

# NON-CONFIDENTIAL



## **Borough of Tamworth**

16 May 2022

Dear Councillor

You are hereby summoned to attend a **meeting of the Council of this Borough** to be held on **TUESDAY, 24TH MAY, 2022** at 6.10 pm in the **TOWN HALL, MARKET STREET, TAMWORTH**, for the transaction of the following business:-

### **AGENDA**

#### **NON CONFIDENTIAL**

- 1 Apologies for Absence**
- 2 To elect a Mayor**
- 3 To elect a Deputy Mayor**
- 4 To elect the Leader of the Council**
- 5 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.*

- 6 To receive the Minutes of the previous meetings (Pages 5 - 14)**

*To receive the minutes of the meetings held on:*

- *8<sup>th</sup> March 2022; and*
- *15<sup>th</sup> March 2022*

- 7 To receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive**

**8 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

**9 Appointment of Cabinet and Allocation of Responsibilities**

*To receive the Membership of Cabinet for 2022/23 and the Allocation of Responsibilities (to be circulated at the meeting)*

**10 Appointment of Committees**

*To receive the Constitution and Membership of Committees for 2022/23 (to be circulated at the meeting)*

**11 Appointment of Committee Chairs**

*To receive details of the proposed Chairs (to be circulated at the meeting)*

**12 Appointment to Outside Bodies - 2022/23**

*To receive the updated Outside Bodies List 2022/23 (to be circulated at the meeting)*

**13 The Local Authorities (Executive Arrangements) (Meetings and Access to Information Regulations) 2012 (Pages 15 - 16)**

*(Report of the Leader of the Council)*

**14 Annual Report of the Audit & Governance Committee - 2021/22 (Pages 17 - 24)**

*(Report of the Chair of the Audit & Governance Committee)*

**15 Annual Reports of the Scrutiny Committees - 2021/22 (Pages 25 - 66)**

*(Report of the Chairs of the Scrutiny Committees)*

**16 Calendar of Meetings - 2022/2023 (Pages 67 - 78)**

*To receive the calendar of Council and Committee meetings for 2022/2023*

Yours faithfully



## **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.*

*If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before 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 MARCH 2022**

**PRESENT:** Councillor M Oates (Mayor), Councillors M J Greatorex, M Bailey, D Box, R Claymore, T Clements, D Cook, M Cook, C Cooke, A Cooper, S Doyle, A Farrell, R Ford, S Goodall, T Jay, J Jones, D Maycock, K Norchi, J Oates, S Peuple, Dr S Peuple, B Price, R Pritchard, S Pritchard, R Rogers and M Summers

The following officers were present: Andrew Barratt (Chief Executive) and Tracey Pointon (Legal Admin & Democratic Services Manager)

Apologies received from: Councillor(s) J Chesworth, J Harper, P Thurgood and J Wade

### **58 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J Chesworth, J Harper, P Thurgood & J Wade

### **59 TO RECEIVE THE MINUTES OF A PREVIOUS MEETING**

The minutes of the meeting held on 22<sup>nd</sup> February 2022 were approved and signed as a correct record.

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

### **60 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

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

The Mayor announced the funeral details of Alderman, former Mayor and Councillor Ken Lewis.

Councillor Dr. Simon Peuple paid tribute to Ken Lewis.

Councillor Dr. Simon Peuple gave a tribute to Councillor Ken Norchi who is retiring from Council in May. Tributes were also received from Councillor S

Pritchard, the Leader Councillor J Oates, Councillor D Cook and Councillor R Pritchard.

The Leader Councillor J Oates gave a tribute to Councillor Dr. S Peple who is retiring from the Council in May. Tributes were also received from Councillor D Cook, Councillor A Cooper, Councillor S Peple and Councillor A Farrell

## 62 QUESTION TIME:

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

**Under Procedure Rule No 11, Councillor Dr. Simon Peple will ask the Leader of the Council, Councillor Jeremy Oates , the following question:-**

“Would the Leader of the Council explain why Marmion House reception remains closed to the public and what progress is being made to identify an alternative base for the Council?”

**Councillor Oates gave the following reply:**

Throughout the pandemic we have continued to deliver all of our services and remain committed to supporting the most vulnerable in our community.

Although Marmion House remains closed, face-to-face help is available from our staff at Tamworth Information Centre in Tamworth Assembly Rooms. This will continue until we find a new Town Centre base.

The pandemic has led us to look at more efficient, effective and targeted methods of delivering services, and we have seen changes in the demand for those services in terms of numbers seeking services and the change in the profile of when our services are accessed. What we saw when we had Marmion House reception was that our busy periods were when reception was open, what we now see is that we have busy periods outside traditional office hours and we need to respond to that increasing demand.

All our services are available via the phone or various online methods, as they have been throughout the pandemic. In the last 12 months, for example, the customer contact centre handled more than 45,000 enquiries and strive to have all queries resolved during the first contact.

With respect to future location a number of properties have been identified and viewed within the town centre area. An outline options appraisal is being produced for these that addresses factors such as size, location, condition and cost. This options appraisal will be used as the basis of making a recommendation to Cabinet in April for further discussion and a final position in June this year.

Mr Mayor, it has been said a number of times and I repeat the commitment that when Tamworth Borough Council moves out of Marmion House we are looking

for a town centre premise and we are committed to opening a reception within the Town Centre in a new location.

### **Supplementary**

Would the Leader of the council confirm that on the website it says that if you're a struggling to fill in forms you can come into reception and use computers would the Leader of the Council please confirm that that will still be maintained, and could the Leader deal with the comment which is sometimes made that the goal of this is not a brand new headquarters, the goal is an efficient, effective and demonstrably cost efficient building for this Council to be based in.

### **Councillor Oates gave the following reply:**

In terms of the offer on the reception we should always help people by helping them to help themselves so if someone is able to come in and we can provide access to a computer so they can do it themselves with support from the council then that should be maintained and we should be perusing that ability for people to help themselves wherever possible. In terms of the second part and the suggestion that we are not going to build a nice palatial new municipal office, the whole regime we have begun with the reset and recovery programme is about the long term sustainability of Tamworth Borough Council. That means we are not in the business of building large expansive office space for us to use, we are in the business of providing high quality service with the least level of burden. The reason we have decided to move away from Marmion House is because it is outdated and expensive to run and maintain. The people of Tamworth pay for that building to be ran and maintained and it's inefficient, it's our duty to make sure we have an efficient alternative. The whole process for me is the long term sustainability of TBC whilst delivering the services in the most efficient and effective way. So yes I can commit to what Cllr People is suggesting that this is about that long term saving and commitment and not about building that ivory tower somewhere.

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

**Under Procedure Rule No 11, Councillor Dr. S People will ask the Leader of the Council, Councillor J Oates the following question:-**

At the recent WMCA Housing Scrutiny review, the issue of Land Assembly was highlighted. Much effort to date has gone into remediating contaminated land but this brings limited benefit to Tamworth whilst there remains continued pressure to expand the housing stock across the West Midlands. Would the Leader of the Council join me in writing to the Secretary of State for Levelling Up citing this issue as one for greater emphasis within the technical delivery mechanisms needed to achieve the planned outcomes.

### **Councillor Oates gave the following reply**

The use of brownfield sites and in particular those that can be remediated due to contamination is an entirely appropriate approach to housing delivery to meet

need across west midlands authorities. Whilst Tamworth is not awash with difficult contaminated land, that doesn't mean that Tamworth doesn't benefit from the WMCA contaminated land programme. In fact the more land that they can use for housing the less pressure it puts on our green belt and the borders around Tamworth.

In terms of land assembly it is often the case that brownfield sites have multiple land owners. Bringing multiple parties around the table to discuss positive regeneration whether it be housing or other projects closer to home. Land assembly within Tamworth hasn't blocked development per se but it has lengthened the time it has taken to arrive at a cohesive land strategy. Some land in Tamworth has covenant type arrangements that need to be mitigated and also land which has lease arrangements that prevent parties coming to the table to discuss potential options. All scenarios require time, effort or money to resolve. I would support Cllr Peaple in his offer to jointly write a letter to the SOS for Levelling Up highlighting this issue on the phone when we had our regular update and I will take up the offer and put a letter together for the SOS highlighting the issues around land contamination whilst taking the benefits we can around land opportunities in Tamworth.

### **63 PETITION TO STOP THE NETTING OF HEDGES IN TAMWORTH**

A petition was submitted to the Council on 1<sup>st</sup> March 2022 seeking to stop the netting of hedges in Tamworth. The petition contained over 4,600 signatures

RESOLVED: That Council

1. noted and shares the sincere concerns of the signatories to protect our local natural wildlife;
2. noted that a prima facie review suggests that the power to act may lay outside the Council's statutory powers;
3. agreed that given the importance of this issue, the matter be referred to the Infrastructure, Safety and Growth Scrutiny Committee (ISG) with the brief that they review the relevant sections of the National Planning Policy Framework (NPPF) and new Environmental legislation currently before the Commons ,and any other material they believe relevant and;
4. agreed that the Infrastructure Safety & Growth Committee bring a report to Council by the Autumn so that there would be time to act on the report by the next breeding season

*(Moved by Councillor Dr. S Peaple and seconded by Councillor D Cook)*

### **64 PERMANENT APPOINTMENT OF THE MONITORING OFFICER**



Report of the Chief Executive to seek Council approval to appoint the Information Governance Manager to the statutory post of Monitoring Officer in accordance with the Council's Constitution and local government legislation.

RESOLVED: That Council

approved the appointment of the Information Governance Manager to the statutory role Council's Monitoring Officer on a permanent basis and with immediate effect.

*(Moved by Councillor J Oates and seconded by Councillor S Pritchard)*

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The Mayor

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## **MINUTES OF A MEETING OF THE COUNCIL HELD ON 8th MARCH 2022**

**PRESENT:** Councillors M J Greatorex, M Bailey, D Box, J Chesworth, R Claymore, T Clements, D Cook, M Cook, C Cooke, A Cooper, S Doyle, A Farrell, R Ford, S Goodall, J Harper, T Jay, D Maycock, K Norchi, J Oates, S Peale, Dr S Peale, B Price, R Pritchard, S Pritchard, R Rogers, M Summers and J Wade

The following officers were present: Andrew Barratt (Chief Executive), Anica Goodwin (Executive Director Organisation), Sarah McGrandle (Assistant Director Operations and Leisure), Nicola Hesketh (Monitoring Officer), Adey Ramsel (Theatre, Artistic and Events Manager) and Tracey Pointon (Legal Admin & Democratic Services Manager)

### **52 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Oates & P Thurgood, Councillor T Jay arrived at 18.12

### **53 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

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

**The Leader of the Council Councillor Jeremy Oates made the following announcement** - Madam Deputy Mayor I would like to announce that this

afternoon I accepted an invite to co-sign a letter to the Prime Minister and Home Secretary

Dear Priti Patel / Boris Johnson,

As the world has watched the horrific events unfold in Ukraine, citizens living in free and democratic countries have considered how they can best play their part in assisting with this unfolding crisis.

