

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

**1<sup>ST</sup> JUNE TO 30<sup>TH</sup> SEPTEMBER 2016**

## **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.

**FORWARD PLAN**

**VERSION 2016/06**

Issued: **1<sup>st</sup> June 2016**

Effective for the Period:

**1<sup>st</sup> June to 30<sup>th</sup> September 2016**

**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	Pay Policy Statement – Annual Review	Approval of Pay Policy Statement	June 2016	Corporate Management Team and Leader	Report	Council	Linda McDonald SSC Manager (HR, OD & Payments) 01283 508577	No
No	Corporate Plan Performance - Fourth Quarter	To approve the recommendation within the report	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Programmes and Transformation Team Leader 01283 508244	No
No	Revenue and Capital Outturn - Fourth Quarter	To approve the recommendation within the report	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Delivery of development on redundant brownfield land	Approve a plan that can deliver new housing and employment development on unused brownfield land	June 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Kimberley Evans Regeneration Projects Officer 01283 508668	No

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No	Annual Treasury Management Report 2015/16	To note the report.	June 2016	Audit Committee	Report	Council	Lisa Turner Chief Accountant 01283 508399	No
No	Consider options for developing a new Civic Function Suite brand	Agree a new brand image for the Civic Function Suite	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Chloe Brown Brewhouse Manager 01283 508515	No
No	Annual Governance Statement	To approve the Annual Governance Statement	June 2016	Leader of the Council / Chief Executive	Report and AGS	Audit Committee	Sal Khan Head of Service 01283 508674	No
No	Procure a Rough Sleepers Outreach Service	Proceed to tender	June 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Brett Atkinson Housing Options Manager 01283 508123	No

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No	Agreement of SPD Programme	To agree programme	June 2016	Corporate Management Team	Report	Delegated Decision - Planning and Neighbourhoods	Anna Miller Planning Manager 01283 508630	No
No	CCTV Monitoring Contract	To appoint the preferred bidder	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision - Regulatory Services	Margaret Woolley Enforcement Team Leader 01283 508479	No
No	Neighbourhood Plans (Newborough, Marchington and Stapenhill)	Move Neighbourhood Plans to referenda	July 2016	Corporate Management Team / Ward Members	Report	Delegated Decision - Planning and Neighbourhoods	Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645	No
No	Council Tax Support Scheme 2017-18	To approve the recommendation within the report	July 2016	Corporate Management Team	Report	Delegated Decision - Leader of the Council	Sarah Richardson Shared Service Centre Manager (Revenues, Benefits & Customer Contacts) 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	Sale of land at Dove Way and Pennycroft Lane, Uttoxeter	To appoint commercial agent to market sites	July 2016	None	None	Delegated Decision - Enterprise and Environment	Kimberley Evans Regeneration Projects Officer 01283 508668	No
No	Statement of Accounts 2015-16	To approve the accounts	July 2016	Audit Committee	Report and Statutory Audited Accounts	Audit Committee	Lisa Turner Chief Accountant 01283 508399	No
No	Local Government Ombudsman Annual Review Letter 2016	To note the contents	August 2016	Corporate Management Team / Leader and Deputy Leaders	Annual Letter from the Ombudsman	Cabinet	Andrea Davies Principal Democratic Services Officer 1306 / Leader of the Council	No
No	Anglesey Neighbourhood Plan	Decision to make post referenda	August 2016	Corporate Management Team	Report	Delegated Decision - Planning and Neighbourhoods	Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645	No

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No	Landlord Accreditation and Selective Licensing Scheme	Approve the recommendation in the report	August 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle Environmental Health Team Leader 01283 508838	No
No	Developing and Improving the Brewhouse and Civic Function Suite	Agree a new Brewhouse Improvement Plan	September 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Chloe Brown Brewhouse Manager 01283 508515	No
No	Conservation Area Boundary Amendments	Adopt Amendments to boundaries	September 2016	Corporate Management Team	Report	Delegated Decision - Planning and Neighbourhoods	Naomi Perry Planning Policy Officer 01283 508611	No
No	Greater Birmingham and Solihull Local Enterprise Partnership – Planning Guidance Notes	Adopt	September 2016	Corporate Management Team	Report	Delegated Decision - Planning and Neighbourhoods	Charlotte El Hakiem Planner 01283 508729	No



Key ?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Improve the efficiency of the Community and Civil Enforcement Operation	Produce an options report for the future of the service	September 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Margaret Woolley Enforcement Team Leader 01283 508479	No
No	Corporate Plan Performance - First Quarter	To approve the recommendation within the report	September 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	James Abbott Programmes and Transformation Team Leader 01283 508244	No
No	Revenue and Capital Outturn - Fourth Quarter	To approve the recommendation within the report	September 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Lisa Turner Chief Accountant 01283 508399	No