



TAMWORTH BOROUGH COUNCIL

FORWARD PLAN

Executive and Key Decisions for the period 1 August 2023 - 30 November 2023

Published by Leanne Costello

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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	17 Aug 2023	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

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
Exempt 3	Cabinet	17 Aug 2023	Yes	Update on Commercial Lease This report provides an ongoing update on the position of a key commercial lease.	Town Centre		Portfolio Holder for Town Centre and Commercial Property Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	Ongoing update - previously reported to and consulted with Members.
Open	Cabinet	31 Aug 2023	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	Cabinet	31 Aug 2023	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	Cabinet	31 Aug 2023	No	Quarter One 2023/24 Performance Report Quarter One 2023/ 24 Performance Report	Living in Tamworth	Corporate Scrutiny Committee 8 Aug 2023	Leader of the Council Pardeep Kataria Pardeep-Kataria@tamworth.gov.uk, Rob Vernon rob-vernon@tamworth.gov.uk, Zoe Wolicki, Assistant Director People zoe-wolicki@tamworth.gov.uk	CMT
Open	Cabinet	31 Aug 2023	No	Update on Corporate Comments, Compliments and Complaints Update on Comments, Compliments and Complaints following implementation of the new policy on 1 April 2023.	Living in Tamworth		Portfolio Holder for Operations and Finance Zoe Wolicki, Assistant Director People zoe-wolicki@tamworth.gov.uk	CMT
Exempt 3	Cabinet	31 Aug 2023	Yes	Update on commercial lease This report provides an ongoing update on the position of a key commercial lease.	Town Centre		Portfolio Holder for Town Centre and Commercial Property Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	Previously reported to Cabinet.

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Exempt 3	Cabinet	31 Aug 2023	Yes	Corporate Credit Policy That Members review and endorse the updated Corporate Credit Policy	The Economy		Portfolio Holder for Operations and Finance Michael Buckland, Head of Revenues michael-buckland@tamworth.gov.uk, Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	CMT
Exempt 3	Council	19 Sep 2023	Yes	Future High Streets Fund Financial update on programme finances	Infrastructure		Leader of the Council Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk	N/A

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Exempt 3	Cabinet	28 Sep 2023	Yes	Gungate Atik Update Report on the progress of the Gungate project relating specifically to the Atik Nightclub and former Buzz Bingo buildings	Infrastructure		Leader of the Council Thomas Hobbs, Head of Economic Development and Regeneration thomas-hobbs@tamworth.gov.uk	Relevant property owners/tenants.
Open	Cabinet	28 Sep 2023	Yes	Staffordshire Sustainability Board Update Approval of the Staffordshire Adaptation Strategy	Living in Tamworth	Infrastructure, Safety and Growth Scrutiny Committee 13 Sep 2023	Leader of the Council Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk	N/A
Open	Cabinet	28 Sep 2023	Yes	Council Housing Decant Policy 2023-2026 To outline the policy framework to temporarily re-locate (decant) council housing tenants from their secure / fixed tenancies for reasons such as disrepair; investigations for anti social behaviour &/or other such reasons	Living in Tamworth		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group

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Open	Cabinet	28 Sep 2023	Yes	Neighbourhood Impact Service - Corporate Anti Social Behaviour To set out the service transformation planning for the new Neighbourhood Impact Service, which commenced in May 2023.	Living in Tamworth		Portfolio Holder for Environmental Health and Community Partnerships Lee Birch, Head of Neighbourhood Services lee-birch@tamworth.gov.uk, Julia Gibbs, Anti Social Behaviour Manager julia-gibbs@tamworth.gov.uk, Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Community Safety Forum

