

**FORTHCOMING KEY  
DECISIONS AND DECISIONS  
TO BE TAKEN IN PRIVATE  
BY CHARNWOOD BOROUGH  
COUNCIL'S EXECUTIVE**

**Published  
11th February 2025**

**What is a Key Decision?**

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £150,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases, the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

**What is a Private Meeting?**

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

**Representations**

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

**Other information**

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

Karen Widdowson  
Head of Democracy  
Charnwood Borough Council,  
Southfield Road, Loughborough, Leicestershire, LE11 2TX  
Tel: 01509 634785  
Email: [democracy@charnwood.gov.uk](mailto:democracy@charnwood.gov.uk)

## FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Increase in Garden Waste Collection Charges	To consider increasing the charges for Garden Waste collection from 2025/26 by £5 per annum.	Head of Contracts (Leisure, Waste and Environment)	16th January 2025	Delegated Decision Document	No. Delegated Decision Document will be publicly available.	Matt Bradford Head of Contracts (Leisure, Waste and Environment) Tel: 01509 634695 <a href="mailto:matthew.bradford@charnwood.gov.uk">matthew.bradford@charnwood.gov.uk</a>
Extend Lightbulb Service for 2025/26	Extension of the Lightbulb Service (for the period 1st April 2025 to 31st March 2026) and associated extension of fixed term posts.	Director Housing and Wellbeing	10th February 2025	Delegated Decision Document	No. Delegated Decision Document will be publicly available.	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Housing Domestic Abuse Policy	To consider the Housing Domestic Abuse Policy.	Cabinet	13th February 2025	Report	Yes	Janet Glass Head of Landlord Services Tel: 01509 634507 <a href="mailto:janet.glass@charnwood.gov.uk">janet.glass@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	13th February 2025  24th February 2025	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>
Medium-Term Financial Outlook 2025-28 and Capital Strategy, Treasury Management Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2025-26	To seek approval to a Medium-Term Financial Outlook 2025-28 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2025-26 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet  Council	13th February 2025  24th February 2025	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
2025-26 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget for 2025-26 and to propose the Council Tax for approval by Council.	Cabinet  Council	13th February 2025  24th February 2025	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>
Update on the Interim Proposals for Devolution and Local Government Re-Organisation in Leicestershire	To provide an update on progress regarding Devolution and with the development of interim proposals for Local Government Re-organisation (LGR) for Leicestershire/Rutland and to delegate to the Leader, in consultation with the Chief Executive, authority to submit an interim proposal to the Ministry of Housing, Communities and Local Government (MHCLG) by deadline of 21 March 2025.	Cabinet	12th March 2025	Report	Yes	Rob Mitchell Chief Executive Tel: 01509 634600 <a href="mailto:rob.mitchell@charnwood.gov.uk">rob.mitchell@charnwood.gov.uk</a>
Empty Homes & Second Homes Premium	To consider whether the Council wants to introduce additional Council Tax premiums to long term empty and second homes in line with legislation that has been introduced.	Cabinet	12th March 2025	Report	Yes	Russell Clarke Head of Revenues, Benefits & Customer Experience Tel: 01509 634933 <a href="mailto:russell.clarke@charnwood.gov.uk">russell.clarke@charnwood.gov.uk</a>
UK Shared Prosperity Fund 2025/26	To approve receipt of UKSPF allocation from the Government.  To give delegated authority for authorisation of spend of UKSPF monies to the Director of Commercial and Economic Development and the Head of Economic Development, in consultation with the appropriate Lead Member(s).	Cabinet	12th March 2025	Report	Yes	Chris Grace Head of Economic Development and Regeneration Tel: 01509 634534 <a href="mailto:christopher.grace@charnwood.gov.uk">christopher.grace@charnwood.gov.uk</a>
Lifeline Service	To consider the future delivery of the Lifeline Service.	Cabinet	12th March 2025	Report	No	Janet Glass Head of Landlord Services Tel: 01509 634507 <a href="mailto:janet.glass@charnwood.gov.uk">janet.glass@charnwood.gov.uk</a>

