

**BLABY DISTRICT COUNCIL  
Forward Plan  
FOR THE PERIOD: May – November 2022**

**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](http://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. Maggie Wright    | Deputy Leader and Finance, People & Performance              |
| • Cllr. Sharon Coe       | Health, Wellbeing Community Engagement & Business Support    |
| • Cllr. Nigel Grundy     | Neighbourhood Services & Assets                              |
| • Cllr. Les Phillimore   | Housing, Community & Environmental Services                  |
| • Cllr. Ben Taylor       | Planning Delivery and Enforcement & Corporate Transformation |

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### **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.

<b><u>Report Title</u> and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
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## **May 2022**

<u>Use of hydro treated vegetable oil in BDC fleet vehicles</u>  This reports considers the impacts of transitioning the main bulk of the vehicle's current diesel fleet to a greener alternative of hydro-treated vegetable oil	None	Cabinet Executive	9 May 2022	No	28 April 2022  Councillor Nigel Grundy  Paul Coates, Neighbourhood Services & Assets Group Manager	Public
<u>Arriva Click - Work Scrutiny Working Group Final Report</u>  To present the findings and recommendation of the Work Scrutiny Working Group following a review of the Arriva Click service.	None	Cabinet Executive	9 May 2022	No	28 April 2022  Councillor Ben Taylor  Nicole Cramp, Democratic & Scrutiny Services Officer	Public
<u>Air Quality Annual Status Report 2022</u>  To present the findings of and approve the Annual Status Report (ASR) 2022 for submission to DEFRA.	None	Council	24 May 2022	No	13 May 2022  Councillor Les Phillimore  Declan Goodwin, Technical Officer	Public

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<u>Leicester and Leicestershire Statement of Common Ground on Housing and Employment Requirements</u>  This report seeks Council approval to adopt the Leicester and Leicestershire Statement of Common Ground on Housing and Employment Requirements 2022.	None.	Council	24 May 2022	No	13 May 2022  Councillor Ben Taylor  Cat Hartley, Planning & Strategic Growth Group Manager	Public
<u>The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 – administrative update</u>  To undertake an administrative update to The District of Blaby (Off-Street Parking Places) Order 2019 to include The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.	The District of Blaby (Off-Street Parking Places) Order 2019.	Council	24 May 2022	No	13 May 2022  Councillor Les Phillimore  Anna Farish, Environmental Services Manager	Public
<u>Contract Procedure Rules Update</u>  This report seeks approval to make amendments to the Council's contract procedure rules, the main change being in relation to the ability to reserve certain contracts for local suppliers.	None	Council	24 May 2022	No	13 May 2022  Councillor Maggie Wright  Nick Brown, Strategic Finance Manager	Public

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<u>Delegation Scheme of Cabinet Executive</u>  To receive the delegation scheme of the Cabinet Executive.	None.	Council	24 May 2022	No	13 May 2022  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	24 May 2022	No	13 May 2022.  Councillor Terry Richardson  Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Appointments to Committees 2022-23</u>  To consider and approve the appointment of Members to Committees for 2022-23.	None	Council	24 May 2022	No	13 May 2022  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	24 May 2022	No	13 May 2022.  Councillor Terry Richardson  Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Schedule of Meetings 2022-23</u>  To consider and approve the Schedule of Meetings for the period May 2022 to December 2023	None.	Council	24 May 2022	No	13 May 2022.  Councillor Terry Richardson  Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public

