

Executive Forward Plan – January 2008

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
07/02/08	Replacement Finance System	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive	No		This report will ask the District Executive to consider a report into replacing the Finance system
07/02/08	To agree the allocation of the Planning Delivery Grant	Economic Development, Planning and Transport	Corporate Director (Economic Vitality)	Andy Foyne, Head of Economic Development, Planning & Transport 01935 462650	District Executive	No		This report will ask the District Executive to approve the allocation of the Planning Delivery Grant
07/02/08	To agree Quality Parish Charter for consultation	Leader of the Council	Head of Legal & Democratic Services	Ian Clarke, Head of Legal & Democratic Services 01935 462184	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.
07/02/08	Revenue and capital budget quarterly monitoring reports – 3rd Quarter 2007/8	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive	No		Regular monitoring report.
07/02/08	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 462225	District Executive	Yes	21/02/08	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

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07/02/08	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 462225	District Executive	Yes	21/02/08	The decision on the Council's Financial Strategy has to be taken by the full Council.
07/02/08	To agree the level of Council Tax for 2008/9	Leader of the Council	Financial Services	Donna Parham, Head of Finance 01935 462225	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.
07/02/08	Economic Development Strategy - Draft	Economic Development, Planning and Transport	Head of Economic Development, Planning and Transport	Andy Foyle Head of Economic Development, Planning & Transport 01935 462650	District Executive	Yes – Final Strategy		A comprehensive consultation programme including internal and external stakeholders will be undertaken as part of the strategy development process.
07/02/08	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
10/03/08	Revisions to Standing Orders for Contracts and new Procurement Procedure Rules.	Finance, Revenues and Support Services	Corporate Director (Communities)	Gary Russ, Procurement and Support Services Manager 01935 462076	District Executive	Yes		This report will ask District Executive to agree the revisions to Standing Orders for Contracts and new Procurement Procedure Rules and to recommend their adoption by Council. The Audit Committee is being consulted on the documents.

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10/03/08	Quarterly performance report – 3 rd quarter 2007/08	Leader	HR & Performance Manager	Tony Johnson, Performance Officer 01935 462172	District Executive	No		
10/03/08	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.
10/03/08	Provision of Public Conveniences in Yeovil	Environment and Property	Corporate Director (Environment)	Brian Tufton, Head of Engineering and Property 01935 462220	District Executive	No		
03/04/08	Housing Capital Programme	Housing, Environmental Health and Inclusion	Head of Housing	Colin McDonald Head of Housing & Welfare 01935 462941	District Executive	No		This report will look at site specific designation and/or re-designation.
03/04/08	Report on legislative changes impacting on aspects of the Licensing Service	Housing, Environmental Health and Inclusion	Head of Environmental Protection	Laurence Willis, Head of Environmental Health and Community Protection 01935 462428	District Executive	No		All Area Committees will be consulted as will the Licensing Committee.
05/06/08	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	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.

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05/06/08	Revenue and Capital Budget Outturn Report for 2007/08	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/08/08	Frontline Members Grant Scheme – Pilot evaluation	Leader	Head of Area Development - East	Alice Knight Voluntary Sector Development Officer 01963 435061	District Executive	No		It was agreed to operate a frontline Councillor grant scheme in 2007. At that time it was agreed that the scheme would be reviewed after 12 months to allow Members to evaluate the impact of the scheme.
05/08/08	Revenue Budget Monitoring 1st Quarter 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/08/08	Capital Programme Monitoring 1st Quarter 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
02/10/08	Medium Term Financial Plan 2009/10	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
06/11/08	Revenue Budget Monitoring 2nd Quarter 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
06/11/08	Capital Programme Monitoring 2nd Quarter 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			

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06/11/08	To review the Capital Programme and bids for new schemes for 200/9/10	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/02/09	Revenue Budget Monitoring 3rd Quarter 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/02/09	To agree the level of Council tax for 2009/10	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/02/09	Capital Programme Monitoring 3rd Quarter 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/02/09	To agree the Council's Treasury Management Strategy and Investment Policy 2009/10	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
tbc	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.

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tb	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 develop 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.

APPENDIX B

Purpose of Document	Portfolio	Head of Service	Response to be Agreed By	Contact	Deadline for Response
Streamlining Local Development Frameworks: Consultation from DCLG	Economic Development, Planning and Transport	Andy Foyne Head of Economic Development, Planning and Transport	To be agreed in discussion with the Leader	Andy Foyne	19/02/08