

# Public Document Pack

## LICHFIELD DISTRICT COUNCIL

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

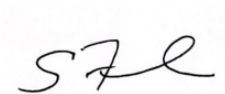
**District Council House**  
**Frog Lane**  
**Lichfield**  
**WS13 6YY**

**4 July 2022**

To: Members of the Lichfield District Council

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

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



Chief Executive

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

1. Apologies For Absence (If Any)
2. Declarations Of Interest
3. To Approve As A Correct Record The Minutes Of The Previous Meeting (3 – 8)
4. Chair's Announcements
5. Report Of The Leader Of The Council On Cabinet Decisions From The Meetings Held On 17 May, 7 June And 11 July 2022 And Cabinet Member Decisions (9 – 12)
6. Minutes Of The Overview And Scrutiny Committee (13 – 18)
7. **Minutes Of The Employment Committee**

*The Chair of the Employment Committee to move that the proceedings of the special meeting held on 1 June be received and where necessary approved and adopted.*  
(19 – 20)

8. **Minutes Of The Planning Committee**

*The Chair of the Planning Committee to move that the proceedings of the meetings held on 9 May and 6 June be received and where necessary approved and adopted.*  
(21 – 26)

9. **Minutes Of The Regulatory And Licensing Committee**

*The Chair of the Regulatory and Licensing Committee to move that the proceedings of the meetings held on 16 June and 20 June 2022 be received and where necessary approved and adopted.*  
(27 – 30)

10. **Medium Term Financial Strategy**

Medium Term Financial Strategy report attached (subject to approval by Cabinet on the 11<sup>th</sup> July 2022)  
(31 – 40)

11. **Appointment To The Staffordshire Sustainability Board**

*To appoint Cllr Lax to the Staffordshire Sustainability Board as recommended by Cabinet on 7 June 2022 [Item 6 Cabinet 7 June 2022](#)*

12. Report Of The Independent Remuneration Panel (41 – 78)

13. Community Governance Review (79 – 88)

14. **Questions**

To answer any questions submitted under procedure rule 11.2

15. **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

16. Confidential Report Of The Leader Of The Council On Cabinet Member Decision (89 – 90)

**COUNCIL**

**17 MAY 2022**

**PRESENT:**

Councillors Gwilt (Chairman), Greatorex (Vice-Chair), Anketell, Baker, Ball, Banevicius, Barnett, Birch, Checkland, Cox, Eadie, Eagland, L Ennis, Evans, Humphreys, Lax, Leytham, A Little, E Little, Marshall, Matthews, Norman, Parton-Hughes, Powell, Pullen, Robertson, Salter, Silvester-Hall, Smith, Spruce, Mrs Tranter, Strachan, Tapper, Warburton, Warfield, Westwood, White, M Wilcox, S Wilcox and B Yeates

**95 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Cross, D Ennis, Grange, Ho, Ray and A Yeates.

**96 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**97 ELECTION OF CHAIR OF THE COUNCIL FOR THE ENSUING YEAR (FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE)**

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

**RESOLVED:** That Councillor Greatorex be elected Chair of the Council for the ensuing year.

Councillor Greatorex signed the Declaration of Acceptance of Office and was invested with the Chairman's Chain and Badge of Office following which Ms Greatorex was invested with her Badge of Office. Councillor Greatorex then thanked Members for his election as Chair.

COUNCILLOR GREATOREX (CHAIR OF THE COUNCIL) IN THE CHAIR

**98 VOTE OF THANKS TO RETIRING CHAIRMAN**

It was proposed by Councillor Marshall duly seconded and

**RESOLVED:** That the sincere thanks of the Council be accorded to Councillor Gwilt and Mrs Gwilt for their services to the Council and the Community during the previous Municipal Year.

Councillor Gwilt and Mrs Gwilt were then presented with their replica badges of office and Councillor Gwilt thanked those who had supported him during his term of office.

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

The Minutes of the meeting held on 12 April 2022 were approved as a correct record subject to the second line of Minute 83 being amended to read 'Councillor Robertson.'

**100 ELECTION OF VICE-CHAIR OF COUNCIL FOR THE ENSUING YEAR (FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE)**

It was proposed by Councillor White, seconded by Councillor Powell and

**RESOLVED:** That Councillor Warburton be appointed as Vice-Chair of the Council for the ensuing year.

Councillor Warburton signed the Declaration of Acceptance of Office and the Chairman invested Councillor Warburton and Mrs Warburton with their Badges of Office. Councillor Warburton then thanked Members for his appointment as Vice-Chair.

**101 CHAIR'S ANNOUNCEMENTS**

Chaplain

The Chair advised that the Reverend Ian Hayter would be his Chaplain.

Civic Service

The Chair announced that his Civic Service would be held on Sunday 26 June 2022 at Wade Street Church, Lichfield.

Easy IT

The Chair announced that he had created an unincorporated association called Easy IT which would help people access broadband and connect to WiFi.

John A Brookes

The Chair informed Members that former Councillor John A Brookes, more commonly known as Tony Brookes, had sadly passed away and led the Council in a Minutes' silence.

Members gave their condolences and remembered former Councillor Brookes and the contribution he had made to Fazeley and the wider District.

**102 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETING HELD ON 10 MAY 2022 AND CABINET MEMBER DECISIONS**

Councillor Pullen submitted his report on Cabinet Decisions.

In response to questions Councillor Pullen confirmed that the procurement plan included provision for local procurement and confirmed that the Local Plan was a required document that reflected the fact that housing was a necessity.

Councillor Ball questioned why the figure for affordable housing on strategic sites was 35% rather than the 40% that was discussed at a previous meeting. He also questioned whether Cabinet would consider using the local housing company to provide rented houses rather than reducing the cost of houses for sale.

Councillor Pullen advised that the figures were arrived at following a viability assessment undertaken by a Task Group. With regard to the company he advised he would look at any commercially viable endeavour that supports residents.

Councillor Robertson noted the re-appointment of a Member to Cabinet that had previously felt unable to support the direction being taken by the Local Plan. Councillor Pullen welcomed the re-appointment, and said he was pleased that there was unanimity in recognising the Local Plan as a critical document.

**103 MINUTES OF THE AUDIT & MEMBER STANDARDS COMMITTEE**

Councillor Norman stated he was surprised at the external auditor's view of £100,000 being referred to as 'a small cost'.

Councillor White asked that there be a material amendment to the third paragraph of minute 106 to read 'a member' instead of 'members.'

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

**RESOLVED:** That the Minutes of the Meeting of the Audit and Member Standards Committee held on 27 April 2022 be approved and adopted.

**104 MINUTES OF THE PLANNING COMMITTEE**

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

**RESOLVED:** That the Minutes of the Meetings of the Planning Committee held on 4 April 2022 be approved and adopted.

**105 REPORT OF THE CHAIR OF AUDIT AND MEMBER STANDARDS COMMITTEE**

Councillor Spruce presented his report and praised the hard work of members of the committee. He additionally thanked the Leader of the Council and the Chief Executive for their strong support.

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

**RESOLVED:** That the 'Annual Report of the Chair of Audit & Member Standards Committee' as submitted be approved

**106 TO CONSIDER ANY RECOMMENDATIONS MADE AT THE MEETING OF CABINET ON 10 MAY 2022 IN CONNECTION WITH THE APPROPRIATION OF STYCHBROOK PARK**

Councillor Norman was pleased to see the inclusion of the 1972 Local Government Act, Section 122.

Councillor Robertson commented that he wanted it on record that the reason why Birmingham Road Site and other brownfield sites in the district hadn't been chosen for the proposed leisure centre was due to matters of ownership and matters of affordability. He stated this reasoning had not been communicated clearly by LDC to residents, something which needs to be improved in the future.

Councillor Ball supported Councillor Robertson's comments.

Councillor Pullen commended the good work done by the Task Group and agreed that communications need to be improved

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

**RESOLVED:** That the that the recommendations of Cabinet made at

the meeting held on 11 May 2022 as set out in the report be approved.

## **107 REPORT OF THE CHAIR OF OVERVIEW & SCRUTINY COMMITTEE**

Councillor Norman praised the good scrutiny provided by the Committee and the hard work of its chair. He expressed his disappointment at the lack of members volunteering for Task Groups.

Councillor Gwilt commented that the money left in the Councillor Community Fund could be donated to Food Banks and put toward teaching people to cook. Councillor Robertson agreed with the allocation of the left-over funds to Food Banks but commented that the assertion that people who use food banks need to be taught to cook was wrong.

Councillor Cox and Tapper both supported the allocation of funds to Food Banks.

Councillor Leytham praised the hard work of Christine Lewis, governance officer, on her role governing Overview and Scrutiny Committee but stated that more support for this area is needed in order to run more than six Task Groups. Councillor Pullen agreed that this was a vital area, integral to the Council and two apprentices had been hired recently.

It was proposed by Councillor Leytham, seconded by Councillor M Wilcox and

**RESOLVED:** That the 'Annual Report of the Chair of Overview & Scrutiny Committee' as submitted be approved'.

## **108 MEMBERSHIP OF CABINET, COMMITTEES, PANELS AND OTHER APPOINTMENTS (INCLUDING ALLOCATION OF SEATS AND APPOINTMENTS BY POLITICAL GROUPS)**

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

**RESOLVED: (1)** That the political allocation of seats on Committees and Panels be approved.

**(2)** That the appointments to the Cabinet be noted and the appointments to Committees and Panels be approved

**(3)** That the Constitution be amended to reflect any changes made

## **109 ELECTION OF CHAIRS AND APPOINTMENT OF VICE-CHAIRS OF COMMITTEES, PANELS ETC.**

It was proposed by Councillor Pullen and duly seconded by Councillor Eadie "that the Chairs and Vice-Chairs of Committees and Panels as submitted be approved."

It was then proposed by Councillor Pullen and seconded by Councillor Eadie that Councillor M. Wilcox be appointed as Chair of the Overview & Scrutiny Committee.

**RESOLVED: (1)** That the Chairmen and Vice Chairmen of Committees and Panels as submitted be approved.

(2) That Councillor M. Wilcox be appointed Chair of the Overview & Scrutiny Committee.

## 110 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Councillor Pullen proposed that the appointment of representatives on outside bodies as submitted be approved. Councillor Cox asked that the list be amended to include Councillor Checkland as his substitute for the Staffordshire Police Fire and Crime Panel as previously agreed.

The appointments, as amended, were seconded by Councillor Eadie and it was

**RESOLVED:** That the appointments of representatives on outside bodies be approved.

## 111 QUESTIONS

### Questions under Procedure Rule 11.2 for Council

#### **Q1. Question from Councillor Norman to the Cabinet Member for Recycling**

"I welcome Cllr Little to her new post and hope that she seeks assistance from the Overview and Scrutiny Committee to look at ways of improving the recycling rate for Lichfield District Council. To that end, will she consider other schemes run by more successful councils such as St Albans City and District Council that has a recycling rate of 64.2% compared to Lichfield's 45.9% and residual household waste of 335.50 kg per household compared to Lichfield's 528.70 kg and particularly to look at their weekly collection of kitchen waste that has contributed to this success?."

#### **Response from the Cabinet Member for Recycling**

"We are aware that LDC recycling rates have decreased over the years; we've got an ambitious 65% recycling rate which would make us number 1 in the country - the move to dual stream will help us reaching that figure. Cllr Norman you are correct that food waste would help in the reducing of the residual rates and in time further improve the recycling rates, in fact the proposed schemes from government would mandate the collection of kitchen waste. It has and will further be discussed whether we in fact wait for the mandating decision or whether we move to implement a food waste collection service early, I am sure scrutiny would be involved in the making of either of those decisions."

#### **Supplementary Question from Councillor Norman to the Cabinet Member for Recycling**

"I'm pleased that the Cabinet Member is ambitious to achieve the 65% recycling rate; I don't know if she's got a date in mind for this aspiration. But does she agree with me that we need a better communications plan to try to educate people in order to achieve this aspiration?"

#### **Response from the Cabinet Member for Recycling**

"Yes, there is a communications plan which I will share with you."

(The Meeting closed at 7.25 pm)

CHAIRMAN

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## REPORT OF THE LEADER OF THE COUNCIL

### SPECIAL CABINET DECISIONS – 17 May 2022

#### 1 BABC Commercial Structures & Trading Activity

The Cabinet agreed:

- 1.1 The transfer of recruitment activity, along with budget, currently undertaken by the Council's HR department to a new Talent Acquisition service provided by specialist resource in LWMTS Ltd, subject to a suitable service level agreement.
- 1.2 The transfer of Landlord and Project Management services, along with budget, currently undertaken within the Council to a new Corporate Landlord service provided by LWMTS Ltd, subject to a suitable service level agreement

### CABINET DECISIONS – 7 June 2022

#### 2 Money Matters: 2021/22 Review of Financial Performance against the Financial Strategy

The Cabinet:

- 2.1 Noted the report and issues raised within and that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy.
- 2.2 Noted the transfers to or from general and earmarked reserves at 31 March 2022.
- 2.3 Approved £1,650,000 of Capital Programme slippage related to 2021/22 being added to the Approved Budget in 2022/23 as outlined at appendix D of the Cabinet report.
- 2.4 Delegated responsibility to the Cabinet Member for Finance, Procurement and Revenues & Benefits and the Head of Finance and Procurement to make updates to Prudential Indicators based on more up to date information as the accounts are finalised in advance of approval by Council.
- 2.5 Recommended to Council to approve the actual 2021/22 Prudential Indicators.

#### 3 Procurement Matters Update 2021/2022

The Cabinet:

- 3.1 Noted the contents of the Cabinet report and the planned actions in the Action Plan at appendix A of the Cabinet report.

#### **4 Nature Recovery Declaration**

The Cabinet:

- 4.1 Approved the text of and made a Nature Recovery Declaration.

#### **5 Staffordshire Sustainability Board Climate Change Vision and Pledge**

The Cabinet:

- 5.1 Approved and adopted the Staffordshire Sustainability Board (SSB) Vision and Pledge.
- 5.2 Approved that, subject to Council approval, the Cabinet Member for Housing, Biodiversity and Climate Change be appointed as the Council's representative on the SSB.

### **CABINET MEMBER DECISIONS**

#### **6 Chatbot Implementation**

The Cabinet Member for Finance and commissioning agreed that a contract be entered into with ICS.AI as the developer of the tools to assist in the creation of our own chatbot for a minimum period of 2 years and the option to extend for up to a further 2 years.

#### **7 Works for the Ground Floor Redevelopment at DCH**

The Cabinet Member for Leisure, Parks and Street Cleansing approved to award the contract retrospectively to R.A. Edwards & Partners Limited.

#### **8 Council Tax Energy Rebate Implementing the Discretionary Fund**

The Cabinet Member for Finance and commissioning approved the discretionary policy that will be used for the allocation of the Government funding.

#### **9 Learning Management Procurement**

The Cabinet Member for Finance and commissioning agreed that a contract is entered into with Accipio Ltd as the implementers of the software platform for a minimum period of 2 years and the option to extend for up to a further 2 years.

**Doug Pullen**  
**Leader of the Council**

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## OVERVIEW & SCRUTINY COMMITTEE

15 JUNE 2022

### PRESENT:

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

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

### 1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Grange, Leytham and Silvester-Hall. A tribute and thanks was made to Councillor Leytham for his 12 months service as previous Chair of the Overview & Scrutiny Committee.

### 2 DECLARATIONS OF INTERESTS

There were no declarations of interests.

### 3 MINUTES OF THE PREVIOUS MEETING

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

### 4 TERMS OF REFERENCE

The Committee received the Terms of Reference to remind all members of the purpose of this committee and to ensure everyone understood the remit. The only comment was to ensure the Task Group notes reported back to this Overview & Scrutiny Committee who would then discuss/debate and report back as a group whether to take those actions forward.

### 5 HEALTH MATTERS

The Chair explained that he had attended the first Staffordshire County Council's Health and Care Overview and Scrutiny committee meeting in June and as a number of concerns had been received around the maternity facilities at The Samuel Johnson Hospital in Lichfield not being used whilst certain parts of the facilities at Burton Hospital were under redevelopment, he had raised this as an issue for the Lichfield residents. As a result, the item is back on the agenda for the August meeting for a full report to be provided as to what are the issues and what is the likelihood of it coming back in to use. Concerns had been expressed that it is only a midwife-led unit but it was agreed that as long as there were straight forward births this facility was valuable – it would mean less distance to have to travel whilst in labour and the facility was purpose built with two birthing pools and had not been used to the extent it should have been. "Transformation" was queried and the chair agreed to find out more and report back.

Also, in respect of the George Bryan Centre the word "transformation" was used and members were concerned about the lack of mental health provisions in this area. It was noted that the meeting had been rescheduled from 30 May again and members wanted their concerns about

the lack of mental health provisions; especially in schools. CAMS were in schools but not as effective as it should be and a lot of children particularly since the pandemic were suffering and this issue had to be revisited. It was agreed that there was a drive at the moment for education providers to increase the amount of mental health first aiders but it had been noted that there were a lot of mental health first aid courses being offered which did not meet the appropriate training gold star and this was a fear. The chair agreed to query why this item had not been rescheduled.

The Work programme 2022/23 was considered and it was noted that the role of the community hospitals was under consideration for 2021/22, what transformation is happening with regards to these, are they going to be looking at community hubs, can further information be attained? The Women's Health Strategy was also noted for 2022/23 and it was asked if this would include the menopausal issues which needed to be looked at very carefully now.

**RESOLVED:-** That the information given be noted.

## **6 CORPORATE PEER CHALLENGE SIX MONTH REVIEW**

The Committee received a verbal report on the corporate peer challenge six month review where a stocktake had taken place following the Corporate Peer Challenge which took place in November 2021. Assessments and interviews had taken place and they had looked at how we had progressed the plan and an Action Plan summary with tracking was discussed. In summary, the report was very complimentary and comforting with only a couple of actions to work on throughout the rest of the year. The Leadership had been complimented having applied a programme management approach and the set-up of the BABC programme.

- The 9 recommendations in the plan were revisited and it was noted that there was only one outstanding item which related to the project management alignment. It had been recognised that we had a couple of ways we run projects and these needed to be standardised. This is currently being worked on and training on the use of programme management skills is envisaged for September.
- The SPI (social progress index) data sets were discussed again which would look at wellbeing/educational data district wide and be able to compare data ward to ward which would be a foundation stone for the next strategic plan. Concern was raised as to the understanding of this data and it was requested that a form that is more understandable be used in future. It was confirmed that member training would be offered in order to achieve the understanding of this data and how to and not to use this data.
- Sufficient capacity for the Being A Better Council programme was discussed again and as two new Assistant Directors would be in post in August it was envisaged this would significantly increase capacity and give a robust platform to deliver the programme. Some roles would be consolidated and a number of roles would be exited from the establishment but all changes were hoped to be implemented by the end of September. The Chief Executive was asked to return at this time to provide an update and this was agreed.

