

The Forward Plan

For the Period November 2018 to February 2019

This document lists both the key and non key decisions which Wyre Forest District Council is likely to take over future months. It gives information on the projects that will be coming forward and who will be involved with them. Please use the contact details given to let us know your views.



Wyre Forest District Council



Councillor	Cabinet Portfolio	Contact Details
Cllr Marcus Hart	Leader of the Council and Cabinet Member for Strategy	01562 851769 marcus.hart@wyreforestdc.gov.uk
Cllr Ian Hardiman	Deputy Leader and Cabinet Member for Housing, Health and Well-being	01562 631139 ian.hardiman@wyreforestdc.gov.uk
Cllr Nathan Desmond	Cabinet Member for Resources	01562 68156 nathan.desmond@wyreforestdc.gov.uk
Cllr Rebecca Vale	Cabinet Member for Operational Services	01562 743395 becky.vale@wyreforestdc.gov.uk
Cllr Juliet Smith	Cabinet Member for Culture, Leisure and Community Protection	01562 633185 juliet.smith@wyreforestdc.gov.uk
Cllr Chris Rogers	Cabinet Member for Economic Regeneration and Planning	01299 879239 chris.rogers@wyreforestdc.gov.uk
Chief Officer	Post	Contact Details
Ian Miller	Chief Executive	01562 732700 ian.miller@wyreforestdc.gov.uk
Linda Draycott	Corporate Director: Community Well-being & Environment	01562 732900 linda.draycott@wyreforestdc.gov.uk
Mike Parker	Corporate Director: Economic Prosperity & Place	01562 732500 mike.parker@wyreforestdc.gov.uk
Tracey Southall	Corporate Director: Resources	01562 732100 tracey.southall@wyreforestdc.gov.uk
Caroline Newlands	Solicitor to the Council	01562 732715 caroline.newlands@wyreforestdc.gov.uk

Forward Plan

What is the Forward Plan?

The Forward Plan lists the key decisions likely to be taken by the Cabinet and Council. The Plan is updated monthly and is prepared on a rolling monthly basis to cover a period of approximately 4 months. It also identifies who, if anyone, will be consulted before the decision is taken.

What is in the Forward Plan?

Where the key decision to be taken by the Executive, the Forward Plan describes the following:

- the matter in respect of which a decision is to be made;
- where the decision maker is an individual, his/her name and title, if any and where the decision maker is a body its name and details of membership;
- the date on which, or the period within which, the decision will be taken;
- a list of documents that will be made available to the decision maker for consideration in relation to the matter in respect of which the key decision is to be made
- the procedure for requesting details of those documents if any as they become available

What is a key decision?

A key decision is one which:

- involves expenditure or savings of £50,000 or more, and/or
- is likely to be significant in terms of its effect on communities in two or more council wards, or one large council ward.

Exempt Cabinet Reports

Local authorities are required to specify 28 clear days in advance of a Cabinet meeting, reports that are likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of that item or part of that item. The law specifies the grounds upon which local authorities can exclude the press and public but these tend to be on matters about a person, information that would reveal their identity, contract matters that could reveal commercially sensitive information, consultations or negotiations relating to make relations, or information in connection with or preventing and detecting crime. The full list of exempt categories are set out below.

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information related to the financial or business affairs of a particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, in connection with any Labour relations matters arising between the authority or a Minister of the Crown and employees of all officeholders under the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Information falling within the above categories is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Any reports that are likely to fit into the above categories are listed at the end of this document. The list will specify the paragraph that will require the press and public to be excluded where relevant. Each report refers to the date on which it is expected to be considered by the Cabinet. It will be made clear where the date is not known.

If you wish to make representations in relation to parts of the meeting being held in private you can contact Democratic Services on 01562 732763 or email committee.section@wyreforestdc.gov.uk. At least five clear days before the meeting the Council will publish on its website details of any representations received about why the meeting should be open to the public and the statements of the Council's response.

How to make representations or obtain relevant documents

Should you wish to make representations on any other of the issues contained in the Forward Plan please contact the Lead Officer whose contact details are specified against each item or Democratic Services on 01562 732763 or email committee.section@wyreforestdc.gov.uk

Can I see the Forward Plan and get a copy of it?