We welcome the actions taken so far by this Government against the Putin regime, and are proud to see that President Zelensky counts the United Kingdom amongst his greatest allies. But we must now do more.

We write to you as Staffordshire local authority leaders to let you know we stand ready and able to welcome those displaced by war in Europe. We have the skills,

the authority and the willingness to assist in housing and supporting families seeking refuge from the horrors of war – and urge you to clear the bureaucratic path as quickly as possible for these families, who urgently need our assistance.

**Councillor Sheree People made the following announcement** thank you Deputy Madam Mayor, the Leader as allowed me to make this announcement on what is happening in Tamworth for Ukraine. We have set up a group which is called March for Ukraine with the intention of working throughout March to collect as many goods as possible and get them over there. The partnership is a partnership between Community Together CIC, Heart of Tamworth, Community Children Count, Tamworth Pantry and some of our Councillors are involved including Cllr Dan Maycock and Cllr Alex Farrell and if I have missed anyone out there I apologise to them. So far we have collected a huge quantity of goods and we have been absolutely overwhelmed and humbled by the way the good people of Tamworth have as usual opened their hearts and their purses and done everything that can to help with this terrible terrible crisis. In just a week we have collected approx £23,000 worth of goods which are going over to Ukraine. We have drivers who are taking the goods up to Grimsby where they are shipped out. Just to say if you are approached by residents who want to know how they can help if you can direct them to the March for Ukraine face book page it's got all the details of what we have been asked to supply and what we don't accept. If you do get any queries if you can direct them to March for Ukraine page then that would be much appreciated there is also the facility for people to make donations if they want to. Thank you Madam Deputy Mayor.

**The Deputy Mayor Councillor Moira Greatorex made the following announcement** - Following that announcement it would be appropriate for this Council to join me in 1 minutes silence to reflect of the struggles taking place in the Ukraine followed by a 1 minute round of applause for all those working so hard to resolve matters and protect the innocent impacted up by the conflict. – Please stand for 1 minute's silence.

## 55 QUESTION TIME:

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

**Under Procedure Rule No 11, Councillor Dr. S People will ask the Portfolio Holder for Voluntary Sector, Town Centre, Evening Economy & Community Safety Councillor M Summers, the following question:-**

This month sees the winding up of the Tamworth Starfish Project and the transfer of its remaining funds to groups which will continue its work to support those in need in our town, namely, Manna House, Heart of Tamworth, Tamworth Foodbank, Tamworth Street Angels and the Rawlett Trust. Would Cllr Summers take this opportunity to acknowledge the leadership shown by John Larkin and the service given to their fellow citizens by the hundreds of volunteers who sustained the Starfish project during the last twenty years.

**Councillor Summers gave the following reply-**

I'm more than happy to pay tribute to Mr Larkins' leadership and dedication to the Starfish project and indeed everyone who volunteered for them. The voluntary sector relies on the good will of people donating their time and making sacrifices in their own lives to do so. Those that put themselves forwards to run projects such as this bear the brunt of the time and sacrifice required. I will always happily acknowledge with gratefulness, those who dedicate part of their lives in the service of their fellow human beings.

**Councillor Dr. Simon Peale asked the following Supplementary Question**

Can I ask Cllr Summers support in approaching the Chair of the Grants & Nominations Committee in the coming municipal year to establish a form of recognition that we can use to recognise volunteers in the Town, there are national awards and there are occasional Mayoral awards but I think it would be great if can put this on some sort of firm footing so that those who give so much to their fellow citizens without publicity are recognised. I am very conscious that if you look at the list of our Freeman of the borough awards are all Freeman and Alder persons are a bit more mixed as we have had some long standing women Cllr's who have received the award but it is at the moment true that the vast majority of volunteers are women and I would like to see the opportunity for them to be recognised. I had the pleasure of introducing one of our volunteers to the Leader of the Council who currently helps with the Community café, previously helped with the Starfish project providing breakfast on a Saturday morning and in addition has been a Samaritan for many years. I think people like that deserves an award that shows that the Mayor the First Citizen of this town supports them and what they do and will, ask his support in carrying that project forward when I leave the Council.

**Councillor summers gave the following reply-**

I certainly support the idea in principle and would be happy to have a chat with you to discuss and the Chair of the Nominations and Grants Committee.

**56 EXCLUSION OF THE PRESS AND PUBLIC**

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

*"That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 2 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public"*

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

*(Moved by Councillor S Peaple and seconded by Councillor J Oates)*

## 57 SUMMER 2022 ACTIVITY PROGRAMME

RESOLVED: That Council

1. approved Option A
2. approved the release of contingency funding from the Transformation Reserve to fund the net cost of Option A.
3. Agreed to welcome the opportunity detailed in the report
4. Endorsed the risks as detailed within the report.

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

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

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The Mayor

## COUNCIL

24 MAY 2022

### REPORT OF THE LEADER OF THE COUNCIL

#### THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) REGULATIONS 2012

##### EXEMPT INFORMATION

None

##### PURPOSE

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 specify and require *inter alia* under Regulation 19 that the executive leader must submit a report on a regular basis to Council containing details of particulars of each urgent executive decision and a summary of the matters in respect of which the decision was made.

##### RECOMMENDATIONS

**That the Council endorse the Annual Executive Arrangements Report.**

##### EXECUTIVE SUMMARY

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 came into force on 10 September 2012 making provision for public access to meetings and to information relating to decisions of local authority executives and their committees and access to documents where executive decisions are made by individual members or officers.

The regulations require a document to be published of key decisions (a decision likely to result in the local authority incurring expenditure, which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates) with 28 days notice of an intended key decision whether it contains exempt information or not as the case may be. As the Council already produced and published a forward plan it retains this document adding additional information in terms of the regulations to ensure compliance. There are also regulations to deal with general exceptions and cases of special urgency including publicity requirements in relation thereto.

The regulations also impose a requirement on the executive leader to produce an annual report to the authority to demonstrate that the Executive is using its powers appropriately and complying with the regulations particularly in relation to urgent executive decisions.

Regulation 19 places an obligation on the executive leader to submit one report annually to the authority to include particulars of each urgent executive decision made and a summary of the matters in respect of which each decision was made. Since the regulations came in force on 10 September 2012 for the period 01 May 2021 until 30 April 2022, I can confirm that no such decisions have been taken by the

executive under regulation 11, cases of special urgency.

#### **RESOURCE IMPLICATIONS**

Implementation of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 has no additional resource implications for the authority. Democratic Services have taken steps to ensure compliance with the regulations and produce a document compliant with the statutory provisions thus maintaining high standards of good governance.

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

The authority has put measures in place to ensure compliance with the Regulations by utilising existing software and publishing on the website a document, as required in terms of the said regulations, which we have named the Forward Plan.

#### **SUSTAINABILITY IMPLICATIONS**

It is essential that the executive operate in a lawful manner and in an open and transparent manner embodying good governance and leading the Authority and setting examples as a consequence.

#### **BACKGROUND INFORMATION**

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012.

#### **REPORT AUTHOR**

If members would like further information or clarification prior to the meeting please contact Anica Goodwin, Executive Director Organisation ext. 225.

#### **LIST OF BACKGROUND PAPERS**

None.

#### **APPENDICES**

None.



Tuesday, 24 May 2022

**Annual Report of the Audit & Governance Committee - 2021/22**

**Exempt Information**

None.

**Purpose**

This report presents the proposed Annual Report of the Audit & Governance Committee 2021/22 for Council.

**Recommendations**

1. **That the proposed Annual Report of the Audit Committee 2021/22 be endorsed.**

**Executive Summary**

Audit Committee 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 fulfilling these requirements is set out at **Appendix 1**.

**Resource Implications**

None.

**Legal/Risk Implications Background**

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

**Equalities Implications**

None.

**Environment and Sustainability Implications (including climate change)**

None.

## **Background Information**

None.

## **Report Author**

Andrew Wood – Audit Manager  
[Andrew-wood@tamworth.gov.uk](mailto:Andrew-wood@tamworth.gov.uk)  
Ext: 234

## **List of Background Papers**

- Audit Committees in Local Authorities and Police (2018), CIPFA
- Audit Committee agendas, minutes and reports for the Committee year 2021/22.

## **Appendices**

**Appendix 1 – Annual Report of the Audit & Governance Committee 2021/22**

## **Annual Report of the Audit & Governance Committee 2021/22**

### **1. Introduction from the Chair of the Audit Committee**

I am pleased to present the Annual Report of the Audit Committee for the 2021/22 Committee year.

2021/2022 has continued to be a challenging year for all. The Committee plays an even more vital role in being able to gain assurance that the Council's governance, risk and internal control environment remain fit for purpose and concurrent with the challenges faced.

From the challenges faced by the Committee in 2020/21 we have been able to gain assurance in respect of 'business as usual' and also Covid-19 risks. In addition we have obtained regular reports from management to ensure that the Council's overall governance framework remained robust and fit for purpose.

Towards the end of the year we incorporated a specific sub-committee to review the risks around the Future High Street Fund and this work will continue during 2022/23. The sub-committee will provide recommendations to Audit & Governance Committee which will be discussed and relayed to both management and Council as appropriate.

Both the Future High Street Fund and Recovery & Reset are themes that were being reviewed during 2021/22 and future risks will be kept on the risk horizon. Cyber Security risks were high on the agenda during the year with notable 'cyber attacks' being reported at other Councils. This will continue to be a theme that we addressed during the year and look to continue during 2022/23.

As the work continues to move into a post pandemic recovery, any new or emerging threats or opportunities will be identified, notably the Council's response to Climate Change.

As reported last year I would welcome all to attend a meeting of the Committee and see our work in operation for yourselves!

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 T Clements,  
Chair of the Audit & Governance Committee 2021/22  
22 March 2022**

## 2. Terms of Reference

The terms of reference, which the Committee operated to during 2021/22, is detailed at Part 2, Article 9 of the constitution which can be found at the following link: [CONSTITUTION CLICK HERE](#)

## 3. Member and Officer Attendance

The Audit & Governance Committee met 6 times during 2021/22.

Membership of the Audit & Governance Committee during 2021/22 and their attendance is detailed at below:

Audit & Governance Committee Member	Date of Committee					
	9/6/21	28/7/21	16/9/21	28/10/21	10/2/22	22/3/22
Councillor M Summers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Councillor R Ford	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor J Chesworth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Councillor A Cooper	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Councillor M Greatorex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor S Peale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor P Thurgood	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor T Clements					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor M Cook						<input checked="" type="checkbox"/>

During the year Councillor M Summers left the Committee and Councillor T Clements joined and was elected Chair at the meeting of 10 February 2022. In addition, Councillor Chesworth ceased to be a member of the Committee, and Councillor Cook joined the committee.

