

**BLABY DISTRICT COUNCIL  
Forward Plan  
FOR THE PERIOD: November 2024 – March 2025**

**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            | <a href="mailto:cldr.terry.richardson@blaby.gov.uk">cldr.terry.richardson@blaby.gov.uk</a> |
| • Cllr. Maggie Wright    | Deputy Leader and Finance, People & Performance      | <a href="mailto:cldr.maggie.wright@blaby.gov.uk">cldr.maggie.wright@blaby.gov.uk</a>       |
| • Cllr. Cheryl Cashmore  | Health, Leisure, Climate and Economic Development    | <a href="mailto:cldr.cheryl.cashmore@blaby.gov.uk">cldr.cheryl.cashmore@blaby.gov.uk</a>   |
| • Cllr. Nigel Grundy     | Neighbourhood Services & Assets                      | <a href="mailto:cldr.nigel.grundy@blaby.gov.uk">cldr.nigel.grundy@blaby.gov.uk</a>         |
| • Cllr. Les Phillimore   | Housing, Community Safety and Environmental Services | <a href="mailto:cldr.les.phillimore@blaby.gov.uk">cldr.les.phillimore@blaby.gov.uk</a>     |
| • Cllr. Ben Taylor       | Planning, Transformation and ICT                     | <a href="mailto:cldr.ben.taylor@blaby.gov.uk">cldr.ben.taylor@blaby.gov.uk</a>             |

### **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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## **November 2024**

<u>Quarter 2 Budget Review 2024/25</u>  This report provides Members with an overview of the financial performance against the revenue budget for the quarter ending 30th September 2024.	None.	Cabinet Executive	4 November 2024	Yes	25 October 2025  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public
<u>Schedule of Charges 2025/26</u>  This report lays out the proposed fees and charges for the financial year commencing 1st April 2025.	None	Cabinet Executive	4 November 2024	Yes	25 October 2024  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public
<u>Quarter 2 Treasury Management Update 2024/25</u>  The report updates Members on the treasury management activities during the second quarter of 2024/25.	None	Cabinet Executive	4 November 2024	Yes	25 October 2024  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public

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<u>Environmental Crime Fixed Penalty Notices</u>  To approve revised fixed penalty notice amounts for specified environmental crime offences.	Blaby District Council Schedule of Charges 2024/25	Cabinet Executive	4 November 2024	Yes	25 October 2024  Councillor Les Phillimore  Caroline Harbour, Environmental Health, Housing & Community Services Group Manager	Public
<u>Environmental Health, Environmental Services &amp; Community Services Enforcement &amp; Compliance Policy</u>  To approve the Environmental Health, Environmental Services & Community Services Enforcement & Compliance Policy 2025 - 2028.	Environmental Health, Environmental Services & Community Services Enforcement & Compliance Policy 2021 - 2024.	Cabinet Executive	4 November 2024	Yes	25 October 2024  Councillor Les Phillimore  Caroline Harbour, Environmental Health, Housing & Community Services Group Manager	Public

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<u>Revocation and Declaration of Air Quality Management Areas</u>  Requesting approval for the Revocation of the following Air Quality Management Areas (AQMAs), due to 5 years continuous compliance with the National Air Quality Objectives as set out by DEFRA: AQMA 1: A5460 Narborough Road South AQMA 2: M1 Corridor in Enderby and Narborough AQMA 4b: Enderby Road, Whetstone  AQMA 3: M1 corridor between Thorpe Astley and Leicester Forest East is currently in a period of public consultation and will also be considered for revocation depending on comments received.  Requesting approval for the Declaration of a new AQMA in Braunstone Town, due to 1 exceedance of the National Air Quality Objectives, as set out by DEFRA. This will be known as AQMA 7: Lubbethorpe Road, Braunstone Town	None	Cabinet Executive	4 November 2024	Yes	25 October 2024  Councillor Les Phillimore  Catherine Redshaw	Public
<u>District Of Blaby (Off Street Parking Places) Order 2024</u>  Approval of Car Parking Order following publication of Notice of Proposal	Cabinet Executive report dated 16 September 2024	Cabinet Executive	4 November 2024	Yes	25 October 2024  Councillor Les Phillimore  Anna Farish, Environmental Services Manager	Public

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<u>Quarter 2 Capital Programme Review 2024/25</u>  This report provides Members an update on expenditure against the Capital Programme for the second quarter of 2024/25.	None	Cabinet Executive  Council	4 November 2024  19 November 2024	No	Cabinet Executive: 25 October 2024 Council: 8 November 2024  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public
<u>Food Waste Project Capital Programme</u>  To approve the addition of the project to the Capital Programme and delegated authority to the Executive Director (S.151) and the Portfolio Holder.	None	Cabinet Executive  Council	4 November 2024  19 November 2024	No	Cabinet Executive: 25 October 2024 Council: 8 November 2024  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public

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<u>Leicestershire, Leicester, and Rutland Local Nature Recovery Strategy.</u>  Approval to be granted by Council for the Public consultation of the draft Leicestershire, Leicester, and Rutland Local Nature Recovery Strategy.	Draft Local Nature Recovery Strategy	Council	19 November 2024	No	25 October 2024  Councillor Ben Taylor  Jonathan Hodge, Planning & Strategic Growth Group Manager	Public
<u>Asset Disposals and Affordable Housing Site Update</u>  To provide an update to Council on progress of disposal decisions made previously and to seek authority to dispose of assets surplus to the Council's requirements.	Asset Disposals/Developments – Creation of Affordable Housing Opportunities Council Report 20th July 2021	Council	19 November 2024	No	8 November 2024  Councillor Nigel Grundy  Paul Coates, Neighbourhood Services Group Manager, Sarah Pennelli, Executive Director - S.151 Officer	Public

