



HARBOROUGH DISTRICT COUNCIL FORWARD PLAN

FOR THE PERIOD: 14 February 2014 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. 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 & Communications	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 & Environment	p.king@harborough.gov.uk
• Cllr Paul Dann		Corporate Services	p.dann@harborough.gov.uk
• Cllr William Liquorish		Community Safety & Regulatory Services	w.liquorish@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 appropriate column.

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Public/Private	Consultation Process/Exempt	Contact Officer
FEBRUARY 2014							
	20/02/2014	Exec. Advisory Panel - Redevelopment of HQ					
	20/02/2014	Market Hall Exec. Advisory Panel					
Prudential Indicators & Treasury management Strategy	24/02/2014	Council					Kirsty Cowell 01858 821250
Corporate Plan <i>[refresh of the Council's Corporate Plan 2013-15, includes Critical and Key Activities and performance measures]</i>	24/02/2014	Council					Ann Marie Hawkins 01858 821324
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
Partnership Policy [to set out the Council's policy on partnership working] 514	24/02/2014	Council					Ann Marie Hawkins 01858 821324
Applications for determination	25/02/2014	Planning					Adrian Eastwood 01858821142

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Public/Private	Consultation Process/Exempt	Contact Officer
	26/02/2014	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
	27/02/2014	Scrutiny Commission					
MARCH 2014							
External Audit Plan (KPMG) <i>[To discuss and note the External Audit Plan from KPMG]</i> 508	04/03/2014	Governance & Audit					Kirsty Cowell 01858 821250
Annual Report - Claims & Returns <i>[to discuss and note the Certification of claims and returns annual report from the KPMG LLP]</i> 511	04/03/2014	Governance & Audit					Kirsty Cowell 01858 821250
Quarterly Financial Performance <i>[To review the Council's financial performance in the third quarter of the 2013-14 financial year]</i> Subject to agreement of Scrutiny Commission on 27/02/2014	06/03/2014	Resource & Performance Scrutiny Panel	Scrutiny Work-plan <i>Source: On-going requirement</i>				Kirsty Cowell 01858 821250
Quarterly Performance Report (Quarter Three) <i>[to inform the Executive of the performance of the Council against the Corporate Delivery Plan for Quarter Three of the</i>	06/03/2014	Resource & Performance Scrutiny Panel	Scrutiny Work-plan <i>Source: On-going requirement</i>				

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<p><i>2013-14 financial year]</i></p> <p>Subject to agreement of Scrutiny Commission on 27/02/2014</p>							
<p>Quarterly Risk Register <i>[To review the status of the Council's risk register]</i></p> <p>Subject to agreement of Scrutiny Commission on 27/02/2014</p>	06/03/2014	Resource & Performance Scrutiny Panel	Scrutiny Work-plan <i>Source: Scrutiny Steering Group</i>				
<p>LGA Peer Review Recommendations <i>[To monitor the progress of the implementation of the Council's recent Local Government Association Peer Review]</i></p> <p>471</p> <p>Subject to agreement of Scrutiny Commission on 27/02/2014</p>	06/03/2014	Resource & Performance Scrutiny Panel	Scrutiny Work-plan <i>[Source: Scrutiny Commission 28/11/2013]</i>				
<p>Empty Properties and Provision of New Homes <i>[a) at the meeting of Council held on 30/01/2012 Members suggested that the Council investigate its powers concerning empty properties. b) To undertake a detailed analysis of how many new homes are built in the District compared to planning permissions granted</i></p>	06/03/2014		Scrutiny Work-plan <i>[Source: Minutes of Council 30/01/2013]</i>				Norman Proudfoot 01858 821198

