



# TAMWORTH BOROUGH COUNCIL

## FORWARD PLAN

### Executive and Key Decisions for the period 1 May 2023 - 31 August 2023

*Published by Leanne Costello*

*01827 709237*

*Published on 28<sup>th</sup> April 2023*

*Updated on 4<sup>th</sup> May 2023*

*Updated on 9<sup>th</sup> May 2023*

*Updated on 17<sup>th</sup> May 2023*

*Updated on 26<sup>th</sup> May 2023*

<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>
Open	<b>Council</b>	<b>23 May 2023</b>	No	Annual Report of Audit & Governance Committee 2022-23 Chair's report of the committee for 2022/23			Andrew Wood, Audit Manager andrew-wood@tamworth.gov.uk	Considered at Audit & Governance Committee at its meeting of 20 April 2023.

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Open	Council	23 May 2023	No	<p>The Local Authorities (Executive Arrangements) (Meetings and Access to Information Regulations) 2012</p> <p>The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 specify and require inter alia under Regulation 19 that the executive leader must submit a report on a regular basis to Council containing details of particulars of each urgent executive decision together with a summary of the matters in respect of which the decision was made.</p>	Living in Tamworth		<p>Leader of the Council</p> <p>Anica Goodwin, Executive Director Organisation anica-goodwin@tamworth.gov.uk</p>	None

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Open	<b>Council</b>	<b>23 May 2023</b>	No	Annual Report of the Scrutiny Committees 2022-23 To receive the Annual Reports of the Corporate Scrutiny, Health & Wellbeing Scrutiny and Infrastructure Safety & Growth Scrutiny Committees for the year 2022-23			Leanne Costello, Democratic and Executive Support Officer leanne-costello@tamworth.gov.uk, Tracey Pointon, Legal Admin & Democratic Services Manager tracey-pointon@tamworth.gov.uk	Each Committee considered a draft of its annual report.
Exempt 3	<b>Cabinet</b>	<b>8 Jun 2023</b>	Yes	Update on commercial lease This report provides a further update on a commercial lease arrangement.	Town Centre		Portfolio Holder for Operations and Finance  Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	Follow on report from previous Cabinet reports.

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Exempt 3	<b>Cabinet</b>	<b>8 Jun 2023</b>	Yes	Commercial Lease - Bolebridge Street This report provides an update and proposals in relation to a commercial lease on Bolebridge Street.	Town Centre		Portfolio Holder for Operations and Finance  Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	s151 Officer Exec Director Portfolio Holder  All advised on opportunity and aware of aims and implications.
Open	<b>Cabinet</b>	<b>29 Jun 2023</b>	No	Quarter Four 2022/23 Performance Report Quarter Four 2022/23 Performance Report	The Economy	Corporate Scrutiny Committee 20 Jun 2023	Leader of the Council  Pardeep Kataria Pardeep-Kataria@tamworth.gov.uk, Zoe Wolicki, Assistant Director People zoe-wolicki@tamworth.gov.uk, Gareth Youlden, Head of Technology and Information Services gareth-youlden@tamworth.gov.uk	Consult with CMT

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Open	<b>Cabinet</b>	<b>29 Jun 2023</b>	No	Tamworth Borough Council Grant Schemes To inform Members of the Community Grants, Councillor Grants, and Festive Grants awards made during 2022/23	Living in Tamworth		Portfolio Holder for Environmental Health and Community Partnerships  Karen Clancy, Partnerships Manager karen-clancy@tamworth.gov.uk	Nominations and Grants Committee
Open	<b>Cabinet</b>	<b>20 Jul 2023</b>	Yes	Write Offs 1 April 2022 to 31 March 2023 To endorse the amount of debt written off for the period 01 April 2022 to 31 March 2023	The Economy		Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	None
Open	<b>Cabinet</b>	<b>20 Jul 2023</b>	Yes	Local Council Tax Reduction Scheme 2024/25 To advise members and seek endorsement to consult on changes to the Local Council Tax Reduction Scheme for 2024/25	Living in Tamworth	Corporate Scrutiny Committee 20 Jun 2023	Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	To be carried out following endorsement with: Local Residents/Council taxpayers Precepting Authorities

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Open	<b>Cabinet</b>	<b>20 Jul 2023</b>	No	Armed Forces Covenant Endorsement of the signing and plan to outline commitment of the Council to the Staffordshire wide Armed Forces Covenant	Living in Tamworth		Portfolio Holder for Environmental Health and Community Partnerships  Joanne Sands, Assistant Director Partnerships joanne-sands@tamworth.gov.uk	Portfolio Holders and Scrutiny chairs, Staffordshire County Council
Open	<b>Cabinet</b>	<b>31 Aug 2023</b>	Yes	Write Offs 1st April 2023 to 30th June 2023 To endorse the amount of debt written off for the period 1st April 2023 to 30th June 2023	The Economy		Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	None
Open	<b>Cabinet</b>	<b>31 Aug 2023</b>	Yes	Budget and Medium Term Financial Planning Process 2024/25 To seek agreement to the proposed budget and medium term financial planning process for General Fund and the Housing Revenue Account for 2024/25	The Economy		Leader of the Council  Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	The report includes proposals for the Annual Survey including Budget Consultation for 2023

