

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 ⁽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⁾
Money Matters: 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	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: 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	OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: 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	OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: 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	OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor M Wilcox (01283) 791761
ICT – Looking to the future	Approval of Business Case	01/10/2013			Cabinet	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: 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	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: 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				OFFICER: Mr N Harris (01543) 687549 CABINET MEMBER: 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	OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: 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	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677
Money Matters: 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	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER:

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April to September 2013/14						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
Money Matters: 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	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

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2013						
Money Matters: 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	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: 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

COMMUNITY, HOUSING AND ENVIRONMENTAL HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14

Version 5

Item	Jun 26	Sep 24	Jan 22	Mar 19	Details	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		HS	CG
Police and Crime Plan	✓				Subject to the timescale of issue, to consider and comment on the Police and Crime Plan and consider commissioning intentions	Links to the long term outcome to help people to be and to feel secure in their homes, neighbourhoods and town and city centres by tackling crime and anti social behaviour. Also links to the local implementation of the troubled families programme	LB	CG
Procurement and commissioning of Home Improvement Agency	✓				The County Council is in the process of procuring a new home improvement service for Staffordshire. LDC has an SLA with Metropolitan HIA for the delivery of Disabled Facilities Grants and it is intended to include the requirements of our SLA within the specification for a countywide contract. The contract will be put out to tender in September. This item will be considered by Cabinet in July	Links to the long term outcome to help and support vulnerable adults, families and children to live independent and fulfilled lives in their own homes and communities	CG	CG
Community Right to Challenge	✓				The Community Right to Challenge requires relevant authorities (including District Councils) to consider expressions of interest in running Council services from various bodies specified in legislation, and when expressions of interest are accepted, carry out a procurement exercise. LDC needs to develop a scheme to deal with expressions of interest. This item will be considered by Cabinet in September	Required through the provisions of the Localism Act 2011	LB	CG

COMMUNITY, HOUSING AND ENVIRONMENTAL HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14

Version 5

Item	Jun 26	Sep 24	Jan 22	Mar 19	Details	Link to 2013/14 One Year Action Plan	Officer	Member Lead
Performance monitoring	✓		✓		To consider the performance of the CHH Directorate against the 12/13 Action Plan and note the priorities for 13/14	Links to the long term outcome to maximise the council's performance and innovation and efficiency, so we use our resources well and deliver good quality and better value services	HS	CG
Living Well in Staffordshire - Initial Health and Wellbeing Strategy	✓				An opportunity for Members to provide feedback on the draft Strategy especially in relation to the Council's contribution towards the underlying determinants of health	Contributes to the long term outcome of improving health and wellbeing of the population making sure that we make the biggest improvement for people with the lowest life expectancy	HS	CG
Service Plan Panels			✓		Provides Members with an opportunity to scrutinise the plans for use of finance and officer time for the coming financial year. Panels meet in the autumn and feedback to CHH O&S in January	The scrutinised plans contribute to the development of the One Year Action Plan for 14/14 which will be approved by Council in February 2014.	HS	CG
Homelessness Strategy		✓			To scrutinise the new Homelessness Strategy To consider the impact of the welfare reforms on homelessness	Links to activity 2013/14 to review homelessness and publish a revised Homelessness Strategy (a statutory duty)	CG	CG
Suitability of private rented accommodation		✓				Links to the long term outcome of to help and support vulnerable adults, families and children to live independent and fulfilled lives in their own homes and communities and prevent homelessness where we can	CG	CG
Samuel Johnson Community Hospital		✓			Confidential Item		HS	CG

COMMUNITY, HOUSING AND ENVIRONMENTAL HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14

Version 5

Item	Jun 26	Sep 24	Jan 22	Mar 19	Details	Link to 2013/14 One Year Action Plan	Officer	Member Lead
Fuel poverty and affordable warmth			✓		A Member Panel met during 12/13 to consider the work undertaken by LDC on fuel poverty and preparations for the introduction of the Green Deal. This work needs to be concluded including consideration of the opportunities for local investment of Eco funding	Contributes to the long term outcome of improving health and wellbeing of the population making sure that we make the biggest improvement for people with the lowest life expectancy	CG	CG
Lichfield District Strategic Assessment			✓		A Strategic Assessment is carried out every year to provide Lichfield District Safer Community Partnership with an understanding of the key community safety problems which affect the District. It helps to ensure resources are directed on the main priorities.	The Assessment provides a comprehensive evidence base for planning. 'Feeling Safe' is of key importance to local residents and therefore Members may wish to scrutinize the way in which the data from the Assessment is applied in practice	LB	CG
Housing allocation policy impact				✓	The priority bandings for the new allocation policy for social rented housing was approved by Cabinet in March 2013 and will be implemented from the summer. Members may wish to scrutinise the impact of the policy on the pattern of lettings thereafter	Links to the long term outcome of to help and support vulnerable adults, families and children to live independent and fulfilled lives in their own homes and communities and prevent homelessness where we can	CG	CG
Briefing Papers								
Tenancy Strategy		✓			The Council met its statutory duty to produce a Tenancy Strategy in 2012. The Member Panel (who contributed towards the production of the Strategy) requested that it be reviewed in 12 months time	Links to the long term outcome of to help and support vulnerable adults, families and children to live independent and fulfilled lives in their own homes and communities and prevent homelessness where we can	CG	CG

COMMUNITY, HOUSING AND ENVIRONMENTAL HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2013-14

Version 5

Item	Jun 26	Sep 24	Jan 22	Mar 19	Details	Link to 2013/14 One Year Action Plan	Officer	Member Lead
Annual performance review meeting with Bromford Housing		✓			To keep Members in touch with the performance of Bromford Housing in its capacity as largest social housing provider in Lichfield District	Bromford is a key partner which has a vital role in helping the District Council to meet its statutory duties in relation to homelessness and in the development of social housing; Councillors Greatorex and Marshall represent LDC at quarterly Forum meetings	CG	CG

DRAFT