

FORWARD PLAN

VERSION 1

Issued: 29.10.2012

Effective for the Period 01.11.2012 – 28.02.2013

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.

Copies of documents can also be obtained by contacting the relevant Officer.

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⁾ |
|---|---|--|--|------------------------------------|---------------------------------------|--|
| Local Council Tax Support (LCTS) Scheme | Approval of a LCTS Scheme | 11/12/2012 | Following extensive consultation with stakeholders and residents | A LCTS Scheme | Council | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBERS: Councillor M J Wilcox (01283) 791761 or 07772 913265 and |

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|--|--|--|---|------------------------------------|---------------------------------------|---|
| | | | | | | Councillor C J Spruce (01543) 253733 or 07879 714003 |
| Council approval sought for the Business Rate Base – NNDR 1. | By 30 January 2013, billing authority must secure Council approval of NNDR 1 and confirm approval to DCLG and its major precepting authorities. Approval of the Business Rate Base. | 15/01/2013 | | NNDR 1 | Cabinet | OFFICERS: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (07732) 750401 |

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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 | 15/01/2013 | None | | Cabinet | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | 15/01/2013 | None | 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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|---|--|--|---|------------------------------------|---------------------------------------|--|
| Contract for the provision of Agency Staff for Operational Services | Options for re-letting the Agency Staff Tender | 15/01/2012 | | | Cabinet | OFFICER: Mr N Harris (01543) 687549 CABINET MEMBER: Mrs L Flowith (01922) 453597 |
| 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICERS: Mrs N Dawes (01543) 308003 Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICERS: Mrs N Dawes (01543) 308003 Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: 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 | 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 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

MEMBERS OF THE COUNCIL

Allsopp, Mrs J A
 Arnold, Mrs S P
 Awty, R J
 Bacon, B F
 Bacon, Mrs N
 Barnett, Mrs S A
 Boyle, Mrs M G
 Constable, Mrs B L
 Constable, D H
 Cox, R E
 Derrick, B W
 Drinkwater B W

Eadie, I M
 Eagland, Mrs J M
 Evans, Mrs C D
 Fisher, Mrs H E
 Flowith, Mrs L E
 Fryers, M J
 Greatorex, C
 Hancocks, Mrs R
 Heath, H R
 Hogan, P
 Humphreys, K P
 Isaacs, D

Lewin, I V
 Leytham, D J
 Marshall, T
 Mosson, R C
 Mynott, G
 Norman, S G
 Pearce, A
 Perkins, Mrs E C
 Powell, J J R
 Pritchard, I M P
 Richards, V
 Roberts, N J

Salter, D F
 Smedley, D
 Smith, A F
 Smith, D S
 Spruce, C J
 Stanhope, Mrs M
 Strachan, R W
 Taylor, S D
 Thomas, T J
 Tittley, M C
 Tranter, Mrs H
 Walker, J T

Warfield, M A
 White, A G
 Wilcox, M J
 Wilks, J N
 Willis-Croft, K A
 Wilson, B
 Woodward, Mrs S E
 Yeates, B W

STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13 (v4 14 November 2012)

| Item | 30 th Aug 2012 | 26 th Nov 2012 | 30 th Jan 2013 | Details/Reasons | Link to 2012/13 One Year Action Plan | Officer | Member Lead |
|--|---------------------------------|---------------------------------|---------------------------------|---|---|---------|----------------|
| Policy Development | | | | | | | |
| 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 | |
| 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 | |

STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13 (v4 14 November 2012)

| Item | 30 th Aug 2012 | 26 th Nov 2012 | 30 th Jan 2013 | Details/Reasons | Link to 2012/13 One Year Action Plan | Officer | Member Lead |
|--|---------------------------------|---------------------------------|---------------------------------|--|---|---------|----------------|
| 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 | HS | |
| 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 Year Report on Treasury Management Services and Projected Prudential Indicators 2012/13 | | ✓ | | Monitor Treasury Management activities and Prudential Indicators | 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 2012/2013 | | ✓ | | 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 (v4 14 November 2012)

| Item | 30 th Aug 2012 | 26 th Nov 2012 | 30 th 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 Plan for Lichfield District | 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 | |

