

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1<sup>st</sup> October 2023 to 31<sup>st</sup> January 2024

## 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 2023/10**

Issued: 1<sup>st</sup> October

Effective for the Period:

**1<sup>st</sup> October 2023 to 31<sup>st</sup> January 2024**

**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](mailto: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	Local Government Ombudsman Annual Review Letter 2023	To note the contents of the report	October 2023	Corporate Management Team/Leader/Deputy Leaders	Report	Cabinet	Andrea Davies Principal Democratic Services Officer 01283 508306	No
No	Review of the Communications, Engagement and Consultation Strategy	To approve the recommendation(s) within the report	October 2023	Corporate Management Team/ Cabinet Members	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Risk Management Policy 2023	To approve the recommendations within the report	October 2023	Corporate Management Team(August) / Cabinet Members / Audit Committee (September)	Report and supporting appendices	Cabinet	Lisa Turner Interim Chief Financial Officer 01283 508399	No
Yes	To Consider the Implementation of a Food Waste Strategy	To approve the recommendations within the report	October 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Paul Farrer Environment Manager 01283 508599	No
No	Tourism Strategic Delivery Plan	To approve the delivery plan	October 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Nathan Gallagher Interim Marketing and Tourism Manager 01283 508 102	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Undertake a wide ranging review of car parks	To approve the recommendations in the report	October 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	Yes
Yes	Local Council Tax Support Scheme Review	To approve the recommendations within the report	November 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Steve Woods Interim Revenues and Benefits Manager	Yes
No	Council Tax Base 2024/25	To approve the recommendations in the report	November 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	EDR – Cabinet Member / Cabinet	Steve Woods Interim Revenues and Benefits Manager 01283 508716	No
No	Procurement Improvement Action Plan	To approve the recommendation(s) within the report	November 2023	Corporate Management Team/ Cabinet Members	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Recommendations for additional EV chargepoint locations	To approve the recommendations within the report	November 2023	Corporate Management Team / Cabinet Members	Report and appendices	Cabinet	Sharon Walker Climate Change Adaptation Officer	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Prepare a Depot Strategy to Identify options to Future Proof the Service	To approve the recommendations within the report	November 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Paul Farrer Environment Manager 01283 508599	Yes, 3
Yes	Review of Planning Pre-Application Charges	To approve the recommendations within the report	November 2023	Cabinet Member	EDR	EDR – Cabinet Member	Naomi Perry Planning Manager 01283 508611	No
Yes	Housing Register and Allocations Service Contract Update	To approve the recommendations within the report	November 2023	Cabinet Member	EDR	EDR – Cabinet Member	Brett Atkinson Housing Manager 01283 508123	No
Yes	Review and consider improvements for making Section 106 funding process more open and transparent, via the ESBC website and Member Intranet; and consider policy changes to ESBC's s106 approach	To approve the recommendations within the report	December 2023	Corporate Management Team / Cabinet Members	Report and Appendix	Cabinet	Naomi Perry Planning Manager 01283 508611	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Annual Monitoring Report	To approve the report	December 2023	Corporate Management Team / Cabinet Members	Report and Appendix	Cabinet	Naomi Perry Planning Manager 01283 508611	No
Yes	Homelessness Strategy	To approve the report	December 2023	Corporate Management Team / Cabinet Members	Report and Appendix	Cabinet	Brett Atkinson Housing Manager 01283 508123	No
No	Undertake an assessment of the Boroughs tree stock to determine the future impact of environmental issues such as climate change and 'ash die back'	To approve the recommendations in the report	December 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Quarter 2 Performance Report – Corporate Plan, Leisure and Towns Fund	To approve the recommendation(s) within the report	December 2023	Corporate Management Team / Cabinet Members	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	(Leisure appendix private (3))
No	Revenue and Capital Budgets Outturn - Quarter 2	To approve the recommendation(s) within the report	December 2023	Corporate Management Team / Cabinet Members	Report	Cabinet	Anya Murray Interim Chief Accountant 01283 508404	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Mid-Year Treasury Management Report	To approve the recommendations in the report	December 2023	Audit Committee	Report and supporting appendices	Council	Anya Murray Interim Chief Accountant 01283 508404	No
No	Quarter 2: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	December 2023	None	Report	Scrutiny (Value for Money Council) Committee	James Abbott Corporate & Commercial Manager 01283 508244	Yes 3 – information relating to financial or business affairs of any particular person.