



FORWARD PLAN OF KEY DECISIONS

DECEMBER 2004

The Forward Plan is produced by the Council under the Local Government Act 2000. The purpose of the Plan is to give advance notice of Key Decisions to be made by the Cabinet or officers on its behalf. This is to give both Members of the Council and the public the opportunity of making their views known at the earliest possible stage.

This Forward Plan has been prepared for the period 1 December 2004 to 31 March 2005. It is only valid for the month of December. It will be replaced in January 2005. Changes from the November 2004 Forward Plan are shown in bold type.

The Plan shows the Key Decisions likely to be taken within the above period. Key Decisions are those which are financially significant or which have a significant impact. This has been decided, by the Council, to be decisions which involve income or expenditure over £100,000 or which will have a significant effect on people or organisations in two or more wards.

The majority of decisions are taken by Cabinet and the membership of that body is set out below, together with the individual Portfolios held, where appropriate. Other decisions may be taken by Officers in accordance with the Officers Scheme of Delegation, as agreed by the Council (a key to the abbreviations used in the Plan is set out overleaf).

Anyone who wishes to make representations about any item included in the Plan should write to the officer listed in Column 6 of the Plan, at the above address. Copies of documents submitted to a decision taker are available for inspection, again at the above address. Where the document is a committee report, it will usually be available five days before the meeting. Documents that are confidential or exempt from publication under the Local Government Acts are not available to the public.

If you have any queries regarding the operation or content of the Forward Plan please contact Chris Ashcroft on 01962 848284.

Cllr Sheila Campbell
Leader of the Council

Cabinet Members:

Sheila Campbell (*Leader*)
Therese Evans (*Deputy Leader*)
John Beveridge
Brian Collin
Dominic Hiscock
Richard Knasel
Kelsie Learney
Jim Wagner

Portfolio Held:

Community Strategy
Culture, Heritage and Sport
Planning
Healthy and Inclusive Communities
Housing
Economy and Transport
Finance and Resources
Environmental Health

KEY TO ABBREVIATIONS

CMT	Corporate Management Team Incorporates:
CX	Chief Executive (Simon Eden)
CSS	City Secretary & Solicitor (Stephen Whetnall)
DCS	Director of Community Services (Steve Tilbury)
DDS	Director of Development Services (Robin Cooper)
DF	Director of Finance (Sheila Boden)
DHH	Director of Health & Housing (Bob Merrett)
DP	Director of Personnel (Alison Gavin)
CEO	Chief Estates Officer (Tony Langridge)
TACT	Tenants And Council Together
N/K	Not Known
N/A	Not Applicable

KEY DECISIONS – FINANCIAL – CHIEF EXECUTIVE

No	Item	Project Cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
	None								

KEY DECISIONS – NON-FINANCIAL – CHIEF EXECUTIVE

No	Item	Wards affected	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Review of Business Plan Guidance	All	Scrutiny Chairs and Cabinet Members Staff	Discussion on draft guidelines	Head of Performance & Management by 3.11.04	Report	Cabinet 15.12.04	Nov 04	Dec 04
2.	Corporate Sustainability Strategy and Action Plan	All	Councillors and staff	Members: Report to all Performance Improvement Committees Staff: Through Corporate Officer Group	Sustainability Officer at various dates	Report and draft strategy and action plan	Cabinet 15.12.04	Dec 04	
3.	Corporate Procurement Strategy and Action Plan	All	Principal Scrutiny Committee	Report and draft strategy and action plan.	Head of Performance and Management by 12.11.04	Report and draft strategy and action plan	Cabinet 15.12.04	Dec 04	
4.	Environment Strategy	All	Members Staff Parish Councils Partner Organisations	Seminars Circulation of draft strategy	Policy Officer by 1.11.04	Report and draft strategy and action plan	Cabinet 15.12.04	Dec 04	

KEY DECISIONS – NON-FINANCIAL – CHIEF EXECUTIVE

No	Item	Wards affected	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
5.	Performance Plan Part 1	All	Directors, Portfolio Members Principal Scrutiny Committee	Circulation of draft Performance Plan	Head of Performance & Management by 25.02.05	Report and draft Performance Plan	Cabinet 23.03.05	Mar 05	
6.	Chief Executive's Department Business Plan	All	Central Services Performance Improvement Committee	Circulation of draft Business Plan	Head of Performance & Management by 25.02.05	Report and draft Business Plan	Cabinet 23.03.05	Mar 05	

