

# 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 2022**

## **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 2022/04</b>

Issued <b>1<sup>st</sup> April 2022</b>
Effective for the Period: <b>1<sup>st</sup> April to 31<sup>st</sup> July 2022</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: [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-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Selective Licensing Scheme Designation Report	To approve the recommendation within the report	May 2022	Corporate Management Team/Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Rachel Liddle Environmental Health Manager 01283 508838	No
No	Annual Communications Plan 2022-23	To approve the Annual Communications Plan	May 2022	Corporate Management Team / Leader and Deputy Leaders	Annual Communications Plan 2022-23	Deputy Leader (Finance)	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Quarter 4: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	June 2022	None	Report	Scrutiny (Audit and Value for Money Council Services) Committee	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Revenue and Capital Budgets Outturn - Final Quarter 2020/21	To approve the recommendations within the report	June 2022	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance - Fourth Quarter	To approve the recommendation within the report	June 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	COVID-19 Emergency Planning Update (June)	To note the contents of the report	June 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Annual Treasury Management Report 2020/21	To approve the report	June 2022	Scrutiny (audit and Value for Money Council Services) Committee	Report and supporting appendices	Council	Lisa Turner Chief Accountant 01283 508399	No
Yes	Continue to consider the acquisition of the Molson Coors High Street campus	To approve the recommendation within the report	July 2022	Chief Executive / Leader of the Opposition / Leader of the Independent Alliance	Report and supporting appendices	Leader and Deputy Leader (Finance)	Thomas Deery Enterprise Manager 01283 508664	
Yes	Progress a Compulsory Purchase Order of the Maltings Precinct	To approve the recommendation within the report	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Thomas Deery Enterprise Manager 01283 508664	
No	Develop Planning Service Review with project scope and timescales	To approve the recommendation within the report	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Leader	Naomi Perry Planning Manager 01283 508611	
No	Develop the approach for the delivery of the new Rough Sleepers Outreach Service	To approve the recommendation within the report	July 2022	Chief Officer / Deputy Leader	Report	Cabinet	Brett Atkinson Housing Manager 01283 508123	
No	The merits of an ARTICLE 4 (Retail/Residential) in the town centre	To approve the recommendation within the report	July 2022		Report	Cabinet	Naomi Perry Planning Manager 01283 508611	

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Developing Tourism within the Borough	Commission an audit of current levels of tourism activity in East Staffordshire	July 2022	Chief Officer / Deputy Leader	Update to be provided in the second year update of the Tourism Strategy	Executive Decision Record	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Partnership and Community Initiatives	Work with the Voluntary Sector to develop a post-covid Voluntary Sector Strategy in support of our communities	July 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No