



Hinckley & Bosworth  
Borough Council

# **HINCKLEY & BOSWORTH BOROUGH COUNCIL FORWARD PLAN**

## **JUNE 2025 TO SEPTEMBER 2025**

### ***What is the forward plan?***

The forward plan is a list of decisions to be taken by the Executive or Council during the period referred to above. The plan also identifies any key decisions to be taken by the Executive. The Council has a duty to publish notice of key decisions at least 28 days before a decision is taken.

### ***What is a key decision?***

The definition of a key decision is contained within the council's constitution and is a decision which:

- Involves expenditure (or reduction of income) of over £50,000 on any particular scheme / project
- Adopts a policy or strategy (which the Executive has the power to adopt)
- Involves the adoption or amendment to the scale of fees and charges

- Is one that affects the whole of the borough and is one of which the residents of Hinckley & Bosworth would normally expect to be notified or consulted;
- Involves a recommendation by the Executive to a partnership organisation which will take the ultimate decision.

### ***Who can make key decisions?***

Key decisions can be made by the Executive, the Leader or Executive members, or individual officers acting under delegated powers.

### ***Are only key decisions published on the plan?***

Whilst the requirement only covers inclusion of key decisions on the plan, the council has voluntarily decided to list non-key Executive decisions and decisions of Council. Key decisions will be identified on the plan.

### ***What does the plan tell me?***

The list gives information about the upcoming decision, whether it will be made in public or private, when the decision is likely to be made, who will make the decision, and who you can contact for further information.

Confidential and exempt information

This list may include items for decision which contain confidential or exempt information, such items will be identified with '(exempt)' next to the report title.

<b>Details of the Decision to be taken</b> (*denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker And Date(s)</b>	<b>Reporting Pathway And Dates(s)</b>	<b>Consultees and Consultation Process</b>	<b>Report Author</b>
Business rates write offs	Finance	Executive 18 Jun 2025	Finance & Performance Scrutiny 9 Jun 2025		Ashley Wilson
Civil Penalty Notice *	Environmental Health	Executive 18 Jun 2025			Madeline Shellard
Corporate Sundry Debtor Recovery Policy update	Finance	Executive 18 Jun 2025	Finance & Performance Scrutiny 9 Jun 2025		Ashley Wilson
Hinckley town centre strategic vision and masterplan *	Planning - Major Projects	Executive 18 Jun 2025			Paul Grundy
Community governance review *	Democratic Services	Council 8 Jul 2025 & 19 Feb 2026		Two phases of public consultation	Julie Kenny
Overview & Scrutiny annual report 2024/25	Democratic Services	Council 8 Jul 2025	Scrutiny Commission 26 Jun 2025		Rebecca Owen
Heritage Strategy update	Planning Policy	Executive 24 Sep 2025	Scrutiny Commission 11 Sep 2025		Paul Grundy

## ***DETAILS OF COUNCIL DECISION MAKERS***

The Executive is made up of the following councillors:

Councillor SL Bray – Leader of the Council and Executive member for external relations, communications, regeneration & town centres, corporate & member services – [stuart.bray@hinckley-bosworth.gov.uk](mailto:stuart.bray@hinckley-bosworth.gov.uk)

Councillor MC Bools – Deputy Leader of the Council and Executive member for leisure, culture, tourism, arts, equalities, health & well being  
Email: [mark.bools@hinckley-bosworth.gov.uk](mailto:mark.bools@hinckley-bosworth.gov.uk)

Councillor MB Cartwright – Executive member for climate change, environment & rural affairs  
Email: [martin.cartwright@hinckley-bosworth.gov.uk](mailto:martin.cartwright@hinckley-bosworth.gov.uk)

Councillor WJ Crooks – Executive member for planning  
Email: [bill.crooks@hinckley-bosworth.gov.uk](mailto:bill.crooks@hinckley-bosworth.gov.uk)

Councillor L Hodgkins – Executive member for parks, open spaces & neighbourhood services  
Email: [lynda.hodgkins@hinckley-bosworth.gov.uk](mailto:lynda.hodgkins@hinckley-bosworth.gov.uk)

Councillor KWP Lynch – Executive member for finance, ICT & asset management  
Email: [keith.lynch@hinckley-bosworth.gov.uk](mailto:keith.lynch@hinckley-bosworth.gov.uk)

Councillor MT Mullaney – Executive member for housing & community safety  
Email: [michael.mullaney@hinckley-bosworth.gov.uk](mailto:michael.mullaney@hinckley-bosworth.gov.uk)

To find out which officer is responsible for a particular service area, view the [structure chart](#) on the council's website.

Further clarification and representations about any item included in the forward plan can be made to the appropriate Executive Member and senior officer either using the contact details above or in writing to: Hinckley and Bosworth Borough Council, Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR. Representations should be made before noon on the working day before the date on which the decision is to be taken.

## ***DECISION MAKING ARRANGEMENTS***

The views of local people are at the heart of decision making at Hinckley & Bosworth Borough Council, because major decisions are made by councillors who are elected every four years by local people. Councillors work with the communities that they represent to ensure that local priorities are reflected in the work that the council does.

The Council is made up of 34 councillors representing 16 wards. If you want to know which councillor(s) represents your area or you would like to contact your councillor(s) concerning an issue, you will find contact details on our website ([www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)) or alternatively you can contact the Council on 01455 238141.

The council is committed to the principle of open government and everyone is welcome to attend meetings (except for confidential business) and to receive details of non-confidential items. Below are further details of the Council's democratic decision making arrangements.

### **The Council**

The Council is responsible for setting the budget and the policy framework. Each year there is an annual meeting, which selects the Mayor and Deputy Mayor (who are the Chair and Vice-Chair of the Council) and decides the membership of the overview and scrutiny bodies and regulatory committees. There are approximately six ordinary meetings of the Council per year, which make strategic, policy and major budget decisions.

### **Executive functions**

Many day to day policy and operational decisions are taken by the Executive, a group of seven councillors comprising of the Leader, Deputy Leader and five Executive Members each responsible for an area of council policy and activity. The Executive members and their responsibilities are detailed in the previous table.

### **Overview and scrutiny functions**

Decisions of the Executive are subject to scrutiny by the Scrutiny Commission and Finance & Performance Scrutiny. The Scrutiny Commission and Finance & Performance Scrutiny also have a role in policy development. In addition, scrutiny panels are established to undertake ad-hoc reviews. The Scrutiny Commission publishes an annual report and a work programme; this is available on the council's website and from the council on request.

### **Regulatory functions**

In addition the Council has established committees to deal with regulatory issues, these committees are Audit Committee, Ethical Governance & Personnel Committee, Licensing Committee, and Planning Committee.

Further information about the Council's decision making arrangements can be obtained from Democratic Services on 01455 255879.