

# Public Document Pack

## LICHFIELD DISTRICT COUNCIL

**Simon Fletcher**  
**Chief Executive**  
**Tel (01543) 308001**

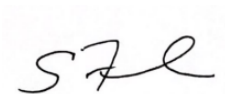
**District Council House**  
**Frog Lane**  
**Lichfield**  
**WS13 6YY**

**5 December 2022**

To: Members of the Lichfield District Council

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act 1972, you are hereby summoned to attend the meeting of the Lichfield District Council which will be held in the Council Chamber, District Council House, Frog Lane Lichfield on **TUESDAY, 13 DECEMBER 2022 at 6.00 pm.**

Access to the Council Chamber is via the Members' Entrance.



Chief Executive

### **A G E N D A**

1. Apologies For Absence (If Any)
2. Declarations of Interest
3. To Approve as a Correct Record the Minutes of the Previous Meeting 3 - 10
4. To Receive the Returning Officer's Certificate of Election of District Councillor and Report of Declaration of Acceptance of Office
5. Chairman's Announcements
6. Report of The Leader of The Council on Cabinet Decisions from The Meeting Held on 6 December 2022 (To Follow) and Cabinet Member Decisions. 11 - 12
7. Minutes of The Overview & Scrutiny Committee 13 - 20
8. **Minutes of The Employment Committee**

*The Chair of the Employment Committee to move that the proceedings of the meeting held on 18 October 2022 be received and where necessary approved and adopted.*  
21 - 22

9. **Minutes of The Planning Committee**

*The Chair of the Planning Committee to move that the proceedings of the meetings held on 31 October and 5 December 2022 (to follow) be received and where necessary approved and adopted.*

23 – 24

10. **Minutes of The Audit and Member Standards Committee**

*The Chair of the Audit and Member Standards Committee to move that the proceedings of the meeting held on 30 November 2022 be received and where necessary approved and adopted.*

To Follow

11. **Allocation of Seats And Appointments to Committees**

- (a) To agree the political allocation of seats on committees and panels
- (b) To receive from the Group Leaders a list of appointments to the Cabinet, committees and panels subject to no Member being disqualified from serving due to a conflict of interest

25 - 30

12. **Questions**

To answer any questions submitted under procedure rule 11.2.

13. **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

14. Confidential Minutes of The Overview & Scrutiny Committee 31 - 32

**COUNCIL**

**20 OCTOBER 2022**

**PRESENT:**

Councillors Greatorex (Chair), Warburton (Vice-Chair), Anketell, Ball, Checkland, Cox, R Cross, Eagland, L Ennis, Evans, Gwilt, Ho, Lax, Leytham, E Little, Marshall, Matthews, Norman, Powell, Pullen, Salter, Silvester-Hall, Spruce, Mrs Tranter, Strachan, Warfield, M Wilcox and S Wilcox

**1 APOLOGIES FOR ABSENCE (IF ANY)**

Apologies for absence were received from Councillors Banevicius, D Cross, Eadie, D Ennis, Grange, A Little, Parton-Hughes, Robertson, Smith, Westwood, White, A Yeates and B Yeates.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest made at this point in the meeting.

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

The Minutes of the meeting held on 12 July 2022 were approved as a correct record subject to a minor amendment relating to Cabinet Member portfolio titles.

**4 CHAIRMAN'S ANNOUNCEMENTS**

The passing of Her Majesty Queen Elizabeth II

The Chair reflected on the sad passing of Her Majesty Queen Elizabeth II on the 18 September 2022. He spoke about the Moments of Reflection Service at Lichfield Cathedral, the vigil at Chasetown Memorial Park and the appreciation felt for Her Majesty Queen Elizabeth II.

The Chair passed on thanks and appreciation from care homes to Members who had helped residents access the book of condolences.

Councillor Marshall noted that the Cathedral staff did a remarkable job in commemorating the life of Her Majesty Queen Elizabeth II.

The Chair said that Her Majesty was a good friend of the District having visited Lichfield City Train Station, Saxon Hill School, the Cathedral and the National Memorial Arboretum. He stated that he was honoured to welcome the new Monarch, King Charles III, by proclamation at Lichfield Cathedral and hoped he too will be a frequent visitor to the district.

Easy IT

The Chair thanked Staffordshire Buddies and Lichfield Repair and Share Café for their services and support in helping people access and use IT. He noted that they meet monthly at Curborough Community Centre.

Lichfield Carol Service

The Chair informed members that a joint carol service would be put on by Lichfield City Council and Lichfield District Council on Tuesday December 6 2022.

**5 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 6 SEPTEMBER 2022 AND 11 OCTOBER 2022 AND CABINET MEMBER DECISIONS .**

Councillor Pullen submitted his report on Cabinet Decisions from the meetings held on 6 September and 11 October 2022 and Cabinet Member Decisions.

Councillor Norman commented on the membership and representation of the Youth Council. Councillor Cox responded that views given at Overview and Scrutiny committee had been noted and the invitation to run for Youth Council was currently in the process of being extended to all high schools across the district with an age range of 11 to 18 years old.

Councillor Evans welcomed the decision on the delivery of Disabled Facilities Grants stating that it was imperative that reviews take place as set out in the Cabinet report. She hoped the new arrangements would work effectively for the users of the service. Councillor Lax advised that recruitment was under way and a senior services manager would start in January.

Councillor Norman questioned whether the establishment of a Staffordshire Leaders' Board was, in the context of government cuts, a way of abolishing districts councils within the County.

