

# NON-CONFIDENTIAL



## **Borough of Tamworth**

19 October 2020

Dear Councillor

You are hereby summoned to attend a **meeting of the Council of this Borough** to be held on **TUESDAY, 27TH OCTOBER, 2020** at 6.10 pm in the **ONLINE MEETING**, for the transaction of the following business:-

### **AGENDA**

#### **NON CONFIDENTIAL**

- 1 Apologies for Absence**
- 2 To receive the Minutes of the previous meeting** (Pages 5 - 22)
- 3 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary 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 pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

- 4 To receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive**
- 5 Question Time:**
  - (i) To answer questions from members of the public pursuant to Procedure Rule No. 10.
  - (ii) To answer questions from members of the Council pursuant to Procedure Rule No. 11

- 6 Diversity and Equality Scheme 2020- 2024** (Pages 23 - 48)  
*(Report of the Leader of the Council)*
- 7 Pay Policy Statement 2020** (Pages 49 - 68)  
*(Report of the Leader of the Council)*
- 8 Regulation of Members Conduct** (Pages 69 - 72)  
*(Report of the Monitoring Officer)*
- 9 Annual Report of the Audit & Governance Committee** (Pages 73 - 80)  
*(Report of the Chair of the Audit & Governance Committee)*
- 10 Scrutiny Committee 2019-2020 Annual Reports** (Pages 81 - 118)  
*(Report of the Chairs of the Corporate Scrutiny Committee, the Infrastructure Safety & Growth Scrutiny Committee and the Health & Wellbeing Scrutiny Committee)*
- 11 Outside Bodies**  
*(The updated Outside Bodies List for 2020/21)*

Yours faithfully

A handwritten signature in black ink, consisting of stylized initials and a long horizontal line extending to the right.

**CHIEF EXECUTIVE**

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**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](mailto: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](#)*

Marmion House  
Lichfield Street  
Tamworth

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## **MINUTES OF A MEETING OF THE COUNCIL HELD ON 15th SEPTEMBER 2020**

**PRESENT:** Councillor R Claymore (Mayor), Councillors M Oates, R Kingstone, M Bailey, P Brindley, J Chesworth, R Bilcliff, T Clements, D Cook, M Cook, C Cooke, S Doyle, A Farrell, J Faulkner, R Ford, S Goodall, M J Greatorex, T Jay, K Norchi, J Oates, S Peuple, Dr S Peuple, R Pritchard, R Rogers, P Standen, M Summers and P Thurgood

The following officers were present: Andrew Barratt (Chief Executive), Stefan Garner (Executive Director Finance), Rebecca Neill (Head of Audit & Governance and Monitoring Officer), Tracey Pointon (Legal Admin & Democratic Services Manager), Jodie Small (Legal, Democratic and Corporate Support Assistant) and Adam Deakin (Technical Infrastructure Engineer)

Apologies received from: Councillor(s) D Box and B Price

### **17 TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 31<sup>st</sup> July 2020 were approved and signed as a correct record.

*(Moved by Councillor M Oates and seconded by Councillor Dr S Peuple)*

### **18 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **19 TO RECEIVE ANY ANNOUNCEMENTS FROM THE MAYOR, LEADER, MEMBERS OF THE CABINET OR THE CHIEF EXECUTIVE**

**Councillor D Cook announced the following;**

“Madam Mayor, it gives me great pleasure to announce the creation of a members Heritage Project Group lead by the Heritage Champion Councillor Paul Brindley on behalf of the Portfolio Holder for Heritage and Growth Councillor Jeremy Oates who will present to Cabinet on behalf of the Project Group. By announcing this at full Council it will provide validity and formality to the group’s existence. The membership of the group will be announced by the Leader shortly after consultation with the Portfolio Holder and must include representation

selected by the leader of the opposition group. This group will have a defined set of tasks under the umbrella project of “safeguarding Tamworth’s historic assets”.

Tasks will include, evaluating the current position, evaluating predicted costs (in regards planned maintenance), scoping any consultation work, assessing and recommending to cabinet and or full Council any decision relating to the project around our heritage assets. Just to announce that’s formally created now. Madam Mayor I will distribute on email its membership shortly.

Thank you Madam Mayor.”

**Councillor Dr. S People announced the following;**

“Thank you Madam Mayor, sorry I was slow on the unmute button. Firstly can I allude to something the Minister of Saint Francis said before the meeting during prayers? I understood that Councillor Lunn isn't well and can I ask the members of the controlling group to convey our best wishes to him for a speedy recovery? He was here with us on many occasions and I'm sure he would be delighted to know we are wanting him to recover, so all the best to him please via the Conservative group.

Secondly can I welcome the announcement from the Leader of the Council regarding the Heritage group which I think is something we need if we are to secure the long-term future of our heritage given all the pressures facing the Councils finances?

I can announce that as regards the opposition the Labour group were 100% behind me being the representative on it, given my background as a historian. So I look forward to Councillor Cook confirming who else is on the group. Thank you.”

**20 QUESTION TIME:**

**QUESTIONS FROM MEMBERS OF THE PUBLIC NO. 1**

**Under Procedure Rule No 10, Mr R Brown, of Tamworth will ask the Leader of the Council, Councillor D Cook, the following question:-**

“When the current COVID Pandemic is over, what preparation is our Council making to place a curtain between the Public Gallery and the Councillors’ seating area at Public Council Meetings, to conceal the Councillors from Public view during those Meetings?”

**Councillor D Cook gave the following reply:-**

“Thank you Madam Mayor. Thank you Mr Brown for your question. OK, I will play along knowing the devil in the detail will be in the supplementary. My answer is of course we have no plans to buy curtains. Thank you Madam Mayor.”

**Mr R Brown asked the following Supplementary question-**

“Thank you for your response Councillor Cook the supplementary question is, what measurable and timely plans and action does our Council have to add a video of Councillors’ attendance and to maintain livestream availability of public Council meetings to its electorate when face to face meetings, become restored after the pandemic? And curtains may be necessary to do that.”

**Councillor D Cook gave the following reply:-**

“Thank you Madam Mayor, not entirely sure about curtains I would have to take a deeper view in to that but there are two parts to the answer in my opinion. The Councils position and my personal position.

Firstly, our corporate position on the matter. As you may be aware, new Regulations (1) came into force in April 2020 as a response to the Pandemic, yes we are in the middle of a pandemic, they allow Council’s to re-commence Council and Committee meetings safely and remotely during lockdown with the current restrictions in place thereafter. These Regulations addressed the previous condition of Schedule 12 of the Local Government Act 1972, which required that Councillors must be present at a meeting in ‘one place’ (i.e. Marmion House or the Town Hall) for Council and Committee meetings.

The minimum requirement of the Regulations is that one person participating in such meetings remotely, must be able to hear and be heard (and where and if possible, see and be seen) by the other members in attendance at the meeting. The same conditions apply where members of the public attend remotely.

As you can appreciate, for all authorities, this posed a significant change to our way of working and the change itself had to be implemented remotely. It was, however, a priority for us to restart the democratic process in Tamworth as soon as we could, to give assurance to our residents that democracy continues and the “new normal” was starting to take shape.

With the advice and support of officers from Governance, IT and Democratic Services, we implemented Microsoft Teams Live Events as our platform for Council and Committee meetings, which was the choice for many other local authorities, and government bodies.

Currently, due to the number of participants logging into these meetings at one time, the safest option to protect the stream against failure and to enable the meetings to run efficiently, is that Chairmen of the respective meetings are the only ones ‘camera’ and the rest of the Committee will be on ‘audio’. This is not ‘censorship’ and is entirely in accordance with the Regulations which again states as a minimum attendees must hear and be heard.

In terms of the use of the Microsoft Teams Chat function during meetings, this is only to allow participants to indicate their wish to ‘speak’, in a similar way that they would ‘raise their hands’ if they were there in person. There is no debate or the

Chairman and Democratic Services closely monitor dialogue within the chat function to ensure it is only used to indicate willingness to speak.

At present, there are no plans to make recordings public and neither do the Regulations require us to do so. Meetings are minuted fully as they have always been and are the Council's record of the meeting.

While the Regulations remain in place, which is until May 2021, we will clearly look to continue to review and refine the system where possible.

Now to my personal thoughts, and apologies if this in anyway seems brutal.

I have led this Council for almost 11 years. In this time, all I have known is spending controls and cost reduction to try and keep the Council afloat. A job I believe the Council and myself and colleagues have achieved through grit and hard work. Then came along a Pandemic that was going to cost some people their lives. I threw my Conservative fiscal responsibility principles clearly out of the window, and rightly so.

Just like the national government, the Council has had a massive financial hit during this period and we now need to start work to fix an £8million pound hole in our finances.

Just so you are all aware, let me tell some of the more devastating conversations I have had this year. A review of the number of body bags in Tamworth at any one time. A discussion on possible mass burial plots should these be needed. Luckily they were not. How we operate without a centralised building and ensure benefits were paid to those that most need them.

Officers from Tamworth Borough Council have gone above and beyond and continue to do so. Protecting the vulnerable and socially isolated. Ensuring the disabled have food and medication. And much more.

When we went to virtual meetings, we had licenses for MS Teams, so we used this system. With a financial black hole growing that may hit service levels, with a continuing Pandemic risking lives and officers operating on fumes I cannot bring myself to believe you seeing our faces on screen in virtual meetings needs to hit mine or the Council's top priority list. In fact several Conservative Councillors have raised the issue as well with me, it has been looked into, but difficult with the platform we have.

I do not say it is not an issue that at some point needs improving, but may I request you understand that we have bigger battles to fight at present.

I will not prioritise a new system with its associated costs in this financial and health climate. Thank you Madam Mayor."

## **QUESTIONS FROM MEMBERS OF THE PUBLIC NO. 2**

**Under Procedure Rule No 10, Mr R Brown, of Tamworth will ask the Portfolio Holder for Heritage and Regeneration, Councillor J Oates, the following question:-**



“The now-abandoned old school buildings at the Fountain Junction in North Tamworth continue to decompose. What are the timescales and actions that our Council is taking to produce some method of preventing this public eyesore from worsening and actually implement a proper remedy to the entire situation?”

**Councillor J Oates gave the following reply:-**

“Thank you for the question, there are a number of buildings throughout the County, Throughout Staffordshire and particularly Tamworth which have either specific local interest, national interest or are good examples of a type of architecture. The one you highlight has been repeatedly chased over recent years by the late Councillor Michael Greatorex he’s done this in consultation with the Spital Councillors he has invested a great deal of time and effort over a number of years to try and get improvements to protect this property. He had a thing for architecture. We've also seen some works completed, because they have being chased by Councillor John Chesworth he successfully had a number of windows repaired. The property you refer to is not a Tamworth Borough Council property and therefore not the direct responsibility of Tamworth Borough Council the owner is entirely responsible for maintenance of this building.”

**Mr R Brown asked the following Supplementary question-**

“I get the impression from that response that certain actions have been conducted and we are now left in a stalemate situation where the County Council, don't want to do anything and our Council don't seem to want to do anything either. I would like to see a plan and a forecast, published in advance so that electors can fully and fairly appraise the council's performance.”

**Councillor J Oates gave the following reply:-**

“Thank you Madam Mayor. As I've said, with many properties in Tamworth they don't come under the direct responsibility of Tamworth Borough Council therefore Tamworth Borough Council will not be taking up the upkeep or maintenance of those properties. However, as displayed in the first part of my answer, to the original question the local Councillors do you have an adversarial role and we have seen over recent years Councillor Michael Greatorex get really stuck in and involved and over more recent years Councillor Chesworth and the other Spital Councillors fully utilising their adversarial role to apply pressure not just on the County Council but the owners of the property. I'm confident they will continue to do that on behalf of residents, albeit not a direct responsibility of theirs.”

## **QUESTIONS FROM MEMBERS OF THE COUNCIL NO.1**

**Under Procedure Rule No 11, Councillor R Bilcliff will ask the Portfolio Holder for Regulatory & Community Safety, Councillor S Doyle, the following question:-**

“In London pavement parking is illegal, why is Tamworth Borough Council not taking action to stop pavement parking which in some areas is becoming a huge problem and putting pedestrians and the disabled at risk?”

**Councillor S Doyle gave the following reply:-**

Thank you Madam Mayor / Councillor Bilcliff for your question.

In response to your question Tamworth Borough Council do not have powers to enforce currently, or are likely to soon.

Where there have been reports of concerns, we encourage reporting to Staffordshire County Council for consideration of a Traffic Regulation Order under current legislation or the Police (who can enforce obstructive parking where they think appropriate).

**Councillor R Bilcliff asked the following Supplementary question-**

“Thank you I understand that the Traffic Regulatory Orders can help stop this pavement parking. You can then actually introduce them on individual streets or specific areas so enforcement officers could then issue parking control notices, but can the Council or will the Council campaign to raise awareness of the issues and dangers regarding pavement parking and a growing problem of parking too close to road junctions, which is illegal. Thank you.”

**Councillor S Doyle gave the following reply:-**

“Thank you Madam Mayor. There is a consultation in progress, currently looking at the following:

Firstly, improving the Traffic Regulation Order (TRO) process which you mentioned, under which local authorities can already prohibit pavement parking, in this case Staffordshire County Council are the responsible body.

Secondly, a legislative change to allow local authorities with civil parking enforcement powers to enforce against ‘unnecessary obstruction of the pavement’, again Staffordshire County Council to enforce.

And thirdly legislative change to introduce a London-style pavement parking prohibition throughout England.

This is run through PATROL, Parking and Traffic Regulations outside London, which both Staffordshire County Council and Tamworth Borough Council are members of.

Also, the consultation is open to everyone and a number of Residents have already contributed to the discussion, the consultation closes midnight 22nd of November this year. Thank you.”

**QUESTIONS FROM MEMBERS OF THE COUNCIL NO.2**

**Under Procedure Rule No 11, Councillor R Bilcliff will ask the Leader of the Council, Councillor D Cook, the following question:-**

“How many fines have been issued over the last 12 months for littering?”

**Councillor D Cook gave the following reply:-**

“Thank you Madam Mayor, since September 2019, three littering fines have been issued – disposal of household waste where evidence was found and littering from a vehicle.”

**Councillor R Bilcliff asked the following supplementary question-**

“Thank you Madam Mayor. Discarded packaging from fast food outlets in the Town is still a major problem, could the towns CCTV cameras not help identify the culprits in known problem areas. Thank you Madam Mayor.”

**Councillor D Cook gave the following reply:-**

“Thank you Madam Mayor. I think first point Madam Mayor obviously, since March, officers have not been able to patrol it the same manner, but all cases of fly tipping are investigated where evidence may be found (envelopes/bills etc.).

The idea of using CCTV - I haven't got an answer off the top of my head, which sounds very costly and could be very expensive and would need working out how we could do it, how somebody could constantly monitor somebody dropping a crisp packet or a McDonalds Wrapper or whatever it is. I'm not sure how to approach that at the moment. Can I kindly request that Councillor Bilcliff gives me a few days to ask a few questions and I will feed back to him and obviously what I feedback back to Councillor Bilcliff, I will be happy to submit for the minutes thank you Madam Mayor.”

**Additional information relating to the use of CCTV**

Public CCTV cannot be used in isolation for littering fines where the offender cannot immediately be recognised as this needs to be witnessed by an authorised officer on the ground who is able to take name and other details and issue an incident ticket for the fine. We are not able to ask the public to identify the offenders just from CCTV so we could not act.

Whilst investigating an incident however, as a criminal offence and if in an area where there is CCTV the recordings can be reviewed and used as evidence by investigating officers.

CCTV can, however, report incidents of fly tip or litter which is picked up on routine camera observation where there is clear evidence e.g. a vehicle registration which can be followed up or evidence of someone clearly coming out of a premises (shop or domestic) to deposit litter. We have had incidents in the past for example where the CCTV room have seen someone simply throwing rubbish out of their car onto our car parks

**QUESTIONS FROM MEMBERS OF THE COUNCIL NO.3**

**Under Procedure Rule No 11, Councillor P Standen will ask the Leader of the Council Councillor D Cook, the following question:-**

“On 6th August the Government published White Paper “Planning for the Future” with consultation windows of six weeks I know now its 12 weeks Has or will the Leader of the Council respond to this consultation and what does he believe the impact will be on this council, for example, the change to Section 106 Agreements?”

**Councillor D Cooke gave the following reply:-**

“I am deeply concerned about this White Paper, and the planning team at Tamworth Borough Council are currently going through the consultation document to enable Cabinet to consider the Council’s responses later in October, prior to the submission deadline of the 29<sup>th</sup> October. There is much in this consultation and the team are working hard to understand any potential impact this could have if it results in changes to the current system. It is too early to understand what and where these impacts will be, but we are going through it with a fine tooth comb.

While we all agree that Tamworth is pro-growth, I remain concerned there seems to be little mention of infrastructure, and more importantly the need to ensure border developments such as Arkall Farm, Robeys Lane have regard to ensure sufficient and suitable infrastructure is in place before they are granted permission which is essential.

I have asked our MP, who is also the Minister for a sit down chat around these proposals as well. Happy to keep members updated on those conversations. Thank you Madam Mayor,”

**Councillor P Standen asked the following supplementary question –**

“Thank you for your response Councillor Cook. I'm glad he is deeply concerned because so am I. There are parts of the White Paper which I agree scare me quite a lot, hopefully the consultation can help even that out. I understand that there are preparations underway for officer responses to the planning of the White Paper as this is likely to be a significant impact for Tamworth. The Government objectives as they have said is to “build” “build” “build”. There is potential for major developments on our borders which would only happen if they come with the required infrastructure to fully support them. What options are being reviewed to include all Council members in the consultation process feedback for example, a seminar? Thank you Madam Mayor.”

**Councillor D Cook gave the following reply:-**

“Yes thank you, sorry Madam Mayor I was having problems with my mute button. Yes happy to respond. If Councillors want a seminar on this I will speak to the Chief Executive in the morning. I say that loosely as I know the Chief Executive is listening and to see how quickly we could potentially pull something together. We also of course have a local plan working group which I'm happy if somebody

wants to take a lead and arrange a meeting I'm happy to attend with members of the local planning working group which I believe Councillor Standen is a member, also to review it. This is an important conversation, we have become fundamentally aware that nationally there is a housing shortage and it's been that way for a long time. I remember the Lyons Report from 2008 which showed a developing problem in the housing market because we simply do not build enough houses in the UK currently. My battle has always been, where I agree, I am pro-growth, we don't do the infrastructure right and we haven't under successive Governments for a long time, so I'm happy to talk to Councillor Standen offline and see what we can put together as a way that all members can input into the conversation and again I will be meeting with the MP about this and will feedback to all members on what's said there. Thank you."

#### **QUESTIONS FROM MEMBERS OF THE COUNCIL NO.4**

**Under Procedure Rule No 11, Councillor Dr S People will ask the Portfolio Holder for Heritage and Regeneration, Councillor J Oates, the following question:-**

"Would the Portfolio Holder confirm that the only substantial bid considered by Stoke and Staffs LEP was the "Tamworth Town Centre Regeneration Catalyst" which had already performed poorly when analysed according to the modified Treasury Green Book Rules?"

**Councillor J Oates gave the following reply:-**

"Thank you Madam Mayor. Whilst I should accept the question as it's written I believe the essence was that it's not that staffs and stoke LEP only considered this project but it was the only one from Tamworth that was considered as there are other projects obviously around the County so I believe that's what Councillor People was asking. Tamworth Borough Council selected one application to staffs and Stoke LEP under the getting Britain Building Fund and this is under a wider project name of Tamworth Town Centre regeneration catalyst this comprises of two parts. Funding towards an improved Corporation Street including the paving area and the churchyard and this was a £2.28 million ask and secondly funding to convert the Carnegie Centre in to an annex of the Enterprise Centre - this was a £190,000 ask.

