



TAMWORTH BOROUGH COUNCIL

FORWARD PLAN

Executive and Key Decisions for the period 1 December 2017 – 28 February 2018

Published by Tracey Pointon (Published on 1 November 2017, 7 November 2017, 15 November 2017, 21 November 2017, 27 November 2017)
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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>)
Open	Cabinet 2/11/17	No	Budget Consultation 2018/19	Leader of the Council John Day Corporate Performance Officer john- day@tamworth.gov.uk		Budget Consultation 2018/19

Open	Cabinet 2/11/17	Yes	<p>Pilot - Use of Council stock for temporary accommodation</p> <p>Under the 'Tenancy' national consumer standard; landlords are required to co-operate with LA's strategic housing function to support and meet identified local housing needs. This pilot is therefore designed to demonstrate and evidence how its landlord service is supporting its overall attempts to reduce the use of B&B for homeless households requiring temporary accommodation</p>	<p>Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>	<p>Tenant Consultative Group (TCG)</p>	<p>Pilot - Use of Council stock for temporary accommodation</p>
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Open	Cabinet 2/11/17	Yes	<p>Purchase Of New Build Properties Under The Council's Acquisitions Policy</p> <p>To agree financial arrangements to support the purchase of 8 new build units from Waterloo Housing Group.</p>	<p>Portfolio Holder for Regeneration Steve Pointon Head of Strategic Housing Services stephen-pointon@tamworth.gov.uk</p>		<p>Purchase Of New Build Properties Under The Council's Acquisitions Policy</p>
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Open	Cabinet 2/11/17	Yes	<p>Council Support For The Starfish Winter Nightshelter For The Homeless</p> <p>To outline arrangements for the provision of a Winter Night Shelter for homeless people for 3 months from December 2017 to February 2018. To request that Council support be given to the setting up and running of the scheme. Specifically, to request that £6,000.00 Homelessness Prevention Grant is provided as a grant to the Starfish Project Trustees and the Tamworth Covenanted Churches to support the employment of a part time project coordinator to oversee the setting up and operation of the project to March 2018.</p>	<p>Portfolio Holder for Housing Services Steve Pointon Head of Strategic Housing Services stephen-pointon@tamworth.gov.uk</p>		<p>Council Support For The Starfish Winter Nightshelter For The Homeless</p>
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Open	Cabinet 2/11/17	Yes	<p>The Council's Approach To Emergency Accommodation</p> <p>To seek approval for the approach to using emergency accommodation to assist homeless households.</p>	<p>Portfolio Holder for Housing Services Steve Pointon Head of Strategic Housing Services stephen-pointon@tamworth.gov.uk</p>		The Council's Approach To Emergency Accommodation
Open	Cabinet 2/11/17	Yes	<p>Urgent Renewal of Peel House Lift</p> <p>This report sets out proposals for the urgent renewal of the passenger lift in Peel House. The report also sets out proposals around procurement and financial implications.</p>	<p>Portfolio Holder for Housing Services Tina Mustafa, Paul Weston Head of Landlord Services tina-mustafa@tamworth.gov.uk, Head of Asset Management - Property Services paul-weston@tamworth.gov.uk</p>	<p>Consultation with housing repairs team, relevant Directors, and Members.</p> <p>Ward Councillors Portfolio Holder</p>	Urgent Renewal of Peel House Lift

Open	Cabinet 30/11/17	Yes	<p>Temporary Reserves, Retained Funds and Provisions</p> <p>To seek approval for the establishment or retention of Temporary Reserves, Retained Funds and Provisions, to write back to balances those reserves that have been identified as no longer being required.</p>	<p>Portfolio Holder for Assets and Finance Barbara Cox, Lynne Pugh barbara-cox@tamworth.gov.uk, Chief Accountant lynne-pugh@tamworth.gov.uk</p>	<p>CMT following requests from budget managers</p> <p>CMT Budget Managers</p>	<p>Temporary Reserves, Retained Funds and Provisions</p>
Open	Cabinet 30/11/17	Yes	<p>Brownfield Land Register</p> <p>Approving publication of the Tamworth Brownfield Land Register</p>	<p>Portfolio Holder for Regeneration Corinne O'Hare Planning and Delivery Officer corinne-o'hare@tamworth.gov.uk</p>		<p>Brownfield Land Register</p>
Exempt	Cabinet 25/01/18	No	<p>Tamworth Enterprise Centre Budget and Business Plan</p> <p>Business Plan for TEC up to March 2021 with associated budgets</p>	<p>Portfolio Holder for Regeneration Matthew Fletcher Economic Development Officer matthew-fletcher@tamworth.gov.uk</p>		<p>Tamworth Enterprise Centre Budget and Business Plan</p>

