

Public Document Pack

LICHFIELD DISTRICT COUNCIL

Simon Fletcher
Chief Executive
Tel (01543) 308001

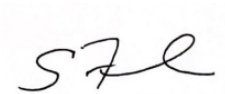
District Council House
Frog Lane
Lichfield
WS13 6YY

10 April 2023

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, 18 APRIL 2023 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 – 12)
4. Chairman's Announcements
5. Report of the Leader of the Council on Cabinet Decisions from the meetings held on 7 March and 4 April and Cabinet Member Decisions (13 – 16)
6. Minutes of the Overview & Scrutiny Committee (17 – 24)
7. Minutes of the Planning Committee

The Chair of the Planning Committee to move that the proceedings of the meeting held on 6 March be received and where necessary approved and adopted.
(25 – 28)

8. Minutes of the Audit and Member Standards Committee

The Chair of the Audit & Member Standards Committee to move that the proceedings of the meeting held on 23 March 2023 be received and where necessary approved and adopted. (29 – 32)

9. Minutes of the Regulatory & Licensing Committee

The Chair of the Regulatory & Licensing Committee to move that the proceedings of the meeting held on 1 March 2023 be received and where necessary approved and adopted (33 – 36)

10. Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP)

To approve proposals requested by the GBSLEP (report attached)
(37 – 40)

11. Updates to the Constitution

To approve and adopt updates to the Council's Constitution (report attached)
(41 – 44)

12. Questions

To answer any questions submitted under procedure rule 11.2.

COUNCIL

28 FEBRUARY 2023

PRESENT:

Councillors Greatorex (Chair), Warburton (Vice-Chair), Anketell, Baker, Ball, Banevicius, Barnett, Birch, Cox, D Cross, R Cross, Eadie, Eagland, D Ennis, L Ennis, Evans, Gwilt, Ho, Humphreys, Lax, E Little, Marshall, Matthews, Norman, Powell, Robertson, Salter, Silvester-Hall, Smith, Spruce, Mrs Tranter, Strachan, White, M Wilcox, S Wilcox, A Yeates and B Yeates

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Checkland, Grange, Leytham, A Little, Pullen, Ray, Warfield and Westwood.

2 DECLARATIONS OF INTEREST

Councillor Eadie declared a personal interest as a Director of LWM Traded Services Ltd.

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

The Minutes of the meeting held on 13 December 2022 were approved as a correct record.

4 CHAIRMAN'S ANNOUNCEMENTS

Former Councillors Brenda Constable and Margaret Stanhope MBE

The Chair informed Members that former Councillors Brenda Constable and Margaret Stanhope MBE had sadly passed away and led the Council in a Minutes' silence.

Former Councillor Constable had served on the Council from 1976-1995; 2003-2011 and 2015-2019, representing wards in Burntwood. Former Councillor Stanhope had served on the Council for 45 years from its inception in 1974, representing Alrewas and Fradley.

Members gave their condolences, remembered the former Councillors, including their dedication and commitment to the communities they represented, and spoke of the contributions they had made to the Council and the District.

Chair's Event

The Chair commented that the karaoke night was a success and helped raise funds for his charity, Easy-IT and the Mayor's charity.

Exclusive tour

The Chair informed members that an exclusive tour of Lichfield Guildhall, Donegal House and the Lichfield District Council Chamber would take place on 7 March. Proceeds from the tour would go to the Sebbie Hall Kindness Foundation, the Pathway Project and the Chair's charity.

5 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 14 FEBRUARY 2023 AND CABINET MEMBER DECISIONS

The Deputy Leader of the Council submitted his report on Cabinet Decisions from the meeting held on 14 February 2023 and Cabinet Member Decisions.

Councillor Norman said that the points system used for the allocation of CIL should be reviewed by Overview and Scrutiny Committee to provide transparency and confidence in decisions made. Councillor Eadie advised that Overview and Scrutiny had previously agreed the implementation criteria used to assess the bids.

With regard to the in-sourcing of Leisure Provision, Councillor Norman asked whether the decision to outsource management was regretted. Councillor Eadie stated that he did not regret the decision as it was done for the right reasons and the change of circumstance brought about by COVID could not have been foreseen. He said there was little choice but to bring leisure provision back in-house.

6 MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE

Councillor M Wilcox submitted the Minutes of the Overview and Scrutiny Committee held on 15 December 2022, 19 January and 8 February 2023.

Councillor Evans stated that mental health was a neglected area that needed to be addressed and CAHMS had not been as effective as it should have been. She expressed her disappointment that the George Bryan Centre was not being considered as a rebuild as it had served the district adequately.

Councillor Evans also questioned the allocation of places at St Georges in Stafford in terms of the number of places available and the distance. Councillor White noted that Councillor Wilcox was continuing to raise the issue at County level.

Councillor Wilcox informed members that a six-week consultation on the future of the George Bryan Centre was currently underway and urged members to respond.

Councillor Robertson commented on the Election Act and highlighted the importance of reminding residents that voter ID would be required for the election on 4 May and that residents without ID should be directed to the government portal.

Councillor Robertson also raised a matter of accuracy on the Work Program minutes.

7 MINUTES OF THE PLANNING COMMITTEE

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

RESOLVED: That the Minutes of the Meetings of the Planning Committee held on 9 January and 6 February 2023 be approved and adopted.

8 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 of the Audit and Member Standards Committee held on 18 January and 2 February 2023 be approved and adopted.

9 MINUTES OF THE EMPLOYMENT COMMITTEE

Councillor Robertson noted the number of special meetings that had taken place. He stated that where possible business should be dealt with on the published dates.

Councillor Robertson thanked Councillor M Wilcox for agreeing to review item 17 'Restructure of Service' at Overview and Scrutiny as a more detailed discussion was necessary.

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

RESOLVED: That the Minutes of the meeting held on 24 January 2023 be approved and adopted.

10 MEDIUM TERM FINANCIAL STRATEGY

It was proposed by Councillor Strachan and seconded by Councillor M Wilcox 'that the Medium Term Financial Strategy (Revenue and Capital) 2022-2027 and the Council Tax Resolution 2023-2024 be approved.'

In submitting his report Councillor Strachan expressed his thanks to the Assistant Director of Finance and Commissioning and his team for their work and members of Overview and Scrutiny Committee and Audit and Member Standards Committee in considering the report and providing critical analysis.

Members then debated the Medium Term Financial Strategy and Council Tax Resolution.

Councillors Norman, Robertson and Ball expressed support for the 0% increase in council tax but did not support the proposed budget. Councillor Robertson said that the MTFs proposed a 3% council tax increase for the following four years which was a cause for concern considering the cost of living was not predicted to decrease. He also commented on council tax being based on an outdated model that no longer made sense. Councillor Ball stated that there were holes in the budget and questioned the uncertainty of the options identified to close the funding gap.

Councillors White and M Wilcox spoke in favour of the proposal and commended the budget as a sensible approach during a period of considerable uncertainty. Councillor M Wilcox, on behalf of Overview and Scrutiny Committee, thanked the efforts of the finance team for their dedication and presentation of clear financial information.

Councillor Strachan responded to the issues raised during the debate and noted that council tax was a single year decision. He urged members to vote in support of the MTFs.

The Chair proposed two named votes. The first vote would be on whether to support the council tax resolution. The second vote would be on whether to support the Medium Term Financial Strategy (see recommendations as set out in the report).

To comply with statutory regulations a named vote was then taken on the council tax resolution and recorded as follows:

FOR (38)

Anketell
Ball
Baker
Banevicius
Barnett
Birch

AGAINST (0)

ABSTAIN (0)

Cox
Cross, D
Cross, R
Eadie
Eagland
Ennis, D
Ennis, L
Evans
Greatorex
Gwilt
Ho
Humphreys
Lax
Little, E
Marshall
Matthews
Norman
Powell
Robertson
Salter
Silvester-Hall
Spruce
Strachan
Taylor
Tranter
Warburton
White
Wilcox, M
Wilcox, S
Yeates, A
Yeates, B

RESOLVED: That the Council Tax Resolution 2023-2024 be approved.