The Corporation Street elements have been fully worked up to HMRC green belt compliance status and had a strong cost ratio benefits and they are also part of the future High Street fund bid. The Carnegie Centre had a less detailed business plan element but did also show strong outcomes. Staffordshire and SOT LEP use Hatch Regeneris to score the projects and conduct an evaluation resulting in a decision to support the Carnegie Centre element. Prior to this project it had not been scored or evaluated, both projects fit the aims and objectives of the fund and were the only projects that we had ready for submission it should be noted that the turnaround time to submit projects was only five working days and so the Council had to respond very quickly and submit these bids, thank you Madam Mayor."

**Councillor Dr S People asked the following supplementary question-**

“Thank you Madam Mayor. I thank the Portfolio Holder for his answer. At the end of the day the first part, Corporation Street part was judged by many Councillors in the original discussions on the town centre regeneration to be clearly weaker than some of the others and the fact that we eventually got some money towards the Carnegie centre, £190,000 means out of £22 million given to Staffordshire, Tamworth the second largest settlement in the county after Stoke-on-Trent. Does he agree with me that if we are going to be members of the Stoke and Staffordshire LEP that its time they woke up to the economic significance of Tamworth. Thank you Madam Mayor.”

**Councillor J Oates gave the following reply:-**

“Thank you and I completely agree with the sentiment of Councillor Peuple, we are in a competitive market and it's up to us to make sure we are recognised and it's also up to the Staffordshire and Stoke-on-Trent LEP to recognise that we exist and as a representative of the district of Tamworth and now Lichfield. I'll be pushing for investment in Tamworth at every board meeting including the one this Thursday, which has 19 items on the agenda. Thank you very much Madam Mayor.”

**QUESTIONS FROM MEMBERS OF THE COUNCIL NO.5**

**Under Procedure Rule No 11, Councillor Dr S Peuple will ask the Leader of the Council, Councillor D Cook, the following question:-**

“As the Leader has stated; “Councils face ongoing budgetary challenges against continued reductions in government grants and this means tough decisions”. Would he agree that these decisions are even tougher for Tamworth because ten years of austerity cuts have done nothing to improve the resilience of the local economy as evidenced by the recent research showing how over-reliant Tamworth is on retail and logistics? Thank you Madam Mayor.”

**Councillor D Cook gave the following reply:-**

“Thank you Cllr Peuple for the question. I agree with the point you are trying to make around an over reliance on logistics and retail in Tamworth, that said the whole situation goes deeper.

There are several differing ways to look at economic success / failure of a place, in this case Tamworth Borough. There are also many measures, including Universal Credit claimants.

I have figures for all West Midlands areas. I will not read them all but give a few examples. However, will submit the whole list for the minutes. Under Universal Credit a broader span of claimants are required to look for work than under Jobseeker's Allowance. As Universal Credit Full Service is rolled out in particular areas, the number of people recorded as being on the Claimant Count is therefore likely to rise.

You will note that Tamworth is below both regional and national average. 7.5% in West Midlands, 6.5% nationally – its 6.2% currently in Tamworth.

<b>West Midlands Local Authority areas - average 7.5% / national 6.5%</b>			
<b>rank</b>	<b>Authority</b>	<b>number</b>	<b>%</b>
1	Birmingham	80,165	10.9
2	Wolverhampton	17,025	10.4
3	Sandwell	18,995	9.3
4	Walsall	15,150	8.8
5	Stoke-on-Trent	12,975	8.1
6	Dudley	14,530	7.5
7	Nuneaton and Bedworth	5,350	6.8
8	Coventry	16,310	6.7
9	Telford and Wrekin	7,110	6.4
10	Redditch	3,260	6.2
11	Tamworth	2,940	6.2
12	Wyre Forest	3,605	6.1
13	Solihull	7,475	5.9
14	Cannock Chase	3,660	5.8
15	Worcester	3,820	5.8
16	East Staffordshire	3,915	5.4
17	North Warwickshire	2,040	5.2
18	Lichfield	3,055	5
19	Malvern Hills	2,185	5
20	Rugby	3,290	5
21	Newcastle-under-Lyme	3,980	4.9
22	Shropshire	9,080	4.8
23	Wychavon	3,530	4.8
24	South Staffordshire	3,140	4.7
25	Bromsgrove	2,720	4.6
26	Herefordshire, County of	4,935	4.4
27	Stafford	3,590	4.4
28	Stratford-on-Avon	3,065	4.1
29	Warwick	3,740	4.1
30	Staffordshire Moorlands	2,185	3.8

Economically, whilst measures and information monitored is different, patterns are almost identical to 2008 – 2012 recession, it is therefore important to note, that Tamworth was one of the fastest recovering areas when we came out of the recession. I expect this pattern to be mirrored. Yes, we are listed in the top 10 nationally of local economies that will be hit hard, but we need to collectively plan how to succeed again. Please recall between 2008 and 2016 Tamworth had the biggest fall in unemployment percentage in the UK.

Reasons for high levels of UC are most likely as follows:

- Significant amount of uncertainty at the moment, causing uncertainty in businesses.

- Exposure to wider economies, typically our workforce is transient and therefore shocks in other areas, may disproportionately affect us.
- Automotive and aviation businesses have been significantly affected, our economy plays a significant role in these sectors through logistics / engineering / design / manufacturing supply chain and these businesses across the wider region do employ a fair number of our residents.
- Security sector – employs a lot of people, limited market for this at the moment due to no events and concerts – NEC unable to function.
- Parts of the retail, hospitality and tourism sectors have been disproportionately affected and we do have exposure to these areas – broader hospitality sector nationally is down 60% - Drayton manor a big local employer has limited, lots of café, food establishments, hotels etc. have seen redundancies.
- Social distancing has meant that in many customer-facing businesses, they simply cannot have as many staff or customers physically in the building so cuts have been made.
- Some comparison retailer's clothes shops etc. have made redundancies.
- There's been a rationalisation of what staff businesses need to be doing and how they do this – home working has allowed many sectors to reevaluate what is important and what can be done more effectively – expect this pattern to increase.
- Children's nurseries have also been hit – people staying at home can look after their own children so do not need services.
- We do have a higher than average exposure to logistics and retail but this seems to be limited in impact on local unemployment, other factors more likely as above.
- Positives:
  - Change in economy – logistics sector on the whole more important than ever – drivers, home food deliveries, just eat / uber eats, parcel couriers – have ocado on doorstep that have taken huge new contract with M&S.
  - Investment by large European theme park and zoo owner into Drayton manor, this will be positive going forward with planned investment into park.
  - Businesses are being cautious but generally, those adapting across all sectors are doing well, those that have not adapted will continue to struggle.
  - Strong housing market in terms of locally based suppliers and house building companies – seeing significant growth and demand in these areas. Many trades have done very well during pandemic and continue to do so.
  - On the whole the economy has become more resilient, less reliant upon larger businesses and more flexible to change.
  - We're seeing huge increase in demand for small office space at TEC – could fill centre 3 times over.



- Increase in support for start-up businesses including grants – this mirrors patterns in recession.

Let us also remember that 50% of our work force commute out of Tamworth.

All that being said, I still take Councillors People's point around over reliance on a few sectors. It is essential Tamworth continue with its hard work and links to the GBSLEP, WMCA and Staffs LEP to ensure training and skills as well as quality employment can be accessed by Tamworth residents. Thank you."

**Councillor Dr S People asked the following supplementary question-**

"Thank you very much Madam Mayor. Just briefly, to particularly welcome the final part of Councillor Cook's statement because the key thing that I think we need to recognise is that Educational standards of attainment have usually been at or near the lowest within Staffordshire and therefore the ability to provide skills and opportunities for well-paid and secure jobs is important and therefore I hope you would agree with me that we need to emphasise not only is Tamworth open for business, but it's also open for investment and that we will use our best offices and available investments to support residents and build employment in the Town."

**Council of the Cook gave the following reply:-**

"Absolutely Madam Mayor, thank you. No argument there whatsoever thank you."

**QUESTIONS FROM MEMBERS OF THE COUNCIL NO.6**

**Under Procedure Rule No 11, Councillor S People will ask the Portfolio Holder for Neighbourhoods, Councillor M Cook, the following question:-**

"I thank the Portfolio Holder for ensuring that as Chair of Heart of Tamworth, I was included in the interviews conducted by HQN in relation to the social isolation strategy. The homelessness strategy, also being developed by HQN, is due to come to Scrutiny in October. What steps have been taken by officers and the consultant(s) to engage with the voluntary sector in developing the policy?"

**Councillor M Cook gave the following reply:-**

"Thank you Madam Mayor and I thank Councillor People for her question.

One of our core tasks at Tamworth Borough Council, is supporting our communities to have good local resilience, this is achieved by maximising and building on the work of our 'anchor' and third sector organisations. And of course, empowering our communities by creating independence in our neighbourhoods. This is especially important as we continue to manage the impact of COVID-19 going forward.

Councillor People has referred to two separate pieces of work that we have been progressing over the last few months, supported by an expert consultancy team, including HQN.

The first piece of work mentioned in the question was about the work we are undertaking to understanding vulnerability. To clarify, this is not part of a social isolation strategy. The purpose of this work on vulnerability was four-fold.

Firstly, to propose a definition around vulnerability; secondly to map vulnerable groups across Tamworth, which was followed up by describing the base line services to these groups during the incident response to the pandemic and finally to make suggestions regarding actions going forward.

This ultimately has and will form part of the councils' recovery and reset planning as part of our COVID-19 response and will allow us, and our partners to help support the most vulnerable in our communities.

Councillor People will know that the consultants spoke to a range of stakeholders, including her in her voluntary sector role, to inform this work.

The report is only just in and we are currently reviewing this detail to agree where this fits in the recovery and reset agenda and will be sharing with all members when that phase of the work is done and when there is a clear set of proposals. I'm more than happy to meet with Councillor People in her housing shadow role to go through that in more detail.

The work will also provide an evidence base for the Partnerships team to further develop an approach to grants, commissioning and ongoing support for the voluntary sector with the County Council, Support Staffordshire and SCVYS to continue the excellent work that took place and continues during the ongoing COVID pandemic.

With regard to the evidence base and updated Homelessness and Rough Sleeping Strategy, the Council has engaged a range of partners in relation to the draft produced. This includes elected members, the voluntary sector, key contacts and others.

This evidence building process is moving into the final stages, in advance of officers reporting to Health and Wellbeing Scrutiny on the 24<sup>th</sup> September 2020. I have asked for more detailed inclusion on who the responses were received from during that meeting. A full report and presentation will be made available and have also asked that to be shared after the meeting to all other members. All stakeholder feedback including Scrutiny observations will be reported to Cabinet as we receive the final strategy for approval by the end of 2020.

I would just like to add my thanks to Councillor People for raising this matter. In a time such as this, it is very easy to lose sight of topics such as this in a public forum, so any opportunity for me to be able to shout about the wonderful work being undertaken by our team, those who support us and most importantly of all, the voluntary sector who are championing improvements for those most in need, is one I will always take.

Thank you Madam Mayor.”

**Councillor S Peale asked the following supplementary question –**

“Thank you Madam Mayor. Can I thank Councillor Cook for her response and for the clarification on the vulnerability strategy, Councillor Cook would it surprise you to hear that the charity Heart of Tamworth which was responsible for running the winter night shelter last winter and Starfish who ran it the previous year so far, as I'm aware, have not been consulted on the homelessness strategy and I can say that with some authority as I'm still chair of the Heart of Tamworth and I'm company secretary for Starfish.”

**Council M Cook gave the following reply:-**

“Thank you for that I'm not 100% certain at this stage but I'm more than happy to take that away and get an answer back to you within the next couple of days thank you.”

**QUESTIONS FROM MEMBERS OF THE COUNCIL NO.7**

**Under Procedure Rule No 11, Councillor S Peale will ask the Portfolio Holder for Environment and Culture, Councillor J Chesworth, the following question:-**

“Would the Portfolio Holder please clarify what the Council's policy is on the maintenance of trees?”

**Councillor J Chesworth gave the following reply:-**

“Thank you Madam Mayor and thank you Councillor Peale for your question. The Council manages its own tree stock within the borough, trees provide both benefits and challenges in our urban environment.

Trees in parks, woodlands, and other green spaces create an attractive and sustainable place where people can live, visit and invest. Trees not only look good but also provide many benefits including habitat for insects, bats and birds, shading from summer sun and shelter from winds, carbon capture and storage, interception of rain and removal of dust and grime. Without trees the district would be a poorer and less attractive place.

The Council has a legal obligations to ensure that the trees on its land are safe, are not causing damage to property or obstructing the highway.

For some people trees can cause inconvenience where it is felt that they block out light or views, interfere with TV signals, drop twigs, leaves, fruit and sap on to paths, drives and cars.

The Council do not remove/reduce healthy trees to alleviate any of the above issues.

The Council do remove/reduce dead, diseased or dangerous trees on its own land and in extreme situations, where there is a danger to the public on private land.

The Council may remove trees that may be causing subsidence or other damage to property, dependant on individual circumstances.

The Council manages public trees covered by Tree Preservation Orders or in Conservation Areas.

Most public trees near private property have been there for many years and help to create a more attractive and sustainable urban environment. We are under no obligation to remove a tree on public land simply because it is disliked or may cause inconvenience to people who live nearby.

Property owners who have trees growing on their land have similar obligations to the Council and are responsible for ensuring that their trees do not pose a danger to their neighbours. Private owners should also ensure that trees and shrubs growing on their land do not obstruct or encroach on the highway, including foot paths.

Property owners are broadly entitled to cut back any overhanging branches or encroaching roots from a neighbouring tree, up to the boundary of their property. If your tree is subject to a Tree Preservation Order or is in a Conservation Area any work must be formally approved by Planning. Thank you Madam Mayor.”

**Councillor S People made the following comment-**“Madam Mayor thank you very much I don’t have a supplementary question I would just like to mention that my question was prompted by the large number of issues I’ve had raised by

residents about trees particularly street trees so felt it was useful to have clarification. Thank you.”

**21 ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2019/20**

The Annual Treasury report is a requirement of the Council’s reporting procedures. It covers the Treasury activity for 2019/20, and the actual Prudential Indicators for 2019/20.

**RESOLVED** That Council;

- 1** Approved the actual 2019/20 Prudential and Treasury Indicators within the report and shown at Appendix 1;
- 2** Accepted the Annual Treasury Management Report for 2019/20; and
- 3** Further to the Assembly Rooms update report to Cabinet on 30<sup>th</sup> July, Council approved the financing of the projected £1.2m overspend and the increase required in the capital programme

*(Moved by Councillor R Pritchard and seconded by Councillor Dr S Peuple)*

Councillor Dr S Peuple moved a motion seconded by Councillor R Bilcliff to add an additional recommendation, which following a unanimous vote was carried

**RESOLVED** That Council

Congratulated all staff involved in the making of the report and achieving positive outcomes in such extraordinary circumstances.

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The Mayor

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TUESDAY, 27 OCTOBER 2020

### REPORT OF THE LEADER OF THE COUNCIL

#### DIVERSITY AND EQUALITY SCHEME 2020- 2024

#### EXEMPT INFORMATION

None

#### PURPOSE

This report provides an updated Diversity and Equality Scheme which gives assurance that systems or work streams are in place where required in order that Tamworth Borough Council embraces equality and diversity and remains compliant with legislation.

#### RECOMMENDATIONS

**That Council approve the Diversity and Equality Scheme 2020 – 2024 and incorporated action plan for immediate implementation and publication.**

#### EXECUTIVE SUMMARY

The Council's previous Diversity and Equality Scheme outlines how we will promote equality and diversity in the delivery of our services. Over the past few months the scheme has been revised and subject to formal approval will ensure that Tamworth Borough Council will remain compliant.

The Council is required to ensure continued compliance with the Specific Duties in place for the public sector known as the Public Sector Equality Duty PSED. The requirements are that a public sector body must:

- Publish information annually
- Have equality objectives and review these every 4 years

The Council's equality objectives were adopted along with the 2015 scheme and have been retained as they remain relevant.

- To use customer insight to develop accessible services particularly aimed at those demonstrating greatest need.
- To ensure all council strategies, policies and procedures consider the impact on our diverse community/ workforce to ensure maximum inclusion.

In refreshing the scheme it was evident that it did not include consideration of either antisemitism or Black Lives Matter which currently have a high profile in the national and international arena these issues have now been included in the scheme including the adoption of the international Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism as approved by Cabinet in March 2020.

In addition updates to both the current workforce and community profiles are included in the Scheme.

The associated action plan found on page 17 of the scheme reflects the proposed activity to enable the Council to ensure compliance.

A priority action within the plan is to address the new legislation regarding accessibility for government websites (the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018) coming into force from 23<sup>rd</sup> September 2020. The council is currently compliant, however, new documents published to the website are now subject to stricter regulations to ensure they are accessible.

### **OPTIONS CONSIDERED**

The report provides a refreshed Diversity and Equality Scheme, which is designed to set out a programme to meet the Council's statutory requirements under the Equality Act. No other practicable options were identified.

### **RESOURCE IMPLICATIONS**

Budgets for training are already in place and there is no further financial investment required for the delivery of the action plan.

### **LEGAL/RISK IMPLICATIONS BACKGROUND**

The equality objectives together with the delivery of the action plan will ensure Tamworth Borough Council remains compliant with the Public Sector Equality Duty. HR will continue to monitor government policy on all associated matters and will advise CMT accordingly.

### **EQUALITIES IMPLICATIONS**

There are no adverse equality implications as a direct result of this policy.

### **SUSTAINABILITY IMPLICATIONS**

In reviewing the scheme the intention remains to ensure that processes were adapted rather than additional resources requested so as to ensure sustainability.

### **REPORT AUTHOR**

**Zoe Wolicki Assistant Director People**

### **LIST OF BACKGROUND PAPERS**

Diversity and Equality Scheme 2015-2019

### **APPENDICES**

1. The revised Diversity and Equality Scheme 2020-2024





Diversity & Equality Scheme  
2020 - 2024

Document Status: Final

Document Ref: HRPOL -

Originator: Jackie Noble

Updated: Jackie Noble

Owner: Anica Goodwin

Version: 01.01.01

Date: August 2020

**Approved by Corporate Management Team / Appointments and Staffing**

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Classification: SEC1 - Routine

## Document Location

This document is held by Tamworth Borough Council, and the document owner is HR.

Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Council's Intranet. Please check for current version before using.

## Revision History

Revision Date	Version Control	Summary of changes
April 2020	V1	An updated policy to include definition of Anti-Semitism, philosophical belief and updated data
August 2020	V2	Further updated to include reference to Black Lives Matter

## Key Signatories

### Approvals Creation and Major Change

Name	Title	Approved
Appts & Staffing		

### Approvals Minor Change and Scheduled Review

Name	Title	Approved
Anica Goodwin		
TULG		

## Approval Path

### Major Change

	Action
Originator	HR
Owner	Head of Paid Service
TULG	Consultative Group
CMT	Corporate Approval
Appts & Staffing Committee	Council Approval

### Minor Change

HR	Submission
TULG	Consultative Group
Director	Delegated Approval

## Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

- A monetary value included within it, in which case an annual review will be required, and/ or
- A legislative change is required as directed by government.

## Distribution

The document will be distributed through Astute as a MANDATORY policy and will also be available on the Intranet.

## Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

**Making Equality Real in Tamworth (MERIT)  
Diversity and Equality Scheme  
2020 – 2024**

**Contents**

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**1 Statement of intent**

Tamworth Borough Council (TBC) recognises the importance of involving the wider community in the development of services, which are accessible and reflect people's needs. The Council's values go further to specify the promotion of equal opportunities and to celebrate diversity.

By making equality and diversity a core element of all things that we do, we will be best placed to achieve our vision.

Where barriers exist which prevent us from achieving our goals, we have a moral and legal obligation to break them down.

