



Borough of Tamworth

Marmion House,  
Lichfield Street, Tamworth,  
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## CORPORATE SCRUTINY COMMITTEE

3 July 2018

Dear Councillor

A Meeting of the Corporate Scrutiny Committee will be held in **Committee Room 1, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Wednesday, 11th July, 2018 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long horizontal line that tapers to a point on the right.

### A G E N D A

#### NON CONFIDENTIAL

- 1 **Apologies for Absence**
- 2 **Minutes of the Previous Meeting (Pages 5 - 8)**
- 3 **Declarations of Interest**

*To receive any declarations of Members' interests (personal and/or personal and prejudicial) in any matters which are to be considered at this meeting.*

*When Members are declaring a personal interest or personal and prejudicial interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a personal and prejudicial interest in respect of which they do not have a dispensation.*

**4 Update from Chair**

(Update from Chair)

**5 2018/19 Forward Plan (Pages 9 - 18)**

**6 Housing Revenue Account Business Plan**

(Discussion item from the Portfolio Holder for Housing Services and Neighbourhoods)

**7 Prayers at Full Council (Pages 19 - 20)**

(Report from Chair re Prayers at Full Council)

**8 2018/19 Scrutiny Committee Work Plan (Pages 21 - 22)**

**9 Restricted**

**NOT FOR PUBLICATION** because the report could involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended)

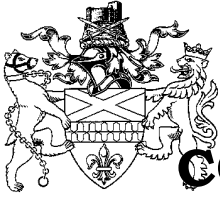
**10 Local Authority Trading Company (Pages 23 - 210)**

(Report of the Chief Executive)

*People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail [committees@tamworth.gov.uk](mailto:committees@tamworth.gov.uk) preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.*

To Councillors: J Oates, M Summers, C Cooke, R Ford, S Goodall, T Jay, Dr S Peuple,  
B Price and P Standen

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**MINUTES OF A MEETING OF THE  
CORPORATE SCRUTINY COMMITTEE  
HELD ON 13th JUNE 2018**

**PRESENT:** Councillor J Oates (Chair), Councillors J Faulkner, R Ford, T Jay, R Kingstone, B Price, P Standen and M Summers

**CABINET** Councillor D Cook

The following officers were present: John Day (Corporate Performance Officer) and Ryan Keyte (Head of Legal & Democratic Services)

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Goodall

**2 APPOINTMENT OF VICE CHAIR**

**RESOLVED:** That Councillor Martin Summers be appointed as Vice-Chair

*(Moved by Councillor Jeremy Oates and seconded by Councillor Thomas Jay)*

**3 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 4th April 2018 were approved and signed as a correct record.

*(Moved by Councillor Martin Summers and seconded by Councillor Dr. S Peaple)*

**4 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## 5 QUARTER FOUR 2017/18 PERFORMANCE REPORT

The Report of The Leader of the Council, to provide the Corporate Scrutiny Committee with a performance and financial health-check. The report will then be considered by Cabinet on 5<sup>th</sup> July 2018

**RESOLVED** That Corporate Scrutiny Committee;  
endorsed the contents of this report, with the following comments;

That it contained several acronyms that were not defined.

The Leader of the Council provided clarification and an update on Business Rates Retention and Gungate.

*(Moved by Councillor J Oates and seconded by Councillor M Summers)*

## 6 2018/19 FORWARD PLAN

**RESOLVED:** Members examined the Forward Plan 2018/19 and added the following items to the Work Plan -

CIS/Trading Company is already on the Work Plan.

Housing Allocations Policy added to the Work Plan.

Noted the Housing Revenue Account will need to come to Scrutiny Prior to going to Cabinet.

## 7 COMBINED AUTHORITY SCRUTINY

**RESOLVED:** A Working Group was formed to scope what issues were most relevant to Tamworth, consisting of Councillors Dr S Peuple,

C Cooke, B Price and P Standen.

