

**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: January to February 2023**

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. Maggie Wright | Deputy Leader and Finance, People & Performance |
| • 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.

<u>Report Title</u> 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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January 2023

<u>Historic environment advice resourcing</u> From 1 January 2023 the service level agreement for Leicestershire County Council to provide advice to Blaby District Council on historic environment planning considerations will end. The report will relate to proposed changes to the structure of the Development Services Team in order to bring this service back in-house from 1 January 2023.	None	Cabinet Executive	16 January 2023	No	6 January 2023 Councillor Ben Taylor Kristy Ingles, Development Services Manager	Public
<u>Cabinet Executive Response to Scrutiny Recommendations: Arriva Click</u> To provide Members with a response to the recommendations as set out in the Scrutiny Report on Arriva Click.	None	Cabinet Executive	16 January 2023	No	6 January 2023 Councillor Ben Taylor Cat Hartley, Planning & Strategic Growth Group Manager	Public
<u>National Non Domestic Rates Base 2023/24</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 31st January ahead of the forthcoming financial year.	None	Cabinet Executive	16 January 2023	Yes	6 January 2023 Councillor Maggie Wright Nick Brown, Finance Group 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>Council Tax Base 2023/24</u> The purpose of this report is to set the Council Tax Base for the 2023/24 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	16 January 2023	Yes	6 January 2023 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public
<u>Proposed operational changes within Neighbourhood Services</u> Proposals to reduce operational expenditure by reducing fuel consumption and rationalising the management structure.	None	Cabinet Executive	16 January 2023	Yes	6 January 2023 Councillor Nigel Grundy Paul Coates, Neighbourhood Services & Assets Group Manager	Public
<u>Pay Policy Statement 2022/23</u> Section 38 of the Localism Act 2011 requires local authorities to produce an Annual Pay Policy Statement (the "statement"). This statement sets out Blaby District Council's approach to pay in accordance with the requirements of this act.	None	Council	31 January 2023	No	20 January 2023 Councillor Maggie Wright Annette Groark, HR Service Manager	Public

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<u>Cosby Neighbourhood Plan – ‘Making’ the Plan</u> Following a public vote on 24 November, the residents that were eligible to vote supported the Plan at referendum and now the final step in the process is for the Plan to be formally ‘Made’ by this Council		Council	31 January 2023	No	20 January 2023 Councillor Ben Taylor Vicky Chapman, Development Strategy Manager	Public
<u>Amendment to Cabinet Executive Appointments and Scheme of Delegation</u> That the amendments to the Cabinet Executive Appointments and Scheme of Delegation be approved.	None	Council	31 January 2023	No	20 January 2022 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Gender Pay Gap</u> To present the Council’s Gender Pay Gap Results for the year ended 31st March 2022	None	Council	31 January 2023	No	20 January 2023 Councillor Maggie Wright Sarah Pennelli, Strategic Director - S.151 Officer	Public

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February 2023

<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	20 February 2023	Yes	10 February 2023 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public
<u>Quarter 3 Budget Review 2022/23</u> The report gives Members an overview of the financial performance against the budget for the third quarter of 2022/23	None	Cabinet Executive	20 February 2023	Yes	10 February 2023 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public
<u>General Fund Budget Proposals 2022/23</u> The report sets out the Council's General Fund budget proposals for the forthcoming financial year. This includes details of the financial settlement that will support service delivery, and a high level summary of planned expenditure by portfolio. The Council holds a number of reserves that it can draw upon to fund future expenditure. The level of reserves is noted within this report, along with an update from the Medium Term Financial Strategy.	None	Cabinet Executive Council	20 February 2023 22 February 2023	No	Cabinet Executive: 10 February 2023 Council: 14 February 2023 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public

<u>Report Title</u> 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>Prudential Indicator & Treasury Management Strategy 2023/24</u></p> <p>This report lays down the guidelines and rules that Officers are required to follow when making decisions to borrow or when investing Council funds. Such decisions are made on a daily basis under delegated authority. The report outlines the Council's prudential indicators for 2022/23 to 2026/27 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 can be made.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>20 February 2023</p> <p>22 February 2023</p>	No	<p>Cabinet Executive: 10 February 2023 Council: 14 February 2023</p> <p>Councillor Maggie Wright</p> <p>Nick Brown, Finance Group Manager</p>	Public
<p><u>5 Year Capital Programme 2023/24 to 2027/28</u></p> <p>This report sets out the Council's proposed Capital Programme and resources for the next five financial years commencing in 2023/24. The report also presents the Council's updated Capital Strategy, which is a requirement of the 2017 Prudential Code.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>20 February 2023</p> <p>22 February 2023</p>	No	<p>Cabinet Executive: 10 February 2023 Council: 14 February 2023</p> <p>Councillor Maggie Wright</p> <p>Nick Brown, Finance Group Manager</p>	Public

<u>Report Title</u> 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>Quarter 3 Capital Programme Review 2022/23</u> The report provides Members with an update on expenditure against the Capital Programme for the quarter ending 31st December 2022	None	Cabinet Executive Council	20 February 2023 22 February 2023	No	Cabinet Executive: 10 February 2023 Council: 14 February 2023 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public
<u>Council Tax 2023/24</u> 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 Requirement for Blaby District Council and forms part of the funding towards the services provided by the Council. The report sets the amount of Council Tax charged to each household in the District.	None	Cabinet Executive Council	20 February 2023 22 February 2023	No	Cabinet Executive: 10 February 2023 Council: 14 February 2023 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public