



### **Forward Plan**

The Forward Plan sets out the decisions that the Cabinet will be taking over the coming months. The Plan highlights the decisions that Cabinet intend to take, which may result in part of the meeting being held in private, and identifies which decisions are key.

This document will be updated and republished on the Council's website each month. Any queries relating to the Forward Plan should be forwarded to Democratic Services, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF or via email to [memberservices@great-yarmouth.gov.uk](mailto:memberservices@great-yarmouth.gov.uk)

Agendas and any associated documents will be available for viewing on the Council's website, five clear days before the meeting, subject to any prohibition or restriction on their disclosure. Alternatively, please contact Democratic Services to request the documents. If you wish to make representations to the Cabinet about an agenda item, please contact the Democratic Services Team prior to the meeting to make your request.

Please note that the decision dates are indicative and occasionally subject to change.

### **What is a Key Decision?**

A Key Decision is defined as a decision that is likely to:

- a) result in the Council incurring expenditure or making savings of £250k or more (calculated on a whole life basis); or
- b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

### **Why might a decision be made in private?**

The public may be excluded from a meeting whenever it is likely that in view of the nature of the business to be transacted, exempt information will be disclosed, for example, information which may reveal the identity of an individual or relates to the financial or business affairs of an individual or organisation. Information should only be made exempt, if it is in the public interest to do so.

Whilst the majority of the Cabinet's business at the meetings listed in this document will be open to the public, there may be occasions when the

business to be considered contains confidential, commercially sensitive or personal information. The items of business where this is likely to apply are indicated on the plan.

**Members of The Cabinet:**

**Cabinet Member**

**Role**

Councillor Carl Smith

Chairman, Leader and Cabinet Portfolio Holder for Governance, Finance and Major Projects

Councillor Graham Plant

Vice-Chairman, Deputy Leader and Cabinet Portfolio Holder for Operational Property and Asset Management

Councillor Daniel Candon

Cabinet Portfolio Holder for Economic Development and Growth

Councillor Emma Flaxman-Taylor

Cabinet Portfolio Holder for Housing, Health and Communities

Councillor Paul Wells

Cabinet Portfolio Holder for Environment and Sustainability, Waste and Licensing

Councillor James Bensly

Cabinet Portfolio Holder for Tourism Culture and Coastal

Plan of Forthcoming Decisions – Cabinet of 25 July 2023

Scheduled Date of Decision	Title of Decision Item and Brief Description	Decision Maker	Key Decision	Responsible Officer / Portfolio Holder	Public or exempt report	If item is to be exempt, specify the reasons, including the relevant paragraph of Part 1 of Schedule 12A to the LG Act 1972	Date added to the Forward Plan
25 July 2023	<b>2022/23 Annual Performance Report</b>	Cabinet	No	Information Governance Lead  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	24/04/23
25 July 2023	<b>2023/24 Annual Action Plan</b>	Cabinet	No	Information Governance Lead  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	24/04/23

25 July 2023	<b>Spending of developer contributions (Section 106 / Section 111) on open space recommendations for spend</b>	Cabinet	No	Executive Director, Place Head of Planning  Portfolio Holder for Economic Development and Growth	Public	N/a	08/06/23
25 July 2023	<b>Great Yarmouth Health &amp; Wellbeing Partnership</b>  Request to endorse the Great Yarmouth Health and Wellbeing Partnership Activity Plan and to promote the projects delivered by the Partnership	Cabinet	No	Executive Director, People Head of Health Integration & Communities  Portfolio Holder for Housing, Health and Communities	Public	N/a	07/06/23
25 July 2023	<b>Great Yarmouth Community investment Fund</b>  Decision on partnership with Norfolk Community Foundation to continue to disseminate council grant funds 2023-25 with update on usage from 2022/23	Cabinet	No	Executive Director, People Head of Health Integration & Communities  Portfolio Holder for Housing, Health and Communities	Public	N/a	07/06/23

