



## TAMWORTH BOROUGH COUNCIL

### FORWARD PLAN

#### Executive and Key Decisions for the period 1 August 2019 - 30 November 2019

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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>
Open	<b>Cabinet 15/08/19</b>	Yes	Write Offs - 1st April 2019 - 30th June 2019 The amount of debt written off for the period 01 April 2019 to 30 June 2019	Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Write Offs

Exempt	<b>Cabinet 15/08/19</b>	Yes	Review of Cleaning Services This report sets out proposals for the delivery of asset cleaning services across the Council's property portfolio.	Portfolio Holder for Assets and Finance Paul Weston Assistant Director Assets paul-weston@tamworth.gov.uk	Forms part of corporate service review project. CMT	Review Of Cleaning Services
Open	<b>Cabinet 15/08/19</b>	Yes	Budget and Medium Term Financial Planning Process 2020/21 To seek agreement to the proposed budget and medium term financial planning process for General Fund and the Housing Revenue Account for 2020/21	Leader of the Council Stefan Garner, Lynne Pugh Executive Director Finance stefan-garner@tamworth.gov.uk , Assistant Director Finance lynne-pugh@tamworth.gov.uk	CMT Executive Management Team Budget Consultation CMT Executive Management Team Budget Consultation - Residents, Tenants, Voluntary Sector	Budget and Medium Term Financial Planning Process 2020/21

Open	<b>Cabinet 15/08/19</b>	Yes	Procurement Service and Strategy Update To inform Members of the activity of the Procurement function during 2018/19, to notify of completion of agreed actions set out in the previous Procurement Strategy, and to seek agreement for the future approach of the Procurement team.	Portfolio Holder for Assets and Finance Joanne Goodfellow Head of Finance joanne-goodfellow@tamworth.gov.uk		Procurement Service and Strategy Update
Open	<b>Cabinet 5/09/19</b>	Yes	Modern Slavery and Human Trafficking Statement 2018/19 To approve publication of the Council's Modern Slavery Statement 2018/19	Portfolio Holder for Regulatory & Community Safety Joanne Sands Assistant Director Partnerships joanne-sands@tamworth.gov.uk	CMT, Audit and Governance Committee	Modern Slavery and Human Trafficking Statement 2018/19
Open	<b>Cabinet 5/09/19</b>	No	Quarter One 2019/20 Performance Report	Leader of the Council John Day Knowledge, Performance and Insight Co-ordinator john-day@tamworth.gov.uk		Quarter One 2019/20 Performance Report

