

## Strategic Overview and Scrutiny Committee Draft Work Programme 2009/10

Work Area	Item	Detail	27 Oct 2010	27 Jan 2010	16 Mar 2010	22 June 2010
<b>Finance</b>	Three Year Medium Term financial Forecast for Revenue/Capital 2010/13	Scrutinise the Council's resource plans in relation to the delivery of the Strategic Plan priorities		✓		
	Half-yearly report on financial performance for 2009/10	Monitor the position in relation to the Medium Term Financial Strategy for 2009/2010		✓		
	Treasury Management Strategy Report 2010/11 to 2014/15	Outline District Council's strategy to manage investments and banking and control risks		✓		
	Treasury Management Performance Report	Scrutinise 6 month performance of the Treasury Management Strategy.				✓
	Financial Out-turn for 2009/10	Scrutinise the Council's performance against the Medium Term Financial Strategy				✓
<b>Performance</b>	Formal assessment by External Audit of the Council's performance for 2008/09	The Council's organisational assessment will be released as a confidential draft document during the w/c 19 <sup>th</sup> October, and will be available for preliminary scrutiny	✓			
	Outcome of the Comprehensive Area Assessment of performance by External Audit	This will include the area assessment for Staffordshire as a whole, and the final position for the Council's own organisational assessment.		✓		
	Strategic Plan priorities for 2010/11	This will accompany the financial plan referred to above and the key priority actions to be delivered will be scrutinised		✓		
	Half-yearly report on performance against key indicators for 2009/10	Monitor the position in relation to the achievement of the Council's key strategic priorities and performance indicators		✓		
	Annual performance report for 2009/10	Scrutinise the Council's performance for 2009/10				✓
<b>Task Groups</b>	ICT Task Group reports to Committee	Members ICT – propose policy and review implementation	✓		✓	
		Scrutinise the re-			✓	

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		procurement of the Council's ICT outsourced service				
	Partnership Task Group reports to Committee	Report back when each piece of partnership scrutiny is completed		✓	✓	✓
	Donegal House Task Group	To be convened when details are known.				
	Emergency Response Task Group	To scrutinise the Council's preparedness in relation to its responsibilities under the Civil Contingencies Act			✓	
<b>Annual Reports</b>	Revenues and Benefits Annual Report	Scrutiny of the Council's performance in relation to the delivery of the Revenues and Benefits service				✓
	Progress in relation to the Council's Improvement and Efficiency Strategy	Scrutinising the benefits delivered and progress made in relation to the Council's improvement programme			✓	
	Annual briefing notes setting out progress on procurement, equalities and consultation	The Committee may choose to add these into the Committee's agenda if there are items they wish to scrutinise in depth	✓	✓	✓	✓
<b>Other</b>	Consultation on the draft Sustainable Community Strategy	To give views on the Strategy that details how we and partners will deliver services in the District.				✓
	Disability Partnership Panel update report	To give an update on the work undertaken by the Disability Partnership Panel				✓
<b>Service and Financial Planning</b>	Scrutiny of Service Plans	The Chairman has proposed that the Committee scrutinises the Service Plans in Directorate Groups to manage the process effectively	Dedicated Service Planning meeting on December 17 <sup>th</sup> 2009			
<b>Other items/task groups will be added to this programme as and when identified by the Committee</b>						

Note:

The activities which come directly under this Committee include:

Finance, Revenues and Benefits, Technology Services, Performance, Policy and Procurement, Customer Services, Risk and Resilience, Community Training, Democratic and Member Support, Legal Services, Elections and Communications.

