



Telford & Wrekin

C O U N C I L

FORWARD PLAN

92nd Edition

Published on 16th April 2009

Effective from 1st May 2009

Covering the period

May 2009 to August 2009



**DEMOCRATIC
SERVICES**

TELFORD & WREKIN COUNCIL
92nd EDITION FORWARD PLAN
MAY 2009 TO AUGUST 2009

EFFECTIVE FROM 1st MAY 2009

- ❑ This Plan is a list of the Key Decisions likely to be taken over the coming 4 months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is re-published monthly and the next Plan will be published on 14th May 2009 and effective from 1st June 2009.
- ❑ The contents of the Plan are subject to change each month. When the Plan is re-published the items identified in each month will be reviewed and depending on circumstances the timescale for some decisions may change. Attached to this Plan is the list of Key Decisions due to be taken in April 2009. Any Key Decisions not taken by the end of April 2009 will automatically be rolled forward into May 2009.
- ❑ Each key decision in the Plan will be the subject of a written report and that report will be published and available for public inspection 5 working days prior to the decision being taken.

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This information can also be made available in alternative formats including large print, Braille and audio tape.

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STANDARD ITEMS

The following are Standard Items for decisions relating to each Portfolio/Service which may be taken as and when necessary.

Title	Budget Strategy / Service & Financial Planning Process	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade / Cllr Adrian Lawrence Resources	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Paul Clifford	Head of Finance
	Telephone No 01952 383700	Email paul.clifford@telford.gov.uk

Title	Capital Strategy and Capital Programme Decisions within the agreed Capital Programme	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	All Cabinet Members All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Paul Clifford	Head of Finance
	Telephone No 01952 383700	Email paul.clifford@telford.gov.uk

Title	Community Safety / Community Development / Social Inclusion Issues	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Bentley Community Services	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As required	
Contact	Name	Designation
	Angie Astley	Interim Corporate Director: Community Services
	Telephone No 01952 382400	Email angie.astley@telford.gov.uk

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Title	Community Strategy / Local Area Agreement (LAA)	
Exempt	Refer to specific reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Head of Policy, Performance & Partnership
	Telephone No 01952 380131	Email richard.partington@telford.gov.uk

Title	Comprehensive Performance Assessment (CPA) and External Inspection	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Head of Policy, Performance and Partnership
	Telephone No 01952 380131	Email richard.partington@telford.gov.uk

Title	Consultation Strategy and Activities	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Head of Policy, Performance and Partnership
	Telephone No 01952 380131	Email richard.partington@telford.gov.uk

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Title	Corporate Property Amendments	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet and/or Head of Asset & Property Management	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	David Sidaway	Head of Asset & Property Management
	Telephone No 01952 384300	Email david.sidaway@telford.gov.uk

Title	Customer Strategy & E-Government	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Bentley Community Services	
Decision Maker	Cabinet / Corporate Director: Community Services	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Angie Astley	Head of Customer Strategy & Business Transformation
	Telephone No 01952 382400	Email angie.astley@telford.gov.uk

Title	Development of a Regeneration Strategy for Telford & Wrekin	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Mark Donovan	Head of Strategic Regeneration
	Telephone No 01952 384700	Email mark.donovan@telford.gov.uk

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Title	Financial Monitoring and Financial Updates	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Adrian Lawrence Resources/All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Pauline Harris	Designation Corporate Finance Manager
	Telephone No 01952 383701	Email pauline.harris@telford.gov.uk

Title	Improved Customer Service – Transforming the Business to Deliver the Vision	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Bentley Community Services	Cllr Adrian Lawrence Resources
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Victor Brownlees Angie Astley	Designation Corporate Director: Resources Interim Corporate Director: Community Services
	Telephone No 01952 383000 01952 382900	Email victor.brownlees@telford.gov.uk angie.astley@telford.gov.uk

Title	Local Development Framework	
Exempt	Refer to specific reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Matthew Wedderburn	Designation Principal Planning Officer (Policy Information)
	Telephone No 01952 384246	Email matthew.wedderburn@telford.gov.uk

