

Forward Plan

for the four-month period commencing on

1st February 2019

published on 3 January 2019



This Forward Plan gives details of decision items to be presented during the forthcoming four months.

Councillors are invited to review the items and to consider whether any of them should be referred for scrutiny or discussed with the appropriate Executive Member.

Executive Members

Leader of the Council, Budgets, Local Enterprise Partnership and North Somerset Partnership, Joint Executive Committee (WECA & NSC), Forward Programme/Business Management, Weston Urban Extension – Councillor Nigel Ashton;
Deputy Leader of the Council, Planning, Highways, Transport, Housing, Economic Development – Councillor Elfan Ap Rees;
Children and Young People's Services – Councillor Jan Barber;
Human Resources, Asset Management, Capital Programme, Transformation – Councillor David Pasley;
Waste, Streets and Open Spaces – Councillor Peter Bryant;
Community, Tourism and Leisure, Licensing, Corporate Communications, Electoral Services, Libraries – Councillor Felicity Baker;
Adult Social Services – Councillor Dawn Payne

The items and the final decision taker are indicative. Decision making is subject to the Constitution.

Copies of documents listed can be obtained by contacting the officer named in the attached schedules. Other relevant documents may be submitted to the decision maker and can be requested from the named officer as they become available or may be available on the Council's website www.n-somerset.gov.uk

February 2019

1. Council and Executive Items

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
05/02	2018/19 Month 9 Budget Monitor	Previous Budget Monitor reports to Executive	Executive	No	Contact: Melanie Watts 01934 634618
05/02	Treasury Management Strategy 2019/20	Previous annual strategy setting reports to the Executive and Audit Committee	Executive	No	Contact: Melanie Watts 01934 634618
05/02	Capital Budget 2019/20 and Medium Term Capital Strategy	Previous Capital Budget and Capital Strategy reports considered by the Executive	Executive	No	Contact: Richard Penska 01275 884256
05/02	Medium Term Financial Plan (MTFP) and Revenue Budget 2019/20 Update	Previous Budget and Medium Term Financial Plan reports to Executive	Executive	No	Contact: Richard Penska 01275 884256
05/02	2019/20 Fees and Charges – to seek Executive approval for any increases in charges over 10% or generating estimated additional income over £300,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Executive	No	Contact: Joanne Butcher 01275 888567

05/02	Contract Award Report - Domiciliary Care Contract 1: Specialist Care and Support	Commissioning Plan, Procurement Plan & Tender Documents	Executive	No	Contact: Michelle Pankow 01934 426110 Michelle Dickson 01275 888250
05/02	Contract Award Report - Domiciliary Care Contract 3: Complex Care and Support. This will incorporate services for adults and children	Commissioning Plan, Procurement Plan & Tender Documents	Executive	No	Contact: Kate Bolger 01934 427686 Michelle Dickson 01275 888250
05/02	Contract Award Report - Domiciliary Care Contract 4: Spot purchase of Care and Support. This will incorporate services for adults and children	Commissioning Plan, Procurement Plan & Tender Documents	Executive	No	Contact: Kate Bolger 01934 427686 Michelle Dickson 01275 888250
05/02	Award of Contract for the treatment of residual waste treatment for the West of England Waste Partnership	Council report (item 21) 20 February 2018. Executive Member Decision DE145 18/19	Executive	Part	Contact: Colin Russell 01934 427546 Geoff Wall 01275 884730
05/02	Yatton Neighbourhood Plan – approval to proceed to referendum	Yatton Neighbourhood Plan. YNP Basic Conditions Statement. YNP Statement of Community Involvement. SEA and HRA screening. Examiner's Report (when available). http://www.n-somerset.gov.uk/my-services/planning-building-control/planningpolicy/neighbourhood-plans/yatton-neighbourhood-plan/	Executive	No	Contact: Celia Dring 01934 426244

05/02	Commissioning Plan for the re-provision of the Parks and Street Scene Contracted Services (moved to February Council due to contract value)	Parks and Street Scene Contract report to 13 November 2012 Council. http://apps.n-somerset.gov.uk/cairo/docs/doc24070.htm	Executive	No	Contact: John Flannigan 01934 427346 Colin Russell 01934 427546 Geoff Wall 01275 884730
05/02	Draft Joint Local Transport Plan (JLTP4) for public consultation – Update Report (new entry)	Report to Executive 04/12/18 Previous Joint Local Transport Plan and progress report https://travelwest.info/projects/joint-local-transport-plan	Executive	No	Contact: Colin Medus 01934 426498
12/02	Council Tax Setting 2019/20	Previous MTFP reports considered by the Executive and Council Tax Setting report 2018/19	Council	No	Contact: Melanie Watts 01934 634618
12/02	MetroWest Phase 1 Submission of Development Consent Order Application and Associated Approvals	Previous report to Council 14/11/17	Council	Part	Contact: James Willcock 01934 426414
12/02	Commissioning Plan for Housing Infrastructure Fund elements (moved to March)	HIF (Forward Fund) Business Case development and submission approval http://apps.n-somerset.gov.uk/cairo/docs/doc28834.pdf	Council	No	Contact: Alex Fear 01934 426458