The starting point and primary focus is this Council's vision "To put Tamworth, its people and the local economy at the heart of everything we do" This vision will be achieved through our strategic priorities:

- To meet housing needs through a variety of approaches and interventions
- To facilitate sustainable growth and economic prosperity
- To work collaboratively and flexibly to meet the needs of our communities
- To create a new and developing vision for the continued evolution of Tamworth, including a town centre fit for the 21<sup>st</sup> Century
- To be financially stable
- To ensure our employees have the right skills and culture to help our residents, visitors and businesses
- To ensure our service delivery is consistent clear and focussed
- To ensure our decisions are driven by evidence and knowledge

These in turn translate into the Council's strategic plans and intentions and form the basis of the Corporate and local plans, the sustainability strategy and the medium term financial strategy.

However, the most important aspects of our Scheme remain not the words but the actions and outcomes we have set ourselves in conjunction with the Tamworth community and visitors to the area.

Our Equality Statement is available to download at [www.tamworth.gov.uk](http://www.tamworth.gov.uk)

## **2 Introduction**

The Scheme outlines how we will promote diversity and equality in the delivery of our services provided both directly by ourselves and in conjunction with our partners. Taking into account UK legislation, our scheme clearly addresses our duties and responsibilities to:

- Age
- Disability (including mental health)
- Gender reassignment
- Race (which includes ethnic or national origins, colour or nationality)
- Sex
- Religion or belief
- Sexual Orientation
- Pregnancy or maternity
- Marriage and Civil Partnership\*

The above are known as protected characteristics within the Equality Act 2010.

\*Only the first aim of the General Duty applies to the characteristic of marriage and civil partnership see section 4.1.3.

The Scheme recognises evolving case law in relation to belief. The Equality Act 2010 states that belief means any "religious or philosophical belief and any reference to belief includes a reference to a lack of belief". A philosophical belief must be:

- genuinely held and not just an opinion or point of view based on the present state of information available;
- be a belief about a weighty and substantial aspect of human life;
- have a level of cogency, seriousness, cohesion and importance; and
- Worthy of respect in a democratic society, compatible with human dignity and not conflicting with the fundamental rights of others.

Examples of protected beliefs include Humanism, Pacifism, Atheism and a belief in man-made climate change. An employment tribunal found Veganism to have met the threshold for a philosophical belief under the Equality Act 2010.

This Scheme reflects our commitment to the wider equality agenda while ensuring that the strict duties that are placed upon us under the provisions of the Equality Act. Consequently our actions in respect of each area are set out throughout the scheme.

Furthermore, in response to the death of George Floyd and related Black Lives Matter, Tamworth Borough Council reaffirms its commitment to racial equality.

Employees, Elected Members and the organisation have a responsibility to ensure that no person is treated differently because of their skin, race, religion or gender.

With increased partnership working, commissioning and procurement of services, the Scheme also sets out the expectations placed on partners, suppliers and the voluntary sector to contribute to the Council's equality and diversity agenda.

The aim of the Scheme is to integrate the Council's diversity and equality activities into normal service delivery mechanisms, while at the same time encouraging departments to deliver their products and services in an innovative and creative way.

Prior to any mainstreaming, a key element of the scheme will be the expectation that consultation and involvement of individuals and organisations will take place within the community to better understand their requirements and any barriers they face.

This scheme also formally recognises the 'Thrive at Work' campaign and the intention to achieve Bronze Accreditation.

This scheme will be reviewed annually and reported to Cabinet.

### **3 Policy Statement**

We aim to create and maintain a community that embraces change and welcomes diversity; diversity helps to build such communities by celebrating differences and combining our talents.

To achieve this, the Council continues to be committed to removing discrimination from public life. This includes major commitments that establish the Council as a community leader.

- The Council is striving to ensure that it does not discriminate against staff or members of the public.
- The Council is working to make Tamworth a place free from discrimination
- People are proud to be who they are
- Striving to ensure that the contribution of all groups is valued
- Differences between people are welcomed
- Removing barriers to ensure that all groups have the same chances of success
- The Council will provide services that are inclusive and designed to meet customer needs, including those most vulnerable.

The Council will support anyone who shares the same aims, including community groups, the voluntary sector, trade unions and partner organisations.

Tamworth Borough Council is committed to providing value for money and accountability which will underpin the delivery of all corporate themes. Working with others, the Council will deliver services that are well governed, ethical, effective, efficient and economically viable.

## **4 Diversity and Equality at Tamworth Borough Council**

### **4.1 What are our legal duties?**

#### **4.1.1 Equality Act 2010**

The Act brings together, harmonises and extends previous equality law. The Equality Act has replaced all previous discrimination law with a single act. The majority of the Act came into force on 1<sup>st</sup> October 2010. Within the Act there is a public sector equality duty which came into force on 6<sup>th</sup> April 2011. The public sector equality duty applies to public bodies and others carrying out public functions.

#### **4.1.2 The Public Sector Equality duty**

The Public Sector Equality Duty consists of a general duty and specific duties which apply to the Council.

#### **4.1.3 The General Duty**

The General Duty requires the Council to:  
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;

- Advance equality of opportunity between people from different groups; and
- Foster good relations between people from different groups

This means the Council is required to:

- Remove or minimise disadvantages suffered by people due to their protected characteristics
- Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

#### **4.1.4 The specific duties**

The specific duties underpin the general duty, they require the Council to:

- Publish its equality objectives and review them at least every four years, and
- Publish information on employees and those affected by the Council's policies at least annually, this can be found at [www.tamworth.gov.uk](http://www.tamworth.gov.uk)

The Council's objectives are:

- To use customer insight to develop accessible services, particularly aimed at those demonstrating the greatest need

- To ensure all council strategies, policies and procedures consider the impact on our diverse community/workforce to ensure maximum inclusion.

#### 4.1.5 Anti-Semitism

Anti-Semitic discrimination is the denial of Jews of opportunities or services available to others.

TBC has adopted the international Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism and incorporated it into the Diversity and Equality Scheme.

Information from the 2011 Census showed that there were 7 people within the Borough who stated their religion as Judaism.

“Anti-Semitism” is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed towards Jewish and non-Jewish individuals and/or their property, towards Jewish community institutions and religious facilities”.

Anti-Semitism may take a number of forms in contemporary society which include;

- Making stereotypical or dehumanizing allegations about Jews
- Calling for, aiding or justifying the killing or harming of Jews
- Holding Jews collectively responsible for the actions of the state of Israel
- Using symbols and images associated with anti-Semitism
- Criminal acts are anti-Semitism when targets of the attack, whether people or property are selected because they are, or are perceived to be Jewish or linked to Jews

#### 4.2 Monitoring the Scheme

The Scheme will be reviewed annually to check progress against actions and refresh the action plan for the following year. Progress will be reported to Cabinet on all diversity and equality matters annually this will be done via the Council's performance management system, Pentana.

#### 4.3 Consultation, Communication, Input and Involvement of the Community and Partner Organisations

A key element of the Council's overall programme of services, which forms an integral part of the Diversity and Equality Scheme, is customer involvement. The ability to access groups and individuals who face barriers and discrimination, which can provide a positive input to the development of services, is vital. Consultation and involvement with people is an essential part of the current equality legislation.



#### **4.4 Communication**

A copy of the Scheme will be issued to all staff and elected members via Astute in an effort to ensure that the Scheme is put into practice. In addition, the Scheme will be placed on the Council's internet and intranet.

The Scheme will also be included with tender information and contracts for work undertaken for Tamworth Borough Council by external organisations and individuals. All of our policies, including those relating to equality and diversity, will upon request be made available for translation and/or in another medium where required.

Our procurement strategy makes specific reference to our commitment to ensure that all procurement practices comply with equality legislation.

Our partners and contractors will also be made aware of our commitment and targets under the scheme and again this will be detailed in the action plan.

#### **5 Community impact Assessments**

The Public Sector Equality Duty requires the Council to assess the impact on equality of policies, procedures; however the mechanism to do so is not specific.

Tamworth Borough Council has developed a process that seeks to ensure strategies and policies are impact assessed. This assessment goes further than just the protected characteristics and includes a number of other elements including safeguarding of the vulnerable, health and the environment. This process can be found at 14.1.

#### **6 Programme of Training and Development**

Diversity and Equality training is a mandatory requirement for all employees and elected members. All staff and elected members will attend a workshop and subsequent refresher training on a 3 year cycle.

##### **Staff**

TBC has a comprehensive Diversity and Equality awareness training workshop which is mandatory for all new staff within the first six months of employment, with a refresher for all staff every three years. The programme is delivered by diversity and equality specialists appointed through our procurement processes.

The aim of the programme is to raise awareness of both legal and moral duties in the development of service provision, ensure all employees have read and understood the Council's Diversity and Equality Scheme and to afford employee's the opportunity to develop their knowledge.

Staff are also given the opportunity to attend external training events.

##### **Elected Members**

We recognise each year that our elected members may change and as such we need to ensure that their knowledge and skills in this area is current. Elected

members should attend a diversity awareness workshop within 6 months of being elected and subsequently attend refresher training every 3 years.

## 7 Breaches of this policy

Any breach of this policy will be treated very seriously and employees may be disciplined in accordance with the Council's Capability and Conduct policy.

## 8 Responsibilities

**Cabinet Members:** are responsible for approving the policy and monitoring the performance via the performance management framework and ensuring all strategic policies are impact assessed.

**Deputy Leader and Portfolio Holder for Assets:** has responsibility for equality and diversity. The portfolio holder is required to work closely with the Council's designated officers and champion the scheme and its contents with elected members.

**Chief Executive:** is responsible for ensuring that the Council is complying with the Public Sector Equality Duty.

**Executive Director Organisation:** is the organisation's Equality champion and is responsible for ensuring equality activities are co-ordinated and carried out in the Authority.

**All Directors/Assistant Directors:** will ensure that policies presented to Cabinet for approval and supporting strategies and procedures are impact assessed as per the requirements of the scheme.

**Safeguarding Officer:** is the Council's lead officer for safeguarding children and vulnerable adults. The Safeguarding and Vulnerable Adults Protection policy can be found on the Council's intranet site Infozone.

**Human Resources:** will advise on the schemes and policies, organise delivery of necessary training, monitor and produce employee profiles and workforce data and liaise with all service delivery managers to ensure awareness and compliance.

**Managers:** are responsible for delivering equality in their area of responsibility, embedding it into policy and delivery of the services provided. Managers will also be responsible for ensuring breaches of the scheme are brought to the attention of the relevant Director for any necessary action.

**All employees:** have a responsibility to treat people fairly, take account of different people needs, challenge inappropriate behaviour and not knowingly discriminate, harass or victimise anyone and attend relevant training with regard to equality and diversity.

**Contractors, Suppliers and Consultants:** are expected to meet equality requirements within contracts and service level agreements. The Council will not award contracts without an appropriate level of equality commitment from contractors.

**Volunteers:** are expected to comply with, and be treated in line with, the principles of this policy.

**Audit:** are expected to carry out reviews of the scheme as specified by the annual audit plan.

## 9 Reporting discrimination or harassment

We have established systems for employees to raise any issues around harassment or discrimination via our Grievance and Dignity and Respect at Work policies.

We have also reviewed our arrangements for the reporting of incidents of harassment or suspected discrimination from members of the public in relation to service provision. The scheme covering this is known as the Harassment, Assaults and Threat (HAT) policy and is available on the Council's website.

## 10 Complaints, Comments and Compliments

We encourage feedback from local people and undertake to investigate complaints thoroughly in accordance with our procedures.

The Council has a complaints, comments and compliments procedure known as "Tell Us", which is operated in accordance with our diversity and equalities agenda.

We are committed to:

- Dealing with complaints and comments quickly and effectively.
- Using feedback to review and improve our services
- Encourage feedback from all sections of the community and undertake to investigate complaints thoroughly in accordance with our procedures.
- Ensuring complaints, comments and compliments are fed back to the service area for a prompt response.
- Ensuring that information from complaints are captured and monitored with the diversity agenda in mind.

## 11 Our Workforce

We aim to provide an inclusive, respectful and discrimination free environment for all our employees. We want all our employees to feel respected, appreciated and to be able to do a good job to the best of their ability.

### 11.1 Full time equivalent (FTE) employees

303.50 FTE as at 31 March 2019

304.24 FTE as at 31 March 2020

### Number and types of contracts issued

	Male full time	Male part time	Male casual	Female full time	Female part time	Female casual	Total
March 2019	117	8	24	130	92	37	408

March 2020	112	10	31	131	89	50	423
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### 11.2 Length of Service

	<1	1 to 2	3 to 5	6 to 10	11 to 15	16 to 20	>20
March 2019	30	35	51	83	87	44	78
March 2020	47	44	44	73	84	56	75

### 11.3 Age

	<21	21 to 30	31 to 40	41 - 50	51 to 60	>60
March 2019	5	32	61	118	126	66
March 2020	10	42	57	113	135	66

### 11.4 Ethnic Group

	2019	2020
White - English/Welsh/ Scottish/Norther Irish/British	387	405
White - Irish	3	3
White - Gypsy or Irish Traveller	0	0
White - any other white background	5	6
Mixed/Multiple Ethnic group – White and Black Caribbean	0	0
Mixed/Multiple Ethnic group – White and Black African	0	0
Mixed/Multiple Ethnic group – White and Asian	1	0
Any other mixed/multiple ethnic background	1	0
Asian/Asian British - Indian	2	1
Asian/Asian British - Pakistani	1	1
Asian/Asian British - Bangladeshi	1	1
Asian/Asian British - Chinese	1	0
Asian/Asian British - Any other Asian Background	0	1
Black/African/Caribbean/Black British - African	0	0
Black/African/Caribbean/Black British - Caribbean	4	3
Black/African/Caribbean/Black British - any other Black/African/ Caribbean background	2	2
Other ethnic group – Arab	0	0
Any other ethnic group	0	0

### 11.5 Disability

	Declared a disability	Not disabled/not responded
2019	2	406
2020	11	412

## 12 Our Community

### 12.1 Profile of our Council Tenants

Gender	39% of our tenants are men and 61% are women
Ethnicity	We know the ethnicity 79.72% of our tenants. 77.93% of our tenants are White British, 1.79% are Black and Minority Ethnic and 20.28% are unknown.
Age	We know the age of 96.17% of our tenants. 32.64% are aged 65 and over and 63.52% are aged between 18 and 64.
Disability	We know that 19% of our tenants have a disability of some form.
Religion	We know the religion of 35% of our tenants.
Sexual Orientation	We know the sexual orientation of 38.43% of our tenants.

### 12.2 Demographic overview of our community

	Tamworth		Staffordshire		England	
Total 2016 population	77,000		867,100		55,268,100	
Total under 5 population	4,700	6.1%	45,000	5.2%	3,429,000	6.2%
Total under 16 population	15,000	19.4%	149,300	17.2%	10,529,100	19.1%
Total working age (16-64) population	48,300	62.8%	535,000	61.7%	34,856,100	63.1%
Total 65+ population	13,700	17.8%	182,900	21.1%	9,882,800	17.9%
Total 85+ population	1,400	1.8%	21,700	2.5%	1,328,100	2.4%
Minority ethnic group	3,830	5%	54,680	6.4%	10,733,220	20.2%

(Office of National Statistics)

The population of Tamworth is 77,000 with a population density of 24.9010 people for every hectare of land. There are relatively more children aged under 16 compared to England and less people aged 85 and over, many of whom are income deprived. There are also more single-parent households than average. The overall population for Tamworth is projected to increase between 2016 and 2026 by 2% with significant growth in people aged 65 and over (26%) and aged 85 and over (58%). The rate of increase in the number of older people aged 85 and over in Tamworth is faster than the England average, equating to 800 additional residents aged 85 and over by 2026.

The demand on public sector funded services has increased considerably over the last decade and a higher than average proportion of adults in Tamworth uses health and social care services. An ageing population means that these demands are likely to increase further.

The 2011 census indicates the population is 51% women and 49% men. The average age of residents is 39; the median age is also 39. Overall life expectancy at birth in Tamworth is 79 years for men and 83 years for women, both similar to the

national averages. However both men and women living in the most deprived areas of Tamworth live six and nine years less than those living in less deprived.

5% of the population are from minority ethnic groups. This means minority ethnic groups may experience greater isolation and have less of a network of support. We are working to ensure this is understood by all staff and elected members.

The majority religion is Christianity (48,632) with an increasing number claiming no religion (4,687).

The majority of residents speak English as their first language (98.3%), Polish is the second most widely spoken language at 0.8%. Slovak, Gujarati, Latvian, Panjabi, Lithuanian and Chinese are spoken by 0.1% by Tamworth's residents.

Residents between the ages of 16 and 74 are the main workforce in Tamworth. The number within this category is 56,833. Those that remain active and fall within this age bracket make up 41,188 people, 15,645 are inactive. 24,514 people are full time, 8,566 are part time and 2,541 are unemployed. There is a high proportion of households with children where there are no adults in employment (4.7%) compared with England (4.2%).

The top occupations in Tamworth are:

Elementary (simple and routine tasks which mainly require use of hand held tools & often some physical effort)	14.9%
Elementary administration & Service	13.2%
Admin and Secretarial	12.6%
Skilled Traders	12%
Professional	11.5%
Associate, Professional & Technical	11%
Machine Operatives	10.4%
Sales & Customer Service	9.9%
Admin	9.9%
Managers, Directors and Senior Officials	9.4%

### 13 Supporting Information

#### What do we mean by Diversity and Equality?

The two concepts of Diversity and Equality are very different and together form a whole that is larger in many respects than the sum of its individual constituents. Diversity recognises that we can only achieve equality by taking into account the different needs of the communities, equality is impossible to achieve without recognising diversity. Diversity is more about good management practice.

An example of Diversity:

To ensure that all communities benefit equally from our services, the Local Authority recognises that they need to address the different communities in the area. They developed an action plan for Black and Minority ethnic people which included:

- Involving black and minority ethnic organisations in advising on how they could change their service.

- Training staff in adapting services to meet diverse cultural, religious and dietary requirements.
- Researching best practice in other Local Authorities.
- Ensuring that information about the service can be produced in different languages, or in plain English versions

A similar action plan was developed for services that needed to target particular disabled groups and gay, lesbian, and bi-sexual communities.

Equality refers to outcomes, making sure that all social groups benefit equally from our activities.

An example of Equality

By comparing take up for services with the census, a Local Authority is aware that some community groups are under-represented. Equality would only be achieved if service uptake is in the same proportion to the numbers of people in the district from different communities.

### What is discrimination?

Discrimination is a type of negative treatment that affects a whole group of people or an individual because they belong to a group.

The best way to understand discrimination is to set it against other types of negative treatment. Negative treatment edges into discrimination when the person on the receiving end is being badly treated by someone else who assumes a dominant or superior position.

Reasons for bad treatment	Who it affects
Individuality	Individuals, such as personality conflicts, or aspects of a person that lead to them being harassed or bullied (i.e. a response to a person's personal behaviour)
Life circumstances/condition	People who have a change of life circumstances that leads to temporary bad treatment (i.e. becoming homeless or losing a job, and seeing how other people's behaviour changes towards them).
Social Identity	A person's basic identity (who they are) is abused. The target is something about the individual which they share with a whole group and cannot change. This affects: <ul style="list-style-type: none"> <li>• Ethnicity</li> <li>• Sex</li> <li>• Sexuality</li> <li>• Disability</li> <li>• Religion and cultural identity</li> <li>• Age</li> </ul>

Discrimination affects whole groups in the following ways:



- Discrimination is a prejudiced reaction to a person's social identity (such as their gender or race)
- Discrimination is systematic, or institutional (i.e. it is embedded in laws, policies, and in everyday culture including much 'common sense')
- Discrimination leads to negative patterns (i.e. continuing pay gap between men and women, or continuing link between disability and lack of employment)

Equality law recognises two types of discrimination

- Direct discrimination: this is when there is a conscious intention to discriminate.
- Indirect discrimination: this is when discrimination is an unintended result of a decision or action.

An example of direct discrimination

A Council introduces a free advice service for single mothers who are employees. A male single parent objects on the grounds of sex inequality and is told that there is insufficient demand to extend this discretionary service to male employees.

