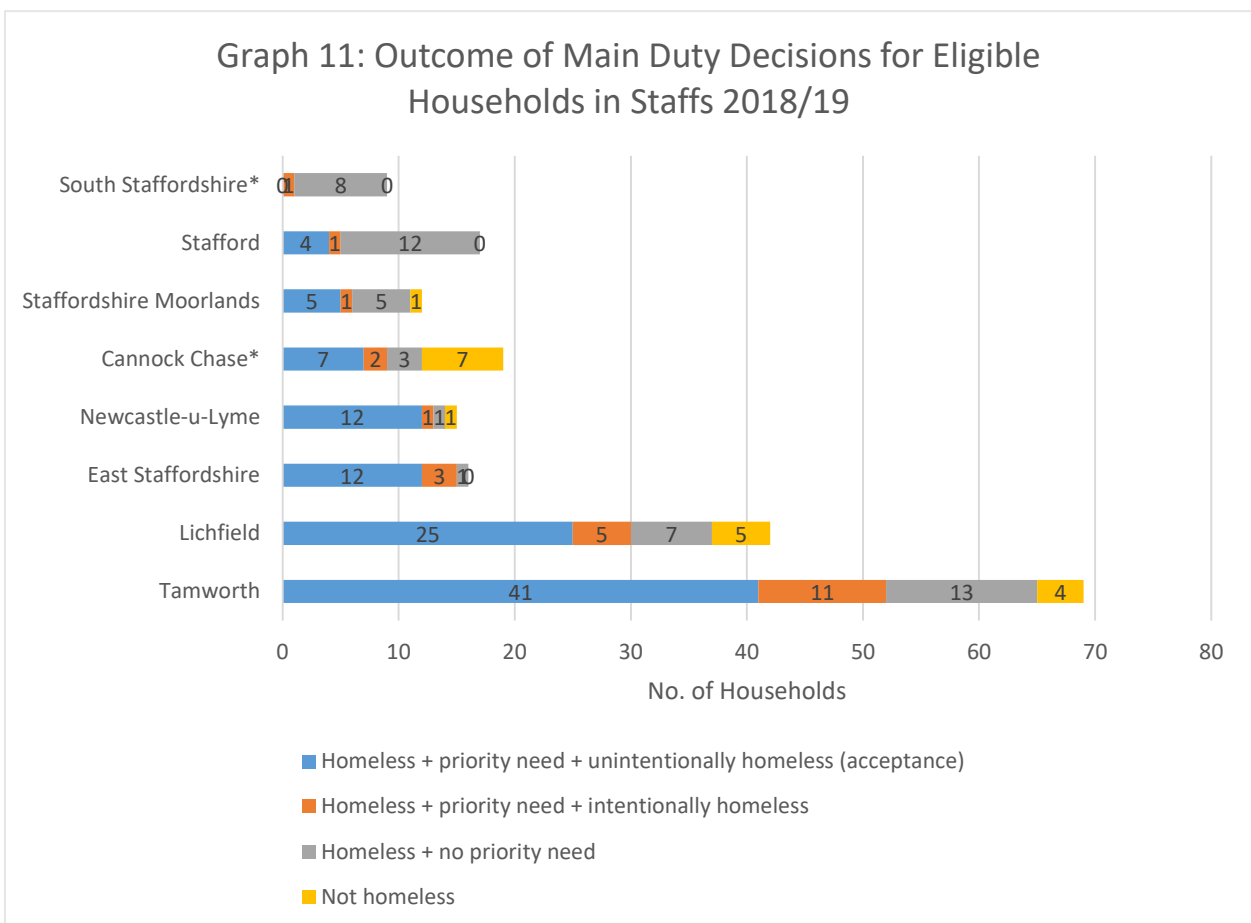
Main Duty Decisions

The full housing or main duty applies where the duty to prevent or relieve homelessness has not been successful. Only those who are eligible for assistance, unintentionally homeless, and have a priority need will qualify.

Despite Graph 10 showing that we had low numbers of assessments, Graph 11 below shows that this was very different with regard to main duty decisions made in 2018/19. Here, we had the second largest number in the county behind Tamworth Borough Council and the next placed local authorities (East Staffordshire and Newcastle-under-Lyme) had less than half the number of decisions compared to Lichfield. There are a number of explanations regarding this inconsistency, namely:-

- We have a shortage of affordable private rental properties available to low-income families resulting in fewer options when it comes to finding alternative accommodation, which means that more will consequently be owed the main housing duty as they have not been rehoused once the relief stage had ended.
- Some of the other local authorities in Staffordshire have more supported accommodation than we do which are vital in helping vulnerable households to secure housing.

Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

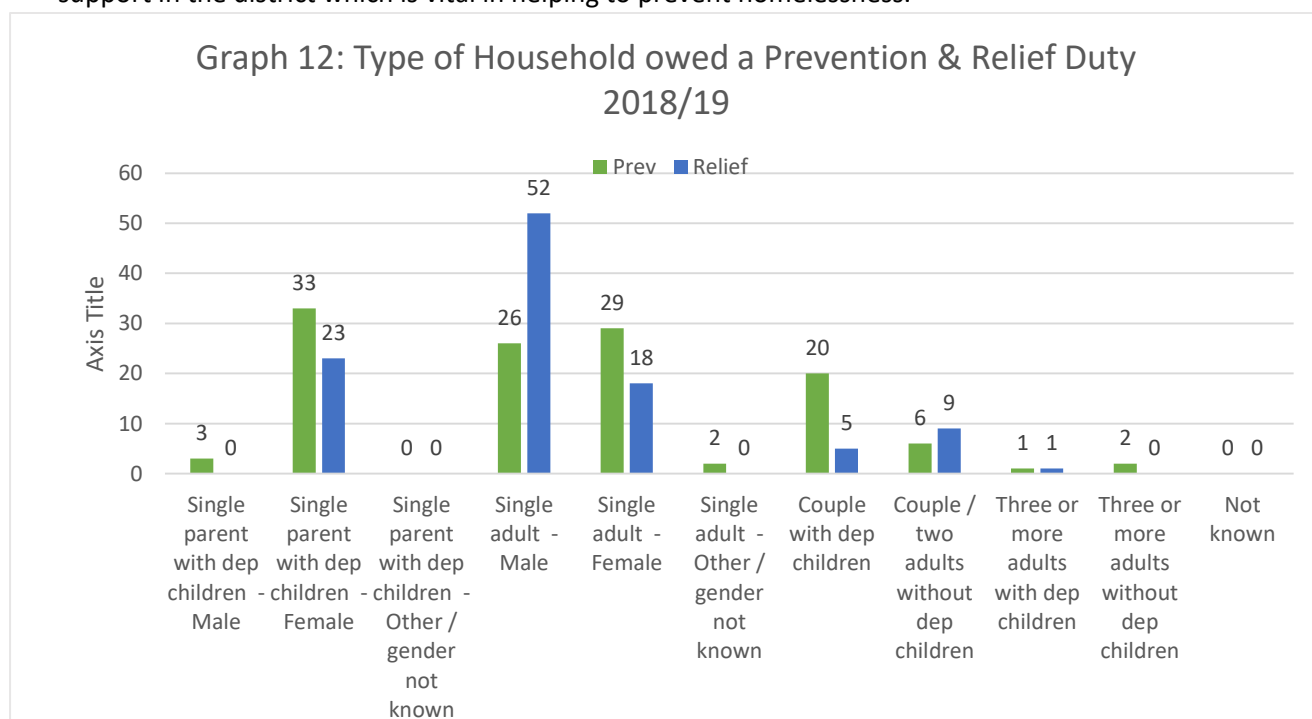


Who is Being Made Homeless in Lichfield District?

Type of Household

The information collated under the new legislation is more detailed than before, particularly with regard to the type of household which will give a better understanding of who is most at risk of homelessness. The graph below shows that:-

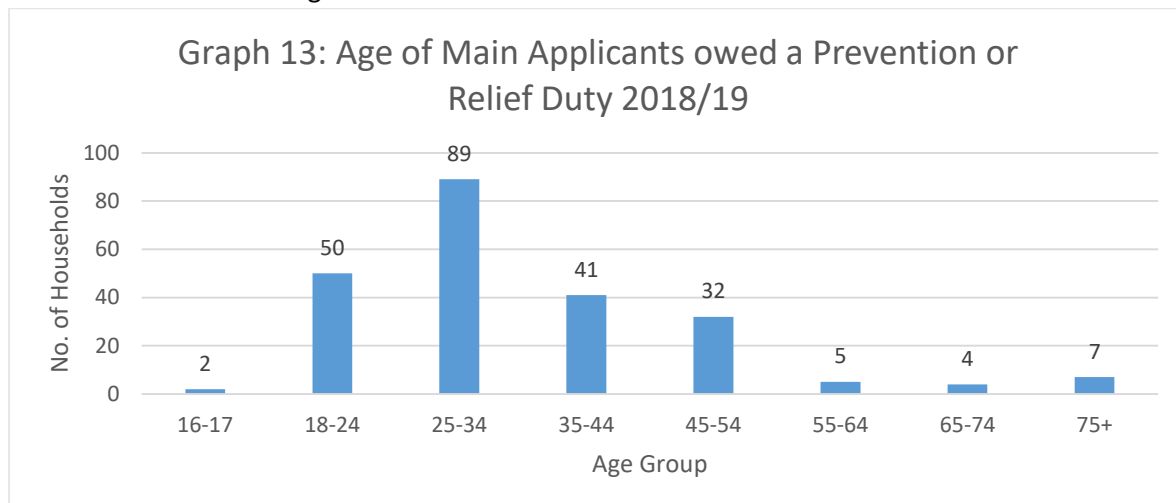
- 🏠 In 2018/19, single males were most likely to be owed a duty with twice the number being owed the relief duty rather than prevention. This suggests that single men are more likely to only seek help when they are at crisis point and actually homeless. This may be for the following reasons:-
 - In the past, this group were not entitled to much assistance with their homelessness and so single men may not have bothered seeking help from the council.
 - For some time, we have had little access to supported accommodation and floating services for complex needs such as drug and alcohol dependency which is more prevalent in men than women.
- 🏠 The next most likely group was female single parents though, in these cases, there were more owed the prevention duty rather than relief.
- 🏠 The third most likely group to seek help with homelessness was single females, making up 20% of the total owed a duty.
- 🏠 In 2018/19 there were a total of 29 households with dependent children who were owed the relief duty. In other words, there were 29 families who were at the most extreme end of homelessness and at crisis point.
- 🏠 These figures contradict the trends we were seeing prior to the introduction of the HRA when it was most common for families with females as the head of the household to be homeless. The new trends of single males and females now being more likely to be owed a duty shows that these groups were largely overlooked before the HRA. It also strongly suggests a lack of housing related support in the district which is vital in helping to prevent homelessness.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Age

- ⊞ The graph below shows that there were 52 households aged between 18 and 24 who were owed a duty. This is a very young age to be facing homelessness and suggests that, in many cases, these are individuals who have just left the parental home and are struggling with finding suitable and affordable accommodation. This may be a reflection on the lack of housing options for this group as a single person up to the age of 34 is usually only entitled to housing costs based on the single room rate of Local Housing Allowance, meaning they are further disadvantaged by the lack of affordable shared housing in the district.

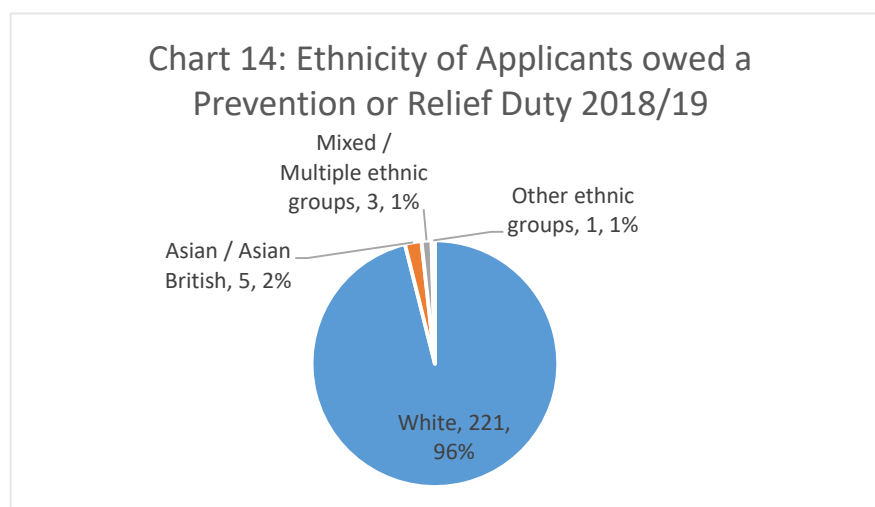


Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

- ⊞ 11 households aged 65 or over were also accepted as homeless including 7 aged 75 or older. This may suggest a rise in the number of older people facing homelessness, which is something that is also emerging on a national level.

Ethnic Background

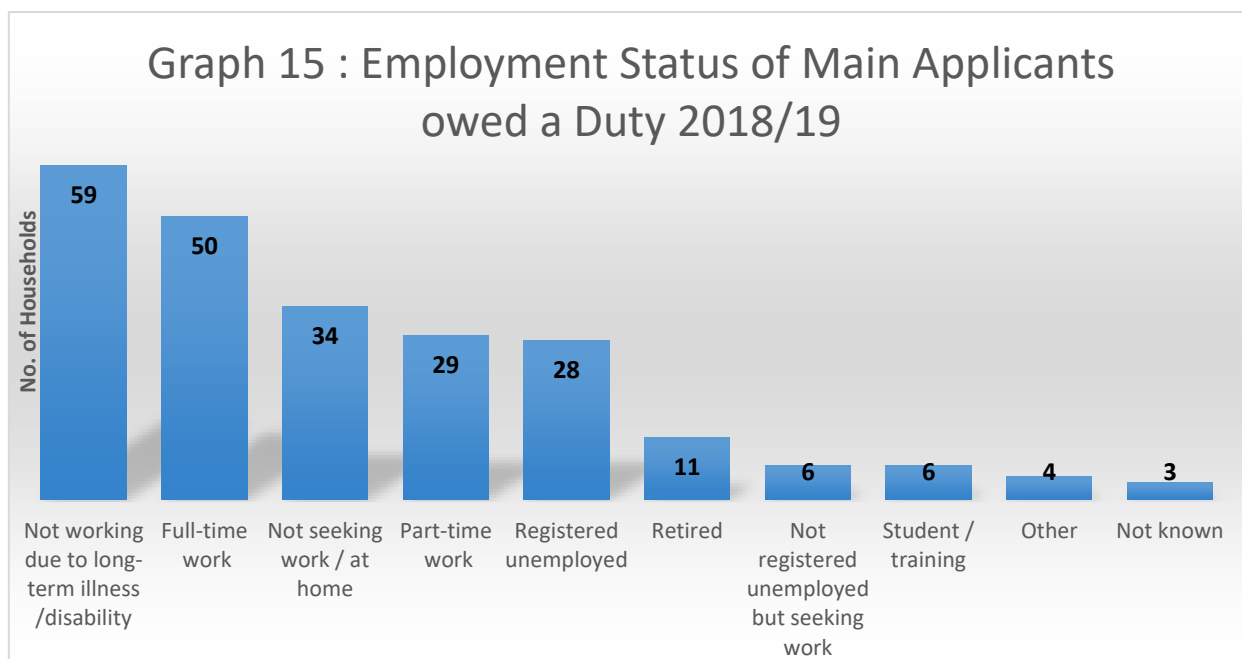
The chart below shows that the ethnicity of those households owed a duty in 2018/19 has not altered significantly since the introduction of the HRA and still reflects the composition of the district population as a whole.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Employment Status

The graph below shows the employment status of the main applicants owed a duty in 2018/19.