A named vote was then taken on the MTFs budget and recorded as follows:

FOR (28)

Baker
Barnett
Cox
Cross, D
Cross, R
Eadie
Eagland
Greatorex
Gwilt
Ho
Humphreys
Lax
Little, E
Marshall
Matthews
Powell
Salter
Silvester-Hall
Spruce

AGAINST (0)

ABSTAIN (10)

Anketell
Ball
Banevicius
Birch
Ennis, D
Ennis, L
Evans
Norman
Robertson
Taylor

Strachan
Tranter
Warburton
White
Wilcox, M
Wilcox, S
Yeates, A
Yeates, B

RESOLVED: That the Medium Term Financial Strategy (Revenue and Capital) 2022-2027 as set out in the report be approved.

11 PROPOSED NEW LOCAL COUNCIL TAX SUPPORT SCHEME (LCTS)

Councillor Strachan submitted his report on the proposed new local council tax support scheme. He advised that the proposal aimed to provide more financial support to residents on the lowest incomes, distribute the support given more fairly to claimants based on their incomes and circumstances, provide more financial stability, and deliver greater customer satisfaction. Additionally, it would allow the council to streamline administration and reduce unnecessary paperwork and costs.

Councillor Robertson commended the report, his only concern was for the people receiving less support under the new model. He asked if Overview and Scrutiny Committee could look at transition and mitigating factors at the next meeting. Councillor Eadie responded that there was a hardship scheme that was intended to ease people into the new arrangements.

Councillor Strachan also noted that residents who were disproportionately affected by the changes and faced undue financial pressure would be considered for the Exceptional Hardship Scheme.

It was proposed by Councillor Strachan and duly seconded by Councillor Spruce and

RESOLVED: (1) That the Proposed New Local Council Tax Support Scheme be approved.

12 POLITICAL BALANCE AND APPOINTMENT TO COMMITTEES

It was proposed by Councillor Eadie and duly seconded by Councillor Norman "that the Membership of Cabinet, Committees and Panels including the allocation of seats and appointments by Political Groups as submitted be approved."

RESOLVED: (1) That the Membership of Cabinet, Committees and Panels including the allocation of seats and appointments by political groups as submitted be approved.

(2) That the Constitution be amended to reflect any changes made.

13 PAY POLICY STATEMENT 2023

Councillor Ball referred to the essential car user allowance and questioned if measures were in place to ensure the cars driven were electric rather than petrol or diesel. Councillor Marshall responded that not everyone subscribed to the carbon net zero narrative and a balance of views was needed. Councillor Eadie stated that the council could only encourage staff to drive

electric vehicles and advised that work was being done to increase EV charging points in the district.

Councillor Robertson suggested that carpooling could be looked at as an alternative.

Councillor Norman referenced the environmental impact section of the report which stated there was no impact, and queried whether the issue had been adequately addressed.

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

RESOLVED: That the updated Pay Policy Statement as submitted be approved for publication.

14 CALENDAR OF MEETINGS

Councillor Norman commented that he would like to see some feedback from Youth Council soon to get their views on various issues.

Councillor Cox commented that he was pleased to see the inclusion of Youth Council in the calendar of meetings and stressed the importance of being able to access young peoples' views on current issues. He noted that so far there had only been two meetings, but he was proud of how the youth councillors had conducted themselves. Councillor Lax also expressed support of the Youth Council stating it was great step for the council to have made.

Councillor L Ennis noted that some people may not be able to attend the daytime Member Induction sessions and suggested an evening option be provided.

Councillor Eadie submitted the Calendar of Meetings 2023-2024 and it was

Resolved: That the Calendar of Meetings 2022-2024 be approved subject to further consultation over the date of Council in April 2024 and provisional dates in early 2024, with the final dates to be determined by the Cabinet Member in consultation with Leader of the Council and the Leader of the opposition.

15 MOTION ON NOTICE

The following Motion was submitted by Councillor Robertson and seconded by Councillor Strachan:

The Living Wage

1. Lichfield District Council notes that:

The Living Wage Foundation is an independent charity which calculates a real living wage, based on living costs in the UK, in the first week of November each year. The Real Living Wage currently stands at £10.90 per hour outside London for those aged 18 and above. Over 12,000 UK employers are now accredited by the Living Wage Foundation and voluntarily pay the Real Living Wage, including over 130 local authorities.

Since 2022 Lichfield District Council has ensured that no member of directly employed staff has earned less than the real living wage.

2. Lichfield District Council believes that:

Paying the Real Living Wage not only benefits employees but also employers and the wider economy.

Our staff are our most valuable resource and that anyone employed by Lichfield District Council should reasonably be able expect to earn a wage which will allow them to get by.

That paying at least a living wage to employees represents good employment practice and that companies who do so are demonstrating good social practice in this regard.

3. Lichfield District Council agrees:

To request that cabinet update the procurement strategy to include the living wage as part of the measurement of social value.

To instruct the head of paid service to begin the process of becoming an accredited Living Wage Employer with the Living Wage Foundation.

Councillor White expressed his support of the motion in general terms but noted that any commitments made needed to be funded. Additionally, the impact on third parties should be considered and the Council should not be imposing its will on these parties.

Members then voted on the Motion.

RESOLVED: That the Motion be approved.

16 QUESTIONS

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

“Motor neurone disease (MND) is a rapidly progressing condition – a third of people die within a year of diagnosis, and half within two years. During that time, symptoms worsen and needs increase, often at an unpredictable rate. To live in a dignified and reasonable way, a person with MND must make urgent adjustments to his/her home. These adjustments are often significant in scale. Such adaptations include increasing the size of doorways, building ramps and wet rooms, and installing hoists and through-floor lifts.

Will Councillor Lax therefore ensure Lichfield District Council improves its MND provision by introducing a fast-track process for delivering home adaptations for people with progressive and terminal conditions such as motor neurone disease by waiving the financial assessment for people with progressive and terminal conditions such as MND for Disabled Facilities Grants (DFGs) up to at least £5,000 to ensure adaptations can happen in a timely, efficient manner with minimum impact on the people they are supposed to help?

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

“With regards to residents who might have a fast-progressing condition such as MND or others there is provision within the policy to ‘fast-track’ those applications. All applicants are assessed using the mandatory DFG criteria and we then allocate a discretionary grant of £5000 regardless of means.

Legally we cannot have a disease specific grant for MND sufferers. This is so we do not discriminate against others with similar conditions such as fast progressive Parkinsons and those people who have had a catastrophic injury.

We are increasing our discretionary top-up assistance funding for where works exceed the current mandatory DFG limit due to recent building cost increases which of course will cover those with MND.

As members are aware, from the 1 April we are taking DFG provision back in house. In doing so we have designed a framework and revised policy to provide a more comprehensive, and bigger and better support which goes beyond the revised 2022 government Guidance. We will have a personalised approach to helping vulnerable people, we will engage with and visit to ensure we provide the right adaptations. We can do this as our new in-house service enables us to commit more resources to deliver a holistic and client focussed service.”

Supplementary Question from Councillor Anketell

“Would the cabinet member write an open letter to the Prime Minister, the Chancellor of the Exchequer and the Minister of Local Government asking them to increase the local government grant by 10% with immediate effect or is she more concerned with the conservative governments reputation and has forgotten constituents’ wellbeing?”

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

“Since I started this portfolio in 2019, I have assiduously supported ensuring that those who need disabled facilities grants get the help they should expect from this district notwithstanding the inherited problems caused by the former arrangements. The current limit is £30,000 which is the prescribed limit, I made it clear in my answer that we are going to look to double that because of the increased building costs. I do not need to write to the Prime Minister or the Chancellor of the Exchequer because we have been given the latest guidance from national government that every local authority should take their own course having regard to their demographic and their needs. I am very proud of the work the officers are doing bringing this to fruition and we will see results. It is going to be a hard changeover but be we are prepared, and we will be ready for the 1st of April.”