An example of indirect discrimination

A Council introduces an employee support group for single parents. After a year the Council carries out a monitoring exercise of the group and finds that all members are female. This is despite the fact that there has been an increase in male single parents who are employees. The Council refuses to consult with male single parent employees on the grounds that all employees know about the group. The result is that the Council is not able to find out why the pattern has emerged that only women are using the group.



**Diversity and Equality Action Plan 2020 – 2024**

Action	By When	Responsible Officer	Completed	Outcome
Annual Review of the scheme and action plan and report to Cabinet	31 <sup>st</sup> March of each year	ZW/JN		Compliance with legislation
Scheme is approved and adopted by full council	October 2020	ZW		
The international Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism is incorporated into the Diversity and Equality Scheme.	October 2020	ZW		The new scheme is implemented
Scheme is communicated via Astute and internet	October 2020	ZW/JN		Compliance with internal audit recommendations
Carry out Community Consultation of the Diversity & Equality scheme and update to cabinet (ensuring covid safety)	April 2021	ZW/JN		
E&D training is procured for a 4 year period	December 2020	ZW/JN		Training is procured and timetabled
E&D training to be delivered to all new employees and elected members	Ongoing	ZW/JN		Training is delivered
Elected members and staff will receive safeguarding children and at risk adults training	By 31 <sup>st</sup> March	SI/JN		Training is delivered
Delivery of refresher E&D training for employees and elected members	Ongoing	ZW/JN		Training is delivered
Carry out Gender Pay Gap analysis on an annual basis	By 31 <sup>st</sup> March annually	ZW/JN		Gender Pay Gap is reported. Reduce of gender pay gap
Publish annual pay policy	Annually in April	ZW		Compliance with Section 38 of the Localism Act 2011
Establish & Communicate equality objectives and review on a 4 yearly basis	31 <sup>st</sup> March 2020	ZW/JN		Compliance with Public Sector Equality Duty (contained within the Equality Act 2010)

All HR policies must contain completed impact assessment	In line with review dates	JN	ongoing	Incorporated into HR policy
Publication of workforce data on an annual basis	April	JN		Statistics will be included to Diversity & Equality Scheme
All Directors ensure that strategic policies and procedures contain community impact assessments	Ongoing	Directors/ Assistant Directors		Improved provision of service ensuring maximum inclusion
Seek to deliver a successful Thrive At Work bronze submission	2022	ZW/JN	Ongoing	Accreditation and improved awareness of health and mental health
Improve equality, diversity & inclusion in recruitment	December 2020	ZW/JN		All interview processes will include on specific equality & diversity question
Ensure flexible working arrangements are clear on all job adverts.	September 2020	ZW/JN		To support the Gender Pay Gap action plan
Where services are reviewed and changes are proposed, we will carry out equality impact assessments to ensure the full impact of changes is understood before decisions are made	Ongoing	Directors/ Assistant Directors	Ongoing	Improved provision of serviced ensuring maximum inclusion
Achieve full compliance with EU Accessibility Directive	31 March 2021	GY/AT		Legally compliant access to website and apps

## Feedback

We welcome all feedback on the content of this scheme.

You can contact us by emailing [enquiries@tamworth.gov.uk](mailto:enquiries@tamworth.gov.uk), telephone 01827 709709.



Part 1 – Details	
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Diversity and Equality
Date Conducted	August 2020
Name of Lead Officer and Service Area	Jackie Noble HR
Commissioning Team (if applicable)	N/A
Director Responsible for project/service area	Anica Goodwin
Who are the main stakeholders	Employees
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members
Outline the wider research that has taken place (E.G. commissioners, partners,	

other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input type="checkbox"/>
	Being reviewed	<input checked="" type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

<p><b>Part 2 – Summary of Assessment</b></p> <p>Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.</p> <p>To comply with the Equality Act 2010 which will ensure TBC’s employees and services it offers are not discriminatory.</p> <p>Who will be affected and how?</p> <p>All employees - This policy provides guidance for of support.</p>
---

Are there any other functions, policies or services linked to this impact assessment?			
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If you answered 'Yes', please indicate what they are? All employees Landlord Services Health Inequalities Policy Housing Strategy TBC Corporate Objectives			

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<b>Part 3 – Impact on the Community</b>			
<b>Thinking about each of the Areas below, does or could the Policy function, or service have a <u>direct</u> impact on them?</b>			
<b>Impact Area</b>	<b>Yes</b>	<b>No</b>	<b>Reason (provide brief explanation )</b>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability and explicitly references reasonable adjustments
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of gender reassignment
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status

Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of those with caring responsibilities
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

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**Part 4 – Risk Assessment**  
 From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk

**Part 5 - Action Plan and Review**

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

**If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why**

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome

Date of Review (If applicable) .....

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TUESDAY, 27 OCTOBER 2020

### REPORT OF THE LEADER OF THE COUNCIL

#### PAY POLICY STATEMENT 2020

##### EXEMPT INFORMATION

None

##### PURPOSE

This report details Tamworth Borough Council's Pay Policy Statement so that statutory guidance as set out in S38 of the Localism Act is adhered to.

##### RECOMMENDATIONS

**That the Pay Policy Statement 2020 is formally approved by Full Council for adoption and publication in line with the Localism Act 2011.**

##### EXECUTIVE SUMMARY

Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as authority thinks fit". The Pay Policy Statement (Appendix 1) sets out the Council's approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying;

- the methods by which salaries of all TBC employees are determined;
- the detail and level of remuneration of TBC's most senior staff i.e. 'Chief Officers', as defined by the relevant legislation;
- the Committees responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to Full Council.

Once approved by Full Council, this policy statement will come into effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

Under The Equality Act 2010 (Gender Pay Gap Information Regulations 2017) legislation, the council is required to publish its Gender Pay Gap on an annual basis. The Gender Pay Gap information presented within this report (Appendix 2) is for a snapshot date of 31st March 2019 and as such the figures presented are historical and don't reflect the current organisational picture.

Findings for the snapshot date of 31st March 2019 indicate that progress has been made in reducing our gender pay gap, this was formally reported and published by 30th March 2020 as dictated by legislation. The difference in the mean hourly rate between male and females reduced from 12.6% in 2018 to 11.03% in 2019. More females are now in posts within the upper pay quartile, increasing from 50% in 2018 to 51.69% in 2019. In the lower pay quartile, the figure has become more balanced and representative of the workforce with females occupying 74.65% of roles, which has much reduced from 81.16% in the previous year.

## **OPTIONS CONSIDERED**

N/A

## **RESOURCE IMPLICATIONS**

There are no resource implications associated with this report. All pay is accounted for with the approved Council Budget; current salaries are budgeted at £ 11.96 million for 2020/21.

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

Section 38 of the Localism Act must be complied with, therefore, so as to minimise risk this report must be approved by full Council.

## **EQUALITIES IMPLICATIONS**

The Localism Act was subject to consideration in terms of compatibility with the European Convention on Human Rights and contains a statement by the then Secretary of State that the provisions are compatible with equalities legislation. The Pay Policy Statement is now part of a wider transparency and equality framework alongside gender pay gap reporting requirements.

## **SUSTAINABILITY IMPLICATIONS**

None

## **BACKGROUND INFORMATION**

The Council has published a pay policy on an annual basis, in line with legislation, since 2012. The first annual Gender Pay Gap report was published in 2018 to meet new legislative requirements.

## **REPORT AUTHOR**

Zoe Wolicki, Assistant Director People

## **LIST OF BACKGROUND PAPERS**

Pay Policy 2019

## **APPENDICES**

Appendix 1 Pay Policy Statement 2020

Appendix 2 Gender Pay Gap Report 2019

PAY POLICY STATEMENT 2020

Document Status: DRAFT

Document Ref: HRPP2020

Originator: Zoe Wolicki

Owner: Anica Goodwin

Version: 01.01.09

Date: 07.09.20

**For Approval by Full Council**

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Classification: SEC1 - Routine

## Document Location

This document is held by Tamworth Borough Council, and the document owner is Anica Goodwin. Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

## Revision History

Revision Date	Version Control	Summary of changes
17.01.13	2013	Update figures and spinal column points
09.01.14	2014	Reviewed & updated with 2013 pay settlement
10.02.15	2015	Updated following 2015 settlement
04.03.15	2015	Finalised figures based on recommendations of Leader & Appointments & Staffing Committee 26.2.15
17.02.16	2016	Reviewed & Updated
16.02.17	2017	Reviewed and updated
20.03.17	2017 final	Finalised for Full Council Approval
13.04.18	2018	New format, reviewed information and updated with 2018 pay settlement Addition of gender pay information
04.04.19	2019	Reviewed information and updated with 2019 new grade structure and gender pay information
24.08.20	2020	Reviewed and updated
07.09.20	2020	Updated to take into account 2020 pay settlement

## Key Signatories

### Approvals Creation and Major Change

Name	Title	Approved
Appointments & Staffing	Head of Paid Service	
Full Council	Leader of the Council	

## Approval Path

### Major Change

Anica Goodwin  
Andrew Barratt  
Trade Union Liaison Group  
Appointments & Staffing  
CMT / Cabinet  
Full Council

### Action

Submission  
Sponsor  
Consultative Group  
Approval  
Corporate Approval  
Council Approval

## Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

## Distribution

The document will be available on the Intranet and published on our internet site.

## Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

## 1. Purpose and Scope of the Policy Statement

- 1.1 Section 38 (1) of the Localism Act 2011 requires the Council to prepare an Annual Pay Policy Statement.
- 1.2 The purpose of this statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
- The detail and level of salary for each of the Chief Officers as defined by relevant legislation
  - The salary of the lowest paid employee
  - The relationship between the salaries of Chief Officers and other employees
  - The methods by which salaries and grades of employees are determined
  - The committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to full council
- 1.3 In determining the pay of all of its employees, the Council will comply with all relevant employment legislation. This includes the:
- Equality Act 2010 (incorporating the Gender Pay Gap Regulations 2017)
  - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000,
  - Agency Workers Regulations 2010 (amended 2020)
  - Transfer of Undertakings (Protection of Earnings) Regulations 2006
  - National Minimum Wage (Amendment) Regulations 2018
- 1.4 This Pay Policy Statement applies to the Council's Chief Officers. It addresses the legal requirement to set out how pay is determined for this group. This includes the following posts within Tamworth Borough Council:
- Chief Executive
  - Executive Directors
  - Assistant Directors
- 1.5 This Pay Policy Statement is a supplement to Tamworth Borough Council's overarching pay and associated policies which form part of the terms and conditions of employees. These include but are *not limited to*:
- Tamworth Borough Council Pay Policy
  - Job Evaluation Scheme
  - NJC Terms and Conditions of Employment (Green Book)
  - JNC Terms and Conditions for Chief Executives
  - JNC Terms and Conditions for Chief Officers (Executive Directors & Assistant Directors within Tamworth Borough Council are appointed to these Terms and Conditions).
  - Honorarium Policy
  - Travel, Subsistence & Expenses Policy
  - Market Supplement Policy
  - Flexible retirement Policy
  - Additional Payments Policy
  - Other Payments Policy
  - Augmented Payments Policy
  - Employer Pension Discretion Policy

1.6 Once approved by full council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis.

## 2. Arrangements for Officer Pay

2.1 The general terms and conditions of employment are governed by the following national agreements:

- Chief Executive, Executive Directors and Assistant Directors - JNC for Chief Officers of Local Authorities,
- All other Employee Groups - NJC for Local Government Services

2.2 The Council uses two forms of Job Evaluation to identify officer pay. This is either through the Council's Gauge Job Evaluation Scheme or the Hay Evaluation Scheme. The Hay Job Evaluation scheme is used to evaluate the following roles within the Council.

- Chief Executive
- Executive Directors and Assistant Directors
- Heads of Service are evaluated under Gauge and Hay (this is due to the cross over point of the two schemes).

All other posts within the Council are evaluated under the Gauge evaluation scheme in accordance with the agreed policies.

2.3 Based on the application of the relevant Job Evaluation process; the Council uses the nationally negotiated pay spine as the basis for its local grading structure. The Council remains committed to adherence with national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated within this.

2.4 The pay award, effective from 1<sup>st</sup> April 2020, was agreed on 24<sup>th</sup> August 2020. The percentage uplift is 2.75%. **Appendix 1** details the Council's pay scales for 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

2.5 In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

2.6 The Executive Director Organisation (Head of Paid Service) under the general scheme of delegation within the Council will determine the terms and conditions of employment of all officers.

2.7 The Council also recognises that it may need to make additional payments to individuals taking on temporary assignments and responsibilities under the scope of the Council's Review of Grade/ Honorarium Policy. Where the level of remuneration cannot be determined using the job evaluation framework, this may be a discretionary payment of either one or two spinal column points (SCP). The Council retains the right to make payments not set within the pay scale, where these can be objectively justified.

- 2.8 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. The Additional Payments Policy and Other Payments Policy specify such payments that may be made.
- 2.9 From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and the Council retains the right within the Pay Policy to justify such a payment where necessary. The Council will ensure the requirement for such a payment (taking into account whole package comparisons) is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector in line with the Council's Market Supplement Policy. The Council has no officers in receipt of such payment.
- 2.10 Additional payments are made to any Council Officers who act as Returning Officers and carry out duties at elections. These payments are calculated according to the approved scale or set by a government department depending on the nature of the election. For the year commencing 1<sup>st</sup> April 2020 the annual payment has been calculated as £3098.15, with 70% of this amount paid to the Deputy Returning Officer. This payment will be made after each election process and due to the cancellation of the planned elections in May 2020 as a result of COVID-19, it is unlikely that any payments will be made within the 2020/21 financial year.
- 2.11 New appointments will normally be made at the lowest point of the relevant grade, although this can be varied where necessary to secure the best candidate with approval from the Head of Paid Service and will be subject to an equality impact assessment. Employees who transfer within the organisation to a job of the same grade will transfer on their current SCP.
- 2.12 Tamworth Borough Council employees enjoy the benefit of a company paid healthcare cash plan at a cost of £10.95 per month per employee.
- 2.13 In exceptional circumstances the Council may make a payment to an individual under a Settlement Agreement. Such agreements protect the Council where there is a risk of compensation and/or damages claim, which could have high financial impact and/or damage the Council's reputation. Payments for all officers would be authorised by the Head of Paid Service. In the event a Settlement Agreement involving the Chief Executive or Head of Paid Service, the decision would be made by Full Council.

### 3. Chief Officer Remuneration

3.1 For the purposes of this statement, senior management means Chief Officers as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary and allowances as at 1<sup>st</sup> April 2020.

Job Type / Allowance	Scale Point	Salary	Car Allowance
<b>Chief Executive</b> Returning Officer Fee	CE1	£117381.60  Nil due to cancellation of election	£963
<b>Executive Director, Head of Paid Service and Deputy Chief Executive</b>	EX1	£96420.60	£963
<b>Executive Director</b>	EX2	£91180.32	£963
<b>Executive Director</b>	EX2	£91180.32	£1239
<b>Assistant Director</b>	AD4	£68123.28	£963
<b>Assistant Director</b>	AD3	£66027.12	£1239
<b>Assistant Director</b>	AD3	£66027.12	£963
<b>Assistant Director</b>	AD3	£66027.12	£1239
<b>Assistant Director</b>	AD3	£66027.12	£963
<b>Assistant Director</b>	AD3	£66027.12	£1239
<b>Assistant Director</b>	AD2	£64455.12	£963

### 4. Additions to Salary of Chief Officers

- 4.1 In the event that a Chief Officer vacancy is covered by the distribution of duties to other Chief Officers augmented payments will be made.
- 4.2 The salary details given in **3.1** also provides details of additional payments made to chief officer salaries including:
- Essential Car User Allowances as determined by the Council's Travel, Subsistence & Expenses Policy and reviewed and updated in line with NJC rates.
  - Returning Officer/Registration of Electors duties are determined by Electoral Registration Officer Section 8 Representation of the People Act 1983 and Returning Officer Section 35 Representation of the People Act 1983. They are based on the size of the electorate multiplied by a figure set by County Council on an annual basis.



4.3 Assistant Directors are subject to performance related incremental rises.

4.4 The council does not apply any bonuses to its Chief Officers.

## 5. Relationship between the Remuneration of Chief Officers and others

5.1 In comparing the Chief Executive pay with the wider workforce the Council will use the following definitions:

- The lowest-paid employee: the employee or group of employees with the lowest salary (full-time equivalent) employed by the Council at the date of assessment.
- The median: the mid -point salary when full-time equivalent salaries are arranged in order of size (highest to lowest). Based on salary levels of staff on the date of assessment.
- This excludes those employed on casual contracts of employment, but includes part time employees where their salaries are normalised to the full-time equivalent. It also excludes Apprentices who are employed on the Tamworth Borough Council apprentice pay grade, which mirrors age related national minimum wage.

Statutory guidance recommends that the most appropriate metric for measuring the relationship between pay rates as a multiple of Chief Executive pay to median salary. Tracking this multiple will allow the Council to ensure that public services are accountable for the relationship between top pay and that paid to the wider workforce.

	<b>Annual Salary</b>	<b>Ratio to Highest</b>
Highest Salary	£117,382	
Median (Mid-point) value	£24,982	<b>1:4.7</b>
Lowest full time salary	£17,842	<b>1:6.6</b>

## 6. Lowest Paid Employee

6.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time 37 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1<sup>st</sup> April 2020, the lowest spinal column point is spinal column point 1 (£17842).

The Council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are paid the age related National Minimum Wage. From 1st April 2020 the National Living Wage (for 25 and over) and National Minimum Wage rates paid are:

<b>25 and over</b>	<b>21 to 24</b>	<b>18 to 20</b>	<b>Under 18</b>	<b>Apprentice</b>
£8.72	£8.20	£6.45	£4.55	£4.15

## **7. Recruitment of Chief Officers**

- 7.1 The Council's policy and procedures with regard to recruitment of Chief Officers is set out within the Officer Employment Procedure Rules as detailed in Part 4 / Schedule 8 of the Constitution. When recruiting to all posts the Council will take full and proper account of its own Equality and Diversity, Recruitment and Selection, Employment Stability and Re-engagement Policies. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure.
- 7.2 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilize engaging individuals under 'contracts for service' (subject to the relevant tests for compliance with IR35 Intermediaries Regulations). These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

## **8. Payments on Termination - Chief Officers**

- 8.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. We have chosen not to adopt Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
- 8.2 Any other payments falling outside the provisions (such as Settlement Agreements) or the relevant periods of contractual notice shall be subject to a formal decision made by the Chief Executive and Head of Paid Service with delegated authority to approve such payments.

## **9. Gender Pay Gap Reporting**

- 9.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require Tamworth Borough Council to calculate and publish the pay gap between male and female employees each year. The data is based on the pay situation as at 31<sup>st</sup> March 2019 and is published on the Tamworth Borough Council's and the Government's website. The report is included as part of this policy and is attached at **Appendix 2**.

## **10. Accountability and Decision Making**

- 10.1 In accordance with the Constitution of the Council, the Appointments and Staffing Committee are responsible for decision making in relation to employment policies including recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council. Where appropriate implementation of these policies may be delegated to the Chief Executive and Head of Paid Service the scheme of delegation.

## 11. Publication

11.1 Once approved by Full Council, this policy statement and any subsequent amendment will be published on the Council's website. Human Resources will be responsible for the annual review to ensure an accurate pay policy is published each financial year and that the Council remains compliant with legislation.

11.2 In accordance with the Code of Practice on Local Authority Accounting, the annual Statement of Accounts must include pay details of Senior Officers (as defined by the Accounts and Audit (England) Regulations 2015) where the salary is above £50,000 per annum. The following aspects must be included:

- Salary, fees or allowances paid to or receivable by the person in the current and previous year;
- Any sums payable by way of expenses allowance that are chargeable to UK income tax;
- Any compensation for loss of employment and any other payments connected with termination;
- Any benefits received that do not fall within the above – including contribution to the person's pension

The Council complies with this requirement and publishes the data on the Tamworth Borough Council website.

