



## TAMWORTH BOROUGH COUNCIL

### FORWARD PLAN

**Executive and Key Decisions for the period 1 December 2013 - 31 March 2014**

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by Lara Allman  
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<b>Conf/Non-Con</b>	<b>Decision to be taken by/Date</b>	<b>Key Decision</b>	<b>Subject</b>	<b>Portfolio and Contact Officer details/Author</b>	<b>Principal Groups &amp; Organisations proposed to be consulted prior to making the decision and the means of consultation</b>	<b>Background Papers (<i>All Papers are available for inspection via the Contact Officer</i>)</b>
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Open	<p>Cabinet Thursday, 28 Nov 2013</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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Open	<p>Cabinet Thursday, 28 Nov 2013</p> <p><b>Council Tuesday, 17/12/13</b></p>	Yes	<p>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</p>	<p>Portfolio Holder for Operations and Assets Karen Taylor Head of Benefits karen- taylor@tamworth.gov.uk</p>		<p>Local Council Tax Reduction Scheme 2014/15</p>
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Open	<p>Cabinet Thursday, 24 Oct 2013</p> <p><b>Council Tuesday, 17/12/13</b></p>	Yes	<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 <a href="mailto:stephen-lewis@tamworth.gov.uk">stephen-lewis@tamworth.gov.uk</a></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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Open	<p><b>Cabinet</b></p> <p><b>Council</b> <b>Thursday,</b> <b>28/11/13</b></p> <p><b>Tuesday,</b> <b>17/12/13</b></p>	No	Scrap Metal Dealers Act 2013 Fees Provides an update to members since Cabinet 22 August 2013 on progress with the implementation of the legislation; Home Office Guidance and Fees.	Portfolio Holder for Environment and Waste Management Stephen Lewis Head of Environmental Health <a href="mailto:stephen-lewis@tamworth.gov.uk">stephen-lewis@tamworth.gov.uk</a>	Letters were sent to all existing scrap metal dealers and motor salvage operators registered with Tamworth Borough Council. The information was made available via the Council's website, which enabled all members of the public and any trade organisations or other interested parties to respond. Scrap metal dealers and motor salvage operators.	Scrap Metal Dealers Act 2013 Fees
Open	<p><b>Council</b> <b>Tuesday,</b> <b>17/12/13</b></p>	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 <a href="mailto:matthew-bowers@tamworth.gov.uk">matthew-bowers@tamworth.gov.uk</a>		Local Enterprise Partnership Governance Arrangements

Open	<b>Council Tuesday, 17/12/13</b>	Yes	Tamworth Parliamentary Constituency - Review of Polling Places 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.	Bernadette Flanagan Elections Officer Bernadette- flanagan@tamworth.gov. uk		Tamworth Parliamentary Constituency - Review of Polling Places
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Open	<b>Council Tuesday, 17/12/13</b>	Yes	Statement of Community Involvement 2013 To consider the consultation responses to the draft document and to adopt the revised Statement of Community Involvement	Portfolio Holder for Economy and Education Alexander Roberts Development Plan Manager alexander-roberts@tamworth.gov.uk		Statement of Community Involvement 2013 Statement of Community Involvement 2013
Open	<b>Council Tuesday, 17/12/13</b>	Yes	Review of Anti-Money Laundering Policy To provide a review of the Council's key Anti-Money Laundering Policy	Portfolio Holder for Operations and Assets Jane Hackett Solicitor to the Council and Monitoring Officer jane-hackett@tamworth.gov.uk	Presented to Audit & Governance Committee on 31 October 2013	Review of Anti-Money Laundering Policy

