

# FORWARD PLAN

## VERSION 1

Issued: 17.07.2012

Effective for the Period 01.08.2012 – 30.11.2012

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 4 Outturn Reports 2011/12	To report Revenue & Capital Outturn position	04/09/2012	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 Reports 2012/13	To report Revenue & Capital Outturn position	04/09/2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Report on Treasury Management Services and Projected Prudential Indicators 2011/12	Report on Treasury Management Services and Projected Prudential Indicators 2011/12	04/09/2012	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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Confidential report on the replacement of the Council's Customer Relationship Management System as part of a Staffordshire-wide contract.	Approve the selection of a supplier for a replacement Customer Relationship Management System	04/09/2012	Extensive consultation has taken place with partners in the procurement.	Tender Documents	Cabinet	<b>OFFICER:</b> Ms Y Williams (01543) 308738  <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	04/09/2012			Cabinet	<b>OFFICER:</b> Mr N Harris (01543) 687549  <b>CABINET MEMBER:</b> Mrs L Flowith (01922) 453597

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Developing Burntwood Health Centre	To agree to lease part of campus at Burntwood Leisure Centre for the purposes of developing a health centre and to agree amendment to existing lease with CISWO.	04/09/2012	Asset Strategy Group and extensive consultation with stakeholders and residents.	Heads of Terms Report to Asset Strategy Group Construction Documents Planning Application	Cabinet	<b>OFFICER:</b> Mr N Turner (01543) 308761  <b>CABINET MEMBER:</b> Mrs V Richards (01543) 686927
To let a Contract in Partnership with Jones Lang Laselle for Closed Circuit Television (CCTV) and Security Services	To approve the letting of a Contract in Partnership with Jones Lang Laselle for Close Circuit Television (CCTV) and Security Services	04/09/2012	Jones Lang Laselle Three Spires Shopping Centre	Tender Submission and evaluation	Cabinet	<b>OFFICER:</b> Mrs R Plant (01543) 687550  <b>CABINET MEMBER:</b> Mrs L Flowith (01922) 453597

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Statement of Accounts 2011-12	Approval of Statement of Accounts	27/09/2012		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	06/11/2012	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	04/12/2012	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	05/02/2013			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	05/02/2013	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
Medium Term Financial Strategy	To recommend to Council the 2013/14 Revenue Budget, the proposed level of Council Tax and any other proposals to achieve a balanced budget for 3 years	05/02/2013	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

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The Treasury Management Strategy Report	Approval of Treasury Policy and Strategy	05/02/2013	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
Council Tax Resolution 2013/14	To recommend to Council the 2013/14 Council Tax Resolution	05/02/2013			Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761



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Medium Term Financial Strategy	To recommend to Council the 2013/14 Revenue Budget, the proposed level of Council Tax and any other proposals to achieve a balanced budget for 3 years	19/02/2013	Extensive	Strategic Plan Governments Consultation Paper and Exemplifications on Formula Grant	Council	<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	19/02/2013	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 2013/14	To recommend to Council the 2013/14 Council Tax Resolution	19/02/2013			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 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 Community and Organisational Development**  
**Cabinet Member for Housing, Health and Environmental Protection**  
**Cabinet Member for Development Services**  
**Cabinet Member for Democratic & Legal Services**  
**Assistant to Cabinet Member for Finance, Revenues and Benefits**

**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**  
**Councillor C J Spruce**

**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13** (v3 21<sup>st</sup> August 2012)

Item	30 <sup>th</sup> Aug 2012	26 <sup>th</sup> Nov 2012	30 <sup>th</sup> Jan 2013	Details/Reasons	Link to 2012/13 One Year Action Plan	Officer	Member Lead
<b>Policy Development</b>							
Terms of Reference	✓			To remind the Committee of the terms of reference and suggest any amendments	Regard will be had to the 2012/2013 One Year Action Plan	RK	
Review of Performance against the Financial Strategy 2011/12	✓			Scrutinise the Council's performance against the Medium Term Financial Strategy	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
Annual Report on Treasury Management Services and Actual Prudential Indicators 2011/2012	✓			Scrutinise performance of the Treasury Management Strategy	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
Consultation Strategy		✓			A well Managed Council - We'll strengthen our community leadership and influencing role especially through effective relationships with partner organisations	HS	

**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13** (v3 21<sup>st</sup> August 2012)

Item	30 <sup>th</sup> Aug 2012	26 <sup>th</sup> Nov 2012	30 <sup>th</sup> Jan 2013	Details/Reasons	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Annual performance report for 2011/2012	✓			Scrutinise the Council's performance for 2011/2012	A Well Managed Council - We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services	HS	
Local Government Resource Review		✓	✓		A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
Customer Insight Strategy		✓			A Well Managed Council - We'll strengthen our community leadership and influencing role especially through effective relationships with partner organisations		
Half-yearly report on financial performance for 2012/13		✓		Monitor the position in relation to the Medium Term Financial Strategy for 2012/2013	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
Half-yearly report on performance against Action Plan for 2011/2012		✓		Monitor the position in relation to the achievement of the Council's key strategic priorities and performance indicators	A Well Managed Council - We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services	HS	

**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13** (v3 21<sup>st</sup> August 2012)

Item	30 <sup>th</sup> Aug 2012	26 <sup>th</sup> Nov 2012	30 <sup>th</sup> Jan 2013	Details/Reasons	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Finance, Revenues and Benefits Annual Report		✓		Scrutiny of the Council's performance for the Revenues and Benefits Service	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
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	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
Treasury Management Strategy Report			✓	Outline District Council's strategy to manage investments and banking and control risks	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
Strategic Action Plan priorities for 2013/2014			✓	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	A Well Managed Council - We'll keep a tight control and management of the council's finances  A Well Managed Council - We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services	JK/HS	

**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13** (v3 21<sup>st</sup> August 2012)

Item	30 <sup>th</sup> Aug 2012	26 <sup>th</sup> Nov 2012	30 <sup>th</sup> Jan 2013	Details/Reasons	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Third Quarter Review of Performance against Financial Strategy 2012/13			✓	Scrutinise financial performance and the revised estimate for the full year.	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	
<b>Briefing Papers</b>							