25 July 2023	<p><b>Beacon Park Playground relocation for New Hospital Build</b></p> <p>Confirmation of the land requirement for the new hospital development will require the Play Park at Beacon Park, Woodfarm Lane to be relocated. The park is some 20 years old and the equipment is reaching end of life this report will outline alternative locations for the park and consider facilities to be provided and improvements that can be made in the provision.</p>	Cabinet	Yes	<p>Executive Director, Major Projects</p> <p>Portfolio Holder for Operational Property and Assets</p>	Public	N/a	26/04/23
25 July 2023	<p><b>Resilient Coasts Project – Coastal Partnership East</b></p> <p>Request to disband the Joint Coastal Project Board (Suffolk) and to then include all of the former members into the Resilient Coasts Project Board</p>	Cabinet	No	<p>Trazar Astley-Reid Programme Manager Resilient Coasts on behalf of Karen Thomas Head of Coastal Partnership East</p> <p>Portfolio holder for Tourism, Culture and Coastal</p>	Public	N/a	05/06/23

25 July 2023	<b>Annual Debt Report</b> This is a fact-based report on the prior year performance in relation to the collection of Council Tax, Business Rates & Sundry Debts including write off position	Cabinet	No	Head of Customer Services  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	25/04/23
25 July 2023	<b>2022/23 Financial Outturn</b>	Cabinet	Yes	Executive Director, Resources  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	07/06/23
25 <sup>th</sup> July 2023	<b>Additional capital funding for 23/24 refuse fleet.</b>  Request for additional £113k spend in relation to 2 diesel and 1 electric refuse vehicles due to price increases since original paper taken to policy and resources committee in December 2022. Also additional costs associated with charging infrastructure.	Cabinet	No	Head of Environment and Responsibility  Managing Director of GYS	Public	N/a	23/06/23
25 <sup>th</sup> July 2023	<b>Decant Policy</b>	Cabinet	Yes	Head Housing Assets /Tenancy	Public	N/a	14/06/23

	Policy setting out the approach and financial support provided when decanting tenants.			Services Manager  Portfolio Holder for Operational Property and Assets			
25 July 2023	<b>North Quay Land Assembly Strategy &amp; Associated Policy</b>	Cabinet	No	Executive Director, Major Projects  Portfolio Holder for Governance, Finance and Major Projects	Exempt	Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972 as it is <i>“information relating to the financial or business affairs of any particular person (including the authority holding that information)”</i>	21/06/23
25 July 2023	<b>Temporary Accommodation</b> - Purchase of properties for use as temporary accommodation	Cabinet	Yes	Housing Delivery Manager  Portfolio Holder for Operational Property and Asset Management	Public	N/a	05/05/23

25 July 2023	<b>Norfolk Coast Memorandum of Agreement</b>	Cabinet	No	Executive Director, Place / Principal Strategic Planner  Portfolio Holder for Economic Development and Growth	Public	N/a	23/06/2023
25 July 2023	<b>Office Rationalisation</b>	Cabinet	No	Executive Director, Major Projects  Portfolio Holder for Operational Property and Asset Management	Public	N/a	12/07/2023