A number of Audit 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. The Committee re-assessed the pros and cons of this during the year.

Senior officers from the Council also attend the Audit Committee as appropriate, including the Executive Director Finance (Chief Finance Officer), Assistant Directors and the Audit Manager. The External Auditor also attends.

## 4. Training & Effectiveness

Audit & Governance Committee receive appropriate and proportionate training. A general training session for all Councillors was held in September 2021 on the role of the Committee; the internal control environment, governance, risk management and counter fraud.

It has been identified that further training for the Members of the Committee is needed and a training plan will be developed to address the required training needs.

## **5. Sources of Assurance during 2021/22**

In fulfilling its terms of reference, the business conducted by the Audit Committee during 2021/22 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 2021/22 from these themes as follows:

### **Internal Audit**

In respect of the 2021/22 financial year, a positive Internal Audit Opinion was given from the Audit Manager as follows:

‘On the basis of audit work completed, the Audit Manager’s opinion on the council’s framework of governance, risk management and internal control is reasonable in its overall design and effectiveness. Certain weaknesses and exceptions were highlighted by audit work. These matters have been discussed with management, to whom recommendations have been made. All of these have been, or are in the process of being addressed’.

‘Specific issues:

No specific issues have been highlighted through the work undertaken by Internal Audit during the year’.

Audit Committee received internal audit’s performance reporting during the year indicating that the service was performing reasonably against its performance measures.

The Council can be assured that no issues have been identified in the 2021/22 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 2020/21 accounts. In Grant Thornton’s Audit Findings Report, they concluded that:

‘In our opinion, the financial statements:

- give a true and fair view of the financial position of the Council and its income and expenditure for the year; and

- have been prepared properly in accordance with the CIPFA/LASAAC code of practice on local authority accounting and prepared in accordance with the requirements of the Local Audit and Accountability Act 2014’.

## **Financial Management**

The Committee scrutinised the 2020/21 statement of accounts and also received reports on accounting policies. The Committee also had oversight of a review of the Council’s financial guidance, undertook a review of the financial resilience index and received assurance on the treasury management strategy / statement. The Committee received regular Internal Audit progress reports, including a number giving assurance on financial management and controls during the period.

## **Risk Management**

The Committee 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 financial sustainability; modernisation and commercialisation; governance; community focus; economic growth and sustainability; information safeguarding and risks arising from the UK’s exit from the European Union.

## **Corporate Governance**

The annual governance statement (AGS) and review of effectiveness for the 2020/21 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; and
- received assurance on the Council’s Modern Slavery and Human Trafficking Statement.

Regular updates on the adequacy of the council’s counter fraud arrangements were also received and all policies were updated in line with required timescales.

## **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 2021/22 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 2022/23 with the Committee’s refreshed work programme.

## Appendix A

### Summary of Audit & Governance Committee Work Plan by Assurance Theme 2021/22

Meeting Date	Report	Assurance Theme				
		Internal Audit	External Audit / Inspection	Financial Management	Risk Management	Corporate Governance
09/06/21	Risk Management Update				<input checked="" type="checkbox"/>	
	Regulation of Investigatory Powers Act					<input checked="" type="checkbox"/>
	Internal Audit Annual Report and Update	<input checked="" type="checkbox"/>				
	Public Sector Internal Audit Standards & Quality Improvement Programme	<input checked="" type="checkbox"/>				
	Annual Governance Statement and Code of Corporate Governance					<input checked="" type="checkbox"/>
	Role of Audit Committee		<input checked="" type="checkbox"/>			
28/07/21	Annual Statement of Accounts & Report			<input checked="" type="checkbox"/>		
	Risk Management - Quarterly Update				<input checked="" type="checkbox"/>	
	Internal Audit Quarterly Report	<input checked="" type="checkbox"/>				
16/09/21	Review of annual report on Treasury Management Service and Actual Prudential Indicators			<input checked="" type="checkbox"/>		
	Local Government & Social Care Ombudsman Annual review 2020/21		<input checked="" type="checkbox"/>			
	Modern Slavery & Human Trafficking Statement					<input checked="" type="checkbox"/>
	Management Representation Letter 2020/21		<input checked="" type="checkbox"/>			
	Fee Increase Letter		<input checked="" type="checkbox"/>			
	Audit Findings Report		<input checked="" type="checkbox"/>			
28/10/21	Appointment of External Auditor re Accounts Commencing 2023/24		<input checked="" type="checkbox"/>			
	Risk Management - Quarterly Update				<input checked="" type="checkbox"/>	
	Counter Fraud Update	<input checked="" type="checkbox"/>				
	Internal Audit Quarterly Report	<input checked="" type="checkbox"/>				
	Future High Street Fund – Risk Management				<input checked="" type="checkbox"/>	
10/02/22	Update of External Audit		<input checked="" type="checkbox"/>			
	Risk Management – Quarterly Update				<input checked="" type="checkbox"/>	
	Audit Plan		<input checked="" type="checkbox"/>			

Meeting Date	Report	Assurance Theme				
		Internal Audit	External Audit / Inspection	Financial Management	Risk Management	Corporate Governance
	Internal Audit Quarterly Report	<input checked="" type="checkbox"/>				
	Review of Audit Committee Effectiveness					<input checked="" type="checkbox"/>
22/03/22	Auditors Annual Report		<input checked="" type="checkbox"/>			
	Informing the Audit Risk Assessment		<input checked="" type="checkbox"/>			
	Final Accounts – Accounting Policies and External Audit Plan			<input checked="" type="checkbox"/>		
	Internal Audit Charter and Audit Plan 2022/23	<input checked="" type="checkbox"/>				
	Annual Report of Chair of A&G Committee					<input checked="" type="checkbox"/>
	Reset & Recovery - Risks				<input checked="" type="checkbox"/>	
	Appointment of Independent Member – next steps					<input checked="" type="checkbox"/>
	Future High Street Fund - Risks				<input checked="" type="checkbox"/>	



Tuesday, 24 May 2022

## Report of the Chairs of the Scrutiny Committees

### Annual Reports of the Scrutiny Committees - 2021/22

#### Exempt Information

None.

#### Purpose

The attached Annual Reports of each Scrutiny Committee are presented to full Council to formally update Council on the activities of the Corporate Scrutiny, the Health & Wellbeing Scrutiny and Infrastructure Safety & Growth Scrutiny Committees over the year 2021/22.

Each Committee formally reviewed its Annual Report at the final meeting of the municipal year with any amendments required subsequently to reflect the content of the final meeting being made and shared with the relevant Chair.

#### 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 Health & Wellbeing Scrutiny Committee – Councillor R Claymore  
Appendix 3 – Chair of Infrastructure Safety & Growth Scrutiny Committee – Councillor S Goodall

#### Appendices

Appendix 1 – Annual Report of Corporate Scrutiny Committee  
Appendix 2 – Annual Report of Health & Wellbeing Scrutiny Committee  
Appendix 3 – Annual Report of Infrastructure Safety & Growth Scrutiny Committee

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# **Council**

**24<sup>th</sup> May 2022**

## **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 2021/22. The draft Annual Report was received by the Committee at its final meeting in the last municipal year and any updates agreed by the Chair following that meeting.

#### **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.

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

The Committee met six times in the 2021/22 municipal year, two of the scheduled meetings (14 July 2021 and 9 December 2021) were not required as the business due to be considered at those meetings was not ready for presentation.

These meetings have all been in person for councillors, officers and guests, as the regulations in place during the 2020/21 municipal year were not extended.

The work ethic and input from committee members has been excellent and that is reflected in the breadth of items considered this year.

In terms of the work of the Committee during 2021/22 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.

1. State of Tamworth Debate. Following the full Council debate, the Committee considered whether any of the discussion points raised at the State of Tamworth Debate held on 9<sup>th</sup> March 2021 should be developed into further work plan items. The Committee agreed that most items would be covered through the Reset & Recovery Programme and /or the Quarterly performance Reports which were received regularly.

## **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) Investment strategy
- (f) HRA function
- (g) Bi-annually review and scrutinise matters relating to the Local Authority Trading Company's activities and performance.

Over the year 2021/22, there has been regular review of the Forward Plan at all meetings to identify areas which would either require pre decision scrutiny and /or post implementation scrutiny.

During this year the Committee's Work Plan was used to track 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:

- Staffordshire Leaders Board

The Committee had also during the year considered the Quarterly Performance Reports. The Committee had received the relevant quarter's draft report and the meetings had normally been attended by senior Officers and/or the Leader. This consideration had been prior to Cabinet's receipt of the report and had enabled the Committee's comments, where relevant, to be taken on board prior to Cabinet's consideration. Further details are given below.

The Committee confirmed that it had reviewed and considered the Cabinet and Council Decisions made between March 2020 and April 2021.

In terms of major Council led projects, details of these were included in the Quarterly Performance Reports and progress was tracked by the Committee through the regular receipt of these reports.

#### Quarterly Performance Reports (QPRs)

The Committee has received, and scrutinised, each quarter's performance report prior to Cabinet review and approval.

Following the Committee's consideration, any areas where further clarification from the committee were sought or areas to which the Committee considered Cabinet's attention should be drawn were included in the revised version of the QPR report submitted to Cabinet.

The following areas received scrutiny through the regular receipt of the QPR reports:

- Corporate Capital Strategy
- The Future High Street Fund
- Medium Term Financial Strategy
- Customer Portal (see further details below)
- Gungate project
- Net Zero Carbon project
- Recovery & Reset (see further details below)

During consideration of the QPRs, this resulted in areas for this Committee's further consideration being identified and in this municipal year that led to agenda items on Disabled Facilities Grant Funding being added to the August 2021 meeting.

Further information on the Council's treasury management and investment process was requested and circulated and a treasury management seminar for all members was held in February 2022

The Committee considered in further depth the following items:

1. Disabled Facilities Grant Funding

Following consideration of the QPR Report Q4 (2020/21) the Committee requested a briefing on the funding received in respect of Disabled Facilities Grants which was brought to the Committee to its 24<sup>th</sup> August 2021 Committee meeting.

Following consideration, the Committee made a recommendation to cabinet, which is detailed below.

2. Update on Implementation of Housing Repairs Contract

The Assistant Director, Assets provided an overview of the new contract which had been implemented on 1 April 2020 following a full formal tender process, which included an update on the impact of the pandemic and the prioritisation of urgent repairs at that point, and feedback on the decision to bring the call

centre activities back in-house. An overview of the satisfaction levels and complaints and their causes was provided.

3. Members' proposal to consider a memorial / reflection area within the Borough  
The Assistant Director, Operations and the Operations Manager attended the meeting to present possible option for a reflection / memorial area. This report followed consideration by this Committee and recommendations to Cabinet and full council in 2020/21 municipal year.