Open	<b>Cabinet 5/09/19</b>	Yes	Local Council Tax Reduction Scheme 2020/21 Consultation Approval of Consultation process for proposed changes to the Local Council Tax Reduction Scheme with effect from April 2020	Portfolio Holder for Assets and Finance Lynne Pugh, Jane Smith Assistant Director Finance lynne-pugh@tamworth.gov.uk, Benefits Operations Manager Jane-Smith@tamworth.gov.uk	Consultation on proposed changes to the scheme with effect from April 2020 with Local Residents / Council Taxpayers Local Residents / Council Taxpayers	Local Council Tax Reduction Scheme 2020/21 Consultation
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Open	Cabinet 15 Aug 2019  <b>Council 10/09/19</b>	Yes	<p>Annual Report on the Treasury Management Service and Actual Prudential Indicators 2018/19</p> <p>The Annual Treasury report is a requirement of the Council's reporting procedures.</p> <p>It covers the Treasury activity for 2018/19, and the actual Prudential Indicators for 2018/19.</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 Assets and Finance Joanne Goodfellow Head of Finance joanne-goodfellow@tamworth.gov.uk</p>		Annual Report on the Treasury Management Service and Actual Prudential Indicators 2018/19
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Open	<b>Council 10/09/19</b>	Yes	<p>Tamworth Parliamentary Constituency - Review of Polling Districts, Polling Places and Polling Stations</p> <p>To inform Members of 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 and the Electoral Registration and Administration Act 2013 and to make recommendations relating to polling districts and polling places within the Parliamentary Constituency that fall within the Borough of Tamworth.</p>	<p>Portfolio Holder for Assets and Finance Bernadette Flanagan Elections Officer bernadette-flanagan@tamworth.gov.uk</p>	<p>Consultation process will run between Tuesday 28 May and Friday 19 July. Consultation sent to all relevant stakeholders (e.g. elected members, political parties, locals groups and especially groups where they have expertise in disability issues.)</p>	<p>Electoral Commission Polling district review guidance (updated 2018) Tamworth Parliamentary Constituency - Review of Polling Districts, Polling Places and Polling Stations</p>
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Exempt	<b>Cabinet 26/09/19</b>	Yes	Grant Report Quarter 2 2019-20 Grant applications to the Community & Voluntary Sector Grant Scheme, Arts Grant Scheme, Sports Grant Scheme and Business Grant Scheme.	Portfolio Holder for Housing Services and Communities Karen Clancy, Jackie Hodgkinson, Stephanie Ivey Partnerships Manager karen-clancy@tamworth.gov.uk , Children & Families Safeguarding Officer jackie-hodgkinson@tamworth.gov.uk, Partnership Vulnerability Officer stephanie-ivey@tamworth.gov.uk		Grant Report Quarter 2 2019-20
Open	<b>Cabinet 7/11/19</b>	Yes	Budget Consultation 2020/21 To receive the feedback from Budget Consultation carried out during 2019 to inform the 2020/21 Medium Term Financial Strategy and Budget setting process	Leader of the Council John Day Knowledge, Performance and Insight Co-ordinator john-day@tamworth.gov.uk	Consultation process with Local residents, businesses and stakeholders (online questionnaire) Local residents, businesses and stakeholders	Budget Consultation 2020/21

Open	Cabinet 24 Jan 2019  <b>Council 19/11/19</b>	Yes	Allocations Policy The review and publication of the Councils allocation policy is a key statutory requirement. The policy sets out in detail eligibility for joining the Councils Housing register and arrangements for allocations, nominations and arrangements supporting wider housing options.	Portfolio Holder for Housing Services and Communities Tina Mustafa Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Statutory consultation as set out in the report The consultation SCC Adult Social Care & Children's Services; Health Services; Police; Third sector partners; Registered Providers with nominating rights; Tenants Consultative Group and current applicants on the Councils Housing Register	Allocations Policy
Open	<b>Cabinet 28/11/19</b>	Yes	Review of Temporary Reserves, Retained Funds and Provisions To advise Members on the levels of reserves and to seek approval to re-purpose unspent reserves, following review by the Executive Director Finance	Portfolio Holder for Assets and Finance Lynne Pugh Assistant Director Finance lynne-pugh@tamworth.gov.uk	CMT following requests from budget managers CMT Budget Managers	Review of Temporary Reserves, Retained Funds and Provisions



Open	<b>Cabinet 28/11/19</b>	Yes	Draft Base Budget Forecasts 2020/21 to 2024/25 To inform Members of the re-priced base budget for 2020/21, base budget forecasts for the period 2021/22 to 2024/25 and the underlying assumptions and to consider the future strategy to address the financial trends	Leader of the Council Stefan Garner, Lynne Pugh Executive Director Finance stefan-garner@tamworth.gov.uk , Assistant Director Finance lynne-pugh@tamworth.gov.uk	Discussions with EMT following Budget Consultation with local stakeholders Local residents, businesses and stakeholders	Draft Base Budget Forecasts 2020/21 to 2024/25
Open	<b>Cabinet 28/11/19</b>	Yes	Council Taxbase 2020/21 To report the Council Tax Base for the Borough Council for 2020/21	Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Council Taxbase 2020/21
Open	<b>Cabinet 28/11/19</b>	Yes	Write Offs - 1st April 2019 - 30th September 2019 The amount of debt written off for the period 01 April 2019 to 30 September 2019	Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk		Write Offs

