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Lichfield, Staffordshire WS13 6YU

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Tuesday, 7 June 2022

Dear Sir/Madam

OVERVIEW & SCRUTINY COMMITTEE

A meeting of the Overview & Scrutiny Committee has been arranged to take place **WEDNESDAY, 15TH JUNE, 2022 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

Access to the Committee Room is via the Members' Entrance.

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

Yours faithfully

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

Christie Tims
Chief Operating Officer

To: **Members of Overview & Scrutiny Committee**

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



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AGENDA

1. Apologies for Absence
2. Declarations of Interests
3. Minutes of the Previous Meeting 3 - 6
4. Terms of Reference 7 - 18
5. **Health Matters** 19 - 22

To receive updates of the work of the County Council's Health and Care O&S Committee, feedback issues via our representative on that Committee (Cllr M. Wilcox) and consider any health related matter devolved to us by that Committee. The work programme for that Committee is attached to aid Members as well as summaries from previous meetings when available.

6. Corporate Peer Challenge Six Month Review 23 - 32
7. Councillor Community Fund 33 - 62
8. Economic Prosperity Strategy, Action Plan 63 - 74
9. Work Programme and Forward Plan 75 - 90
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 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

11. Notes from Task Groups 91 - 94



NO PROBSOVERVIEW & SCRUTINY COMMITTEE

17 MARCH 2022

PRESENT:

Councillors Leytham (Chair), Norman (Vice-Chair), Evans, Robertson, Silvester-Hall, Mrs Tranter, Warburton and M Wilcox

34 APOLOGIES FOR ABSENCE

Apologies were received from Councillors R. Cross, Grange, A. Little, Parton-Hughes and Powell.

35 DECLARATIONS OF INTERESTS

There were no declarations of interests.

36 MINUTES OF THE PREVIOUS MEETING

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

37 HEALTH MATTERS

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

The Chair gave a brief report on what had happened since the last meeting as the Lichfield representative at the SCC Committee and covered areas including Emergency Care Hubs, CCG's and the current situation regarding the George Bryan Centre. It was noted that its services had move to St George's Hospital in Stafford following a fire and there were still no plans to move back to the Fazeley location. Members wished to have this issue raised at the County's Committee as it did leave a gap in mental health provision in the area. It was also felt that children's mental health and work within schools was vital and it was disappointing that it had been re-tabled.

Information was given the Community Hospitals and that they would be taking on new roles. The maternity unit at Samuel Johnson was also discussed.

Items raised by the Committee included Ambulance long waiting times as Members had been contacted regarding these and it was asked to have it raised where they were positioned when waiting for calls.

It was also asked if health provision for Ukrainian refugees had been considered and raise that joined up thinking by all agencies should be a priority to support those who come to Staffordshire. It was help that mental health support should be part of this and not left just to volunteers as there could be complex needs. The incredible work of Lichfield City of Sanctuary was highlighted. It was noted that there was a government sponsorship programme to find accommodation for refugees and it was asked if the Housing Associations could be contacted to see how they could help.

RESOLVED: That the information given be noted.

38 NOTES FROM TASK GROUPS

The Committee received the notes from the Dual Recycling Task Group and the following points were raised.

- What was the risk of not having the bags delivered. It was noted that the first tranche had been received and recycling would carry on “as is” for residents with the cost being to the Council if not delivered in time.
- There is a storage issue if bins were to be taken back.
- Communications was key and the draft leaflet had been reviewed by the Task Group who were supportive of it. It was felt that Parish Council publications could be utilised to help further. Labels on bins would also be effective.
- There would be weights in the bottom of the bags to prevent them from blowing away in the wind.

The Committee also received the notes from the recent Climate Emergency Task Group and the following points were raised.

- That external organisations had been invited and helped the Task Group
- That there was not an Action Plan however an Organisational Carbon Reduction Plan had been created and the Task Group used the Local Authority Climate Action Plan Checklist from Climate Emergency UK checklist to consider it.
- It was recognised that it will not be quick or easy work to undertake but the Council was heading in the right direction.
- That communications again was vital especially when getting residents on board for the wider District work.
- That reaching young people would also be key and they have concerns regarding climate issues.
- That this subject needs to feed into other areas of work of the Council. An update to the Local Plan was given at this point.
- That the Cabinet Member will be invited to the next Task Group meeting to discuss the progression of an Action Plan.

RESOLVED: That the notes be received.

39 CORPORATE PEER CHALLENGE - UPDATE

The Committee received a verbal report on outcomes of the Corporate Peer Challenge and resulting Action Plan. An update on what areas of the Action Plan had already been achieved was also received.

The Committee asked questions in the following areas.

- Strand 3 referred to using data to drive decision making and support district wide improvement however it was not clear how that could be measurable. It was asked if this needed to be reviewed. It was reported that it referred to a data set review as part of the Being a Better Council programme. It was noted that it would include district and ward level data sets and would feed into the Strategic Plan and provided to Ward Members to help their work.

The Committee gave the following views.

- That a report should come back to Overview & Scrutiny at the end of May to consider what actions had not been achieved and why. This would also coincide with the review date set with the Peer Challenge Group
- That interim progress briefing papers be circulated.

- That the actions mostly look like easy to measure outcomes which is preferable.

RESOLVED: That the views of the Committee be noted and further reports be submitted to the Committee.

40 WORK PROGRAMME AND FORWARD PLAN

The work programme and forward plan were considered by the Committee. It was noted that the briefing paper on the Councillor Community Fund had been received and it was agreed that although many good outcomes from the scheme, there were still some matters that needed to be considered further including a governance process. It was agreed for this to be done via a Task Group. The Leader of the Council also requested that the Task Group also investigate what would be deemed acceptable level of risks and recognising the balance between this and the low value of grants.

The Committee were notified of the request from the Cabinet Member for Finance, Procurement and Revenues & Benefits to have Overview & Scrutiny input into the review of the Local Council Tax Support Scheme. It was agreed to create a Member Task Group for this item.

It was requested that update briefing papers be received on the Be a Better Council programme and on the progress of the Development Management improvements.

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

41 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That, as publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted the public and press be excluded from the meeting for the following 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 as amended.

IN PRIVATE

42 NOTES FROM TASK GROUP

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

RESOLVED: That the notes be received.

(The Meeting closed at Time Not Specified)

CHAIRMAN

6.0 ARTICLE 6 – OVERVIEW AND SCRUTINY COMMITTEE

6.1 The Council is required by law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. Overview and Scrutiny Committee contributes to the development of Council policies and also holds the Cabinet to account for its decisions. Another key part of the overview and scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.

Overview and scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local residents.

6.2 The Council will appoint an Overview and Scrutiny Committee (which will comprise between 9 and 14 members of the Council except those who are members of the Cabinet), to discharge the function; this Committee will comprise the formal scrutiny arrangements of the Council supported by Scrutiny Task Groups

Any member of the Council may refer a matter* affecting any part of the District to the Overview and Scrutiny Committee ("Councillor Calls for Action").

(*Defined as a matter which relates to the functions of the Overview and Scrutiny Committee other than a local crime and disorder matter dealt with by the Police and Justice Act 2006 or a matter which the Secretary of State has excluded by Order).

No member of the Council may scrutinise a decision in which they were involved.

6.3 General Role

The Overview and Scrutiny Committee may :

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) make reports and/or recommendations to the Council and/or the Cabinet in connection with the discharge of any functions;
- (c) consider any matter affecting the area or its residents;
- (d) exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Cabinet;
- (e) to assist the Council and the Cabinet in the development of its budget and policy framework;

- (f) consider any Councillor Calls for Action requiring scrutiny through the formal scrutiny process.
- (g) appoint any Scrutiny Task Groups to investigate or carry out any of these tasks and report back to the committee.

6.4 Specific functions

- (a) **Policy Development and Review.** The Overview and Scrutiny Committee may:
 - (i) assist the Council and the Chief Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
 - (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
 - (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
 - (iv) question members of the Cabinet and officers about their views on issues and proposals affecting the area.
- (b) **Scrutiny.** The Overview and Scrutiny Committee may:
 - (i) review and scrutinise decisions made by and performance of any member exercising executive functions and officers both individually and over time;
 - (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - (iii) question any member exercising executive functions and officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives, or projects;
 - (iv) make recommendations to the Cabinet and/or the Council arising from the outcome of the scrutiny process;
 - (v) question and gather evidence from any person (with their consent);
 - (vi) consider and make recommendations on a Councillor Call for Action;
 - (vii) challenge a decision of the Cabinet or an officer not to classify a certain decision as “key”.
- (c) **Scrutiny of regulatory decisions.** The Overview and Scrutiny Committees may review policies and procedures in connection with any regulatory functions

exercised by Planning and Regulatory & Licensing Committees, and Sub-Committees thereof, or by officers, but such a review shall not include scrutiny of any such decision relating to an individual application for determination, consent, licence, permission etc.

6.5 Crime and Disorder

The Overview and Scrutiny Committee will act as the Council's Crime and Disorder Committee for the purposes of the Crime and Disorder (Overview and Scrutiny) Regulations. Any member of the Council, whether a member of this Committee or not, may refer a local crime or disorder matter* to the Committee.

6.6 Proceedings of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee will conduct its proceedings in accordance with the Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.7 Quorum

The quorum for a meeting of the Overview and Scrutiny Committee shall be one quarter of the number of voting members of the Overview and Scrutiny Committee.

* Local crime and disorder matter means a matter concerning:

- a) crime and disorder (including anti-social behaviour or other behaviour adversely affecting the local environment) or
- b) the misuse of drugs, alcohol or other substances.

Where such a matter affects all or part of the electoral area for which the member is elected or any person who lives or works in that area (s.19 Police and Justice Act 2006)

PART 4 - SECTION 5 – OVERVIEW AND SCRUTINY PROCEDURE RULES

1.0 The Council at its annual meeting will appoint a Overview and Scrutiny Committee
The committee may appoint sub-committees, panels or task groups.

1.1 The Overview & Scrutiny Committee will perform all overview and scrutiny functions on behalf of the Council, in accordance with this Constitution.

1.2 The terms of reference of the Overview & Scrutiny Committee is set out in Part 3 of this Constitution.

2.0 WHO MAY SIT ON THE SCRUTINY COMMITTEES

2.1 All Councillors except members of the Cabinet shall be eligible to serve on the Scrutiny Committee. However, no councillor may be involved in scrutinising a decision in which they have been directly involved.

3.0 CO-OPTees

3.1 The Scrutiny Committee shall be entitled to appoint persons as non-voting co-optees.

4.0 MEETINGS OF THE OVERVIEW & SCRUTINY COMMITTEE

4.1 Meetings will be held in accordance with the schedule of meetings approved by the Council and additional meetings may be called from time to time as and when appropriate. A scrutiny committee meeting may be called by the Chair of Overview & Scrutiny Committee, by any member of the committee, or by the Chief Executive if they consider it necessary or appropriate.

5.0 QUORUM

5.1 The quorum for the Overview & Scrutiny Committee shall be one quarter of the voting members of the committee or three voting members whichever is the greater number.

6.0 WHO CHAIRS OVERVIEW AND SCRUTINY COMMITTEE

6.1 The Chair of the committee will be appointed at Annual Council

7.0 SCRUTINY WORK PROGRAMME

Overview and Scrutiny Committee will prepare their work plan each year and update it regularly and convene such meetings as necessary and instigate task groups as required to undertake the work programme.

A Task Group shall be led by a Chair appointed by the Chair of Overview & Scrutiny Committee (having undertaken the relevant training or holding the necessary experience).

Member Task Groups

The Committee will report annually to Council on the working of the overview and scrutiny arrangements and may make recommendations for improvement.

8.0 AGENDA ITEMS

8.1 Any member of the Overview and Scrutiny Committee shall be entitled to give notice to the Chair that they wish an item relevant to the functions of the scrutiny committee to be included on the agenda for the next available meeting of the committee provided that seven working days has been given to the Monitoring Officer together with sufficient information to enable the Officer to advise about the nature and purpose of the item.

9.0 REVIEW OF COUNCIL ACTIVITIES

9.1 The Overview and Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, the Cabinet, to review particular areas of Council activity. Where it does so, the Overview and Scrutiny Committee shall report its findings and any recommendations back to the Cabinet and/or the Council. The Council and/or the Cabinet shall consider the report of the Overview and Scrutiny Committee at its next or next but one meeting.

10.0 COUNCILLOR CALL FOR ACTION

10.1 Any member of the Council may refer a matter which affects their ward to the Overview and Scrutiny Committee (except that a member may not exercise this right relevant to a matter upon which they may exercise Cabinet powers).

10.2 Any member referring a Councillor Call for Action shall have the right to:-

- make representations to the relevant Overview and Scrutiny Committee as to why the committee should scrutinise the matter
- if the Overview and Scrutiny Committee decides not to scrutinise the matter, receive reasons from the committee for not doing so.
- if the Overview and Scrutiny Committee decides to scrutinise the matter, receive the committee report and/or recommendation(s)

11.0 POLICY REVIEW AND DEVELOPMENTS

- 11.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- 11.2 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the scrutiny committee may make proposals to the Cabinet for developments insofar as they relate to matters within their terms of reference;
- 11.3 The Overview & Scrutiny Committee may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist it in this process within the budgetary provision assigned to it. It may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that it reasonably considers necessary to inform its deliberations within such budgetary provision. It may ask witnesses to attend to address it on any matter under consideration and may pay to any advisers, assessors, and witnesses a reasonable fee and expenses for doing so within the budgetary provision assigned to it.

12.0 REPORTS FROM THE OVERVIEW & SCRUTINY COMMITTEE

- 12.1 Once it has formed recommendations on proposals, the Chair of the scrutiny committee will prepare a formal report and submit it to the Chief Executive for consideration by Council or by the Cabinet which shall consider and respond to the recommendations.
- 12.2 The Council or the Cabinet shall consider the report of the Overview & Scrutiny Committee at its next or next but one meeting.

13.0 MAKING SURE THAT SCRUTINY REPORTS ARE CONSIDERED BY THE CABINET

- 13.1 The reports of the Overview & Scrutiny Committee referred to the Cabinet shall be included in the agenda by the Chief Executive at the next or next but one meeting.
- 13.2 Where the Overview & Scrutiny Committee prepares a report for consideration in relation to a matter where the Council has delegated decision making power to an individual member of the Cabinet, the scrutiny committee, will submit a copy of its report to him/her for consideration and, at the same time send a copy of the report to the Chief Executive. The member with delegated decision making power must consider the report and respond in writing to the Overview & Scrutiny Committee, within four weeks of receiving it. A copy of his/her written response to it shall be sent to the Chief Executive and the Leader of the Council. The member will also, at the request of the Overview & Scrutiny Committee, attend a future meeting of the scrutiny committee, to present the response.