Councillor Pullen responded that Staffordshire Leaders' Board was set up directly in opposition to the unitary route. It was unanimous across all of the councils in Staffordshire including County Council that this was not a route to go down. He commented that a pragmatic view was taken by Staffordshire Leaders' Board which was to retain the autonomy of districts and boroughs across Staffordshire County but also to join together and make a strong case to government to ensure access to funding.

Councillor Norman raised concerns on potential environmental issues in connection with the Joint Venture project. He asked that he be kept updated as the project progresses. Councillor Pullen responded that the most environmentally friendly building is one that has already been built which was the case for the proposed cinema, and he was pleased that the project had taken an environmentally friendly approach.

**6 MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE**

Councillor M Wilcox submitted the Minutes of the Overview and Scrutiny Committee held on 19 July and 4 October 2022.

**7 MINUTES OF THE PLANNING COMMITTEE**

It was proposed by Councillor Marshall, seconded by Councillor Salter and

**RESOLVED:** That the Minutes of the meetings of the Planning Committee held on 4 July, 1 August, 5 September and 3 October 2022 be approved and adopted.

**8 MINUTES OF THE EMPLOYMENT COMMITTEE**

Councillor Norman asked if officers' job roles and responsibilities could be circulated since there had been many changes within the Council resulting in confusion about who to contact. Councillor Pullen responded that he would ensure the information was provided.

It was proposed by Councillor Matthews, seconded by Councillor S Wilcox and

**RESOLVED:** That the Minutes of the meeting held on 13 July 2022 be approved and adopted.

## **9 MINUTES OF THE AUDIT & MEMBER STANDARDS COMMITTEE**

It was proposed by Councillor Spruce, seconded by Councillor Ho and

**RESOLVED:** That the Minutes of the meetings held on 21 July and 29 September 2022 be approved and adopted.

## **10 MINUTES OF THE REGULATORY AND LICENSING COMMITTEE**

It was proposed by Councillor Checkland, seconded by Councillor Salter and

**RESOLVED:** That the Minutes of the Meetings of the Regulatory and Licensing Committee held on 28 September 2022 be approved and adopted.

## **11 MEDIUM TERM FINANCIAL STRATEGY (MTFS) AND GOVERNANCE UPDATES**

Councillor Strachan proposed updates to the MTFS and associated governance updates resulting from decisions made at Cabinet and Council.

Councillor Strachan gave a brief overview of the recommendations set out in the report. He said that the report focused mainly on three primary areas.

The first is the creation of changing places at both Swan Island and the National Arboretum which would be funded entirely externally.

The second was to report to Council that an overarching review of all earmarked reserves had been carried out. As a consequence it was proposed that funding that had been earmarked but was not now required for other purposes be moved to a strategic reserve. This created a reserve of £5.1 million to deliver priorities.

The third was the release from this reserve, with funding from other sources, to invest in a joint venture to deliver a cinema in Lichfield. Councillor Strachan noted that this, together with the use of an existing property that was not being used, avoided the need to borrow. He concluded that the project had long been promised by the Council and he was pleased to see it finally being delivered.

Councillor Ball asked if the report had been produced before or after interest rates had increased. He further asked what the impact of these interest rates would have on the MTFS. Councillor Strachan responded that the report was produced before the current economic situation and was amended during it. He reassured members that it is not necessarily affected by interest rate upheavals. He stated that it was potentially vulnerable to inflation movements, but this would be the case for any construction project. Responding to the concern on the impact it would have on the MTFS, he commented that this was a far wider question and invited Councillor Ball to ask him again when he brings MTFS for approval in February next year.

Councillor Pullen seconded the report's recommendations and a named vote was then taken on the recommendations as a whole and recorded as follows:

**FOR (28)**

**AGAINST (0)**

**ABSTAIN (0)**

Anketell  
Ball  
Checkland  
Cox  
Cross, R  
Eagland  
Ennis, L  
Evans  
Greatorex  
Gwilt  
Ho  
Lax  
Leytham  
Little, E  
Marshall  
Matthews  
Norman  
Powell  
Pullen  
Salter  
Silvester-Hall  
Spruce  
Strachan  
Tranter  
Warburton  
Warfield  
Wilcox, M  
Wilcox, S

It was duly:

**RESOLVED:**

Money Matters: 2022/23 Review of Financial Performance against the Financial Strategy

(1) A Capital Programme project be created for Changing Places funded by external grant of (£94,285), which is to deliver Changing Places public conveniences at Swan Island and the National Memorial Arboretum.

(2) The Medium Term Financial Strategy be updated to reflect the budgets shown in the financial implications section of the report that will be funded by the three year UKSPF allocation of (£3,285,310).

Money Matters: Review of Reserves

(3) That Earmarked reserves be repurposed and changes agreed to the Capital Programme to release reserves that will result in the strategic priorities reserve balance of (£5,169,000).

A Cinema for Lichfield District

(4) Lichfield District Council enter a joint venture Limited Liability Partnership (LLP) with Evolve Estates (subject to any issues identified in relation to financial standing

and independent valuation of the Debenham's building being satisfactorily addressed) for the purposes of developing a new cinema and associated food and beverage units in the former Debenhams store on the Three Spires retail site.

**(5)** Delegated authority be granted to the Leader and Chief Executive Officer to finalise the details of the LLP in consultation with the Monitoring Officer and S151 Officer subject to financial implications remaining within the budget framework recommended for approval below.

**(6)** That the Leader and Chief Executive be appointed as the Council's representatives on the LLP board.

**(7)** The creation of a budget in the Capital Programme for the Joint Venture loan advance totalling £5,349,000 (including £400,000 being funded by the UKSPF).

