

FORWARD PLAN OF KEY DECISIONS

1 FEBRUARY TO 31 MAY 2012

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 February to 31 May 2012. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

Key Decisions are those executive decisions 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 an area comprising two or more wards in the district;

Key Decisions will include:

1. A decision which would result in any expenditure or saving by way of a reduction in expenditure of £50,000 provided the expenditure or saving is specifically approved in the Medium Term Financial Plan.
2. A virement of any amount exceeding £50,000 provided it is within any virement limits approved by the Council;
3. Any proposal to dispose of any Council asset with a value of £50,000 or more or which is otherwise considered significant by the Corporate Property Officer;
4. Any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).
5. Any proposal which would discriminate for or against any minority group.

Further details of each Key Decision are appended to the Forward Plan. To assist with internal forward planning, this Plan also lists other non-key decisions which the Cabinet is expected to make during the specified four month period. It also includes decisions to be taken over a longer period where these are known. The Forward Plan is updated and published on the Council's website on a monthly basis.

CABINET MEMBERSHIP

Councillor R. Hollingworth	Leader of the Council and Portfolio Holder for Finance, Partnerships and Economic Development
Councillor Mrs. M. A. Sherrey	Deputy Leader of the Council and Portfolio Holder for Community Services, Older People, the Young and Vulnerable People
Councillor M. J. A. Webb	Portfolio Holder for Leisure, Cultural Services, Environmental Services and Emergency Planning
Councillor Dr. D. W. P. Booth	Portfolio Holder for Business Transformation (including ICT) with special responsibility for the Town Centre Regeneration and Special Projects
Councillor C. B. Taylor	Portfolio Holder for Planning, Core Strategy, Regulatory Services and Strategic Housing
Councillor M. A. Bullivant	Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources

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 Council House, Burcot Lane, Bromsgrove B60 1AA or email: committee@bromsgrove.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	Cabinet 1 February 2012		Medium Term Financial Plan 2012/13 – 2014/15 (to receive a further update prior to final consideration by the Cabinet on 22 February 2012)	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations in due course to the full Council on 22 February 2012
2	Cabinet 1 February 2012		Homelessness Grant - Performance of 2011/12 Schemes and Proposed Funding of Schemes for 2012/13	Key	Councillor C. B. Taylor	
3	Cabinet 1 February 2012		Private Sector Housing Enforcement Policy	Key	Councillor C. B. Taylor	
4	Cabinet 1 February 2012		Revision of Licence Standards and Conditions for Mobile Home and Caravan Sites	Key	Councillor C. B. Taylor	
5	Cabinet 1 February 2012		Fees & Charges 2012/13	Non-Key	Councillor R. Hollingworth	
6	Cabinet 1 February 2012		Financial Monitoring Report – Quarter 3, 2011/12	Non-Key	Councillor R. Hollingworth	
7	Cabinet 1 February 2012		Bromsgrove Town Centre Townscape Heritage Initiative – Draft Second Round Submission	Non-Key	Councillors Dr. D. W. P. Booth and C. B. Taylor	

8	Special Cabinet 22 February 2012		Medium Term Financial Plan 2012/13 – 2014/15 (to make recommendations on the Capital and Revenue Budgets and on the Council Tax Level for 2012/13)	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations to the full Council on 22 February 2012
9	Cabinet 7 March 2012		County Homelessness Strategy	Key	Councillor C. B. Taylor	
10	Cabinet 4 April 2012		<i>(There are no items at this stage)</i>			

Note: There is no Cabinet meeting scheduled for May 2012

KEY DECISION

Proposed to be made by
the Cabinet on
1st February 2012

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Cllr Kit Taylor</p>	<p>ITEM</p> <p>HOMELESSNESS GRANT REPORT ON PERFORMANCE OF SCHEMES FUNDED 2011/12 AND PROPOSED FUNDING OF SCHEMES FOR 2012/13</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>A report to confirm expenditure of grant for 2011/12 and request for homelessness grant funding of schemes for 2012/13</p> <p>REPORT AUTHOR Andy Coel, Strategic Housing Manager and Amanda Glennie, Strategic Housing Officer</p>	<p>SUMMARY</p> <p>The report will provide Members with a progress report on schemes currently in place in the District for 2011/12 and seeks Members approval for the award of grant to specific schemes during 2012/13 recommended by the Homelessness Strategy Steering Group.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Significant effect on all wards</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders Registered Housing Providers, Charities, CAB, Supporting People, Childrens Services, Specialist housing organisations.	Consultation with Homelessness Strategy Steering Group	Nov – Dec 2011

