

## **SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN**

This is the Leader of Council's provisional forward plan for the four months starting March 2020. 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 Panel 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 in hard copy and on the Council's website ([www.southhams.gov.uk](http://www.southhams.gov.uk))

**Members of the public are welcome to attend all meetings of the Executive, which are normally held at Follaton House, Totnes, and normally start at 10.00 am. If advance notice has been given, questions can be put to the Executive at the beginning of the meeting.**

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

*Leader of the Council – Cllr Judy Pearce*

*Deputy Leader – Cllr Hilary Bastone*

*lead Executive Member for Health and Wellbeing – Cllr Jonathan Hawkins*

*lead Executive Member for Communities and Enterprise – Cllr David May*

*lead Executive Member for Environment – Cllr Keith Baldry*

*lead Executive Member for Customer Service Delivery – Cllr Nicky Hopwood*

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861185 or by e-mail to [democratic.services@southhams.gov.uk](mailto:democratic.services@southhams.gov.uk)

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

**KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE**

<b>Portfolio Area</b>	<b>Report Title and Summary</b>	<b>Lead Officer/ Member</b>	<b>Documents to be considered in making decision</b>	<b>Date of Decision</b>	<b>Consultees and means of Consultation</b>
Leader – Strategic Assets	<b>Title: Commercial Investment Opportunity</b> <b>Purpose of report:</b> To outline to Members an investment opportunity	Chris Brook / Cllr Pearce	Report of Director for Place and Enterprise	19 March 2020	
Environment	<b>Title: Grounds Maintenance Service</b> <b>Purpose of report:</b> To consider recommendations from the review of service performance	Steve Mullineaux/ Cllr Baldry	Report of Director of Customer Service and Delivery	19 March 2020	
Homes	<b>Title: Empty Homes Premium</b> <b>Purpose of report:</b> To consider an increase to the Council Tax premium on properties that have been empty for over two years	Issy Blake/ Cllr Hawkins	Report of the Head of Housing, Revenues and Benefits, and Customer First	19 March 2020	Consultation with various Heads of Practice
Homes	<b>Title: Release of S106 funds for Affordable Housing Projects</b> <b>Purpose of report:</b> To consider a report that seeks approval of the release of Section 106 funds for affordable housing projects.	Cassandra Harrison/ Cllr May	Report of Specialist Place Making	19 March 2020	
Health & Wellbeing	<b>Title: Wellbeing Strategy</b> <b>Purpose:</b> To recommend to Members the adoption of key wellbeing priorities and associated outcomes	Ian Luscombe/ Cllr Hawkins	Report of Head of Environmental Health	19 March 2020	
Environment	<b>Title: Re-procurement for Cashless Parking Payment System</b> <b>Purpose of report:</b> To seek approval to commence the tender process to re-procure the cashless parking contract through a joint procurement with other Devon Authorities.	Emma Widdicombe / Cllr Baldry	Report of Senior Specialist Parking	19 March 2020	
Environment	<b>Title: Implementation of new recycling service from September 2020</b>	Jane Savage / Cllr Baldry	Report of Portfolio Holder for Waste	19 March 2020	Consultation with SH Members on the Partnership Board

	<b>Purpose of report:</b> To review method and revised costs associated with the implementation				
Environment	<b>Title: Review of Permit Charges</b> <b>Purpose of report:</b> To review the Council's approach to the issuing of Car Parking Permits.	Emma Widdicombe / Cllr Baldry	Report of Senior Specialist Parking	19 March 2020	Consultation with stakeholders
Environment	<b>Title: Coastal Concordat</b> <b>Purpose of report:</b> To outline to Members the protocol for formal processes where these are shared across administrative boundaries / responsibilities	Thomas Jones / Cllr Pearce	Report of Head of Place Making Practice	14 May 2020	
SLT	<b>Title: Corporate Strategy – Business Plans</b> <b>Purpose of report:</b> To seek approval of the Business Plans that underpin the Council's Corporate Strategy	Neil Hawke / Cllr Pearce	Report of Head Strategy and Projects	14 May 2020	
Homes	<b>Title: Homeless Strategy Year 4 Action Plan</b> <b>Purpose:</b> To provide to Members an update on the Homeless Strategy Action Plan	Isabel Blake/ Cllr Hawkins	Report of Head of Housing, Revenues and Benefits Practice	18 June 2020	
Council	<b>Title: Write Off Report for Quarter 4 2019/2020</b> <b>Purpose of report:</b> The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	Lisa Buckle / Cllr Bastone	Report of Strategic Lead Finance	30 July 2020	
Council	<b>Title: Write Off Report for Quarter 1</b> <b>Purpose of report:</b> The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	Lisa Buckle / Cllr Bastone	Report of Strategic Finance Lead	17 September 2020	
Council	<b>Title: Revenue Budget Monitoring Quarter 1</b> <b>Purpose of report:</b> A revenue budget monitoring report to monitor income and expenditure variations against	Lisa Buckle / Cllr Bastone	Report of Strategic Finance Lead	17 September 2020	