**RESOLVED:-** The Committee received a report and Action Plan on the corporate peer challenge six month review.

## **7 COUNCILLOR COMMUNITY FUND**

The Committee received a report on the Councillor Local Community Fund detailing the scheme after its first year, a summary of a survey undertaken which highlighted the key issues, future actions and key benefits and outcomes. The Task Group meeting notes were also considered. The key issues and comments were highlighted as:-

- Delays in some administration at Community Foundation meaning list of balances not always up to date;
- Councillors not clear that if they are trustees and have non-pecuniary interests they should seek officer advice and/or cabinet member's approval;
- Some organisations should be precluded i.e. parish councils/public funded bodies;
- Reporting mechanism to ensure no Councillor goes over maximum fund amount; possible warning in red.
- IT issues – emails going in to junk folder;
- The system is limited to 6 Councillors, is there not potential to open it up to more?
- Could we do a sample?

Discussions took place about the underspend which was currently at £933.72 and donations to We Love Lichfield was discussed, as well as leaving it in the LDC pot. However, it was agreed to look at the total underspend at the end of the two year pilot scheme and evaluate it again. It was agreed that the first year had gone well, and all officers involved were congratulated and the Community Foundation as 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.

#### **RESOLVED:-**

- (1) That Cabinet agree to continuing the pilot Councillor Local Community Grant Scheme for a second year;
- (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 in particular a request that the Community Foundation should not authorise any overspends by any member irrespective of the amount;
- (3) Members be encouraged to use the scheme;
- (4) Training session/briefing paper be prepared for councillors relating to declarations of interests.

## **8 ECONOMIC PROSPERITY STRATEGY, ACTION PLAN**

The committee received a Report on Economic Prosperity Strategy and Action Plan and were asked for comments. The Action Plan covers a 12 month period to align timescale wise with the Council's future Strategic Plan and Appendix 1 details the action plan's interventions, Appendix 2 the key economic data on Lichfield District's economy and Appendix 3 provided the findings of local businesses on economic impact and the committee commented on the following key areas:-

- LDC chooses to take this strategy it is not a statutory responsibility and so no input from any other parish to date but we would like to work with any parishes.
- Lichfield BID was discussed as they would be looking to rebalot this year and if it comes back it would assist; if it did not LDC would need to look at it and listen to businesses to get their views on board.
- Do we need to look at light manufacturing industry?
- The word wage doesn't appear once in the documents – can we encourage businesses locally that there is immense value in the workforce? Can we add in how there are ways businesses interact with employees?
- Can we offer incentives for new businesses; try and encourage council premises perhaps?

- Very ambitious plan; access to finance – using finance we have to make sure we can signpost new businesses; critical to prosperity of district.
- Need more of a specific target to capture if Visit Lichfield website is successful – cannot just measure clicks on website. Need to work with partners to capture more real information – perhaps itinerary/package discount code.
- Lichfield time travellers – excellent innovation – could be positive – would like to see this extended as will appeal to younger demographics – videos – diversity of Lichfield history – work with partners to extend outside of city centre?

**RESOLVED:-**

- (1) That the Committee notes the content of the action plan and the above observations were made;
- (2) That the committee monitors and evaluates the progress of activities against the action plan.

**9 WORK PROGRAMME AND FORWARD PLAN**

The work programme and forward plan were considered by the Committee. Going forward it was agreed to hold a pre-scrutiny meeting once the papers had been published a week or so before the O&S committee meeting – informally on zoom only – this meeting would go through the agenda items and give an opportunity to ask for any additional information in advance of the committee meeting.

It was also agreed to hold an additional Budget December meeting to start looking to help the portfolio holder and see if there are any different areas to explore.

Additional items for Work Programme 2022-23:-

Local Council Tax Support scheme – (Sept or Nov meeting)  
 Action Plan – Planning Service  
 Procurement (2023 meeting)  
 Dual Waste Recycling Review – await 3 months for data – need to encourage recycling  
 Biodiversity – ask Climate Change Task Group – end of civic year

**10 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

**IN PRIVATE**

**11 NOTES FROM TASK GROUPS**

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 8.30 pm)

CHAIR

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## **EMPLOYMENT COMMITTEE**

**1 JUNE 2022**

**PRESENT:**

Councillors Matthews (Chair), S Wilcox (Vice-Chair), Robertson and Warfield

**1 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Banevicius, Birch, Gwilt, Parton-Hughes, Powell and Tapper.

**2 DECLARATIONS OF INTEREST**

There were no declarations of Interests.

**3 MINUTES OF THE PREVIOUS MEETING**

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

**4 BABC – SEVERANCE POLICY**

The Committee received a report on the proposed Voluntary Severance Policy. It was reported that as part of the Being a Better Council (BABC) programme, it was envisioned that around 30 FTE roles would need to be removed from the establishment to allow for the new Target Operating Model to work effectively as well as close the funding gap. It was noted that there was a similar number of vacancies that had been held open in anticipation of the restructuring of the Council, however further volunteers would provide more opportunity for change and innovation and limit potential roles that could otherwise need to be made compulsorily redundant.

It was reported that there would be expressions of interest over a three week period and any decision would be based on a business case. It was noted that operational staff including from the Joint waste service would be excluded. Approvals for the applications would be considered by Leadership Team and Full Council if required.

The Committee then asked questions.

When asked, it was reported that there were currently 20 vacant positions which were being covered by agency or other staff. It was noted that the new structure was designed to be more horizontal rather than silo in nature.

It was asked if there would be robust monitoring around quality and it was noted that there would be a need to review each case on its merits.

There was concern that there could be loss in expertise however noted it was an opportunity to innovate and be clear on what roles were strategic and what was operational. It was noted that any decision would ultimately have to be right for the Council.

It was noted that there was an obligation to abide by the Local Government Pension Scheme and when asked, it was confirmed that there would be a 17 week calculation if not on standard monthly salary eg seasonal.

It was asked if there was a right to appeal and it was reported that there was one drafted however it had been challenged by the local branch of the Union as it was believed that there would be enough opportunity for dialogue to go through any issues. It was also felt it would be difficult to compose another level of panel to consider these appeals with the same expertise as the initial application consideration panel. It was agreed however to review this if required.

It was discussed if there was any potential indirect discrimination as excluded services like waste were a majority male workforce. It was agreed to note and re-evaluate the wording of the Equality Impact Statement to reflect this.

**RESOLVED:** (1) That the Voluntary Severance Policy as set out in the report be approved and a window for expressions of interest be opened between 6 and 27 June 2022;

(2) That suitable business cases be developed to identify employees who could be granted severance packages for consideration by this committee and for funding such a scheme be approved by Full Council in July.

## **5 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 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

IN PRIVATE

## **6 CONFIDENTIAL MINUTES OF THE LAST MEETING**

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

(The Meeting closed at Time Not Specified)

CHAIRMAN

**PLANNING COMMITTEE**

**9 MAY 2022**

**PRESENT:**

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

**45 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Checkland

**46 DECLARATIONS OF INTEREST**

Councillor Marshall declared a personal and disclosable pecuniary interest in application no. 21/01620/FULM as the landowner of the site is known to him. He therefore vacated the Chair and left the room whilst this application was discussed and debated, Councillor Baker, Vice-Chair took the Chair for this one item.

Councillor Anketell declared a personal and non-pecuniary interest in application no. 21/01945/FUH as the objector is known to him and he lives nearby to the proposal. He therefore vacated the room and did not participate in the debate or the vote.

Councillor Salter declared non-pecuniary interests in application nos. 22/00086/FUL and 22/00283/FUH as he is Chairman of Shenstone Parish Council who have raised objections and also a personal declaration in application no. 22/00283/FUH as the objectors are known to him. He did not participate in the debate or the vote on either application.

**47 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on Monday 4 April 2022 previously circulated were taken as read, approved as a correct record and signed by the Chair.

**48 PLANNING APPLICATIONS**

Applications for permission for development were considered with the recommendations of the Chief Executive and any letters of representation and petitions of observations/representations received together with the supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 20/00800/COUM, 20/01374/FULM & 20/01375/LBC, 21/01620/FULM, 21/01945/FUH, 22/00086/FUL and 22/00283/FUH

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

**RESOLVED:** That this planning application be **deferred** as concerns had been raised by legal services in regard to non-compliance with the CIL Regulations which need to be addressed before the determination of the application.

20/01374/FULM & 20/01375/LBC - Land and Buildings at Angel Croft & Westgate, Beacon Street, Lichfield, Staffordshire. WS13 7AA

20/01374/FULM: Refurbishment, extension and conversion of Westgate House (Grade II listed) to create 4 no. apartments and 1 no. townhouse, conversion and extension of existing outbuilding to create 1 no. detached dwelling, conversion and extension of Westgate Cottage (Grade II listed) to provide boutique hotel (12 no. guest suites) and spa and 6 no. apartments, erection of detached apartment building to provide 13 no. apartments, erection of 3 no. dwellings and detached garages, erection of garaging and 2no. apartments over, basement car parking, bridge over Leomansley Brook, hard and soft landscaping, access and associated works

**RESOLVED:** Planning Committee had previously resolved to approve this planning application on 26 January 2022 subject to agreement of the planning conditions and Heads of Terms for the S106 agreement/planning obligations being agreed at a later date. The list of recommended conditions and S106 Heads of Terms were approved by the committee as contained in the report of the Chief Executive, subject to the inclusion of an amended/updated condition 15 as contained in the supplementary report and an additional condition to require submissions and approval of details of electric charging points for the apartments. Delegated authority was given to agree the final condition wording and layout arrangements in conjunction with the Chair of Planning Committee.

20/01375/LBC: Refurbishment, extension and conversion of Westgate House (Grade II listed) to create 4 no. apartments and 1 no. townhouse; conversion and extension of existing outbuilding (curtilage listed) to create 1 no. detached dwelling; conversion and extension of Westgate Cottage (Grade II listed) to provide boutique hotel and spa and 6 no. apartments and ancillary alterations to associated curtilage listed building works to boundary wall between Westgate House and Westgate Cottage (amended description)  
FOR: Angel Croft Developments Ltd

**RESOLVED:** Planning Committee had previously resolved to grant listed building consent, approved on 26 January 2022 subject to the conditions being agreed. The list of recommended conditions were approved by the committee as contained in the report of the Chief Executive with the additional condition 15 as contained in the supplementary report.

(Prior to consideration of the application, representations were made by Mr Christopher Timothy of CT Planning (Applicant's Agent)).

21/01620/FULM – Installation of a solar farm comprising ground-mounted solar photovoltaic panels (PV) (92,595 modules) with a generating capacity of up to 49.9MW together with all associated works, equipment and necessary infrastructure  
Land to the West of Stoneyford Lane, Blithbury  
FOR: Opdenenergy UK 4 Limited

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

Prior to the commencement of the development hereby permitted, a written scheme of archaeological investigation ("the Scheme") shall be submitted for the written approval of the Local Planning Authority. The Scheme shall provide

details of the programme of archaeological works to be carried out within the site, including post-excavation reporting and appropriate publication.

- A) The archaeological site work shall thereafter be implemented in full in accordance with the written scheme of archaeological investigation approved under condition (A).
- B) The development shall not be occupied until the site investigation and post-excavation assessment has been completed in accordance with the written scheme of archaeological investigation approved under condition (A) and the provision made for analysis, publication and dissemination of the results and archive deposition has been secured.

Reason: To ensure that no development takes place which may adversely affect any items of archaeological interest without adequate prior investigation in accordance with Policies CP14 of the Lichfield Local Plan Strategy, Policy BE2 of the Local Plan Allocations and the National Planning Policy Framework.

(Prior to consideration of the application, representations were made by Mr Simon Betts, Director of DLP Planning Limited (Applicant's Agent)).

21/01945/FUH – Erection of a two storey side extension, single storey rear extension and alterations to garage to form a gym/workshop  
16 The Woodlands, Lichfield, WS13 6XE  
FOR: Mr S Nock

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

(Prior to consideration of the application, a verbal submission was read out on behalf of Mr Robert Henry Rea (Objector) and representations were made by Mrs Lisa Nock (Applicant)).

22/00086/FUL – Demolition of 1no bungalow and erection of 2no dormer bungalows  
18 Eastridge Croft, Shenstone, Lichfield, Staffordshire  
FOR: Mr R Outram

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

(Prior to consideration of the application, representations were made by Councillor David Thompson (Objector/Parish Councillor) and Mr Richard Outram (Applicant)).

22/00283/FUH – Erection of two and single storey front, side and rear extensions  
8 The Grove, Little Aston, Sutton Coldfield  
FOR: Mr H Baxhija

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

(Prior to consideration of the application, representations were made by Councillor David Thompson (Objector/Parish Councillor)).

(The Meeting closed at 8.16 pm)

CHAIR



# PLANNING COMMITTEE

6 JUNE 2022

## PRESENT:

Councillors Marshall (Chair), Anketell, Birch, Checkland, Cross, Evans, Matthews, Powell, Ray, Salter and S Wilcox

## 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Baker, Councillor Barnett and Councillor Humphreys.

## 2 DECLARATIONS OF INTEREST

There were no declarations of interests.

## 3 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 9 May 2022 previously circulated were taken as read, approved as a correct record and signed by the Chair.

## 4 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Chief Executive and any letters of representation and petitions of observations/representations received together with the supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 20/00262/FUL & 21/00195/FULM

20/00262/FUL – Erection of 6 no. detached dwellings and associated works  
Land North of Deanslade Farm, Claypit Lane, Lichfield  
FOR: Mr G Jones

**RESOLVED:** That this planning application be REFUSED for the following reasons:-

**Reason 1.** The proposed development which comprises of 6 No. 5 bedroom houses does not include an appropriate mix of house types and so fails to comply with the requirements of Lichfield District Local Plan Strategy Policy H1 (A Balanced Housing Market), which seeks to address an imbalance of dwelling types within the District by providing a mix of property types and sizes to contribute towards the development of mixed and sustainable communities. The scheme would further imbalance the housing mix achieved within the Dean Slade South of Lichfield Strategic Development Allocation. Therefore the proposals are contrary to Lichfield District Local Plan Strategy (February 2015) Policy H1 (A Balanced Housing Market) and the National Planning Policy Framework.

**Reason 2.** The proposed development would further erode the rural character of the area and the setting of Sandfields Lodge and Sandfields House, which

are Grade II listed buildings, to the detriment of their significance. The proposals are therefore contrary to Lichfield District Local Plan Policies CP1 (Spatial Strategy), CP3 (Delivering Sustainable Development), CP14 (Our Built and Historic Environment), BE1 (High Quality Development), Policy BE2 (Heritage Assets), the Historic Environment SPD, the Sustainable Design SPD, and the National Planning Policy Framework.

21/00195/FULM – Proposed development to provide holiday accommodation, additional caravan pitches, additional car parking, amenity building and fishing lake and associated works

Kings Orchard Marina, Broad Lane, Huddlesford, Lichfield

FOR: ABC Leisure Group Ltd

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

(The Meeting closed at 7.00 pm)

CHAIR

## REGULATORY AND LICENSING COMMITTEE

16 JUNE 2022

**PRESENT:**

Councillors B Yeates (Chair), Checkland (Vice-Chair), Cross, Evans, A Little, Salter and Warfield

**1 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Barnett, Cllr Eagland, Cllr L Ennis, Cllr Ray and Cllr Tranter.

**2 EXCLUSION OF PRESS AND PUBLIC**

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

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 PAVEMENT LICENCE APPLICATION UNDER THE BUSINESS & PLANNING ACT 2020**

The Partnership, Community Safety & Licensing Manager presented the report to the committee. It was confirmed that the pavement licence previously granted to the premises was not approved renewal last year. There have since been another two applications, this being the third. Members were made aware that the absence of a fee for pavement licence applications may potentially generate repeat applications. Whilst the Head of Service has authority to make a determination, the contentious nature of this application meant officers saw benefit in bringing it to the full committee.

Members were reminded that this matter relates to having confidence in management of the pavement licence going forward. If the licence was granted, it was estimated that significant enforcement would be required based on previous experience.

Members expressed clear opposition to granting the licence, citing lack of confidence in management, as the applicant has clearly failed to observe the regulations previously. Members noted objections from a wide range of individuals and organisations, relating to the applicant's behaviour towards members of the public and particularly those in close proximity to premises.

Members asked what kind of support had previously been expressed for prior applications. They also questioned what material differences were involved in this application, if previous applications had been refused.

Members did ask if the decision could be deferred to a later meeting. However, it was confirmed that due to the timeframes set out in the Business & Planning Act 2020, the time period for a determination was almost over.

**RESOLVED:** The committee unanimously agreed to refuse the pavement licence, citing lack of confidence in management and failure to observe the necessary regulations previously.

(The Meeting closed at 11.12 am)

CHAIR

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## REGULATORY AND LICENSING COMMITTEE

20 JUNE 2022

### PRESENT:

Councillors B Yeates (Chair), Checkland (Vice-Chair), Anketell, Cross, L Ennis, Evans, A Little, Ray, Mrs Tranter and Warfield

### 5 APOLOGIES FOR ABSENCE

There were apologies from Cllr Barnett, Cllr Eagland and Cllr Salter.

### 6 DECLARATIONS OF INTEREST

There were no declarations of interest during this item. Cllr A. Little later declared an interest during Item 7 as a resident of Stonnall.

### 7 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were taken as read and approved as a correct record by the Chair.

### 8 PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. 1 (PART) IN THE PARISH OF WHITTINGTON.

The report was presented by footpaths consultant Robin Carr. The committee were informed that this application had been submitted too late to be considered under Town and County Planning Act so was instead being considered under the Highways Act.

**RESOLVED:** The committee approved the Proposed Diversion of Public Footpath No. 1 (part) in the parish of Whittington.

### 9 PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. 7 (PART) IN THE PARISH OF ELFORD

The report was again presented by Mr Carr. No issues were raised.

**RESOLVED:** The committee approved the Proposed Diversion of Public Footpath No. 7 (part) in the Parish of Elford.

### 10 PROPOSED DIVERSION OF PUBLIC FOOTPATH NO 8 (PART) IN THE PARISH OF MAVESYN RIDWARE

The report was once again presented by Mr Carr. It was clarified that this would represent a minor change to enable development on the site. Members were reassured that the proposed new path would be clear as part of this development.

**RESOLVED:** The committee approved the Proposed Diversion of Public Footpath No 8 (part) in the Parish of Mavesyn Ridware.

## 11 COMMUNITY GOVERNANCE REVIEW

The review was presented by the Governance Manager and Monitoring Officer Mark Hooper. The committee were informed that 98 written responses and a petition had been received as part of the review. These responses had then been filtered into proposals that indicated a degree of community consensus, or proposals for improving the effectiveness and efficiency of existing arrangements. Community cohesion, size, boundaries and effective governance were among other metrics also considered.

- Fradley and Streethay: The report concluded that both settlements were considered geographically separate, were experiencing considerable growth, and should be split into two separate parishes. Consideration had been given to making Streethay a Ward of Lichfield City council, however the City Council was already one of the largest councils of its kind in the UK and Fradley and Streethay Parish Council had previously stated a preference for two separate parishes. The proposed size for the new Streethay parish would be five members, whilst Fradley would have nine members.
- Lichfield City Council: It was proposed that three small one-member wards would be merged with neighbouring larger wards. This would help to address the uneven allocation of councillors to some extent, narrowing the disparity between Wards.
- Longdon: It was proposed to reduce the council size from eleven to nine members.

