



# TAMWORTH BOROUGH COUNCIL

## FORWARD PLAN

### Executive and Key Decisions for the period 1 July 2024 - 31 October 2024

*Published by Laura Sandland  
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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   | <b>Council</b>          | <b>9 Jul 2024</b> | Yes          | Constitution & Scheme of Delegation Review<br>Constitution & Scheme of Delegation Review |                      |  | Leader of the Council<br><br>Nicola Hesketh,<br>Monitoring Officer<br>nicola-hesketh@tamworth.gov.uk | All member group held December 2023<br>A&G Committee February 2024 |
| Open   | <b>Council</b>          | <b>9 Jul 2024</b> | Yes          | Code of Conduct review<br>Code of Conduct review   |                      |  | Leader of the Council<br><br>Nicola Hesketh,<br>Monitoring Officer<br>nicola-hesketh@tamworth.gov.uk | All member workshop<br>CMT<br>A&G Committee                        |

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|--------|-------------------------|-------------|--------------|---|----------------------|---|--|---------------------------------|
| Open   | Cabinet                 | 18 Jul 2024 | No           | Quarter 4 2023-24 Performance Report Organisational performance report for quarter 4 2023- 24 | Infrastructure       | Corporate Scrutiny Committee<br>25 Jun 2024 | <p>Leader of the Council</p> <p>Pardeep Kataria<br/>Pardeep-Kataria@tamworth.gov.uk, Rob Vernon rob-vernon@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</p> | CMT                             |

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|--------|-------------------------|-------------|--------------|---|----------------------|--|--|--|
| Open   | Cabinet                 | 18 Jul 2024 | Yes          | <p>Tamworth Electric Vehicle Strategy</p> <p>This report sets out Tamworth Borough Councils Electric Vehicle Strategy for adoption.</p> | Infrastructure       | <p>Infrastructure, Safety and Growth Scrutiny Committee</p> <p>11 Jul 2024</p> | <p>Portfolio Holder for Environmental Sustainability, Recycling and Waste</p> <p>Thomas Hobbs, Head of Economic Development and Regeneration<br/>thomas-hobbs@tamworth.gov.uk, Laura Patrick, Senior Regeneration Officer<br/>laura-patrick@tamworth.gov.uk, Anna Miller, Assistant Director – Growth &amp; Regeneration<br/>Anna-Miller@tamworth.gov.uk</p> | <p>This Strategy report coincides with the findings and recommendations of earlier work undertaken on behalf of Staffordshire County Council (SCC) to generate an Electric Vehicle Strategy. TBC's own EV Strategy shall align with the previous work but shall provide local, rather than regional, update of previous assessments.</p> |

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|---------------|--------------------------------|--------------------|---------------------|---|-----------------------------|--|--|--|
| Open          | <b>Cabinet</b>                 | <b>18 Jul 2024</b> | No                  | Corporate Plan 2025 Development Timeline Report to outline the development and consultation plans for the Corporate Plan to take effect from 1 April 2025 |                             |  | Leader of the Council<br><br>Christie Tims, Corporate Project Co-ordinator<br>christie-tims@tamworth.gov.uk  | To ensure consultation plans are robust and understood |
| Exempt<br>3   | <b>Cabinet</b>                 | <b>8 Aug 2024</b>  | Yes                 | DISABLED ADAPTATIONS SERVICE DEVELOPMENT PLAN Proposals to enhance the adaptations service over the course of the next 12-18 months.                      | Living in Tamworth          | Health and Wellbeing Scrutiny Committee<br>16 Jul 2024 | Portfolio Holder for Housing, Homelessness and Planning<br><br>Lucy Mitchell, Disabled Adaptations Manager<br>lucy-mitchell@tamworth.gov.uk, Paul Weston, Assistant Director Assets<br>paul-weston@tamworth.gov.uk | Health and Wellbeing Scrutiny                          |

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|---------------|--------------------------------|--------------------|---------------------|--|-----------------------------|--|--|--|
| Open          | <b>Cabinet</b>                 | <b>8 Aug 2024</b>  | Yes                 | Disabled Adaptations Policy<br>This report sets out proposals for the implementation of a new Disabled Adaptations Policy that covers both Council Housing stock and Disabled Facilities Grants. Attached to this report is the draft policy document. | Living in Tamworth          | Health and Wellbeing Scrutiny Committee<br>23 Jan 2024 | Portfolio Holder for Housing, Homelessness and Planning<br><br>Lucy Mitchell, Disabled Adaptations Manager lucy-mitchell@tamworth.gov.uk, Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk | Portfolio Holder is aware of the need for this policy. The Council is required to have a published policy. The draft policy will be seen by H&W Scrutiny prior to Cabinet. |
| Open          | <b>Cabinet</b>                 | <b>29 Aug 2024</b> | Yes                 | Write Offs 1 April 2024 to 30 June 2024<br>That Members endorse the amount of debt written off for the period 1st April 2024 to 30th June 2024   |                             |  | Leader of the Council<br><br>Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk  | Not applicable   |