The Committee considered the options presented and following discussion, they proposed no further action at this time.

4. Recovery & Reset  
At the 1 February 2022, the Committee received an update on the Recovery & Reset programme aims and the proposed oversight by the three scrutiny committees and the Audit & Governance Committee of the programme and feedback was sought on the arrangements which would be fed into the overall Programme Board.

It was planned that this Committee would be briefed on the overall the programme management. The Committee was updated on the report due to be considered by Cabinet on 7<sup>th</sup> April 2022 which would set out recommendations on next steps. An overview of the Service Re-design work stream and Finance work stream was provided.

5. Post Implementation Review – My Tamworth Portal  
The Committee received an update which highlighted the current position of the My Tamworth Customer Portal, and provided a review of the project including the costs, difficulties encountered, outcomes to date and the future project plan.

The Committee considered the challenges faced by this project and made recommendations to Cabinet following consideration of the lessons learnt from this project. The Committee agreed that it would retain this item on its work plan for a future review.

6. Asset Management Strategy  
The Committee received an update on the Asset Management work completed to date and was provided with information on the next steps of the work.

Condition surveys of both Council Housing stock and non-housing properties had been completed and gap analysis of our existing approach had been undertaken to support the updating of the Asset Management Strategy.

The Committee agreed to retain this item on its work plan.

7. Solway (Tamworth) Limited  
The Committee received an update, following the exclusion of the press and the public, from the Leader of the Council, the Chief Executive and the Head of Economic Development and Regeneration. Following which it was agreed that the Chief

Executive would take forward the recommendations contained within the report to Cabinet or Council (as appropriate) taking into account the comments made by the Committee.

### 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.

### Working Groups

No use was made of working groups 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
Disabled Facilities Grant Funding – 24 August 2021 meeting – the Committee made a recommendation to Cabinet that Cabinet raise the issue with Staffordshire County Council through Staffordshire County Councillors	Cabinet agreed to raise the issue regarding Disabled Facilities Grant funding with Staffordshire County Council through County Councillors – 30 September 2021 Cabinet meeting
Post Implementation Review – My Tamworth Portal – 1 February 2022 meeting – the Committee recommended to Cabinet that the Audit & Governance Committee be requested to look at the tendering process used by the Council with a particular regard to the scoring mechanism process and that it report back to Cabinet on its findings.	Cabinet agreed that the Audit & Governance Committee be requested to look at the tendering process used by the Council with a particular regard of the scoring mechanism process and that it report back to Cabinet or Corporate Scrutiny on its findings – 17 <sup>th</sup> February 2022

### Committee Terms of Reference

The Committee Terms of Reference are set out in Article 6 in the Constitution which can be accessed [here](#).

The Primary Scope, the General Role and the Specific functions detailed there have been largely achieved through the Committee's work this year.

### Members and Members Attendance

The following sets out the membership and attendance of members at the 6 Committee meetings during 2021/22. Please note that Councillor J Harper ceased to be a member of the Committee and Councillor J Jones was appointed to the Committee on 28<sup>th</sup> February 2022 and their attendance is shown out of the number of meetings they were eligible to attend.

Member	Number of meetings attended
Thomas Jay (Chair)	5 out of 6
Steve Pritchard (Vice-Chair)	4 out of 6
John Chesworth	5 out of 6
Andrew Cooper	4 out of 6
Richard Ford	5 out of 6
Simon Goodall	5 out of 6
John Harper (member to 28.02.22)	5 out of 5
Jason Jones (member from 28.02.22)	0 out of 1
Simon People	6 out of 6
Roy Rogers	5 out of 6

### **Training and Effectiveness**

The Committee members received details on training modules on Scrutiny and Events offered by the Local Government Association.

MembersZone contains links to external training courses available. MembersZone also provides details of the in-house induction and training events run and organised by council officers throughout the year which include overviews from each Executive Director of their directorates and key projects.

No specific in-house scrutiny training was delivered this year as an all Councillor scrutiny training event had been delivered in November 2020.

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

The existing Committee Work Plan is as available at Appendix 1.

### **Resource Implications**

None to note.

### **Report Author**

Councillor T Jay  
Chair of the Corporate Scrutiny Committee

### **Appendices**

Appendix 1 – Committee’s Work Plan



## Appendix 1 – Committee’s Work Plan

### Corporate Scrutiny Work Plan

<b>Work Plan</b>		
<b>TARGET MEETING DATE</b>	<b>SUBJECT</b>	<b>MEETING WHEN ITEM ADDED TO WORK PLAN</b>
June 2022	Quarter 4 2021/22 Performance Report	
August 2022	Quarter 1 2022/23 Performance Report	
November 2022	Quarter 2 2022/23 Performance Report	
February 2022	Quarter 3 2022/23 Performance Report	
<b>Dates to be agreed</b>		
TBC	Update on corporate prioritisation	August 2020
July 2022 (tbc)	Market Contract – post implementation review	November 2021
TBC	Parking Toolkit review – working group to be formed (Cllr S Goodall)	October 2019
Bi-annual updates (March & September)	Solway Trading Company Update	December 2019
TBC	Gungate Masterplan	January 2020
TBC	Joint Waste contract update	June 2021
TBC	Reset & Recovery Workstreams	November 2021
TBC	Investment Review	November 2021
TBC	Staffordshire Leaders Board	February 2022
May / June 2022 (tbc)	Asset Management Strategy	February 2022

<b>Upcoming Corporate Scrutiny Committee Meetings</b>
<p>PROVISIONAL DATES</p> <p>22 June 2022</p> <p>28 July 2022</p> <p>16 August 2022</p> <p>6 October 2022</p> <p>17 November 2022</p>

8 December 2022

8 February 2023

9 March 2023

# Council

24<sup>th</sup> May 2022

## 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 2021/22. The draft Annual Report was received by the Committee at its final meeting in the last municipal year and any updates were agreed by the Chair following that meeting.

#### 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; and
- Receive the Committee's recommendation that the Committee make Mental Health & Wellbeing a priority for the 2022/23 municipal year.

#### Chair's Overview

The Committee met seven times in the 2021/22 municipal year.

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 Staffordshire Health & Care Overview and Scrutiny Committee (this is currently the Chair, Councillor Rosey Claymore, or her substitute) and a member of the Staffordshire Health & Care Overview and Scrutiny Committee is a member of this Council's Health & Wellbeing Scrutiny Committee (for this municipal year that has been County Councillor Thomas Jay).

In terms of the work of the Committee during 2021/22 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) State of Tamworth Debate. Following the full Council debate, the Committee considered whether any of the discussion points raised at the State of Tamworth Debate held on 9<sup>th</sup> March 2021 should be developed into further work plan items. The Committee considered that the following main areas from that Debate would be considered throughout the municipal year as the work plan developed:

- Access to green and open spaces;
- The voluntary sector;
- Mental wellbeing, including ways of working post COVID
- Homelessness;
- Attainment and skills

### (b) Delivery of Disabled Facilities Grants

This Committee received, considered and supported the report on Disabled Facilities Grants prior to a decision by Cabinet. The Committee requested that a further update on this matter be provided to a future Committee meeting.

## **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) Leisure
- (c) Voluntary Sector

- (d) Non HRA Housing
- (e) Disability Service
- (f) Social Care
- (g) Elderly and Vulnerable People Services

Staffordshire Health & Care Overview and Scrutiny (SH&COS) Committee

Over the year 2021/22, there have been regular written and verbal updates provided to the Committee on the activities and discussions at the Staffordshire Health & Care Overview and Scrutiny Committee which included:

- (a) Areas of focus for the SH&COS Committee for 2021/22
- (b) Regular COVID-19 Updates, including on the Vaccination Programme, on case rates, hospitalisations and other relevant aspects;
- (c) Restoration and Recovery plans, following the pandemic, from the Clinical Commissioning Groups (CCGs) and NHS providers, including the acute hospital trusts.
- (d) Access to General Practice / Primary Care Access updates which provided context, activities and actions put in place during the pandemic to support general practice, and a detailed action plan for general practice access, and which remained a focus through the year.
- (e) A specific meeting scheduled to consider the health impacts arising from Walleys Quarry, which resulted in a recommendation to write to Government to highlight the length of time odour emissions from Walley's Quarry Landfill site have had, and continue to have, adverse impact on the health and wellbeing of residents in Staffordshire and to request intervention in this matter. A SH&COS Committee meeting later in the year received a further update and continued to monitor relevant trends;
- (f) George Bryan Centre, where the SH&COS Committee was updated on the clinical evidence and the evidence gained from public engagement. The final proposals were to be considered by the SH&COS Committee.
- (g) Maternity services, where updates were provided on the temporary closure of free standing mid-wife led birthing services in Staffordshire, and the next steps. The final proposals were to be considered by the SH&COS Committee.
- (h) Transforming Urgent and Emergency Care update, including the engagement plan. A further update was provided on Urgent and Emergency care from commissioners and providers which looked at three key stages; pre-hospital, in hospital and discharge and the importance of the public knowing how to get the right support.
- (i) Quality Assurance of Independent Hospitals providing care for patients with Mental Health and /or Learning Disabilities which outlined the steps introduced to ensure that patients were safe and receiving the best possible care.
- (j) Performance Overview Dashboard which focussed on referral times, diagnostic timelines, metrics and information relating to Urgent and Emergency care and winter pressures;
- (k) Overview of Public Health Outcomes where the SH&COS Committee considered public health duties, performance data and how services were delivered, and the importance of supportive communities and early intervention, as well as the role of "health in all approach" across the whole system.

- (l) Home Care, and the twin pressures of rising demand and challenges with the workforce, which were issues nationally.
- (m) Further update on the progress in the creation of the Integrated Care System for Staffordshire;
- (n) Care Home update which provided an overview of the care homes situation in Staffordshire and which covered a range of commissioning initiatives underway which would be reported to Staffordshire County Council Cabinet in the next municipal year.
- (o) Clarifications over the provision of interventions available at smoking cessation clinics
- (p) Support in communicating with Clinical Commissioning Groups in terms of the re-opening of local GP surgeries
- (q) Integrated Care System (ICS) update relating to the progress in the creation of the ICS

### Consideration of the Forward Plan

At each meeting the Committee received and considered 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; Housing Allocations Policy, Leisure Services, Homelessness and Winter Relief Arrangements, and the Disabled Facilities Grant Report. However, one of the key themes identified by the Committee for its consideration throughout the year related to mental wellbeing and did not directly relate to items identified on the Forward Plan.

### Safeguarding bi-annual updates

This Committee was updated bi-annually on the safeguarding of children and adults at risk of abuse. The Committee meetings were attended by the relevant Portfolio Holder, the Assistant Director, Partnerships and the Partnership Vulnerability Officer. The first update in this municipal year was received in October 2021 Committee meeting. The second update was received at the March 2022 meeting.

