



TAMWORTH BOROUGH COUNCIL

FORWARD PLAN

Executive and Key Decisions for the period 1 August 2024 - 30 November 2024

Published by Leanne Costello

01827 709237

Published on 30th July 2024

Updated 31st July 2024, Updated 12th August 2024,

Updated 14th August 2024, Updated 20th August 2024

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 Aug 2024	Yes	Disabled Adaptations Policy 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 23 Jan 2024	Portfolio Holder for Housing, Homelessness and Planning 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.

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	8 Aug 2024	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 16 Jul 2024	Portfolio Holder for Housing, Homelessness and Planning Lucy Mitchell, Disabled Adaptations Manager lucy-mitchell@tamworth.gov.uk, Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	Health and Wellbeing Scrutiny
Open	Cabinet	8 Aug 2024	Yes	Annual Garden Waste Subscription Charge This report will detail the budgetary update of the Joint Waste Service	The Environment	Infrastructure, Safety and Growth Scrutiny Committee 7 Aug 2024	Portfolio Holder for Environmental Sustainability, Recycling and Waste Anica Goodwin, Executive Director Organisation anica-goodwin@tamworth.gov.uk	All members Scrutiny Lichfield District Council

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	8 Aug 2024	Yes	Joint Waste Service Update and Fleet Procurement This report will detail the budgetary update of the Joint Waste Service and provide recommendations regarding the procurement of the fleet.	The Environment	Infrastructure, Safety and Growth Scrutiny Committee 7 Aug 2024	Portfolio Holder for Environmental Sustainability, Recycling and Waste Anica Goodwin, Executive Director Organisation anica-goodwin@tamworth.gov.uk	All members Scrutiny Lichfield District Council
Open	Cabinet	29 Aug 2024	Yes	Write Offs 1 April 2024 to 30 June 2024 That Members endorse the amount of debt written off for the period 1st April 2024 to 30th June 2024			Leader of the Council Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk, Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	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
Open	Cabinet Council	29 Aug 2024 10 Sep 2024	Yes	Annual Report on The Treasury Management Service and Actual Prudential Indicators 2023/24 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 25 Sep 2024	Leader of the Council Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk, Omotayo Lawal, Head of Finance omotayo-lawal@tamworth.gov.uk	N/A
Open	Cabinet	29 Aug 2024	Yes	Budget and Medium Term Financial Planning Process 2025/26 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 Rebecca Smeathers, Executive Director Finance (S151) Rebecca-Smeathers@tamworth.gov.uk, Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@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	29 Aug 2024	Yes	Proposals for Tamworth Strategic Partnership To endorse proposed terms of reference and commence a revised Tamworth Strategic Partnership	Infrastructure		Portfolio Holder for Cooperative Council, Community Partnerships and ASB Joanne Sands, Assistant Director Partnerships joanne-sands@tamworth.gov.uk	ELT via report updates Portfolio holder SCC Community Safety and UKSPF board members VCSE Health and Wellbeing Partnership
Open	Cabinet	29 Aug 2024	No	Comments, Compliments and Complaints Report to seek approval for the updated comments, compliments and complaints policy and to publish the required elements of the Housing Ombudsman statutory complaints handling code.	Living in Tamworth		Leader of the Council Zoe Wolicki, Assistant Director People zoe-wolicki@tamworth.gov.uk	ELT,

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	29 Aug 2024	No	Quarter One 2024-25 Performance Report Quarter One 2024-25 Performance Report	Infrastructure	Corporate Scrutiny Committee 13 Aug 2024	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	ELT; CMT
Exempt 3	Cabinet	29 Aug 2024	Yes	Update on commercial lease This report provides an update on a commercial lease interest in Tamworth.	Town Centre	Corporate Scrutiny Committee 13 Aug 2024	Portfolio Holder for Infrastructure, Heritage and Local Economy Paul Weston, Assistant Director Assets paul-weston@tamworth.gov.uk	Updates have been provided to Cabinet and through the Leadership Team.

