

FORWARD PLAN

VERSION 3

Issued: 14.06.2013

Effective for the Period 01.07.2013 – 31.10.2013

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⁾
Agreement to the Joint Procurement and Commissioning of Home Improvement Agency Services across Staffordshire	Approval of participation agreement and specification and consequent revision to the Housing Assistance Policy	02/07/2013	Staffordshire District and Borough Councils	Draft Partnership and Governance arrangements Specification for the Procurement and Commissioning of a Home Improvement Agency across Staffordshire	Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677

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Fit For Future Progress and Proposals for budget reduction 2014/15	Approval of Plan	02/07/2012	Strategic Overview & Scrutiny	Fit For Future progress report and Governance structures	Cabinet	OFFICERS: Ms D Tilley (01543) 308003 Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (07732) 750401
Commissioning of Financial Assessment and Welfare Benefits Advice Service	Accept the commissioning	02/07/2013			Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

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Agree a response to consultations in respect of High Speed 2: Draft Environmental Statement and Proposed Changes to Route Design	An agreed response on behalf of LDC to the consultations	02/07/2013	Consultation with local interest groups, Parish Councils and Staffordshire County Council	Consultation documents published by Secretary of State on 16 May 2013 – Draft Environmental Statement and Proposed Changes to Route Design	Cabinet	OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor I M P Pritchard (01543) 472732
Approval for payment for Friary Outer Car Park and the initial funding.	To approve payment and the initial funding.	02/07/2013	No additional consultation has taken place. This is because the project is already included within the Approved Capital Programme.	Capital Programme and Treasury Management Strategy Statement	Cabinet	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

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Fit For Future Progress and Proposals for budget reduction 2014/15	Approval of Plan	09/07/2013	Strategic Overview & Scrutiny	Fit For Future progress report and Governance structures	Council	OFFICERS: Ms D Tilley (01543) 308003 Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor M J Wilcox (07732) 750401
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	10/09/2013	Members Panel	Copy of the draft Suitability Policy	Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677

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Contract for the provision of Agency Staff for Operational Services	Options for re-letting the Agency Staff Tender	10/09/2013			Cabinet	OFFICER: Mr N Harris (01543) 687549 CABINET MEMBER: Mrs L Flowith (01922) 453597
ICT – Looking to the future	Approval of Business Case	10/09/2013			Cabinet	OFFICERS: Mrs J Kitchen (01543) 308770 Mr K Sleeman (01543) 308120 CABINET MEMBER: Councillor C J Spruce (01543) 253733
Money Matters : Includes Council's Financial Performance for 2012/13	To Report Revenue & Capital Outturn position, Treasury Management & Prudential Indicators for 2012/13 together	10/09/13	None		Cabinet	OFFICER: Mrs Jane Kitchen (01543)308770 CABINET MEMBER: Councillor C J Spruce

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<p>Statement of Accounts 2012/13 Treasury Management</p> <p>Outturn Prudential Indicators for 2012/13</p> <p>Council's Financial Performance for first three months April to June 2013/14</p>	<p>with Council's financial performance for the first three months of 2013/14</p>					(01543) 253733
<p>Community Right to Challenge</p>	<p>Approval of Community Right To Challenge Scheme, to meet the Council's strategic obligations in compliance with the Localism Act 2011.</p>	<p>10/09/2013</p>	<p>Community, Housing and Environmental Health Overview & Scrutiny Committee</p>	<p>Community Right To Challenge: Statutory Guidance (DCLG)</p>	<p>Cabinet</p>	<p>OFFICER: Mrs L Bovington (01543) 308170</p> <p>CABINET MEMBER: Councillor C Greatorex (01543) 416677</p>

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<p>Money Matters:</p> <p>Council's Financial Performance for 2012/13</p> <p>Statement of Accounts 2012/13</p> <p>Treasury Management Outturn and Performance Indicators for 2012/13</p>	<p>To Report Revenue & Capital Outturn position, Treasury Management & Prudential Indicators for 2012/13</p>	<p>26/9/2013</p>	<p>None</p>		<p>Council</p>	<p>OFFICER: Mrs Jane Kitchen (01543)308770</p> <p>CABINET MEMBER: Councillor C Spruce (01543) 253733</p>
<p>Money Matters:</p> <p>Council's Financial Performance for the first six months April to September 2013/14</p>	<p>To Report Council's Financial Performance for the first six months of 2013/14.</p>	<p>03/12/2013</p>	<p>None</p>		<p>Cabinet</p>	<p>OFFICER: Mrs Jane Kitchen (01543)308770</p> <p>CABINET MEMBER: Councillor C Spruce (01543) 253733</p>

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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 2013	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.	04/02/14	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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<p>Money Matters:</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>OFFICER: Mrs Jane Kitchen (01543)308770</p> <p>CABINET MEMBER: Councillor C Spruce (01543) 253733</p>

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 1

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 1

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
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
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

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

Version 1

Item	Jun 26	Sep 24	Jan 22	Mar 19	Details	Link to 2013/14 One Year Action Plan	Officer	Member Lead
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								
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