Q2. Question from Councillor Robertson to the Cabinet Member for Community Engagement

“Will the Cabinet Member for Community Engagement publish all communications that he has had with officers about CCTV on Dimbles Lane during this calendar year?”

Response from the Cabinet Member for Community Engagement

“Yes, I will.”

Supplementary Question from Councillor Robertson

“I do look forward to seeing those communications published. I note that no person speaking on behalf of this council has apologised to the community for the repeated failures and repeated broken promises regarding the installation of this CCTV. Will the cabinet member take the opportunity to correct that this evening?”

Response from the Cabinet Member for Community Engagement

“I will in due course look at that question because I am not going to apologise when we ourselves have been let down by outside providers. If I was to apologise, I would be running our own staff under a bus and I am not prepared to do that.”

17 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

18 CONFIDENTIAL MINUTES OF OVERVIEW & SCRUTINY COMMITTEE

Councillor M Wilcox submitted the Minutes of the Overview and Scrutiny Committee held on 8 February 2023.

(The Meeting closed at 8.20 pm)

CHAIR

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REPORT OF THE LEADER OF THE COUNCIL

CABINET DECISIONS – 7 March 2023

1 Staffordshire Sustainability Board Communications Plan

The Cabinet:

- 1.1 Noted the progress of the Staffordshire Sustainability Board in developing a unified 2023 programme of activity across the county and eight district and borough councils, to tackle climate change and work towards our net zero targets.
- 1.2 Approved the Staffordshire Sustainability Board joint communications plan, which sets out our 12-month programme of climate change awareness-raising and behaviour change activity.

2 Local Council Tax Supporting Policies

The Cabinet:

- 2.1 Approved the Council Tax Discretionary Policy.
- 2.2 Delegated authority to the Cabinet Member for Finance & Commissioning, in liaison with the Assistant Director for Customer, Resident and Business Services and the Council's S151 officer, to make minor amendments to the policy, and to create appendices to the policy that enable the council to award reliefs to individuals or classes of individuals in circumstances such as COVID or other emergencies, where the relief is fully funded by government.

3 Being a Better Council – One Year Review

The Cabinet:

- 3.1 Reviewed progress to date of the programme and in particular the indicators of success set.
- 3.2 Agreed the need to become 'entrepreneurial' in order to continue our improvement in Being A Better Council, and achieve our place shaping ambitions for the district

CABINET DECISIONS – 4 April 2023

4 Housing Pathway Scheme Contract

The Cabinet:

- 4.1 Awarded the contract to Spring Housing Association for an initial two-year term, with two optional extensions each of 12 months.
- 4.2 Delegated authority to the Cabinet Member for Housing, Ecology and Climate Change in consultation with the Assistant Director for Resident and Business Services to award the two optional extensions subject to the cost of the extensions being funded from existing budgets including external funding.

CABINET MEMBER DECISIONS

5 Write-off of council tax debt relating to current Local Council Tax Support (LCTS) claimants

The Cabinet Member for Finance and Commissioning to write-off of debts owed by those in receipt of Local Council Tax Support (LCTS) on the grounds that it is uneconomical to pursue the debt, or that pursuing the debt could cause financial hardship during the cost-of-living crisis.

6 Hybrid and Bulk Mail Solution

The Cabinet Member for Finance and Commissioning awarded the contract to DSI Billing for 24 months with two optional extensions of 12 months.

7 Revised Housing Assistance Policy 2023

The Cabinet Member for Housing, Ecology and Climate Change approved the amendments to the updated Housing Assistance Policy which includes:

- Increasing the value of Discretionary Disabled Facilities Grant Assistance to £30,000
- Inclusion of a second residence grant
- Amendments to the Discretionary Contributions Grant criteria to bring them in line with social care funding eligibility criteria.
- The policy also introduces a defined mechanism through which exceptional cases which exceed the policy-based funding might be considered, in line with best practice as outlined in the DFG Guidance 2022.

8 Reallocation of Section 106 Funds

The Deputy Leader and Cabinet Member for Economic Growth and Development:

- Reallocated £4,897.19 of remaining Section 106 funds related to development at Land to the rear of Royal Oak, Uttoxeter Road, Hill Ridware (14/00147/OUTM) to Mavesyn Ridware Parish Councils project 'Mavesyn Ridware Village Hall Play Area Improvements'.
- Reallocated £33,216.93 of remaining Section 106 funds related to Land at Easthill Farm, Fradley (07/00147/OUTM) to Fradley and Streethay Parish Councils project 'Fradley BMX Pumptrack.
- Reallocated £4,380 of remaining Section 106 funds related to Land at Easthill Farm, Fradley (07/00147/OUTM) to St Stephens Church for the project 'Upgrading of electrical heating in St Stephens Church, Fradley.

**Cllr Doug Pullen
Leader of the Council**

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OVERVIEW & SCRUTINY COMMITTEE

16 MARCH 2023

PRESENT:

Councillors M Wilcox (Chair), Norman (Vice-Chair), Cross, Eagland, Evans, Ho, Robertson and Mrs Tranter

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

48 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Grange, Leytham, A Little, Silvester-Hall and A Yeates.

49 DECLARATIONS OF INTERESTS

Councillor Robertson declared a personal interest in Minute no. 51 as he is registered with Darwin Medical Centre.

Councillor Ho declared a personal interest in Minute no. 51 as he is registered with Boney Hay Surgery.

50 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on 8 February 2023 were agreed as a correct record.

51 BURNTWOOD HEALTH & WELLBEING CENTRE

The Chair welcomed representatives from the Staffordshire and Stoke-on-Trent Integrated Care Board - Chris Bird, Chief Transformation Officer (including executive leadership for delegated responsibilities the ICB have for general practice services), Nicola Bromage, Associate Director – Mental Health, Learning Disability and Autism and Children and Young People and Dr Abid Khan, Medical Director of Midlands Partnership Trust.

The Chair advised that members had been sent a copy of the published letter sent to all stakeholders by the ICB and asked Mr Bird if he could update members with the history and the current position regarding the closure of the Burntwood Health & Wellbeing Centre.

Mr Bird advised that the Burntwood Health & Wellbeing Centre had opened in 2008 and had always been a temporary measure as the original permission was granted on condition that it be taken down after 3 years. Since that time several planning extensions had been given by the LDC planning department and the last extension in 2019 was by means of a contract which was timebound to September 2024 in order for the redevelopment of the health care facilities in Burntwood. Mr Bird confirmed that they had worked with colleagues at Staffordshire County Council and had opened Greenwood Health Centre and the new Burntwood North Centre at Cherry Close would be open and operational from 2025. He advised that they were confident that the plans were sound as they had engaged with all the relevant parties and the existing local surgeries had confirmed they could take on the existing patients with the intent that the new facility at Cherry Close will be open in 2025.

Members made the following comments/observations and asked the following questions:-

- The consultation in 2009 was discussed as it was stated at the end of that consultation that the Burntwood Health & Wellbeing Centre and Greenwood Health Centre were needed as the local surgeries had outgrown their accommodation and so unable to offer the sufficient health provision to the Burntwood people – why now is it to be closed before the new facility at Cherry Close is open?

Mr Bird confirmed that it was the end of the contract and a commissioning decision has been made to disperse the patient list. It was recognised that the levels of appointments for GPs were challenging and there were a range of approaches to be brought forward but all local practices had confirmed that the physical estate is available recognising that in 2025 the new Burntwood North Centre would be opening. He said they would need to manage the transitional period and it may be that they need to retain the building at the Burntwood Health & Wellbeing Centre but will be working with the local practices on how best to use it – perhaps host back-office staff and administration so maximising clinical space at the other surgeries to take on the existing patient lists.

- Mr Bird was asked how confident he was in obtaining planning permission for this period from September 2024 to the opening date of the Burntwood North Centre in 2025 and how confident he was that the opening date would be in 2025 due to the delays encountered at Greenwood Health Centre?

Mr Bird said he was confident in the opening date of 2025 as they were working with Staffordshire County Council like they had done with the Greenwood Health Centre and would need to apply for the planning permission for September 2024 to 2025 as it had not been applied for yet but they would be trying to use this on a transitional basis and working with the local practices on its best use.

