

# FORWARD PLAN

## VERSION 2

Issued: 16.01.2014

Effective for the Period 01.02.2014 – 31.05.2014

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>
Local Plan Strategy: Main Modifications	Approval of the Main Modifications for consultation and submission	28/01/2014	Environment & Development Overview and Scrutiny	Submitted Local Plan Strategy Main Modifications Schedule	Council	<b>OFFICER:</b> Mr R. King (01543) 308060 <b>CABINET MEMBER:</b> Councillor I Pritchard (01543) 472732

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<p><b>Money Matters:</b></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>04/02/2014</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><b>OFFICER:</b> Mrs J Kitchen (01543)308770</p> <p><b>CABINET MEMBER:</b> Councillor C Spruce (01543) 253733</p>
<p>ICT – Looking to the future</p>	<p>Approval of Business Case</p>	<p>04/02/2014</p>			<p>Cabinet</p>	<p><b>OFFICER:</b> Mrs J Kitchen (01543)308770</p> <p><b>CABINET MEMBER:</b> Councillor I M Eadie (07916) 139803</p>

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Review of the Plan for Lichfield District: Annual Action Plan 2014/15	To approve the Plan	04/02/2014	Strategic Overview and Scrutiny	Annual Action Plan 2014/15	Cabinet	<b>OFFICER:</b> Ms H Spearey (01543) 308028  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Memorandum of Understanding (MoU) on approach to shared services with Tamworth Borough Council	To agree the content of and sign the MoU developed with Tamworth Borough Council	04/02/2014	Strategic Overview and Scrutiny 29 January 2014	Draft Memorandum of Understanding	Cabinet	<b>OFFICER:</b> Ms D Tilley (01543) 308001  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Equality Statement 2014	To approve the Statement	04/02/2014	CHEH O&S	Statement	Cabinet	<b>OFFICER:</b> Mr C Gibbons (01543) 308072  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

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Joint Municipal Waste Management Strategy for Staffordshire and Stoke on Trent	Approval of Strategy following public consultation exercise	04/02/2014	An eight week public consultation exercise has already been undertaken.	Joint Municipal Waste Management Strategy for Staffordshire and Stoke on Trent. Consultation results	Cabinet	<b>OFFICER:</b> Mr N Harris (01543) 687549 <b>CABINET MEMBER:</b> Councillor I M Eadie (07916) 139803
<p><b>Money Matters:</b></p> <p>Council Tax Resolution</p> <p>Medium Term Financial Strategy Treasury Management Policy and Strategy Council's Financial Performance for first eight months April to November 2013</p>	<p>To recommend to Council the 2014/15 Council Tax Resolution</p> <p>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.</p>	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	<p><b>OFFICER:</b> Mrs J Kitchen (01543)308770</p> <p><b>CABINET MEMBER:</b> Councillor C Spruce (01543) 253733</p>

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Review of the Plan for Lichfield District: Annual Action Plan	To approve the Plan	24/02/2014	Strategic Overview and Scrutiny	Annual Action Plan 2014/15	Council	<b>OFFICER:</b> Ms H. Spearey (01543) 308028  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Memorandum of Understanding (MoU) on approach to shared services with Tamworth Borough Council	To agree the content of and sign the MoU developed with Tamworth Borough Council	24/02/2014	Strategic Overview and Scrutiny 29 January 2014	Draft Memorandum of Understanding	Council	<b>OFFICER:</b> Ms D Tilley (01543) 308001  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Review of the Plan for Lichfield District: Corporate Action Plan 2014/15	To approve the Corporate Action Plan 2014/15	24/02/2014	Strategic Overview and Scrutiny Committee	Corporate Action Plan 2014/15	Council	<b>OFFICER:</b> Mrs H Spearey (01543) 308700  <b>CABINET MEMBERS:</b> Councillor M J Wilcox ((01283) 791761 Councillor C Greatorex (01543) 416677
Homelessness Strategy	Approval of Strategy	04/03/2014	Community Housing and Environmental Health (Overview & Scrutiny) Committee 24/09/2013 Public Consultation 21/10/13 to 17/01/2014	Homelessness Strategy	Cabinet	<b>OFFICER:</b> Mr C Gibbons (01543) 308072  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

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Council Tax Discretionary Reduction Policy	Approval of the policy	04/03/2014	Policy sent to Overview and Scrutiny Committee Members on 8 January 2014 for information and for any comments via the Chair and Vice Chair to Cabinet.	Policy	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543)308770  <b>CABINET MEMBER:</b> Councillor C Spruce (01543) 253733
Birmingham Development Plan 2031 – Pre Submission	To approve the District Council consultation response to the Birmingham Plan	04/03/2014	None	Birmingham Development Plan 2031 – Pre Submission Plan	Cabinet	<b>OFFICER:</b> Mr R King (01543) 308060  <b>CABINET MEMBER:</b> Councillor I Pritchard (01543) 472732

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Community Infrastructure Levy (CIL)	Approval to consult on the Preliminary draft Charging Schedule for the Community Infrastructure Levy (CIL).	04/03/2014	Consultation has been undertaken with key officers and a representative from all four of the Scrutiny Committees and Leadership	Infrastructure Officer and Member Working Group Minutes, CIL Task and Finish Group Action Notes PID, Reports and Additional Information	Cabinet	<b>OFFICERS:</b> Mr R King (01543) 308060  <b>CABINET MEMBERS:</b> Councillor I 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 Communications**  
**Deputy Leader of Cabinet and**  
**Cabinet Member for Economic Growth, Tourism & Development**  
**Cabinet Member for Leisure and Parks**  
**Cabinet Member for Community, Housing and Health**  
**Cabinet Member for I.T. and Waste Management**  
**Cabinet Member for Finance, Democratic and Legal Services**

**Councillor M. J. Wilcox**

**Councillor I. M. P. Pritchard**  
**Councillor A. F. Smith**  
**Councillor C. Greatorex**  
**Councillor I. M. Eadie**  
**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  
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 MBE, Mrs M.  
Strachan, R W  
Taylor, S D  
Thomas, T J  
Tittley, M.C.  
Tranter, Mrs H  
Walker MBE, 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** (v4 Nov 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
Fit for the Future Programme - Reviews			✓		To update the Committee on the latest position on reviews which are taking place and consider the Project Initiation Documents.	A Well Managed Council - We'll keep a tight control and management of the council's finances	RK/JK	Cllr Spruce
Memorandum of Understanding with Tamworth Borough Council				✓	To seek views form Scrutiny members on the proposed Memorandum of Understanding (MoU) relating to potential shared services with Tamworth Borough Council. This MoU seeks to place an existing, informal arrangement onto a more secure footing and thus provide each authority with the initial option of pursuing a shared service arrangement with the other.		DT/RK	Cllr Wilcox



**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14** (v4 Nov 2013)

<b>Item</b>	<b>20<sup>th</sup> June 2013</b>	<b>12<sup>th</sup> Sept 2013</b>	<b>26<sup>th</sup> Nov 2013</b>	<b>29<sup>th</sup> Jan 2014</b>	<b>Details/Reasons</b>	<b>Link to 2013/14 One Year Action Plan</b>	<b>Officer</b>	<b>Member Lead</b>

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