



FORWARD PLAN OF KEY DECISIONS

JANUARY 2005

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 January to 30 April 2005. It is only valid for the month of January 2005. It will be replaced in February 2005. Changes from the December 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.	Corporate Procurement Strategy and Action Plan	All	Principal Scrutiny Committee	Report and draft strategy and action plan.	Head of Performance and Management by 5.01.05	Report and draft strategy and action plan	Cabinet 19.01.05	Dec 04	Jan 05
2.	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	
3.	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)
-----------	-------------	------------------------------	-------------------	-----------------------------------	--	--	---------------------------	--	---

1.	Land Charges IT Feasibility Study	Not yet available	Staff & ICT Group	Feasibility Study	CSS 25.01.05	Report	Cabinet 8.02.05	Dec	Feb 05
----	-----------------------------------	-------------------	-------------------	-------------------	------------------------	--------	---------------------------	-----	---------------

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 25.01.05	Report	Cabinet 8.02.05	Oct 04	Feb 05
----	---	-----	-----------------------------	---------------------------------------	------------------------	--------	---------------------------	--------	---------------

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 31.12.04	Committee Report	Cabinet 19.01.05	Sept 04	Jan 05
2.	Community Services Buildings - Disability Discrimination Act compliance – Capital Expenditure	N/K	Management Team, Members, Disability Groups	Meetings, Committee Report	Steve Tilbury 31.12.04	Committee Report	Cabinet 19.01.05	Nov 04	Jan 05
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	
4.	CCTV Control Room Relocation-Project Plan	N/K	Management Team, Members	Meetings, Committee Room	Steve Tilbury	Committee Report	Cabinet 19.01.05	Jan 05	

KEY DECISIONS – NON-FINANCIAL – COMMUNITY SERVICES

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.	Heritage Best Value review	ALL	Other local authorities, SEMLAC	Questionnaire meetings, Committee Report	Ken Qualmann 31.12.04	Committee Report	Cabinet 19.01.05	Jan 04	Jan 05
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 31.12.04	Committee Report	Cabinet 19.01.05	Nov 04	Jan 05
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 31.01.05	Committee Report	Principal Scrutiny 14.02.05 Cabinet 2.03.05	Jun 04	Mar 05
2.	Council Offices Business Case	Exempt	CMT, Cabinet	Committee Report	Tony Langridge 31.01.05	Committee Report	Principal Scrutiny 14.02.05 Cabinet 2.03.05 Full Council 13.04.05	July 04	Apr 05

KEY DECISIONS – NON-FINANCIAL – DEVELOPMENT SERVICES

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.	Local Development Scheme	All	CMT, Cabinet	Committee Report	Steve Opacic 01.03.05	Committee Report	Cabinet 16.03.05	March 2005	

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	Fred Lyon daily	Designated working papers	Designated Finance staff daily	Daily	Daily
2.	Reception area contract (subject to portfolio holder decision)	Exempt	None	None	Alex Moore 07.02.05	Committee report	Cabinet 08.02.05	Oct 04	Jan 05
3.	CRM system procurement	Exempt	None	None	Sheila Boden 18.01.05	Committee report	Cabinet 19.01.05	Dec 04	Jan 05
4.	Insurance cover renewal	Exempt	None	None	Fred Lyon 07.02.05	Committee report	Cabinet 08.02.05	Feb 05	
5.	Treasury Management Strategy	N/A	None	None	Fred Lyon 07.02.05	Committee report	Cabinet 08.02.05	Feb 05	
6.	Insurance Reserve Review	£800k	None	None	Fred Lyon 13.02.05	Committee report	Principal Scrutiny 14.02.05	Feb 05	
7.	IT Strategy Contract Renewal	Exempt	None	None	Sheila Boden 01.03.05	Committee report	Cabinet 02.03.05	Mar 05	
8.	Budget and Council Tax	N/A	LSP, Business reps	Reports	Fred Lyon 07.02.05	Committee report	Cabinet 08.02.05 Council 24.02.05	Feb 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)
-----------	-------------	-----------------------	-------------------	-------------------------------	--	--	-----------------------	--	---

1.	None								
----	------	--	--	--	--	--	--	--	--

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)
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.	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	
4.	Delivering Decent Homes - Housing Stock Maintenance and Renewal Strategy to 2010	£35,000	Members CMT TACT	Meetings Reports Letters	Richard Botham 11.03.05	Committee Report	Cabinet 23.03.05	Mar 05	N/A

KEY DECISIONS – NON-FINANCIAL – HEALTH & HOUSING

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.	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)
----	------	----------------------	------------	------------------------	-----------------------------------	---------------------------------------	----------------	---------------------------------------	--------------------------------------

1.	Communication Strategy	N/K	Members, CMT, Department Reps, Unison Principal Scrutiny 10.01.05	Meetings, Committee Reports	Alison Gavin 1.12.04	Committee Report	Cabinet 19.01.05	Dec 03	Jan 05
----	------------------------	-----	---	-----------------------------	-------------------------	------------------	----------------------------	--------	---------------

KEY DECISIONS – NON-FINANCIAL – PERSONNEL

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)
-----------	-------------	-----------------------	-------------------	-------------------------------	--	--	-----------------------	--	---

	None								
--	------	--	--	--	--	--	--	--	--