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Open	Cabinet	19 Oct 2023	Yes	Local Plan Issues and Options Consultation Responses To seek Cabinet approval for the publication of the summary of and responses to the comments received in relation to the Local Plan Issues and Options consultation carried out in 2022.	Living in Tamworth	Infrastructure, Safety and Growth Scrutiny Committee 13 Sep 2023	Portfolio Holder for Housing and Planning Laura Massey laura-massey@tamworth.gov.uk, Richard Powell, Planning Policy and Delivery Team Leader richard-powell@tamworth.gov.uk	The report relates to the results of a consultation exercise carried out in autumn 2022. Details of the consultation exercise will be included within the report. No additional consultation will be carried out prior to the decision being made.
Open	Cabinet	19 Oct 2023	Yes	FHSF Update Quarterly FHSF Update	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 10 Oct 2023	Leader of the Council Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk, Alice Poulton, Future High Streets Fund Project Officer alice-poulton@tamworth.gov.uk	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	Cabinet Council	19 Oct 2023 12 Dec 2023	Yes	Nature Recovery Declaration This is a declaration that nature is in crisis.	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 10 Oct 2023	Leader of the Council Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk	n/a
Open	Cabinet	19 Oct 2023	Yes	Social Housing Regulatory Programme The Councils Social housing Regulatory Programme is designed to ensure organisational wide preparedness' for the Social Housing (Regulation) Act 2023 and proposed consumer standards aimed at driving excellence across all of the Council housing stock and services. This report will set out progress so far.	Infrastructure		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Housing Advisory Panel (15/8/23)

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Open	Cabinet	19 Oct 2023	Yes	Council Housing - Annual Report 2022-2023 To provide the latest Council Housing Annual Report which reflects on the previous 12 months. Historically this has been timetabled during the Autumn as outturn benchmarking data is not available until the Summer which is needed to form part of report.	Living in Tamworth		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group
Exempt 3	Cabinet	19 Oct 2023	Yes	Off Street Car Parking Tariff and Structure Review Review of the current off street parking structures and tariffs with recommendations for updating them.	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 13 Sep 2023	Portfolio Holder for Town Centre and Commercial Property Thomas Hobbs, Head of Economic Development and Regeneration thomas-hobbs@tamworth.gov.uk, Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk	Consult with members including ISaG committee. Review of similar locations for comparison.

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Exempt 3	Cabinet	9 Nov 2023	Yes	Sheltered Housing - Community Alarm & Lifeline Provision To set out the contractual arrangements to ensure continued provision of the Councils 24/7 Community alarm lifeline services for its Sheltered Housing Tenants.	Living in Tamworth		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group
Exempt 7	Cabinet	9 Nov 2023	Yes	Tamworth Borough Council Prevent Duty Compliance To report on Prevent Duty and provide assurance of compliance	Living in Tamworth		Portfolio Holder for Environmental Health and Community Partnerships Joanne Sands, Assistant Director Partnerships joanne-sands@tamworth.gov.uk	CMT Staffordshire Prevent Board

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Open	Cabinet	30 Nov 2023	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	Cabinet Council	30 Nov 2023 12 Dec 2023	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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Exempt 1,2,4	Cabinet	30 Nov 2023	Yes	Eringden Tenancy Services - Resident Support Eringden has enjoyed a resident support scheme since 2018 to support and enhance council housing services to the block. The report will detail the findings and set out the options going forward.	Infrastructure		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group; Trade Union Consultative Group (TULG); Staff
Exempt 1,2,3,4	Cabinet	30 Nov 2023	Yes	Homelessness Statutory On-Call & Out of Hours Arrangements To set out the options for continued delivery of the Councils in-house statutory homelessness out of hours service; including arrangements for B&B protocols detailing the Councils principles for their use.	Living in Tamworth		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Trade Union Liaison Group (TULG); Staff and Homelessness Advisory Support Team (HAST)

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Open	Council	12 Dec 2023	No	<p>Sexual Establishment Policy 2024 - 2028</p> <p>The Council, in its capacity as Licensing Authority, is required to consider applications and issue licences for Sexual Establishment Venues. There is currently no policy in force covering the Council area for these activities and it is considered necessary and appropriate for such a policy to be prepared, consulted upon and published in order to ensure that applications for this type of authorisation are considered and determined in a fair, consistent and transparent manner.</p>	Infrastructure		<p>Portfolio Holder for Environmental Health and Community Partnerships</p> <p>Sarah Gear, Senior Licensing Officer sarah-gear@tamworth.gov.uk</p>	<p>the draft policy will undergo a consultation process with all relevant stakeholders, including, town centre managers, Staffordshire Police, Community Safety officers, residents, businesses, Members, parish councils and Community Boards</p>

