



## HARBOROUGH DISTRICT COUNCIL FORWARD PLAN

**FOR THE PERIOD: 23 August 2013 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 a decision of the Executive, which is likely:
  - i) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or

- ii) to be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the area of the local authority; and
- iii) in determining the meaning of “significant” for the purposes of (i) and (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 Blake Pain	(Leader of the Executive)	Economic Prosperity	b.pain@harborough.gov.uk
• Cllr Dr Paul Bremner	(Deputy Leader)	Finance & Assets	p.bremner@harborough.gov.uk
• Cllr James Hallam		Community Wellbeing	j.hallam@harborough.gov.uk
• Cllr Phillip King		Planning, Community Safety & Environment	p.king@harborough.gov.uk
• Cllr Paul Dann		Corporate & Regulatory Services	p.dann@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, Council Offices, 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 report title.

Report Title / Subject	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public / Private	Consultation Process	Contact Officer
<b>AUGUST</b>							
Highlight Report	28/08/2013	Market Hall Exec Advisory Panel	Property				Mark Perris 01858 821355
Project Plan	28/08/2013	Market Hall Exec Advisory Panel	Property				Mark Perris 01858 821355
Budget Monitoring	28/08/2013	Market Hall Exec Advisory Panel	Property				Mark Perris 01858 821355
Feedback from Executive Reports 20 August 2013	28/08/2013	Market Hall Exec Advisory Panel	Property				Mark Perris 01858 821355
Construction Contractor Scoring Matrix	28/08/2013	Market Hall Exec Advisory Panel	Property				Mark Perris 01858 821355
Pop-up Stalls	28/08/2013	Market Hall Exec Advisory Panel	Property				Mark Perris 01858 821355
Baseline Data for Performance Indicators	28/08/2013	Market Hall Exec Advisory Panel	Property				Mark Perris 01858 821355
Legal Process Update verbal	28/08/2013	Market Hall Exec Advisory Panel	Property			Exempt	Mark Perris 01858 821355
Market Management (Post Completion of Improvement Works)	28/08/2013	Market Hall Exec Advisory Panel	Property			Exempt	Mark Perris 01858 821355
Customer Survey	28/08/2013	Market Hall	Property				Mark Perris

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		Exec Advisory Panel					01858 821355
Highlight Report	28/08/2013	HQ Exec. Advisory Panel					Mark Perris 01858 821355
Move Back Project Plan	28/08/2013	HQ Exec. Advisory Panel					Mark Perris 01858 821355
Budget Monitoring	28/08/2013	HQ Exec. Advisory Panel					Mark Perris 01858 821355
Lettings update	28/08/2013	HQ Exec. Advisory Panel				Exempt	Mark Perris 01858 821355
Review of Business Case	28/08/2013	HQ Exec. Advisory Panel				Exempt	Mark Perris 01858 821355
Communications Plan	28/08/2013	HQ Exec. Advisory Panel				Exempt	Mark Perris 01858 821355
Re-launch activity	28/08/2013	HQ Exec. Advisory Panel				Exempt	Mark Perris 01858 821355
	29/08/2013	Transformation Executive Advisory Panel					Belle Imison 01858 821055
<b>SEPTEMBER</b>							
Delivering the Localism Act	03/09/2013	Scrutiny Task Group					Ann Marie Hawkins 01858 821324
Car Parking Policy	03/09/2013	Scrutiny Task					Elaine Bird

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<i>[To scrutinise the Council's car parking policy to ensure that it is fit for purpose]</i>		Group					01858 821130
	05/09/2013	Scrutiny Commission					
Planning Application 13/00848/FUL Call-in Council Headquarters	09/09/2013	Council		Council			Adrian Eastwood 01858821142
Applications for determination	10/09/2013	Planning					Adrian Eastwood 01858821142
Growth Agenda	11/09/2013	All-Member Briefing					
Quarterly Financial Performance (Quarter Two) <i>[To review the Council's financial position]</i>	12/09/2013	Resource & Performance Scrutiny Panel	Scrutiny Work Plan				Kirsty Cowell 01858 821250
Quarterly Financial Performance (End of Year performance) <i>To review the Council's financial position]</i>	12/09/2013	Resource & Performance Scrutiny Panel	Scrutiny Work Plan				Kirsty Cowell 01858 821250
Workforce Strategy <i>[to scrutinise a new strategy prior to implementation]</i>	12/09/2013	Resource & Performance Scrutiny Panel	Scrutiny Work Plan				Kate Frow 01858 821302
North West Market Harborough SDA Masterplan	16/09/2013	Special Executive					
Annual Progress report from	19/09/2013	Community	Scrutiny				Steve Pointer

