

## **WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN**

This is the provisional forward plan for the six months starting 14 July 2015. 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 Baldwin – Deputy Leader*

*Cllr Sampson – Lead Member for Commercial Services and Contracts*

*Cllr Moody – Lead Member for Customer First*

*Cllr Oxborough – Lead Member for Economy*

*Cllr Benson – Lead Member for Environment*

*Cllr Samuel – Lead Member for Health and Wellbeing*

*Cllr Cann OBE - Lead Member for Resources and Performance*

*Cllr Parker – Lead Member for Planning and Strategic 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 on 01822 813662 or 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 decision</b>
Commercial Services	<b>Council Tax Discretionary Discount and Reduction Policy</b>	IB/Cllr Samuel	Council	14 July 2015
Support Services	<b>Write Off Report (Q1 2015/16)</b> - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Hub Committee	14 July 2015
Support Services	<b>Data Protection Policy</b> – to recommend a new Joint Data Protection Policy	CBowen/Cllr Cann OBE	Council	14 July 2015
SLT	<b>T18 Budget Monitoring</b> – to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	14 July 2015
Customer First	<b>Leisure Service Procurement</b> – to update Members on tender evaluation and award criteria	CB/Cllr Sampson	Hub Committee	14 July 2015
				4 August 2015
Support Services	<b>Medium Term Financial Strategy 2016/17 onwards</b> – to update the Medium Term Financial forecast with a view to setting a direction of travel for the next four years	LB/Cllr Sanders		22 Sept 2015
Commercial Services	<b>Waste Contract Procurement -</b>	JS/Cllr Sampson		22 Sept 2015
Customer First	<b>Devon Home Choice &amp; Local Allocations Policy Review</b>	IB/Cllr Samuel	Council	22 Sept 2015
Customer First	<b>Health and Safety</b> – to consider a report that updates the Health and Safety policy and statement	HF/Cllr Cann OBE	Council	22 Sept 2015
Customer First	<b>Council Tax Reduction Scheme</b> – to update on the Council Tax Reduction Scheme	IB/Cllr Samuel	Council	22 Sept 2015
Support Services	<b>Revenue Budget Monitoring</b> - to update Members on the latest revenue budget position	LB/Cllr Sanders	Hub Committee	27 October 2015
Support Services	<b>Capital Programme Monitoring</b> – to update Members on the financial position of capital projects	LB/Cllr Sanders	Hub Committee	27 October 2015
SLT	<b>T18 Budget Monitoring</b> - to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	1 Dec 2015
Support Services	<b>Write Off Report (Q2 2015/16)</b> - to update Members on write offs for	LB/Cllr Samuel	Hub Committee	1 Dec 2015

	all revenue streams within the Revenue and Benefits service			
Support Services	<b>Draft Budget Proposals for 2016/17 -</b>	LB/Cllr Sanders	Council	1 Dec 2015
Support Services	<b>Draft Capital Programme Proposals for 2016/17 -</b>	LB/Cllr Sanders	Council	1 Dec 2015
Support Services	<b>Revenue Budget Proposals for 2016/17 -</b>	LB/Cllr Sanders	Council	26 January 2016
Support Services	<b>Capital Programme Proposals for 2016/17 -</b>	LB/Cllr Sanders	Council	26 January 2016
Support Services	<b>Council Tax Resolution 2016/17 –</b>	LB/Cllr Sanders	Hub Committee	25 February 2016
Support Services	<b>Revenue Budget Monitoring -</b> to update Members on the latest revenue budget position	LB/Cllr Sanders		25 February 2016
Support Services	<b>Capital Programme Monitoring –</b> to update Members on the financial position of capital projects	LB/Cllr Sanders	Hub Committee	25 February 2016
SLT	<b>T18 Budget Monitoring -</b> to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	25 February 2016
SLT	<b>Review of Roles and Responsibilities for Hub Committee Members</b> (as requested June 2015)	SJ/Cllr Sanders	Hub Committee	25 February 2016
Support Services	<b>Write Off Report (Q3 2015/16) -</b> to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Hub Committee	25 February 2016
Customer First	<b>Homeless Strategy -</b>	IB/Cllr Samuel	Council	22 March 2016
Support Services	<b>Revenue Budget Monitoring -</b> to update Members on the latest revenue budget position	LB/Cllr Sanders	Hub Committee	May 2016
Support Services	<b>Capital Programme Monitoring –</b> to update Members on the financial position of capital projects	LB/Cllr Sanders	Hub Committee	May 2016
SLT	<b>T18 Budget Monitoring -</b> to update Members on the financial position of the T18 Programme	LB/Cllr Sanders	Hub Committee	May 2016
Support Services	<b>Write Off Report (Q4 2015/16) -</b> to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Hub Committee	May 2016

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

SJ – Steve Jorden – 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 Brooks – COP Lead Assets

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

JS – Jane Savage – Lead Specialist Waste Strategy

CBowen – Catherine Bowen – Monitoring Officer

TB – Tracey Beeck – Group Manager Customer First

SLT – Senior Leadership Team



**West Devon  
Borough  
Council**

