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**District Council House, Frog Lane
Lichfield, Staffordshire WS13 6YU**

Customer Services 01543 308000
Direct Line

Wednesday, 9 March 2022

Dear Sir/Madam

OVERVIEW & SCRUTINY COMMITTEE

A meeting of the Overview & Scrutiny Committee has been arranged to take place
THURSDAY, 17TH MARCH, 2022 at 6.00 PM IN THE District Council House, Lichfield to
consider the following business.

Access to the is via the Members' Entrance.

The meeting will be live streamed on the Council's [YouTube channel](#)

Yours faithfully

A handwritten signature in black ink, appearing to read 'Christie Tims'.

Christie Tims
Chief Operating Officer

To: Members of Overview & Scrutiny Committee

Councillors Leytham (Chair), Norman (Vice-Chair), Cross, Eagland, Evans, Grange,
A Little, Parton-Hughes, Powell, Robertson, Silvester-Hall, Mrs Tranter, Warburton
and M Wilcox



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AGENDA

1. Apologies for Absence
2. Declarations of Interests
3. Minutes of the Previous Meeting 5 - 8
4. Health Matters 9 - 14
5. **Notes from Task Groups** 15 - 16
 Dual Recycling Task Group – 17 February 2022
 Climate Emergency Task group – 15 March 2022 (to follow)
6. **Corporate Peer Challenge - Update** 17 - 20
 The Committee has the opportunity to scrutinise the Action Plan. The Cabinet report from their meeting on the 8th March 2022 is available online to view and the Action Plan is attached for information.
7. Work Programme and Forward Plan 21 - 34
8. **Exclusion of Press and Public**
 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
9. **Notes from Task Group** 35 - 38
 Lichfield City Masterplan Task Group – 2 February 2022



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OVERVIEW & SCRUTINY COMMITTEE

20 JANUARY 2022

PRESENT:

Councillors Leytham (Chair), Norman (Vice-Chair), Eagland, Evans, Grange, A Little, Powell, Robertson, Silvester-Hall, Mrs Tranter, Warburton and M Wilcox

Councillor Ball attended for item 11 – Notes of Task Group

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

23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Parton-Hughes.

24 DECLARATIONS OF INTERESTS

The Chair of the Committee, Councillor Leytham declared a non disclosable pecuniary interest in item 6 – Community Infrastructure levy (CIL) Strategic Allocation Fund Assessment as he is the Ward Member for Whittington and Streethay and the matter concerned money that may be given to Streethay Parish Council. The Vice-Chair of the Committee was in the Chair for this item.

25 MINUTES OF THE PREVIOUS MEETING

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

RESOLVED: That the minutes of the previous meeting be signed as a correct record.

26 HEALTH MATTERS

The Committee discussed health matters and what had and was due to be raised at the Staffordshire County Council's Health and Care Overview & Scrutiny Committee.

The Chair gave a brief report on what had happened since the last meeting as the Lichfield representative at the SCC Committee and covered areas including GP Access, Urgent and Emergency Hospital Care and a report on Home Care.

Information was given that the Westgate Practice was ceasing to continue with Covid vaccinations and therefore should be free to deal with other patient matters. It was also reported that there would be walk-in vaccination centre in the Lichfield Fire Station on the 21st January 2022. It was noted that uptake in vaccinations was one of the highest and that had been a reason for not so many walk in centres like other areas.

It was confirmed that the Committee could raise questions to be asked at the Staffordshire County Council's Health and Care Overview & Scrutiny Committee via the Lichfield representative, Councillor Leytham.

RESOLVED: That the information given be noted.

27 MEDIUM TERM FINANCIAL STRATEGY (MTFS)

The Committee received a report on the draft Medium Term Financial Strategy (MTFS). The Committee also received the outcome and responses of the Budget Consultation.

The Committee received a presentation from the Head of Service for Finance and Procurement outlining the key points and changes since the report was published in the Agenda. It was noted that again, the funding settlement by Government was for one year only and the Committee agreed that this was not helpful for local government. It was reported that there had been reaffirmation that there was a commitment by government to reform funding however the scope of it was currently unknown. Key assumptions on a central scenario were reported and noted by Members especially a modelled council tax increase and the reduced assessment of risk and uncertainty for 2022/23 from high to medium.

