



## HARBOROUGH DISTRICT COUNCIL FORWARD PLAN

**FOR THE PERIOD: 19<sup>th</sup> November 2018 onwards**

### **What is the Plan?**

It is a list of the Key Decisions to be taken by the Executive during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Executive is to be held. The Plan is available to view at the Council's offices in Market Harborough and on the Council's website, [www.harborough.gov.uk](http://www.harborough.gov.uk). The Council also publishes details of decisions to be taken at other meetings, though there is no statutory requirement to do this.

### **What is a Key Decision?**

Definition of a Key Decision is as detailed in Part 2 Article 13.04 of the Council's Constitution:

- a) A "key decision" means an executive decision which is likely:
  - i) to result in the local authority incurring expenditure which is, or the making of savings which are, more than £50,000 of the annual revenue budget for the service or function to which the decision relates or of the capital allocation to the scheme concerned; or
  - ii) to be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the area of the local authority; and
  - iii) in determining the meaning of "significant" for the purposes of (ii) above, regard shall be had to any guidance for the time being issued by the Secretary of State.

### Who makes Key Decisions?

Under the Council's Constitution, Key Decisions are made by:

- Executive
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers.

### Are only Key Decisions published on the Plan?

The Council has a statutory obligation to publish Key Decisions in the Plan.

### What does the List tell me?

The List gives information about:

- Upcoming Key Decisions
- Whether the decision will be made in public or private
- When decisions are likely to be made
- Who will make these decisions
- Who you can contact for further information

### Who are the Members of the Executive?

The members of the Executive and their areas of responsibility are:

• Cllr Neil Bannister	(Leader of the Executive)	Strategy/Communications/Economic Development/Tourism	n.bannister@harborough.gov.uk
• Cllr Phillip King	(Deputy Leader)	Planning, Housing & Regeneration	p.king@harborough.gov.uk
• Cllr Richard Hadkiss		Corporate Governance	r.hadkiss@harborough.gov.uk
• Cllr James Hallam		Finance & Assets	j.hallam@harborough.gov.uk
• Cllr Michael Rickman		Community Safety	democratic.services@harborough.gov.uk
• Cllr Janette Ackerley		Wellbeing & Localities	j.ackerley@harborough.gov.uk
• Cllr Jonathan Bateman		Environment & Regulatory Services	j.bateman@harborough.gov.uk

**What is the role of Overview and Scrutiny?**

The Council's Scrutiny Commission's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet Executive and hold them to account. Dates of these meetings can be found on the Council's website.

**Who do I contact, and how?**

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 01858 828282.

**Request to view Background Papers**

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at Harborough District Council, The Symington Building, Adam & Eve Street, Market Harborough, Leicestershire LE16 7AG. Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

**Submission of Additional Documents**

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Executive for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

**Confidential and Exempt Information**

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with 'Exempt' in the appropriate column.

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Consultation Process/Exempt	Contact Officer & Portfolio Holder(s)
<b>NOVEMBER 2018</b>						
Strategic Land Acquisition	26/11/2018	Executive		Key Decision	Exempt	Mark Perris 01858 821355  Cllr J. Hallam
<b>DECEMBER 2018</b>						
Bad Debt Write Offs (Revenues and Benefits) <i>[to provide information on amounts written off under delegation in respect of non-domestic rates, Council Tax and housing-benefit overpayments. To provide information to the Executive where write offs above delegation limits are required]</i>	03/12/2018	Executive		Key Decision		Leigh Butler 01455 638104  Cllrs R. Hadkiss, J. Hallam
Council Tax Care Leavers Discount <i>[to introduce a care leavers discount for Council Tax and use the Council's power as a billing authority to reduce to nil the amount of council tax payable by young people leaving care as permitted by section 13A of the Local Government Finance Act 1992 from 1 April 2019.]</i>	03/12/2018	Executive		Key Decision		Simon Riley 01858 821259  Cllr J. Hallam

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Consultation Process/Exempt	Contact Officer & Portfolio Holder(s)
Building Control Partnership <i>[to consider the performance of the Blaby-led Building Control Partnership from its commencement in April 2018 and to consider committing to a continued partnership working approach]</i>	03/12/2018	Executive		Key Decision		Julian Howarth 01858 821139  Cllr J. Bateman
Homeless Prevention Fund and Temporary Accommodation <i>[to recommend establishing a discretionary fund to prevent and alleviate homelessness in the district and to lease properties to use as temporary accommodation]</i>	03/12/2018	Executive		Key Decision		Rose Forman 01858 821081  Cllr P. King
Harborough Lifeline service; investment in digital call-handling systems <i>[to seek approval for plans to upgrade the Lifeline call-handling system including investment and procurement, in preparation for digital 'switchover' of national telephone infrastructure.</i>	03/12/2018	Executive		Key Decision		Jonathan Ward-Langham 07880 512540  Cllr J. Ackerley Cllr J. Hallam Cllr M. Rickman
Review of Harborough CCTV provision	03/12/2018	Executive		Key Decision		Jonathan Ward-Langham