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Title	Overview of Service and Financial Outturns	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Adrian Lawrence Resources/All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Pauline Harris Hilary Knight	Designation Corporate Finance Manager Corporate Performance Manager
	Telephone No 01952 383701 01952 380134	Email pauline.harris@telford.gov.uk hilary.knight@telford.gov.uk

Title	Performance Management, Value-for-Money and Best Value	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Leader	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Richard Partington	Designation Head of Policy, Performance and Partnership
	Telephone No 01952 380131	Email richard.partington@telford.gov.uk

Title	Property Investment Portfolio	
Exempt	Yes	If yes please state Paragraph Number(s) under which item is exempt: 3
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet/Head of Asset & Property Management	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name David Sidaway	Designation Head of Asset & Property Management
	Telephone No 01952 384300	Email david.sidaway@telford.gov.uk

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Title	School Organisation/Capital Financing	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Burrell Children & Young People	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Clive Jones	Designation Interim Head of Policy, Resources & Social Regeneration
	Telephone No 01952 380900	Email clive.jones@telford.gov.uk

Title	Scrutiny Commission/Scrutiny Management Board Reports	
Exempt	Please refer to individual reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Please refer to individual reports	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Ken Clarke	Designation Head of Audit & Democracy
	Telephone No 01952 383100	Email ken.clarke@telford.gov.uk

Title	Telford & Wrekin Partnership / Partnership Bid Applications and Projects	
Exempt	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	All Cabinet Members All Portfolios	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name Please refer to individual reports	Designation Not applicable
	Telephone No Not applicable	Email Not applicable

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Title	Telford Railfreight Terminal	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Graham Fairhurst	Special Projects Manager
	Telephone No 01952 384590	Email graham.fairhurst@telford.gov.uk

Title	Telford Town Centre	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	David Sidaway	Head of Asset & Property Management
	Telephone No 01952 384300	Email david.sidaway@telford.gov.uk

Title	Woodside Regeneration	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Eric Carter Environment & Regeneration	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Mark Donovan	Head of Strategic Regeneration
	Telephone No 01952 384700	Email mark.donovan@telford.gov.uk

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MAY 2009

Title	Charging Policy for Home Care and Other Non-Residential Social Services	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult and Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	To implement changes to the Home Care and other non-Residential Social Services Charging Policy following Equalities Impact Assessment and Review	
Recommendation	That Members approve the changes to the Charging Policy	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009	
Proposed Consultation		
Contact	Name	Designation
	Karen Kalinowski	Head of Performance and Standards
	Telephone No 01952 381011	Email karen.kalinowski@telford.gov.uk

Title	Putting People First Proposed Model	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult & Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	To inform Cabinet of proposals for the development of person centred approaches as part of the Social Care Transformation initiative through Putting People First. This will involve fundamental changes in the way services are provided in the future so that people using those services are able to exercise choice and control in the use of resources.	
Recommendation	That Cabinet approve the principles of the Target Operating Model and agree to further work that will enable the changes in approach to be introduced within available resources.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009	
Proposed Consultation		
Contact	Name	Designation
	Paul Donohue	Head of Service Development
	Telephone No 01952 381100	Email paul.donohue@telford.gov.uk

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Title	Sustainable Procurement Policy	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	Cllr Adrian Lawrence Resources
Why this is a Key Decision	Borough-wide implications	
Purpose	To seek approval of the Sustainable Procurement Policy which will provide a framework within which Officers will be expected to make best efforts to operate.	
Recommendation	To approve the Sustainable Procurement Policy	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009	
Proposed Consultation		
Contact	Name Harjot Rayet	Designation Environmental Policy Officer
	Telephone No 01952 384219	Email harjot.rayet@telford.gov.uk

Title	TSLEC – Commercial Viability	
Exempt	YES	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	Cllr Andrew Eade Chief Executive	
Why this is a Key Decision	Significant public interest	
Purpose	To consider the business case and commercial viability of TSLEC and a submission of the Sport England bid on 15 May.	
Recommendation	To consider the recommendations as outlined in the report	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	11 May 2009 (and on to Council)	
Proposed Consultation		
Contact	Name Mark Donovan	Designation Special Programmes & External Funding Manager
	Telephone No 01952 380118	Email Mark.donovan@telford.gov.uk

