



HARBOROUGH DISTRICT COUNCIL FORWARD PLAN

FOR THE PERIOD: 15 November 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. 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 report title.

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public/Private	Consultation Process/Exempt	Contact Officer
NOVEMBER							
Audit Opinion <i>[for information - the audit opinion on the financial statements for 2012/13 and covering letter issued by KPMG]</i> 412	20/11/2013	Governance & Audit					Simon Riley 01858 821062
Public Sector Internal Audit Standards update <i>[To update the Governance & Audit Committee on the External Quality Assurance work and the improvement plan for the Welland Internal Audit Consortium]</i> 429	20/11/2013	Governance & Audit					Kirsty Cowell 01858 821250
Annual Audit Letter <i>[To update Members with the Annual Audit Letter from KPMG]</i> 436	20/11/2013	Governance & Audit					Kirsty Cowell 01858 821250
Assets of Community Value <i>[To discuss a provision of the Localism Act which allows for assets to be deemed 'Assets of Community Value']</i>	21/11/2013	Community Leadership Scrutiny Panel	Scrutiny Work-plan <i>[Source: Chairman of Scrutiny Commission 03/05/2013]</i>				Matt Bills 07703211863
Annual Progress report from registered Housing Providers <i>[to receive update from registered housing providers on the rents]</i>	21/11/2013	Community Leadership Scrutiny Panel	Scrutiny Work-plan <i>[Source: Annual</i>				Steve Pointer 01858 821168

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<i>and actions of the previous year. To receive the information on the plans and actions of registered housing providers for the forthcoming year]</i>			<i>Review]</i>				
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>	21/11/2013	Community Leadership Scrutiny Panel	Scrutiny Work-plan <i>[Source: Minute 504, 07/03/2013]</i>				Rob Wakefield 01163050344 Ann Marie Hawkins 01858 821324
Health (a) Provision in the District <i>[To examine the changes in the Council's relationship with the local health providers as NHS structures change (the Primary Care Trusts will cease and be replaced with Clinical Commissioning Groups)]</i> (b) Harborough Health and Wellbeing Plan <i>[To scrutinise the Harborough Health and Wellbeing Plan]</i>	21/11/2013	Community Leadership Panel	Scrutiny Work-plan <i>[Source: Cllr suggestion 30/05/2013]</i>				Norman Proudfoot 01858 821198
Harborough Hospital Business Case (presentation)	21/11/2013	Community Leadership Panel	Scrutiny Work-plan <i>[Source: Officer]</i>				Norman Proudfoot 01858 821198

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			<i>suggestion]</i>				
Report of the Monitoring Officer – Complaint SC/ <i>[To enable the Committee to consider a complaint received regarding the conduct of a Council Member and to consider what action should be taken]</i>	25/11/2013	Ethical Governance					Verina Wenham 01858 821248
Applications for determination	26/11/2013	Planning					Adrian Eastwood 01858821142
Paper-light Working for Councillors <i>[to present the recommendations from the Scrutiny Task Group discussing paper-light working for Councillors]</i>	28/11/2013	Scrutiny Commission					Ed O'Neill 07818587907
418							
Half Year Portfolio Performance	28/11/2013	Scrutiny Commission					Ann Marie Hawkins 01858 821324
DECEMBER							
Quarterly Financial Performance <i>[To review the Council's financial position]</i>	05/12/2013	Resource & Performance Scrutiny Panel	Scrutiny Work Plan				Kirsty Cowell 01858 821250
Quarterly Transformation Monitoring	09/12/2013	Executive	Exec Forward Plan				Belle Imison 01858 821155
HQ Building, Licence of Library	09/12/2013	Executive	Exec	Key		Exempt	Verina

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and Museum to LCC <i>[Approval of Final Terms of the above]</i> 448			Forward Plan	Decision			Wenham 01858 821248
Former Service Shop, Market Street, Lutterworth <i>[to declare the property surplus to requirements upon re-location back of the staff to The Symington Building on completion of the redevelopment]</i> 414	09/12/2013	Executive	Exec Forward Plan	Key Decision			Mark Perris 01858 821355
Notes from Executive Advisory Panels <i>[to report back the agreed notes from HQ, Market Hall and Local Planning Executive Advisory Panels]</i>	09/12/2013	Executive	Exec Forward Plan				Beth Murgatroyd 01858 821370
To confirm Terms of Reference for the Area Committee Market Harborough New Homes Bonus Locality Fund <i>[To accept recommended terms of reference for the Area Committee set up to consider applications for the Market Harborough New Homes Bonus Locality Fund]</i> 439	09/12/2013	Executive	Exec Forward Plan	Key Decision			Ann Marie Hawkins 01858 821324