Open	<b>Cabinet 28/11/19</b>	No	Quarter Two 2019/20 Performance Report	Leader of the Council John Day Knowledge, Performance and Insight Co-ordinator john- day@tamworth.gov.uk		Quarter Two 2019/20 Performance Report
Open	Cabinet 28 Nov 2019  <b>Council 10/12/19</b>	Yes	Local Council Tax Reduction Scheme 2020/21 onwards To advise Members of the results and feedback from the consultation on the proposed Local Council Tax Reduction Scheme from 2020/21 onwards. To review the consultation feedback when considering potential changes to be applied in the Local Council Tax Reduction scheme for 2020/21 onwards	Portfolio Holder for Assets and Finance Lynne Pugh, Jane Smith Assistant Director Finance lynne- pugh@tamworth.gov.uk, Benefits Operations Manager Jane- Smith@tamworth.gov.uk	Web based consultation exercise Local Community Groups Press releases	Local Council Tax Reduction Scheme 2020/21 onwards

Open	Cabinet 28 Nov 2019  <b>Council 10/12/19</b>	Yes	<p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2019/20</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 Assets and Finance Joanne Goodfellow Head of Finance joanne-goodfellow@tamworth.gov.uk</p>		<p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2019/20</p>
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Open	<b>Cabinet 23/01/20</b>	Yes	Business Rates Income Forecast 2020/21 To report to and seek endorsement from Members on the Business Rates income forecast for 2020/21	Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael- buckland@tamworth.gov. uk		Business Rates Income Forecast 2020/21
Open	<b>Cabinet 23/01/20</b>	Yes	Draft Budget & Medium Term Financial Strategy 2020/21 To approve the draft package of budget proposals to consult with the Joint Scrutiny Committee (Budget) on 30th January 2020 and receive their feedback on: General Fund Revenue Budget and Council Tax for 2020/21; Housing Revenue Account budget for 2020/21; Capital Programme; & Medium Term Financial Strategy.	Leader of the Council Stefan Garner Executive Director Finance stefan- garner@tamworth.gov.uk	Discussions with Cabinet following Budget Consultation with local residents, businesses and stakeholders Local residents, businesses and stakeholders Joint Scrutiny Committee (Budget)	Draft Budget & Medium Term Financial Strategy 2020/21

Open	<b>Cabinet 20/02/20</b>	No	Quarter Three 2019/20 Performance Report	Leader of the Council John Day Knowledge, Performance and Insight Co-ordinator john- day@tamworth.gov.uk		Quarter Three 2019/20 Performance Report
Open	<b>Cabinet 20/02/20</b>	Yes	Write Offs - 1st April 2019 to 31st December 2019 That Members endorse the amount of debt written off for the period 01 April 2019 to 31 December 2019	Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael- buckland@tamworth.gov. uk		Write Offs 01 April 2019 to 31 December 2019

Open	Cabinet 20 Feb 2020  <b>Council 25/02/20</b>	Yes	<p>Corporate Vision, Priorities Plan, Budget &amp; Medium Term Financial Strategy 2020/21</p> <p>For Members to approve the Vision Statement &amp; Priority Themes, Corporate Priorities for 2019/20 and the recommended package of budget proposals to enable the Council to agree the:</p> <p>General Fund Revenue budget and Council Tax for 2020/21;</p> <p>Housing Revenue Account (HRA) budget for 2020/21;</p> <p>the Capital Programme &amp; Corporate Capital Strategy;</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</p>	<p>Leader of the Council Stefan Garner, Lynne Pugh Executive Director Finance stefan-garner@tamworth.gov.uk , Assistant Director Finance lynne-pugh@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) Executive Management Team Local residents, businesses and stakeholders Joint Scrutiny Committee (Budget)</p>	<p>Corporate Vision, Priorities Plan, Budget &amp; Medium Term Financial Strategy 2020/21</p>
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Open	Cabinet 30 Nov 2017  <b>Council</b>	Yes	Commercial Investment Strategy Update To create a capital fund to allow agreed investments be made in land or property	Leader of the Council Andrew Barratt Chief Executive andrew-barratt@tamworth.gov.uk	Part of the Commercial Investment Strategy Process	Commercial Investment Strategy Update
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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.