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|---------------|--------------------------------|--|---------------------|--|-----------------------------|---|---|--|
| Open          | <b>Cabinet Council</b>         | <b>29 Aug 2024</b><br><b>10 Sep 2024</b> | Yes                 | Annual Report on The Treasury Management Service and Actual Prudential Indicators 2023/24<br>The Annual Treasury report is a requirement of the Council's reporting procedures. It covers the Treasury activity for 2023/24, and the actual Prudential Indicators for 2023/24. |                             | Audit and Governance Committee<br>25 Sep 2024   | Leader of the Council<br><br>Joanne Goodfellow,<br>Assistant Director Finance<br>joanne-goodfellow@tamworth.gov.uk        | N/A                                    |
| Open          | <b>Cabinet</b>                 | <b>29 Aug 2024</b>                       | Yes                 | Budget and Medium Term Financial Planning Process 2025/26<br>To seek agreement to the Proposed Budget and Medium Term Financial Planning Process for General Fund and the Housing Revenue Account for 2025/26  |                             |   | Leader of the Council<br><br>Rebecca Smeathers,<br>Executive Director Finance (S151)<br>Rebecca-Smeathers@tamworth.gov.uk | N/A                                    |

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| Open   | Cabinet                 | 29 Aug 2024 | Yes          | <p>Social Housing Regulatory Programme Update</p> <p>The Social Housing (Regulation) Act 2023 means that from April 2024 new consumer standards for council housing will take effect and enhance the Regulator Social Housing (RSH) responsibilities and powers for inspecting and regulating all landlords with 1000 stock. The Councils Social Housing Regulatory programme has been preparing for this and the report will update Cabinet on its current state of preparedness'.</p> | Infrastructure       |  | <p>Portfolio Holder for Housing, Homelessness and Planning</p> <p>Tina Mustafa,<br/>Assistant Director Neighbourhoods<br/>tina-mustafa@tamworth.gov.uk</p> | Tenant Consultative Group       |

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|---------------|--------------------------------|--------------------|---------------------|---|-----------------------------|---|---|---|
| Open          | <b>Cabinet</b>                 | <b>29 Aug 2024</b> | Yes                 | Proposals for Tamworth Strategic Partnership<br>To endorse proposed terms of reference and commence a revised Tamworth Strategic Partnership  | Infrastructure              |   | Portfolio Holder for Cooperative Council, Community Partnerships and ASB<br><br>Joanne Sands, Assistant Director Partnerships<br>joanne-sands@tamworth.gov.uk | ELT via report updates<br>Portfolio holder<br>SCC<br>Community Safety and UKSPF board members<br>VCSE<br>Health and Wellbeing Partnership |
| Exempt<br>3   | <b>Cabinet</b>                 | <b>29 Aug 2024</b> | Yes                 | Joint Waste Service Update and Fleet Procurement<br>This report will detail the budgetary update of the Joint Waste Service and provide recommendations regarding the procurement of the fleet. | The Environment             |   | Portfolio Holder for Environmental Sustainability, Recycling and Waste<br><br>Anica Goodwin, Executive Director Organisation<br>anica-goodwin@tamworth.gov.uk | All members<br>Scrutiny<br>Lichfield District Council   |



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|---------------|--------------------------------|--|---------------------|---|-----------------------------|---|---|--|
| Exempt<br>3   | <b>Cabinet</b>                 | <b>29 Aug 2024</b>                       | Yes                 | Update on commercial lease<br>This report provides an update on a commercial lease interest in Tamworth.  | Town Centre                 | Corporate Scrutiny Committee<br>13 Aug 2024     | Portfolio Holder for Infrastructure, Heritage and Local Economy<br><br>Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk | Updates have been provided to Cabinet and through the Leadership Team. |
| Open          | <b>Cabinet Council</b>         | <b>21 Nov 2024</b><br><b>10 Dec 2024</b> | Yes                 | Local Council Tax Reduction Scheme 2025/26<br>The purpose of this report is to recommend that Cabinet and Council approves the Council Tax Reduction scheme with effect from the 1 April 2025                                   |                             |   | Leader of the Council<br><br>Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk                             | Not applicable   |
| Open          | <b>Cabinet Council</b>         | <b>21 Nov 2024</b><br><b>10 Dec 2024</b> | Yes                 | Treasury Management Strategy Statement and Annual Investment Strategy Mid-Year Review Report 2024/25<br>To present to Members the Mid-year Review of the Treasury Management Strategy Statement and Annual Investment Strategy. |                             | Audit and Governance Committee<br>19 Mar 2025   | Leader of the Council<br><br>Omotayo Lawal, Head of Finance omotayo-lawal@tamworth.gov.uk   | N/A  |