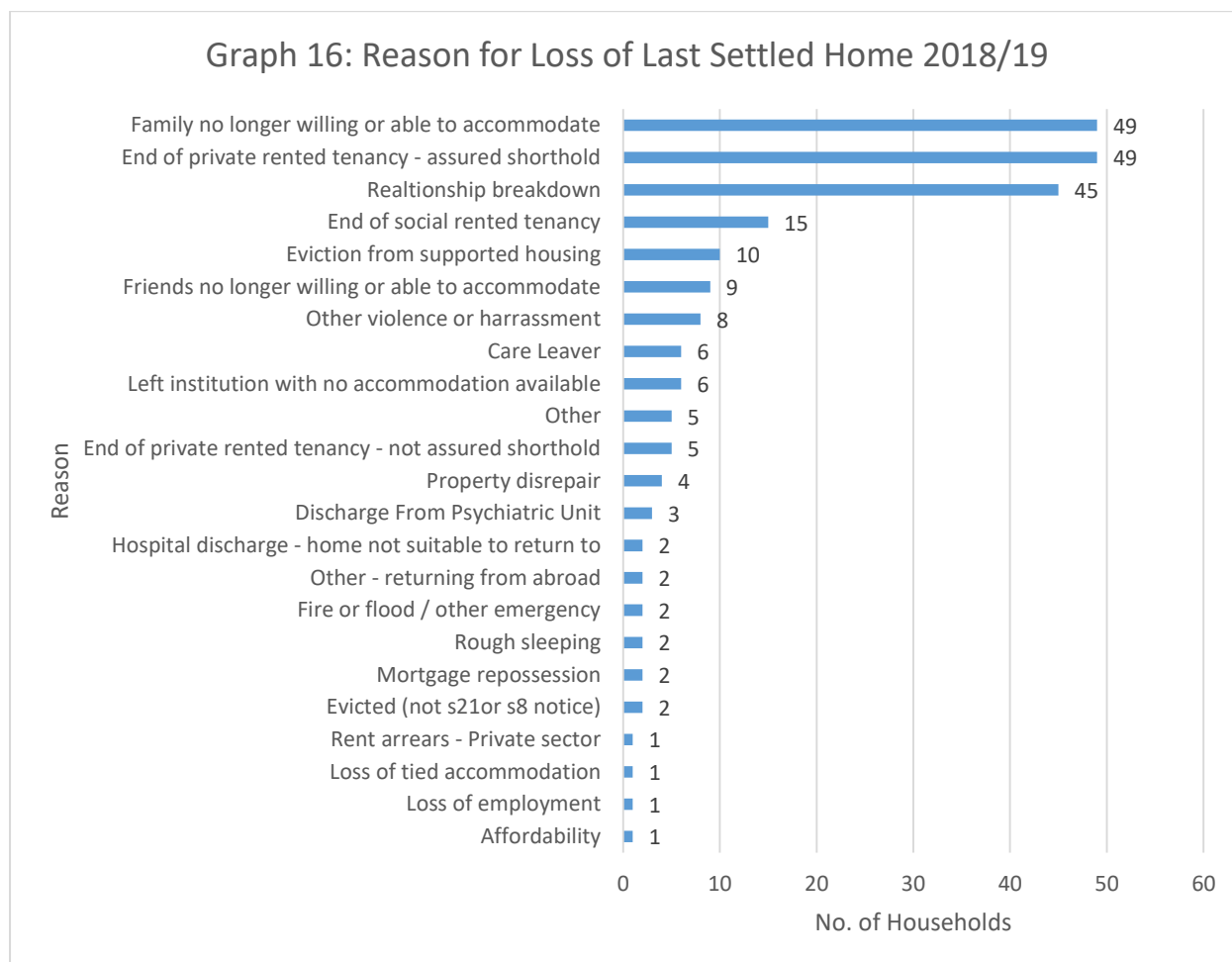


Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Key findings:

- 🏠 The majority of homeless applicants were those who were not working due to a long-term illness or disability.
- 🏠 22% of applicants owed a duty were in full-time work, which is again an indication that there is a lack of affordable housing in the district if households cannot find a suitable property on a full-time salary.
- 🏠 The number of applicants not seeking work is most likely a reflection on the number of single parent households that present to the council
- 🏠 The number of applicants in part-time work and registered unemployed/seeking work shows that there is a need for support services that can advise on seeking appropriate and better paid employment. It also suggests a need for suitable advice on benefit entitlement, which may also help those who are retired or studying and facing homelessness.

Reason for Loss of Last Settled Home in 2018-19



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

The graph above gives the most common reasons for households to lose their home in 2018/19 and shows that:-

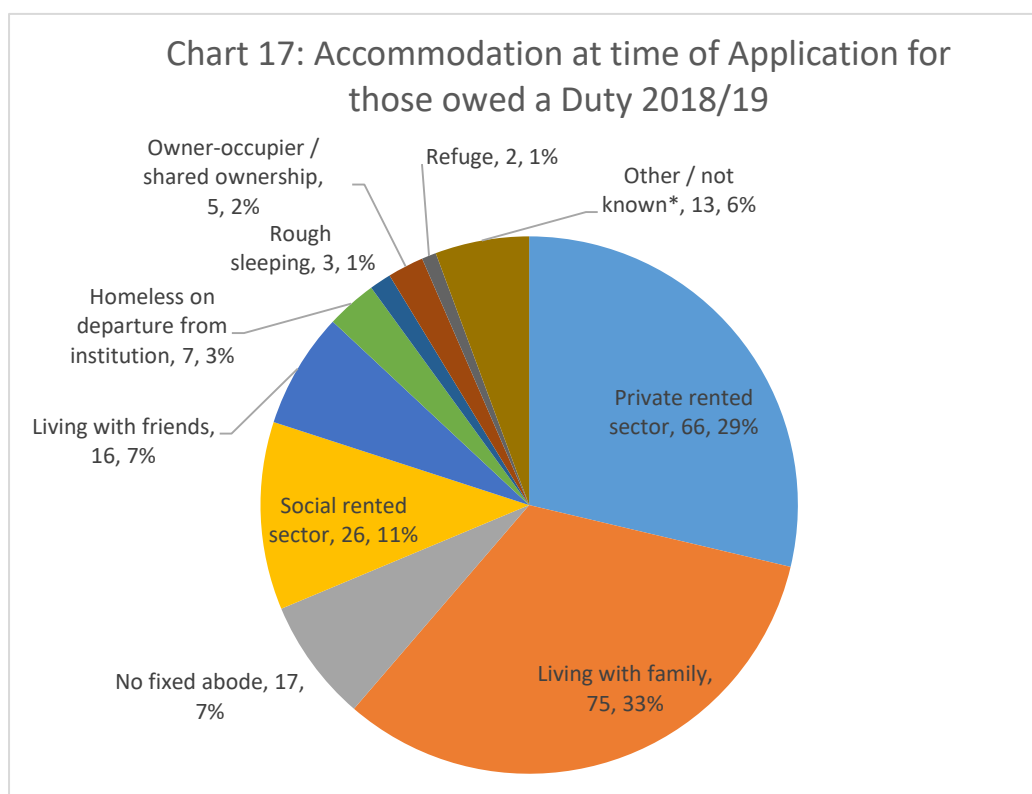
- 🏠 The top three most common reasons for homelessness applications in 2018/19 were:-
 - Families no longer able or willing to accommodate (21%) (joint first),
 - The ending of a private tenancy (21%) (joint first)
 - Relationship breakdown (19.5%)⁶
- 🏠 These were also the top three reasons, although in a slightly different order, for homelessness in 2014-2018 (see Graph 5) though numbers have increased considerably. For example, Graph 5 shows that in 2017/18, 21 households were accepted as homeless due to parental eviction compared to 49 in 2018/19. It is not clear, however, if these cases are parents evicting their children as the category is now 'family eviction'. There were 13 households made homeless due to the loss of a private tenancy and 27 were due to a relationship breakdown in 2017/18 whereas graph 5 shows these numbers have noticeably increased to 49 and 45 respectively.
- 🏠 In 2018/19, the number of domestic violence cases doubled from 12 in 2017/18 to 24 in 2018/19. Homelessness due to domestic violence was, in fact, on a steady increase from 2014 to 2018. This may have been due to the closure of refuges which were shut due to funding

⁶ 24 of relationship breakdowns were due to domestic abuse

cuts around this time. The rise to 24 domestic abuse cases in 2018/19 may also be because, under the HRA, these households are now owed a housing duty. Before the HRA, these cases would not always have made a formal homeless application and would have been rehoused directly from the refuge due to having a priority status on our housing register. Domestic abuse cases may therefore have been higher before the HRA, but previously they would not have been included in our homeless data.

Accommodation at time of application for those owed duty

The chart below shows that the majority (33%) of households owed a duty were living with family at the time, followed by 29% of households who were in private rented accommodation. The third group was households living in the social sector. There is a worrying trend of households being made homeless by both private and social landlords which we have noticed for some time and in many cases, the eviction is due to rent arrears. As Lichfield district has a very buoyant private rental market it has disadvantaged low-income households. Some landlords are therefore quick to serve a section 21 notice on a tenant if they are having difficulty paying their rent, rather than allow time for them to pay off their debts. In addition, registered providers have become much more commercial and risk averse in recent years and so we are seeing more social sector tenants losing their tenancy through rent arrears.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Support Needs for Households Owed a Duty

The recording of support needs is a new requirement under the HRA, which will give us a greater understanding of issues that could have a contributing factor to a person's homelessness.

Of the 230 households that were owed a duty, 151 (66%) were identified as having support needs. The table below shows a list of support needs that were recorded on the personal housing plans of those who were owed a duty in 2018/19. Households can have multiple support needs, so the total number of support needs is more than the actual number of households. Our records show that 24% of those with a support need were found to have two or more support needs and 19% had three or more support needs. Information shown from the table below includes:-

- 🏠 The most common support need was help with mental health issues, accounting for 46% of households with support needs who were owed a duty. 22% of cases had a physical health issue or disability followed by 18.5% who were at risk of or experienced domestic abuse.
- 🏠 2 of those who were owed a duty had served in the armed forces. It is now a requirement for all local authorities to record this number due to the rise in homeless applicants who are veterans.
- 🏠 This is a reflection on the growing number of households that approach the council with multiple and complex support needs. It goes some way in explaining how these households became homeless in the first place but also demonstrates the importance of effective referral processes and protocols with our stakeholders, to ensure that vulnerable households are given the support they need to find and keep suitable accommodation.

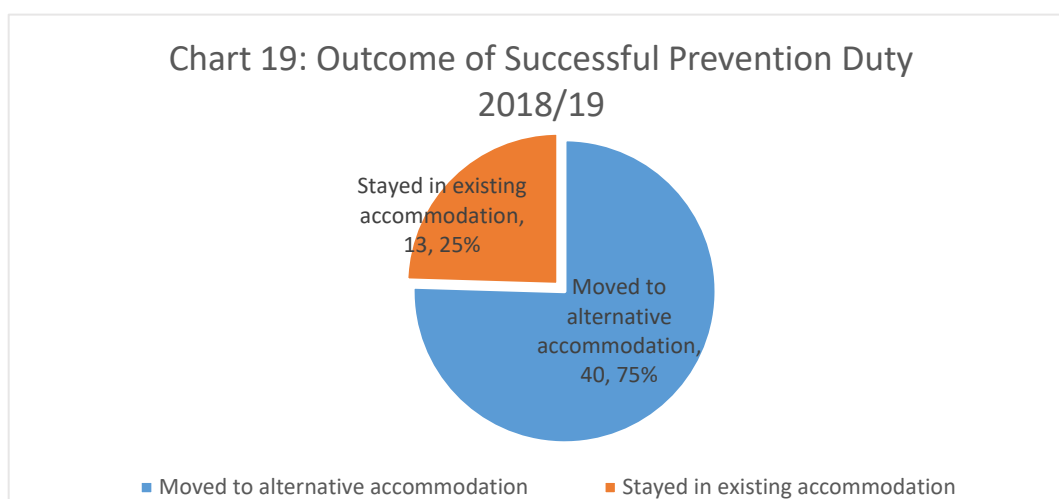
Table 18: Support needs of households owed a prevention or relief duty	No. of times reported
History of mental health problems	69
Physical ill health and disability	33
At risk of / has experienced domestic abuse	28
Access to education, employment or training	27
Drug dependency needs	19
Young person aged 18-25 years requiring support to manage independently	15
Alcohol dependency needs	12
Offending history	9
History of repeat homelessness	9
History of rough sleeping	7
Learning disability	6
At risk of / has experienced abuse (non-domestic abuse)	6
Old age	6
Care leaver aged 18-20 years	6
Care leaver aged 21+ years	5
Young person aged 16-17 years	5
Young parent requiring support to manage independently	4
At risk of / has experienced sexual abuse / exploitation	2
Served in HM Forces	2
Total (for 151 individual households)	270

Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Homeless Preventions and Reliefs

Of the 122 households owed the prevention duty (see Graph 10), 109 had their prevention duty discharged⁷ and, of the 108 households owed the relief duty, 106 had this duty discharged.