- Members asked why patients had not been consulted before a decision was made as this was a drastic and considerable change for them.

Mr Bird advised that a letter to the contract holder had been sent to highlight the end of the contract date and offer support and all local practices had been approached to confirm they had capacity which were the guidelines from Primary Medical Services/NHS England. He said at the end of a contract you do not need to consult with the local populations, that would be only if a major service change takes place. He said they were following the relevant national guidelines set out by Primary Medical Services/NHS England and the Local Medical Committee and local practices had been advised. He said there was a Communications & Engagement Plan in place to help with the transition for later in 2023/24 which would have to be brought forward now the decision was in the public domain. He said his colleagues were meeting with the Patients' Participation Group tomorrow and will be looking at the ideal communications to local populations.

- Members said a lot of patients were very worried about having to move elsewhere and wondered why the rush? It was stated that there would be no impact on local practices but members knew all practices were short of appointments at the moment as well as being short of GPs. It was noted that a number of complaints had been received relating to the Darwin Practice at Greenwood Health Centre as patients were being asked to travel to the Lichfield branch and vice-versa.

Mr Bird said he was not aware of the complaints but asked that these be shared with him after the meeting as branch sites were utilised in general practices but the needs of the patient must be borne in mind. He advised that all the three local surgeries at The Darwin Practice, Salters Meadow Health Centre and The Langton Medical Group -

Boney Hay Surgery had advised they had capacity for the Burntwood Health & Wellbeing Centre patients and although patients would be asked to register with a surrounding practice of their choice it may mean that as the Burntwood North Centre at Cherry Close opens the venue of their appointment would change.

- Members asked if the Burntwood Health & Wellbeing Centre could be a branch site?

Mr Bird said this was not permissible within the guidelines and advised that the current contract holder had asked this with a number of other options but the only options available were those in the stakeholder letter.

- Members asked for assurance that members can give to patients at the Burntwood Health & Wellbeing Centre that there will be no disruption to their care?

Mr Bird advised that it was always their intention to engage with the local communities and patients 12 months prior to the contract ending. He said they were willing to help and aimed to minimise the disruption having managed dispersal of practice lists previously elsewhere. He said the onus was on the patient to register elsewhere as would be personal preference but as it was linked to the decision taken by the ICB they would be supporting all to ensure a smooth dispersal.

- Members asked why a short-term contract cannot be offered?

Mr Bird confirmed they were not able to offer this as they cannot offer a one year contract nor extend the current contract.

- Members had calculated that the additional capacity at Greenwood Health Centre will not take all patients from the Burntwood Health & Wellbeing Centre. It was known that Burntwood already had a high increased ratio access to healthcare and this was why there was so much concern.

Mr Bird said the Staffordshire and Stoke-on-Trent GP per head ratio was just below average and general practice was being worked on nationally. He said a General Practice Strategy was currently being worked upon with additional roles/workforce as a central component. He agreed to share this with the committee in a few months and said he would return to a future meeting.

- Members asked if the existing GP's would TUPE over to the other practices?

Mr Bird confirmed yes, they would.

- A lot of concerns were raised by the committee members especially with regards to the continuity of care and highlighted those with complex needs.

Mr Bird said he would ensure there was support with the transitional period and a plan was being formulated with the contractor and his team and existing local practices to ensure this.

RESOLVED: The comments and observations be noted and the Chair requested that any further information be shared with this committee to reduce the disruption and asked Mr Bird to return in a couple of months with an update on the Burntwood Health & Wellbeing Centre and the General Practice Strategy.

52 GEORGE BRYAN CENTRE

The Chair welcomed representatives from the Staffordshire and Stoke-on-Trent Integrated Care Board - Chris Bird, Chief Transformation Officer (including executive leadership for delegated responsibilities the ICB have for general practice services), Nicola Bromage, Associate Director – Mental Health, Learning Disability and Autism and Children and Young People and Dr Abid Khan, Medical Director of Midlands Partnership Trust.

Mr Bird informed members that the ICB was considered the statutory body for the consultation process regarding the George Bryan Centre. A link to the consultation and associated documents had previously been circulated to members and the Chair encouraged members to participate in the consultation process which was currently taking place around the future provision.

Nicola Bromage from the In-patient Mental Health Team, ICB delivered a presentation explaining the reason for the review, the present community support and the proposal for the mental health transformation. She said there had been a national model which the long-term plan had focussed on which needed to work differently in the community setting rather than hospital stays. She said they recognised they needed to enhance the community and mental health services by providing more mental health practitioners in GP settings, improving the continuity of care and focus on more personalised care with more integrated working so care is coordinated between teams. She advised that a lot of work was being carried out with partner organisations and with crisis teams with a crisis café in Tamworth recently opening. It was also very important to support the physical health needs as well as the mental health needs.

Community Mental Health case studies were shared showing the new pathways for mental health older adults and adults with dementia.

Ms Bromage advised that Older Adults Specialists had been appointed since the George Bryan Centre closed and said support was now available before diagnosis. She said the staff work really close within the community with voluntary groups, social services, council and other partner organisations.

The Proposal for delivering mental health services was clarified:-

Ms Bromage said since the fire in 2019 at The George Bryan Centre, Tamworth the Commissioners had been looking for a long-term solution for providing the services previously provided there and two suggestions had been proposed:-

1. Keep 18 beds at St Georges site in Stafford; and
2. Provide 18 beds at The George Bryan Centre.

However, after extensive research it was felt that only the one proposal was viable at the St Georges site in Stafford because it was felt a single isolated site would not be clinically safe in Tamworth. Ms Bromage said St Georges was significant and recognised as being able to provide better care with a psychiatric unit being able to provide rapid support with trained professionals on hand. The treatments were more varied i.e. art therapy/speech therapy and as the national best practice was to look at community-based projects this was recognised by the ICB as the best proposal even though the travel to Stafford was recognised as a disadvantage. It was possible with the community-based project that there would be fewer admitted into hospital in the future.

Ms Bromage said they were looking at the possible mitigations and encouraged members to comment using the consultation surveys especially with ideas for travel issues in how we can support people more effectively should the single proposal go ahead. She said they were looking at all previous suggestions i.e. offering financial support for travel costs/flexible visiting

hours to enable people to visit at any time rather than constrained visiting hours making it impossible to visit via public transport.

Members made the following comments/observations and asked the following questions:-

- Members agreed that transport was the major concern with no rebuild at The George Bryan Centre in Tamworth as people in this district will find it very hard to commute to St. Georges in Stafford. A lot of elderly people in particular would find it difficult and members suggested the Support Staffordshire Voluntary Driving Scheme as an option. Concerns about travel to Stafford generally ensued as a lot of people do not have a car and the bus stops are not very near to their home nor are there enough bus services. It was concerning because if people cannot get there then this causes additional problems and visits from family and friends is very important. Definitely need a patient transport service.

Ms Bromage noted this and said if the proposal goes ahead there will be a 'standard operating procedure' looking at providing support for travel assistance.

- Members asked that the dementia patients be monitored and the data be reported back to a future meeting. It was noted that Lichfield and Burntwood were both dementia friendly communities and any help would be welcomed to improve peoples' knowledge.
- Members asked if there was sufficient capacity at St. Georges in Stafford if the George Bryan Centre were not to reopen?

Dr Khan confirmed that there was enough capacity in his opinion as having a constant presence of a consultant on a ward was leading to a quicker turnover and therefore helping with capacity issues.

- Mental Health in younger people was discussed as this was very concerning now as it was agreed that bad mental health was being diagnosed younger and younger. Again, it was asked if the statistics for this could be monitored as experience had found that CAMHS were not very effective, and families and schools had to wait a long time and could not get the support when they wanted it. The suicidal thoughts, attempts and deaths of children were increasing, and members asked that this be looked at as a priority.

