

## **SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN**

This is the Leader of Council's provisional forward plan for the four months starting January 2019. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Executive and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Panel in planning their contribution to policy development and holding the Executive to account.

Local authorities are required to publish updated forward plans on a monthly basis. The Plan is published in hard copy and on the Council's website ([www.southhams.gov.uk](http://www.southhams.gov.uk))

**Members of the public are welcome to attend all meetings of the Executive, which are normally held at Follaton House, Totnes, and normally start at 10.00 am. If advance notice has been given, questions can be put to the Executive at the beginning of the meeting.**

*The Executive consists of six Councillors. Each has responsibility for a particular area of the Council's work.*

*Cllr John Tucker – Leader of the Council*

*Cllr Simon Wright – Deputy Leader*

*Cllr Keith Wingate – lead Executive Member for Business Development*

*Cllr Rufus Gilbert – lead Executive Member for Commercial Services*

*Cllr Hilary Bastone – lead Executive Member for Customer First*

*Cllr Nicky Hopwood – lead Executive Member for Customer First and Support Services*

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01803 861185 or by e-mail to [member.services@southhams.gov.uk](mailto:member.services@southhams.gov.uk)

**All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated**

**KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE**

<b>Portfolio Area</b>	<b>Report Title and Summary</b>	<b>Lead Officer/ Member</b>	<b>Documents to be considered in making decision</b>	<b>Date of Decision</b>	<b>Consultees and means of Consultation</b>
Leader	<b>Title:</b> Ivybridge Development Proposal <b>Purpose of report:</b> To consider & update on commercial property development proposals for Ivybridge following the last update on 13 December 2018	DA/ CBrook Leader	Report of Head of Assets Practice and Group Manager Business Development	14 March 2019	
<b>OTHER DECISIONS</b>					
Deputy Leader	<b>Title:</b> Revenue Budget Monitoring for 2018/19 (9 month position) <b>Purpose of report:</b> A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2018/19, and to provide a forecast of the year end position.	AWa/ Cllr Wright	Report of Senior Finance Specialist	7 Feb 2019	
Deputy Leader	<b>Title:</b> Capital Programme Budget Monitoring for 2018/19 (9 month position) <b>Purpose of report:</b> The report advises Members of the progress on individual schemes within the approved capital programme, including an assessment of their financial position.	AE/ Cllr Wright	Report of Capital Finance Specialist	7 Feb 2019	
Deputy Leader	<b>Title:</b> Revenue Budget Proposals 2019/20 <b>Purpose of report:</b> The report sets out the recommendations for the Revenue Budget for 2019/20 (including the council tax level for 19/20)	LB/ Cllr Wright	Report of Section 151 Officer	7 Feb 2019	Overview and Scrutiny Panel and Development Management Committee
Deputy Leader	<b>Title:</b> Capital Budget Proposals 2019/20 <b>Purpose of report:</b> The report sets out the recommendations for the Capital Programme Budget for 2019/20	LB / Cllr Wright	Report of Section 151 Officer	7 Feb 2019	Overview and Scrutiny Panel and Development Management Committee