The Forward Plan is available for inspection, free of charge, from our offices. Alternatively, you can download a copy of the forward plan below. If you would like an earlier copy of the Plan please contact the Democratic Services Office. You can also see and have a copy of any supporting document, referred to in the plan, (provided it does not contain exempt/confidential information) and you can ask to be kept informed of any more supporting documents as they become available)

Forward Plan Summary for the period November 2018 to February 2019

November 2018		
To be considered by	Responsible Cabinet Member/Chairman of Regulatory Committee	Title
1. Cabinet	Cabinet Member for Resources	Write-off of Amounts Outstanding Report
1. Scrutiny 2. Cabinet	Cabinet Member for Housing, Health and Well-being	Electric Vehicle Charging Points
1. Scrutiny 2. Cabinet	Cabinet Member for Housing, Health and Well-being	Housing Assistance Policy
1. Scrutiny 2. Cabinet	Cabinet Member for Resources	Council Tax Reduction Scheme Review 2019/20

December 2018		
To be considered by	Responsible Cabinet Member/Chairman of Regulatory Committee	Title
1. Council	Cabinet Member for Resources	Council Tax Reduction Scheme Review 2019/20
1. Scrutiny 2. Cabinet	Cabinet Member for Economic Regeneration and Planning	Future catering arrangements at Wyre Forest House
1. Cabinet	Cabinet Member for Resources	Financial Strategy 2019 - 2022
1. Scrutiny 2. Cabinet	Cabinet Member for Economic Regeneration and Planning	Lion Fields Parcel 4 - Delivery Options
1. Scrutiny 2. Cabinet	Cabinet Member for Economic Regeneration and Planning	North Worcestershire Economic Development & Regeneration Service

January 2019		
To be considered by	Responsible Cabinet Member/Chairman of Regulatory Committee	Title
There are currently no decisions scheduled for this month.		

February 2019		
To be considered by	Responsible Cabinet Member/Chairman of Regulatory Committee	Title
1. Cabinet 2. Council	Cabinet Member for Resources	Financial Strategy 2019 - 2022
1. Cabinet	Cabinet Member for Resources	Budget Monitoring 2018-19 (Quarter 3)

Responsible Cabinet Member: Resources		
Details of decision	Implications of decision	Additional details
<p>Title Write-off of Amounts Outstanding Report</p> <p>The Decision needed To agree the write-off of outstanding debts</p> <p>Who makes the final decision? Cabinet</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee N/A</p> <p>All dates for consideration by Cabinet 13th November 2018</p> <p>All dates for consideration by Council N/A</p>	<p>Consultation CLT / Cabinet</p> <p>Councillors and Electoral Wards affected</p> <p>Timetable for implementation</p> <p>Spending/Saving Revenue implications</p> <p>Relevant Corporate Plan Priority Delivering together, with less</p> <p>Equality Impact Assessment N/A</p>	<p>Contact details Name of Officer: Tracey Southall Job Title: Corporate Director: Resources Tel No: 01562 732100 Email: tracey.southall@wyreforestdc.gov.uk</p> <p>Supporting public documents</p> <p>Has this decision been delayed from a previous plan? No</p> <p>Exemption <i>Does this decision contain exempt information?</i> No</p> <p><i>Will the whole of or part of the report be held in private session?</i> N/A</p> <p>Reason if key decision</p>

Responsible Cabinet Member: Housing, Health and Well-being		
Details of decision	Implications of decision	Additional details
<p>Title Electric Vehicle Charging Points</p> <p>The Decision needed To agree a strategy for introducing EV charging points on Council land</p> <p>Who makes the final decision? Cabinet</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee 1st November 2018</p> <p>All dates for consideration by Cabinet 13th November 2018</p> <p>All dates for consideration by Council N/A</p>	<p>Consultation N/A</p> <p>Councillors and Electoral Wards affected All</p> <p>Timetable for implementation</p> <p>Spending/Saving</p> <p>Relevant Corporate Plan Priority</p> <p>Equality Impact Assessment</p>	<p>Contact details Name of Officer: Kate Bailey Job Title: Head of Strategic Growth Tel No: 01562 732560 Email: kate.bailey@wyreforestdc.gov.uk</p> <p>Supporting public documents</p> <p>Has this decision been delayed from a previous plan?</p> <p>Exemption <i>Does this decision contain exempt information?</i> No</p> <p><i>Will the whole of or part of the report be held in private session?</i> N/A</p> <p>Reason if key decision</p>

