

APPENDIX A

Executive Forward Plan – July 2007

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
12/07/2007	To consider the outcome of the review of the Theme Adviser posts	Leader of the Council	Head of Legal & Democratic Services	Bob Gillis, Democratic Services Manager 01935 462563	District Executive	Yes	19/07/07	All portfolio holders, Heads of Service and the previous Theme Advisers will be consulted in the preparation of this report.
12/07/2007	Quarterly Performance Monitoring Report - 4th Quarter 2006/7	Leader of the Council	Assistant Chief Executive	Tony Johnson, Performance Support Officer 01935 462172	District Executive	No		To consider the latest report on the performance of council services.
12/07/2007	Statement of Community Involvement - Adoption	Economic Development, Planning and Transport	Head of Economic Development, Planning & Transport	Andy Foyne, Head of Economic Development, Planning & Transport 01935 462650	District Executive	Yes	19/07/07	To formally adopt the Statement of Community Involvement following consideration by the Planning Inspector
12/07/2007	Transfer of Local Authority Assets to the Community	Environment and Property	Head of Engineering & Property	Brian Tufton, Head of Engineering & Property 01935 462220	District Executive	No		To consider principles to be agreed to be incorporated into the disposal policy and asset management plan.
12/07/2007	Transfer of Land Management Responsibilities of Eastfield Nature Reserve, High Ham	Environment and Property	Head of Engineering & Property	Brian Tufton, Head of Engineering & Property 01935 462220	District Executive	No		To consider granting a lease on the land to a local conservation charity.
12/07/2007	To consider the Food Safety Service Plan and	Housing, Environmental Health and	Head of Environmental Health &	Laurence Willis, Head of Environmental	District Executive	No		Statutory reports required to be approved by members each year

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	Health and Safety Service Plan	Inclusion	Community Protection	Health & Community Protection 01935 462428				
02/08/2007	Yeovil Innovation Centre - Update Report	Economic Development, Planning and Transport	Head of Economic Development, Planning & Transport	Andy Foyne, Head of Economic Development, Planning & Transport 01935 462650	District Executive	No		To receive an update on the Innovation Centre.
12/07/2007	To establish a new District Executive Working Group on Asset Management	Environment and Property	Corporate Director (Environment)	Vega Sturgess, Corporate Director (Environment) 01935 462200	District Executive	No		To re-constitute the Accommodation Working Group as and Asset Management Strategy Group
12/07/2007	To consider recommending conferring the title of honorary alderman on persons, who have, in the opinion of the Council, rendered eminent service to the Council.	Leader of the Council	Head of Legal & Democratic Services	Bob Gillis, Democratic Services Manager 01935 462563	District Executive	Yes	19/07/07	This report will make recommendations on whether to confer the title of honorary alderman on persons who have rendered eminent service to the Council. The title can be conferred on former members of the Council and the award has to be agreed at a special meeting of Council, which would be held before the ordinary meeting in September 2007.
12/07/2007	Application for Foundation Trust Status - Somerset Partnership NHS Trust	Leader of the Council	Corporate Director (Health & Well-Being)	David Stapleton, Corporate Director (Health & Well-Being)	District Executive	No		To receive a report on the application.

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12/07/2007	Development of Hydropower in South Somerset and the Waterlinks Lottery Bid - information report.	Environment and Property	Head of Economic Development, Planning & Transport	Keith Wheaton-Green, Environmental Projects Officer 01935 462651	District Executive	No		During 2001 the mill owners group was formed whose aim was the development of hydropower at their historic mill sites. On 1st October 2001 a partnership of the group and the Council achieved a £5,600 Carbon Reduction Innovation grant from the Energy Saving Trust (EST) towards the cost of feasibility for 15 sites within South Somerset. This report updates members on the latest position.
12/07/2007	Disposal of plots on Chard Business Park	Economic Development, Planning and Transport	Head of Economic Development, Planning & Transport	Andy Foyne, Head of Economic Development, Planning & Transport 01935 462650	District Executive	No		To agree the terms for the disposal of two plots on the Business Park. The details of the sale will be in closed session.
02/08/2007	Update report on the Housing Options IT System with details of any implications arising from the project.	Housing, Environmental Health and Inclusion	Head of Housing & Welfare	Colin McDonald, Head of Housing & Welfare 01935 462941	District Executive	No		The ICT Funding Committee in May 2007 agreed that contract for the Housing IT system be proceeded with in partnership with all, or three, of the following local authorities: Sedgemoor, Mendip, Taunton Deane and West Somerset. It also agreed the funding and asked for an update report to District Executive.
19/07/2007	To agree the award of Somerset Waste Partnership contract	Environment and Property	Corporate Director (Environment)	Vega Sturgess, Corporate Director (Environment) 01935 462200	District Executive	No		This has been discussed with all districts and County as part of the joint working to establish the Somerset Waste Board. There are joint meetings of directors and legal advisers working on the establishment of the partnership.

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02/08/2007	To adopt the Private Sector Housing Strategy 2007-10 including the Council's policy for awarding private sector housing grants and providing other related financial assistance.	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Alasdair Bell Deputy Head of Service Environmental Health & Community Protection 01458 257440	District Executive	No		The Council's Private Sector Housing Strategy was last reviewed in June 2005 and is now due to be revised and updated. Since the last strategy was produced there have been a number of legislative changes affecting the way the Council works with the private sector and the new strategy will reflect those changes.
02/08/2007	Revenue and capital budget quarterly monitoring reports - 1st Quarter 2007/8	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		To consider the latest budget monitoring reports.
02/08/2007	Housing Development Programme Update	Housing, Environmental Health and Inclusion	Head of Housing & Welfare	Lynne Axford, Principal Housing Development Officer 01935 462944	District Executive	No		To update District Executive on the Housing Development Programme, and schemes within the Programme, over the past year.
02/08/2007	To agree an Anti-Money Laundering Policy for South Somerset District Council.	Finance, Revenues and Support Services	Head of Finance	Donna Parham, Head of Finance 01935 462320	District Executive	No		This report was considered by the Audit Committee on 28th June. That Committee recommended that District Executive approve this policy.

