

# 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 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](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 2018/04</b>

Issued: <b>1<sup>st</sup> April 2018</b>
Effective for the Period: <b>1<sup>st</sup> April to 31<sup>st</sup> July 2018</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)
Yes	Appointment of Building Maintenance, Repairs and Adaptations Contractors	To appoint a contractor	April 2018	Corporate Management Team / Leader and Deputy Leaders	Report and Appendices	Cabinet	Michael Hovers Communities and Open Spaces Manager	Yes
No	Shobnall Neighbourhood Plan	To move Shobnall Neighbourhood Plan to referendum	April 2018	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Delegated Decision – Deputy Leader (Planning)	Naomi Perry Principal Planning Policy Officer 01283 508611	No
Yes	Heritage Impact Assessment Guidance Notes	To adopt the guidance on Heritage Impact Assessment Guidance Notes	April 2018	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Delegated Decision – Deputy Leader (Planning)	Anna Miller Planning Manager 01283 508630	No
Yes	Cannock Chase SAC Guidance	To publish guidance relating to Detailed Policy 12 of the Local Plan on Cannock Chase Special Area of Conservation	April 2018	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Delegated Decision – Deputy Leader (Planning)	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Consultation on Further Conservation Area Boundary Changes	To agree to additional amendments and further consultation on the Rocester Conservation Area Boundary	May 2018	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Delegated Decision – Deputy Leader (Planning)	Naomi Perry Principal Planning Policy Officer 01283 508611	No

Key ?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Adoption of Conservation Area Boundaries	To adopt the Station Street / Borough Road, Burton Upon Trent and Marchington Conservation Area Boundary amendments	June 2018	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Cabinet	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Annual Treasury Management Report 2017-18	To note the report.	June 2018	Scrutiny (Audit and Value for Money Council Services) Committee	Report	Council	Lisa Turner Chief Accountant 01283 508399	No
Yes	Revenue and Capital Outturn Report 2017-18 Fourth Quarter	To approved the recommendations in the report.	June 2018	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance End of Year Fourth Quarter	To approve the recommendation within the report	June 2018	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Programmes & Transformation Team Leader 01283 508244	No
Yes	Devised Borough-Wide Planting Strategy	To publish guidance relating to a Borough-wide Planting Strategy	June 2018	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Delegated Decision – Deputy Leader (Planning)	Naomi Perry Principal Planning Policy Officer 01283 508611	No

Key ?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
Yes	Neighbourhood Planning Protocol	To publish guidance setting out how ESBC will fulfil duty to support Neighbourhood Plans	June 2018	Corporate Management Team / Leader and Deputy Leaders	Report and appendices	Delegated Decision – Deputy Leader (Planning)	Naomi Perry Principal Planning Policy Officer 01283 508611	No
No	Inspections and Food Safety	To introduce a charging policy for Food Safety Re-Inspections and Advice to Businesses	June 2018	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle Enforcement Team Leader (Environmental Health) 01283 508838	No
No	Delivering Open Space Improvement Initiatives	Proposals for the Improvement of the Memorial Gardens, Abbot's Garden etc	June 2018	Corporate Management Team/Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities and Open Spaces Manager 01283 508776	No
No	Statement of Accounts 2017-18	To approve the accounts	July 2018	Audit Committee (Statements of Account)	Report and Statutory Audited Accounts	Audit Committee (Statements of Account)	Lisa Turner Chief Accountant 01283 508399	No