The Committee asked questions on the following matters

- New Homes Bonus and the future options.
- If responses to the budget consultation had been different to previous years and it was noted that they were broadly the same and what were deemed high priority for residents eg waste services and street cleaning.
- Why charges had to be justified compared to other similar providers and it was reported that it applied to competitors as well as other authorities and helped highlight any sharp increases eg in core costs that could be investigated further.
- What Annual Core Inflation was and calculated.
- It was confirmed that Council Tax arrears had risen.
- Whether the level of minimum reserves were adequate and if it had been stress tested recently against sharp inflation increases.
- Corporate Fees and Charges Policy.
- An update on the review of Lichfield Housing Ltd.
- Is it known whether central government are considering funding like Levelling Up in more detail as knowing how it would be distributed would help budget effectively.

The Committee gave their views on the following areas

- The level of general reserves there was compared to what was required as it was higher however noted that it was to be prepared for the outcome of the funding reform and the uncertainty it could present to the Council.
- There was disappointment that there was still only a one year funding settlement even though more had been previously promised by Government.
- That it was right to keep Shopmobility and Burntwood public conveniences remained in the budget.
- It was requested that wording be added to the Corporate Fees and Charges Policy to make clear that it related to revenue or net income or costs and on what basis costs were being done as it could give a different as to whether something was profitable. Similar with the Cost Recovery Pricing Policy and again requested wording be reviewed and made clearer. It was also asked that the costs of applying discounts be made clear.
- That a rise in Council Tax should not be considered when the Council has a high level of reserves and residents have been affected financially by Covid. It was noted that there needed to be middle ground and resident needs would be considered however increasing costs to deliver services would be also.
- That hybrid meeting continuation and enhancement be supported, as budgeted for, if legislation was passed to allow it.
- That changes to Car Parking proposals be deferred to allow night time economic recovery due to Covid and Omicron.
- That when looking ahead to the 25 projections on both revenue and capital, there is no mention of any funding set aside for either the Burntwood Town Deal or the emerging Staffordshire County Deal although noted there wasn't anything firm that could be added at this stage.

RESOLVED: That the views of the Committee be considered by Cabinet.

28 COMMUNITY INFRASTRUCTURE LEVY (CIL) STRATEGIC ALLOCATION FUNDS ASSESSMENT

The Vice-Chair of the Committee took the Chair for this item as the Chair had declared an Interest.

The Committee received a report on a bidding round of applications on Community Infrastructure Levy (CIL) and it was reported that there had been significant oversubscription against accrued monies available. Due to this, the Committee were asked to give views on whether the current guidance and criteria used by the Strategic Infrastructure Group (SIG) when determining applications should be amended.

The Committee asked questions in the following areas.

- Is five years too long as a timeframe to have the schemes delivered?
- What relevance does the Infrastructure Delivery Plan have to this process and it was noted that it was taken into account.

The Committee gave the following views.

- That retrospective applications should be excluded as the projects have been delivered. It was suggested that an exceptional circumstance option be considered.
- That areas that do not have a neighbourhood plan should still be considered. It was noted that there could be instances that schemes are not in neighbourhood plans as they are referred to in other areas like the district wide Local Plan and therefore should still be deemed valid. It was also noted that those areas with neighbourhood plans already benefited from up to 25% of CIL regardless.
- That projects should be “shovel ready” to ensure delivery and not sit in abeyance whilst other funding was being sourced. However it was noted that there could be instances that securing CIL could open up other funding opportunities making schemes more viable. A “in exceptional circumstances” option could be considered. It was highlighted that the four external bids were not “shovel ready” and that may be due to their smaller organisational nature. It was felt that it should not become a situation where monies are only spent in-house/other authorities.
- That the proposed projects recommended to be allocated CIL be accepted as agreeable by the Committee.
- That any remaining unallocated monies be retained for future bids.
- That areas that are not putting applications in, be encouraged to do so.

RESOLVED: That the views of the Committee be considered by Cabinet.

29 NOTES FROM TASK GROUPS

The Committee received the notes from the first Climate Emergency Task Group. The Chair of the Task Group reported that a further briefing paper had been circulated. It was also reported that a number of organisations and individuals had been identified that could be invited to the next meeting to aid the Task Group in their considerations.

RESOLVED: That the notes be received.

30 WORK PROGRAMME AND FORWARD PLAN

The work programme and forward plan were considered by the Committee. It was agreed that the Councillor Community Fund Task Group should commence as soon as possible to consider if any process changes would be required before the next round of funding. It was noted that a briefing paper would be circulated shortly and that could aid the Committee as to when the task group would be required.

