

EXECUTIVE COMMITTEE LEADER'S FORWARD PLAN

1st June 2012 to 30th September 2012

(published as at 15th May 2012)

This Plan gives details of items on which key decisions are likely to be taken in the coming four months by the Borough Council's Executive Committee.

(NB: There may be occasions when the Executive Committee may make recommendations to Council for a final decision.
e.g. to approve a new policy or variation to the approved budget.)



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This Plan gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months.

“Key Decisions” are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or**
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;**
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).**

The Forward Plan is available for inspection free of charge at the Town Hall, Walter Stranz Square, Redditch, B98 8AH from:

9am to 5pm Mondays to Fridays; or on the Council's website (www.redditchbc.gov.uk).

If you wish, you can see or obtain copies of any documents, detailed in the plan, provided they are not confidential, and be kept informed of any additional supporting documents as they become available. You can also arrange to have copies of additional supporting documents. Please ask the Town Hall receptionist to call one of the Committee Services Team on ext: 3269. There is a charge per side of A4. If you wish to make any representations they should be made in writing addressed to the Officer whose name is given as the contact for the relevant item.

The Executive Committee's meetings are normally held every three weeks at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Committee Services Team on (01527) 64252, ext: 3269 to make sure it is going ahead as planned. If you have any other queries, Committee Services Officers will be happy to advise you.

The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

To be confirmed following the Council's Annual General Meeting on 21st May 2012

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person / organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: denise.sunman@bromsgroveandredditch.gov.uk

| Item No. | Decision Taker | Expected Date of Decision | Original Expected Date of Decision | Proposed Decision | Type of Decision (Key or Non-Key) | Lead Councillor/ Portfolio Holder | Comments |
|-----------------|-----------------------|----------------------------------|---|---|--|--|-----------------|
| 1 | Executive | 26 Jun 2012 | | Quarterly Performance Report - Quarter 4 - January to March 2012 | Non-Key | To be confirmed | |
| 2 | Executive | 26 Jun 2012 | | Budget Outturn Report - Quarter 4 | Non-Key | To be confirmed | |
| 3 | Executive | 26 Jun 2012 | | Quarterly Monitoring - Write Off of Debts - Quarter 4 - January to March 2012 | Non-Key | To be confirmed | |
| 4 | Executive | 26 Jun 2012 | | Quarterly Customer Services Monitoring - Quarter 4 - January to March 2012 | Non-Key | To be confirmed | |
| 5 | Executive | 26 Jun 2012 | | Quarterly Sickness Monitoring - Quarter 4 - January to March 2012 | Non-Key | To be confirmed | |
| 6 | Executive | 26 Jun 2012 | | Pay and Display Car Parks - Town Hall and Trescott Road (Trafford Park) | Key | To be confirmed | |

| Item No. | Decision Taker | Expected Date of Decision | Original Expected Date of Decision | Proposed Decision | Type of Decision (Key or Non-Key) | Lead Councillor/ Portfolio Holder | Comments |
|----------|----------------|---------------------------|------------------------------------|---|-----------------------------------|-----------------------------------|---|
| 7 | Council | 23 Jul 2012 | | Co-location of the One Stop Shop at Woodrow Library | Non-Key | To be confirmed | *Executive Committee will make recommendations to Council following its meeting on 26 June 2012 |
| 8 | Executive | 26 Jun 2012 | 29 May 2012 | Polling Station - Review | Non-Key | To be confirmed | |
| 9 | Executive | 26 Jun 2012 | | Income Management and Payment Card Industry (PCI PA-DSS) Compliance | Non-Key | To be confirmed | |
| 10 | Executive | 24 Jul 2012 | 3 Apr 2012 & 29 May 2012 | Concessionary Rents Policy | Key | To be confirmed | |
| 11 | Executive | 24 Jul 2012 | | Alcohol and Drugs Policy - Review | Non-Key | To be confirmed | |
| 12 | Executive | 24 Jul 2012 | | Sickness Policy - Review | Non-Key | To be confirmed | |
| 13 | Council | 3 Sep 2012 | 13 Mar 2012 & 16 Apr 2012 | Tenancy Strategy and Policy 2012 - 2014 | Key | To be confirmed | *Executive Committee will make recommendations to Council following its meeting on 24 July 2012 |

