

## WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting 31 October 2017. 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](http://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.

*Cllr Sanders – Leader*

*Cllr Samuel – Deputy Leader*

*Cllr Sampson – Lead Member for Commercial Services*

*Cllr Moody – Lead Member for Health and Wellbeing*

*Cllr Oxborough – Lead Member for Economy*

*Cllr Jory – Lead Member for Environment and Assets*

*Cllr Mott – Lead Member for Customer First*

*Cllr Edmonds - Lead Member for Resources and Performance*

*Cllr Parker – Lead Member for Strategic Planning and Housing*

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 [member.services@westdevon.gov.uk](mailto:member.services@westdevon.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**

**DECISIONS TO BE TAKEN BY THE HUB COMMITTEE**

<b>Service</b>	<b>Title of Report and summary</b>	<b>Lead Officer and Member</b>	<b>Decision maker</b>	<b>Anticipated date of meeting</b>
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 Sanders	Council	Date tbc
Strategy & Commissioning	<b>Housing Position Statement</b>	TJ/Cllr Parker	Hub Committee	Date tbc
Commercial Services	<b>Parking Strategy</b>	CA/Cllr Sampson	Council	31 October 2017
SLT	<b>Transformation Programme Closedown</b> – to provide a closedown report of the T18 Transformation Programme	LB/Cllr Sanders	Hub Committee	28 November 2017
Support Services	<b>Write Off Report Q2 2017/18</b> – to advise Members of amounts written off and request approval to write off debts in excess of £5,000	LB/Cllr Edmonds	Hub Committee	31 October 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 Sanders	Council	31 October 2017
Support Services	<b>Insurance Procurement – Award of Contract</b> – to recommend to Council the award of the Insurance contract	LB/Cllr Edmonds	Hub Committee	31 October 2017
Customer First	<b>Leisure Contract – Meadowlands Lease Division</b>	CB/Cllr Jory		31 October 2017
Strategy & Commissioning	<b>Set up of a local authority lottery -</b>	DA/Cllr Samuel	Council	31 October 2017
Support Services	<b>Revenue Budget Monitoring to September 2017 (six monthly position)</b> – a revenue budget monitoring	LB/Cllr Edmonds	Hub Committee	28 November 2017

	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			
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 Edmonds	Hub Committee	28 November 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 Sanders	Council	28 November 2017
SLT	<b>Draft Capital Budget Proposals 2018/19</b> – to set out recommendations for the Capital Programme budget for 2018/19	LB/Cllr Sanders	Council	28 November 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 Moody	Council	28 November 2017
Customer First	<b>Review of Business Rates Relief Policy</b> – to review the discretionary business rate relief policy and to include terms of reference for the rate relief panel	IB/Cllr Oxborough	Council	28 November 2017
Customer First	<b>Direct Lets Scheme</b> – to consider introduction of a Direct Lets Scheme	IB/Cllr Moody	Council	28 November 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 West Devon	IL/Cllr Moody	Hub Committee	28 November 2017
Customer First	<b>To consider adoption of an AntiSocial Behaviour Enforcement Policy</b>	JK/Cllr Moody	Council	28 November 2017

Customer First	<b>Annual Review of Health and Safety Policy</b>	IL/Cllr Moody	Council	28 November 2017
Customer First	<b>RIPA 2000 Policy and Update</b>	SN/Cllr Edmonds	Hub Committee	28 November 2017
Support Services	<b>ICT Procurement Options</b> – to advise Members of the options in relation to ICT procurement	MW/Cllr Edmonds	Hub Committee	28 November 2017
SLT	<b>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 Sanders	Council	6 February 2018
SLT	<b>Capital Budget Proposals 2018/19</b> – to set out recommendations for the Capital Programme budget for 2018/19	LB/Cllr Sanders	Council	6 February 2018
Support Services	<b>Revenue Budget Monitoring 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 Edmonds	Hub Committee	6 February 2018
Support Services	<b>Capital Programme Budget Monitoring 2017/18 (nine monthly position)</b> – to advise Members of the progress on individual schemes within the approved capital programme, including an assessment of their financial position	LB/Cllr Edmonds	Hub Committee	6 February 2018

**\* 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

CB – Chris Brook – COP Lead Assets

CBowen – Catherine Bowen – Monitoring Officer

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team

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



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JS – Jane Savage – Lead Specialist Waste Strategy  
IL – Ian Luscombe – COP Lead Environmental Health

LC – Lesley Crocker – COP Lead Communications  
RS – Rob Sekula  
RH – Rob Harkness



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