Open	<b>Council Tuesday, 17/12/13</b>	Yes	Fraud and Corruption Update Report To provide an update of Counter Fraud work completed to date during the financial year 2013/14	Portfolio Holder for Operations and Assets Jane Hackett Solicitor to the Council and Monitoring Officer jane-hackett@tamworth.gov.uk	Presented to Audit and Governance Committee on 31 October 2013	Fraud and Corruption Update Report
Open	<b>Cabinet Thursday, 16/01/14</b>	Yes	Shared Services - Memorandum of Understanding	Leader of the Council Anthony E Goodwin Chief Executive tony-goodwin@tamworth.gov.uk		Shared Services - Memorandum of Understanding
Open	<b>Cabinet Thursday, 16/01/14</b>	Yes	Business Rates Income Forecast 2014/15 To report to and seek endorsement from members on the 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		Business Rates Income Forecast 2014/15



Open	<b>Cabinet Thursday, 16/01/14</b>	Yes	<p>Draft Budget &amp; Medium Term Financial Strategy 2014/15</p> <p>To approve the draft package of budget proposals to consult with the Joint Scrutiny Committee (Budget) on 28th January 2014 and receive their feedback on:</p> <p>General Services Revenue budget and council tax for 2014/15;</p> <p>Housing Revenue Account budget for 2013/14;</p> <p>Capital Programme;</p> <p>Medium Term Financial Strategy.</p>	<p>Leader of the Council Stefan Garner Director of Finance stefan-garner@tamworth.gov.uk</p>	<p>Discussions with Cabinet following Budget Consultation with local residents, businesses and stakeholders</p> <p>Local residents, businesses and stakeholders</p> <p>Joint Scrutiny Committee (Budget)</p>	<p>Draft Budget &amp; Medium Term Financial Strategy 2014/15</p>
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Open	<b>Cabinet Thursday, 16/01/14</b>	No	Off Street Cashless Parking and ANPR Trial To seek approval for the introduction of 18 month free cashless parking trial and ANPR trial on Tamworth Borough Council car parks	Portfolio Holder for Operations and Assets Joanne Sands Neighbourhood Services Manager joanne-sands@tamworth.gov.uk		Off Street Cashless Parking and ANPR Trial
Open	<b>Cabinet Thursday, 16/01/14</b>	Yes	Landlord Services High Rise Fire Safety Consideration and recommendations around the investment requirements to continue to promote fire safety to the Councils own high rise stock in Tamworth.	Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk	Workshops have already been held with the Fire & Rescue Service (FARS); Councils Health & Safety Team and other key stakeholders FARS Health & Safety Officer	Landlord Services High Rise Fire Safety

<p>Exempt</p> <p>The report is exempt as there are TUPE implications arising from the current service delivery arrangement with the Fire &amp; Rescue Service</p>	<p><b>Cabinet Thursday, 16/01/14</b></p>	<p>Yes</p>	<p>Fire Safety Partner for Council owned Stock - Landlord Services The Council already has a separate &amp; robust gas contract with Morrisons FS to provide a statutory Landlord Gas Service inspection and certificate to all council owned properties. The service being recommended here is to procure a partner to visit all gas installed properties to provide fire safety advice, replacement fire smoke alarms and advise on installations of carbon monoxide detection. The council has run a successful service level arrangement with Staffordshire Fire &amp; Rescue Service for some time and the recommendation is to ensure contract compliance with financial regulations and the Localism Act going forward.</p>	<p>Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>	<p>Staffordshire Fire &amp; Rescue Service</p>	<p>Fire Safety Partner for Council owned Stock - Landlord Services</p>
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Exempt	<b>Cabinet Thursday, 16/01/14</b>	Yes	Golf Course Future Options Appraisal - Preferred Option Selection To select a preferred option for the future of the Golf Course	Portfolio Holder for Economy and Education Neil Mason Head of Community Leisure neil-mason@tamworth.gov.uk		Golf Course Future Options Appraisal - Preferred Option Selection
Open	<b>Cabinet Thursday, 20/02/14</b>	Yes	Cabinet Report for Write Offs 01/04/13 - 31/12/13 To provide members with details of write offs from 01 April 2013 to 31 December 2013	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Cabinet Report for Write Offs 01/04/13 - 31/12/13
Exempt	<b>Cabinet Thursday, 20/02/14</b>	No	Discretionary Rate Relief Guidelines 1 April 2014 onwards Guidelines which outline factors that need to be considered when deciding entitlement to Discretionary Rate Relief	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Discretionary Rate Relief Guidelines 1 April 2014 onwards

