

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1ST APRIL TO 31ST JULY 2017

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 2017/04

Issued: **1st April 2017**

Effective for the Period:

1st April 2017 to 31st July 2017

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 Telephone: 01283 508267

| Key ? | Subject | Expected Decision | Expected Date for Decision | Consultation | Documents Available | Decision-taker | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|-------|---|---|----------------------------|--|-----------------------|----------------|--|---|
| Yes | Sale of Dove Way and Pennycroft Lane | To consider the options and take a decision of the sale | May 2017 | Corporate Management Team / Leader and Deputy Leaders | Report | Council | Thomas Deery Acting Enterprise Manager 01283 508664 | Yes |
| No | Selective Licensing Scheme | To approve the recommendations of the report | May 2017 | Corporate Management Team / Leader and Deputy Leaders | Report and Appendices | Cabinet | Rachel Liddle Enforcement Team Leader (Environmental Health) 01283 508838 | No |
| No | Evaluation of Interest in Self Build Scheme at Lynwood Road | To consider the evaluation and select a preferred course of action | May 2017 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Julia Baker Senior Enterprise Officer 01283 508592 | No |
| Yes | Car Park Improvements | To approve a 'Review of Car Parks-Centred on an Evaluation of 'Free after three'' | May 2017 | Corporate Management Team / Leaders and Deputy Leaders | Report | Cabinet | Michael Hovers Communities & Open Spaces Manager 01283 508776 | No |
| No | Introduce a Jam Jar Scheme | Produce a business plan to inform delivery options | May 2017 | Corporate Management Team / Leaders and Deputy Leaders | Report | Cabinet | 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) |
|-------|---|--|----------------------------|--|----------------------------------|----------------|---|---|
| No | Revenue and Capital Budget - Quarter 4 | To approve the recommendations within the report | June 2017 | Corporate Management Team / Leader and Deputy Leaders/ Cabinet | Report and supporting appendices | Cabinet | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Corporate Plan Performance - Fourth Quarter | To approve the recommendation within the report | June 2017 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | James Abbott Programmes and Transformation Team Leader 01283 508244 | No |
| No | Review of Council Tax Reduction Scheme | To approve the recommendation within the report | June 2017 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Sarah Richardson Shared Service Centre Manager (Revenues, Benefits & Customer Contacts) 01283 508716 | No |
| No | Annual Treasury Management Report 2016-17 | To approve the report. | June 2017 | Audit Committee | Report and Appendices | Council | Lisa Turner Chief Accountant 01283 508399 | No |
| Yes | Accommodation Review | Review of accommodation needs | June 2017 | Corporate Management Team / Leaders and Deputy Leaders | Report | Cabinet | Chris Eberley Corporate & Commercial Manager 01283 508772 | No |

| Key ? | Subject | Expected Decision | Expected Date for Decision | Consultation | Documents Available | Decision-taker | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|-------|-----------------------------------|---|----------------------------|--|---------------------------------------|--|--|---|
| Yes | Waste Collection Business Plan | To approve the recommendations in the report | June 2017 | Corporate Management Team/Leader and Deputy Leaders | Report | Cabinet | Paul Farrer Environment Manager 01283 508599 | Yes (4) |
| No | Tourism Website Options Appraisal | To consider the options and select a preferred course of action | July 2017 | Corporate Management Team / Leaders and Deputy Leaders | Report | Delegated Decision - Programmes and Transformation | Thomas Deery Acting Enterprise Manager 01283 508664 | No |
| No | Statement of Accounts 2016-17 | To approve the accounts | July 2017 | Audit (Statement of Accounts) Committee | Report and Statutory Audited Accounts | Audit (Statement of Accounts) Committee | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Reduce the number of Empty Homes | Produce a business plan to tackle empty homes | July 2017 | Corporate Management Team / Leaders and Deputy Leaders | Report | Cabinet | Brett Atkinson Housing Options Manager 01283 508123 | No |