

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

**1<sup>ST</sup> DECEMBER 2017 TO 31<sup>ST</sup> MARCH 2018**

## **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 2017/12**

Issued: **1<sup>st</sup> December 2017**

Effective for the Period:

**1<sup>st</sup> December 2017 to 31<sup>st</sup> March 2018**

**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	Revenue and Capital Budget - Second Quarter	To approve the recommendations within the report	December 2017	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Assessment of Play Area Development Opportunities	To review the current opportunities for the development of play areas within the Borough	December 2017	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Andy Mason Neighbourhood Working Team Leader 01283 508037	No
No	Corporate Plan Performance - Second Quarter	To approve the recommendation within the report	December 2017	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Programmes and Transformation Team Leader 01283 508244	No
No	Mid-Year Treasury Management Update 2017-18	To approve the report	December 2017	Scrutiny (Audit and Value for Money Council Services) Committee	Report and supporting appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
No	Review of Council Tax Reduction Scheme (following consultation)	To approve the report	December 2017	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Council	Sarah Richardson Shared Service Centre Manager (Revenues, Bens & Cust. Contacts) 01283 508716	No
No	Winshill Neighbourhood Plan	Winshill Neighbourhood Plan to go to referendum	December 2017	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Delegated Decision - Planning	Naomi Perry Principal 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	Shobnall Neighbourhood Plan	Shobnall Neighbourhood Plan to go to referendum	December 2017	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Delegated Decision - Planning	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Planning Pre-application Fees	Update Schedule of fees	December 2017	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Jeff Upton Planning Manager 01283 508630	No
No	Council Tax Base 2018/19	Approve report	December 2017	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Delegated Decision - Leader of the Council	Sarah Richardson SSC Mgr (Revs, Bens & Cust Contacts) 01283 508716	No
No	Medium Term Financial Strategy 2018/19 Onwards	To approve the report.	February 2018	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
No	Treasury Management Strategy Statement 2018/19	To approve the report.	February 2018	Audit Committee	Report and supporting appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
No	Revenue and Capital Budget - Third Quarter	To approve the recommendations within the report	March 2018	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance - Third Quarter	To approve the recommendation within the report	March 2018	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Programmes and Transformation Team Leader 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	Maintaining a Strong Building Consultancy Service	Working with other districts, complete a business plan to introduce a countywide service	March 2018	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	No
No	Implement the new Neighbourhood Fund	Undertake a review of the Neighbourhood Fund after 12 months of operation.	March 2018	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Andy Mason Neighbourhood Working Team Leader 01283 508037	No
No	Deliver Supplementary Planning Documents	Work carried out on Open Spaces SPD in order to meet adoption in 2018/19. (March 2018)	March 2018	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Open Spaces Development Initiatives	Review the Quality Assurance Frameworks for Parks and Open Spaces and Identify a Revised Approach	March 2018	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities and Open Spaces Manager	No