

FORWARD PLAN

VERSION 2

Issued: 04.06.2013

Effective for the Period 01.07.2013 – 31.10.2013

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⁾
Agreement to the Joint Procurement and Commissioning of Home Improvement Agency Services across Staffordshire	Approval of participation agreement and specification and consequent revision to the Housing Assistance Policy	02/07/2013	Staffordshire District and Borough Councils	Draft Partnership and Governance arrangements Specification for the Procurement and Commissioning of a Home Improvement Agency across Staffordshire	Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677

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Fit For Future Progress and Proposals for budget reduction 2014/15	Approval of Plan	02/07/2012	Strategic Overview & Scrutiny	Fit For Future progress report and Governance structures	Cabinet	OFFICERS: Ms D Tilley (01543) 308003 Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (07732) 750401
Commissioning of Financial Assessment and Welfare Benefits Advice Service	Accept the commissioning	02/07/2013			Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

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Community Right to Challenge	Approval of Community Right To Challenge Scheme, to meet the Council's strategic obligations in compliance with the Localism Act 2011.	02/07/2013	Community, Housing and Environmental Health Overview & Scrutiny Committee	Community Right To Challenge: Statutory Guidance (DCLG)	Cabinet	OFFICER: Mrs L Bovington (01543) 308170 CABINET MEMBER: Councillor C Greatorex (01543) 416677
Agree a response to consultations in respect of High Speed 2: Draft Environmental Statement and Proposed Changes to Route Design	An agreed response on behalf of LDC to the consultations	02/07/2013	Consultation with local interest groups, Parish Councils and Staffordshire County Council	Consultation documents published by Secretary of State on 16 May 2013 – Draft Environmental Statement and Proposed Changes to Route Design	Cabinet	OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor I M P Pritchard (01543) 472732

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Fit For Future Progress and Proposals for budget reduction 2014/15	Approval of Plan	09/07/2013	Strategic Overview & Scrutiny	Fit For Future progress report and Governance structures	Council	OFFICERS: Ms D Tilley (01543) 308003 Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (07732) 750401
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	10/09/2013	Members Panel	Copy of the draft Suitability Policy	Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677

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Contract for the provision of Agency Staff for Operational Services	Options for re-letting the Agency Staff Tender	10/09/2013			Cabinet	OFFICER: Mr N Harris (01543) 687549 CABINET MEMBER: Mrs L Flowith (01922) 453597
ICT – Looking to the future	Approval of Business Case	10/09/2013			Cabinet	OFFICERS: Mrs J Kitchen (01543) 308770 Mr K Sleeman (01543) 308120 CABINET MEMBER: Councillor C J Spruce (01543) 253733
Money Matters : Includes Council's Financial Performance for 2012/13	To Report Revenue & Capital Outturn position, Treasury Management & Prudential Indicators for 2012/13 together	10/09/13	None		Cabinet	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: Councillor C J Spruce

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<p>Statement of Accounts 2012/13 Treasury Management</p> <p>Outturn Prudential Indicators for 2012/13</p> <p>Council's Financial Performance for first three months April to June 2013/14</p>	<p>with Council's financial performance for the first three months of 2013/14</p>					(01543) 253733
<p>Money Matters:</p> <p>Council's Financial Performance for 2012/13</p> <p>Statement of Accounts 2012/13</p>	<p>To Report Revenue & Capital Outturn position, Treasury Management & Prudential Indicators for 2012/13</p>	26/9/2013	None		Council	<p>OFFICER: Mrs Jane Kitchen (01543)308770</p> <p>CABINET MEMBER: Councillor C Spruce (01543) 253733</p>

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Treasury Management Outturn and Performance Indicators for 2012/13						
Money Matters: Council's Financial Performance for the first six months April to September 2013/14	To Report Council's Financial Performance for the first six months of 2013/14.	03/12/2013	None		Cabinet	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: Councillor C Spruce (01543) 253733
Money Matters: Council Tax Base 2014/15	To Report the Council Tax Base for 2014/15	14/01/2014	None		Cabinet	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