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registered Housing Providers <i>[to receive update from registered housing providers on the rents and actions of the previous year. To receive the information on the plans and actions of registered housing providers for the forthcoming year]</i>		Leadership Scrutiny Panel	Work-plan				01858 821168
Harborough Health & Wellbeing Plan	19/09/2013	Community Leadership Scrutiny Panel	Scrutiny Work-plan				Norman Proudfoot 01858 821198
(a) Empty Properties  (b) Provision of New Homes	19/09/2013	Community Leadership Scrutiny Panel	Scrutiny Work-plan				
Draft Housing Strategy <i>[To assist in the development of a council Housing Strategy. Following the Scrutiny Meeting the draft policy will be subject to public consultation and then considered for implementation by the Executive]</i>	19/09/2013	Community Leadership Scrutiny Panel	Scrutiny Work-plan				Steve Pointer 01858 821168
2012/13 Statement of Accounts	24/09/2013	Governance & Audit Committee					Kirsty Cowell 01858 821250
Criteria based policy for growth of settlements	25/09/2013	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
	25/09/2013	Licensing / Regulatory Committee					

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	26/09/2013	Exec. Advisory Panel Meeting – HQ Redevelopment (provisional)	Property				Mark Perris 01858 821355
Quarterly Transformation Monitoring	30/09/2013	Executive	Exec Forward Plan				Belle Imison 01858 821155
Notes from Executive Advisory Panels <i>[to report back the agreed notes from HQ, Market Hall and Local Planning Executive Advisory Panels]</i>	30/09/2013	Executive					Beth Murgatroyd 01858 821370
Street Cleansing Report <i>[To consider changes to the Street Cleansing Schedules following the report to the Scrutiny Panel , Resource and Performance on 20th June 2013]</i>	30/09/2013	Executive	Exec Forward Plan				Matt Bradford 01858 821290
City Deals and LEP (Exempt)	30/09/2013	Executive	Exec Forward Plan	Executive			Anna Graves 01858 821259
Sundry debt write offs	30/09/2013	Executive	Exec Forward Plan				Kirsty Cowell 01858 821250
Bad-debt write off	30/09/2013	Executive	Exec Forward Plan				Leigh Butler 01455 638104
Market Management (post completion of Improvement Works)	30/09/2013	Executive				Market Hall Exec.	Mark Perris 01858 821355



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<i>[To agree the basis for managing the market post completion of the improvement works, and to allow officers to make all necessary arrangements to ensure that the new regime is able to operate effectively when the new market opens.]</i>						Advisory Panel	
Housing Strategy	30/09/2013	Executive	Exec Forward Plan	Executive		Harborough Housing Forum	Ann Ball 01858 821029
Preventing Homelessness Strategy	30/09/2013	Executive	Exec Forward Plan	Executive		Harborough Housing Forum	Ann Ball 01858 821029
<b>OCTOBER</b>							
North West Market Harborough SDA Masterplan	07/10/2013	Council					
Applications for determination	08/10/2013	Planning					Adrian Eastwood 01858821142
Amendment of Licensing Officer's Delegated Powers	22/10/2013	Constitutional Review					Sarah Greenway 07789923127
	23/10/2013	All-Member Briefing					
<b>NOVEMBER</b>							
Appointment of Contractor for Market Hall Improvement Works	04/11/2013	Executive	Exec Forward Plan				Mark Perris 01858 821355

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Harborough Improvement team Future Options and funding	04/11/2013	Executive					Ann Marie Hawkins 01858 821324
Applications for determination	05/11/2013	Planning					Adrian Eastwood 01858821142
	06/11/2013	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
Broughton Astley Neighbourhood Plan <i>(to consider the outcome of the examination and approve the holding of a referendum)</i>	11/11/2013	Council					Steve Pointer 01858 821168
North West Market Harborough SDA Masterplan / Applications for determination	19/11/2013	Special Planning					
	20/11/2013	Governance & Audit					
Assets of Community Value	21/11/2013	Community Leadership Scrutiny Panel	Scrutiny Work-plan				
Health Provision in the District	21/11/2013	Community Leadership Panel	Scrutiny Work-plan				Norman Proudfoot 01858 821198
Applications for determination	26/11/2013	Planning					Adrian Eastwood 01858821142