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	16 Sep 2024	Yes	Marmion House Reception and Committee Meetings This report outlines the proposal for reopening reception at Marmion House. The report also proposes to relocate Committee meetings from the Town Hall to the Council Chamber at Marmion House.	Infrastructure	Corporate Scrutiny Committee 5 Sep 2024	Leader of the Council Nicola Smyth nicola-smyth@tamworth.gov.uk, Zoe Wolicki, Assistant Director People zoe-wolicki@tamworth.gov.uk	CMT, 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	Cabinet	10 Oct 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, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk</p>	Tenant Consultative Group

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 1	Cabinet	10 Oct 2024	Yes	House Project with Staffordshire County Council In Partnership with Staffordshire County Council set out the arrangements to support care leavers into council accommodation seeking to sustain independent living longer term	Living in Tamworth		Sarah Finnegan, Head of Homelessness & Housing Solutions Sarah-Finnegan@tamworth.gov.uk, Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Community Equality Impact Assessment will be appended detailing the partner led consultations
Open	Cabinet	31 Oct 2024	Yes	Council Housing Tenants Annual Report To detail the 2023-2024 outcomes to tenants in relation to routine Annual Report shared with members and agree the format under the new consumer standards for 2024/2025			Portfolio Holder for Housing, Homelessness and Planning Lee Birch, Head of Neighbourhood Services lee-birch@tamworth.gov.uk, Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group as well as the September Homelessness Housing Advisor Board on 1/10/24

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	21 Nov 2024 10 Dec 2024	Yes	Local Council Tax Reduction Scheme 2025/26 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 Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk	Not applicable
Open	Cabinet Council	21 Nov 2024 10 Dec 2024	Yes	Treasury Management Strategy Statement and Annual Investment Strategy Mid-Year Review Report 2024/25 To present to Members the Mid-year Review of the Treasury Management Strategy Statement and Annual Investment Strategy.		Audit and Governance Committee 19 Mar 2025	Leader of the Council Omotayo Lawal, Head of Finance omotayo-lawal@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	21 Nov 2024	Yes	Draft Base Budget Forecasts 2025/26 To 2029/30 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 Rebecca Smeathers, Executive Director Finance (S151) Rebecca-Smeathers@tamworth.gov.uk	Report to be discussed at Leader's Budget Workshop
Open	Cabinet	21 Nov 2024	Yes	Council Housing - Tenancy Management Policy To approve the Tenancy Management Policy and the consultation arrangements for the future options in relation to tenancy tenure across the Councils Housing Stock	Living in Tamworth		Portfolio Holder for Housing, Homelessness and Planning Lee Birch, Head of Neighbourhood Services lee-birch@tamworth.gov.uk, Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group and Homelessness & Housing Advisory Board

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	21 Nov 2024	Yes	Social Housing Regulatory Programme - Council housing To set out the Councils position with regard to meeting the Regulator Social Housing Consumer Standards' and evidencing how it is putting tenants' at the heart of service delivery.	Living in Tamworth		Portfolio Holder for Housing, Homelessness and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group and Homelessness Housing Advisory Board
Open	Council	10 Dec 2024	Yes	Tamworth Parliamentary Constituency – Review of polling district, polling places and polling stations Results from the recent consultation on polling districts, polling places and polling stations for the Tamworth Constituency.	Living in Tamworth		Leader of the Council Bernadette Flanagan, Electoral Services Manager bernadette-flanagan@tamworth.gov.uk	Electors, candidates, elected members and organisation with a specialism in accessibility will be asked for feedback as part of the consultation.
Open	Cabinet	12 Dec 2024	Yes	Write Offs 1 April 2024 to 30 September 2024 That Members endorse the amount of debt written off for the period 1st April 2024 to 30th September 2024			Leader of the Council Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk	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
Open	Cabinet	12 Dec 2024	Yes	Council Tax Base 2025/26 To report the Council Tax Base for the Borough Council for 2025/26			Leader of the Council Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk	Not applicable
Open	Cabinet	12 Dec 2024	Yes	Temporary Reserves, Retained Funds and Provisions 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 Joanne Goodfellow, Assistant Director Finance joanne-goodfellow@tamworth.gov.uk	N/A
Open	Cabinet	12 Dec 2024	Yes	Social Housing Regulatory Programme - Council housing To set out the Councils position with regard to meeting the Regulator Social Housing Consumer Standards' and evidencing how it is putting tenants' at the heart of service delivery.			Portfolio Holder for Housing, Homelessness and Planning Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group and Homelessness Housing Advisory Board

