

# FORWARD PLAN

## VERSION 1

Issued: 16.11.2011

Effective for the Period 01.12.2011 – 31.03.2012

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> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
To confirm fees and charges for 2012 for core leisure activities	To approve 2012 fees and charges for core leisure activities	November 2011	Report to Operational Services, Leisure Parks and Play (O&S) Committee September 2011  With Customers and Officers	Confidential report to O&S Committee Confidential Report to Cabinet Member	Cabinet Member for Leisure, Parks and Play	<b>OFFICER:</b> Mr N Turner (01543) 308761  <b>CABINET MEMBER:</b> Councillor Mrs V Richards (01543) 686927

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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	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Future of Venture House	To approve Heads of Terms with new tenants and give authorisation to lease the premises on the terms set out	29/11/2011	None		Cabinet	<b>OFFICER:</b> Mr R King (01543) 308060  <b>CABINET MEMBER:</b> Councillor Mrs M Stanhope (01283) 790215

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Aligning of the current Rate My Place Scheme – Staffordshire’s Food Safety Rating Scheme with the new National Food Hygiene Rating Scheme	Approval of these new arrangements	29/11/2011	None	Background documents to both schemes.	Cabinet	<b>OFFICER:</b> Mr T Matthews (01543) 308755  <b>CABINET MEMBER:</b> Councillor I Pritchard (01543) 472732
Homelessness Prevention Assistance Policy	To approve the policy	29/11/2011	Some individual homelessness prevention schemes are already in operation. This report seeks approval to add additional schemes and standardise them into a single policy	Report to Cabinet and copy of the scheme documentation	Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308702  <b>CABINET MEMBER:</b> Councillor I Pritchard (01543) 472732

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Friarsgate Development – consideration of design changes and omission of hotel	Approval as landowner to proposed design changes and to the omission of the hotel	29/11/2011	Via Environment and Development (Overview and Scrutiny) Committee and Lichfield District Venture Board	None	Cabinet	<b>OFFICERS:</b> Mr E Jones (01543) 308251 Miss H Cook (01543) 308252  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Friarsgate Development – Variations to Development Agreement and approval of proposed cinema operator	Approval of the proposed variations to the Development Agreement and approval of cinema operator	29/11/2011	Via Environment and Development (Overview and Scrutiny) Committee and Lichfield District Venture Board	None	Cabinet	<b>OFFICERS:</b> Mr E Jones (01543) 308251 (01543) 308251 Miss H Cook (01543) 308252  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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To agree revised management arrangements for the Lichfield Garrick	To agree revised operating arrangements	29/11/2011	Lichfield Garrick Panel	Memorandum and Articles of Association	Cabinet	<b>OFFICERS:</b> Mr R King (01543) 308060  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Half Year Report on Treasury Management Services and Projected Prudential Indicators 2011/12	Approval of Half Year Report on Treasury Management Services and Projected Prudential Indicators 2011/12	29/11/2011	None	Treasury Management Policy and Treasury Management Strategy	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Endorsement of West Midland Councils Constitution	To agree to continued Membership	14/12/2011	None	Letter from West Midlands Councils 13 September 2011	Leader of Cabinet	<b>OFFICER:</b> Mr R King (01543) 308060  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Funding the Community and Voluntary Sector	Investments to be made through Service Level Agreements 20/12/15	17/01/2012	A Member Task Group drawn from CHH OSC has overseen this work		Cabinet	<b>OFFICERS:</b> Mrs H Spearey (01543) 308700 Ms L Bovington (01543) 308170  <b>CABINET MEMBER:</b> Mr C Greatorex (01543) 416677
Council Tax Base 2011/12	To report the Council Tax Base 2011/12	17/01/2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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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	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Treasury Management Policy & Strategy Report	To report the Councils Treasury Management Policy & Strategy and Prudential Indicators	14/02/2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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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	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <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 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**

**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**

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

Work Area	Item	Detail	21 <sup>st</sup> June 2011	31 <sup>st</sup> Aug 2011	28 <sup>th</sup> Nov 2011	7 <sup>th</sup> Feb 2012	14 <sup>th</sup> March 2012
<b>Finance</b>	Medium Term Financial Forecast for Revenue /Capital 2012/16	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				✓	
	Half Year Report on Treasury Management Services and Projected Prudential Indicators 2011/12	Monitor Treasury Management Services and projected prudential indicators for 2011/12			✓		
	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							✓
<b>Strategic Plan</b>	Strategic Plan for 2012/2016	This will develop the Council's priorities for the four year Strategic Plan 2012/2016			✓ (draft out-comes)	✓ (draft Plan)	
	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				✓	

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<b>Performance</b>	Half-yearly report on performance against Action Plan priorities 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	✓				
<b>Annual Reports</b>	Finance, Revenues and Benefits Annual Report	Scrutiny of the Council's performance for the Revenues and Benefits Service			✓		
	Annual briefing notes setting out progress on various areas of work	The Committee may choose to add these into the Committee's agenda if there are items they wish to scrutinise in dept	ONGOING				
<b>Other</b>	Shared Services/Systems Summary Report	The Committee requested more detailed information regarding the Council's approach to shared services.			✓		
	Update on the implementation of the Council's Petitions Scheme	To provide an update on the activity levels since going live					✓
<b>TASK GROUPS</b>	Budget Reduction Programme	Review a range of strategic issues concerning finance and savings	Meetings taking place as agreed				
	Strategic Plan development	Contribute to the content of the Strategic Plan	Workshop held 2 <sup>nd</sup> November 2011				
<b>Service and Financial Planning</b>	Scrutiny of Service Plans	Scrutiny of the Service Plans in Directorate Groups to manage the process effectively	Dedicated Service Planning Meeting 7 <sup>th</sup> December 2011.				

**NOTE:**

**Other items/task groups will be added to this programme as and when identified by the Committee**