KEY DECISIONS – FINANCIAL – CITY SECRETARY AND SOLICITOR

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	Land Charges IT Feasibility Study	Not yet available	Staff & ICT Group	Feasibility Study	CSS 1.12.04	Report	Cabinet 15.12.04	Dec	Dec 04
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KEY DECISIONS – NON-FINANCIAL – CITY SECRETARY AND SOLICITOR

No	Item	Wards affected	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Review of the Constitution – Member Roles and Accountability Statements	ALL	Management Team and Members	Political Groups consultation Reports	CSS 1.12.04	Report	Cabinet 15.12.04	Oct 04	Dec 04
2.	Freedom of Information Act – Policy	ALL	Management Team and Members	Cabinet Report	CSS 1.12.04	Report	Cabinet 15.12.04	Dec 04	

KEY DECISIONS – FINANCIAL – COMMUNITY SERVICES

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	RPLC – Major Refurbishment Capital Expenditure	£1,100	Management Team, Members, DC Leisure	Meetings, Committee Report	Steve Tilbury 30.11.04	Committee Report	Cabinet 15.12.04	Sept 04	Dec 04
2.	Community Services Buildings - Disability Discrimination Act compliance – Capital Expenditure	N/K	Management Team, Members, Disability Groups	Meetings, Committee Report	Steve Tilbury 30.11.04	Committee Report	Cabinet 15.12.04	Nov 04	Dec 04
3.	Arts and Community Revenue Grants	N/K	Management Team, Members	Meetings, Committee Report	Steve Tilbury 15.11.04	Committee Report	Cabinet 08.02.05	Feb 05	

KEY DECISIONS – NON-FINANCIAL – COMMUNITY SERVICES

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1.	Heritage Best Value review	ALL	Other local authorities, SEMLAC	Questionnaire meetings, Committee Report	Ken Qualmann 30.11.04	Committee Report	Cabinet 15.12.04	Jan 04	Dec 04
2.	Arts Strategy	ALL	Key Stakeholders	Draft Strategy Document	Lorraine Mansfield 31.12.04	Committee Report	Cabinet 19.01.05	March 04	Jan 05
3.	Community Safety Strategy	ALL	Management Team, Members, HCC, Parish Councils, Hampshire Police	Draft Strategy Document	Steve Tilbury 30.11.04	Committee Report	Cabinet 15.12.04	Nov 04	Dec 04
4.	Sport and Recreation Strategy	ALL	Management Team & Members, Key stakeholders	Draft Strategy Document	Steve Tilbury 04.02.05	Committee Report	Cabinet 02.03.05	Mar 04	Mar 05

KEY DECISIONS – FINANCIAL – DEVELOPMENT SERVICES

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Council Offices Site Selection	N/K	CMT, Cabinet	Committee Report	Tony Langridge 23.06.04	Committee Report	Principal Scrutiny 06.12.04 Cabinet 15.12.04	Jun 04	Dec 04
2.	Car Park Capital Programme	£200k	CMT, Cabinet	Committee Report	Alan Jowsey	Committee Report	Cabinet 15.12.04	Dec 04	
3.	Provision of Park and Ride Service to Hospital	£30k	CMT, Cabinet	Committee Report	Alan Jowsey	Committee Report	Cabinet 15.12.04	Dec 04	
4.	Traffic Management Staffing	£50k	CMT, Cabinet	Committee Report	Alan Jowsey	Committee Report	Cabinet 15.12.04	Dec 04	
5.	Council Offices Business Case	Exempt	CMT, Cabinet	Committee Report	Tony Langridge 16.07.04	Committee Report	Principal Scrutiny 06.12.04 Cabinet 15.12.04 Full Council 05.01.05	July 04	Jan 05

KEY DECISIONS – NON-FINANCIAL – DEVELOPMENT SERVICES

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KEY DECISIONS – FINANCIAL – FINANCE

