

WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting 12 September 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)

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

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

Service	Title of Report and summary	Lead Officer and Member	Decision maker	Anticipated date of meeting
Customer First	Request for Grant of a Long Lease *	CB/Cllr Jory	Hub Committee	12 September 2017
Strategy & Commissioning	Housing Position Statement	TJ/Cllr Parker	Council	12 September 2017
Strategy & Commissioning	Productivity Plan Joint Committee – 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	12 September 2017
	Delivery of Best Value for Money in Front Line Services *	HD/Cllr Sampson	Council	12 September 2017
Customer First	Planning Fees – Update on Position	PW/Cllr Mott	Council	12 September 2017
Strategy & Commissioning	O+S: Draft Terms of Reference and Procedure Rules – to present a report setting out revised terms of reference and procedure rules for the O&S Committee	SJ/Cllr Sanders	Council	12 September 2017
Support Services	Budget update report 2018/9 (if required) – to update Members on any issues affecting the 2018/19 Budget	LB/Cllr Sanders	Council	12 September 2017
Commercial Services	Fleet Update – to update Members on the progress made in the procurement process for the fleet of waste and cleansing vehicles to date	RH/Cllr Sampson	Council	12 September 2017
Commercial Services	Parking Strategy	CA/Cllr Sampson	Council	12 September 2017
SLT	Transformation Programme Closedown – to provide a closedown report of the T18 Transformation Programme	LB/Cllr Sanders	Hub Committee	12 September 2017

Customer First	Street naming and Number Policy – to seek approval of a Joint Street Naming and Number Policy	KH/Cllr Mott	Council	12 September 2017
Support Services	Write Off Report Q2 2017/18 – 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	Medium Term Financial Strategy – 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	Insurance Procurement – Award of Contract – to recommend to Council the award of the Insurance contract	LB/Cllr Edmonds	Hub Committee	31 October 2017
Support Services	Revenue Budget Monitoring to September 2017 (six monthly position) – 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	28 November 2017
Support Services	Capital Programme Budget Monitoring to September 2017 (six monthly position) – 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	Draft Revenue Budget Proposals 2018/19 – 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	Draft Capital Budget Proposals 2018/19 – to set out recommendations for the Capital Programme budget for 2018/19	LB/Cllr Sanders	Council	28 November 2017

Customer First	Council Tax Reduction Scheme 2018/19 – 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	Review of Business Rates Relief Policy – 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	Direct Lets Scheme – to consider introduction of a Direct Lets Scheme	IB/Cllr Moody	Council	28 November 2017
Customer First	Food Safety Audit - 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
Support Services	ICT Procurement Options – to advise Members of the options in relation to ICT procurement	MW/Cllr Edmonds	Hub Committee	28 November 2017
SLT	Revenue Budget Proposals 2018/19 – 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	Capital Budget Proposals 2018/19 – to set out recommendations for the Capital Programme budget for 2018/19	LB/Cllr Sanders	Council	6 February 2018
Support Services	Revenue Budget Monitoring 2017/18 (nine monthly position) – 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	Capital Programme Budget Monitoring 2017/18 (nine monthly position) – 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
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*** 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

JS – Jane Savage – Lead Specialist Waste Strategy

IL – Ian Luscombe – COP Lead Environmental Health

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

LC – Lesley Crocker – COP Lead Communications

RS – Rob Sekula

RH – Rob Harkness



**West Devon
Borough
Council**