



# TAMWORTH BOROUGH COUNCIL

## FORWARD PLAN

**Executive and Key Decisions for the period 1 October 2022 – 31 January 2023**

*Published by T Pointon  
Published on 1<sup>st</sup> September 2022  
(Updated on 14.09.22)  
01827 709616*

<b>Exempt</b>	<b>Decision to be taken by</b>	<b>Date</b>	<b>Key Decision</b>	<b>Subject</b>	<b>Corporate Priorities</b>	<b>Other Committees to Consider Item / Date</b>	<b>Portfolio and Contact Officer details/Author</b>	<b>Proposed consultation and means</b>
---------------	--------------------------------	-------------	---------------------	----------------	-----------------------------	---	---	--

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
Open	Cabinet	8/09/22	Non-Key	<p><b>Budget and Medium Term Financial Planning Process 2023/24</b></p> <p>To seek agreement to the proposed budget and medium term financial planning process for General Fund and the Housing Revenue Account for 2023/24</p>	Infrastructure		<p>Leader of the Council</p> <p>Stefan Garner, Executive Director Finance stefan-garner@tamworth.gov.uk,</p> <p>Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk</p>	The report includes proposals for the Budget Consultation process for 2022
Open	Cabinet	8/09/22	Non-Key	<p><b>Quarter one 2022/23 performance report</b></p> <p>Quarter one 2022/23 performance report</p>		Corporate Scrutiny Committee 16 Aug 2022	<p>Leader of the Council</p> <p>John Day, Knowledge, Performance and Insight Coordinator johnda@tamworth.gov.uk</p>	None

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
Open	Cabinet	8/09/22	Non-Key	<b>Write Offs 1 April 2022 to 30 June 2022</b> Debt written off for the period 01 April 2022 to 30 June 2022	The Economy		Portfolio Holder for Finance, Risk and Customer Services  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	Not applicable
Open	Cabinet	8/09/22	Key	<b>Local Plan Issues and Options Consultation</b> Cabinet approval is sought to publish a consultation on the Local Plan Issues and Options stage.	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 23 Aug 2022	Portfolio Holder for Skills, Planning, Economy & Waste  Richard Powell, Planning Policy and Delivery Team Leader richard-powell@tamworth.gov.uk	N/A
Open	Cabinet	8/09/22	Key	<b>Statement of</b>	Infrastructure	Infrastructure,	Portfolio Holder	N/A

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				<p><b>Community Involvement and Local Development Scheme</b> Cabinet approval is sought for the publication of updated versions of the Statement of Community Involvement and Local Development Scheme.</p>		<p>Safety and Growth Scrutiny Committee 23 Aug 2022</p>	<p>for Skills, Planning, Economy &amp; Waste</p> <p>Laura Massey laura-massey@tamworth.gov.uk, Richard Powell, Planning Policy and Delivery Team Leader richard-powell@tamworth.gov.uk</p>	
Open	<b>Cabinet Council</b>	<b>8/09/22</b> <b>27/09/22</b>	Key	<p><b>Annual Report on the Treasury Management Service and Actual Prudential Indicators 2021/22</b> The Annual Treasury report is a requirement of the Council's reporting procedures.</p> <p>It covers the Treasury activity for 2021/22, and</p>	The Economy		<p>Portfolio Holder for Finance, Risk and Customer Services</p> <p>Roger Bennett, Head of Finance roger-bennett@tamworth.gov.uk, Joanne</p>	None required

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				<p>the actual Prudential Indicators for 2021/22.</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>Goodfellow, Assistant Director Finance joanne- goodfellow@ta mworth.gov.uk</p>	
Open	<b>Cabinet</b>	<b>29/09/22</b>	Key	<p><b>Future High Streets Fund Quarterly Update</b> This is the quarterly update on progress</p>	Infrastructure	<p>Infrastructure, Safety and Growth Scrutiny Committee 14 Sep 2022</p>	<p>Leader of the Council</p> <p>Alice Poulton, Future High Streets Fund Project Officer alice- poulton@tamwo rth.gov.uk</p>	n/a

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
Open	<b>Cabinet</b>	<b>29/09/22</b>	Non-Key	<p><b>Agreement of the Terms of Reference for the Staffordshire Leaders Board</b></p> <p>Agreement of the Terms of Reference for the Staffordshire Leaders Board</p>	Living in Tamworth		<p>Leader of the Council</p> <p>Andrew Barratt, Chief Executive andrew-barratt@tamworth.gov.uk, Tracey Pointon, Legal Admin &amp; Democratic Services Manager tracey-pointon@tamworth.gov.uk</p>	N/A
Exempt 3,4	<b>Cabinet</b>	<b>29/09/22</b>	Key	<p><b>Future Delivery of Disabled Facilities Grants and Adaptations</b></p> <p>This report sets out proposals for the delivery of Disabled Facilities Grants and Adaptations from April 2023 when the current contractual arrangements come to an end.</p>	Living in Tamworth		<p>Portfolio Holder for Homelessness Prevention and Social Housing</p> <p>Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk</p>	This report updates on previous reports considered by H&W Scrutiny and Cabinet.

