

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1<sup>ST</sup> FEBRUARY TO 31<sup>ST</sup> MAY 2019

## 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 2019/02</b>

Issued: <b>1<sup>st</sup> February 2019</b>
Effective for the Period: <b>1<sup>st</sup> February to 31<sup>st</sup> May 2019</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: [angela.wakefield@eaststaffsbc.gov.uk](mailto: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	Digitised Planning Information Progress Report and work necessary regarding the transfer of the LLC register to the Land Registry	To note the report	February 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision - Planning	Anna Miller Planning Manager 01283 508630	No
No	Contract for the Processing of Dry Recycling Materials - Variation Agreement	To approve the report	February 2019	Corporate Management Team / Leaders & Deputy Leaders	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	Yes Schedule 12A (3)
No	Street Cleaning Service Review	To approve the recommendations within the report	February 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	No
No	Business Rates Retail Relief	To approve the recommendation within the report	February 2019	Corporate Management Team / All Members of the Council	Report and supporting appendices	Cabinet	Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. Contacts) 01283 508716	No
No	Medium Term Financial Strategy 2019/20 Onwards	To approve the report.	February 2019	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	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	Treasury Management Strategy Statement 2019/20	To approve the report.	February 2019	Audit Committee	Report and supporting appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
No	Council Tax Setting 2019/20	To approve the recommendations in the report	February 2019	Public via budget consultation	Report and appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
Yes	Expenditure relating to Station Street Project of Burton Town Centre Regeneration	To discuss and approve the expenditure.	February 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Simon Humble Programmes & Transformation Officer 01283 508272	Yes Schedule 12A (3)
No	Open Spaces SPD	To approve.	March 2019	Corporate Management Team / Leader and Deputy Leaders	Report including consultation responses	Cabinet	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Revenue and Capital Budget - Third Quarter	To approve the recommendations within the report	March 2019	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 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Chris Ebberley Corporate & Commercial Manager 01283 508772	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Update on the Business Landscape in East Staffordshire 2018	To note the findings of the report	March 2019	Corporate Management Team / Leader and Deputy Leaders / Advisory Groups	Report and Appendices	Cabinet	Thomas Deery Enterprise Manager 01283 508664	Yes Schedule 12A (3)
No	Independent Remuneration Panel – Final Report on Members Remuneration (Outcome of Review)	To approve the recommendations contained in the report of the Independent Remuneration Panel	4th March 2019	Corporate Management Team / All Members of the Council	Report	Council	Andrea Davies Principal Democratic Services Officer 01283 508306	No
No	Licensing Fees and Charges	To approve Licensing Fees and Charges	April 2019	CMT/Licensing Committee	Report	Licensing Committee	Louise Kemplay Interim Enforcement Manager 01283 508343	No