

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1st June to 30th September 2022

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.

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| FORWARD PLAN |
| VERSION 2022/06 |

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| Issued 1st June 2022 |
| Effective for the Period: 1st June to 30th September 2022 |

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-taker | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|------|---|--|----------------------------|---|----------------------------------|---|--|---|
| No | Quarter 4: Report on the performance of the Leisure Services Contractor | To consider the performance of the Leisure Services Contract | June 2022 | None | Report | Scrutiny (Value for Money Council Services) Committee | James Abbott Corporate & Commercial Manager 01283 508244 | No |
| No | Revenue and Capital Budgets Outturn - Final Quarter 2021/22 | To approve the recommendations within the report | June 2022 | Corporate Management Team / Leader and Deputy Leaders | Report and supporting appendices | Cabinet | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Corporate Plan Performance – End of Year Performance | To approve the recommendation within the report | June 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | James Abbott Corporate & Commercial Manager 01283 508244 | No |
| No | COVID-19 Emergency Planning Update (June) | To note the contents of the report | June 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | James Abbott Corporate & Commercial Manager 01283 508244 | No |
| No | Annual Treasury Management Report 2020/21 | To approve the report | June 2022 | Scrutiny (audit and Value for Money Council Services) Committee | Report and supporting appendices | Council | Lisa Turner Chief Accountant 01283 508399 | No |

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|------|---|---|----------------------------|---|---|---|---|---|
| No | Implement an approach for collating planning customer feedback post decision notice | To approve the recommendation within the report | June 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | EDR – Leader of the Council and Economic Growth Portfolio | Naomi Perry Planning Manager 01283 508611 | |
| No | Feasibility study regarding an Elected Member intranet | To approve the recommendation within the report | June 2022 | Digital Strategy Group Corporate Management Team Leader and Deputy Leaders | Report | EDR – DL (Finance, Treasury Management & Communications) | Daniel Arnold Programmes & Transformation Team Leader 01283 508626 | |
| No | Options appraisal on use of chat-bot and live chat options | To approve the recommendation within the report | June 2022 | Digital Strategy Group Corporate Management Team Leader and Deputy Leaders | Report | EDR – DL (Finance, Treasury Management & Communications) | Daniel Arnold Programmes & Transformation Team Leader 01283 508626 | |
| No | Voluntary sector forum | To establish a new voluntary sector forum | June 2022 | Relevant partners | Terms of Reference | EDR – DL (Communities and Housing Standards) | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| No | Open Spaces Initiative | Implement a project to address the issue of dog fouling through the provision of dog fouling bags on parks across the Borough | July 2022 | Chief Officer / Deputy Leader | Map of the location of the bag dispensers/ update to be provided in the second year review of the Parks | EDR – DL (Environment and Climate Change) | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |

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|------|--|---|----------------------------|---|----------------------------------|--|--|---|
| | | | | | Development Plan | | | |
| Yes | Continue to consider the acquisition of the Molson Coors High Street campus | To approve the recommendation within the report | July 2022 | Chief Executive / Leader of the Opposition / Leader of the Independent Alliance | Report and supporting appendices | EDR – Leader of the Council & Economic Growth portfolio and DL (Finance, Treasury Management & Communications) | Thomas Deery Enterprise Manager 01283 508664 | |
| Yes | Progress a Compulsory Purchase Order of the Maltings Precinct | To approve the recommendation within the report | July 2022 | Corporate Management Team / Leader and Deputy Leaders | Report and supporting appendices | Cabinet | Thomas Deery Enterprise Manager 01283 508664 | |
| No | Develop Planning Service Review with project scope and timescales | To approve the recommendation within the report | July 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | EDR – Leader of the Council & Economic Growth portfolio | Naomi Perry Planning Manager 01283 508611 | |
| No | Develop the approach for the delivery of the new Rough Sleepers Outreach Service | To approve the recommendation within the report | July 2022 | Chief Officer / Deputy Leader | Report | Cabinet | Brett Atkinson Housing Manager 01283 508123 | |
| No | The merits of an ARTICLE 4 (Retail/Residential) in the town centre | To approve the recommendation within the report | July 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Naomi Perry Planning Manager 01283 508611 | |

