

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

This is the Leader of Council's provisional forward plan for the four months starting 14 sept 2017. 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 Panels 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 and lead Executive Member for Support Services*

*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*

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 for the reasons shown**

## INDEX OF KEY DECISIONS

Service	Title of Report and summary	Lead Officer and Executive member	Anticipated date of decision

### KEY DECISIONS:

For the purpose of the Executive Forward Plan, a key decision is a decision that will be taken by the Executive, and which will satisfy either of the following criteria:

'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

(For this purpose significant expenditure or savings shall mean:

**Revenue** – Any contract or proposal with an annual payment of more than £50,000; and

**Capital** – Any project with a value in excess of £100,000); or

**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**, in the opinion of the Monitoring Officer (or the Democratic Services Manager in his/her absence).

A key decision proforma will be attached for each key decision listed above.

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

<b>Service</b>	<b>Title of Report and summary</b>	<b>Lead Officer and Executive Member</b>	<b>Decision maker</b>	<b>Anticipated date of meeting</b>
Customer First	<b>Quayside Phase 2</b> – to update Members on the master plan outcomes include public consultation for Quayside and put forward next steps for consideration	CB/Cllr Tucker	Executive	14 September 2017
Customer First	<b>Request for s106 spend – Affordable Housing</b>	CH/Cllr Bastone	Executive	14 September 2017
Strategy & Commissioning	<b>Productivity Plan Joint Committee</b> - an update on the work being carried out between partners towards the formation of a joint committee who will oversee the delivery of a productivity plan for the area	DA/Cllr Tucker	Council	14 September 2017
	<b>Delivery of Best Value for Money in Front Line Services *</b>	HD/Cllr Gilbert	Council	14 September 2017
Support Services	<b>Business Rates Relief Policy</b> – to consider and recommend a policy to administer the 4 year funding agreement, awarded by Central Government, to support those businesses that have seen an increase in their business rates bill due to the 2017 revaluation exercise	IB/Cllr Bastone	Council	14 September 2017
Support Services	<b>Budget Update report 2018/19 (if required)</b> – to update Members on any issues affecting the 2018/19 Budget	LB/Cllr Tucker	Council	14 September 2017
Support Services	<b>Transformation Programme Closedown</b> – to provide a closedown report of the T18 Transformation Programme	LB/Cllr Wright	Executive	14 September 2017
SLT	<b>Membership of the Devon Business Rates Pool for 2018/19</b> – to make a recommendation to Members on whether the Council should apply to become part of the membership of the Devon Business Rates Pool in 2018/19	LB/Cllr Tucker	Council	14 September 2017
SLT	<b>Medium Term Financial Strategy</b> - to bring together all known factors affecting the Council’s financial position and its financial sustainability, to provide a long term financial forecast	LB/Cllr Tucker	Council	19 October 2017
Support Services	<b>Insurance Procurement – Award of Contract</b> – to award the contract for the provision of insurance services to the Council	LB/Cllr Wright	Executive	19 October 2017
Customer First	<b>Public Space Protection Orders -</b>	CA&JK/Cllr Hopwood	Council	19 October 2017
Customer First	<b>SHDC Housing Stock Proposal -</b>	CB/Cllr Bastone	Executive	19 October 2017

Support Services	<b>Revenue Budget Monitoring to September 2017 (six monthly position)</b> – A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2017/18, and to provide a forecast of the year end position	LB/Cllr Wright	Executive	7 December 2017
Support Services	<b>Capital Programme Budget Monitoring to September 2017 (six monthly position)</b> - The report advises Members of the progress on individual schemes within the approved capital programme for 2017/18, including an assessment of their financial position	LB/Cllr Wright	Executive	7 December 2017
Customer First	<b>Council Tax Reduction Scheme 2018/19</b> – It is an annual requirement for the Council to revisit its existing council tax support scheme	IB/Cllr Bastone	Council	7 December 2017
Customer First	<b>Food Safety Audit</b> - to update Members on the findings of the recent FSA audit of the Council’s performance when regulation food safety in businesses in South Hams	IL/Cllr Hopwood	Executive	7 December 2017
Support Services	<b>Treasury Management Mid Year Update 2017/18</b> – to provide a mid year report on treasury management activity on the Council’s investments and the level of investment income achieved to date	LB/Cllr Wright	Executive	7 December 2017
Support Services	<b>ICT Procurement Options</b> - to advise Members of the options in relation to ICT Procurement	MW/Cllr Wright	Executive	7 December 2017
Customer First	<b>Write Off report (Q1 and Q2 2017/18)</b> - 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 Wright	Executive	7 December 2017
SLT	<b>Draft Revenue Budget Proposals 2018/19</b> – to set out recommendations for the Revenue Budget for 2018/19 (including the council tax level for 2018/19)	LB/Cllr Tucker	Council	7 December 2017
SLT	<b>Draft Capital Budget Proposals 2018/19</b> – to set out recommendations for the Capital Programme Budget for 2018/19	LB/Cllr Tucker	Council	7 December 2017
SLT	<b>Revenue Budget Proposals 2018/19</b> - to set out	LB/Cllr Tucker	Council	1 February 2018

	recommendations for the Revenue Budget for 2018/19 (including the council tax level for 2018/19)			
SLT	<b>Capital Budget Proposals 2018/19</b> – to set out recommendations for the Capital Programme Budget for 2018/19	LB/Cllr Tucker	Council	1 February 2018
SLT	<b>Revenue Budget Monitoring for 2017/18 (nine monthly position)</b> - A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2017/18, and to provide a forecast of the year end position.	LB/Cllr Wright	Executive	1 February 2018
SLT	<b>Capital Programme Budget Monitoring for 2017/18 (nine monthly position)</b> - The report advises Members of the progress on individual schemes within the approved capital programme, including an assessment of their financial position.	LB/Cllr Wright	Executive	1 February 2018
SLT	<b>Sherford Delivery Team</b>	SJ/Cllr Tucker	Council	Date TBC
Strategy and Commissioning	<b>Business Development Opportunities</b>	DA/Cllr Wingate	Council	STANDING ITEM

\* Exempt Item (This means information contained in the report is not available to members of the public)

SJ – Steve Jordan – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

IB – Isabel Blake – COP Lead Housing, Revenues and Benefits

LC – Lesley Crocker – Senior Specialist Media and Communications

CBowen – Catherine Bowen – Monitoring Officer

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team

CB – Chris Brook – COP Lead Assets

TJ – Tom Jones – COP Lead Place Making



**South Hams**  
District Council