A large number of representations were received in relation to Shenstone parish council. Members asked if there was any variation in the number of signatures on differing variations of the petition that was circulated. It was confirmed that the petition received was the one that members had received in the supplementary report and that this petition would have needed more signatures to trigger a community governance review.

It was confirmed that these changes would ideally be implemented before the May 2023 local elections.

**RESOLVED:** The committee approved the recommendations set out in the report.

## 12 WORK PROGRAMME

The committee noted the current contents of the work programme and were informed that this may be amended before the next meeting.

(The Meeting closed at 6.20 pm)

CHAIR

# Medium Term Financial Strategy (MTFS)

Cabinet Member for Finance and Commissioning

Date: 12 July 2022  
 Agenda Item: 10  
 Contact Officer: Anthony Thomas  
 Tel Number: 01543 308012  
 Email: [Anthony.thomas@lichfelddc.gov.uk](mailto:Anthony.thomas@lichfelddc.gov.uk)  
 Key Decision? YES  
 Local Ward Members: All Wards



**Council**

## 1. Executive Summary

- 1.1 The ability to deliver the outcomes set out in the **Lichfield District Council Strategic Plan**, and beyond, is dependent on the resources available in the MTFS.
- 1.2 The MTFS was approved by Council on 22 February 2022 and this is refreshed each year to:
  - Remove the previous financial year and in this MTFS this is 2021/22
  - Formally add the new financial year and in this MTFS this is 2026/27 and;
  - Refresh and update assumptions to reflect the latest information available.
- 1.3 The MTFS is the overall budget framework and consists of the Revenue Budget, Capital Strategy and Capital Programme, Earmarked Reserves and General Reserves.
- 1.4 There have been reports to Cabinet and Council that have updated the MTFS since its initial approval.
- 1.5 The Treasury Management Strategy Statement and Annual Investment Strategy are also important components of the MTFS. These components, under the Constitution are the responsibility of the Audit and Member Standards Committee and therefore will be considered by that Committee as part of the development of the Draft MTFS.
- 1.6 The timetable for consideration of the various elements of financial planning is shown in detail at **APPENDIX A** and the elements related to MTFS development are summarised below:

	Date	Meeting	Topics
<b>Budget Consultation (June to December)</b>	05/07/2022	Cabinet	Budget timetable, Budget principles, MTFS update, Budget consultation and Budget assumptions for 2023/24
	15/09/2022	Overview and Scrutiny Committee	To review the Draft Medium Term Financial Strategy
	04/10/2022	Cabinet	An update on the Draft Medium Term Financial Strategy
	17/11/2022	Overview and Scrutiny Committee	To review the Draft Medium Term Financial Strategy
	06/12/2022	Cabinet	Set the Council Taxbase for 2023/24
	19/01/2023	Overview and Scrutiny Committee	To review the Draft Medium Term Financial Strategy
	02/02/2023	Audit and Member Standards Committee	To review the Treasury Management Strategy Statement
	14/02/2023	Cabinet	To recommend the Medium Term Financial Strategy and Council Tax increase to Council
	28/02/2023	Council	Approve the Medium Term Financial Strategy, updated Local Council Tax Support Scheme and set the Council Tax

- 1.7 There remains an inherently high level of uncertainty surrounding the Local Government Finance regime with the residual impact of the COVID-19 pandemic, the cost of living crisis and other potential Government Policy changes.

- 1.8 The Council has a statutory duty to undertake budget consultation, set a balanced budget and to calculate the level of Council Tax for its area.
- 1.9 This report will include recommended updates to the Medium Term Financial Strategy to ensure it provides sufficient investment to deliver Council priorities.

## 2. Recommendations

- 2.1. That Council approves an update to the Medium Term Financial Strategy to include the additional net investment needs of **£1,263,000** identified at paras 3.22 and 3.23.

## 3. Background

### The Medium Term Financial Strategy (MTFS)

- 3.1. Council approved the MTFS (Revenue and Capital) 2021-26 on 22 February 2022 which covers the financial years 2021/22 to 2025/26 (with a further projection for 2026/27 prepared by Finance for forward planning purposes).
- 3.2. The MTFS includes:
- **The Revenue Budget** related to the day to day delivery of the Council's services such as waste collection
  - **General Reserves** related to the amount of money available to balance the budget in the short term or fund short term initiatives
  - **The Capital Programme** and its financing for longer term expenditure in relation to the Council's assets, such as property.
- 3.3. The Revenue Budget and Capital Programme are connected by:
- Any financing of the Capital Programme from the Revenue Budget
  - The repayment of borrowing and the receipt of income from investments
  - Expenditure, income and savings resulting from capital investment.
- 3.4. The Council updates its Budget forecasts at 3, 6 and 8 month intervals.
- 3.5. To assist in understanding the level of uncertainty or risk present, in relation to the Local Government Funding Regime, we allocate each financial year a risk rating:
- **Low** – all significant components of the Local Government Funding Regime are known and understood
  - **Medium** – all significant components of the Local Government Funding Regime are known although there is some uncertainty around how specific elements will operate
  - **High** – there is uncertainty around all significant components of the Local Government Funding Regime.



## MTFS Budget Principles

- 3.6. To assist in preparing the MTFS, in common with a number of Councils, a set of principles were established to guide the preparation and management of the MTFS.
- 3.7. Council, on 15 October 2019, approved the budget principles identified below:
- Council will consider the medium term outlook when setting the level of Council Tax to ensure that a sustainable budget position is maintained;
  - Council will prioritise funding for statutory and regulatory responsibilities to ensure these are delivered in a way that meets our legal requirements and customer needs;
  - Council will continue to seek continuous improvement to enable further savings, efficiencies and income gains and provide budgets that are appropriate to service needs;
  - Council will ensure that all growth in the staffing establishment will be fully understood through robust business cases in order to ensure our resources match service and customer needs. Growth will usually be allowed where costs are offset by external funding, savings or additional income;
  - Council will not add to other ongoing revenue budgets unless these are unavoidable costs or corresponding savings are identified elsewhere;
  - Council will use robust business cases to prioritise capital funding so that we have a sustainable Capital Programme that meets statutory responsibilities, benefits the Council's overall revenue budget position, and ensures that existing assets are properly maintained;
  - Council will maintain an overall level of revenue reserves that are appropriate for the overall level of risks that the organisation faces, in order to overcome any foreseeable financial impact.

## MTFS Budget Assumptions

- 3.8. There are a number of Cost and Demand Drivers at a corporate level that are likely to influence the level and cost of services provided and therefore the budgets contained in the MTFS.
- 3.9. The updated Cost and Demand Drivers (with negative changes from the current MTFS shaded in red and positive changes shaded in green) initially identified for development of the MTFS are shown below:

Cost Drivers						
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Full Time Equivalents <sup>1</sup>	321	321	321	321	321	321
Pay Award	1.75%	4.00%	2.00%	2.00%	2.00%	2.00%
Employers National Insurance	8.76%	8.87%	8.97%	9.07%	9.16%	9.16%
Employers Pension (%)	16.20%	16.20%	22.00%	22.00%	22.00%	22.00%
Employers Pension (Past Service)	£1,102,060	£1,206,520	£746,000	£767,000	£788,000	£809,000
Employers Pension (Other)	£109,180	£109,260	£112,540	£115,920	£119,400	£121,790
Non Contractual Inflation (CPI)	3.88%	8.01%	2.36%	1.65%	1.96%	2.00%
Non Contractual Inflation (RPI)	5.71%	10.27%	3.62%	2.38%	2.60%	2.73%
Applicable Fees and Charges	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Council Tax Increase	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Base Rate	0.20%	1.43%	1.85%	1.63%	1.39%	1.25%
Demand Drivers						
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Population Projections	105,293	105,709	106,073	106,432	106,749	107,070
Residential Properties	47,437	47,939	48,488	49,183	49,918	50,420
Business Properties	3,053	3,053	3,053	3,053	3,053	3,053
Number of visitors to the district	2,000,000	2,200,000	2,500,000	2,600,000	2,700,000	2,800,000
						<b>% Increase</b>
Population Projections						1.69%
Residential Properties						6.29%
Business Properties						0.00%
Number of visitors to the district						40.00%

<sup>1</sup> Excluding the impact of the Voluntary Severance Policy.

## An Update on Local Government Finance Reform

- 3.10. The Strategic Risk Register includes a risk in relation to the non-achievement of the Council's key priorities contained in the Strategic Plan due to the availability of finance.
- 3.11. In March 2022, this risk was outside of the risk appetite and in the red zone principally due to:
- The uncertainty around Local Government Finance Reform.
  - The residual impact of COVID-19 on the MTFS including areas such as car parking use.
  - The geo political events increasing inflationary pressures in the economy.
- 3.12. Local Government Finance Reform remains the most significant area of uncertainty and includes:
- **Social Care Funding and Reform** – a significant element of Local Government Spending with demand increasing and funding not keeping pace.
  - **A Review of New Homes Bonus** – a further one year allocation for 2022/23 was provided as part of the one year Local Government Finance Settlement for 2022/23. Indications from the consultation document were that the level of reward will be significantly lower than the current scheme. The MTFS assumes no receipts from any replacement scheme from 2023/24 onwards.
  - **A Review of Business Rates** – this area has two elements, firstly the ongoing review of the Business Rates system and possible alternatives, such as a land based tax or an online based tax and secondly how the income from Business Rates is distributed.
  - **A Review of Needs and Resources (the Fair Funding Review)** – how more up to date information on needs and resourcing is utilised to update how Local Government Funding is distributed.
- 3.13. The MTFS assumes based on expert advice, that Local Government Finance reform was to be implemented in 2023/24. It also assumes District Councils generally and specifically Councils such as Lichfield DC who are classed as relatively 'low need' i.e. population size, levels of deprivation and other factors and 'high tax base' i.e. a £1 Council Tax increase raises higher levels of income compared to others, will be detrimentally impacted by these changes through lower funding.
- 3.14. However the timescales for implementation in 2023/24 are challenging. To date there has been no development work taking place in the Government, there have been changes in personnel, no papers or working groups have taken place, and there really needs to be a pre-Summer consultation paper with numbers. Therefore the likelihood is that a further one or two year Finance Settlement will be provided or reform will be implemented using a phased approach.
- 3.15. A one or two year settlement could result in significant additional income for the Council in 2023/24 and 2024/25. This is because negative Revenue Support Grant would likely be abated, business rates growth would be retained rather than being redistributed, Business Rates cap compensation could be paid, there could be a further payment of New Homes Bonus and Lower Tier and Services grant could also be paid.
- 3.16. An indication of the level of additional funding that could be received is shown below:

Approved Budget		Detail	Funding Scenarios	
2023/24 £000	2024/25 £000		2023/24 £000	2024/25 £000
1,791	1,826	Baseline Funding Level	2,117	2,117
550	654	Retained Business Rate Growth	1,667	2,002
0	0	Business Rates Cap Compensation	476	0
0	0	Lower Tier Services Grant	202	202
0	0	New Homes Bonus	681	700
<b>2,341</b>	<b>2,480</b>	<b>Total Government Funding</b>	<b>5,143</b>	<b>5,021</b>
		<b>Potential additional income</b>	<b>2,802</b>	<b>2,541</b>

- 3.17. One policy option available to the Council as part of the development of the new Medium Term Financial Strategy, would be to set aside any 'windfall' or additional resources to fund further capital investment in line with Strategic Priorities.

## The Medium Term Financial Strategy

- 3.18. The Medium Term Financial Strategy was approved by Council on 22 February 2022.
- 3.19. A number of new and additional investment needs in line with strategic priorities have been identified since the approval of the Medium Term Financial Strategy.
- 3.20. This report will identify these current additional investment needs for inclusion in the Medium Term Financial Strategy.
- 3.21. It is likely that further additional investment needs will be identified as the development of the Medium Term Financial Strategy progresses throughout the financial year in line with the timetable provided at para 1.6.
- 3.22. At this stage, the recommended net additional investment needs and funding is detailed below:

	Element	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 Projection £000	Total £000
Voluntary Severance	Revenue	1,200					1,200
Coach Park	Capital	(313)	(37)				(350)
Meeting Equipment	Capital	13					13
ICT - Investment	Capital	300	50	50			400
<b>Net Additional Investment</b>		<b>1,200</b>	<b>13</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>1,263</b>

Funding:							
Strategic Priorities Earmarked Reserve	Revenue	(1,200)					(1,200)
	Capital	0	(13)	(50)	0	0	(63)
<b>Total Funding</b>		<b>(1,200)</b>	<b>(13)</b>	<b>(50)</b>	<b>0</b>	<b>0</b>	<b>(1,263)</b>

- 3.23. These additional net investment needs are explained in more detail below:
- **BABC Voluntary Severance Policy (Invest to Save Proposal)** – short term investment to provide funding to implement the policy approved by Employment Committee on 1 June 2022.
  - **Coach Park Site** – there is an approved budget of £1,473,000, to acquire the site £300,000 and a budget to enhance the site to enable coach parking £1,173,000. The funding for this budget is £973,000 of Council resources and £500,000 of grant. The latest plans are that **(£350,000)** of the approved budget funded by Council resources can be released.
  - **Hybrid Meeting Equipment** – in addition, to the Approved Budget of **£72,000** (following the first phase of investment), a further **£13,000** is required to deliver the second phase.
  - **ICT Investment** – additional capital investment in ICT of **£400,000** related infrastructure to further support agile working.

## The Revenue Budget and General Reserves

3.24. The Revenue Budget is shown in detail at **APPENDIX B** and the projected Funding Gap based on approved updates is summarised below:

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
<b>LEVEL OF UNCERTAINTY / RISK</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>
Original MTFS Funding Gap	0	726	765	732	905
Approved Updates	0	(32)	(151)	(272)	10
<b>Approved MTFS Funding Gap</b>	<b>0</b>	<b>694</b>	<b>614</b>	<b>460</b>	<b>915</b>

3.25. The projected level of general reserves based on the approved funding gap is also shown below:

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
<b>LEVEL OF UNCERTAINTY / RISK</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>
Available General Reserves Year Start	5,246	5,526	4,832	4,218	3,758
Approved MTFS (Funding Gap)	(0)	(694)	(614)	(460)	(915)
New Homes Bonus in excess of the 'Cap'	280	0	0	0	0
<b>Available General Reserves Year End</b>	<b>5,526</b>	<b>4,832</b>	<b>4,218</b>	<b>3,758</b>	<b>2,843</b>
Minimum Level	1,600	1,600	1,600	1,600	1,600
<b>Total Projected General Reserves</b>	<b>7,126</b>	<b>6,432</b>	<b>5,818</b>	<b>5,358</b>	<b>4,443</b>

3.26. **There is currently a risk of high inflation being persistent for a prolonged period. This would increase pressure not only on the delivery of existing services, but also on construction and asset management costs of projects in the Capital Programme. In addition, monetary policy counter measures to reduce inflation by increasing interest rates will also impact on the cost of any future external borrowing.**

Alternative Options	In the main, the options are focused on the level of resource allocated to Strategic Priorities, the strategy to be utilised to achieve a balanced budget and the level of Council Tax increase and these will be considered as part of the refresh of the Medium Term Financial Strategy.
Consultation	<p>There is a duty under S65 Local Government Finance Act 1992 to consult ratepayers (or bodies appearing to represent ratepayers) about proposed expenditure, prior to calculating the Council Tax requirement under S31a (England).</p> <p>It is proposed that consultation project will commence in June 2022 running through to December 2022. This could facilitate rapid analysis of the results of the consultation before a final feedback report is submitted in January 2022.</p> <p>It is proposed that the consultation be delivered through a combination of online promotion focused on a questionnaires aimed at residents, businesses and the community/voluntary sector, and a series of engagement events/discussions hosted by Cabinet members with stakeholder audience groups to discuss specific themes e.g. business support, health, sustainability and/or stakeholder issues e.g. businesses, young people.</p> <p>Running through the publicity of the consultation will be a narrative to engage stakeholders on the budget setting and funding process for Lichfield district Council to raise awareness of the realities of funding sources, funding levels and the decisions that have to be made to deliver a budget for the district.</p>

Financial Implications	The projections for the strategic priorities earmarked reserve are shown below:							
	Strategic Priorities Reserve:	Element	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 Projection £000	Total £000
	Opening Balance		(590)	(1,383)	(1,370)	(1,320)	(1,320)	(590)
	Contributions		(1,993)					(1,993)
	Planned Use	Revenue	1,200	0	0	0	0	1,200
		Capital	0	13	50	0	0	63
	Closing Balance		(1,383)	(1,370)	(1,320)	(1,320)	(1,320)	(1,320)

Approved by Section 151 Officer	Yes
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Legal Implications	No specific legal implications. The recommended Medium Term Financial Strategy, is part of the Budget Framework and will therefore require the approval of Full Council.
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Approved by Monitoring Officer	Yes
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Contribution to the Delivery of the Strategic Plan	The report directly links to overall performance and especially the delivery of the Strategic Plan.
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Equality, Diversity and Human Rights Implications	These areas are addressed as part of the specific areas of activity prior to being included in the Strategic Plan.
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Crime & Safety Issues	These areas are addressed as part of the specific areas of activity prior to being included in the Strategic Plan.
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Environmental Impact	These areas are addressed as part of the specific areas of activity prior to being included in the Strategic Plan.
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GDPR/Privacy Impact Assessment	There are no specific implications related to the Medium Term Financial Strategy.
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	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
<b>Strategic Risk SR1 - Non achievement of the Council's key priorities contained in the Strategic Plan due to the availability</b>				
A	Council Tax is not set by the Statutory Date of <b>11 March 2023</b>	Likelihood : Green Impact : Red Severity of Risk : Yellow	Full Council set with reference to when major preceptors and Parishes have approved their Council Tax Requirements.	Likelihood : Green Impact : Red Severity of Risk : Yellow
B	Implementation of the Check, Challenge and Appeal Business Rates Appeals and more frequent revaluations	Likelihood : Yellow Impact : Red Severity of Risk : Red	To closely monitor the level of appeals. An allowance for appeals has been included in the Business Rate Estimates.	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
C	The review of the New Homes Bonus regime	Likelihood : Red Impact : Red Severity of Risk : Red	The Council responded to the recent consultation. Not all of the projected New Homes Bonus is included as core funding in the Base Budget. In 2022/23 £400,000 is included with the balance transferred to general reserves. At this stage, no income is assumed from 2023/24 onwards.	Likelihood : Red Impact : Yellow Severity of Risk : Yellow