## 8 TCG NOMINATIONS

**RESOLVED:** It was confirmed that Councillors R Ford and P Standen will remain as the nominations.

## 9 WORK PLAN

The Following Work Plan was compiled;

DRAFT

<b>Work Plan 2018 - 2019</b>	
<b>DATE</b>	<b>SUBJECT</b>
18 <sup>th</sup> July/11 <sup>th</sup> July	30 Year Business Plan
18 <sup>th</sup> July/11 <sup>th</sup> July	CIS/Trading Company
18 <sup>TH</sup> July/11 <sup>th</sup> July	Prayers at Full Council – Working Group (PS, CC, TJ, RF, SP, SG)
Quarter 1 – 15 <sup>th</sup> August Quarter 2 – 14 <sup>th</sup> November Quarter 3 - 6 <sup>th</sup> February Quarter 4 - TBC	Quarterly Performance Reports;
TBC	Combined Authority Scrutiny
	Gungate Site – Working Group (JO, RF, SG, CC (provisional) and Labour Group to nominate two attendees).
TBC	Live Streaming/Webcasting Council Meetings – Working Group (JO, MS, PS, CC, RF, SP)
TBC	Support for Members – Working Group (JO, MS, PS, CC, RF, SP, TJ, SG, BP
TBC	Garage Sites
TBC	Isolation – Working Group (TJ, JF and RB from H&W Scrutiny and JO, SP and CC from Corporate Scrutiny)
TBC	Budget Scrutiny – Working Group (TJ, RF, CC, PS, SP)
TBC	Housing Allocation Policy – Joint Scrutiny with H&W Scrutiny.
Ongoing	Tenants Consultancy Group – Ongoing Updates after any meeting.
TBC/Ongoing	Chairs Updates to other Committees (format to be decided)

## 10 UPDATE ON RECOMMENDATIONS TO CABINET

**RESOLVED:** The Chair clarified the recommendations to Cabinet as he was not present for that part of the last meeting and confirmed they would be presented at the next Cabinet Meeting.

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Chair





# TAMWORTH BOROUGH COUNCIL

## FORWARD PLAN

Executive and Key Decisions for the period 1 July 2018 - 31 October 2018

*Published by Sue Wilson  
2<sup>nd</sup> July 2018  
01827 709264*

Conf/Non-Conf Page 9	Decision to be taken by/Date	Key Decision	Subject	Portfolio and Contact Officer details/Author	Principal Groups & Organisations proposed to be consulted prior to making the decision and the means of consultation	Background Papers ( <i>All Papers are available for inspection via the Contact Officer</i> )
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Open	<b>Cabinet 5/07/18</b>	Yes	<p>Housing Revenue Account Business Plan</p> <p>The HRA business plan sets out the strategic objectives of the housing services; detailing ambitions around regeneration, affordable housing delivery and investment in its landlord services and its stock.</p>	<p>Portfolio Holder for Housing Services Tina Mustafa Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk</p>	Tenant Consultative Group (TCG) and partners	Housing Revenue Account Business Plan
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<p>Exempt</p>	<p><b>Cabinet 5/07/18</b></p>	<p>Yes</p>	<p>Arrangements for the Councils 24hour Community Alarm Service</p> <p>The report will set out the options for the Councils Community alarm provision at its sheltered housing schemes. This will discuss the options for continued delivery of the alarm service within the context of the changing funding and delivery models for sheltered and supported housing; as consulted on by the Ministry of Housing, Communities and Local Government &amp; Department for Works &amp; Pensions.  <a href="https://www.gov.uk/government/consultations/funding-for-supported-housing-two-consultations">https://www.gov.uk/government/consultations/funding-for-supported-housing-two-consultations</a></p>	<p>Portfolio Holder for Housing Services  Tina Mustafa  Assistant Director Neighbourhoods  tina-mustafa@tamworth.gov.uk</p>		<p>Arrangements for the Councils 24hour Community Alarm Service</p>
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Open	<b>Cabinet 5/07/18</b>	No	Quarter Four 2017/18 Performance Report	Leader of the Council John Day Corporate Performance Officer john- day@tamworth.gov.uk		Quarter Four 2017/18 Performance Report
Open	<b>Cabinet 5/07/18</b>	Yes	Tamworth Local Plan Review Update  To consider the requirement to potentially undertake an early review of the Tamworth Local Plan.	Portfolio Holder for Regeneration Sushil Birdi Senior Policy and Delivery Officer sushil- birdi@tamworth.gov.uk		Tamworth Local Plan Review Update
Open	<b>Council 17/07/18</b>	Yes	Community Infrastructure Levy  To consider the examiners report, the proposed modifications and adoption of the Community Infrastructure Levy	Portfolio Holder for Regeneration Sushil Birdi, Matthew Bowers Senior Policy and Delivery Officer sushil- birdi@tamworth.gov.uk, Assistant Director Growth & Regeneration matthew- bowers@tamworth.gov.u k		Community Infrastructure Levy

