

## Forward Plan

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

This document will be updated and republished on the Council's website each month. Any queries relating to the Plan should be forwarded to Democratic Services, Horizon Centre, Peachman Way, Norwich, NR7 0WF, or via email at [committee.bdc@southnorthfolkandbroadland.gov.uk](mailto:committee.bdc@southnorthfolkandbroadland.gov.uk)

### What is a Key Decision?

Key Decisions are those that are likely:

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

### 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.

### Members of the Cabinet:

Susan Holland (Chairman)	- Policy	Jan Davis	- Environmental Excellence
Natasha Harpley (Vice-Chairman)	- Communities & Housing	Steve Riley	- Finance
Stuart Beadle	- Planning	Dan Roper	- Transformation & Organisational Development
Martin Booth	- Economic Development		

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>July 2024</b>						
Public Sector Equality Duty Annual Update and Equality Objectives	Broadland Cabinet	16 Jul 2024	No	<i>Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Policy (Leader)	Public
Housing Allocations Policy Review	Broadland Cabinet	16 Jul 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
	Broadland Council	25 Jul 2024				
The Annual Treasury Review Report 2023/24	Broadland Cabinet	16 Jul 2024	No	<i>Georgina Pell, Corporate Accountant georgina.pell@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Finance	Public
	Broadland Council	25 Jul 2024				

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Key Decision?</b>	<b>Responsible Officer</b>	<b>Portfolio</b>	<b>Public or Exempt</b>
Performance Report Quarter 4	Broadland Cabinet	16 Jul 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
Productivity Plan	Broadland Cabinet	16 Jul 2024	No	<i>Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Policy (Leader)	Public
<b>September 2024</b>						
Funding options for projects in Broadland Growth Triangle	Broadland Cabinet	3 Sep 2024	Yes	<i>Nina Cunningham, Strategic Growth Projects Manager nina.cunningham@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Fully exempt
Plumstead Road Land Delivery	Broadland Cabinet	3 Sep 2024	Yes	<i>Hazel Ellard, Broadland Growth Limited Development Manager hazel.ellard@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Fully exempt
Local Authority Housing Fund: Round 3	Broadland Cabinet  Broadland Council	3 Sep 2024  17 Oct 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Victoria Parsons, People from Abroad Programme Manager victoria.parsons@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Finance	Fully exempt

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Key Decision?</b>	<b>Responsible Officer</b>	<b>Portfolio</b>	<b>Public or Exempt</b>
Clean Hydrogen Strategy and Road Map	Broadland Cabinet	3 Sep 2024	Yes	<i>Nina Cunningham, Strategic Growth Projects Manager nina.cunningham@southnorfolkan dbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Public
Revised Complaints Policy	Broadland Cabinet  Broadland Council	3 Sep 2024  17 Oct 2024	No	<i>Hannah Mawson, Customer Experience and Insight Lead hannah.mawson@southnorfolkan dbroadland.gov.uk</i>	All	Public
Compulsory Purchase Order	Broadland Cabinet	3 Sep 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkan dbroadland.gov.uk, Kevin Philcox, Housing Standards Senior Manager kevin.philcox@southnorfolkandbro adland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Fully exempt
Norfolk Environmental Credits: Admitted Body Status	Broadland Cabinet	3 Sep 2024	No	<i>Phil Courtier, Director of Place phil.courtier@southnorfolkandbroa dland.gov.uk</i>	Broadland Portfolio Holder for Finance	Fully exempt

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>October 2024</b>						
Tenancy Strategy	Broadland Cabinet	8 Oct 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
BDC Leisure Strategy	Broadland Cabinet	8 Oct 2024	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk, Steve Peet, Leisure Business Development Manager steven.peet@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
Registered Provider Policies	Broadland Cabinet  Broadland Council	8 Oct 2024  17 Oct 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>November 2024</b>						
Review of Environmental Enforcement penalties	Broadland Cabinet	5 Nov 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public
Recycling Action Plan	Broadland Cabinet	5 Nov 2024	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public
Refreshed IT Strategy	Broadland Cabinet	5 Nov 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Ben Meen, Head of ICT/Digital ben.meen@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Public
	Broadland Council	19 Dec 2024				
Robotic Processing Automation (RPA) Business Case	Broadland Cabinet	5 Nov 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development, Broadland Portfolio Holder for Finance	Public
	Broadland Council	19 Dec 2024				

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Key Decision?</b>	<b>Responsible Officer</b>	<b>Portfolio</b>	<b>Public or Exempt</b>
Local Air Quality Strategy	Broadland Cabinet	5 Nov 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk, Stewart Petrie, Environmental Protection Manager stewart.petrie@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public
Food and Safety Team Transformational Service Review	Broadland Cabinet	5 Nov 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Fully exempt
Treasury Management Report Quarter 2	Broadland Cabinet	5 Nov 2024	No	<i>Georgina Pell, Corporate Accountant georgina.pell@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Finance	Public
Microsoft Enterprise Agreement Renewal	Broadland Cabinet	5 Nov 2024	Yes	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Ben Meen, Head of ICT/Digital ben.meen@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Public
Cleaning - Contract Award	Broadland Cabinet	5 Nov 2024	No	<i>Emma Pepper, Transformation and Innovation Manager emma.pepper@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Fully exempt

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>December 2024</b>						
Review of Sexual Entertainment Venue Licensing Policy and Fee	Broadland Cabinet	10 Dec 2024	Yes	<i>Leigh Chant, Food, Safety and Licensing Team Manager leigh.chant@southnorfolkandbroadland.gov.uk, Sarah Harris, Licensing Team Leader sarah.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public
Performance Report 2024/25 - Quarter 2	Broadland Cabinet	10 Dec 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
Waste Services Policy	Broadland Cabinet	10 Dec 2024	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public
<b>January 2025</b>						
GN Green Infrastructure Strategy Adoption	Broadland Cabinet	14 Jan 2025	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Planning	Public



Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>February 2025</b>						
Greater Norwich 5 Year Infrastructure Investment Plan 2025 to 2030 (5YIIP) and Annual Growth Programme (AGP) 2025/26	Broadland Cabinet	11 Feb 2025	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Planning	Public
	Broadland Council	20 Feb 2025				
Council Tax Assistance Scheme	Broadland Cabinet	11 Feb 2025	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Lindsay Sayer, Housing and Benefits Manager lindsay.sayer@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
	Broadland Council	20 Feb 2025				
Options Appraisal for the Future of Business Builder Programme	Broadland Cabinet	11 Feb 2025	No	<i>Dave Disney, Market Towns and Business Development Manager dave.disney@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Public
<b>March 2025</b>						
Broadland Country Park - Award of Contracts	Broadland Cabinet	18 Mar 2025	Yes	<i>Annie Sommazzi, Clean Growth and Sustainability Manager annie.sommazzi@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Fully exempt

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Key Decision?</b>	<b>Responsible Officer</b>	<b>Portfolio</b>	<b>Public or Exempt</b>
Performance Report 2024/25 - Quarter 3	Broadland Cabinet	18 Mar 2025	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
<b>April 2025</b>						
Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions	Broadland Cabinet  Broadland Council	22 Apr 2025  22 May 2025	No	<i>Leigh Chant, Food, Safety and Licensing Team Manager leigh.chant@southnorfolkandbroadland.gov.uk, Sarah Harris, Licensing Team Leader sarah.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public