# HARBOROUGH DISTRICT COUNCIL
# FORWARD PLAN

## FOR THE PERIOD: 6ᵗʰ June 2022 onwards

**What is the Plan?**

It is a list of the Key Decisions to be taken by the Cabinet 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 Cabinet 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. 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 a Cabinet 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:
• Cabinet
• 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 Cabinet?**
The members of the Cabinet and their areas of responsibility are:

| • Cllr Phillip King | (Leader of the Cabinet) | Strategy | p.king@harborough.gov.uk |
|---|---|---|---|
| • Cllr James Hallam | (Deputy Leader) | Finance & Assets | j.hallam@harborough.gov.uk |
| • Cllr Jonathan Bateman | | Planning, Environment & Waste | j.bateman@harborough.gov.uk |
| • Cllr Paul Dann | | Corporate & Regulatory Services | p.dann@harborough.gov.uk |
| • Cllr Simon Whelband | | Wellbeing, Communities & Housing | s.whelband@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 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 Cabinet 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) |
|---|---|---|---|---|---|---|
| **JUNE 2022** | | | | | | |
| CCTV Charging Policy [*To agree a policy for charging for CCTV services provided by the Council*] | 07/06/2022 | Cabinet (5:30pm) | | Key Decision | | Jonathan Ward-Langman 07880 512540 <br><br> Cllr P. Dann, J Hallam & Cllr S Whelband |
| Levelling Up Funding Opportunities [*To update Members on the UK Government's Levelling Up Funding opportunities and seek approval to submit an application for Round 2 funding for Market Harborough Town Centre in July 2022.*] | 07/06/2022 | Cabinet (5.30pm) | | Key Decision | | David Wright 07593 552150 <br><br> Cllr P King <br><br> Cllr J Hallam |
| **JULY 2022** | | | | | | |
| Ensuring the effective spending of Section 106 contributions [*To ensure resource levels are appropriate to enable the effective spending of Section 106*] | 04/07/2022 | Cabinet (5:30pm) | | Key Decision | | David Atkinson 01858 821062 <br><br> Jacqui Evans 01858 821062 <br><br> Cllr S Whelband |
| **SEPTEMBER 2022** | | | | | | |
| Leicester and Leicestershire Statement of Common Ground for the Distribution of Leicester's unmet needs. | 12/09/2022 | Cabinet (5:30pm) | | Key Decision | | David Atkinson 01858 821062 <br><br> Cllr P King |

| Report Title / Subject / Ref. | Meeting Date | Meeting | Source Work Plan | Decision Maker/Key Decision | Consultation Process/ Exempt | Contact Officer & Portfolio Holder(s) |
|---|---|---|---|---|---|---|
| *[To present the Leicester and Leicestershire Statement of Common Ground for the Distribution of Leicester's unmet needs]* | | | | | | |
| Revenues and Benefits Bad Debt Report *[Cabinet to consider and approve write off of debts for council tax, non-domestic rates and housing benefit overpayments greater than £10,000.00]* | 12/09/2022 | Cabinet (5:30pm) | | Key Decision | | Leigh Butler 01455 638104<br><br>Cllr J Hallam |
| Leicester Procurement Strategy *[To consider the Strategy which sets out the key drivers for the 2024 procurement in terms of risk profile, finances and affordability, investment and performance requirements.]* | 12/09/2022 | Cabinet (5:30pm) | | Key Decision | | Tom Day 07818 580406<br><br>Cllr J Hallam<br><br>Cllr S Whelband |