	the approved revenue budget for 2020/21, and to provide a forecast of the year end position				
Council	<b>Title: Capital Budget Monitoring Quarter 1</b> <b>Purpose of report:</b> The report advises Members of the progress on individual schemes within the approved capital programme for 2020/21, including an assessment of their financial position	Lisa Buckle / Cllr Bastone	Report of Strategic Finance Lead	17 September 2020	
Council	<b>Title: Medium Term Financial Strategy for the five years 2021/22 to 2025/26</b> <b>Purpose of the report:</b> To set the strategic intention for all of the different strands of funding available to the Council. This brings together all known factors affecting the Council's financial position and its financial sustainability, to provide a long term financial forecast.	Lisa Buckle / Cllr Bastone	Report of Strategic Finance Lead	17 September 2020	
Enterprise	<b>Title: Town Strategies Progress Report</b> <b>Purpose:</b> To provide Members with an update on town strategies	Tom Jones / Cllr May/ Cllr Bastone	Report of Head of Place Making Practice	22 October 2020	
Homes	<b>Title: Council Tax Reduction Scheme</b> <b>Purpose of report:</b> To seek approval for revised Council Tax Reduction scheme	Issy Blake/Cllr Hawkins	Report of the Head of Housing, Revenues and Benefits	3 December 2020	
Council	<b>Title: Write Off Report for Quarter 2</b> <b>Purpose of report:</b> The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	Lisa Buckle / Cllr Bastone	Report of Strategic Finance Lead	3 December 2020	
Council	<b>Title: Revenue Budget Monitoring Quarter 2</b> <b>Purpose of report:</b> A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2020/21, and to provide a forecast of the year end position	Pauline Henstock / Cllr Bastone	Report of Head of Finance	3 December 2020	

Council	<b>Title: Capital Budget Monitoring Quarter 2</b> <b>Purpose of report:</b> The report advises Members of the progress on individual schemes within the approved capital programme for 2020/21, including an assessment of their financial position	Pauline Henstock / Cllr Bastone	Report of Head of Finance	3 December 2020	
Council	<b>Title: Draft Revenue Budget Proposals 2021/22</b> <b>Purpose:</b> To present Budget proposals for 2021/22	Lisa Buckle / Cllr Pearce	Report of Strategic Lead of Finance	3 December 2020	
Council	<b>Title: Draft Capital Programme Proposals 2021/22</b> <b>Purpose:</b> To present Capital Programme proposals for 2021/22	Lisa Buckle / Cllr Pearce	Report of Strategic Lead of Finance	3 December 2020	
Council	<b>Title: Revenue Budget Monitoring Quarter 3</b> <b>Purpose of report:</b> A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2020/21, and to provide a forecast of the year end position	Pauline Henstock / Cllr Bastone	Report of Head of Finance	February 2021	
Council	<b>Title: Capital Budget Monitoring Quarter 3</b> <b>Purpose of report:</b> The report advises Members of the progress on individual schemes within the approved capital programme for 2020/21, including an assessment of their financial position	Pauline Henstock / Cllr Bastone	Report of Head of Finance	February 2021	
Council	<b>Title: Write Off Report for Quarter 3</b> <b>Purpose of report:</b> The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	Lisa Buckle / Cllr Bastone	Report of Strategic Lead of Finance	February 2021	
Council	<b>Title: Revenue Budget Proposals 2021/22</b> <b>Purpose:</b> To present Budget proposals for 2021/22	Lisa Buckle / Cllr Pearce	Report of Strategic Lead of Finance	February 2021	
Council	<b>Title: Capital Programme Proposals 2021/22</b> <b>Purpose:</b> To present Capital Programme proposals for 2021/22	Lisa Buckle / Cllr Pearce	Report of Strategic Lead of Finance	February 2021	

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