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<p><i>for new homes. To review the impact on the allocations of New homes bonus grant to the Council]</i></p> <p>Subject to agreement of Scrutiny Commission on 27/02/2014</p>							
Applications for determination	11/03/2014	Planning					Adrian Eastwood 01858821142
<p>Harborough Hospital Update <i>[to receive an update on the progress of the planned construction of Harborough Hospital]</i></p> <p>Subject to agreement of Scrutiny Commission on 27/02/2014</p>	13/03/2014	Community Leadership Scrutiny Panel	Scrutiny Workplan <i>[Source: Scrutiny Commission 28/11/2013]</i>				
<p>Planning for Renewable Energy <i>[At its Meeting on 25th July 2013 the Community Leadership Scrutiny Panel recommended that:</i> <i>“the views and experiences of residents who live beside wind turbines/ wind farms be sought and reported to Members.”</i> <i>This item would be an information- and evidence-gathering process to record the residents’ thoughts. This information would be used to inform future planning policy on</i></p>	13/03/2014	Community Leadership Scrutiny Panel	Scrutiny Workplan <i>[Source: Minutes of Community leadership Scrutiny Panel 25/07/2013]</i>				

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<i>renewable energy.]</i> Subject to agreement of Scrutiny Commission on 27/02/2014							
	19/03/2014	Licensing / Regulatory					
Quarterly Revenue & Capital Budget Monitoring	24/03/2014	Executive					Kirsty Cowell 01858 821250
Notes from Executive Advisory Panels <i>[to report back the agreed notes from HQ, Market Hall and Local Planning Executive Advisory Panels]</i>	24/03/2014	Executive					Beth Murgatroyd 01858 821370
Sundry Debt write offs	24/03/2014	Executive					Kirsty Cowell 01858 821250
Quarter Three Performance Report <i>[To monitor the progress of the key activities outlined in the Corporate Delivery Plan]</i> 477	24/03/2014	Executive					Ann Marie Hawkins 01858 821324
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
Action Plan for dealing with recommendations arising from the	24/03/2014	Executive		Key Decision			Anna Graves 01858 821259

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Independent Planning Review							
The Settling Rooms <i>[to consider the future of The Settling Rooms following consideration by a Scrutiny Task Panel]</i> 520	24/03/2014	Executive		Key Decision			Mark Perris 01858 821355
Welland Park Cafe; Future Options <i>[to consider the future options for the operation of Welland Park café]</i> 516	24/03/2014	Executive		Key Decision			Mark Perris 01858 821355
	27/03/2014	Transformation Exec. Advisory Panel					
APRIL 2014							
Single Equality Scheme <i>[To consider revisions to the Single Equality Scheme adopted by Council on 19th December 2011]</i> 491	07/04/2014	Council					Richard Ellis 01858 821155
Polling Station Review <i>[The Council is required to carry out periodic reviews of buildings used as polling stations for elections and referendums to ensure that the buildings are accessible and suitable for such</i>	07/04/2014	Council					Richard Ellis 01858 821155

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<i>purpose. This report will ask Council to approve any changes to the existing arrangements which are recommended following consultation on any proposals for change arising from the review]</i> 494							
Outcome of Planning Review <i>[To consider recommendations following the review of the Development Management Service]</i> 506	07/04/2014	Council					Norman Proudfoot 01858 821198
Applications for determination	08/04/2014	Planning					
	09/04/2014	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
	10/04/2014	Scrutiny Task Group					
	16/04/2014	Exec. Advisory Panel - Redevelopment of HQ					
	16/04/2014	Market Hal Exec. Advisory Panel					
	28/04/2014	All-Member Briefing					

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Applications for determination	29/04/2014	Planning					
	30/04/2014	Constitutional Review Committee					
MAY 2014							
	12/05/2014	Annual Council					
Applications for determination	20/05/2014	Planning					
Quarter Four Performance Report <i>[To monitor the Council's progress against Key Activities, performance indicators and risks outlined in the Corporate Delivery Plan]</i> 478	21/05/2014	Executive	Executive Workplan				Ann Marie Hawkins 01858 821324
Notes from Executive Advisory Panels <i>[to report back the agreed notes from HQ, Market Hall and Local Planning Executive Advisory Panels]</i>	21/05/2014	Executive					Beth Murgatroyd 01858 821370
CDRP Annual Meeting <i>[to receive updates on the progress made on the three-year Community Safety Partnership]</i> Subject to agreement of Scrutiny Commission on 27/02/2014	22/05/2014	Scrutiny Community Leadership Panel	Scrutiny Workplan <i>[Source: Annual requirement]</i>				

