

# 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 2019

## 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 2019/06**

Issued: **1<sup>st</sup> June 2019**

Effective for the Period:

**1<sup>st</sup> June to 30<sup>th</sup> September 2019**

**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	Produce Programme for engaging with Highways England to improve cleanliness around A38 and associated access roads	To approve the recommendation within the report	June 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Environment and Housing	Paul Farrer Environment Manager 01283 508599	No
No	Production of SPD on Separation distances and amenity	To agree consultation draft	June 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Regeneration and Planning Policy	Anna Miller Planning Manager 01283 508630	No
No	Shopfronts Design SPD	To agree consultation draft	June 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Regeneration and Planning Policy	Naomi Perry Principal Planning Policy Officer 01283 508611	No
Yes	Launch Campaign to raise awareness of rough sleeping, street living and street begging	To approve the recommendations within the report	June 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Environment and Housing	Brett Atkinson Housing Manager 01283 508123	No
No	Revenue and Capital Budget - Fourth Quarter	To approve the recommendations within the report	June 2019	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Corporate Plan Performance - Fourth Quarter	To approve the recommendation within the report	June 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Chris Ebberley Corporate & Commercial Manager 01283 508772	No
No	Report on the performance of the Leisure Services contractor on a quarterly basis	To approve the recommendation within the report	June 2019	None	Report	Scrutiny Committee	James Abbott Leisure Services Contract Manager 01283 508244	No
No	Annual Treasury Management Report 2018-19	To note the report.	June 2019	Scrutiny (Audit and Value for Money Council Services) Committee	Report	Council	Lisa Turner Chief Accountant 01283 508399	No
Yes	Finalise agreement with SCC to fund the implementation of the co-designed Station Street new public realm project	To discuss and approve the expenditure.	June 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Simon Humble Programmes & Transformation Officer 01283 508272	No
No	Burton upon Trent Regeneration Strategy	To endorse and consider the findings of the Strategy	June 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Simon Humble Programmes & Transformation Officer 01283 508272	Yes Paragraph 3

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Statement of Accounts 2018-19	To approve the accounts	July 2019	Audit Committee (Statements of Account)	Report and Statutory Audited Accounts	Audit Committee (Statements of Account)	Lisa Turner Chief Accountant 01283 508399	No
Yes	Review options for continuing outreach services to Rough Sleepers	To approve the recommendations within the report	July 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Brett Atkinson Housing Manager 01283 508123	No
No	Production of SPD on developer contributions	To agree consultation draft	August 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Regeneration and Planning Policy	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Production of SPD on Housing Choice	To agree consultation draft	August 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision – Regeneration and Planning Policy	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Complete a review of the Charitable Collection Policy	To approve the recommendations within the report	September 2019	Corporate Management Team / Licensing Committee	Policy/Report	Licensing Committee	Margaret Woolley Enforcement Team Leader 01283 508479	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Complete a review of the Scrap Metal Dealers Policy	To approve the policy revision	September 2019	None	Policy	Delegated Decision - Regulatory and Community Support	Margaret Woolley Enforcement Team Leader 01283 508479	No
No	Local Government Ombudsman Annual Review Letter 2019	To note the contents of the report	September 2019	Corporate Management Team/Leader/Deputy Leaders	Report	Cabinet	Andrea Davies Principal Democratic Services Officer 01283 508306	No
No	Revenue and Capital Budget - First Quarter	To approve the recommendations within the report	September 2019	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance - First Quarter	To approve the recommendation within the report	September 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Chris Ebberley Corporate & Commercial Manager 01283 508772	No
No	Review of Council Tax Reduction Scheme	To approve the recommendation within the report	September 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. Contacts) 01283 508716	No