

WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the four months starting June 2019. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee 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 Hub Committee and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Committees in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published in hard copy and on the Council's website (www.westdevon.gov.uk)

Members of the public are welcome to attend all meetings of the Hub Committee, which are normally held at Kilworthy Park, Tavistock, and normally start at 2.00 pm.

If advance notice has been given, questions can be put to the Hub Committee at the beginning of the meeting.

The Hub Committee consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

Leader - Cllr Neil Jory

Deputy Leader - Cllr Lois Samuel

Lead Member for Council - Cllr Chris Edmonds

Lead Member for Health and Wellbeing - Cllr Tony Leech

Lead Member for Enterprise - Cllr Ric Cheadle

Lead Member for Environment - Cllr Caroline Mott

Lead Member for Customer First - Cllr Jeff Moody

Lead Member for Communities - Cllr Terry Pearce

Lead Member for Homes - Cllr Debo Sellis

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Member Services Section by e-mail to democratic.services@westdevon.gov.uk

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

Portfolio Area	Report Title and Summary	Lead Officer/ Member	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Environment	Title: Coastal Concordat Purpose: To consider the Concordat agreed between WDBC and Marine Management Organisation in respect of planning matters below the mean low tide	TJ/Cllr Mott	Report of the Head of Place Making Practice Coastal Concordat	Date tbc	
Health and Wellbeing	Title: Review of the Housing Assistance Policy Purpose of report: To recommend to Council any necessary changes following a review of the Housing Assistance Policy	DS/IL/ Cllr Leech	Report of the Senior Specialist Environmental Health	4 June 2019	
Homes	Title: Community Housing Capital Financing Purpose of report: To seek authority to progress delivery of two sites, to include the funding requirements	C Brook/LB/ Cllr Sellis	Report of Head of Assets Practice	4 June 2019	Invest to Earn Member group
Environment	Title: Frequency Trial – Residual Waste Collections Purpose of report: To consider a trial of 3 weekly refuse collections starting Autumn 2019	JS/LB/Cllr Mott	Report of the Commissioning Manager - Waste	4 June 2019	
Leader	Title: Draft Corporate Strategy Delivery Plans Purpose of report: To consider the draft delivery plans for each of the Corporate Strategy Themes (Homes, Communities, Enterprise, Environment, Wellbeing & Council) - This report will detail a clear framework for Members to engage with their communities on the Corporate Strategy.	NT/ Cllr Jory	Report of the Commissioning Manager	4 June 2019	

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Communities	Title: Member Locality Fund – Process for Applications Purpose: To seek agreement to a process to enable Members to grant funds to community groups and projects	NT/ Cllr Pearce	Report of the Commissioning Manager	4 June 2019	
Leader	Title: Accommodation Strategy Purpose of report: To make recommendations for a future accommodation strategy	C Brook/ Cllr Jory	Report of Head of Assets Practice	September 2019	Invest to Earn Member group
Customer First	Title: Northern Outreach Service Purpose of report: To make a decision on whether or not to continue with a dedicated outreach service in the Okehampton area	NT/ Cllr Moody	Report of Commissioning Manager	July 2019	
Enterprise	Title: Action Plan for the Internal Audit report on the Tavistock Hotel Proposal Purpose of report: To set out the action plan for the ten recommendations contained within the report to Council on 26 th March 2019 (Minute CM66)	LB/ Cllr Cheadle	Report of s151 Officer, Head of Assets Practice	July 2019	
Enterprise	Title: Updated Commercial Property Acquisition Strategy Purpose of the report: To extend the strategy to include other areas of investment	CB/ Cllr Cheadle	Report of s151 Officer, Head of Assets Practice	July 2019	
Council	Title: IT Procurement Update Purpose of the report: Proposal for the approach for the ICT Procurement, including proposals for joint arrangements with South Hams District Council	MW/ Cllr Edmonds	Report of Head of IT Practice	July 2019	

Portfolio Area	Report Title and Summary	Lead Officer/ Member	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Council	Title: Write Off Report for Quarter 4 2018/2019 Purpose of report: The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	LB/ Cllr Edmonds	Report of s151 Officer	July 2019	
Health and Wellbeing Enterprise	Title: Food Safety Service Plan 2019/20 Purpose: To present a service plan that has been produced to give clear details of food safety services provided across the Borough and how they will be carried out during 2019/20	KP/IL/Cllr Leech and Cllr Cheadle	Report of Environmental Health Senior Specialist Food Safety Service Plan		None
Environment	Title: Plymouth and SW Devon JLP Supplementary Planning Document – Consultation Purpose: to approve the consultation mechanism for the Supplementary Planning Document	RG/Cllr Mott	Report of JLP Team Lead Draft SPD		
Council	Title: Annual Treasury Management Report 2018/2019 Purpose of report: To report on treasury management activity for the 2018/19 financial year	PH/ Cllr Edmonds	Report of s151 officer	July 2019	
Enterprise	Title: Formation of a wholly owned company	C Brook / Cllr Cheadle	Report of Head of Assets	September 2019	

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	Purpose of Report: To consider the formation of a wholly owned company to facilitate commercial activity				
Leader	Title: Draft Corporate Strategy Delivery Plans Purpose of report: To consider the feedback gathered by Members from their community engagement	NT/ Cllr Jory	Report of the Commissioning Manager	September 2019	
Communities	Title: Grounds maintenance service Purpose of report: To consider the future provision of a grounds maintenance service, and opportunities for income growth in respect of service area	SM & CA/ Cllr Pearce	Report of the Group Manager Commercial Services and Head of Environment Services Practice	September 2019	
Homes	Title: Homeless Strategy Year 3 Purpose of the report: To set out Year 3 of the Strategy	IB/ Cllr Sellis	Report of Head of Housing, Revenues and Benefits Practice	September 2019	
Council	Title: Write Off Report for Quarter 1 Purpose of report: The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	LB/ Cllr Edmonds	Report of s151 Officer	September 2019	

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Council	Title: Revenue Budget Monitoring Quarter 1 Purpose of report: A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2019/20, and to provide a forecast of the year end position	PH/ Cllr Edmonds	Report of Head of Finance Practice	September 2019	
Council	Title: Capital Budget Monitoring Quarter 1 Purpose of report: The report advises Members of the progress on individual schemes within the approved capital programme for 2019/20, including an assessment of their financial position	PH/ Cllr Edmonds	Report of Head of Finance Practice	September 2019	
Leader	Medium Term Financial Strategy for the five years 2020/21 to 2024/25 Purpose of the report: To set the strategic intention for all of the different strands of funding available to the Council. This brings together all known factors affecting the Council's financial position and its financial sustainability, to provide a long term financial forecast.	LB/ Cllr Jory	Report of s151 Officer	September 2019	
Deputy Leader	Title: Partnership Funding Levels 2020/21 Purpose of the report: To review Partnership Funding Levels for 2020/21 onwards	NT/ Cllr Samuel	Report of Commissioning Manager	September 2019	
Wellbeing	Title: Council Tax Reduction Scheme 2020/21 Purpose of the report: It is an annual requirement for the Council to revisit its existing council tax support scheme	IB/ Cllr Leech	Report of Head of Housing, Revenues and Benefits Practice	September 2019	

