



## TAMWORTH BOROUGH COUNCIL

### FORWARD PLAN

#### **Executive and Key Decisions for the period 1 September 2013 - 31 December 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)

*Published on 29 August 2013  
Updated on 12 September 2013  
by Lara Allman  
01827 709264*

Conf/Non- Con	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 Confidenti al	<b>Council Tuesday, 10/09/13</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.u k		Review of the Constitution and Scheme of Delegation

Non-Confidential	<b>Council Tuesday, 10/09/13</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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Non-Confidential	<b>Cabinet Thursday, 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-Confidential	<b>Cabinet Thursday, 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

Non Confidential	<b>Cabinet Thursday, 12/09/13</b>	Yes	Safeguarding Children and Vulnerable Adult Protection Policy The purpose of the report is to secure Members' approval to adopt the revised Children and Vulnerable Adult Protection Policy (CVAPP).	Portfolio Holder for Public Housing and Vulnerable People Stephanie Ivey Children and Young Person Officer stephanie-ivey@tamworth.gov.uk	Internal Officers CMT, HR, Audit, Community Safety, Community Leisure	Safeguarding Children and Vulnerable Adult Protection Policy
Non confidential	<b>Cabinet Thursday, 12/09/13</b>	Yes	Conservation Grant - Moat House, Lichfield Street, Tamworth CONSIDERATION TO BE GIVEN TO AN APPLICATION FOR A GRANT AID TOWARDS THE RESTORATION OF THE ORNATE CEILING ON THE FIRST FLOOR OF THE MOAT HOUSE WHICH IS A GRADE 2 STAR LISTED BUILDING	Portfolio Holder for Economy and Education John Gunn Development Control Manager john-gunn@tamworth.gov.uk	Observations have been sought from English Heritage and the Conservation Officer (Lichfield District Council) English Heritage Lichfield District Council (Conservation Officer	Conservation Grant - Moat House, Lichfield Street, Tamworth

Non confidential	<b>Cabinet Thursday, 12/09/13</b>	Yes	Quarter 1 2013/14 Performance Report	Leader of the Council John Day Corporate Performance Officer john-day@tamworth.gov.uk		Quarter 1 2013/14 Performance Report
Non-Confidential	<b>Cabinet Thursday, 24/10/13</b>	Yes	Cultural Quarter Update Update on plans for Cultural Quarter and Tamworth Assembly Rooms.	Portfolio Holder for Community Development and Voluntary Sector, Portfolio Holder for Economy and Education Elanor Thompson Arts and Events Manager elanor-thompson@tamworth.gov.uk		Cultural Quarter Update

Confidential 1	<b>Cabinet Thursday, 24/10/13</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 Confidential	<b>Cabinet Thursday, 24/10/13</b>	Yes	Budget Consultation 2014/15	Leader of the Council John Day Corporate Performance Officer john-day@tamworth.gov.uk		Budget Consultation 2014/15
Non Confidential	<b>Cabinet Thursday, 24/10/13</b>	Yes	Tamworth Borough Council Commissioning Programme Update	Portfolio Holder for Community Development and Voluntary Sector Karen Adderley Head of Partnerships and Commissioning karen-adderley@tamworth.gov.uk		Tamworth Borough Council Commissioning Programme Update
Non Confidential	<b>Cabinet Thursday, 24/10/13</b>	Yes	Pensions Auto Enrolment Update Final approval of plans for implementation of Pensions Reform Act	Portfolio Holder for Operations and Assets Tina Beech Tina-Beech@tamworth.gov.uk	Trade unions	Pensions Auto Enrolment Update
Confidential 4	<b>Cabinet Thursday, 24/10/13</b>	Yes	Landlord Supported Housing Service To outline the response to SCC's funding arrangements for supporting housing within the councils landlord service	Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk		Landlord Supported Housing Service



Confidential 3	<b>Cabinet Thursday, 24/10/13</b>	Yes	Development Consultant -Tinkers Green & Kerria Regeneration Arrangements for the engagement of development consultants to support the regeneration of Tinkers Green and Kerria.	Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk		Development Consultant - Tinkers Green & Kerria Regeneration
	<b>Cabinet Thursday, 24/10/13</b>	Yes	Statement of Community Involvement 2013 Report back to Cabinet from the consultation over summer and to seek approval for final document to be taken to Council and adopted.	Portfolio Holder for Economy and Education Alexander Roberts Development Plan Manager alexander-roberts@tamworth.gov.uk		Statement of Community Involvement 2013