14.0 SCRUTINY OF CABINET DECISIONS

- 14.1 Once any proposed decision (whether or not the proposal constitutes a key decision) has been considered by the Overview and Scrutiny Committee, and subject to that committee having no adverse comments to make thereon, any decision of the Cabinet or a Cabinet Member in accordance with that proposal will not be subject to further call in and, unless prescribed by law or the Council's Constitution, not subject to any requirement for approval by Council.
- 14.3 Where a Cabinet decision has been made (either by the Cabinet, a Cabinet Member or an officer) and that decision was not treated as a key decision and the Overview and Scrutiny Committee are of the opinion that the decision should have been treated as a key decision, the Overview and Scrutiny Committee may require the Cabinet or officer to submit a report to full Council within a reasonable period. The report must include details of the decision and reasons for it, by whom the decision was taken and the reasons for not classing the decision as key.

15.0 COUNCILLORS AND CHIEF OFFICERS GIVING ACCOUNT

- 15.1 Within its terms of reference the Overview & Scrutiny Committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require, in accordance with any protocol the Council may adopt, any member of the Cabinet, the Chief Executive, or any Chief Officer to attend before it to explain in relation to matters within their remit:

- any particular decision or series of decisions;
- the extent to which the actions taken implement Council policy;and/or
- their performance,

and it is the duty of those persons to attend if so required.

- 15.2 Where any member of the Cabinet or employee is required to attend Overview & Scrutiny Committee, under this provision, the Chair of that committee or panel will inform the Chief Executive . The Chief Executive shall inform the councillor or Chief Officer in writing giving at least 5 working days' notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the committee will require the production of a report, the councillor or Chief Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 15.3 Where, in exceptional circumstances, the member of the Cabinet or Chief Officer is unable to attend on the required date, the Chair of the scrutiny committee, shall, in consultation with the councillor or Chief Officer, arrange an alternative date for attendance to take place within a maximum of 21 days from the date of the original request, unless an extended period is agreed by the relevant Chair.

16.0 ATTENDANCE BY OTHERS

- 16.1 The Overview & Scrutiny Committee or any member task group may invite people other than those people referred to in paragraph 16 above to address it, discuss issues of local concern, and/or answer questions. It may for example wish to hear from residents, stakeholders (including partner organisations), and councillors and employees in other local authorities and shall invite such people to attend.
- 16.2 With the agreement of the relevant Chair, all non-Cabinet members may make representations to the Overview & Scrutiny Committee, of which they are not a member, although they may not take part in the debate or formally put forward proposals.
- 16.3 With the agreement of the Chair, a Cabinet member may make representations to the Overview & Scrutiny Committee acting in his/her capacity as a Ward Councillor, subject to the matter under consideration not falling within that Member's responsibilities, but may not take part in the debate or formally put forward proposals.
- 16.4 With the agreement of the Chair, a non-Cabinet member excluded under Paragraph 2.1 may make representations to the Overview & Scrutiny committee acting in their capacity as Ward Councillor, but may not take part in the debate formally put forward proposals or vote on relating to a decision in which they have been directly involved and even if they are a member of the Committee
- 16.5 Nothing in the Overview and Scrutiny Procedure Rules 18.2 and 18.3 inhibits a member's ability to submit a Councillor Call for Action pursuant to Overview and Scrutiny Procedure Rule 10.

17.0 CALL-IN

- 17.1 When a decision is proposed by the Cabinet or an individual Cabinet Member, notice of it shall be published, by electronic means. All non-Cabinet members, together with the Monitoring Officer and Section 151 Officer will be sent copies within the same timescale by the person responsible for proposing the decision.
- 17.2 The notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the proposed decision, unless the Chair or Vice-Chair of Overview and Scrutiny Committee or 5 members of Overview and Scrutiny Committee or the Leader of the Principal Opposition or 10 non-cabinet members object and call it in. Where a member calls in a decision for scrutiny that member shall specify the reason or reasons for requesting consideration by the Overview and Scrutiny Committee. The Monitoring Officer or the Section 151 Officer may also call-in a matter for scrutiny on the same terms as non-Cabinet members.

- 17.3 During the call-in period, the Chief Executive shall call in a decision for scrutiny by the Overview and Scrutiny Committee if so requested in accordance with 17.2 above, and shall then notify the decision-maker of the call-in. The Chief Executive shall call a meeting of the Overview and Scrutiny Committee, on such date as they may determine, where possible after consultation with the Chair of the committee.
- 17.4 If, having considered the proposed decision, the Overview and Scrutiny Committee is still concerned about it, it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns. If referred back, the decision maker shall then reconsider the decision, amending it, abandoning it, or pursuing it. If having taken account of the Overview and Scrutiny Committee recommendations the decision maker decides to amend, abandon or pursue the decision it shall be notified to members in accordance with the procedures set out at paragraph 17.1 and 17.2 but the decision shall not be further subject to the call-in procedure.
- 17.5 If having been taken back for reconsideration by the decision making person or body, proposes a decision in accordance with the recommendation(s) of the Overview and Scrutiny Committee then this decision shall be notified to members in accordance with the procedures set out at paragraph 17.1 and 17.2 but the decision shall not be further subject to the call-in procedure.
- 17.6 If having considered the proposed decision, the scrutiny committee does not refer the matter back to the decision making person or body for reconsideration, the decision shall take effect on the date of the Overview and Scrutiny Committee.
- 17.7 The call-in procedure shall not apply:
- where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chair of the Overview and Scrutiny Committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chair, the Vice-Chair's consent shall be required. Decisions taken as a matter of urgency must be reported to the Leader of the Principal Opposition Party and to the next available meeting of the Overview and Scrutiny Committee, together with the reasons for urgency.

18.0 CABINET DECISIONS SUBMITTED FOR SCRUTINY

- 18.1 The procedures at paragraphs 17.5 to 17.8 will be applied to all proposed decisions by the Cabinet or a member of the Cabinet considered by the Overview and Scrutiny Committee.

19.0 PROCEDURE AT OVERVIEW AND SCRUTINY COMMITTEE MEETINGS

19.1 The Overview and Scrutiny Committee shall consider the following business:

- (i) apologies
- (ii) declarations of interest;
- (i) consideration of any matter referred to the committee for a decision in relation to call in of a decision;
- (ii) responses of the Cabinet to report of the Overview and Scrutiny Committee
- (v) a Councillor Call for Action
- (vi) the business otherwise set out on the agenda for the meeting.

19.2 Where the Overview and Scrutiny Committee conducts investigations (e.g. with a view to policy development), the committee, may also ask people to attend to give evidence at committee meetings which are to be conducted in accordance with the following principles:

- (i) the investigation will be conducted fairly and all members of the committee given the opportunity to ask questions of attendees and to contribute and speak;
 - (ii) those assisting the committee by giving evidence be treated with respect and courtesy; and
- that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

19.3 Following any investigation or review, the Overview and Scrutiny Committee shall prepare a report for submission to the Cabinet and/or Council as appropriate.

19.4 Subject to Access to Information and Confidentiality rules, all reports and findings arising from investigations by the Overview and Scrutiny Committee shall be made public.

20.0 SCRUTINY COMMITTEE RECOMENDATIONS

20.1 When at a meeting of the Overview and Scrutiny Committee a proposition is made, at the request of the proposer that reference to that proposition shall be included in the scrutiny section of the subsequent report to Council, such reference shall be so included in the relevant section of that report.

21.0 SCRUTINY TASK GROUPS

- 21.1 The schedule of Scrutiny Task Groups proposed shall be presented to the Overview and Scrutiny Committee for consideration at least annually.
- 21.2 Upon commencement of a Scrutiny Task Group the scoping of the subject matter will be subject to consultation by the appropriate Head of Service and Cabinet Member(s) and must be approved by the Overview and Scrutiny Committee or in exceptional circumstances by the Chair and Vice Chair of Overview & Scrutiny Committee, but reported to the next meeting
- 21.3 Reports developed by the Scrutiny Task Group shall be reported to the Overview and Scrutiny Committee at the next available meeting for consideration and to make recommendations to the relevant body.

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Draft Work Programme – 30 May 2022

Health and Care Overview and Scrutiny Committee 2022/23

This document sets out the work programme for the Health and Care Overview and Scrutiny Committee for 2022/23.

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

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

Link to Council's Strategic Plan Outcomes and Priorities

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

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

Councillor Jeremy Pert

Chairman of the Health and Care Overview and Scrutiny Committee

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

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

Health and Care Overview and Scrutiny Committee Work Programme 2022-23

Date	Topic	Background/Outcomes		
Committee Meetings, Reviews and Consultations		Marked red to consider and agree action		
		Background	Basis	Outcomes from Meeting
Monday 30 May 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> Elective Recovery Changes to the Healthy Communities Service from April 2023. Work programme 2022-23 		Risk & Performance Public Health Planning	UHMN Anthony Bullock Chairman
Tuesday 21 June 2pm	Healthier Communities day		Public Health	HW/PH/ VSCE/ DC/BC- post elections with focus on wider determinants
Monday 11 July 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> Health Watch Intro to HW year 1 priorities, focal investigations topics The Families Health & Wellbeing (0-19) service. (Pre-decision) The future of Supported Living Services in Staffordshire ICS and ICB Update Primary Care Access update ICS Transformation – George Bryan Centre 	Pre-decision Pre-decision ICS ICS ICS	Partnership Public Health Social Care Risk & Performance Risk & Public Concern Transformation	Bas Tazim SoS HealthWatch Karen Coker H&C Sarah Taylor H&C Peter Axon Requested late spring
Mental Health session To be rescheduled from 30 May	<ul style="list-style-type: none"> Draft Mental Health Strategy Health and Care PH outcomes and services (Children's) Mental Health Support in Schools 		Transformation Public Health Partnership working	Jan Cartman -Frost Strategy delayed Natasha Moody / Karen Coker bring this at the same time as strategy and MHST Karen Coker/ MPFT/ NSCHT
Monday 1 August 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> Adult Social Care Reform Implementation H&C performance update Maternity Transformation and Ockenden Report 	Pre-decision	Social Care Performance Risk & performance	Jo Cowcher https://www.donnaockenden.com/wp-content/uploads/2022/03/FINAL_INDEPENDENT_MATERNITY_REVIEW_OF_MATERNITY_SERVICES_REPORT.pdf
Monday 19 September 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> UHDB Acute Trust QA performance update WMAS QA Care Home Update (31.01.2022) 		Performance Performance Social Care	

Thursday 22 September 2022 at 1:30pm.	<ul style="list-style-type: none"> RWT Acute Trust QA performance update 	Joint with Wolverhampton	Performance	Possible joint scrutiny RWT Quality Account (Hybrid) Meet to agree key lines of enquiry
Monday 17 October 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> Workforce Planning <ul style="list-style-type: none"> Health and Care Acute Trusts 		Workforce	
Monday 28 November 2022 at 10.00 am Scheduled	<ul style="list-style-type: none"> NSCHT performance update 		Performance	
Monday 30 January 2023 at 10.00 am Scheduled	<ul style="list-style-type: none"> MPFT performance update 		Performance	
Monday 20 March 2023 at 10.00 am Scheduled	<ul style="list-style-type: none"> 			

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Work programme for 2022-23 - items		Background	Basis	Target Scheduling Date
To Be Scheduled	<ul style="list-style-type: none"> Impact of air pollution on health 	Work planning (7.6.2021)	Risk	To be agreed
	<ul style="list-style-type: none"> Impact of Long COVID 		Risk	
	<ul style="list-style-type: none"> Obesity and Diabetes 	29/11/21	Public Health	
	<ul style="list-style-type: none"> Social prescribing 	29/11/21	Public Health	
	<ul style="list-style-type: none"> NHS estate – fit for twenty first century 	13/12/21	Planning, Policy & Processes	
	<ul style="list-style-type: none"> End of Life – compassionate communities 		Patient journey	
	<ul style="list-style-type: none"> Womens Health Strategy 	07.06.2021	Patient journey	
	<ul style="list-style-type: none"> Dentistry 	07.06.2021	Risk and Performance	Childrens Dentstry – Keep Stoke Smiling (inc Staffs) Flouridisation/ orthodontic access , July 2022 transfer to ICS commissioning

Items b/f from 2021-22 for consideration	Focus		
The Role of Community Hospitals within the Wider Health Economy (CCGs, MPFT, D&BUHFT)	Transformation		
'Long' Covid-19 - Reponse by Health (CCGs and Accute Hospital Trusts)	Risk	Agreed at Committee meeting on 14 September 2020	
Going Digital in Health (CCGs)	Transformation	Requested at meeting on 16 March 2021 Part of transformation programme	
Social Care IT system procurement	Patient journey / New Technology	Part of digital transformation item	

Membership

Jeremy Pert Chairman)
Richard Cox (Vice-Chairman - Overview)
Ann Edgeller (Vice-Chairman – Scrutiny)

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

Borough/District Councillors

Jill Hood (Stafford)
Martyn Buttery (Cannock Chase)
Patricia Ackroyd (East Staffordshire)
Michael Wilcox (Lichfield)
Ian Wilkes (Newcastle-under-Lyme)
Barbara Hughes (Staffordshire Moorlands)
Lin Hingley (South Staffordshire)
Rosemary Claymore (Tamworth)

Calendar of Committee Meetings

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

Monday 30 May 2022 at 10.00 am;
Tuesday 21 June 2022 at 14.00 am – Wider Determinants
Monday 11 July 2022 at 10.00 am;
Monday 1 August 2022 at 10.00 am;
Monday 19 September 2022 at 10.00 am;
Thursday 22 September 2022 at 3:30 Joint RWT with Wolverhampton Ccl
Monday 17 October 2022 at 10.00 am;
Monday 28 November 2022 at 10.00 am;
Monday 30 January 2023 at 10.00 am;
Tuesday 20 March 2023 at 10.00 am;

CPC Action Plan Summary: 6-month Review

Following the Corporate Peer Challenge which took place in November 2021, Lichfield District Council has continued to undergo a period of transition. We have been steadily working towards the nine recommendations that were outlined in the CPC report– with some of our objectives achieved and many more to be completed soon. Our [Being a Better Council \(BABC\) strategy](#) outlines the outcomes we want to produce for our community. This strategy has helped us focus on what is important locally and, with the right organisational design and culture, it will direct resources where they will have the most benefit. One of the recommendations made was for us to consider whether LDC had sufficient capacity to successfully proceed with the BABC programme at the scale and pace that we had initially outlined. Our response to this was to apply a programme management approach to help us ensure that all our objectives were realised. We have successfully achieved this with the introduction of dedicated programme management, leadership and business analyst support, the creation of a pool of change champions, the identification of resources, and set up of the BABC programme.

