

# 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 2020

## 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 2020/08**

Issued **1<sup>st</sup> August 2020**

Effective for the Period:

**1<sup>st</sup> August to 30<sup>th</sup> November 2020**

**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)
Yes	Review of the Council's economic partnerships across Staffordshire and the West Midlands	To consider any proposed changes to the future working relationships with economic partnerships	August 2020	Corporate Management Plan / Leaders and Deputy Leaders	Report	Council in a Virtual Environment	Thomas Deery Enterprise Manager 01283 508 664	No
No	Annual Treasury Management Report 2019/20	To approve the report	August 2020	Scrutiny (audit and Value for Money Council Services) Committee	Report and supporting appendices	Council in a Virtual Environment	Lisa Turner Chief Accountant 01283 508399	No
Yes	Climate Change	To approve a Climate Change and Declaration Action Plan	August 2020	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Council in a Virtual Environment	Rachel Liddle Environmental Health Manager 01283 508838	No
Yes	Leisure Management	To consider the future position of Leisure Management in the context of the Covid-19 pandemic and legislation	August 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Council in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	Yes Schedule 12A
Yes	Award of Insurance Contract(s)	To award the contract(s) for Insurance	September 2020	Corporate Management Team	Executive Decision Record	Delegated Decision: Leader of the Council	Lisa Turner Chief Accountant 01283 508399	No
No	Statement of Accounts 2019/20	To approved the Statement of Accounts 2019/20	September 2020	Scrutiny (Audit and Value for Money Council Services) Committee	Report and Appendices	Audit (Approval of Statement of Accounts) Committee	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	COVID-19 Emergency Planning Update (September)	To note the contents of the report	September 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Review of the Council's Neighbourhood Recycling Centres	To approve the recommendations within the report	September 2020	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet in a Virtual Environment	Amy Cunnington Waste Minimisation Officer 01283 508823	No
No	Local Government and Social Care Ombudsman Annual Review Letter 2020	To note the contents of the report	September 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Andrea Davies Principal Democratic Services Officer 01283 508306	No
No	Quarter 1: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	September 2020	None	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	Yes Schedule 12A
No	Revenue and Capital Budgets Outturn - First Quarter 2020/21	To approve the recommendations within the report	September 2020	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet in a Virtual Environment	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance – First Quarter	To approve the recommendation within the report	September 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Procurement Policy	To approve the recommendations within the report	September 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Digital Strategy Refreshed and Approved	To approve the strategy	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Daniel Arnold Programmes & Transformation Team Leader 01283 508262	No
No	Review of the Waste Collection Service Update Report	To note the contents of the report	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Paul Farrer Environment Manager 01283 508599	No
No	Finalise and adopt Brewery Building Conversion Design Guidance	To adopt SPD	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Naomi Perry Planning Manager 01283 508611	No
No	Finalise and adopt Car Parking SPD	To adopt SPD	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Naomi Perry Planning Manager 01283 508611	No
No	Brownfield Land Register	To determine whether the Council should prepare a Brownfield Land Register Part 2	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Naomi Perry Planning Policy Officer 01283 508611	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Develop a tactical approach and plan for tourism in East Staffordshire	To approve the approach and plan for tourism in East Staffordshire	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Michael Hovers Communities & Open Spaces Manager 01283 508776	No
Yes	Review of the progress of existing S106 Brownfield projects and identification of any new proposals	To consider the update and any funding proposals	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Thomas Deery Enterprise Manager 01283 508664	Yes Schedule 12A
Yes	Statement of Community Involvement update – adoption	To adopt Statement of Community Involvement	October 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Naomi Perry Planning Manager 01283 508611	No
Yes	Award of Fleet Vehicle Contract	To award a contract for the supply and maintenance of Fleet Vehicles	November 2020	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet in a Virtual Environment	Paul Farrer Environment Manager 01283 508599	No
No	Council Tax Base 2021/2022	To approve the C Tax Base figures	November 2020	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report	Cabinet in a Virtual Environment	Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. Conts.) 01283 508716	No