Responsible Cabinet Member: Housing, Health and Well-being		
Details of decision	Implications of decision	Additional details
<p>Title Housing Assistance Policy</p> <p>The Decision needed To agree a refresh and update of the HAP</p> <p>Who makes the final decision? Cabinet</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee 1st November 2018</p> <p>All dates for consideration by Cabinet 13th November 2018</p> <p>All dates for consideration by Council N/A</p>	<p>Consultation N/A</p> <p>Councillors and Electoral Wards affected All</p> <p>Timetable for implementation</p> <p>Spending/Saving</p> <p>Relevant Corporate Plan Priority</p> <p>Equality Impact Assessment</p>	<p>Contact details Name of Officer: Kate Bailey Job Title: Head of Strategic Growth Tel No: 01562 732560 Email: kate.bailey@wyreforestdc.gov.uk</p> <p>Supporting public documents</p> <p>Has this decision been delayed from a previous plan?</p> <p>Exemption <i>Does this decision contain exempt information?</i> No</p> <p><i>Will the whole of or part of the report be held in private session?</i> N/A</p> <p>Reason if key decision</p>

Responsible Cabinet Member: Resources		
Details of decision	Implications of decision	Additional details
<p>Title Council Tax Reduction Scheme Review 2019/20</p> <p>The Decision needed To amend the Council Tax Reduction Scheme from 1st April 2019</p> <p>Who makes the final decision? Council</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee 1st November 2018</p> <p>All dates for consideration by Cabinet 13th November 2018</p> <p>All dates for consideration by Council 12th December 2018</p>	<p>Consultation Overview & Scrutiny - 5th July 2018 Cabinet - 17th July 2018 Public Consultation 23rd July 2018 - 28th September 2018</p> <p>Councillors and Electoral Wards affected All wards</p> <p>Timetable for implementation Consultation July to September 2018, April 2019 start date</p> <p>Spending/Saving Current level of expenditure for CTRS is circa £3.1m. Intention is to amend the scheme at no/minimal additional cost and minimise impact on claimants</p> <p>Relevant Corporate Plan Priority Support successful local economy</p> <p>Equality Impact Assessment Yes, impact to be monitored as design progresses</p>	<p>Contact details Name of Officer: Lucy Wright Job Title: Revenues, Benefits & Customer Services Manager Tel No: 01562 732948 Email: lucy.wright@wyreforestdc.gov.uk</p> <p>Supporting public documents Consultation papers once issued</p> <p>Has this decision been delayed from a previous plan? No</p> <p>Exemption <i>Does this decision contain exempt information?</i> No</p> <p><i>Will the whole of or part of the report be held in private session?</i> N/A</p> <p>Reason if key decision Affects multiple wards, or one large ward</p>

Responsible Cabinet Member: Economic Regeneration and Planning

Details of decision	Implications of decision	Additional details
<p>Title Future catering arrangements at Wyre Forest House</p> <p>The Decision needed To agree future catering arrangements at WF House in advance of the current contract ending in 2019</p> <p>Who makes the final decision? Cabinet</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee 6th December 2018</p> <p>All dates for consideration by Cabinet 18th December 2018</p> <p>All dates for consideration by Council N/A</p>	<p>Consultation N/A</p> <p>Councillors and Electoral Wards affected</p> <p>Timetable for implementation At end of current contract in 2019</p> <p>Spending/Saving</p> <p>Relevant Corporate Plan Priority Support successful local economy</p> <p>Equality Impact Assessment</p>	<p>Contact details Name of Officer: Elaine Brookes Job Title: Facilities & Asset Manager Tel No: 01562 732797 Email: elaine.brookes@wyreforestdc.gov.uk</p> <p>Supporting public documents</p> <p>Has this decision been delayed from a previous plan? No</p> <p>Exemption <i>Does this decision contain exempt information?</i> Yes</p> <p><i>Will the whole of or part of the report be held in private session?</i></p> <p>Reason if key decision</p>

Responsible Cabinet Member: Economic Regeneration and Planning

Details of decision	Implications of decision	Additional details
<p>Title Lion Fields Parcel 4 - Delivery Options</p> <p>The Decision needed To agree the preferred option for redevelopment</p> <p>Who makes the final decision? Cabinet</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee 6th December 2018</p> <p>All dates for consideration by Cabinet 18th December 2018</p> <p>All dates for consideration by Council N/A</p>	<p>Consultation N/A</p> <p>Councillors and Electoral Wards affected</p> <p>Timetable for implementation</p> <p>Spending/Saving</p> <p>Relevant Corporate Plan Priority</p> <p>Equality Impact Assessment</p>	<p>Contact details Name of Officer: Mike Parker Job Title: Corporate Director: EP&P Tel No: 01562 732500 Email: mike.parker@wyreforestdc.gov.uk</p> <p>Supporting public documents</p> <p>Has this decision been delayed from a previous plan?</p> <p>Exemption <i>Does this decision contain exempt information?</i> Yes</p> <p><i>Will the whole of or part of the report be held in private session?</i> Whole</p> <p>Reason if key decision</p>