It was requested that there be a standing agenda item to allow Committee Members to question Cabinet on any item of interest and it was agreed to look at this further.

RESOLVED: That the work programme and forward plan be noted.

31 EXCLUSION OF PRESS AND PUBLIC

32 NOTES FROM TASK GROUP

The Committee received the notes from the last Lichfield City Masterplan Task Group. The Chair of the Task Group was in attendance to answer queries. This item was held in private as it included confidential information.

RESOLVED: That the notes be received.

33 DELIVERY OF DISABLED GRANTS FACILITIES

The Committee considered delivery options for Disabled Grants Facilities. This item was held in private as it included confidential information.

RESOLVED: That the views of the Committee be considered by Cabinet.

(The Meeting closed at 8.58 pm)

CHAIRMAN

WORK PROGRAMME – 31 January 2022

Health and Care Overview and Scrutiny Committee 2021/22

This document sets out the work programme for the Health and Care Overview and Scrutiny Committee for 2021/22.

The Health and Care Overview and Scrutiny Committee is responsible for:

- Scrutiny of matters relating to the planning, provision and operation of health services in the Authority's area, including public health, in accordance with regulations made under the Health and Social Care Act 2001 and subsequent guidance.
- Scrutiny of the Council's work to achieve its priorities that Staffordshire is a place where people live longer, healthier and fulfilling lives and In Staffordshire's communities people are able to live independent and safe lives, supported where this is required (adults).

Link to Council's Strategic Plan Outcomes and Priorities

- Inspire healthy, independent living
- Support more families and children to look after themselves, stay safe and well

We review our work programme from time to time. Sometimes we change it - if something comes up during the year that we think we should investigate as a priority. Our work results in recommendations for NHS organisations in the county, the County Council and sometimes other organisations about how what they do can be improved, for the benefit of the people and communities of Staffordshire.

Councillor Jeremy Pert

Chairman of the Health and Care Overview and Scrutiny Committee

If you would like to know more about our work programme, please get in touch with Deborah Breedon, Scrutiny and Support Officer on Deborah.breedon@staffordshire.gov.uk

In Staffordshire, the arrangements for health scrutiny have been set up to include the county's eight District and Borough Councils. The Health and Care Overview and Scrutiny Committee is made up of elected County Councillors and one Councillor from each District or Borough Council. In turn, one County Councillor from the Committee sits on each District or Borough Council overview and scrutiny committee dealing with health scrutiny. The Health and Care Overview and Scrutiny Committee concentrates on scrutinising health matters that concern the whole or large parts of the county. The District and Borough Council committees focus on scrutinising health matters of local concern within their area.

Health and Care Overview and Scrutiny Committee Work Programme 2021-22

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Date	Topic	Background/Outcomes	
Committee Meetings, Reviews and Consultations			
		Background	Outcomes from Meeting
Monday 7 June 2021 at 10.00 am Scheduled	<ul style="list-style-type: none">Health Scrutiny ArrangementsWork Programme Planning Covid-19 Update		Awareness of the background, scope and role of health scrutiny in Staffordshire. Work programme items to be prioritised and work programme to be submitted to the meeting on 5 July 2021
Monday 5 July 2021 at 10.00 am Scheduled	<ul style="list-style-type: none">Restoration and RecoveryAccess to GP surgeriesFuture Delivery of Residential Replacement Care Services in Staffordshire (learning disabilities) (21/07/2021)Covid-19 Update		R&R: highlighted the work carried out through pandemic, noted the progress and risks around R&R and work planned to address current issues and move forward. Requested additional data and actions plans. Access to GP : noted the actions planned and requested detail of process to engage re s106 agreement relating to healthcare and feedback from consultation work with residents and practices on patient preference - perceptions, challenges and barriers. RRCS: Endorsed the commencement of the option appraisal. Pre-decision report requested. Covid update was noted members to share the update and representation of the vaccine programme widely.
Monday 26 th July at 2.00 pm Additional meeting	<ul style="list-style-type: none">Walleys Quarry Landfill site - Health Implications		Health and wellbeing implications : Questioning of strategic partners relating to the health and wellbeing implications of odour emissions from Walley's Quarry Landfill Site resulted in a recommendation to write to Government relating to the length of time the issues had been going and the adverse impact on the health and wellbeing of residents in Staffordshire and to request intervention in this matter. Other recommendations related to requests for further information about health and safety of employees, air quality monitoring reports, data relating to mental health impact. Also recommendations to EA to maintain monitoring, share data with PHE and to suggest investigate technical monitoring of emissions at landfill sites and recommendations to CCGs relating to referral pathways for those requiring support for mental health and wellbeing issues associated with Walleys Quarry Landfill Site. EA was requested to provide monthly written briefings of emission levels and a report to this committee in October 2021 to detail the range of works completed.
Monday 9 August 2021 at 10.00 am Scheduled	<ul style="list-style-type: none">George Bryant CentreMaternity ServicesCovid-19 Update	Work planning (7.6.2021) SCC PH	GBC- Endorsed the process., requested additional information re clinical data to include in the business case. Highlighted the importance of the community impact assessment. Healthwatch Staffordshire to support face to face engagement with service users, families and carers. Further report requested following consultation. Maternity Services – endorsed the process and requested further trend data for home births. Healthwatch Staffordshire support to contact user groups. Further report following consultation.