	<b>Council 17/07/18</b>	No	Local Authority Trading Company	Leader of the Council Jane Hackett Solicitor to the Council and Monitoring Officer jane- hackett@tamworth.gov.u k		
Open	<b>Council 17/07/18</b>	No	Appointment of a Deputy Electoral Registration Officer	Leader of the Council Andrew Barratt Chief Executive andrew- barratt@tamworth.gov.uk		Appointment of a Deputy Electoral Registration Officer Appointment of a Deputy Electoral Registration Officer
Open	<b>Cabinet 2/08/18</b>	Yes	Invitation of tenders for refurbishment of Castle Grounds Toilets  This report seeks approval to invite tenders for the refurbishment of the Public Conveniences within the Castle Grounds.	J Chesworth Paul Weston Assistant Director Assets paul- weston@tamworth.gov.u k	Consultation done through Budget Setting Process.	Invitation of tenders for refurbishment of castle Ground Toilets

Open	<b>Cabinet 2/08/18</b>	Yes	<p>Budget and Medium Term Financial Planning Process 2019/20</p> <p>To seek agreement to the proposed budget and medium term financial planning process for General Fund and the Housing Revenue Account for 2019/20</p>	<p>Leader of the Council Stefan Garner Executive Director Finance stefan-garner@tamworth.gov.uk</p>	<p>CMT Executive Management Team Budget Consultation</p> <p>CMT Executive Management Team Budget Consultation - Residents, Tenants, Voluntary Sector</p>	<p>Budget and Medium Term Financial Planning Process 2019/20</p>
Open Page 14	<b>Cabinet 2/08/18</b>	Yes	<p>Upgrade of Capita payment system</p> <p>To seek approval to release funds from capital contingency budgets</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		<p>Upgrade of Capita payment system</p>
Open	<b>Cabinet 2/08/18</b>	Yes	<p>Write Offs - 01/04/18 to 30/06/18</p> <p>Write offs 1 April 2018 to 30 June 2018</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		<p>Write offs</p>

Open	<b>Cabinet 16/08/18</b>	Yes	Castle Review  Submission of a Castle Review seeking permissions to amend operational methods to ensure the future sustainability of the Castle and its tourism offer.	Portfolio Holder for Environment and Culture Neil Mason Head of Community Leisure neil-mason@tamworth.gov.uk		Castle Review
Open	<b>Cabinet 6/09/18</b>	Yes	Quarter 1 Performance Report 2018/19	Leader of the Council John Day Corporate Performance Officer john-day@tamworth.gov.uk		Quarter 1 Performance Report 2018/19

Open	Cabinet 2 Aug 2018  <b>Council 11/09/18</b>	Yes	<p>Annual Report on the Treasury Management Service and Actual Prudential Indicators 2017/18</p> <p>The Annual Treasury report is a requirement of the Council's reporting procedures.</p> <p>It covers the Treasury activity for 2017/18, and the actual Prudential Indicators for 2017/18.</p> <p>The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes in accordance with Regulations issued under the Local Government Act 2003.</p>	<p>Portfolio Holder for Assets and Finance Joanne Goodfellow joanne-goodfellow@tamworth.gov.uk</p>		Annual Report on the Treasury Management Service and Actual Prudential Indicators 2017/18
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Open	Cabinet 30 Nov 2017  <b>Council</b>	Yes	Commercial Investment Strategy Update  To create a capital fund to allow agreed investments be made in land or property	Leader of the Council Andrew Barratt Chief Executive andrew- barratt@tamworth.gov.uk	Part of the Commercial Investment Strategy Process	Commercial Investment Strategy Update
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#### DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
Page 17	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes  (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or  (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.