These new prevention figures cannot be directly compared with those in Graph 6 due to the change in definition under the HRA, which, as highlighted earlier, now places more obligations on local authorities before they can record a successful prevention. In addition, the relief duty which helps to secure suitable accommodation for applicants who are homeless and eligible for assistance was not included in previous legislation.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

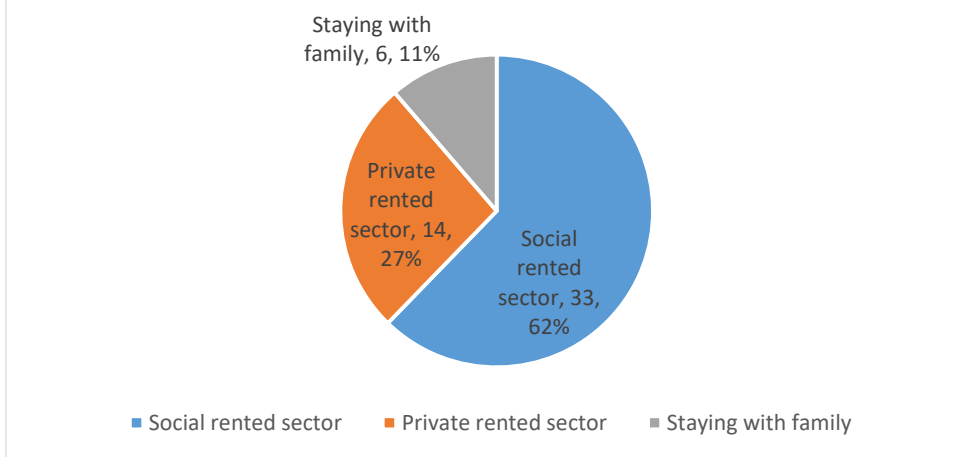
- ⊞ The chart above shows that three quarters of prevention cases avoided homelessness by moving to alternative accommodation. This is not ideal and it is usually preferable for households to remain in their existing accommodation, as it is less disruptive, costly and time-consuming than having to relocate. In some circumstances, however, accommodation will be unsustainable or inappropriate (e.g. if the applicant is fleeing domestic abuse).

Type of Accommodation Secured

- ⊞ Chart 20 below shows that, the majority (62%) of households owed a prevention duty were found alternative accommodation in the social rented sector whereas only 14 households were rehoused in the private sector. This clearly shows the difficulty that the council has in finding suitable affordable accommodation in the private rented sector. In most cases, social rented accommodation is the preferred option for households though we are always in need of private rented properties if suitable social housing is not immediately available or if households need a short term tenancy.

⁷ This means the duty has ended in some way as defined by the Homelessness Reduction Act 2017

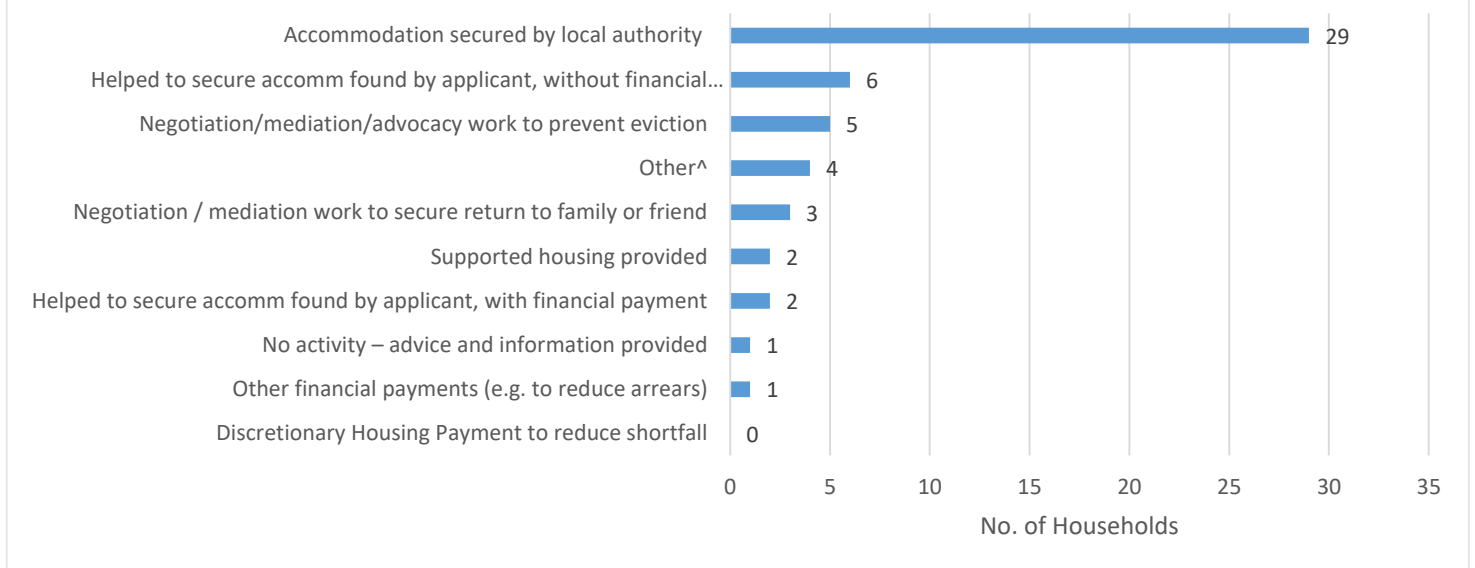
Chart 20: Type of Accommodation secured at end of the Prevention Duty 2018/19



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

How Accommodation was secured

Graph 21: Main Activity that Resulted in Accommodation Secured for Households



^ Other includes debt advice, resolved benefit problems, sanctuary or other security measures to home, not known, housing related support to sustain accommodation

Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

☐ The graph above shows that, the majority of households (55%) were able to secure accommodation through positive action by our Housing Options team. We also negotiated for 5 households to remain in their home and for 3 to stay with family or friends. This demonstrates the importance of thorough and more complex working with customers under the HRA which will help to keep evictions down.

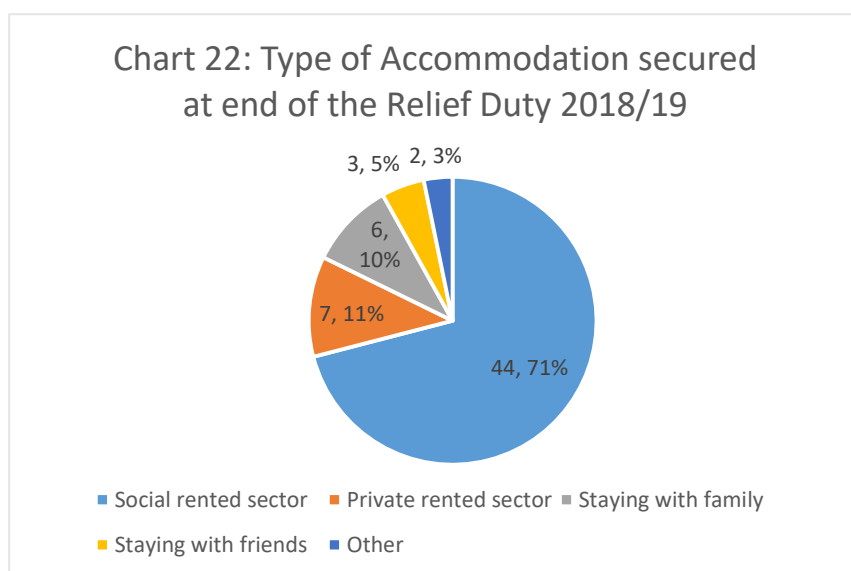
- It is interesting that no DHP's were used in 2018/19. We will investigate the use of these payments in more prevention cases in the future as they are an invaluable way of reducing homelessness, particularly when a short-term solution, such as paying rent arrears or securing a rental bond, is required.

Homeless Reliefs

- Chart 22 below shows that the top three ways that households were relieved of their homelessness were:-

- The provision of a tenancy in the social rented sector
- A private rented property
- Staying with family

There is, however, a significant difference between the number of households that secured accommodation in the social sector (44) and those that took on a private tenancy (7). We will endeavour to address this imbalance through seeking ways to encourage our private sector landlords to provide affordable accommodation to low income households.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

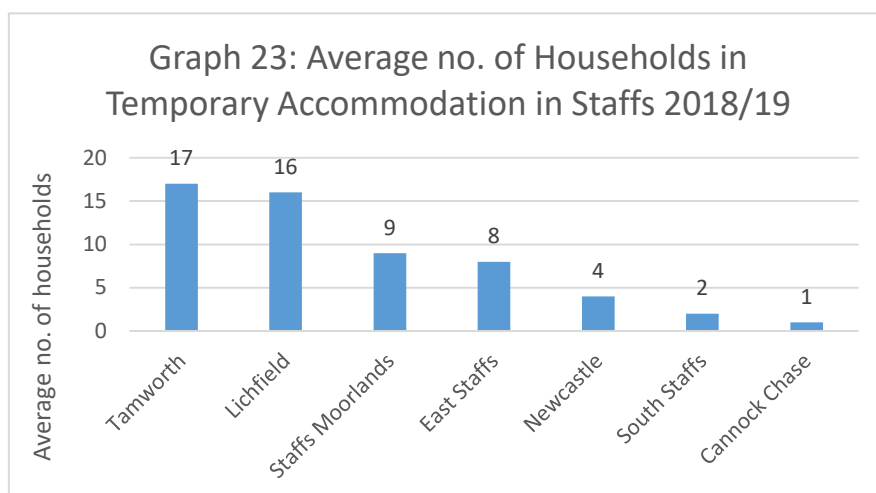
Use of Temporary Accommodation

Number of Households in Temporary Accommodation

Local authorities have a statutory duty to secure accommodation for unintentionally homeless households that are in a priority need group⁸. Once this has been established, temporary accommodation must be provided whilst the local authority is investigating their homelessness. The cost of accommodation is paid for by the council, for which we can be reimbursed from housing benefit.

⁸ Includes pregnant women, those who have dependent children living with them, 16- and 17-year-olds, care leavers aged 18 to 20 years old and anyone considered vulnerable due to old age, mental illness or disability, or physical disability.

Government statistics show the number of households that are in temporary accommodation at the end of each quarter in the year. This means that some households may be in this accommodation for more than one quarter and so will be counted twice. In order to give an indication of our use of temporary accommodation compared to the other Staffordshire authorities, the table below shows the average number of households that were in temporary accommodation at the end of quarter.

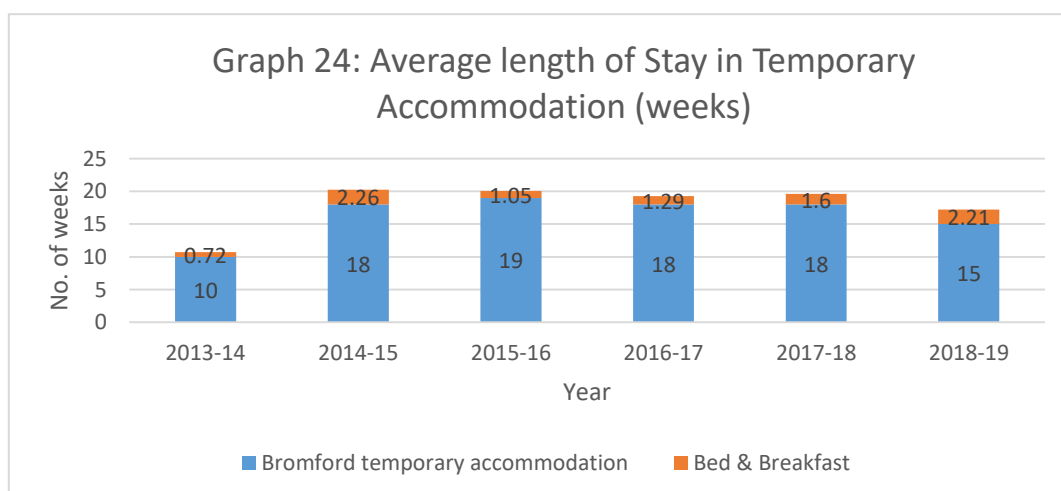


Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

☐ The graph above shows that, despite having lower numbers of homeless acceptances in relation to the other Staffordshire authorities, we are a high user of temporary accommodation. This is due to the difficulty we have in securing accommodation for our most vulnerable and/or low income families which is, most likely for the following reasons:-

- Private landlords are reluctant to offer accommodation to tenants with support needs, such as mental health issues or drug or alcohol dependency that may cause issues with their tenancy.
- In addition, registered providers are refusing to take on tenants if they are in rent arrears or cannot demonstrate their ability to sustain a tenancy. This results in households staying in temporary accommodation for longer than is necessary.

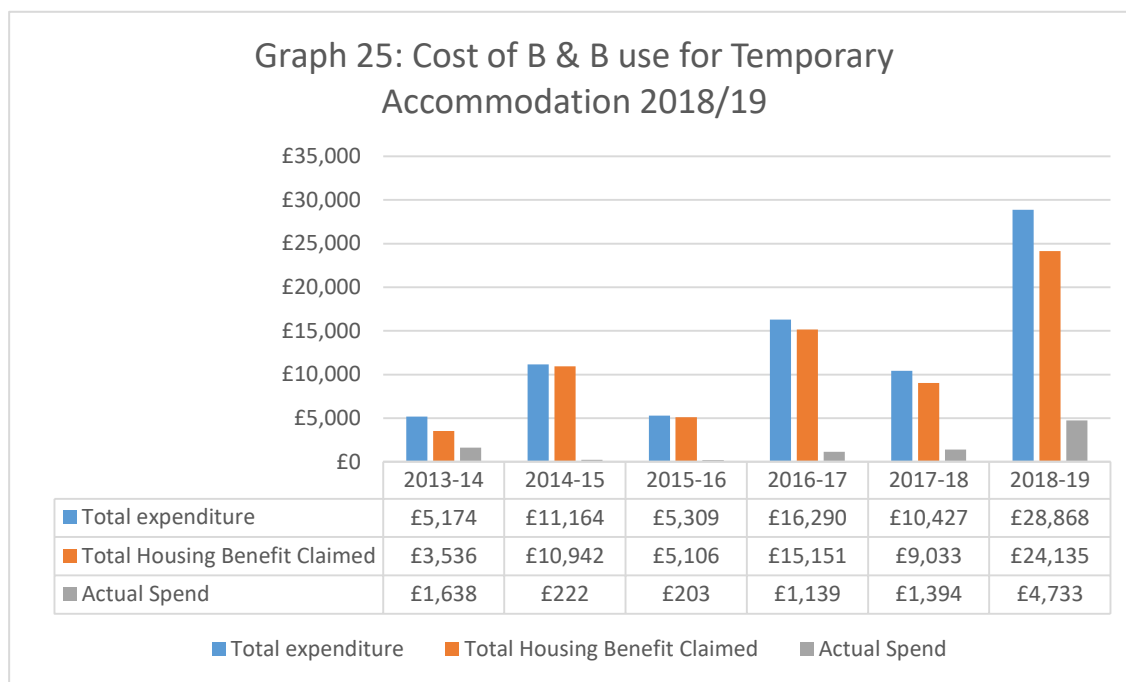
Average length of stay in Temporary Accommodation.