Tamworth Borough Council Grade Structure from 01/04/2020		
Grade	Spinal Column Point	
A	1	17842
B	1	17842
	2	18198
	3	18562
C	4	18933
	5	19312
	6	19698
D	7	20092
	8	20493
	9	20903
	10	21322
	11	21748
	12	22183
Not used	13	22627
	14	23080
	15	23541
	16	24012
E	17	24491
	18	24982
	19	25481
	20	25991
	21	26511
	22	27041
F	23	27741
	24	28672
	25	29577
	26	30451
	27	31346
	28	32234
G	29	32910
	30	33782
	31	34728
	32	35745

<b>H</b>	<b>33</b>	<b>36922</b>
	<b>34</b>	<b>37890</b>
	<b>35</b>	<b>38890</b>
	<b>36</b>	<b>39880</b>
<b>Not used</b>	<b>37</b>	<b>40876</b>
	<b>38</b>	<b>41881</b>
<b>I</b>	<b>39</b>	<b>42821</b>
	<b>40</b>	<b>43857</b>
	<b>41</b>	<b>44863</b>
	<b>42</b>	<b>45859</b>
	<b>43</b>	<b>46845</b>
<b>J</b>	<b>44</b>	<b>48016</b>
	<b>45</b>	<b>49234</b>
	<b>46</b>	<b>50446</b>
Assist Directors	<b>AD1</b>	<b>62,883.00</b>
	<b>AD2</b>	<b>64,455.12</b>
	<b>AD3</b>	<b>66,027.12</b>
	<b>AD4</b>	<b>68,123.28</b>
Executive Director	<b>EX2</b>	<b>91,180.32</b>
Executive Director - Head of Paid Service	<b>EX1</b>	<b>96,420.60</b>
Chief Exec	<b>100</b>	<b>117,381.60</b>

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# Gender Pay Gap Report 2019

Page 63

# Purpose

To brief CMT on Tamworth Borough Councils position with respect to the Gender Pay Gap on the snapshot date of 31 March 2019.

**Recommendations**  
 1. To approve the 2019 Gender Pay Gap figures for publication by 30 March 2020 to meet mandatory government requirements

## Background

Tamworth Borough Council (TBC) has published its first Gender Pay Gap report since 2018 to meet government requirements that employers with 250 or more employees must publish information each year to show the difference in average pay between male and female employees.

This is TBC's third annual report and provides data as at a "snapshot" date of 31 March 2019.

The gender pay gap report sets out Tamworth Borough Council's results in relation to 6 calculations:

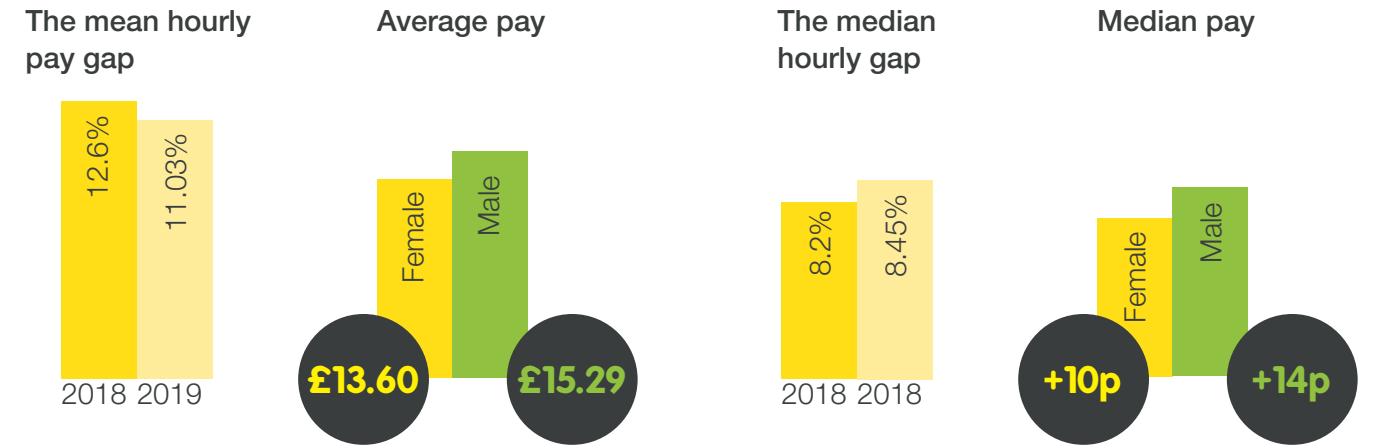
Mean Gender Pay Gap	Median Gender Pay Gap	Mean Bonus Gap	Median Bonus Gap	Bonus proportions	Pay Quartile
The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.	The difference between the mean bonus pay paid to male relevant employees and that paid to female full pay relevant employees.	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.	The proportions of male and female relevant employees who were paid a bonus during the relevant period.	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

The Council must publish its result both on its own website and the government gender pay gap service website. The data analysed relates to all employees of Tamworth Borough Council employed in temporary or permanent contracts on the reporting snapshot date (known as relevant employees). It includes those under an apprenticeship or contract to provide a service which falls under the IR35 regulations. Pay is based on ordinary pay which includes basic pay (hourly rate), contractual enhancements (such as stand by or essential car user) and sick pay. Pay excludes expenses, overtime pay, pay in lieu of leave, benefits in kind and redundancy pay.

## How does Tamworth Borough Council's gender pay gap compare to previous years?

### Headcount

Tamworth Borough Council's headcount was static during the period 2017– 2019. In 2017 it was 346; it decreased to 343 in 2018 and increased to 346 in 2019. There has been a slight increase in female employees, rising by 2 FTE or 0.57%. 62.4% of the workforce are female and 38.6% are male.



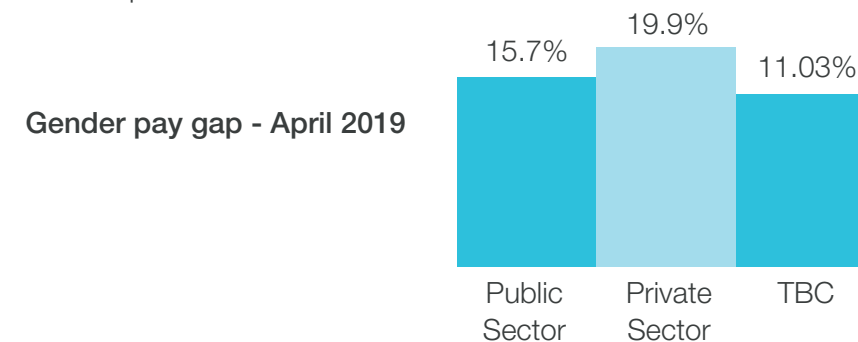
### Breakdown of genders in each quartile

The breakdown of genders in each quartile showed improvement in the top quartile as the gender split is now 51.69% (female) and 48.31% (male), an improvement of 1.69% from last year. Whilst there is improvement, this quartile is not representative of the organisation's ratio as a whole.



## How does Tamworth Borough Council's gender pay gap compare with that of other organisations?

A quarter of companies and public sector bodies have a pay gap of more than 20% in favour of men. There was no significant improvement in the gender pay gap. The mean gender pay gap for the whole economy (according to the October 2019 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures) is 17.3%. In April 2019 the gender pay gap was 15.7% in the public sector and 19.9% in the private sector and 18.4% in non-profit bodies or mutual associations. Positively, at 11.03%, Tamworth Borough Council's mean gender pay gap is significantly lower than that for the whole economy and the public sector.





## Gender Pay Gap Outcomes

The results of the 6 required calculations are outlined below, based on data for the snapshot date of 31 March 2019 and are also compared with the data from 31 March 2018 and 31 March 2017.

Gender	Full pay relevant employee count		
	31 March 2019	31 March 2018	31 March 2017
Female	216 (62.42%)	217 (63.26%)	214 (61.85%)
Male	130 (37.58%)	126 (36.67%)	132 (38.15%)
Total	346	343	346

## Mean Gender Pay Gap

The mean (average) gender pay gap is the difference between the mean hourly pay rate of relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Mean hourly rate		
	31 March 2019	31 March 2018	31 March 2017
Female	13.60	13.11	13.11
Male	15.29	15.00	14.79
Mean Average	14.24	13.80	13.75
% mean hourly rate is lower for women	11.03%	12.6%	11.37%

Therefore, at Tamworth Borough Council the **mean** hourly rate for women is **11.03%** lower than for men.

## Median Gender Pay Gap

The median (middle value) gender pay gap is the difference between the median hourly pay rate of the relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Median hourly rate		
	31 March 2019	31 March 2018	31 March 2017
Female	12.08	11.98	12.18
Male	13.19	13.05	12.97
Median Average	12.66	12.70	12.80
& median hourly rate is lower for women	8.45%	8.2%	6.05%

Therefore, at Tamworth Borough Council the **median** hourly rate for women is **8.45%** lower than for men.

## Bonus Pay Gap

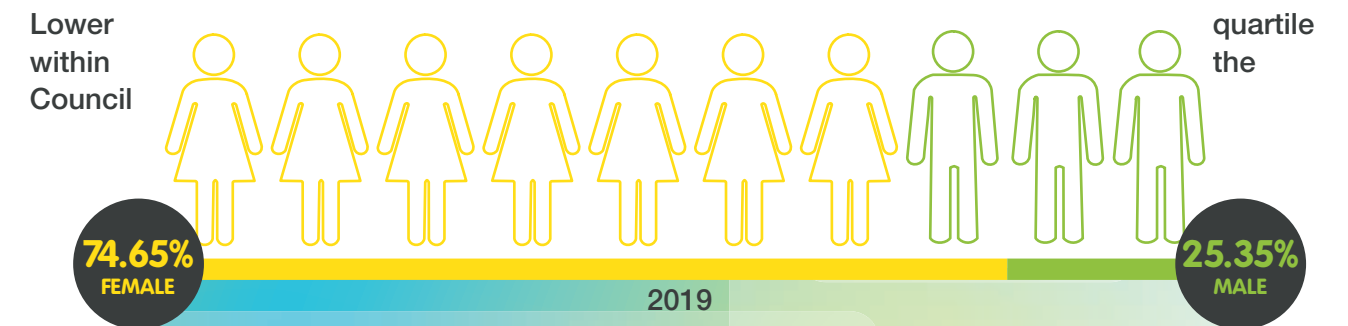
Tamworth Borough Council does not pay bonus payments to employees in line with the criteria within the scope of the data requirements and therefore we are unable to report on this element.

## Quartile Pay Bands

The proportions of male and female relevant employees in the four quartiles for the current and previous submission (current year in highlighted columns):

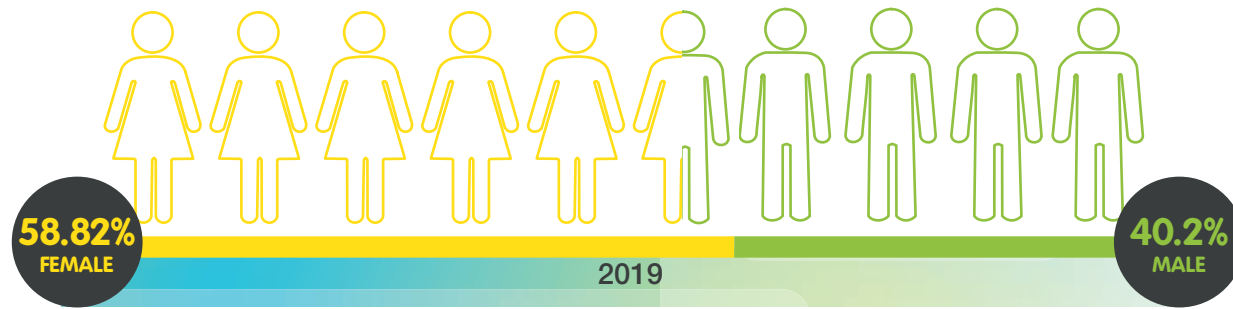
	No. of employees			Male employees			Female employees		
	2019	2018	2017	2019	2018	2017	2019	2018	2017
Lower quartile	71	69	61	18 25.35%	13 18.84%	14 22.95%	53 74.65%	56 81.15%	47 77.05%
Lower-middle quartile	102	102	109	42 41.18%	41 40.20%	44 40.37%	60 59.82%	61 59.80%	65 59.63%
Upper-middle quartile	84	86	103	27 32.14%	29 33.72%	37 35.92%	57 67.86%	57 66.28%	66 64.08%
Upper quartile	89	86	73	43 48.31%	43 50%	37 50.68%	46 51.69%	43 50%	36 49.32%

The above chart shows Tamworth Borough Council's workforce divided into four equal-sized groups based on hourly pay rates, the lowest paid 25% of employees (the lower quartile) rising to the highest paid 25% (the upper quartile).

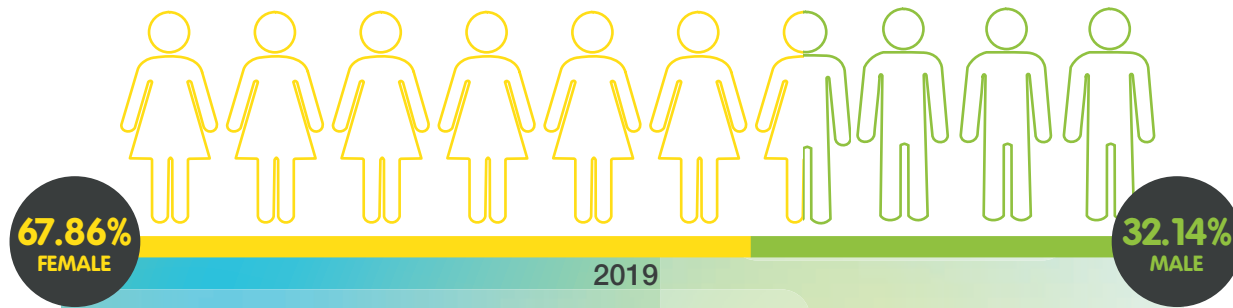


A disproportionate amount of women are within this quartile, which is known as occupational segregation, where more women than men are concentrated in certain occupations. Historical societal factors, such as gender stereotypes, affect career choices. In TBC case roles such as Cleaners and Customer Service Assistants (i.e. grade B - the lowest pay grade within the Council) are still predominantly female. On a positive note, this has improved from previous years.

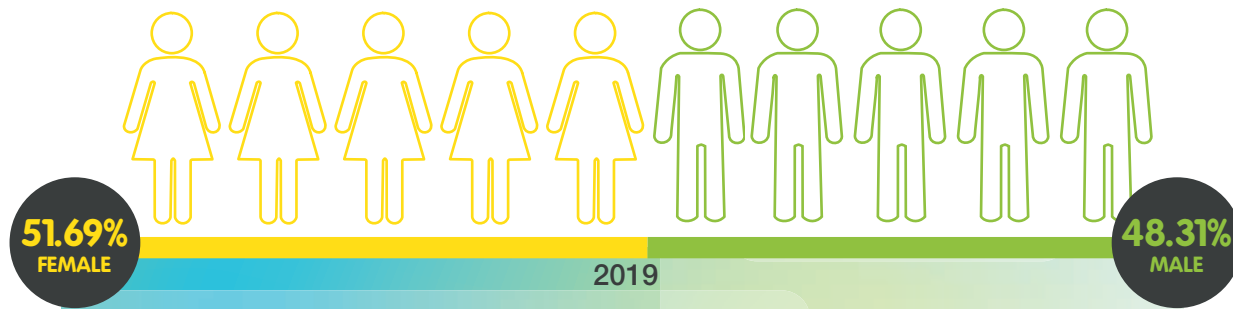
### Lower-middle quartile within the Council



### Upper-middle quartile within the Council



### Upper quartile within the Council



This is an improvement from last year but lower than the male:female ratio in the whole organisation.

### What are the underlying causes of Tamworth Borough Council's gender pay gap?

Under employment legislation, men and women must receive equal pay for:

- The same or broadly similar work;
- Work related as equivalent under a job evaluation scheme; or
- Work of equal value.

Tamworth Borough Council is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women choose to apply for within the organisation and the salaries that these roles attract.

Across the UK economy as a whole, men are more likely than women to be in senior roles (especially very senior roles at the top of organisations), while women are more likely than men to be in front line roles at the lower end of the organisation. Women are more likely than men to have had breaks from work that have affected their career progression, for example to bring up children. They are also more likely to work part time, and many of the jobs that are available across the UK on a part time basis are relatively low paid.

### What is Tamworth Borough doing to address its gender pay gap?

Whilst Tamworth Borough Council's gender pay gap compares favourably with that of organisations across the whole UK economy, this is not a subject about which Tamworth Borough Council is complacent, and it is committed to doing everything that it can to reduce the gap.

Tamworth Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, job roles are evaluated to determine pay grades irrespective of the post holder's gender.

To date, the steps that Tamworth Borough Council has taken to promote gender diversity in all areas of its workforce. The Council has considered all aspects of the employee life cycle; attraction, recruitment, on boarding, development, retention and separation, including the following:

- All vacancies are eligible for part time and full time staff.
- Recruitment is standardised with a structured interview and often with tasks to reduce bias.
- Governance is in place to ensure starting salaries above the minimum spinal column point for the grade are fair and equitable.
- All job roles are evaluated via nationally recognised mechanisms.
- The executive levels of the organisation are appointed to spot a salary which limits the opportunity to negotiate and thus removes bias.
- An agile working policy promoting flexible working; including part time, job share, flexible start and finish times.
- TBC supports parents with maternity leave, shared parental leave and adoption leave. Four employees returned from maternity indicating the organisation's commitment to flexible working.
- Male and female employees receive the same enhancements for overtime and allowances.
- Training and development (including professional qualifications) is available to all staff.
- All staff attends equality and diversity training and refresher training.
- Performance is not linked to pay awards. Research has proven men are more successful at negotiating higher performance ratings.
- Exit interviews are carried out and any areas of concern are examined.

## Future actions

None of these initiatives, will, of itself, remove the gender pay gap – and it may be several years before some have any impact at all. In the meantime, TBC is committed to reporting on an annual basis on what it is doing to resolve the gender pay gap and the progress it is making. Furthermore, TBC policies are impact assessed to minimise unfavourable treatment on staff.

### Summary

In conclusion, TBC is pleased there has been a decrease of 1.57% (mean) in the gender pay gap for the reporting period and an increase of women in the upper quartile.

Tamworth Borough Council continues to be committed to report on an annual basis on what it is doing to reduce the gender pay gap will continue to embed equality and diversity within everything we do.

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## COUNCIL

TUESDAY, 27 OCTOBER 2020

### REPORT OF THE MONITORING OFFICER

### REGULATION OF STANDARDS OF CONDUCT

#### EXEMPT INFORMATION

None.

#### PURPOSE

To advise Members of the number of complaints received for the period 01 May 2019 until 30 April 2020 in relation to alleged breaches of the Members' Code of Conduct arising from implementation of Part 1 Chapter 7 of the Localism Act 2011 which introduced provisions to assist with the regulation of standards of conduct for elected and co-opted Councillors.

#### RECOMMENDATIONS

It is recommended that:

1. Members endorse the findings of this report.

#### EXECUTIVE SUMMARY

In the period from 01 May 2019 to 30 April 2020, one official complaint of an alleged breach of the Members' Code of Conduct was received. This complaint was investigated and it was resolved that no breach had taken place.

The background information section of this report provides further detail on how the Council aims to promote and maintain high standards of Member conduct and on the voluntary code which has been adopted (Procedure for Making Complaints Against a Councillor).

#### OPTIONS CONSIDERED

N/A

#### RESOURCE IMPLICATIONS

The operation of the arrangements relating to standards of conduct does not normally have any additional resource implications for the Council, however, the process of investigation may have minor financial implications when it is necessary to utilise external support. In the period 01 May 2019 to 30 April 2020, this accounted for £nil.