The safeguarding updates focussed on:

- Referrals, in terms of numbers, made through the year;
- The completion of audits related to the Council's activities in supporting staff learning and development to recognise any abuse of children and in the priority areas;
- Safeguarding training including training to assist local taxi drivers as well as suicide prevention training delivered by Staffordshire MIND;
- The work of the Multi-agency Child exploitation Panel to identify children at risk of exploitation, and the work with other local partners to identify trends and share experience on modern slavery.

### Homelessness and Winter Relief Arrangements

At its October 2021 meeting, the Committee received an update from the Portfolio Holder and relevant Officers on:

- An understanding of homelessness, and the position in Tamworth
- The progress made on the rough sleeping initiative

- An overview of the proposed Winter Relief Arrangements prior to Cabinet consideration of a report in November 2021.

The Committee sought clarification on how the Council was notified and identified rough sleepers, how the council differentiated between rough sleepers and others who could appear as rough sleepers to facilitate begging and how the Council supported rough sleepers with complex needs.

### Leisure Services and Open Spaces

The Assistant Director, Operations and Leisure attended the Committee in November 2021 and January 2022 to provide an overview of the work undertaken in respect of leisure services and open spaces, which included:

- the tender to appoint a consultant to undertake open spaces assessment, indoor and outdoor sports assessment and feasibility work for the Gungate proposal
- an overview of the impact of COVID on leisure activities and the work of the Council to ensure in particular that outdoor spaces were fit for purpose given the heavier use of these spaces
- the increased number of outdoor events held;
- an overview of the reasons for some indoor facilities, eg the cardiac gym, not re-opening
- work with the County Council to encourage the connection of cycle paths around the town;
- an update on the position (timelines and funding) relating to Amington Nature Park (formerly known as Amington Community Woodland); and
- updates on plans for Tamworth in Bloom and the links to the Queens Platinum Jubilee and Commonwealth Games.

### Recovery & Reset

At the 25 January 2022 meeting, the Committee received an update on the Recovery & Reset programme aims and the proposed oversight by the three scrutiny committees and the Audit & Governance Committee of the programme and feedback was sought on the arrangements which would be fed into the overall Programme Board.

It was planned that this Committee would be briefed on three work streams:

- Customer Service Offer
- SMART Working
- Third sector and vulnerability

The Committee received updates on the three work streams from the relevant Assistant Directors and the Committee sought clarification on:

- The current customer service arrangements for customers to discuss issues face to face, including the sign-posting to the relevant services;
- The impact of the increased working from home on staff wellbeing, and the arrangements in place to mitigate these;

The Committee made a recommendation to Cabinet regarding the current location of the interim front of house customer services, see details below.

### Mental Wellbeing theme

Throughout this municipal year the Committee had focussed on mental wellbeing as a theme to its activities and as such had received updates from the Midlands Partnership Foundation Trust (MPFT) and relevant Officers at several of its meetings. In particular the MPFT provided updates to the following meetings:

- 13<sup>th</sup> July 2021
- 23<sup>rd</sup> September 2021
- 25<sup>th</sup> January 2022

The Partnerships team attended the above meetings in support and to provide the Committee with an overview of the work of the Tamworth Community Safety Partnership in relation to vulnerable persons and the priority this was in the plan and how the Council worked with statutory and voluntary sector partners who were responsible for the delivery of services to support the vulnerable.

The Committee was updated on the services and role that MPFT had, which was as an integrated organisation that provided physical and mental health, learning disabilities and adult social care services across Staffordshire, and that MPFT was transforming its model of mental health provision. The Committee was updated on the range of services provided by MPFT and the transformation work, which would continue over three years, to proactively identify local population needs, gaps and emerging demand, using local knowledge in developing priorities and inequalities in health.

During these discussions the Committee focussed on and sought further information on:

- the importance of communicating to all potential service users the existence of the services and the importance of digital and non-digital communication methods, the importance of a localised communication plan;
- how to access services and ensuring where possible provision was local, and that it was communicated in a way that residents would understand that they could access it locally and that there was local provision;
- the importance of partnership working and engagement with the voluntary sector to reach marginalised communities;
- overcoming barriers to users accessing services, including support to navigate to the relevant services;
- engagement with service users in the transformation process itself;
- the commissioning by MPFT of further services which local organisation could bid for, including services relating to housing, financial wellbeing, services supporting reintegration into communities.

In addition, during the year, the Partnership Team organised a Voluntary Sector Members Seminar open for all Councillors to attend in October 2021 which was attended by many of the Council's partners and voluntary sector organisations. Following that briefing the Committee considered the benefits of further visible sign-posting in the borough to where mental health support can be accessed and made a recommendation to Cabinet in terms of the importance of mental health service delivery, which is set out below.



At the 25<sup>th</sup> January 2022 meeting the Committee made a further recommendation to Cabinet regarding the production of the “wellbeing portal”, which is set out below.

### 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’s implementation, in accordance with the provisions of the Constitution.

No decisions have been called in to date.

### Working Groups

No use was made of working groups 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
<p>Mental Wellbeing – 30<sup>th</sup> November 2021 meeting</p> <p><b>RESOLVED</b> that the Committee recommend to Cabinet that Cabinet’s attention be drawn to mental health service delivery in Tamworth and request that Cabinet make it a priority for their time and concern.</p>	<p>At the Cabinet meeting on 16<sup>th</sup> December 2021, Cabinet received Scrutiny Committee’s recommendations and</p> <p>Cabinet agreed to hold the recommendation in abeyance following feedback of Staffordshire County Council’s position in terms of Health in Every Policy discussion and invite the Committee back to a later Cabinet for a further discussion.</p>
<p>Update from Midlands Partnership Foundation Trust – 25<sup>th</sup> January 2022 meeting</p> <p>That Cabinet consider the feasibility of producing ‘wellbeing’ portal on Tamworth Borough Council website linked to MPFT Communications Team</p>	<p>At the Cabinet meeting on 17<sup>th</sup> February 2022, Cabinet accepted the recommendation</p>
<p>Reset &amp; Recovery – 25<sup>th</sup> January 2022 meeting.</p> <p><b>RESOLVED:</b> That</p>	<p>At the Cabinet meeting on 17<sup>th</sup> February 2022, Cabinet</p>

<p>Cabinet consider another location other than that of the Assembly Rooms for interim front of house customer services as quickly as possible.</p>	<p>Agreed that Cabinet would look at the options and Cabinet moved the following motion:</p> <p>That Cabinet ensure that this is discussed as an agenda item at the next Reset &amp; Recovery Board meeting on 23rd February and feed back to Health &amp; Wellbeing Chair.</p> <p>Feedback was provided to the March meeting of the Scrutiny Committee.</p>
<p>Responses to Reports of the Health &amp; wellbeing Scrutiny Committee – 29 March 2022</p> <p>Following receipt of the feedback from Cabinet on the Committee’s recommendation to consider a location other than the Assembly Rooms for a customer services interim front of house, the Scrutiny Committee moved that the following recommendation be taken back to Cabinet:</p> <p>The Committee recommends to Cabinet to consider another location other than that of the Assembly Rooms for interim, front of house customer services as quickly as possible</p>	<p>This recommendation was presented to Cabinet at its meeting on 7<sup>th</sup> April 2022.</p>

**Committee Terms of Reference**

The Committee Terms of Reference are set out in Article 6 in the Constitution which can be accessed [here](#).

The Primary Scope, the General Role and the Specific functions detailed there have been largely achieved through the Committee’s work this year.

**Members and Members Attendance**

The following sets out the membership and attendance of members at the 7 Committee meetings during 2021/22. Please note that there have been changes to the Committee’s membership during the year and therefore each members attendance is shown out of the number of meetings they were eligible to attend.

Member	Number of meetings attended
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Rosey Claymore (Chair)	4 out of 7
Daniel Maycock (Vice-Chair)	7 out of 7
Paul Brindley (up to 2 December 2021)	3 out of 5
Daniel Cook (from 28 February 2022)	1 out of 1
Moira Greatorex	6 out of 7
John Harper	7 out of 7
Jason Jones	5 out of 7
Sheree Peale	5 out of 7
Roy Rogers	6 out of 7
John Wade	4 out of 7
County Cllr T Jay (Staffordshire County Council representative on the Committee)	N/A

### **Training and Effectiveness**

The Chair and Vice-Chair of the Committee attended a two day Local Government Association run Leadership Essentials course on Effective Scrutiny, which was run virtually due to the pandemic.

The Committee members received details on training modules on Scrutiny and Events offered by the Local Government Association.

MembersZone contains links to external training courses available. MembersZone also provides details of the in-house induction and training events run and organised by council officers throughout the year which include overviews from each Executive Director of their directorates and key projects.

No specific in-house scrutiny training was delivered this year as an all Councillor scrutiny training event had been delivered in November 2020

### **Work Plan**

The existing Committee Work Plan is appended as Appendix 1.

### **Resource Implications**

None identified.

### **Report Author**

Councillor R Claymore  
Chair of the Health & Wellbeing Scrutiny Committee

### **Appendices**

Appendix 1 – Committee’s Work Plan

## **Health & Wellbeing Scrutiny Work Plan**

<b>Work Plan</b>		
<b>Work Area Themes for the Year</b>		
<b>1. Mental Health &amp; Wellbeing</b>		
<b>Topics</b>	<b>Target Meeting</b>	<b>Additional information</b>
Community mental health services transformation – pathways to care in Tamworth		
Substance abuse / addiction		
Young people’s experiences in Tamworth		
Loneliness / isolation		
<b>2. Homelessness &amp; Housing</b>		
<b>Topics</b>	<b>Target Meeting</b>	<b>Additional information</b>
Council’s Healthier Housing Policy	21 June 2022	Invite Portfolio Holder & Executive Director, Communities, Assistant Director, Neighbourhoods / Partnerships
Overview of services available to rough sleepers / homeless people in Tamworth		Suggested invitation to representatives of Heart of Tamworth and/ or other relevant voluntary organisations
Homelessness Winter Relief Update		

<b>Other suggested topics for Committee consideration</b>		
Green and open spaces		
Attainment and Skills in Tamworth		
Safeguarding updates (2 per year)	18 <sup>th</sup> October 2022 & 28 <sup>th</sup> March 2023	Invitation to Portfolio Holder and Officers
<b>Specific topics to feed in to Staffordshire County Council (separate from main Themes)</b>		
<b>Topic</b>	<b>Date of planned Staffs consideration</b>	<b>Additional information</b>
Wider determinants of health in Tamworth, including diet / food vulnerability / healthy eating / social prescribing		Extend an invitation to voluntary sector to understand current initiatives eg Community Together CIC
Strategic Transformation Programme (STP)		To tie in with County consideration when dates for County consideration known
<b>Possible Working Group topics</b>		
Armed Forces Covenant		Understand the current Staffordshire wide and Tamworth position

<b>Upcoming Health &amp; Wellbeing Scrutiny Committee Meetings</b>
Provisional dates: 21 June 2022 12 July 2022 22 September 2022 18 October 2022 29 November 2022 24 January 2023 28 March 2023

<b>Upcoming Relevant County Council Meetings</b>

**Health and Care Overview and Scrutiny Committee – Staffordshire  
County Council**

- 11 April 2022
- 30 May 2022
- 11 July 2022
- 1 August 2022
- 19 September 2022
- 17 October 2022
- 28 November 2022
- 30 January 2023
- 20 March 2023

## **Appendix 1 – Committee’s Work Plan**

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# **Council**

**24<sup>th</sup> May 2022**

## **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 2021/22. The draft Annual Report was received by the Committee at its final meeting in the last municipal year and any updates agreed by the Chair following that meeting.