Source: Lichfield District Council

- ⊞ Table 24 above shows that the length of time that households stayed in temporary accommodation until they found a suitable home almost doubled from 10 weeks in 2013/14 to a peak of 19 weeks in 2015/16.
- ⊞ The length of stay decreased from 2017/18 to 2018/19 by a drop of 3 weeks (18 weeks to 15 weeks).
- ⊞ However, the length of stay in Bed and Breakfast accommodation in 2018/19 was three times longer than in 2013/14.

Cost of Bed and Breakfast Emergency Accommodation



Source: Lichfield District Council

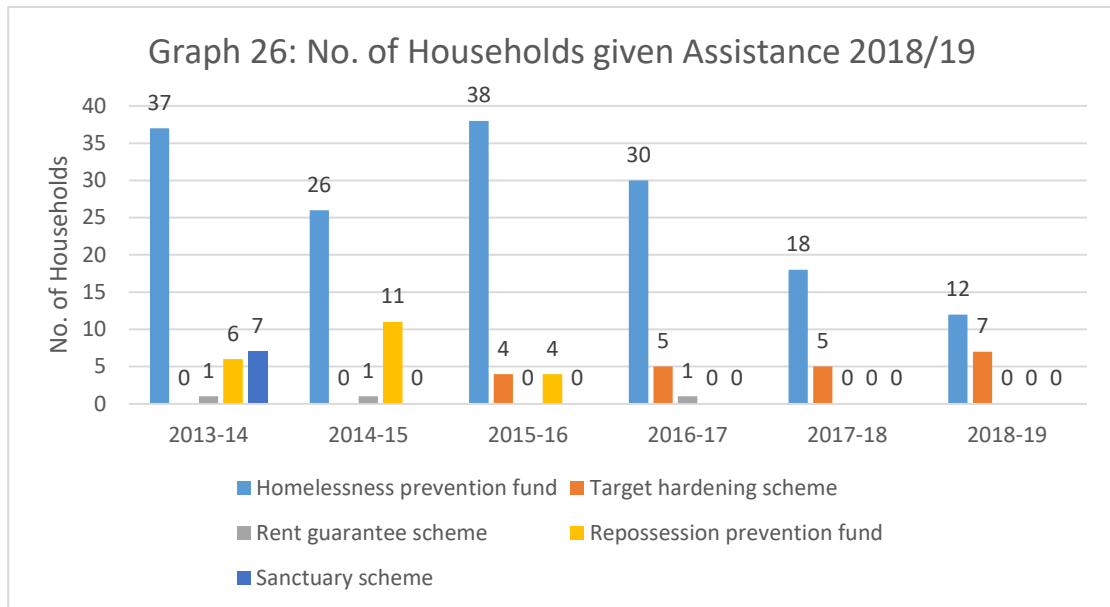
- ⊞ The graph above shows that in 2018/19, the council spent nearly three times as much on B&B accommodation than in 2013/14.
- ⊞ It is likely that the increase in the use of temporary accommodation and the length of stay in Bed & Breakfast establishments is due to the new legislation as
 - households spend more time in temporary accommodation whilst their homelessness situation is thoroughly investigated
 - the new statutory duties to prevent or relieve homelessness have added to the length of time an application is open
- ⊞ The council is also seeing more households becoming homeless who have multiple support needs and, as registered providers are now insisting that support for these needs is put in place before they are offered accommodation, it has resulted in a longer stay in emergency provision.

Homeless Prevention Schemes

The council has a number of schemes that it can access in order to help prevent homelessness. These are summarised below:

Scheme	Description of scheme
Homelessness prevention fund	A financial assistance scheme (in the form of loans or grants) available to applicants to be used where homelessness can be prevented or relieved and/or the use of temporary accommodation avoided or brought to an end. Can be used for rent in advance, deposits for private rental and Housing Association tenancies. The loans are provided by Fusion Credit Union and underwritten by the council.
Sanctuary (Target hardening) scheme	The prevention of homelessness by ensuring that survivors of domestic abuse and other violent crimes are able to remain in their homes and feel safer and more secure in doing so by the installation of security measures to make a home more resistant to attack or damage.
Rent guarantee scheme	To assist homeless households access private rented sector accommodation. Under this scheme, the council will provide a guarantee against the value of the rent deposit or rent in advance, rather than it being actually paid to the landlord. These are not popular with landlords so few have been used over the last 6 years.
Repossession prevention fund	Specific loans available for any households, which risk becoming homeless through repossession or eviction. It can also be used for individuals at risk of rough sleeping. Merged with the homelessness prevention fund in 2016.
Discretionary Housing Payments(DHP)	A DHP is a payment made in addition to housing benefit or universal credit where the applicant needs financial assistance with housing costs.

Source: Lichfield District Council

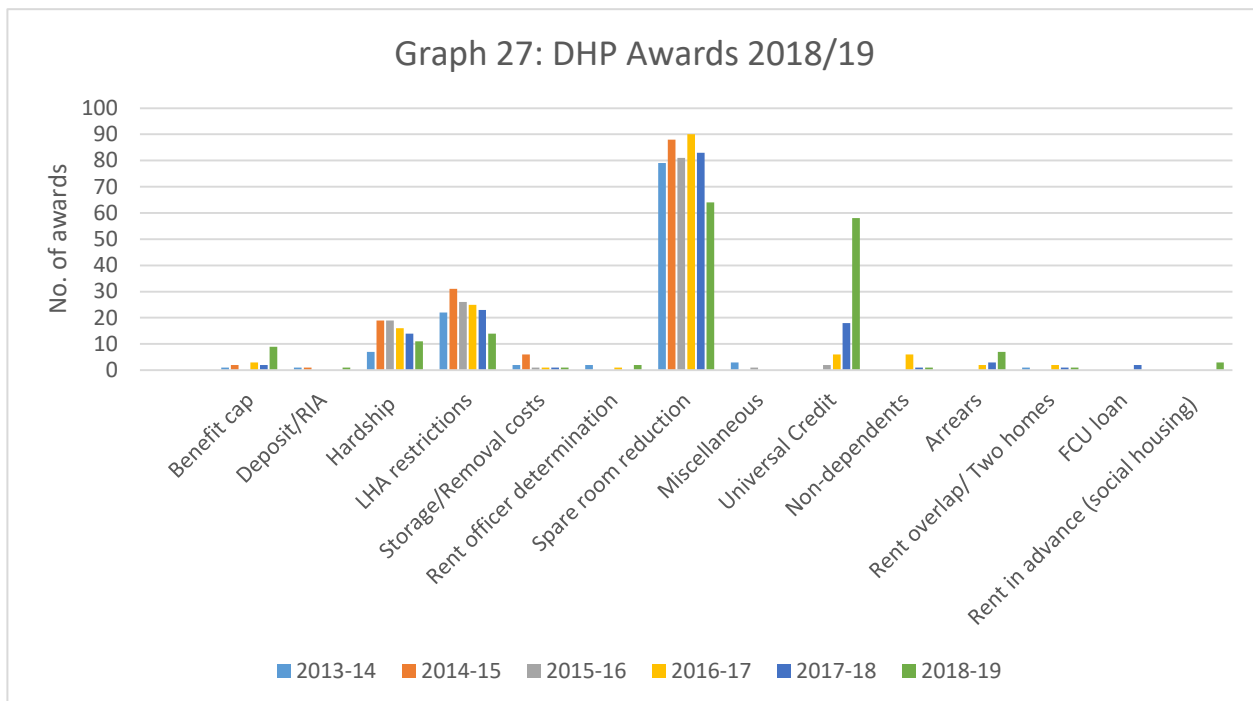


Source: Lichfield District Council

- ⊞ Graph 26 above shows that the Homeless Prevention fund has, by far, assisted the most households. This is used mainly for helping households with rent deposits in order to secure a tenancy in the private sector and is therefore a reflection on the increase in the number of households that now rely on this tenure for housing. The number of households being offered this assistance has, however, dropped considerably, particularly when it merged with the repossession fund in 2016/17. Only a third of households were offered this fund in 2018/19 compared to 2013/14. This is partly due to our increased use of DHP to cover such costs as rent arrears, rent in advance and rent deposits (see page 25).
- ⊞ The number of households that were assisted through the target hardening (sanctuary) scheme is likely to be a reflection on the rising numbers of domestic violence incidents in the district which is also displayed in the figures of households who are being made homeless.

The use of Discretionary Housing Payments (DHP) to Prevent Homelessness

DHP is available to anyone in rented accommodation who needs further financial assistance with their housing costs and is currently, or will be claiming Housing Benefit or Universal Credit that includes a housing element. Further financial assistance is defined as additional financial help that is needed where an applicant is unable to meet their housing costs from their available household income, for example because they have a shortfall or need help with rent arrears. Housing costs generally means rent but can be interpreted more widely to include rent in advance, rent deposits, storage/removal costs or other lump sums associated with a housing need.



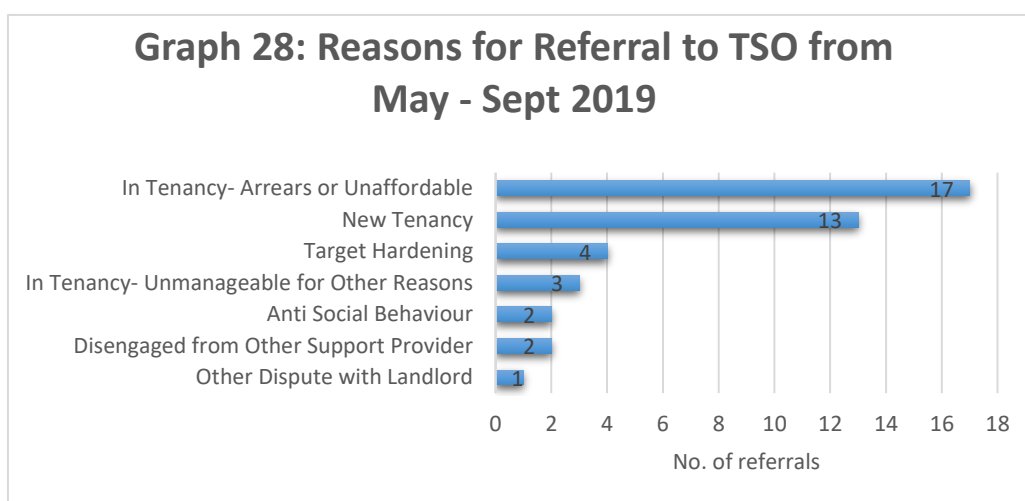
Source: Lichfield District Council Revenues & Benefits Team

DHP payments can be used to support the prevention of homelessness. By assisting people to maintain or move to more affordable tenancies, it can be used to prevent households from falling into debt that might cause them to lose their homes.

- 🏠 The graph above shows that the majority of payments were for customers affected by the spare room reduction. However, there are an increasing number receiving DHP for help with Universal Credit issues, such as changes to the frequency of payments and changes in the amount that is awarded. It is expected that, as more claimants move to Universal Credit that this may increase over the next few years.

The work of the Tenancy Sustainment Officer (TSO)

The purpose of tenancy sustainment is to enable people to keep their tenancies, thereby reducing evictions and preventing homelessness. Our TSO was appointed in April 2019 to assist vulnerable people by connecting them to the right services and support agencies who can help them with issues they might have which can have an impact on their ability to sustain a tenancy.



Source: Lichfield District Council

- 🏠 Graph 28 above shows the invaluable work that our TSO is carrying out to help prevent homelessness. Through advising the client on debt management and liaising with other support agencies this has resulted in a number of households being able to remain in their accommodation.
- 🏠 13 households have also been supported in preparing for their new tenancies. This includes training on paying utilities and budgeting advice which will help them to sustain their tenancies in the long-term.

Working with our Partner Agencies

Citizens Advice South East Staffordshire (CASES)

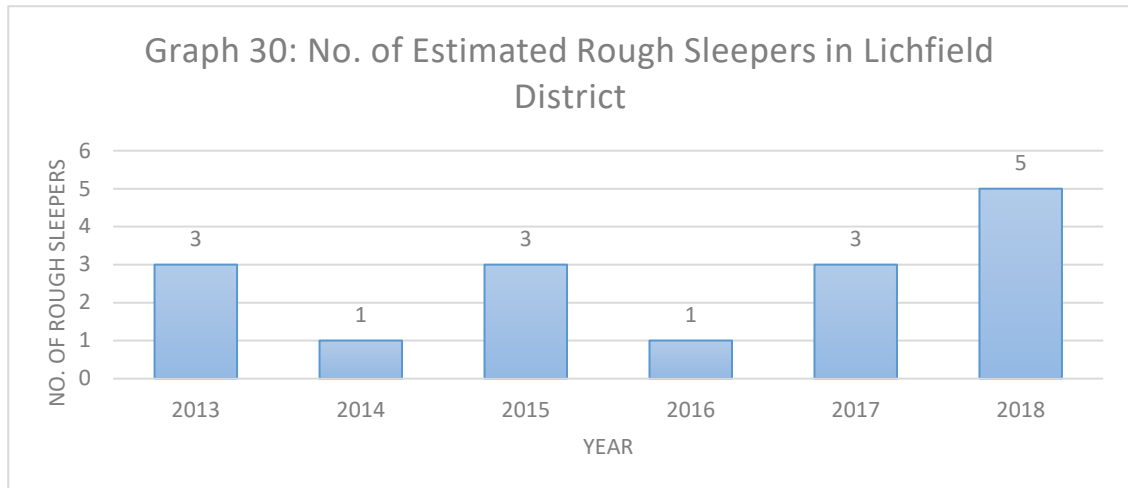
The local Citizens Advice advises residents on issues such as debt management, welfare benefits and housing advice. The council supports this service through our community and voluntary sector grant funding in recognition of how important this work is in the prevention of homelessness.