### **January 2025**

<u>Establishment 2024/25 and 2025/26</u>  To provide members with an update in respect of the 2024/25 establishment budget, and to set out the proposed establishment budget for 2025/26.	None	Cabinet Executive	13 January 2025	Yes	3 January 2025  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public
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<p><u>Blaby District Tourism Growth Plan 2025-2030</u></p> <p>Blaby District Council has appointed Business and Tourism Solutions (BTS) to prepare a refresh of the current 2020-2025 Tourism Growth Plan and the associated actions.</p> <p>The Growth Plan is being developed in consultation with tourism stakeholders in the area and the Council and will provide a framework for action from 2025 - 2030. The plan will be closely aligned to and effectively integrate with the key existing tourism strategies across Leicestershire and the Blaby District Plan 2024-2028, Active Travel Strategy, Community, Health and Well-being Plan and the Economic Development Framework.</p>	Blaby District Tourism Growth Plan 2020 - 2025 Project Brief for Blaby District Tourism Growth Plan 2025 -2030	Cabinet Executive	13 January 2025	Yes	<p>3 January 2025</p> <p>Councillor Cheryl Cashmore</p> <p>Nadia Alam, Tourism and Heritage Officer, Kirsty Wilby, Tourism and Heritage Officer, Tracy Gaskin, Health, Leisure and Tourism Service Manager</p>	Public
<p><u>National Non-Domestic Rates Base 2025/26</u></p> <p>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.</p>	None	Cabinet Executive	13 January 2025	Yes	<p>3 January 2025</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public



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<u>Council Tax Base 2025/26</u>  The purpose of this report is to set the Council Tax Base for the 2025/26 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	13 January 2025	Yes	3 January 2025  Councillor Maggie Wright  Sarabjit Khangura, Council Tax Income and Debt Manager	Public
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### **February 2025**

<u>Quarter 3 Budget Review 2024/25</u>  This report gives Members an overview of the financial performance against the budget for the third quarter of 2024/25.	None	Cabinet Executive	24 February 2025	Yes	14 February 2025  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	
<u>Quarter 3 Treasury Management Update 2024/25</u>  That the latest position in respect of treasury activities, and the prudential indicators, are accepted.	None.	Cabinet Executive	24 February 2025	Yes	14 February 2025  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public

<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>
<u>Quarter 3 Capital Programme Review 2024/25</u>  This report provides Members an update on expenditure against the Capital Programme for the third quarter of 2024/25.	None	Cabinet Executive  Council	24 February 2025  25 February 2025	No	Cabinet Executive: 14 February 2025  Council: 14 February 2025  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public
<u>General Fund Budget Proposals 2025/26</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 of the Medium Term Financial Strategy.	None	Cabinet Executive  Council	24 February 2025  25 February 2025	No	Cabinet Executive: 14 February 2025  Council: 14 February 2025  Councillor Maggie Wright  Sarah Pennelli, Executive Director - S.151 Officer	Public

<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>
<p><u>5 Year Capital Programme 2025/26 to 2029/30</u></p> <p>This report sets out the Council's proposed Capital Programme and resources for the next five financial years commencing in 2025/26. The Capital Programme covers our planned expenditure on the acquisition, construction and/or enhancement of non-current assets, i.e., those assets with a useful life of greater than one year.</p> <p>The report also presents the Council's updated Capital Strategy in accordance with the requirements of the Prudential Code.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>24 February 2025</p> <p>25 February 2025</p>	No	<p>Cabinet Executive: 14 February 2025</p> <p>Council: 14 February 2025</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public
<p><u>Prudential Indicator &amp; Treasury Management Strategy 2025/26</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 daily under delegated authority. The report outlines the Council's prudential indicators for 2025/26 to 2029/30 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>24 February 2025</p> <p>25 February 2025</p>	No	<p>Cabinet Executive: 14 February 2025</p> <p>Council: 14 February 2025</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public

<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>
<u>Council Tax 2025/26</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	24 February 2025  25 February 2025	No	14 February 2025  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public
<u>Scrutiny Commission response to the Administrations 2025/26 Draft Budget Proposals</u>  That Cabinet Executive considers the comments and recommendations of Scrutiny Commission in respect of the draft 2025/26 budget proposals before making final recommendations to Council.	Agenda and documents presented to the Scrutiny Commission.	Cabinet Executive	24 February 2025	No	14 February 2025  Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Homelessness and Rough Sleeping Strategy 2025 - 2030</u>  To ask Members to approve the strategy	Homelessness and Rough Sleeping Strategy 2025 - 2030	Council	25 February 2025	No	14 February 2025  Councillor Les Phillimore  Ian Jones, Housing Services Manager	Public

<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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### **March 2025**

<b><u>Cabinet Executive Response to Scrutiny Commission Recommendations on the Administrations 2025-26 Draft Budget Proposals</u></b>  To present the Cabinet Executive's response to the recommendations of Scrutiny Commission.	None	Cabinet Executive	24 March 2025	No	Cabinet Executive: 14 March 2025  Councillor Maggie Wright  Katie Hollis, Finance Group Manager	Public
<b><u>A Strategic Guide to Empty or Occupied Eyesore Premises</u></b>  The purpose of this strategy is to set out how Blaby District Council will deal with empty or occupied eyesore premises and it is intended to replace the existing empty homes strategy.	Equalities impact assessment Carbon neutral / net zero benefits	Cabinet Executive	24 March 2025	Yes	14 March 2025  Councillor Les Phillimore  Anna Farish, Environmental Services Manager, Caroline Harbour, Environmental Health, Housing & Community Services Group Manager	Public