

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1ST SEPTEMBER TO 31ST DECEMBER 2018

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 2018/09

Issued: **1st September 2018**

Effective for the Period:

1st September to 31st December 2018

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

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 | Local Government Ombudsman Annual Review Letter 2018 | To note the contents of the report | September 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Andrea Davies Principal Democratic Services Officer 01283 508306 | No |
| No | First Quarter: Revenue & Capital Outturn Report 2018/19 | To approved the recommendations in the report. | September 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Lisa Turner Chief Accountant 01283 508399 | No |
| No | First Quarter: Corporate Plan Performance 2018/19 | To approve the recommendation within the report | September 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | James Abbott Programmes and Transformation Team Leader 01283 508244 | No |
| No | Carry out a review of the Council Tax Reduction Scheme | To approve the outcome of the review. | September 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision – Housing & Homelessness | Sarah Richardson Shared Service Centre Manager (Revenues, Benefits & Customer Contacts) 01283 508716 | No |
| No | Complete a Review of the Public Health Funeral Policy | To approve the recommendation in the report. | September 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision – Regulatory Services | Rachel Liddle Enforcement Team Leader (Environmental Health) 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 | Brewhouse (Voluntary Services Section) Building Maintenance | To approve funds to undertake necessary repairs to the Brewhouse as part of the Councils landlord responsibilities | September 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Michael Hovers Communities and Open Spaces Manager 01283 508776 | Yes Schedule 12A (3) |
| No | Homelessness Strategy 2018 -2023 | To approve the updated strategy. | September 2018 | Statutory and Voluntary Partners | Report | Cabinet | Brett Atkinson Housing Manager 01283 508123 | No |
| No | Updated Houses in Multiple Occupation Policy | To approve the updated policy | September 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision – Regulatory Services | Rachel Liddle Enforcement Team Leader (Environmental Health) 01283 508838 | No |
| No | Review the Provision of Cycle Facilities on Open Spaces and Car Parks | To approve the recommendation in the report. | October 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Michael Hovers Communities and Open Spaces Manager 01283 508776 | No |
| No | Adoption of Digital Strategy | To adopt the strategy | October 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Daniel Arnold Programmes & Transformation Officer 01283 508262 | No |

| Key? | Subject | Expected Decision | Expected Date for Decision | Consultation | Documents Available | Decision-taker | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|------|--|---|----------------------------|--|---------------------|--|--|---|
| No | Review of the SMARTER Waste Collection Business Plan | To approve the recommendations in the report | November 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Paul Farrer Environment Manager 01283 508599 | No |
| No | Evaluation of the Selective Licensing Scheme | To provide an update to members on the first year of operations of the Selective Licensing Scheme Pilot | November 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Rachel Liddle Enforcement Team Leader (Environmental Health) 01283 508838 | No |
| No | Council Tax Base 2019/20 | To approve the Ctax Base figures | November 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision - Leader of the Council | Sarah Richardson Shared Service Centre Manager (Revs, Bens & Cust. Contacts) 01283 508716 | No |
| No | Open Space SPD | Approve for consultation | November 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Anna Miller Planning Manager 01283 508630 | No |
| No | Private Hire and Hackney Carriage Licensing Policy | To approve and adopt an updated policy | December 2018 | Members of the Taxi Trade and the Public / Corporate Management Team / Licensing Committee | Report | Council | Louise Kemplay Enforcement Officer 01283 508343 | No |

| Key? | Subject | Expected Decision | Expected Date for Decision | Consultation | Documents Available | Decision-taker | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|------|--|---|----------------------------|--|---------------------|----------------|--|---|
| No | Gambling Act Policy | To approve updates to policy | December 2018 | Statutory consultees in accordance with s. 349(3) Gambling Act 2005/ Corporate Management Team / Licensing Committee | Report | Council | Louise Kemplay Enforcement Officer 01283 508343 | No |
| No | Independent Remuneration Panel | To appoint an independent panel to review Councillor's remuneration | December 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Council | Andrea Davies Principal Democratic Services Officer 01283 508306 | No |
| No | Revise Joint Allocations Policy | To revise and agreed update policy | December 2018 | Corporate Management Team / Leader and Deputy Leaders | Report and policy | Cabinet | Brett Atkinson Housing Manager 01283 508123 | No |
| Yes | Seek to identify any other commercialisation opportunities | To approve the recommendations in the report | December 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Anna Miller Planning Manager 01283 508630 | No |

| Key? | Subject | Expected Decision | Expected Date for Decision | Consultation | Documents Available | Decision-taker | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|------|---|--|----------------------------|--|----------------------------------|-------------------------------|---|---|
| No | Annual Monitoring Report including Strategic Site Progress Report | To note the report | December 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision - Planning | Anna Miller Planning Manager 01283 508630 | No |
| No | Adoption of Washlands Strategy | To adopt the strategy | December 2018 | Corporate Management Team / Leader and Deputy Leaders | Strategy | Cabinet | Anna Miller Planning Manager 01283 508630 | No |
| No | Mid Year Treasury Management Report 2018-19 | To note the report | December 2018 | Scrutiny (Audit and VFM Council Services) Committee | Report and appendices | Council | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Revenue and Capital Budget - Second Quarter | To approve the recommendations within the report | December 2018 | Corporate Management Team / Leader and Deputy Leaders/ Cabinet | Report and supporting appendices | Cabinet | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Corporate Plan Performance - Second Quarter | To approve the recommendation within the report | December 2018 | Corporate Management Team / Leader and Deputy Leaders | Report | 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) |
|------|---|---|----------------------------|---|---------------------|----------------|---|---|
| Yes | Expenditure relating to Station Street Project of Burton Town Centre Regeneration | To discuss and approve the expenditure. | TBC | Corporate Management Team / Leader and Deputy Leaders | Report | Council | Simon Humble Programmes & Transformation Officer 01283 508272 | Yes |
| Yes | Sale of Lynwood, Branston | To approve the identification of a preferred bidder and delegate the final decision to the Leader of the Council and Deputy Leader Regeneration in consultation with the Leader of the Opposition and Chief Executive, following sale negotiations. | TBC | Corporate Management Team / Leader and Deputy Leaders | Report | Council | Thomas Deery Acting Enterprise Manager 01283 508664 | Yes Schedule 12A (3) |
| Yes | Cultural Services Management Procurement | To approve the award of the contracts for operators for Lot 1 (Leisure Facilities and Services) and Lot 2 (Arts Facilities and Services). | TBC | Corporate Management Team / Leader and Deputy Leaders | Report | Council | Deputy Leader for Cultural Services Councillor Colin Whittaker | Yes Schedule 12A (3) |

| Key? | Subject | Expected Decision | Expected Date for Decision | Consultation | Documents Available | Decision-taker | Contact Officer / Portfolio | Private decision? (Reasons for exclusion) |
|------|---|---|----------------------------|---|---------------------|----------------|--|---|
| Yes | Project and expenditure relating to the Washlands Landscape Vision. | To discuss and approve the project and expenditure. | TBC | Corporate Management Team / Leader and Deputy Leaders | Report | Council | Julia Baker Senior Enterprise Officer 01283 508592 | Yes |