The table below shows the number of homelessness preventions that were directly related to the work of Citizens Advice in 2018/19 and demonstrates how significant their role is in helping us to prevent homelessness. These cases are additional to the number of preventions that were reported on page 10, Graph 10.

Table 29: No. of Homeless Prevention cases by Citizens Advice		
Type of action	How prevented from becoming homeless	No. of cases
Debt Advice	Remain in existing accommodation	12
Resolving rent or service charge arrears in the social or private rented sector	Remain in existing accommodation	8
Accommodation arranged with friends or relatives	Found alternative accommodation before became homeless	2
Total		22

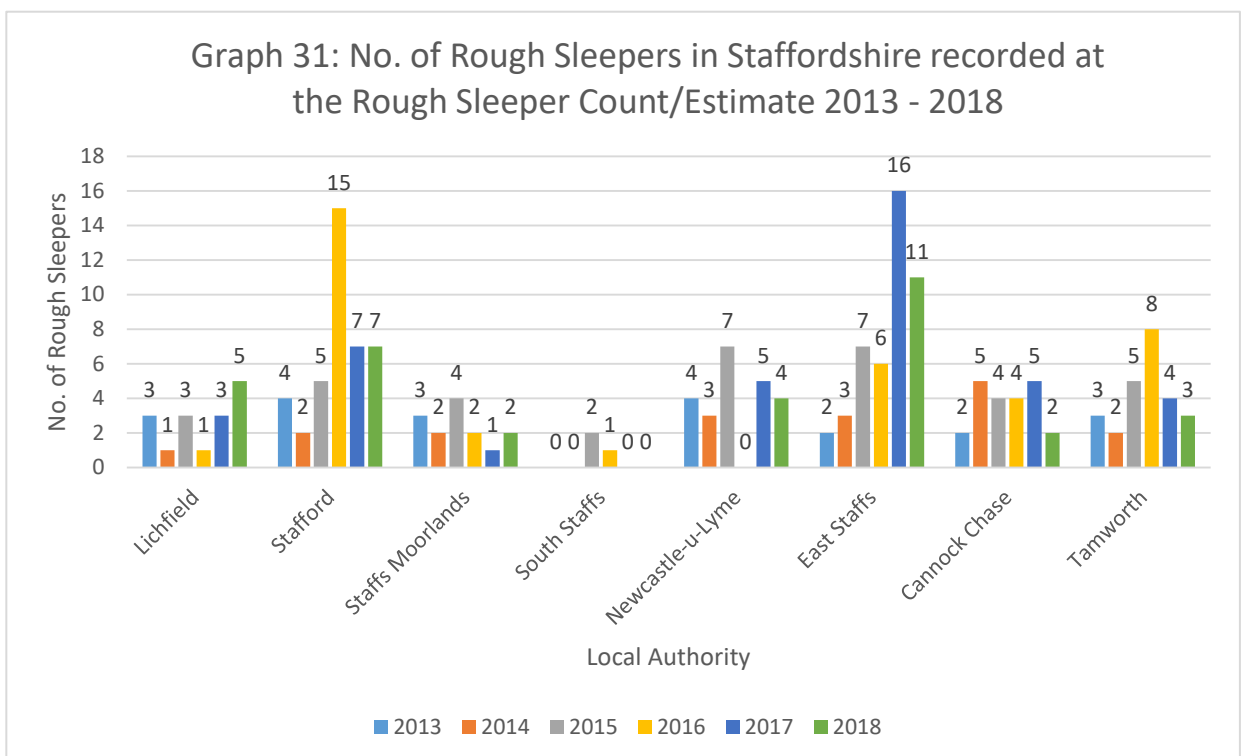
Source: CASES

Rough Sleeping



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

- 🏠 The above figures represent the official rough sleeper annual estimate, which is a snapshot of a single night.
- 🏠 The chart above shows that we had relatively few numbers of people rough sleeping throughout this time period, but there has been a steady increase in the last three years.
- 🏠 Graph 31 below shows that our overall level of rough sleeping is low compared to other areas within Staffordshire with East Staffordshire and Stafford having the highest numbers.



Source: Ministry of Housing, Communities & Local Govt (MHCLG) Live Tables on Homelessness

Lichfield Emergency Night Shelter (LENS)

The Lichfield Emergency Night Shelter opened for the first time in 2018/19 for two months running from 2 February to 31 March 2019. The table below shows how successful the scheme was in its first year.

Table 32: Information on use of Lichfield Emergency Night Shelter Feb & March 2019	
No. of rough sleepers that used the shelter	8
Average occupancy levels per night	3
Average no. of nights people stayed	22
No. of rough sleepers helped to move to independent or supported accomm.	4
No. offered permanent accommodation	3
No. began engaging in recovery services	2

Source: Lichfield District Council

Severe Weather Emergency Protocol (SWEP)

The SWEP is designed to protect rough sleepers from the effects of severe weather by providing accommodation to any rough sleepers, regardless of their eligibility under the homelessness legislation when the night time temperature is likely to be 0 degrees C or below for at least three consecutive nights.

The table below show the number of nights that the SWEP was active and the number of rough sleepers assisted.

Table 33: No. of Rough Sleepers assisted under the SWEP Protocol 2017-2019				
Year	No. of nights	No. of Rough Sleepers assisted	No. of nights	Total cost (£)
2017	19	1	3	144
2018	30	3	3	162
2019	11	3	8	360

Source: Lichfield District Council

Annexe C – Summary of the Research Project on the Assessment of the Housing Needs of Older People, People with Mental Health Needs and people with Physical Disabilities in Lichfield District February 2020

In September 2019, Lichfield District Council commissioned the Housing Learning and Improvement Network (Housing LIN) to carry out a study of the current and future housing needs of the following 3 specific groups of people:-

- Older residents (aged 60 or over)
- Adults with mental health issues and/or learning disabilities who require supported accommodation
- Adults with physical disabilities who require adaptations to their homes.

The purpose of this study is to ensure the council is fully aware of the current housing available for these groups and their housing needs for the future. This research will then enable the council to influence development of the right specialist housing through partnership working with developers and Registered Providers. The project consisted of firstly examining existing data on the demographic and socio-economic profile of these groups, followed by interviews and surveys to find out the suitability of their current accommodation and their expected future housing needs.

Findings of the Project

Older People

The findings of the study confirmed that our population is getting older and there will be a significant rise in the number of residents aged 65 or over from 2019 to 2035. This will have major implications on the suitability of current housing and will affect demand for certain types of homes to be built over the next few decades. The number of people with long term conditions will increase due to the ageing population and dementia will become more common. The number of older people with learning disabilities will also increase due to people with this condition living longer as life expectancy improves. In light of these findings, Housing LIN concluded the following:-

- **An additional 590 specialist¹ homes will be required by 2035 to accommodate older people with around 295 for rent and 295 for sale.**
- **205 homes with care provision are needed comprising approx. 125 for rent and 80 for sale.**
- The ageing population will mean there will be an increase in the number of people living in unsuitable accommodation due to accessibility issues and there will therefore be an increase in demand for DFGs to install adaptations such as ramps, stairlifts and level access showers.
- A proportion of new homes should be built to Lifetime Homes Standards²
- Due to the rise in dementia cases, there is a need for the provision of dementia care and dementia-friendly homes³
- Older residents want a greater choice of housing options across all tenures. Many are currently living in large family-sized homes which are unsuitable for their needs and, though they are interested in downsizing, any new homes should be affordable and offer an accessible living environment as they get older.
- Extra care housing is attractive to some older people and there was also an interest in both one and two bedroom properties.

¹ These 'specialist' units include sheltered housing schemes with a scheme manager, 24-hour emergency help service and communal areas; age designated housing such as flats or bungalows where all tenants are over a certain age and extra care housing which has communal facilities and access to domestic support and on-site 24/7 personal care.

² Homes that meet 16 design criteria that are intended to make homes more accessible and adaptable for lifetime use at minimal cost <http://www.lifetimehomes.org.uk/>

³ This includes homes with good lighting, level access floors and simple, user-friendly kitchen and bathroom layout.

- Many of the older residents surveyed stressed the importance for any new age-related homes to be spacious, well-designed and close to amenities and services.
- A lot of older people wanted new housing to have facilities which encouraged social interaction and gave the opportunity to establish a strong community.
- Many of those surveyed thought that there was a shortage of suitable accommodation for older people in Burntwood.

People with Learning Disabilities and Mental Health Needs

Findings

The findings showed that there will be a slight reduction in the number of residents with learning disabilities but there will be an increase in the number of older people with these conditions due to improvements in life expectancy. Lichfield district also has a small but significant number of adults with learning disabilities who still live with their parents. Unfortunately, these parents are getting older and are beginning to have their own care needs which has implications for the housing options available. In addition, the county council policy is to decrease the use of residential care for adults with learning disabilities and to increase the provision of supported housing. In light of these findings, Housing LIN recommended the following:-

- There is a significant number of people with mental health issues that live in unsuitable housing. Many of the people with learning disabilities said that they wished to live as independently as possible in order to improve their quality of life and there is therefore a need for more appropriate affordable housing to be built to enable these groups to live as independently as possible.
- More specialist accommodation and/or support in the home will be required over the coming decades, including for people who are physically disabled *and* have a learning disability, or who lose their current family carer due to old age.
- There is a need for more supported housing for people with learning disabilities to enable people to live independently in their community and close to family support networks. **An estimated 32 net additional units of supported housing is required for people with learning disabilities in Lichfield district to 2030/31.**
- There is a need for the District Council to engage with County Council commissioners to develop district level housing plans in relation to meeting the housing needs of adults with learning disabilities.

Lichfield District Council's response to this project

In the light of these findings, the council has included the following actions to the Action Plan attached to this strategy:

- Ensure Disabled Facilities Grants are delivered efficiently and in accordance with statutory duties
- Work in partnership to maximise delivery of new age appropriate and specialist homes through the planning process
- Negotiate provision of specialist housing, where appropriate, in new housing schemes
- Establish a good working relationship with Staffordshire County Council Adult Social Care Team
- Share the study and research findings with key stakeholders

Priority One: Enable people to live in good quality homes that are suitable for their needs

Objective One: Promote services enabling people to live independently in their own homes

	Actions	Milestones	Outcomes	Lead Officer & resources	Timescale
1.1	Ensure Disabled Facilities Grants(DFGs) are delivered efficiently and in accordance with statutory duties	<ul style="list-style-type: none"> ✓ Quarterly and annual SILIS performance reports produced ✓ Information available online for customers is reviewed ✓ Review the contract and future DFG delivery 	<ul style="list-style-type: none"> ✓ 70 adaptations are completed per annum ✓ DFG Budget is spent ✓ DFGs are delivered effectively 	HWM, DFG budget of £1.1 m	Quarterly reports. Contract renewal March 2023
1.2	Review and publish a revised Housing Assistance Policy	<ul style="list-style-type: none"> ✓ Review the effectiveness and outcomes achieved through the current policy ✓ Review the emergency home repair grant eligibility ✓ Review assistance provided through the homelessness prevention and assistance policy and consolidate both policies 	<ul style="list-style-type: none"> ✓ A review of the policy and the effectiveness of housing assistance is completed ✓ A draft revised policy is produced and consulted on ✓ Final consolidated policy completed and website updated 	HWM HOM, HSWO	March 2021

Objective Two: Advise and where possible support vulnerable households living in poor housing conditions

	Actions	Milestones	Outcomes	Lead Officer & resources	Timescale
1.3	Make effective use of our statutory powers to improve the private rented stock, ensuring homes meet at least minimum housing standards	<ul style="list-style-type: none"> ✓ Highlight our statutory powers and offer guidance through the Landlords Forum ✓ Monitor the number of complaints received and action taken ✓ Develop intelligence gathering techniques to ensure unlicensed HMOs are licenced ✓ Review and improve the information on our website to ensure tenants are aware of their rights ✓ Review resources available to commence more proactive improvement work 	<ul style="list-style-type: none"> ✓ Private rented stock is improved ✓ All complaints are responded to in-line with the customer promise and appropriate action is taken ✓ Annual review of complaints ✓ Increased number of licensed HMOs ✓ Website is improved 	PSHM, PSHO, HWSO	March 2024

Objective Two: Advise and where possible support vulnerable households living in poor housing conditions						
	Actions	Milestones	Outcomes	Lead Officer & resources	Timescale	
1.4	Through Warmer Homes Greener District (WHGD) work in partnership with Staffordshire Warmer Homes Partners to deliver positive health and housing outcomes amongst target groups	<ul style="list-style-type: none"> ✓ Delivery of Staffordshire Warmer Homes project ✓ Completion of street-level mains gas schemes enabling homes to benefit from new mains gas connection and first time gas central heating ✓ Quarterly monitoring of referrals and associated impacts between WHGD and health/care partners 	<ul style="list-style-type: none"> ✓ 5 new street-level mains gas schemes completed enabling up to 200 homes to benefit from new mains gas connection ✓ ECO Funding opportunities maximised within the project period 	HWSO	December 2024 March 2024	
1.5	Promote the WHGD advice line and the various services available to all residents	<ul style="list-style-type: none"> ✓ Approval of new flexible eligibility declarations ✓ Organisation of geographically targeted promotion ✓ Performance of WHGD is reviewed annually 	<ul style="list-style-type: none"> ✓ 20 flexible eligibility declarations approved per year ✓ 4 rounds of geographically targeted promotion per year ✓ ECO funding opportunities maximised 	HWSO, WGHD budget	Annual reviews March 2024	
Objective Three: Encourage the best use of the housing stock						
Page 110	Actions	Milestones	Outcomes	Lead Officer & Resources	Timescale	
1.6	Work to minimise the number of long term empty homes in the district and increase the number brought back into use	<ul style="list-style-type: none"> ✓ Online information resource is published ✓ Participate in the development of the 'Action On Empty Homes' national toolkit for communities and local authorities ✓ Review policy on empty homes 	<ul style="list-style-type: none"> ✓ Long term empties as a proportion of total housing stock is decreased ✓ Policy on empty homes reviewed 	HWSO	March 2024 End of 2021	
1.7	Finalise and implement new arrangements for the administration of the housing register and the new allocation scheme	<ul style="list-style-type: none"> ✓ New arrangements for the housing register are finalised ✓ Review, adopt and implement a revised Housing Allocations scheme and allocations system ✓ Nomination agreements with RPs are reviewed and revised ✓ Review the Tenancy Strategy 	<ul style="list-style-type: none"> ✓ New arrangements in place for the administration of the housing register ✓ Eligibility for social housing revised ✓ New allocations scheme is in operation ✓ Better information on availability of stock ✓ Revised nomination agreements in place ✓ Revised Tenancy Strategy completed 	HWM, HOM, HSO	March 2021 Tenancy Strategy April 2021	