Open	Cabinet 30/11/17	Yes	<p>Variable Rent Policy for Council Tenants</p> <p>Affordable housing development allows for social and affordable rents to be charged. This report will detail the overall income management policy to maximise rent and commercial opportunity within the Housing Revenue Account (HRA)</p>	<p>Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>	<p>Part of statutory rent setting process</p> <p>Tenant Consultative Group (TCG)</p>	<p>Variable Rent Policy for Council Tenants</p>
Open	Cabinet 30/11/17	Yes	<p>Arts and Events Delivery 2018/19</p> <p>Proposed service delivery for 2018/19</p>	<p>J Goodall Elanor Hazlehurst Arts and Events Manager elanor-hazlehurst@tamworth.gov.uk</p>		<p>Arts and Event Delivery 2018/19</p>

Open	Cabinet 30/11/17	Yes	<p>Tamworth Borough Council CCTV Resilience and Development</p> <p>To consider the resilience and future development of the public CCTV system in line with the Surveillance Camera Commissioner Code of Practice</p>	<p>Portfolio Holder for Communities and Wellbeing Joanne Sands Head of Community Safety joanne-sands@tamworth.gov.uk</p>	<p>Councillors Police Surveillance Commissioner</p> <p>Camera</p>	Tamworth Borough Council CCTV Resilience and Development
Open	Cabinet 30/11/17	No	<p>Write Offs 01/04/17 - 30/09/17</p> <p>To provide Members with details of Write Offs from 01 April 2017 to 30 September 2017</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		Write Offs 01/04/17 - 30/09/17

Open	Cabinet 30/11/17	Yes	<p>Draft Base Budget Forecasts 2018/19 to 2022/23</p> <p>To inform Members of the re-priced base budget for 2018/19, base budget forecasts for the period 2018/19 to 2022/23 and the underlying assumptions and to consider the future strategy to address the financial trends</p>	<p>Leader of the Council Stefan Garner Director of Finance stefan-garner@tamworth.gov.uk</p>	<p>Discussions with EMT following Budget Consultation with local stakeholders</p> <p>Local residents, businesses and stakeholders</p>	Draft Base Budget Forecasts 2018/19 to 2022/23
Open	Cabinet 30/11/17	Yes	<p>Council Tax Base 2018/19</p> <p>To report the Council Tax Base for the Borough Council for 2018/19</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		Council Tax Base 2018/19

Exempt	Cabinet 30/11/17	Yes	<p>Community Development Review</p> <p>The review will detail the options for the service and the opportunities available to build community resilience and connectivity. Supporting the councils operating model around demand management</p>	<p>Portfolio Holder for Communities and Wellbeing, Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>	Scrutiny will be reviewing the proposals to inform the cabinet recommendations	Community Development Review
Open	Cabinet 30/11/17	No	Quarter Two 2017/18 Performance Report	<p>Leader of the Council John Day Corporate Performance Officer john-day@tamworth.gov.uk</p>		Quarter Two 2017/18 Performance Report

Open	<p>Cabinet 30 Nov 2017</p> <p>Cabinet</p> <p>Council 30/11/17</p> <p>12/12/17</p>	Yes	<p>Local Council Tax Reduction Scheme 2018/19 onwards</p> <p>To advise Members of the results and feedback from the recently undertaken consultation on the proposed Local Council Tax Reduction Scheme from 2018 onwards. To review the consultation feedback when considering potential changes to be applied in the 2018/19 onwards Local Council Tax Reduction Scheme</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland</p> <p>Stefan Garner, John Wheatley, Jane Smith Head of Revenues michael- buckland@tamworth.gov. uk</p> <p>Director of Finance stefan- garner@tamworth.gov.uk , Executive Director Corporate Services john- wheatley@tamworth.gov. uk, Interim Head of Benefits Jane- Smith@tamworth.gov.uk</p>	Online consultation process	Local Council Tax Reduction Scheme 2018/19 onwards
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Open	Cabinet 30 Nov 2017 Council 12/12/17	Yes	<p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017/18</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>	Portfolio Holder for Assets and Finance Joanne Goodfellow joanne-goodfellow@tamworth.gov.uk		Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017/18
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Open	Council 12/12/17	Yes	Constitution Reveiw and Update	Portfolio Holder for Assets and Finance Jane Hackett Solicitor to the Council and Monitoring Officer jane-hackett@tamworth.gov.uk		Constitution Reveiw and Update
Exempt	Cabinet 14/12/17	Yes	Snowdome Swimming Provision To update and seek approval to renew the existing provision of swimming contract with Snowdome leisure.	Portfolio Holder for Communities and Wellbeing Neil Mason Head of Community Leisure neil-mason@tamworth.gov.uk		Snowdome Swimming Provision

