

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

The Local Authorities (Executive Arrangements)  
(Meetings and Access to Information) (England) Regulations 2012

1<sup>ST</sup> MARCH TO 30<sup>TH</sup> JUNE 2021

## What is the Forward Plan?

Under the Regulations referred to above, the Borough Council is required to publish a notice setting out the key decisions to be taken by the Council at least 28 clear days before the decision is made. In addition, the regulations require the Council to publish details of any decisions to be taken in private at a meeting of the Executive at least 28 clear days before the meeting. It is intended that, by publishing this Plan, people will be able to find out the expected timing of key decisions, who will take them and also the consultation mechanisms available. Notices of forthcoming decisions are also published on the Council's website.

## What is an Executive Decision?

Executive Decisions are defined (in Part 4A of the Council's Constitution) as any decision made or to be made in connection with the discharge of a function which is the responsibility of the executive of the Council but does not include purely administrative decisions (such as purchasing stationery for use in connection with the discharge of an executive function).

## What is a Key Decision?

Key Decisions are defined in Part 4A of the Council's Constitution. In short they are Executive Decisions, which are likely to:

- result in revenue expenditure or income with an annual cost, saving or increase in income estimated to be over £100,000;
- result in any capital project with an estimated value of over £150,000; or
- be significant in terms of their effects on communities living or working in an area comprising two or more Council wards.

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

The plan gives information about:

- What important decisions are coming forward in the next four months
- When those decisions are likely to be made
- Who will make those decisions
- What consultation will be undertaken
- Who you can make representations to, and how
- What documents you can ask for
- Who you can contact for further information
- Whether or not a decision will be taken in private

Officers may also include other items in the forward plan on a voluntary basis.

### **Who takes Executive Decisions?**

Executive Decisions are taken by the Cabinet, individual Cabinet Members or individual Officers acting under delegated powers.

### **Who can I contact?**

Each entry in the plan indicates the names of all the relevant people to contact about the particular item.

### **How do I make contact?**

The telephone numbers of the relevant officers are listed in the individual entries in the forward plan. The contact details of the Cabinet Members are available on the Council's website or by telephoning the Council Offices on 01283 508000.

### **How do I get copies of Agenda papers?**

The Agenda papers for Cabinet meetings are available five working days before the meeting on the Council's Website [www.eaststaffsbc.gov.uk](http://www.eaststaffsbc.gov.uk). Alternatively you can contact Andrea Davies, Principal Democratic Services Officer, Legal and Democratic Services, East Staffordshire Borough Council, PO Box 8045, Burton upon Trent, Staffordshire, DE14 9JG Telephone: 01283 508306 Fax: 01283 508388 e-mail: [andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

<b>FORWARD PLAN</b>
<b>VERSION 2021/03</b>

Issued <b>1<sup>st</sup> March 2021</b>
Effective for the Period: <b>1<sup>st</sup> March to 30<sup>th</sup> June 2021</b>

**Representations in respect of all the matters shown should be sent in writing to:**

**Monitoring Officer, East Staffordshire Borough Council, PO Box 8045,**

**Burton upon Trent, Staffordshire, DE14 9JG**

**No later than one week before the decision is due to be made**

**Facsimile: 01283 508388 e-mail: [angela.wakefield@eaststaffsbc.gov.uk](mailto:angela.wakefield@eaststaffsbc.gov.uk) Telephone: 01283 508267**

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Quarter 3: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	March 2021	None	Report	Scrutiny (Audit and Value for Money Council Services) Committee	J James Abbott Corporate & Commercial Manager 01283 508244	Yes Schedule 12A (Information Relating to any Individual)
No	Reducing Cheque Payments (Council Tax/Business Rates/Housing Benefit)	To approve the recommendation within the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Deputy Leader, Housing and Homelessness	Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. ConTs.) 01283 508716	No
No	Electronic Document Management System Review and Recommendations	To approve the recommendation within the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Regeneration and Planning Policy	Naomi Perry Planning Manager 012843 508611	No
No	SMARTER working practices for Planning	To approve the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Regeneration and Planning Policy	Naomi Perry Planning Manager 012843 508611	No
No	Application for the 2021/22 Rough Sleeping Initiative Fund	To approve the EDR	March 2021	Deputy Leader and Head of Service	Executive Decision Record	Delegated Decision – Deputy Leader, Housing and Homelessness	Brett Atkinson Housing Options Manager 01283 508123	No
No	Provision of Emergency Bed Spaces for Rough Sleepers	To approve the EDR	March 2021	Deputy Leader and Head of Service	Executive Decision Record	Delegated Decision – Deputy Leader, Housing and Homelessness	Brett Atkinson Housing Options Manager 01283 508123	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Leisure Management	To agree a further interim arrangement with Everyone Active	March 2021	Shadow Deputy Leader / Leader of the Opposition	Executive Decision Record	Delegated Decision – Deputy Leader, Leisure Amenities and Tourism	James Abbott Corporate & Commercial Manager 01283 508244	Yes Schedule 12A
No	Annual Contract Performance Report	To approve the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Brett Atkinson Housing Options Manager 01283 508123	No
No	Revenue and Capital Budget - Third Quarter	To approve the recommendations within the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet in a Virtual Environment	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance - Third Quarter	To approve the recommendation within the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Review of Court Costs	To approve the recommendation within the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. Conts.) 01283 508716	No
No	Review of Recovery and Write Off policies	To approve the recommendation within the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. Conts.) 01283 508716	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	SMARTER Street Cleaning – update report on IT management system	To approve the recommendation within the report	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Paul Farrer Environment Manager 01283 508599	No
No	Corporate Plan Refresh	To approve the Corporate Plan	March 2021	Corporate Management Team / Leader and Deputy Leaders	Report and Corporate Plan	Council in a Virtual Environment	James Abbott (Corporate and Commercial Manager) 01283 508244	No
No	Determination of a Request to Change the Hackney Carriage Table of Fares	To make a determination on a revised table of taxi fare charges	April 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Margaret Woolley (Licensing and Enforcement Manager)	No
No	COVID-19 Emergency Planning Update (April)	To note the contents of the report	April 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	No
Yes	Dry Recycling Contract – Procurement Outcome	To approve the recommendation within the report	May 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Paul Farrer Environment Manager 01283 508599	Yes Schedule 12A
No	Quarter 4: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	June 2021	None	Report	Scrutiny (Audit and Value for Money Council Services) Committee	J James Abbott Corporate & Commercial Manager 01283 508244	Yes Schedule 12A (Information Relating to any Individual)

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Revenue and Capital Budgets Outturn - Final Quarter 2020/21	To approve the recommendations within the report	June 2021	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet in a Virtual Environment	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance - Fourth Quarter	To approve the recommendation within the report	June 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	No
No	COVID-19 Emergency Planning Update (June)	To note the contents of the report	June 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Annual Treasury Management Report 2020/21	To approve the report	June 2021	Scrutiny (audit and Value for Money Council Services) Committee	Report and supporting appendices	Council in a Virtual Environment	Lisa Turner Chief Accountant 01283 508399	No