DECISION TO BE MADE IN PARTNERSHIP WITH N/A

Item No. 3

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
1st February 2012

LEAD MEMBER/ PORTFOLIO HOLDER Clt Kit Taylor	ITEM A PRIVATE SECTOR HOUSING ENFORCEMENT POLICY FOR BROMSGROVE DC AND REDDITCH BC	WARDS AFFECTED ALL
DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services' REPORT AUTHOR Head of Strategic Housing	SUMMARY Local authorities are required to produce and publish an Enforcement Policy to demonstrate how national regulation will be enforced at a local level. The responsibility for monitoring, maintaining and improving private sector housing standards and conditions remains within the Strategic Housing Section of Community Services which is now becoming a combined service for Bromsgrove DC and Redditch BC. The functions of this service includes licensing both Houses in Multiple Occupation and Caravan & Mobile Home Sites, housing inspections and enforcement of the Housing, Health and Safety Rating System. The service previously provided in each council has operated under the respective Council's Environmental Health Enforcement Policy. However, since the recent formulation of the Worcestershire Regulatory Service (which has developed its own enforcement policy particular to the functions for which it has responsibility) it has become appropriate for an Enforcement Policy to be developed for the Private Sector Housing Service covering Bromsgrove and Redditch.	REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District

	This report will therefore seek Members approval for the adoption of the Private Sector Housing Enforcement Policy which is being developed to set out the legal responsibilities, policies, principles and priorities that the Private Sector Housing Service will follow when enforcing legislation.	
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CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders Private sector landlords Residents Groups Fire & police Neighbouring LAs Worcestershire Regulatory Service.	Officer liaison.	To be agreed.

DECISION TO BE MADE IN PARTNERSHIP WITH N/A

Item No.4

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
1st February 2012

LEAD MEMBER/ PORTFOLIO HOLDER Cllt Kit Taylor	ITEM REVISION OF LICENCE STANDARDS AND CONDITIONS APPLICABLE TO MOBILE HOME AND CARAVAN SITES.	WARDS AFFECTED ALL
DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services' REPORT AUTHOR Head of Strategic Housing	SUMMARY The report will provide Members with an update upon the Introduction of the Model Standard Licence Conditions for Caravan and Mobile Home sites that were approved for implementation by the Cabinet in September 2008. The report will detail the objection and concerns registered by both site owners and existing site residents with regard to the impact upon them of two specific requirements within the new Model Standard License Conditions that relate to the positioning of sheds, outhouses and other similar combustible structures within the separation zone between caravan and mobile home units and also the permitted height of fences and hedges forming the boundary between units. In response to the feedback received and ongoing consultation by the Council's Private Sector Housing Officers with site owners and residents, the Model Standard Conditions are being reviewed. In liaison with the Fire Service, the two specific conditions that have caused concern are been revised to address, as far as is	REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District

	considered appropriate, the safety standards required that have caused distress to some residents and concern to site owners. The revised conditions, which will include 'Transitional Arrangements' for existing residents will, come before Members for approval for adoption.	
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CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders Mobile Home residents Mobile Home Site Owners The Fire Authority	Officer liaison.	Ongoing at present.

DECISION TO BE MADE IN PARTNERSHIP WITH N/A

KEY DECISION

Proposed to be made by
the Cabinet on
2nd March 2012

<p>LEAD MEMBER/ PORTFOLIO HOLDER</p> <p>Kit Taylor</p>	<p>ITEM</p> <p>COUNTY HOMELESSNESS STRATEGY</p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</p> <p>The County Homelessness Strategy</p> <p>REPORT AUTHOR</p> <p>Andy Coel Strategic Housing Manager</p>	<p>SUMMARY</p> <p>The report introduces a revised and updated County Homelessness Strategy for approval.</p> <p>The Strategy sits under the County Homelessness Strategy and sets out the County's goals and aspirations for preventing homelessness or meeting the needs of those who become homeless.</p> <p>The Strategy will be in two parts – the Countywide element and then a series of local Action Plans for each partner local authority.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>The Strategy is relevant for anyone who is facing homelessness or actually homeless across this District.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
Stakeholders Service users, partners and other stakeholders	Paper and telephone survey of those who have accessed housing options services across the County. Interviews of homeless households. Countywide Home Truths event for stakeholders.	July – Sept 2011
	Draft report circulated to partners and stakeholders	Oct – Nov 2011

DECISION TO BE MADE IN PARTNERSHIP WITH
Other local authorities across the County.