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
D	The increased Localisation of Business Rates and the Review of Needs and Resources	Likelihood : Red Impact : Red Severity of Risk : Red	To assess the implications of proposed changes and respond to consultations to attempt to influence the policy direction in the Council's favour.	Likelihood : Red Impact : Red Severity of Risk : Red
E	The affordability and risk associated with the Capital Strategy	Likelihood : Yellow Impact : Red Severity of Risk : Red	An estates management team has been recruited to provide professional expertise and advice in relation to property and to continue to take a prudent approach to budgeting.	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
F	Sustained higher levels of inflation in the economy	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow	To maintain a watching brief on economic forecasts, ensure estimates reflect latest economic projections and where possible ensure income increases are maximised to mitigate any additional cost.	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
<b>Strategic Risk SR3: Capacity and capability to deliver / adapt the news</b>				
G	The financial impact of COVID-19 is not fully reimbursed by Government and exceeds the reserves available resulting in a Section 114 notice	Likelihood : Yellow Impact : Red Severity of Risk : Yellow	The use of general and earmarked reserves to fund any shortfall	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
H	The Council cannot achieve its approved Delivery Plan for 2022/23	Likelihood : Yellow Impact : Red Severity of Risk : Red	There will need to be consideration of additional resourcing and/or reprioritisation to reflect the ongoing impact of the pandemic	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
I	The resources available in the medium to longer term to deliver the Strategic Plan are diminished	Likelihood : Yellow Impact : Red Severity of Risk : Red	The MTFs will be updated through the normal review and approval process	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow
J	Government and Regulatory Bodies introduce significant changes to the operating environment	Likelihood : Red Impact : Red Severity of Risk : Red	To review all proposed policy changes and respond to all consultations to influence outcomes in the Council's favour	Likelihood : Yellow Impact : Yellow Severity of Risk : Yellow

### Background documents

Medium Term Financial Strategy (Revenue and Capital) 2021-2026 (MTFS) – Cabinet 8 February 2022

Pension Contributions – Cabinet 5 April 2022

Money Matters: 2020/21 Review of Financial Performance against the Financial Strategy – Cabinet 7 June 2022

### Relevant web links

The Financial Planning Timetable

The Financial Planning Timetable and Governance Responsibility				
Service and Financial Planning		July	←	Medium Term Financial Strategy
		August		
	→	September	←	Money Matters as at 30 June
Review Medium Term Financial Strategy	→			
		October	←	Medium Term Financial Strategy
Review Medium Term Financial Strategy	→	November		
Mid Year Treasury Management Report	→			
		December	←	Money Matters as at 30 September
			←	Medium Term Financial Strategy
			←	Set Council Taxbase and approve Collection Fund Projections
Review Medium Term Financial Strategy	→	January		
Review Treasury Management and Capital Strategies	→	February	←	Money Matters as at 30 November
Approve the Medium Term Financial Strategy and set the Council Tax	→		←	Recommend Medium Term Financial Strategy and Council Tax to Council
		March		
		April		
Draft Statement of Accounts	→	May		
		June	←	Money Matters as at 31 March
Annual Treasury Management Report	→	July		
		August		
Statement of Accounts (was 31 July but for 2 years extended to 30 September)	→	September		
<b>Key:</b> Pink = internal timelines Blue = Cabinet Salmon = Cabinet & Overview and Scrutiny Committee Amber = Overview and Scrutiny Committee Green = Audit & Member Standards Committee Purple = Council				



## Revenue Budget

	2022/23	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000	£000
<b>LEVEL OF UNCERTAINTY / RISK</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>
Developing prosperity	(436)	(373)	(346)	(290)	11,740
A good council	6,463	6,697	6,991	7,310	
Enabling people	1,513	1,547	1,579	1,538	
Shaping place	4,083	4,348	4,449	4,580	
MTFS Savings and Bids	(1,523)	(1,702)	(1,760)	(1,844)	
Windfall Income allocated to Strategic Priorities	1,993	0	0	0	0
COVID-19 - General Recovery	377	189	189	189	189
<b>Net Cost of Services</b>	<b>12,470</b>	<b>10,706</b>	<b>11,102</b>	<b>11,483</b>	<b>11,929</b>
Corporate expenditure	(198)	1	78	68	64
<b>Net Operating Cost</b>	<b>12,271</b>	<b>10,708</b>	<b>11,180</b>	<b>11,551</b>	<b>11,993</b>
Retained Business Rates Baseline Funding	(3,311)	(2,341)	(2,480)	(2,628)	(2,681)
Business Rates Cap	(174)	0	0	0	0
Lower Tier Services Grant	(95)	0	0	0	0
Services Grant	(146)	0	0	0	0
New Homes Bonus - Base Budget	(400)	0	0	0	0
New Homes Bonus - to General Reserve	(280)	0	0	0	0
New Homes Bonus - Contingency Budget	(721)	0	0	0	0
Collection Fund (Surplus)/Deficit	32	52	0	0	0
Council Tax	(7,456)	(7,693)	(7,935)	(8,190)	(8,407)
<b>Total Funding</b>	<b>(12,551)</b>	<b>(9,982)</b>	<b>(10,415)</b>	<b>(10,819)</b>	<b>(11,088)</b>
New Homes Bonus to general reserves	280	0	0	0	0
<b>Original MTFS Funding Gap</b>	<b>0</b>	<b>726</b>	<b>765</b>	<b>732</b>	<b>905</b>

<b>Approved Updates:</b>					
Pension Contributions - Cabinet 05/04/2022	0	(32)	(151)	(272)	10
<b>Approved MTFS Funding Gap</b>	<b>0</b>	<b>694</b>	<b>614</b>	<b>460</b>	<b>915</b>



**A Review of Members' Allowances**

**For**

**Lichfield District Council**

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**A Report by the  
Independent Remuneration Panel**

**Jason Challoner  
Bernice Eisner  
Dr Declan Hall (Chair)**

**June 2022**

## EXECUTIVE SUMMARY

Lichfield IRP Executive Summary	BA & SRAs 2022/23 (recommended)					
REMUNERATED POSTS	Basic Allowance	Nos. Paid	SRA per Post	SRA Ratio to Leader	Total per Member	Total per Category
All Members	£4,734	47	-			£222,498
Leader of Council	£4,734	1	£13,729	100%	£18,463	£13,729
Deputy Leader & Cabinet Member	£4,734	1	£8,237	60%	£12,971	£8,237
Other Cabinet Members	£4,734	5	£7,551	55%	£12,285	£37,755
Chairman Planning Committee	£4,734	1	£6,865	50%	£11,599	£6,865
Vice Chairman Planning Committee	£4,734	1	£1,030	15% of Chair	£5,764	£1,030
Chairman Regulatory & Licensing Committee	£4,734	1	£2,746	20%	£7,480	£2,746
Vice Chairman Regulatory & Licensing Committee	£4,734	1	£412	15% of Chair	£5,146	£412
Chairman Overview & Scrutiny Committee	£4,734	1	£4,576	33%	£9,310	£4,576
Vice Chairman Overview & Scrutiny Committee	£4,734	1	£686	15% of Chair	£5,420	£686
Chairmen Member (Scrutiny) Task Groups	£4,734	£52 per meeting - as numbers of meetings are unknown the total cost cannot be calculated in advance				
Chairman Audit & Member Standards Committee	£4,734	1	£3,432	25%	£8,166	£3,432
Vice Chairman Audit & Member Standards Committee	£4,734	1	£515	15% of Chair	£5,249	£515
Chairman Council	£4,734	1	£2,885	NA	£7,619	£2,885
Vice Chairman Council	£4,734	1	£433	15% of Chair	£5,167	£433
Chairman Employment Committee	£4,734	1	£2,059	15%	£6,793	£2,059
Vice Chairman Employment Committee	£4,734	1	£309	15% of Chair	£5,043	£309
Principal Opposition Group Leader	£4,734	1	£3,432	25%	£8,166	£3,432
Principal Opposition Group Deputy Leader	£4,734	1	£515	15% of Group Leader	£5,249	£515
<b>SUB TOTALS</b>						
<b>BA SUB TOTAL</b>	<b>£4,734</b>	<b>47</b>				<b>£222,498</b>
<b>SRAS SUB TOTAL</b>		<b>21</b>				<b>£89,616</b>
<b>TOTAL PAYABLE (BA + SRAs)</b>						<b>£312,114</b>

**The IRP also recommends that:****The Basic Allowance: Inclusive of ITC and other Support costs**

The Basic Allowance continues to be deemed sufficient include all ITC and other support costs that Members may incur in carrying out their roles.

**SRAs not recommended – Planning Committee Members**

The ordinary Members of the Planning Committee are not paid an SRA

**Maintaining the 1-SRA only rule**

The Council maintains the 1-SRA only rule.

**Co-optees' Allowances**

The Co-optees' Allowance is set at £52 per meeting for 2022/23.

The provision for the Co-optees' Allowance is included in the published Members' Allowances Scheme.

**The In-Council Subsistence Allowance**

The IRP recommends that there is no right of Members to claim an In-Council Subsistence Allowance and that this provision is inserted in the allowances scheme.

**Outwith the Council: Subsistence Allowances and Overnight Accommodation**

In the interests of transparency that the provision for Members to claim an Overnight Accommodation Allowance is inserted into the Lichfield District Council Members' Allowances scheme and is claimable at the following maximum rates:

- London allowance for overnight accommodation      £92
- All other for overnight accommodation                      £80

The IRP also recommends that where a Member is required to stay overnight on an approved duty then the expectation in the first instance is that relevant accommodation will be pre-booked through Civic Support and the Overnight Allowance is only claimable when pre-booking through Civic Support cannot be done in time. This provision should also be inserted into the Members' Allowances scheme.

Members attending an approved duty outwith the Council should be able to claim a Subsistence Allowance at a maximum of £25 over a 24-hour period. This provision should also be inserted into the current Members' Allowances scheme.

**The Travel Allowances**

The Council maintain the full range of HMRC mileages rates for the mileage allowance, to include both within and outwith the council, and these rates are inserted into the scheme as follows.

HMRC Mileage Rates 2022

Kind of vehicle	HMRC AMAP Rate per mile
Car or van	45p for the first 10,000 miles
	25p after that
Motor cycle	24p (all miles)
Cycle	20p (all miles)
Passenger Supplement	5p per passenger per mile

The allowances scheme is clarified to include provision that when a Member is claiming mileage allowances when travelling in a hybrid/electric vehicle then HMRC mileage rates are applicable.

When travelling outwith the Council that standard class public transport is the expected mode of travel where feasible and the most inexpensive option and this provision should be inserted into the Members' Allowances scheme.

### **The Dependants' Carers' Allowance (DCA)**

Consequently, the IRP recommends that the DCA is maintained for the two different categories of care at maximum hourly rates as follows:

- Childcare: capped at the national living wage (£9.50 per hour – April 2022)
- Other care: capped at the hourly wage charged by Staffordshire County Council Social Services for a Carer

### **The Civic Allowances for Council Chair and Vice Chair**

The currently separately identifiable Civic Allowances are amalgamated which can then be claimed against by both the Council Chair and Vice Chair.

The Civic Allowances be increased to £2,500 for the Chair of the Council and £1,250 for the Council Vice Chair. In accordance with the recommendation that the Civic Allowances be amalgamated, this equates to a total of £3,750 per year to be claimed against by both the Council Chair and Vice Chair.

Furthermore, to provide clarity to the Civic Allowance that the Council specify how the Civic Allowance may be spent. In particular, it would be useful if it was laid out what proportion of the Civic Allowance may be spent on personal items.

### **Indexing Allowances**

The allowances are indexed annually (where applicable) up to the end of municipal year 2025/26, the maximum period permitted by legislation, without reference to the IRP as follows:

#### **Basic Allowance, SRAs, Co-optees and the Civic Allowances:**

- Updated annually in line with the annual percentage pay increase given to Lichfield District Council employees (and rounded to the nearest £ as

appropriate) as agreed for each year by the National Joint Council (NJC) for Local Government Staff.

**Dependants' Carers' Allowance:**

- The maximum hourly rates to be indexed to the government's national living wage (childcare) and Staffordshire County Council's chargeable hourly rate for a Home Care Assistance (care of other dependants).

**Mileage Allowance:**

- Members' mileage allowances rates indexed to the HMRC AMAP mileage rates.

**Daily out of Council Subsistence and Overnight Allowances:**

- Updated annually in line with the annual percentage pay increase given to Lichfield District Council employees (and rounded to the nearest £ as appropriate) as agreed for each year by the National Joint Council for Local Government Staff.

In the interests of clarity, the IRP further recommends that the provision for indexation and the specified indices be inserted into the Lichfield District Council Members' Allowances Scheme.

**Implementation**

The new scheme of allowances based on the recommendations contained in this report is adopted from date of the Council's meeting on 12<sup>th</sup> July 2022.

The exception to the recommended general implementation is the implementation of the indices for the Basic Allowance, SRAs, Civic Allowances, daily out of Council Subsistence and Overnight Accommodation Allowances. As most of these allowances have been either reset or newly recommended indexation for the municipal year 2022/23 is not appropriate. The implementation date for the indexation of these allowances should be from the start of the 2023/24 municipal year.

# **Independent Remuneration Panel:**

## **A Review of Members' Allowances**

### **For**

## **Lichfield District Council**

### **The May 2022 Report**

#### **Introduction: The Regulatory Context**

1. This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration Panel ('IRP' or 'Panel') appointed by the Lichfield District Council to advise the Council on its Members' Allowances Scheme.
2. The IRP was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)* (the 2003 Regulations). These regulations, arising out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances. This is in the context whereby full Council retains powers of determination in setting Members' Allowances, including both levels and scope of remuneration and other allowances/reimbursements.
3. All Councils are required to convene their IRP and seek its advice before they make any changes or amendments to their members' allowances scheme and they must 'pay regard' to the IRPs recommendations before setting a new or amended members' allowances scheme.
4. As the Council has made some governance changes, the current scheme of allowances does not reflect the current roles and responsibilities carried out by all Members. As such, the trigger to reconvene the IRP has been the specific consideration of the impacts of the governance changes on Members' Allowances and as the scheme has not been reviewed since 2016, the IRP was asked to review the whole scheme to ensure it was still fit for purpose.
5. In particular, the IRP has been reconvened under the 2003 Regulations [19. (1)]. This regulation states that before an authority "makes or amends a scheme, that authority shall have regard to the recommendations made in relation to it by an independent remuneration panel."

6. It is under this requirement that the IRP has undertaken this review of Members' Allowances for Lichfield District Council.

### Terms of Reference

7. In accordance with the Members' Allowances Regulations 2003 [paragraphs 19. (1)] Lichfield District Council has reconvened its statutory Independent Remuneration Panel (IRP) to review the Council Members' Allowances scheme. Specifically the IRP has been asked to make recommendations on the following:
  - i. The amount of Basic Allowance that should be payable to elected Members and the expenses it should include
  - ii. The categories of Members who should receive a SRA and as to the amount of such an allowance
  - iii. Those Co-optees who should receive a Co-optees' Allowance and as to the amount of such an allowance
  - iv. The scope and level of travel and subsistence allowances and the terms and conditions by which this may be paid
  - v. The scope and level of the Dependants' Carers' Allowance
  - vi. The application of an index to allowances payable and if so what the relevant indices should be
  - vii. The implementation date for the new Scheme of Members' allowances
  - viii. Consideration of the appropriateness and levels payable of the Civic Allowance
  - ix. Any other issues that are brought to the IRPs attention
8. In undertaking the review, the IRP is expected to take into account:
  - Allowances paid in the Lichfield District Council benchmarking group of councils;
  - The views of Members, both written and oral;
  - Any other consideration that the Council asks the IRP to take into account

### The IRP

9. Lichfield District Council reconvened a new IRP to provide a fresh appraisal of its Members' Allowances Scheme and the following Members were appointed to its new IRP, namely:
  - Jason Challoner: President Lichfield & Tamworth Chamber of

Commerce and Chair South Staffordshire  
Employment & Skills Board

- Bernice Eisner: Treasurer Lichfield Civic Society
- Dr Declan Hall (Chair): Formerly an academic at the Institute of Local Government, The University of Birmingham, now an Independent consultant specialising in Members' Allowances and support with extensive experience of reviews across the United Kingdom

10. Logistical and practical support to the IRP was provided through Christine Lewis, Principal Governance Officer and Deputy Monitoring Officer at Lichfield District Council.

### Process and Methodology - Evidence Reviewed by the IRP

11. The IRP met at the Council House, Lichfield, on the 27-28 April 2022, to consider the evidence, hear representations from Members and receive factual briefings on the Council from relevant Officers. All Members were invited to make written submissions to the IRP (of which two were received) and all Members who wished to meet with the Panel were accommodated as far as practically possible. The IRP also reviewed relevant written information, such as council and committee meetings schedules, benchmarking data, statutory guidance, etc. The IRP meetings were held in private session to enable it to meet with Members and Officers and consider the evidence in confidence. For a full range of who met with the IRP and the evidence considered by the IRP see the following:

- Appendix 1: Members who met with the IRP and who made written submissions, plus Officers who provided factual briefings to the IRP
- Appendix 2: List of range of written evidence considered by IRP
- Appendix 3: BM1-3 – comparative summary of benchmarking: Allowances paid in comparator councils

### Benchmarking: CIPFA 'Near Neighbours' + Staffordshire/adjacent Districts

12. In accordance with the factors the IRP was asked to take into account in making recommendations regarding its terms of reference, the IRP has benchmarked the scope and levels of allowances paid to Members of Lichfield District Council. The benchmarking group consists of 18 district councils made up of a combination of two sub groups of councils:

- CIPFA 10 Nearest Neighbours:<sup>1</sup>

<sup>1</sup> Number 9 in the CIPFA 10 Nearest Neighbours group, East Northamptonshire no longer exists so the IRP simply dropped down to number 11 in the 2014 model, which is Maldon District Council to complete the 10<sup>th</sup> nearest neighbour list



- Those councils as determined by the Chartered Institute of Public Finance & Accountancy (CIPFA) to be Lichfield's 10 'nearest neighbours' based on a standard set of socio-demographic criteria (2014 model).
  - Staffordshire/adjacent councils:
    - The seven other district councils in Staffordshire plus three adjacent councils not within Staffordshire.<sup>2</sup>
13. While it can be difficult to make systematic comparisons consistently, the IRP has undertaken benchmarking, where relevant figures can be obtained, against these two sub groups of councils to provide a more balanced perspective.<sup>3</sup>
14. The IRP has not been driven by Allowances paid across the comparator authorities but it was concerned to understand how the issues under review have been addressed elsewhere, i.e. what is the most common and good practice. Moreover, it was important to place the Lichfield District Council Allowances Scheme in a comparative perspective. Leaving aside the fact that this only gives relative values and is less of a guide to the real worth of a councillor's work it informs the IRP and elected Members on the wider picture, underlining some of the anomalies in the Lichfield District Council model of remuneration. It also provides one reference point for the IRP to consider in its deliberations.