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JUNE 2009

Title	Adult Social Services Complaints Procedure	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult & Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	To inform Cabinet of the new policy and procedure for dealing with Adult Social Services Complaints, in line with the new national regulations which come into effect on 1 April.	
Recommendation	That Cabinet approve the new policy and procedure.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	9 June 2009	
Proposed Consultation		
Contact	Name Karen Kalinowski Dave Robson	Designation Head of Performance & Standards Service Standards Manager
	Telephone No 01952 381011 01952 381101	Email karen.kalinowski@telford.gov.uk dave.robson@telford.gov.uk

Title	Transport Service Review	
Exempt (ie Not for Publication)	NO	Paragraph Number(s) (Section 12A LGA 1972)
Lead Cabinet Member and Portfolio Area	TBA - Resources	
Why this is a Key Decision	Borough Wide implications and is in the public interest	
Purpose	To share the recommendations made as part of the Transport Service Review. This is the first of a number of Fundamental Service Reviews that will be carried out across the Authority and are intended to identify the potential for significant cost savings, whilst maintaining or improving upon current customer service levels.	
Recommendation	That the recommendations are approved and the Authority moves towards implementation	
Decision Maker (if officer specify whom)	Cabinet	
Target Cabinet/Date of Decision	9 th June 2009	
Proposed Consultation		
Contact	Name Angie Astley	Designation Head of Service
	Telephone No 01952 382007	Email angie.astley@telford.gov.uk

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Title	Surface Water Drainage: Managing and Improving Water Quality	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Why this is a Key Decision	The decision affects more than one Ward in the Borough and is likely to be of significant public interest.	
Purpose	To consider approval for consultation of a document seeking to provide guidance to developers, planning agents and the public on managing surface water in new developments.	
Recommendation	To approve the Surface Water Drainage Supplementary Planning Document for a public engagement exercise.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	23 June 2009	
Proposed Consultation		
Contact	Name Matt Wedderburn Telephone No 01952 384246	Designation Team Leader Development Plans Email matthew.wedderburn@telford.gov.uk

JULY 2009

Title	Consultation on home to school transport policy; main emphasis - provision of transport assistance on faith grounds	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Burrell Children & Young People	
Why this is a Key Decision	The decision may have Borough-wide implications.	
Purpose	To receive views on a proposal to amend the Council's policy on the provision of transport assistance for travel between home and school on faith grounds.	
Recommendation	To consider consultation responses	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	7 July 2009	
Proposed Consultation		
Contact	Name Clive Jones Telephone No 01952 380900	Designation Head of BSF, Resources & Social Regeneration Email clive.jones@telford.gov.uk

AUGUST 2009

No Specific Reports

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APRIL 2009

Title	Central Telford Area Action Plan	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Why this is a Key Decision	The decision affects more than one Ward in the Borough and is likely to be of significant public interest.	
Purpose	To consider approval of a document seeking to provide a detailed planning framework for the future development of the town centre and surrounding communities.	
Recommendation	To approve the Central Telford Area Plan for Submission to the Secretary of State for independent examination.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	6 April 2009 (on to Council)	
Proposed Consultation		
Contact	Name Matt Wedderburn	Designation Team Leader Development Plans
	Telephone No 01952 384246	Email matthew.wedderburn@telford.gov.uk

Title	Deprivation of Liberty Safeguards	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult & Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	To inform Cabinet of new legislation that comes into force on the 1 st April 2009 to protect people who lack capacity to consent to stay in either hospital or residential/nursing home care, and of the Deprivation of Liberty Safeguards (DoLS) that need to be put into place from this date.	
Recommendation	That Cabinet: <ul style="list-style-type: none"> note the requirements of new legislation approve the Deprivation of Liberty Safeguards Policy & Procedure 	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	6 April 2009	
Proposed Consultation		
Contact	Name Paul Taylor	Designation Head of Housing Needs & Community Care
	Telephone No 01952 381200	Email paul.taylor@telford.gov.uk

