

# Forward Plan

1 May 2010



## 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 May 2010. The plan is updated monthly and published at least 14 days before it comes into effect.

## What is a key decision?

Key decisions are decisions that, 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).

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DECISION AND PURPOSE	KEY DECISION ?	DECISION MAKER	DATE FIRST ON FORWARD PLAN	EXECUTIVE PORTFOLIO HOLDER	PRINCIPAL CONSULTEES INCLUDING COMMITTEES	CONTACT OFFICER	BACKGROUND DOCUMENTS
<b>Middle management development programme</b>	No	Executive Portfolio Holder with delegated authority for Legal and Democratic Services 1 May 2010	May 2010	Councillor Richard Farrell	Consult Executive portfolio holder	Andrew Down, Head of HR, IT and Customer Tel. (01235) 540372 Email: <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	None.
<b>Ridgeway Shared Services Performance Monitoring</b>	No	Ridgeway Shared Service Partnership Strategic Board 10 May 2010	November 2009	Councillors Mary de Vere and Jerry Patterson	Consult Executive Portfolio Holders	William Jacobs, Head of Finance Tel. 01235 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Executive reports for Ridgeway Shared Services Performance Monitoring
<b>Appointments to advisory groups, joint bodies, and outside bodies 2010/11</b>	No	Executive 19 May 2010	March 2010	Councillor Tony de Vere	Consult Executive members and opposition group leader	Margaret Reed, Head of Legal and Democratic Tel. (01235) 540407 Email: <a href="mailto:margaret.reed@southandvale.gov.uk">margaret.reed@southandvale.gov.uk</a>	Executive reports for Appointments to advisory groups, joint bodies, and outside bodies 2010/11

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<b>Performance Monitoring Report: January to March 2010 - to monitor performance and take any necessary action</b>	No	Executive 28 May 2010	Consult Executive portfolio holder	Councillor Tony de Vere	Consult Executive portfolio folder	Bob Watson Tel. (01235) 547426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a> Robert Woodside Tel. 01235 547614 Email: <a href="mailto:robert.woodside@whitehorse-dc.gov.uk">robert.woodside@whitehorse-dc.gov.uk</a>	Executive reports for Performance Monitoring Report: January to March 2010 - to monitor performance and take any necessary action
<b>Revenue Budget Carry Forwards Requests - to approve any requests</b>	No	Executive 28 May 2010	June 2009	Councillor Jerry Patterson	Consult Executive Portfolio Holder	Bob Watson Tel. 01235 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Executive reports for Revenue Budget Carry Forwards Requests
<b>Allocation of capital funding for maintenance of leisure property portfolio</b>	No	Executive 28 May 2010	February 2010	Councillor Richard Webber	Executive Portfolio Holder	Chris Tyson, Head of Leisure Economy and Property Tel. 01235 540378 Email: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Executive reports for Allocation of capital funding for maintenance of leisure property portfolio
<b>Flood prevention plan</b>	KEY	Executive 28 May 2010	April 2010	Councillor Jenny Hannaby	Consult Executive portfolio holder Consult South Oxfordshire District Council	Mike Mackay, Head of Commercial Services Tel. (01235) 540337 Email: <a href="mailto:mike.mackay@southandvale.gov.uk">mike.mackay@southandvale.gov.uk</a>	Executive reports for Flood prevention plan

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<b>Emergency plan</b>	KEY	Executive 28 May 2010	April 2010	Councillor Jenny Hannaby	Consult Executive portfolio holder Consult South Oxfordshire District Council	Mike Mackay, Head of Commercial Services Tel. (01235) 540337 Email: <a href="mailto:mike.mackay@southandvale.gov.uk">mike.mackay@southandvale.gov.uk</a>	Executive reports for Emergency plan
<b>Bank rolling SEEDA projects in Faringdon</b>	No	Executive 28 May 2010	May 2010	Councillor Richard Webber	Consult Executive portfolio holder	Toby Warren Tel. (01235) 547695 Email: <a href="mailto:toby.warren@southandvale.gov.uk">toby.warren@southandvale.gov.uk</a>	Executive reports for Bank rolling SEEDA projects in Faringdon  Faringdon application for SEEDA Small Rural Towns Programme funding
<b>Corporate plan 2009/12 - annual review</b>	KEY	Executive 2 Jul 2010	April 2010	Councillor Tony de Vere	Consult Executive portfolio holder	Robert Woodside Tel. (01235) 547614 Email: <a href="mailto:robert.woodside@whitehorse.dc.gov.uk">robert.woodside@whitehorse.dc.gov.uk</a>	Executive reports for Corporate plan 2009/12 - annual review
<b>Treasury management and investment review 2009/10</b>	KEY	Executive 2 Jul 2010	March 2010	Councillor Jerry Patterson	Consult Executive portfolio holder	Bob Watson Tel. 01235 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Executive reports for Treasury management and investment review 2009/10

