



**FORTHCOMING KEY  
DECISIONS AND DECISIONS  
TO BE TAKEN IN PRIVATE  
BY CHARNWOOD BOROUGH  
COUNCIL'S EXECUTIVE**

**Published  
8th February 2023**

**What is a Key Decision?**

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £150,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases, the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

**What is a Private Meeting?**

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

**Representations**

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

**Other information**

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

Karen Widdowson  
Democratic Services Manager  
Charnwood Borough Council,  
Southfield Road, Loughborough, Leicestershire, LE11 2TX  
Tel: 01509 634785  
Email: [democracy@charnwood.gov.uk](mailto:democracy@charnwood.gov.uk)

## FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
UK Shared Prosperity Fund 'Future Charnwood Investment Plan' - Programme of Delivery	To approve the delivery programme for the Future Charnwood Investment Plan.	Cabinet	9th February 2023	Report	Yes	Chris Grace Head of Economic Development and Regeneration Tel: 01509 634534 <a href="mailto:christopher.grace@charnwood.gov.uk">christopher.grace@charnwood.gov.uk</a>
Review of Sheltered Accommodation - St Michael's Court, Thurmaston	To authorise the Director of Housing and Wellbeing to proceed on the basis outlined in the report, and to commence the necessary procurement exercises, including that for a main contractor, to deliver the new scheme, subject to planning permission.	Cabinet	9th February 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	9th February 2023  27th February 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Medium-Term Financial Strategy 2023-26 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2023-24	To seek approval to a Medium-Term Financial Strategy 2023-26 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2023-24 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet  Council	9th February 2023  27th February 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
2023-24 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget for 2023-24 and to propose the Council Tax for approval by Council.	Cabinet  Council	9th February 2023  27th February 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Resettlement Service 2023-2024	To approve the extension of fixed-term positions in Resettlement Service to 31st March 2024.	Officer Delegated Decision – Chief Executive	13th February 2023	Delegated Decision Document	Yes  Delegated Decision Document will be publicly available.	Katie Moore Head of Strategic Housing Tel: 01509 634671 <a href="mailto:katie.moore@charnwood.gov.uk">katie.moore@charnwood.gov.uk</a>
EZ Forward Funding Request – Charnwood Campus Building B28E	To request c£4.5m forward funding to support development of Building B28E within Charnwood Campus site in Enterprise Zone.	Cabinet	9th March 2023	Report	Yes, but exempt appendix.	Simon Jackson Director Finance, Governance and Contracts Tel: 01509 634699 <a href="mailto:simon.jackson@charnwood.gov.uk">simon.jackson@charnwood.gov.uk</a>
Adoption of the Leicestershire Resources and Waste Strategy 2022-2050	To adopt the Leicestershire Resources and Waste Strategy 2022-2050.	Cabinet	9th March 2023	Report	Yes	Matt Bradford Head of Contracts, Leisure, Waste and Environment Tel: 01509 634695 <a href="mailto:matthew.bradford@charnwood.gov.uk">matthew.bradford@charnwood.gov.uk</a>
Business Rates Write-Off	To approve the write-off of outstanding uncollectable business rates debt.	Cabinet	9th March 2023	Report	Yes	Simon Jackson Director Finance, Governance and Contracts Tel: 01509 634699 <a href="mailto:simon.jackson@charnwood.gov.uk">simon.jackson@charnwood.gov.uk</a>
Housing Revenue Account (HRA) Asset Management Strategy	To approve the HRA Asset Management Strategy.	Cabinet	9th March 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

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Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	9th March 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	9th March 2023	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Corporate Delivery Plan 2023/24	To approve the Corporate Delivery Plan 2023-24.	Cabinet	9th March 2023	Report	Yes	Helen Gretton Head of Transformation, Strategy and Performance Tel: 01509 634556 <a href="mailto:helen.gretton@charnwood.gov.uk">helen.gretton@charnwood.gov.uk</a>
Shepshed Public Realm Project: Market Place	To consider the target price for the implementation of the Shepshed public realm works in Market Place and to approve the construction programme so that the contractors can be instructed to progress to Stage Two and commence construction works.	Cabinet	13th April 2023	Report	No	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Partnership Arrangement with Leicestershire County Council for Strategic Human Resources Services	To enter into a 5 year partnership arrangement with LCC in relation to strategic HR services (with provision to extend).	Cabinet	1st June 2023	Report	Yes	Adrian Ward Head of Governance and Human Resources Tel: 01509 634573 <a href="mailto:adrian.ward@charnwood.gov.uk">adrian.ward@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	6th July 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