<b>Decision Item</b>	<b>What is the nature of decision to be taken?</b>	<b>Who will take the decision?</b>	<b>When is the earliest a decision will be taken?</b>	<b>Documents to be considered?</b>	<b>Will the report be considered in public?</b>	<b>Who can give me more information?</b>
Future of Sheltered Accommodation	To determine the preferred options for the Council's portfolio of sheltered housing stock.	Cabinet	12th March 2025	Report	Yes, but part of report may be exempt (private).	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Neighbourhood Policy	To approve the Neighbourhood Policy (delivery of services in neighbourhoods, particularly as they relate to the Council's landlord function).	Cabinet	12th March 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	12th March 2025	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
HRA Business Plan	To approve the HRA Business Plan.	Cabinet	12th March 2025	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Corporate Delivery Plan 2025/26	To approve the Corporate Delivery Plan 2025-26.	Cabinet	12th March 2025	Report	Yes	Helen Gretton Head of Transformation, Strategy and Performance Tel: 01509 634556 <a href="mailto:helen.gretton@charnwood.gov.uk">helen.gretton@charnwood.gov.uk</a>
Air Quality Strategy 2025-2030	To approve the Charnwood BC Air Quality Strategy 2025-2030.	Cabinet	8th May 2024	Report	Yes	Lee Mansfield Head of Regulatory and Community Safety Tel: 01509 634920 <a href="mailto:lee.mansfield@charnwood.gov.uk">lee.mansfield@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
General Fund and HRA Revenue Outturn Report (2024/25) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2024/25 subject to audit.	Cabinet	3rd July 2025	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>
Capital Plan Outturn 2024/25	To report the Council's capital expenditure results for 2024/25 subject to audit.	Cabinet	3rd July 2025	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2025/26.	Cabinet	3rd July 2025	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	11th September 2025  10th November 2025	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2025/26.	Cabinet	9th October 2025	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Draft General Fund and HRA 2026-27 Budgets	To seek approval to the Draft Revenue Budget for 2026-27 as a basis for consultation.	Cabinet	December 2025	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	December 2025  January 2026	Report	Yes	Neil Whittall Head of Finance Tel: 01509 632515 <a href="mailto:neil.whittall@charnwood.gov.uk">neil.whittall@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 3 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2025/26.	Cabinet	January 2026	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	March 2026	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>

## **EXECUTIVE MEETINGS TO BE HELD IN PRIVATE**

The following items are due to be considered by the Council's Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

<b>Decision Item</b>	<b>What is the nature of decision to be taken?</b>	<b>Who will take the decision?</b>	<b>When is the earliest a decision will be taken?</b>	<b>Documents to be considered?</b>	<b>Will the report be considered in public?</b>	<b>Who can give me more information?</b>
Lifeline Service	To consider the future delivery of the Lifeline Service.	Cabinet	12th March 2025	Report	No	Janet Glass Head of Landlord Services Tel: 01509 634507 <a href="mailto:janet.glass@charnwood.gov.uk">janet.glass@charnwood.gov.uk</a>
Future of Sheltered Accommodation	To determine the preferred options for the Council's portfolio of sheltered housing stock.	Cabinet	12th March 2025	Report	Yes, but part of report may be exempt (private).	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **CABINET MEMBERS**

Members of the Council's Cabinet are as follows:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor Miah (Labour)	<b>Leader of the Council</b> Responsibility for Corporate Strategy and Oversight, Strategic Relationships, Communications, Corporate Performance and Emergency Planning.
Councillor Hamilton (Labour)	<b>Deputy Leader – Planning &amp; Housing</b> Responsibility for Planning, Development Control, Conservation & Landscape, Building Control and S106 Agreements. Repairs & Investment, Tenancy Management, Supported Housing, Leaseholders and Lifeline, Housing Options, Allocations & Lettings, Housing Needs, Refugee & Asylum Resettlement, Empty Homes and HMO Licensing.
Councillor Ashcroft (Labour)	<b>Finance, Property and Assets, Revenues and Benefits</b> Responsibility for Capital and Revenue budgets and the Medium-Term Financial Outlook (MTFO). Revenues and Benefits services, Property and Assets, Audit & Risk, Rents & Income Management.
Councillor Jadeja (Labour)	<b>Customer Experience, Equality and Diversity</b> Responsibility for Customer Experience and Complaints, Equalities, Diversity & Inclusion, Democratic Services, Mayoralty, Legal Services, HR, Electoral Services and ICS. Training and Development (Members and Officers).
Councillor B. Gray (Labour)	<b>Climate Action and Net Zero</b> Responsibility for Net Zero, Climate Action, Biodiversity, Regulatory Services, Environmental Health, and Licensing.
Councillor Tillotson (Labour)	<b>Economic Development, Regeneration and Town Centres</b> Responsibility for Economic Development Strategy and Policy, Enterprise Zone, Town Deal and UKSPF. Markets & Events, Town Centre Management, Public Conveniences, Twinning, Tourism and Visitor Economy.
Councillor A. Gray (Labour)	<b>Waste, Open Spaces and Leisure Facilities</b> Responsibility for Waste Strategy and services, Open Spaces Strategy, Grounds Maintenance and Engineering, Leisure Centres, Town Hall and Museums.
Councillor Blackshaw (Labour)	<b>Communities and Neighbourhoods</b> Responsibility for Community Safety & Neighbourhood Development, Community Grants, Safeguarding, CCTV, Sports & Active Recreation, Street Management and Parking. Armed Forces Councillor.