Monday 20 September 2021 at 10.00 am Scheduled	<ul style="list-style-type: none"> Urgent and Emergency Care Programme Difficult Decisions Phase 3 vaccination programmes COVID-19 Update 	Work programme (14.09.2020) Triangulation (2020) & Work planning	Process agreed - Comments re consultation process U&E care programme and Difficult decisions will feed into the consultation process and reports re feedback to future meeting. Phase 3 Vaccination programme – Progress noted, suggestion to include more detail of Flu vaccination programme in Webinar on 29 Sept. Thanked officers for speed of mobilisation. Covid Update- noted increase in case rates, steady take up rate and early winter pressures. To circulate Covid study report. DC/BC requested additional urgent items re GP Access and West Midlands Ambulance Service to be added to work programme.
Thursday 21 October 2021 at 2.00 pm Members Workshop	Introduction to Mental Health workshop <ul style="list-style-type: none"> overview of services from mild to acute provision 	Work Planning (7.6.2021) CS/ASC/CCG	The link to the video for the session was shared with all members and is available on the Health and Care O&S resource page on Mod.gov.
Monday 25 October 2021 at 10.00 am Scheduled	<ul style="list-style-type: none"> Mental health hospitals in Staffordshire Transformation Programme Update ICS Performance Overview Walleys Quarry Update (26/7/21) COVID-19 update (Verbal) 		Assurance given that actions were ongoing to maintain quality assurance and improvements. A lessons learned from Eldertree Lodge report would be circulated. Update noted and CCG to feed back comments relating to need for face to face meetings. The performance update was noted, this will form part of the overall dashboard for Health in Staffordshire. Noted and further update in 3 months including update on impact on residents mental health. Noted and continue to monitor.
Monday 29 November 2021 at 10.00 am Scheduled	<ul style="list-style-type: none"> Overview of public health outcomes and services COVID-19 update 		Committee requested additional information about cessation of services in Haregate street, new monies attained for drug and alcohol services, vaping data, mental health support and & counselling for termination service. Cabinet Member be invited to February Children public health meeting. Obesity and Diabetes and social prescribing be added to the work programme for 2022-23.
Monday 13 December 2021 at 10.00 am Additional meeting	<ul style="list-style-type: none"> GP Access West Midlands Ambulance Service/ ICS/ CCG Home Care Update 		GP Access - Information to be shared as requested – Vaccine plan, PC Strategy, 6 month update and add NHS Estate to the work programme. Urgent and Emergency - System Wide Action Plan to be shared with the members
Monday 31 January 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> Integrated Care System (ICS) Care Home services (SCC) Integrated Care Hubs (MPFT) Vaccination Programme Covid-19 Update 		Peter Axon Andrew Jepps / Dr Richard Harling MPFT Lynn Millar/ Paddy Hannigan Emily Doorbar
Children PH / Mental Health TBC Feb 2022 VC Overview lead	<ul style="list-style-type: none"> PH outcomes and services (Children's) Mental Health Support in Schools 	Cabinet Member not available	Karen Coker – PH outcomes and services - Continued from 29.11.2021 – Cabinet Member cannot attend – look to 11 April / 30 May 2022 Nicola Bromwich CCG / Karen Coker SCC/ Cllr Paul Northcott update on Childrens Mental health in schools – 11 April / 30 May 2022
Tuesday 15 March 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> Walleys Quarry Update Transformation Programme update NHS Dashboard Monitoring Covid-19 Update 		SCC/UKHSA CCG CCG Jane Moore Emily Doorbar
21 March 2022 VC Scrutiny Lead	<ul style="list-style-type: none"> Healthier Communities - wider determinants of health 	Workshop Inquiry PM	Details to be confirmed