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<p>Money Matters:</p> <p>Medium Term Financial Strategy</p> <p>Treasury Management Policy and Strategy</p> <p>Council's Financial Performance for first eight months April to November 2013</p>	<p>To Report the Medium Term Financial Strategy, Treasury Management and Prudential Indicators, together with Council's Financial Performance for the first eight months of 2013/14.</p>	<p>04/02/14</p>	<p>None</p>	<p>A Plan for the District, Government's Consultation Paper and Exemplifications on Formula Grant, CIPFA's Code of Practice on Treasury Management in the Public Service</p>	<p>Cabinet</p>	<p>OFFICER: Mrs Jane Kitchen (01543)308770</p> <p>CABINET MEMBER: Councillor C Spruce (01543) 253733</p>
<p>Money Matters:</p> <p>Council Tax Resolution</p> <p>Medium Term Financial Strategy Treasury Management</p>	<p>To recommend to Council the 2014/15 Council Tax Resolution</p> <p>To Report the Medium Term Financial Strategy, Treasury</p>	<p>24/02/2014</p>	<p>Extensive</p>	<p>A Plan for the District, Government's Consultation Paper and Exemplifications on Formula Grant, CIPFA's Code of Practice on Treasury Management in the</p>	<p>Council</p>	<p>OFFICER: Mrs Jane Kitchen (01543)308770</p> <p>CABINET MEMBER: Councillor C Spruce (01543) 253733</p>

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Policy and Strategy Council's Financial Performance for first eight months April to November 2013	Management and Prudential Indicators, together with the Council's Financial Performance for the first eight months of 2013/14.			Public Service		

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

Deputy Leader of Cabinet and Cabinet Member for Leisure Services, Tourism and Communications

Cabinet Member for Operational Services

Cabinet Member for Community, Housing, Health and Environmental Health

Cabinet Member for Development Services

Cabinet Member for Finance, Democratic and Legal Services

Councillor M J Wilcox

Councillor Mrs V. Richards

Councillor Mrs L E Flowith

Councillor C. Greatorex

Councillor I. M. P. Pritchard

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

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

Putten, D.R.

Richards, Mrs 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

Wilis-Croft, K A

Wilson, B

Woodward, Mrs S E

Yeates, B W

STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14 (v2 May 2013)

Item	20 th June 2013	3 rd Sept 2013	26 th Nov 2013	29 th Jan 2014	Details/Reasons	Link to 2013/14 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	Cllr Spruce
Fit for Future	✓				This will outline progress on the programme to date and propose budget reductions	A Well Managed Council - We'll keep a tight control and management of the council's finances	DT	Cllr Wilcox
Annual performance report for 2012/2013	✓				Scrutinise performance against the projects and activities set out in the One Year Action Plan 12/13 which fall within the remit of the Strategic O&S Committee	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	Cllr Greatorex
Council's Financial Performance for 2012/13		✓			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	Cllr Spruce

STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14 (v2 May 2013)

Item	20 th June 2013	3 rd Sept 2013	26 th Nov 2013	29 th Jan 2014	Details/Reasons	Link to 2013/14 One Year Action Plan	Officer	Member Lead
Statement of Accounts 2012/13		✓			Scrutinise the Statement of Accounts	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	Cllr Spruce
Treasury Management Outturn & Prudential Indicators for 2012/13		✓			Scrutinise performance of the Treasury Management Strategy	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	Cllr Spruce
Support and Training for Councillors		✓			To consider the training needs of Members to ensure all local and national changes are known.	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	RK	Cllr Spruce
Administration of the County Council Elections		✓			Scrutinise the administration of the 2013 County Council Elections	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	RK	Cllr Spruce
Half yearly performance report for 2013/14			✓		Scrutinise performance against the projects and activities set out in the One Year Action Plan 13/14 which fall within the remit of the Strategic O&S Committee	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	RK	Cllr Spruce

STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14 (v2 May 2013)

Item	20 th June 2013	3 rd Sept 2013	26 th Nov 2013	29 th Jan 2014	Details/Reasons	Link to 2013/14 One Year Action Plan	Officer	Member Lead
Half-yearly report on financial performance for 2013/14			✓		Monitor the position in relation to the Medium Term Financial Strategy for 2013/2014	A Well Managed Council - We'll keep a tight control and management of the council's finances	JK	Cllr Spruce
Half Year Report on Treasury Management Services and Projected Prudential Indicators 2013/14			✓		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	Cllr Spruce
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	Cllr Spruce
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	Cllr Spruce
One Year Action Plan 2014/15				✓	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 maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services	HS	Cllr Greatorex

STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14 (v2 May 2013)

Item	20 th June 2013	3 rd Sept 2013	26 th Nov 2013	29 th Jan 2014	Details/Reasons	Link to 2013/14 One Year Action Plan	Officer	Member Lead
Third Quarter Review of Performance against Financial Strategy 2013/14				✓	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	Cllr Spruce
Briefing Papers								

A Special Meeting is planned for April 2014 to consider the draft report of the Independent Remuneration Panel (IRP)