12/02	Commissioning Plan for the re-provision of the Parks and Street Scene Contracted Services <i>(previously listed for February Executive)</i>	Parks and Street Scene Contract report to 13 November 2012 Council. http://apps.n-somerset.gov.uk/cairo/docs/doc24070.htm	Council	No	Contact: John Flannigan 01934 427346 Colin Russell 01934 427546 Geoff Wall 01275 884730
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February 2019

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/02	2019/20 D&E Fees and Charges – to seek Director approval for any increases in charges up to 5% or generating estimated additional income up to £100,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf 16/17 DE 302 Development and Environment Fees and Charges 2017/2018 – Flexible Pricing Policy	Director of Development and Environment (key decision)	No	Contact: Victoria Watkins 01934 634825
01/02	2019/20 D&E Fees and Charges – to seek Executive Member approval for any increases in charges over 5% and up to 10% or generating estimated additional income between £100,000 to £300,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Executive Member (Cllr Ap Rees) Executive Member (Cllr Baker) Executive Member (Cllr Bryant)	No	Contact: Victoria Watkins 01934 634825
01/02	2019/20 P&C Fees and Charges – to seek Director approval for any increases in charges up to 5% or generating estimated additional income up to £100,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Director of People and Communities (key decision)	No	Contact: Katherine Sokol 01934 634613

01/02	2019/20 P&C Fees and Charges – to seek Executive Member approval for any increases in charges over 5% and up to 10% or generating estimated additional income between £100,000 to £300,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Executive Member (Cllr Payne) Executive Member (Cllr Ap Rees)	No	Contact: Katherine Sokol 01934 634613
01/02	2019/20 CSD Fees and Charges – to seek Director approval for any increases in charges up to 5% or generating estimated additional income up to £100,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Director of Corporate Services (key decision)	No	Contact: Melanie Watts 01934 634618
01/02	2019/20 CSD Fees and Charges – to seek Executive Member approval for any increases in charges over 5% and up to 10% or generating estimated additional income between £100,000 to £300,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Executive Member (Cllr Pasley)	No	Contact: Melanie Watts 01934 634618
01/02	Approval of the primary coordinated schools' admission schemes for 2020-21	Proposed primary coordinated schools' admission schemes for 2020-21 Consultation Documents	Executive Member (Cllr Barber)	No	Contact: Stephanie Hyde / Andrew Venables / Dinah Johnstone 01275 884740

01/02	Approval of the secondary coordinated schools' admission schemes for 2020-21	Proposed secondary coordinated schools' admission schemes for 2020-21 Consultation Documents	Executive Member (Cllr Barber)	No	Contact: Stephanie Hyde / Andrew Venables / Dinah Johnstone 01275 884740
01/02	Approval of the School Admissions Arrangements 2020-21 for community and voluntary controlled schools	Proposed School Admissions Arrangements 2020-21 Consultation Documents	Executive Member (Cllr Barber)	No	Contact: Stephanie Hyde / Andrew Venables / Dinah Johnstone 01275 884740
01/02	Approve Mendip Hills Area of Outstanding Natural Beauty management plan	http://www.mendiphillsaonb.org.uk/caring-about-the-aonb/the-mendip-hills-aonb-partnership/	Excutive Member (Cllr Bryant)	No	John Flannigan 01934 427346
01/02	Food Procurement Contract Award (in collaboration with Somerset County Council) <i>(new entry)</i>	Food Procurement Commissioning plan 18/19 DE 196 https://www.n-somerset.gov.uk/wp-content/uploads/2018/08/18-19-DE-196-Signed-2.pdf	Director of Development and Environment (key decision)	No	Contact: Paul Hillman 01934 427427 Rachel Beers 01275 888179
01/02	Approve proposals for establishment of the Adoption West Regional Adoption Agency <i>(previously listed for November)</i>	Reports to the Executive 21 June 2016 and 25 April 2017	Executive Member (Cllr Jan Barber)	No	Contact: Eifion Price 01275 884392

01/02	Approval of the Highways & Transport 2019-22 LTP Capital Works Programme (<i>new entry</i>)	Executive Member Briefing Decision Note for the 2018-21 programme (report to be completed for the 2019-22 programme) https://www.n-somerset.gov.uk/wp-content/uploads/2018/01/17-18-DE-253-signed.pdf	Executive Member (Cllr Ap Rees)	No	Contact: Lindsay Margerison 01934 42 7408
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March 2019

