

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1st January 2023 to 30th April 2023

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 2022/12

Issued **1st January 2023**

Effective for the Period:

1st January 2023 to 30th April 2023

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-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Covid-19 Emergency Planning Recovery Quarterly Update	To note the contents of the report	January 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Performance Report - SMARTER Waste Collection	To approve the recommendations in the report	January 2023	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment 01283 508599	Yes
No	To develop and enhance the Outdoor Market Programme	To approve enhancements to the Outdoor Market Programme	January 2023	Corporate Management Team / Leader and Deputy Leaders	Executive Decision Record	EDR – Cabinet Member (Tourism and Cultural Development)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	To complete a second year review of the Parks Development Plan	To note the report	January 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	To review and update the council's Tree Policy to provide guidance on increased levels of tree planting	To approve the changes to the policy	January 2023	Corporate Management Team / Leader and Deputy Leaders	Report	EDR- Cabinet Member (Environment & 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)
Yes	Appointment of a Contractor to Provide Gas and Electricity to the Council	To approve the recommendations in the report	January 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate and Commercial Manager 01283 508244	No
No	Scrutiny Review of Mayoralty	To approve the recommendations in the report	February 2023	Corporate Management Team / Leader and Deputy Leaders / VFM Scrutiny Committee	Report and Appendices	Cabinet	James Abbott Corporate and Commercial Manager 01283 508244	No
No	Performance report identifying the reduction in empty homes	To obtain a warrant to gain access to the 3 empty homes	February 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Brett Atkinson Housing Manager 01283 508123	No
No	Place Narrative update	To note the report	February 2022	CMT / Leader and Deputy Leaders	Report	Cabinet	Kelly Kerr-Delworth Interim Enterprise Manager 01283 508 625	No
No	To adopt the revised Housing Choice SPD	To approve the changes to the SPD	February 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Planning Manager 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	To review the Cllrs Community Fund (CCF) to ensure funding projects remain relevant and provide suggestions for the future use of the scheme	To approve any changes to the scheme	February 2023	Corporate Management Team / Leader and Deputy Leaders	Report	EDR – Cabinet Member (Communities and Housing Standards)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Medium Term Financial Strategy 2023/24 Onwards	To approve the report.	February 2023	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 2023/24	To approve the report.	February 2023	Audit Committee	Report and supporting appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
No	Council Tax Setting 2023/24	To approve the recommendations in the report.	February 2023	None	Report and appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
No	Emergency Planning Six Monthly Update	To note the report	February 2023	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Cabinet	Andrea Davies Principal Democratic Services Officer 01283 508306	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Independent Remuneration Panel – Final Report on Members Remuneration - Outcome of Review	To approve the recommendations in the report.	March 2023	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Council	Andrea Davies Principal Democratic Services Officer 01283 508306	No
No	Quarterly Performance Report – Corporate Plan and Leisure – Third Quarter 2022/23	To approve the recommendation(s) within the report	March 2023	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 2 2022/23	To consider the performance of the Leisure Services Contract	March 2023	None	Report	Scrutiny (Value for Money Council Services) Committee	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Anti-Social Behaviour (ASB) procedure	To approve the amended procedure	March 2023	Corporate Management Team / Leader and Deputy Leaders	EDR	EDR – Cabinet Member (Communities and Housing Standards)	Margaret Woolley Enforcement Team Leader 01283 508479	No
No	Electric Vehicle Charging Strategy	To approve the EV charging strategy	March 2023	Corporate Management Team / Leader and Deputy Leaders	Report	EDR – Cabinet Member (Environment and Climate Change)	Rachel Liddle Environmental Health Manager 01283 508838	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 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Lisa Turner Chief Accountant 0128 508399	No
No	Covid-19 Emergency Planning Recovery update (March)	To note the contents of the report	March 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
	Corporate Plan refresh 2023	To adopt a new Corporate Plan	March 2023	Corporate Management Team / Leader and Deputy Leaders	Corporate Plan	Council	James Abbott Corporate & Commercial Manager 01283 508244	No
Yes	Washlands Enhancement Project – contractor appointment	To appoint a contractor	April 2023	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Leader, Cabinet Member for Regeneration, Business Support & Marketing, and Cabinet Member for Finance and Treasury Management	Julia Baker	Yes – 3 – information relating to financial or business affairs of any particular person.