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
Open	<b>Cabinet</b>	<b>20/10/22</b>	Key	<b>Net Zero Carbon - baseline reporting</b> This report will feedback the work undertaken by consultants to identify our carbon baseline.	The Environment	Infrastructure, Safety and Growth Scrutiny Committee 14 Sep 2022	Leader of the Council  Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk	n/a
Exempt 3	<b>Cabinet</b>	<b>20/10/22</b>	Key	<b>Amington Local Centre Update</b> To provide an update on and agree actions for the future development of Amington Local Centre.	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 11 Oct 2022	Portfolio Holder for Skills, Planning, Economy & Waste  Matthew Fletcher, Head of Economic Development and Regeneration matthew-fletcher@tamworth.gov.uk	not applicable at this time.

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
Open	Cabinet	20/10/22	Key	<p><b>Council Housing Tenants Annual Report 2021/2022</b> To set out the annual performance across the housing service for 2021/2022 including reference to the Regulators latest consumer report.</p>	Infrastructure		<p>Portfolio Holder for Homelessness Prevention and Social Housing</p> <p>Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk</p>	Tenant Consultative Group
Exempt 3	Cabinet	20/10/22	Key	<p><b>Marmion House Disposal Routes</b> To approve and outline the approaches to marketing and disposing of the Marmion House site for redevelopment.</p>	Town Centre	Infrastructure, Safety and Growth Scrutiny Committee 11 Oct 2022	<p>Leader of the Council</p> <p>Matthew Fletcher, Head of Economic Development and Regeneration matthew-fletcher@tamworth.gov.uk, Anna Miller, Assistant Director –</p>	The proposals to redevelop Marmion House have already been made public through previous papers submitted to Cabinet and other Council governance boards and committees.



Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
							Growth & Regeneration Anna-Miller@tamworth.gov.uk	
Open	<b>Council</b>	<b>25/10/22</b>	Non-Key	<b>State of Tamworth Debate</b> State of Tamworth Debate	Infrastructure		Leader of the Council  Anica Goodwin, Executive Director Organisation anica-goodwin@tamworth.gov.uk	N/A
Open	<b>Cabinet</b>	<b>10/11/22</b>	Key	<b>Regulation Social Housing for the Councils own stock</b> To set out the requirements contained within the proposed Regulation Social Housing legislation; including preparations around the self-assessment and draft	Infrastructure		Portfolio Holder for Homelessness Prevention and Social Housing  Tina Mustafa, Assistant Director Neighbourhoods tina-	To be considered by the Homelessness Prevention & Social Housing Sub Committee on 12/10/22

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				improvement plan across all consumer standards			mustafa@tamworth.gov.uk	
Open	<b>Cabinet</b>	<b>10/11/22</b>	Non-Key	<p><b>Gungate Regeneration Programme Terms of Reference</b></p> <p>To update on the Governance approach for the programme to deliver the regeneration of the Gungate Masterplan site.</p>	Town Centre	Corporate Scrutiny Committee 6 Oct 2022	<p>Portfolio Holder for Skills, Planning, Economy &amp; Waste</p> <p>Matthew Fletcher, Head of Economic Development and Regeneration matthew-fletcher@tamworth.gov.uk, Liz McCusker, Future High Streets Fund Project Officer liz-mccusker@tamworth.gov.uk</p>	not applicable
Exempt	<b>Cabinet</b>	<b>10/11/22</b>	Key	<b>Recovery &amp; Reset Programme Update</b>	Infrastructure		Leader of the Council	Recovery & Reset Board set

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
1,2,3,4				To set out progress across all project areas; specifically relating to options around Marmion House; customer service reception arrangements and service re-design proposals			Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	for 26/10/22 and Corporate Scrutiny as required
Open	<b>Cabinet</b>	<b>1/12/22</b>	Key	<b>Homelessness Strategic Update</b> Homelessness Strategy (2020-2025) sets out the improvement plan for each year. Cabinet will receive an update on the delivery plan for 2021/2022 including winter relief; temporary accommodation provision and charging.	Living in Tamworth		Portfolio Holder for Homelessness Prevention and Social Housing  Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Homelessness Advisory Support Team
Open	<b>Cabinet</b>	<b>1/12/22</b>	Non-Key	<b>Quarter two 2022/23 performance report</b> Quarter two 2022/23 performance report		Corporate Scrutiny Committee 17 Nov 2022	Leader of the Council  John Day, Knowledge,	None