**(8)** That the disposal of Venture House be agreed and a budgeted capital receipt of (£850,000) be included in the Medium Term Financial Strategy to fund strategic priorities (a receipt greater than this level will increase the level of the strategic priorities reserve).

**(9)** That the capital investment be funded through UKSPF funding of (£400,000), the capital receipt from the sale of Venture House of (£850,000) and the strategic priorities earmarked reserve of (£4,099,000).

**(10)** A project with a budget of £1,070,000 be included in the Capital Programme (initially equally spread between 2022/23 and 2023/24) for BRS enabling works funded from this capital receipt and the strategic priorities reserve.

**(11)** At this stage, in terms of the Joint Venture, the Revenue Budget will be based on a budget neutral (no surplus or deficit is included) position until the projections included in this report have been reviewed. Any future changes following independent review will be reported in line with the Council's budget monitoring and any budget approvals will be in line with the budget framework.

## **12 COMMUNITY GOVERNANCE REVIEW**

Interests were declared by Members who were Parish Councillors in areas affected by the review. Councillor Eagland declared an interest as the Staffordshire County Councillor for Lichfield Rural North

Councillor Salter commented that he did not declare an interest despite being the Chair of one of the Parishes included in the governance review because the review had no impact on that Parish.

Councillor Ball stated that he was happy to see Councillor Robertson's amendments had been included.

Councillor Spruce commended the report stating it was correct to separate Fradley and Streethay into separate parishes due to the size of their increasingly growing population. Councillor Eagland commented that she too was happy with this separation.

Members voted in favour of the recommendations set out in the report.

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

**RESOLVED:** that the final Community Governance Review recommendations as set out in the Council report and the creation of a Reorganisation Order be approved.

## 13 QUESTIONS

### **Q1. Question from Councillor Norman to the Cabinet Member for Housing, Ecology and Climate Change**

“Which planning regulation applies to the advertising signs around the Friarsgate site, adjacent to the Council House (and which cost £23,000) means they do not require planning permission?”

#### **Response from the Cabinet Member for Housing, Ecology and Climate Change**

“In the absence of Cllr Eadie to answer, I have checked with officers on the cost of the hoardings. I do not know why Cllr Norman has stated they cost over £23,000. The cost was £17,733.

I am advised by officers the relevant planning regulations which address hoardings on the council’s own land are the Town & Country Planning (Control of Advertisements) (England) Regulations 2007 Schedule 3 if the hoardings are not deemed to be advertising. That is a matter of interpretation and when Cllr Norman asked the question of our Planning Officers back in June/July of this year he was advised that the hoardings did equate to advertising and require planning permission.

For whatever reason, back in 2019, when the hoardings were put up, planning permission was not sought. That was a matter for the then officers dealing with the matter.”

### **Supplementary Question from Councillor Norman to the Housing, Ecology and Climate Change**

“I am familiar with schedule three, I do not see how that fits in with these circumstances. My question is, will the Council provide planning permission now to set a good example to others?”

#### **Response from the Cabinet Member for Housing, Ecology and Climate Change**

“I’m responding in the absence of Councillor Eadie. The supplemental question is a matter for the Chief Executive and officers because members are not involved in planning decisions, so I invite him to speak to the Chief Executive on this as to the best way forward.”

### **Q2. Question from Councillor D Ennis to the Cabinet Member for Community Engagement**

“The District Council’s Community safety delivery plan 2022-2025 states, and I quote:

*‘The partnership has considered local crime data and has received contributions from partner agencies. For 2022/23 it has identified that at the heart of its response there needs to be coordination between services to respond to vulnerable people.’*

However, the recent police effectiveness, efficiency and legitimacy (PEEL) inspection report found that Staffordshire Police requires improvement at protecting vulnerable people stating: “Staffordshire Police requires improvement at protecting vulnerable people. And that the force



requires a clear governance and performance reporting structure for vulnerability which is understood throughout the force.”

Why has the Cabinet Member for Community Engagement and our representative on the Staffordshire Police and Crime Panel not reported this to the Council?”

### **Response from the Cabinet Member for Community Engagement**

“The Peel Inspection report relates to the Staffordshire Police and operational matters. This is a matter for the Chief Constable to address.

With reference to the Police, Fire and Crime Panel for Staffordshire, Cllr Darren Ennis will be aware that in line with protocol, I distribute the meeting notes to all Members of Council and if any Member has a question, they can submit these either directly to the Panel or through myself as the agenda facilitates such questions to the Police, Fire and Crime Commissioner.

May I take this opportunity to remind Council of the specific role of the panel. The specific role of the panel is *'to scrutinise the Police, Fire and Crime Commissioner, to promote openness in the transaction of Police and Fire and Rescue business and also to support the Commissioner in the effective exercise of their functions'*.

Included in the work of the Panel is:

- scrutiny of decisions made by the Police, Fire and Crime Commissioner
- scrutiny of the Commissioners Precepts (one each for the Police Service and the Fire and Rescue Service)
- contributing to the development of the Police and Crime Plan and Fire Plan
- reviewing proposed appointment to key posts including the Chief Constable and Chief Fire Officer
- scrutinising at a Public meeting, the Commissioners Annual Report and Fire and Rescue Statement of Assurance
- consider complaints against the Police, Fire and Crime Commissioner (**NB.** Not complaints against the Staffordshire Police Force or the Staffordshire Fire and Rescue Service).