### **Key Messages – Reducing barriers to public service**

15. A theme emerging from the representations made to the IRP was that the current allowances payable do not fully compensate the work and responsibilities undertaken by Members and are insufficient, particularly of leading Members, to live on. Members' allowances were never meant to be at a level to provide a 'living', at least at district councils. The policy intention behind the requirement to establish a Members' Allowances scheme for all English councils is to enable and facilitate Members' roles and responsibilities as far as practically possible while taking into account such factors as the nature of the council, local economic conditions and good practice. Thus, the IRP has sought to recommend a scheme that seeks to minimise financial barriers to public service to enable a wide range of people to become a Councillor without incurring undue personal financial cost.
16. Members' allowances schemes are not intended to 'attract' candidates for Council, paid at full 'market rates.' To do so they would be at a level so as not to be publically acceptable, nor in accordance with the terms of reference. Moreover, the IRP (and a number of interviewees) were not at ease with the concept of using allowances to 'attract' candidates for council - if elected Members were standing for and remaining on the Council due to financial appeal it would run contrary to the public service ethos. The desire to serve local communities and residents is the prime motive for being a Councillor. For Members, remuneration should not be seen as a driver in citizens putting themselves forward to stand for council, as it negates the public service

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<sup>2</sup> The benchmarking group consists of 18 as opposed to 20 councils as Stafford and South Staffordshire fall within both of Lichfield's benchmarking sub groups, the CIPFA 10 nearest neighbours and the 10 Staffordshire/adjacent district councils

<sup>3</sup> See Appendix 3 for more details.

principle that is inherent in a Member's role. Conversely, neither should remuneration be at a level that excludes many underrepresented groups from standing for Council, as it would impose an undue financial burden. If the IRP were to recommend 'market rates' it would cut against the principle of value for money (see below) and be at such a level it would be hard to justify in a comparative context.

17. As such, the IRP is keen to ensure that allowances and support enable Members and potential Members to undertake their duties without personally having to subsidise their public service.

### **Restoring equity**

18. A result of freezing allowances since 2019 means there has been a loss of value in the main allowances paid under the Lichfield Members' Allowances Scheme. It should be seen as fair in that it provides a degree of recompense for workload and responsibility. Allowances should also be equitable when compared to peers. The current scheme fails on both points.

### **Allowances once more on the low side**

19. In the representation received by the IRP, the majority view was that allowances had once more become on the low side. While this was the clear majority view, a small proportion of those expressing that view stated that while that may be their view now was not the current time to increase allowances.
20. The other evidence considered by the IRP, such as recalibration of allowances and the comparative picture also generally supports the view that that current Basic Allowance and nearly all SRAs in Lichfield District Council are on the low side. In addition, there was some anecdotal evidence that the allowances, and the Basic Allowance in particular, were so low that they were a barrier to becoming an elected Member, especially when it came to seeking younger candidates to stand for Council.
21. The IRP recognises that it is never a good time to recommend any increases in Members' Allowances and now even more so. However, the IRP is recommending increases in the Basic Allowance and most SRAs for the following reasons:
  - The general view in representation received was that allowances were now on the low side
  - Benchmarking shows that indeed the Lichfield Basic Allowance and most SRAs are lagging behind peers
  - Recalibration of allowances by following the methodologies set out in the 2006 Statutory Guidance shows they are low
  - They have been frozen since 2019
  - No index is being recommended for 2022/23
  - There have been increased demands on Members since 2016
  - Inflation (RPI) is forecast to hit almost 10 per cent for 2022, with little sign of easing in the short term

22. The IRP notes that while the case to increase allowances is on balance persuasive it has not been all one way. The IRP has marginally rebalanced the recommended increases by also recommending some decreases. In addition, the changes in overview and scrutiny governance arrangements also mean there is some savings arising.
23. The IRP could have actually recommended bigger increases than are set out in this report, especially when considering the comparative picture. As such, the recommendations contained in this report are not necessarily the definitive view of the IRP on allowances for Members of Lichfield District Council. The recommendations reflect a balance between the weight of evidence and the need for the recommendations to be seen to be sensible in the current economic conditions. It is hoped that the recommendations will receive a broad consensus as possible while recognising not all demands have been met. Where the IRP has not taken on board certain representations, it has shown the reasons why.

## **Recommendations - the Basic Allowance**

### **Recalibrating the Basic Allowance in line with the 2006 Statutory Guidance**

24. The IRP is required to pay regard to the 2006 Statutory Guidance arriving at recommended levels of allowances. In considering the Basic Allowance the Guidance (paragraph 67) states:

Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

25. The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables - time, public service and worth of remunerated time.

### **Time to fulfil duties for which the Basic Allowance is paid**

26. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). It is paid to compensate for workload, plus an element of minor expenses. Obviously, Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members. As such, the time assessment is typically the average time required to carry out all those duties for which the Basic Allowance is paid
27. These duties included preparing for and attending meetings of the Council and its committees/panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with Officers.

28. The current Basic Allowance is based on a time assessment of 12 hours per week. This is the time assessment of what is required to be an effective frontline Member, which in 2016 was deemed 1.6 days per week or 83.2 days per year based on a 7.5-hour working day.
29. The most up to date information available on what is a reasonable time expectation for which the Basic Allowance is paid comes from the 2018 Councillors Census. In data supplied to the Chair of the IRP from the Local Government Association, it shows that Councillors in district councils who held "no positions" of responsibility put in on average 14.3 hours per week "on council business"<sup>4</sup>.
30. The IRP tested out the average time commitment required with the interviewees and the feedback ranged from 8 to 20 hours per week, with a weighting towards 12-15 hours per week. Moreover, it also heard that since 2016 more was expected from Members as the Council has become more Member-driven since 2016 and there was a wider community engagement by all Members.
31. For the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance, the IRP has compromised and adopted 13.2 hours per week, or 1.76 days per week on a 7.5-hour working day. This equates to 91.52 days per year as the expected time input from Members for their Basic Allowance.
32. The IRP recognises that some Members who hold no positions may well put in more than 1.76 days per week and indeed more than the reported average as set out in the LGA Councillors Census (2018). However, the IRP has opted for 13.2 hours on the basis that the LGA average includes those councillors who undertake the role more or less full time as they have the time to supply. As such, the figure of 13.2 hours per week is a more realistic expectation and reflects the feedback from interviewees. It is also a compromise between the current expectation and the LGA Councillor Census average by being the mid-point between 12 hours (current assessment) and LGA average (14.3 hours).

### **The Public Service Discount (PSD)**

33. The Public Service Discount (PSD) recognises the principle that not all of what a Councillor does should be remunerated – there is an element of public service. Typically, this voluntary principle is realised by discounting an element of the expected time inputs associated with the Basic Allowance. The normal range for this public service discount is between 35% - 40%, largely on the basis that this is broadly in line with the proportion of time frontline Members spend dealing with constituents, surgeries and general enquiries from citizens. However, the historical PSD that has been applied in Lichfield is 50%. The IRP received no evidence to revise the historical figure.
34. Thus, of the expected time input of 91.52 days per year, 50% of that time, or 45.76 days per year are deemed public service and not paid, leaving 45.76 remunerated days per year.

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<sup>4</sup> Information based on National Census of Local Authority Councillors 2018 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 21 October 2019.

## The rate for remuneration

35. The rate for remuneration used in 2016 to arrive at a Basic Allowance was based on the 2015 median gross daily salary for all full time employee jobs within the area of the Lichfield District Council was £98.34 per day<sup>5</sup>. To base the rate of remuneration on the median earnings of Members' constituents is robust and is a rate that is readily defensible; the Basic Allowance based on the median earnings of those Members represent cannot be attacked for being excessive. This accusation had some attraction in the past when the rate of remuneration used to be based on a LGA daily advisory rate that was derived from male non-manual mean daily earnings.
36. The IRP received no evidence to alter the current rate of remuneration accept to update it for its latest value, which in 2021 was £103.46 per day. This daily rate of remuneration is derived from the Lichfield District Council median gross salary for all full time employee jobs within the council area (ASHE Table 7.1a 2021 – work geography), which is £517.30 per week.
37. If the IRP updated the variables to arrive at a recalibrated Basic Allowance as set out in the 2006 Statutory Guidance to take into account the most recent data available it gives the following values:
- Time required to fulfil duties: 91.52 days per year (1.76 days per week)
  - Public Service Discount: 50% (45.76 days)
  - Rate for Remuneration: £103.46 per day
38. By following the methodology as set out in the 2006 Statutory Guidance with the updated variables it produces the following recalibrated Basic Allowance:
- 91.52 annual days minus 50% PSD = 45.76 remunerated days  
multiplied by £103.46 per day  
= £4,734<sup>6</sup>.

## Benchmarking the Basic Allowance

39. The current Basic Allowance is £4,298. Benchmarking shows that the mean Basic Allowance in the benchmarking group of councils is £5,187, with a median Basic Allowance of £5,115. Although the Lichfield District Council Basic Allowance is not the lowest amongst peers this does not take into account the fact that Lichfield Members have to pay for all their telecommunications and information technology costs out of their Basic Allowance, which in the main is not the case elsewhere.
40. Moreover, it is further noted that the Lichfield Basic Allowance is the third lowest out of a total comparative group of 19 Councils, including Lichfield. Furthermore the comparative council with the lowest Basic Allowance (Staffordshire

<sup>5</sup> See ASHE, 2015, Table 7.1a - Weekly pay - gross - For full time employee jobs in Lichfield District Council area, which is £491.70 and divided by 5 working days equals £98.34 per day. ONS advises that the median rather than the higher mean figure (£580 per week) is a better measure of the average due handful of very high earners which skews the statistical mean.

<sup>6</sup> The factual figure produced is £4,743.33 which the IRP rounded down to the nearest £.

Moorlands £2,902) has a different model of remuneration from Lichfield in that it pays more SRAs than in Lichfield.

41. A Basic Allowance that is lower than that paid to peers is on its own not necessarily a sufficient reason to recommend an increase to the Lichfield Basic Allowance but in the context whereby the recalibration of the Basic Allowance supports an increase then the case for revision becomes more compelling. It is noted that even if the IRP recommended the recalibrated Basic Allowance (£4,734) it would still be less than that paid to peers on average.

### Applying a retrospective indexation

42. The allowances in Lichfield District Council have been frozen since 2019. The Council decided not to apply indexation for 2019/20 and from 2020/21, the authority to index allowances lapsed. Nonetheless, the IRP decided to apply the relevant indexation (same percentage salary increase as applied to local government staff, as agreed nationally and the Lichfield index mechanism from 2016-2019) for each year since 2019/20 up to 2022/23 to assess what the impact would be. The IRP has applied a projected index for 2022/23, as it is not recommending any indexation for that year due to the allowances being reset. The IRP has taken what appears to be a reasonable percentage salary increase for local government staff for 2022/23 taking into account that inflation is estimated to reach up to 10 per cent for this year.
43. The retrospective and forward application of indexation is set out as follows:

Lichfield BA	Local Government Staff percentage salary increase	Lichfield BA with index applied
£4,298	2% (2019/20)	£4,384 (2019/20)
£4,384	2.75% (2020/21)	£4,505 (2020/21)
£4,505	1.75% (2021/22)	£4,583(2021/22)
£4,583	2.75% (2022/23 – assumed)	£4,709 (2002/23)
£4,709		

44. The IRP notes that this exercise in applying a retrospective and forward (2022/23) indexation to the Basic Allowance arrives at a figure (£4,709) that is so close to the recalibrated Basic Allowance of £4,734 that makes no difference. Moreover, it reinforces the appropriateness of the recalibrated Basic Allowance.
45. The IRP is content that the recalibrated Basic Allowance is robust and justifiable once the following has been taken into account:
- It has been arrived at by the methodology set out in the 2006 Statutory Guidance
  - The weight of the representation received supported an increase on the current Basic Allowance
  - It is still less than the mean/median Basic Allowance paid in the benchmarked councils – the recalibrated Basic Allowance is only keeping Lichfield in touching distance of peer councils as it is starting to lose touch



- It is close to what the Basic Allowance would be if indexation was applied from 2019-2023
  - Unlike in many other comparator councils Lichfield Members have to pay for all telecommunications and information technology costs out of their Basic Allowance, and
46. **The IRP recommends that the Basic Allowance for 2022/23 should be £4,734.**
47. **The IRP also recommends that the Basic Allowance continues to be deemed sufficient include all ITC and other support costs that Members may incur in carrying out their roles.**

### **Special Responsibility Allowances - Leader of the Council**

48. The current SRA for the Leader (£12,641) was arrived at through following the approach that is set out in the 2006 Statutory Guidance (paragraph 76) which states

One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.

49. In 2016, the IRP noted that the Leader's then SRA (£11,610) was a multiple of just over 3.2 of the then Basic Allowance (£3,547). The IRP in 2016 reset the Leader's SRA at a multiple of 3 times the recommended Basic Allowance as it was the mid-point between the then current multiple of 3.2 times the then current Basic Allowance and the multiple of 2.8 of the then mean Basic Allowance over the mean Leaders SRA. Due to differential indexation, currently, the Leader's SRA is a multiple of just over 2.9 the current Basic Allowance
50. The IRP heard that the role of Leader has changed since 2016. There are now greater demands on the role particularly in relation to the need to engage with external partners and stakeholder groups, whether it is local community groups, charities or developers or attending meetings of the West Midlands Local Government Association. Moreover, there was an almost unanimous view from the representation received that the Leader was underpaid. This view is supported by the benchmarking that shows a mean Leader's SRA of £14,848, with a median Leader's SRA of £14,196.
51. It remains that the Leader's role does not require a full time commitment yet no matter who is Leader it precludes full time employment in the normally accepted sense. But the IRP has decided to reset the Leader's SRA at a multiple of 2.9 the recommended Basic Allowance. A multiple of 2.9 is the mid-point of the current differential between the Basic Allowance and Leader's SRA, which is 2.94, and the differential between the mean Basic Allowance and mean Leader's SRA in the benchmarking group, which is 2.86. Multiplying the recommended Basic Allowance by 2.9 equates to £13,729. This still leaves the SRA for the Leader less than the mean/median paid to peers.

52. **The IRP recommends that the Leader's SRA for 2022/23 should be £13,729.**

### **Deputy Leader**

53. The current basis of nearly all the other SRAs paid in Lichfield have been set in accordance with the pro rata approach which has been given specific endorsement in the 2006 Statutory Guidance (paragraph 76) which advises:

A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the Council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance.

54. This is known as the 'pro rata' approach. By definition the Leader's SRA is 100 per cent, there is no role larger than that of the Leader. The other SRAs are then arriving at by assessing the particular post as a percentage of the Leader's role and therefore applying that same percentage to their SRA.
55. The current SRA (£7,737) for the Deputy Leader has been set at 60% of the Leader's SRA. Benchmarking shows that the mean SRA for Deputy Leaders is £9,700, giving a mean ratio of just under 65% of the mean SRA for Leaders. The median SRA of Deputy Leaders is £9,464. The IRP received no evidence to alter the current ratio of 60% of the Leaders' recommended SRA, which equates to £8,327
56. **The IRP recommends that the SRA for the Deputy Leader for 2022/23 is £8,237.**

### **Other Cabinet Members (5)**

57. Similarly, the current SRA (£7,091) for the five other Cabinet Members has been set at 55% of the Leader's SRA. Benchmarking shows that the mean SRA for equivalent posts is £6,968, with a median SRA of £6,302. The other Cabinet Members mean ratio is 47% of the mean Leaders' SRA. This is one of the few SRAs in Lichfield that are slightly higher than that paid in comparator councils.
58. However, the IRP is content with maintaining the current Lichfield ratio - the benchmarking does not take into account the size of the executive, which in many councils consist of 10 - the maximum permitted by the 2000 Local Government Act. In Lichfield, there has been a decrease in the number of Other Cabinet Members since 2016, from six to five. The IRP has decided that the current ratio of 55% of the Leader's recommended SRA remains appropriate, which equates to £7,551. The IRP also recommends that if the size of the Cabinet is to change over the next four that it is consulted on the appropriateness of their SRA.
59. **The IRP recommends that the SRA for the five other Cabinet Members for 2022/23 is £7,551.**



## Chair of the Overview and Scrutiny Committee

60. In May 2021, the Council restructured its Overview and Scrutiny governance arrangements. It replaced the four Overview and Scrutiny Committees with a single overarching Overview and Scrutiny Committee with a more flexible system of Scrutiny Member Task Groups that address particular issues in more depth for a period. As an interim arrangement the Chair of the Overview and Scrutiny Committee receives the SRA (£2,580) that was originally set for four Overview and Scrutiny Committee Chair, which was set at 20 per cent of the Leader's SRA.
61. The Overview and Scrutiny Committee has a number of significant functions that include

### 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.

### 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

- iv. comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives, or projects;
  - v. make recommendations to the Cabinet and/or the Council arising from the outcome of the scrutiny process;
  - vi. question and gather evidence from any person (with their consent);
  - vii. consider and make recommendations on a Councillor Call for Action;
  - viii. 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.
- d) **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.
62. Clearly, the current SRA does not reflect the full responsibility held by the Chair of a single Overview and Scrutiny Committee. There was a view expressed to the IRP that the SRA should be on a par with that paid to the Cabinet Members but the IRP rejected this view. On constitutional grounds alone, the Chair of the Overview and Scrutiny Committee does not have the same decision-making powers as Cabinet Members. While the workload may be similar to that of a Cabinet Member, the responsibility is not the same. Moreover, the work of the Overview and Scrutiny Committee is supported by Member Task Groups, for which the IRP is recommending an SRA for their Chairs (see below).
63. Not all the comparator councils have a single Overview and Scrutiny Committee model (nine out of the other 18 councils have such a model, with Hinckley and Bosworth having a main Overview and Scrutiny Committee plus subordinate Scrutiny Committees). However, benchmarking shows mean SRA of £4,226, with the median SRA of £3,689 in amongst those councils where there is a single Overview and Scrutiny Committee.
64. In settling upon an appropriate ratio, the IRP has chosen one third of the Leader’s recommended SRA, which equates to £4,576. This is somewhat above the mean SRA paid to equivalent posts in comparator councils but Lichfield has given a great deal of responsibility to the Overview and Scrutiny and there was a great deal of support in the representation received to enhance the remuneration of the Chair, even more so than the IRP is recommending.
65. **The IRP recommends that the SRA for the Chair of the Overview and Scrutiny Committees for 2022/23 is £4,576.**

## Chairs of the Member (Scrutiny) Task Groups

66. To support the work of Overview and Scrutiny the Overview and Scrutiny Committee appoints time limited Member Task Groups. Each Task Group has a chair, appointed by the Overview and Scrutiny Committee Chair in consultation with their Vice Chair. The main function of the Member (Scrutiny) Task Groups is to work on policy development, pre-decision scrutiny and performance scrutiny. They consist of fewer Members delving more deeply into a salient issue in a more proactive way in a more informal format, thus allowing a more effective working outside of the formal structures.
67. Currently there are six Member (Scrutiny) Task Groups in place
- Climate Change
  - Lichfield City Masterplan
  - New Leisure Centre
  - Councillor Community Fund
  - Council Tax Support Group
  - Local Plan Sub-Committee
68. Each Scrutiny Task groups are made up of a small number of Councillors - usually 5. The Team may include members from each political group on the Council but does not have to be politically balanced. . Membership is not restricted to members of the Overview and Scrutiny Committee and any non-Executive member of the Council may be nominated to serve on a Scrutiny Task group. Consideration may also be given to the appointment of persons from outside the Council as co-opted Members of Scrutiny Task groups.
69. When a new Scrutiny Team is proposed, the Overview and Scrutiny Committee will set out its Terms of Reference and expected timescale for report. The Committee will invite all non-Executive members of the Council to express an interest in joining the Team. The Chair of the Committee in consultation with Group Leaders will select membership of the Team taking into account the following:-
- experience and expertise of individual members;
  - whether or not the Members have taken part in previous Scrutiny Task groups. The aim is to build a team of Councillors with a mixture of experience and knowledge, but commitment to and enthusiasm for the task is as important.
70. Members of Scrutiny Task Groups are expected to:
- undertake appropriate reading and research. This may involve consultation, visits and evidence gathering between meetings of the Team;
  - having agreed a programme of meetings of the Task Group, to attend as many of them as possible;
  - to ask for support, training and development if/when members feel it is necessary;
  - to contribute fully to the drafting of the final report.