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|---------------|--------------------------------|--------------------|---------------------|--|-----------------------------|---|---|--|
| Open          | <b>Cabinet</b>                 | <b>21 Nov 2024</b> | Yes                 | Draft Base Budget Forecasts 2025/26 To 2029/30<br>To inform Members of the re-priced base budget for 2025/26, base budget forecasts for the period 2025/26 to 2029/30 (the 5 Year Medium Term Planning Period) and the underlying assumptions and to consider the future strategy to address the financial trends. |                             |   | Leader of the Council<br><br>Rebecca Smeathers, Executive Director Finance (S151) Rebecca-Smeathers@tamworth.gov.uk | Report to be discussed at Leader's Budget Workshop |
| Open          | <b>Cabinet</b>                 | <b>12 Dec 2024</b> | Yes                 | Write Offs 1 April 2024 to 30 September 2024<br>That Members endorse the amount of debt written off for the period 1st April 2024 to 30th September 2024   |                             |   | Leader of the Council<br><br>Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk       | Not applicable                                     |

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|---------------|--------------------------------|--------------------|---------------------|---|-----------------------------|---|---|--|
| Open          | <b>Cabinet</b>                 | <b>12 Dec 2024</b> | Yes                 | Council Tax Base 2025/26<br>To report the Council Tax Base for the Borough Council for 2025/26  |                             |   | Leader of the Council<br><br>Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk | Not applicable                         |
| Open          | <b>Cabinet</b>                 | <b>12 Dec 2024</b> | Yes                 | Temporary Reserves, Retained Funds and Provisions<br>To advise Members of the levels of reserves and to seek approval to re-purpose unspent reserves, following review by CMT and the Executive Director Finance. |                             |   | Leader of the Council<br><br>Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk  | N/A                                    |
| Open          | <b>Cabinet</b>                 | <b>23 Jan 2025</b> | Yes                 | Business Rates Income Forecast 2025/26<br>To report to and seek endorsement from Members on the Business Rates income forecast for 2025/26  |                             |   | Leader of the Council<br><br>Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk | Not applicable                         |

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|---------------|--------------------------------|--------------------|---------------------|--|-----------------------------|---|---|--|
| Open          | <b>Cabinet</b>                 | <b>23 Jan 2025</b> | Yes                 | Draft Budget and Medium Term Financial Strategy 2025/26 to 2029/30<br>To approve the draft Medium Term Financial Strategy to consult with the Joint Scrutiny Committee (Budget) and receive feedback on the GF budget and council tax for 2025/26; HRA budget for 2025/26; GF and HRA capital programme; and MTFS. |                             | Joint Scrutiny (Budgets)<br>28 Jan 2025         | Leader of the Council<br><br>Rebecca Smeathers, Executive Director Finance (S151) Rebecca-Smeathers@tamworth.gov.uk | Joint Scrutiny Committee (Budget) Annual Budget Survey |
| Open          | <b>Cabinet</b>                 | <b>20 Feb 2025</b> | Yes                 | Write Offs 1 April 2024 to 31 December 2024<br>That Members endorse the amount of debt written off for the period 1st April 2024 to 31st December 2024   |                             |   | Leader of the Council<br><br>Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk       | Not applicable   |

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| Open   | Cabinet Council         | 20 Feb 2025<br>25 Feb 2025 | Yes          | <p>Corporate Vision, Priorities Plan, Budget &amp; Medium Term Financial Strategy 2025/26</p> <p>To approve the recommended package of budget proposals to enable the Council to agree the: General Fund (GF) Revenue Budget and Council Tax for 2024/25; Housing Revenue Account (HRA) Budget for 2024/25; 5 Year General Fund &amp; HRA Capital Programme; 3 Year General Fund MTFS; and 5 Year HRA MTFS.</p> <p>To comply with the requirement of the Council's Treasury Management Policy in reporting to Council the proposed strategy for the forthcoming year and the Local Government Act 2003 with the reporting of the Prudential Indicators and the requirement to prepare an annual Corporate Capital Strategy.</p> |                      |  | <p>Leader of the Council</p> <p>Rebecca Smeathers, Executive Director Finance (S151) Rebecca-Smeathers@tamworth.gov.uk</p> | <p>Joint Scrutiny (Budget) Annual Budget Survey</p> |

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|---------------|--------------------------------|-------------|---------------------|---|-----------------------------|---|---|--|
| Open          | <b>Cabinet</b>                 |             | Yes                 | Community Wellbeing Strategy 2024-2027<br>To approve the proposed Community Wellbeing Strategy 2024-2027  | Living in Tamworth          |   | Portfolio Holder for Cooperative Council, Community Partnerships and ASB<br><br>Joanne Sands, Assistant Director Partnerships<br>joanne-sands@tamworth.gov.uk | Baseline information and strategy 2023 - UKSPF study Health and Wellbeing Scrutiny CMT |
| Open          | <b>Cabinet</b>                 |             | Yes                 | Council Housing - Tenancy Management Policy<br>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, Homelessness and Planning<br><br>Tina Mustafa, Assistant Director Neighbourhoods<br>tina-mustafa@tamworth.gov.uk                | Tenant Consultative group and Housing Advisory Panel (to be confirmed)                 |