

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1<sup>st</sup> November 2023 to 29<sup>th</sup> February 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 2023/11**

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

Effective for the Period:

**1<sup>st</sup> November 2023 to 29<sup>th</sup> February 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)
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	EDR – Cabinet Member	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
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
No	Route Map to Insourcing	To approve the recommendations within the report	November 2023	Corporate Management Team / Cabinet Members	Report	Cabinet	Mark Rizk Head of Corporate and Environment Services	Yes, Para 3 - Information relating to the financial or business affairs of any person.

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
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
No	Council Tax Base 2024/25	To approve the recommendations in the report	December 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	EDR – Cabinet Member / Cabinet	Steve Woods Interim Revenues and Benefits Manager 01283 508716	No
Yes	Undertake a wide ranging review of car parks	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	Yes, 3

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
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
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

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
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	James Hopwood Interim Chief Accountant 01283 508139	No
No	Mid-Year Treasury Management Report	To approve the recommendations in the report	December 2023	Audit Committee	Report and supporting appendices	Council	James Hopwood Interim Chief Accountant 01283 508139	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.

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Provision of Waste Transfer Facilities and Associated Services	To award the contract to the preferred bidder	December 2023	Cabinet Member	EDR	EDR – Cabinet Member	Paul Farrer Environment Manager 01283 508599	Yes 3 – information relating to financial or business affairs of any particular person.
Yes	Polling District Review	To approve the recommendations	February 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Nicola Gilligan Principal Elections Officer 01283 508332	No
No	Medium Term Financial Strategy 2024/25 Onwards	To approve the report.	February 2024	Corporate Management Team / Pre-Cabinet / Groups	Report and supporting appendices	Council	Stephen Fitzgerald Interim Chief Financial Officer Lloyd Haynes Chief Financial S151 Officer	N
No	Treasury Management Strategy Statement 2024/25	To approve the report.	February 2024	Audit Committee	Report and supporting appendices	Council	James Hopwood Interim Chief Accountant 01283 508139	N
No	Council Tax Setting 2024/25	To approve the recommendations in the report.	February 2024	None	Report and appendices	Council	James Hopwood Interim Chief Accountant 01283 508139	N