

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1st March 2024 to 30th June 2024

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. 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

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.

FORWARD PLAN

VERSION 2024/03

Issued: 1st March

Effective for the Period:

1st March 2024 to 30th June 2024

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: monitoring.officer@eaststaffsbc.gov.uk Telephone: 01283 508267

| Key? | Subject | Expected Decision | Expected Date for Decision | Consultation | Documents Available | Decision Owner | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|------|-----------------------------------------------------------------------|----------------------------------------------------|----------------------------|---------------------------------------------|--------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------|
| No | Quarter 3 Performance Report – Corporate Plan, Leisure and Towns Fund | To approve the recommendation(s) within the report | March 2024 | Corporate Management Team / Cabinet Members | Report | Cabinet (Leader of the Council) | James Abbott Corporate & Commercial Manager 01283 508244 | (Leisure appendix private (3)) |
| No | Revenue and Capital Budgets Outturn - Quarter 3 | To approve the recommendation(s) within the report | March 2024 | Corporate Management Team / Cabinet Members | Report | Cabinet (Cabinet Member for Finance and Treasury Management) | James Hopwood Interim Chief Accountant 01283 508139 | No |
| Yes | Air Quality Strategy and Action Plan | To approve the recommendation(s) within the report | March 2024 | Corporate Management Team / Cabinet Members | Report | Cabinet (Cabinet Member for Environment and Climate Change) | Rachel Liddle Environmental Health Manager 01283 508838 | No |
| No | Progress update on Cost of Living Initiatives | To note the progress update in the report | March 2024 | Corporate Management Team / Cabinet Members | EDR (with update in Member Briefing) | Cabinet Member for Communities and Regulatory Services | Brett Atkinson Housing Manager 01283 508123 | No |
| No | To provide a third year update of the Parks Development Plan | To approve the recommendations within the report | March 2024 | Corporate Management Team / Cabinet Members | Member Briefing | (Cabinet Member for Environment and Climate Change) | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |

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|------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------|---------------------------------------------|---------------------|---------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Yes | Options review on an approach for the Council's fleet of small street cleaning vehicles | To approve the recommendations within the report | March 2024 | Corporate Management Team / Cabinet Members | Report | EDR (Cabinet Member for Environment and Climate Change) | Paul Farrer Environment Manager 01283 508599 | Yes 3 – information relating to financial or business affairs of any particular person. |
| No | To provide an update on the Introduction of a Citizens Assembly | To approve the recommendations within the report | March 2024 | Corporate Management Team / Cabinet Members | Report | Cabinet (Leader of the Council) | James Abbott Corporate & Commercial Manager 01283 508244 | No |
| No | To Review Outdoor sports provision in Uttoxeter, including the proposed sports hub and other potential outdoor sports sites | To approve the recommendations within the report | March 2024 | Corporate Management Team / Cabinet Members | Report | Cabinet (Cabinet Member for Tourism and Cultural Development) | James Abbott Corporate & Commercial Manager 01283 508244 | Yes 3 – information relating to financial or business affairs of any particular person. |
| No | Updated Playing Pitch Strategy and Review of Indoor Facilities | To approve the recommendation(s) within the report | March 2024 | Corporate Management Team / Cabinet Members | Report | Cabinet (Cabinet Member for Tourism and Cultural Development) | James Abbott Corporate & Commercial Manager 01283 508244 | No |

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|------|-------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Yes | Options for ESBC to develop community wealth-building energy projects | To note the contents of the report | March 2024 | CMT/Cabinet Members | Report | Cabinet (Cabinet Member for Environment and Climate Change) | Sharon Walker Climate Change and Adaptations Officer 01283 508134 | No |
| Yes | Corporate Plan Refresh | To adopt new targets for 2024/25 | March 2024 | Corporate Management Team / Cabinet Members | Corporate Plan | Council (Leader of the Council) | James Abbott Corporate & Commercial Manager 01283 508244 | No |
| No | Taxi and Private Hire Policy | To approve the recommendation(s) within the report | March 2024 | Corporate Management Team / Cabinet Members/ Licensing Committee/ Members of the Taxi Trade and Public | Report | Council (Cabinet Member for Communities and Regulatory Services) | Margaret Woolley Enforcement Manager 01283 508479 | No |
| No | Quarter 3: Report on the performance of the Leisure Services Contractor | To consider the performance of the Leisure Services Contract | March 2024 | None | Report | Scrutiny (Value for Money Council) Committee (Cabinet Member for Tourism and Cultural Development) | James Abbott Corporate & Commercial Manager 01283 508244 | Yes 3 – information relating to financial or business affairs of any particular person. |

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|------|--------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------|---------------------|-----------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| No | Biodiversity Net Gain | To note the contents of the report | April 2024 | CMT/Cabinet Members | Report | Cabinet (Cabinet Member for Environment and Climate Change) | Naomi Perry Planning Manager 01283 508611 | No |
| No | Increase digital and automation properties of the Revenues and Benefits system | To approve the expenditure on system upgrades or replacement system | May 2024 | CMT/Cabinet Members | Business case, plan and Tendering | Cabinet (Cabinet Member for Finance and Treasury Management) | Greg Osborne Interim Revs, Bens and Customer Contact Manager 01283 508716 | No |
| Yes | Consideration of a Subscription Based Garden Waste Service | To approve the recommendation(s) within the report | May 2024 | CMT/Cabinet Members | Report | Cabinet (Cabinet Member for Environment and Climate Change) | Paul Farrer Environment Manager 01283 508599 | Yes Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| No | Local Authority Productivity Plan | To approve the recommendation(s) within the report | June 2024 | CMT/Cabinet Members | Report | Cabinet (Cabinet Member for Finance and Treasury Management) | Lloyd Haynes Chief Finance Officer 01283 508399 | No |