

# Forward Plan

1 OCTOBER 2009

## What is the forward plan?

The forward plan is a list of the key decisions and other planned Executive and Executive Member decisions the council intends to take over a four-month period from 1 October 2009. The plan is updated monthly and published at least 14 days before it comes into effect.

## What is a key decision?

Key decisions are defined as decisions which, in the view of the relevant Strategic Director, are likely:

- *to incur expenditure or make savings which are significant*
- *to be significant in its effect on communities within more than one ward*

Officers may also include other items that do not fit the above definition in the forward plan on a voluntary basis.

## What does the forward plan tell me?

The plan gives information about:

- what decisions (key and otherwise) are coming forward in the next four months and beyond
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to, and how
- what documents you can ask for

- who you can contact for further information

### **Who takes key decisions?**

Key decisions are taken by the Executive, individual Executive Members, individual officers or a committee acting under delegated powers. Most key decisions are taken at public meetings.

### **Who can I contact?**

Each entry in the plan indicates the names of all the relevant people to contact about that particular item.

### **How do I make contact?**

The telephone numbers for the relevant officers are listed in the individual entries in the forward plan. The contact details for the Executive Members are available on the Council's website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk) or by telephoning the Council offices on 01235 520202.

### **How do I get copies of agenda papers?**

The agenda papers for Executive meetings are available five working days before the meeting on the Council's website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk). Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, The Abbey House, Abingdon, OX14 3JE, tel: 01235 540307, e-mail: [steve.culliford@whitehorsedc.gov.uk](mailto:steve.culliford@whitehorsedc.gov.uk).

On occasions, the papers you request may contain exempt or confidential information. If this is the case, we will explain why it is not possible to make copies available.

### **How to make representations to the Executive**

Members of the public wishing to address a meeting of the Executive on an issue relating to the Council's powers and duties should notify the Head of Legal and Democratic Services by 10am on the day of the meeting. Please contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, The Abbey House, Abingdon, OX14 3JE, tel: 01235 540307, e-mail: [steve.culliford@whitehorsedc.gov.uk](mailto:steve.culliford@whitehorsedc.gov.uk).

# Forward Plan

DECISION AND PURPOSE	KEY DECISION ?	DECISION MAKER	DATE FIRST ON FORWARD PLAN	EXECUTIVE PORTFOLIO HOLDER	PRINCIPAL CONSULTEES INCLUDING COMMITTEES	CONTACT OFFICER	BACKGROUND DOCUMENTS
<b>Community Grants - to consider Vale-wide grant applications</b>	No	Executive 2 Oct 2009	March 2009	Councillor Tony de Vere	Executive portfolio holder	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria
<b>Performance Monitoring Report: April to June 2009 - to monitor performance and take any necessary action</b>	No	Executive 2 Oct 2009	March 2009	Councillor Tony de Vere	Executive portfolio holder	Robert Woodside Tel. 01235 547614 E-mail: <a href="mailto:robert.woodside@whitehorsedc.gov.uk">robert.woodside@whitehorsedc.gov.uk</a>	Performance monitoring data
<b>Budget Position 2009/10 April – July 2009 and updated Medium Term Plan</b>	No	Executive 2 Oct 2009	October 2009	Councillor Jerry Patterson	Consult Executive Portfolio Holder	William Jacobs, Head of Finance Tel. 01235 540455 E-mail: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Executive reports for Budget Position 2009/10 April – July 2009 and updated Medium Term Plan
<b>Restructuring the Council's Direct Service Organisation</b>	KEY	Executive 2 Oct 2009	September 2009	Councillor Jenny Hannaby	Consult Executive Portfolio Holder	Mike Mackay, Head of Commercial Services Tel. 01235 540337 E-mail: <a href="mailto:michael.mackay@southandvale.gov.uk">michael.mackay@southandvale.gov.uk</a>	Executive reports for Restructuring the Council's Direct Service Organisation

