

# 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 2024 to 31<sup>st</sup> March 2025

## 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 Democratic Services at Democratic Services, East Staffordshire Borough Council, PO Box 8045, Burton upon Trent, Staffordshire, DE14 9JG  
Telephone: 01283 508306/508608 e-mail: [democratic.services@eaststaffsbc.gov.uk](mailto:democratic.services@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. The reasons set out under Schedule 12A of the Local Government Act 1972 can be found at Appendix 1 – a copy of which is provided at the end of this document.

**FORWARD PLAN**

**VERSION 2024/12**

Issued: 1<sup>st</sup> December 2024

Effective for the Period:

**1<sup>st</sup> December 2024 to 31<sup>st</sup> March 2025**

**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 Owner	Contact Officer	Private Decision (Refer to Appendix 1 for further information)
No	Review of the Council's Tree Policy	To update the policy as required/necessary	December 2024	Cabinet Member	Policy Document	EDR	Michael Hovers Communities & Open Spaces Manager 01283 508776	No
No	Review of the Statement Of Licensing Policy 2025-2030	To consider the amendments to the policy as suitable for adoption by Full Council in February 2025	December 2024	CMT, Licensing Committee, Full Council, members of the trade, consumers and service providers/contractors	Report	Licensing Committee	Margaret Woolley Enforcement Team Leader 01283 508479	No
No	Review of the Gambling Act 2005 Statement of Principles 2025-2028	To consider the amendments to the policy as suitable for adoption by Full Council in February 2025	December 2024	CMT, Licensing Committee, Full Council, members of the trade, consumers and service providers/contractors	Report	Licensing Committee	Margaret Woolley Enforcement Team Leader 01283 508479	No
No	Approve a revised Risk Management Policy	To approve the recommendation(s) within the report	December 2024	Corporate Management Team / Cabinet Members / Audit Committee	Report	Cabinet	Daniel Binks Chief Accountant 01283 508149	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer	Private Decision (Refer to Appendix 1 for further information)
Yes	Following the outcome of the energy audit, produce an options appraisal for implementation across different Council buildings	To approve the recommendation(s) within the report	December 2024	Corporate Management Team / Cabinet Members	Report	Cabinet	Mark Jeffcote Climate Change and Adaptation Officer 01283 508134	No
Yes	Conduct a review of Local Council Tax Reduction Scheme to improve lives	To approve the recommendation(s) within the report	December 2024	Corporate Management Team / Cabinet Members	Report	Cabinet	Matthew Steele Revs, Bens and Customer Contact Manager 01283 508716	No
Yes	Agree the award of a new Internal Audit Contract	To approve the recommendation(s) within the report	December 2024	Corporate Management Team / Cabinet Members / Audit Committee	Report	Cabinet	Lloyd Haynes Chief Financial Officer 01283 508399	Yes
Yes	Update on the Maltings Regeneration Project, design concepts and consultation	To approve the recommendation(s) within the report	December 2024	Corporate Management Team / Cabinet Members	Report	Cabinet	Kelly Kerr-Delworth Enterprise Manager 01283 508625	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer	Private Decision (Refer to Appendix 1 for further information)
No	Quarter 2 Performance Report – Corporate Plan, Leisure and Towns Fund	To approve the recommendation(s) within the report	December 2024	Corporate Management Team / Cabinet Members	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	(Leisure / Towns Fund appendices private (3))
No	Quarter 2 – Revenue and Capital Budgets Outturn	To approve the recommendation(s) within the report	December 2024	Corporate Management Team / Cabinet Members	Report	Cabinet	Daniel Binks Chief Accountant 01283 508149	No
No	Scrutiny Review of Exercise Provision for Young People (12-18)	To consider the recommendations in the report	December 2024	Scrutiny (Health and Well Being) Committee	Report	Cabinet	Michael Hovers Communities & Open Spaces Manager 01283 508776	No
No	Quarter 2: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	January 2025	None	Report	Scrutiny (Value for Money Council) Committee	James Abbott Corporate & Commercial Manager 01283 508244	Yes (3)