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Capital Plan Outturn 2022/23	To report the Council's capital expenditure results for 2022/23 subject to audit.	Cabinet	6th July 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
General Fund and HRA Revenue Outturn Report (2022/23) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2022/23 subject to audit.	Cabinet	6th July 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	14th September 2023  6th November 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	16th November 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Draft Capital Plan (2024-25 to 2026-27)	To seek approval to the draft capital plan for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Draft General Fund and HRA 2024-25 Budgets	To seek approval to the Draft Revenue Budget for 2024-25 as a basis for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

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Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	14th December 2023  15th January 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Charnwood Grants – Strategic Partners (2024/25-2025/26)	To put forward recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	11th January 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

## **EXECUTIVE MEETINGS TO BE HELD IN PRIVATE**

The following items are due to be considered by the Council's Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

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EZ Forward Funding Request – Charnwood Campus Building B28E	To request c£4.5m forward funding to support development of Building B28E within Charnwood Campus site in Enterprise Zone.	Cabinet	9th March 2023	Report	Yes, but exempt appendix.	Simon Jackson Director Finance, Governance and Contracts Tel: 01509 634699 <a href="mailto:simon.jackson@charnwood.gov.uk">simon.jackson@charnwood.gov.uk</a>
Shepshed Public Realm Project: Market Place	To consider the target price for the implementation of the Shepshed public realm works in Market Place and to approve the construction programme so that the contractors can be instructed to progress to Stage Two and commence construction works.	Cabinet	13th April 2023	Report	No	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **CABINET MEMBERS**

Members of the Council's Cabinet are as follows:

Name (Group)	Lead Member Responsibilities
Councillor Morgan (Conservative)	<b>Leader of the Council</b> Strategic Relationships, Democratic Services, Legal Services, HR, Electoral Services, Land Charges, Investments and Development, Regeneration, Communications and Inward Investment.
Councillor Barkley (Conservative)	<b>Deputy Leader of the Council Finance and Property Services</b> Council Tax, Business Rates, Revenues and Benefits, Property Services and Building Control, and Audit & Risk.
Councillor Bailey (Conservative)	<b>Planning</b> Development Control, Conservation & Landscape and S106 Agreements.
Councillor Baines (Conservative)	<b>Investment</b> Strategy and monitoring of Council investments (treasury and commercial) and monitoring of the Council's capital programme.
Councillor Bokor (Conservative)	<b>Loughborough</b> Loughborough Markets & Fairs, Museums, Town Centre Management, Town Hall, Loughborough Public Conveniences, Arts & Culture, Open Spaces, Grounds Maintenance and Engineering.
Councillor Harper-Davies (Conservative)	<b>Community Support</b> Community Safety & Neighbourhood Management, Community Grants, Children & Young People, CCTV, Sports & Recreation, Leisure Centres, Waste and Waste Education.
Councillor Mercer (Conservative)	<b>Private Housing</b> Refugee Resettlement, Housing Option, Allocations & Lettings, Housing Needs, Empty Homes and HMO Licensing.
Councillor Poland (Conservative)	<b>Public Housing</b> Repairs & Investment, Tenancy Management, Supported Housing, Rents & Income Management, Leaseholders and Lifeline, and Equalities.
Councillor Rattray (Conservative)	<b>Business Support</b> Regulatory Services, Parking, Env Health, Street Management, Licensing, Tourism and High Street Recovery.
Councillor Rollings (Conservative)	<b>Transformation</b> Carbon Neutral by 2030, ICS, Customer Relationships, Organisational Development & Improvements and Emergency Planning.