1. Council and Executive Items

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
19/03	2018/19 Month 10 Budget Monitor	Previous Budget Monitor reports to Executive	Executive	No	Contact: Melanie Watts 01934 634618
19/03	Commissioning Plan – Extra Care Housing Scheme Yatton	Housing with support strategy, extra care housing policy	Executive	No	Contact: Kate Bolger 01934 427686 Michelle Dickson 01275 888250
19/03	Award of the Food WorksSW Operator contract	Commissioning Plan http://apps.n-somerset.gov.uk/cairo/docs/doc28278.pdf	Executive	No	Contact: Simon Gregory 01934 426327
19/03	Congresbury Neighbourhood Development Plan – Approval of Plan for Examination	Congresbury Neighbourhood Development Plan and Appendices. Basic Conditions Statement Consultation Statement SEA/HRA Screening Report and responses from statutory consultees Council Response to the Plan	Executive	No	Contact: Claire Courtois 01934 426816

19/03	Street Works Permit Scheme	Letter from the Secretary of State https://www.gov.uk/government/publications/street-works-permit-schemes-evaluation-of-effectiveness	Executive	No	Contact: Paul Watkins 01934 426652
19/03	Information report: Awarded contracts over £250,000 January 2018 – January 2019 <i>(new entry)</i>	Decision reports for contracts awarded over £250,000	Executive	No	Contact: Mark Roddan 01275 884464 Michelle Dickson 01275 888250
19/03	Award of Construction Contract – Yatton North End Primary School (£4.7m) <i>(previously listed for March Council)</i>	CYPS Policy & Scrutiny Report – 23 March 2018 http://apps.n-somerset.gov.uk/cairo/docs/doc28697.pdf Decision Sheet PC76 (2017/18 scheme) - http://www.n-somerset.gov.uk/wp-content/uploads/2018/03/PC76-Signed-version.pdf Full Council 14 November 2017 - http://apps.n-somerset.gov.uk/cairo/docs/doc28429.pdf	Executive	No	Contact: Justin Harvey-Bennett 01934 427304
19/03	Bathing Adaptations Contract (DFGs) <i>(new entry)</i>	Bathing Adaptations (DFGs) Commissioning Plan	Executive	No	Contact: Claire Baxter 01934 426909

26/03	Award of Construction Contract—Yatton North End Primary School (£4.7m) <i>(moved to March Executive)</i>	CYPS Policy & Scrutiny Report—23 March 2018 http://apps.n-somerset.gov.uk/cairo/docs/doc28697.pdf Decision Sheet PC76 (2017/18 scheme) — http://www.n-somerset.gov.uk/wp-content/uploads/2018/03/PC76-Signed-version.pdf Full Council 14 November 2017 — http://apps.n-somerset.gov.uk/cairo/docs/doc28429.pdf	Executive	No	Contact: Justin Harvey-Bennett 01934 427304
26/03	Commissioning Plan for Housing Infrastructure Fund elements <i>(previously listed for February)</i>	HIF (Forward Fund) Business Case development and submission approval http://apps.n-somerset.gov.uk/cairo/docs/doc28834.pdf	Council	No	Contact: Alex Fear 01934 426458

March 2019

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/03	Procurement Plan for the re-provision of the Parks and Street Scene Contracted Services	Parks and Street Scene Contract report to 13 November 2012 Council. http://apps.n-somerset.gov.uk/cairo/docs/doc24070.htm	Executive Member (Cllr Bryant)	No	Contact: John Flannigan 01934 427346 Colin Russell 01934 427546 Geoff Wall 01275 884730
01/03	Joint Commissioning & Procurement Plan to authorise a tendering exercise for the provision of Emergency Accommodation for homeless people <i>(new entry)</i>	Preventing Homelessness Strategy 2017-22	Executive Member (Cllr Ap Rees)	No	Contact: Lynn Trigg 01934 426150

April 2019

1. Council and Executive Items

(NB No Council or Executive meeting scheduled for April)

April 2019

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/04	Award of Contract The Green Team Parks and Open Spaces Social Enterprise Contract <i>(previously listed for January)</i>	Executive Member Decision 11/12 DE121 Award of Parks and Open Spaces (Social Enterprise) Contract	Director of Development and Environment (key decision)	No	Contact: John Flannigan 01934 427346 Geoff Wall 01275 884730

May 2019**1. Council and Executive Items**
(NB No Executive meeting scheduled for May)

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
14/05 <i>(Annual Meeting)</i>			Council		

May 2019**2. Executive Member Items and Director Key Decisions**

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/05					