



## TAMWORTH BOROUGH COUNCIL

### FORWARD PLAN

#### Executive and Key Decisions for the period 1 June 2013 - 30 September 2013

Whilst the majority of the Executive's business at the meetings listed in the Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that, when appropriate part of the Executive meeting listed in this Forward Plan will be held in Private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it

Members of the public are entitled to obtain copies of the documents that will be relied upon when the decision is taken, unless they are confidential or exempt within the meaning of the Local Government Acts. These documents will be published on the Council's website at [www.tamworth.gov.uk](http://www.tamworth.gov.uk) at least five working days before the decision is due to be taken. Paper copies will be available via the telephone and e-mail address set out below.

If you have any queries please e-mail [lara-allman@tamworth.gov.uk](mailto:lara-allman@tamworth.gov.uk)

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by Lara Allman  
01827 709264*

Conf/Non-Conf	Decision to be taken by/Date	Key Decision	Subject	Portfolio and Contact Officer details/Author	Principal Groups & Organisations proposed to be consulted prior to making the decision and the means of consultation	Background Papers ( <i>All Papers are available for inspection via the Contact Officer</i> )
Non-Confidential	<b>Cabinet 20/06/13</b>	Yes	Phase Two Of Redevelopment Of Council Owned Garage Sites And Council House Building Pilot	Portfolio Holder for Public Housing and Vulnerable People Rob Barnes, Tina Mustafa, Steve Pointon Director - Housing and Health rob-barnes@tamworth.gov.uk, Head of Landlord Services tina-mustafa@tamworth.gov.uk, Housing Strategy Manager stephen-pointon@tamworth.gov.uk		Phase Two Of Redevelopment Of Council Owned Garage Sites And Council House Building Pilot
Non-Confidential	<b>Cabinet 20/06/13</b>	Yes	Procurement Strategy 2013/14 to 2015/16 To seek Cabinet approval for an updated Procurement Strategy for Tamworth Borough Council, covering the period 2013/14 to 2015/16.	Portfolio Holder for Operations and Assets Joanne Goodfellow Joanne-Goodfellow@tamworth.gov.uk	CMT 8/4/13	Procurement Strategy 2013/14 to 2015/16

Non Confidential	<b>Cabinet 20/06/13</b>	Yes	Capital Outturn Report 2012/13 To advise members on the final outturn of the Authority's Capital Programme for 2012/13 (subject to audit confirmation) and to request formal approval to re-profile specific programme budgets into 2013/14	Portfolio Holder for Operations and Assets Barbara Cox Barbara-Cox@tamworth.gov.uk	Identification of requests for re-profiling of Capital Budgets in liaison with Budget Managers / CMT CMT Budget Managers	Capital Outturn Report 2012/13
Non Confidential	<b>Cabinet 20/06/13</b>	Yes	Landlord Services - Welfare Reform & Preparations for Universal Credit To set out the resource requirements and implementation arrangements for tenants regarding universal credit from 2013 onwards	Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk		Landlord Services - Welfare Reform & Preparations for Universal Credit

Non-confidential	<b>Cabinet 20/06/13</b>	Yes	Landlord Services Regulatory Framework To approve Landlord Service End of Year (2012/13) performance data in line with the regulatory framework for all core landlord services, including re-lettings, repairs, rent arrears recovery and tenant involvement.	Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk		Landlord Services Regulatory Framework
Non-Confidential	<b>Cabinet 20/06/13</b>	Yes	Quarter 4 2012/13 Performance Report	Leader of the Council John Day Corporate Performance Officer john-day@tamworth.gov.uk		Quarter 4 2012/13 Performance Report
Non confidential	<b>Cabinet 20/06/13</b>	Yes	Tamworth Borough Council Commissioning Review and Commissioning Intentions To update on the Commissioning review and commissioning intentions of TBC going forward.	Portfolio Holder for Community Development and Voluntary Sector Fleur Fernando Head of Partnerships and Commissioning fleur-fernando@tamworth.gov.uk	Needs assessment has included all partners through the strategic partnership. Needs assessment has included all partners through the strategic partnership.	Tamworth Borough Council Commissioning Review and Commissioning Intentions

