

**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: November 2020 – February 2021**

What is the Plan?

It is a list of the Key Decisions to be taken by the Cabinet Executive during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet Executive is to be held. The Plan is available to view at the Council's main offices in Narborough, or on the Council's website, www.blaby.gov.uk.

What is a Key Decision?

Definition of a key decision as detailed in Part 2 Article 11 of the Council's Constitution:

- (i) Is, in value, worth more than £50,000 of the annual revenue budget for the service or function or of the capital allocation to the scheme concerned, or
- (ii) Has a significant impact because it either:
 - Affects individuals or organisations outside the District;
 - Affects individuals or organisations in more than one Ward; or
 - Will have a long term (more than 5 year) or permanent effect on the Council or District
- (iii) Involves significant changes to the policy and budget framework (involves the adoption or amendment of a policy or strategy or to the budgets which the Executive has the power to adopt).

Who makes Key Decisions?

Under the Council's constitution, Key Decisions are made by:

- Cabinet Executive
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers. (it is rare for any decision delegated to an officer to be a Key Decision)

Are only Key Decisions published on the Plan?

The Council has a statutory obligation to publish Key Decisions in the Plan. However, the Council has voluntarily decided to list non-key Cabinet Executive and Council decisions as well. To clarify matters, Key Decisions will be identified on the Plan with a Yes, non-key decisions with a No.

What does the List tell me?

The List gives information about:

- Upcoming Key and Non-Key Decisions (identified by **Yes** or **No** next to them)
- Whether the decision will be made in public or private.
- When decisions are likely to be made.
- Who will make these decisions.
- Who you can contact for further information.

Who are the members of the Cabinet Executive?

The members of the Cabinet Executive and their areas of responsibility are:

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| • Cllr. Terry Richardson | Leader of the Council & Cabinet Executive | cllr.terry.richardson@blaby.gov.uk |
| • Cllr. Maggie Wright | Deputy Leader & Finance & Assets | cllr.maggie.wright@blaby.gov.uk |
| • Cllr. Sharon Coe | Health, Wellbeing & Regulatory Services | cllr.sharon.coe@blaby.gov.uk |
| • Cllr. David Freer | Corporate Services & Neighbourhood Services | cllr.david.freer@blaby.gov.uk |
| • Cllr. Les Phillimore | Housing & Community Services | cllr.les.phillimore@blaby.gov.uk |
| • Cllr. Ben Taylor | Planning, Housing Strategy, Economic Development | cllr.ben.taylor@blaby.gov.uk |

What is the role of Overview and Scrutiny?

The Council's Scrutiny Commission's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet Executive and hold them to account and to consider any matter affecting Blaby District or its citizens. Dates of these meetings can be found on the Council's website.

Who do I contact, and how?

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 0116 275 0555.

Request to view Background Papers

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Blaby District Council, Desford Road, Narborough, Leicestershire, LE19 2EP. Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

Submission of Additional Documents

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet Executive for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

Confidential and Exempt Information

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with '(Exempt)' in the report title.

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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November 2020

<u>Capital Programme Review Quarter 2 2020/21</u> The report provides Members with an update of expenditure against the Capital Programme for the quarter ending 30th September 2020.	None	Cabinet Executive Council	9 November 2020 17 November 2020	No	Cabinet Executive - 30 October 2020 Council - 6 November 2020 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public
<u>Quarter 2 Budget Review 2020/21</u> The report gives Members an overview of the financial performance against the budget for the second quarter of 2020/21.	None	Cabinet Executive	9 November 2020	Yes	30 October 2020 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Treasury Management Mid Year Monitoring Report 2020/21</u></p> <p>To provide members with an update on the Council's treasury activities for the half year ended 30th September 2020, and the economic factors which have affected those activities.</p> <p>To demonstrate compliance with the Council's prudential indicators which were approved in February 2020.</p>	None	Cabinet Executive Council	9 November 2020 17 November 2020	No	Cabinet Executive - 30 October 2020 Council - 6 November 2020 Councillor Maggie Wright Nick Brown, Strategic Finance Manager	Public
<p><u>Schedule of Charges 2021/22</u></p> <p>The purpose of this report is to recommend the proposed level of fees and charges for the financial year commencing 1st April 2021.</p>	None	Cabinet Executive	9 November 2020	No	30 October 2020 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Establishment 2020/21 and 2021/22</u></p> <p>To provide members with an update in respect of the 2020/21 establishment budget, and to set out the proposed establishment budget for 2021/22.</p>	<p>None</p>	<p>Cabinet Executive</p>	<p>9 November 2020</p>	<p>No</p>	<p>30 October 2020</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Accountancy Services Manager</p>	<p>Public</p>
<p><u>The adoption of civil penalties as an enforcement option for specified offences under the Housing Act 2004</u></p> <p>To adopt the policy and associated documents.</p>	<p>Civil Penalties under the Housing and Planning Act 2016: Guidance for Local Authorities, published by the Department for Communities and Local Government.</p>	<p>Cabinet Executive</p>	<p>9 November 2020</p>	<p>Yes</p>	<p>30 October 2020</p> <p>Councillor Sharon Coe</p> <p>Caroline Harbour, Environmental Health Manager</p>	<p>Public</p>

