



# Executive Leader's Forward Plan

## About the Forward Plan

This is the Leader of Council's provisional forward plan for the four months starting June 2024. 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 Committee in planning their contribution to policy development and holding the Executive to account.

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

## About the Executive

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

- Leader of the Council with specific responsibility for Waste and Recycling; Strategic Planning; Finance and Communications – Cllr Julian Brazil
- Deputy Leader of the Council with specific responsibility for Planning; Corporate Performance Oversight; Organisational and Community Development – Cllr Dan Thomas
- Lead Executive Member for Climate Change & Biodiversity – Cllr John McKay
- Lead Executive Member for Economic Development; Commercial Strategy; and Governance – Cllr John Birch
- Lead Executive Member for Housing; Environmental Health & Licensing – Cllr Denise O'Callaghan
- Lead Executive Member for Community Services & Operations – Cllr Victor Abbott
- Lead Executive Member for Waste & Community Composting – Cllr Jacqi Hodgson
- Lead Executive Member for Service Quality – Cllr Nicky Hopwood
- Lead Executive Member for Decarbonising the Council – Cllr Nadine Dommett

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861105 or by e-mail to [democratic.services@swdevon.gov.uk](mailto:democratic.services@swdevon.gov.uk)

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



### Forward Plan from June 2024

Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<b>Title: Peer Challenge Review Report</b>  <b>Purpose:</b> To consider a report that presents the report arising from the recent Peer Review Challenge.	Cllr Brazil / Andy Bates	Report of the Chief Executive	6 June 2024	
Service Quality and Leader	<b>Title: Cost of Living Crisis: Plans for Household Support Fund Allocation (1 April to 30 September 2024) and 12 Month Review of the Revenues and Benefits Service</b>  <b>Purpose:</b> To consider a report that sets out the proposed plans for the Household Support Fund Allocation for the period from 1 April to 30 September 2024 and presents a 12 month review into the Revenues and Benefits Service	Cllrs Hopwood and Brazil / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues and Benefits	6 June 2024	
Leader	<b>Title: Q3 and Q4 Write-Off Report 2023/24</b>  <b>Purpose:</b> To consider a report that seeks to write-off a number of debts that are deemed to be irrecoverable from Quarters 3 and 4 in 2023/24.	Cllr Hopwood / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues and Benefits	6 June 2024	
Deputy Leader	<b>Title: Staverton Neighbourhood Plan</b>  <b>Purpose:</b> To consider a report that seeks to adopt the Staverton Neighbourhood Plan.	Cllr Thomas / Drew Powell / Graham Swiss	Report of the Senior Strategic Planning Officer	6 June 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Climate Change & Biodiversity	<b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b>  <b>Purpose:</b> To consider a report that enables Members to receive a verbal update from the lead Member for Climate Change & Biodiversity.	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	6 June 2024	
Housing, Environmental Health & Licensing	<b>Title: Progress Update on Housing Projects</b>  <b>Purpose:</b> To enable Members to receive an update from the lead Member for Housing.	Cllr O’Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	6 June 2024	
Leader	<b>Title: Working for Our Communities – 2023/24 Progress Report</b>  <b>Purpose:</b> To consider a report that presents the Council’s draft Annual Report for consideration.	Cllr Brazil / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	18 July 2024	
Leader	<b>Title: Productivity Plan</b>  <b>Purpose:</b> To consider a report that presents the Council’s draft Productivity Plan for approval.	Cllr Brazil / Lisa Buckle	Report of the Section 151 Officer	18 July 2024	
Climate Change & Biodiversity	<b>Title: Development of a Food Hub to Support the ‘Keep It Local’ Scheme</b>  <b>Purpose:</b> To consider a report that seeks Executive Member support to the development of a Food Hub.	Cllr McKay / Drew Powell	Report of the Director: Strategy & Governance	18 July 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<p><b>Title: Council Plan – Integrated Performance Monitoring Report</b></p> <p><b>Purpose:</b> To consider the integrated performance monitoring report for the period from April to June 2024.</p>	Cllr Brazil / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	18 July 2024	
Leader	<p><b>Title: Corporate Peer Challenge: Outline Plan</b></p> <p><b>Purpose:</b> To consider a report that presents the Council’s draft Outline Plan that has been produced in response to the recent Corporate Peer Challenge.</p>	Cllr Brazil / Andy Bates / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	18 July 2024	
Economic Development, Commercial Strategy & Governance	<p><b>Title: Freeport – Quarterly Update</b></p> <p><b>Purpose:</b> In accordance with the findings of the Task and Finish Group (that were ultimately approved by Full Council), to consider a quarterly update on the Freeport project.</p>	Cllr Birch / Chris Brook	Report of the Director for Place and Enterprise	18 July 2024	
Climate Change & Biodiversity	<p><b>Title: National Landscapes Project Update (AONB)</b></p> <p><b>Purpose:</b> To consider a report that provides a project and funding update from the National Landscapes Unit.</p>	Cllr McKay / Chris Brook / Roger English	Report of the National Landscapes Manager	18 July 2024	
Economic Development; Commercial Strategy; and Governance	<p><b>Title: UK Shared Prosperity Fund Updates</b></p> <p><b>Purpose:</b> To consider a report the provides a progress update on the UK Shared</p>	Cllr Birch / Chris Brook / Chris Shears	Report of the Head of Economy and Place	18 July 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	Prosperity Fund and the Active Travel initiative.				