You can view information from the former Staffordshire Police and Crime Panel from the link here <http://moderngov.staffordshire.gov.uk/mgCommitteeDetails.aspx?ID=831>”

(The Meeting closed at 6.45pm )

CHAIRMAN

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## REPORT OF THE LEADER OF THE COUNCIL

### CABINET MEMBER DECISIONS

#### **1 S106 Redistribution – Armitage with Handsacre**

The Cabinet Member for Economic Growth and Development agreed to the redistribution of unspent S106 monies as requested by Armitage with Handsacre Parish Council.

#### **2 Redistribution of Historic s106 Monies**

The Cabinet Member for Economic Growth and Development approved the decision to use unspent s106 monies for pedestrianisation project work in the city centre.

#### **3 Award of Contract - Incubator Space Phase 1a**

The Leader of the Council awarded a contract to Roshal Space Consultants (as the highest scoring bidder) to repurpose vacant space within District Council House to lease to local businesses to generate income.

#### **4 Award of Contract – Repurposing of Vacant Space**

The Leader of the Council agreed to award a contract to Lawlors (as the highest scoring bidder) to repurpose vacant space within District Council House to facilitate the relocation of NHS MPFT from Venture House.

#### **5 The Implementation of an Experimental Traffic Regulation Order for the Pedestrianisation of Lichfield City Centre**

The Leader of the Council approved:

- 5.1 That the pedestrianisation of additional parts of the city centre is introduced through the implementation of an Experimental Traffic Regulation Order, which prevents traffic from entering the city centre from 12.00 until 21.00 every day. New restrictions would apply to Market Street, Tamworth Street, Conduit Street, Breadmarket Street and Bore Street and incorporate existing restrictions at Dam Street and Bird Street.
- 5.2 That the Experimental Traffic Regulation Order runs for 18 months, from 1 January 2023, including a 6 month formal consultation process, and that the results of this are reported to Member Task Group and Overview and Scrutiny Committee.
- 5.3 That Bird Street car park and Lombard Street car park continue to provide for alternative Disabled Persons Parking Bays whilst the Experimental Traffic Regulation Order is in place and that these are clearly and permanently marked out to reflect their use.

- 5.4 That at the end of the Experimental Traffic Regulation Order process (18 months) the project Steering Group will need to make a recommendation on whether to make the Experimental Traffic Regulation Order permanent or to have it disregarded.

**6 Council Tax Energy Rebate Amendment to Implementing the Discretionary Fund**

The Cabinet Member for Finance and Commissioning approved an amendment to the Discretionary Fund Policy in order to distribute all the discretionary funding.

**7 Contract Award for the Development of a Design Code SPD**

The Cabinet Member for Housing, Ecology and Climate Change approved the award of a contract to Building Design Partnership Limited for the development of a Design Code Supplementary Planning Document.

**8 IT Strategy - scaffolding and interim support**

The Cabinet Member for Finance and Commissioning:

- 8.1. Awarded a contract to Razorblue Ltd to provide 12 months (with an option to extend to 15 months) support to the council to both scaffold and provide additional resilience into the existing IT team, as well as deliver a range of baseline transformation projects. The contact award will be subject to a positive reference check.
- 8.2. Allowed repurposing of the existing ICT (vacant roles) salary budget to fund the support scaffolding contract across the 12 – 15 month period.
- 8.3. Utilised the £175k ICT transformation reserve to fund the baseline transformation project work and other works within the scope of the contract to achieve the ICT vision for Being A Better Council.

**Cllr Doug Pullen  
Leader of the Council**

## OVERVIEW & SCRUTINY COMMITTEE

17 NOVEMBER 2022

### PRESENT:

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

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

### 14 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Grange and Cross.

### 15 DECLARATIONS OF INTERESTS

There were no declarations of interests.

### 16 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 4 October 2022 were agreed as a correct record. The Chair informed the committee that he had received an update from Councillor Marshall (Chair of Planning Committee) and having considered all the members concerns and due to the degree of public participation, it had been agreed to revert back to the original Planning Committee Protocols allowing ward members 10 minutes for speaking at planning committee meetings.

### 17 DUAL STREAM RECYCLING IMPLEMENTATION

The Cabinet Member for Waste & Recycling, Councillor Little, introduced the report to the committee. She informed the committee that the methods of the district's recycling were changed in April/May this year to dual stream recycling however, implementation did not go as well as desired. It was reported that by the end of May the roll out was complete however, due to concerns, an Independent Expert's report had been requested to look at the issues experienced and how the service could move forward. This report was attached and Councillor Little asked the committee for any questions or observations. She said there was a work programme for the Joint Waste Service now to address the concerns but asked for any other feedback. She agreed the service needed to move forward and get back to the gold standard service the residents had enjoyed prior to this implementation and lengthy discussions took place around the failures and lessons learnt.

Cllr Matthews attended to brief the committee on the involvement of the Task Group and it was noted that although he was tasked in November last year to look at the roll out of the dual stream recycling scheme, for various reasons the Task Group did not meet until 17 Feb 2022 and met only once with one task and that was to review the communications strategy surrounding the roll out – the notes of this Task Group were provided.