# FORWARD PLAN

## VERSION 2

Issued: 12.02.2010

Effective for the Period 01.03.2010 – 30.06.2010

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made  
Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with setting the Council Tax
  2. Expenditure or savings if they exceed £50,000
  3. A decision which significantly affects the community in two or more wards

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup>	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
Medium Term Financial Strategy	To recommend to Council the 2010/11 Revenue Budget, the proposed level of Council Tax and any other proposals to achieve a balanced budget for 3 years.	23/02/2010	Extensive	Strategic Plan 2008/12 Governments Consultation Paper and Exemplifications on Formula Grant 2009/10	Council	<b>OFFICERS:</b> Mrs N Dawes (01543) 308003 Mrs J Kitchen (01543) 308770 <b>CABINET MEMBER:</b> Councillor M J Wilcox (07732) 750401

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Treasury Policy and Strategy	Approval of Treasury Policy and Strategy	23/02/2010	None	CIPFA Code of Practice CIPFA Treasury Management in the Public Services	Council	<b>OFFICERS:</b> Mrs J Kitchen (01543) 308770 Ms. H Sylvester (01543) 308028  <b>CABINET MEMBER:</b> Councillor M J Wilcox (07732) 750401
Financial Regulations & Standing Orders	Revision of Financial Regulations & Standing Orders	23/02/2010	None			<b>OFFICERS:</b> Mrs J Kitchen (01543) 308770 Ms. H Sylvester (01543) 308028 Ms B Nahal (01543) 308002  <b>CABINET MEMBER:</b> Councillor M J Wilcox (07732) 750401

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Gentleshaw Common Higher Level Stewardship	The Cabinet agrees to the Council entering into a 10 year Environmental Stewardship Agreement for Gentleshaw Common with Natural England	02/03/2010	Staffordshire County Council  Cannock Chase AONB	Gentleshaw Common proposed work schedule and associated funding  Gentleshaw Common Management Plan	Cabinet	<b>OFFICER:</b> Ms J Lloyd (01543) 308164  <b>CABINET MEMBER:</b> Councillor N Roberts (01543) 672957
Positive Futures and Community Sports Coach	To consider the future of the two schemes which are dependent on ongoing external funding.	02/03/2010	External Funders County Sports Partnership County Council Police	Applications for funding Progress Reports	Cabinet	<b>OFFICER:</b> Mr N Turner (01543) 308761  <b>CABINET MEMBER:</b> Councillor Mrs V Richards (01543) 686927

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Service Level Agreement concerning the collection and disposal of Staffordshire waste and the provision of waste to the Staffordshire County Council W2R Plant	Approval of a Service Level Agreement for the provision of waste to the Staffordshire County Council W2R Plant	02/03/2010	Local Authorities within the existing agreement	Report to Cabinet and Service Level Agreement Contract	Cabinet	<b>OFFICERS:</b> Mrs R Plant (01543) 687540 Mr A Harris (01543) 687570  <b>CABINET MEMBER:</b> Councillor Mrs L Flowith (01922) 743555
Regional Spatial Strategy Phase 2 Revision Proposed Changes	To agree representations to be submitted to the Phase 2 Proposed Changes Formal Consultation	02/03/2010		RSS Phase 2 Revision Proposed Changes of the Secretary of State; RSS Phase 2 Panel Report	Cabinet	<b>OFFICERS:</b> Mr C Jordan (01543) 308202 Mr N Cox (01543) 308147  <b>CABINET MEMBER:</b> Councillor Neil Roberts (01543) 672957

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LDF Core Strategy	To consider and agree the approach to progressing the LDF Core Strategy	02/03/2010		Core Strategy Preferred Options# Core Strategy Policy Directions RSS Phase 2 Proposed Changes	Cabinet	<b>OFFICERS:</b> Mr C Jordan (01543) 308202 Mr N Cox (01543) 308147  <b>CABINET MEMBER:</b> Councillor Neil Roberts (01543) 672957
Write-off of Sundry Debtors Arrears	Approval of write off of sundry debts	02/03/2010		Report to Cabinet	Cabinet	<b>OFFICERS:</b> Mrs J Kitchen (01543) 308770 Nina Dawes (01543) 308001  <b>CABINET MEMBERS:</b> Councillor M J Wilcox (01283) 791761 Councillor Mrs M Stanhope (01283) 790215