#### **Executive Summary**

This report covers the following:

- Chair's Overview
- Working Groups
- Recommendations made in the year to Cabinet and /or Council
- 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;

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

The Committee met nine times in the 2021/22 municipal year. Two further meetings beyond those initially scheduled for the year were held; on 27<sup>th</sup> September 2021, to consider a decision which was called-in and on 16<sup>th</sup> February 2022 to consider at the appropriate time an item on the Forward Plan.

These meetings have all been in person for councillors, officers and guests, as the regulations in place during the 2020/21 municipal year were not extended. I would like to take this opportunity to thank all members of the Committee for their contributions and commitment, as well as all officers and portfolio holders who attended and supported through the year. Particular thanks go to our scrutiny officer Jo Hutchison for her hard work.

Scrutiny is often a hard concept for members to conquer and I have been impressed with how the newer members to the Committee have developed. I hope to be able to carry this forward next year should the opportunity arise.

In terms of the work of the Committee during 2021/22 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) State of Tamworth Debate. Following the full Council debate, the Committee considered whether any of the discussion points raised at the State of Tamworth Debate held on 9<sup>th</sup> March 2021 should be developed into further work plan items. The Committee considered that the following main areas from that Debate would be considered throughout the municipal year as the work plan developed:

- The importance of green and open spaces and access to those;
- The Green agenda, and in particular electric vehicle charging points. One area for further consideration could be how the Garage Sites project could support the delivery further charging points;
- Crime, including modern slavery and human trafficking.

- (b) Electric Vehicle Charging Points

This item had also been considered in the previous municipal year and recommendations at that time had been made to Cabinet. The Committee was updated on progress made in this area which included:

- Each Cabinet member's portfolio including a responsibility for climate change, with the Portfolio Holder for Environment and Leisure having specific responsibility for proposals for electric vehicle charging points on Borough owned assets such as car parks and garage sites
- Following the adoption of operating model 2 (as set out in the Cabinet Report of 17<sup>th</sup> December 2020) a further marketing exercise had been pursued, which had resulted in detailed negotiations with an operating company which could lead to 2 fast charging points in each of Riverside and Bolebridge car parks.
- the garage clearance project which was underway which was designed to provide additional parking for residents, would additionally where possible, look to include electric charging points for residents.

This item remains on the Committee work plan for further review when required.

(c) Dry Recycling Contract Renewal

Following on from consideration by this Committee of the proposals for this service which were considered towards the end of the 2020/21 municipal year, the Committee called in the Cabinet Decision of 9<sup>th</sup> September 2021 in order to consider further the practicalities of the collection method proposed under the new arrangements.

The Committee received an overview from the Portfolio Holder for Economy and Waste, covering the changes to the recycling market, the results of the tender process undertaken, the relative merits and costs of the options, and the urgency to the process. Following detailed consideration by the Committee requested regular (quarterly) updates on progress, which were then received by the Committee on:

23 November 2021

24 March 2022.

At the 23 November 2021 meeting the Committee received a detailed presentation from the General Manager of the Waste Management Service, which covered some more operational details of how the proposed methodology would work in light of the experience of other Local Authorities who had implemented this arrangement. Following consideration of this item, the Committee made one recommendation to Cabinet, as follows:

**RESOLVED** that the following be recommended to Cabinet:

that Cabinet take note of the need for all areas of Council activity to be looking for opportunities to be more green, noting this as an example of an area.

At the 24 March 2022 meeting the Committee received a further update and sought further clarification on the utilisation in rural areas of the new purple bins, as opposed to repurposing old blue bins, and on the lack of information in the communications material circulated of the assisted service available for vulnerable residents which the Committee had requested be covered at the Committee's meeting on 27<sup>th</sup> September 2021.

## **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, with a focus on:

- Infrastructure
- Education
- Employment/Inward Investment
- Town Centre
- Open Space and Play
- Public Space Protection Orders

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.

To undertake such other scrutiny activities, relevant to the committee's scope, as may be required in relation to the performance of the Council, governance, financial management and discharge of statutory functions.

At each meeting the Committee received and considered the Forward Plan to assist in its identification of whether there are any forthcoming key decisions which the 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; Dry Recycling Contract renewal, Council Housing Repairs Policy, Castle Curtain Wall, and Economic Development Service Workplan,

Over the year 2021/22, areas scrutinised included:

(a) Community Safety.

At the first meeting of the municipal year the Committee reviewed its work plan and considered that a broader item on community safety which could look to consider various issues in depth and receive updates from key stakeholders such as the Tamworth Police Commander and the new Police, Crime and Fire Commissioner and cover a broad range of topics would be valuable.

The remit for this was worked on through the year and led to an informal half day session being held in February to which all Councillors were invited which covered:

- Presentation and introduction from Ben Adams, Staffordshire Commissioner for Police, Fire and Rescue and Crime
- Introduction to the Tamworth Community Safety Partnership
- Update from Tamworth Policing Commander covering various areas including Tamworth crime trends
- Update from Tamworth Business Crime Reduction Partnership

It was the first time in several years that the Council had held an inquiry session which was designed to provide Councillors with a forum to discuss

with Officers and external partners in more depth the work to support community safety in Staffordshire and locally in Tamworth.

This forum facilitated a more informal environment for Councillors, Officers and external partners to discuss matters raised by constituents with Councillors, the work and the priorities of the Staffordshire Commissioner and Tamworth Police and the Local Business Crime Partnership. In summary discussion touched on the following areas:

- Methods of communicating with the police and reporting crimes, including through social media and the 101 telephone number
- The challenges facing the criminal justice system in terms of the length of time to trials and the impacts of COVID particularly on the County Court system
- Reducing re-offending, in terms of both anti-social behaviour and criminal behaviour
- The work to support victims, and the work to identify where criminal exploitation is occurring
- New operating model for local policing, and the increased numbers of Police Officers across Staffordshire
- The importance of police forces co-ordinating across county borders, to address certain activities including car crimes and County Lines
- The importance of the funding, including grant funding, for community safety partnership activities and the need for this to be able to address specific district and borough local needs.
- Concerns over police presence in areas of the borough and the perceptions this sometimes leaves with residents
- Tackling cyber crime and need to ensure this is reported
- The role of education and the wider society supporting and to help reduce re-offending.
- E-scooters where the law currently only permits these to be used on private land and the need for there to be further education /awareness in this area as well as for other vehicle users, eg bikes, motorbikes
- The importance of prioritising resources whilst delivering a good quality of service
- The value of all partners involvement in community engagement events locally.
- How locally businesses work together to reduce harm in Tamworth
- The funding opportunities available to support work for safer streets and to enable the provision of schemes such as SPACE in school holidays.
- Work at a Staffordshire level which was ongoing in terms of illegal trespass and the aim to work towards delivering a consistent approach across the county.
- Where Councillors could support in the delivery of community safety locally, including as a voice for constituent concerns to be raised with partners, and in encouraging constituents to contact and report to the Police to enhance the intelligence provided to the Police.

At the March 2022 IS&G Scrutiny Committee meeting the 2022 refreshed Community Safety Partnership Plan (2020-2023) was received and following discussion, including on the following areas, three of the recommendations within the report were approved:

1. The importance for Tamworth to be and to be perceived to be safe and the role that the presence of the police had as a deterrence and in supporting Tamworth to be and to be perceived to be safe.
2. The statistics included in the report and fully understanding whether these statistics were fully representative (given sample sizes) and the impact that COVID lockdowns had on these statistics.
3. Litter and fly tipping figures, where there appeared to have been limited enforcement action undertaken.
4. The all members seminar on community safety was welcomed as a forum for broader discussion with relevant stakeholders which was planned to become an annual event.
5. The quarterly meetings which the Portfolio Holder would be holding with the Chief Inspector.
6. The return of the command to Tamworth with a response team based from Tamworth and the additional officers expected for Staffordshire Police, and how this would translate locally for Tamworth.
7. The Committee sought clarification of the statistics for Castle ward, which it was noted were based on Police data, and covered both the town centre and more residential areas, and the need to drill down in the data and if possible split the data.
8. The role of the Tamworth Business Crime Reduction Partnership and the activities it undertook, which covered retail and other businesses as well as the night time economy and which offered training for its members.
9. The importance of the public reporting incidents to the police, or using Crimestoppers, and the importance of the police engaging with the community as well as councillors and the ward PCSOs connecting and engaging on local issues.

The Committee agreed that whilst the intention had been to receive an overview of those Tamworth Borough Council services which related to community safety as part of the Focus Half day session, due to time constraints on that day, this overview would be brought to the first meeting of the new municipal year. It is expected that this will include an overview of CCTV, Anti-Social Behaviour corporate services, Partnership ASB services, Environmental crime, parking enforcement, open spaces and safeguarding.

(b) Fire safety / Inspection Update.

The Assistant Director, Assets updated the Committee on the position and activities undertaken in terms of building surveys and preparations made by the Council ahead of the implementation of the Building Safety Bill.

This area remains on the Committee's work plan for a further update in the 2022/23 municipal year.

- (c) Local Plan Development Scheme and Local Plan Timetable  
The Portfolio Holder, the Assistant Director, Assets and the Planning policy and Delivery Team Leader updated the Committee on the Local Development Scheme and Local Plan Timetable which was then considered by Cabinet.

- (d) 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 2021/2022 this Committee considered and endorsed for adoption the renewal of two PSPOs; Kettlebrook and Bolehall (Warwickshire Moor).

At the 24<sup>th</sup> March 2022 meeting the Renewal of the Nuisance Vehicle PSPO was received and the delegation to the Portfolio Holder to extend the Borough Wide Nuisance Vehicle Public Space Protection Order was approved

- (e) Infrastructure Funding Statement 2020/21  
The Portfolio Holder and Planning Policy and Delivery Team Leader attended the 23 November 2021 meeting to provide the Committee with an overview of the Infrastructure Funding Statement report before its consideration at Cabinet in December 2021.

