



# TAMWORTH BOROUGH COUNCIL

## FORWARD PLAN

**Executive and Key Decisions for the period 1 November 2023 - 29 February 2024**

*Published by Leanne Costello*

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*Updated on 22 November 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>
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Exempt 3	<b>Cabinet</b>	<b>9 Nov 2023</b>	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 10 Oct 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.
Exempt 3	<b>Cabinet</b>	<b>9 Nov 2023</b>	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	Health and Wellbeing Scrutiny Committee 17 Oct 2023	Portfolio Holder for Housing and Planning  Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group

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Exempt 7	<b>Cabinet</b>	<b>9 Nov 2023</b>	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
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

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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	Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2023/24 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.	The Economy		Portfolio Holder for Operations and Finance  Omotayo Lawal, Head of Finance omotayo-lawal@tamworth.gov.uk	None

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Open	<b>Cabinet Council</b>	<b>30 Nov 2023</b> <b>12 Dec 2023</b>	Yes	Nature Recovery Declaration This is a declaration that nature is in crisis.	Infrastructure	Infrastructure, Safety and Growth Scrutiny Committee 21 Nov 2023	Leader of the Council  Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk	n/a
Open	<b>Cabinet</b>	<b>30 Nov 2023</b>	Yes	Environmental Crime Policy Update 2023 To consider changes to the Environmental Crime Policy	Living in Tamworth	Infrastructure, Safety and Growth Scrutiny Committee 21 Nov 2023	Portfolio Holder for Environmental Health and Community Partnerships  Joanne Sands, Assistant Director Partnerships joanne-sands@tamworth.gov.uk	IS&G Scrutiny

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Exempt 1,2,4	<b>Cabinet</b>	<b>30 Nov 2023</b>	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 3	<b>Cabinet</b>	<b>30 Nov 2023</b>	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	Health and Wellbeing Scrutiny Committee 28 Nov 2023	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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Exempt 3	<b>Cabinet</b>	<b>30 Nov 2023</b>	Yes	Leisure Strategy Update Update on the development of the leisure strategy documents.	Living in Tamworth	Health and Wellbeing Scrutiny Committee 28 Nov 2023	Portfolio Holder for Entertainment and Leisure  Karen Moss, Community Sports Officer karen-moss@tamworth.gov.uk	Consultation with local sports clubs and leisure based business
Exempt 2,3	<b>Cabinet</b>	<b>30 Nov 2023</b>	Yes	Swimming Subsidy Decision on current swimming subsidy agreement.	Living in Tamworth		Portfolio Holder for Entertainment and Leisure  Karen Moss, Community Sports Officer karen-moss@tamworth.gov.uk	None
Exempt 3	<b>Cabinet</b>	<b>30 Nov 2023</b>	Yes	Update on Commercial Lease This report provides a further report on a commercial lease in Tamworth.	Town Centre		Portfolio Holder for Town Centre and Commercial Property  Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	This is an update on reports previously received by Cabinet.



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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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Exempt 3	<b>Council</b>	<b>12 Dec 2023</b>	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
Open	<b>Cabinet</b>	<b>14 Dec 2023</b>	No	Quarter Two 2023/24 Performance Report Quarter Two 2023/24 Performance Report	Living in Tamworth	Corporate Scrutiny Committee 7 Dec 2023	Leader of the Council  Zoe Wolicki, Assistant Director People zoe-wolicki@tamworth.gov.uk	CMT
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

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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
Open	<b>Cabinet</b>	<b>14 Dec 2023</b>	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

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Open	Cabinet	14 Dec 2023	Yes	Publication of planning monitoring reports To seek Cabinet approval for the publication of a number of planning related monitoring reports including the infrastructure funding statement.	Infrastructure		Portfolio Holder for Housing and Planning  Richard Powell, Planning Policy and Delivery Team Leader richard-powell@tamworth.gov.uk	The reports contain mostly factual information relating to development within Tamworth. No consultation is required prior to publication.

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Open	<b>Cabinet</b>	<b>14 Dec 2023</b>	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 &amp; 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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Exempt 3	<b>Cabinet</b>	<b>14 Dec 2023</b>	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
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

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Open	<b>Cabinet</b>	<b>25 Jan 2024</b>	Yes	<p>Draft Budget &amp; Medium Term Financial Strategy 2024/25</p> <p>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:</p> <p>General Fund Revenue Budget and Council Tax for 2024/25;</p> <p>Housing Revenue Account budget for 2024/25;</p> <p>Capital Programme; &amp; Medium Term Financial Strategy.</p>	The Economy	<p>Joint Scrutiny (Budgets)</p> <p>31 Jan 2024</p>	<p>Leader of the Council</p> <p>Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk</p>	<p>Discussions with Cabinet following Annual Surevy (including Budget Consultation) with local residents, businesses and stakeholders</p> <p>Consultees Local residents, businesses and stakeholders Joint Scrutiny Committee (Budget)</p>



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Open	<b>Cabinet</b>	<b>25 Jan 2024</b>	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	<b>Cabinet</b>	<b>25 Jan 2024</b>	Yes	Local Plan Progression Options To seek a decision from Cabinet on a preferred approach to progressing the new local plan for Tamworth in light of the Government's proposed changes to the plan-making system.	Living in Tamworth	Infrastructure, Safety and Growth Scrutiny Committee 17 Jan 2024	Portfolio Holder for Housing and Planning  Laura Massey, Planning, Policy & Delivery Officer laura-massey@tamworth.gov.uk, Richard Powell, Planning Policy and Delivery Team Leader richard-powell@tamworth.gov.uk	No consultation will be carried out prior to the decision. The decision relates to the process of developing a new local plan which itself involves a number of consultation stages.

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Exempt 3	<b>Cabinet</b>	<b>25 Jan 2024</b>	Yes	Disposal of Commercial Asset This report sets out a proposal for the disposal of a commercial property asset.	Town Centre		Portfolio Holder for Town Centre and Commercial Property  Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	Consultations have taken place with the Asset Strategy Steering Group, Portfolio Holder and Leader.
Open	<b>Cabinet</b>	<b>1 Feb 2024</b>	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
Open	<b>Cabinet</b>	<b>22 Feb 2024</b>	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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Open	<b>Cabinet</b>	<b>22 Feb 2024</b>	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	<b>Cabinet</b>	<b>14 Mar 2024</b>	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	<b>Cabinet</b>	<b>14 Mar 2024</b>	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	<b>Cabinet</b>	<b>11 Apr 2024</b>	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