The following views/questions were given:-

- There was not sufficient support or “buy in” from local residents as members were not involved early enough; February for the Task Group was too late;

- The Joint Waste Committee did not scrutinise or feed in to Overview & Scrutiny committees nor members as to the progress and why blue bags were decided upon;
- As this was a new service why was there no pilots/trials so staff could be trained in advance?
- The Leader was asked why the communication plan and deadlines were not adhered to?
- Can we signpost to where Tetra-packs can be recycled (at the County Council's recycling centres) on the website?
- The Cabinet Member, at the time, Cllr Ashley Yeates, was not interviewed by the Independent person for his input in to the report;
- Why did the other local authorities who were part of the introduction of the blue bag system, Tamworth, South Staffordshire, Cannock and East Staffordshire not seem to have the same problems as Lichfield District?
- What was the additional costs in providing extra rounds?
- When will HMO's roll out be complete?
- In hindsight, it was agreed a dedicated helpline would have been beneficial; it was highlighted that this was a suggestion of the Task Group but was not acted upon.
- The delay in the supplier providing the bags meant staff were not given appropriate toolbox talks and this had had an enormous strain on capacity as it took drivers off collections to deliver bags, why was there no modelling done?
- It was noted that the quality of recycling is good but it is the volumes that are not where they should be;
- There was an obvious delay in responding when things seemed to be going wrong/briefing notes required if this happens again so members are fully advised;
- A lot of reputational damage had been done and so the public were now very suspicious and not complimentary about the service at all so to overcome the suspicions, all Xmas information due to go out needs to be educational and give the proper information i.e. what goes where and when collection dates are?
- LDC website needs to be clearer and information easy to find – and there should be the use images/photos/graphics to be more eye-catching – not reliant on social media;
- Videos of what happens to the rubbish is educational and residents may appreciate this;
- Members can contact the depot for extra blue bags and deliver to residents within their ward if required;
- Good idea to upskill the current staff and employ agency staff who want to work at LDC with systematic recruitment process; Employment committee members are aware that the very small gender pay gap is attributed to the waste service as they disproportionately employ a large amount of men - Anything that could be done to encourage as wide a group in to this service by upskilling would be worthy and will future-proof the service;
- The Collection teams have endured a lot of residents' complaints recently and the committee would like to pay tribute to these teams as it is known they work very hard and are not to blame for the problems incurred. It was requested that the Chief Executive pass this on to the teams.

It was noted that the missed bins reports had gone down and had now stabilised although not going much lower so it was confirmed that the Recycling Officers would be going out to households to help get this back on track and educate the residents as well as providing information on any contaminated bins as it was hoped to get the percentage lower. Councillor Little said if any resident was struggling to understand why their bins were being labelled as contaminated, then they could contact the Recycling Officers direct.

Councillor Little advised the committee that the rounds were to be fixed first and Xmas planning but that she would then be looking at the data and looking at rounds to possibly encompass purple bins as a lot of requests for purple bins were being received and 15,000 residents currently had two blue bins across the district. The Chair, Councillor Wilcox, asked if this Committee could look at the Joint Waste Service work programme before anything went

out to residents and this was agreed. He also felt this O&S committee could add value to the transition of the trade waste customers roll out due in February next year. Councillor Little agreed and said she would bring this item in the future as she also wanted to look at a tiered structure to encourage the trade waste customers to go to dual stream recycling instead of comingled.

**RESOLVED:-**

- (1) The Committee noted the report of the Independent Expert into the design and implementation of the dual stream recycling collection services in Lichfield and provided comments.
- (2) The Committee considered and commented on how the three key recommendations arising from the report could be achieved, i.e. the need to:
  - (i) Improve scrutiny of the joint waste service, using scenario planning, pilots, and progressive implementation of major change.
  - (ii) Ensure the service team has sufficient skills, competencies, and confidence to implement major change programmes going forward.
  - (iii) Increase the acquisition, use and interpretation of service data, including an increased focus on trend analysis and operational analytics.

(A confidential discussion around the procurement issues followed).

## **18 MEDIUM TERM FINANCIAL STRATEGY**

The Cabinet Member for Finance & Commissioning, Councillor Strachan, introduced the Medium Term Financial Strategy Report and said this was the second time this item had come to the O&S meeting and members will see some of the comments from the previous meeting had been incorporated and the remainder of comments were still under consideration before it is made final and taken to Council on 28 February 2023.

The Assistant Director - Finance & Commissioning, Mr Thomas, gave a presentation covering the Autumn Statement announcement today even though the detail would not be available until the settlement is released which is not due until 19 December:-

**Local Authority Elements:-**

- Spending Review numbers not changing from numbers for 2021.
- Adult social care funding. (new money available)
- Delaying adult social care charging reforms. (saves a lot of money)
- B and D council tax thresholds. The maximum core threshold will increase from 1.99% to 2.99%, and the ASC precept will be 2% in 2023-24. Thresholds will increase for both district councils and for authorities with social care responsibilities.
- Business rates multiplier. The multiplier will be frozen in 2023-24. Local authorities “will be fully compensated for the loss of income as a result of these business rates measures”. No confirmation yet whether cap compensation will be payable based on RPI or CPI.
- Business rates reliefs. Extension of Retail, Hospitality and Leisure (RHL) reliefs into 2023-24, plus a Supporting Small Business Scheme (SSBS).
- Revaluation 2023. Revaluation will go ahead but there will be a more generous transitional scheme, with additional Government support.
- New Homes Bonus – No mention of this in the Autumn Statement but likely to be in the settlement details in December.

Further information was also given on the potential financial impact of a higher Council Tax threshold - 3% threshold in all years was illustrated on the presentation.