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	28/11/2013	Scrutiny Commission					
<b>DECEMBER</b>							
	04/12/2013	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
Quarterly Financial Performance (Quarter Three) <i>[To review the Council's financial position]</i>	05/12/2013	Resource & Performance Scrutiny Panel	Scrutiny Work Plan				Kirsty Cowell 01858 821250
Review of the Council's working arrangements with Leisure Trust / SERCO	05/12/2013	Resource & Performance Scrutiny Panel	Scrutiny Work Plan				Norman Proudfoot 01858 821198
Quarterly Transformation Monitoring	09/12/2013	Executive	Exec Forward Plan				Belle Imison 01858 821155
Sundry debt write offs	09/12/2013	Executive	Exec Forward Plan				Kirsty Cowell 01858 821250
Bad-debt write off	09/12/2013	Executive	Exec Forward Plan				Leigh Butler 01455 638104
Quarterly performance Monitoring	09/12/2013	Executive	Exec Forward Plan				Ann Marie Hawkins 01858 821324
Quarterly Revenue & Capital Budget Monitoring	09/12/2013	Executive					Kirsty Cowell 01858 821250
General fund estimate & Capital	09/12/2013	Executive					Kirsty Cowell

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Programme?							01858 821250
Anti-fraud and Corruption Strategy and associated training	12/12/2013	Ethical Governance	Ethical Governance workplan				Verina Wenham 01858 821248
Fraud Response Plan	12/12/2013	Ethical Governance	Ethical Governance workplan				Verina Wenham 01858 821248
Procedure for dealing with complaints regarding Member complaints	12/12/2013	Ethical Governance	Ethical Governance workplan				Verina Wenham 01858 821248
	16/12/2013	Council					
Applications for determination	17/12/2013	Planning					Adrian Eastwood 01858821142
	18/12/2013 (5pm)	Exec. Advisory Panel Meeting – HQ Redevelopment	Property				Mark Perris 01858 821355
	19/12/2013	Licensing / Regulatory					
<b>JANUARY 2014</b>							
General fund estimate & Capital Programme – Refer to Scrutiny	13/01/2014	Executive					Kirsty Cowell 01858 821250
Corporate Plan <i>[refresh of the Council's Corporate Plan 2013-15]</i>	13/01/2014	Executive					Ann Marie Hawkins 01858 821324

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Corporate Delivery Plan <i>[includes Critical and Key Activities and performance measures]</i>	13/01/2014	Executive					Ann Marie Hawkins 01858 821324
	15/01/2014	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
Revenue and Capital Budgets, Fees and Charges <i>[To scrutinise budget proposals, to report back to the Executive to inform budget setting]</i>	16/01/2014	Resources and Performance Scrutiny Panel	Scrutiny Work-plan				Kirsty Cowell 01858 821250
Corporate Plan <i>[refresh of the Council's Corporate Plan 2013-15]</i>	16/01/2014	Resources and Performance Scrutiny Panel	Scrutiny Work-plan				Ann Marie Hawkins 01858 821324
Corporate Delivery Plan <i>[includes Critical and Key Activities and performance measures]</i>	16/01/2014	Resources and Performance Scrutiny Panel	Scrutiny Work-plan				Ann Marie Hawkins 01858 821324
Council Tax Base	20/01/2014	Council					Kirsty Cowell 01858 821250
Corporate Plan <i>[refresh of the Council's Corporate Plan 2013-15]</i>	20/01/2014	Council					Ann Marie Hawkins 01858 821324
Corporate Delivery Plan <i>[includes Critical and Key Activities and performance measures]</i>	20/01/2014	Council					Ann Marie Hawkins 01858 821324

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Applications for determination	21/01/2014	Planning					Adrian Eastwood 01858821142
	22/01/2014	All-Member Briefing					
	28/01/2014	Constitutional Review Committee					
<b>FEBRUARY 2014</b>							
General fund estimate & Capital Programme - Recommendation to Council	10/02/2014	Executive					Kirsty Cowell 01858 821250
Applications for determination	11/02/2014	Planning					Adrian Eastwood 01858821142
Prudential Indicators & Treasury management Strategy	24/02/2014	Council					Kirsty Cowell 01858 821250
General Fund Estimate & Capital Programme	24/02/2014	Council					Kirsty Cowell 01858 821250
Council Tax 2013/14	24/02/2014	Council					Kirsty Cowell 01858 821250
	26/02/2014	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
	27/02/2014	Scrutiny Commission					
<b>MARCH 2014</b>							

