

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

**1<sup>st</sup> June to 30<sup>th</sup> September 2022**

## **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.

<b>FORWARD PLAN</b>
<b>VERSION 2022/06</b>

Issued <b>1<sup>st</sup> June 2022</b>
Effective for the Period: <b>1<sup>st</sup> June to 30<sup>th</sup> September 2022</b>

**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	Quarter 4: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	June 2022	None	Report	Scrutiny (Value for Money Council Services) Committee	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Revenue and Capital Budgets Outturn - Final Quarter 2021/22	To approve the recommendations within the report	June 2022	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance – End of Year Performance	To approve the recommendation within the report	June 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	COVID-19 Emergency Planning Update (June)	To note the contents of the report	June 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Annual Treasury Management Report 2020/21	To approve the report	June 2022	Scrutiny (audit and Value for Money Council Services) 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	Implement an approach for collating planning customer feedback post decision notice	To approve the recommendation within the report	June 2022	Corporate Management Team / Leader and Deputy Leaders	Report	EDR – Leader of the Council and Economic Growth Portfolio	Naomi Perry Planning Manager 01283 508611	
No	Feasibility study regarding an Elected Member intranet	To approve the recommendation within the report	June 2022	Digital Strategy Group Corporate Management Team Leader and Deputy Leaders	Report	EDR – DL (Finance, Treasury Management & Communications)	Daniel Arnold Programmes & Transformation Team Leader 01283 508626	
No	Options appraisal on use of chat-bot and live chat options	To approve the recommendation within the report	June 2022	Digital Strategy Group Corporate Management Team Leader and Deputy Leaders	Report	EDR – DL (Finance, Treasury Management & Communications)	Daniel Arnold Programmes & Transformation Team Leader 01283 508626	
No	Voluntary sector forum	To establish a new voluntary sector forum	June 2022	Relevant partners	Terms of Reference	EDR – DL (Communities and Housing Standards)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Open Spaces Initiative	Implement a project to address the issue of dog fouling through the provision of dog fouling bags on parks across the Borough	July 2022	Chief Officer / Deputy Leader	Map of the location of the bag dispensers/ update to be provided in the second year review of the Parks	EDR – DL (Environment and Climate Change)	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)
					Development Plan			
Yes	Continue to consider the acquisition of the Molson Coors High Street campus	To approve the recommendation within the report	July 2022	Chief Executive / Leader of the Opposition / Leader of the Independent Alliance	Report and supporting appendices	EDR – Leader of the Council & Economic Growth portfolio and DL (Finance, Treasury Management & Communications)	Thomas Deery Enterprise Manager 01283 508664	
Yes	Progress a Compulsory Purchase Order of the Maltings Precinct	To approve the recommendation within the report	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Thomas Deery Enterprise Manager 01283 508664	
No	Develop Planning Service Review with project scope and timescales	To approve the recommendation within the report	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report	EDR – Leader of the Council & Economic Growth portfolio	Naomi Perry Planning Manager 01283 508611	
No	Develop the approach for the delivery of the new Rough Sleepers Outreach Service	To approve the recommendation within the report	July 2022	Chief Officer / Deputy Leader	Report	Cabinet	Brett Atkinson Housing Manager 01283 508123	
No	The merits of an ARTICLE 4 (Retail/Residential) in the town centre	To approve the recommendation within the report	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Planning Manager 01283 508611	

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No	Developing Tourism within the Borough	Commission an audit of current levels of tourism activity in East Staffordshire	July 2022	Chief Officer / Deputy Leader	Update to be provided in the second year update of the Tourism Strategy	EDR – DL (Tourism and Cultural Development)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Partnership and Community Initiatives	Work with the Voluntary Sector to develop a post-covid Voluntary Sector Strategy in support of our communities	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Revise the Domestic Abuse Strategy to reflect changes in legislation and emerging definitions	To update the strategy	July 2022	Chief Officer / Deputy Leader	Domestic Abuse Strategy	EDR – DL (Communities and Housing Standards)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
Yes	Washlands Enhancement Project	To approve the appointment of a contractor for the Washlands Enhancement project	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Julia Baker Senior Enterprise Officer 01283 508592	No
Yes	Report on the logistics and options for the Cemetery expansion project	To approve the recommendation within the report	August 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	Yes Para 12.3 LGA

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Commission a detailed feasibility study for a Business Improvement District in Uttoxeter	To approve the recommendation within the report	August 2022	Corporate Management Team / Leader and Deputy Leaders	Executive Decision Record	EDR – Leader of the Council and Economic Growth portfolio	Thomas Deery Enterprise Manager 01283 508664	No
No	Draft Housing Choice SPD	To approve the SPD for consultation	August 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Planning Manager 01283 508611	No
No	EV charging points	To confirm procurement of electric vehicle charging points on Coopers Square Car Park	September 2022	Chief Officer/Deputy Leader	Member briefing/ Update in the Climate Change interim report	Cabinet	Rachel Liddle Environmental Health Manager 01283 508838	Yes Para 12.3 LGA
No	East Staffordshire Tourism Partnership	To establish a tourism partnership bringing together local business to share ideas and develop this aspect of the economy	September 2022	Relevant partners	Terms of Reference	EDR – DL (Tourism and Cultural Development)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
	Complete the review of the Regional Learning Hub (Project C) business case and agree next steps	To agree the next steps	September 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet / Council	James Abbott, Corporate and Commercial Manager 01283 508244	



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No	Investigate opportunities to establish an enhanced Play Day	To establish an enhanced Play Day event in conjunction with Everyone Active	September 2022	Everyone Active	Leisure management report	EDR – DL (Tourism and Cultural Development)	James Abbott, Corporate and Commercial Manager 01283 508244	No
	Initiate a rolling programme of condition surveys across Council car parks	Commission condition surveys for Central Area (Coopers) and Trinity Road	September 2022	Communities, Open Spaces & Facilities Manager/contractor	Executive Decision Record	EDR – DL (Tourism and Cultural Development)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
	Commence a rolling programme of building condition surveys focusing on three buildings	Commission building condition surveys for Town Hall and Cemetery estate in 2022/23	September 2022	Communities, Open Spaces & Facilities Manager/contractor	Executive Decision Record	EDR – Leader of the Council and Economic Growth portfolio	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Review the existing Cemetery fees and charges	To agree Cemetery fees and charges	September 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Revenue and Capital Budgets Outturn - Quarter 1 2022/23	To approve the recommendations within the report	September 2022	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	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	Quarter 1 2022/23 Performance Report – Corporate Plan & Leisure Services	To approve the recommendation within the report	September 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Report on the performance of the Leisure Services Contractor – Quarter 1 2022/23	To consider the performance of the Leisure Services Contract	September 2022	None	Report	Scrutiny (Value for Money Council Services) Committee	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Covid-19 Emergency Planning Recovery Update	To note the contents of the report	September 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No