Dr Khan advised that the CAMHS services had recently improved in Staffordshire and assessments were being done much more quickly especially if the child has an acute need. The higher the need the more urgently they will be seen and so this should be stated on the referral. Dr Khan said that during the pandemic the NHS provided more training and expanded the CAMHS teams all across the district – expanding the specialist services in the community being paramount and making them more accessible to all.

- Members asked if there was enough staff?

Dr Khan said there had been a lot of success in CAMHS in the Midlands and the NHS were trying to home produce a lot of social worker staff and train and recruit overseas to community teams. He said a lot of planning for the workforce to become fit for purpose was being done.

Ms Bromage said the Community teams will respond to people in crisis and provide home treatment rather than hospital admission primarily but if a hospital admission is required then it would be facilitated. She said there were now two crisis teams working to keep patients closer to home rather than hospital.

- Members noted that in the recent budget, the government said they would put £10m into suicide prevention and support, is there any news on the allocation yet – is this something which could be supported?

Ms Bromage confirmed they had areas they would like to provide support and implement. No allocation yet known.

- Members asked if Mental Health professionals go out to the Police?

Ms Bromage said yes it was called street triage where a mental health nurse visits the police.

- Members asked if there was any extra support for carers looking after dementia patients at home?

Ms Bromage said that the requirement when The George Bryan Centre closed was recognised and an older age specialist team working with social care to maintain people in their homes and work together had been implemented and they had lots of work to improve this offer.

- Members asked if the Peer Support Workers were paid roles?

Ms Bromage confirmed that the roles were paid with career progression and there were some volunteers as well.

- Members asked if there was liaison with the probation service and a possibility for cross-over working?

- What can be done for men in mental health?

Dr Khan said that nationally, there is a lot more awareness of this subject now and it is changing slowly. The visiting people in their own homes in the community gives more opportunities for this to be recognised and help to be sought.

RESOLVED: The comments and observations be noted and the Chair requested that the findings of the consultation be shared with this committee in due course.

53 HEALTH MATTERS

The Vice-Chair, Councillor Norman, attended the previous Staffordshire County Council's Health & Care Overview and Scrutiny Committee meeting on Monday 13 February 2023 agenda items – Draft Mental Health Strategy 2023-2028, Mental Health Support Teams in Schools Update and Children's Mental Health Update.

It was noted that looking ahead at the Work Programme for 2023/24 that SCC Health & Care Overview and Scrutiny Committee should itemise - S106 monies for GP Practices. (It was known that the ICB had applied to LDC for £550,000 for additional GP capacity sought at the Rugeley Power Station site). The Chair and Vice-Chair noted this.

54 NOTES OF TASK GROUP

The Vice-Chair, Councillor Norman presented the Notes of the Climate Emergency Task Group as Chair of the Task Group and the contents were noted. Councillor Norman explained that there had been several delays and it was agreed that this should be prioritised after the 2023 Elections. It was noted that the number of days that have elapsed since the Climate

motion was declared at Council on 10 December 2019 is already at 10.8% of the deadline which was set to 2050.

55 WORK PROGRAMME

It was noted that there was one meeting left on the Work Programme for 2022/23 – 25 May 2023 and the Chair said there were only two items for discussion:-

Outcomes of the Procurement process;
Communications

RESOLVED: That the work programme be noted.

56 VOTER ID UPDATE

Christie Tims, Assistant Director of Operations, Regulation & Enforcement and Deputy Returning Officer provided an updated presentation to members further to the presentation given to January's meeting. She advised members that all the changes to the 2023 Election had now been made and all training received. The planning/ preparations are where we were expecting it to be, and the Voter ID applications were coming through the portal steadily. She said there was a new form - Ballot Paper Refusal List which would be an ongoing characteristic going forward which the polling station staff will be asked to complete to specify and keep a running total of those who have been refused a ballot paper and the reasons for the refusal. This will link to the prescribed questions. Another addition is a Voter Identification Evaluation Form – to be used at this Election and the first General Election to track people who have not brought the recommended form of ID. The new process will be for the Presiding Officer to check the ID after the voter has confirmed their name and address before the number list is marked and any ballot paper is given out.

Ms Tims advised that 59 Voter ID applications had been received so far and 20 applications were currently on hold due to unsuitable photographs. There had also been 2 anonymous Voter ID applications received to date.

Members were reminded that postal votes are not affected for this Election and if voting by proxy – the person acting as proxy must have their ID.

Ms Tims confirmed that a lot of social media had been done since last time, linking it to the national campaign. All newsletters and one free newspaper had included the need for photo ID at all poll stations and posters and leaflets will be sent to key partners. Some leaflets had been put in with the council tax bills and press releases were ongoing up until the polling day. It was confirmed that the poll cards would have clear messaging on the front of them and a list of the acceptable forms of ID too. Ms Tims said she was meeting with several outreach groups and parish councils to encourage and see if any thing can be done to help with regards to accessibility and all the TV adverts were increasing.

Members were advised that the government were also running a campaign on voter fraud ensuring you are not being persuaded to vote by anyone and the timing was exactly the same.

Ms Tims confirmed that there was an active recruitment drive for all polling stations currently taking place with an increased number of Supervisors to help Presiding Officers with Voter ID problems being allocated.

Quick Reminder – Election Day – Thursday 4 May 2023 – Stations open from 7am-10pm
Receipting/Verification into the early hours at Burntwood Leisure Centre
and 10am Friday Count will take place

The pre-election period is due to start 21 March meaning a restriction on council resources for Election reasons but council business is as usual.

Members suggested contact be made with the Lichfield Mosque and faith groups who may be organisations affected.

RESOLVED: That the presentation be circulated to all committee members and a verbal update be given at a future meeting after the Election.

57 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

58 NOTES FROM TASK GROUPS

The Committee noted the two meetings held by the Task Group and were pleased at the progress made to date.

RESOLVED: That the Confidential notes be received.

59 CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING

The Confidential Minutes of the previous meeting held on 8 February 2023 were agreed as a correct record.

The Chair advised members that we had now reached the end of the current cycle of meetings ahead of the Local Elections, and thanked all members for their contributions whilst sitting on this committee and the officers for all their help and support.

(The Meeting closed at 8.55 pm)

CHAIR

PLANNING COMMITTEE

6 MARCH 2023

PRESENT:

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

46 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Powell.

47 DECLARATIONS OF INTEREST

Councillor Baker declared a non-pecuniary interest in application nos. 22/00072/COU and 22/01282/FUL as Ward Councillor speaking in objection to these applications. She did not participate in the debate or the vote and left the room.

Councillor Checkland declared a non-pecuniary interest in application no. 21/01956/OUTFLM as due to comments made, he would be approaching a decision with a 'closed mind' and pre-determined. He did not participate in the debate and left the room.

Councillor Cross declared a personal interest in application no. 19/01015/OUTM as he is a Fradley & Streethay Parish Councillor but advised he was not aware of this application.

Councillor Matthews declared a personal interest in application no. 21/01956/OUTFLM as he has a close relative living in the adjacent site. He did not participate in the debate and left the room.

Councillor Salter declared that he was Chairman of Shenstone Parish Council but advised he was not aware of the TPO application no. 2022/00472/TPO Vine Cottage, Church Road, Shenstone.

48 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 27 February 2023 previously circulated were taken as read, approved as a correct record and signed by the Chair.

49 TREE PRESERVATION ORDER NO. 2022/00472/TPO VINE COTTAGE, CHURCH ROAD, SHENSTONE, LICHFIELD, WS14 0NG

Confirmation of Tree Preservation Order no. 2022/00472/TPO at Vine Cottage, Church Road, Shenstone, Lichfield, WS14 0NG

RESOLVED: Tree Preservation Order confirmed without modification.