The CPC report further recommended that we develop clear outcomes for our strategic plan and identify resources and processes with programme management arrangements. The aim behind this is to produce a golden thread from our strategic intent to our delivery plans. This is well underway. We have looked to re-establish delivery plan targets by reviewing our existing targets and refining them by setting more meaningful goals, milestones and timescales in line with member mid-term priorities. The delivery plan was approved by [Cabinet](#) in May which established all delivery plan projects in an effective corporate programme, linking key data sets and outcomes.

We have been working hard to develop the understanding of BABC objectives. These are: being resident and business centric, being data focused, being performance driven, and being commercially minded. By the end of May, we will have reviewed member training to include coverage of BABC outcomes and how they relate to the role of members in their front line roles and delivered training on our updated structure by September. This will result in members considering how their frontline role could evolve to enable a full contribution to, and effective oversight of, the four outcomes of the BABC programme and increase resident engagement.

Building on this, we are investing time in our decision-making processes by applying a programme management approach to delivery plan outcomes. This also involves establishing a framework of effective corporate programme management. Although we have missed our original target date of March for full completion of this work, we are endeavouring to complete this as soon as possible to align the various project methodologies we use. We are working to deliver training on the use of programme management skills by September. This will allow us to embed skills in LDC and provide better project and programme management across the council.

Investing time is a long-running theme in our transition, as we are also working to improve the council's role as a leader and convenor of place. This was a recommendation that tied directly into our broader objectives and to achieve this, we are identifying areas for improvement using data and new partnership opportunities. Data will drive our decision making and support district wide improvements. More broadly, our Community Power Strategy (CPS) and 2050 District Strategic Plan will pull together our key ambitions and meet our new targets. By the end of May our new SPI data sets will be available. Using these, we will be able to use the data to support district wide improvements this summer.

Our CPS was approved by Cabinet in March and we are currently in the process of finalising a Locality Working paper. The paper will outline how we transition towards meeting the aims of the CPS. In addition to this, a cabinet paper outlining our plans for a Lichfield District Youth Council will also go to Cabinet as we look to further embrace our role as a convenor of place by providing young residents with a say over how their communities are ran. We anticipate that we will have rolled out our CPS by December 2022 with the development of the 2050 Strategic plan coming later this year.

Our CPS also directly correlates with CPC recommendation 7, which suggested that we review our communication and engagement strategy. We want to determine what the appropriate mechanisms are for communicating our progress as a council to partners and residents - particularly in regard to our key priorities. To achieve this, alongside embracing our community power model, we are looking to map the voluntary sector within the district and better use the data available to us. Subsequently, come September, we will be better equipped to develop engagement with stakeholders and residents. As of March 2022, we have also implemented a temporary restructure of our communications team and hope we will shortly have a permanent new structure proposed by Launch Box who are supporting us in this process.

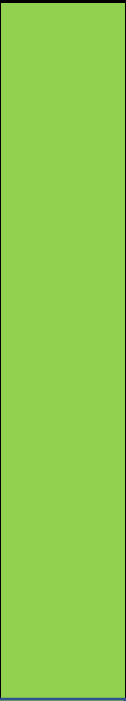
This advancement will assist us with the Birmingham Road Site development as we develop and deliver a clear communications strategy targeted at residents and stakeholders. We have looked to set realistic expectations and thanks to our Interim Regeneration Director, we have established an effective corporate programme that includes all our delivery plan projects. A masterplan is being progressed and we will continue our comms engagement. A full communications and engagement plan will be implemented by December 2022.

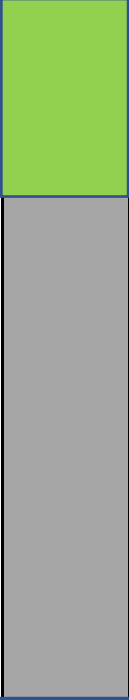
A challenge faced by businesses and local authorities alike is the uncertainty surrounding hybrid working and how this post-pandemic model will operate. It was recommended that we take steps to empower our managers to independently establish with their teams how the model best suits them and our customers. Since November 2022 our movement towards achieving this has been significant. Following the ceasing of restrictions on the 26 January 2022 our teams now work within a well-established hybrid model. We have modernised our building to provide a more suitable workspace for staff, while our intranet pages have been updated and FAQs developed – all to help support our staff on the journey to establishing how the new-normal best suits them. Moreover, as of February, we have successfully implemented our Belonging and Wellbeing strategy, which falls under our BABC agenda.

Finally, it was recommended that we recognise, support and protect our tourism and economic offers. These are being supported via use or risk and recovery monies and development of our economic prosperity action plan. We have also included consideration of social value into our procurement strategy which outlines clear social value ambitions to support the high-level outcomes we want to achieve for our community. In the medium term priorities, members have put a target of 40% of all relevant procurements over £10K to include social value. While for procurements that require a procurement initiation plan there is a 10% weighting to social value unless otherwise agreed by the procurement manager. Our Economic Prosperity action plan have been developed and is being implemented by the Economic Development team.

No.	Recommendation	Response	Action	Lead	Target Date	Progress	Comments
1	Develop clear outcomes for the strategic plan for the remainder of the plan's period.	Re-establish delivery plan targets	Review the delivery plan targets and refine by setting meaningful goals, milestones and timescales	CT	Completed: April 2022		Updated Delivery Plan signed of by Cabinet 10th May
	Identify resources and processes with programme management arrangements to produce a golden thread from the strategic intent to the delivery plans	Apply programme management approach to delivery plan outcomes	Establish all delivery plan projects in an effective corporate programme	KS	Completed: May 2022		Profiled as part of Being a Better Council – Better Performing Project
			Link key data sets and outcomes	KS	Completed: May 2022		
2	Invest time in setting out the decision-making process for major priorities, including good project management disciplines e.g. project gateways, and being a better client.	Apply programme management approach to delivery plan outcomes.	Establish a framework for effective corporate programme management.	KS	March 2022		Guidance on which project approach to use dependant on size and scope of project
			Imbed skills in the organisation to provide project and programme management.	CT	Sept 2022		Training to be provided later in the year on use of PM skills as roll out of TOM

3	Embrace the council's role as leader and convenor of place: For example, understanding how the Integrated Care System requirement to support broader social and economic development could be leveraged for the benefit of LDC's residents; or engaging with a wide range of partners in developing the Active Living Strategy to identify opportunities to join up around key outcomes.	Identify needs through effective use of data and work collaboratively to deliver outcomes.	Use data to drive decision making and support district wide improvement.				SPI Data sets available from May
		Identify partnership opportunities.	Develop District Strategic Plan to 2050 to pull together key ambitions.	SF	Jun 2022		Youth Council and Locality work due to be agreed by Cabinet July
			Roll out Community Power Strategy.	SF	Jan 2023		plans for developing 2050 Strategy underway
				CT	Dec 2022		As part of TOM

<p>5</p>	<p>Members to consider how their frontline role might evolve to enable a full contribution to and effective oversight of the four outcomes of the Being A Better Council programme, and consider appropriate support/ development e.g. data and evidence led policy making, community leadership/ engagement, commercial focus.</p>	<p>Develop members understanding of:</p> <ul style="list-style-type: none"> • Resident and Business centric • Data • Performance driven • Commercially minded 	<p>Review member training offer to support BABC</p> <p>Deliver updated structured training offer based around BABC</p>	<p>CT</p> <p>CT</p>	<p>July 2022</p> <p>July 2022</p>		<p>Training plan being developed</p> <p>Linked to BABC rollout from July to September</p>
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<p>6</p>	<p>Acknowledge the current uncertainty of how the new hybrid working model will operate and take steps to empower managers to work with their teams and experiment/test out how the model will work best for them and their customers.</p>	<p>Significant movement on this since November 2022 – teams now working in hybrid model following ceasing restriction 26.1.22</p>	<p>Deliver BABC – better led and better performing projects</p> <p>Collaboration tools</p> <p>Belonging & Wellbeing Strategy launched; Building use policy implemented; Intranet pages updated, FAQ's developed.</p>	<p>ALL</p> <p>CT</p>	<p>Sept 2022</p> <p>Completed: Feb 2022</p>		<p>Being further developed by TOM</p>
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7	Review the LDC Communications and Engagement Strategy. As part of this, undertake a full stakeholder analysis and determine the appropriate mechanism to communicate progress of the council's key priorities both to partners and residents	Embrace community power model	Launch new Community Power Strategy	CT	Completed: April 2022		Approved by Cabinet in March 2022
		Mapping voluntary sector and using data	Deliver Community Power Strategy and develop full stakeholder engagement	CT	Sept 2022		
			Restructure communications team – temporary structures in place	SF	Completed: March 2022		Being undertaken with Launch box – proposal due June 2022

8	Set realistic expectations around the timescales for delivery of the Birmingham Road Site and develop and deliver a communications/ engagement strategy for the next 12 months targeted at local residents and other key stakeholders	Multi phased approach established to development Milestones now established	Establish all delivery plan projects in an effective corporate programme Develop and agree Masterplan phasing Deliver communications /engagement plan	DM DM DM	Completed: March 2022 July 2022 Dec 2022	<div style="background-color: grey; height: 20px; width: 100%;"></div> <div style="background-color: green; height: 20px; width: 100%;"></div>	Steering group agreed to phasing schemes. Comms engagement ongoing
9	Recognise, support and protect your tourism and economic offers – ensure the new Economic Development Strategy encapsulates this.	Include consideration of social value.	Develop Economic Prosperity Action Plan Procurement Strategy to develop clear social value ambitions to support	DM AT	Completed: Jun 2022 Completed: May 2022	<div style="background-color: grey; height: 20px; width: 100%;"></div>	Economic Prosperity action plan developed and agreed. Procurement strategy outlines social value ambitions of 40% of all relevant procurements over £10K to include social value.

Key:

Grey - Completed

Green - On track to meet target

Amber - Slightly behind original target

COUNCILLOR LOCAL COMMUNITY FUND

Cabinet Member for Community Engagement

Date: 11 May 2021

Agenda Item: 3

Contact Officer: Susan Bamford

Tel Number: 01543 308170

Email: Susan.bamford@lichfielddc.gov.uk

Key Decision? YES

Local Ward Members All Wards

**CABINET****1. Executive Summary**

- 1.1 A councillor community grant fund is being proposed to enable councillors to directly award funding to grassroots organisations in their ward. Small amounts of funding can make a big difference to communities at a local level and elected members are well placed to identify local needs.
- 1.2 It is proposed that the scheme is run as a pilot over 2 years in order to assess its impact and value for money.

2. Recommendations

- 2.1 That Cabinet members agree the setting up of a pilot Councillor Local Community Grant Scheme as detailed in Appendix A.
- 2.2 That Cabinet agree to delegate authority to the Cabinet Member for Community Engagement and the Head of Regulatory Services, Housing and Wellbeing to make any minor changes to the pilot scheme if improvements are identified at any point.

3. Background

- 3.1 Voluntary and Community organisations vary enormously both in terms of their size and structures and how they support local communities. Whilst many rely on significant grant funding to deliver key support, for some more grass root organisations a small amount of funding such as £50 towards a new cooker for a lunch club can make a massive difference. Some of these groups are not eligible for most funding because they are not charities or constituted organisations.
- 3.2 Elected members are often well placed to identify local needs and are in touch with grass root organisations operating in their ward. Making funding available to each Councillor in order to support this organisation is proposed. Those members who are county councillors will be familiar with similar schemes through the county council.
- 3.3 A councillor community grant fund has previously been considered by councillors but has not progressed due to the fact that if the scheme is supported by officers the administrative cost, in proportion to the funding available, would not represent value for money. A more streamlined scheme is now being proposed with a minimum of administration.
- 3.4 Attached at Appendix A is a proposed scheme. If agreed, it is recommended that this is run as a pilot over 2 years (starting in June 2021) in order to assess the impact and value for money. To make it as easy as possible for grassroots organisations to apply it would be supported by a simple on line application form focussing on the purpose of the organisation and what they need funding for. Any funding awarded would be paid into a bank account in the name of the group or to an organisation who

agrees to accept the funding and passport it to the group. Where this is not possible, it can be paid to an individual where it can be shown the individual is acting on behalf of the local community, for example through a letter of endorsement from a local organisation.

3.5 If each member is given £300 for their ward then £14,100 would be available across all wards. At this stage this funding has been taken out of the £177k larger Voluntary and Community sector funding scheme, currently open for applications.

3.6 Prior to the launch of the scheme, a training session will be offered to all councillors. The training will set out member roles and responsibilities, including issues to consider when awarding funding, transparency, data protection and signposting to other funding support options.

Alternative Options	<ol style="list-style-type: none"> 1. The funding earmarked for the scheme could be made available through the funding prospectus currently open but as this has a minimum award of £5k this isn't available to small grassroots organisations. 2. It could also be made payable direct from finance but this would significantly increase the administrative burden to the council if small amounts of funding were to be awarded.
Consultation	<ol style="list-style-type: none"> 1. Community Housing and Health Overview and Scrutiny Committee and Leadership Team have been consulted on the draft scheme. Clarification was sought about how the scheme would work and Members sought assurances that the appropriate monitoring and guidance would be in place and value for money assessed. Overall it was felt that the scheme would be beneficial to local communities. 2. The outline proposals have also been presented to the local Voluntary and Community Forum.
Financial Implications	<ol style="list-style-type: none"> 1. This is not additional funding as the £14k required to fund the scheme has been taken from the £177k available for projects to support local communities. 2. The funding has potential to make a significant difference to local grass root organisations at minimum cost. As the scheme will be managed and administered by members the costs would be minimal. 3. As members will manage their funding and make payments direct to the successful organisation the main costs to the council will be making payments to Members.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Funding voluntary and community sector organisations makes a significant contribution to Enabling People and Shaping Place.
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. The funding could be used to fund activities that support groups with protected characteristics and therefore support the council's equalities objectives.
Crime & Safety Issues	<ol style="list-style-type: none"> 1. The funding could be used to impact (positively) on our duty to prevent crime and disorder within the District (Section 17 of the Crime and Disorder Act, 1988) – e.g. security measures.

