

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1st April 2024 to 31st July 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. 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 2024/04

Issued: 1st April

Effective for the Period:

1st April 2024 to 31st July 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 Telephone: 01283 508267

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Biodiversity Net Gain	To note the contents of the report	May 2024	Corporate Management Team / Cabinet Members	Report	Cabinet (Cabinet Member for Environment and Climate Change)	Naomi Perry Planning Manager 01283 508611	No
No	Increase digital and automation properties of the Revenues and Benefits system	To approve the expenditure on system upgrades or replacement system	May 2024	Corporate Management Team / Cabinet Members	Business case, plan and Tendering	Cabinet (Cabinet Member for Finance and Treasury Management)	Greg Osborne Interim Revs, Bens and Customer Contact Manager 01283 508716	No
Yes	Consideration of a Subscription Based Garden Waste Service	To approve the recommendation(s) within the report	May 2024	Corporate Management Team / Cabinet Members	Report	Cabinet (Cabinet Member for Environment and Climate Change)	Paul Farrer Environment Manager 01283 508599	Yes Information relating to the financial or business affairs of any particular person (including the authority holding that information)
No	Local EV Infrastructure (LEVI) Funding	To approve the recommendation(s) within the report	May 2024	Corporate Management Team / Cabinet Members	Report	Cabinet (Cabinet Member for Environment and Climate Change)	Sharon Walker Climate Change and Adaptations Officer	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Local Authority Productivity Plan	To approve the recommendation(s) within the report	June 2024	Corporate Management Team / Cabinet Members	Report	Cabinet (Cabinet Member for Finance and Treasury Management)	Lloyd Haynes Chief Finance Officer 01283 508399	No
No	Quarter 4 Performance Report – Corporate Plan, Leisure and Towns Fund	To approve the recommendation(s) within the report	June 2024	Corporate Management Team / Cabinet Members	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	(Leisure / Towns Fund appendices private (3))
No	Quarter 4 – Revenue and Capital Budgets Outturn	To approve the recommendation(s) within the report	June 2024	Corporate Management Team / Cabinet Members	Report	Cabinet	James Hopwood Interim Chief Accountant 01283 508149	No
No	Quarter 4: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	July 2024	None	Report	Scrutiny (Value for Money Council) Committee	James Abbott Corporate & Commercial Manager 01283 508244	Yes (3)