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

Effective arrangements to deal with complaints provides the mitigating action necessary to ensure that the Authority meets its statutory obligations under the Localism Act 2011.

## **EQUALITIES IMPLICATIONS**

None identified.

## **SUSTAINABILITY IMPLICATIONS**

The arrangements ensure that the staff of the Council and the citizens of Tamworth benefit from a robust, open and transparent complaints process.

## **BACKGROUND INFORMATION**

The current regulation of Members' regime was established through the Localism Act 2011 which requires that under section 27, a relevant authority must:

- Promote and maintain high standards of conduct by its members and co-opted members.
- When discharging its duty, adopt a voluntary code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in their capacity as members (that is in an official capacity).

Section 28 provides that the Members' Code of Conduct must include certain provisions and when viewed as a whole be consistent with the following principles:

- (a) selflessness;
- (b) integrity;
- (c) objectivity;
- (d) accountability;
- (e) openness;
- (f) honesty;
- (g) leadership.

It also provides that 'a relevant authority' must have in place:

- (a) arrangements under which allegations can be investigated, and
- (b) arrangements under which decisions on allegations can be made.

Those arrangements must include provision for the appointment by the Authority of at least one Independent Person and to seek that person's views at certain stages of the complaints' investigation process.

Tamworth Borough Council has adopted arrangements under which allegations are investigated and under which decisions on allegations can be made. These are kept regularly under review and meet the requirements of the Act. A link to the Procedure for Making Complaints Against a Councillor is at the link below:

<https://www.tamworth.gov.uk/Governance-and-Anti-Fraud>

All members are trained on and sign up to the requirement of the Members' Code of Conduct on their induction. Refresher training is subsequently provided as required (the next session for all Members is planned for January 2021).

In addition, in terms of next steps for promoting and maintaining high standards of conduct, the Council awaits the Local Government Association's (LGA) issue of its new model member code of conduct for consideration of the Council's potential adoption.

## **REPORT AUTHOR**

Rebecca Neill, Head of Audit & Governance and Monitoring Officer

## **LIST OF BACKGROUND PAPERS**

Localism Act 2011  
Procedure for Making Complaints Against a Councillor

## **APPENDICES**

None

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## COUNCIL

27 OCTOBER 2020

### REPORT OF THE CHAIR OF THE AUDIT & GOVERNANCE COMMITTEE ANNUAL REPORT OF THE AUDIT & GOVERNANCE COMMITTEE 2019/20

#### EXEMPT INFORMATION

None.

#### PURPOSE

This report presents the Annual Report of the Audit & Governance Committee 2019/20 for Council's endorsement.

#### RECOMMENDATIONS

1. That the Annual Report of the Audit & Governance Committee 2019/20 be endorsed.

#### EXECUTIVE SUMMARY

Audit Committees are an important source of assurance about an organisation's arrangements for managing risk, maintaining an effective control environment and reporting on financial and other performance.

CIPFA recommend that Audit Committee's produce an annual report to promote the role and purpose of the Committee, account for the Committee's performance, evaluate whether the Committee is continuing to meet its terms of reference and document how the Committee adds value. The Audit & Governance Committee's annual report, which was endorsed by the Audit & Governance Committee on 23 July 2020, is set out at **Appendix 1**.

#### RESOURCE IMPLICATIONS

None.

#### LEGAL/RISK IMPLICATIONS BACKGROUND

The Council is not obliged by law to appoint an Audit Committee, however, this has been done in line with good governance practice and CIPFA guidance.

#### EQUALITIES IMPLICATIONS

None.

#### SUSTAINABILITY IMPLICATIONS

None.

## **BACKGROUND INFORMATION**

None.

## **REPORT AUTHOR**

Rebecca Neill, Head of Audit and Governance & Monitoring Officer

[rebecca-neill@tamworth.gov.uk](mailto:rebecca-neill@tamworth.gov.uk)

Ext: 234

## **LIST OF BACKGROUND PAPERS**

- Audit Committees in Local Authorities and Police (2018), CIPFA
- Audit & Governance Committee agendas, minutes and reports for the Committee year 2019/20.

## **APPENDICES**

**Appendix 1 – Annual Report of the Audit & Governance Committee 2019/20**

## Annual Report of the Audit & Governance Committee 2019/20

### 1. Introduction from the Chair of the Audit & Governance Committee

I am pleased to present the Annual Report of the Audit & Governance Committee for the 2019/20 Committee year.

It is important that the Council is able to demonstrate to our residents, stakeholders and partners as well as other elected members, the significance of the Audit & Governance Committee's role and the positive contribution it makes to the Council's overall governance arrangements.

I would like to remind everyone that Audit & Governance Committee meetings are open to members of the public and for 2020/21 will now be held remotely via Teams 'Live' Events. I would encourage all to 'log on' and see our work in action.

This year has been one of change. We sadly said goodbye to Councillor Greatorex who passed away in October 2019. Councillor Greatorex made an invaluable contribution to the work of the Committee. In December 2019, we welcomed our new committee member, Councillor Pritchard, who joined us following the December by-election.

While our External Auditor remained the same (Grant Thornton), we welcomed a new Lead engagement team during 2019/20. We also welcomed a new Head of Audit & Governance, who has since implemented a co-sourced arrangement for Internal Audit with current delivery partner HW Controls Assurance Ltd.

Both audit providers have brought a fresh approach to these functions and have brought much added value to the work that they do. The Committee has appreciated the support and assurance they have given.

Looking ahead to 2020/21, while the early programme of our work has been impacted by restrictions imposed on us by the Covid-19 crisis, the Committee has continued to operate remotely and our first remote meeting took place in July 2020. For 2020/21, we have an extensive programme of work planned, which will include seeking continuing assurance against the Council's response to Covid-19, the significant financial challenges facing us, as well as continuing to ensure the Council's overall governance framework remains fit for purpose.

Finally, I would like to take this opportunity to thank all those members and officers who have contributed to the work of the Audit & Governance Committee over the last 12 months.

**Councillor M Summers,  
Chair of the Audit & Governance Committee 2019/20**

### 2. Terms of Reference

The terms of reference, which the Committee operated to during 2019/20, is detailed at Part 2, Article 9 of the constitution which can be found at the following link:

<http://democracy.tamworth.gov.uk/documents/s25701/Constitution%20-%2018th%20Edition.pdf>

### 3. Member and Officer Attendance

The Audit & Governance Committee met 4 times during 2019/20. The meeting due to be held on 26 March 2020 was cancelled due to the Covid-19 lockdown restrictions.

Membership of the Audit & Governance Committee during 2019/20 and their attendance is detailed at below:

Audit & Governance Committee Member	Date of Committee			
	6/6/2019	25/7/19	24/10/19	13/2/20
Councillor M Summers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor M Bailey	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Councillor C Cooke	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Councillor J Faulkner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor M Greatorex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Councillor M Oates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor S Pritchard				<input checked="" type="checkbox"/>
Councillor P Thurgood	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A number of Audit & Governance Committee Members also sat on various other Committees. There were no reports received during the year that necessitated members absenting themselves.

In reviewing the effectiveness of the Audit & Governance Committee, Members considered whether effectiveness could be further strengthened by appointing Independent Members to the Audit & Governance Committee. The Committee Terms of Reference currently enables up to 2 independents to be appointed and the Committee has more recently decided to commence recruitment to these roles.

Senior officers from the council also attend the Committee as appropriate, including the Executive Director Finance (Chief Finance Officer), Assistant Directors and the Head of Audit & Governance. Our External Auditor also attends.

### 4. Training & Effectiveness

Audit & Governance Committee receive appropriate and proportionate training. At the meeting in June 2019, the External Auditors presented an overview of the role of the committee. A general training session for all Councillors was held in September 2019 on the role of the Committee; the internal control environment, governance, risk management and counter fraud. In November 2019 all Members had the opportunity to receive a tailored briefing on treasury management.

### 5. Sources of Assurance during 2019/20

In fulfilling its terms of reference, the business conducted by the Audit & Governance Committee during 2019/20 is detailed at **Appendix A** per the following themes:

- Internal Audit
- External Audit / Inspection
- Financial Management
- Risk Management
- Corporate Governance.

The Committee gained assurance in 2019/20 from these themes as follows:

### **Internal Audit**

In respect of the 2018/19 financial year, a positive Internal Audit Opinion was given from the Head of Audit & Governance as follows:

'I am satisfied that sufficient internal audit work has been undertaken to allow us to draw a reasonable conclusion as to the adequacy and effectiveness of the organisation's risk management, control and governance processes.

Overall in my opinion, based upon the reviews performed during the year, the Authority has:

- adequate and effective risk management arrangements;
- adequate and effective governance; and
- has adequate and effective control processes.

Specific issues:

There were no specific issues highlighted through the work of Internal Audit in the fourth quarter of the 2018/19 financial year that would need to be highlighted as a corporate risk'.

Audit & Governance Committee received internal audit's performance reporting during the year indicating that the service was performing well against its performance measures.

The Council can be assured that no issues have been identified in the 2019/20 work completed which impacts materially on the overall system of internal control.

### **External Audit / Inspection**

The main responsibility of the External Auditor is to report on the council's accounts and whether the council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. Grant Thornton reported on the 2018/19 accounts. In Grant Thornton's Annual Audit Report, they concluded that:

'In our opinion, the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2019 and of its expenditure and income for the year then ended;
- have been prepared properly in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2018/19; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

### **Financial Management**

The Committee scrutinised the 2018/19 statement of accounts and also received reports on accounting policies. The Committee also received regular Internal Audit progress reports, including a number giving assurance on financial management and controls during the period (e.g. bank and cash, income management, council tax, NNDR, payroll and housing rents).

## **Risk Management**

The Committee has received quarterly updates on the Council's risk management arrangements via review of the corporate risk register. This included oversight and constructive challenge on risks such as finance (ensuring the Council is financially sustainable as an organisation); modernisation and commercialisation agenda (developing and implementing continuous improvement); governance (ensuring policies, processes and procedures and the authority is held to account); community focus (safety, health and well being of our citizens); economic growth and stability; information safeguarding (our information is protected) and Brexit (the impact of Brexit on the Council).

The risk environment has ultimately transformed in the wake of Covid-19 and this will dominate risk management arrangements going forward in 2020/21.

## **Corporate Governance**

The annual governance statement (AGS) and review of effectiveness for the 2018/19 financial year, concluded that the effectiveness of the system of internal control was fit for purpose overall.

The Committee also:

- undertook a review of its own effectiveness in line with CIPFA good practice;
- received updates on the Council's use of the Regulation of Investigatory Powers Act 2000;
- received assurance via the Local Government and Social Care Ombudsman Annual Review;
- received assurance on the Council's Modern Slavery and Human Trafficking Statement; and
- approved a suite of refreshed counter fraud policies (Whistleblowing Policy, Counter Fraud & Corruption Policy Statement, Strategy and Guidance Notes, Anti Money Laundering Policy).

Regular updates on the adequacy of the council's counter fraud arrangements were also taken, and a work programme of activity agreed, which will be implemented and monitored during 2020/21.

## **6. Conclusion**

The Committee has been able to confirm that there were no areas of significant duplication or omission in the systems of governance in the authority that had come to the Committee's attention during 2019/20 that were not being adequately resolved.

Through members receiving this report, the role and purpose of the Committee has been promoted and it has demonstrated that the Committee has continued to perform, meet its terms of reference and added value. This work will continue in 2020/21 with the Committee's refreshed work programme.

**Summary of Audit & Governance Committee Work Plan by Assurance Theme  
2019/20**

Meeting Date	Report	Assurance Theme				
		Internal Audit	External Audit / Inspection	Financial Management	Risk Management	Corporate Governance
6/6/19	Annual Governance Statement and Code of Corporate Governance					<input checked="" type="checkbox"/>
	Internal Audit Annual Report and Quarter Update Report	<input checked="" type="checkbox"/>				
	Public Sector Internal Audit Standards & Quality Improvement Programme	<input checked="" type="checkbox"/>				
	Counter Fraud Update				<input checked="" type="checkbox"/>	
	Committee Self Assessment					<input checked="" type="checkbox"/>
	Regulation of Investigatory Powers Act 2000					<input checked="" type="checkbox"/>
25/7/19	Audit Findings Report		<input checked="" type="checkbox"/>			
	Management Representation Letter		<input checked="" type="checkbox"/>			
	Annual Statement of Accounts			<input checked="" type="checkbox"/>		
	Risk Management - Quarter Update				<input checked="" type="checkbox"/>	
	Modern Slavery and Human Trafficking Statement 2018/19					<input checked="" type="checkbox"/>
	Regulation of Investigatory Powers Act 2000					<input checked="" type="checkbox"/>
	Counter Fraud Update				<input checked="" type="checkbox"/>	
	Internal Audit Quarter Update Report	<input checked="" type="checkbox"/>				
24/10/19	Annual Audit Letter 2018/19		<input checked="" type="checkbox"/>			
	Review of Annual Report on Treasury Management and Actual Prudential Indicators 2018/19			<input checked="" type="checkbox"/>		
	Risk Management - Quarter Update				<input checked="" type="checkbox"/>	
	Local Government and Social Care Ombudsman Annual Review					<input checked="" type="checkbox"/>
	Regulation of Investigatory Powers Act 2000					<input checked="" type="checkbox"/>
	Counter Fraud Update				<input checked="" type="checkbox"/>	
	Review of Counter Fraud & Corruption Policy Statement, Strategy and Guidance Notes				<input checked="" type="checkbox"/>	
	Review of Whistleblowing Policy				<input checked="" type="checkbox"/>	
	Review of Anti Money				<input checked="" type="checkbox"/>	

Meeting Date	Report	Assurance Theme				
		Internal Audit	External Audit / Inspection	Financial Management	Risk Management	Corporate Governance
	Laundering Policy					
13/2/20	Audit Plan		<input checked="" type="checkbox"/>			
	Regulation of Investigatory Powers Act 2000					<input checked="" type="checkbox"/>
	Risk Management - Quarter Update				<input checked="" type="checkbox"/>	
	Internal Audit Quarter Update Report	<input checked="" type="checkbox"/>				
	Audit & Governance Committee Effectiveness Review					<input checked="" type="checkbox"/>



TUESDAY, 27 OCTOBER 2020

### REPORT OF THE CHAIRS OF SCRUTINY COMMITTEES

#### SCRUTINY COMMITTEE 2019-2020 ANNUAL REPORTS

#### EXEMPT INFORMATION

None.

#### PURPOSE

Following circulation to all councillors by email on 2 July 2020, the attached Annual Reports are now presented to full Council to formally update Council on the activities of the Corporate Scrutiny, Infrastructure Safety & Growth Scrutiny and Health & Wellbeing Scrutiny Committees over the year 2019/20.

#### RECOMMENDATIONS

It is recommended that Council endorse the recommendations as set out in each of the attached three reports.

#### REPORT AUTHORS

Appendix 1 – Chair of Corporate Scrutiny Committee – Councillor T Jay

Appendix 2 – Chair of Infrastructure Safety & Growth Scrutiny Committee – Councillor S Goodall

Appendix 3 – Chair of Health & Wellbeing Scrutiny Committee – Councillor R Ford

#### APPENDICES

Appendix 1 – Chair of Corporate Scrutiny Committee

Appendix 2 – Chair of Infrastructure Safety & Growth Scrutiny Committee

Appendix 3 – Chair of Health & Wellbeing Scrutiny Committee

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## **Council**

**Circulated to all Councillors - 2 July 2020**

### **Report of the Chair**

#### **Annual Report of the Corporate Scrutiny Committee**

##### **Exempt Information**

None.

##### **Purpose**

To provide full Council with an overview of the work and activities undertaken by the Corporate Scrutiny Committee during the year 2019/20.

##### **Executive Summary**

This report covers the following:

- Chair's overview
- Working Groups
- Recommendations made in the year to Cabinet
- Committee Terms of Reference
- Membership and Attendance
- Training & Effectiveness
- Work Plan
- Resource implications

##### **Recommendations**

Council is requested to:

- Note the Annual Report of the Committee;
- Note the updated process for production and consideration of this Annual Report;
- Note a particular thank you to the Democratic Services Officer and to all Committee members for the hard work and positive contributions during the year.

##### **Chair's Overview**

The level of work and output of the Committee during this year was high and thanks should be noted for all Committee members. Their valuable input, hard work and level of interest shown in the work plan items has ensured the Committee considered an ambitious number of items this year.

The Committee also changed its way of operating slightly this year, by reviewing the Forward Plan in detail in an attempt to bring items into the work plan for scrutiny prior to a decision being made, where this was possible. This has resulted in well considered recommendations at a point in time where such recommendations can have maximum impact on the project, policy or change being implemented.

This seems to be an effective way of fully utilising the vast experience and different valuable opinions of a mixed Committee, for the betterment of the Council's work, and we will look to continue with this way of working as much as possible in the coming year.

The Committee met eight times in the 2019/20 municipal year. The final (expected to be ninth) meeting of the municipal year in March 2020 was cancelled due to the Coronavirus pandemic, although reports for that meeting were made available.

The cancelled March meeting was due to discuss the Member Induction, Member Training and MembersZone report, as well as to consider the decisions taken by Cabinet during the municipal year to date. Both items will be brought forward to the next available meeting of the Committee.

In terms of the work of the Committee during 2019/20 municipal year, this has included:

### **1. Policy Development and /or Review**

This is where the Committee has contributed to the Council's policy development processes and / or where the Committee has considered the implementation of policies and feeding back scrutiny views to Cabinet.

The Committee has received:

- (a) An update on the Private Sector Housing Enforcement policy review which was presented by senior Officers and which explained the progress made since the policy was implemented in September 2017. The update was received positively by the Committee;
- (b) An interim update on member induction, following which the Committee made recommendations on the process to Cabinet;
- (c) Procurement Services and Strategy update which highlighted the proposed future approach of the procurement team and which the committee supported and Cabinet subsequently approved;
- (d) Market Tender update, an update was provided regarding the Tamworth market and it was agreed that this would be further reviewed once the contract had been awarded;
- (e) Review of Council Cleaning Services – this exempt item was considered at two meetings of the Committee before Cabinet considered the matter. The Committee supported the recommendations which were made and subsequently accepted by Cabinet;
- (f) Review of Senior Management Restructuring – senior Officers updated the Committee on the outcome of this review, which had led to the reduction in 7 executive director and 36 senior management posts into 4 executive director and 7 assistance director posts. They updated on how it had resulted in an increased focus on the corporate plan, the strategic objectives and delivering the savings targets, as well as an increased level of agility and responsiveness of management.

## 2. Monitoring (scrutiny)

This is where the Committee has undertaken monitoring of the Council's performance and progress. In particular the Terms of Reference for this Committee set out the specific areas for scrutiny which include scrutiny of the achievement of the Council's strategic priorities and scrutiny of the performance and functions of other public bodies, statutory undertakers or other such organisations who provide or facilitate the provision of public services within the Borough. To assist in the achievement of this the Committee's remit includes scrutinising matters related to:

- (a) Forward Plan
- (b) Quarterly performance reports
- (c) Corporate plan
- (d) Major Council led projects
- (e) Commercial Investment strategy
- (f) HRA function

Over the year 2019/20, there has been regular scrutiny of the Forward Plan at each meeting to identify areas which would either require pre decision scrutiny and /or post implementation scrutiny.

As a result of this the format of the Committee's Work Plan was improved to assist in tracking progress on scrutiny of matters identified via the Forward Plan. Examples of areas which were identified for the Committee's scrutiny, as a result of regular Forward Plan consideration were:

- Review of Cleaning Services
- Market Tender
- Procurement Service and Strategy Update
- Local Council Tax Reduction Scheme 2020/21 onwards

Certain areas were also identified for consideration post implementation in the next municipal year, such as the Housing Repairs and Investment project and the Legal Services Review.