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<b>Safeguarding Children and Vulnerable Adults Policy</b>	No	Executive 2 Oct 2009	September 2009	Councillor Tony de Vere	Consult Executive Portfolio Holder Consult South Oxfordshire District Council	Matt Prosser Tel. 01235 540303 E-mail: <a href="mailto:matt.prosser@southandvale.gov.uk">matt.prosser@southandvale.gov.uk</a>	Executive reports for Safeguarding Children and Vulnerable Adults Policy
<b>Tender Evaluation Policy</b>	No	Executive 2 Oct 2009	October 2009	Councillor Jerry Patterson	Consult Executive Portfolio Holder for Finance	Geoff Bushell Tel. 01491 823024 E-mail: <a href="mailto:geoff.bushell@southoxon.gov.uk">geoff.bushell@southoxon.gov.uk</a>	Executive reports for Tender Evaluation Policy
<b>Ridgeway Shared Services Performance Monitoring</b>	No	Ridgeway Shared Service Partnership Strategic Board 2 Nov 2009	March 2009	Councillors Mary de Vere and Jerry Patterson	Ridgeway Shared Services Partnership Strategic Board members	William Jacobs, Head of Finance Tel. 01235 540455 E-mail: <a href="mailto:william.jacobs@whitehorsedc.gov.uk">william.jacobs@whitehorsedc.gov.uk</a>	Performance monitoring data
<b>Local Development Framework - Core Strategy</b>	KEY	Executive 4 Dec 2009	August 2009	Councillor Mary de Vere	Consult Strategic and Local Planning Advisory Group and Executive Portfolio Holder	Katie Barrett Tel. 01235 540339 E-mail: <a href="mailto:katie.barrett@whitehorsedc.gov.uk">katie.barrett@whitehorsedc.gov.uk</a>	Executive reports for Local Development Framework - Core Development

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<b>Local Development Framework: Statement of Community Involvement</b>	No	Executive 4 Dec 2009	October 2009	Councillor Mary de Vere	Consult Strategic and Local Planning Advisory Group and the Executive Portfolio Holder	Katie Barrett Tel. 01235 540339 E-mail: <a href="mailto:katie.barrett@whitehorsedc.gov.uk">katie.barrett@whitehorsedc.gov.uk</a>	Executive reports for Local Development Framework: Statement of Community Involvement
<b>Local Development Framework: Supplementary Planning Documents 1. Residential Design Guide, and 2. Sustainable Design and Construction of Resource Efficient Buildings</b>	No	Executive 4 Dec 2009	October 2009	Councillor Mary de Vere	Consult Strategic and Local Planning Advisory Group and Executive Portfolio Holder	Katie Barrett Tel. 01235 540339 E-mail: <a href="mailto:katie.barrett@whitehorsedc.gov.uk">katie.barrett@whitehorsedc.gov.uk</a>	Executive reports for Local Development Framework: Supplementary Planning Documents 1. Residential Design Guide, and 2. Sustainable Design and Construction of Resource Efficient Buildings
<b>Corporate Property Review</b>	KEY	Executive 4 Dec 2009	September 2009	Councillor Richard Webber	Consult Executive Portfolio Holder	Chris Tyson, Head of Leisure Economy and Property Tel. 01235 540378 E-mail: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Executive reports for Corporate Property Review

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<b>Corporate Governance Second Quarter 2009/10 - to monitor performance and take any necessary action</b>	No	Executive 4 Dec 2009	March 2009	Councillor Tony de Vere	Executive portfolio holder	Robert Woodside Tel. 01235 547614 E-mail: <a href="mailto:robert.woodside@whitehorse-dc.gov.uk">robert.woodside@whitehorse-dc.gov.uk</a>	Performance monitoring data
<b>Brown Bins - Options for Changes to Annual Charging</b>	No	Executive 4 Dec 2009	October 2009	Councillors Jenny Hannaby and Jerry Patterson	Consult Executive Portfolio Holders for Waste and Finance	Mike Mackay, Head of Commercial Services Tel. 01235 540337 E-mail: <a href="mailto:michael.mackay@southandy-ale.gov.uk">michael.mackay@southandy-ale.gov.uk</a>	Executive reports for Brown Bins - Options for Changes to Annual Charging
<b>Ridgeway Shared Services Performance Monitoring</b>	No	Ridgeway Shared Service Partnership Strategic Board 1 Feb 2010	March 2009	Councillors Mary de Vere and Jerry Patterson	Ridgeway Shared Services Partnership Strategic Board members	William Jacobs, Head of Finance Tel. 01235 540455 E-mail: <a href="mailto:william.jacobs@whitehorsedc.gov.uk">william.jacobs@whitehorsedc.gov.uk</a>	Performance monitoring data
<b>Executive Budget Proposals 2010/11</b>	KEY	Executive 5 Feb 2010	March 2009	All Executive portfolio holders	Executive portfolio holders	Alice Brander Tel. 01235 540429 E-mail: <a href="mailto:alice.brander@whitehorsedc.gov.uk">alice.brander@whitehorsedc.gov.uk</a>	Draft revenue budget 2010/11 and capital programme to 2013/14
<b>Treasury Management and Investment Strategy 2010/11 - to recommend Council to approve the strategy</b>	KEY	Executive 5 Feb 2010	March 2009	Councillor Jerry Patterson	Executive portfolio holder	Steve Lawrence Tel. 01235 540321 E-mail: <a href="mailto:stephen.lawrence@whitehorsedc.gov.uk">stephen.lawrence@whitehorsedc.gov.uk</a>	Existing Treasury Management and Investment Strategy