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Title	Post 16 Provision for Campus Telford and Transfer of Land to School Trusts	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Stephen Burrell Children & Young People	
Why this is a Key Decision	Affects more than one Ward in the Borough and may be of significant public interest.	
Purpose	(i) To approve the implementation of the establishment of Post 16 provision at schools in the Borough as per the objectives of Campus Telford: <ul style="list-style-type: none"> • Burton Borough School • Lord Silkin and Phoenix Schools (Lord Silkin Site) • Wrockwardine Wood Arts College (ii) To report on the progress of the Trust School applications for: <ul style="list-style-type: none"> • Lord Silkin School • Sutherland Business & Enterprise College • Wrockwardine Wood Arts College The proposal to obtain Trust Foundation is to be achieved by way of Charitable Trust which will transfer the land from the Council to the respective new Trust. (iii) To request Cabinet give approval to the delegation of authority to the BSF Project Board to approve stages within the BSF procurement process.	
Recommendation	To approve recommendations as set out in the report	
Decision Maker	Cabinet / Officer	
Target Cabinet/Date of Decision	6 April 2009	
Proposed Consultation		
Contact	Name	Designation
	Mal Yale	Capital & Facilities Manager
	Telephone No 01952 380932	Email mal.yale@telford.gov.uk

Title	Private Sector Housing Strategy and Home Assistance Policy	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Jacqui Seymour Adult & Consumer Care	
Why this is a Key Decision	Borough-wide implications	
Purpose	Approval for an updated Housing Renewal Strategy and Home Assistance Policy Endorsement of a formal application to join the West Midlands Kick-Start Partnership	
Recommendation	That the Housing Renewal Strategy and Home Assistance Policy be approved That the Council's application to become a member of the West Midlands Kick-Start partnership be approved	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	6 April 2009	
Proposed Consultation		
Contact	Name	Designation
	Neil Brookes	Business Manager: Housing Quality and Renewal
	Telephone No 01952 381886	Email neil.brookes@telford.gov.uk

Title	Shop Fronts and Signage Design Guidance in Conservation Areas	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Why this is a Key Decision	The decision affects more than one Ward in the Borough and is likely to be of significant public interest.	
Purpose	To consider approval for consultation of a document seeking to provide guidance to developers, planning agents and the public on appropriate design of shop fronts and signage in conservation areas.	
Recommendation	To approve the Shop Fronts and Signage Design in Conservation Areas Supplementary Planning Document for a public engagement exercise.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	20 April 2009	
Proposed Consultation		
Contact	Name Matt Wedderburn	Designation Team Leader Development Plans
	Telephone No 01952 384246	Email matthew.wedderburn@telford.gov.uk

Title	Telecommunications Development	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	
Why this is a Key Decision	The decision affects more than one Ward in the Borough and is likely to be of significant public interest.	
Purpose	To consider adoption of a document setting out detailed guidance on the consideration of planning applications for telecommunications development	
Recommendation	To adopt the Telecommunications Development Supplementary Planning Document.	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	20 April 2009	
Proposed Consultation		
Contact	Name Matt Wedderburn	Designation Team Leader Development Plans
	Telephone No 01952 384246	Email matthew.wedderburn@telford.gov.uk

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Title	West Midlands Biodiversity Pledge	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Portfolio Area	Cllr Miles Hosken Environment & Regeneration	Cllr Adrian Lawrence Resources
Why this is a Key Decision	Borough-wide implications	
Purpose	To receive a report on the implications of the Council signing the West Midlands Biodiversity Pledge detailing: <ol style="list-style-type: none"> 1. How the council is currently meeting certain requirements of the Pledge 2. What further work needs to be completed 3. Implications of this work (resources, legal compliance, meeting corporate priorities, national indicator, etc.) 	
Recommendation	That Cabinet approve signing the Pledge in time for a West Midlands Biodiversity Event on 23rd April when all signatories will be announced	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	6 April 2009	
Proposed Consultation		
Contact	Name	Designation
	Rachel Taylor Caroline Last	Environmental Projects Team Leader Planning Ecologist
	Telephone No	Email
	01952 384220	rachel.taylor@telford.gov.uk

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