71. The Chair of the Task Group will be chosen from among the members of each group at either Overview or Scrutiny Committee when it sets up the Task Group, or at its first meeting and must hold suitable skills or attended relevant training. The Chair will ensure regular update reports are made as appropriate
72. Benchmarking is not relevant in this case, only one other comparator council (Bromsgrove) remunerates Chairs of Scrutiny Task Groups at £1,183. Nonetheless, the IRP concluded that based on the evidence received the Chairs of the Member (Scrutiny) Task Groups merit an SRA. The IRP further concluded that a fixed annual SRA was not relevant in case. A Member Task Group could meet fortnightly over a 2 or 3-month period or meet once every 4 or so months over a 2-3 year period. Consequently, the IRP decided that in this case an appropriate approach was to recommend an SRA for the Chairs on a per meetings basis.
73. The IRP was concerned that recommending an SRA on a per meetings basis to the Chairs of the Member (Scrutiny) Task Groups was somewhat open ended in that the number of Task Groups could proliferate and that consequently the number of SRAs payable increase accordingly. However, the IRP was informed that the reality of the situation was that the number of Member (Scrutiny) Task Groups in place at any one time and the number of meetings they can hold are constricted by the Council's capacity and resources to support them.
74. Thus, in setting the appropriate SRA for when the Chairs of the Member (Scrutiny) Task Groups actually meet the IRP decided that it should be half of the daily rate of remuneration utilised in setting the recalibrated Basic Allowance, which is £52 per meeting. The half-day assessment is based on an assumed meeting length of two hours and a minimum of two hours preparation.
75. **The IRP recommends that the Chairs of the Member (Scrutiny) Task Groups should receive an SRA of £52 per meeting for 2022/23. The IRP further recommends that this SRA should only be applicable to those Member Task Group meetings where a formal agenda is sent out and notes of the meeting taken that are submitted to the Overview and Scrutiny Committee.**

### Chair of the Planning Committee

76. Currently, the Chair of Planning is paid an SRA (£6,446) that has been set at 50 per cent of the Leader's SRA. It is the highest paid committee chair in Lichfield District Council and is somewhat higher than that paid in the comparator councils. Benchmarking shows that the mean SRA paid to this post is £5,445, with a median SRA of £5,328.
77. The IRP is content with the current ratio remaining at 50 per cent of the Leader's recommended SRA, which now equates to £6,865 and being higher than the mean/median SRA in the benchmarking group. The Planning Committee is a very active committee that deals with high profile issues. It meets monthly, more than any other committee. The Planning Committee has a great many planning applications to deal with, including those that are relatively large and complicated. Moreover, there are planning issues that are peculiar to Lichfield largely surrounding the large number of listed buildings in the city. It is the only

committee where standing orders are regularly suspended as meetings overrun.

78. **The IRP recommends that the SRA for the Chair of the Planning Committee for 2022/23 is £6,865.**

### **Members of the Planning Committee**

79. The IRP received some representation that the ordinary Members of the Planning Committee merited an SRA largely because the committee met more than other committees, there was a lot of reading for planning meetings and all Members of the Planning Committee have to undertake relevant training. As such, the argument presented was that Planning Committee Members had more work to do than other frontline Members did.

80. In considering this argument, the IRP was cognisant of the 2006 Statutory Guidance which states (paragraph 73):

It does not necessarily follow that a particular responsibility, which is vested to a particular member, is a significant additional responsibility for which a special responsibility allowance should be paid. Local authorities will need to consider such particular responsibilities very carefully. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such duties may not lead to a significant extra workload for any one particular member above another. These sorts of responsibilities should be recognised as a time commitment to council work, which is acknowledged within the basic allowance, and not responsibilities for which a special responsibility allowance should be recommended.

81. In other words, the Guidance is suggesting that, despite there being some roles that are beyond what others are doing, it does not necessarily merit a SRA, as it should be covered by the Basic Allowance.

82. The IRP understands that all Members are expected to undertake a regulatory role whether on Planning or Regulatory and Licensing or Audit and Members Standards Committees and potentially Members of the Regulatory and Licensing Committee can be heavily involved in Licensing Sub-Committees, indeed as can members of certain Member (Scrutiny) Task Groups. Moreover, all Members have a great deal of reading to undertake. Thirdly, the IRP was reluctant to set a precedent by recommending an SRA for ordinary Members on a particular committee as inevitably there will be occasions when Members of other committees will be undertaking a particularly heavy workload. Finally, the IRP notes that not a single other council in the benchmarking group remunerate the ordinary Members of their Planning Committee (although it is acknowledged that such an SRA is on occasion paid in English local government).

83. **Consequently, the IRP is not recommending that the ordinary Members of the Planning Committee should be paid an SRA.**



## Chair of the Regulatory and Licensing Committee

84. The Chair of the Regulatory and Licensing Committee is paid an SRA of £2,580, which has been set at 20% of the Leader's SRA. Benchmarking shows the mean SRA in the comparator councils for equivalent posts is £2,867 with the median SRA being £2,569.
85. It is noted that the Regulatory and Licensing Committee only has three scheduled meetings per year. Yet, the Committee Chair as a matter of course chairs the Licensing Sub-Committees that deal with licensing applications where there has been an objection. On average, there have been four of these Licensing Sub-Committee meetings each year for the last four years. As such, no evidence was received to alter the current ratio; it should remain at 20% of the Leader's recommended SRA, which equates to £2,746.
86. **The IRP recommends that the SRA for the Chair of the Regulatory and Licensing Committee for 2022/23 is £2,746.**

## Chair of the Audit and Member Standards Committee

87. The current SRA (£1,621) for the Chair of the Audit and Member Standards Committee was set at 12.5 per cent of the Leader's SRA. It was set at this level on the basis that at the time there was only three scheduled meetings of what was then the Audit Committee.
88. Since 2016, there have been some important changes regarding this committee. Firstly, in 2017 it required the additional responsibility for Member Standards, which mainly involves maintaining and updating where relevant the Councils statutory Councillors Code of Conduct. In the benchmarking group, seven of the comparator councils maintain and remunerate the Chair of a separate Standards Committee.
89. Most importantly it has responsibility for the statutory Audit function that can be broadly categorised as follows:
- Audit Activity: consideration of internal and external audit plans and make recommendations thereon, including risk assurance
  - Regulatory Framework: to maintain an overview of the Council's Constitution in respect of contract procedures, financial regulations and to review the adequacy of policies and practices to comply with statutory requirements and guidance
  - Accounts: to review the annual statement of accounts including raising any concerns
90. The IRP was informed that the Audit function has become much more important since 2016 review largely resulting from local government facing increased financial challenges and accompanying financial risk. The work of the Audit and Member Standards Committee has become much more in depth and the number meetings scheduled each year has doubled to six. Benchmarking shows that comparatively the Chair of the Audit and Member Standards

Committee is very low. The mean SRA for similar posts is £3,228 and median SRA is £3,089.

91. Consequently, the IRP decided to reset the ratio utilised in arriving at the SRA for the Chair of the Audit and Member Standards Committee to 25 per cent of the Leader's recommended SRA, which equates to £3,432.
92. **The IRP recommends that the SRA for the Chair of the Audit and Member Standards Committee for 2022/23 is £3,432.**

### Chair of the Employment Committee

93. Currently the Chair of the Employment Committee receives an SRA of £1,621, originally set at 12.5 per cent of the Leaders' SRA. Typically the role of the Employment Committee is to oversee the Council's employment policies, staff terms and conditions and recruitment of senior Officers. In times of stability, the Employment Committee has three scheduled meetings per year. However, the IRP notes that the Council is entering a period of staff restructuring that will mean an increase in the number of meetings of the Employment Committee over the next 12-18 months and it will probably settle down again after that. As such, the IRP concluded that a small increase in the ratio utilised to set the SRA was merited and it can be revisited when the IRP reviews the scheme once again.
94. Benchmarking is not of a great deal of assistance in this case as only two other councils in the benchmarking group remunerate their Chair of Employment, South Staffordshire £2,500 and South Kesteven £3,924. The IRP simply applied a small uplift to ratio to take into account the increase in workload over the next four years (which is when the IRP will be reviewing the scheme once more). The IRP has reset the SRA at 15 per cent of the Leader's recommended SRA, which equates to £2,059.
95. **The IRP recommends that the SRA for Chair of the Employment Committee for 2022/23 is £2,059.**

### Chair of the Council

96. Currently, the Chair of the Council receives an SRA (£2,885) that is paid at just under 23 per cent of the Leader's SRA. This figure is historical and was not changed at the time of the last review. The Chair of the Council has six meetings a year to chair. It can be an onerous position as the Council meeting is the principle political arena for every Member and if the Council Chair does not get the rules of procedure correct, they can be very exposed.
97. Again, benchmarking for this role is of limited utility as only four of the benchmarked councils pay their Council Chair an SRA, with a mean SRA of £3,794 and median SRA of £3,031. Nonetheless, the IRP received no evidence to suggest that the current SRA received by the Chair of the Council was no longer appropriate.

98. **The IRP recommends that the SRA for the Chair of the Council for 2022/23 remains at £2,885.**

### **Leader of the Principal Minority (Opposition) Group**

99. Currently, the Leader of the Principal Minority (Opposition) Group receives an SRA of £2,943 that was originally linked to that paid to Chair of the Council. The SRA for the Leader of the Principal Minority (Opposition) Group reflects a context when there was fewer Opposition Members. Since 2016, the Principal Opposition Group has increased to 10 Members, which is over 20 per cent of the total Council membership.
100. Benchmarking shows that this post in Lichfield is paid much less than peers, with the mean SRA being £4,704 and median SRA being £4,742. However, the size of the Principal Opposition Groups in the comparator councils is unknown what but it can be readily assumed to be on average greater than 20 per cent of their Council membership.
101. Nonetheless, the IRP notes that is a statutory requirement to remunerate an Opposition Member and an effective Opposition underpins the effective functioning of local representative democracy in English local government. As such, the IRP has decided to reset the SRA for the Leader of the Principal (Opposition) Group at 25 per cent of the Leader's recommended SRA, which equates to £3,432.
102. **The IRP recommends that the SRA for the Leader of the Principal Minority (Opposition) Group for 2022/23 is £3,432.**

### **The Committee/Council Vice Chairs and Deputy Leader of the Principal Minority (Opposition) Group**

103. Currently, the SRAs for the Committee/Council Vice Chairs and Deputy Leader of the Opposition have been set at 25 per cent of their respective Chairs and Leader of the Principal (Opposition) Group Leader's SRAs. These SRAs were recommended back in 2016 on the basis that it be expected that the Vice Chairs and Deputy Leader of the Principal (Opposition) Group would have an active role to undertake. However, on the evidence received this does not appear to be the case. Their primary role is to attend pre-meeting briefings with their respective Chair and even then, the IRP was informed that not all do so as a matter of course. Secondly, they are required to stand in when required, which in practice is not very often. Thirdly, they are not assigned any specific formal tasks to undertake.
104. It is noted that in the benchmarking group that it is not common practice to remunerate Vice Chairs or the Deputy Leader of the Principal (Opposition) Group. The highest frequency of such an SRA being paid is for Vice Chairs of Planning Committees, which occurs in eight of the 18 other comparator councils. In most instances no more than 3-4 Vice Chairs/Deputy Leader of the Opposition amongst the comparator councils, it is more likely that they are not remunerated.



105. As such, the IRP considered whether these SRAs were still merited but decided on balance that some remuneration was merited because there was the potential for the Vice Chairs and Deputy Leader of the Principal (Opposition) Group to stand in for their respective Chair/Group Leader and generally support their respective Chairs and Principal (Opposition) Group Leader. However, the IRP has decided to reset these SRAs at 15 per cent of their respective Chairs/Leader of the Principal Opposition Group SRAs.
106. **The IRP recommends that the SRAs for the Vice Chairs of Committees/Council and Deputy Leader of the Principal Minority (Opposition) Group for 2022/23 are reset as follows:**
- **Vice Chair Planning:** 15% X £6,865 = £1,030
  - **Vice Chair Overview & Scrutiny:** 15% X £4,576 = £686
  - **Vice Chair Audit & Member Standards:** 15% X £3,432 = £515
  - **Vice Chair Regulatory & Licensing:** 15% X £2,746 = £412
  - **Vice Chair Employment:** 15% X £2,059 = £309
  - **Vice Chair Council:** 15% X £2,885 = £433
  - **Deputy Leader Principal Opposition Group:** 15% X £3,432 = £515

### **Maintaining the 1-SRA only rule**

107. The 2003 Regulations do not prohibit Members receiving multiple SRAs. However, since SRAs are now significant sums councils typically have adopted a '1-SRA only' rule. In other words, regardless of the number of remunerated posts a Member may hold they can only be paid one SRA. The 1-SRA only rule has been adopted by Lichfield District Council.
108. There was some representation received that the 1-SRA only rule was unfair and that a Member should be paid an SRA for all remunerated posts that they may hold.
109. However, it is noted that this cap on the payment of SRAs to Members means that posts are not simply sought out for financial reasons; i.e. collecting remunerated posts does not enhance remuneration. Indeed, the logic of the 1-SRA only rule is that it helps to spread such posts around more. It also makes for a more transparent allowances scheme and acts as a brake on the total paid out each year in SRAs, as in practice it will be highly unusual if all SRAs are paid out annually, resulting in a saving to the Council. Moreover, it is a common rule adopted across English local government (and in Wales and Scotland, it is a statutory restriction). Out of the 18 other councils in the benchmarking group only South Ribble and Tewkesbury permit the payment of more than 1 SRA to their Members
110. **Consequently, the IRP has decided to recommend that the Council maintains the 1-SRA only rule within the Lichfield District Council Members' Allowances Scheme so that a Member can receive no more than one SRA.**

### **Co-optees' Allowances**

111. The 2003 Regulations permit the payment of a Co-optees' Allowance that can be paid to non-elected Members appointed to Council committees. In the past, the payment of this allowance applied mainly to the statutory Co-optees appointed to Standards Committees. However, there is no longer a Standards Committee in Lichfield District Council and the only Co-optee the Council now appoints is one to the Audit and Member Standards Committee, who receives a Co-optees' Allowance of £50 per meeting, a figure that has remained static since 2019.
112. On the grounds that the IRP has recommended a compensating uplift to the Basic Allowance, largely to account for it also being static since 2019, then a similar uplift should apply to the Co-optees' Allowance.
113. In setting the Co-optees' Allowance the IPP has decided to utilise the rate of remuneration used to in arriving at the recalibrated Basic Allowance, which is £103.46 per day. On the basis that any meeting a Co-optee may attend would last no more than a couple of hours and there would be some accompanying preparation the IRP has assessed the time commitment to be half a day per meeting. The IRP has simply arrived at a Co-optees' Allowance by halving the daily rate of remuneration, which equates to £52.
114. **The IRP recommends that the Co-optees Allowance is set at £52 per meeting for 2022/23.**
115. **The IRP also recommends that the Co-optees' Allowance is included in the published Members' Allowances Scheme.**

#### **The Allowances for expenses: The In-Council Subsistence Allowance**

116. Currently, Members are not permitted to claim a Subsistence Allowance for attending approved duties within the council district. The in-Council Subsistence Allowance is outmoded, harking back to a time when Members did not receive substantial remuneration. The IRP received no evidence to alter the situation; the majority of councils no longer pay an in-Council Subsistence Allowance. However, there is lack of clarity in the current allowances scheme and it could be construed that Members can in fact claim an in-Council Subsistence Allowance, in the interests of transparency the fact that it cannot be claimed should be inserted in the allowances scheme.
117. **The IRP recommends that there is no right of Members to claim an In-Council Subsistence Allowance and that this provision is inserted in the allowances scheme.**

#### **Outwith the Council: Subsistence Allowances and Overnight Accommodation**

118. Although rarely claimed currently Members are able to claim an Overnight Accommodation Allowance that is based on the same rates that apply to Members of Staffordshire County Council as set out in Schedule 4 of the Staffordshire County Council Members' Allowances Scheme However, this provision is not made clear in the current Members' Allowance scheme.

119. In the interests of transparency the IRP recommends that the provision for Members to claim an Overnight Accommodation Allowance is inserted into the Lichfield District Council Members' Allowances scheme and is claimable at the following maximum rates:
- London allowance for overnight accommodation      £92
  - All other for overnight accommodation      £80
120. The IRP also recommends that where a Member is required to stay overnight on an approved duty then the expectation in the first instance is that relevant accommodation will be pre-booked through Civic Support and the Overnight Allowance is only claimable when pre-booking through Civic Support cannot be done in time. This provision should also be inserted into the Members' Allowances scheme.
121. It is noted that the current allowances scheme states that where a Member is required to attend an approved duty outwith the Council then they are able to claim subsistence allowances at applicable Officer rates. These rates are very low not having changed for many years and restricted to specific times for specific meals. It is now common practice to aggregate the outwith Subsistence Allowances to cover a 24-hour period, it is more flexible and more closely reflects actual costs of meals. Consequently, **the IRP recommends that Members attending an approved duty outwith the Council should be able to claim a Subsistence Allowance at a maximum of £25 over a 24-hour period. This provision should also be inserted into the current Members' Allowances scheme.**

### The Travel Allowances

122. Currently, Members are eligible to claim a mileage allowance for attending approved duties both within and outwith the Council. Many councils have discontinued the mileage allowance for attending approved duties within the Council area. However while this allowance is rarely claimed in Lichfield District Council where it is claimed it is normally done so by those Members who represent the outer wards who are required to undertake the most in-Council travel and as such this provision should be maintained, payable at Her Majesty's Revenue and Customs (HMRC) Approved Mileage Allowance Payments (AMAP) rates.
123. Likewise, Members who undertake approved duties outwith the Council are able to claim mileage allowances set at HMRC AMAP rates. The IRP received no evidence to change this situation, HMRC AMAP rates are the most common mileage rates for Members claiming travel in English local government, as they are tax efficient. However, there is lack of clarity within the current scheme that HMRC mileage rates are actually applicable.
124. **The IRP recommends that the Council maintain the full range of HMRC mileages rates for the mileage allowance, to include both within and outwith the council, and these rates are inserted into the scheme as follows.**

**Table One HMRC Mileage Rates 2022**

<b>Kind of vehicle</b>	<b>HMRC AMAP Rate per mile</b>
Car or van	45p for the first 10,000 miles
	25p after that
Motor cycle	24p (all miles)
Cycle	20p (all miles)
Passenger Supplement	5p per passenger per mile

125. Although the issue of travel by hybrid/electric vehicle was not raised with the IRP, it took the view that the question of applicable mileage rates would arise sooner rather than later. Thus to future proof the scheme and in the interests of clarity the IRP has made recommendations for mileage rates where a Member is claiming the mileage allowance when travelling in a hybrid or electric vehicle. The Office for Low Emissions Vehicles in its 2018 publication "Ultra Low Emission Vehicles Tax Benefits" advises that when claiming business mileage in hybrid/electric vehicles then HMRC are applicable.
126. **The IRP recommends that the allowances scheme be clarified to include provision that when a Member is claiming mileage allowances when travelling in a hybrid/electric vehicle then HMRC mileage rates are applicable.**
127. **The IRP also recommends that when travelling outwith the Council that standard class public transport is the expected mode of travel where feasible and the most inexpensive option and this provision should be inserted into the Members' Allowances scheme.**

### **The Dependants' Carers' Allowance (DCA)**

128. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which Members can claim to assist in meeting costs for care of their dependants while on statutorily defined approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on Council. The IRP notes that the vast majority of councils now pay a DCA, as does Lichfield District Council. Although the DCA is rarely claimed, in the representation received there was unanimous support for the continuation of this allowance, mostly on the grounds that it contributes to reducing a potential barrier to public service for traditionally underrepresented groups.
129. **Consequently, the IRP recommends that the DCA is maintained for the two different categories of care at maximum hourly rates as follows:**
- **Childcare:** capped at the national living wage (£9.50 per hour - April 2022)
  - **Other care:** capped at the hourly wage charged by Staffordshire County Council Social Services for a Carer.