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Monday 11 April 2022 at 10.00 am	Post COVID lessons learned Care sector update Green NHS agenda - Climate change	SCC / CCG SCC CCG	
To Be Scheduled	• Use of advances in technology in Health & Social Care	Work planning (7.6.2021)	Put back from March 2021
	• Impact of Long COVID	Work planning	
	• Environment Day • Impact of air pollution on health	Work planning (7.6.2021)	
	• Workforce Planning Health and Care	25.10.2021	Work Programme for 2022-23.
	• Acute Trust performance update	25/10/21	
	• Obesity and Diabetes	29/11/21	
	• Social prescribing	29/11/21	
	• General Practice Access be update in 6 months	13/12/21	
	• NHS estate.	13/12/21	
Suggested Items			
The Role of Community Hospitals within the Wider Health Economy (CCGs, MPFT, D&BUHFT)			
'Long' Covid-19 - Reponse by Health (CCGs and Accute Hospital Trusts)	Agreed at Committee meeting on 14 September 2020		
Workforce Planning (Accute Hospital Trusts)	Requested by Chairman Committee meeting on 26 October 2020		
Staffordshire Healthwatch Annual Report and Contract (Healthwatch and SCC)	Requested at meeting on 16 March 2021	Briefing ciculated August 2021 – schedule early 2022	
Going Digital in Health (CCGs)	Requested at meeting on 16 March 2021	To be scheduled	
Social Care IT system procurement		To be scheduled	
Childrens Dentsry – Keep Stoke Smiling (inc Staffs) Flouridisation/ orthodontic access	To be scheduled (work planning - 07.06.2021)	July 2022 transfer to ICS commissioning	
Womens Health Strategy	To be scheduled (work planning - 07.06.2021)		
Application funding for Adult Social Care	To be scheduled (work planning - 07.06.2021)	*	

Membership

Jeremy Pert Chairman)
Paul Northcott (Vice-Chairman - Overview)
Ann Edgeller (Vice-Chairman – Scrutiny)

Jak Abrahams
Charlotte Atkins
Philip Atkins
Richard Cox
Keith Flunder
Thomas Jay
Phil Hewitt
Jill Hood
Janice Silvester-Hall
Ian Wilkes

Borough/District Councillors

Jill Hood (Stafford)
Martyn Buttery (Cannock)
Rosemary Claymore (Tamworth)
Barbara Hughes (Staffordshire Moorlands)
Colin Wileman (East Staffordshire)
Joyce Bolton (South Staffordshire)
David Leytham (Lichfield)
Ian Wilkes (Newcastle-under-Lyme)

Calendar of Committee Meetings

at County Buildings, Martin Street, Stafford. ST16 2LH
(at 10.00 am unless otherwise stated)

Monday 7 June 2021 at 10.00 am;
Monday 5 July 2021 at 10.00 am;
Monday 26 July 2021 – Special meeting - Castle House NuLBC
Monday 9 August 2021 at 10.00 am;
Monday 20 September 2021 at 10.00 am;
Monday 21 October at 2pm - Mental Health Workshop;
Monday 25 October 2021 at 10.00 am;
Monday 29 November 2021 at 10.00 am;
Monday 13 December 2021 at 10.00 am special meeting WMAS/ GP Access
Monday 31 January 2022 at 10.00 am;
February 2022 (TBC) Childrens PH/Mental Health in Schools
March 2022 (TBC) at 10.00 am – Wider Determinants
Tuesday 15 March 2022 at 10.00 am;
Tuesday 19 April 2022 at 10.00 am.

