

# FORWARD PLAN

## VERSION 2

Issued: 17.01.2013

Effective for the Period 01.02.2013 – 31.05.2013

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 <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 2012/13	To report Revenue & Capital Outturn position	08/02/2013			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	08/02/2013	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	08/02/2013	Extensive	Strategic Plan Governments Consultation Paper and Exemplifications on Formula Grant	Cabinet	<b>OFFICERS:</b> Ms D Tilley (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	08/02/2013	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	08/02/2013			Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761

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Stonnall Neighbourhood Area	Designation of Stonnall Ward as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan	08/02/2013	Following extensive consultation with stakeholders and residents	Application for Neighbourhood Area Designation from Shenstone Parish Council	Cabinet	<b>OFFICER:</b> Mr C Jordan (01543) 308202  <b>CABINET MEMBER:</b> Councillor A White (01543) 899462
Alrewas Neighbourhood Area	Designation of Alrewas Parish as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan	08/02/2013	Following extensive consultation with stakeholders and residents	Application for Neighbourhood Area designation from Alrewas Parish Council	Cabinet	<b>OFFICER:</b> Mr C Jordan (01543) 308202  <b>CABINET MEMBER:</b> Councillor A White (01543) 899462

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Shenstone Neighbourhood Area	Designation of Shenstone Ward as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan	08/02/2013	Following extensive consultation with stakeholders and residents	Application for Neighbourhood Area Designation from Shenstone Parish Council	Cabinet	<b>OFFICER:</b> Mr C Jordan (01543) 308202  <b>CABINET MEMBER:</b> Councillor A White (01543) 899462
Little Aston Neighbourhood Area	Designation of Little Aston Ward as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan	08/02/2013	Following extensive consultation with stakeholders and residents	Application for Neighbourhood Area Designation from Shenstone Parish Council	Cabinet	<b>OFFICER:</b> Mr C Jordan (01543) 308202  <b>CABINET MEMBER:</b> Councillor A White (01543) 899462

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The use of Section 106 monies in respect of Burntwood and implementation of Policy in respect of the provision of Social and Community Facilities using developer contributions.	Approval of the allocation and expenditure of SOC2 monies derived from Burntwood developments.	08/02/2013	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	<b>OFFICERS:</b> Mr C Jordan (01543) 308202 Ms A Kathrani (01543) 308149  <b>CABINET MEMBERS:</b> Councillor A White (01543) 899462
Partnership with St Mary's Heritage Centre & TIC Partnership Proposal	Agreement to partnership and relocation of TIC	08/02/2013	Consultation will be undertaken with Environment & Development (Overview & Scrutiny) Committees – dates for meeting to be confirmed.	Yes – but not yet. When will they be required?	Cabinet	<b>OFFICERS:</b> Mr N Turner (01543) 308761 Ms L Thatcher (01543) 308781  <b>CABINET MEMBERS:</b> Councillor Mrs V Richards (01543) 686926 Councillor Mrs L E

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						Flowith (07831) 820622
Working with the Private Rented Sector to prevent Homelessness and to discharge the Statutory Homelessness Duty	Approval of the policy relating to the suitability of private rented accommodation for the discharge of the Homelessness Duty	08/02/2013	Members Panel	Copy of the draft Suitability Policy	Cabinet	<b>OFFICER:</b> Mr C Gibbons (01543) 308702  <b>CABINET MEMBER:</b> Councillor I M P Pritchard (01543) 472732
Collaboration Agreement with Local Authorities in Shropshire and Staffordshire in relation to the Prevention of Homelessness Programme	Approval for Lichfield District Council to become a signatory to the Collaboration Agreement	08/02/2013		Copy of the Collaboration Agreement	Cabinet	<b>OFFICER:</b> Mr C Gibbons (01543) 308702  <b>CABINET MEMBER:</b> Councillor I M P Pritchard (01543) 472732

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Operational Service Fees and Charges	Approval of Operational Services Fees and Charges	08/02/2013			Cabinet	<b>OFFICER:</b> Ms J Irving (01543) 687547  <b>CABINET MEMBER:</b> Councillor Mrs L Flowith (01922) 453597
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> Ms D Tilley (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	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
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

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Financial Regulations	Revise/update Financial Regulations	19/02/2013	Audit Committee	Financial Regulations	Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761
Contract for the provision of Agency Staff for Operational Services	Options for re-letting the Agency Staff Tender	05/03/2013			Cabinet	<b>OFFICER:</b> Mr N Harris (01543) 687549  <b>CABINET MEMBER:</b> Mrs L Flowith (01922) 453597

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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
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

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Review of Allocations Policy	Approval of the policy	February 2014	Members Panel	Copy of the draft Allocations Policy	Cabinet	<b>OFFICER:</b> Mr C Gibbons (01543) 308702  <b>CABINET MEMBER:</b> Councillor I M P Pritchard (01543) 472732

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, E N

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** (v5 Jan 2013)

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	
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** (v5 Jan 2013)

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
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	
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	