Environmental Impact	1. The funding could be used to fund grassroots activities that have a positive environmental impact.
GDPR/Privacy Impact Assessment	1. A Privacy Impact Assessment has been completed. This identified risks as inappropriate sharing of data and data being kept longer than required. The training and Member Code of Conduct provide the key mechanisms for minimising the risk and Data privacy notices will be developed.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Inappropriate awarding/ use of funding	Members would make declarations about the use of funding, which would be in the public domain ensuring awards are transparent. The amount of funding available ensures there is no significant financial risk. Members are required to adhere to their code of conduct and training would help minimise the risks.	Risk - Yellow Impact – Red Likelihood - Yellow
B	Funding not allocated	The responsibility for allocation funding would rest with members	Risk – Yellow Impact – Yellow Likelihood - Yellow
D	Disproportionate officer support required	Clear and concise training with simple processes in place to ensure minimum support required	Risk - yellow Impact – yellow Likelihood - yellow
E			

Background documents

Relevant web links

www.lichfielddc.gov.uk/cvsfunding

www.welovelichfield.com

Councillor Local Community Fund

The Councillors Local Community Fund is designed to help empower local residents to be active in their community and made easy for groups to apply. It will initially be piloted over a 2 year period.

Purpose:

- To enable Councillors to respond to local funding needs by awarding one-off funding for grass roots community activities that enable people and shape place in their ward.

How it Works

Each Councillor has £300 to award to support local projects and activities which can make a positive impact in their area. To apply applicants simply need to explain what they need funding for and how it will benefit the local community. Applications are made on line and the application form goes direct to the ward Councillor(s). When an application is received each Councillor will decide whether or not to support the funding request in accordance with what can be funded under this scheme. The Councillor lets the applicant know of the outcome of their decision.

Awards can be made from a minimum of £50 to a maximum of £300. There is an option for applications to be made to more than one Councillor in a ward or across wards up to a maximum award of £900. In multi member wards Councillors should liaise with each other to ensure that a reasonable distribution is made.

Applications can be made at any time from June to October but will be awarded on a first come first served basis for use by 31 March the following year.

The fund will be advertised on the Council's website and promoted by local Councillors via their own neighbourhood, including Town and Parish Councils and voluntary and community sector forums.

Payments are made by each Councillor by bank transfer or cheque, preferably to an account in the name of the group on the application form. Funding can be awarded directly to individuals at the Members discretion. All awarded funding must be used within the relevant financial year. Any unspent funding must be returned at the end of the grant period and cannot be carried forward into the next financial year.

At the point of agreeing funding, Councillors will be required to sign a declaration stating that, as far as they are aware, the funding will be used for the benefit of the local community and making the payment to the community group would not result in fraudulent or illegal activity or any practices that would bring Lichfield District Council into disrepute.

Details of the funding awarded will be published on the Council's website in line with the council's commitment to openness and transparency.

What can be funded?

- Projects that provide local solutions to local needs
- One-off events that benefit the local community and support community resilience
- Current projects/activities that need a small amount of support to continue or grow
- Capital items (equipment, materials etc.)
- New projects and activities that need some funding to get going
- Projects that stimulate new community activity, such as setting up new local community events and clubs

Who can apply?

Any community groups can apply. Unlike most funding schemes groups do not need to be formally constituted.

An individual can apply for funding providing they can show that the application is on behalf of a local community project or activity. Alternatively other local groups can act as the accountable body for a group / individual.

A faith group can apply where the activity is open to all faiths and is not seeking to promote a faith or belief as the main purpose of the activity.

What can't be funded?

- Projects or activities that will only benefit an individual or an individual family or a private business
- Political organizations or groups and campaigning/lobbying organisations
- Projects or activities that are the statutory responsibility of other public sector organisations
- Projects/ activities that have already taken place
- A Councillor cannot fund a group or activity if they or a member of their close family are a trustee of the Organisation applying for funding.

Responsibilities

Given the small amounts of funding involved the scheme is deliberately streamlined so as to involve the minimum amount of administration. Each Councillor is responsible for promoting the scheme in their area, assessing applications and making payments for the funding. Before the end of each financial year they will be asked to complete a return setting out how their funding has been allocated. All supporting evidence should be retained (for 3 years) to enable potential inspection by internal or external audit, subject to data protection requirements.

The Members Code of Conduct sets out the rules governing the behaviour of Councillors. Any concerns about the inappropriate awarding of funding will be looked into on that basis. Each Councillor would be responsible for handling any personal data in accordance with data protection requirements.

Training will be offered to all Councillors to help them assess applications, understand their responsibilities and signpost groups to the most appropriate funding sources.

Evaluation

The pilot will be evaluated against the overall purpose of the scheme. The extent to which it has supported grass roots groups in local communities not eligible for funding from other funding sources. It's effectiveness in enabling local community groups and individuals to set up and deliver and expand their community activities.

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Briefing paper

Councillor Local Community Fund

For: Overview & Scrutiny

Date: 15 March 2022

Key facts

The Councillor Local Community Fund was open for applications from 12th July to 30th November 2021

- 93 Applications were received (although some groups applied to more than one councillor)
- £12,493.28 of funding was awarded to 60 different groups
- 7 applications were unsuccessful
- All councillors received applications, 3 councillors did not award any funding

Background

The Councillor Local Community Fund was launched in June 2021 to

- enable Councillors to respond to local funding needs by awarding one-off funding for grass roots community activities that enable people and shape place in their ward

It was set up as a pilot project and this briefing paper reports on a preliminary review.

Under the fund each Councillor has £300 to award to support local projects and activities which can make a positive impact in their area. Awards can be made from a minimum of £50 to a maximum of £300 with an option for applications to be made to more than one Councillor in a ward or across wards up to a maximum award of £900.

The fund is open to any community groups, unlike many other funds groups do not need to be formally constituted. A faith group can apply where the activity is open to all faiths and is not seeking to promote a faith or belief as the main purpose of the activity

The funding is aimed at:

- Projects that provide local solutions to local needs
- One-off events that benefit the local community and support community resilience
- Current projects/activities that need a small amount of support to continue or grow
- Capital items (equipment, materials etc.)
- New projects and activities that need some funding to get going
- Projects that stimulate new community activity, such as setting up new local community events and clubs

Given the amount of funding involved the scheme was intended to operate on the following basis:

- Once completed the application form goes direct to the ward Councillor(s). Applicants will be asked on the form if they have applied to any other councillors. In multi member wards Councillors should liaise with each other to ensure that a reasonable distribution is made.
- Each Councillor will decide whether or not to support the funding request in accordance with what can be funded under this fund (see page2) .If they have any concerns about potential conflicts of interest they can speak to the Monitoring Officer or the Governance Manager.
- The Councillor lets the applicant know of the outcome of their decision. If successful the Councillor forwards the application and the amount to the Community Foundation for Staffordshire who will make the payment – Successful applications should be sent to leanne.macpherson@staffordshire.foundation. If unsuccessful the Councillor advises the applicant and signposts to LDC website for other funding sources
- All awarded funding must be used for the project/ activity agreed and returned by the group if unspent.. Any funding not allocated by a councillor will not be carried forward into the next financial year.

A summary of funding awarded is attached at Appendix A.

Issues

The key issues were:

- Members not getting/ picking up the email alerting them to the application
- Concerns about the decision resting with members and wanting more officer support
- Some members found promoting the scheme and identifying groups a challenge
- Some communication issues were fed back by the Community Foundation that they were on occasions an application by members but it was not made clear that it should be funded or the foundation were sent an approval but no application (although overall they felt the scheme went well)
- A number of organisations who were awarded funding could have applied for this funding from other sources such as We Love Lichfield
- The Community Foundation experienced challenges getting the payment details from some groups

Overall the Community Foundation reported that the process of councillors forwarding applications to them worked well, as they were able to see the original bid from the applicant and work this into their system.

As part of this review a survey was carried out with members and attached is a summary of the responses to the survey at Appendix B.

Future actions

The following are options:

- Review the application form and set up email reminder and acknowledgement
- Look at options to support members communication with the Community Foundation
- Look at inclusion of bank details on the application form
- Assess future viability of the scheme.

Risk

With decision making responsibility sitting with the local councillor there is clearly a risk that funding may be awarded inappropriately. However on the basis of the awards to date this does not appear to have been the case, although some groups may have been eligible for funding from elsewhere.

Key benefits and outcomes

- Some of the funding was used to support very local community events and activities which would probably not had funding from other funding sources
- It provided an opportunity for councillors to proactively engage with their communities
- It identified some groups that don't normally apply for funding
- It offered a simple application process
- It showed that a small amount of funding can make a difference to very local activities and groups can add to funding already raised locally.

For more information contact: Susan Bamford – susan.bamford@lichfielddc.gov.uk

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Grant Application Name	Amount Awarded	purpose	Councillor
Elford Cricket Club	300	Purchase a bowling machine to improve the coaching that we provide	Councillor Alan White
Friends of Shenstone Station 1884	209.98	We would like to purchase Four LED topiary balls and some plants	Councillor Alastair Little
Darwin Hall Community Association	196.66	Purchase of an External Defibsafe2 Cabinet with Heating (Lockable)	Councillor Andrew Smith
The Monks Walk Group	55	To fund the labour element of a small project in Monks Walk to create blue brick paths within the vegetable garden.	Councillor Andrew Smith
6th Lichfield Scout Group	50	We will use the funds to make health and safety improvements to our current hut as well as purchasing child friendly equipment to help run our new squirrel sessions.	Councillor Andrew Smith
St Michaels Churchyard Working Party	300	To purchase new trees and plants for churchyard	Councillor Angela Lax
The Peoples Orchard of Edingale	200	adding a locally produced wooden sign, a memorial bench and a surrounding hedge.	Councillor Ashley Yeates
Harlaston Village Hall	100	We would like to hold a film night to encourage people of all ages to attend the Harlaston village hall , meet up and encourage cohesion within the village	Councillor Ashley Yeates
MHA Communities - South Staffordshire	100	To create a community green space; a sensory garden, onsite at The Old Mining College	Councillor Brad Westwood
Grangemoor Over 50's Lunch Club	100	To provide light entertainment thursday afternoon, 16th December 2021 for a Christmas gathering of our over 50s lunch club.	Councillor Brad Westwood
1st Boney Hay Scout Group	100	To buy equipment for a new scout group, including bbqs, balls, craft materials etc.	Councillor Brad Westwood
Drayton Bassett Parish Council	75	Replace footpath between Drayton Bassett and Middleton	Councillor Brian Yeates
Weeford Parish Council	99	A new battery for the community defibrillator	Councillor Brian Yeates

Lichfield Festival Friends	126	Lichfield Festival Friends wish to undertake a recruitment campaign through a mass leaflet distribution aimed principally at the new housing developments in the district.	Councillor Brian Yeates
Saxon Hill Academy	250	To improve the pupils gaming area to ensure they have monitors that are suitable for our visually impaired pupils, comfortable seats and also adaptive equipment that will allow some of our pupils with complex physical needs to access main stream gaming devices	Councillor Christopher Spruce
COGS	50	New IT Equipment for our learning-disabled users	Councillor Christopher Spruce
Lions Club of Lichfield	60	Supporting victims of domestic abuse mainly through providing white goods, ovens in particular.	Councillor Colin Ball
Lichfield Social Club	250	We aim to relaunch our OAP section and take our members on a day trip to Llandudno following the covid pandemic and the beats disco for people with learning disabilities	Councillor Colin Ball
Open Door of Hope	50	We are starting a "Laughter the best Medicine" project to improve the members mental wellbeing.	Councillor Colin Greatorex
Lichfield Swimming Club	100	Social media advertising	Councillor Colin Greatorex
St Michaels Church	150	To help St. Michael's Church pay for the cost of a tree to be planted in St. Michael's Churchyard to celebrate the 70th. Anniversary of the Queen's Accession.	Councillor Colin Greatorex
Fun Club VIP Hub	50	We are starting a project with adults and young people to raise awareness of recycling, reuse and reduce through fashion, arts creative ideas would need start of resources and rent and instructor support	Councillor Darren Ennis
Burntwood Rugby Club	50	Clean up operation and repairs after travellers invaded our pitches	Councillor Darren Ennis
Midland Soccer Academy	100	Purchase a Lute to assist with goal mouth repairs and pitch levelling	Councillor Darren Ennis

MHA Communities - South Staffordshire	100	To create a community green space; a sensory garden, onsite at The Old Mining College	Councillor Darren Ennis
Lions Club of Lichfield	60	Supporting victims of domestic abuse mainly through providing white goods, ovens in particular.	Councillor Dave Robertson
Lichfield Social Club	250	We aim to relaunch our OAP section and take our members on a day trip to Llandudno following the covid pandemic and the beats disco for people with learning disabilities	Councillor Dave Robertson
Whittington Wednesday Club	50	Hold a Christmas event	Councillor David Leytham
Roman heights football team	100	We plan to use any funding available no matter how small to put towards getting equipment for training e.g bibs and balls.	Councillor David Leytham
Lichfield Festival Friends	100	Lichfield Festival Friends wish to undertake a recruitment campaign through a mass leaflet distribution aimed principally at the new housing developments in the district.	Councillor David Leytham
Elford Parish Council	100	Funding to contribute to a bench for the village	Councillor David Leytham
Shenstone Tennis Club	100	Costs towards lights and court re-surfacing	Councillor David Salter
Shenstone Community Library Association	200	To contribute towards the purchase of a large HEPA air filter for Shenstone Community library	Councillor David Salter
Saxon Hill Academy	250	To improve the pupils gaming area to ensure they have monitors that are suitable for our visually impaired pupils, comfortable seats and also adaptive equipment that will allow some of our pupils with complex physical needs to access main stream gaming devices	Councillor Deborah Baker
COGS	50	New IT Equipment for our learning-disabled users	Councillor Deborah Baker
St Stephen's Church	300	To fund refreshments for our Drop in, Wednesday Welcome, that provides a welcome to anyone on Wednesday afternoons	Councillor Derick Cross

