

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Mar 2014

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0569 Corporate Resources	Staffing Issues	To determine any staffing issues requiring approval of the Cabinet or Cabinet Member (ie: not delegated to officers) in accordance with the Council's scheme of delegation and/or budget strategy. This may include proposals affecting the staffing establishments of the Council's Directorates. Individual items will be considered in private session to avoid the disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to any individual or information which is likely to reveal the identity of an individual.	November 2013 - June 2014		Consultation with internal officers, employees affected and their representatives, depending on the nature of individual proposals.	Cabinet; Councillor Gaye Partridge	Teresa Reilly Assistant Director (Phone: 01384 814703)
0574 Corporate Resources	Acceptance of Tenders or Quotations	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Summary of Tender Evaluation Report by Head of Procurement; Associated documents and reports prepared by Head of Procurement;	Key stakeholders (directorates, business units, schools etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate Legal and Financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract awards - this occurs through correspondance and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which require advance publication of proposed contracts and the outcome of the tender exercise following a contract award.	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

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0575 Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations].	April 2013 - March 2014	Periodic and ad-hoc reports	Consultation appropriate to individual proposals.	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0576 Corporate Resources	Spending Projections 2013/14	To report details of the projected outturn for 2013/14 and to recommend amendments to the revenue budget, funded from General Balances if necessary.	April 2013 - March 2014	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0577 Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Returned tender documents/Council's Standing Orders; Records; maintained by the Chief Executive; Reports/correspondence by the; Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Councillor Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)
0590 Corporate Resources	Update of the Council's Capital Strategy	Approval of the latest version of the Capital Strategy of the Council.	Cabinet April 2014; Cabinet September 2014; Full Council Meeting October 2014		Officer consultation through Corporate Board. Member consultation through Scrutiny Committees - June 2014	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0606 Corporate Resources	Budget and Council Tax 2014/15	Set Budget and Council Tax for 2014/15	Cabinet February 2014; Full Council Meeting March 2014	Joint report of the Chief Executive and Treasurer	NNDR Payers (statutory consultation); Scrutiny Committees as specified by the Constitution; the public	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)

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0607 Corporate Resources	Deployment of Resources: Housing Revenue Account and Public Sector Hsg Capital	To set the original budget for 2014/15 for the Housing Revenue Account and the Public Sector Housing element of the capital programme.	Cabinet February 2014; Full Council Meeting March 2014	Report of the DACHS and the Treasurer	Area Housing Panels	Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0609 Corporate Resources	Directorate of Corporate Resources Equality Action Plan 2014/15	That the Directorate of Corporate Resources Equality Action Plan 2014/15 be approved.	Cabinet Member & Officer Mtg March 2014	Directorate of Corporate Resources Equality Action Plan 2014/15	Consultation will be undertaken with the Equality and Diversity Advisory Group and other stakeholders	Councillor Peter Lowe; Councillor Gaye Partridge	Clare Palmer Performance Management (Phone: 3163)
0610 Corporate Resources	Citizens Advice Bureaux Grant	Approval of Citizens Advice Bureaux Grant for 2014/15. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority)	Cabinet Member & Officer Mtg April 2014	Service Level Understanding and CAB Service Outline; CAB Budget for 2014/15; Business Plan 2014/15	Citizens Advice Bureaux – Budget meetings	Iain Newman; Councillor Peter Lowe	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)
0611 Corporate Resources	Acceptance Of Tenders	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2014 - March 2015	Associated documents and reports prepared by Head of Procurement; Summary of Tender Evaluation Report by Head of Procurement	Key stakeholders(directorat es,business units, schools, etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate legal and financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract awards – this occurs through correspondence and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which require advance publication of proposed contracts and the	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

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					outcome of the tender exercise following a contract award.		
0612 Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet Meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations]	April 2014 - March 2015	Periodic and ad-hoc reports	Consultation appropriate to individual proposals	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0613 Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2014 - March 2015	Records maintained by the Chief Executive;; Returned tender documents/Council's Standing Orders;; Reports/correspondence by the Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Councillor Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)
0614 Corporate Resources	Spending Projections 2014/15	To report details of the projected outturn for 2014/15 and to recommend amendments to the revenue budget, funded from General Balances if necessary	April 2014 - March 2015	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0615 Corporate Resources	Repair and Maintenance Budget 2014/15	To approve the Repair and Maintenance budget's programme of expenditure for 2014/15. To authorise the Director of Corporate Resources to establish a programme of works to make minor amendments to that programme and to add individual schemes to it during the course of the year, subject to available resources. To authorise the Director of	Cabinet Member & Officer Mtg April 2014	Repairs and Maintenance Policy	The Corporate Property Group	Councillor Gaye Partridge	Paul Bickerdike Building Surveying Manager (Phone: 01384-814107)

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		Corporate Resources to negotiate/extend/agree any contract necessary to facilitate the Council's Repair and Maintenance Procurement System					
0616 Corporate Resources	Localised Council Tax Reduction Scheme	Agree the local council tax reduction scheme for 2015/16	June 2014 - January 2015	Local Government Finance Act; Any associated Secondary Legislation; Guidance issued	Consultation only required if scheme amended from that agreed a Full Council on 2nd December 2013	Cabinet; Full Council	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)