50 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 21/01956/OUTFLM, 22/00072/COU, 22/01282/FUL, 19/01015/OUTM and 22/01680/FUL

21/01956/OUTFLM - Full application for the construction of 500 dwellings, access via Lichfield Southern Bypass, footpaths, cycleways, public open space, play areas, sports pitches, landscaping, district park including biodiversity enhancement area, drainage and development infrastructure (part retrospective); and OUTLINE application (all matters reserved) for a primary school (F1a), a mixed use community hub to include commercial development (Ea, Eb, Ec, Sui Generis hot food takeaways and drinking establishments with expanded food provision) and a community building (F2b). (Amended description to reflect reduced number of residential properties proposed and incorporating 169 dwellings (phase 2A) approved and built under 19/00478/REMM)

Land South of Shortbutts Lane, Lichfield, Staffordshire
FOR: Persimmon Homes West Midlands

Members debated the proposal and Officers responded to comments and comments raised.

RESOLVED:- That this planning application be approved subject to conditions contained in the report of the Chief Executive; and with additional conditions regarding ecology of the site towards Marsh Lane and protection of existing properties from the pond bund; and subject to the prior completion of s106 obligations as outlined in the Report; and that the final decision be delegated to Planning Officers to finalise and agree the final conditions and Heads of Terms for the s106 in consultation with the Chair and Vice-Chair.

(Prior to consideration of the application, representations were made by George Petrou, (Objector) (Written Representation) and Alastair Stewart of Persimmon Homes West Midlands (Applicant)).

22/00072/COU - Retention of Public House with single storey extension to rear and first floor side/ rear extension and alterations to form 3 No. first and second floor apartments.

The Greyhound Inn, 121 Upper St John Street, Lichfield, Staffordshire
FOR: Mr Bujar Cekrezi

Members debated the proposal at length and Officers responded to comments and comments raised. Members concerns included that before it closed the Pub was a live music venue; and that there were no specific noise mitigation measures proposed to protect the residential amenity of future occupiers of the flats from the noise of live music from the Pub; this in turn could lead to complaints about noise and so affect the future viability of the Pub.

RESOLVED:- That this planning application be approved subject to conditions contained in the report of the Chief Executive and the additional condition that a

noise scoping assessment and subsequent noise report be submitted and agreed any mitigation required to be carried out be secured ; and subject to the prior completion of a s106 TCPA 1990 Unilateral Undertaking relating to the payment for recreational mitigation for the Cannock Chase SAC. That Officers be delegated to finalise conditions in consultation with the Chair.

(Prior to consideration of the application, representations were made by Adam Randall (CAMRA, Objector) (Written Representation) and Cllr Deb Baker (Ward Member)).

22/01282/FUL - Retention of 8 no dwellings and associated works
Land Adj 121 Upper St John Street, Lichfield, Staffordshire
FOR: Mr Bujar Cekrezi

Members debated the proposal and Officers responded to comments and comments raised.

RESOLVED:- That this planning application be deferred to allow further information regarding noise impact on the site.

(Prior to consideration of the application, representations were made by Adam Randall (CAMRA, Objector) (Written Representation) and Cllr Deb Baker (Ward Member)).

19/01015/OUTM - Outline application for the erection of up to 200 residential dwellings for Phase 2 of the Streethay Strategic Development Allocation (site reference LC1) including green infrastructure, footpaths, open space, children's play area, surface and foul water drainage including attenuation pond, and other ancillary infrastructure and works. All matters reserved except for access (AMENDED)
Land at Streethay, Burton Road, Streethay, Lichfield
FOR: Miller Homes

Officers reported a late representation on the impact that the proposed access arrangements would have on the nearby residents. Members debated the proposal and Officers responded to comments and comments raised.

RESOLVED:- That this planning application be approved subject to the conditions contained in the report of the Chief Executive, the amended condition in the supplementary report and the prior completion of a Section 106 Agreement

1. To secure the following contributions/planning obligations:-

- i 40% Affordable Housing provision on site (80 units 65% 35% split affordable and intermediate)
- ii Provision and future maintenance of public open space including park, local equipped play area, allotments and sustainable drainage and other green infrastructure
- iii Highways Contribution of £1,172,673.40 in lieu of condition 10 of the Outline approval 12/00746/OUTMEI
- iv Scheme for highways improvements around Cappers Lane Eastern Avenue and A5127 - £312,712.00
- v Education contribution for Primary School provision

- vi Travel Plan fee £2,407.00
- vii Contribution for Mitigation of Cannock Chase SAC unilateral/S106 of £58,116.00
- viii Fees for Monitoring and Management of legal agreement £2500.00

2. If the S106 legal agreement is not signed/completed by 6th May 2023 or the expiration of any further agreed extension of time, then powers to be delegated to officers to refuse planning permission, based on the unacceptability of the development, without the required contributions and undertakings, as outlined in the report.

(Prior to consideration of the application, representations were made by Helen Dawkins (Miller Homes) (Applicant)).

22/01680/FUL - Demolition of existing bungalow and erection of replacement with one bungalow and one dormer bungalow
15 Beecroft Avenue, Lichfield, Staffordshire, WS13 7EZ
FOR: Mr Sundip Hopal

Members debated the proposal and Officers responded to comments and comments raised.

A Resolution to refuse the Application on the grounds of poor design as the development was cramped on one part of the site, and insufficient biodiversity net gain was lost.

RESOLVED:- That this planning application be approved subject to conditions contained in the report of the Chief Executive and subject to the prior completion of a s106 TCPA 1990 Unilateral Undertaking relating to the payment for recreational mitigation for the Cannock Chase SAC.

(Prior to consideration of the application, representations were made by Cllr Joanne Grange (Ward Member) and Alan McBeth of McBethdesign Ltd (Applicant's Agent)).

(The Meeting closed at 10.00 pm)

CHAIR

AUDIT AND MEMBER STANDARDS COMMITTEE

23 MARCH 2023

PRESENT:

Councillors Ho (Vice-Chair), Grange, Norman, Silvester-Hall, White and M Wilcox

Officers in Attendance: Laura Brentnall, Will Stevenson, Anthony Thomas, Andrew Wood

Also Present: Councillor Rob Strachan (Cabinet Member for Finance and Commissioning), Robin Pritchard (Business Risk Solutions)

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Spruce (Chair) and Councillor R. Cross.

2 DECLARATIONS OF INTEREST

There were no declarations of interest made.

3 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 02 February 2023, previously circulated, were taken as read and approved as a correct record.

4 PUBLIC SECTOR INTERNAL AUDIT STANDARDS EXTERNAL QUALITY ASSESSMENT

Andrew Wood (Audit Manager) presented the report for review and endorsement. He introduced Robin Pritchard who provided a presentation to the committee on the External Quality Assessment.

Mr Pritchard noted that the Internal Audit Team scored effectively the local government sector average, comparable to much larger teams in their group of peers. He praised Mr Wood and noted the good practice of internal audit. He confirmed further resources had been put in place to supplement internal audit team where necessary, including technology support. "Control risk" was a factor identified for enhanced focus going forward, with a focus on risk-based approval and communication to all stakeholders on the risk that council faces.

Members praised the Internal Audit team and confirmed the reassurance provided by the presentation was useful. They questioned if the timescales for the action plans were realistic. Mr Wood confirmed his belief that the timescales are appropriate for bringing that information forward on a quarterly basis in the quarterly progress report. The aim is to enact a thematic review across the council, rather than focusing on one single area. That change will be a learning exercise. Mr Wood also noted that through the feedback received at committee on the quarterly report and member efforts to push forward on the strategic risk register, he felt well supported by the committee.

In response to member questions Mr Pritchard noted that going forward, although the plan prioritises significant risk areas, the audit team would be covered by the arrangement with BDO to have back up support when needed. Mr Wood also confirmed that there were open and direct lines of communication with the committee Chair, Vice-Chair, Section 151 Officer and through them to the Chief Executive.

Mr Wood confirmed that the transfer of teams to Lichfield West Midlands Trading Services LTD (LWMTS) was being picked up as part of the 2023/2024 audit planning process and he will be proposing to look at that going forward.

RESOLVED - Members noted the report, presentation and endorsed the Action Plan in respect of the External Quality Assessment.