Responsible Cabinet Member: Economic Regeneration and Planning

Details of decision	Implications of decision	Additional details
<p>Title North Worcestershire Economic Development & Regeneration Service</p> <p>The Decision needed To renew the shared service agreement</p> <p>Who makes the final decision? Cabinet</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee 6th December 2018</p> <p>All dates for consideration by Cabinet 18th December 2018</p> <p>All dates for consideration by Council N/A</p>	<p>Consultation N/A</p> <p>Councillors and Electoral Wards affected All</p> <p>Timetable for implementation</p> <p>Spending/Saving</p> <p>Relevant Corporate Plan Priority</p> <p>Equality Impact Assessment</p>	<p>Contact details Name of Officer: Mike Parker Job Title: Corporate Director: EP&P Tel No: 01562 732500 Email: mike.parker@wyreforestdc.gov.uk</p> <p>Supporting public documents</p> <p>Has this decision been delayed from a previous plan? No</p> <p>Exemption <i>Does this decision contain exempt information?</i> No</p> <p><i>Will the whole of or part of the report be held in private session?</i></p> <p>Reason if key decision</p>

Responsible Cabinet Member: Resources		
Details of decision	Implications of decision	Additional details
<p>Title Financial Strategy 2019-2022</p> <p>The Decision needed Endorse and recommend the updated Medium Term Finance Strategy including Cabinet Proposals, the level of net expenditure and council tax and Fees and Charges Options</p> <p>Who makes the final decision? Council</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee Cabinet Financial Strategy Advisory Panel: 6th November 2018, 8th January 2019 & 28th January 2019</p> <p>All dates for consideration by Cabinet 18th December 2018 12th February 2019</p> <p>All dates for consideration by Council 27th February 2019</p>	<p>Consultation Public Consultation during Dec/Jan 2019/Budget Consultation, Cabinet Financial Strategy Advisory Panel, CLT/Cabinet</p> <p>Councillors and Electoral Wards affected All</p> <p>Timetable for implementation Final Approval by 27th February 2019</p> <p>Spending/Saving Capital and revenue impact of overall MTFP</p> <p>Relevant Corporate Plan Priority Securing the Economic Prosperity of the District</p> <p>Equality Impact Assessment N/A</p>	<p>Contact details Name of Officer: Tracey Southall Job Title: Corporate Director: Resources Tel No: 01562 732100 Email: tracey.southall@wyreforestdc.gov.uk</p> <p>Supporting public documents Consultation results and Financial Strategy report and multiple appendices (booklet for members, published on website)</p> <p>Has this decision been delayed from a previous plan? No</p> <p>Exemption <i>Does this decision contain exempt information?</i> No</p> <p><i>Will the whole of or part of the report be held in private session?</i></p> <p>Reason if key decision Expenditure or Saving greater than £50,000</p>

Responsible Cabinet Member: Resources		
Details of decision	Implications of decision	Additional details
<p>Title Budget Monitoring 2018-19</p> <p>The Decision needed Note projected variances and comments in report</p> <p>Who makes the final decision? Cabinet</p> <p>By which Committee(s) and when will this item be considered? <i>Multiple dates should be entered for any recurring item e.g. quarterly reports. Please list:</i></p> <p>All dates for consideration by Scrutiny Committee N/A</p> <p>All dates for consideration by Cabinet 19th September 2018 – Quarter 1 12th February 2019 – Quarter 3</p> <p>* Quarter 2 Budget report is included as part of the MTFS</p> <p>All dates for consideration by Council N/A</p>	<p>Consultation CLT / Cabinet</p> <p>Councillors and Electoral Wards affected All</p> <p>Timetable for implementation N/A</p> <p>Spending/Saving Dependent on reported position - linked to MTFP</p> <p>Relevant Corporate Plan Priority</p> <p>Equality Impact Assessment N/A</p>	<p>Contact details Name of Officer: Helen Ogram Job Title: Financial Services Manager Tel No: 01562 732907 Email: helen.ogram@wryreforestdc.gov.uk</p> <p>Supporting public documents N/A</p> <p>Has this decision been delayed from a previous plan? No</p> <p>Exemption <i>Does this decision contain exempt information?</i> No</p> <p><i>Will the whole of or part of the report be held in private session?</i> N/A</p> <p>Reason if key decision Expenditure or Saving greater than £50,000</p>