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<b>Market towns strategy</b>	KEY	Executive 2 Jul 2010	April 2010	Councillor Richard Webber	Consult Executive portfolio holder	Suzanne Malcolm, Economic Development Manager Tel. (01491) 823126 Email: <a href="mailto:Suzanne.malcolm@southoxon.gov.uk">Suzanne.malcolm@southoxon.gov.uk</a>	Executive reports for Market towns strategy
<b>Youth strategy</b>	KEY	Executive 2 Jul 2010	April 2010	Councillor Tony de Vere	Consult Executive portfolio holder	Sally Truman, Policy and Community Engagement Manager Tel. (01491) 823046 Email: <a href="mailto:sally.truman@southoxon.gov.uk">sally.truman@southoxon.gov.uk</a>	Executive reports for Youth strategy
<b>Performance monitoring: April to June 2010</b>	No	Executive 2 Jul 2010	March 2010	Councillor Tony de Vere	Consult Executive portfolio holder	Bob Watson Tel. (01235) 547426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a> Robert Woodside Tel. 01235 547614 Email: <a href="mailto:robert.woodside@whitehorse.dc.gov.uk">robert.woodside@whitehorse.dc.gov.uk</a>	Executive reports for Performance monitoring: January to March 2010
<b>Award of public convenience cleaning contract</b>	No	Executive 2 Jul 2010	April 2010	Councillor Jenny Hannaby	Consult Executive portfolio holder	Mike Mackay, Head of Commercial Services Tel. (01235) 540337 Email: <a href="mailto:mike.mackay@southandvale.gov.uk">mike.mackay@southandvale.gov.uk</a>	Executive reports for Award of public convenience cleaning contract

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<b>Financial outturn 2009/10 - to monitor financial performance</b>	No	Executive 3 Sep 2010	March 2010	Councillor Jerry Patterson	Consult Executive portfolio holder	Bob Watson Tel. 01235 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Executive reports for Financial outturn 2009/10 - to monitor financial performance
<b>Performance monitoring: April to June 2010</b>	No	Executive 3 Sep 2010	March 2010	Councillor Tony de Vere	Consult Executive portfolio holder	Bob Watson Tel. (01235) 547426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a> Robert Woodside Tel. 01235 547614 Email: <a href="mailto:robert.woodside@whitehorse-dc.gov.uk">robert.woodside@whitehorse-dc.gov.uk</a>	Executive reports for Performance monitoring: April to June 2010
<b>Oxfordshire County Council Local Transport Plan 3 - to respond to the consultation</b>	No	Executive 3 Sep 2010	January 2010	Councillor Mary de Vere	Consult Executive portfolio holder	Adrian Duffield, Head of Planning Tel. (01235) 540340 Email: <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Executive reports for Oxfordshire County Council Local Transport Plan 3 - to respond to the consultation
<b>Performance monitoring: July to September 2010</b>	No	Executive 5 Nov 2010	March 2010	Councillor Tony de Vere	Consult Executive portfolio holder	Robert Woodside Tel. (01235) 547614 Email: <a href="mailto:robert.woodside@whitehorse-dc.gov.uk">robert.woodside@whitehorse-dc.gov.uk</a>	Executive reports for Performance monitoring: July to September 2010

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<b>Review of Calendar and E-mail System - to review the council's system</b>	No	Executive 7 Jan 2011	May 2009	Councillor Richard Farrell	Consult Staff groups and Management Team	Andrew Down, Head of HR, IT and Customer Tel. 01235 540372 Email: <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>Performance monitoring: October to December 2010</b>	No	Executive 4 Feb 2011	March 2010	Councillor Tony de Vere	Consult Executive portfolio holder	Bob Watson Tel. (01235) 547426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a> Robert Woodside Tel. 01235 547614 Email: <a href="mailto:robert.woodside@whitehorsedc.gov.uk">robert.woodside@whitehorsedc.gov.uk</a>	Executive reports for Performance monitoring: October to December 2010
<b>Capital strategy 2011/12 to 2015/16</b>	KEY	Executive 4 Feb 2011	April 2010	Councillor Jerry Patterson	Consult all Executive portfolio holders	Bob Watson Tel. 01235 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Executive reports for Capital strategy 2011/12 to 2015/16
<b>Treasury management and investment strategy 2011/12 to 2013/14</b>	KEY	Executive 4 Feb 2011	April 2010	Councillor Jerry Patterson	Consult Executive portfolio holder	Bob Watson Tel. 01235 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Executive reports for Treasury management and investment strategy 2011/12 to 2013/14



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<b>Draft budget 2011/12</b>	KEY	Executive 4 Feb 2011	April 2010	Councillor Jerry Patterson	Consult all Executive portfolio holders	Bob Watson Tel. 01235 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Executive reports for Draft budget 2011/12