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	12 Dec 2024	Yes	Council Housing - Mutual Exchange and Incentive to Move Review Outcomes Mutual exchanges are currently promoted by House Exchange and this is subject to procurement - the report will detail the new provision and the updated policy framework for the mutual exchange and incentive to move scheme. Tenants are at the heart of this and have asked for it to incorporate tenant friendly access which will feature as part of the report	Living in Tamworth		Portfolio Holder for Housing, Homelessness and Planning Sarah Finnegan, Head of Homelessness & Housing Solutions Sarah-Finnegan@tamworth.gov.uk, Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group and the Homelessness Housing Advisory Board
Open	Cabinet	23 Jan 2025	Yes	Business Rates Income Forecast 2025/26 To report to and seek endorsement from Members on the Business Rates income forecast for 2025/26			Leader of the Council Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk	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
Open	Cabinet	23 Jan 2025	Yes	Draft Budget and Medium Term Financial Strategy 2025/26 to 2029/30 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) 28 Jan 2025	Leader of the Council Rebecca Smeathers, Executive Director Finance (S151) Rebecca-Smeathers@tamworth.gov.uk	Joint Scrutiny Committee (Budget) Annual Budget Survey
Open	Cabinet	20 Feb 2025	Yes	Write Offs 1 April 2024 to 31 December 2024 That Members endorse the amount of debt written off for the period 1st April 2024 to 31st December 2024			Leader of the Council Michael Buckland, Head of Revenues and Benefits michael-buckland@tamworth.gov.uk	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
Open	Cabinet Council	20 Feb 2025 25 Feb 2025	Yes	<p>Corporate Vision, Priorities Plan, Budget & 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 & 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>

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 Feb 2025	Yes	Revised Local Development Scheme Update to the Local Development Scheme which sets out the timetable for delivery of the new local plan.	Living in Tamworth	Infrastructure, Safety and Growth Scrutiny Committee 29 Jan 2025	Portfolio Holder for Housing, Homelessness and Planning Anna Miller, Assistant Director – Growth & Regeneration Anna-Miller@tamworth.gov.uk, Richard Powell, Planning Policy and Delivery Team Leader richard-powell@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	Council	25 Feb 2025	Yes	Tenant Voice - Council Housing Following the launch of the Tenant Inclusivity and Engagement consultation Strategy at the Tenant Conference on 16th September 2024, this report will set out how tenants are at the heart of influencing, scrutinising and supporting service delivery including innovative engagement arrangements reflecting their feedback	Living in Tamworth		Portfolio Holder for Housing, Homelessness and Planning Lee Birch, Head of Neighbourhood Services lee-birch@tamworth.gov.uk, Leanne Lea, Housing Manager leanne-lea@tamworth.gov.uk, Tina Mustafa, Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk	Tenant Consultative Group and Homelessness Housing Advisory Board
Open	Cabinet		Yes	Community Wellbeing Strategy 2024-2027 To approve the proposed Community Wellbeing Strategy 2024-2027	Living in Tamworth		Portfolio Holder for Cooperative Council, Community Partnerships and ASB Joanne Sands, Assistant Director Partnerships joanne-sands@tamworth.gov.uk	Baseline information and strategy 2023 - UKSPF study Health and Wellbeing Scrutiny CMT