

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

**1<sup>st</sup> September to 31<sup>st</sup> December 2021**

## **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 2021/09**

Issued **1<sup>st</sup> September 2021**

Effective for the Period:

**1<sup>st</sup> September to 31<sup>st</sup> December 2021**

**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	Statutory Statement of Accounts 2020/21	Approval of the Statutory Statement of Accounts 2020/21 and letter of representation to the external auditors	September 2021	Scrutiny (Audit and Value for Money Council Services) Committee	Report and Appendices	Audit (Approval of the Statement of Accounts) Committee	Lisa Turner Chief Accountant 01283 508399	No
No	Revenue and Capital Budgets Outturn - First Quarter 2021/22	To approve the recommendations within the report	September 2021	Corporate Management Team / Leader and Deputy Leaders	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 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Quarter 1: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	September 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	Yes Schedule 12A
No	COVID-19 Emergency Planning Recovery Update (September)	To note the contents of the report	September 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Local Government Ombudsman Annual Review Letter 2021	To note the contents of the report	September 2021	Corporate Management Team/Leader/Deputy Leaders	Report	Cabinet	Andrea Davies Principal Democratic Services Officer 01283 508306	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Review of Council Tax Reduction scheme	To approve the recommendations within the report	September 2021	Corporate Management Team/Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Sarah Richardson SSCM (RBCC) 01283 508716	No
No	Strategic Housing Land Availability Assessment	To approve the updated SHLAA	September 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision - Regeneration and Planning Policy	Naomi Perry Planning Manager 01283 508611	No
Yes	Grounds Maintenance Contract	To approve the appointment of a preferred contractor	September 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities & Open Spaces Manager 01283 508776	Yes Schedule 12A
No	National Shortage of HGV Drivers	To approve the recommendations within the report	September 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	Yes Schedule 12A
Yes	Garden Waste Treatment Contract	To approve the recommendations within the report	October 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	Yes Schedule 12A
No	Complete an annual review of the Disabled Facilities Grant Scheme	To approve the report.	October 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle Environmental Health Manager 01283 508838	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Developing Tourism within the Borough	Provide a 1 <sup>st</sup> year update on progress of the Tourism Plan	November 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities & Open Spaces Manager 01283 508776	No
No	Development of the Selective Licensing Scheme	Selective Licensing 4 <sup>th</sup> year review completed	November 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle Environmental Health Manager 01283 508838	No
No	Council Tax Base 2022/23	To approve the C Tax Base figures	November 2021	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report	Delegated Decision - Leader of the Council	Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. Conts.) 01283 508716	No
No	COVID-19 Emergency Planning Recovery Update (November)	To note the contents of the report	November 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Authority Monitoring Report	To note the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision - Regeneration and Planning Policy	Naomi Perry Planning Manager 01283 508611	No
No	Review of Licensing Fees and Charges	To approve Licensing Fees and Charges	December 2021	CMT/Licensing Committee	Report	Licensing Committee	Margaret Woolley Enforcement Officer 01283 508479	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Consider review of the Local Plan	To approve the recommendation within the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Planning Manager 01283 508611	No
No	Infrastructure Funding Statement	To note the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Planning Manager 01283 508611	No
No	Revenue and Capital Budgets Outturn - Second Quarter 2021/22	To approve the recommendations within the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance – Second Quarter	To approve the recommendation within the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Quarter 2: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	December 2021	None	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	Yes Schedule 12A
No	Review the Housing Strategy	To approve the recommendation within the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Brett Atkinson Housing Options Manager 01283 508123	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Refresh the Housing Allocations Policy	To approve the recommendation within the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Brett Atkinson Housing Options Manager 01283 508123	No
No	Communication Strategy	To approve the recommendations within the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Cabinet	Daniel Arnold Programmes & Transformation Team Leader 01283 508626	No
No	Open Spaces Initiatives – First year update of progress on the Parks Development Plan	To note the progress of the plan	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities & Open Spaces Manager 01283 508776	No
No	Mid Year Treasury Management Report 2021-22	To note the report	December 2021	Scrutiny (Audit and VFM Council Services) Committee	Report and appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
Yes	Update on the sale of Lynwood Road, Branston	To approve the recommendations within the report	December 2021	Corporate Management Team / Leader and Deputy Leaders	Report and appendix	Council	Thomas Deery Enterprise Manager 01283 508 664	Yes Schedule 12A