Priority Two: Increase housing choice to meet the needs of current and future residents

Objective Four: Increase the supply of affordable housing

	Actions	Milestones	Outcomes	Lead Officer & Resources	Timescale
Page 111	2.1 Work in partnership to maximise delivery of new affordable homes	<ul style="list-style-type: none"> ✓ Review process for responding to planning applications ✓ Complete the housing evidence base for the revised Local Plan including affordable housing need and viability ✓ Local Plan housing policies revised including affordable housing policy (incl. commuted sums) ✓ Supplementary Planning Documents revised ✓ Developer Contributions SPD revised incorporating <ul style="list-style-type: none"> ✓ required contributions on sites including affordable housing ✓ process for determining viability appraisals ✓ Acquire properties using commuted sums, existing reserves and right to buy receipts 	<ul style="list-style-type: none"> ✓ Revised process in place ✓ Local Plan housing evidence base completed ✓ Revised target for affordable homes built per annum in accordance with new Local Plan evidence base ✓ Revised Local Plan and policies in place ✓ Revised SPD(s) covering all developer contributions in place ✓ Properties purchased for the Housing First scheme and additional affordable homes acquired to meet our statutory housing duties 	HWM HOM, HWSO, Spatial Policy	Process review October 2020 Local Plan 2021 Revised SPDs 2022 March 2024
	2.2 Work with Approved RPs to monitor their stock and look for new sites and regeneration opportunities to increase the number of rented and shared ownership homes	<ul style="list-style-type: none"> ✓ Opportunities for new build and regeneration of older schemes explored ✓ Quarterly updates on new build in the pipeline ✓ Annually review RP criteria for specification and location of new affordable housing ✓ Annual review meetings with Approved RPs to share data and monitor performance ✓ Annual update of the Housing directory of RP stock to monitor disposals and completions 	<ul style="list-style-type: none"> ✓ Regeneration schemes identified ✓ Reviewed RP criteria for the specification and location of new affordable housing ✓ Supply of affordable homes increased ✓ Housing Directory updated 	HWM HWSO	Annually March 2024

Priority Two: Increase housing choice to meet the needs of current and future residents

Objective Four: Increase the supply of affordable housing

	Actions	Milestones	Outcomes	Lead Officer & Resources	Timescale
2.3	Begin developing housing through the council's new local housing company and limited liability partnership with PSP to help accelerate the rate of build and diversify tenure	<ul style="list-style-type: none"> ✓ Development of the first new homes is in progress ✓ Identify medium to long term opportunities to deliver affordable homes 	<ul style="list-style-type: none"> ✓ 30 new homes by 2024/25 ✓ Smaller homes for rent and sale built ✓ Profits from homes built are pooled and reinvested into new housing ✓ Medium to long term opportunities to deliver affordable homes identified 	CEX, Asst CEX	2024/25

Objective Five: Ensure an adequate supply of suitable and accessible accommodation for vulnerable and older people in need

	Actions	Milestones	Outcomes	Lead Officer & Resources	Timeline
Page 4 112	Work in partnership to enable new provision of specialist housing and homes built to Lifetime Homes Standards	<ul style="list-style-type: none"> ✓ Share the Independent Living study findings with key stakeholders such as SCC ✓ Engage with County Council commissioners on their plan for meeting the housing needs of adults with learning disabilities ✓ Ensure the Local Plan reflects <ul style="list-style-type: none"> ✓ the needs identified for specialist housing for older people and adults with learning disabilities ✓ the need for homes built to Lifetime Homes Standards ✓ the need for the provision of dementia-friendly homes 	<ul style="list-style-type: none"> ✓ Work to determine what proportion of new homes are built to Lifetime Homes Standards ✓ Revised Local Plan and policies in place ✓ New schemes and opportunities for life time homes identified 	HWM, HSWO	December 2020 Spring 2021
2.5	Monitor the success of specialist housing schemes currently on site	<ul style="list-style-type: none"> ✓ Regular updates with partners ✓ Determine success of new schemes being built 	<ul style="list-style-type: none"> ✓ Greater intelligence obtained on the need for further specialist schemes 	HWM, HSWO	April 2021

Priority Three: Prevent or relieve all forms of homelessness including rough sleeping

Objective One: Improve the range of suitable housing options for those who are homeless or at risk of homelessness

	Actions	Milestones	Outcomes	Lead Officer & Resources	Timescale
Page 1 of 3	3.1 Promote the work of the Tenancy Sustainment Officer and develop a 'Private Landlords' Offer' for landlords who have appropriate properties for rent for low-income/vulnerable households	<ul style="list-style-type: none"> ✓ Use the Landlords' Forum to ensure landlords are aware of the Tenancy Sustainment Officer role in supporting tenants ✓ Work with landlords to develop a good understanding of the right incentives and support required to encourage them to rent to vulnerable and low-income households ✓ Investigate why households are made homeless from private sector tenancies ✓ Set up landlord offer group to determine content of offer and consult on draft with landlords ✓ Review effectiveness of TSO role with Bromford and consider long term sustainability of the role 	<ul style="list-style-type: none"> ✓ An increase in the number of private sector landlords willing to work with us and to rent to vulnerable and low-income households ✓ Reduced trend of the number of homeless acceptances due to the ending of ASTs ✓ Increased prevention and relief of homelessness due to end of AST ✓ Good communication & working relationship with private landlords 	HOM, SHOO, TSO	May 2021
	3.2 Purchase properties for households with complex and multiple needs including those to be leased out for the Housing First scheme	<ul style="list-style-type: none"> ✓ Complete acquisition of the 3 properties in progress ✓ Finalise lease with Spring ✓ Identify and purchase other suitable properties 	<ul style="list-style-type: none"> ✓ Lease agreement with Spring finalised ✓ 5 properties purchased and let ✓ Increased housing options available for people with complex and multiple needs 	HOS, HOM, PSHO,	End June 2020 for the first 3 and other 2 by March 2021
	3.3 Actively promote DHP and homeless prevention schemes to enable households to access or remain in the private or social rented sector	<ul style="list-style-type: none"> ✓ Monitor use of DHP & HPS to ensure used to maximum advantage to prevent homelessness ✓ Raise awareness of the use of DHP & HPS amongst our partners ✓ Review homelessness prevention and assistance policy 	<ul style="list-style-type: none"> ✓ 100% DHP spent ✓ Awareness raised ✓ Homelessness prevention and assistance policy reviewed 	HOM, SHOO	April 2021

Priority Three: Prevent or relieve all forms of homelessness including rough sleeping

Objective Two: Identify and provide support to those who face barriers to accessing and maintaining suitable accommodation

	Actions	Milestones	Outcomes	Lead Officer & Resources	Timescale
Page 114	3.4 Review joint working arrangements with all partners, public and third sector organisations to ensure that maximum support is available to those with complex and multiple needs	<ul style="list-style-type: none"> ✓ Carry out a regular review of the referral process to ensure the correct procedure is being carried out & all relevant households are being referred ✓ Identify new supported accommodation to increase the options available ✓ Review suitability of supported schemes ✓ Review the operation of the weekly Vulnerability Hub and encourage all agencies that can help prevent homelessness to attend ✓ Review role of Through Care Group and agree terms of reference ✓ Develop an eviction protocol with Pathway to reduce the number of households that are asked to leave the refuge and seek help with accommodation from the council 	<ul style="list-style-type: none"> ✓ Increase awareness of and accessibility to services to create an enhanced customer experience ✓ New supported accommodation schemes, including out of area with no local connection criteria are identified ✓ Vulnerability Hub reviewed ✓ Terms of reference for Through Care Group agreed ✓ Protocol with Pathway established ✓ Fewer approaches from households asked to leave the Pathway refuge 	HOM, SHOO, HOT	March 2024
	3.5 Develop our Homeless Prevention Forum of housing providers, support services and partner agencies	<ul style="list-style-type: none"> ✓ Establish regular meetings of the Forum ✓ Work with partner, voluntary, community and statutory organisations to review best practice and measure the impact of initiatives 	<ul style="list-style-type: none"> ✓ Forum established, membership, role, remit and terms of reference agreed ✓ Forum monitors the strategy action plan 	HOM, SHOO	March 2021
	3.6 Work with Registered Providers to establish a protocol to reduce the number of evictions from social housing and increase access to accommodation	<ul style="list-style-type: none"> ✓ Liaise with RPs about their strategies to prevent homelessness e.g. through their 'Homes for Cathy'¹ commitments. ✓ Discuss with RPs their policies with regard to previous housing debt ✓ Look at the establishment of eviction panels 	<ul style="list-style-type: none"> ✓ Increase the number of households that are prevented from homelessness by being able to remain in their existing home 	HOM, SHOO, TSO	March 2024

¹ A group of Housing Associations that have signed up to nine commitments aimed at tackling homelessness

Priority Three: Prevent or relieve all forms of homelessness including rough sleeping

Objective Two: Identify and provide support to those who face barriers to accessing and maintaining suitable accommodation

	Actions	Milestones	Outcomes	Lead Officer & Resources	Timescale
3.7	Ensure effective discharge protocols with public agencies are in place where appropriate and possible e.g. Hospitals and prisons	<ul style="list-style-type: none"> ✓ Review existing protocols with all prisons ✓ Review protocols with hospitals ✓ Promote the use of discharge planning meetings where possible ✓ Promote use of 'Alert' protocol 	<ul style="list-style-type: none"> ✓ Number and nature of applications from hospitals, prisons, etc., is known to inform further actions ✓ Effective protocol in place with prisons particularly over placement of high risk offenders ✓ Protocols in use where needed 	HOM, SHOO	Prisons end of 2020 All others by end of 2021`
3.8	Effectively liaise with other council departments to improve the prevention of homelessness	<ul style="list-style-type: none"> ✓ Explore using a community safety mediation scheme for relationship breakdown/ family exclusion ✓ Work with the Community Safety team to ensure incidents of violence or anti-social behaviour are addressed ✓ Develop early warning system with private sector team where there are potential issues regarding a tenancy that may lead to eviction ✓ Ensure optimum use of DHP 	<ul style="list-style-type: none"> ✓ Greater liaison between services ✓ Greater take up of services 	HOM, community safety team, revs and benefits, PSHO	June 2021

Priority Three: Prevent or relieve all forms of homelessness including rough sleeping					
Objective Three: Tackle rough sleeping so that no one needs to sleep rough					
	Actions	Milestones	Outcomes	Lead officer & resources	Timescale
3.9	Monitor and review the Spring Housing rough sleeper outreach service and 'Housing First' project to ensure it delivers its outcomes	<ul style="list-style-type: none"> ✓ Regular monitoring meeting held with Spring HA to ensure targets are being met ✓ Annual reviews completed ✓ Council properties purchased ✓ RP properties identified 	<ul style="list-style-type: none"> ✓ Reduction in rough sleepers ✓ Additional support provided to rough sleepers including access to health and addiction services 	HOM, SHOO, Spring, HOT	May 2021
3.10	Review the SWEP protocol in line with government guidance	<ul style="list-style-type: none"> ✓ SWEP reviewed regarding the triggers for activation ✓ Review agencies on distribution list ✓ Monitor number of rough sleepers housed through SWEP as a measure of the success 	<ul style="list-style-type: none"> ✓ Revised SWEP criteria operational ✓ SWEP activated during all forms of severe weather ✓ Revised homelessness prevention and assistance policy 	HOM	SWEP review complete March 2021
3.11	Work closely with Churches Together to evaluate the future need for a night shelter	<ul style="list-style-type: none"> ✓ Review success of previous night shelters ✓ Assess requirement and identify funding for future night shelters 	<ul style="list-style-type: none"> ✓ Review completed of the night shelters in 2019 and 2020 ✓ Fewer rough sleepers on the streets as they are using the shelter ✓ Night shelters open in future years if needed 	HOM	September 2020 Ongoing
3.12	To work with partners on the District Board to explore a 'diverted giving scheme' or similar initiative to discourage street begging and promote proactive schemes to support people to move away from begging	<ul style="list-style-type: none"> ✓ Attend regular meetings & share intelligence with Community Safety, police and other agencies to report on street begging ✓ Raise awareness amongst the public of the council's new policy on street begging & alternative ways of helping street beggars ✓ Work with police & other agencies to tackle street begging through enforcement methods where appropriate 	<ul style="list-style-type: none"> ✓ A form of alternative or 'diverted' giving scheme is put in place ✓ Public are aware of the scheme and are using it ✓ Reduction in numbers of those street begging 	HOM, Community Safety, HOT	July 2020 for initial launch of scheme

Annexe E

Glossary of Homelessness Terms

Discretionary Housing Payment (DHP)

This is a payment that can be granted at the discretion of the local authority to help towards housing costs. Only those entitled to Housing Benefit or the housing costs element of Universal Credit can receive it.

Duty to Refer

Certain public authorities must notify a local housing authority in England where one of its service users may be homeless or at risk of homelessness (and they agree to the referral). The following are public authorities with a duty to refer:-

- prisons
- youth offender institutions and youth offending teams
- secure training centres and colleges
- probation services
- jobcentre plus
- accident and emergency services provided in a hospital
- social service authorities.
- The Ministry of Defence is also subject to the duty to refer in relation to members of the Royal Navy, the Royal Marines, the regular army and the Royal Air Force.

Eligible for Assistance

To qualify for help under the homelessness legislation or to be entitled to housing benefit, an applicant must be eligible for assistance. Eligibility for assistance is dependent upon the applicant's immigration status, or her/his right of residence in the UK or whether s/he is habitually resident in the UK.