Councillor Strachan then gave his update:-

- Financing of the Leisure Centre - Reiterated that Option 1 was always and remains a successful application to the Levelling up Fund. He sees it as a replacement of a very well used but aging facility that without a replacement would be lost so avoiding levelling down not just levelling up. However, members were asked to note that if the application was unsuccessful, the original plan was to look at funding via external borrowing but this now looked less probable and it was discussed why in the current economic climate it is becoming a challenging option in the report. Alternative options are under consideration.
- Fees and charges – Balancing act of user affordability versus offset to increasing costs as there were a number of things that were significantly restricted and we have to do on a costs recovery basis. At previous meeting, the committee agreed to a 2.5% increase (2023/24). It was agreed we have to recognise where residents are struggling to afford things we are operating but look at where we are committed too.
- Local Government Finance Risks – Very difficult climate at the moment and the Audit & Member Standards Committee have been monitoring strategic risks where the financial related risk is currently outside our risk appetite. Anthony Thomas has advised as Section 151 Officer that he is required to report to Council on the adequacy of the level of reserves and that we need to review our minimum level of reserves in the current economic climate and this may result in an increase and Councillor Strachan agreed. Therefore, the level of available reserves to support the budget and other projects may vary but it is a very prudent and necessary step.
- Council Tax – the Autumn Statement has given the provision to allow 3% (or potentially £5 whichever is the higher) but still a balancing act to be done and no decision has yet been made.
- Budget Consultation – Still open until 31 December 2022 and this year a budget simulator has been launched to attract more returns. The simulator includes moving sliders/seeing the challenges we face and what affects would be made and whether you get a balanced budget at the end. Members were encouraged to take part and encourage everyone to do so to maximise response rates.

The Chair reminded members there was an additional Budget O&S Meeting scheduled for 15 December and suggested they think about other areas that may not have been thought of and use the simulator beforehand.

Questions were asked:-

1. Would Councillor Strachan be in a position to bring the budget forecast to O&S meeting on 15 December? The answer was yes, but may not have the settlement information.
2. There were concerns there was a Projected External Auditors 150% fee increase and that seemed very high and would only mean further increases year on year. Agreed it was nearly £90,000 per annum more which the Audit & Member Standards Committee would be looking in to but unfortunately the Council were in a wider procurement exercise so could not do much. It was reported that it did reflect the audit environment currently with a lack of qualified staff. It was noted, that there could be a possibility the Council may get some government funding in the settlement to mitigate this rise.
3. The level of reserves were discussed and it was asked what were they used for? It was felt that they should be to help the Council represent the people as well as running a good council. To be discussed at budget meeting on 15 December. It was noted that there was a difference between Earmarked and General Reserves and also that c£5m of earmarked reserves had recently been repurposed to support the cinema project.



4. It was asked if there could be a freeze on Council Tax for two years due to the exceptionally bad time predicted on peoples' incomes. It was reported that it was appreciated that the Council had to be prudent but also needed to be looking after people.
5. It was noted that discretionary funds to support people experiencing financial hardship are available at Lichfield District Council.

**RESOLVED:-**

(1) The Committee noted the specific updates on:

- The Medium Term Fiscal Plan.
- Local Government and Wider Finance Issues.
- Business Rates Revaluation.
- The financing of a replacement Leisure Centre and the potential impact on the Medium Term Financial Strategy (pending the Local Government Finance Settlement).

(2) The Committee provided views to Cabinet in relation to:

- The approach to fees and charges increases for 2023/24.
- The management of financial risk in the Medium Term Financial Strategy.
- The potential level of the District's Council Tax increase for 2023/24.

## **19 LOCAL COUNCIL TAX REDUCTION SCHEME CONSULTATION FEEDBACK AND PROPOSALS**

The Cabinet Member for Finance & Commissioning, Councillor Strachan, summarised the proposed new Local Council Tax Reduction Scheme Report and thanked Steve Woods and Lizzie Barton and her team for the consultation exercise which now meant the Council could move forward with a new proposed scheme.

The proposed changes were detailed on page 1 of the report and Councillor Strachan confirmed that the scheme aimed to make it better for claimants and better for council taxpayers allowing them more financial support, less paperwork and thus confusion, provide more financial stability and reduce debt recovery activities. He said the new scheme had the ability to award 100% reduction to those on the very low incomes and there were a number of income disregards. It was a banded route which should permit fluctuation within the band and all major preceptors had been consulted and widespread support had been reported. The need for extended payments (where someone who was unemployed, but gains employment, retains the same council tax reduction for the first four weeks of their employment so that they do not face bills as soon as they start working) had been revisited and given the new scheme is designed to encourage and support people into and to remain in work it was proposed that extended payments be retained in the new scheme despite the consultation feedback. Members support and comments was requested.

The following questions/comments were given:-

1. Were there exemptions for students and care leavers?
2. Can we develop the automation for the process?
3. Who were able to comment on the proposed scheme and were CAB asked to comment as an organisation who also deal in benefits?
4. It was agreed the extended payments element should be retained – very valuable.

5. Good to see that discretion was to be built in but there was concern as to a 2 child limit – (it was agreed to look at this policy for discretionary payments at the O&S meeting in January).
6. How are we going to inform customers of the new scheme as needs to be as seamless as possible?

Lizzie Barton assured members that the contact centre staff would all be trained and know how the new scheme works and she will be working with the CAB to signpost effectively and encourage people on to the new scheme which will all be in place before it goes live.

**RESOLVED:-**

- (1) The Committee supported the introduction of a new income banded Local Council Tax Reduction Scheme for working age claimants with effect from 1 April 2023 in line with all proposals (detailed in Appendix 1), except for the removal of extended payments.
- (2) The Committee supported the retention of extended payments to better support residents who gain employment (see 3.21).
- (3) The Committee noted that subject to their input, the proposals will be considered for approval by Cabinet in December. If the scheme is approved, the exact rates for the 2023 – 2024's Local Council Tax Reduction Scheme will be brought to Cabinet and Full Council in February 2023 as part of the council tax setting proposals.