The report set out a summary of how the funds were collected, allocated and spent in respect of infrastructure projects, and further it recommended that the priorities for the strategic spend of CIL be retained as agreed in April 2021.

Following consideration of the report, the Committee made two recommendations to Cabinet as follows:

**RESOLVED** that the following be recommended to Cabinet that:

1. Cabinet regularly review how to spend the funds accumulated; and
2. the process for member involvement and the spend of CIL is clarified by the relevant Portfolio Holder.

- (f) West Midlands Combined Authority (WMCA) Scrutiny Panel – air quality / pollution.

The Committee was updated on the work undertaken by the WMCA to model air quality in the West Midlands to support the development of an air quality plan. It was reported that the modelling undertaken had not covered Tamworth, and support was requested by the Tamworth representative on the Panel to extend the modelling to do so.

- (g) Recovery & Reset

At the 19 January 2022, the Committee received an update on the Recovery & Reset programme aims and the proposed oversight by the three scrutiny committees and the Audit & Governance Committee of the programme and feedback was sought on the arrangements which would be fed into the overall Programme Board. This was attended by the Recovery & Reset Director who explained the focus of the proposed presentations to each scrutiny committee, which were designed to cover:

1. The structure of each workstreams highlight reports and whether these were at the right level of detail for the Committee;
2. Highlighting key milestones and triggers in their workstreams to help inform the Committee's work plan.
3. Inviting questions and feedback to inform the programme.

The meeting was also attended by the Assistant Director, Growth & Regeneration who provided an overview of the Economic Development workstream, and the Assistant Director, Assets, who provided an overview of the Building Utilisation workstream.

The Committee noted that it would like to see reports on a quarterly basis.

The Committee requested that a further update, focussing on Marmion House regeneration plans be provided to its 24 March meeting, prior to consideration by Cabinet of a Recovery & Reset Report on 7<sup>th</sup> April 2022.

At the Committee's 24 March 2022 meeting the Committee received an update on the Regeneration of Marmion House proposals which was considered as an exempt item. The Committee made a recommendation to Cabinet following its consideration.

(h) Castle Curtain Wall Tender

The Committee received an update on the Castle Curtain Wall tender from the Assistant Director, Growth & Regeneration and the Castle, Museum and Archive Manager at its meeting on 19<sup>th</sup> January 2022, prior to a decision being made by Cabinet.

The Committee sought clarifications on the expected costs and contingencies in the budget for this work as well as the project management and quality assurance process which would be followed.

The Committee made two recommendations to Cabinet, as follows:

**RESOLVED** that the Committee recommend to Cabinet that:

1. Cabinet instruct that the contracted castle architects act as external quality assurance for the works;
2. previous contractors performance be taken into account in the tender appraisal.

(i) Update on Council Housing Repairs Policy

The Assistant Director, assets provided the Committee with an overview of the position regarding the Council Housing Repairs Policy which had been



considered by Cabinet in December 2021. The committee was updated on the next steps and supported the plan to engage more broadly and with different means with our tenants.

It was agreed that this item would be considered further in the next municipal year.

(j) Matters referred from Cabinet or Council (Fireworks Motion)

Following receipt of a motion from members, full Council referred two recommendations to the Committee for their consideration, and the Committee agreed to form a working group to progress this item. The working group presented its recommendations to the 19 January 2022 Committee meeting and made recommendations for full Council's consideration.

Full Council received these recommendations at its meeting on 22 February 2022 and Council agreed:

1. To look at all options with regards to visual aerial displays; and
2. the Leader of the Council write to the Minister with regard to:
  - online sales of fireworks and that this reflects the same legislation as shop sales of fireworks are guided by; and
  - that the decibel level of fireworks available for the public's purchase be reviewed with a view to the decibel level being reduced.

(k) Matters referred from Cabinet or Council (Petition to Stop the Netting of Hedges in Tamworth)

Following receipt of a petition to Stop the Netting of Hedges in Tamworth at full Council on Tuesday 15<sup>th</sup> March 2022, full Council referred the matter to this Committee with the brief that it review the relevant sections of the National Planning Policy Framework (NPPF) and new Environmental legislation currently before the Commons, and any other material believed relevant and bring a report to Council by the Autumn so that there would be time to act on the report by the next breeding season.

The Committee agreed that this item should be added to its work plan.

(l) Economic Development Service Workplan

The Portfolio Holder, Assistant Director, Growth & Regeneration and Head of Economic Development & Regeneration attended the Committee on 16<sup>th</sup> February 2022 to update on the proposals which would be brought to Cabinet in March 2022 to define and agree a 3-year work plan, with associated resources that addressed key council priorities, by delivering tourism and economic development focused activity, primarily in the town centre.

In summary the key points were to invest in the Staffordshire Destination Management Partnership, as well as a bespoke Borough wide tourism action plan, a package of economic measures focussed on the town centre and a change in the focus of the grants available.

The Committee considered the recommendations in the report and recommended that the investment in the Staffordshire Destination Management Partnership be reviewed after the first year, and added a further recommendation in respect of the proposed Town Centre business Grants. Details are set out below:

**RESOLVED** that the Committee noted and recommended to Cabinet that:

1. A financial contribution be made to support Staffordshire Destination Management Partnership (DMP) for financial year 2022/2023 with delegated authority given to the Assistant Director Growth and Regeneration in consultation with the relevant Portfolio holder(s) to make a decision on extending the contribution into financial years 2023/2025.
2. The package of economic measures detailed in the report focusing on Town Centre businesses and the wider tourism based economy be agreed.
3. The change of focus was noted from the current Start-Up Business grant to the Town Centre Business Grant.
4. Organisations which remained at this time subject to investigation by HMRC in respect of any applications for COVID related claims would be ineligible for Town Centre Business Grants

(m) Future High Street Fund

During this municipal year, the Committee received quarterly updates on the Future High Street Fund project and considered reports prior to their presentation to Cabinet. These quarterly updates were provided by the Leader of the Council and the Assistant Director Growth and Regeneration and relevant members of the project team. Updates were provided to the following meetings:

- 15<sup>th</sup> June 2021 – focussed on the governance arrangements in place for the project;
- 15<sup>th</sup> September 2021 – focussed on the procurement to appoint a Lead Consultant and engagement and communications;
- 23<sup>rd</sup> November 2021 – focussed on the interactions with the South Staffordshire College project
- 24<sup>th</sup> March 2022 – focussed on progress made, including the Council having taken possession of the Co-op building, initial costing concerns related to risk contingency and the cost of raw materials and managing older buildings.

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.

During this municipal year the Committee called in one executive decision – Dry Recycling Contract Renewal and held an additional meeting on 27<sup>th</sup> September 2021 to consider the matter. Following consideration the Committee resolved that it

- (i) receive a quarterly update from the Portfolio Holder and Officers on the progress with the dual streaming service, including the detail which was still to be looked at, at the decisions that had been made and the decisions still to be made as well an update on the implementation experience of one of the two Staffordshire councils who had implemented this methodology of service. The first such report to be prior to 31 December 2021; and
- (ii) recommend that there be improved communication and advertisement of the assisted service available to residents.

### Working Groups

Several working groups had been formed during the year, and some could continue into the next calendar year. The Groups formed were:

Topic	Target IS&G Com meeting date
Fireworks	Reported to the January 2022 Committee meeting, and recommendations from that meeting were taken to Full council on 22 February 2022.
Review of policy / engagement relating to Travellers	
Facilities for HGV Drivers in Tamworth	

### 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
<p>Update on Dry Recycling Contract – 23 November 2021</p> <p><b>RESOLVED</b> that the following be recommended to Cabinet:</p> <p>that Cabinet take note of the need for all areas of Council activity to be looking for opportunities to be more green, noting this as an example of an area.</p>	<p>At the Cabinet Meeting on 2 December 2021 Cabinet moved the following motion:</p> <p>That Cabinet acknowledged the feelings of the Scrutiny Committee and commits to considering the green agenda in all decision making in all areas going forward.</p>

<p>Infrastructure Funding Statement 2020/21 – 23 November 2021</p> <p><b>RESOLVED</b> that the following be recommended to Cabinet that:</p> <ol style="list-style-type: none"> <li>1. Cabinet regularly review how to spend the funds accumulated; and</li> <li>2. the process for member involvement and the spend of CIL is clarified by the relevant Portfolio Holder.</li> </ol>	<p>At the Cabinet meeting on 2 December 2021, when the full report was considered, in addition to the recommendations set out in the report, the following 2 recommendations from Infrastructure &amp; Growth were agreed by Cabinet</p> <ol style="list-style-type: none"> <li>1. Agreed that Cabinet regularly review how to spend the funds accumulated.</li> <li>2. Agreed that the process for member involvement and the spend of CIL is clarified by the relevant Portfolio Holder and a process is created where members under the right criteria can apply for funding.</li> </ol>
<p>Castle Curtain wall tender – 19<sup>th</sup> January 2022</p> <p><b>RESOLVED</b> that the Committee recommend to Cabinet that:</p> <ol style="list-style-type: none"> <li>1. Cabinet instruct that the contracted castle architects act as external quality assurance for the works;</li> <li>2. previous contractors performance be taken into account in the tender appraisal.</li> </ol>	<p>At the Cabinet meeting on 20<sup>th</sup> January 2022, when the Report was considered, in addition to the recommendations set out in the Report, Cabinet agreed:</p> <ol style="list-style-type: none"> <li>1. to instruct that the contracted castle architects act as external quality assurance for the works.</li> <li>2. That previous contractors performance be taken into account in the tender appraisal</li> </ol>
<p>Economic Development Service workplan – 16<sup>th</sup> February 2022</p> <p><b>RESOLVED</b> that the Committee noted and recommended to Cabinet that:</p> <ol style="list-style-type: none"> <li>1. A financial contribution be made to support Staffordshire Destination Management Partnership (DMP) for financial year 2022/2023 with delegated authority given to the Assistant Director Growth and Regeneration in consultation with the relevant Portfolio holder(s) to</li> </ol>	<p>At the Cabinet meeting on 17<sup>th</sup> March 2022 Cabinet approved the first year's contribution into the Staffordshire Destination Management Partnership and agreed to delegate authority to the Assistant Director in consultation with the Portfolio Holder for extending contributions on a year by year basis and further agreed that Organisations which remained at this time subject to investigation by HMRC in respect of any applications for COVID related claims would be ineligible for Town Centre Business Grants</p>