Homeless acceptances (pre HRA)

Acceptances: households found to be eligible for assistance, unintentionally homeless and falling within a priority need group (as defined by homelessness legislation - see below) during the quarter are referred to as "acceptances". These households are consequently owed a main homelessness duty

by a local housing authority. The main duty is to secure settled accommodation.

Homeless Application (prior to the Homelessness Reduction Act 2017(HRA))

This refers to when a person who may be homeless or threatened with homelessness within 56 days applies to the local authority for help in finding them a home, to prevent them from losing their home, or to secure alternative accommodation. The application does not need to be in writing and can be made on a person's behalf.

Homelessness Assessments (after the HRA)

This is a new definition introduced by the HRA and refers to those households who approach the council as homeless or threatened with homelessness. They are then assessed as being owed either the prevention or relief duty or no duty at all (i.e. they are not homeless or threatened with homelessness within 56 days).

Housing Enquiries

These are all enquiries made to the council about issues regarding housing and homelessness. They include telephone calls, emails or visits to reception.

Housing Main Duty (post HRA)

A person or household is owed the main housing duty if they are found to be eligible, unintentionally homeless and in priority need.

Intentionally Homeless

Section 191(1) provides that a person becomes homeless intentionally if ALL of the following apply:

- a. they deliberately do or fail to do anything in consequence of which they cease to occupy accommodation; and,

- b. the accommodation is available for their occupation; and,
- c. it would have been reasonable for them to continue to occupy the accommodation.

Prevention Duty

The prevention duty applies when a local authority is satisfied that an applicant is threatened with homelessness within 56 days and eligible for assistance. The LA is required to 'take reasonable steps to help the applicant to secure that accommodation does not cease to be available'.

Priority Need

The Housing Act 1996 defines five categories of people who must be accepted as in priority need, namely:-

- pregnant women, or any person who resides with a pregnant woman
- households with dependent children
- all 16- and 17-year-olds, provided they are not a 'relevant child' (i.e. they remain the responsibility of social services) or a child in need to whom a local authority owes a duty under section 20 of the Children Act 1989
- all 18- to 20-year olds, who 'at any time after reaching the age of 16, but while still under 18' were, but are no longer, looked after, accommodated or fostered
- any person who has lost her/his accommodation as a result of an emergency such as flood, fire or other disaster.

The Housing Act 1996 also defines the following groups who will be accepted as in priority need provided that the authority is satisfied that they are vulnerable. A person may be vulnerable as a result of:

- old age, mental illness or disability, physical disability or other special reason, or someone who lives with one of these categories of vulnerable person
- having been looked after, accommodated or fostered and is aged 21 or over
- having been a member of Her Majesty's regular naval, military or air forces

- having served a custodial sentence
- having had to leave accommodation because of violence or threats of violence from another person that are likely to be carried out.

Registered Providers (Housing Associations)

Registered Providers in England are independent societies, bodies of trustees or companies that provide low-cost social housing for people in housing need on a non-profit-making basis. They are predominantly charities and any trading surplus is used to maintain existing homes and to help finance new ones.

Relief Duty

The relief duty applies when a local authority is satisfied that an applicant is homeless and eligible for assistance. It requires an authority to 'take reasonable steps to help the applicant to secure that suitable accommodation becomes available for the applicant's occupation' for at least six months.

Rough Sleeping

A person who is sleeping rough as defined by the government is someone who is sleeping, or bedded down, in the open air (such as on the streets, or in doorways, parks or bus shelters); or are in buildings or other places not designed for habitation (such as barns, sheds, car parks, cars, derelict boats or stations).

Temporary Accommodation

This is accommodation provided by the local authority to homeless households in priority need owed the relief duty or the main duty.

Update to the Constitution

Cllr Angela Lax, portfolio holder for Regulatory, Housing and Health

Date:	14 July 2020
Agenda Item:	17
Contact Officer:	Christie Tims
Tel Number:	01543 308002
Email:	Christie.tims@lichfielddc.gov.uk
Key Decision?	Y
Local Ward Members	All Wards



Full Council

1. Executive Summary

- 1.1 The Lichfield District Council Constitution is constantly reviewed and updated to ensure it remains fit for purpose, reflects changes in legislation, and provides appropriate delegations.
- 1.2 Due to recent staffing changes and findings from a scheme of delegation audit, several changes are necessary to the scheme of delegation to officers.

2. Recommendations

- 2.1 To approve the updated scheme of delegation.
- 2.2 To note the new cabinet portfolios and update the constitution accordingly.

3. Background

Delegation to Officers

- 3.1 Part 3 Section 4 of the constitution details the scheme of delegation to officers. Following the recent changes to the establishment including the deletion of director posts and renaming of Head of Service positions several changes are now necessary to the constitution to formally recognise the new arrangements.

These are summarised as:

- Removal of the directors posts from the establishment and distribution of these delegations to the Heads of Service as appropriate.
- Removal of the Assistant Chief Executive from the establishment and distribution of these delegations to the Head of Corporate Services as appropriate.
- Update all delegations currently assigned to the Head of Corporate Services as Monitoring officer and re-allocation of these duties to the Head of Governance and Performance.

- 3.2 Heads of service may set fees and charges within their service areas as they see fit within the current constitution, subject to matters reserved for another body. The delegation is to include the ability to vary and waive these charges where these are within budget.

Alternative Options

- 1. Not to update the Constitution and scheme of delegation in line with recommendations from the audit and changes to leadership. To not do so could lead to inefficiency and confusion.

Consultation	1. All changes meet the needs of the organisation and have been consulted with Heads of Service and the legal service and where appropriate approved by the Employment Committee.
Financial Implications	1. None; there are no implications for the changes themselves.
Contribution to the Delivery of the Strategic Plan	1. Proposals will assist with compliance with the legal requirements and efficiency thus the Council's ability to deliver the services required.
Equality, Diversity and Human Rights Implications	1. None arising from this report.
Crime & Safety Issues	1. None arising from this report.
Environmental Impact	1. None arising from this report.
GDPR/Privacy Impact Assessment	Yes – all data collected and collated in the preparation and operation of the constitution has been impact assessed with the appropriate controls in place.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Legal challenge as constitution is not up to date	Update Constitution	Green

Background documents
Current and revised draft Constitution

Relevant web links
<https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?Cid=190&Mid=304&Ver=4&info=1>

Pay Policy 2020

CLlr Andy Smith, Cabinet member for Innovation, Commercialisation and Corporate Services



Date:	14 July 2020
Agenda Item:	18
Contact Officer:	Christie Tims
Tel Number:	01543 308002
Email:	christie.tims@lichfielddc.gov.uk
Key Decision	NO
Local Ward Members	None

FULL COUNCIL

1. Executive Summary

- 1.1 To inform the Committee of the Council’s duties under Section 38 of the Localism Act 2011 to prepare and publish an annual Pay Policy Statement for 2020/2021.
- 1.2 To approve publication of the updated Pay Policy Statement for 2020.

2. Recommendations

- 2.1 It is recommended that Full Council approves the contents of the updated Pay Policy Statement as set out in **Appendix A**.
- 2.2 That authority is given to the Head of Governance & Performance in consultation with the Chairman of Employment Committee, to update and republish the pay policy once the national pay negotiations for 2020 are concluded.

3. Background

- 3.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”.
- 3.2 The Pay Policy Statement (attached at **Appendix A**) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;
 - the methods by which salaries of all employees are determined;
 - the detail and level of remuneration of its senior managers i.e. ‘chief officers’, as defined by the relevant legislation;
 - the relationship between the remuneration of its chief officers, those who are not chief officers and the lowest paid;
 - the most recent gender pay gap figures available.
- 3.3 This statement is reserved to Full Council for approval and will then be published on the Council’s website. In addition, for posts where the full time equivalent salary is £50,000 p.a, or more, the Council’s Annual Statement of Accounts will include a note setting out the total amount of :-
 - salary, fees or allowances paid to or receivable by the person in the current and previous year;
 - any bonuses so paid or receivable by the person in the current and previous year;
 - any sums payable by way of expenses allowance that are chargeable to UK income tax;
 - any compensation for loss of employment and any other payments connected with termination;
 - any benefits received that do not fall within the above

3.4 Legislative Framework

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

3.5 Pay Structure

The basis for the Council's pay structure is on having a job evaluation system in place which ensures that all employees are rewarded according to the demands and responsibilities of their job and that there are no discriminatory elements.

3.6 The Council's pay structure is largely based on the Council's Single Status Agreement and on the National Joint Council for Local Government Services job evaluation scheme which has the support of both trade unions and employees. Any changes to jobs or new jobs go through a job evaluation process to ensure that there is consistency and fairness in place. The salaries are set according to the national pay grading scale (pay grades attached at **Appendix 1 within the Pay Policy Statement**. The revised senior management structure discussed earlier in the meeting is at **Appendix 2 within the Pay Policy Statement**

3.7 The detailed information regarding pay and conditions is set out in the statement attached at **Appendix A** (Pay Policy Statement). This will be updated at least annually in accordance with the legislative requirements and will be subject to change once the national pay negotiations for 2020 are concluded and agreement reached.

3.8 Pay negotiations for all Lichfield District Council employees (below Chief Executive) are conducted at a national level on our behalf by National Joint Council (NJC). As part of our collective agreement with Unison, we participate in national bargaining and therefore any negotiated settlement reached at a national level is mandatory and must be applied to our employees.

Alternative Options	None
Consultation	<p>Employee Representatives have been consulted with regard to this report requirement and national bargaining on the 2020 settlement is underway.</p> <p>Employment Committee have received and approved the policy statement to recommend to Full Council for adoption with minor updates to the apprenticeship and pay relationship sections for clarity.</p>
Financial Implications	This report sets out the existing financial obligations regarding pay policy which have been built in to the MTFS.
Contribution to the Delivery of the Strategic Plan	The Pay Policy ensures that we are a good council, by maintaining an up to date and relevant pay structure that helps to retain and attract skilled officers.
Equality, Diversity and Human Rights Implications	There are no implications for anyone with protected characteristics as this policy applies to all employees equally. Reviews of our pay are undertaken and an equal pay audit undertaken every 4 years.
Crime & Safety Issues	There are no implications.
Environmental issues	There are no implications.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Non - compliance with legislation or challenges on equal pay	Through the publication of an annual pay policy statement and maintaining a consistent approach to conducting Job Evaluation.	Green
B	Failure to adopt new settlement	Delegation has been sought to reflect the agreed settlement once it is confirmed.	Green

Background documents Previous pay policy statements

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Introduction and purpose

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

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

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

Lichfield District Council

Lichfield District Council employs 327 staff (as at 30 June 2020), excluding casual workers, contractors, and agency workers) and provides a wide range of services managed through the Chief Executive's office and seven key service areas

The Chief Executive

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

- Act as lead advisor to Elected Members
- Undertake the statutory role of Head of Paid Service
- Lead and support LDC's governance arrangements
- Manage direct reports of 7 Heads of Service (HoS)

Corporate Services (Deputy Head of Paid Service)

This service area takes the Strategic lead on

- Assets, premises and the council's property portfolio.
- Corporate Communications, consultation and marketing
- Corporate ICT
- Development & maintenance of corporate information systems, including geographical information systems (GIS), the Property Gazetteer and street naming and numbering.
- Delegated authority to act as Deputy Chief Executive

Governance and Performance

This service area takes the Strategic lead on

- Legal service contract.
- Democratic services, governance and member support.
- Data protection, Freedom of Information and RIPA.
- Electoral services, management of elections.
- Corporate lead on health and safety, insurance and the council's Employee Liaison Group.
- Human Resources services.
- Strategic planning and performance management for the Council, including accountability to Members, quality assurance, customer complaints, ombudsman investigations, MP enquiries, and equalities.

Economic Growth and Planning Development Service

This service area takes the Strategic lead on

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

Operational Services

This service area takes the Strategic lead on

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

Regulatory Services, Housing & Wellbeing

This service area takes the Strategic lead on

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

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

Finance and Procurement

This service area takes the Strategic lead on

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

Customer Services, Revenues & Benefits

This service area takes the Strategic lead on

- Provision of corporate customer services (Lichfield Connects), including development of supporting technology.
- Administration and collection of local taxation, including council tax and business rates (NNDR) and BID levy, housing benefits and council tax reductions, arrears collection for council tax, business rates, benefits overpayments and sundry debts.
- Policy development on debt recovery and its management.

2. Legislative framework

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

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

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

3. Pay structure

The underpinning mechanism in delivering LDC's pay structure is LDC's job evaluation system and the Single Status Agreement. This ensures all employees are rewarded according to the demands and responsibilities of their job and that there are no discriminatory elements.

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

The Single Status Agreement ensures that there is consistency and fairness in its terms and conditions, including pay that the council offers to its employees.

The grades of Chief Officers (as set out on Page 5) have been evaluated through the Hay Job evaluation process.

Any changes to jobs or new jobs go through a job evaluation process to ensure that there is consistency and fairness in place. Based on the application of the job evaluation process, the council uses the nationally negotiated pay scale as the basis for its local grading structure. **Appendix 1** shows the Lichfield District Council NJC pay grades from July 2020 following the introduction of the new pay spine for the 2018- 2020 settlement. There is a pending pay award from April 2020 which has yet to be settled.

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

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

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

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

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

A *Local Allowance* has been paid where additional responsibilities have been accepted following a contractually negotiated rate following a TUPE transfer or deletion of a role.

In addition we have an *Acting up Recognition Policy* (payment of an Honorarium), where a lower graded employee may be asked to take on the duties of a higher graded post, due to vacancy or other

absence, where the employee possesses the appropriate skills and is agreeable to do so. There are currently 2 honorarium payments in place.

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

All other pay related allowances are the subject to either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by council policy.

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

Additional Payment	Numbers	Pay range FTE Per annum £
Shared Service Payment	1	3528
Market Supplement Payments	3	2500-5767
Local Allowance	1	10000
Deputy Monitoring and Deputy Section 151 Officers	2	2942-2957
Honorarium	2	3417- 6182
Essential car allowance	88	846-1239

Apprenticeships

In order to meet our obligations under the Enterprise Act 2016, <https://www.gov.uk/government/news/enterprise-act-becomes-law> which has enabled the Government to set ambitious targets for the public sector to have up to 2.3% of their workforce in an apprentice annually.