Non Confidential	<b>Cabinet 20/06/13</b>	Yes	<p>Statement of Community Involvement</p> <p>The Statement of Community Involvement (SCI) sets out how the Council as Local Planning Authority will consult with members of the public and statutory bodies on Local Plans and all types of Planning Applications. This revised SCI from the 2006 version intends to be easier for the general public to read and to remove unnecessary duplication from legislation and regulation. Recent changes to planning law and regulation have removed the requirement for SCI's to go through an examination process and can now be adopted by Council after satisfying public consultation requirements. It is intended that this document be adopted by Full Council before further Local Plan consultations take</p>	<p>Portfolio Holder for Economy and Education Alexander Roberts Development Plan Manager alexander-roberts@tamworth.gov.uk</p>	<p>Consultation will take place after this report. All peoples listed in the Localism Act and listed in the Council's Local Plan consultation database.</p>	Statement of Community Involvement
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Non confidential	<b>Cabinet 20/06/13</b>	Yes	Occupational Health Contract Update to members of award of contract to Hobson Health	Portfolio Holder for Operations and Assets Christie Tims Head of Organisational Development Christie-Tims@tamworth.gov.uk	Intend	Occupational Health Contract
Confidential 3	<b>Cabinet 20/06/13</b>	Yes	Participation In The County Wide Contract For Home Improvement Services Delivering Disabled Facilities Grants Report detailing the future delivery of the Disabled Facilities Grant process through a County Wide Home Improvement Agency contract.	Portfolio Holder for Public Housing and Vulnerable People Paul Weston Head of Asset Management - Property Services paul-weston@tamworth.gov.uk	Discussed process with Strategic Housing team and portfolio holder. Stephen Pointon, Helen Carpenter	Participation In The County Wide Contract For Home Improvement Services Delivering Disabled Facilities Grants
Non Confidential	<b>Council 25/06/13</b>	Yes	Review of the Constitution and Scheme of Delegation To advise members of the changes to the Constitution and Scheme of Delegation for Officers	Jane Hackett Solicitor to the Council and Monitoring Officer jane-hackett@tamworth.gov.uk		Review of the Constitution and Scheme of Delegation

Non-Confidential	<b>Cabinet 11/07/13</b>  <b>Council 23/07/13</b>	Yes	<p>Annual Report on the Treasury Management Service and Actual Prudential Indicators 2012/13</p> <p>The Annual Treasury report is a requirement of the Council's reporting procedures. It covers the Treasury activity for 2012/13, and the actual Prudential Indicators for 2012/13.</p> <p>The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes in accordance with Regulations issued under the Local Government Act 2003.</p>	<p>Portfolio Holder for Operations and Assets Phil Thomas Financial Controller phil.thomas@tamworth.gov.uk</p>	None None	Annual Report on the Treasury Management Service and Actual Prudential Indicators 2012/13
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<p>Confidential 1 Due to on going confidential discussions with potential users of Marmion House</p>	<p><b>Cabinet 11/07/13</b></p>	<p>Yes</p>	<p>Agile Working Formal approval of the Agile Working Project Implementation</p>	<p>Portfolio Holder for Operations and Assets Anica Goodwin Director - Transformation/Corporate Performance anica-goodwin@tamworth.gov.uk</p>	<p>As per the report all staff and their recognised representatives CMT</p>	<p>Agile Working</p>
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Confidential 1	<b>Cabinet 11/07/13</b>	Yes	<p>Commissioning of Financial Assessment and Welfare Benefits Advice Service from Staffordshire County Council to Staffordshire Local Authorities</p> <p>To seek final approval for, and endorsement of, the decision made by Staffordshire County Council on 16th May 2012 to commission all Staffordshire Local Authority Housing Benefit/Council Tax Benefit teams to provide Fairer Charging Financial Assessments and Welfare Benefits Advice at a local level on their behalf, initially from September 2013 – March 2016. Cabinet gave its initial approval on 16th June 2012.</p>	<p>Portfolio Holder for Operations and Assets Karen Taylor Head of Benefits karen-taylor@tamworth.gov.uk</p>		<p>Commissioning of Financial Assessment and Welfare Benefits Advice Service from Staffordshire County Council to Staffordshire Local Authorities</p>
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Non Confidenti al	<b>Cabinet 22/08/13</b>	Yes	Write Offs 01/04/2013 – 30/06/2013 To provide members with details of write offs from 01 April 2013 to 30 June 2013	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael- buckland@tamworth.gov. uk	None None	Write Offs 01/04/2012 – 30/06/2012
Non- Confidenti al	<b>Cabinet 12/09/13</b>	Yes	Local Authority Mortgage Rate for Mortgages Under Housing Act 1985 The purpose of this report is, in accordance with Section 438 of the Housing Act 1985, to make the statutory declaration of the local authority mortgage interest rate from 1 October 2013.	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael- buckland@tamworth.gov. uk	None None	Local Authority Mortgage Rate for Mortgages Under Housing Act 1985

Non Confidenti al	<b>Cabinet 12/09/13</b>	Yes	Budget and Medium Term Financial Planning Process To seek agreement to the proposed budget and medium term financial planning process for General Fund and the Housing Revenue Account for 2014/15	Leader of the Council Stefan Garner Director of Finance stefan- garner@tamworth.gov.uk	CMT Executive Board Budget Consultation CMT Executive Board Budget Consultation - Residents, Tenants, Voluntary & Business sectors	Budget and Medium Term Financial Planning Process
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## DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

<b>1</b>	Information relating to any individual.
<b>2</b>	Information which is likely to reveal the identity of an individual.
<b>3</b>	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
<b>4</b>	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
<b>5</b>	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
<b>6</b>	Information which reveals that the authority proposes  (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or  (b) to make an order or direction under any enactment.
<b>7</b>	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.