The Committee has also during the year considered the Quarterly Performance Reports. The Committee has received the relevant quarter's draft report and the meeting has been attended by senior Officers and /or relevant Cabinet member, normally the Leader. This consideration has been prior to Cabinet's receipt of the report and has enabled the Committee's comments, where relevant, to be taken on board prior to Cabinet's consideration. In addition, early in the municipal year a working group was established to look at the feasibility of implementing a summary dashboard of performance to track trends in performance. Further details are below.

In terms of major Council led projects, the Committee considered:

### 1. The Customer Portal Project

The Committee sought clarifications in the following areas:

- (a) Accessibility of the digital portal
- (b) Business continuity
- (c) Testing of the system – recommended
- (d) Budgetary requirements

- (e) Timelines
- (f) Resourcing
- (g) Robustness of the IT
- (h) Resources, staffing
- (i) High and urgent priority notifications

2. Local Council Tax Reduction Scheme

The Committee recommended that a cost neutral version of Option 1 be developed for consideration as well as seeking clarification on the following:

- (a) consistency / differences with the county wide scheme;
- (b) details of where (which bandings) the impacts of proposals would be most felt.

3. Town Centre Work streams

This introduced the Committee to an overview of the work undertaken by the council in the town centre. It was noted that some of the strategy work, which was at an initial point, would be postponed due to the requirements of the Future High Street Fund process. The scrutiny of the detailed work on the Future High Street Fund process had, however, already been undertaken by the Infrastructure Safety and Growth Scrutiny Committee, with appropriate decisions being made by full Council.

4. Review of Housing Garage Sites

The Cabinet member reported that this was at an early stage in development and that two work streams had been identified. The Committee sought assurances from the Cabinet member that ward councillors would be engaged in this process.

5. Gungate Update

This was attended by the Cabinet member and senior Officers who reported that Cabinet had approved a preferred draft masterplan. Cabinet had also authorised the Chief Executive and his team to enter into discussions and prepare and submit funding applications. Work was underway on this and the key areas were to ensure that the scheme retained flexibility in terms of options and in regards to the timing of achieving land assembly. The committee sought clarification in the following areas:

- (a) Facilitation of electric vehicles
- (b) Any interaction with the Future High Streets Fund
- (c) The process for further consideration by the Committee, as well as all members, before Cabinet made a decision which would go out for public consultation. An indicative timeline for this process was agreed.

**3. Call-in**

This is where a decision of the Executive has been called in to be considered by a scrutiny committee, after a Cabinet decision has been made but ahead of its implementation, in accordance with the provisions of the Constitution.

No decisions have been called in to date.

The process for the production and consideration of this Committee’s Annual Report, together with the two other Scrutiny Committees’ Annual Reports, has been updated. This change was designed to:

- facilitate the production of an annual report which covered the business of the full municipal year (2019/20); and
- Ensure that members of the relevant scrutiny committee had an opportunity to comment (by circulation) on the draft Annual Report, before its receipt by full Council.

Accordingly, each scrutiny committee Annual Report is to be received at a full Council meeting in the following municipal year (2020/21).

### **Working Groups**

The Committee established one working group during the year which focussed on working with Officers to develop an executive summary dashboard for the Quarterly Performance Reports, which would assist in identifying the performance of key indicators at a glance, with a brief commentary where required, and to highlight any trends in performance over time.

The working group comprised:  
 Councillor T Jay;  
 Councillor Dr S Peale; and  
 Councillor P Standen

The outcome of the working group’s meetings, as a group and with Officers, led to the production of a draft executive summary report. The new executive summary report was considered along with the full QPR Quarter 3 Report at the Committee’s meeting on 5<sup>th</sup> February 2020 and endorsed by the Committee. The Committee agreed that a recommendation should be made to Cabinet that the changes be made for the production of the Quarter 4 report.

Whilst there was minimal use of working groups this year, the group which met was productive and effective. Depending on items reviewed in the year 2020/21 working groups will be considered.

### **Recommendations made to and Responses received from Cabinet**

Recommendations were made to Cabinet on the following Reports and Cabinet’s response is highlighted:

Scrutiny meeting item	Cabinet Response
Member Induction recommendations – 10 July 2019 meeting	All recommendations accepted – 26 September 2019 meeting
Quarterly Performance Report – joint letter regarding waiting times for universal credit – 14 August 2019 meeting	Recommendation to issue a joint letter agreed – 5 September 2019 meeting
Quarterly Performance Reports Review recommendations – 5 February 2020 meeting	Not yet presented due to cancellation of Cabinet meeting on 9 April 2020.

### **Committee Terms of Reference**

The Committee Terms of Reference are set out in the Constitution and for ease are included as Appendix 1 to this Report.

The Primary Scope, the General Role and the Specific functions detailed there have been largely achieved through the Committee's work this year. Elements of the Commercial Investment Strategy had been considered by this Committee when it received the Gungate update. Investment funds aspects are considered by the Audit & Governance Committee and full Council. The Committee's Work Plan has been updated in terms of updates regarding Solway Trading Company, when these are ready to bring forward.

### **Members and Members Attendance**

The following sets out the membership and attendance of members at the 8 Committee meetings during 2019/20:

Member	Number of meetings attended (out of 8)
Thomas Jay (Chair)	8
Ben Price (Vice-Chair)	4
Robert Bilcliff	6
Rosey Claymore	7
Richard Ford	6
Simon Goodall	6
Simon People	8
Patrick Standen	8
Martin Summers	8

### **Training and Effectiveness**

Councillor Dr S People attended a Government Scrutiny Guidance Symposium in June 2019 which discussed the Government's statutory guidance for scrutiny. Following his attendance at that symposium, Councillor Dr S People provided a valuable update to the Committee at its meeting on 8 October 2019 which was discussed and Councillor People's report was noted.

### **Work Plan - Items identified for next municipal year**

The existing Committee Work Plan is as available at Appendix 2. In addition to those areas already identified, the following area was highlighted for possible further review:

- (a) Customer Portal – post implementation review.

Please note that it is expected that the activities of the Committee may be impacted by the ongoing COVID19 pandemic. This is expected to result from the fact that the committee meetings will be held remotely for at least part of this municipal year, and in order to ensure that there is a tight focus on business critical items at this time.

### **Resource Implications**

None to note.



**Report Author**

Councillor T Jay

Chair of the Corporate Scrutiny Committee

**Appendices**

Appendix 1 – Article 6 of the Constitution – Scrutiny Committee Terms of Reference

Appendix 2 – Committee’s Work Plan

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## Corporate Scrutiny Work Plan

Work Plan 2019 – 2020		
TARGET MEETING DATE	SUBJECT	MEETING WHEN ITEM ADDED TO WORK PLAN
Meeting cancelled	Member Training update	June 2019
Meeting cancelled	Member Support Working group – sub group on Member Communications	
Meeting cancelled	Review of Cabinet decisions over previous 12 month period	
May 2020	Parking Toolkit review	October 2019
June 2020	Gungate Masterplan	January 2020
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)	December 2019
TBC	Market tender progress Update	August 2019
Quarter 4 2020	Asset Management update	December 2019

Upcoming Corporate Scrutiny Committee Meetings

2020/2021 Dates to be announced

## **Council**

**Circulated to all Councillors – 2 July 2020**

### **Report of the Chair**

#### **Annual Report of the Infrastructure Safety & Growth Scrutiny Committee**

##### **Exempt Information**

None.

##### **Purpose**

To provide full Council with an overview of the work and activities undertaken by the Infrastructure Safety & Growth (IS&G) Scrutiny Committee during the year 2019/20.

##### **Executive Summary**

This report covers the following:

- Chair's overview
- Working Groups
- Recommendations made in the year to Cabinet
- Committee Terms of Reference
- Membership and Attendance
- Training & Effectiveness
- Work Plan
- Resource implications

##### **Recommendations**

Council is requested to:

- Note the Annual Report of the Committee;
- Note the updated process for production and consideration of this Annual Report;

##### **Chair's Overview**

I have been quite happy with the topics the scrutiny committee has examined and wish to thank all members of the IS&G Committee for their input over the last year and all officers and Portfolio Holders that have been invited. Also particular thanks to our scrutiny officer Jo Hutchison for her support over the year. I look forward to working with members again over the next 12 months and challenging and supporting Cabinet through scrutiny where necessary.

The Committee met eight times in the 2019/20 municipal year. The final (expected to be ninth) meeting of the municipal year in March 2020 was cancelled due to the Coronavirus pandemic.

The cancelled March meeting was due to receive an Electric Vehicle Charging update and an annual update on crime figures and community safety in Tamworth. Both items will be brought forward to the next available meeting of the Committee.

In terms of the work of the Committee during 2019/20 municipal year, this has included:

### **1. Policy Development and /or Review**

This is where the Committee has contributed to the Council's policy development processes and / or where the Committee has considered the implementation of policies and feeding back scrutiny views to Cabinet.

The Committee has reviewed, and (in some cases) made Policy Development recommendations in the following areas:

(a) CCTV Service

The Committee received a briefing on the proposals for the Council's CCTV service, including the key findings, options for modernising future service delivery including the financial and commercial impacts and action plan. This was considered by the committee as a confidential item, and followed a briefing which the Committee had received in April 2019. The Committee was largely supportive of the proposal to recommend to Cabinet that a shared service model be adopted and made some recommendations to Cabinet on specific aspects which were taken on board by Cabinet when it later approved the preferred option.

An update on the steps towards implementation of the new CCTV shared service by WMCA from April 2020, was received by the Committee in January 2020 which showed details of how the shared service would be operated from the WMCA control centre and allowed members to seek clarifications in areas such as:

- how the monitoring of the Tamworth cameras would operate in practice,
- how activity could be tracked across geographic borders,
- how local knowledge was being preserved and
- how large scale regional events could be managed without effecting local performance.

(b) Electric Vehicle Charging

This item was identified by the Chair for the Committee's consideration. Following research, the Committee considered and discussed the issues and the position locally in Tamworth and considered areas where the Council could consider developing its policy further in terms of electric vehicle charging. The Committee recommended to Cabinet that the following be undertaken:

1. in the short term, to install a fast charge unit on a council car park in the Borough.
2. an infrastructure plan be developed including the following:
  - Identify suitable sites for electric 'plug-in' vehicle infrastructure.

- Explore funding opportunities both nationally such as Department for Transport / Office of Low Emission Vehicles and locally such as local partnerships and organisations.
  - Work with a range of partners to support the installation of infrastructure.
  - Build confidence in the technology by providing residents and local businesses with information on electric vehicles and recharging infrastructure. Promote home charging grants to residents.
  - Develop an Action Plan for delivery, review this regularly and report on progress internally and externally.
  - Install a fast charge unit on a council car park in the Borough.
3. That relevant officers are tasked with submitting a bid to the Office for Low Emission Vehicles for capital funding for an initial 4 charging points (Max grant £30,000 -75%)
  4. That subject to the receipt of a grant, £10,000 (25%) be made available from the General reserve to fund the balance of the works.
  5. That, subject to 3 above, those officers tasked with the project meet with the Infrastructure Safety & Growth Committee at a future date to discuss the project.

Cabinet accepted Recommendations 1 and 2 only and added an additional recommendation that Officers are to be tasked to create a project and to keep Scrutiny involved on its progress and then bring the report back to Cabinet for consideration. The Committee expected an update on progress at the 31 March 2020 meeting, which was cancelled. Accordingly this item will be retained on the Committee's Work Plan for consideration during the next municipal year, when appropriate.

(c) Castle Update

The Committee received an update on the Castle review, following an interim update which it had received in January 2019. Whilst activity in certain areas continued, progress was reported in terms of the online ticket booking system. Furthermore, whilst the administration process affecting one of the contractors undertaking the HLF works would be likely to affect the method of delivery, the outcomes were still expected to be achieved. The Committee sought clarification over steps being taken to continue to promote the attractive and whether consideration had been given to involving the Arts & Events team in this activity.

(d) Waste Management

The Committee was updated on the Government's National Resources, Waste Strategy and Consultations and provided with details of the review of the Joint Waste Management Service with Lichfield District Council. The Committee noted that the recycling market could become more challenging and potentially more costly.

The Committee noted the objective of the Government to improve the quality of the recycling market and to bring more standardisation into the recycling market, as well as the differences in the economics of recycling food as opposed to garden waste. The Committee sought clarification on whether there was any potential for there to be waste solutions working

across wider inter-authority arrangements, which could look to the disposal authorities to take a lead role (in our area this was Staffordshire County Council).

The Committee agreed that this policy development area was one which should be retained on its work plan going forwards.

(e) Licensing Policy

Following the Licensing Committee's review of the revised Proposed Licensing Policy 2020-23, and prior to Cabinet and Council's consideration and ultimate approval, the Committee was taken through the consultation process and comments received and was invited to review and comment on the proposals.

The Committee discussed aspects of the proposed policy, in particular the role of the cumulative impact assessment to guide the Council when in receipt of new applications.

The Committee supported the proposed Policy.

## **2. Monitoring (scrutiny)**

This is where the Committee has undertaken monitoring of the Council's performance and progress.

In particular the Terms of Reference for this Committee set out the specific areas for scrutiny which include:

- To provide effective scrutiny of the achievement of the Council's strategic priorities and external providers in securing the primary outcome of creating a safe and sustaining thriving local economy and making Tamworth a more aspirational and competitive place to do business.
- Statutory Crime and Disorder obligation; the Committee shall act as the Crime and Disorder Committee for the purposes of section 19 of the Police and Justice Act 2006 and may co-opt additional members subject to the Crime and Disorder Overview and Scrutiny) Regulations 2009.
- Highways (full Council decision)
- Education
- Employment/Inward Investment
- Town Centre
- Open Space and Play

At each meeting the Committee receives and considers the Forward Plan to assist in its identification of whether there are any forthcoming key decisions which this Committee determined that it would scrutinise, either pre decision or post decision. Examples of areas which were identified for the Committee's scrutiny as a result of regular Forward Plan consideration were; the Proposed Licensing Policy and the the Future High Street Fund process. However, many of the areas identified for scrutiny were not matters which were identified from the Forward Plan.



Over the year 2019/20, areas scrutinised included:

(a) Public Space Protection Orders (PSPO)

Under the Council's PSPO process, the Committee is required to consider consultation evidence received as part of any proposal to introduce or renew a PSPO, and if appropriate endorse the order prior to the Portfolio Holder using his delegated powers to approve it. During the year 2019/2020 this Committee considered and endorsed for adoption the renewal of the PSPO for the Access road to Dosthill Hall.

(b) Tamworth Enterprise Centre

The Committee received an update on the progress of this project which had started around 2 years previously with the opening of the Tamworth Enterprise Centre which provided a hub for businesses to start, grow and develop in a supportive environment and to deliver a wider economic impact. The Committee discussed the impact and success of the project and its future development and endorsed the progress made.

(c) Fire Safety developments

The Committee was updated on the Government's detailed set of proposals for consultation on the future of fire safety in high-rise residential buildings. It was reported that the key messages from this consultation were:-

- Clearer responsibilities for those building or managing high-rise buildings
- Giving a stronger voice in the system and better information for residents
- Having greater oversight by regulators
- Tougher enforcement when things go wrong

The Committee noted the work underway to assess the potential impacts if the proposals were implemented and agreed that it would consider a further update as the legislative changes progressed.

(d) Future High Street Fund application

The Committee received two detailed updates during the year on the Future High Street Fund application process, which in both instances were considered without the press and the public being present. The Committee considered the project at both an early stage of development and prior to the outline business case being considered by Full Council. The Committee supported the objectives set out in the report.

3. **Call-in**

This is where a decision of the Executive has been called in to be considered by a scrutiny committee, after a Cabinet decision has been made but ahead of it implementation, in accordance with the provisions of the Constitution.

No decisions have been called in to date.

The process for the production and consideration of this Committee's Annual Report, together with the two other Scrutiny Committees' Annual Reports, has been updated. This change was designed to:

- facilitate the production of an annual report which covered the business of the full municipal year (2019/20); and
- ensure that members of the relevant scrutiny committee had an opportunity to comment (by circulation) on the draft Annual Report, before its receipt by full Council.

Accordingly, each scrutiny committee Annual Report is to be received at a full Council meeting in the following municipal year (2020/21).

### **Working Groups**

None formed this year.

### **Recommendations made to and Responses received from Cabinet**

Recommendations were made to Cabinet on the following Reports and Cabinet's response is highlighted:

Scrutiny meeting item	Cabinet Response
CCTV Recommendations - 24 June 2019 meeting	Recommendations incorporated within the report which was approved by Cabinet
Electric Vehicle Charging recommendations – 24 July 2019 meeting	Recommendations 1 and 2 accepted and Officers tasked to create a project and to keep Scrutiny involved on its progress and then bring the report back to Cabinet for consideration. Feedback from Officers expected.

### **Committee Terms of Reference**

The Committee Terms of Reference are set out in the Constitution and for ease are included at Appendix 1 to this Report.

The Primary Scope, the General Role and the Specific functions detailed in the Constitution have been largely achieved through the Committee's work this year. However, the final meeting of the year was cancelled following full Council's resolutions in the light of the social distancing measures resulting from the Coronavirus pandemic. This meant that the update from Staffordshire Police on Local Crime Figures and on Community Safety, which was scheduled to be received at that meeting, did not take place. Items not considered will be retained on the Committee's Work Plan for the next municipal year.

### **Members and Members Attendance**

The following sets out the membership and attendance of members at the 8 Committee meetings during 2019/20.

Please note that the Councillor R Ford joined the Committee in January 2020 and therefore his attendance is recorded out of 2:

Member	Number of meetings attended
Simon Goodall (Chair)	8 out of 8
Alex Farrell (Vice-Chair)	8 out of 8
Marie Bailey	2 out of 8
Robert Bilcliff	6 out of 8
Paul Brindley	7 out of 8
Tina Clements	8 out of 8
Richard Ford	2 out of 2
Simon People	7 out of 8
Peter Thurgood	7 out of 8

### **Training and Effectiveness**

The Chair attended a two day Scrutiny training course, aimed at Scrutiny Chairs and vice-Chairs, which was run by the Local Government Association.

This particular course highlighted some particular scrutiny techniques that could be used moving forwards. It was particularly good to meet with other members from other local authorities to understand and share scrutiny development ideas. It was helpful in reinforcing the view in which scrutiny at Tamworth Borough Council is going is in the right direction.

### **Work Plan - Items identified for next municipal year**

The existing Committee Work plan is appended as Appendix 2.

Please note that it is expected that the activities of the Committee may be impacted by the ongoing COVID19 pandemic. This is expected to result from the fact that the committee meetings will be held remotely for at least part of this municipal year, and in order to ensure that there is a tight focus on business critical items at this time.

### **Resource Implications**

None identified.

### **Report Author**

Councillor S Goodall  
Chair of the IS&G Scrutiny Committee

### **Appendices**

Appendix 1 – Article 6 of the Constitution – Scrutiny Committee Terms of Reference  
Appendix 2 – Committee’s Work Plan

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## Infrastructure, Safety and Growth Scrutiny Work Plan

<b>Work Plan 2019 - 2020</b>	
<b>DATE</b>	<b>SUBJECT</b>
<b>TBC 2020</b>	ICT Strategy (also working group to be set up: SG, RB and RF)
<b>XX 2020</b>	Electric Vehicle Charging progress update
<b>XX 2020</b>	Crime Figures for Tamworth and Community safety – Annual update - Staffordshire Police invited
<b>March / April 2020</b>	Review of Taxi Licensing Policy – Points System – 12 month review
<b>When clarity on legislation</b>	Fire Safety Update
<b>Q2 2020/2021</b>	Waste Management developments
<b>September 2020 (tbc)</b>	Development of Tamworth Community Offer – interim update
<b>September 2020 (tbc)</b>	Renewal of PSPO Dog Control
<b>September 2020 (tbc)</b>	Renewal of PSPO Alcohol Restriction
<b>January 2021</b>	CCTV implementation review
<b>TBC</b>	Castle Update
<b>TBC</b>	Review of taxi evidence
<b>TBC</b>	Public Transport and taxis
<b>TBC</b>	People Helping People ( Community Safety)
<b>TBC</b>	Town Centre Growth
<b>TBC</b>	Events Offer (possible working group)
<b>TBC</b>	Review of West Midlands Combined Authority – Green / Climate Strategy – targets and data for Tamworth
<b>TBC</b>	Development of Tamworth Community Offer – review of draft Strategy

### Upcoming Infrastructure, Safety and Growth Scrutiny Committee Meetings

2020/21 meeting dates to be announced

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# **Council**

**Circulated to all Councillors – 2 July 2020**

## **Report of the Chair**

### **Annual Report of the Health & Wellbeing Scrutiny Committee**

#### **Exempt Information**

None.

