



Borough of Tamworth

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CORPORATE SCRUTINY COMMITTEE

27 November 2019

Dear Councillor

A Meeting of the Corporate Scrutiny Committee will be held in **Committee Room 1, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Thursday, 5th December, 2019 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.

Chief Executive

A G E N D A

NON CONFIDENTIAL

- 1 **Apologies for Absence**
- 2 **Minutes of the Previous Meeting (Pages 5 - 10)**
- 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 Chair's Update

5 Responses to Reports of the Corporate Scrutiny Committee

To receive an update on responses received to reports of the Corporate Scrutiny Committee.

6 Consideration of Matters referred to the Corporate Scrutiny Committee from Cabinet / Council

Discussion item.

7 Working Group Updates

To receive any working group updates.

8 2019/20 Forward Plan

Discussion item – link to the Forward Plan:

<http://democracy.tamworth.gov.uk/mgListPlans.aspx?RPId=120&RD=0&bcr=1>

9 Asset Management Strategy Update (Pages 11 - 12)

(Report of the Assistant Director Assets)

10 Corporate Scrutiny Committee Work Plan (Pages 13 - 14)

To consider the Committee's Work Plan.

11 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

12 Town Centre Workstreams (Pages 15 - 18)

(Report of the Portfolio Holder for Heritage and Growth)

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

The Protocol requires that no members of the public are to be deliberately filmed. Where possible, an area in the meeting room will be set aside for videoing, this is normally from the front of the public gallery. This aims to allow filming to be carried out whilst minimising the risk of the public being accidentally filmed.

If a member of the public is particularly concerned about accidental filming, please consider the location of any cameras when selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: T Jay, B Price, R Bilcliff, R Claymore, R Ford, S Goodall, Dr S Peaple,
P Standen and M Summers



MINUTES OF A MEETING OF THE CORPORATE SCRUTINY COMMITTEE HELD ON 14th NOVEMBER 2019

PRESENT: Councillor T Jay (Chair), Councillors R Bilcliff, R Claymore, R Ford, S Goodall, Dr S Peale, P Standen and M Summers

The following officers were present: Stefan Garner (Executive Director Finance), Lynne Pugh (Assistant Director Finance), Joanne Sands (Assistant Director Partnerships), Sue Phipps (Strategic Housing Manager), Jane Smith (Head of Benefits) and Jo Hutchison (Democratic Services, Scrutiny and Elections Officer)

Apologies received from: Councillor(s) B Price

48 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8th October 2019 were approved and signed as a correct record.

(Moved by Councillor Dr S Peale and seconded by Councillor R Claymore)

49 DECLARATIONS OF INTEREST

Councillor R Claymore declared that she had a pecuniary interest in the Private Sector Housing Enforcement Policy Update (minute 57) and accordingly would withdraw from the meeting at that point.

50 CHAIR'S UPDATE

The Chair reported on the following:

- The QPR Executive Summary working group outputs would report back to this Committee in February 2020 and then the Committee would consider whether to make any recommendations to Cabinet; and
- The remit for the Review of the Senior Management Restructuring, which was expected to cover a debrief of the project, including the objectives at the start of the project, the expected benefits to be delivered and the extent to which they had been realised. The Chair confirmed that he had a meeting scheduled with the Chief Executive to discuss the structure and timeline for this.

51 RESPONSES TO REPORTS OF THE CORPORATE SCRUTINY COMMITTEE

There were no items to report to the Committee.

52 CONSIDERATION OF MATTERS REFERRED TO THE CORPORATE SCRUTINY COMMITTEE FROM CABINET / COUNCIL

No matters had been referred to this Committee.

53 WORKING GROUP UPDATES

There was no further update beyond that provided earlier on the agenda by the Chair.

54 2019/20 FORWARD PLAN

The Committee considered the Forward Plan and highlighted the following items for further consideration:

- Legal Services Review – the Committee agreed to add this to the Committee's Work Plan to review the implementation of this service in due course;
- Update on Housing Repairs & Investment Contract – expected to be considered by Cabinet on 19th December 2019. The Committee agreed that they would like to consider this next year and the Work Plan would be updated accordingly.

55 QUARTER TWO 2019/20 PERFORMANCE REPORT

The Executive Director, Finance provided the Corporate Scrutiny Committee with a performance update and financial healthcheck.

In terms of the financial healthcheck there was a projected underspend and this would be considered as part of the budget process for next year. It was reported that the HRA was on budget.