Open	Cabinet 14/12/17	Yes	<p>Revised Tell Us Policy</p> <p>The Tell Us Policy has been the Councils main feedback mechanism used by customers. This policy has been updated in line with best practice.</p>	<p>Portfolio Holder for Assets and Finance Tracey Tudor Head of Customer Services tracey-tudor@tamworth.gov.uk</p>	<p>Discussions with Heads of Service, Directors, former Chief Executive, sought best practice from the LGO, attended the tenants participation group meeting.</p> <p>Local Government Ombudsman - best practice. Tenants Panel. Heads of Service Other Local authorities CMT</p>	Revised Tell Us Policy
Exempt	Cabinet 14/12/17	Yes	<p>Revisions to the Harrassment, Assault and Threats Policy</p> <p>The HAT policy is in operation for the protection of officers, elected members and the councils representatives.</p> <p>Minor amendments have taken place as a result of a review of the Policy.</p>	<p>Portfolio Holder for Assets and Finance Tracey Tudor Head of Customer Services tracey-tudor@tamworth.gov.uk</p>	<p>discussions with key officers.</p> <p>HAT task and finish group, heads of service and officers.</p>	Revisions the Harrassment, Assault and Threats Policy

Open	Cabinet 14/12/17	Yes	<p>Managing Unreasonable Customer Behaviour Policy</p> <p>This policy bridges a gap that has been identified between the HAT Policy and the Tell Us Policy as a result of officers and elected members facing more challenging behaviour from customers when delivering services on behalf of the Council.</p>	<p>Portfolio Holder for Assets and Finance Tracey Tudor Head of Customer Services tracey-tudor@tamworth.gov.uk</p>	<p>Sought best practice from other authorities and the Local Government Ombudsman.</p> <p>Discussed with Heads of Service and CMT.</p> <p>Officers.</p>	<p>Managing Unreasonable Customer Behaviour Policy</p>
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Open	Cabinet 25/01/18	Yes	<p>Lettable Standard for Council Tenants</p> <p>The efficient management of void/empty properties within the Councils housing stock is crucial to reducing rent loss as well as minimising applicants time on the housing register. The void lettable standard will set out the service offer for prospective council tenants aimed at improving overall tenancy satisfaction and sustainment of people in their own homes.</p>	<p>Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>	<p>Tenant Consultative Group (TCG)</p>	<p>Lettable Standard for Council Tenants</p>
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Open	Cabinet 25/01/18	Yes	<p>Draft Budget & Medium Term Financial Strategy 2018/19</p> <p>To approve the draft package of budget proposals to consult with the Joint Scrutiny Committee (Budget) on 24th January 2017 and receive their feedback on:</p> <p>General Fund Revenue Budget and Council Tax for 2018/19;</p> <p>Housing Revenue Account budget for 2018/19;</p> <p>Capital Programme; & 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 Joint Scrutiny Committee (Budget)</p>	Draft Budget & Medium Term Financial Strategy 2018/19
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Open	Cabinet 25/01/18	Yes	<p>Business Rates Income Forecast 2018/19</p> <p>To report to and seek endorsement from Members on the Business Rates income forecast for 2018/19 under the Business Rates Retention Scheme</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		<p>Business Rates Income Forecast 2018/19</p>
Exempt	Cabinet 22/02/18	Yes	<p>Council Housing Repairs Delivery Options</p> <p>The report will detail the options for the future delivery of the repairs and investment service for its councils housing stock.</p>	<p>Portfolio Holder for Housing Services Tina Mustafa Head of Landlord Services tina-mustafa@tamworth.gov.uk</p>	Tenant Consultative Group (TCG)	<p>Council Housing Repairs Delivery Options</p>

Open	Cabinet 22/02/18	Yes	<p>The Council's Strategic Approach to Housing and Wellbeing</p> <p>To agree the Council's revised strategic approach to housing and well-being that will support Corporate Priorities, especially those concerning "Living a quality life in Tamworth" and direct the delivery of the Councils supporting housing plans and strategies.</p>	<p>Portfolio Holder for Housing Services Steve Pointon Head of Strategic Housing Services stephen-pointon@tamworth.gov.uk</p>		<p>The Council's Strategic Approach to Housing and Wellbeing</p>
Open	Cabinet 22/02/18	No	<p>Write Offs 01/04/17 - 31/12/17</p> <p>Members endorse debt written off for the period 01/04/17 - 31/12/17</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		<p>Write Offs 01/04/17 - 31/12/17</p>

Open	Cabinet 22 Feb 2018 Council 27/02/18	Yes	<p>Corporate Vision, Priorities Plan, Budget & Medium Term Financial Strategy 2018/19</p> <p>For Members to approve the Vision Statement & Priority Themes, Corporate Priorities for 2018/19 and the recommended package of budget proposals to enable the Council to agree the:</p> <p>General Fund Revenue budget and Council Tax for 2018/19;</p> <p>Housing Revenue Account (HRA) budget for 2018/19;</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</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 Local residents, businesses and stakeholders Joint Scrutiny Committee (Budget)</p>	<p>Corporate Vision, Priorities Plan, Budget & Medium Term Financial Strategy 2018/19</p>
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DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	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.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	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.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

