

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2011-12 (v 8 Feb 2012)

Item	14 Jun	27 Sep	31 Jan	19 Mar	Jun	Sep	Details	Reasons	Officer	Member Lead
<b>Policy Development</b>										
<b>Items suggested at the Service Planning meeting, 6th December:</b> <ul style="list-style-type: none"> <li>• Strategic Plan - High level action plan 2012/13</li> <li>• Staffordshire Observatory - role and how they support planning in LDC</li> <li>• Lichfield One Place projects (Let's Work Together and Supporting Families)</li> <li>• We Love Lichfield Fund</li> </ul>										
Funding the Community and Voluntary Sector	✓	✓	✓				A Member Task Group was established in June 2011 to oversee the introduction of a new commissioning approach to investing in the community and voluntary sector.	To receive feedback from meetings of the Task Group.	LB	Cllr Greatorex (Cllr Mrs Woodward)
Community Transport	✓	✓	✓				A Member Task Group was established in June 2011 to consider opportunities to reduce the level of subsidy invested by the District Council in the community transport service.	To receive feedback from meetings of the Task Group	LB	Cllr Greatorex (Cllr Warfield)

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Funding the Community and Voluntary Sector						✓	To assess the impact to date of the new Service Level Agreements; requested at O & S meeting in Jan 2012	LDC established new SLAs (annual value £196k) from April 2012; Members wish to assess initial impact. Member Task group to be reconvened in Autumn 2012 to review outcome and impact of commissioning approach.	LB	Cllr Greatorex
Future development of affordable housing in Lichfield District		✓					To consider Bromford Living's plans to develop affordable housing in the District taking account of: a) The National Affordable Housing Programme b) New affordable rent model	Delivery of affordable housing (for sale and for rent) has been a longstanding priority for the District Council. Nick Cummins (Group Executive Director, Bromford) and Julie Walker (Head of Neighbourhoods, Bromford) will attend to brief Members on Bromford's approach to this task, taking account of the changing policy context	CG	Cllr Pritchard
Future options for investigation of previously developed land		✓					To consider the implications of reduced availability of grant funding on the future timetables for the Strategy.	There is a statutory responsibility to develop and implement a Strategy for contaminated land.	TM	Cllr Pritchard
Core Strategy - affordable housing policy			✓				To consider the affordable housing policy as part of the development of the Core Strategy. Recommendation to establish a short life Member Task Group in order to review the evidence which will influence policy. Task Group to report back in March 2012.	The policy will ultimately influence the number and distribution of affordable housing	CG	Cllr Pritchard Cllr Leytham (Task Group Chairman)

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Lichfield District Strategic Assessment			✓				A District 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 to be applied in practice.	LB	Cllr Greatorex
Community Hubs				✓			The District Council and its partners operates community hubs in North Lichfield (Jigsaw Project) and Fazeley (The Link).	Members to scrutinise current use and identify opportunities to increase profile of the hubs as a community resource <b>It is proposed that the March meeting be held at the Old Mining College</b>	LB	Cllr Greatorex
Review of Housing Allocation Policy and Development of Tenancy Policy.			✓	✓			The Localism Act makes provision for Registered Social Landlords to convert properties to affordable rent (introducing the potential for higher rents and fixed term tenancies). RSLs must do this within the context of the Local Authority's tenancy policy. The Localism Act and government guidance means LDC needs to consider who should have priority for social rented housing. Recommendation to establish a Member Task Group. Task Group to report back in March 2012	LDC has a statutory duty to produce and consult on a tenancy policy. Social rented housing is a scarce and sought after resource which needs to be allocated to maximise its benefit to the community.	CG	Cllr Pritchard  Cllr Mrs Woodward (Task Group Chairman)

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Integration of services between Staffordshire County Council and the proposed Staffordshire and Stoke-on-Trent Partnership NHS Trust		✓			✓		Members received a presentation from Paula Furnival, District Director, Social Care and Health) regarding the integration agenda at their September 2011 meeting and requested that an update be provided in six months	The potential integration of social care and health and community health services constitutes a significant change in the way in which services are organised; Members wish to track the local implications.	HS/TM	Cllr Pritchard
Mental Health update				✓			Members have considered various consultations regarding the future of inpatient and day care services for mental health and wish to better understand the current position and direction of travel and impact for Lichfield District residents.	Mental ill health affects at least 1 in 4 people in their lifetime	TM	Cllr Pritchard / Cllr Mrs Constable
Pest Control Contract				✓			To scrutinise performance and customer satisfaction in relation to the recently let contract.	The District let a contract at nil cost in May to a new contractor. This included a new charging regime. A priority action in the 2011/12 Strategic Plan Action Plan	TM	Cllr Pritchard
<b>Briefing Papers</b>										
Men need to know Prostate cancer awareness				✓			The District Council has been contacted by Men Need to Know, a national campaigning body to raise the profile of prostate cancer.		TM	Cllr Pritchard