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer	Private Decision (Refer to Appendix 1 for further information)
No	Plot and map the development of the mobile CCTV provision over the course of 23/24 and review and report on these results of those deployments	To note the contents of the report	January 2025	Corporate Management Team / Cabinet Members	Briefing Note	Cabinet	Margaret Woolley Enforcement Manager 01283 508479	No
No	To introduce a monitoring fee for S106 and BNG	To approve the recommendation within the report	January 2025	Corporate Management Team / Cabinet Members	Report	Cabinet	Naomi Perry Planning Manager 01283 508611	No
No	Revised Contract Procedure Rules approved by Council, including (if Procurement Act implemented by national government) updated Procurement Policy	To approve the changes to the Contract Rules. (Part 4D of the Constitution)	February 2025	Corporate Management Team / Council	Report	Full Council	John Teasdale Head of Legal and Regulatory Services and Monitoring Officer 01283 508267	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer	Private Decision (Refer to Appendix 1 for further information)
Yes	Medium Term Financial Strategy	To approve the recommendation within the report	February 2025	Corporate Management Team / Cabinet	Report	Full Council	Daniel Binks Chief Accountant 01283 508149	No
No	Treasury Management Strategy 25/26	To approve the recommendation within the report	February 2025	Corporate Management Team / Audit Committee	Report	Full Council	Daniel Binks Chief Accountant 01283 508149	No
Yes	Setting the Amount of Council Tax for 2025/26	To approve the recommendation within the report	February 2025	Corporate Management Team / Cabinet	Report	Full Council	Daniel Binks Chief Accountant 01283 508149	No
No	Review of the Statement Of Licensing Policy 2025-2030	To consider the fees as suitable for adoption by the Authority	February 2025	CMT, Licensing Committee, Full Council, members of the trade, consumers and service providers/contractors	Report	Full Council	Margaret Woolley Enforcement Team Leader 01283 508479	No



Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer	Private Decision (Refer to Appendix 1 for further information)
No	Review of the Gambling Act 2005 Statement of Principles 2025-2028	To consider the fees as suitable for adoption by the Authority	February 2025	CMT, Licensing Committee, Full Council, members of the trade, consumers and service providers/contractors	Report	Full Council	Margaret Woolley Enforcement Team Leader 01283 508479	No
Yes	Corporate Plan Refresh	To adopt the Corporate Plan and performance targets for 2025/26	March 2025	Corporate Management Team / Cabinet Members	Corporate Plan	Council	James Abbott Corporate Services Manager 01283 508244	No
No	Quarter 3 Performance Report – Corporate Plan, Leisure and Towns Fund	To approve the recommendation(s) within the report	March 2025	Corporate Management Team / Pre-Cabinet / Groups	Report	Cabinet	James Abbott Corporate Services Manager 01283 508244	(Leisure / Towns Fund appendices private (3))
No	Quarter 3 – Revenue and Capital Budgets Outturn	To approve the recommendation(s) within the report	March 2025	Corporate Management Team / Cabinet Members	Report	Cabinet	Daniel Binks Chief Accountant 01283 508149	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision Owner	Contact Officer	Private Decision (Refer to Appendix 1 for further information)
No	Provide an update on the implementation of a weekly Food Waste collection service	To approve the recommendation within the report	March 2025	Corporate Management Team / Cabinet Members	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	No
No	Evaluate the existing DLUHC Rough Sleeper projects and make recommendations for next steps when funding for these end in March 2025	To make an application for MHCLG funding once announced, and remodel services accordingly	March 2025	Corporate Management Team / Cabinet	EDR	EDR	Brett Atkinson Housing Manager 01283 508123	Yes (3)

## **Appendix 1 – Schedule 12A to the Local Government Act 1972**

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual;
2. Information which is likely to reveal the identity of an individual;
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information);
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority;
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings;
6. Information which reveals that the authority proposes—
  - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - b. to make an order or direction under any enactment;
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **THE QUALIFICATIONS TO THE LIST OF EXEMPT INFORMATION ARE AS FOLLOWS:**

8. Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under:  
the Companies Acts as defined in section 2 of the Companies Act 2006;  
the Friendly Societies Act 1974;  
the Friendly Societies Act 1992;  
the Co-operative and Community Benefit Societies and Credit Unions Acts 1965 to 1978;  
the Building Societies Act 1986; or  
[(f) the Charities Act 2011.
9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
10. Information which—  
falls within any of numbers 1 to 7 above; and is not prevented from being exempt by virtue of number A or B above, is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.