## **20 HEALTH MATTERS**

The Chair, Councillor Wilcox, highlighted the email he had sent to all members on Monday following the previous Staffordshire County Council's Health & Care Overview and Scrutiny Committee which gave a resume of the meeting. He also advised that he had emailed the Chair of the committee detailing the concerns previously voiced here about the lack of mental health facilities and he had now received a detailed response which he would forward on to members via email also. Councillor Wilcox said he was assured as the Chair had now confirmed that there would be two papers coming in the early part of next year in relation to Children's Health & Wellbeing and Mental Wellbeing in Schools and it was most definitely on their radar.

Cllr Eagland confirmed this too and stated that the SCC Safeguarding group were also really going forward on this subject and Councillor Silvester-Hall confirmed she had been to a SCC event today - Journey of a child – which was also looking at mental wellbeing in early years/school children/teenagers and beyond. She said there were a lot of good initiatives going on including how children are supporting each other.

## **21 WORK PROGRAMME**

The Committee noted the Work Programme and the Chair confirmed that the next meeting was scheduled to take place on 15 December 2022 and was the one item only agenda - Budget meeting.

There was a concern voiced that there were Elections next May where Voter ID Cards were being brought in as a necessity by the government to vote yet no criteria had yet been set by councils for those who do not have the approved forms of ID. It was requested this item be discussed at January's meeting. This was agreed as circulars were being received about this which Members asked to be copied to them and it was agreed that a special meeting could always be arranged if timings did not coincide.

The discretionary policy (Section 13) for the new Local Council Tax Reduction Scheme to be added in to January's work programme also – Lizzie Barton.

## **22 UPDATE FROM TASK GROUPS**

Christine Lewis, Principal Governance Officer, advised members that the Lichfield Masterplan Task Group met last night and the notes would come to the budget meeting to be held on 15 December;

The New Leisure Centre Task Group were meeting beginning of December so the notes would come to 15 December meeting;

And

The Climate Change Task Group were also hoping to meet 5 December dependent on the planning committee meeting agenda.

(The Meeting closed at 8.50 pm)

CHAIR

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**EMPLOYMENT COMMITTEE**

**18 OCTOBER 2022**

**PRESENT:**

Councillors Matthews (Chair), Banevicius, Birch and Powell

**7 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Parton-Hughes, Cross, Robertson, Warburton and Wilcox

**8 DECLARATIONS OF INTEREST**

There were no declarations of interests

**9 MINUTES OF THE PREVIOUS MEETING**

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

**10 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 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

**IN PRIVATE**

**11 BABC - VOLUNTARY SEVERANCE**

The Committee received an updated report on requests for voluntary redundancies following consultation due to a service review. Clarification was given regarding an individual employee.

**RESOLVED:** That the voluntary redundancies as set out in the report by approved.

(The Meeting closed at 7.30 pm)

CHAIRMAN

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**PLANNING COMMITTEE**

**31 OCTOBER 2022**

**PRESENT:**

Councillors Marshall (Chair), Baker (Vice-Chair), Anketell, Birch, Checkland, Cross, Evans, Humphreys, Matthews, Powell, Ray and S Wilcox

**21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Barnett and Salter

**22 DECLARATIONS OF INTEREST**

Councillor Cross declared a personal interest on Agenda Item no. 4 – application nos 22/00143/FUL & 22/00580/FUL as he is a ward member for Alrewas and Fradley.

Councillor S Wilcox declared a personal interest on Agenda Item no. 4 – application nos. 22/00143/FUL & 22/00580/FUL as she is a ward member for Alrewas and Fradley.

**23 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 3 October 2022 previously circulated were taken as read, approved as a correct record and signed by the Chair.

**24 PLANNING APPLICATIONS**

Applications for permission for development were considered with the recommendations of the Chief Executive and any letters of representation and petitions of observations/representations received together with the supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 20/00800/COUM, 22/00143/FUL, 22/00580/FUL & 22/00805/FUH

20/00800/COUM - Erection of 10 holiday lodges and associated use of the land for tourist purposes, together with the installation of foul sewerage treatment plant, change of use of former buggy store to form a holiday reception area and use of an existing parking area  
Hawkesyard Estate, Armitage Lane, Armitage, Rugeley

**RESOLVED:** This planning application was withdrawn prior to the meeting.

22/00143/FUL - Change of use of existing annex to holiday rental (sui generis use)  
74 Park Road, Alrewas, Burton upon Trent, Staffordshire  
FOR: Mr A Spooner

**RESOLVED:** That this planning application be approved subject to the conditions contained in the report of the Chief Executive but the removal of recommended condition 2 as stated in the supplementary report.

(Prior to consideration of the application, representations were made by Mr Alan Spooner (Applicant)).

22/00580/FUL - Erection of 2no. detached dwellings and associated works  
17A Main Street, Alrewas, Burton upon Trent, Staffordshire  
FOR: S and C Griffin and Curran

**RESOLVED:** That this planning application be approved subject to the conditions contained in the report of the Chief Executive

(Prior to consideration of the application, representations were made by Mr Rob Duncan of Rob Duncan Planning Consultancy Ltd. (Applicant's Agent)).

