

FORWARD PLAN
VERSION 1

Issued: 17.08.2011
Effective for the Period 01.09.2011 – 31.12.2011

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 ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Progress on the implementation of Policy in respect of the provision of Social and Community Facilities using developer	Approval of the allocation and expenditure of monies derived from various Section 106 contributions.	06/09/2011	Consultation has been undertaken with key partners and the local community affected by the proposals in the form of a public and Member engagement.	Section 106 Working Group proposals, additional information, updates, minutes and reports.	Cabinet	OFFICERS: Mr C Jordan (01543) 308202 Ms A Kathrani (01543) 308149 CABINET MEMBERS: Councillor N Roberts

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contributions. Plus the use of Section 106 monies in respect of Fazeley, Mile Oak and Bone Hill.						(01543) 672957 Councillor R Cox (01543) 490560
Review of Performance against the Financial Performance – Revenue and Capital Quarter 1 Reports 2011/12	To report Revenue & Capital Outturn position	06/09/2011	None		Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761

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Review of Performance against the Financial Performance – Revenue and Capital Outturn Reports 2010/11	To report Revenue & Capital Outturn position	06/09/2011	None		Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761
Annual Report on Treasury Management Services & Actual Prudential Indicators 2010/11	Approval of Prudential Indicators and Treasury Management	06/09/2011		Treasury Management Policy and Treasury Management Strategy	Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761

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Revised Accounting Policies in Compliance with International Financial Reporting Standards (IFRS)	Adoption of IFRS in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2010/11	06/09/2011	None		Cabinet	<p>OFFICER: Mrs J Kitchen (01543) 308770</p> <p>CABINET MEMBER: Councillor M Wilcox (01283) 791761</p>
Tamworth and Lichfield Business and Economic Partnership (BEP) Economic Strategy	Endorsement of the Tamworth and Lichfield BEP Economic Strategy	06/09/2011	The Tamworth and Lichfield BEP Economic Strategy is purposely business led. Consultation has been carried out via the Tamworth and Lichfield Shared Economic Development Service and via the BEP's Business Network Forum and Main Partnership Board	Tamworth and Lichfield BEP Economic Strategy	Cabinet	<p>OFFICERS: Mr C Jordan (01543) 308202 Mrs G Cheal (01543) 308206 Mr J Roberts (01543) 308228</p> <p>CABINET MEMBER: Councillor N Roberts (01543) 672957</p>

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Expand existing share Building Control Service to include South Staffordshire Council	Approve and recommend to Full Council	06/09/2011	Staff consultation has commenced at each Council. Tamworth Borough Council has been consulted.	Business Case	Cabinet	OFFICER: Mr G Cooper (01543) 308155 CABINET MEMBER: Councillor N Roberts (01543) 672957
Replacement of Telephony and Contact Centre System	Approval of replacement telephony and contact centre system	06/09/2011	Consultation with key system users	Report to Cabinet	Cabinet	OFFICER: Mrs R Booth (01543) 308100 CABINET MEMBER: Councillor Greatorex (01543) 416677
Statement of Accounts 2010-11	Approval of Statement of Accounts	29/09/2011		Statement of Accounts	Council	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761

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Review of Contaminated Land Strategy	To determine use of existing budgets, future timetable and funding arrangements	01/11/2011	Consultation options report to Community Over and Scrutiny on 27 September 2011	Previous Cabinet Reports dated 3 November 2009 and 4 May 2010	Cabinet	<p>OFFICER: Mr N Wait (01543) 308734</p> <p>CABINET MEMBER: Councillor I Pritchard (01543) 472732</p>
Review of Performance against the Financial Performance – Revenue and Capital Quarter 2 Reports 2011/12	To report Revenue & Capital Outturn position	29/11/2011	None		Cabinet	<p>OFFICER: Mrs J Kitchen (01543) 308770</p> <p>CABINET MEMBER: Councillor M Wilcox (01283) 791761</p>

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Review of Performance against the Financial Performance – Revenue and Capital Quarter 3 Reports 2011/12	To report Revenue & Capital Outturn position	14/02/2012	None		Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761
Review of Performance against the Financial Performance – Revenue and Capital Quarter 4 Reports 2011/12	To report Revenue & Capital Outturn position	June 2012	None		Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 of Cabinet and Cabinet Member for Finance, Revenues and Benefits
Deputy Leader of Cabinet and Cabinet Member for Leisure Services and Communications
Cabinet Member for Operational Services and Tourism
Cabinet Member for Organisational Development and Community
Cabinet Member for Housing, Health and Environmental Protection
Cabinet Member for Development Services
Cabinet Member for Democratic & Legal Services
Assistant to Cabinet Member for Development Services

Councillor M J Wilcox
Councillor Mrs V. Richards
Councillor Mrs L E Flowith
Councillor C. Greatorex
Councillor I M P Pritchard
Councillor N. J Roberts
Councillor Mrs M Stanhope
Councillor, R. E. Cox

**Strategic Overview and Scrutiny Committee
Work Programme 2011/2012**

Work Area	Item	Detail	18 th Oct 2011	7 th Feb 2012	14 th March 2012	
Finance	Three Year Medium Term Financial Forecast for Revenue /Capital 2012/15	Scrutinise the Council's resource plans in relation to the delivery of the Strategic Plan priorities		√		
	Half-yearly report on financial performance for 2011/12	Monitor the position in relation to the Medium Term Financial Strategy for 2011/2012		√		
	Financial Out-turn for 2010/11	Scrutinise the Council's performance against the Medium Term Financial Strategy		√		
	Treasury Management Strategy Report	Outline District Council's strategy to manage investments and banking and control risks		√		
	Treasury Management Performance Report	Scrutinise performance of the Treasury Management Strategy		√		
	Budget Reduction Programme	To scrutinise the work in progress relating to achieving budget savings				
		To scrutinise final proposals relating to achieving budget savings			√	
Strategic Plan	Strategic Plan for 2012/2016	This will develop the Council's priorities for a four year Strategic Plan	√			
Performance	Strategic Action Plan priorities for 2012/2013	This will accompany the three year medium term financial forecast for Revenue/Capital and reflect the one year actions needed to deliver the Strategic Plan		√		
	Half-yearly report on performance against key indicators for 2011/2012	Monitor the position in relation to the achievement of the Council's key strategic priorities and performance indicators	√			
	Annual performance report for 2010/2011	Scrutinise the Council's performance for 2010/2011				

Performance Continued ...	Update on the implementation of the Council's Petitions Scheme	To provide an update on the activity levels since going live			√
	Equalities Task Group	To review progress made and work of the Disability Partnership Panel. (date to be agreed)			
Annual Reports	Finance, Revenues and Benefits Annual Report	Scrutiny of the Council's performance for the Revenues and Benefits Service	√		
Other	Shared Services/Systems Summary Report	The Committee requested more detailed information regarding the Council's approach to shared services.	√		√
	Donegal House Task Group	To be convened when details are known			
Service and Financial Planning	Scrutiny of Service Plans	Scrutiny of the Service Plans in Directorate Groups to manage the process effectively	Dedicated Service Planning Meeting 7 th December 2011.		