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Memory Clinics		✓					A new Memory Clinic is being introduced at Lichfield Day Centre from July 2011	Dementia is a growing issue within the context of the ageing population.	TM	Cllr Pritchard
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 key role in helping the District Council to meet its statutory duties in relation to homelessness and in the development of social housing; Councillors Pritchard, Greatorex and Smedley represent LDC at a quarterly Forum with Bromford	HS	Cllr Pritchard
Southern Staffordshire Local Investment Plan		✓					Requested by Members at the June meeting.		CG	Cllr Pritchard
Police Reform and Social Responsibility Act			✓				To receive an update on the appointment and funding of the Police and Crime Commissioner for Staffordshire.	Follow up to a discussion at the April meeting of People and Partnerships Overview and Scrutiny Committee. A priority action in the 2011/12 Strategic Plan Action Plan	LB	Cllr Greatorex
Burntwood Health Provision		✓					To receive an update on the development of new health centres at a) Burntwood Leisure Centre b) Greenwood House	Carried forward from the Health Panel Members have been closely involved with the progress on health centre development, a priority for Burntwood residents. Officers from the PCT and County Council to be invited to attend as appropriate	TM	Cllr Pritchard

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Southern Cross Care Homes		✓					To receive an update on the position with this company and the local impact.	Southern Cross is operating care homes within Lichfield District; the future viability of the company is uncertain and Members requested information on the possible implications for housing.	CG	Cllr Pritchard
Mental Health Day Services Update			✓				To receive an update on the transition of services from the Friary Day Centre, Nuffield Unit and George Bryan Unit to the community for the care and support of individuals with mental ill health	<i>Carried forward from the Health Panel</i> This matter is being considered by the Staffordshire Health Scrutiny Committee; an evaluation of the closures will be submitted to the SHSC in late autumn 2011	TM	Cllr Pritchard / Councillor Mrs Constable
Housing Options Service and Homelessness Prevention			✓				Provide an update on the performance of the housing options service including homelessness prevention measures	Protection of homeless people and improving the services we deliver to them is a strategic priority for LDC. Reducing the number of households living in temporary accommodation is a national performance indicator and Local Area Agreement target for Staffordshire.	CG	Cllr Pritchard
Home Rewards Club			✓				Bromford Living is piloting this initiative in North Lichfield and Armitage with Handsacre. It provides a financial incentive for tenants to take greater responsibility for maintaining and managing their property.	Raised as a suggestion at the Forum meeting with Bromford on 21 <sup>st</sup> November 2011	CG	Cllr Pritchard

# FORWARD PLAN

## VERSION 1

Issued: 15.02.2012

Effective for the Period 01.03.2012 – 30.06.2012

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  
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>
A Plan for Lichfield District 2012-16	Approval of the 2012 16 Plan for Lichfield District and Strategic outcomes	21/02/2012	Consultation has included workshops with Strategic (Overview and Scrutiny) Committee, partners and public consultation via the website. The final draft will be submitted to Strategic	The Plan will be available as a document	Council	<b>OFFICER:</b> Mrs R Booth (01543) 308100 <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

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			(Overview and Scrutiny) Committee and to Cabinet in February 2012			
Strategic Action Plan 2012-13	Approval of the 2012/13 Action Plan to deliver the outcomes set out in the Plan for the District 2012-16 in accordance with the Financial Forecast	21/02/2012	The Plan will be submitted to Strategic (Overview and Scrutiny) Committee and to Cabinet in February 2012	The One Year Plan will be available as a document	Council	<b>OFFICER:</b> Mrs R Booth (01543) 308100 <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Medium Term Financial Strategy	To recommend to Council the 2012/13 Revenue Budget, the proposed level of Council Tax and any other proposals to achieve a balanced budget for 3 years	21/02/2012	Extensive	Strategic Plan Governments Consultation Paper and Exemplifications on Formula Grant	Council	<b>OFFICERS:</b> Mrs N Dawes (01543) 308003 Mrs J Kitchen (01543) 308770 <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761



