

# **Forward Plan**

1 December 2010 - 31 March 2011



## **What is the forward plan?**

The forward plan is a list of the key decisions and other planned executive and executive portfolio-holder decisions the council intends to take over a four-month period from 1 December 2010. The council has appointed seven councillors to the Executive to take these decisions. The plan is updated monthly and published at least 14 days before it comes into effect.

## **What is a key decision?**

Key decisions are, 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

Other planned executive decisions may also appear 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 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 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>Draft budget 2011/12 - to prepare draft proposals for consultation</b>	KEY	Executive 7 Jan 2011	December 2010	Councillor Richard Webber	Consult Executive portfolio holder	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 draft budget 2011/12
<b>Car parking fees and charges</b>	KEY	Executive 7 Jan 2011	October 2010	Councillor Jenny Hannaby	Consult Executive portfolio holder	John Backley Tel. (01491) 823419 Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Executive reports for car parking fees and charges
<b>Medium term financial strategy</b>	KEY	Executive 7 Jan 2011	December 2010	Councillor Richard Webber	Consult Executive portfolio holder	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 medium term financial strategy
<b>Guildhall, Abingdon</b>	KEY	Executive 7 Jan 2011	November 2010	Councillor Richard Gibson	Consult 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 Guildhall, Abingdon

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<b>Young people's plan</b>	KEY	Executive 7 Jan 2011	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>Oxfordshire County Council Local Transport Plan 3 - to respond to the consultation</b>	No	Executive 7 Jan 2011	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
<b>Dog warden service</b>	No	Executive 7 Jan 2011	December 2010	Councillor Angela Lawrence	Consult Executive portfolio holder	Paul Staines, Head of Housing and Health Tel. (01235) 547621 Email: <a href="mailto:paul.staines@southandvale.gov.uk">paul.staines@southandvale.gov.uk</a>	Executive reports for the dog warden service
<b>Conservation Area appraisals</b>	No	Executive 7 Jan 2011	November 2010	Councillor Mary de Vere	Consult Executive portfolio holder	Alison Blyth Tel. (01235) 547633 Email: <a href="mailto:alison.blyth@whitehorsedc.gov.uk">alison.blyth@whitehorsedc.gov.uk</a>	Executive reports for Conservation Area appraisals
<b>Review of calendar and e-mail system - to review the council's system</b>	No	Executive 7 Jan 2011	May 2009	Councillor Jerry Patterson	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 email system

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<b>Draft budget 2011/12 - to prepare firm proposals to recommend to the Council</b>	KEY	Executive 4 Feb 2011	April 2010	Councillor Richard Webber	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
<b>Capital strategy 2011/12 to 2015/16</b>	KEY	Executive 4 Feb 2011	April 2010	Councillor Richard Webber	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 Richard Webber	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
<b>Management of garden waste scheme</b>	KEY	Executive 4 Feb 2011	November 2010	Councillor Jenny Hannaby	Consult Executive portfolio holder	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Executive reports for management of garden waste scheme

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<b>Emergency plan</b>	KEY	Executive 27 May 2011	April 2010	Councillor Jenny Hannaby	Consult Executive portfolio holder Consult South Oxfordshire District Council	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Executive reports for emergency plan
<b>Property system procurement</b>	KEY	Executive 27 May 2011	December 2010	Councillor Jerry Patterson	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>	Executive reports for property system procurement