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Supporting Leicestershire Families <i>[Leicestershire's Supporting Families Programme was established in 2011. On 07/03/2013 the Community Leadership Scrutiny Panel recommended that it receive six-monthly progress updates]</i> Subject to agreement of Scrutiny Commission on 27/02/2014	22/05/2014	Scrutiny Community Leadership Panel	Scrutiny Workplan <i>[Source: Minute 504 07/03/2013]</i>				
Harborough Hospital Update <i>[to receive update on progress of planned construction of Harborough Hospital]</i> Subject to agreement of Scrutiny Commission on 27/02/2014	22/05/2014	Scrutiny Community Leadership Panel	Scrutiny Workplan <i>[Source: Scrutiny Commission 28/11/13]</i>				
End of Year Performance Report <i>[To monitor the Council's progress against Key Activities, performance indicators and risks outlined in the Corporate Delivery Plan]</i> 479	29/05/2014	Scrutiny Commission					Ann Marie Hawkins 01858 821324
TBC							
Revision of Code of Conduct	tbc	Council					Verina Wenham 01858 821248
Landscape Assessment of Rural	tbc	Executive					Steve Pointer

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Centres <i>[To note the appointment of a contractor to carry out further landscape consultancy work as evidence for the Local Plan and to set out the reasons why full procurement processes have been waived.]</i> 473							01858 821168
Welland Partnership Report <i>[formal decision on membership]</i>	tbc	Executive	Exec Forward Plan				Jonathan Ward-Langman 07880 512540
FCC Contract Extension	tbc	Executive	Exec Forward Plan				Norman Proudfoot 01858 821198 Simon Riley 01858 821062
Draft Revised Developer Guidance Note on Planning Obligations <i>[to present a revision to the Councils Developer Guidance Note on Planning Obligations and to seek approval for public consultation and potential adoption as a supplementary planning document]</i> 406	tbc	Executive		Key Decision			Steve Pointer 01858 821168

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Public/Private	Consultation Process/Exempt	Contact Officer
North West Market Harborough SDA Masterplan / Applications for determination	tbc	Special Planning					Adrian Eastwood 01858821142
Paper-light Working for Councillors <i>[To discuss recommendations made by the Scrutiny Commission on 28th November 2013]</i>	tbc	Executive	Scrutiny Work-plan	Executive			Ed O'Neill 01858 821361
Business Rates Pooling (Exempt)	tbc	Executive	Exec Forward Plan			Exempt	Simon Riley 01858 821062
Cemetery/Burial provision	tbc		Exec Forward Plan	Executive			Norman Proudfoot 01858 821198
Harborough Museum- operations	tbc		Exec Forward Plan				Jayne Wisely 01858 821288
Community Asset Transfer Protocol	tbc		Scrutiny Workplan <i>[Source: Officer suggestion]</i>				
Disposals and Acquisitions Policy	tbc		Scrutiny Workplan <i>[Source: Officer suggestion]</i>				
Car Parking Policy <i>[to scrutinise the Council's car]</i>	tbc		Scrutiny Work-plan				

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<i>parking policy to ensure that it is fit for purpose]</i>			<i>[Source: Scrutiny Commission 05/09/2013]</i>				
Cemetery Provision <i>[To examine adequacy of cemetery/burial provision in Harborough District]</i>	tbc		Scrutiny Work-plan <i>[Source: Previous meetings of Scrutiny Commission]</i>				
Community Infrastructure Levy (CIL) Policy	tbc		Scrutiny Workplan <i>[Source: Cllr suggestion]</i>				
Government Review of house extensions	tbc		Scrutiny Workplan <i>[Source: Cllr suggestion]</i>				
Fuel Funding	tbc		Scrutiny Workplan Source: <i>Scrutiny Commission 05/09/2013</i>				