

**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: May – September 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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May 2021

<p><u>Public Space Bin & District Cleansing Policy</u></p> <p>To provide a clear and published policy outlining the approach the District Cleansing service takes in fulfilling its statutory duties, including the adoption of dual waste public space bins.</p> <p>To provide a transparent process for responding to requests for the installation and/or relocation of public space bins.</p>	None	Cabinet Executive	10 May 2021	No	<p>29 April 2021</p> <p>Councillor David Freer</p> <p>Luke Clements, Waste Operations Manager</p>	Public
<p><u>Air Quality - Annual Status Report 2021</u></p> <p>To approve the Annual Status Report 2021, which includes analysis of the monitoring data for 2020, for publication, appropriate consultation, and submission to Defra</p>	None	Council	18 May 2021	No	<p>7 May 2021</p> <p>Councillor Sharon Coe</p> <p>Anna Farish, Environmental Services Manager</p>	Public
<p><u>Green Agenda - Annual Update</u></p> <p>This presentation will provide an update on progress made on the Carbon Neutral Action Plan in the last twelve months.</p>	None	Council	18 May 2021	No	<p>7 May 2021</p> <p>Councillor Sharon Coe</p> <p>Teresa Neal, Leisure & Regulatory Services Group Manager</p>	Public

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<p><u>Leicester & Leicestershire Authorities - Statement of Common Ground relating to Housing and Employment Land Needs (February 2021)</u></p> <p>To consider the Leicester & Leicestershire Authorities - Statement of Common Ground relating to Housing and Employment Land Needs (February 2021)</p>	None	Council	18 May 2021	No	7 May 2021 Councillor Ben Taylor Cat Hartley, Planning & Economic Development Group Manager	Public
<p><u>Enforcement Site Direct Action</u></p> <p>To seek delegation to take Direct Action, if required, at a site as part of on an ongoing enforcement case.</p>	None	Council	18 May 2021	No	7 May 2021 Councillor Ben Taylor Cat Hartley, Planning & Economic Development Group Manager	Private-exempt report, personal information
<p><u>Delegation Scheme of Cabinet Executive</u></p> <p>To receive the delegation scheme of the Cabinet Executive.</p>	None	Council	18 May 2021	No	7 May 2021 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	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>Appointments to Committees 2021/22</u> To consider and approve the appointments of Members to Committees for 2021-22.	None	Council	18 May 2021	No	7 May 2021 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Appointments of Chairman and Vice-Chairman to Committees</u> To consider proposed appointments of Chairmen and Vice-Chairmen to the Council's Committees.	None	Council	18 May 2021	No	7 May 2021 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Schedule of Meetings 2021/22</u> To consider and approve the Schedule of Meetings for the period May 2020 to December 2021	None	Council	18 May 2021	No	7 May 2021 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public

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<u>Appointments of Members to serve on Outside Bodies</u> To consider and approve the appointments of Members to serve on Outside Bodies.	None	Council	18 May 2021	No	7 May 2021 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
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July 2021

<u>Delegation of the Building Control Service</u> To agree the business case for delegation of the Building Control service by other local authorities to Blaby District Council.	None	Cabinet Executive	5 July 2021	Yes	24 June 2021 Councillor Sharon Coe Teresa Neal, Leisure & Regulatory Services Group Manager	Private - commercially sensitive information
<u>Financial Performance 2020/21</u> The report sets out details of the Council's financial performance against the General Fund revenue budget, Business Rates Retention, and the Capital Programme in respect of the financial year ended 31st March 2021.	None	Cabinet Executive	5 July 2021	No	24 June 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>Annual Governance Statement 2020/21</u></p> <p>This report sets out the Annual Governance Statement for 2020/21. The Annual Governance Statement provides a review of the Council's governance arrangements that were in place for 2020/21 and also puts forward an assurance table and actions to further improve the Council's governance arrangements for 2021/22 for consideration and approval</p>	None	Cabinet Executive	5 July 2021	No	24 June 2021 Councillor Maggie Wright Nick Brown, Strategic Finance Manager	Public
<p><u>Treasury Management Outturn 2020/21</u></p> <p>The report reviews the Council's treasury management activities undertaken during the 2020/21 financial year, and gives details of the prudential and treasury indicators for the same period.</p>	None	Cabinet Executive Council	5 July 2021 13 July 2021	No	Cabinet Executive: 24 June 2021 Council: 2 July 2021 Councillor Maggie Wright Nick Brown, Strategic Finance Manager	Public

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September 2021

<p><u>Quarter 1 Budget Review 2021/22</u></p> <p>The report gives Members an overview of the financial performance against the budget for the first quarter of 2021/22.</p>	None	Cabinet Executive	13 September 2021	Yes	2 September 2021 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public
<p><u>Quarter 1 Capital Programme Review 2021/22</u></p> <p>The report provides Members with an update on expenditure against the Capital Programme for the quarter ending 30th June 2021.</p>	None	Cabinet Executive Council	13 September 2021 21 September 2021	No	Cabinet Executive: 2 September 2021 Council: 9 September 2021 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?
<u>Car Park Strategy & Parking Order</u> To agree the updated Car Park Strategy and the new Parking Order which will be in place from December 2021.	None	Council	21 September 2021	No	9 September 2021 Councillor Sharon Coe Teresa Neal, Leisure & Regulatory Services Group Manager	Public