

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

**1<sup>ST</sup> AUGUST TO 30<sup>TH</sup> NOVEMBER 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 2016/08**

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

Effective for the Period:

**1<sup>st</sup> August 2016 to 30<sup>th</sup> November 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	Private decision? (Reasons for exclusion)
No	Appraisal of a Landlord Accreditation Scheme and Selective Licensing to Improve Housing Conditions for Residents Living in Rented Accommodation	To approve the recommendations of the report prior to a full consultation being undertaken within the proposed designated pilot area	August 2016	Yes. 10 week consultation with local residents, tenants, landlords, managing agents and members of the community within the proposed designated area.	Report	Cabinet	Rachel Liddle-Environmental Health Team Leader 01283 508838	No
No	Organic Waste Disposal	Extend the contract with Biffa	August 2016	None	None	Delegated Decision - Enterprise and Environment	Paul Farrer Environment Manager 01283 508199	No
No	Sale of Land at Dove Way and Pennycroft Lane, Uttoxeter	To appoint commercial agent to market sites	September 2016	None	None	Delegated Decision - Enterprise and Environment	Thomas Deery Regeneration Projects Officer 01283 508668	No

Key ?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer	Private decision? (Reasons for exclusion)
No	Local Government Ombudsman Annual Review Letter 2016	To note the contents	September 2016	Corporate Management Team / Leader and Deputy Leaders	Annual Letter from the Ombudsman	Cabinet	Andrea Davies Senior Democratic Services Officer 1306 / Leader of the Council	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	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
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

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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 - First 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
No	Council Efficiency Plan	To approve plan	September 2016	Corporate Management Team / Leader and Deputy Leaders	Plan	Delegated Decision - Leader of the Council	Lisa Turner Chief Accountant 01283 508399	No
No	Implementing a new and improved Neighbourhood Working Programme	To approve a new approach to delivering the Neighbourhood Working Programme	September 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Andy Mason Neighbourhood Working Team Leader 01283 508037	No

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No	Rough Sleeper Outreach Service to alleviate homelessness	to award a two year contract with a 1 year option to extend	September 2016	None	None	Delegated Decision - Programmes and Transformation	Brett Atkinson Housing Options Manager 01283 508123	No
No	Conservation Area Boundary Amendments	Adopt Amendments to boundaries	October 2016	Corporate Management Team	Report	Delegated Decision - Planning and Neighbourhoods	Naomi Perry Planning Policy Officer 01283 508611	No
No	Develop a Project Brief to Set Out Key Requirements and Milestones for the Delivery of a Traffic Island and Town Centre Landscaping Scheme	Agree the project brief for the landscaping scheme	October 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities & Open Spaces Manager 01283 508776	No
No	Improving our Facility Operation	Undertake a strategic review of how we manage our facilities across the Borough	October 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Delegated Decision - Cultural Services	Michael Hovers Communities & Open Spaces Manager 01283 508776	No

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No	Local Authorities Monitoring Report (2015/16)	To agree contents of report	October 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Planning Policy Officer 01283 508611	No
No	Review parking orders at our most used car parks: Complete an appraisal and options report for facilities serving our parks and green spaces	To approve the recommendations in the report	November 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Margaret Woolley Enforcement Team Leader 01283 508479	No
No	Uttoxeter Neighbourhood Plan	Move Neighbourhood Plan to referenda	November 2016	Corporate Management Team / Ward Members / Uttoxeter Town Council	Report	Delegated Decision - Planning and Neighbourhoods	Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645	No