Deputy Leader	<b>Title:</b> Q3 Write Off report <b>Purpose of report:</b> To update on Council debts written off by the S151 Officer (in accordance with Financial Regulations) and to seek approval to write off any debts in excess of £5,000	LB / Cllr Wright	Report of Section 151 Officer	7 Feb 2019	
Customer First	<b>Title:</b> Customer Satisfaction <b>Purpose of report:</b> To provide monthly update on Customer Satisfaction Action Plan.	NT/Cllr Bastone	Report of the Commissioning Manager	7 Feb 2019	
Leader of the Council	<b>Title:</b> Business Continuity Management Strategy and Work Programme <b>Purpose:</b> To recommend to Council the adoption of the Business Continuity Management Strategy and Work Programme	JK/Cllr Tucker	Report of the Senior Specialist Environmental Health and Draft Business Continuity Management Strategy and Work Programme	7 Feb 2019	
Customer First	<b>Title:</b> Coastal Concordat <b>Purpose of report:</b> To consider the Concordat agreed between SHDC and Marine Management Organisation in respect of planning matters below the mean low tide	TJ/ Cllr Bastone	Report of the Head of Place Making Practice  Coastal Concordat	14 March 2019	
Commercial Services	<b>Title:</b> Lifeguard provision and Avon Estuary Enforcement <b>Purpose of report:</b> To consider arrangements for provision of lifeguard service and enforcement on the Avon Estuary	HD & CSS/ Cllr Gilbert	Report of Group Manager Commercial Services and Salcombe Harbour Master	14 March 2019	
Leader	<b>Title:</b> Draft Corporate Strategy Delivery Plans <b>Purpose of report:</b> To consider the draft delivery plans for each of the Corporate Strategy Themes (Homes, Communities, Enterprise, Environment, Wellbeing & Council)	NT/ Leader	Report of the Commissioning Manager  Draft Strategy Delivery Plans	14 March 2019	
Assets	<b>Title:</b> Accommodation Strategy <b>Purpose of report:</b> To consider & agree in principle the future options for SHDC accommodation.	DA/ CBrook Leader	Report of the Head of Assets Practice & Group Manager Business Development	14 March 2019	

<b>Portfolio Area</b>	<b>Report Title and Summary</b>	<b>Lead Officer/ Member</b>	<b>Documents to be considered in making decision</b>	<b>Date of Decision</b>	<b>Consultees and means of consultation</b>
Commercial Services	<b>Title:</b> Public Conveniences Update <b>Purpose of report:</b> to update members on latest negotiations with Parish and Town Councils and to consider proposal from Salcombe Harbour Board in respect of all facilities in the Salcombe estuary.	CA/ Cllr Gilbert	Report of the Head of Environment Services Practice	07 Feb 2019	Town and Parish Councils and Salcombe Harbour Board – by email, telephone and meetings.
Commercial Services	<b>Title:</b> Partnership Board Terms of Reference for waste & cleansing <b>Purpose of report:</b> The report seeks approval of Terms of Reference for the Waste and Cleansing Contract Partnership Board (Consisting SHDC, WDBC and FCC Ltd)	HD/ Cllr Gilbert	Report of the Group Manager Commercial Services Draft Terms of Reference	07 Feb 2019	
Commercial Services	<b>Title:</b> Grounds maintenance service <b>Purpose of report:</b> To consider the future provision of a grounds maintenance service, and opportunities for income growth in respect of service area	HD & CA/ Cllr Gilbert	Report of Group Manager Commercial Services and Head of Environment Services Practice	14 March 2019	
Commercial Services	<b>Title:</b> Review of parking charges in place of PoE at public toilets (Tariff setting) <b>Purpose of report:</b> For Members to consider and agree revised parking charges where these have been requested in place of Pay on Entry at public toilets.	CA/ Cllr Gilbert	Report of Head of Environment Services Practice	07 Feb 2019	
Customer First	<b>Title:</b> Customer Satisfaction <b>Purpose of report:</b> To provide monthly update on Customer Satisfaction Action Plan.	NT/Cllr Bastone	Report of the Commissioning Manager	14 March 2019	

Commercial Services	<b>Title:</b> Procurement of Cleaning Services <b>Purpose of report:</b> To procure cleaning services through tender of a new contract	CA/Cllr Gilbert	Report of the Head of Environment Services Practice	14 March 2019	
Customer First & Support Services	<b>Title:</b> Employee Terms and Conditions <b>Purpose of report:</b> The report will consider high level options for reviewing Employee Terms and Conditions of employment	NH/ Cllr Hopwood	Report or the Support Services Specialist Manager	14 March 2019	Trade Unions via usual TU meetings
Leader	<b>Title:</b> JLP working arrangements after adoption <b>Purpose of report:</b> A report setting out the governance arrangements for the JLP following adoption	TJ/ RG Leader	Report of the CoP Lead Place Making Practice	TBC – pending adoption of the JLP	