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public/Private	Consultation Process/Exempt	Contact Officer
Sundry debt write offs	09/12/2013	Executive	Exec Forward Plan				Kirsty Cowell 01858 821250
Housing Strategy	09/12/2013	Executive	Exec Forward Plan			Harborough Housing Forum	Ann Ball 01858 821029
Re-naming of street - Selby Place, Market Harborough <i>[To approve a change of name to a new street at the Farndon Fields development, Market Harborough from Selby Place to Kildare Place in order to avoid possible confusion with Selby Court, Market Harborough]</i> 396	09/12/2013	Executive	Exec Forward Plan				Richard Ellis 07771 937099
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 Programme?	09/12/2013	Executive					Kirsty Cowell 01858 821250
Draft Revised Developer Guidance Note on Planning Obligations <i>[to present a revision to the</i>	09/12/2013	Executive		Key Decision			Steve Pointer 01858 821168

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<i>Councils Developer Guidance Note on Planning Obligations and to seek approval for public consultation and potential adoption as a supplementary planning document]</i> 406							
Settling Rooms Market Harborough <i>[to review the possible sale]</i>	10/12/2013	Scrutiny Task Group	Scrutiny Work-plan <i>[Source: Council approval of Corporate Property Strategy]</i>				Mark Perris 01858 821355
	11/12/2013	Local Planning Exec. Advisory Panel					Steve Pointer 01858 821168
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
Mid Year Treasury Management	16/12/2013	Council					Kirsty Cowell

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public/Private	Consultation Process/Exempt	Contact Officer
Update <i>[to provide a mid year position on the Treasury management strategy]</i> 401							01858 821250
Political Assistants	16/12/2013	Council					Verina Wenham 01858 821248
Council Tax Base	16/12/2013	Council		Key Decision			Kirsty Cowell 01858 821250
Applications for determination	17/12/2013	Planning					Adrian Eastwood 01858821142
	18/12/2013	Exec. Advisory Panel– HQ Redevelopment	Property				Mark Perris 01858 821355
	18/12/2013	Market Hall Exec. Advisory Panel	Property				Mark Perris 01858 821355
Review of the Licensing Policy Statement <i>[To review and recommend amendments to the Licensing policy Statement]</i> 446	19/12/2013	Licensing / Regulatory					Sarah Greenway 07789923127
Scheme of Delegation Licensing	19/12/2013	Licensing /					Sarah

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<i>[To approve the revised scheme of delegation for licensing]</i> 445		Regulatory					Greenway 07789923127
JANUARY 2014							
General fund estimate & Capital Programme – Refer to Scrutiny	13/01/2014	Executive					Kirsty Cowell 01858 821250
Harborough Improvement team Future Options and funding	13/01/2014	Executive	Exec Forward Plan				Ann Marie Hawkins 01858 821324
Broadband Agreement	13/01/2014	Executive	Exec Forward Plan			Exempt	Anna Graves 01858 821259
FCC Contract Extension	13/01/2014	Executive	Exec Forward Plan				Norman Proudfoot 01858 821198 Simon Riley 01858 821062
Welland Report	13/01/2014	Executive	Exec Forward Plan				Simon Riley 01858 821062
	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

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public/Private	Consultation Process/Exempt	Contact Officer
Corporate Plan <i>[refresh of the Council's Corporate Plan 2013-15, 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
Performance Management Framework <i>[refresh of Framework]</i>	16/01/2014	Resources and Performance Scrutiny Panel	Scrutiny Work-plan				Ann Marie Hawkins 01858 821324
Partnerships Register <i>[A review of current partnership arrangements to consider their effectiveness and relevance]</i>	16/01/2014	Resources and Performance Scrutiny Panel	Scrutiny Work-plan				Ann Marie Hawkins 01858 821324
	20/01/2014	Council					
Applications for determination	21/01/2014	Planning					Adrian Eastwood 01858821142
	22/01/2014	All-Member Briefing					
	28/01/2014	Constitutional Review Committee					
FEBRUARY 2014							
General fund estimate & Capital Programme – Recommendation to Council	10/02/2014	Executive					Kirsty Cowell 01858 821250