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| No | Developing Tourism within the Borough | Commission an audit of current levels of tourism activity in East Staffordshire | July 2022 | Chief Officer / Deputy Leader | Update to be provided in the second year update of the Tourism Strategy | EDR – DL (Tourism and Cultural Development) | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| No | Partnership and Community Initiatives | Work with the Voluntary Sector to develop a post-covid Voluntary Sector Strategy in support of our communities | July 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| No | Revise the Domestic Abuse Strategy to reflect changes in legislation and emerging definitions | To update the strategy | July 2022 | Chief Officer / Deputy Leader | Domestic Abuse Strategy | EDR – DL (Communities and Housing Standards) | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| Yes | Washlands Enhancement Project | To approve the appointment of a contractor for the Washlands Enhancement project | July 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Julia Baker Senior Enterprise Officer 01283 508592 | No |
| Yes | Report on the logistics and options for the Cemetery expansion project | To approve the recommendation within the report | August 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | Yes Para 12.3 LGA |

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|------|---|---|----------------------------|---|--|---|---|---|
| No | Commission a detailed feasibility study for a Business Improvement District in Uttoxeter | To approve the recommendation within the report | August 2022 | Corporate Management Team / Leader and Deputy Leaders | Executive Decision Record | EDR – Leader of the Council and Economic Growth portfolio | Thomas Deery Enterprise Manager 01283 508664 | No |
| No | Draft Housing Choice SPD | To approve the SPD for consultation | August 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Naomi Perry Planning Manager 01283 508611 | No |
| No | EV charging points | To confirm procurement of electric vehicle charging points on Coopers Square Car Park | September 2022 | Chief Officer/Deputy Leader | Member briefing/ Update in the Climate Change interim report | Cabinet | Rachel Liddle Environmental Health Manager 01283 508838 | Yes Para 12.3 LGA |
| No | East Staffordshire Tourism Partnership | To establish a tourism partnership bringing together local business to share ideas and develop this aspect of the economy | September 2022 | Relevant partners | Terms of Reference | EDR – DL (Tourism and Cultural Development) | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| | Complete the review of the Regional Learning Hub (Project C) business case and agree next steps | To agree the next steps | September 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet / Council | James Abbott, Corporate and Commercial Manager 01283 508244 | |

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|------|--|--|----------------------------|--|----------------------------------|---|---|---|
| No | Investigate opportunities to establish an enhanced Play Day | To establish an enhanced Play Day event in conjunction with Everyone Active | September 2022 | Everyone Active | Leisure management report | EDR – DL (Tourism and Cultural Development) | James Abbott, Corporate and Commercial Manager 01283 508244 | No |
| | Initiate a rolling programme of condition surveys across Council car parks | Commission condition surveys for Central Area (Coopers) and Trinity Road | September 2022 | Communities, Open Spaces & Facilities Manager/contractor | Executive Decision Record | EDR – DL (Tourism and Cultural Development) | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| | Commence a rolling programme of building condition surveys focusing on three buildings | Commission building condition surveys for Town Hall and Cemetery estate in 2022/23 | September 2022 | Communities, Open Spaces & Facilities Manager/contractor | Executive Decision Record | EDR – Leader of the Council and Economic Growth portfolio | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| No | Review the existing Cemetery fees and charges | To agree Cemetery fees and charges | September 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776 | No |
| No | Revenue and Capital Budgets Outturn - Quarter 1 2022/23 | To approve the recommendations within the report | September 2022 | Corporate Management Team / Leader and Deputy Leaders | 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 | Quarter 1 2022/23 Performance Report – Corporate Plan & Leisure Services | To approve the recommendation within the report | September 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | James Abbott Corporate & Commercial Manager 01283 508244 | No |
| No | Report on the performance of the Leisure Services Contractor – Quarter 1 2022/23 | To consider the performance of the Leisure Services Contract | September 2022 | None | Report | Scrutiny (Value for Money Council Services) Committee | James Abbott Corporate & Commercial Manager 01283 508244 | No |
| No | Covid-19 Emergency Planning Recovery Update | To note the contents of the report | September 2022 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | James Abbott Corporate & Commercial Manager 01283 508244 | No |