| Item No. | Decision Taker | Expected Date of Decision | Original Expected Date of Decision | Proposed Decision | Type of Decision (Key or Non-Key) | Lead Councillor/ Portfolio Holder | Comments |
|-----------------|-----------------------|----------------------------------|---|--|--|--|---------------------------|
| 14 | Executive | 21 Aug 2012 | | Adverse Weather Policy - Review | Non-Key | To be confirmed | |
| 15 | Executive | 21 Aug 2012 | | Budget Preparation Guidelines | Key | To be confirmed | |
| 16 | Executive | 18 Sep 2012 | | Quarterly Budget Monitoring - Quarter 1 - April to June 2012 | Non-Key | To be confirmed | |
| 17 | Executive | 18 Dec 2012 | | Quarterly Budget Monitoring - Quarter 2 - July to September 2012 | Non-Key | To be confirmed | |
| 18 | Executive | 15 Jan 2013 | | Council Tax Base 2013/14 | Key | To be confirmed | |
| 19 | Executive | 15 Jan 2013 | | Fees and Charges 2013/14 | Key | To be confirmed | |
| 20 | Executive | | 21 Feb 2012 | Highway Impact and Accessibility Modelling Report - Worcestershire County Council (Halcrow) May 2011 | Non-Key | To be confirmed | New date to be identified |

| Item No. | Decision Taker | Expected Date of Decision | Original Expected Date of Decision | Proposed Decision | Type of Decision (Key or Non-Key) | Lead Councillor/ Portfolio Holder | Comments |
|-----------------|-----------------------|----------------------------------|---|---|--|--|---------------------------|
| 21 | Executive Council | | 4 Oct 2011 17 Oct 2011 | Housing Allocations Policy - Review | Key | To be confirmed | New date to be identified |
| 22 | Executive Council | | 12 Jan 2011 | Town Centre Landscape Improvements (including Church Green) | Key | To be confirmed | New date to be identified |

KEY DECISION

Proposed to be made by the Executive on **26 Jun 2012**

| | | |
|---|---|---|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM</p> <p>Pay and Display Car Parks - Town Hall and Trescott Road (Trafford Park)</p> | <p>WARDS AFFECTED</p> <p>(Various Wards);</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Environmental Services</p> <p>REPORT AUTHOR C Walker Landscape and Countryside Services Manager</p> | <p>SUMMARY</p> <p>To consider the financial implications of retaining the Pay and Display car park functions at the Town Hall and Trescott Road (Trafford Park).</p> | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Decision required on Pay and Display function at Town Hall and Trescott Road (Trafford Park)</p> |
| <p>CONSULTATION DETAILS</p> | <p>Method of Consultation</p> | <p>Consultation Period or Dates</p> |
| | <p>Wychavon District Council as providers of monitoring / enforcement service of car parks.</p> | |

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Wychavon District Council

KEY DECISION

Proposed to be made by the Executive on **24 Jul 2012**

| | | |
|---|---|---|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM</p> <p>Concessionary Rents Policy</p> | <p>WARDS AFFECTED</p> <p>(No Specific Ward Relevance);</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR T Kristunas, Head of Finance and Resources</p> | <p>SUMMARY</p> <p>To consider a policy regarding granting concessionary rents in respect of the Council's commercial property portfolio.</p> | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> |
| <p>CONSULTATION DETAILS</p> | <p>Method of Consultation</p> | <p>Consultation Period or Dates</p> |
| | <p>Relevant Officers and representatives from the Voluntary Sector.</p> | <p>February / March 2012</p> |