Community Services and Operations	<p><b>Title: Management of Open Spaces</b></p> <p><b>Purpose:</b> To consider a report that provides an update on the Council’s approach to its management of open spaces.</p>	Cllr Abbott / Steve Mullineaux	Report of the Deputy Chief Executive	18 July 2024	
Leader	<p><b>Title: 2023/24 Outturn Report</b></p> <p><b>Purpose:</b> To consider a report that presents the 2023/24 Outturn Report</p>	Cllr Brazil / Lisa Buckle	Report of the Section 151 Officer	18 July 2024	
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To consider a report that enables the Committee to receive a verbal update from the lead Member for Climate Change &amp; Biodiversity.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	18 July 2024	
Housing, Environmental Health & Licensing	<p><b>Title: Progress Update on Housing Projects</b></p> <p><b>Purpose:</b> To enable Members to receive a verbal update from the lead Member for Housing.</p>	Cllr O’Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	18 July 2024	
Climate Change & Biodiversity	<p><b>Title: National Landscapes Management Plan Review</b></p> <p><b>Purpose:</b> To consider a report that provides an update on the Five-Year Management</p>	Cllr McKay / Chris Brook / Roger English	Report of the National Landscapes Manager	19 September 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	Plan review undertaken by the National Landscapes Unit.				
Service Quality	<p><b>Title: Proposed Changes to the Council Tax Reduction Scheme 2025/26</b></p> <p><b>Purpose:</b> To consider a report that sets out a series of proposed changes to the Council Tax Reduction Scheme for 2025/26.</p>	Cllr Hopwood / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues and Benefits	19 September 2024	
Leader	<p><b>Title: Corporate Peer Challenge Action Plan</b></p> <p><b>Purpose:</b> To consider a report that presents the Council's Action Plan that has been produced in response to the recent Corporate Peer Challenge.</p>	Cllr Brazil / Andy Bates / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	19 September 2024	
Housing, Environmental Health & Housing	<p><b>Title: De-carbonising Existing Housing</b></p> <p><b>Purpose:</b> To consider a report that informs the Executive of progress on de-carbonising the Council's existing housing.</p>	Cllr O'Callaghan / Chris Brook / Ian Luscombe	Report of Head of Environmental Health	19 September 2024	
Leader	<p><b>Title: Month 4 Revenue Budget Monitoring Report 2024/25</b></p> <p><b>Purpose:</b> To consider a report that presents the latest revenue budget monitoring position to the end of July 2024 (Month 4)</p>	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Deputy Section 151 Officer	19 September 2024	
Leader	<p><b>Title: Month 4 Capital Programme Monitoring Report 2024/25</b></p>	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Deputy Section 151 Officer	19 September 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	<p><b>Purpose:</b> To consider a report that presents the latest capital programme monitoring position to the end of July 2024 (Month 4)</p>				
Leader	<p><b>Title: Medium Term Financial Strategy (2025/26 – 2029/30)</b></p> <p><b>Purpose:</b> To consider a report that presents the Council’s Medium Term Financial Strategy for the period from 2025/26 to 2029/30.</p>	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Deputy Section 151 Officer	19 September 2024	
Economic Development; Commercial Strategy; and Governance	<p><b>Title: South Hams Festival</b></p> <p><b>Purpose:</b> To consider a report that seeks a decision as to whether or not the Council supports the concept of a South Hams Festival being established.</p>	Cllr Birch / Chris Brook / Chris Shears	Report of the Head of Economy and Place	19 September 2024	
Waste and Community Composting	<p><b>Title: Waste Services Update</b></p> <p><b>Purpose:</b> To consider a report that presents an update on the Council’ Waste Service</p>	Cllr Hodgson / Steve Mullineaux / Sarah Moody	Report of the Assistant Director: Waste and Operations	19 September 2024	
Community Services & Operations	<p><b>Title: Car Parking Charges Update</b></p> <p><b>Purpose:</b> To consider a report that presents an update on Car Parking charges.</p>	Cllr Abbott / Steve Mullineaux / Emma Widdicombe	Report of the Principal Assets Officer	19 September 2024	
Deputy Leader	<p><b>Title: Plan for Community Development, to include Arts and Culture</b></p> <p><b>Purpose:</b> To consider a report that sets out the draft Plan for Community Development that includes the Council’s</p>	Cllr Thomas / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	19 September 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	proposed approach to the arts and culture agenda.				
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To consider a report that enables the Committee to receive a verbal update from the lead Member for Climate Change &amp; Biodiversity.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	19 September 2024	
Housing, Environmental Health & Licensing	<p><b>Title: Progress Update on Housing Projects</b></p> <p><b>Purpose:</b> To enable Members to receive a verbal update from the lead Member for Housing.</p>	Cllr O’Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	19 September 2024	
Leader	<p><b>Title: Draft Revenue and Capital Budget 2025/26</b></p> <p><b>Purpose:</b> To consider a report that sets out a draft set of Revenue and Capital Budget proposals for 2025/26 for public consultation.</p>	Cllr Brazil / Lisa Buckle	Report of the Section 151 Officer	21 November 2024	
Economic Development, Commercial Strategy & Governance	<p><b>Title: Freeport – Quarterly Update</b></p> <p><b>Purpose:</b> In accordance with the findings of the Task and Finish Group (that were ultimately approved by Full Council), to consider a quarterly update on the Freeport project.</p>	Cllr Birch / Chris Brook	Report of the Director for Place and Enterprise	21 November 2024	





Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<p><b>Title: Council Plan – Integrated Performance Monitoring Report</b></p> <p><b>Purpose:</b> To consider the integrated performance monitoring report for the period from July to October 2024.</p>	Cllr Brazil / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	21 November 2024	
Leader	<p><b>Title: Council Plan Draft Year 2 Delivery Plan</b></p> <p><b>Purpose:</b> To consider a report that presents the draft Council Plan Year 2 Delivery Plan for consideration.</p>	Cllr Brazil / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	21 November 2024	
Economic Development; Commercial Strategy; and Governance	<p><b>Title: UK Shared Prosperity Fund Updates</b></p> <p><b>Purpose:</b> To consider a report the provides a progress update on the UK Shared Prosperity Fund and the Active Travel initiative.</p>	Cllr Birch / Chris Brook / Chris Shears	Report of the Head of Economy and Place	21 November 2024	
Leader	<p><b>Title: Institute of Customer Satisfaction Survey Results and Draft Action Plan</b></p> <p><b>Purpose:</b> To consider a report that presents the results of the recent Institute of Customer Satisfaction Survey and that seeks approval of a draft Action Plan.</p>	Cllr Brazil / Steve Mullineaux / Jim Davis	Report of Head of Customer Service Improvement	21 November 2024	
Economic Development; Commercial Strategy; and Governance	<p><b>Title: Draft Procurement Strategy</b></p> <p><b>Purpose:</b> To consider a report that presents the Council's draft Procurement Strategy for approval.</p>	Cllr Birch / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	21 November 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<p><b>Title: Salcombe Harbour Five-Year Strategic Business Plan</b></p> <p><b>Purpose:</b> To consider the draft Five-Year Strategic Business Plan for approval.</p>	Cllr Brazil / Chris Brook / Cam Sims-Stirling	Report of the Salcombe Harbour Master	21 November 2024	
Leader	<p><b>Title: Salcombe Harbour Board Minutes</b></p> <p><b>Purpose:</b> To consider the draft minutes of the Harbour Board meeting that seek a recommendation to Full Council on the Harbour Authority Budget and Fees and Charges for 2025/26.</p>	Cllr Brazil / Drew Powell / Darryl White	Minutes drafted by the Head of Democratic Services	21 November 2024	
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To consider a report that enables the Committee to receive a verbal update from the lead Member for Climate Change &amp; Biodiversity.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	21 November 2024	
Housing, Environmental Health & Licensing	<p><b>Title: Progress Update on Housing Projects</b></p> <p><b>Purpose:</b> To enable Members to receive a verbal update from the lead Member for Housing.</p>	Cllr O’Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	21 November 2024	
Leader	<p><b>Title: Draft Revenue and Capital Budget Proposals 2024/25</b></p> <p><b>Purpose:</b> To consider a report that sets out a draft set of</p>	Cllr Brazil / Lisa Buckle	Report of the Section 151 Officer	23 January 2025	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	Revenue and Capital Budget proposals for 2024/25.				
Leader	<p><b>Title: Council Plan Year 2 Delivery Plan</b></p> <p><b>Purpose:</b> To consider a report that presents the Council Plan Year 2 Delivery Plan for consideration.</p>	Cllr Brazil / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	23 January 2025	
Leader	<p><b>Title: Month 7 Revenue Budget Monitoring Report 2024/25</b></p> <p><b>Purpose:</b> To consider a report that presents the latest revenue budget monitoring position to the end of October 2024 (Month 7)</p>	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Deputy Section 151 Officer	23 January 2025	