<p>make a decision on extending the contribution into financial years 2023/2025.</p> <ol style="list-style-type: none"> <li>2. The package of economic measures detailed in the report focusing on Town Centre businesses and the wider tourism based economy be agreed.</li> <li>3. The change of focus was noted from the current Start-Up Business grant to the Town Centre Business Grant.</li> <li>4. Organisations which remained at this time subject to investigation by HMRC in respect of any applications for COVID related claims would be ineligible for Town Centre Business Grants.</li> </ol>	
<p>Tamworth Community Safety Plan 2020-2023 (2022 Refresh) – 24<sup>th</sup> March 2022</p> <p><b>RESOLVED</b> that the Committee</p> <ol style="list-style-type: none"> <li>1. Considered the Tamworth Community Safety Plan 2022 Refresh for recommendation for endorsement by Cabinet</li> <li>2. Considered and recommended that Cabinet continue to endorse the main three year overarching plan only from 2023 following review by Scrutiny.</li> <li>3. Recommended the endorsement of the annual refresh of the Community Safety plan be considered at Scrutiny only for publication from 2024.</li> </ol>	<p>At the Cabinet meeting on 7<sup>th</sup> April 2022, Cabinet:</p> <ol style="list-style-type: none"> <li>1. Endorsed the Tamworth Community Safety Plan 2022 Refresh as recommended by Infrastructure Safety and Growth Scrutiny Committee;</li> <li>2. approved the recommendation from the Scrutiny Committee that Cabinet continue to endorse the main three year overarching plan ONLY from 2023 following review by Scrutiny and;</li> <li>3. approved delegation to the Infrastructure Safety and Growth Scrutiny Committee to review and endorse the annual refresh of the Community Safety plan from 2024 with the Assistant Director Partnerships</li> </ol>
<p>Reset &amp; recovery – Regeneration of Marmion House update – 24<sup>th</sup> March 2022. Exempt item.</p>	

A recommendation was made to Cabinet.	
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**Committee Terms of Reference**

The Committee Terms of Reference are set out in Article 6 in the Constitution which can be accessed [here](#).

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.

**Members and Members Attendance**

The following sets out the membership and attendance of members at the 9 Committee meetings during 2021/22.

Please note Councillor Daniel Maycock ceased to be a member of the Committee on 28<sup>th</sup> February 2022 and Councillor Martin Summers ceased to be a member of the Committee, on his appointment to Cabinet, in February 2022. Councillors Chris Cooke and John Harper joined the Committee on 28 February 2022 and therefore their attendances are recorded out of the number of meetings they were eligible to attend.

Member	Number of meetings attended
Simon Goodall (Chair)	9 out of 9
Tina Clements (Vice-Chair)	8 out of 9
John Chesworth	5 out of 9
Rosey Claymore	9 out of 9
Chris Cooke	1 out of 1
Andrew Cooper	6 out of 9
John Harper	1 out of 1
Daniel Maycock	7 out of 8
Simon People	8 out of 9
Ben Price	7 out of 9
Martin Summers	5 out of 7

**Training and Effectiveness**

The Committee members received details on training modules on Scrutiny and Events offered by the Local Government Association.

MembersZone contains links to external training courses available. MembersZone also provides details of the in-house induction and training events run and organised by council officers throughout the year which include overviews from each Executive Director of their directorates and key projects.

No specific in-house scrutiny training was delivered this year as an all Councillor scrutiny training event had been delivered in November 2020.

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

The existing Committee Work Plan is appended as Appendix 1.

### **Resource Implications**

None identified.

### **Report Author**

Councillor S Goodall  
Chair of the IS&G Scrutiny Committee

### **Appendices**

Appendix 1 – Committee’s Work Plan

## Appendix 1 – Committee’s Work Plan

<b>Work Plan</b>	
<b>DATE</b>	<b>SUBJECT</b>
<b>June / July 2022 tbc</b>	Netting of Hedges (petition referral)
<b>June 2022</b>	Overview of Borough Council services relating to Community Safety
<b>June / July 2022</b>	Future High Street Fund
<b>June / July 2022</b>	Waste Management
<b>Quarterly updates</b>	Future High Street Fund (Growth)
<b>Quarterly updates</b>	Waste Management
<b>Quarterly</b>	Reset & Recovery updates
<b>Date to be confirmed</b>	Council Housing Repairs Policy
<b>Date to be confirmed</b>	Review of policy / engagement with stakeholders relating to Travellers
<b>Date to be confirmed</b>	Fire Safety Update
<b>Date to be confirmed</b>	EV Charging update
<b>Date to be confirmed</b>	Review of Taxi Licensing Policy – Points System
<b>Date to be confirmed</b>	Amington local centre
<b>Date to be confirmed</b>	Town Hall
<b>Date to be confirmed</b>	Local Plan
<b>Date to be confirmed</b>	Funding of public toilets
<b>Date to be confirmed</b>	Strategy for older buildings

<b>Working Groups</b>		
<b>Topic</b>	<b>Possible WG Members</b>	<b>Target IS&amp;G Com meeting date</b>
Review of policy / engagement relating to Travellers		
Facilities for HGV Drivers in Tamworth	Cllrs B Price (WG chair) Dr S Peale and R Claymore	

<b>Upcoming Infrastructure, Safety and Growth Scrutiny Committee Meetings</b>
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Provisional dates:

14 June 2022

6 July 2022

14 September 2022

11 October 2022

22 November 2022

18 January 2023

23 March 2023

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# May 2022

May 2022							June 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 May	3	4	5 Election Day	6
9	10	11	12	13
16	17	18	19	20
23	24 18:00 Council Meeting (Annual & Ordinary)	25	26	27
30	31	1 Jun	2	3

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Agenda Item 16

# June 2022

June 2022							July 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 May	31	1 Jun	2 Bank Holiday	3 Bank holiday
6	7 18:00 Planning Committee	8 18:00 Audit & Governance Committee	9 18:00 Cabinet	10
	14 18:00 Infrastructure Safety & Growth Scrutiny Committee	15 18:00 Housing & Homelessness Sub-Committee	16	17
20	21 18:00 Health & Wellbeing Scrutiny Committee	22 18:00 Corporate Scrutiny Committee	23 18:00 Licensing Committee	24
27	28 18:00 Audit & Governance Sub-Committee	29 18:00 Nominations & Grants Committee	30 18:00 Cabinet	1 Jul

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# July 2022

July 2022							August 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27 Jun	28	29	30	1 Jul
4	5 18:00 Planning Committee	6 18:00 Infrastructure Safety & Growth Scrutiny Committee	7	8
11	12 18:00 Health & Wellbeing Scrutiny Committee	13	14	15
18	19 18:00 Council	20 18:00 Appointments & Staffing Committee	21 18:00 Cabinet	22
25	26	27	28 18:00 Corporate Scrutiny Committee	29

# August 2022

August 2022							September 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Aug	2 18:00 Planning Committee	3	4	5
8	9	10 18:00 Audit & Governance Committee	11 18:00 Cabinet	12
15	16 18:00 Corporate Scrutiny Committee	17	18	19
22	23	24	25	26
29 Bank Holiday	30	31	1 Sep	2

# September 2022

September 2022							October 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Aug	30	31	1 Sep	2
5	6 18:00 Planning Committee	7 18:00 Housing & Homelessness Sub-Committee	8 18:00 Cabinet	9
12	13 18:00 Appointments & Staffing Committee	14 18:00 Infrastructure Safety & Growth Scrutiny Committee	15	16
19	20 18:00 Council	21 18:00 Nominations & Grants Committee	22 18:00 Health & Wellbeing Scrutiny Committee	23
26	27 18:00 Council (State of Tamworth Debate)	28 18:00 Audit & Governance Committee	29 18:00 Cabinet	30

# October 2022

October 2022							November 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Oct	4 18:00 Planning Committee	5 18:00 Audit & Governance Sub-Committee	6 18:00 Corporate Scrutiny Committee	7
10	11 18:00 Infrastructure Safety and Growth Scrutiny Committee	12	13 18:00 Licensing Committee	14
	18 18:00 Health & Wellbeing Scrutiny Committee	19	20 18:00 Cabinet	21
24	25	26	27 18:00 Audit & Governance Committee	28
31	1 Nov	2	3	4

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# November 2022

November 2022							December 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 Oct	1 Nov 18:00 Planning Committee	2	3	4
7	8 18:00 Appointments & Staffing Committee	9	10 18:00 Cabinet	11
14	15	16	17 18:00 Corporate Scrutiny Committee	18
21	22 18:00 Infrastructure Safety & Growth Scrutiny Committee	23	24 18:00 Housing & Homelessness Sub-Committee	25
28	29 18:00 Health & Wellbeing Scrutiny Committee	30 18:00 Leaders Budget Workshop	1 Dec	2

# December 2022

December 2022							January 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Nov	29	30	1 Dec 18:00 Cabinet	2
5	6 18:00 Planning Committee	7 18:00 Nominations & Grants Committee	8 18:00 Corporate Scrutiny Committee	9
	13 18:00 Council	14 18:00 Audit & Governance Sub-Committee	15 18:00 Cabinet	16
19	20	21	22	23
26 Boxing Day	27 Bank Hol	28	29	30

# January 2023

January 2023							February 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Jan	3	4	5	6
9	10	11	12 18:00 Licensing Committee	13
16	17 18:00 Planning Committee	18 18:00 Infrastructure Safety & Growth Scrutiny Committee	19 18:00 Cabinet	20
23	24 18:00 Health & Wellbeing Scrutiny Committee	25 18:00 Joint Scrutiny (budget)	26 18:00 Appointments & Staffing Committee	27
30	31	1 Feb	2	3

# February 2023

February 2023							March 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	1	2	3	4	5	6	7	1	2	3	4	5
13	14	8	9	10	11	12	13	14	8	9	10	11	12
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Jan	31	1 Feb	2 18:00 Cabinet	3
6	7 18:00 Planning Committee	8 18:00 Corporate Scrutiny Committee	9 18:00 Audit & Governance Committee	10
	14	15	16 18:00 Housing & Homelessness Sub-Committee	17
20	21	22	23 18:00 Cabinet	24
27	28 18:00 Council (Budget)	1 Mar	2	3

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# March 2023

March 2023							April 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27 Feb	28	1 Mar	2	3
6	7 18:00 Planning Committee	8 18:00 Audit & Governance Sub-Committee	9 18:00 Corporate Scrutiny Committee	10
13	14	15 18:00 Nominations & Grants Committee	16 18:00 Cabinet	17
20	21 18:00 Council	22 18:00 Audit & Governance Committee	23 18:00 Infrastructure Safety & Growth Scrutiny Committee	24
27	28 18:00 Health & Wellbeing Scrutiny Committee	29 18:00 Appointments & Staffing Committee	30 18:00 Licensing Committee	31

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# April 2023

April 2023							May 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Apr	4 18:00 Planning Committee	5	6 18:00 Cabinet	7 Bank Holiday
10 Bank holiday	11	12	13	14
17	18	19	20 18:00 Audit & Governance Committee	21
24	25 18:00 Planning Committee	26 18:00 Appointments & Staffing Committee	27 18:00 Cabinet	28

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