<p>Exempt</p> <p>The report will reference specific properties which is likely to reveal the identity of groups of individuals</p>	<p><b>Cabinet Thursday, 20/02/14</b></p>	<p>Yes</p>	<p>Re-designation of Council Owned Properties - Landlord Services As a result of the Councils Landlord implementing the Welfare Reform Act 2012 a number of properties are recommended for re-designation. The report sets out the recommendations allowing officers' to adjust the rent accounts as necessary.</p>	<p>Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>		<p>Re-designation of Council Owned Properties - Landlord Services</p>
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Open	<p>Cabinet Thursday, 20 Feb 2014</p> <p><b>Council Tuesday, 25/02/14</b></p>	Yes	<p>Corporate Vision, Priorities Plan, Budget &amp; Medium Term Financial Strategy 2014/15</p> <p>For Members to approve the Single Corporate Vision &amp; Strategic Priorities for 2013/14 and the recommended package of budget proposals to enable the Council to agree the:</p> <p>General Services Revenue budget and Council Tax for 2013/14;</p> <p>Housing Revenue Account (HRA) budget for 2013/14;</p> <p>the Capital Programme;</p> <p>the Medium Term Financial Strategy (MTFS).</p> <p>and</p> <p>To comply with the requirement of the Council's Treasury Management Policy in reporting to Council the proposed Treasury Management Strategy for the forthcoming year and the Local Government Act 2003 with the reporting of</p>	<p>Leader of the Council Stefan Garner Director of Finance stefan-garner@tamworth.gov.uk</p>	<p>Discussions with Executive Management Team following Budget Consultation with local residents, businesses and stakeholders including the Joint Scrutiny Committee (Budget)</p> <p>Executive Management Team</p> <p>Local residents, businesses and stakeholders</p> <p>Joint Scrutiny Committee (Budget)</p>	<p>Corporate Vision, Priorities Plan, Budget &amp; Medium Term Financial Strategy 2014/15</p>
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Open	<b>Cabinet Thursday, 13/03/14</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 April 2014.	Portfolio Holder for Operations and Assets Michael Buckland Head of Revenues michael- buckland@tamworth.gov. uk		Local Authority Mortgage Rate for Mortgages Under Housing Act 1985
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Open	<b>Cabinet Thursday, 13/03/14</b>	Yes	<p>Housing Revenue Account (HRA) Business Plan Summary Update</p> <p>The HRA business plan was published in 2012 following the Governments changes to council housing finance and the move to self-financing. The summary update is to report progress as well as highlight the impact of increasing Right to Buys; Welfare Reform and latest Stock Condition Data on tenant led ambitions set out in the original service offer prospectus.</p>	<p>Portfolio Holder for Public Housing and Vulnerable People</p> <p>Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>	<p>Stakeholder and Member workshop with the councils lead consultant and officer on HRA business planning options</p>	<p>Housing Revenue Account (HRA) Business Plan Summary Update</p>
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<p>Exempt</p> <p>Options for future service provision are likely to include commercial details about RADIS, the current service provider at Thomas Hardy Court.</p>	<p><b>Cabinet Thursday, 13/03/14</b></p>	<p>Yes</p>	<p>Staffordshire County Council (SCC) proposals for Extra Care Funding in Tamworth Through Supporting People, SCC currently contributes financially to the delivery of the extra care provision at Thomas Hardy Court, a council owned Sheltered Scheme. The report sets out the options for members in responding to SCC funding prospectus around future provision of this service.</p>	<p>Portfolio Holder for Public Housing and Vulnerable People Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>		<p>Staffordshire County Council (SCC) proposals for Extra Care Funding in Tamworth</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.