The Committee considered the delay which had been announced to the opening of the Assembly Rooms and focussed upon the following:

- i. The reporting in the QPR Report on the Assembly Rooms over time, and whether there were any earlier indicators which could have impacted the risk reporting.
- ii. The oversight of the main contractor including the role of the externally appointed project management company and the ongoing oversight of the project to ensure delivery to the revised completion date.
- iii. The need for there to be a review undertaken of the project after the Assembly Rooms had been completed
- iv. Consideration of the reputational damage caused by the delayed opening of the Assembly Rooms
- v. Additional costs incurred as a result of delay and any contractual provisions regarding recovery of the Council's loss

- vi. The need to focus on the Assembly Rooms being opened on the new scheduled date.

The Committee **resolved** that the review of the Assembly Rooms project, which was expected to be undertaken must be brought to this Committee for its consideration (once available). The Committee could consider whether to make further recommendations to Cabinet based on its contents, to support the delivery of future projects.

(Moved by Councillor Dr S Peaple and seconded by Councillor R Bilcliff)

The Committee sought further clarification in the following areas of the QPR Q2 Report:

- i. The reasons for the underspend in the General Fund were reported to be largely due to the change in pools from GBSLEP to the Staffordshire pilot.
- ii. The arrears collection targets which the Executive Director, Finance agreed would be re-assessed for the next year.
- iii. The Committee requested that the report be clarified to provide further transparency regarding the grant on the Kerria project and the impact this had on borrowings.

RESOLVED

That;

Subject to the comments raised in the meeting, Corporate Scrutiny Committee endorsed the contents of the report.

(Moved by Councillor Dr S Peaple and seconded by Councillor R Bilcliff)

56 LOCAL COUNCIL TAX REDUCTION SCHEME 2021/22

The Assistant Director, Finance introduced the Local Council Tax Reduction Scheme (LCTRS) Report and set out the options and objectives for the proposed scheme for the post 2021 Local Council Tax Reduction Scheme which would go out to Consultation in 2020. The key points of the proposed scheme were reported as follows:

- to be cost neutral;
- to deliver administrative savings and simplify the process;
- to use banded discounts; and
- to include relevant disregards.

The Head of Benefits outlined to the Committee three different options which had been modelled following which the Committee sought clarification in the following areas:

- i. The extent to which the proposed scheme reflected a county wide scheme. It was reported that whilst principles had been agreed at a county level, individual Council's schemes would be likely to contain local differences;
- ii. Details on where the changes (which bandings) were likely to be affected by the options modelled;

- iii. The Committee requested that a cost neutral version of Option 1 be produced to demonstrate how a 100% discount for the lowest income households could work and its impacts.

The Committee thanked the Officers for their work and requested that this item come back to this Committee in 2020 (and agreed to add to the Work Plan accordingly).

RESOLVED

That:

The impact on bandings of Option 2 be explored and details provided;

(Moved by Councillor Dr S Peuple and seconded by Councillor S Goodall)

A cost neutral version of Option 1 be developed.

(Moved by Councillor M Summers and seconded by Councillor R Bilcliff)

Councillor R Claymore left the meeting.

57 PRIVATE SECTOR HOUSING ENFORCEMENT POLICY UPDATE

The Assistant Director Partnerships provided an annual update on the impact of the Private Sector Housing Enforcement Policy approved by Cabinet on 7th September 2017.

The Assistant Director updated the Committee on progress made since the implementation of the Policy in 2017, including the interventions made by the Strategic Housing Team. These were reported to be largely informal interventions. However, it was reported that three Prohibition Orders had been made to safeguard vulnerable people.

It was reported that the licensing of Houses in Multiple Occupation was an area of focus for the Strategic Housing Team who continued to provide advice and support to landlords in this area. The recent legislative changes were highlighted as well as the Minimum Energy Efficiency Standards which had become law and the work undertaken by the Council to roll out the Staffordshire Warm Homes fund.

The Committee noted the report and thanked the Officers for their attendance.

