

**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14** (v3 May 2013)

Item	20 <sup>th</sup> June 2013	12 <sup>th</sup> Sept 2013	26 <sup>th</sup> Nov 2013	29 <sup>th</sup> Jan 2014	Details/Reasons	Link to 2013/14 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	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

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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

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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

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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
<b>Briefing Papers</b>								

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

# FORWARD PLAN

## VERSION 1

Issued: 02.09.2013

Effective for the Period 01.10.2013 – 31.01.2014

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>
<b>Money Matters:</b> Council's Financial Performance for 2012/13  Statement of Accounts 2012/13	To Report Revenue & Capital Outturn position, Treasury Management & Prudential Indicators for 2012/13	26/9/2013	None		Council	<b>OFFICER:</b> Mrs Jane Kitchen (01543)308770  <b>CABINET MEMBER:</b> Councillor C Spruce (01543) 253733

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Treasury Management Outturn and Performance Indicators for 2012/13						
King Edward VI Leisure Centre	To consider opening times and future operation of the Leisure Centre	01/10/2013	With Operational Services, Leisure, Tourism and Communications (O&S) Committee	Reports to O&S Committee and to Cabinet	Cabinet	<b>OFFICER:</b> Mr N Turner (01543) 308761 <b>CABINET MEMBER:</b> Councillor Mrs V Richards (01543) 686927
Leisure Centre Services Fees and Charges	To confirm fees and charges for core leisure activities to be implemented for swimming from the re-opening of the pool at Friary Grange Leisure Centre and from 1 January 2014 for others.	01/10/2013	With Operational Services, Leisure, Tourism and Communications (O&S) Committee  With customers, receptionists, managers and other colleagues	Reports to O&S Committee and to Cabinet Member  Existing price list	Cabinet member for Leisure Communications and Tourism	<b>OFFICER:</b> Mr N Turner (01543) 308761 <b>CABINET MEMBER:</b> Councillor Mrs V Richards (01543) 686927

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			With Vision, our sales and marketing partner at Inspire			
GBSLEP Supervisory Board	To recommend to Full Council that the District Council agrees to the setting up of a Joint Committee to make decisions in respect of the Single Local Growth Fund.	01/10/2013	Consultation within the GBSLEP Authorities and with the GBSLEP Board	Relevant reports to the GBSLEP Board, Leaders and Chief Executive's Groups	Cabinet	<b>OFFICER:</b> Mr C Jordan (01543) 308202  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
ICT – Looking to the future	Approval of Business Case	01/10/2013			Cabinet	<b>OFFICER:</b> Mrs Jane Kitchen (01543)308770  <b>CABINET MEMBER:</b> Councillor C J Spruce (01543) 253733

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Commissioning of Financial Assessment and Welfare Benefits Advice Service	Accept the commissioning	01/10/2013			Cabinet	<b>OFFICER:</b> Mrs Jane Kitchen (01543)308770  <b>CABINET MEMBER:</b> Councillor C J Spruce (01543) 253733
Contract for the provision of Agency Staff for Operational Services	Options for re-letting the Agency Staff Tender	01/10/2013				<b>OFFICER:</b> Mr N Harris (01543) 687549  <b>CABINET MEMBER:</b> Councillor Mrs L Flowith (01922) 453597

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GBSLEP Supervisory Board	To recommend to Full Council that the District Council agrees to the setting up of a Joint Committee to make decisions in respect of the Single Local Growth Fund.	08/10/2013	Consultation within the GBSLEP Authorities and with the GBSLEP Board	Relevant reports to the GBSLEP Board, Leaders and Chief Executive's Groups	Council	<b>OFFICER:</b> Mr C Jordan (01543) 308202  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
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	05/11/2013	Members Panel	Copy of the draft Suitability Policy	Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308702  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
<b>Money Matters:</b> Council's Financial Performance for the first six months	To Report Council's Financial Performance for the first six months of 2013/14.	03/12/2013	None		Cabinet	<b>OFFICER:</b> Mrs Jane Kitchen (01543)308770  <b>CABINET MEMBER:</b>

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April to September 2013/14						Councillor C Spruce (01543) 253733
<b>Money Matters:</b>  Council Tax Base 2014/15	To Report the Council Tax Base for 2014/15	14/01/2014	None		Cabinet	<b>OFFICER:</b> Mrs Jane Kitchen (01543)308770  <b>CABINET MEMBER:</b> Councillor C Spruce (01543) 253733
<b>Money Matters:</b>  Medium Term Financial Strategy  Treasury Management Policy and Strategy  Council's Financial Performance for first eight months April to November	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.	04/02/2014	None	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	Cabinet	<b>OFFICER:</b> Mrs Jane Kitchen (01543)308770  <b>CABINET MEMBER:</b> Councillor C Spruce (01543) 253733

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2013						
<b>Money Matters:</b>  Council Tax Resolution  Medium Term Financial Strategy Treasury Management Policy and Strategy Council's Financial Performance for first eight months April to November 2013	To recommend to Council the 2014/15 Council Tax Resolution  To Report the Medium Term Financial Strategy, Treasury Management and Prudential Indicators, together with the Council's Financial Performance for the first eight months of 2013/14.	24/02/2014	Extensive	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	Council	<b>OFFICER:</b> Mrs Jane Kitchen (01543)308770  <b>CABINET MEMBER:</b> Councillor C Spruce (01543) 253733

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

Pullen, 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