Working Party met September 2021 - February 2022
Met MPFT. To meet Headteacher rep January 2022
Cllr Northcott to report February 2022

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Overview & Scrutiny Task Group

Meeting Notes



Review topic	Date of Meeting
Dual Recycling	17 February 2022

Attendance	Venue
Members: Matthews (Chair) Norman Powell A. Yeates (Cabinet Member) Officers: Nigel Harris Ben Percival Philip Gillingham Christine Lewis Will Stevenson Witnesses: None	Virtual

Areas Discussed

Briefing from the General Manager of Joint Waste

Nigel Harris presented a summary of the new Dual Recycling system changes, with most residents receiving an additional bag (or additional bin for more rural locations). The dates for the delivery of new bags/bins and related communications via letter and leaflet were noted. Bag deliveries will be done in-house to provide flexibility and not risk a third party failing to deliver on time, though this will stretch existing resources. It was noted that recruitment adverts promoting the benefits of working for local government have had some success in keeping staff numbers level. The fact that the bags have not yet been delivered to the service does represent a current risk. The changes will be communicated to councillors via the March and April newsletters. The task group asked if there would be a dedicated helpline for resident's queries. There are no plans for this currently and assistance will instead be provided via online processes, recycling officers, and the existing helpdesk.

Communications Strategy for Dual Recycling

Philip Gillingham explained that there will be a warmup letter directly addressed to residents a few weeks before the bags/bins arrive. There will be several versions of this letter depending on the property. First resident letters are scheduled to be sent on 21st March 2022, alongside member engagement and initial publicity, PR and social media push. There will be leaflets left

with the new bag/bin to further cement awareness of the change. There will be additional promotional plan utilising social media incorporating a video to promote the benefits of the service and explain how further information can be obtained. Members, customer services, housing associations and others who may receive enquiries will be given clear briefs to help signpost residents in the right direction. Members raised the potential for confusion over 'card' and 'cardboard' and asked for this to be made clearer. It was wished that members at Tamworth and Lichfield will act as 'ambassadors' to help promote and communicate the new system to residents.

Outcomes

That the group is informed and supportive of the Dual Recycling communication strategy. It was requested that a follow up meeting be scheduled when/if deemed necessary by the Chair or lead officers.

Further Work Required/Next Steps:

Promotional video to be shared with members and made available to the public on LDC website.
More information about the system changes to be available on the LDC website.
Maps of the bin lorry rounds to be made available to members.

LGA Corporate Peer Challenge Action Plan - 2022

No.	Recommendation	Response	Action	Lead	Target date	Progress (RAG)
1	Develop clear outcomes for the strategic plan for the remainder of the plan's period.	Re-establish delivery plan targets	<ul style="list-style-type: none"> Review the delivery plan targets and refine by setting meaningful goals, milestones and timescales 	CT	April 2022	G
	Identify resources and processes with programme management arrangements to produce a golden thread from the strategic intent to the delivery plans	Apply programme management approach to delivery plan outcomes	<ul style="list-style-type: none"> Establish all delivery plan projects in an effective corporate programme 	KS	May 2022	G
			<ul style="list-style-type: none"> Link key data sets and outcomes 	KS	May 2022	G
2	Invest time in setting out the decision-making process for major priorities, including good project management disciplines e.g. project gateways, and being a better client.	Apply programme management approach to delivery plan outcomes.	<ul style="list-style-type: none"> Establish a framework for effective corporate programme management. 	KS	March 2022	G
			<ul style="list-style-type: none"> Imbed skills in the organisation to provide project and programme management. 	CT	Sept 2022	G
3	Embrace the council's role as leader and convenor of place: For example, understanding how the Integrated Care System requirement to support broader social and economic development could be leveraged for the benefit of LDC's residents; or engaging with a wide range of partners in developing the Active Living Strategy to identify opportunities to join up around key outcomes.	Identify needs through effective use of data and work collaboratively to deliver outcomes.	<ul style="list-style-type: none"> Use data to drive decision making and support district wide improvement. 	TT	Jun 2022	G
		Identify partnership opportunities.	<ul style="list-style-type: none"> Develop District Strategic Plan to 2050 to pull together key ambitions. 	SF	Jan 2023	G
			<ul style="list-style-type: none"> Roll out Community Power Strategy. 	CT	Dec 2022	G