<p>Non-Confidential</p>	<p><b>Cabinet Thursday 24/10/13</b></p> <p><b>Council Tuesday, 17/12/13</b></p>	<p>Yes</p>	<p>Revised Gambling Act 2005 Statement of Principles 2013-2016 Revised document to take account of Guidance produced by Gambling Commission 4th edition. This outlines how Tamworth Borough Council will manage gambling matters until 2016.</p>	<p>Portfolio Holder for Environment and Waste Management  Stephen Lewis  Head of Environmental Health  stephen-lewis@tamworth.gov.uk</p>	<p>12 WEEK STATUTORY CONSULTATION  Holders of existing licences, permits and registrations who will be affected by the provisions of the Act  Local Residents/Associations  Staffordshire Chief Officer of Police  Staffordshire Fire &amp; Rescue  Staffordshire County Council – Department of Social Care &amp; Health  TBC - Chief Executive  TBC – Director, Assets and Environment  TBC – Director, Communities, Planning &amp; Partnerships  Solicitor to the Council c/o  TBC - Legal &amp; Democratic Services  TBC – Director, Housing &amp; Health  TBC - Crime and Disorder Partnership  Local Strategic Partnership - Chairman  Violence Action Group - Chairman  Tamworth Town Safe Licensee Forum - Chairman  Southern Staffordshire Chamber of Commerce &amp; Industry  NHS South East  Staffordshire and Seisdon Peninsula</p>	<p>REVISED GAMBLING ACT 2005 STATEMENT OF PRINCIPLES 2013-2016</p>
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Non-Confidential	<b>Cabinet Thursday, 28/11/13</b>	Yes	Draft Base Budget Forecasts 2014/15 to 2018/19 To inform Members of the re-priced base budget for 2014/15, base budget forecasts for the period 2014/15 to 2018/19 and the underlying assumptions and to consider the future strategy to address the financial trends	Leader of the Council Stefan Garner Director of Finance stefan-garner@tamworth.gov.uk	Discussions with CMT following Budget Consultation with local stakeholders CMT local residents, businesses and stakeholders	Draft Base Budget Forecasts 2014/15 to 2018/19
Non-confidential	<b>Cabinet Thursday, 28/11/13</b>	Yes	Council Taxbase 2014/15 To report the Council Tax Base for the Borough Council for 2014/15	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Council Taxbase 2014/15
Non-confidential	<b>Cabinet Thursday, 28/11/13</b>	Yes	Cabinet Report for Write Offs 01/4/13 - 30/9/13 To provide members with details of write offs from 01 April 2013 to 30 September 2013	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Cabinet Report for Write Offs 01/4/13 - 30/9/13

Non-confidential	<b>Cabinet Thursday, 28/11/13</b>	Yes	Draft Business Rates Income Forecast 2014/15 To report to and seek endorsement from members on the Draft Business Rates income forecast for 2014/15 under the Business Rates Retention Scheme.	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Draft Business Rates Income Forecast 2014/15
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Non-confidential	<p><b>Cabinet Thursday 28/11/13</b></p> <p><b>Council Tuesday, 17/12/13</b></p>	Yes	<p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2013/14</p> <p>This report is presented in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management which suggests that members should be informed of Treasury Management activities at least twice a year, but preferably quarterly. This report therefore ensures this Council is embracing Best Practice in accordance with CIPFA's Code of Practice.</p>	<p>Portfolio Holder for Operations and Assets Phil Thomas Financial Controller phil-thomas@tamworth.gov.uk</p>		<p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2013/14</p>
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Non-Confidential	<b>Cabinet 28/11/13</b>  <b>Council Tuesday, 17/12/13</b>	Yes	Local Council Tax Reduction Scheme 2014/15 To seek approval for Tamworth's Local Council Tax Reduction Scheme for working age claimants for 2014/15	Portfolio Holder for Operations and Assets Karen Taylor Head of Benefits karen-taylor@tamworth.gov.uk		Local Council Tax Reduction Scheme 2014/15
Non confidential	<b>Council Tuesday, 17/12/13</b>	Yes	Local Enterprise Partnership Governance Arrangements To seek approval to enter into arrangements to allow for the creation of a Supervisory Board and Scrutiny	Portfolio Holder for Economy and Education Matthew Bowers Head of Planning and Regeneration matthew-bowers@tamworth.gov.uk		Local Enterprise Partnership Governance Arrangements

Non-confidential	<b>Council Tuesday, 17/12/13</b>	Yes	<p>Tamworth Parliamentary Constituency - Review of Polling Places</p> <p>To inform Members on the comments received from the recent consultation in respect of the review of polling districts and polling places undertaken in accordance with the Electoral Administration Act 2006.</p>	<p>Bernadette Flanagan Elections Officer Bernadette-flanagan@tamworth.gov.uk</p>		<p>Tamworth Parliamentary Constituency - Review of Polling Places</p>
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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.