

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1ST DECEMBER 2016 TO 31ST MARCH 2017

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. 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

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 2016/12

Issued: **1st December 2016**

Effective for the Period:

1st December 2016 to 31st March 2017

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 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 | Uttoxeter Neighbourhood Plan | Move Neighbourhood Plan to referenda | December 2016 | Corporate Management Team / Ward Members / Uttoxeter Town Council | Report | Delegated Decision - Planning and Neighbourhoods | Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645 | No |
| No | Corporate Fees and Charges Policy | Devise and introduce the annual Corporate Fees and Charging Policy | December 2016 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Shopmobility Service | Carry out a review of the Shopmobility Service | December 2016 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision – Programmes & Transformation | Sarah Richardson SSC Mgr (Revs, Bens & Cust Contacts) 01283 508716 | No |
| No | Mid-Year Treasury Management Report | To note the report. | December 2016 | Audit Committee | Report | Council | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Denstone Neighbourhood Plan | Move Neighbourhood Plan to referenda | December 2016 | Corporate Management Team / Ward Members / Parish Council | Report | Delegated Decision - Planning and Neighbourhoods | Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645 | No |
| No | Council Tax Base 2017/18 | Approve report | December 2016 | 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 |

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|-------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------|----------------------------------|--------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------|
| No | Appointment of External Auditors from 2018/19 | To opt into the National Scheme for Appointment of External Auditors being undertaken by Public Sector Auditor Appointments Limited | December 2016 | Audit Committee | Report | Council | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Shobnall Neighbourhood Plan | Move Neighbourhood Plan to referenda | January 2017 | Corporate Management Team / Ward Members / Parish Council | Report | Delegated Decision - Planning and Neighbourhoods | Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645 | No |
| Yes | Leisure and Culture Service Delivery Review | Cabinet to identify and approve a preferred option(s) for the future delivery of Leisure and Cultural Services | February 2017 | Corporate Management Team/Leader and Deputy Leaders | Report | Cabinet | Simon Morgan Centre Manager 01283 508579 | No |
| No | Medium Term Financial Strategy 2017/18 to 2019/20 | To approve the report. | February 2017 | 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 2017/18 | To approve the report. | February 2017 | Audit Committee | Report and supporting appendices | Council | 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 | Revenue and Capital Budget - Quarter 3 | To approve the recommendations within the report | March 2017 | 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 2017 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | James Abbott Programmes and Transformation Team Leader 01283 508244 | No |