1st Beaudesert Guides	50	I would use the money given to purchase craft activities and stationery items so girls are able to have their own glue stick, scissors etc and we are able to maintain social distances but still have fun.	Councillor Diane Evans
MHA Communities - South Staffordshire	100	To create a community green space; a sensory garden, onsite at The Old Mining College	Councillor Diane Evans
COGS	150	New IT Equipment for our learning-disabled users	Councillor Doug Pullen
Burntwood St Matthews Cricket Club	150	Repairing practice nets for our community cricket team	Councillor Doug Pullen
Little Aston Recreation Ground	300	Replace damaged play equipmnet and damage to wildlife educational area	Councillor Elizabeth Little
Roman heights football team	200	We plan to use any funding available no matter how small to put towards getting equipment for training e.g bibs and balls.	Councillor Harry Warburton
Lichfield Men's Keep Fit	100	Support towards running costs towards weekly keep fit class	Councillor Harry Warburton
Fun Club VIP Hub	100	To support the staff and young leaders with new t.shirts and hoodies	Councillor Heather Tranter
Chasetown Scholars U13	100	we would like the funding to be able to buy 10 footballs for a local football team	Councillor Heather Tranter
Chasetown Blues U13's	100	we would like the funding to go towards 10 footballs for a local football club.	Councillor Heather Tranter
Darwin Hall Community Association	196.66	Purchase of an External Defibsafe2 Cabinet with Heating (Lockable)	Councillor Iain Eadie
The Monks Walk Group	55	To fund the labour element of a small project in Monks Walk to create blue brick paths within the vegetable garden.	Councillor Iain Eadie
6th Lichfield Scout Group	48.34	We will use the funds to make health and safety improvements to our current hut as well as purchasing child friendly equipment to help run our new squirrel sessions.	Councillor Iain Eadie

Lions Club of Lichfield	60	Supporting victims of domestic abuse mainly through providing white goods, ovens in particular.	Councillor Jamie Checkland
Darwin Hall Community Association	196.66	Purchase of an External Defibsafe2 Cabinet with Heating (Lockable)	Councillor Jamie Checkland
The Monks Walk Group	40	To fund the labour element of a small project in Monks Walk to create blue brick paths within the vegetable garden.	Councillor Jamie Checkland
Lichfield Swimming Club	150	tablet to film children to share with parents	Councillor Janet Eagland
Boley Park Committee	150	We would like to update the outside play area at Boley Park Pre-school	Councillor Janet Eagland
Wall Village Hall Management Committee	250	A project to replace and enhance the community information board	Councillor Janice Silvester-Hall
Friends of Shenstone Station 1884	50	We would like to purchase Four LED topiary balls and some plants	Councillor Janice Silvester-Hall
Lichfield Swimming Club	150	Promotional materials to use at Lichfield Community Games	Councillor Jayen Anketell
U3A Music Appreciation Group	150	Enhancing experience for members	Councillor Jeyan Anketell
Friends of Shenstone Station 1884	209.98	We would like to purchase Four LED topiary balls and some plants	Councillor Joe Powell
Fun Club VIP Hub	100	To support activities and resources for Fun Club Hub Youth provision for 10 to 18 year olds in Lichfield and Burntwood	Councillor Kenneth Humphreys
Burntwood Darby and Joan Club	200	Money to go towards Darby & Joan Christmas party	Councillor Kenneth Humphreys
MHA Communities - South Staffordshire	100	To create a community green space; a sensory garden, onsite at The Old Mining College	Councillor Laura Ennis
Burntwood Be A Friend	200	To refurbish property at Jervis Court for Community Store	Councillor Laura Ennis
Lichfield Swimming Club	150	Club promotional activities	Councillor Mark Warfield
Boley Park Committee	150	Community Centre improvements	Councillor Mark Warfield
Alrewas Arts Festival	150	The Alrewas Arts Festival committee would like to apply for a grant towards laying on a free mini arts and music festival on Alrewas Island on Sunday 5th September.	Councillor Michael Wilcox

Flower Tots Stay and Play Group	50	We are starting a Stay and Play toddler group in the Methodist Hall in Alrewas. We are looking for money towards DBS checks, a lending library, flatware etc	Councillor Michael Wilcox
Lions Club of Lichfield	60	Supporting victims of domestic abuse mainly through providing white goods, ovens in particular.	Councillor Paul Ray
Lichfield foodbank	240	This year, we would like to provide the children of deprived families in Lichfield a "back to school" pack of stationary items	Councillor Paul Ray
Kings Bromley Wednesday Club	50	Next year is our 60th anniversary, and the fund will go towards that particular celebration.	Councillor Richard Cox
Kings Bromley Bowling Club	50	To help towards servicing of our mower	Councillor Richard Cox
1st Armitage Guides	50	We are arranging a getting to know you day at Beaudesert, the girls will try orienteering and team building activities. The day has a cost of £50 and the grant from the Community Fund will cover the cost of this day.	Councillor Richard Cox
Kings Bromley Show Society	150	We would use the money to hold an event for the community next year to help fund the Kings Bromley Show Field making it available to the community for leisure and exercise	Councillor Richard Cox
Meeting Point	75	Meeting Point would like to provide an outing for the disabled and older people. To hire a vehicle with wheel-chair lift will cost extra to the normal mini-bus charge.	Councillor Richard Cox
Armitage with Handsacre Bowls	75	the grant would enable Armitage with Handsacre Bowls Club to purchase winter fertiliser and lawn and moss fertiliser.	Councillor Richard Cox
Grangemoor Over 50's Lunch Club	50	The fund is for the re start of our over 50s lunch club to provide hand sanitisers, face masks, sanitised hand wipes. And anything else to provide comfort and ease for our members.	Councillor Rob Birch

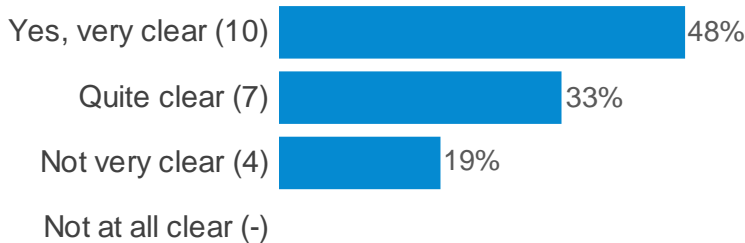
MHA Communities - South Staffordshire	100	To create a community green space; a sensory garden, onsite at The Old Mining College	Councillor Rob Birch
1st Boney Hay Scout Group	150	To buy equipment for a new scout group, including bbqs, balls, craft materials etc.	Councillor Rob Birch
Longdon Cricket Club	100	Funding to help contribute to the purchase of a defibrillator for Longdon	Councillor Rob Strachan
St James' Church	100	Support costs related to JAM Club at St James Longdon.	Councillor Rob Strachan
St James' Church	100	Towards the cost of our regular contractor for grass cutting in the churchyard	Councillor Rob Strachan
St John's Community Church	150	St John's Community Church are applying for funding towards improving the community provision & hospitality that we can offer	Councillor Sharon Banevicius
MHA Communities - South Staffordshire	100	To create a community green space; a sensory garden, onsite at The Old Mining College	Councillor Sharon Banevicius
Burntwood Lions Club	50	To help fund our Santa Special, where we take over 300 disabled children to the cinema	Councillor Sharon Banevicius
Colton Village Hall	50	A contribution towards purchasing wine glasses for Wine Tasting sessions which are open to all parishioners	Councillor Shirley Barnett
Mavesyn Trailblazers	45	we will use the money to join the open space society, which is a body that will be able to help us with our footpath mission.	Councillor Shirley Barnett
Hamstall Heritage	100	Hamstall Heritage Group would like funding to establish a wild flower trail in the village also to produce a footpath and information boards.	Councillor Shirley Barnett
Alrewas Crochet Belles	60	The application is to help us buy the yarn needed for this project, any small amount would be gratefully received .	Councillor Sonia Wilcox
Alrewas Archives	200	This grant will allow me to have around 150 copies of the book printed about the history of Alrewas Mill.	Councillor Sonia Wilcox
St John's Community Church	150	St John's Community Church are applying for funding towards improving the community provision & hospitality that we can offer	Councillor Steven Norman
MHA Communities - South Staffordshire	100	To create a community green space; a sensory garden, onsite at The Old Mining College	Councillor Steven Norman

Burntwood Lions Club	50	To help fund our Santa Special, where we take over 300 disabled o	Councillor Steven Norman
Kings Bromley Bowling Club	50	To help towards servicing of our mower	Councillor Thomas Marshall
Kings Bromley Show Society	150	We would use the money to hold an event for the community next year to help fund the Kings Bromley Show Field making it available to the community for leisure and exercise	Councillor Thomas Marshall
Armitage with Handsacre Bowls	250	the grant would enable Armitage with Handsacre Bowls Club to purchase winter fertiliser and lawn and moss fertiliser.	Councillor Thomas Marshall
Saxon Hill Academy	250	Due to the complex needs of the pupils they are hoping to get larg	Councillor Tim Matthews
COGS	50	A tablet for the IT programme	Councillor Tim Matthews
Burntwood Memorial Hall Community Association	150	The Burntwood Memorial Community Association is celebrating 100 years of existence in 2022 and we would like to plant to large trees next to our Cenotaph to commemorate this achievement	Councillor Wai-Lee Ho
Burntwood Action Group	50	The provision of tools, plants and general accessories to maintain a	Councillor Wai-Lee Ho
COGS	100	A tablet for the IT programme	Councillor Wei-Lee Ho
Burntwood Litter Heros	100	Litter picking equipment	Councillor Samuel Tapper

Councillor Local Community Fund

This report was generated on 01/03/22. Overall 21 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

Were you clear at the outset what the purpose of the fund is?



Any further comments?

Clear of the purpose but the £300 level of funding vs. the admin for members and officers did not ever allow for any meaningful purpose to be met.

Things did get clearer, but, to begin with, the idea of paying money into personal bank accounts just did not seem right.

The outline of the scheme was too vague and caused problems from the start with the suggestion that Members had the funding directly - no thank you and thankfully Staffs Foundation stepped in. No allowances for cross ward projects and too prescriptive to be easy to roll out.

The application form should allow groups to ask for funding from "all Lichfield Councillors" and "all Burntwood Councillors" (Burntwood councillors to include those from Hammerwich with Wall). There are several groups which operate across the whole Town/City, and therefore should be able to access funding from more than 2 wards - but the current design of the form does not allow applicants to select more than 6 councillors.

Given clarity at briefings

No

I missed a couple of applications amongst all my emails and so a reminder about applications which a cllr has not responded to after say 1 month would be helpful

Quite clear as a tool to engage with Community groups within the ward, including new ones!

This was dealt with in an unregulated and amateurish way that puts Councillors and the Council and risk of being accused of misuse of public funds. It is open to abuse and risks the reputation of the council.

Had a hiccup (a dot where it shouldnt have been) when my ldc email was set up wrong so didnt get all the informaiton and could have misse dout on requests.

The review must look at all the applications that were accepted to see if that they did comply with the stated aims. These need not be in great detail unless it shows up a particular case.

Some difficulty getting interest from local groups, despite asking a number of times.

How did you let local groups know about the fund?

asked around and asked others to spread the word into local groups and other volunteers

I did not. See above re. the £300 level of funding vs. the admin for members.

Facebook posts and word of mouth.

I do not have contact details for all groups. So very difficult to advertise the scheme. I tried spreading the word.

Circulated through email to community groups but all of the applications came via the general circulation of the scheme.

With much difficulty. What if any LDC publicity done did not produce any requests so it became a last minute scramble to try and get the funds out after the name and shame email which was not appreciated/appropriate.

I spoke to several groups in person and online, using social media, email and previous email lists from historic communications

Through Parish Councils

Via local Facebook account and through the Parish Council and word of mouth.

Sent on messages to Parish councils

Attending relevant meetings, information in local newsletters, magazines, word of mouth.

Mainly relied on LDC publicity

Facebook - local groups pages

I didn't publicise the fund as I do not believe the governance was sufficient for the use of public funds

I know the many groups in the area and also asked the Parish Council members to inform their contacts.

Advertised on fb in the village pages

It was poorly understood and poorly advertised. Local groups didn't really know what they were asking for and why and most that I spoke to just thought it was free money they could have and then decide what to do with it later. It was very difficult get legitimate applications and wasted a lot of time.

Yes

Didn't need to. The publicity associated with the fund meant that I was approached by groups.

Social Media, word of mouth and sharing LDC news releases.

Word of mouth. Through third party. Notes through doors. Telephoning.

Any further comments?

too much overlap with other grants around that are more well known;

I was aware of the above before the scheme was launched and recommended that it should not be started. Nothing has changed my opinions re level of funding vs. the admin for members and officers.

I approached a small group who had not had any prior funding who I knew could it to good use for a large number of people.

Ill thought our scheme that was dismissed in past years with low value and seemingly a lot of work for Members and officers for a relatively small amount of money when taking into account the Council budgets. Scheme should be reworked/scrapped in light of current hardships in our community eg funding to food banks or affordable warmth schemes for example would be a better means of helping those most in need in our community now.

The Council should thoroughly review whether sufficient checks and balances are in place to prevent the type of misuse that the County Council experienced. I am currently unaware of any impropriety by any applicant or councillor, but I do not believe the governance structure is adequate to preclude this

Any further comments?

A paper poster was requested to pin up in village halls.

No

I cannot see how the scheme in its current guise can demonstrate sufficient proactive governance. Retrospective governance is insufficient.

Given the issues that have occurred with money being given to Councillor Loughbrough Rudd at Staffordshire County Council. It is clear that this unregulated and unaccountable way of allocating public funds is widely open to abuse.

Wasnt much media from LDC, this could have been done better. LDC should have more contacts than Cllrs.

I know from my experience at SCC that you are going to need to tighten up on oversight of the fund. The overwhelming majority of people will be honest and transparent, but it only takes one idiot to undermine the ethos of the scheme.

Very few responses. Difficult to motivate groups to show enthusiasm.

How did you go about engaging with local groups in your areas?

as above

None. See above

Local discussions.

See earlier comment. Not easy as the 'well known groups I find are 'regulars' on request for funding to various charitable trusts etc. I wanted to ensure the money was really going to boost a group who had not had any prior funding from other sources.

As previous plus mentioned it at a couple of meetings

With difficulty and after much chasing of possible options with slow responses as often volunteer led.

See above

Parish Councils and email

Speaking to community groups on the Village and raising it at Parish Council meetings

Calls and direct emails

Attending Parish Council meetings.