No.	Recommendation	Response	Action	Lead	Target date	Progress (RAG)
4	Consider whether LDC has sufficient capacity in place for the Being A Better Council, programme to proceed with the scale and pace set out.	Apply programme management approach to ensure outcomes are realised	• Introduce dedicated programme management, leadership and business analyst support to the programme	SF	Nov 2021	G
			• Create pool of 'change champions' to support communications up and down the org.	SF	Nov 2021	G
			• Identified resources and set up project and programme.	SF	Dec 21	G
5	Members to consider how their frontline role might evolve to enable a full contribution to and effective oversight of the four outcomes of the Being A Better Council programme, and consider appropriate support/development e.g. data and evidence led policy making, community leadership/engagement, commercial focus	Develop members understanding of: <ul style="list-style-type: none"> Resident and Business centric Data Performance driven Commercially minded 	• Review member training offer to support BABC	CT	May 2022	G
			• Deliver updated structured training offer based around BABC	CT	Jul 2022	G
6	Acknowledge the current uncertainty of how the new hybrid working model will operate and take steps to empower managers to work with their teams and experiment/test out how the model will work best for them and their customers.	Significant movement on this since November 2022 – teams now working in hybrid model following ceasing restriction 26.1.22	• Deliver BABC – better led and better performing projects	ALL	Sept 2022	G
			• Collaboration tools • Belonging & Wellbeing Strategy launched; Building use policy implemented; Intranet pages updated, FAQ's developed.	CT	Feb 2022	G

No.	Recommendation	Response	Action	Lead	Target date	Progress (RAG)
7	Review the LDC Communications and Engagement Strategy. As part of this, undertake a full stakeholder analysis and determine the appropriate mechanism to communicate progress of the council's key priorities both to partners and residents	Embrace community power model Mapping voluntary sector and using data	<ul style="list-style-type: none"> Launch new Community Power Strategy Deliver Community Power Strategy and develop full stakeholder engagement Restructure communications team 	CT	April 2022	G
				CT	Sept 2022	G
				SF	March 2022	G
8	Set realistic expectations around the timescales for delivery of the Birmingham Road Site and develop and deliver a communications/ engagement strategy for the next 12 months targeted at local residents and other key stakeholders	Multi phased approach established to development Milestones now established	<ul style="list-style-type: none"> Establish all delivery plan projects in an effective corporate programme Develop and agree Masterplan Deliver communications /engagement plan 	DM	March 2022	G
				DM	May 2022	G
				DM	Dec 2022	G
9	Recognise, support and protect your tourism and economic offers – ensure the new Economic Development Strategy encapsulates this.	Include consideration of social value.	<ul style="list-style-type: none"> Develop Economic Prosperity Strategy Procurement Strategy to develop clear social value ambitions to support 	DM	Jun 2022	G
				AT	May 2022	G

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Item	Report or Briefing paper	Date
Money Matters and Review of MTFS	Report to Committee	Quarterly
Reports from SCC Health and Care O&S	Report to Committee	Quarterly
Updates from Task Groups	Notes of Task Group Meetings to Committee	Quarterly
DFG Update	Briefing Paper Sent 10 Nov 2021	For 18 November 2021
DFG Delivery Options	Report to Committee	20 January 2022
Local Plan Update	Briefing Paper Sent 17 Nov 2021	For 18 November 2021
Being a Better Council	Report to Committee	18 November 2021
CIL Review	Report to Committee	20 January 2022
LEPs Review	Report to Committee	TBC
Together We're Better	Member Briefing	TBC
Development Management Performance	Briefing Paper Sent 17 Nov 2021	For 18 November 2021

Task Group	Extant or Proposed	Matrix Score
Lichfield City Masterplan	Extant	8
New Leisure Centre	Extant	7
Local Plan	Extant	8
Dual Stream Recycling	Extant	8
New Ways of Working/Being a Better Council	Proposed	7
Climate Change Emergency	Extant	7
Review of Councillor Community Fund	Proposed	5
Social Value	Proposed	TBA

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LICHFIELD DISTRICT COUNCIL

FORWARD PLAN

Published: 08.03.2022

Effective for the Period 1 March 2022 – 31 July 2022

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made.
Copies of documents can also be obtained by contacting the relevant Officer.
Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with setting the Council Tax
 2. Expenditure or savings if they exceed £75,000
 3. A decision which significantly affects the community in two or more wards

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MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Corporate Peer Challenge Action Plan	No		Cabinet 8 Mar 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services, Leader of the Council

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Community Power Strategy	No		Cabinet 8 Mar 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Community Engagement
Events Policy	No	To consider updates to previously agreed Events Policy	Cabinet 8 Mar 2022	Cabinet Members, Leadership Team		OFFICER: Ben Percival, Head of Operational Services CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Development and Local Plan, Parks & Leisure