22/00805/FUH - Retention of first floor side extension and the dormers to front and rear, including replacement of the existing patio doors with windows and the replacement of the existing grey cladding with white cladding; and new single storey rear extension  
Fairfield, Ford Lane, Chorley, Lichfield, Staffordshire.  
FOR: Mr and Mrs Beard

**RESOLVED:** This planning application was withdrawn prior to the meeting.

(The Meeting closed at 6.50 pm)

CHAIR



**FOR COUNCIL  
13 December 2022**

**CONSTITUTION OF COMMITTEES AND PANELS:  
(Recalculated following the By-Election in November 2022)**

<b>COMMITTEE / PANEL</b>	<b>SIZE</b>	<b>Con</b>	<b>Lab</b>	<b>Lib Dem</b>	<b>Ind</b>
Council	47	33	11	1	2
Leader and Cabinet	7	7			
Overview and Scrutiny Committee	14	9	3		2
Audit & Standards Committee	9	6	2		1
Planning Committee	15	11	3	1	
Regulatory and Licensing Committee	13	8	3	1	1
Disciplinary and Grievance Appeals Committee	7	4	2	1	
Investigatory and Disciplinary Committee	7	4	2		1

<b>COMMITTEE / PANEL</b>	<b>SIZE</b>	<b>Con</b>	<b>Lab</b>	<b>Lib Dem</b>	<b>Ind</b>
Licensing and Consents Appeals Committee  <i>Any 3 from Regulatory and Licensing Committee</i>	3				
Employment Committee	10	7	2		
Disciplinary and Grievance Appeals Committee	7	4	2	1	
Investigatory and Disciplinary Committee	7	4	2		1
Appointments Committee  <i>To be made of four Cabinet Members and the Leader of the Principal Opposition Group</i>	5	4	1		
Joint Committee for Waste Management  <i>The Leader of the Council or authorised deputy The Portfolio Holder responsible for Waste or authorised deputy</i>	2	2			

<b>CABINET</b>	
Leader of Cabinet	D. R. Pullen
Deputy Leader and Cabinet Member for Economic Growth and Development	I. M. Eadie
Cabinet Member for Finance and Commissioning	R. W. Strachan
Cabinet Member for Community Engagement	R. E Cox
Cabinet Member Leisure and Parks	A. F. Smith
Cabinet Member for Housing, Ecology and Climate Change	A. C. Lax
Cabinet Member for Waste and Recycling	E. Little

<b>OVERVIEW &amp; SCRUTINY COMMITTEE</b>			
<b>Constitution – Up to 14 Members</b>			
Composition			
<b>Conservative</b> 9	<b>Labour</b> 3	<b>Liberal Democrat</b> 0	<b>Independent</b> 2
R. Cross	S. G Norman		J. K Grange
J. M. Eagland	D. C. Robertson		A. M Little
D. J. Leytham	C.D. Evans		
J. A. Parton-Hughes			
J. P. Powell			
J. Silvester-Hall			
H. Tranter			
H. A. Warburton			
M. J. Wilcox			

<b>EMPLOYMENT COMMITTEE</b>			
<b>Constitution – Up to 10 Members</b>			
Composition			
<b>Conservative</b> 7	<b>Labour</b> 2	<b>Liberal Democrat</b> 0	<b>Independent</b> 0
D. Cross	R. J. Birch		
T. R. Matthews	D. C. Robertson		
J. A. Parton-Hughes			
J. P. Powell			
H. A. Warburton			
S. E. Wilcox			
Vacant			

<b>PLANNING COMMITTEE</b>			
<b>Constitution – Up to 15 Members</b>			
<b>Composition</b>			
<b>Conservative</b> 11	<b>Labour</b> 3	<b>Liberal Democrat</b> 1	<b>Independent</b> 0
D. F. Baker	J. Anketell	P. W. W. Ray	
S. A. Barnett	R. J. Birch		
J. Checkland	C. D. Evans		
D. Cross			
W-L Ho			
K. P. Humphreys			
T. Marshall			
T. R. Matthews			
D. F. Salter			
S. E. Wilcox			
Vacant			

<b>REGULATORY &amp; LICENSING COMMITTEE</b>			
<b>Constitution – Up to 13 Members</b>			
<b>Composition</b>			
<b>Conservative</b> 8	<b>Labour</b> 3	<b>Liberal Democrat</b> 1	<b>Independent</b> 1
D. F. Baker	J. Anketell	P. W. W. Ray	A. M Little
S. A. Barnett	L. J. Ennis		
J. Checkland	C. D. Evans		
D. Cross			
R. Cross			
J. M Eagland			
D. F. Salter			
B. W. Yeates			

<b>AUDIT AND MEMBER STANDARDS COMMITTEE</b>			
<b>Constitution – Up to 9 Members</b>			
<b>Composition</b>			
<b>Conservative</b> 6	<b>Labour</b> 2	<b>Liberal Democrat</b> 0	<b>Independent</b> 1
W-L Ho	S. G Norman		J. K Grange
E. Little	D. C. Robertson		
J. Silvester-Hall			
C J. Spruce			
M. J. Wilcox			
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

\*Chair is elected from those Members present

<b>Conservative</b> 4	<b>Labour</b> 2	<b>Liberal Democrat</b> 1	<b>Independent</b> 0
J. Checkland	D. M. O. Ennis	P. W. W. Ray	
J. M. Eagland	P. Taylor		
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

\*Chair is elected from those Members present

<b>Conservative</b> 4	<b>Labour</b> 2	<b>Liberal Democrat</b> 0	<b>Independent</b> 1
R. Cross	C. J. Ball		J. K. Grange
I. M. Eadie	S. W. Banevicius		
C. Greatorex			
T. Marshall			

**APPOINTMENTS COMMITTEE**

**Constitution – 5 Members to be appointed when required**  
**Composition**

Four Cabinet Members and Leader of the Principal Opposition Group

\*Chair is elected from those Members present

**LICENSING & CONSENTS APPEALS COMMITTEE**

**Constitution – 3 Members**  
**Composition**

Any three from Regulatory & Licensing Committee but including the Chair of Regulatory & Licensing Committee as standing Chair

**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

\*Chair is elected from those Members present

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

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