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive on **24 Jul 2012**

| | | |
|--|--|---|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM</p> <p>Tenancy Strategy and Policy 2012 - 2014</p> | <p>WARDS AFFECTED</p> <p>All Wards;</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Joint reportt of the Head of Community Services and Head of Housing</p> <p>REPORT AUTHOR M Bough Housing Policy and Performance Manager</p> | <p>SUMMARY</p> <p>The report will present a Tenancy Strategy and Policy which sets out the considerations for individual social landlords to have regard to in their own policies on the granting and re-issuing of tenancies relating to;</p> <ul style="list-style-type: none"> • The kinds of tenancies that they grant; • The circumstances in which they will grant a tenancy of a particular kind; • Where they grant tenancies for a fixed term, the length of the term; • The circumstances in which they will grant a further tenancy on the ending of the existing one. | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The Council is required by the Localism Act 2011 to implement a Tenancy Strategy</p> |

| CONSULTATION DETAILS | Method of Consultation | Consultation Period or Dates |
|-----------------------------|--|-------------------------------------|
| Consultation Events | Stakeholders District Councils Registered Local Landlords Adult and Community Services Voluntary and Community Sector | Ongoing since December 2009 |

| |
|---|
| <p>DECISIONS TO BE MADE IN PARTNERSHIP WITH</p> <p>Not applicable</p> |
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KEY DECISION

Proposed to be made by the Executive on **21 Aug 2012**

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|--|--|---|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM Budget Preparation Guidelines</p> | <p>WARDS AFFECTED All Wards;</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR J Pickering - Exec Director (Finance and Corporate Resources)</p> | <p>SUMMARY To set guidelines for the preparation of the 2013/14 budget and receive the Initial Estimates for 2014/15 and 2015/16.</p> | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> |
| <p>CONSULTATION DETAILS</p> | <p>Method of Consultation</p> | <p>Consultation Period or Dates</p> |

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive on **15 Jan 2013**

| | | |
|--|---|---|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM Council Tax Base 2013/14</p> | <p>WARDS AFFECTED All Wards;</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR T Kristunas Head of Resources</p> | <p>SUMMARY To consider a report regarding the setting of the Council Tax Base for 2013/14.</p> | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> |
| <p>CONSULTATION DETAILS</p> | <p>Method of Consultation</p> | <p>Consultation Period or Dates</p> |
| | | |

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive on **15 Jan 2013**

| | | |
|---|---|---|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM</p> <p>Fees and Charges 2013/14</p> | <p>WARDS AFFECTED</p> <p>All Wards;</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Report of the Head of Finance and Resources</p> <p>REPORT AUTHOR T Kristunas, Head of Finance and Resources</p> | <p>SUMMARY</p> <p>To consider the proposed fees and charges for 2013/14 for the Council's chargeable services.</p> | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> |
| <p>CONSULTATION DETAILS</p> | <p>Method of Consultation</p> | <p>Consultation Period or Dates</p> |
| | | |

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive (new date to be confirmed)

| | | |
|---|---|--|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM Housing Allocations Policy - Review</p> | <p>WARDS AFFECTED (No Specific Ward Relevance);</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER None.</p> <p>REPORT AUTHOR L Tompkin, Head of Housing</p> | <p>SUMMARY To consider a review of the Housing Allocations Policy.</p> | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> |
| <p>CONSULTATION DETAILS</p> | <p>Method of Consultation</p> | <p>Consultation Period or Dates</p> |

DECISIONS TO BE MADE IN PARTNERSHIP WITH

KEY DECISION

Proposed to be made by the Executive (new date to be confirmed)

| | | |
|--|---|---|
| <p>LEAD MEMBER / PORTFOLIO HOLDER</p> | <p>ITEM</p> <p>Town Centre Landscape Improvements (including Church Green)</p> | <p>WARDS AFFECTED</p> <p>(Abbey Ward);</p> |
| <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER Background Papers: none specified</p> <p>REPORT AUTHOR C Walker, L Hadley Landscape and Countryside Services Manager, Planning Officer</p> | <p>SUMMARY</p> <p>To consider a report detailing proposed options for Town Centre Landscape Improvements (including Church Green).</p> | <p>REASONS FOR BEING ON THE FORWARD PLAN</p> |
| <p>CONSULTATION DETAILS</p> | <p>Method of Consultation</p> <p>Relevant Officers.</p> | <p>Consultation Period or Dates</p> |

DECISIONS TO BE MADE IN PARTNERSHIP WITH