58 CORPORATE SCRUTINY COMMITTEE WORK PLAN

The Committee discussed the Work Plan and agreed to update it as follows:

Corporate Scrutiny Work Plan

Work Plan 2019 – 2020		
TARGET MEETING DATE	SUBJECT	MEETING WHEN ITEM ADDED TO WORK PLAN
December 2019	Asset Management Review update (including town centre)	
December 2019	Town Centre Strategy update	June 2019
December 2019	Corporate investment strategy	
February 2020	QPR Q3 2019/20 Report	Regular item
February 2020	Market tender Update	August 2019
February 2020	Member Training update	June 2019
February 2020	Review of senior management restructuring	
February 2020	Working group report on QPR Report Executive Summary	June 2019
February 2020	Garage Sites	
March 2020	Member Support Working group – sub group on Member Communications	
March 2020	Review of Cabinet decisions over previous 12 month period	
March 2020	Parking Toolkit review	October 2019
TBC	Local Council Tax Reduction Scheme 2021 onwards - revisit	November 2019
TBC	Review of Legal Services (post implementation)	November 2019
TBC	The Assembly Rooms – review of project	November 2019
TBC	Housing Repairs & Investment Contract Review	November 2019

Upcoming Corporate Scrutiny Committee Meetings
5 th December 2019
5 th February 2020 (QPR Q3 focus)
12 th March 2020

Chair

DRAFT

Corporate Scrutiny Committee

5 December 2019

Report of the Assistant Director Assets

Asset Management Strategy Update

EXEMPT INFORMATION

None

EXECUTIVE SUMMARY

A review of the Councils Asset Management Strategy cutting across both housing and non-housing property is planned to take place during the 2020/21 financial year. To assist with the review of the AMS Policy Changes have been identified to fund a stock condition survey for operational, commercial and industrial property, this will complement the condition data already held for the Councils housing property portfolio, Marmion House and Castle. The key purpose of the stock condition data is to identify the current condition, life expectancy and investment needs for the stock.

The key purpose of the Asset Management Strategy is to ensure that the Council understands the present and future purpose of the property portfolio and how the property portfolio can be used to the best effect to benefit the Council and the citizens of Tamworth.

The Asset Management Strategy will identify land and property owned by the Council, its value to the Council, its potential for the future, options for the future, opportunities and will consider both growth and disposals.

It is likely that the initial AMS will focus on those assets outside of the Town Centre as this is likely to be addressed through the 'Future High Streets Fund' although the AMS principles will still apply and will be important in ensuring

that Town Centre assets remain fit for purpose once the outcome of the 'Future High Streets Fund' have been delivered.

The Asset Management Strategy will consider the long-term financial impact on and benefits for the Council, financial benefit to the residents of Tamworth as well as the impact the property portfolio has on the wider environment and economy. We will need to consider who is best placed to manage the commercial and industrial property portfolio in future and there will need to be a clear mechanism for dealing with the strategic disposal of land and building assets. There will also be a need to develop a clear modelling tool to assess the financial performance of the commercial and industrial property portfolio.

Following on from the Asset Management Strategy will be a series of Asset Management Plans that will look at the performance and proposals for individual properties.

It is anticipated that a draft report will be available to the Council during December 2020. Members may therefore wish to consider revisiting this item in January or February 2021.

REPORT AUTHOR

Paul Weston

Assistant Director, Assets

Corporate Scrutiny Work Plan

Work Plan 2019 – 2020		
TARGET MEETING DATE	SUBJECT	MEETING WHEN ITEM ADDED TO WORK PLAN
December 2019	Asset Management Review update (including town centre)	
December 2019	Town Centre Strategy update	June 2019
[22 or 30] January 2020	Corporate investment strategy	
[22 or 30] January 2020	Garage Sites	
February 2020	QPR Q3 2019/20 Report	Regular item
February 2020	Market tender progress Update	August 2019
February 2020	Review of senior management restructuring (update)	
February 2020	Working group report on QPR Report Executive Summary	June 2019
March 2020	Member Training update	June 2019
March 2020	Member Support Working group – sub group on Member Communications	
March 2020	Review of Cabinet decisions over previous 12 month period	

May 2020	Parking Toolkit review	October 2019
June 2020	Local Council Tax Reduction Scheme 2021 onwards - revisit	November 2019
July 2020	Review of Legal Services (post implementation)	November 2019
August 2020	The Assembly Rooms – review of project	November 2019
TBC	Housing Repairs & Investment Contract Review	November 2019
TBC	Solway Trading Company Update (2x per year)	TBC

Upcoming Corporate Scrutiny Committee Meetings

5th December 2019

TBC January 2020

5th February 2020 (QPR Q3 focus)

12th March 2020

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

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