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Car Park Enforcement Contract - Extension	No	To approve the extension of the car park enforcement contract.	Cabinet Member Decision March 2022			OFFICER: Kash Dhadwar, Car Parks and CCTV Officer CABINET MEMBER: Leader of the Council
*Car Park card payment upgrades and ANPR (Pay on Exit)	No	To approve the award of contracts for Car Park card payment upgrades and ANPR (Pay on Exit).	Cabinet Member Decision March 2022			OFFICER: Kash Dhadwar, Car Parks and CCTV Officer CABINET MEMBER: Leader of the Council

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*Online Learning, Compliance and People Performance System Support Contract	No	Award of contract	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services
*Infrastructure Hosting Agreement	No	Award of contract.	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services

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*Antivirus and Email Protection Software Contract	No	Award of contract.	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services
*Enterprise Agreement	No	Award of contract.	Cabinet Member Decision March 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services

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*Procurement Forward Plan 2022/23	No	Details of the procurement activities forward plan for 2022/23.	Cabinet 5 Apr 2022			OFFICER: Clair Johnson, Procurement Manager CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits
Approval to proceed with a review of the Local Council Tax Support Scheme (LCTSS) *	No	<ul style="list-style-type: none"> The Cabinet approves the proposal to develop a draft revised Local Council Tax Support scheme (LCTSS) and acknowledges that the development of the scheme will involve consulting residents and stakeholders on a variety of potential models. The Cabinet approves the various scheme changes/consideratio 	Cabinet 5 Apr 2022	Residents, Stakeholders and Major Preceptors	High Level Options Appraisal and MTFS	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
		ns that will be included in the consultation models that will be brought back to Cabinet for approval and prior to consultation. • The Cabinet approves the proposed timeline for the development of the proposed revised LCTSS.				
*Pensions Contributions	No	To approve the contribution strategy for the Employer Pension Contributions for the three financial years 2023/24, 2024/25 and 2025/26.	Cabinet 5 Apr 2022	No specific consultation as alternative options are provided by the Pension Fund Actuary.	<ul style="list-style-type: none"> The Medium Term Financial Strategy Information provided by the Pension Fund Actuary 	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits

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Performance Management Update	No	Update on key priorities, corporate indicators and performance to deliver our strategic plan.	Cabinet 5 Apr 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation & Corporate Services
Beacon Park Golf Course	No	To agree returning the 20 acres of golf course to general parkland pending full review.	Cabinet 5 Apr 2022	Public consultation via online survey		OFFICER: Ben Percival, Head of Operational Services CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Development and Local Plan, Parks & Leisure

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Acquisition of land at The Friary, Lichfield (University car park)	Yes	To agree the proposed terms for the acquisition of land at The Friary (University car park).	Cabinet 5 Apr 2022			OFFICER: David Moore, Interim Director CABINET MEMBER: Leader of the Council
*The procurement of a replacement HGV fleet for Operational Services	No	Approve the direct award of a seven year contract to SFS Ltd to provide and maintain a fleet of heavy goods vehicles for Operational Services.	Cabinet 10 May 2022	Tamworth Borough Council – Joint Waste Service partner.	Appraisal of procurement options undertaken by Link Treasury Services.	OFFICER: Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549 CABINET MEMBER: Cabinet Member for Climate Change & Recycling

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Procurement Matters 2021/2022	No	Update on progress made against the Procurement Strategy during 2021/22.	Cabinet 7 Jun 2022			OFFICER: Clair Johnson, Procurement Manager CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits
*Money Matters 2021/22 : Review of the Financial Performance against the Financial Strategy April to March 2022	No	To note the report and the issues raised on this.	Cabinet 7 Jun 2022	Overview and Scrutiny Committee	Money Matters Reports for 3, 6 and 8 Months.	OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance, Procurement and Revenues & Benefits

1. The matter in respect of which the decision is to be made
 2. What decision the Council will be asked to make
 3. A date on which, or period within which, the decision will be made
 4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
 5. What background documents will be available to the person or Committee making the decision
 6. Who will make the decision, i.e. the Cabinet, Council a Cabinet Member alone, an Officer under Delegated Powers
 7. The Officer or Member who should be contacted regarding the matter under consideration.
 8. Indicate whether the report will be confidential.
- * Denotes Key Decision

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

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