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Open	Cabinet Council	31 Aug 2023 19 Sep 2023	Yes	<p>Annual Report on the Treasury Management Service and Actual Prudential Indicators 2022/23</p> <p>The Annual Treasury report is a requirement of the Council's reporting procedures.</p> <p>It covers the Treasury activity for 2022/23, and the actual Prudential Indicators for 2022/23.</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>	The Economy		<p>Portfolio Holder for Operations and Finance</p> <p>Omotayo Lawal, Head of Finance omotayo-lawal@tamworth.gov.uk</p>	None

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Open	<b>Cabinet</b>	<b>30 Nov 2023</b>	Yes	Draft Base Budget Forecasts 2024/25 to 2028/29 To inform Members of the re-priced base budget for 2024/25, base budget forecasts for the period 2025/26 to 2028/29 and the underlying assumptions and to consider the future strategy to address the financial trends	The Economy		Leader of the Council  Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	Discussions with EMT following Annual Survey (including Budget Consultation) with local stakeholders: Local residents, businesses and stakeholders
Open	<b>Cabinet Council</b>	<b>30 Nov 2023</b> <b>12 Dec 2023</b>	Yes	Local Council Tax Reduction Scheme 2024/25 To advise members and seek endorsement of the Local Council Tax Reduction Scheme for 2024/25	Living in Tamworth		Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	Follows consultation with: Local residents / Council taxpayers Precepting Authorities



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Open	Cabinet Council	30 Nov 2023 12 Dec 2023	Yes	<p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2023/24</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>	The Economy		<p>Portfolio Holder for Operations and Finance</p> <p>Omotayo Lawal, Head of Finance omotayo-lawal@tamworth.gov.uk</p>	None

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Open	<b>Cabinet</b>	<b>14 Dec 2023</b>	Yes	Council Tax Base 2024/25 To report the Council Tax Base for the Borough Council for 2024/25	The Economy		Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	None
Open	<b>Cabinet</b>	<b>14 Dec 2023</b>	Yes	Write Offs 1 April 2023 to 30 September 2023 To endorse the amount of debt written off for the period 1st April 2023 to 30th September 2023	The Economy		Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	None
Open	<b>Cabinet</b>	<b>14 Dec 2023</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	The Economy		Portfolio Holder for Operations and Finance  Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	None

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Open	<b>Cabinet</b>	<b>25 Jan 2024</b>	Yes	Business Rates Income Forecast 2024/25 To report to and seek endorsement from Members on the Business Rates income forecast for 2024/25	The Economy		Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	None
Open	<b>Cabinet</b>	<b>25 Jan 2024</b>	Yes	Draft Budget & Medium Term Financial Strategy 2024/25 To approve the draft package of budget proposals to consult with the Joint Scrutiny Committee (Budget) on 31st January 2024 and receive their feedback on: General Fund Revenue Budget and Council Tax for 2024/25; Housing Revenue Account budget for 2024/25; Capital Programme; & Medium Term Financial Strategy.	The Economy	Joint Scrutiny (Budgets) 31 Jan 2024	Leader of the Council  Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	Discussions with Cabinet following Annual Surevy (including Budget Consultation) with local residents, businesses and stakeholders  Consultees Local residents, businesses and stakeholders Joint Scrutiny Committee (Budget)

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Open	Cabinet	22 Feb 2024	Yes	Write Offs 1st April 2023 to 31st December 2023 To endorse the amount of debt written off for the period 1st April 2023 to 31st December 2023	The Economy		Portfolio Holder for Operations and Finance  Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk	None

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Open	<b>Cabinet Council</b>	<b>22 Feb 2024</b> <b>27 Feb 2024</b>	Yes	<p>Corporate Vision, Priorities Plan, Budget &amp; Medium Term Financial Strategy 2024/25</p> <p>For Members to approve the Vision Statement &amp; Priority Themes, Corporate Priorities for 2024/25 and the recommended package of budget proposals to enable the Council to agree the:</p> <p>General Fund Revenue budget and Council Tax for 2024/25;</p> <p>Housing Revenue Account (HRA) budget for 2024/25;</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 Government Act 2003 with the reporting of the</p>	The Economy		<p>Leader of the Council</p> <p>Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@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>

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