

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1<sup>ST</sup> AUGUST TO 30<sup>TH</sup> NOVEMBER 2017

## 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 2017/08</b>

Issued: <b>1<sup>st</sup> August 2017</b>
Effective for the Period: <b>1<sup>st</sup> August to 30<sup>th</sup> November 2017</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	Business Rates Discretionary Rate Relief	To approve new discretionary schemes implemented by the Govt from April 2017	August 2017	Corporate Management Team / Leader and Deputy Leaders / Major Preceptors	Report / Policies	Cabinet	Sarah Richardson Shared Service Centre Manager (Revenues, Benefits & Customer Contacts) 01283 508716	No
No	Local Government Ombudsman Annual Review Letter 2017	To note the contents of the report	September 2017	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Andrea Davies Principal Democratic Services Officer 01283 508306	No
No	Revenue and Capital Budget - First Quarter	To approve the recommendations within the report	September 2017	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance - First Quarter	To approve the recommendation within the report	September 2017	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Programmes and Transformation Team Leader 01283 508244	No
No	Review Court Costs for Council Tax and Business Rates	To review the costs	September 2017	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Sarah Richardson Shared Service Centre Manager (Revenues, Benefits & Customer Contacts) 01283 508716	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Review Recovery and Write-Off Policies	To review the recovery and write-off policies	September 2017	Corporate Management Team / Leader and Deputy Leaders	Report / Policies	Cabinet	Sarah Richardson Shared Service Centre Manager (Revenues, Benefits & Customer Contacts) 01283 508716	No
No	Cemetery Pricing and Operations Review	To approve a revised pricing schedule for burials and ancillary services and set out proposed revisions to the service provided	October 2017	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities & Open Spaces Manager 01283 508776	No