Our aim is to (where budgets, suitable vacancies and available registered training providers are available) achieve our target of up to 7 new apprentices during 2020/21. All vacancies will be considered by relevant HoS together with Service Managers to ensure that opportunities for different ways of working are explored, that we have considered if the vacant post can be filled by an Apprentice, and that appointments are made on the most appropriate basis and only when essential to ongoing service delivery. Many of our employees undertaking apprenticeships are paid within our normal pay scales but where appropriate we pay new recruits to an apprenticeship in line with the Apprenticeship rates as at April 2020 - **see Appendix 1**.

A statutory report will be published by September 2020 regarding our progress in using the Apprenticeship Levy and meeting the 2.3% workforce target. There are currently 3 active Apprenticeships being funded by the levy. This has changed due to the pandemic and may now be delayed due to the ongoing restrictions.

4. Definition of a Chief Officer

Section 43 of the Act defines the meaning of a Chief Officer and refers to the Local Government and Housing Act 1989. Statutorily the Chief Officer at LDC is currently the Chief Executive and locally,

LDC has extended the definition of a Chief Officer to include the Chief Executive and all Heads of Service (7posts).

The Chief Officers' Structure is shown on **Appendix 2**. Under transparency regulations we also publish data of any officer with a full time equivalent salary is at least £50,000 even though they do not fall within the definition of Chief Officer.

5. Chief Officers' remuneration

Heads of Service (HoS)

The Heads of Service posts report directly to the Chief Executive and are evaluated using the Hay Job Evaluation system. These roles are classed as part of the Leadership Team (for the purposes of the act) and these officers are paid a salary in a range of five incremental points between £57,794 and £63,048. Some of these posts may be eligible for additional payments as specified in section 3.

Chief Executive

The Chief Executive salary falls within a range of four incremental points between £108,780, rising to a maximum of £115,395, not inclusive of any payment for Returning Officer duties, with the exception of District and Parish elections, payment for which is included in the salary. These rates have been adjusted following removal of a performance related payment previously applied to the role.

7. Other pay additions

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

- Fees paid for Returning Officer duties where identified and paid separately. This applies solely to the Chief Executive and relates to fees, which are set by the Government for Parliamentary elections and through agreement with Staffordshire County Council, for County Council elections, using a pence per elector for the calculation. Fees for the district and parish local elections are included in the Chief Executive salary level.
- Essential user car allowance is £80.25 or £70.50 per month dependent on the size of vehicle. These rates are applicable to all employees who are essential car users. There are currently 88 employees receiving an essential car user's allowance.

8. Payments on termination

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

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

9. Lowest paid employees

The lowest paid people employed under a contract of employment with LDC would be employed on a full time [37 hours] equivalent salary, set at the minimum pay point currently in use within LDC's grading structure (see **Appendix 1**) £9.00 per hour from 1 April 2020 (pay award pending)

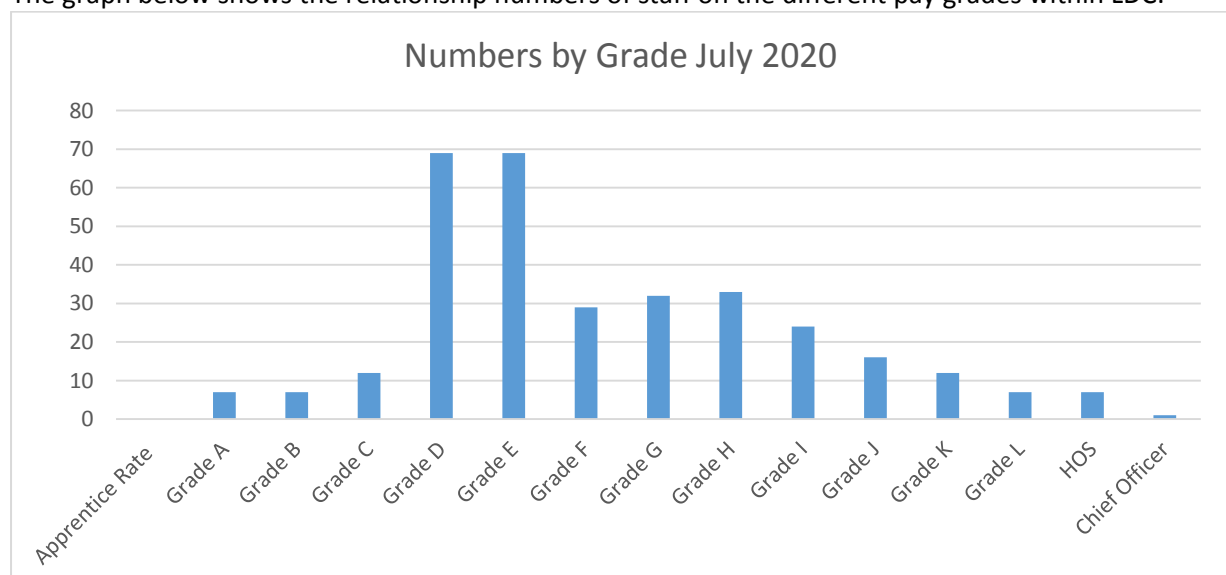
LDC employs apprentices who are not included in the definition of 'lowest paid employees' as the terms and conditions are determined by the National Apprenticeship Services.

10. Pay relationship

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

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

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



The current pay levels within LDC define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive ratio is **1 to 6.62** and between the lowest paid employee and median average chief officer as **1 to 3.67**. The multiple between the median average full time equivalent earnings and the Chief Executive is **1 to 5.32**, and between the median average full time equivalent earnings and median average chief officer it is **1 to 2.95**.

All companies employing more than 250 staff must publish their pay relationship from this year <https://www.gov.uk/government/news/uks-biggest-firms-will-have-to-justify-pay-gap-between-bosses-and-their-workers>. The Equality Trust reports that over two thirds (67%) of FTSE 100 CEOs are paid more than 100 times the average UK salary.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, LDC uses available benchmark information as appropriate and undertakes an Equal Pay audit on a regular basis.

11. Publication

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

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

12. Accountability and decision making

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

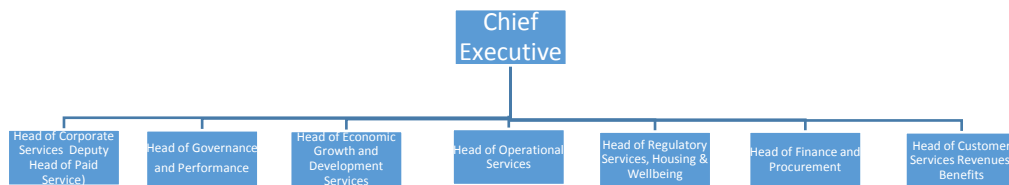
Appendix 1

National Joint Council for Local Government Services

April 2019 - March 2020

Old Band	New Band	Annual	HR £		Old Band	New Band	Annual	HR £
A 6-7	1	17364	9.00		H 30-34	24	27905	14.46
						25	28785	14.92
B 7- 11	1	17364	9.00			26	29636	15.36
	2	17711	9.18			27	30507	15.81
	3	18065	9.36			28	31371	16.26
C 11-14	3	18065	9.36		I 34-38	28	31371	16.26
	4	18246	9.55			29	32029	16.60
	5	18795	9.74			30	32878	17.04
						31	33799	17.52
D 14- 18	5	18795	9.74			32	34788	18.03
	6	19171	9.94					
	7	19554	10.14		J 38-41	32	34788	18.03
						33	35934	18.63
E 18- 22	7	19554	10.14			34	36879	19.11
	8	19945	10.34			35	37849	19.62
	9	20344	10.54					
	10	20751	10.76		K 41-45	35	37849	19.62
	11	21166	10.97			36	38813	20.12
	12	21589	11.19			37	39782	20.62
						38	40760	21.13
						39	41685	21.60
F 22-26	14	22462	11.64					
	15	22911	11.88		L 45-49	39	41685	21.60
	16	23369	12.11			40	42683	22.12
	17	23836	12.35			41	43662	22.63
	18	24313	12.60			42	44632	23.13
	19	24799	12.85			43	45591	23.63
G 26-30	19	24799	12.85		National Minimum Wage Rates			
	20	25295	13.11		Age Range	April 2018	April 2019	April 2020
	21	25801	13.37		25+	£7.83	£8.21	£8.72
	22	26317	13.64		21-24	£7.38	£7.70	£8.20
	23	26999	13.99		18-20	£5.90	£6.15	£6.45
	24	27905	14.46		Under 18	£4.20	£4.35	£4.55

Lichfield District Council Chief Officer Structure



Extension of Six Month Attendance Rule

Cllr Angela Lax, Cabinet Member for Legal and Democracy

Date: 14 July 2020
 Contact Officer: Christie Tims
 Tel Number: 01543 308002
 Email: christie.tims@lichfielddc.gov.uk
 Key Decision? Y
 Local Ward (All Wards)
 Members



Full Council

1. Executive Summary

1.1 This report requests consideration for dispensation under the six month attendance rule under the Local Government Act 1972 to excuse the non- attendance of Councillor Bernard Brown.

2. Recommendations

- 2.1 That dispensation to the six month rule for non-attendance at meetings be granted to Councillor Bernard Brown; and
- 2.2 That the Head of Governance and Performance (Monitoring Officer) , in consultation with the Chairman of the Council, be delegated to approve dispensations to the six month rule when the reason is related to the Covid-19 virus pandemic.

3. Background

- 3.1 Section 85(1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of the Authority within a six month consecutive period, in order to avoid being disqualified as a Councillor.
- 3.2 Unfortunately, due to the Covid-19 pandemic, Councillor Brown, Summerfield and All Saints Ward, has not been able to attend any Council or Committee meetings since Planning Committee on 9 March 2020. The reason is that he is not able to use IT equipment to attend meetings virtually. A formal request has therefore been made for an extension to the six month rule to be approved in this respect.
- 3.3 Any approval for dispensation should be made by Full Council before the six months has lapsed which would be the beginning of September 2020.
- 3.4 The Council’s Monitoring Officer has received a request for the Council to consider approving an extension to the usual six month attendance rule for Councillor Brown, enabling him to remain in office until he is able to resume normal duties. It is envisioned that this will be once safety guidelines from Covid-19 are fully lifted and normal meeting attendance can resume.
- 3.5 If an extension was not granted, Councillor Brown would be disqualified as of 10th September 2020.
- 3.6 The Covid-19 pandemic has created many unforeseen issues and so may mean other Councillors have similar problems in attending meetings or a second wave of the virus could create the same issues as seen now. To overcome this potential, it is proposed that the Head of Governance & Performance (Monitoring Officer), in consultation with the Chairman of the Council, be delegated to approve dispensations to the six month rule when the reason is related to the virus pandemic.

Alternative Options

- 1. Allow the six months to lapse and disqualify the Member from being a Councillor of Lichfield District Council.

Consultation	1. None
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Financial Implications	1. There are no direct financial implications arising this report. There would be a budget pressure however if a Councillor was disqualified as a by election could be required. All elections are postponed until 2021 so the pressure would be in the next financial year.
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Contribution to the Strategic Plan	1. A Good Council
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Crime & Safety Issues	1. There are no specific crime and safety issues arising from the report
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Environmental Issues	2. There are no specific environmental issues arising from the report
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GDPR/Privacy Impact Assessment	3. There are no GDPR/privacy issues arising from the report
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Quorum at Committees is difficult to meet	Anticipated attendance to meetings is sought before the Committee date and managed if there were any concerns quorum would not be met.	Green
B	There is a feeling that Members are receiving allowances but not doing any Councillor work.	Attending meetings is only one element of being a Councillor. Requests to extend the six month rule is allowed within the Local Government Act 1972	Green

Background documents

Relevant web links http://www.legislation.gov.uk/ukpga/1972/70/section/85

REQUEST BY HINTS WITH CANWELL PARISH COUNCIL TO REGULARISE ITS NAME



Cabinet Member for Regulatory, Housing & Health

Date: 14 July 2020
 Agenda Item: 20
 Contact Officer: Mark Hooper
 Tel Number: 01543 308064
 Email: Mark.hooper@lichfielddc.gov.uk
 Key Decision? NO
 Local Ward Members: Cllr B Yeates

COUNCIL

1. Executive Summary

- 1.1 In 1992 a resolution was passed by Hints Parish Council to change its name to ‘Hints with Canwell Parish Council’. However there is no record of an Order giving effect to the name change and it is currently referred to as either Hints *and* Canwell Parish Council or Hints *with* Canwell Parish Council.
- 1.2 The Parish Council has now requested, in accordance with Section 75 of the Local Government Act 1972, that the District Council approves the making of an Order to regularise the name as Hints with Canwell Parish Council.

2. Recommendations

- 2.1 That the District Council gives effect to the wishes of the Parish Council by regularising its name as ‘Hints with Canwell Parish Council’.

3. Background

- 3.1 A resolution was passed in 1992 to change the name of Hints Parish Council to Hints with Canwell Parish Council. An order giving effect to this change has not been located and the Parish Council has since been known as both Hints *and* Canwell Parish Council and Hints *with* Canwell Parish Council.
- 3.2 On 10 March 2020 the Parish Council resolved ‘to henceforth only use the name of “Hints with Canwell Parish Council” in all matters and for the clerk to initiate the name change procedure with Lichfield District Council.’
- 3.3 Section 75 of the Local Government Act (LGA), 1972 states that ‘at the request of a parish council, the council of the district in which the parish is situated may change the name of the parish’.
- 3.4 If the decision is taken to regularise the name of the Parish Council this will be publicised on the District and Parish Council’s website, Parish noticeboards and by other appropriate means.
- 3.5 As required, confirmation of the name will also be sent to the Secretary of State, the Director General of the Ordnance Survey and the Registrar General.

Alternative Options	The Council could decide not to agree to the Parish Council’s request.
Consultation	Consultation has taken place with the Parish Council and the District Council Ward Member.

	The Ward Member has indicated that he is happy with the proposal.
Financial Implications	There are no financial implications for the District Council.
Contribution to the Delivery of the Strategic Plan	Consideration of the request is consistent with its objective to be a responsive local authority
Equality, Diversity and Human Rights Implications	No issues arise from this proposal.
Crime & Safety Issues	There are no crime and safety implications
Environmental Impact	There will be no environmental impact from this decision
GDPR/Privacy Impact Assessment	There are no GDPR/Privacy implications

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	No significant risk identified.		
B			
C			
D			
E			

Background documents
 Minutes of Hints with Canwell Parish Council – 10 March 2020.

Relevant web links

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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