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
							Performance and Insight Co-ordinator johnda@tamworth.gov.uk	
Open	<b>Cabinet</b>	<b>1/12/22</b>	Key	<b>Review of Temporary Reserves, Retained Funds and Provisions</b> To advise Members on the levels of reserves and to seek approval to re-purpose unspent reserves, following review by the Executive Director Finance	Infrastructure		Portfolio Holder for Finance, Risk and Customer Services  Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	CMT following requests from budget managers
Open	<b>Cabinet Council</b>	<b>1/12/22</b> <b>13/12/22</b>	Key	<b>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2022/23</b> This report is presented in line with the Chartered Institute of	The Economy		Portfolio Holder for Finance, Risk and Customer Services  Roger Bennett, Head of Finance	None required

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				<p>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>roger-bennett@tamworth.gov.uk, Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk</p>	
Open	<b>Cabinet</b>	<b>1/12/22</b>	Key	<p><b>Draft Base Budget Forecasts 2023/24 to 2027/28</b> To inform Members of the re-priced base budget for 2023/24, base budget forecasts for the period 2024/25 to 2027/28 and the underlying assumptions and to consider the future strategy to address the financial</p>	Infrastructure		<p>Leader of the Council  Stefan Garner, Executive Director Finance stefan-garner@tamworth.gov.uk, Joanne Goodfellow, Assistant Director Finance</p>	<p>Discussions with EMT following Budget Consultation with local stakeholders: Local residents, businesses and stakeholders</p>

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				trends			joanne-goodfellow@tamworth.gov.uk	
Open	<b>Council</b> <b>Council</b>	<b>13/12/22</b> <b>13/12/22</b>	Key	<p><b>REVISED STATEMENT OF LICENSING POLICY 2023 - 2026</b> To seek approval for the revised draft Statement of Licensing Policy 2023-2026 as suitable to go out to consultation.</p> <p>To review the authority's Cumulative Impact Policy (which forms part of the Statement of Licensing Policy 2023-2026) as part of the consultation process.</p>	The Economy	Licensing Committee 13 Oct 2022	<p>Portfolio Holder for Voluntary sector, Town Centre, Evening economy &amp; Community Safety</p> <p>Sarah Gear, Senior Licensing Officer sarah-gear@tamworth.gov.uk</p>	The Licensing Authority consulted with local businesses, parish councils, elected members, and responsible authorities. In addition to these bodies all premises and personal licence holders were also consulted
Open	<b>Council</b> <b>Council</b>	<b>13/12/22</b> <b>13/12/22</b>	Key	<p><b>REVISED GAMBLING ACT 2005 STATEMENT OF PRINCIPLES (POLICY STATEMENT) 2023 - 2026</b></p>	The Economy		Portfolio Holder for Voluntary sector, Town Centre, Evening economy &	Section 349 (3) of the Act requires the Licensing Authority to

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				<p>To advise that the Authority has a duty to review the current Gambling Act 2005 Statement of Principles (Policy Statement).</p> <p>To bring before the Licensing Committee the outcome of the approved consultation exercise for Tamworth Borough Council's draft Gambling Act 2005 Statement of Principles (Policy Statement) 2023 - 2026. The public consultation exercise concluded on 11th September 2022</p>		<p>Licensing Committee 13 Oct 2022</p>	<p>Community Safety</p> <p>Sarah Gear, Senior Licensing Officer sarah-gear@tamworth.gov.uk, Wendy Smith, Head of Environmental Health wendy-smith@tamworth.gov.uk</p>	<p>consult the following on its Statement of Principles (Policy Statement) or subsequent revisions:</p> <ul style="list-style-type: none"> <li>• The Chief Officer of Police,</li> <li>• One or more persons who appear to the Licensing Authority to represent the interests of persons carrying on gambling businesses in the Authorities area; and</li> <li>• One or more persons who appear to the Authority to represent the interests of</li> </ul>

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
								<p>persons who are likely to be affected by the exercise of the Authorities functions under the Act. The public consultation exercise was held between 24th June 2022 – 23rd July 2022. No responses were received to the consultation. A further consultation took place between 12th August 2022 – 11th September 2022 due to an amendment of Policy Statement dates.</p>
Open	Cabinet	15/12/22	Key	Council Tax Base	The Economy		Portfolio Holder	Not applicable



Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				<b>2023/24</b> To report the Council Tax Base for the Borough Council for 2023/24			for Finance, Risk and Customer Services  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	
Open	<b>Cabinet</b>	<b>15/12/22</b>	Non-Key	<b>Write Offs 1 April 2022 to 30 September 2022</b> Debt written off for the period 01 April 2022 to 30 September 2022	The Economy		Portfolio Holder for Finance, Risk and Customer Services  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	Not applicable
Open	<b>Cabinet</b>	<b>19/01/23</b>	Key	<b>Draft Budget &amp; Medium Term Financial Strategy</b>	Infrastructure	Joint Scrutiny (Budgets) 25 Jan 2023	Leader of the Council	Discussions with Cabinet following

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				<p><b>2023/24</b>  o approve the draft package of budget proposals to consult with the Joint Scrutiny Committee (Budget) on 26th January 2023 and receive their feedback on:  General Fund Revenue Budget and Council Tax for 2023/24;  Housing Revenue Account budget for 2023/24;  Capital Programme; &amp; Medium Term Financial Strategy.</p>			<p>Stefan Garner, Executive Director Finance stefan-garner@tamworth.gov.uk,  Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk</p>	<p>Budget Consultation with local residents, businesses and stakeholders</p> <p>Consultees Local residents, businesses and stakeholders Joint Scrutiny Committee (Budget)</p>
Open	Cabinet	19/01/23	Key	<p><b>Business Rates Income Forecast 2023/24</b>  To report to and seek endorsement from Members on the Business Rates income forecast for 2023/24</p>	The Economy		<p>Portfolio Holder for Finance, Risk and Customer Services</p> <p>Michael Buckland, Head of Revenues michael-buckland@tamw</p>	Not applicable

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
							orth.gov.uk	
Open	<b>Cabinet</b>	<b>23/02/23</b>	Non-Key	<b>Quarter three 2022/23 performance report</b> Quarter three 2022/23 performance report		Corporate Scrutiny Committee 8 Feb 2023	Leader of the Council  John Day, Knowledge, Performance and Insight Co-ordinator johnda@tamworth.gov.uk	None
Open	<b>Cabinet Council</b>	<b>23/02/23</b> <b>28/02/23</b>	Key	<b>Corporate Vision, Priorities Plan, Budget &amp; Medium Term Financial Strategy 2023/24</b> For Members to approve the Vision Statement & Priority Themes, Corporate Priorities for 2023/24 and the recommended package of budget proposals to enable the Council to agree the: General Fund Revenue	Infrastructure		Leader of the Council  Stefan Garner, Executive Director Finance stefan-garner@tamworth.gov.uk, Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@ta	Discussions with Executive Management Team following Budget Consultation with local residents, businesses and stakeholders including the Joint Scrutiny Committee (Budget)

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				<p>budget and Council Tax for 2023/24;  Housing Revenue Account (HRA) budget for 2023/24;  the Capital Programme &amp; Corporate Capital Strategy;  the Medium Term Financial Strategy (MTFS).  and  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 the Prudential Indicators.</p>			mworth.gov.uk	
Open	Cabinet	23/02/23	Non-Key	<p><b>Write Offs 1 April 2022 to 31 December 2022</b>  That Members endorse the amount of debt written off for the period</p>	The Economy		Portfolio Holder for Finance, Risk and Customer Services	Not applicable

Exempt	Decision to be taken by	Date	Key Decision	Subject	Corporate Priorities	Other Committees to Consider Item / Date	Portfolio and Contact Officer details/Author	Proposed consultation and means
				1st April 2022 to 31 December 2022			Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	
Open	<b>Council</b> <b>Council</b>	<b>21/03/23</b> <b>21/03/23</b>	Key	<b>Hackney carriage and Private Hire Licensing Policy 2023 - 2027</b> This report seeks approval from committee members for consultation to begin on the draft Hackney Carriage and Private Hire Licensing Policy at Appendix A. The draft policy outlines the decision making framework that Tamworth Borough Council will apply when exercising its responsibilities for licensing hackney carriage and private hire vehicles, drivers and	The Economy	Licensing Committee 13 Oct 2022	Portfolio Holder for Voluntary sector, Town Centre, Evening economy & Community Safety  Sarah Gear, Senior Licensing Officer sarah-gear@tamworth.gov.uk	If approved for consultation, all licensed Drivers, Proprietors of vehicles and operators will be consulted on the draft policy. The policy will also be published on the Tamworth Borough Council website for public consultation.

<b>Exempt</b>	<b>Decision to be taken by</b>	<b>Date</b>	<b>Key Decision</b>	<b>Subject</b>	<b>Corporate Priorities</b>	<b>Other Committees to Consider Item / Date</b>	<b>Portfolio and Contact Officer details/Author</b>	<b>Proposed consultation and means</b>
				operators.				