## CORPORATE SCRUTINY

WEDNESDAY, 11 JULY 2018

### REPORT OF THE CORPORATE SCRUTINY WORKING GROUP FOR PRAYERS AT FULL COUNCIL

#### PRAYERS AT FULL COUNCIL

##### **Purpose**

To feed back on the consideration of the working group set up by Corporate Scrutiny to investigate the inclusion of prayers at the start of full council meetings. To seek approval to make recommendations to the authority of Tamworth Borough Council on the inclusion of prayers at full council.

##### **Recommendations**

- In the light of modern times prayers should be held before the mayor opens the formal part of a full council meeting.
- A signal to be given for to either enter the chamber for a moment of reflection or to attend another room (committee room 2 gives access to the chamber) for prayer at 17:55, at 18:00 member will all enter the chamber.
- When the meeting is in order the Mayor is informed by the Deputy or assistant to make their entry in the traditional way.
- The Mayor under opens the meeting with a 'thought of the day' style comment to remind attendees why the council exists.

##### **Executive summary**

During the last cycle the corporate scrutiny committee had a small working group looking at procedures of the mayor, during which it was mentioned that the parish chaplain always provides prayers at full council. The working group considered that this may not appropriate as it is not inclusive of all denominations present. Prior to this recommendation going to Cabinet the council received an Equality and Diversity update training session in which the speaking raised the issue of prayers at full council as a potential for alienation or inequality. It is with these two items in mind that the Corporate Scrutiny Committee chose to create a working group to look at the broader issue of prayers at Full Council meetings.

The working group considered the increasing secularisation of society as well as increasing sectarianism within religious communities of all types. During these discussion it the working group arrived at a conclusion that to have one 'preacher' at a full council meeting did not give due regard to the diverse nature of an elected body. The working group

also gave due regard to the traditions of the council including the virtues of prayer time at the start of a full council meeting.

It was concluded that prayers, whilst providing a moment of reflection and consideration, were no longer appropriate to the whole membership however the rights of those who chose to be religious should not be lost and therefore a mechanism should be in place for those to exercise their religion. It was also concluded that the quiet moment of thought should not be lost at the start of a meeting and therefore the Mayor should lead a moment of thought.

The mechanism proposed includes the opportunity for those who wish to pray to do so regardless of their religion without this being imposed on those who chose not to pray. Those who chose not to pray should also be able to have some quiet reflection time before the meeting away from the members room. It is therefore envisaged that the chamber will be open but remain a relatively quiet place with informal discussion taking place in the member's room. It is proposed to use committee room 2 for prayer as this leads into the chamber whilst giving distance from what could be a noisy corridor or members room.

Following prayers and reflection time both the public and councillors will then take their seats prior to the meeting being called to order.

The recommendation that the Mayor be informed that the meeting is ready comes from the inevitable need for members to on occasion exchange information very late before a full council meeting with officers or members, rather than the Mayor entering whilst members scurry to their seats, they can be seated in readiness for the Mayor to enter and call the meeting to order.

## Corporate Scrutiny Work Plan

<b>Work Plan 2018 - 2019</b>	
<b>DATE</b>	<b>SUBJECT</b>
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11 <sup>th</sup> July	CIS/Trading Company
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TBC	Garage Sites
TBC	Isolation – Working Group (TJ, JF and RB from H&W Scrutiny and JO, SP and CC from Corporate Scrutiny)
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TBC	Housing Allocation Policy – Joint Scrutiny with H&W Scrutiny.
Ongoing	Tenants Consultancy Group – Ongoing Updates after any meeting.
TBC/Ongoing	Chairs Updates to other Committees (format to be decided)

<b>Upcoming Corporate Scrutiny Committee Meetings</b>
Wednesday 11 <sup>th</sup> July 2018 (moved from 18 <sup>th</sup> July)
Wednesday 15 <sup>th</sup> August 2018
Wednesday 10 <sup>th</sup> October 2018
Wednesday 14 <sup>th</sup> November 2018
Wednesday 14 <sup>th</sup> February 2019

Wednesday 13<sup>th</sup> March 2019

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

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