5 INTERNAL AUDIT PLAN, CHARTER & PROTOCOL 2023/24

Mr Wood presented the report. He noted that three audits had been deferred. He confirmed that Internal Audit continue to liaise with the council about operational risks. Going forwards, there is a desire to examine mitigating controls in Internal Audit and ensure they are in line with the strategic objectives of the council. This approach will bring internal audit service in line with the current system of best practice and will be developed over the course of the financial year.

Mr Wood confirmed that the arrangements in place around the management of major projects will be examined, with a number of those identified for greater scrutiny into the standards expected. In response to member concerns about LWMTS, Mr Wood agreed to look at potential conflicts of interest and how the company accepts services into its portfolio. He highlighted the commercial experience of BDO as useful support on this.

Members highlighted section 9 of the Internal Audit Charter and the requirement to “declare annually any potential conflicts of interest to the Audit Manager.” Members requested that any new conflicts of interest should be declared as soon as they occur, not annually. Mr Wood agreed he was happy to make the suggested changes to the Charter.

Members noted that the section on Report Distribution does not include the role of Chief Operating Officer and stated it would be sensible for the inclusion of this role as the individual responsible for monitoring performance. Mr Wood agreed with the suggestion, noting the council has been in an area of transition regarding these new roles. He confirmed he was happy to include this suggestion in the report.

RESOLVED – That subject to the amendments proposed by Councillor White and seconded by Councillor Norman, members considered and approved the 2023/24 proposed internal audit plan, charter and protocol.

6 REVIEW OF THE EFFECTIVENESS OF THE AUDIT & MEMBER STANDARDS COMMITTEE

Mr Wood presented the report on Audit & Member Standards committee effectiveness. He highlighted that the committee has an overall score of 198 out of 200 against the CIPFA guidelines; a high degree of performance against the good practice principles. This indicated that the committee is soundly based and has in place a knowledgeable membership. The appointment of a suitably qualified independent member to the Audit Committee was noted as something that should be considered to strengthen the role of the committee.

Members stated that whilst the committee is in a strong position currently, the professional training of those chosen for the committee should be considered during the composition of committees after the local elections to continue the current the skill level.

Mr Wood agreed it would be advisable to skills audits earlier rather than later.

RESOLVED - Members considered the attached self-assessment checklist and endorsed any actions to improve its effectiveness as appropriate.

7 WORK PROGRAMME

Members noted the contents of the work programme for the remainder of the 2022/23 municipal year.

(The Meeting closed at 7.04 pm)

CHAIR

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Public Document Pack Agenda Item 9

REGULATORY AND LICENSING COMMITTEE

1 MARCH 2023

PRESENT:

Councillors B Yeates (Chair), Checkland (Vice-Chair), Barnett, Cross, Eagland, L Ennis, Evans, Ray, Salter, Mrs Tranter and Warfield

20 APOLOGIES FOR ABSENCE

There were no apologies for absence.

21 DECLARATIONS OF INTEREST

Councillor L. Ennis declared an interest as an employee of St Joseph & St Theresa Catholic Primary School.

Councillor Evans later declared an interest as Chair of the Board of Governors for Chase Terrace Primary School.

22 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held on 28 September 2022, were taken as read and approved as a correct record by the Chair.

23 POLLING PLACES - LOCAL ELECTIONS 2023

Christie Tims (Assistant Director Regulation & Enforcement) presented the report to the committee. She noted that the authority will need to comply with new regulations set out in the Elections Act 2022. The council has tried wherever possible to avoid using schools, however there are several locations where this is unavoidable. Ultimately a polling location is legally required, and voters cannot be disenfranchised through the absence of a suitable location.

Members were informed of the national campaign around voter ID that went live end of January. The council will include an information leaflet with council tax letters; advertisements within the free delivery papers that go to households; leaflets to parish clerks; information on poll cards. The Joint Waste service will also work to provide information to houses that require special assistance. In response to member questions it was confirmed that QR codes, BSL and braille versions of the information were being worked on too.

It was confirmed that election planning had been picked up on this occasion by the Governance Team with support from the Customer Services Team. On site appointments could be made by individuals unable to access application systems online. There will also be additional training for polling supervisors and staff can be redeployed throughout the day.

RESOLVED: Members approved the polling stations proposed at Appendix A for use by the Returning Officer in the 2023 District and Parish elections.

24 TAXI LICENSING UPDATE

Ms Tims took the committee through the presentation on Taxi Licensing. The presentation was previously given to the Audit & Member Standards committee after their questions on a

specific issue of the policy. It was stated that the current 93-page policy need to be more succinct and accessible, with conditions clearer and upfront so drivers are aware of them. There is also an emerging narrative from drivers highlighting the impact of the cost of living crisis, exacerbated by the rates and vehicles set out in the policy.

Members questioned what levers the council can pull to impact this area. The labour and bureaucracy intensive application process was highlighted as something that can be made slicker to attract new drivers. The age requirement of vehicles is currently the biggest factor in forcing drivers to other locations.

Ms Tims confirmed the environmental protection team do carry out spot checks to ensure drivers on the taxi rank are licensed and operating as they should. There is also dedicated reporting line and a campaign to raise awareness of these issues being planned for the summer.

RESOLVED: Members noted the contents of the Taxi Licensing Presentation.

25 EVENTS & STREET TRADING UPDATE

Ms Tims took the committee through the presentation on Events & Street Trading. It was noted that a significant amount of work had been conducted over the past couple of years on the back of the events policy. There are exciting new events coming this year, but some minor issues remain with street trading due to changes of business models following the Covid-19 pandemic recovery.

Ms Tims set out a number of hypothetical options to the committee, regarding how changes could be made to the existing policies. These included:

- Unadopting the relevant legislation so there is no control over street trading within the district;
- Excluding some streets that are currently consented;
- Excluding council owned land from streets that are currently consented;
- Excluding all land owned by key partners as a consented street;
- Adopting an approach where a street trading consent is given to event organisers and they then take responsibility for ensuring that the traders at the event operate legally and safely;
- Removing the requirements for individual traders to each have their own Public Liability Insurance and allow this to be covered by an overall event organiser policy.

Members noted that public liability insurance has been an issue raised with them by residents. Exceptions for small towns and parishes were suggested as possible options. Members expressed reluctance to leave regulation to event organisers. They suggested that work should be done in tandem with parish councils as they have blanket public liability policies.

Follow up information on Martyn's law was provided to the committee and the presentations circulated to members.

RESOLVED: Members noted the contents of the Events & Street Trading Presentation.

26 WORK PROGRAMME

The committee was informed that the work program had been updated to reflect the change of date of the next meeting.

(The Meeting closed at 7.45 pm)

CHAIR

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GREATER BIRMINGHAM & SOLIHULL LOCAL ENTERPRISE PARTNERSHIP



Date:	18 April 2023
Agenda Item:	10
Contact Officer:	Mark Hooper – Governance Manager
Tel Number:	01543 308064
Email:	mark.hooper@lichfielddc.gov.uk
Key Decision?	NO
Local Ward	All Wards
Members	

COUNCIL

1. Executive Summary

- 1.1 The Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) was established as a partnership of business, public sector, further and higher education to drive inclusive and sustainable economic growth across the region.
- 1.2 Lichfield District Council has been a member of GBSLEP since 2011 when GBSLEP was set up as a company limited by guarantee.
- 1.3 The Government's Levelling Up White Paper set out the requirement for LEPs to integrate into Mayoral Combined Authorities where they exist and remove geographical overlaps.
- 1.4 As a consequence the GBSLEP is required to integrate into the West Midlands Combined Authority. Local Authorities, like Lichfield District, that are located outside of the West Midlands Combined Authority need to exit GBSLEP.
- 1.5 It is therefore proposed that the District Council approve revisions to the GBSLEP Articles of Association to facilitate a new Board Structure and stand down from membership of the GBSLEP when the new model, comprising Birmingham City Council and Solihull Metropolitan Borough Council, is adopted.