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
1.	Treasury management – decisions in accordance with the Council’s approved strategy and policy	Up to £5m per transaction	None	None	Sheila Boden daily	Designated working papers	Designated Finance staff daily	Daily	Daily
2.	Reception area contract (subject to portfolio holder decision)	Exempt	None	None	Alex Moore 14.12.04	Committee report	Cabinet 15.12.04	Oct 04	Dec 04
3.	IEG statement	N/A	Citizens’ Panel	Survey	Alex Moore 14.12.04	Committee report	Cabinet 15.12.04	Oct 04	Dec 04
4.	Tax base	N/A	None	None	Gill Cranswick 14.12.04	Committee report	Cabinet 15.12.04	Dec 04	
5.	CRM system procurement	Exempt	None	None	Sheila Boden 14.12.04	Committee report	Cabinet 15.12.04	Dec 04	
6.	IT Managed service contract – tender process	Exempt	None	None	Alex Moore 14.12.04	Committee report	Cabinet 15.12.04	Dec 04	
7.	Insurance cover renewal	Exempt	None	None	Fred Lyon 07.02.05	Committee report	Cabinet 08.02.05	Feb 05	
8.	Treasury Management Strategy	N/A	None	None	Fred Lyon 07.02.05	Committee report	Cabinet 08.02.05	Feb 05	
9.	Insurance Reserve Review	£800k	None	None	Fred Lyon 13.02.05	Committee report	Principal Scrutiny 14.02.05	Feb 05	
10.	IT Strategy Contract Renewal	Exempt	None	None	Sheila Boden 01.03.05	Committee report	Cabinet 02.03.05	Mar 05	

KEY DECISIONS – NON-FINANCIAL – FINANCE

No	Item	Wards affected	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	None								
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KEY DECISIONS – FINANCIAL – HEALTH & HOUSING

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	Disposal of HRA land at Harwood Place, Kings Worthy	Not known	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 11.03.04	Committee Report	Cabinet 23.03.05	Feb 04	Mar 05
2.	Disposal of HRA land at Wesley Road, Kings Worthy	Not known	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 11.03.04	Committee Report	Cabinet 23.03.05	Feb 04	Mar 05
3.	Disposal of HRA land at Buddens Road, Wickham and Lovedon Lane, Kingsworthy	Not known	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 03.12.04	Committee Report	Cabinet 15.12.04	Jul 04	Dec 04
4.	Staffing Review in Health and Housing General Fund Teams	Not Known	Members CMT TACT	Meetings Reports Letters	Bob Merrett 03.12.04	Committee Report	Personnel Committee 1.12.04 Cabinet 15.12.04 Council 05.01.05	Jan 05	
5.	Housing Revenue Account Budget 2005/06	£17m	Members CMT TACT	Meetings Reports Letters	Richard Botham 03.12.04	Committee Report	Cabinet 15.12.04	Dec 04	

KEY DECISIONS – NON-FINANCIAL – HEALTH & HOUSING

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1.	Key Worker Strategy	All	Members CMT TACT	Meetings Reports Letters	Ken Kershaw 07.01.05	Committee Report	Cabinet 19.01.05	Jan 05	
2.	Health and Housing General Fund Business Plan	All	Members CMT	Meetings Reports	Bob Merrett 11.03.04	Committee Report	Cabinet 23.03.05	Mar 05	
3.	Housing Revenue Account Business Plan	All	Members CMT TACT	Meetings Reports	Richard Botham 11.03.04	Committee Report	Cabinet 23.03.05	Mar 05	
4.	Review of Sheltered Housing	All	Members CMT TACT	Meetings Reports Letters	Richard Botham 07.01.05	Committee Report	Cabinet 19.01.05	Jan 05	

KEY DECISIONS – FINANCIAL – PERSONNEL

No	Item	Project cost £000	Consultees	Method of consultation	Representation – to whom and date	Documents submitted to decision taker	Decision taker	Month decision to be taken (original)	Month decision to be taken (revised)
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1.	Communication Strategy	N/K	Members, CMT, Department Reps, Unison	Meetings, Committee Reports	Alison Gavin 1.12.04	Committee Report	Cabinet 15.12.04	Dec 03	Dec 04
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KEY DECISIONS – NON-FINANCIAL – PERSONNEL

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