

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

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. Cheryl Cashmore | Health, Leisure, Climate and Economic Development |
| • Cllr. Nigel Grundy | Neighbourhood Services & Assets |
| • Cllr. Les Phillimore | Housing, Community Safety and Environmental Services |
| • Cllr. Ben Taylor | Planning, Transformation and ICT |

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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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May 2025

<u>Cabinet Executive Response to Scrutiny Commission Recommendations on the Administrations 2025-26 Draft Budget Proposals</u> To present the Cabinet Executive's response to the recommendations of Scrutiny Commission.	None	Cabinet Executive	12 May 2025	No	1 May 2025 Councillor Maggie Wright Sarah Pennelli, Executive Director - S.151 Officer	Public
<u>Recommendations of the Scrutiny Commission: Review into Recruitment and Retention of Staff</u> To consider the recommendations of the Scrutiny Commission	None	Cabinet Executive	12 May 2025	No	1 May 2025 Councillor Nick Brown, Councillor Neil Wright Sandeep Tienas, Senior Democratic Services & Scrutiny Officer	Public
<u>Resource and Capacity Requests</u> This report proposes requests for additional resources and capacity across various service areas.	Organisational Change Report	Cabinet Executive	12 May 2025	Yes	1 May 2025 Councillor Terry Richardson Luke Raddon-Jackson, Assets & Major Projects Group Manager	Public

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<u>Changes to the 2025/26 Budget</u> This report provides Members with an update on the budget position for 2025/26 and changes that have occurred following the approval of the General Fund Budget Proposals in February 2025.	None	Cabinet Executive	12 May 2025	No	1 May 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public
<u>Appointment of Independent Persons</u> To appoint the Independent Persons as required by the Localism Act 2011.	None	Council	20 May 2025	No	9 May 2025 Councillor Terry Richardson Katie Brooman, Elections and Governance Manager	Public
<u>Appointments of Chairman and Vice-Chairman to Committees 2025/26</u> To consider proposed appointments of Chairmen and Vice-Chairmen to the Council's Committees	None	Council	20 May 2025	No	9 May 2025 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public

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<u>Appointments of Members to serve on Outside Bodies 2025/26</u> To consider and approve the appointments of Members to serve on Outside Bodies Department: Leader: Democratic Services	None	Council	20 May 2025	No	9 May 2025 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Schedule of Meetings 2025/26</u> To consider and approve the Schedule of Meetings for the period May 2025 to December 2026	None	Council	20 May 2025	No	9 May 2025 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Delegation Scheme of Cabinet Executive</u> To receive the delegation scheme of the Cabinet Executive	None	Council	20 May 2025	No	9 May 2025 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public

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<u>Appointments to Committees 2025-26</u> To consider and approve the appointment of Members to Committees for 2025-26	None	Council	20 May 2025	No	9 May 2025 Councillor Royston Bayliss, Councillor Terry Richardson Sandeep Tienza, Senior Democratic Services & Scrutiny Officer	Public
<u>Scrutiny Statement to Annual Council 2024-25</u> To consider the report of the Scrutiny Commissioners	None	Council	20 May 2025	No	9 May 2025 Councillor Nick Brown, Councillor Neil Wright Sandeep Tienza, Senior Democratic Services & Scrutiny Officer	Public
<u>Special Measures Planning Report</u> Report for information only	None	Council	20 May 2025	No	9 May 2025 Councillor Ben Taylor Jonathan Hodge, Planning & Strategic Growth Group Manager	Public

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June 2025

<u>Air Quality Action Plan 2025-2030</u> To approve the draft Air Quality Action Plan 2025-2030 for appropriate consultation and submission to the Department for Environment, Food & Rural Affairs (Defra) and publication.	None	Cabinet Executive	30 June 2025	Yes	20 June 2025 Councillor Les Phillimore Catherine Redshaw	Public
<u>Air Quality Annual Status Report</u> To approve the Air Quality Annual Status Report 2025 for appropriate consultation and submission to the Department for Environment, Food & Rural Affairs (Defra) and publication.	None	Cabinet Executive	30 June 2025	Yes	20 June 2025 Councillor Les Phillimore Catherine Redshaw	Public
<u>Financial Performance 2024/25</u> This 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 for the year ended 31st March 2025.	None	Cabinet Executive	30 June 2025	Yes	20 June 2025 Councillor Maggie Wright Joanne Davis, Accountancy Services Manager	Public
<u>Quarter 1 Treasury Management Update 2025/26</u> This report provides Members with an update on the Council's treasury activities for the quarter ended 30th June 2025, and the economic factors that have affected those activities.	None	Cabinet Executive	30 June 2025	No	20 June 2025 Councillor Maggie Wright Katie Hollis, 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>Annual Governance Statement</u> This report sets out the Annual Governance Statement for 2024/25. The Annual Governance Statement provides a review of the Council's governance arrangements that were in place for 2024/25 and also puts forward an assurance table and actions to further improve the Council's governance arrangements for 2025/26 for consideration and approval.	Delivering Good Governance in Local Government Framework - CIPFA/SOLAC E 2016 Delivering Good Governance in Local Government Guidance Notes for English Authorities CIPFA/SOLAC E 2016	Cabinet Executive	30 June 2025	No	20 June 2025 Councillor Maggie Wright Sarah Pennelli, Executive Director - S.151 Officer	Public
<u>Treasury Management Outturn 2024/25</u> The report reviews the Council's treasury management activities undertaken during the 2024/25 financial year and gives details of the prudential and treasury indicators for the same period.	None	Cabinet Executive Council	30 June 2025 8 July 2025	No	Cabinet Executive 20 June 2025 Council 27 June 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public

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September 2025

<u>A Strategic Guide to Empty or Occupied Eyesore Premises</u> 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	1 September 2025	Yes	22 August 2025 Councillor Les Phillimore Anna Farish, Environmental Services Manager, Caroline Harbour, Environmental Health, Housing & Community Services Group Manager	Public
<u>Quarter 1 Budget Review 2025/26</u> This report provides Members with an overview of the financial performance against the revenue budget for the quarter ending 30th June 2025.	None	Cabinet Executive	1 September 2025	Yes	22 August 2025 Councillor Maggie Wright Joanne Davis, Accountancy Services 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?
<u>Quarter 1 Capital Programme Review 2025/26</u> This report provides Members an update on expenditure against the Capital Programme for the first quarter of 2025/26.	None	Cabinet Executive Council	1 September 2025 16 September 2025	No	Cabinet Executive : 22 August 2025 Council : 5 September 2025 Councillor Maggie Wright Joanne Davis, Accountancy Services Manager	Public
<u>Quarter 1 Treasury Management Update 2025/26</u> This report provides Members with an update on the Council's treasury activities for the quarter ended 30th June 2025, and the economic factors that have affected those activities.	None	Cabinet Executive Council	1 September 2025 16 September 2025	No	Cabinet Executive : 22 August 2025 Council : 5 September 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public