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Open	Council	12 Dec 2023	No	<p>Draft Charitable Collections Policy 2024 - 2028</p> <p>The Council, in its capacity as Licensing Authority, is required to consider applications and issue permits and licences for charitable collections which take place in public areas and from house to house. There is currently no policy in force covering the Council area for these activities and it is considered necessary and appropriate for such a policy to be prepared, consulted upon and published in order to ensure that applications for this type of authorisation are considered and determined in a fair, consistent and transparent manner.</p>	Infrastructure		<p>Portfolio Holder for Environmental Health and Community Partnerships</p> <p>Sarah Gear, Senior Licensing Officer sarah-gear@tamworth.gov.uk</p>	<p>the draft policy will undergo a consultation process with all relevant stakeholders, including affected charity organisations, town centre managers, Staffordshire Police, Community Safety officers, residents, businesses, Members, parish councils and Community Boards.</p>

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Open	Cabinet	14 Dec 2023	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	Cabinet	14 Dec 2023	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	Cabinet	14 Dec 2023	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	Cabinet	14 Dec 2023	Yes	Housing Revenue Account Business Plan 2023-2053 To set out the baseline and consultation planning for provision of the HRA business plan.	Infrastructure		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Housing Advisory Panel to be confirmed & Tenant Consultative group
Exempt 3	Cabinet	14 Dec 2023	Yes	Homeless Hub & Severe Weather Emergency Protocol Arrangements Update on the launch of the homeless hub and proposals for continued Severe Weather Emergency Protocol and Provision	Living in Tamworth		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Partners

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Open	Cabinet	14 Dec 2023	No	<p>Scrap Metal Policy 2024 - 2028</p> <p>The Council, in its capacity as Licensing Authority, is required to consider applications for Scrap Metal Sites & Collectors. There is currently no policy in force covering the Council area for these activities and it is considered necessary and appropriate for such a policy to be prepared, consulted upon and published in order to ensure that applications for this type of authorisation are considered and determined in a fair, consistent and transparent manner.</p>	Infrastructure		<p>Portfolio Holder for Environmental Health and Community Partnerships</p> <p>Sarah Gear, Senior Licensing Officer sarah-gear@tamworth.gov.uk</p>	<p>existing licence holders, Staffordshire Police, Community Safety officers, residents, businesses, Members, parish councils and Community Boards.</p>

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Open	Cabinet	25 Jan 2024	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	Cabinet	25 Jan 2024	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	25 Jan 2024	Yes	FHSF Update Quarterly FHSF Update	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 17 Jan 2024	Leader of the Council Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk, Alice Poulton, Future High Streets Fund Project Officer alice-poulton@tamworth.gov.uk	n/a
Open	Cabinet	1 Feb 2024	Yes	Allocations Policy and Management of the Councils Housing Register To set out the updated allocations policy and framework for management of applicants on the councils housing register.	Living in Tamworth		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Statutory consultation if required

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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	Cabinet Council	22 Feb 2024 27 Feb 2024	Yes	<p>Corporate Vision, Priorities Plan, Budget & Medium Term Financial Strategy 2024/25</p> <p>For Members to approve the Vision Statement & 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 & 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>	Discussions with Executive Management Team following Budget Consultation with local residents, businesses and stakeholders including the Joint Scrutiny Committee (Budget)

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Open	Cabinet	22 Feb 2024	Yes	Emergency Planning and Civil Contingencies The Civil Contingencies' legislation requires the Council to ensure robust emergency and business continuity planning. The Council is supported by the Civil Contingencies Unit (CCU) and the report will set out the role of members as part of its overall preparedness'.	Living in Tamworth		Portfolio Holder for Environmental Health and Community Partnerships Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk, Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	CCU and Staffordshire Local Resilience Forum
Open	Cabinet	22 Feb 2024	Yes	Community Wellbeing Strategy 2024-2027 To approve the proposed Community Wellbeing Strategy 2024-2027	Living in Tamworth		Portfolio Holder for Environmental Health and Community Partnerships Joanne Sands, Assistant Director Partnerships joanne-sands@tamworth.gov.uk	Baseline information and strategy 2023 - UKSPF study Health and Wellbeing Scrutiny CMT

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Open	Cabinet	14 Mar 2024	Yes	Council Housing - Tenancy Management Policy To set out the arrangements for the Councils' Housing stock including an updated tenancy policy framework including a revised tenancy agreement; options around tenancy type and consultation plan	Living in Tamworth		Portfolio Holder for Housing and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative group and Housing Advisory Panel (to be confirmed)
Open	Cabinet	11 Apr 2024	Yes	FHSF Update Quarterly FHSF Update	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 21 Mar 2024	Leader of the Council Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk, Alice Poulton, Future High Streets Fund Project Officer alice-poulton@tamworth.gov.uk	n/a