

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

**1<sup>ST</sup> APRIL TO 31<sup>ST</sup> JULY 2016**

## **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.

**FORWARD PLAN**

**VERSION 2016/04**

Issued: **1<sup>st</sup> April 2016**

Effective for the Period:

**1<sup>st</sup> April to 31<sup>st</sup> July 2016**

**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)
	East Staffordshire Local Plan Annual Monitoring Report 2016	Approve	March 2016	Corporate Management Team	Report	Delegated Decision - Planning and Neighbourhoods	Naomi Perry Planning Policy Officer 01283 508611	No
	Update on Sponsorship and Advertising Activities	To note the report	April 2016	Corporate Management Team / Leaders and Deputy Leaders	Report	Cabinet	Chris Ebberley Corporate & Commercial Manager 01283 508772	No
Yes	Housing Choice SPD	To approve the SPD	April 2016	Corporate Management Team / Leaders and Deputy Leaders	Report including consultation responses	Delegated Decision - Planning and Neighbourhoods	Anna Miller Planning Manager 01283 508630 / Naomi Perry Planning Policy Officer 01283 508611	No
	Procurement Strategy	To approve the strategy	April 2016	Corporate Management Team/Leader and Deputy Leaders	Report and Strategy	Cabinet	James Abbott Programmes and Transformation Team Leader 01283 508244	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
	Leisure Management Briefing	Overview of potential options and process for the delivery of Cultural Services	April 2016	Corporate Management Team/Leader and Deputy Leaders	Report and Briefing Paper	Cabinet	Thomas Deery National Management Trainee 01283 508504	No
	Anglesey Neighbourhood Plan	Move Neighbourhood Plan to referenda	May 2016	Corporate Management Team / Ward Members	Report	Delegated Decision - Planning and Neighbourhoods	Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645	No
	Winshill Neighbourhood Plan	Move Neighbourhood Plan to referenda	May 2016	Corporate Management Team / Ward Members	Report	Delegated Decision - Planning and Neighbourhoods	Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645	No
	Pay Policy Statement – Annual Review	Approval of Pay Policy Statement	June 2016	Corporate Management Team	Report	Council	Linda McDonald SSC Manager (Hr, OD & Payments) 01283 508577	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
	Corporate Plan Performance - Fourth Quarter	To approve the recommendation within the report	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Programmes and Transformation Team Leader 01283 508244	No
	Revenue and Capital Outturn - Fourth Quarter	To approve the recommendation within the report	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Delivery of development on redundant brownfield land	Note/approve a plan that can deliver new housing and employment development on unused brownfield land	June 2016	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Catriona Gilbey Enterprise Manager 01283 508668	No
	Neighbourhood Plans (Newborough, Marchington and Stapenhill)	Move Neighbourhood Plans to referenda	June 2016	Corporate Management Team / Ward Members	Report	Delegated Decision - Planning and Neighbourhoods	Corinne O'Hare Neighbourhood Planning Policy Officer 01283 508645	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
	Annual Treasury Management Report 2015/16	To note the report.	June 2016	Audit Committee	Report	Council	Lisa Turner Chief Accountant 01283 508399	No
	Consider options for developing a new Civic Function Suite brand	Agree a new brand image for the Civic Function Suite	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Chloe Brown Brewhouse Manager 01283 508515	No
	Update on Corporate plan target (PLEG 14)- to improve Town Hall car parking	To determine the Councils approach to this target	June 2016	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities & Open Spaces Manager 01283 508776	No
No	Sale of land at Dove Way and Pennycroft Lane, Uttoxeter	To appoint commercial agent to market sites	July 2016	None	None	Delegated Decision - Enterprise and Environment	Catriona Gilbey Enterprise Manager 01283 508668	No