Plan of Forthcoming Decisions – Cabinet of 11 September 2023

Scheduled Date of Decision	Title of Decision Item and Brief Description	Decision Maker	Key Decision	Responsible Officer / Portfolio Holder	Public or exempt report	If item is to be exempt, specify the reasons, including the relevant paragraph of Part 1 of Schedule 12A to the LG Act 1972	Date added to the Forward Plan
11 September 2023	<p><b>Energy Strategy</b></p> <p>To consider and agreed the procedures the Council will follow to work toward carbon neutral. In addition this strategy will consider how the Council will manage and maintain assets reducing the carbon footprint and delivering energy savings across the portfolio.</p>	Cabinet	No	<p>Executive Director, Major Projects</p> <p>Portfolio Holder for Environment and Sustainability, Licensing and Waste</p>	Public	N/a	26/04/23
11 September 2023	<p><b>Treasury Management Outturn Report 2022/23</b></p>	Cabinet	Yes	<p>Executive Director, Resources</p> <p>Portfolio Holder for Governance, Finance and Major Projects</p>	Public	N/a	07/06/23
11 September 2023	<p><b>STAR Survey Action Plan</b></p> <p>Report provides outcomes of the STAR survey carried out in January 2023 as well as detailing the action plan developed to address areas</p>	Cabinet	No	<p>Head of Housing Assets</p> <p>Portfolio Holder for</p>	Public	N/a	26/05/23

	where improvement is required.			Operational Property and Asset Management			
11 September 2023	<p><b>Council Tax Support – Options for 2024/25 Scheme</b></p> <p>This report provides options for possible changes to the following years Council Tax Support Scheme seeking a decision to consult on agreed options</p>	Cabinet	Yes	<p>Head of Customer Services</p> <p>Portfolio Holder for Governance, Finance and Major Projects</p>	Public	N/a	25/04/23
11 September 2023	<p><b>HRA Service Charge Review</b></p> <p>Seeks approval of the new approach to service charges which will increase the number of tenants who are subject to service charges to ensure we are recovering appropriately the cost of services provided to residents on our estates.</p> <p>New service charges to be approved as part of 2024/5 HRA budget setting.</p>	Cabinet	Yes	<p>Head of Housing Assets</p> <p>Portfolio Holder for Operational Property and Asset Management</p>	Public	N/a	26/05/23
11 September 2023	<p><b>Rent income Strategy</b></p>	Cabinet	Yes	<p>Head of Housing Assets</p> <p>Portfolio Holder for Operational Property and Asset Management</p>	Public	N/a	26/05/23

11 September 2023	<b>Grievance Policy</b> - updated policy for approval following formal consultation	Cabinet	No	Head of Organisational Development  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	04/07/23
11 September 2023	<b>Disciplinary Policy</b> updated policy for approval following formal consultation	Cabinet	No	Head of Organisational Development  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	04/07/23
11 September 2023	<b>Bullying &amp; Harassment Policy</b> updated policy for approval following formal consultation	Cabinet	No	Head of Organisational Development  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	04/07/23
11 September 2023	<b>Menopause Policy</b> New policy for approval following formal consultation	Cabinet	No	Head of Organisational Development  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	04/07/23

11 September 2023	<b>Capability Policy</b> updated policy for approval following formal consultation	Cabinet	No	Head of Organisational Development  Portfolio Holder for Governance, Finance and Major Projects	Public	N/a	04/07/23
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Plan of Forthcoming Decisions – Cabinet of 4 December 2023

Scheduled Date of Decision	Title of Decision Item and Brief Description	Decision Maker	Key Decision	Responsible Officer / Portfolio Holder	Public or exempt report	If item is to be exempt, specify the reasons, including the relevant paragraph of Part 1 of Schedule 12A to the LG Act 1972	Date added to the Forward Plan
4 December 2023	<b>Council Tax Support Scheme 2024/25</b>  This report follows a consultation on possible changes to the following years Council Tax Support scheme and seeks final decision by Council	Cabinet	Yes	Head of Customer Services	Public	N/a	25/04/23
4 December 2023	<b>Council Tax Discounts 2024/25</b>  This report provides a review and any legislative or discretionary	Cabinet	Yes	Head of Customer Services	Public	N/a	25/04/23

	Council Tax Discounts, Reliefs or Exemptions for the following year and seeks final decision by Council						
4 December 2023	<p><b>Council Tax Base 2024/25</b></p> <p>This report outlines a technical calculation of the Council Tax Base for the following year to assist with Council Tax Setting</p>	Cabinet	Yes	Head of Customer Services	Public	N/a	25/04/23