## The Civic Allowances for Council Chair and Vice Chair

130. The Civic Allowances are paid under the Local Government Act 1972 (sections 3.5 and 5.4) to meet the expenses of holding the offices of Chair and Vice Chair of the Council. As such, it is not remuneration, although in many authorities it has in effect become a substitute salary, and is why the Civic Allowance is administered by Civic Support in Lichfield to pay on-going direct expenses upon production of receipts. In particular the Civic Allowance is designed to meet out of pocket expenses that arise during the course of their duties including *inter alia*:
- Offertories at all church and other religious services
  - Purchases and donations at bazaars, fairs and fetes
  - Appropriate clothing including for consort
  - Cost of hospitalities not administered by Civic Support such as dinners organised by local organisations, etc.
  - Cost of tickets to events invited to such as other dinners, theatre and exhibitions
  - Mileage if using own car
131. Currently, the Chair of the Council is able to claim up to £2,080 and Vice Chair £1,050 as reimbursements under the Civic Allowances, which can be drawn against upon the production of receipts where relevant.
132. As is often the case in English local government, the IRP was asked to provide a view on the Civic Allowances in the absence of any other external validation.
133. The IRP was informed that in some years the Vice Chair of the Council could attend more civic events than in other years and correspondingly the Chair attending less civic events than in other years. Also the IRP was further informed that the nature of Lichfield District Council is such that the Council Chair and Vice Chair are often required to attend events together. The upshot of these two situations means that the Civic Allowance for the Vice Chair can be used up before their term of office ends. Consequently, **the IRP recommends that the currently separately identifiable Civic Allowances be amalgamated which can then be claimed against by both the Council Chair and Vice Chair.**
134. The Civic Allowance is a difficult allowance to benchmark as it is not typically included in councils Members' Allowances scheme and very often councils provides other budgets to support the civic function. Nonetheless, the Lichfield Civic Allowances do appear to be on the low side particularly in the context of the cost of living increases and that it has actually decreased since the last review.
135. **Consequently, the IRP recommends that the Civic Allowances be increased to £2,500 for the Chair of the Council and £1,250 for the Council Vice Chair. In accordance with the recommendation that the Civic Allowances be amalgamated, this equates to a total of £3,750 per year to be claimed against by both the Council Chair and Vice Chair.**

136. Furthermore, the IRP recommends that to provide clarity to the Civic Allowance that the Council specify how the Civic Allowance may be spent. In particular, it would be useful if it was laid out what proportion of the Civic Allowance may be spent on personal items.

### **Indexing Allowances**

137. The allowances have not been indexed since 2019, by Council decision and since then because the authority to index allowances had lapsed. If the Council wishes to reinstate indexation of allowances, it is required to seek the advice of the IRP. It is noted that from the 2016 review the Council adopted the IRP's recommendation that the allowances be indexed. In particular, the Basic Allowance and SRAs were indexed to the annual cost of living percentage salary increase for Officers, as agreed nationally each year by the National Joint Council (NJC) for Local Government Staff and is known as the 'NJC' index. It is the most common index utilised by English local authorities for their councils Basic Allowance and SRAs.
138. The IRP points out that if allowances are not indexed then the Council is not able to apply an annual cost of living increase without further reference to the IRP. However, where a Council has adopted indices they are under no obligation to apply them each year. Council and individual Members retain the right not to apply an index to their allowances.
139. The IRP received no evidence not to re-recommend that the allowances are indexed; it was a principle that was also supported by the vast majority of the Member interviewees. It helps ensure that allowances maintain relative value without having to apply periodic substantial increases to achieve the same effect.
140. **The IRP recommends that allowances are indexed annually (where applicable) up to the end of municipal year 2025/26, the maximum period permitted by legislation, without reference to the IRP as follows:**

#### **Basic Allowance, SRAs, Co-optees and the Civic Allowances:**

- Updated annually in line with the annual percentage pay increase given to Lichfield District Council employees (and rounded to the nearest £ as appropriate) as agreed for each year by the National Joint Council (NJC) for Local Government Staff.

#### **Dependants' Carers' Allowance:**

- The maximum hourly rates to be indexed to the government's national living wage (childcare) and Staffordshire County Council's chargeable hourly rate for a Home Care Assistance (care of other dependants).

#### **Mileage Allowance:**

- Members' mileage allowances rates indexed to the HMRC AMAP mileage rates.

#### **Daily out of Council Subsistence and Overnight Allowances:**

- Updated annually in line with the annual percentage pay increase given to Lichfield District Council employees (and rounded to the nearest £ as



appropriate) as agreed for each year by the National Joint Council for Local Government Staff.

141. **In the interests of clarity, the IRP further recommends that the provision for indexation and the specified indices be inserted into the Lichfield District Council Members' Allowances Scheme.**

### **Implementation**

142. **The IRP recommends that the new scheme of allowances based on the recommendations contained in this report be adopted from date of the Council's meeting on 12<sup>th</sup> July May 2022.**
143. **The exception to the recommended general implementation is the implementation of the indices for the Basic Allowance, SRAs, Civic Allowances, daily out of Council Subsistence and Overnight Accommodation Allowances. As most of these allowances have been either reset or newly recommended indexation for the municipal year 2022/23 is not appropriate. The implementation date for the indexation of these allowances should be from the start of the 2023/24 municipal year.**

## Appendix 1: Members and Officers who met with the IRP

### Members

Cllr D. Baker	Vice Chair of Planning Committee and Chair New Leisure Centre Member Task Group (Conservative)
Cllr J. Checkland	Vice Chair of Regulatory & Licensing Committee (Conservative)
Cllr I. Eadie	Deputy Leader of the Council/Cabinet Member for Economic Development, Local Plan, Parks & Leisure (Conservative)
Cllr A. Lax	Cabinet Member for Regulatory, Housing & Health (Conservative)
Cllr D. Leytham	Chair of Overview & Scrutiny Committee (Conservative)
Cllr A. Little	Independent Member
Cllr T. Marshall	Chair of the Planning Committee (Conservative)
Cllr T. Matthews	Chair of Employment Committee
Cllr S. Norman	Leader of the Principal Minority (Labour Opposition) Group, Vice Chair Overview & Scrutiny Committee & Chair Climate Change Member Task Group
Cllr D. Pullen	Leader of the Council & Chair of Cabinet and Conservative Group Leader
Cllr C. Spruce	Chair Audit & Member Standards Committee (Conservative)
Cllr B. Yeates	Chair of Regulatory & Licensing Committee (Conservative)

### Written Submissions - Elected Members

Cllr J. Checkland	Vice Chair of Regulatory & Licensing Committee (Conservative)
Cllr P. Ray	Liberal Democrat Member

### Officers who briefed the IRP

Christie Tims	Chief Operating Officer
Anthony Thomas	Head of Finance & Procurement (Section 151 Officer)
Christine Lewis	Principal Governance Officer & Deputy Monitoring Officer



## Appendix 2: Information Received by the IRP

1. IRP Terms of Reference
2. Lichfield District Council Members' Allowances Scheme 2021/22
  - Including full range of mileage and subsistence rates
3. Statutory publication of Lichfield District Council allowances and expenses paid to and claimed by Members, 2020/21
4. Lichfield District Council IRP Report April 2016 and accompanying report recording council decision
5. Flow chart of Lichfield District Council Committee structure
6. Lichfield District Council Constitution 2022 Part 2 – Articles of the Constitution, setting out committees and terms of reference and decision-making process
7. Lichfield District Council Constitution 2022 Part 3 – Responsibility for Functions, setting out responsibility for council functions
8. List of Committees and Member Working Task Groups including Chairs and Vice Chairs
9. Schedule of Council and Committee Meetings 2022/23 including
  - Number of Licensing Sub-Committee meetings for past 4 years and who chaired them
  - Number of Standards Hearings/Panel meetings last 4 years
10. Hard copies of written submissions from Members to IRP
11. Office for Low Emissions Vehicles, Ultra Low Emission Vehicles Tax Benefits , 2018
12. National Census of Local Authority Councillors 2018 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 21 October 2019.
13. National Joint Council for Local Government Services, Local Government Services Pay Agreement 2021-22, 28 February 2022
14. Power point IRP training presentation by IRP Chair (Dr Declan Hall), "Reviewing Members' Allowances: the Lichfield District Model, Patterns, Approaches and Issues to consider"
15. Annual Survey of Hours and Earnings (ASHE), Table 7.1a, weekly pay (gross) - all full time employee jobs in area of Lichfield District Council, Office of National Statistics (Work Geography), 2021
  - Showing median LDC earnings of £103.46 per day based on £517.30 per week
16. CIPFA Near Neighbours – Lichfield DC 15 nearest neighbours, 2014 model

17. Hard copies of allowances schemes (2021/22) from 18 Councils in benchmarking group
18. Comparative summary of allowances schemes from benchmarking councils - see appendix 3
19. New Council Constitutions; Guidance on Regulation for Local Authority Allowances, 5 May 2006, Department of Communities and Local Government
20. The Local Authorities (Members' Allowances) (England) Regulations 2003 (Statutory Instrument 2003/1021)
21. Aide Memoire from Chair of IRP to inform the basis of interviews with Members

### Appendix 3: Benchmarking Allowances for Lichfield District Council

#### BM1 Lichfield DC Comparator Group: BA & Exec & Scrutiny SRAs 2021/22 (unless indicated)

Authority	Basic Allowance	Leader	Leader Total	Deputy Leader	Cabinet Members	Chair Main O&S	Vice Chair Main O&S	Chairs of Scrutiny	Vice Chairs of Scrutiny	Chairs Scrutiny Task Groups
Stafford BC	£4,944	£11,535	£16,479	£8,239	£6,262	£3,516				
Hinckley & Bosworth	£5,280	£16,830	£22,110	£8,250	£7,260	£4,620		£3,300		
South Staffs	£5,997	£14,340	£20,337	NA	£6,257	£2,607				
Stroud	£5,468	£10,587	£16,055	NA	NA	NA		NA		
South Ribble	£4,827	£15,105	£19,932	£11,766	£6,302	£3,689				
Bromsgrove	£4,732	£14,196	£18,928	£9,464	£6,151	£6,151				£1,183
Tewkesbury	£7,350	£8,800	£16,150	£6,600	£4,400	£2,200				
West Lancashire	£4,842	£12,105	£16,947	£7,263	£4,842	£2,421				
South Kesteven	£5,886	£20,589	£26,475	£16,176	£11,766			£5,886	£1,941	
Maldon	£5,066	£12,665	£17,731	£5,066	NA	£3,800				
Cannock Chase	£5,706	£19,403	£25,109	£9,903	£8,578			£2,138		
East Staffs	£4,951	£18,410	£23,361	NA	£8,368			£3,862		
Newcastle-under-Lyme	£3,365	£19,250	£22,615	£15,170	£5,660			£2,830	£1,130	
N. Warwickshire	£5,321	£11,946	£17,267	NA	NA	£5,083				
NW Leicestershire	£5,115	£20,460	£25,575	£12,788	£7,673			£2,558		
South Derbyshire	£6,900	£19,653	£24,693	£10,809	NA	£9,815	£2,103			
Staffs Moorlands	£2,902	£9,565	£12,467	£5,739	£4,783			£3,348	£1,913	
Tamworth	£5,609	£14,038	£19,647	£10,528	£9,124			£6,316		
<b>Lichfield</b>	<b>£4,298</b>	<b>£12,641</b>	<b>£16,939</b>	<b>£7,737</b>	<b>£7,091</b>	<b>£2,580</b>	<b>£645</b>			
<b>Mean</b>	<b>£5,187</b>	<b>£14,848</b>	<b>£19,938</b>	<b>£9,700</b>	<b>£6,968</b>	<b>£4,226</b>		<b>£3,780</b>	<b>£1,661</b>	
<b>Median</b>	<b>£5,115</b>	<b>£14,196</b>	<b>£19,647</b>	<b>£9,464</b>	<b>£6,302</b>	<b>£3,689</b>		<b>£3,324</b>	<b>£1,913</b>	
<b>Highest</b>	<b>£7,350</b>	<b>£20,589</b>	<b>£26,475</b>	<b>£16,176</b>	<b>£11,766</b>	<b>£9,815</b>		<b>£6,316</b>	<b>£1,941</b>	
<b>Lowest</b>	<b>£2,902</b>	<b>£8,800</b>	<b>£12,467</b>	<b>£5,066</b>	<b>£4,400</b>	<b>£2,200</b>		<b>£2,138</b>	<b>£1,130</b>	
<b>Mean Ratios</b>	<b>2.9</b>	<b>100%</b>		<b>65%</b>	<b>47%</b>	<b>28%</b>		<b>25%</b>	<b>44%</b>	

**BM2: Lichfield Comparator Group: Regulatory & Other SRAs 2021/22** (unless indicated)

Authority	Chair Planning	V/Chair of Planning	Chair Licensing (inc Regulatory)	V/Chair Licensing	Chair Licensing Subs/2003 Act	Chair of Audit &/or Governance	Vice Chair Audit &/or Governance	Chair HR or Employ'mt	Chair Standards
Stafford BC	£4,614	£989	£1,758			£2,527			£1,069
Hinckley & Bosworth	£5,500		£2,500			£4,620		£2,500	
South Staffs	£3,655	£1,042	£2,607			£2,607			£2,607
Stroud	£5,293	£1,244	NA			£5,294	£1,059		
South Ribble	£5,401		£3,432			£3,689			£563
Bromsgrove	£6,151		£1,419			£1,183			
Tewkesbury	£2,200		£2,200			£2,200			£2,200
West Lancashire	£4,842		£2,421		£2,421	£2,421			
South Kesteven	£5,298	£1,749	£3,237	£1,068		£3,924	£1,299	£3,924	
Maldon	£5,700		NA			£5,066	£1,267		
Cannock Chase	£4,619		£1,982			£1,982			
East Staffs	£7,029		£6,136			£3,862			£1,471
Newcastle-under-Lyme	£4,230	£1,410	£3,430	£1,130		£2,830	£1,130		£2,830
N. Warwickshire	£5,328	£1,866			£1,866	NA			
NW Leicestershire	£7,673		£2,558			£2,558			
South Derbyshire	£9,815	£2,013	£4,865			£4,865			
Staffs Moorlands	£3,348	£1,913	£3,348	£957		£3,348			£2,391
Tamworth	£6,316		£1,403		£90 p/mtg > 4 hrs/£45 < 4 hrs	£3,509			
<b>Lichfield</b>	<b>£6,446</b>	<b>£1,621</b>	<b>£2,580</b>	<b>£645</b>		<b>£1,621</b>	<b>£632</b>	<b>£1,621</b>	
<b>Mean</b>	<b>£5,445</b>	<b>£1,539</b>	<b>£2,867</b>	<b>£950</b>		<b>£3,228</b>	<b>£1,077</b>	<b>£2,682</b>	<b>£1,876</b>
<b>Median</b>	<b>£5,328</b>	<b>£1,621</b>	<b>£2,569</b>	<b>£1,013</b>		<b>£3,089</b>	<b>£1,130</b>	<b>£2,500</b>	<b>£2,200</b>
<b>Highest</b>	<b>£9,815</b>	<b>£2,013</b>	<b>£6,136</b>	<b>£1,130</b>		<b>£5,294</b>	<b>£1,299</b>	<b>£3,924</b>	<b>£2,830</b>
<b>Lowest</b>	<b>£2,200</b>	<b>£989</b>	<b>£1,403</b>	<b>£645</b>		<b>£1,183</b>	<b>£632</b>	<b>£1,621</b>	<b>£563</b>
<b>Mean Ratios</b>	<b>37%</b>	<b>28%</b>	<b>19%</b>	<b>33%</b>		<b>22%</b>	<b>33%</b>	<b>18%</b>	<b>13%</b>

**BM3: Lichfield Comparator Group, Opposition & Other SRAs & Comments 2021/22 (unless indicated)**

Authority	Main Opposition Leader	Main Opposition Deputy Leader	2nd Opposition Group Leader	Council Chair	Council Vice Chair	Other SRAs/Comments
Stafford BC	£4,394					Chair Public Appeals £1,758
Hinckley & Bosworth	£4,620		£4,620	£8,000	£3,000	Chair Appeals Panel £2,500
South Staffs	£2,607					
Stroud	£4,976		£1,059	£3,176	£635	
South Ribble	£4,864					Chairs Area Forums (x5) £3,689, > 1 SRA payable
Bromsgrove	£1,183					Chairs Appointments, Appeals, Electoral Matters Committees/Standards Sub £141 p/meeting,
Tewkesbury	NA			£2,200	£1,350	Support Members (x9) £175, >1 SRA payable
West Lancashire	£3,389	£1,694				
South Kesteven	£5,886					Chair & Vice Chair Companies Committee £3,924/£1,299, Chair & Vice Chair Constitution Committee £2,652/£873, Employment Committee Vice Chair £1,299
Maldon	£5,066			£5,066	£507	SRA for Planning Chair = 3 Area Planning Chairs @ £1,700 each, Chair and Vice Chair Strategy & Resources Committee £5,066/£1,267
Cannock Chase	£7,260					Shadow Cabinet Members £1,282
East Staffs	£8,368		£1,004			Cabinet Support Members £4,190
Newcastle-under-Lyme	1,130		£1,130			Chair & Vice Chair Public Protection Committee £3,430/£1,130, Vice Chair Standards Committee £1,130
N. Warwickshire	£3,952	£1,866	£1,866			Chairs & Vice Chairs Policy Committees £5,328/£1,866, Chairs Sub Committees (x2) £1,866
NW Leicestershire	£5,115					Chair Local Plan Committee £2,558
South Derbyshire	£9,249	£4,630				Chairs & Vice Chairs Policy Committees (x3) £9,815/£2,03
Staffs Moorlands	£3,348		£3,348	£1,435		Cabinet Support Members £3,828, Chairs Constitution Review WP, Local Plan Steering Group & Appeals Board + Member Development Champion £1,913, Vice Chairs Standards + Appeals Board £478
Tamworth	£6,316	£3,509	£1,403			If Main Opposition Group less than 8 Members Deputy Leader's SRA £2,106
<b>Lichfield</b>	<b>£2,943</b>	<b>£735</b>		<b>£2,885</b>	<b>£735</b>	<b>Vice Chair Employment Committee £645</b>
<b>Mean</b>	<b>£4,704</b>	<b>£2,487</b>	<b>£2,061</b>	<b>£3,794</b>	<b>£1,245</b>	
<b>Median</b>	<b>£4,742</b>	<b>£1,866</b>	<b>£1,403</b>	<b>£3,031</b>	<b>£735</b>	
<b>Highest</b>	<b>£9,249</b>	<b>£4,630</b>	<b>£4,620</b>	<b>£8,000</b>	<b>£3,000</b>	
<b>Lowest</b>	<b>£1,130</b>	<b>£735</b>	<b>£1,004</b>	<b>£1,435</b>	<b>£507</b>	
<b>Mean Ratios</b>	<b>32%</b>	<b>53%</b>	<b>14%</b>	<b>26%</b>	<b>33%</b>	

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## Community Governance Review

Report of the Chair of Regulatory & Licensing Committee

Date: 12 July 2022

Contact Officer: Mark Hooper, Governance Manager/Alfie Thomas,  
Governance Review Officer

Tel Number: 01543 308002

Email: [Mark.hooper@lichfielddc.gov.uk](mailto:Mark.hooper@lichfielddc.gov.uk),  
[Alfie.thomas@lichfielddc.gov.uk](mailto:Alfie.thomas@lichfielddc.gov.uk)

Key Decision? NO

Local Ward All

Members

*Lichfield*  
district council

**COUNCIL**

## 1. Executive Summary

- 1.1 A community governance review (CGR) is a legal process that provides an opportunity for principal councils to review and make changes to community governance within their areas.
- 1.2 On 14 December 2021 the District Council resolved to undertake a review of the whole District. Accordingly the Terms of Reference were published on 1 February and a consultation exercise took place between 1 February - 25 April 2022.
- 1.3 A total of 98 submissions and a 67 signature petition were received. The majority of responses focused on two parishes – (i) Shenstone and (ii) Fradley and Streethay.
- 1.4 On 20 June 2022 draft recommendations were considered by Regulatory and Licensing Committee.
- 1.5 The report summarises key issues identified in the review and sets out draft recommendations as agreed by the Regulatory and Licensing Committee.