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To appoint a supplier for the provision of ICT Support Services	To approve the appointment of a supplier for the ICT Support Services Contract	06/04/2010		Tender Documents	Cabinet	<b>OFFICERS:</b> Ms R Wilson (01543) 308100 Mr K Sleeman (01543) 308120  <b>CABINET MEMBER:</b> Councillor C Greatorex (07808) 097468
To appoint a contractor for the Chasewater Dam engineering works	To approve the appointment of contractor for the Chasewater Dam engineering works	06/04/2010	Chasewater Dam Steering Group	Tender Documents	Cabinet	<b>OFFICER:</b> Mr N Turner (01543) 308761  <b>CABINET MEMBER:</b> Councillor Mrs V Richards (01543) 686927
Homelessness Prevention Initiatives	To approve the establishment of Rent Deposit Guarantee and Private Sector Leasing Schemes	06/04/2010	Lichfield & District Private Landlords' Forum	Report	Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308702  <b>CABINET MEMBER:</b> Councillor I Pritchard (01543) 472732



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Lichfield Skatepark	To confirm site and to proceed with project.	04/05/2010	Residents Skaters Police County Council	Plans Tender Documents	Cabinet	<b>OFFICER:</b> Mr N Turner (01543) 308761  <b>CABINET MEMBER:</b> Councillor Mrs V Richards (01543) 686927
Approval of the Development Agreement between the Council and S. Harrison Developments Lichfield Ltd for the Friary Outer Car Park Project	Approval of the Development Agreement between the Council and S. Harrison Developments Lichfield Ltd for the Friary Outer Car Park Project	04/05/2010	Clubs Governing Bodies Schools Local Authorities PCT Et al	Friary Outer Development Agreement	Cabinet	<b>OFFICERS:</b> Mr R King (01543) 308060 Mr E Jones (01543) 308251 Ms G Cheal (01543) 308201  <b>CABINET MEMBER:</b> Councillor N Roberts (01543) 672957
Statement of Accounts 2009-10	Approval of Statement of Accounts	June 2010		Treasury Management Policy and Treasury Management Strategy	Cabinet	<b>OFFICERS:</b> Mrs J Kitchen (01543) 308770 Ms H Sylvester (01543) 308028  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Annual Report on Treasury Management Services & Actual Prudential Indicators 2009-10	Approval of Prudential Indicators and Treasury Management	June 2010		Treasury Management Policy and Treasury Management Strategy	Cabinet	<b>OFFICERS:</b> Mrs J Kitchen (01543) 308770 Ms H Sylvester (01543) 308028  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

1. The matter in respect of which the decision is to be made
2. What decision the Council will be asked to make
3. A date on which, or period within which, the decision will be made
4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
5. What background documents will be available to the person or Committee making the decision
6. Who will make the decision, i.e. the Cabinet, an Cabinet Member alone, an Officer under Delegated Powers
7. The Officer or Member who should be contacted regarding the matter under consideration.

### MEMBERS OF THE CABINET

**Leader:**  
**Deputy Leader of Cabinet and Cabinet Member for Leisure Services**  
**Cabinet Member for Democratic and Legal Services**  
**Cabinet Member for Finance, Revenues and Benefits**  
**Cabinet Member for Operational Services**  
**Cabinet Member for Development Services**  
**Cabinet Member for Housing, Health and Environmental Protection**  
**Cabinet Member for Community**  
**Cabinet Member for Organisational Development**

**Councillor D. S. Smith**  
**Councillor Mrs V. Richards**  
**Councillor Mrs M. Stanhope**  
**Councillor M. J. Wilcox**  
**Councillor Mrs L. E. Flowith**  
**Councillor N. J. Roberts**  
**Councillor I. M. P. Pritchard**  
**Councillor Mrs H. E. Fisher**  
**Councillor C. Greatorex**