2. Recommendations

- 2.1 That the content of the report be noted.
- 2.2 That the District Council agree to stand down from membership of GBSLEP Ltd as soon as the new model comprising Birmingham City Council and Solihull Metropolitan Borough Council is adopted.
- 2.3 That authority be delegated to the Leader of the Council in consultation with the Chief Executive and the Monitoring Officer to approve amendments to the GBSLEP Articles of Association, constitution and governance to facilitate changes to the Board membership and structure.

3. Background

- 3.1 GBSLEP was established as a partnership of business, public sector, further and higher education

to drive inclusive and sustainable economic growth across the region. Lichfield District Council has been a member of GBSLEP since 2011 when GBSLEP was set up as a company limited by guarantee.

- 3.2 Until 2019, GBSLEP Ltd was dormant, and all resources and staff associated with GBSLEP were held within Birmingham City Council as GBSLEP’s Accountable Body. In September 2019, the company was activated, and resources and staff transferred to it from Birmingham City Council.
- 3.3 In February 2022 the Government’s Levelling Up White Paper set out the requirement for LEPs to integrate into Mayoral Combined Authorities, where they exist. For GBSLEP this means integrating into the West Midlands Combined Authority. Furthermore, LEPs were instructed to remove all geographical overlaps. This means the GBSLEP member Local Authorities, like Lichfield District, that are located outside of the WMCA geography need to exit GBSLEP and work with their local LEP.
- 3.4 As a result of this, GBSLEP’s Articles of Association, Constitution and Governance will need to change. In response to national and regional policy decisions, the GBSLEP Board decided that the company will wind down its affairs and progress towards Members’ Voluntary Liquidation (MVL) by March 2024.
- 3.5 There are currently 15 Founding Members who each guarantee to contribute the sum of £1 upon the winding up of the company. It is proposed that the membership of GBSLEP Ltd be simplified so that the process of MVL can take place smoothly and efficiently.
- 3.6 The GBSLEP proposes:
- A two-member only model be adopted comprising, Birmingham City Council and Solihull Metropolitan Borough Council.
 - Other Founding Members (including Lichfield District Council) stand down from membership of the GBSLEP Ltd as soon as the new model is adopted.
 - A smaller Board, made up of no more than eight Board Members will be established. This will comprise the two Local Authority Members (Birmingham City Council and Solihull Metropolitan Borough Council, where the majority of work will take place); five Private Sector Board Members and one Higher Education and/or Further Education representative.
- 3.7 The changes to membership and revisions to the Board structure will require amendments to the Company’s Articles of Association. It is proposed that delegated authority be granted to the Leader of the Council in consultation with the Chief Executive to approve appropriate amendments.
- 3.8 The integration process began on 1st April 2023 with a gradual tapering down of GBSLEP activities. The business support function will transfer in part to the West Midlands Combined Authority in April, and in part to Birmingham City Council later in the year. Responsibilities regarding the management and monitoring of our Capital Programmes including the Enterprise Zone will follow in June. Finally, GBSLEP will complete a series of remaining European Union funded Programmes by the end of December 2023, with full closure and solvent MVL taking place by March 2024.

Alternative Options	No alternative option is set out given the requirement for the GBSLEP to integrate into the West Midlands Combined Authority and remove geographical overlaps.
Consultation	Consultation with partners is being undertaken by the GBSLEP Partnership Board.

Financial Implications	There is a potential that the Council will receive a share of any reserves or surplus funds held within GBSLEP Ltd from the Council standing down membership. Any funding receivable will need to be determined together with any restrictions on its use and will be reported through the Medium Term Financial Strategy reporting framework.
Approved by Section 151 Officer	Yes

Legal Implications	
Approved by Monitoring Officer	Yes

Contribution to the Delivery of the Strategic Plan	The responsibilities of all LEPs will be transferred to local authorities by April 2024. The move is subject to the outcome of a joint consultation by the Department for Levelling Up, Housing and Communities and the Department for Business and Trade.
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Equality, Diversity and Human Rights Implications	There are no equality, diversity and human rights implications.
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Crime & Safety Issues	There are no safety implications.
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Environmental Impact (including climate change & biodiversity)	There is no environmental impact.
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GDPR / Privacy Impact Assessment	It has not been necessary to undertake a Privacy Impact Assessment.
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	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Failure to approve changes to the GBSLEP and facilitate the adoption of a new model would breach requirements set out in the Levelling Up White Paper	Green	Approve the recommendations set out in the report.	Green.
B				
C				
D				
E				

	Background documents Letter from the Chief Executive of the GBSLEP dated 10 March 2023
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	Relevant web links
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Any links for background information which may be useful to understand the context of the report

Update to the Constitution

Leader of the Council

Date:	18 April 2023
Agenda Item:	11
Contact Officer:	Mark Hooper – Governance Manager and Monitoring Officer
Tel Number:	01543 308064
Email:	Mark.hooper@lichfielddc.gov.uk
Key Decision?	NO
Local Ward Members	All



Council

1. Executive Summary

- 1.1 The Council’s Constitution is reviewed and updated to ensure it remains fit for purpose, reflects changes in legislation, and provides appropriate delegations.
- 1.2 Part 3 of the Constitution has been updated to reflect changes to roles and responsibilities of the Leadership Team.
- 1.3 Following a review of delegations it is proposed that:
 - delegations in respect of building control be clearly specified.
 - The wording of the existing delegation to the Chief Operating Officer and Assistant Directors to set, vary and waive fees and charges be amended to clarify that the delegation must *be exercised in conformity with approved corporate fees and charges policy and in consultation with the Section 151 Officer, unless otherwise reserved to another body.*

2. Recommendations

- 2.1 Council is requested to note that Part 3 of the Constitution has been updated to reflect current Leadership Team responsibilities.
- 2.2 That delegations set out in paragraph 3.3 in respect of building control be assigned to the Assistant Director Operations, Regulation and Enforcement.
- 2.3 That the delegation to the Chief Operating Officer and Assistant Directors to set fees and charges be amended as set out in paragraph 3.5.

3. Background

Update to Officer Delegations

- 3.1 Part 3 of the Constitution has been updated to reflect the current composition and responsibilities of the Council’s leadership team.
- 3.2 This is in line with the Chief Executive’s authority to amend the responsibilities of the Leadership Team providing the Monitoring Officer is notified and the Constitution updated.

Review of Delegations – Building Control

3.3 Following a review of delegations it is recommended that delegations assigned to the Assistant Director Operations, Regulation and Enforcement should specify:

Functions Under the Building Act 1984, Building Regulations 2010 and The Building (Approved Inspector etc.) Regulations 2010.

3.4 In line with the constitution delegated functions can be delegated further with the written agreement of the Chief Executive.

Review of Delegations – Fees & Charges

3.5 The Chief Operating Officer and Assistant Directors have the authority to set, vary and waive fees and charges within their service areas subject to matters reserved for another body. It is proposed that the delegation be amended to include reference to the corporate fees and charges policy and require consultation with the Section 151 Officer, unless reserved to another body. The delegation would therefore read:

‘The Chief Operating Officer and Assistant Directors have authority to set, vary and waive prices, fees and charges for matters within their respective areas in conformity with approved corporate fees and charges policy and in consultation with the Section 151 Officer, unless otherwise reserved to another body.’

Alternative Options	1. Not to update the Constitution and scheme of delegation in line with organisation changes could lead to confusion and potential legal challenge.
Consultation	1. Changes are subject to consultation with Leadership Team
Financial Implications	1. There are no additional financial implications.
Approved by Section 151 Officer	Yes
Legal Implications	1. None
Approved by Monitoring Officer	Yes
Contribution to the Delivery of the Strategic Plan	1. Proposals will ensure compliance with legal requirements, ensure clarity and therefore contribute to the Council’s ability to deliver the services.
Equality, Diversity and Human Rights Implications	1. None
Crime & Safety Issues	1. None
Environmental	1. None

Impact (including Climate Change and Biodiversity).	
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GDPR / Privacy Impact Assessment	1. None

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Legal Challenge due to Constitution not being up to date.	Yellow	Update constitution.	Green

	Background documents The Council's Constitution
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	Relevant web links https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?CIId=190&MIId=304&Ver=4&info=1
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