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	04/03/2014	Governance & Audit					
	06/03/2014	Resource & Performance Scrutiny Panel					
Applications for determination	11/03/2014	Planning					Adrian Eastwood 01858821142
	13/03/2014	Community Leadership Scrutiny Panel					
	19/03/2014	Licensing / Regulatory					
Quarterly Revenue & Capital Budget Monitoring	24/03/2014	Executive					Kirsty Cowell 01858 821250
Sundry Debt write offs	24/03/2014	Executive					Kirsty Cowell 01858 821250
S106 Second Round of Grants <i>[decision whether to support the Member grants panel's Section 106 grant recommendations]</i>	24/03/2014	Executive					Ann Marie Hawkins 01858 821324
<b>APRIL 2014</b>							
	07/04/2014	Council					
	08/04/2014	Planning					
	09/04/2014	Local Planning					Steve Pointer

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		Exec. Advisory Panel					01858 821168
	10/04/2014	Scrutiny Task Group					
	15/04/2014	Constitutional Review Committee					
	16/04/2014	Scrutiny Task Panel					
	28/04/2014	All-Member Briefing					
	29/04/2014	Planning					
MAY 2014							
	12/05/2014	Annual Council					
	20/05/2014	Planning					
	21/05/2014	Executive	Executive Workplan				
CDRP Annual Meeting	22/05/2014	Scrutiny Community Leadership Panel					
	29/05/2014	Scrutiny Commission					



Report Title / Subject	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public / Private	Consultation Process	Contact Officer
TBC							
Corporate Property Strategy & Asset Register	tbc	Executive	Exec Forward plan				Mark Perris 01858 821355
Partnerships Register <i>[review of current partnership arrangements to consider their effectiveness and relevance]</i>	tbc	Executive					Ann Marie Hawkins 01858 821324
Paint Disposal	tbc	Executive	Exec Forward Plan				Norman Proudfoot 01858 821198
Delegation to Officers	tbc	Executive	Exec Forward plan				Verina Wenham 01858 821248
Business Rates Pooling (Exempt)	tbc	Executive	Exec Forward Plan			Exempt	Anna Graves 01858 821259
Broadband Agreement (Exempt)	tbc	Executive	Exec Forward Plan			Exempt	Anna Graves 01858 821259
Market Harborough tennis Club proposed lease surrender and re-grant	tbc	Executive	Exec Forward plan			Exempt	Mark Perris 01858 821355
Workforce Strategy <i>[The HR vision for Harborough District is to have a workforce that understands our priorities, is innovative and creative, diverse and inclusive, flexible, ready and willing to respond to changes in the work we do and how we do it. This strategy enables HR to focus on</i>	tbc	Executive					

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<i>how we will seek to meet the vision and priorities that shape everything that we do.]</i>							
HQ building arrangements for licence to occupy with Leicestershire County Council	tbc	Executive					Verina Wenham 01858 821248
Cemetery/Burial provision	tbc		Exec Forward Plan	Executive			Norman Proudfoot 01858 821198
Community Infrastructure Levy <i>[to decide whether to introduce a Levy]</i>	tbc	Executive	Exec Forward Plan	Executive		Member Advisory Panel Public Consultation on CIL charge if decision to introduce	Steve Pointer 01858 821168
Harborough Museum- operations	tbc		Exec Forward Plan				Jayne Wisely 01858 821288
Harborough New Local Plan – Consultation Draft	tbc	Executive	Exec Forward Plan	Executive		Scoping Consultation March / April 2013	Tess Nelson 01858821144
Medium-term Financial Strategy <i>[Scrutiny of the new Medium-term Financial Strategy prior to the Executive Meeting on 20<sup>th</sup> Aug. 2013]</i>	tbc	Scrutiny Task Group	Scrutiny Work-plan				

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Community Infrastructure Levy Policy	tbc		Scrutiny Work-plan				
Market Hall Redevelopment <i>[from Chairman of Assoc. of Traders at Antiques and Collectors Fair]</i>	tbc		Scrutiny Work-plan				
Government Review of House Extensions	tbc		Scrutiny Work-plan				
Partnership Working	tbc		Scrutiny Work-plan				
Fuel Funding	tbc		Scrutiny Work-plan				