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The Treasury Management Strategy Report	Approval of Treasury Policy and Strategy	21/02/2012	None	CIPFA Code of Practice CIPFA Treasury Management in the Public Sector	Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761
Council Tax Resolution 2012/13	To recommend to Council the 2012/13 Council Tax Resolution	21/02/2012			Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M J Wilcox (01283) 791761
Contract for the provision of Agency Staff for Operational Services	Options for re-letting the Agency Staff Tender	13/03/2012			Cabinet	<b>OFFICER:</b> Mr N Harris (01543) 687549  <b>CABINET MEMBER:</b> Mrs L Flowith (01922) 453597

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Proposed Heads of Terms for Friarsgate Car Park	Agreement with S Harrisons Developments Limited for Rental per Space and Terms and Conditions for operation of the Car Park by Lichfield District Council	13/03/2012	S Harrisons Developments Limited DTZ Debenham Tie Leung Limited	Draft Heads of Terms	Cabinet	<b>OFFICER:</b> Mr E Jones (01543) 308251  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Community Infrastructure Levy (CIL)	To progress CIL Charging Schedule	13/03/2012	Considered by Environment & Development Overview & Scrutiny on 18 <sup>th</sup> January 2012	Draft Infrastructure Delivery Plan (IDP) Community Infrastructure Regulation 2010 Community Infrastructure Levy (amendment) Regulations 2011	Cabinet	<b>OFFICER:</b> Ms C Eggington  <b>CABINET MEMBER:</b> Councillor A White (01543) 899462

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<p>Progress on the implementation of Policy in respect of the provision of Social and Community Facilities using developer contributions.</p> <p>Plus the use of Section 106 monies in respect of Handsacre.</p>	<p>Approval of the allocation and expenditure of monies derived from various Section 106 contributions.</p>	<p>13/03/2012</p>	<p>Consultation has been undertaken with key partners and the local community affected by the proposals in the form of a public and Member engagement.</p>	<p>Section 106 Working Group proposals, additional information, updates, minutes and reports.</p>	<p>Cabinet</p>	<p><b>OFFICERS:</b> Mr C Jordan (01543) 308202 Ms A Kathrani (01543) 308149</p> <p><b>CABINET MEMBER:</b> Councillor A White (01543) 899462</p>
<p>Confidential Report to extend the Payroll System Service Level Agreement with Stafford Borough Council</p>	<p>Agree the extension of the Payroll System Service Level Agreement</p>	<p>13/03/2012</p>	<p>Consultation with service provider</p>		<p>Cabinet</p>	<p><b>OFFICER:</b> Mrs R Booth (01543) 308100</p> <p><b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677</p>

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Confidential report on the replacement of the Council's Customer Relationship Management System as part of a Staffordshire-wide contract.	Approve the selection of a supplier for a replacement Customer Relationship Management System	10/04/2012	Extensive consultation has taken place with partners in the procurement.	Tender Documents	Cabinet	<b>OFFICER:</b> Mrs R Booth (01543) 308100  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Review of Performance against the Financial Performance – Revenue and Capital Quarter 4 Outturn Reports 2011/12	To report Revenue & Capital Outturn position	September 2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Review of Performance against the Financial Performance – Revenue and Capital Quarter Reports 2012/13	To report Revenue & Capital Outturn position	September 2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Report on Treasury Management Services and Projected Prudential Indicators 2011/12	Report on Treasury Management Services and Projected Prudential Indicators 2011/12	September 2012	None	Treasury Management Policy and Treasury Management	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Statement of Accounts 2011-12	Approval of Statement of Accounts	September 2012		Statement of Accounts	Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> 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	November 2012	None	Treasury Management Policy and Treasury Management Strategy	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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Review of Performance against the Financial Performance – Revenue and Capital Quarter 2 Reports 2012/13	To report Revenue & Capital Outturn position	December 2012	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Review of Performance against the Financial Performance – Revenue and Capital Quarter 3 Reports 2012/13	To report Revenue & Capital Outturn position	February 2013			Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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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	February 2013	None	Treasury Management Policy and Treasury Management	Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Review of Performance against the Financial Performance – Revenue and Capital Outturn Reports 2012/13	To Report Revenue & Capital Outturn position	September 2013	None		Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761



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Statement of Accounts 2012-13	Approval of Statement of Accounts	September 2013		Statement of Accounts	Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761

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 Organisational Development and Community**  
**Cabinet Member for Housing, Health and Environmental Protection**  
**Cabinet Member for Development Services**  
**Cabinet Member for Democratic & Legal Services**

**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**