Mainly relied upon LDC publicity

local groups mainly responded to the posts on Facebook

I didn't - see previous answer

basically the same as previous question and I mainly used email

Messaged them directly via fb

Had to pester them to apply as they didn't understand it and then people were making up reasons to apply for the money which makes you question the integrity of the claim.

Many different ways. Some come for help and advice, some invite for events, some you pick up with case work, some you find through social media and get invloves... lots of ways

N/a

See previous answer. Covid restrictions made it more difficult than it should be in future.

As above.

Any further comments?

I reiterate my comments above re. level of funding vs. the admin for members and officers

Rethink or scrap as community needs are changing rapidly with current pressures on food heating costs etc

Need to ensure all methods of comms are covered especially printed

No

I feel this is poorly monitored and far more risk than it is a benefit. Local groups should be able to apply formally for small amounts of grant funding and it should not be down to the personal judgement of Councillors.

Dont add "further comments" when the question above is the answer.

N/a

Did you have more groups contacting you than you had funds available?

Yes (14)  67%

No (7)  33%

Any further comments?

no one contacted us directy or indirectly despite all our efforts

Not worth the effort and admin. Do not repeat.

I had in mind the group to whom I gave my money when I was approached by a fairly well known organisation who were asking a number of councillors to contribute to a specific activity they wanted to provide. I did not feel it was entirely appropriate in any event. I also was aware of a limited number of small groups who could do with some extra funding but who had accessed grants already.

Change or scrap the scheme.

This was very much a push exercise this time round.

Poor uptake from my Ward, not all of the money I had was distributed.

amount too small to be really beneficial

The groups that contacted me were larger groups such as the Lichfield Festival being opportunistic

It would be perhaps better to have received all requests by a deadline and then evaluate their needs

This is not a good way to allocate grant funding from the public purse. It is open to abuse and is not worth the risk.

If the fund is dispensed quickly other can miss out. This is always the issues with first come first served system.

Nil

As a result of the scheme have you come across groups you were previously unaware of?

no

No.

No.

One, to whom I gave the money.

No

As a result of the scheme have you come across groups you were previously unaware of?

No

No, in fact almost all of the groups who did apply to my fund were ones that I had actively reached out to encourage them to apply

Yes

Yes

Yes

No

Yes.

Yes

No.

Yes

Yes

No

No, in my own ward I know alot of groups and these where targets.

Yes

Yes, one, but not strictly a Community Group.

No, except being able to help a new scout group setting up in the ward.

Any further comments?

we had to rely too much on officer support to find worthy recipients- probably cost more than the grant itself

None

No

Two new groups out of the Covid pandemic looking at Mental Health

These are in neighbouring wards, shared support with other Cllrs

No

none

Dont add "further comments" when the question above is the answer.

Nil

How did you find the overall process, from group contact to arranging payment?

once we found a potential applicant the process was easy

Nothing wrong with the process but see earlier re. the level of funding vs. the admin for members and officers.

OK in the end. Use of Community Foundation was a good idea.

I did not have a link to the SCC 'community office' . Had to sort this out for myself. After that no problem, got the form and forwarded it to my group. Suggest if scheme is run again members are sent the application form/contact details at the start. Apologies if this did happen but I was not able to attend either of the 'induction sessions online'.

Worked well.

Difficult challenging and stressful.

This was very simple

How did you find the overall process, from group contact to arranging payment?

Confusing. Still not sure if my 'successful' applicants have had their money.

Very good

OK?

Apart from a few queries regarding payment, was straightforward.

Smooth

Slow

No comment - I didn't distribute any money and won't take part in the scheme in its current guise where councillors are expected to risk their own reputation.

relatively easy although there was confusion until different numbers were used for each ubmission

The form could have been easier and the groups contacted me to see if they were accepted as did not hear anything back once form submitted

It was tiresome trying to establish if the groups had a legitimate claim or not when there was no proof required at all and no accountability for what money was to be used for.

No issues.

Slightly convoluted.

Not as easy and transparent as it should be. The emails went into the "other" rather than the "Focus" inbox and was, amazingly, from a "noreply" address. I think I am right in saying we did not get a confirmation of acceptance and payment. (Not checking because last time I lost this feedback form - so may be wrong.)

Fairly easy.

Any further comments?

most of our contacts were not interested and did not bother to apply despite help

Do not repeat.

Once our allocation has been spent it seems pointless to continue to forward us further requests in the knowledge that we have no money left to allocate. Logically once the request comes in it should be checked against the councillors remaining allocation and if there is none left the applicant should be directed to a councillor who does have some spend left.

Always useful to have a means of checking progress of applications - have they been paid?

No

Would like a system that gave regular updates without the groups having to chase up. A lot of work for relatively small grants of £50 for example

Dont add "further comments" when the question above is the answer.

Nil

Do you think there are any changes that could be made to improve the scheme? (Do you have any other suggestions of other ways in which we could communicate with you?)



Please give details

Information templates to give to groups. Wider publicity from LDC about the scheme.

See previous comments. Send out press to schools, colleges and churches to alert them to the 'seed founding' if they know of new initiatives

As previous entry regarding allocations and may be access to more money to distribute.

See previous comments

As above, and mentioned while the fund was open - the drop downs on the application forms should allow groups to apply to "all Lichfield City Councillors" and "All Burntwood Councillors" It is also not clear how an application would be moved forward if a group asked for funding from more than one councillor and not all of them agreed to fund the group.

Make it plain that the cut-off date is the end of the time we have to make payment. I thought I could wait until cut-off and then decide which claims I could meet. Got that wrong!

Comms to grass roots groups - posters to pin up in areas they meet. Progress review of application visibility.

Perhaps a longer lead in time would make more residents aware, but even though I made contact with individual groups, this did not make them interested. Most said they did not need the money as they hadn't spent much over the last few months.

Increased funding

The whole thing needs a rethink. Councillors should not be placed in the situation where they are responsible for making decisions about distribution of public funds to groups where it is impossible to undertake sufficient due diligence and where there is a risk that they could be retrospectively found to have misused public funds.

a little more money would be nice but probably unrealistic

Just communication

Get rid of it and have a properly administered small grant scheme.

There will need to be some audit trail to ensure the money is appropriately spent.

Ability to check the stages in the process from the application form being received to the payment being made.

More publicity.

Finally, have you any other feedback on the fund?

no changes, just do not run again and subsume into other community grants with a wider awareness raising if anything we and others were all but hunting down applicants so that reputational damage was avoided

Because of the level of funding vs. the admin for members and officers, DO NOT REPEAT.

No

2 of the applicants have said thank you.

See previous comments. Survey to long often repeating similar information requests.

The governance needs to be reviewed to ensure that sufficient balances are in place to ensure that groups do deliver on the projects that they are given funding for and to ensure that all awards of funding are free from the potential for controversy

It was an opportunity to engage with new groups and raise the profile of the District Council

Where are the published records of the fund recipients?

If a group has benefited once from the fund are they/ will they be allowed to apply again if this goes ahead?

Reminders to cllrs (see above)

Finally, have you any other feedback on the fund?

All groups have been very positive with their feedback

It needs a massive rethink.

It was even worse in practice than I anticipated.

No

No

Whilst there is a request for applicants to say which councillors were being asked for a grant I would like assurance that this was checked and that councillors would have been informed if that was wrong or changed later.

No.

Overview & Scrutiny Task Group

Meeting Notes



Review topic	Date of Meeting
Councillor Community Fund	11 May 2022

Attendance	Venue
<p>Members: Eagland (Chair) Warburton</p> <p>Apologies M. Wilcox D. Robertson H. Tranter</p> <p>Cox (Cabinet Member)</p> <p>Officers: Susan Bamford Christine Lewis</p> <p>Witnesses: None</p>	Virtual

Areas Discussed
<p>Declarations of Interests There were no declarations of interests.</p> <p>Scoping Document The Task Group noted and agreed the scope of the work required and also noted that there would be a more comprehensive review undertaken at the end of the two year pilot of the scheme. The Task Group received the original Cabinet report and briefing paper sent to the O&S Committee to aid discussions.</p> <p>Issues and Concerns</p> <p>As well and the key issues noted in the Briefing Paper, the Task Group fed back the following issues and concerns</p> <ul style="list-style-type: none"> • There were not as many applications as expected and feel there should be more done in the way of marketing the scheme

- There was confusion on which Ward Member had picked up applications and some had been considered by third party organisations. It was felt that there should only be one route for applications.
- There was confusion as to when Councillors should wait until the end of the application timeframe to forward the application to the Community Foundation for Staffordshire (CFFS) and this led to some almost missing the deadline.
- There was no way of checking the validity of applications.
- It was not clear what the process was if a Cllr was a trustee or involved with a project and if they could support an application for that same group.
- Why did Cllrs have to wait until the end to know if an application had been awarded or declined as this would have given a clearer view if what funds were available and potentially more grants awarded. It was noted it should have been the case that once a Cllr had passed on the application to CFFS then it would be paid. It was recognised that getting payment details from some applicants had been difficult.
- There was a lack of communication from the CFFS regarding the need to confirm the award.

There was discussion regarding checks and balances of the scheme and issues experienced recently at another Authority and it was agreed that risks were lower at Lichfield especially with the amount of grant available. Reputational risks of perceived inappropriate awarding were discussed however it was not considered a substantial concern as there had not been any problems in the first round of applications and details of awards given by each Councillor to people along with details of purpose had been published and open to the public. It was reiterated that any concerns about potential conflicts of interest, Members could speak to the Monitoring Officer and any inappropriate awards would be dealt with via the Code of Conduct process. The Task Group recognised that the aim of the Fund was to be a light touch approach to take into account resources available and to reach those small grass roots community activities that Ward Councillors would know more about far better than Officers.

Date of Next Meeting

It was not felt that another meeting was required.

Outcomes

The Task Group felt the following changes would help the scheme going forward

- That there be a question on the application form stating if the Councillor knew and were ok with the application.
- That there be an option for Cllrs to declare if they have involvement in the project/activity
- That the application form include payment details for the applicant to speed up getting funding paid.
- That communitive donations with other Ward Councillors be highlighted more on the form and in communications about the scheme to encourage larger grants.
- That all successful awards given with details of applicant, purpose and the Cllr awarding it continue to be published to give full transparency and any concerns of inappropriate awarding be dealt with under the Members Code of Conduct.

- That the next round of funding be changed to July – Nov to allow any changes to the application form.

Further Work Required/Next Steps:

Amend the application form.

Complete a fundamental review after the second year of the pilot.

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Economic Prosperity Strategy, action plan

CLLr Iain Eadie, Cabinet Member for Economic Development, Leisure and Local Plan

Date: 15th June 2022

Contact Officer: Jonathan Percival, Economic Development Officer

Tel Number: 01543 308149

Email: Jonathan.percival@lichfielddc.gov.uk

Key Decision? NO

Local Ward Members All wards



Overview and Scrutiny Committee

1. Executive Summary

- 1.1 The report provides intelligence on the district's current broad socio-economic status through national data, the results from the most recent business survey which has helped inform an outlined plan of the Council's next Economic Prosperity Strategy iteration, taking the form of a 12-month action plan.

2. Recommendations

- 2.1 That the committee notes the content of the action plan.
- 2.2 That the committee monitors and evaluates the progress of activities against the action plan.

3. Background

- 3.1 As members will be aware, the District Council's previous Economic Development Strategy has completed, covering the period of 2016-2020 with the next iteration of the strategy delayed due to the socio-economic impact of the pandemic creating uncertainty over the future, long term economic direction of the economy at all geographical scales.

The Economic Prosperity Strategy, action plan expands on the Strategic Plan's theme of 'developing prosperity; and sets out the interventions needed over the next 12 months to help boost our local economy, create local jobs and support local businesses. The strategy reflects the current economic circumstances and changes happening at all geographical scales and seeks to take advantage of newly arising economic opportunities.

The action plan covers a 12-month period to align timescale wise with the Council's future Strategic Plan, making sure the periods that they cover, outcomes and outputs for the local economy align.

The action plan focuses on two broad themes:

- Supporting businesses
- Protect businesses

Appendix 1 provides details of the action plan's interventions, who it's assigned to, tasks, target/budget and intended outputs & outcomes.

- 3.2 **Key economic data**

Key economic data on Lichfield District's economy has helped inform the action plan's interventions, with a summary of this data in **appendix 2**.

The data assists with recognising the district’s strong position through having a highly qualified population with low claimants, a large active enterprise base with a powerful start-up rate and strong five-year survival rate. There is a broad entrepreneurial culture with enterprises being within the professional services, construction, business administration, manufacturing & arts and leisure sectors making up 49% of the district’s enterprise base. Whilst the dominant sectors by employment in the district being in retail, human health and social care, admin and support services, manufacturing & professional services.

The data does highlight the smaller economically active population of the district in comparison to a regional and national scale, potentially a focussed area for interventions within a long-term strategy.

Although the data provides a broad understanding of the local economies health, a recent business survey’s results help develop intelligence on how individual enterprises and sectors operationally are finding activity.

3.3 Lichfield District Business Survey

A survey conducted by Cognisant Research looked at the economic impact on local businesses of recent key socio-economic, with 482 responses (between December 2021 – March 2022). The survey’s requirements were to help understand the economic impact on local businesses of recent key socio-economic events including the Covid and Brexit.

The findings are summarised in **appendix 3** under four key areas:

- Economic Outlook
- Impact of Covid-19
- Impact of Brexit
- Requirement for Business Support Services

Overall, the business survey has found the economic position of the businesses participating in this economic impact study to be positive, given the optimism expressed in increasing employment and turnover over the coming 12 months and the net increase in employment opportunities identified over the past year.

Businesses have demonstrated a considerable resilience towards meeting the challenges of Covid and although restrictions have created a considerable impact upon businesses, there are examples of how businesses have used the pandemic to restructure their costs with a view to be more competitive in the future. At a lesser extent there is evidence that businesses have adapted to the challenges posed by Brexit.

The recommendations outlined on how business support could be targeted focus upon networking, marketing assistance, access to bank loans and funding, advisory boards and mentoring & help with regulatory compliance. These suggested topics have been considered and informed the action plan.