## 2. Recommendations

- 2.1 That the draft recommendations of the Regulatory and Licensing Committee as set out at Appendix A and summarised in section 3.13 below be approved for consultation.

## 3. Review

- 3.1 On 14 December the District Council agreed that a Community Governance Review (CGR) be conducted for the whole of the district in accordance with Part 4 Chapter 3 of the Local Government Public Involvement and Health (LGPIH) Act 2007.
- 3.2 A community governance review can consider one or more of the following:
  - Creating, merging, altering or abolishing parishes
  - The naming of parishes and the style of new parishes
  - The electoral arrangements for parishes (the ordinary year of election, council size and parish warding)
  - Grouping parishes under a common parish council or de-grouping parishes
  - Other types of local arrangements, including parish meetings

### **The Consultation Process (stage 1).**

- 3.3 Between 1 February and 25 April 2022 the Council invited residents and interested organisations to submit their views on existing arrangements and suggest proposals for change.
- 3.4 The CGR consultation has been undertaken in accordance with Local Government Boundary Commission for England guidance. Actions included:
- A dedicated webpage containing information about the review and an online submission form.
  - Press Releases
  - Social media messaging
  - Contacting Parish Clerks and providing them with a tool kit to publicise the review to their local community.
  - Contacting key stakeholders including other local authorities, health bodies, local businesses, local public and voluntary organisation, Schools, local MPs.

### **Overview of Consultation Responses**

- 3.5 A total of 98 Submissions were received together with a 67 signature petition. All written submissions are available in anonymised format at [Appendix D](#) to the Regulatory & Licensing report.
- 3.6 An initial assessment identified:
- proposals for change that indicated a degree of community consensus i.e. a critical mass
  - proposals for improving the effectiveness and efficiency of existing arrangements.
- (subject to the statutory guidance tests outlined at 3.9 and 3.10).
- 3.7 The Council is grateful to all those who contributed and took the time to express a view.

### **Draft Recommendations**

- 3.8 The Draft Recommendations as approved by the Regulatory and Licensing Committee are set out at **APPENDIX A** and summarised below.
- 3.9 In arriving at recommendations a Community Governance Review is required to take into account:
- the impact of community governance arrangements on community cohesion; and
  - the size, population and boundaries of a local community or parish
- 3.10 Governance arrangements should also aim to be:
- reflective of the identities and interests of the community in that area; and
  - effective and convenient
- 3.11 Any other factors, such as council tax precept such levels, cannot be considered.
- 3.12 The draft recommendations are made with reference to



- (i) the responses received,
- (ii) the Local Government and Public Involvement in Health Act 2007,
- (iii) guidance provided by the National Association of Local Councils (NALC)
- (iv) guidance provided by the Boundary Commission for England.

### **3.13 SUMMARY OF RECOMMENDATIONS**

#### **1. FRADLEY AND STREETHAY**

**(1)** Fradley and Streethay Parish be split into:

- (i) Fradley Parish
- (ii) Streethay Parish

**(2)** That the following governance arrangements be put in place:

- A Fradley Parish Council comprising 9 councillors (321 Electors per Councillor)
- A Streethay Parish Council to comprise 5 councillors (335 electors per councillor)

#### **2. LICHFIELD CITY**

- (1)** Garrick Road Ward be incorporated into Chadsmead Ward.  
Chadsmead Ward to comprise 4 Councillors (825 electors per councillor)
- (2)** Burton Old Road Ward be incorporated into Stowe Ward.  
Stowe Ward to comprise 5 Councillors (985 electors per councillor)
- (3)** Pentire Road Ward be incorporated into Boley Park Ward.  
Boley Park Ward to comprise 4 Councillors (849 electors per councillor)

#### **3. LONGDON PARISH**

That Longdon Parish Council be reduced from 11 councillors to 9 councillors.

#### **Next Steps/Review Timetable**

- 3.14 The Draft Recommendations will be published for consultation. The consultation period will run until the end of September 2022 with a view to submitting final recommendations to Council in October 2022. The final recommendations would then be formally published by December 2022.
- 3.15 The stages of the review process are outlined below:

Action	Timeline	Details
Publish draft recommendations	July 2022 to September 2022	Publish draft recommendations for further consultation with: <ul style="list-style-type: none"> <li>• all local government electors</li> <li>• all town and parish councils</li> <li>• local groups and interested parties</li> <li>• publish draft recommendations on LDC website</li> </ul>
Make final recommendations	October 2022 – Full Council meeting	Consider any further submissions/representations and prepare final recommendations for report to Full Council.
Publish final recommendations	December 2022	Publish final recommendations

Alternative Options	A community governance review is a statutory obligation of the district Council, we can delay undertaking one, however there are advantages in undertaking this review before the next District and Parish elections in 2023 or before one is invoked by request from the electorate.
Consultation	The Community Governance Review is discussed extensively with key stakeholders and residents during 2 cycles of consultation.
Financial Implications	None arising from this report. A one off reserve has been provided to support any advertising, bookings or other costs associated with the review.
Approved by Section 151 Officer	Yes
Legal Implications	The process is detailed in Local Government and Public Involvement in Health Act 2007 and advice on best practice and training has been sought from Association of Electoral Administrators to support this project.
Approved by Monitoring Officer	Yes
Contribution to the Delivery of the Strategic Plan	This project supports the development of strong, sustainable communities with participation in decision making in respect of the governance arrangements of parish councils.

Equality, Diversity and Human Rights Implications	None identified at this stage.
Crime & Safety Issues	None identified at this stage.
Environmental Impact	None identified at this stage.
GDPR / Privacy Impact Assessment	Residents' names and addresses are redacted.

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Consultation is not undertaken in line with requirements of Act - HOS	LIKELIHOOD IMPACT SEVERITY	Training and advice sought from AEA	LIKELIHOOD IMPACT SEVERITY
B	There is a negative reaction to the draft recommendations in one or more parishes.	LIKELIHOOD IMPACT SEVERITY	Messaging will make it clear that the recommendations are draft proposals and no decision has been taken. The second stage consultation will consider representations for and against the draft recommendations.	LIKELIHOOD IMPACT SEVERITY
C	That review creates additional work across council services	LIKELIHOOD IMPACT SEVERITY	That a project team is established to feed in and manage the work generated by the review and any decision.	LIKELIHOOD IMPACT SEVERITY
D	Insufficient capacity to support level of consultation and considerations.	LIKELIHOOD IMPACT SEVERITY	Additional temporary resources have been put in place - risks around project team member availability due to other projects are managed	LIKELIHOOD IMPACT SEVERITY

	<b>Background documents</b> <a href="#">Report to the Regulatory &amp; Licensing Committee on 20 June 2022</a>
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	<b>Relevant web links</b> Consultation Responses: <a href="https://democracy.lichfielddc.gov.uk/documents/s12877/Community%20Governance%20Review.pdf#page=15">https://democracy.lichfielddc.gov.uk/documents/s12877/Community%20Governance%20Review.pdf#page=15</a>
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## **1 FRADLEY AND STREETHAY**

- 1.1 Fradley and Streethay Parish comprises two wards centred on the key settlements of Fradley and Streethay. There are a total of 8 Councillors (3 representing Streethay, 5 representing Fradley).

### **Consultation response**

- 1.1 A number of submissions were received in favour splitting Fradley and Streethay Parish to create two distinct parishes one centred on Fradley, the other on Streethay. An alternative suggestion was to include Streethay as a Ward of Lichfield City Council. No submissions were received in favour of the status quo.
- 1.2 The Parish Council is supportive of creating two distinct parishes.

### **Overview**

- 1.3 Fradley and Streethay are geographically separate settlements with their own distinct identities.
- 1.4 Both settlements have experienced significant growth to date and will continue to experience growth in the future. The population (aged 19+) is forecast to increase from 4,455 in 2022 to 6,932 in 2026.
- 1.5 The proposal to split the parish to create parishes centred on the two key settlements is consistent objective of promoting of community cohesion and would be reflective of the individual identities and interests of the two communities. Critically the proposal appears to enjoy local support.
- 1.6 Recent and continuing growth mean the population can support individual parish councils, satisfying the criteria of effective and convenient governance.
- 1.7 The Parish Council has proposed that the new Parish of Fradley comprise 10 Councillors and Streethay comprise 5. To achieve roughly similar levels of representation the recommendation proposes 9 councillors for Fradley and 5 for Streethay.
- 1.8 Including Streethay as a ward of Lichfield City Council was considered as an option, however the existing Parish Council favours separate parishes for each settlement, and we are mindful that Lichfield City is already one of the biggest Parish Council's in the country (exceeding National Association of Local Council's suggested maximum of 25 Councillors).

### **DRAFT RECOMMENDATIONS:**

**(1)** Fradley and Streethay Parish be split into:

**(i) Fradley Parish**

**(ii) Streethay Parish**

**(2)** That the following governance arrangements be put in place:

- A Fradley Parish Council comprising 9 Members (321 Electors per Councillor)
- A Streethay Parish Council to comprising 5 Members (335 electors per councillor)

## **2. LICHFIELD CITY**

2.1 With a population of over 32,000 Lichfield City Council is one of the largest parish councils in England. The Council has 28 members elected to representing 9 Wards.

### **Consultation Response**

2.2 Some responses express support for the status quo in Lichfield City while a number express concern about unequal councillor-to-resident ratio in some wards.

2.3 The City Council representation proposes that:

‘Garrick Road ward to be incorporated into Chadsmead, Burton Old Road ward into Stowe and Pentire Road ward into Boley Park, thereby creating coterminous parish and district boundaries and removing the significant confusion that exists currently.’

2.4 It also requests:

‘When assessing future options, LDC is asked to have regard to the current unequal allocation of councillors which results in a significant variation in the ratio of electors to councillors across Lichfield City Council wards.’

### **Overview**

2.5 We consider it opportune to address two key issues raised in the consultation –

(i) The creation of coterminous parish and district boundaries satisfying the criteria of effective and convenient governance. The amalgamation of small single councillor wards into larger wards is not considered to have any detrimental impact on community identity or cohesion, indeed the larger wards would appear to represent more identifiable and coherent communities

(ii) The uneven distribution of Councillors ranging from 302 Councillors per Councillor to 1124 electors per Councillor.

2.6 To realise (i) above it is proposed that Garrick Road be merged with Chadsmead, Burton Old Road with Stowe and Pentire Road with Boley Park

2.7 To address (ii) above it is proposed the following the merger of Garrick Road with Chadsmead the representation of the new Chadsmead Ward should remain at 4 Councillors. This will mean electors per Councillor in Lichfield City will range from 782 to 1124.

### **DRAFT RECOMMENDATIONS**

**(1)** Garrick Road Ward to be incorporated into Chadsmead Ward.  
Chadsmead Ward to comprise 4 Councillors (825 electors per Councillor)

**(2)** Burton Old Road Ward be incorporated into Stowe Ward.  
Stowe Ward to comprise 5 Councillors (985 electors per Councillor)

**(3)** Pentire Road Ward be incorporated into Boley Park Ward.  
Boley Park Ward to comprise 4 Councillors (849 electors per Councillor)

### **3. LONGDON PARISH**

- 3.1 Longdon is situated midway between Lichfield and Rugeley. Key settlements include Longdon Green, Longdon (Brook End), Upper Longdon and Gentleshaw. The Council currently has 11 Members.

#### **Consultation Response**

- 3.2 The Parish Council has previously passed a resolution requesting that the District Council consider reducing the size of the Parish Council from 11 Members to 9 Members.
- 3.3 It is considered a smaller council is appropriate given the population of the parish and will (i) address difficulties experienced when filling vacancies and (ii) make it easier to achieve a quorum.

#### **Overview**

- 3.4 The Parish Council currently has 115.7 electors per councillor. The proposed reduction in Council size would result in 141 electors per councillor.

#### **DRAFT RECOMMENDATION**

That the size of Longdon Parish Council be reduced from 11 Councillors to 9 Councillors.

#### 4. SHENSTONE PARISH

- 4.1 Shenstone is the largest parish council in Staffordshire, with 15 elected Councillors representing the 3 wards - Shenstone, Shenstone Woodend and Little Aston/Stonnall. The neighbouring villages of Little Hay and Fotherly come under Shenstone.

##### **Consultation response**

- 4.2 The majority of responses could be put into one of two groups – (i) responses in favour of the existing parish boundary and (ii) responses in favour of a new Parish of Stonnall and Lyn

- 4.3 In total, 7 written submissions were in favour of a separate parish of Stonnall and Lyn and 25 were against a split.

- 4.4 A petition for an independent Stonnall and Lyn parish council was also submitted with 67 signatories (1.1% of the existing electorate). The petition headed ‘Shenstone Parish Council’ (see paragraph 4.11 below) read:

“Since its formation the area covered by Shenstone has grown massively and what were three small communities have now become far and away the largest Parish Council of the 25 in the district. Should the Lichfield District Council consultation agree to a new Stonnall and Lyn Parish Council it would probably be the 5th largest in the district. For some time, many residents have felt the time has come for Stonnall and Lynn to have its own parish council that can be more focused on the needs of our village. We are a very special community with a Church, two Village Halls, a playing field, shops, a pub, three restaurants, a school, an allotment, a website and a mass of Community groups that meet regularly including a Roads group that works to improve traffic safety, also our own Lynn and Stonnall village plan.”

- 4.5 Meanwhile the Parish Council has submitted a response in favour of the existing parish boundary. In summary it maintains that:

(i) The communities within the parish face common issues including protection of the green belt, commuter traffic, affordable homes and the devolution of services from other tiers of local government.

(ii) The three largest communities have their own Neighbourhood Plan protecting the individual priorities of each community.

(iii) The Council actively seeks to represent all three villages on the Council.

(iv) The Council has secured additional resources to benefit all residents including CIL and Rural Community Energy Fund and these are distributed to all eligible villages even if only generated by one village.

(v) The Parish Council has been managed effectively and was able to set a zero Parish Precept increase in financial years 20/21 and 21/22.

(vi) The Council has actively supported the three communities in taking over assets and functions previously provided at the County Council level at risk of potential closure.

(vii) The Parish Council has held inclusive consultation events. The scale of Parish Council resources gives it ability to effectively secure appropriate investment and service solutions.

(viii) The Parish Council Community Grant allocations total circa £25k annually achieve an overall balance between all communities over time.

(ix) The Parish Council communicates regularly with all residents using Newsletter and social media and receives formal and informal feedback on key issues from all sections of each community.

(x) The Parish Council is the largest in the District Council area. This allows service efficiencies and delivery solutions which have positively increased the reputation and satisfaction with the Parish Council.

(xi) The only village with any significant growth is in Shenstone where the Local Plan has a growth designation of c.50 new homes. No change to Shenstone Parish Council is justified by population growth.

(xii) The boundaries of the Parish Council take in the geography south of Lichfield with strong delineation provided by the A5 to the north and the Birmingham City Council boundary to the south. The current boundaries enclose communities with similar challenges, needs and ambitions.

(The full response can be viewed at Appendix D)

## **Overview**

- 4.6 There is obviously some debate within the community regarding the possible formation of a new Parish of Stonnall and Lyn.
- 4.7 There is an argument that Stonnall and Lyn form a clearly defined community, and as such could form their own Parish. On the other hand, the Parish Council points to similarities between the communities noting that they face many of the same issues. It considers the communities benefit by facing these issues together as a slightly larger entity.
- 4.8 Both of the main settlements are likely to be able to sustain a parish council given their current population. However the Parish Council submits that its current size enables it to represent residents more effectively and efficiently.
- 4.9 There is no 'one size fits all' solution. Once the test of effective governance is satisfied (i.e. a council is not too small or too large to be effective) it is for communities to consider the optimum size.
- 4.10 As noted above the majority of written responses (25) favour the status quo. The existing arrangements are also favoured by the Parish Council. Balanced against are 7 written responses and a 67 signature petition. The relative weighting of the responses is therefore an issue to be considered.
- 4.11 Representations have been received about the appearance of the petition and that the heading 'Shenstone Parish Council' (and reported use of logos), suggested that it was being undertaken on behalf of/with the endorsement of the Parish Council and this amounted to misrepresentation. A representation has also been received that an impression was given, at one stage, that the petition was being circulated on behalf of the District Council. Ultimately these issues were not material in determining the draft recommendation (i.e. no assessment needed to be made in respect of the representations and any potential impact).
- 4.12 To recommend a change to existing arrangements we would look for a high level of community support and consensus. Members are requested to consider the consultation responses and the draft recommendation.

## **DRAFT RECOMMENDATION**

That Shenstone Parish remains unchanged.



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

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