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<b>Corporate Governance Third Quarter 2009/10 - to monitor performance and take any necessary action</b>	No	Executive 5 Feb 2010	March 2009	Councillor Tony de Vere	Executive portfolio holder	Robert Woodside Tel. 01235 547614 E-mail: <a href="mailto:robert.woodside@whitehorsedc.gov.uk">robert.woodside@whitehorsedc.gov.uk</a>	Performance monitoring data
<b>Community Grants - to consider Vale-wide grant applications</b>	No	Executive 9 Apr 2010	June 2009	Councillor Tony de Vere	Consult Executive Portfolio Holder	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Executive reports for Community Grants - to consider Vale-wide grant applications
<b>Revenue Budget Carry Forwards Requests</b>	No	Executive 9 Apr 2010	June 2009	Councillor Jerry Patterson	Consult Executive Portfolio Holder	Alice Brander Tel. 01235 540429 E-mail: <a href="mailto:alice.brander@whitehorsedc.gov.uk">alice.brander@whitehorsedc.gov.uk</a>	Executive reports for Revenue Budget Carry Forwards Requests
<b>Review of Calendar and E-mail System</b>	No	Executive January 2011	May 2009	Councillor Richard Farrell	Consult Staff groups and Management Team	Andrew Down, Head of HR, IT and Customer Tel. 01235 540372 E-mail: <a href="mailto:andrew.down@whitehorsedc.gov.uk">andrew.down@whitehorsedc.gov.uk</a>	Executive reports for Review of Calendar and E-mail System
<b>Abingdon Area Committee Community Grants - to consider grant applications</b>	No	Abingdon Area Committee 5 Nov 2009	March 2009	Councillor Tony de Vere	Area Committee Chair – Councillor Julie Mayhew-Archer	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria

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<b>Abingdon Area Committee Community Grants - to consider grant applications</b>	No	Abingdon Area Committee 18 Mar 2010	March 2009	Councillor Tony de Vere	Area Committee Chair – Councillor Julie Mayhew-Archer	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria
<b>North East Area Committee Community Grants - to consider grant applications</b>	No	North East Area Committee 19 Oct 2009	March 2009	Councillor Tony de Vere	Area Committee Chair – Councillor Dudley Hoddinott	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria
<b>North East Area Committee Community Grants - to consider grant applications</b>	No	North East Area Committee 1 Mar 2010	March 2009	Councillor Tony de Vere	Area Committee Chair – Councillor Dudley Hoddinott	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria
<b>South East Area Committee Community Grants - to consider grant applications</b>	No	South East Area Committee 13 Oct 2009	March 2009	Councillor Tony de Vere	Area Committee Chair – Councillor Joyce Hutchinson	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria
<b>South East Area Committee Community Grants - to consider grant applications</b>	No	South East Area Committee 9 Mar 2010	March 2009	Councillor Tony de Vere	Area Committee Chair – Councillor Joyce Hutchinson	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria



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<b>West Area Committee Community Grants - to consider grant applications</b>	No	West Area Committee 10 Nov 2009	March 2009	Councillor Tony de Vere	Area Committee Chairman – Councillor Robert Sharp	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria
<b>West Area Committee Community Grants - to consider grant applications</b>	No	West Area Committee 23 Mar 2010	March 2009	Councillor Tony de Vere	Area Committee Chairman – Councillor Robert Sharp	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications and grants criteria