Alternative Options	<ol style="list-style-type: none"> 1. Alternative options of a long-term strategy were considered. However with the economic recovery from the pandemic still being in its infancy, a short term action plan felt necessary to be able to support and protect the local economy until the economy stabilised to be able to utilise intelligence to establish a long term strategy. Monitoring of the effectiveness of the action plan is taking place and this may dictate future actions and assessment of options.
Consultation	<ol style="list-style-type: none"> 1. The action plan has been informed by the Lichfield District Business Survey (2022). 2. A cabinet workshop took place to steer the development of the action plan and highlight interventions/tasks.
Financial	<ol style="list-style-type: none"> 1. A budget of £185,000 is being requested to assist with delivering tasks within

Implications	<p>the action plan.</p> <p>2. Where possible, tasks will be delivered in partnership with a business or partner organisation to mitigate costs or deliver in house.</p>
Approved by Section 151 Officer	Yes/no*

Legal Implications	1. There are no legal implications.
Approved by Monitoring Officer	Yes/no*

Contribution to the Delivery of the Strategic Plan	<p>1. Supports the priority to enable people by helping residents to raise their skill levels, become economically active and utilise their entrepreneurial talent.</p> <p>2. Supports the priority of shaping place by continuing the progression of regeneration projects, seeking to safeguard and increase employment space.</p> <p>3. Supports the priority of developing prosperity by assisting businesses growth, attracting increased footfall to the high street, greater visitors to the district and reviewing internal policies to encourage economic growth.</p> <p>4. Supports the priority of being a good council by being proactive and responsive to customer's enquiries, delivering interventions and assistance to local businesses quickly.</p>
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Equality, Diversity and Human Rights Implications	1. The Economic Development service through the delivery of the Economic Prosperity Strategy, action plan aligned with the Council's Strategic Plan priority of developing prosperity through developing a greater economically active population, mitigating business losses, safeguarding jobs, assisting with growing local enterprises and the visitor economy, continuing development and increasing investment within the district.
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Crime & Safety Issues	1. There are no crime and safety issues.
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Environmental Impact	<p>1. The attraction of businesses to the district which produce high carbon emissions could have an environmental impact. To mitigate this impact, businesses when seeking growth are always directed to green growth grants to support their development but help reduce their carbon footprint.</p> <p>2. There is an environmental benefit aspect to economic themes highlighted in the action plan and to take forward in terms of green elements as part of the city centre masterplan and creating a greener high street through local supply chains.</p>
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GDPR / Privacy Impact Assessment	1. A Privacy Impact Assessment has not been undertaken as it is not relevant for this report.
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	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	<p>That tasks outlined within the action plan are underperforming against the intended outcomes and outputs set.</p> <p>Risk Owner: Jonathan Percival</p>	<p>Likelihood: Yellow</p> <p>Impact: Yellow</p> <p>Severity of Risk: Yellow</p>	By monitoring the performance of individual tasks against intended outcomes and outputs. If an issue is flagged up, increasing efforts or new methods/processes focussing upon underperforming tasks to be able to help increase outcomes and outputs for this intervention.	<p>Likelihood: Green</p> <p>Impact: Green</p> <p>Severity of Risk: Green (tolerable).</p>

B	That the assigned budget against each task isn't available. Risk Owner: Jonathan Percival	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow	If the budget isn't available or limited, budgets against tasks will be prioritised or alternative methods with partner support will be reviewed to see if the task can be delivered in a different way to reach the intended outcomes and outputs.	Likelihood: Green Impact: Green Severity of Risk: Green (tolerable).
C	That economic circumstances change which will impact upon the delivery of tasks. Risk Owner: Jonathan Percival	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow	If a socio-economic issue occurs at any or all geographical scales that will impact upon the action plans delivery, this will be considered, and a review will take place on which tasks it will impact. Where necessary and possible, delivering the task through an alternative method to reach the agreed outcomes and outputs.	Likelihood: Green Impact: Green Severity of Risk: Green (tolerable).

	Background documents
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	Relevant web links Lichfield District Council's Strategic Plan (2020-24): https://www.lichfielddc.gov.uk/strategicplan
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Appendices

Appendix 1 - Lichfield District Economic Prosperity Strategy (2022), Short Term Action Plan (12-18 months)

	<u>Intervention</u>	<u>Assigned to...</u>	<u>Tasks</u>	<u>Target/Budget</u>	<u>Intended Outputs and Outcomes</u>
1.	Support				
1.1	Prosperity	<ul style="list-style-type: none"> - LDC - FSB - Chambers - LEPs - Universities - Colleges - Growth Hubs - Local Business Community 	<p><u>Start Up Workshops</u> To publicise and develop referrals to the Enterprise for Success Programme workshops, assisting start up and young businesses within their first years of trading.</p> <p><u>Mentoring</u> To recruit start-up businesses (inclusive of young entrepreneurs at Lichfield College) and mentors, such as ‘silver’ entrepreneurs and established businesses offering their time for a mentoring programme. With start-up businesses benefitting from the advice/guidance given by mentors (focussing upon specific sector support).</p> <p><u>Networking</u> To start a series of workshops (face to face and virtually) focussing upon topics/subjects such as digital marketing, finance, growing your business, finding new suppliers etc. for specific sectors or business types e.g. visitor economy, manufacturing, logistics, creative/digital, professional services etc.</p>	<p><u>Start Up Workshops</u> For a total of 75 individuals/young businesses to benefit from the support providing as part of the programme.</p> <p>Budget: £10,000 (already covered in existing funds).</p> <p><u>Mentoring</u> For a total of 30 entrepreneurs to benefit from the scheme.</p> <p>To recruit ‘silver’ entrepreneurs and more established businesses directors/managers to mentor as part of the programme.</p> <p>Budget: £20,000</p> <p><u>Networking</u> For 12 workshops to be delivered.</p> <p>Budget: £20,000</p>	<p>Providing a stronger opportunity for start-up and young businesses to grow and develop their business through knowledge transfer between businesses.</p> <p>To utilise the experience of ‘silver’ entrepreneurs and more established businesses owners to assist start-up businesses with their prosperity and business journey.</p> <p>Improved business community engagement and relationships with the council.</p>
1.2	Upskill	<ul style="list-style-type: none"> - LDC - Growth Hubs - Skills Hubs - LEPs 	<p><u>Raise skills levels</u> Developing on from the business survey responses, we are looking to develop relationships between skills providers and local businesses. To increase take up of training programmes offer for businesses to upskill their staff.</p>	<p><u>Raise skills levels</u> For 30 individuals to benefit from training support through a Council referral of a training provider.</p>	<p>Develop a more qualified population to strengthen the local economy with greater local employment prospects and increase employment</p>

		<ul style="list-style-type: none"> - FSB - Chambers - Local Business Community - Universities - Colleges - Skills Training Providers - Staffordshire County Council 	<p><u>Apprenticeships</u></p> <p>To work with businesses on utilising their apprenticeship levy, run an apprenticeship fair and share the importance and benefits of providing entry level employment opportunities (e.g. apprenticeships, traineeships and work experience) through campaigns.</p>	<p>Budget: N/A</p> <p><u>Apprenticeships</u></p> <p>For 30 apprenticeship roles to be filled through the engagement initiatives delivered by the Council.</p> <p>Budget: £20,000</p>	opportunities for young people.
1.3	Inward Investment	<ul style="list-style-type: none"> -LDC -Jadu -Make It Stoke and Staffordshire -West Midlands Growth Company - We are Staffordshire - Department for International Trade - Staffordshire County Council - Chambers 	<p><u>Ongoing marketing and promotion of the district for businesses</u></p> <p>To develop an 'invest in' website.</p> <p>To create a marketing campaign (collaborating with regional partners and attendance at inward investment events) utilising the materials available to promote the district and its commercial offering, generating new interest on vacant commercial sites or unoccupied units.</p>	<p><u>Marketing the district for businesses</u></p> <p>An 'invest in' website is established.</p> <p>Budget: £30,000</p> <p>Generate new business enquiries from the marketing campaign for businesses to locate into the district.</p> <p>Budget: £20,000</p>	Developing a stronger economy by having a greater business population in the district, with increased job opportunities.
1.4	Visitor Economy	<ul style="list-style-type: none"> - LDC - Destination Staffordshire - Tourism Businesses - We are Staffordshire 	<p><u>Promoting Tourism - Attracting visitors to Lichfield District</u></p> <p>To highlight, regionally and nationally, the districts key strengths using our key themes, to grow visitor numbers and dwell time in the district, supporting our local economy, through delivering:</p> <p>Seasonal Marketing Campaigns and initiatives</p> <p>Launch the new Visit Lichfield website, providing inspirational ideas for a day or short break visit.</p>	<p><u>Promoting Tourism - Attracting visitors to Lichfield District</u></p> <p>To raise the profile of Lichfield District as a destination to visit, to a regional and national audience, with a key focus on targeting visitors to the Commonwealth Games in Birmingham in 2022.</p>	<p>Supporting the local economy, by encouraging more visitors and increasing visitors dwell time in the district.</p> <p>Increase visitor numbers to the Visit Lichfield website. Increase followers and engagement on our social media platforms.</p> <p>Providing inspiration to visitors</p>

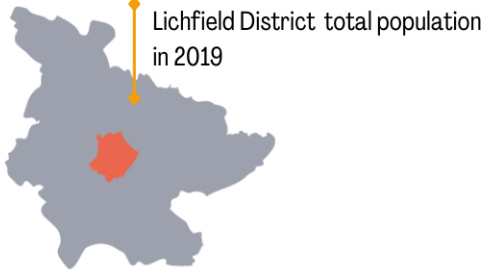
			<p>Launch the Lichfield Time Travellers – AR Trail App</p> <p>Develop Group Travel, encouraging more groups and coaches to visit Lichfield as a destination, rather than a stop off.</p> <p>Implementing the County Council’s STEAM tourism economic impact model to monitor overnight stays/accommodation.</p> <p><u>Partnership Working/Business Support</u></p> <p>Regular networking sessions with tourism businesses from across the District.</p> <p>Support Destination Staffordshire with the new countywide Visitor Economy Strategy</p>	<p><u>Partnership Working/Business Support</u></p> <p>To keep businesses informed of what’s going in the district in tourism terms, to build upon our relationships with our stakeholders and to encourage feedback on other ways to market the district.</p> <p>Budget: (already covered in existing funds).</p>	<p>for their next day out or short break.</p> <p>Providing businesses with the opportunity to showcase themselves on a popular website.</p>
1.5	Regeneration	<ul style="list-style-type: none"> - LDC - LSH - Developers 	<p><u>Maximise the social value impact of Council led regeneration activity</u></p> <p>Using social value clauses to encourage main contractors to use local companies in supply chains, local employment, apprenticeships, involvement with schools etc.</p> <p>To plan for/prepare ‘meet the buyer events’ on our major regeneration sites.</p> <p><u>Birmingham Road Site</u></p> <p>To engage with partners and contracts on the multi-use of the site, through soft marketing testing to establish the most feasible use of the site.</p>	<p><u>Maximise the social value impact of Council led regeneration activity</u></p> <p>To encourage contracts to utilise local companies in their supply chain, inclusive of apprenticeships established and local schools involved.</p> <p>Budget: £10,000</p> <p><u>Birmingham Road Site</u></p> <p>To have a more feasible understanding of delivering the Birmingham Road Site uses through soft market testing.</p>	<p>To have social values integrated within the projects to be delivered as part of Council led regeneration, developing local engagement and benefit from the sites.</p> <p>To have progressed the Birmingham Road Site project towards firmer plans for delivering on site.</p>

				Budget: To be determined	
2.	Protect				
2.1	Long term survival rate	<ul style="list-style-type: none"> - LDC - Growth Hubs - Local Business Community - Staffordshire County Council - FSB - Chambers - Skills Hubs 	<p><u>Business support</u> Working with strategic partners (e.g. Growth Hubs, Skills Hubs, Staffordshire County Council, FSB, Chamber of Commerce etc.) to share support and mentoring as a package for the local business community to benefit from and assist their ongoing growth and longevity.</p> <p><u>Business survival</u> Work collaboratively with our internal services (business rates, licensing, environment health, visitor economy, planning and food safety/health and safety) to assist businesses who are struggling through support and advice options.</p> <p><u>Business engagement</u> To increase the amount of businesses on our database and engagement platforms who receive business support and advice information, leading to greater opportunities to receive assistance to grow and strengthen their business.</p>	<p><u>Business support</u> To raise awareness of strategic partners in the business community and increase referrals to partner organisations.</p> <p>Budget: £15,000</p> <p><u>Business survival</u> To assist 25 businesses from failing through internal service support.</p> <p>Budget: N/A</p> <p><u>Business engagement</u> To increase the amount of businesses on our database by 75 businesses.</p> <p>Budget: N/A</p>	Strengthen the first and five years survival rate of the district, whilst increasing engagement between strategic partners and local businesses to share support opportunities and provide assistance.
2.2	High street vibrancy	<ul style="list-style-type: none"> - LDC - Chambers - FSB - Landlords - Agents - Developers - LEPs - Growth Hubs - High Street Taskforce - Local Business Community 	<p><u>Driving footfall</u> To run shop local campaigns and events (such as totally locally) with high street partners, a pop up/meanwhile use initiative and develop a greener high street through running local supplier events to assist with increasing local supply chains between high street businesses.</p> <p><u>Occupy premises</u> Work collaboratively with local landlords, agents and developers to identify and incentivise (through sharing grant and training support, relief etc.) new occupiers for vacant premises.</p>	<p><u>Driving footfall</u> To increase high street footfall. Supporting 10 businesses to develop new local suppliers. To establish 5 meanwhile uses on our high streets.</p> <p>Budget: £50,000</p> <p><u>Occupy premises</u> To reduce the vacancy rate in both urban centres by 1%.</p> <p>Budget: N/A</p>	Increased economic prosperity for city/town centre businesses by driving increased footfall through creating more opportunities to engage with the high street and more local supply chains.