Leader	<p><b>Title: Month 7 Capital Programme Monitoring Report 2024/25</b></p> <p><b>Purpose:</b> To consider a report that presents the latest capital programme monitoring position to the end of October 2024 (Month 7)</p>	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Deputy Section 151 Officer	23 January 2025	
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To consider a report that enables the Committee to receive a verbal update from the lead Member for Climate Change &amp; Biodiversity.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	23 January 2025	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Housing, Environmental Health & Licensing	<b>Title: Progress Update on Housing Projects</b>  <b>Purpose:</b> To enable Members to receive a verbal update from the lead Member for Housing.	Cllr O'Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	23 January 2025	
Economic Development, Commercial Strategy & Governance	<b>Title: Freeport – Quarterly Update</b>  <b>Purpose:</b> In accordance with the findings of the Task and Finish Group (that were ultimately approved by Full Council), to consider a quarterly update on the Freeport project.	Cllr Birch / Chris Brook	Report of the Director for Place and Enterprise	6 March 2025	
Economic Development; Commercial Strategy; and Governance	<b>Title: UK Shared Prosperity Fund Updates</b>  <b>Purpose:</b> To consider a report the provides a progress update on the UK Shared Prosperity Fund and the Active Travel initiative.	Cllr Birch / Chris Brook / Chris Shears	Report of the Head of Economy and Place	6 March 2025	
Leader	<b>Title: Council Plan – Integrated Performance Monitoring Report</b>  <b>Purpose:</b> To consider the integrated performance monitoring report for the period from November 2024 to January 2025.	Cllr Brazil / Drew Powell / Neil Hawke	Report of the Assistant Director: Strategy and Organisational Development	6 March 2025	
Leader	<b>Title: Month 10 Revenue Budget Monitoring Report 2024/25</b>  <b>Purpose:</b> To consider a report that presents the latest revenue budget monitoring	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Deputy Section 151 Officer	6 March 2025	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	position to the end of January 2025 (Month 10)				
Leader	<p><b>Title: Month 10 Capital Programme Monitoring Report 2024/25</b></p> <p><b>Purpose:</b> To consider a report that presents the latest capital programme monitoring position to the end of January 2025 (Month 10)</p>	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Deputy Section 151 Officer	6 March 2025	
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To consider a report that enables the Committee to receive a verbal update from the lead Member for Climate Change &amp; Biodiversity.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	6 March 2025	
Housing, Environmental Health & Licensing	<p><b>Title: Progress Update on Housing Projects</b></p> <p><b>Purpose:</b> To enable Members to receive a verbal update from the lead Member for Housing.</p>	Cllr O’Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	6 March 2025	
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To consider a report that enables the Committee to receive a verbal update from the lead Member for Climate Change &amp; Biodiversity.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	24 April 2025	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Housing, Environmental Health & Licensing	<b>Title: Progress Update on Housing Projects</b>  <b>Purpose:</b> To enable Members to receive a verbal update from the lead Member for Housing.	Cllr O'Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	24 April 2025	
Housing, Environmental Health and Licensing	<b>Title: Alcohol Public Space Protection Orders</b>  <b>Purpose:</b> To consider a report that seeks adoption of a series of Alcohol Public Space Protection Orders in the District.	Cllr O'Callaghan / Chris Brook / Ian Luscombe	Report of the Head of Environmental Health	TBC (Summer)	