

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Version 5

Item	Jun 13	Sep 24	Jan 21	Mar 18	Details	Link to 2012/13 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	
Police and Crime Commissioner	✓		✓	✓	Elections to the new role of Police and Crime Commissioner are taking place in November and they will be scrutinised by the Police and Crime Panel (upon which LDC will be represented) Panel to commence in shadow form from July Policing Plan to be developed in spring 2013	Prepare and run the election for the Police and Crime Commissioner and actively support the new Police and Crime Panel	HS	Cllr Greatorex
Review of Housing Allocation Policy	✓		✓		The Localism Act and government guidance means LDC needs to consider who should have priority for social rented housing. A Member Task Group was established in January 2012	Revise Housing Allocation Policy	CG	Cllr Pritchard Cllr Mrs Woodward (Task Group Chairman)
Core Strategy - affordable housing policy	✓				To consider the affordable housing policy as part of the development of the Core Strategy. A short life Member Task Group was established January 2012	Prepare Local Development Framework Core Strategy Deliver increased levels of affordable housing to meet varied requirements across the District	CG	Cllr Pritchard Cllr Leytham (Task Group Chairman)

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Version 5

Item	Jun 13	Sep 24	Jan 21	Mar 18	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Health scrutiny - fuel poverty and affordable warmth		✓			To review the initiatives undertaken by LDC and in partnership to reduce excess winter deaths, tackle fuel poverty and promote affordable warmth. Beat the Cold / Marches Energy to be invited as an 'expert witness'? Member Task Group	Continue to address home and lifestyle risks through the Lichfield One Place projects - the risk of excess cold Review Warmer Homes Greener District Scheme in preparation for the introduction of the Green New Deal	CG	Cllr Pritchard
Troubled Families		✓			To understand the local approach to implementation of the national 'Troubled Families' programme and the associated financial impact Wayne Mortiboys, District Commissioning lead to be invited to attend	We'll help and support vulnerable adults, families and children to live independent and fulfilled lives in their own homes and communities (long term outcome in Plan for Lichfield District) Also links to preventing and diverting people from anti social behaviour, identifying lifestyle risks through the Let's Work Together project and developing partnership arrangements	HS / LB	Cllr Greatorex
Positioning Lichfield District as a good place to do business		✓			LDC has been leading on the development of a business support website on behalf of the Greater Birmingham Local Enterprise Partnership – "Talk to Reg"	Developing working together for business growth in partnership with the Better Regulation Delivery Office.	TM	Cllr Pritchard
Partnership working - Lichfield District Strategic Partnership			✓		To update Members on local partnerships, what their purpose is and what they achieve	Develop and strengthen partnership arrangements especially through the District Board	LB	Cllr Greatorex

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Version 5

Item	Jun 13	Sep 24	Jan 21	Mar 18	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Housing Strategy			✓		The Council has a statutory duty to have a Housing Strategy which provides a framework for housing policy and development.	Develop Housing Strategy 2012 / 2016	CG	Cllr Pritchard
Health scrutiny - unemployment trends and getting people back into work			✓		LDC has been working with Bromford Living and other partners on developing Work Clubs across the District; this item to focus on outcomes	Continue to address home and lifestyle risks - unemployment	LB	Cllr Greatorex
Funding the Community and Voluntary Sector			✓		The Member Task Group - Funding the Community and Voluntary Sector requested to reconvene in 2012 to assess the impact of the commissioning decisions made including consideration of unintended consequences	Support community and voluntary organisations to embed new Service Level Agreements and monitor the delivery of agreed outcomes	LB	Cllr Greatorex (Cllr Mrs Woodward)
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. A representative from the Staffordshire Observatory to be invited to attend.	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, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Version 5

