



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

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**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?
Housing Standards Service – Staffing Resources	To increase staffing resources to ensure sufficient capacity for the delivery of the housing standards service, including the mandatory, additional and selective licensing schemes.	Chief Executive	23rd August 2023	Delegated Decision Document	No	Katie Moore Head of Strategic Housing Tel: 01509 634671 <a href="mailto:katie.moore@charnwood.gov.uk">katie.moore@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>
Revenues & Benefits Service – Future Options	To approve the recommendation for the future delivery of the Revenues and benefits Service from October 2024 onwards.	Cabinet	14th September 2023	Report	No	Karey Summers Director Customer Experience Tel: 01509 634923 <a href="mailto:karey.summers@charnwood.gov.uk">karey.summers@charnwood.gov.uk</a>
Climate Change Strategy & Action Plan	To consider the Climate Change Strategy & Action Plan which sets out the Council's commitment to take action on climate change.	Cabinet	12th October 2023	Report	Yes	Justin Henry Director Commercial and Economic Development Tel: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
Review of the Planning Enforcement Plan	To approve the Planning Enforcement Plan.	Cabinet	12th October 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>
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>

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?
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>
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>
Economic Development Strategy 2023-27	To approve an Economic Development Strategy for the borough.	Cabinet	14th December 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>
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>
New Capital Plan (2024-25 to 2026-27)	To approve the Capital Plan.	Cabinet  Council	8th February 2024  26th February 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>

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Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	8th February 2024  26th February 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>
Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2024-25	To seek approval to a Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2024-25 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet  Council	8th February 2024  26th February 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>
2024-25 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget for 2024-25 and to propose the Council Tax for approval by Council.	Cabinet  Council	8th February 2024  26th February 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>
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	7th March 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>
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	7th March 2024	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>

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Corporate Delivery Plan 2024/25	To approve the Corporate Delivery Plan 2024-25.	Cabinet	7th March 2024	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>
General Fund and HRA Revenue Outturn Report (2023/24) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2023/24 subject to audit.	Cabinet	July 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>
Capital Plan Outturn 2023/24	To report the Council's capital expenditure results for 2023/24 subject to audit.	Cabinet	July 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	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2024/25.	Cabinet	July 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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Revenues & Benefits Service – Future Options	To approve the recommendation for the future delivery of the Revenues and benefits Service from October 2024 onwards.	Cabinet	14th September 2023	Report	No	Karey Summers Director Customer Experience Tel: 01509 634923 <a href="mailto:karey.summers@charnwood.gov.uk">karey.summers@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:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor Miah (Labour)	<b>Leader of the Council</b> Responsibility for Corporate Strategy and oversight, Strategic Relationships, Communications, Corporate Performance, Emergency Planning, Equalities, Diversity and Inclusion.
Councillor Hamilton (Labour)	<b>Deputy Leader – Public and Private Sector Housing</b> Responsibility for Repairs & Investment, Tenancy Management, Supported Housing, Rents & Income Management, Leaseholders and Lifeline, Refugee Resettlement, Housing Options, Allocations & Lettings, Housing Needs, Empty Homes and HMO Licensing. Training and Development (Members and officers).
Councillor Ashcroft (Labour)	<b>Finance, Customer &amp; Support Services, Revenues and Benefits</b> Responsibility for Capital and Revenue budgets and the MTFS. Revenues and Benefits services, Audit & Risk Democratic Services, Legal Services, HR, Electoral Services, ICS and customer experience.
Councillor Jadeja (Labour)	<b>Planning</b> Responsibility for Development Control, Conservation & Landscape, Building Control and S106 Agreements.
Councillor Jones (Labour)	<b>Climate Action, Net Zero, Property and Assets</b> Responsibility for Climate Action and Net Zero and Property and Assets, Armed Forces.
Councillor Tillotson (Labour)	<b>Economic Development, Regeneration and Town Centres</b> Responsibility for Economic Development strategy and policy, Enterprise Zone, Town Deal and UKSPF. Markets & events, Town Centre Management, Public Conveniences, Tourism and visitor economy.
Councillor A. Gray (Labour)	<b>Waste, Open Spaces and Leisure Facilities</b> Responsibility for Waste strategy and services, Open Spaces strategy, Grounds Maintenance and Engineering, Leisure Centres, Town Hall and Museums.
Councillor Blackshaw (Labour)	<b>Communities and Neighbourhoods</b> Responsibility for Community Safety & Neighbourhood Development, Community Grants, Safeguarding, CCTV, Sports & Active Recreation, Regulatory Services, Parking, Env Health, Street Management and Licensing.