

Overview and Scrutiny Management Board – 26th November, 2013

Report of the Director of Corporate Resources

Forward Plan of Key Decisions

Purpose of Report

1. To present the Forward Plan of Key Decisions for the four-month period commencing 1st December, 2013.

Background

2. The Access to Information Procedure Rules set out in Part 4 of the Constitution include a requirement for a Forward Plan to be prepared by the Leader covering a period of four months.
3. Attached as an Appendix is the Forward Plan covering the four-month period from 1st December, 2013. The Forward Plan sets out information on key decisions that are likely to be taken by the Council, Cabinet, a Cabinet Member or Chief Officers in the period covered by the Plan.
4. The Forward Plan is available on the Internet via the Committee Management Information System (CMIS).
5. The Forward Plan is reported to programmed meetings of the Overview and Scrutiny Management Board to assist the process of overview and scrutiny of key decisions.

Finance

6. The financial implications associated with individual key decisions will be included in reports submitted on each individual item.
7. A key decision is defined as an executive decision which is likely:-
 - (a) to result in the Council incurring expenditure, or the making of savings, which are £250,000 or more (revenue or capital); or
 - (b) to be significant in terms of its effects on communities living or working in one or more wards in the Borough.

Law

8. The requirement to produce a forward plan is set out under the Access to Information Procedure Rules in Part 4 of the Constitution.
9. The Constitution is adopted by the Council pursuant to the requirements of the Local Government Act 2000.

Equality Impact

10. The equality impact of specific key decisions will be referred to in individual reports on the items concerned.

Recommendation

11. That the Forward Plan of Key Decisions be noted.



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Director of Corporate Resources

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List of Background Papers

The Constitution

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Dec 2013

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0546 Urban Environment	Publication of the Community Infrastructure Charging Schedule	To approve the Publication of the Community Infrastructure Charging Schedule for statutory public consultation and subsequent submission to the Secretary of State for Independent Examination.	Cabinet December 2013	Community Infrastructure Charging Schedule	Key internal officers and Cabinet Member for Regeneration. Draft document will be available to view prior to the Cabinet meeting.	Cabinet	Annette Roberts Directorate of the Urban Environment (Phone: 01384 - 814172)
0547 Urban Environment	Publication of the Development Strategy Development Plan Document	To approve the publication of the Development Strategy Development Plan Document for statutory public consultation and subsequent submission to the Secretary of State for Independent Examination.	Cabinet February 2014	Development Strategy Development Plan Document Publication Document	Key internal officers and Cabinet Member for Regeneration. Draft document will be available to view prior to the Cabinet meeting.	Cabinet	Annette Roberts Directorate of the Urban Environment (Phone: 01384 - 814172)
0569 Corporate Resources	Staffing Issues	To determine any staffing issues requiring approval of the Cabinet or Cabinet Member (ie: not delegated to officers) in accordance with the Council's scheme of delegation and/or budget strategy. This may include proposals affecting the staffing establishments of the Council's Directorates. Individual items will be considered in private session to avoid the disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to any individual or information which is likely to reveal the identity of an individual.	November 2013 - June 2014		Consultation with internal officers, employees affected and their representatives, depending on the nature of individual proposals.	Cabinet; Councillor Gaye Partridge	Teresa Reilly Assistant Director (Phone: 01384 814703)
0574 Corporate Resources	Acceptance of Tenders or Quotations	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the	April 2013 - March 2014	Summary of Tender Evaluation Report by Head of Procurement; Associated documents and reports prepared by Head of Procurement;	Key stakeholders (directorates, business units, schools etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate Legal and Financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract awards - this occurs through	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

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Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
		Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).			correspondance and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which require advance publication of proposed contracts and the outcome of the tender exercise following a contract award.		
0575 Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations].	April 2013 - March 2014	Periodic and ad-hoc reports	Consultation appropriate to individual proposals.	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0576 Corporate Resources	Spending Projections 2013/14	To report details of the projected outturn for 2013/14 and to recommend amendments to the revenue budget, funded from General Balances if necessary.	April 2013 - March 2014	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0577 Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Returned tender documents/Council's Standing Orders; Records; maintained by the Chief Executive; Reports/correspondence by the; Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Councillor Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)
0578 Urban Environment	Dudley Business Investment Zone	To approve the management plan for the Dudley Business Investment Zone.	Cabinet February 2014	Cabinet Report - Proposed Dudley Local Enterprise Zone - 14th March; 2012	Property owners - December 2012. Dudley Business	Cabinet	Phil Coyne Assistant Director, Economic Regeneration &

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				Black Country Local Enterprise Partnership - Submission to DCLG; for a Black Country Enterprise Zone - August 2011	Group - 19th December 2012. Owners event - scheme update - date TBC.		Transportation (Phone: 4004)
0586 Corporate Resources	Revenue Budget Strategy 2014/15	To consider the Revenue Budget Strategy for 2014/15 and future years.	June 2013 - February 2014	Report(s) of the Chief Executive.; Treasurer and Director of Corporate Resources	Public consultation - possible use of Citizen's Panel and Internet. Consultation with representatives of the Non-Domestic Ratepayers.	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0589 Children's Services	Children's Centres	To approve the restructuring of Children's Centres following statutory consultation on a revised delivery model.	Cabinet Member & Officer Mtg February 2014	Revised service specification; consultation documentation and revised delivery model	Statutory consultation with service users and staff groups as well as partner agencies.	Cllr Tim Crumpton	Pauline Sharratt Assistant Director of Social Services
0595 Corporate Resources	Localised Council Tax Reduction Scheme	Agree the local council tax reduction scheme for 2014/15	June 2013 - January 2014	Local Government Finance Act; Any Associated Secondary Legislation; Guidance Issued	Key internal stakeholders (elected member, directorates, business units etc), major preceptors, the public, the voluntary sector, other interested parties.	Cabinet; Full Council	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)
0599 Adult, Comm & Hous.Services	Deployment of Resources: Housing Revenue Account & Public Sector Housing Capital	To set a rent increase for council homes; To review rents for garages, garage plots and access agreements; To set charges for sundry services; To set the Housing Revenue Account (HRA) budget for (year) in the light of our latest spending and resource assumptions; To set a capital expenditure budget for the improvement and programmed maintenance of the Council's housing stock for (5 years); To approve the Medium Term Financial Strategy for the HRA.	Cabinet February 2014; Full Council Meeting February 2014			Cabinet; Full Council	Catherine Ludwig Housing Finance Manager, Directorate of Finance, ICT etc (Phone: 01384 815075)
0606 Corporate Resources	Budget and Council Tax 2014/15	Set Budget and Council Tax for 2014/15	Cabinet February 2014; Full Council Meeting March 2014	Joint report of the Chief Executive and Treasurer	NNDR Payers (statutory consultation); Scrutiny Committees as specified by the Constitution; the public	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)

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Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0607 Corporate Resources	Deployment of Resources: Housing Revenue Account and Public Sector Hsg Capital	To set the original budget for 2014/15 for the Housing Revenue Account and the Public Sector Housing element of the capital programme.	Cabinet February 2014; Full Council Meeting March 2014	Report of the DACHS and the Treasurer	Area Housing Panels	Full Council	Iain Newman Treasurer (Phone: 01384-814802)