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<u>Review and rationalisation of district litter and dog waste bins and bring site provision</u> The report sets out the review and rationalisation of district litter and dog waste bins and bring site provision.	None	Cabinet Executive	9 November 2020	Yes	30 October 2020 Councillor David Freer Luke Clements, Waste Operations Manager	Public
<u>Equality Objectives Annual Progress Plan 2019/20</u> Update of the progress the Council has made against its Equality Objectives	None	Cabinet Executive	9 November 2020	No	30 October 2020 Councillor Terry Richardson Alison Moran, Performance & Audit Manager	Public
<u>Car Park Update</u> To provide an update on our Car Park Strategy.	None	Cabinet Executive	9 November 2020	Yes	30 October 2020 Councillor Sharon Coe Teresa Neal, Leisure & Regulatory Services Group Manager	Public

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January 2021

<p><u>Capital Programme Review Quarter 3 2020/21</u></p> <p>The report provides Members with an update of expenditure against the Capital Programme for the quarter ending 31 December 2020</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>11 January 2021</p> <p>19 January 2021</p>	No	<p>Cabinet Executive - 18 December 2020</p> <p>Council - 8 January 2021</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Accountancy Services Manager</p>	Public
<p><u>Quarter 3 Budget Review 2020/21</u></p> <p>The report gives Members an overview of the financial performance against the budget for the third quarter of 2020/21.</p>	None	Cabinet Executive	11 January 2021	Yes	<p>18 December 2020</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Accountancy Services Manager</p>	Public

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>National Non Domestic Rates Base 2021/22</u> The Local Government Finance Act 2012 requires local authorities to set an annual National Non Domestic Rate Base, otherwise known as the Business Rates Base. The Base must be set by 31 January ahead of the forthcoming financial year.	None	Cabinet Executive	11 January 2021	Yes	18 December 2020 Councillor Maggie Wright Nick Brown, Strategic Finance Manager	Public
<u>Council Tax Base 2021/22</u> The purpose of this report is to set the Council Tax Base for the 2021/22 year so that in February, Council will be able to use this information and set the Council Tax for the year. The report also seeks approval to set aside 'special items' of expenditure under Section 34 and 35 of the Local Government Finance Act 1992.	None	Cabinet Executive	11 January 2021	Yes	18 December 2020 Councillor Maggie Wright Sarabjit Khangura, Council Tax Income and Debt Manager	Public
<u>Draft Housing Strategy</u> Cabinet Executive are asked to accept the contents of the new draft housing strategy. Cabinet Executive are asked to approve the new draft housing strategy.		Cabinet Executive	11 January 2021	Yes	18 December 2020 Councillor Les Phillimore Ian Jones, Housing Services Manager	Public

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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<u>The Blaby Plan 2021 - 2024</u> To adopt the Blaby Plan 2021-2024	None	Council	19 January 2021	No	8 January 2021 Councillor Terry Richardson Jane Toman, Chief Executive	
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February 2021

<u>5 Year Capital Programme 2021/22 to 2025/26</u> This report sets out the Council's proposed Capital Programme and resources for the next five financial years commencing in 2021/22. The report also presents the Council's updated Capital Strategy which is a requirement of the 2017 Prudential Code.	None	Cabinet Executive Council	15 February 2021 18 February 2021	No	Cabinet Executive - 5 February 2021 Council - 9 February 2021 Councillor Maggie Wright Nick Brown, Strategic Finance Manager	Public
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Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>General Fund Budget Proposals 2021/22</u></p> <p>This report sets out the General Fund Budget proposals for the forthcoming financial year. That is, the net amount of expenditure that the Council expects to spend in the next financial year to deliver services to our customers.</p> <p>The report also includes details of the funding and income received to support these services as well as a high level summary of how much is spent within each portfolio (service area).</p>	None	Cabinet Executive Council	15 February 2021 18 February 2021	No	Cabinet Executive - 5 February 2021 Council - 9 February 2021 Councillor Maggie Wright Sarah Pennelli, Strategic Director - Section 151 Officer	Public
<p><u>Prudential Indicator & Treasury Management Strategy 2021/22</u></p> <p>This report lays down the guidelines and rules which Officers are required to follow when making decisions to borrow or when investing Council funds. The report outlines the Council's prudential indicators for 2021/22 to 2023/24 and sets out the expected treasury management activities for that period. The report also sets out the financial institutions the Council may invest in, the maximum investment level and the periods over which the investments may be made.</p>	None	Cabinet Executive Council	15 February 2021 18 February 2021	No	Cabinet Executive - 5 February 2021 Council - 9 February 2021 Councillor Maggie Wright Nick Brown, Strategic Finance Manager	Public

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Council Tax 2021/22</u></p> <p>The Council is required to set out the total amount that needs to be raised from the collection of Council Tax in the forthcoming year. This is known as the Council Tax precept (Council Tax requirement) for Blaby District Council and forms part of the funding that supports the services provided by the Council. The report sets the amount of Council Tax charged to each household in the District.</p>	<p>None</p>	<p>Cabinet Executive</p> <p>Council</p>	<p>15 February 2021</p> <p>18 February 2021</p>	<p>No</p>	<p>Cabinet Executive - 5 February 2021</p> <p>Council - 9 February 2021</p> <p>Councillor Maggie Wright</p> <p>Nick Brown, Strategic Finance Manager</p>	<p>Public</p>

