

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

Work Area	Item	Detail	7 <sup>th</sup> Feb 2012	June 2012	Sept 2012	Nov 2012
<b>Finance</b>	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	✓			
	Third Quarter Review of Performance against Financial Strategy 2011/12	Scrutinise financial performance and the revised estimate for the full year.	✓			
	Half-yearly report on financial performance for 2012/13	Monitor the position in relation to the Medium Term Financial Strategy for 2011/2012				✓
	Financial Out-turn for 2011/12	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 2012/13	Monitor Treasury Management Services and projected prudential indicators for 2012/13				✓
	Treasury Management Performance Report	Scrutinise performance of the Treasury Management Strategy			✓	
	Local Government Resource Review			✓	✓	✓
<b>A Plan for Lichfield District</b>	A Plan for Lichfield District 2012/2016	This will develop the Council's priorities for the four year Plan for Lichfield District 2012/2016	✓ (draft Plan)			

Work Area	Item	Detail	7 <sup>th</sup> Feb 2012	June 2012	Sept 2012	Nov 2012
<b>Performance</b>	2012/2013 Action Plan	This will accompany the three year medium term financial forecast for Revenue/Capital and reflect the one year actions needed to deliver the 2012/16 Plan outcomes	✓			
	Half-yearly report on performance against 2012/13 Action Plan	Monitor the position in relation to the achievement of the strategic outcomes and performance indicators				✓
	Annual performance report for 2011/2012	Scrutinise the Council's performance for 2011/2012			✓	
<b>Annual Reports</b>	Finance, Revenues and Benefits Annual Report	Scrutiny of the Council's performance for the Revenues and Benefits Service				✓
<b>Other</b>	Consultation Strategy	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>	Local Government Resource Review	Review a range of strategic issues concerning finance and savings				
	ICT Task Group	Review the provision of ICT to Members				
<b>Service and Financial Planning</b>	Scrutiny of Service Plans	Scrutiny of the Service Plans in Directorate Groups to manage the process effectively				
<b>Annual Briefing Notes</b>	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				

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



# FORWARD PLAN

## VERSION 1

Issued: 17.01.2012

Effective for the Period 01.02.2012 – 31.05.2012

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>
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

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Confidential Report to select a new provider for the Council's Insurance Services	Approval of the Insurance Provider so that the new insurance cover is effective from 31 March 2012	14/02/2012	Consultation with internal departments to ensure appropriate cover is in place	Tender documents	Cabinet	<b>OFFICER:</b> Mr S Langstone (01543) 308107  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Contract for the provision of Agency Staff for Operational Services	Options for re-letting the Agency Staff Tender	14/02/2012			Cabinet	<b>OFFICER:</b> Mr N Harris (01543) 687549  <b>CABINET MEMBER:</b> Mrs L Flowith (01922) 453597

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A Plan for Lichfield District 2012-16	Approval of the 2012 16 Plan for Lichfield District and Strategic outcomes	14/02/2012	Consultation has included workshops with Strategic (Overview and Scrutiny) Committee, partners and public consultation via the website. The final draft will be submitted to Strategic (Overview and Scrutiny) Committee and to Cabinet in February 2012	The Plan will be available as a document	Cabinet	<b>OFFICER:</b> Mrs R Booth (01543) 308100  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Strategic Action Plan 2012-13	Approval of the 2012/13 Action Plan to deliver the outcomes set out in the Plan for the District 2012-16 in accordance with the Financial Forecast	14/02/2012	The Plan will be submitted to Strategic (Overview and Scrutiny) Committee and to Cabinet in February 2012	The One Year Plan will be available as a document	Cabinet	<b>OFFICER:</b> Mrs R Booth (01543) 308100  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

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Medium Term Financial Strategy	To recommend to Council the 2012/13 Revenue Budget, the proposed level of Council Tax and any other proposals to achieve a balanced budget for 3 years	14/02/2012	Extensive	Strategic Plan Governments Consultation Paper and Exemplifications on Formula Grant	Cabinet	<b>OFFICERS:</b> Mrs N Dawes (01543) 308003 Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761
The Treasury Management Strategy Report	Approval of Treasury Policy and Strategy	14/02/2012	None	CIPFA Code of Practice CIPFA Treasury Management in the Public Sector	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761

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Proposed Heads of Terms for Friarsgate Car Park	Agreement with S Harrisons Developments Limited for Rental per Space and Terms and Conditions for operation of the Car Park by Lichfield District Council	14/02/2012	S Harrisons Developments Limited DTZ Debenham Tie Leung Limited	Draft Heads of Terms	Cabinet	<b>OFFICER:</b> Mr E Jones (01543) 308251  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Council Tax Resolution 2012/13	To recommend to Council the 2012/13 Council Tax Resolution	14/02/2012			Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761



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The Treasury Management Strategy Report	Approval of Treasury Policy and Strategy	21/02/2012	None	CIPFA Code of Practice CIPFA Treasury Management in the Public Sector	Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761

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Council Tax Resolution 2012/13	To recommend to Council the 2012/13 Council Tax Resolution	21/02/2012			Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761
Review of Performance against the Financial Performance – Revenue and Capital Quarter 4 Outturn Reports 2011/12	To report Revenue & Capital Outturn position	September 2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Report on Treasury Management Services and Projected Prudential Indicators 2011/12	Report on Treasury Management Services and Projected Prudential Indicators 2011/12	September 2012	None	Treasury Management Policy and Treasury Management	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Statement of Accounts 2011-12	Approval of Statement of Accounts	September 2012		Statement of Accounts	Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Half Year Report on Treasury Management Services and Projected Prudential Indicators 2012/13	Approval of Half Year Report on Treasury Management Services and Projected Prudential Indicators 2012/13	November 2012	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

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Review of Performance against the Financial Performance – Revenue and Capital Quarter 2 Reports 2012/13	To report Revenue & Capital Outturn position	December 2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Review of Performance against the Financial Performance – Revenue and Capital Quarter 3 Reports 2012/13	To report Revenue & Capital Outturn position	February 2013			Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Report on Treasury Management Policy & Strategy and projected Prudential Indicators 2013/14	Report on Treasury Management Services Policy & Strategy and Projected Prudential Indicators 2013/14	February 2013	None	Treasury Management Policy and Treasury Management	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Review of Performance against the Financial Performance – Revenue and Capital Outturn Reports 2012/13	To Report Revenue & Capital Outturn position	September 2013	None		Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Statement of Accounts 2012-13	Approval of Statement of Accounts	September 2013		Statement of Accounts	Council	<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 A G White**  
**Councillor Mrs M Stanhope**