#### **Purpose**

To provide full Council with an overview of the work and activities undertaken by the Health & Wellbeing Scrutiny Committee during the year 2019/20.

#### **Executive Summary**

This report covers the following:

- Chair's overview
- Working Groups
- Recommendations made in the year to Cabinet
- Committee Terms of Reference
- Membership and Attendance
- Training & Effectiveness
- Work Plan
- Resource implications

#### **Recommendations**

Council is requested to:

- Note the Annual Report of the Committee;
- Note the updated process for production and consideration of this Annual Report;

#### **Chair's Overview**

The Committee met 7 times in the 2019/20 municipal year. The final (expected to be eighth) meeting of the municipal year in April 2020 was cancelled due to the Coronavirus pandemic, although the main item due to be considered at that meeting, the Safeguarding Children and Adults at Risk of Abuse Report, was circulated to all committee members.

This Committee has within its remit the scrutiny of the achievement of the Council's strategic priorities by scrutinising the performance of the Cabinet and external providers in securing a safe environment in which local people can reach their full potential and live longer, healthier lives.

Staffordshire County Council, as the upper tier authority responsible for social care in Staffordshire, has the powers to review and scrutinise any matters relating to the planning, provision of health services in its area (Staffordshire) and works with local

district and borough councils. The focus for Tamworth Borough Council's health scrutiny function is on local matters with an impact specific to Tamworth. To aid the coordination of activities, a representative of this Council's scrutiny committee is a member of the Healthy Staffordshire Select Committee (this is currently the Chair, Councillor Ford, or his substitute) and a member of the Healthy Staffordshire Select Committee is a member of this Council's Health & Wellbeing Scrutiny Committee (for this municipal year that has been County Councillor Tina Clements).

In terms of the work of the Committee during 2019/20 municipal year, this has included:

### **1. Policy Development and /or Review**

This is where the Committee has contributed to the Council's policy development processes and / or where the Committee has considered the implementation of policies and feeding back scrutiny views to Cabinet.

The Committee has reviewed, and (in some cases) made Policy Development recommendations in the following areas:

(a) Housing Allocations Policy

The Committee identified from the Forward Plan that this Policy was an area relevant for the Committee's scrutiny, as a pre-decision item and accordingly requested details prior to the anticipated Council consideration in November 2019.

The Committee received a detailed update from the Assistant Director, Neighbourhoods and members of her team at its October 2019 meeting on the Allocations Policy Review which was underway and the principles which underpinned it. It was reported that the current Allocations Policy had been implemented in 2014/15 and the new Policy was intended (if approved by full Council) to be implemented in June 2020. The Committee received an update on the principles behind the proposed new allocations policy and the outcomes of the consultation process which had been run over the summer period.

(b) Anti-Social Behaviour Policy Update

Members of the Infrastructure Safety & Growth Scrutiny Committee were also invited to attend the Committee for this item.

The Assistant Director, Neighbourhoods updated the Committee on work done in this area since the Council adopted the ASB Policy two years previously and set out how the Council's anti-social behaviour activities fitted in with the Council's vision and purpose and its place based approach, including by building resilient communities and developing and safeguarding our environment and open spaces.

The Assistant Director, Partnerships outlined the Community Safety Plan and its priorities which included anti-social behaviour as well as domestic abuse, protecting the vulnerable in our communities, public place violence and disorder and road safety and the arrangements in place to work with



our partners in this area, in particular with the police, where daily and weekly meetings took place.

The Committee discussed the work underway and sought clarification in various areas including:

- (i) How the plans to invest in neighbourhoods were being rolled out, which it was reported included community engagement through the Tenant Consultative Group (TCG) in order to identify problems and then work on action plans, in partnership with communities.
  - (ii) Issues surrounding problem parking and the reporting of this.
  - (iii) Diversionary strategies and the services which the Council invested in to divert potentially anti-social behaviours into alternative opportunities and the Assistant Director Partnerships reported that a sporting project to divert ASB behaviour had been in place for a year. The communication of relevant projects to members and more widely.
  - (iv) When neighbourhood disputes became anti-social behaviour.
  - (v) The importance of ensuring that the appropriate methods were used for reporting anti-social behaviour so that evidence was recorded contemporaneously.
  - (vi) How Hate crimes were dealt with.
- (c) Priority Service Registers  
Following circulation of a report by the Chair to members, the Committee agreed to make a recommendation to Cabinet that Tamworth Borough Council utilise its social media profiles to encourage those eligible, or those who know people who are eligible, to sign up for Public Service Registers across all sectors. Cabinet agreed with the recommendations at its meeting on 17 October 2019.

## **2. Monitoring (scrutiny)**

This is where the Committee has undertaken monitoring of the Council's and external providers performance and progress. In particular the Terms of Reference for this Committee set out the specific areas for scrutiny which include scrutiny of the achievement of the Council's strategic priorities by scrutinising the performance of the Cabinet and external providers in securing a safe environment in which local people can reach their full potential and live longer, healthier lives. To assist in the achievement of this the Committee's remit includes scrutinising matters related to:

- (a) Statutory Health Obligation
- (b) County Council Agreement
- (c) Leisure
- (d) Voluntary Sector
- (e) Non HRA Housing
- (f) Disability Service
- (g) Social Care
- (h) Elderly and Vulnerable People Services

### Healthy Staffordshire Select Committee

Over the year 2019/20, there have been regular written and verbal updates provided to the Committee on the scrutiny work of the Healthy Staffordshire Select Committee which included:

- (a) In the area of provision for patients with complex care needs and the transforming care partnership work;
- (b) Scrutiny of various hospital trusts providing care to residents of Staffordshire including, University Hospitals North Midlands.
- (c) George Bryan Centre
- (d) The approach in Staffordshire to Children and Young People's Emotional Wellbeing and Mental Health 2018-2023
- (e) Maternity, Children and Young People Programme item where consideration had been given to the Maternity Transformation Plan
- (f) Midlands Partnership NHS Foundation Trust (MPFT) presentation on the work undertaken to change the organisational culture and improve services in all areas.

### Staffordshire Observatory Data Pack

The Committee regularly reviewed the Staffordshire Observatory Data Pack for the Tamworth area to identify areas where Tamworth's statistics indicated that improvements could be made.

### Consideration of the Forward Plan

At each meeting the Committee receives and considers the Forward Plan to assist in its identification of whether there are any forthcoming key decisions which this Committee determined that it would scrutinise, either pre decision or post decision. Examples of areas which were identified for the Committee's scrutiny as a result of regular Forward Plan consideration were; the Housing Allocations Policy. However, many of the areas identified for scrutiny were not matters which were identified from the Forward Plan.

### Safeguarding bi-annual updates

This Committee is updated bi-annually on the safeguarding of children and adults at risk of abuse. The committee meeting is attended by the Portfolio Holder for Regulatory and Community Safety and the Partnership Vulnerability Officer. The first update in this municipal year was at the November 2019 Committee meeting. The second update was due at the April 2020 meeting which was cancelled, although the report was circulated to all members.

The safeguarding updates focussed on:

- Stoke and Staffs Safeguarding Children Board as well as Staffs and Stoke Adult Safeguarding Partnership Board and district partnership subgroups.
- Safeguarding training for staff, taxi driving training, community volunteer groups and Councillors..
- Work streams covering Modern Day Slavery, Domestic Abuse Forum, Domestic Abuse Workplace Champions, Vulnerable Adolescent Multi-agency Panels, Tamworth Vulnerability Partnership, Grant Funding and Suicide Guidance Procedure have also been pursued during the year.

### Debt Management and Support

The Committee identified debt management and support as an item which should be considered and invited the Portfolio Holder for Housing Services and Communities and the Assistant Director, Partnerships to attend a meeting. In addition the Committee was attended by the Chief Officer for Citizens Advice Mid Mercia.

The Assistant Director updated the Committee on the corporate approach to managing and supporting residents with problem debt and wider vulnerability, which looked at relevant areas of work by the benefits and council tax teams. The Chief Officer, Citizens Advice Mid Mercia, updated the Committee on the service provided in Tamworth and the areas from which the most queries came and where support and advice was required. In particular the Committee heard that debt, housing and generalist advice was provided and that the demand for this came from a combination of referrals from Tamworth Borough Council and self-referral.

The Committee sought clarification in the following areas:

- (a) The impact seen by Citizen Advice of the end of PPI payouts.
- (b) The extent of support available in terms of avoiding financial scams.
- (c) The Impact of funding for local authorities being withdrawn by DWP associated with Personal Budgeting Support.
- (d) Why Tamworth Borough Council not signed up to the Council Tax Arrears Good Practice Protocol.
- (e) What proportion of Tamworth Borough Council debt went through an enforcement process.

### Updates from External bodies

The Committee has also during the year received updates from the following external bodies, with a focus on service delivery in the Tamworth area:

- (a) University Hospitals of Derby and Burton NHS Foundation Trust, including an update on services provided locally from the Sir Robert Peel and Samuel Johnson Hospitals
- (b) Midlands Partnership NHS Foundation Trust, which included an update on the George Bryan Centre.
- (c) AccessAble, a not for profit organisation, whose aim was to support organisations to provide more information to more people to overcome the fear of the unknown when visiting new places.

### **3. Call-in**

This is where a decision of the Executive has been called in to be considered by a scrutiny committee, after a Cabinet decision has been made but ahead of it implementation, in accordance with the provisions of the Constitution.

No decisions have been called in to date.

The process for the production and consideration of this Committee's Annual Report, together with the two other Scrutiny Committees' Annual Reports, has been updated. This change was designed to:

- facilitate the production of an annual report which covered the business of the full municipal year (2019/20); and
- ensure that members of the relevant scrutiny committee had an opportunity to comment (by circulation) on the draft Annual Report, before its receipt by full Council.

Accordingly, each scrutiny committee Annual Report is to be received at a full Council meeting in the following municipal year (2020/21).

## Working Groups

The Committee agreed to form Task & Finish Groups in the following areas:

- to look into GCSE Attainment in the Borough which comprised:
  - Councillor Ford
  - Councillor Faulkner
  - Councillor Brindley
  - Councillor Claymore
- To explore the opportunities to raise the awareness of such Priority Service Registers for the benefit of local residents' health and wellbeing.
- To explore options surrounding Tamworth Borough Council owned assets relating to AccessAble – this Group will be led by Councillor P Brindley.

## Recommendations made to and Responses received from Cabinet

Scrutiny meeting item	Cabinet Response
Priority Service Registers Recommendations - 19 September 2019 meeting	Recommendations approved at Cabinet meeting on 17 <sup>th</sup> October 2019.

## Committee Terms of Reference

The Committee Terms of Reference are set out in the Constitution and for ease are included at Appendix 1 to this Report.

The Primary Scope, the General Role and the Specific functions detailed in the Constitution have been largely achieved through the Committee's work this year. However, the final meeting of the year was cancelled following full Council's resolutions in the light of the social distancing measures resulting from the Coronavirus pandemic. This meant that second safeguarding update for the year was circulated to members. Items not considered will be retained on the Committee's Work Plan for the next municipal year.

## Members and Members Attendance

The following sets out the membership and attendance of members at the 7 Committee meetings during 2019/20.

Member	Number of meetings attended
Richard Ford (Chair)	6
Rosey Claymore (Vice-Chair)	4
Dennis Box	5
Paul Brindley	7
Moira Greatorex	4
Ken Norchi	7
Michael Oates	5
Roy Rogers	6
John Faulkner	4
County Cllr Tina Clements (Staffordshire County Council representative on the Committee)	N/A

### **Training and Effectiveness**

All members were invited to a members briefing session from a representation of the local Clinical Care Commissioning Group on primary care.

The Chair attended a two day Scrutiny training course, aimed at Scrutiny Chairs and vice-Chairs, which was run by the Local Government Association.

### **Work Plan - Items identified for next municipal year**

The existing Committee Work plan is appended as Appendix 2.

Please note that it is expected that the activities of the Committee may be impacted by the ongoing COVID19 pandemic. This is expected to result from the fact that the committee meetings will be held remotely for at least part of this municipal year, and in order to ensure that there is a tight focus on business critical items at this time.

### **Resource Implications**

None identified.

### **Report Author**

Councillor R Ford  
Chair of the Health & Wellbeing Scrutiny Committee

### **Appendices**

Appendix 1 – Article 6 of the Constitution – Scrutiny committee Terms of Reference  
Appendix 2 – Committee’s Work Plan

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## Health and Wellbeing Scrutiny Work Plan

<b>Work Plan 2019 - 2020</b>	
<b>DATE</b>	<b>SUBJECT</b>
<b>Each meeting</b>	Update on Staffordshire County Council matters
<b>Ongoing</b>	Together We're Better / STP - brief update post close of initial consultation (end date of initial consultation is 25 August 2019)
<b>2 April 2020 (meeting cancelled)</b>	Safeguarding Update (Councillor Doyle to attend and Officers) – report to be circulated to members as meeting cancelled
<b>Xx June 2020</b>	Safeguarding & Partnerships
<b>xxx 2020</b>	Councillor Training Records
<b>TBC</b>	Mental Health issues in Tamworth
<b>TBC</b>	Air Quality review
<b>TBC</b>	Cervical cancer screening
<b>TBC</b>	Loneliness – Joint Working group with Corporate Scrutiny. Note that SCC considering Isolation.
<b>TBC</b>	Discharge to Assess and End of Life Care
<b>TBC</b>	GCSE Attainment – T&F group formed of Cllrs Ford, Faulkner, Brindley and Claymore
<b>TBC</b>	Invite representative from the following to attend a meeting: <ul style="list-style-type: none"> <li>• Ambulance Service</li> </ul>
<b>TBC</b>	Barriers to accessing GP Services in relation to residents with additional needs / Centralisation of some GP Services
<b>Defer to 2020</b>	Invite First Response to attend – (RK)

### Upcoming Health and Wellbeing Scrutiny Committee Meetings

2020/21 Meeting dates to be announced

<b>Upcoming Relevant County Council Meetings</b>
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<b>Healthy Staffordshire Select Committee</b>
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## Appendix 1 – Article 6 Constitution – Scrutiny Committee Terms of Reference

### 2.6.1 Article 6 – Overview and Scrutiny Committees

#### 2.6.1 Terms of reference

The Council will appoint the overview and scrutiny committees set out in the left hand column of the table below to discharge the functions conferred by sections 21 and 21A of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000 in relation to the matters set out in the right hand column of the same table. The membership of the committees and any sub-committees will be politically balanced. Members of the Executive may not be members of overview and scrutiny committees.

Committee	Primary Scope
<p>Health and Wellbeing Scrutiny</p> <p>(The Committee shall comprise 9 members of the Council and one co-opted member with voting rights being a member nominated by Staffordshire County Council)</p>	<p>To provide effective scrutiny of the achievement of the Council's strategic priorities by scrutinising the performance of the Cabinet and external providers in securing a safe environment in which local people can reach their full potential and live longer, healthier lives :-</p> <ul style="list-style-type: none"> <li>• Statutory Health Obligation</li> <li>• County Council Agreement</li> <li>• Leisure</li> <li>• Voluntary Sector</li> <li>• Non HRA Housing</li> <li>• Disability Service</li> <li>• Social Care</li> <li>• Elderly and Vulnerable People Services</li> </ul> <p>To undertake such other scrutiny activities as may be required in relation to the performance of the Council, governance, financial management and discharge of statutory functions.</p>
<p>Infrastructure, Safety and Growth Scrutiny</p> <p>(The Committee shall comprise 9 members of the Council)</p>	<p>To provide effective scrutiny of the achievement of the Council's strategic priorities and external providers in securing the primary outcome of creating a safe and sustaining thriving local economy and making Tamworth a more aspirational and competitive place to do business:-</p> <p>Statutory Crime and Disorder obligation; the Committee shall act as the Crime and Disorder Committee for the purposes of</p>

	<p>section 19 of the Police and Justice Act 2006 and may co-opt additional members subject to the Crime and Disorder Overview and Scrutiny) Regulations 2009.</p> <ul style="list-style-type: none"> <li>• Highways (full Council decision)</li> <li>• Education</li> <li>• Employment/Inward Investment</li> <li>• Town Centre</li> <li>• Open Space and Play</li> </ul>
<p>Corporate Scrutiny (The Committee shall comprise 9 members of the Council)</p>	<p>To provide effective scrutiny of the achievement of the Council's strategic priorities by scrutinising the performance of the Executive</p> <p>To review and scrutinise the performance and functions of other public bodies, statutory undertakers or other such organisations, including voluntary and not for profit institutions, who provide or facilitate the provision of public services within the Borough.</p> <ul style="list-style-type: none"> <li>• The Committee shall review and scrutinise matters relating to:-</li> <li>• Forward Plan</li> <li>• Quarterly performance reports</li> <li>• Corporate plan</li> <li>• Major Council lead projects</li> <li>• Commercial Investment strategy</li> <li>• HRA function</li> </ul>
<p>Budget Review Joint Scrutiny Committee</p> <p>The Committees membership includes all non executive members of the Council</p>	<p>The Committee meets up to twice a year to consider the budget proposals being put forward by the executive and may make comments and recommendations back to the executive on their budget proposals.</p>
<p>For All Committees</p>	<p>All Committees will consider the following matters as they carry out their primary functions</p> <ul style="list-style-type: none"> <li>• Policy Development</li> <li>• Service Delivery &amp; Performance</li> <li>• Use of technology to ensure access and equality</li> <li>• Use of Corporate assets</li> </ul>

	<ul style="list-style-type: none"> <li>• Finance</li> </ul>
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### 2.6.2 General role

Within their terms of reference, overview and scrutiny committees and sub-committees will:

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions including consideration at each meeting of the Forward Plan;
- (b) prepare an annual scrutiny work plan covering two successive periods of six months and make reports and/or recommendations bi-annually to the full Council and/or the executive and/or any policy, joint or area committee in connection with the discharge of any functions;
- (c) liaise regularly with each other to ensure that there is no duplication between them in respect of scrutiny and review activity;
- (d) consider any matter affecting the area or its inhabitants; and
- (e) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the executive and/or any policy or area committees;
- (f) appoint Task and Finish Groups as and when required with no more than two operating at any one time. Normally the Chair or Vice-Chair of the Committee would Chair such groups and there would be an expectation that any such groups would co-opt external expertise. No external appointees will be able to vote on any matter.

### 2.6.3 Specific functions

(a) **Policy development and review.** Overview and scrutiny committees and sub-committees may:

- (i) assist the Council and the executive in the development of its budget and policy framework by in-depth analysis of the budget and 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;
- (iv) question members of the executive, other committees and chief officers about their views

on issues and proposals affecting the area and receive a reply/progress statement from the responsible body or member within 3 calendar months, relating to any recommendations accepted by Full Council or Cabinet which have been referred from the scrutiny process; and

- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny.** Overview and scrutiny committees and sub-committees may:

- (i) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (ii) review and scrutinise members of the executive and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iii) make recommendations to the executive and Council arising from the outcome of the scrutiny process;
- (iv) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance.

(c) **Finance.** Overview and scrutiny committees and sub-committees may exercise overall responsibility for any finances that may be made available to them.

(d) **Annual report.** Overview and scrutiny committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

#### **2.6.4 Proceedings of overview and scrutiny committees and sub-committees**

Overview and scrutiny committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules and the

Non Regulatory Committee Procedure Rules set out in Part 4 of this Constitution.

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