### **July 2022**

<u>Appointments of Members to serve on Outside Bodies</u>  To consider and approve the appointments of Members to serve on Outside Bodies.	None.	Cabinet Executive	4 July 2022	No	23 June 2022  Councillor Terry Richardson  Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
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<u>Annual Governance Statement</u>  This report sets out the Annual Governance Statement for 2021/22 and also puts forward an assurance table and actions to further improve the Council's governance arrangements for 2022/23 for consideration and approval.	None	Cabinet Executive	4 July 2022	No	23 June 2022  Councillor Maggie Wright  Sarah Pennelli, Strategic Director - S.151 Officer	Public
<u>Financial Performance 2021/22</u>  The report sets out details of the Council's financial performance against the General Fund revenue budget, Business Rates Retention, Council Tax, and the Capital Programme in respect of the financial year ended 31st March 2022.	None	Cabinet Executive	4 July 2022	No	23 June 2022  Councillor Maggie Wright  Nick Brown, Strategic Finance Manager	Public
<u>Treasury Management Outturn 2021/22</u>  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.	None	Cabinet Executive  Council	4 July 2022  19 July 2022	No	Cabinet Executive : 23 June 2022  Council: 8 July 2022  Councillor Maggie Wright  Nick Brown, Strategic Finance Manager	Public

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<u>Car Park Strategy 2022-2027</u>  To seek approval of the new Car Park Strategy for 2022-2027	None	Council	19 July 2022	No	8 July 2022  Councillor Les Phillimore  John Richardson, Strategic Director	Public
<u>Leisure Centre Contract - Impact of Covid</u>  To update members on the financial impact on the Leisure Centre Management contract due to the Covid pandemic.	None.	Council	19 July 2022	No	8 July 2022  Councillor Terry Richardson  John Richardson, Strategic Director	Private due to commercially sensitive financial information

### **September 2022**

<u>Quarter 1 Budget Review 2022/23</u>  The report gives Members an overview of the financial performance against the budget for the first quarter of 2022/23.	None	Cabinet Executive	5 September 2022	Yes	25 August 2022  Councillor Maggie Wright  Katie Hollis, Accountancy Services Manager	Public
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<u>Quarter 1 Capital Programme Review 2021/22</u>  The report provides Members with an update on expenditure against the Capital Programme for the quarter ending 30th June 2022.	None	Cabinet Executive  Council	5 September 2022  20 September 2022	No	Cabinet Executive: 25 August 2022  Council: 9 September 2022  Councillor Maggie Wright  Katie Hollis, Accountancy Services Manager	Public
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### **November 2022**

<u>Establishment 2022/23 and 2023/24</u>  To provide members with an update in respect of the 2022/23 establishment budget, and to set out the proposed establishment budget for 2023/24.	None	Cabinet Executive	7 November 2022	Yes	27 October 2022  Councillor Maggie Wright  Katie Hollis, Accountancy Services Manager	Public
<u>Quarter 2 Budget Review 2022/23</u>  The report gives Members an overview of the financial performance against the budget for the second quarter of 2022/23	None	Cabinet Executive	7 November 2022	Yes	27 October 2022  Councillor Maggie Wright  Katie Hollis, Accountancy Services Manager	Public

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<u>Schedule of Charges 2023/24</u>  The purpose of this report is to recommend the proposed level of fees and charges for the financial year commencing 1st April 2023.	None	Cabinet Executive	7 November 2022	Yes	27 October 2022  Councillor Maggie Wright  Katie Hollis, Accountancy Services Manager	Public
<u>Quarter 2 Capital Programme Review 2022/23</u>  The report provides Members with an update on expenditure against the Capital Programme for the quarter ending 30th September 2022.	None	Cabinet Executive  Council	7 November 2022  22 November 2022	No	Cabinet Executive: 27 October 2022  Council: 13 November 2022  Councillor Maggie Wright  Katie Hollis, Accountancy Services Manager	Public

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<u>Treasury Management Mid Year Monitoring Report 2022/23</u>  To provide members with an update on the Council's treasury activities for the half year ended 30th September 2022, and the economic factors which have affected those activities.  To demonstrate compliance with the Council's prudential indicators which were approved in February 2022.	None	Cabinet Executive  Council	7 November 2022  22 November 2022	No	Cabinet Executive: 27 October 2022  Council: 13 November 2022  Councillor Maggie Wright  Nick Brown, Strategic Finance Manager	Public