

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 ⁽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⁾ |
|--|---|--|---|------------------------------------|---------------------------------------|---|
| 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. | 15/01/2013 | | NNDR 1 | Cabinet | OFFICERS: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (07732) 750401 |

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|---|--|--|---|---|---------------------------------------|--|
| | Approval of the Business Rate Base. | | | | | |
| 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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|--|---|--|---|--|---------------------------------------|--|
| To confirm the Council's contribution towards the costs of the improvement works at Chasewater Reservoir | To approve payment and funding of the Council's contribution towards the costs of the improvement works at Chasewater, completed by Staffordshire County Council. | 15/01/2013 | None | Project documents Transfer Agreement of Chasewater Country Park Inspection Reports required by Section 10 of the 1975 Reservoirs Act Previous Cabinet Reports | Cabinet | OFFICERS: Mrs J Kitchen (01543) 308770 Mr N Turner (01543) 308761 CABINET MEMBERS: Councillor Mrs V Richards (01543) 686927 Councillor M Wilcox (01283) 791761 Councillor C J Spruce (01543) 253733 |

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|---|--|--|--|---|---------------------------------------|--|
| To approve the submission of a request for funding from Sport England for the refurbishment of the wetside changing rooms at Friary Grange Leisure Centre | To confirm the District Council's support to the County Council's application for funding from Sport England | 15/01/2013 | Sport England Staffordshire County Council The Friary School Amateur Swimming Association British Triathlon Association Customers Clubs Operational Services Leisure Parks & Play (O&S) Committee will be briefed in January. | Expression of interest Draft application Designs Sports Development Plan | Cabinet | OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: Councillor Mrs V Richards (01543) 686927 |
| River Mease Developer Contribution Strategy | Adoption of the River Mease Developer Contribution Strategy | 15/01/2013 | Following extensive consultation with stakeholders and residents | River Mease Developer Contributions Strategy | Cabinet | OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor A White (01543) 899462 |

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|--|---|--|---|------------------------------------|---------------------------------------|---|
| Agree documentation for Lichfield Garrick Trust | To agree the documentation | 15/01/2013 | Lichfield Garrick Scrutiny Panel | Transfer document and lease | Cabinet | OFFICER: Mr R King (01543) 308060 CABINET MEMBER: Councillor M Wilcox (01283) 791761 |
| Friarsgate - Continuation of Development Agreement | To endorse the non-termination of the Development Agreement before 31 December 2013 | 15/01/2013 | Via Environment and Development (Overview and Scrutiny) Committee (19/12/12) | None | Cabinet | OFFICERS: Mr E Jones (01543) 308251 Miss H Cook (01543) 308252 CABINET MEMBER: Councillor M Wilcox (01283) 791761 |

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| 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 |
| 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 |

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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 | 05/02/2013 | Extensive | Strategic Plan Governments Consultation Paper and Exemplifications on Formula Grant | Cabinet | OFFICERS: Ms D Tilley (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 | 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 |

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|--|--|--|---|--|---------------------------------------|--|
| Council Tax Resolution 2013/14 | To recommend to Council the 2013/14 Council Tax Resolution | 05/02/2013 | | | Cabinet | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (01283) 791761 |
| Stonnall Neighbourhood Area | Designation of Stonnall Ward as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan | 05/02/2013 | Following extensive consultation with stakeholders and residents | Application for Neighbourhood Area Designation from Shenstone Parish Council | Cabinet | OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor A White (01543) 899462 |

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| Alrewas Neighbourhood Area | Designation of Alrewas Parish as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan | 05/02/2013 | Following extensive consultation with stakeholders and residents | Application for Neighbourhood Area designation from Alrewas Parish Council | Cabinet | OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor A White (01543) 899462 |
| Shenstone Neighbourhood Area | Designation of Shenstone Ward as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan | 05/02/2013 | Following extensive consultation with stakeholders and residents | Application for Neighbourhood Area Designation from Shenstone Parish Council | Cabinet | OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor A White (01543) 899462 |

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| Little Aston Neighbourhood Area | Designation of Little Aston Ward as a Neighbourhood Area in readiness for the preparation of a formal Neighbourhood Plan | 05/02/2013 | Following extensive consultation with stakeholders and residents | Application for Neighbourhood Area Designation from Shenstone Parish Council | Cabinet | OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor A White (01543) 899462 |
| 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. | 05/02/2013 | 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 | OFFICERS: Mr C Jordan (01543) 308202 Ms A Kathrani (01543) 308149 CABINET MEMBERS: Councillor A White (01543) 899462 |

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| Partnership with St Mary's Heritage Centre & TIC Partnership Proposal | Agreement to partnership and relocation of TIC | 05/02/2013 | 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 | OFFICERS: Mr N Turner (01543) 308761 Ms L Thatcher (01543) 308781 CABINET MEMBERS: Councillor Mrs V Richards (01543) 686926 Councillor Mrs L E 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 | 05/02/2013 | Members Panel | Copy of the draft Suitability Policy | Cabinet | OFFICER: Mr C Gibbons (01543) 308702 CABINET MEMBER: Councillor I M P Pritchard (01543) 472732 |

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| 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 | 05/02/2013 | | Copy of the Collaboration Agreement | Cabinet | OFFICER: Mr C Gibbons (01543) 308702 CABINET MEMBER: Councillor I M P Pritchard (01543) 472732 |
| Operational Service Fees and Charges | Approval of Operational Services Fees and Charges | 05/02/2013 | | | Cabinet | OFFICER: Ms J Irving (01543) 687547 CABINET MEMBER: Councillor Mrs L Flowith (01922) 453597 |

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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 | 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 |
| Contract for the provision of Agency Staff for Operational Services | Options for re-letting the Agency Staff Tender | 05/03/2013 | | | Cabinet | OFFICER: Mr N Harris (01543) 687549 CABINET MEMBER: 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 | OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761 |
| 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 |

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|--|---|--|---|--------------------------------------|---------------------------------------|--|
| Review of Allocations Policy | Approval of the policy | February 2014 | Members Panel | Copy of the draft Allocations Policy | Cabinet | OFFICER: Mr C Gibbons (01543) 308702 CABINET MEMBER: 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 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