Item	Jun 13	Sep 24	Jan 21	Mar 18	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Impact of Changes within the NHS – One Year On				✓	A Member Seminar took place in February which considered the various changes being introduced in the NHS; this item would consider the impact one year on. It is hoped that some of the original presenters would attend again in order to share their experiences so far	We'll improve health and wellbeing of the whole population making sure we make the biggest improvement for people with the lowest life expectancy (long term outcome in Plan for Lichfield District)	HS	Cllr Pritchard
Services for Older People				✓	There is a significant growth in older people underway within the District; the aim of this item is to summarise the services delivered by the District Council which are particularly beneficial for or targeted towards older residents and enable Members to identify issues which they would wish to investigate further. This is also consistent with the pledge made to support the Manifesto for Older People's Housing (Full Council, April 2012). Potential for meeting to be held at Beacon Park Village to be investigated	Various links, including earlier completion of Disabled Facilities Grant, providing accessible, affordable and popular sports and leisure activities, addressing home and lifestyle risks through Lichfield One Place projects etc	HS	Cllr Pritchard
Impact of Localism Act				✓	The Localism Act and related legislation have introduced affordable rent (including conversions of existing properties) and fixed term tenancies; item to consider impact during first year	Develop Tenancy Strategy and revise housing allocation policy	CG	Cllr Pritchard

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Version 5

Item	Jun 13	Sep 24	Jan 21	Mar 18	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Briefing Papers								
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 Mrs Arnold represent LDC at a quarterly Forum with Bromford	HS	Cllr Pritchard



FORWARD PLAN

VERSION 1

Issued: 14.09.2012

Effective for the Period 01.10.2012 – 31.01.2013

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
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⁾
Statement of Accounts 2011-12	Approval of Statement of Accounts	27/09/2012		Statement of Accounts	Council	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761

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⁾
The use of Section 106 monies in respect of Armitage with Handsacre and implementation of Policy in respect of the provision of Social and Community Facilities using developer contributions.	Approval of the allocation and expenditure of monies derived from Power Station – Hawksyard Village	02/10/2012	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 MEMBER: Councillor A White (01543) 899462
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	06/11/2012	None	Treasury Management Policy and Treasury Management Strategy	Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761

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⁾
Contract for the provision of Agency Staff for Operational Services	Options for re-letting the Agency Staff Tender	06/11/2012			Cabinet	OFFICER: Mr N Harris (01543) 687549 CABINET MEMBER: Mrs L Flowith (01922) 453597
Review of Performance against the Financial Performance – Revenue and Capital Quarter 2 Reports 2012/13	To report Revenue & Capital Outturn position	04/12/2012	None		Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M Wilcox (01283) 791761

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⁾
Local Council Tax Support (LCTS) Scheme	Approval of a LCTS Scheme	11/12/2012	Following extensive consultation with stakeholders and residents	A LCTS Scheme	Council	<p>OFFICER: Mrs J Kitchen (01543) 308770</p> <p>CABINET MEMBERS: Councillor M J Wilcox (01283) 791761 or 07772 913265 and Councillor C J Spruce (01543) 253733 or 07879 714003</p>
Council approval sought for the Business Rate Base – NNDR 1.	<p>By 30 January 2013, billing authority must secure Council approval of NNDR 1 and confirm approval to DCLG and its major precepting authorities.</p> <p>Approval of the Business Rate Base.</p>	15/01/2013		NNDR 1	Cabinet	<p>OFFICERS: Mrs J Kitchen (01543) 308770</p> <p>CABINET MEMBER: Councillor M J Wilcox (07732) 750401</p>

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⁾
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

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⁾
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: Mrs N Dawes (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

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 Tax Resolution 2013/14	To recommend to Council the 2013/14 Council Tax Resolution	05/02/2013			Council	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (01283) 791761
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	19/02/2013	Extensive	Strategic Plan Governments Consultation Paper and Exemplifications on Formula Grant	Council	OFFICERS: Mrs N Dawes (01543) 308003 Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (01283) 791761

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⁾
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
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

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⁾
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

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