2.3	Internal policies	- LDC	<p><u>Business prosperity policies</u> To review our internal policies to be more accommodating to business prosperity, e.g. street trading policy, licensing policy, discretionary rate relief, procurement etc.</p>	<p><u>Business prosperity policies</u> To have greater guidance and rules which assist businesses growth and prosperity (balanced with regulatory information) in our internal policies.</p> <p>Budget: N/A</p>	For the Council's internal policies to be more accommodating to assist and grow businesses.
2.4	Business Space	<ul style="list-style-type: none"> - LDC - LSH - Make It Stoke and Staffordshire - West Midlands Growth Company - LEPs - Developers - Agents 	<p><u>District Council House, incubator space</u> To build up demand for and provide incubator space for early stage businesses and commercial floor space for the local business community to access.</p> <p><u>Protecting and increasing employment space</u> To work with planning colleagues on protecting and increasing employment space and assisting to provide a balanced offering between residential and commercial use in the district.</p> <p><u>Assess grow on space</u> To review the provision of live, work space and grow on space being viable and deliverable on the Birmingham Road Site.</p>	<p><u>District Council House, incubator space</u> For a list of interested parties to be established in occupying the District Council House which will be occupied and let to entrepreneurs and the local business community.</p> <p>Budget: To be determined</p> <p><u>Protecting and increasing employment space</u> A net increase in commercial floor space throughout the district.</p> <p>Budget: N/A</p> <p><u>Assess grow on space</u> A decision to be made on the provision of live, work & grow on space being delivered on the Birmingham Road Site.</p> <p>Budget: To be determined</p>	Improved opportunities for early stage businesses and inward investment into the district through greater commercial floor space and breadth of commercial floor space for 'grow on' businesses to remain in the district.

LICHFIELD POPULATION

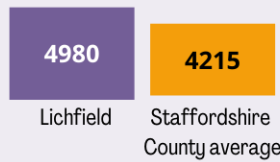
104,800



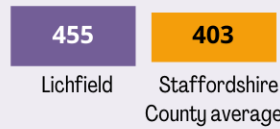
	Lichfield	West Midlands	Great Britain
Economically active population (September 2021)	76%	77.7%	78.5%
Qualifications NVQ and above (2020)	45.4%	37.1%	43.1%
Claimant Count (February 2022)	2.8%	5.4%	4.4%

BUSINESS ACTIVITY

No of active enterprises (2020)



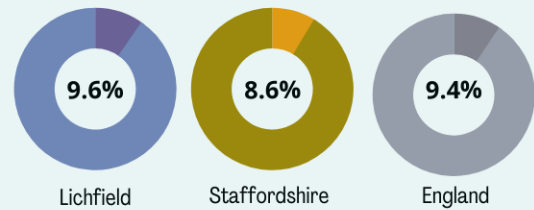
New enterprises launched (2020)



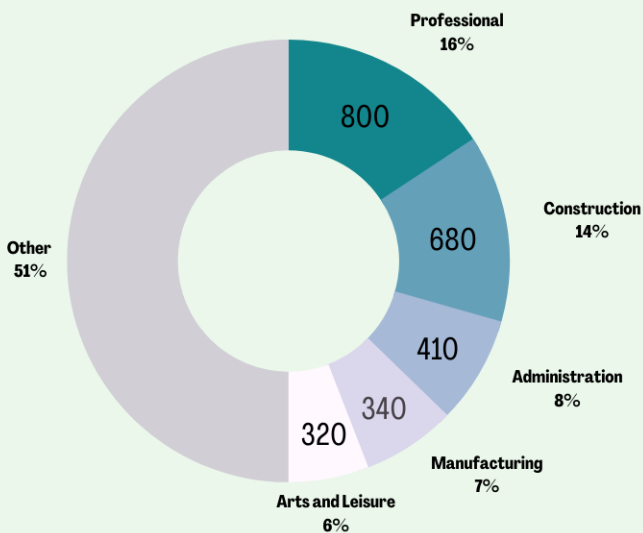
Five year business survival rate (2020)



Percentage of residents aged 16-64 who are self employed (2021)



Volume of enterprises 2021



Employee jobs by sector (2020)



Appendix 3 - Lichfield District Business Survey Summary (2022)

A survey conducted by Cognisant Research looked at the economic impact on local businesses of recent key socio-economic, with 482 responses (between December 2021 – March 2022), and the findings are summarised in four key areas.

1. Economic Outlook

Overall, the economic position of the businesses participating in this study can be considered positive, given the optimism expressed in increasing employment and turnover over the coming 12 months and the net increase in employment opportunities identified over the past year.

There was an average net gain of 0.22 staff by companies over the past 12 months:

- The highest increase was in Administrative and Support Service Activities.
- Highest staff churn was in Accommodation and Food Services.

56% of all businesses taking part in the study stated their number of staff is likely to remain the same over the next 12 months, with 28% predicting an increase.

46% of the businesses responding expected to see their turnover increase over the next 12 months, with nearly a quarter (23%) expecting it to remain the same.

2. Impact of Covid 19

The biggest impacts expressed by respondents was in the following areas of their business:

- Decreased sales: 64%
- Supply chain problems: 50%
- Cash flow issues: 42%

On staffing, 9% of businesses took more staff on because of the pandemic, whilst 6% made redundancies.

In terms of turnover, 72% of businesses believe business turnover will return to pre-lockdown levels within a year, including 21% who have already recovered and 13% are experiencing growth.

3. Impact of Brexit

Overall Brexit appears to have had very little impact on the local business community, with a small proportion of businesses seemingly benefiting and suffering in equal measure. 80% of respondents were not interested in any Brexit related business support.

The most significant impact of Brexit experienced by 21% of businesses in this survey were concerned about an increase in border delays, with the greatest delays were experienced in the Wholesale and Retail sector (35.7%), followed by Construction (35%), Manufacturing (31.9%) and Professional, Scientific and Technical businesses (23.4%). 14% experienced a decrease in availability of UK-EU haulage transport.

4. Requirement for Business Support Services

All businesses were asked what support services, if any, they would be interested in accessing, if provided:

- 51% of businesses want assistance with marketing
- 43% of businesses want more networking activities (topics suggested include finance, recruitment, training, marketing and compliance)
- 41% want access to finance
- 26% want access to strategic partners
- An advisory board & mentoring was suggested, working with local business representative organisations to pair businesses in similar sectors and enable the sharing of information, advice and guidance.

- Training and information sharing on regulatory compliance was also requested.

Within the interviews and qualitative data, Lichfield's status as a tourist destination was highlighted as one of our key strengths, driving footfall back to the high street and visitor spend into the district, with a consequent request to continue to invest in tourism and promote Lichfield as a destination, enabling hospitality business to thrive in the longer term.

4.1 Brexit Support

Requested support on Brexit included:

- support with transportation of goods to the EU (10% of businesses, rising to 15% in construction)
- support identifying new suppliers (7%)
- support recruiting staff (6%)

4.2 Accommodation Responses

Of those businesses participating in this project, 11% indicated that their current business accommodation was not suitable, highest at 23% in Construction and 19% in Professional, Scientific and Technical Activities.

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2022-23

AGENDA ITEM	DETAILS/REASONS	15.06.22	14.07.22	15.09.22	17.11.22	19.01.23	16.03.23	25.05.23	TASK GROUP REQUIRED YES/NO	OFFICER LEAD	MEMBER LEAD
Terms of Reference	To remind the Committee of the terms of reference and suggest any amendments	√							NO	CLL	
Councillor Community Fund	To follow and monitor the scheme	√							NO	Gareth Davies	Cllr R. E Cox
Corporate Peer Challenge 6 month review	To consider update recently received	√								Christie Tims	Cllr A. Smith
Economic Prosperity Strategy	To consider the Strategy	√								David Moore	Cllr I. Eadie
Dual Waste Recycling	Consider the review being undertaken and way forward									Ben Percival	Cllr E. Little
Notes from Task groups	Lichfield City Masterplan Task Group New Leisure Centre Task Group Climate Change Task Group Dual Stream Recycling Task Group Councillor Community Fund	√ √									
Medium Term Financial Strategy				√	√	√				Anthony Thomas	Cllr R. Strachan

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2022-23

BRIEFING PAPERS:-												
Money Matters											Anthony Thomas	Cllr R. Strachan

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Published: 01.06.2022

Effective for the Period 1 June 2022 –
28 February 2023

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

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

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MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Treasury Management Contract Award	No	To approve the award of contract for Treasury Management Services.	Cabinet Member Decision June 2022	N/A	N/A	<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Consideration of Contract of a replacement HGV fleet for Operational Services	No	Approve the direct award of a seven year contract to SFS Ltd to provide and maintain a fleet of heavy goods vehicles for Operational Services.	Cabinet Member Decision June 2022	Tamworth Borough Council – Joint Waste Service partner.	Appraisal of procurement options undertaken by Link Treasury Services.	OFFICER: Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549 CABINET MEMBER: Cabinet Member for Waste & Recycling
*Online Learning, Compliance and People Performance System Support Contract	No	Award of contract	Cabinet Member Decision June 2022			OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Innovation and Corporate Services

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*Works for the Ground Floor Redevelopment at DCH	No	To approve the award of contract for works for the ground floor redevelopment at DCH.	Cabinet Member Decision June 2022	Internal with Planning, Building Control, Asset Management and Environmental Health.	Project Brief with costs if required	<p>OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager</p> <p>CABINET MEMBER: Councillor Andrew Smith</p>
*Infrastructure Hosting Agreement	No	Award of contract.	Cabinet Member Decision June 2022			<p>OFFICER: Christie Tims, Chief Operating Officer Tel: 01543 308100</p> <p>CABINET MEMBER: Cabinet Member for Innovation and Corporate Services</p>

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)}	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Supply of Mobile Telephones Connection and Associated Voice and Data Services	No	Award of contract to supply goods and services.	Cabinet Member Decisions June 2022	Replacement and optimisation of existing contract. .	Procurement documents	<p>OFFICER: Kevin Sleeman, Information & Communications Technology Manager Tel: 01543 308120, Tracey Tudor, Head of Corporate Services</p> <p>CABINET MEMBER: Cabinet Member for Innovation and Corporate Services</p>
*Garden Waste Stickers	No	To approve the award of contract for Garden waste stickers (Printing & Posting).	Cabinet Member Decision June 2022	N/A	N/A	<p>OFFICER: Ben Percival, Head of Operational Services</p> <p>CABINET MEMBER: Cabinet Member for Waste & Recycling</p>

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*Money Matters 2021/22 : Review of the Financial Performance against the Financial Strategy April to March 2022	No	To note the report and the issues raised on this.	Cabinet 7 Jun 2022	Overview and Scrutiny Committee	Money Matters Reports for 3, 6 and 8 Months.	<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>

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Procurement Matters 2021/2022	No	Update on progress made against the Procurement Strategy during 2021/22.	Cabinet 7 Jun 2022			<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>
*LDC Nature Recovery Declaration	No	To approve.	Cabinet 7 Jun 2022	Consultation has occurred within the Staffordshire Sustainability Board (chaired by Staffordshire County Council), and the Local Nature Recovery Strategy Partnership (chaired by the Staffordshire Wildlife Trusts).	LDC Nature Recovery Declaration	<p>OFFICER: Kristie Charlesworth, Ecology Officer</p> <p>CABINET MEMBER: Cabinet Member for Waste & Recycling, Cabinet Member for Housing, Biodiversity and Climate Change</p>

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*Staffordshire Sustainability Board Climate Change Vision and Base Pledge	No	To approve	Cabinet 7 Jun 2022	Consultation has occurred within the Staffordshire Sustainability Board (chaired by Staffordshire County Council).	Staffordshire Sustainability Board Vision and Base Pledge	OFFICER: Kristie Charlesworth, Ecology Officer CABINET MEMBER: Cabinet Member for Waste & Recycling
*Medium Term Financial Strategy	No	<ul style="list-style-type: none"> • To recommend to Council updates to the Medium Term Financial Strategy • Cabinet delegates to the Cabinet Member for Finance, Procurement and Benefits 	Cabinet, 5 Jul 2022 Council 12 Jul 2022	No specific consultation as this will be an update to the current Medium Term Financial Strategy that will require Council Approval.	Approved Medium Term Financial Strategy	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Commissioning

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*Update on the review of the Local Council Tax Support Scheme (LCTSS)	No	To note the progress to date on the review.	Cabinet 5 Jul 2022	Residents, Stakeholders and Major Preceptors.		<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>
*Property Services Assets Register Disposals and Acquisitions	No	Approval of sale of assets and purchase of land next to Burntwood Depot.	Cabinet 5 Jul 2022	Cabinet paper and presentation to Cabinet on 26 April 2022	Cabinet paper	<p>OFFICER: Andrew Rowbotham, Director of Operations / Property Services and Estates Manager</p> <p>CABINET MEMBER: Cabinet Member for Leisure</p>

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Lichfield District Youth Council - Policy Proposal	No	To consider the creation of a Youth Council in Lichfield District	Cabinet 5 Jul 2022		None	OFFICER: Alfie Thomas, Governance Review Officer CABINET MEMBER: Leader of the Council
Locality Based Working	No	To consider Policy	Cabinet 5 Jul 2022			OFFICER: Alfie Thomas, Governance Review Officer CABINET MEMBER: Cabinet Member for Community Engagement
Acquisition of land at The Friary, Lichfield (University car park)	Yes	To agree the proposed terms for the acquisition of land at The Friary (University car park).	Cabinet 5 Jul 2022			OFFICER: David Moore, Interim Director CABINET MEMBER: Leader of the Council

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*Printing Services - Council Tax	No	To approve the award of contract for Council Tax Printing Services	Cabinet Member Decision September 2022	N/A	N/A	OFFICER: Andrew Wood, Audit Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning
*Update on the review of the Local Council Tax Support Scheme (LCTSS)	No	To note the progress to date on the review.	Cabinet 4 Oct 2022	Residents, Stakeholders and Major Preceptors	Consultation documentation and financial modelling.	OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager CABINET MEMBER: Cabinet Member for Finance and Commissioning

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*Update on the review of the Local Council Tax Support Scheme (LCTSS)	No	To note the progress to date on the review.	Cabinet 6 Dec 2022	Residents, Stakeholders and Major Preceptors	Consultation documentation/results and financial modelling.	<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>
To recommend the updated LCTSS scheme to Council	No	To recommend to Council the updated Local Council Tax Support Scheme from 1 April 2023.	Cabinet 14 Feb 2023	Residents, Stakeholders and Major Preceptors	Consultation documentation/results and financial modelling.	<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>

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*To approve the updated LCTSS scheme to Council	No	To approve the updated Local Council Tax Support Scheme from 1 April 2023.	Council 28 Feb 2023	Residents, Stakeholders and Major Preceptors	Consultation documentation/results and financial modelling.	<p>OFFICER: Anthony Thomas, Assistant Director, Finance & Commissioning Tel: 01543 308012, Steve Woods, Revenues and Benefits Manager</p> <p>CABINET MEMBER: Cabinet Member for Finance and Commissioning</p>

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

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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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