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02/08/2007	Prince's Street Enhancement Scheme - Release of Yeovil Vision Funding	Area South (Community Safety & the Yeovil Vision)	Area Development (South)	Martin Woods, Area Development Manager - South 01935 462708	District Executive	No		The report has been discussed at the Area South Committee and discussed with the community as a Yeovil Vision Project.
02/08/2007	Management of on street car parking - civil parking enforcement	Environment and Property	Head of Engineering & Property	Brian Tufton, Head of Engineering & Property 01935 462220	District Executive	No		To consider a report on the management of on street car parking.
02/08/2007	To agree revisions to Council Disciplinary Policy	Finance, Revenues and Support Services	Assistant Chief Executive	Mike Holliday, HR & Performance Manager 01935 462637	District Executive	Yes	20/09/07	The trades unions have been consulted in the preparation of the policy.
06/09/2007	To agree Quality Parish Charter for consultation	Leader of the Council	Head of Legal & Democratic Services	Bob Gillis, Democratic Services Manager 01935 462563	District Executive	No		This report will ask District Executive to agree a draft charter for consultation with parish councils in accordance with the Quality Parish Scheme.
04/10/2007	Medium Term Financial Plan - to agree arrangements for the preparation of the Council's budgets for 2008/9	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		The Scrutiny Committee will be consulted as part of the preparation of the budget. Appropriate public consultation will also take place.
04/10/2007	To adopt a County Wide Air Quality Strategy	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Laurence Willis, Head of Environmental Health & Community Protection 01935 462428	District Executive	No		This report will propose a County Wide Air Quality Strategy and is being developed in consultation with other district councils.

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04/10/2007	Capital Programme - Proposed Schemes for inclusion in 2008/09 Programme	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		The Scrutiny Committee will be consulted as part of the development of the Capital Programme
01/11/2007	Quarterly Performance Monitoring Report - 1st Quarter 2007/8	Leader of the Council	Assistant Chief Executive	Tony Johnson, Performance Support Officer 01935 462172	District Executive	No		To consider the latest report on the performance of council services.
01/11/2007	Revenue and capital budget quarterly monitoring reports - 2nd Quarter 2007/8	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		To consider the latest budget monitoring reports.
06/12/2007	To consider initial recommendations on revenue budget for 2008/9 and Medium Term Financial Plan	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		The Scrutiny Committee will be consulted as part of the preparation of the budget. Appropriate public consultation will also take place.
03/01/2008	Revenue Budget 2008/09 - Medium Term Financial Strategy/ Plan and Revised Capital Programme Update	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		Update on preparation of budgets for following year.

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07/02/2008	To agree the level of Council Tax for 2008/9	Leader of the Council	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	Yes	21/02/08	The District Executive recommends the level of Council Tax as part of its budget report for next year. The full Council agrees the level of Council Tax for South Somerset and the final bills for households including precepts levied by the County Council, police, fire service and parish councils.
07/02/2008	Revenue Budget 2008/09 - Medium Term Financial Strategy/ Plan and Revised Capital Programme	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	Yes		This report will include recommendations on the Council's Revenue and Capital Budgets, which are also considered by the Scrutiny Committee. The budgets are required to be approved by the full Council
07/02/2008	To agree the Council's Treasury Management Strategy and Investment Policy 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	Yes	21/02/08	The decision on the Council's Financial Strategy has to be taken by the full Council.
07/02/2008	Revenue and capital budget quarterly monitoring reports - 3rd Quarter 2007/8	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		Regular monitoring report.

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tbc	To approve the final draft of the Sustainable Community Strategy	Leader of the Council	Area Development (East)	Helen Rutter, Head of Area Development (East) 01963 435012	District Executive	Yes		The Local Strategic Partnership develops the strategy in consultation with a wide cross section of community groups, and partnerships. As of May 2007 the draft document is about to go for consultation and the outcome will be reported to members towards the end of 2007 - date to be confirmed.
tbc	Outcome of consultation on Changes to Street Trading Policy and approval of finalised policy	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Julia Bradburn, Licensing Team Leader 01935 462113	District Executive	Yes		The District Executive agreed that public notice be given of the new Street Trading Policy - allowing street trading throughout the district - and the Licensing Committee has been consulted. The final decision on the adoption of the legislation will be taken by the full Council
	Proposal to indemnify members/ officers as a consequence of a change on the legal position in respect of serving on outside bodies	Finance, Revenues and Support Services	Head of Legal & Democratic Services	Ian Clarke, Head of Legal & Democratic Services 01935 462184	District Executive	No		Reports on members on outside bodies, including new guidance for members, have been considered by the Health and Housing Policy Panel and the Standards Committee. The new guidance will also be reported to full Council on 18th May.
tbc	To receive a report on Procurement and savings targets	Finance, Revenues and Support Services	Assistant Chief Executive	Gary Russ, Procurement Manager 01935 462076	District Executive	No		Update report requested by the District Executive when considering the revenue budget outturn report for 2006/7.