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public/Private	Consultation Process/Exempt	Contact Officer
Alignment of policies and guidelines for the Revenues and Benefits Partnership	10/02/2014	Executive					Leigh Butler 01455 638104
Corporate Plan <i>[refresh of the Council's Corporate Plan 2013-15]</i>	10/02/2014	Executive					Ann Marie Hawkins 01858 821324
Corporate Delivery Plan <i>[includes Critical and Key Activities and performance measures]</i>	10/02/2014	Executive					Ann Marie Hawkins 01858 821324
Partnerships Register <i>[review of current partnership arrangements to consider their effectiveness and relevance]</i>	10/02/2014	Executive					Ann Marie Hawkins 01858 821324
Performance Management Framework <i>[refresh of Framework]</i>	10/02/2014	Executive					Ann Marie Hawkins 01858 821324
Applications for determination	11/02/2014	Planning					Adrian Eastwood 01858821142
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

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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					
MARCH 2014							
	04/03/2014	Governance & Audit					
Quarterly Financial Performance <i>[To review the Council's financial position]</i>	06/03/2014	Resource & Performance Scrutiny Panel					Kirsty Cowell 01858 821250
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

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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
APRIL 2014							
	07/04/2014	Council					
	08/04/2014	Planning					
	09/04/2014	Local Planning Exec. Advisory Panel					Steve Pointer 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					

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	20/05/2014	Planning					
	21/05/2014	Executive	Executive Workplan				
CDRP Annual Meeting	22/05/2014	Scrutiny Community Leadership Panel	Scrutiny Workplan <i>[Source: Annual requirement]</i>				
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>	22/05/2014	Scrutiny Community Leadership Panel	Scrutiny Workplan <i>[Source: Minute 504 07/03/2013]</i>				
	29/05/2014	Scrutiny Commission					
TBC							
Revision of Code of Conduct	tbc	Council					Verina Wenham 01858 821248
Website Business Case <i>[redesign of the current website to meet customer expectations]</i>	tbc	Council		Key Decision			Rachael Felts 07795236519
403							

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
Open For Business <i>[new strategy / action plan]</i>	tbc	Executive / Council					Anna Graves 01858 821259
Memorial Stone - Thurnby	tbc	Executive					Simon Riley 01858 821062
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
Review of the Council's working arrangements with Leisure Trust / SERCO	tbc	Resource & Performance Scrutiny Panel	Scrutiny Work Plan <i>[Source: Cllr Suggestion]</i>				Norman Proudfoot 01858 821198
Car Parking Policy <i>[to scrutinise the Council's car parking policy to ensure that it is fit for purpose]</i>	tbc		Scrutiny Work-plan <i>[Source: Scrutiny Commission 05/09/2013]</i>				
Broadband Provision	tbc		<i>Scrutiny</i>				

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<i>[to ensure that the Council is obtaining value for its investment]</i>			<i>Work-plan [Source: Cllr suggestion]</i>				
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 for new homes. To review the impact on the allocations of New homes bonus grant to the Council]</i>	tbc		Scrutiny Work-plan <i>[Source: Minutes of Council 30/01/2013]</i>				Norman Proudfoot 01858 821198
Peer Review Recommendations <i>[To monitor the progress of the implementation of the Council's recent Peer Review]</i>	tbc		Scrutiny Work-plan <i>[Source: Cllr suggestion]</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>				
Planning for Renewable Energy <i>[At its Meeting on 25th July 2013 the Community Leadership]</i>	tbc		Scrutiny Workplan <i>[Source:</i>				

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision?	Public/Private	Consultation Process/Exempt	Contact Officer
<p><i>Scrutiny Panel recommended that: “the views and experiences of residents who live beside wind turbines/ wind farms be sought and reported to Members.” 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 renewable energy.]</i></p>			<p><i>Minutes of Community leadership Scrutiny Panel 25/07/2013]</i></p>				