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Consultation Process/Exempt	Contact Officer & Portfolio Holder(s)
<i>[to review CCTV provision across the district and consider future options.]</i>						07880 512540  Cllr M. Rickman
Leisure Procurement <i>[1. To award the short term leisure contract; 2. to consider options for future procurement of the long term options]</i>	03/12/2018	Executive		Key Decision	Exempt	Mark Perris 01858 821355  Cllr J. Ackerley Cllr J. Hallam
Harborough Lifeline service; investment in digital call-handling system <i>[to upgrade the Lifeline call-handling system including investment and procurement, in preparation for digital 'switchover' of national telephone infrastructure.]</i>	03/12/2018	Executive		Key Decision		Jonathan Ward-Langham 07880 512540  Cllr M. Rickman Cllr J. Hallam
<b>JANUARY 2019</b>						
Corporate Plan and Corporate Delivery Plan	14/01/2019	Executive (budget)		Key decision		Ed O'Neill 01858 821053  All Portfolio Holders
<b>FEBRUARY 2019</b>						
Draft Revenue & Capital Budgets – 2019/20	11/02/2019	Executive (budget)		Key decision		Simon Riley 01858 821259  Cllr J. Hallam

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Consultation Process/Exempt	Contact Officer & Portfolio Holder(s)
Corporate Plan and Corporate Delivery Plan	11/02/2019	Executive (budget)		Key decision		Ed O'Neill 01858 821053  All Portfolio Holders
<b>MARCH 2019</b>						
Bad Debt Write Offs (Revenues and Benefits) <i>[to provide information on amounts written off under delegation in respect of non-domestic rates, Council Tax and housing-benefit overpayments. To provide information to the Executive where write offs above delegation limits are required]</i>	04/03/2019	Executive		Key Decision		Leigh Butler 01455 638104  Cllrs R. Hadkiss, J. Hallam
Switch and Save - a collective approach to switching energy provider <i>[other district councils are offering a "switch and save" project, which allows residents to get together and collectively achieve a lower energy price. This is beneficial in achieving lower household bills and reduced the perceived hassle of switching individually. This</i>	04/03/2019	Executive		Key decision		Helen Chadwick 01858 821152  Cllr J. Ackerley Cllr J. Bateman

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Consultation Process/Exempt	Contact Officer & Portfolio Holder(s)
<i>project will use the agreements already in place in Leicestershire]</i>						
APRIL 2019						
MAY 2019						
TBC						
The Symington Building; Condition Survey Works <i>[to award the contract for Condition Survey Works including a reactive repairs service]</i>	tbc	Executive		Key Decision	Exempt	Mark Perris 01858 821355  Cllr J. Hallam
Harborough Innovation Centre; Ventilation Works <i>[to award the contract for the Ventilation Works]</i>	tbc	Executive		Key Decision		Mark Perris 01858 821355  Cllr J. Hallam
Welland Park Café; Future Options <i>[to consider the future options for the café and other community buildings within the park]</i>	tbc	Executive		Key Decision		Mark Perris 01858 821355  Cllr J. Hallam
Public Toilet Review <i>[to consider the alternative service options for the Public Toilets]</i>	tbc	Executive		Key Decision		Mark Perris 01858 821355  Cllr J. Hallam
Corporate Property Strategy <i>[to consider the draft Corporate Property Strategy]</i>	tbc	Executive		Key Decision		Mark Perris 01858 821355



<b>Report Title / Subject / Ref.</b>	<b>Meeting Date</b>	<b>Meeting</b>	<b>Source Work Plan</b>	<b>Decision Maker/Key Decision</b>	<b>Consultation Process/Exempt</b>	<b>Contact Officer &amp; Portfolio Holder(s)</b>
<i>covering the next 3 year period]</i>						Cllr J. Hallam
Environmental Services; Grounds Maintenance Savings <i>[to consider the options for the required £50,000 saving identified during the contract variation negotiations]</i>	tbc	Executive		Key Decision	Exempt	Mark Perris 01858 821355  Cllr J. Bateman
Transfer of Public Open Spaces <i>[to consider requests from developers to transfer Public Open Spaces to the Council]</i> 1259	tbc	Executive		Key Decision		Mark Perris 01858 821355  Cllr J. Hallam
Harborough Innovation Centre; Management Review <i>[to review the current management arrangements ahead of a possible extension from June 2019 for up to 2 more years]</i>	tbc	Executive		Key Decision	Exempt	Mark Perris 01858 821355  Cllr. J. Hallam