

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1ST NOVEMBER 2019 TO 28TH FEBRUARY 2020

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.

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| FORWARD PLAN |
| VERSION 2019/11 |

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| Issued: 1st November 2019 |
| Effective for the Period: 1st November 2019 to 28th February 2020 |

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 | Council Tax Base 2020/21 | To approve the C Tax Base figures | November 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision - Leader of the Council | Sarah Richardson SSC Centre Manager (Revs, Bens & Cust. Conts.) 01283 508716 | No |
| No | Horninglow & Eton Neighbourhood Plan | To 'make' the reviewed Neighbourhood Plan | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision - Regeneration and Planning Policy | Naomi Perry Principal Planning Policy Officer 01283 508611 | No |
| No | Rolleston Neighbourhood Plan | To take the examined Neighbourhood Plan to referendum | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision - Regeneration and Planning Policy | Naomi Perry Principal Planning Policy Officer 01283 508611 | No |
| No | Complete a review of the Selective Licensing Scheme | To approve the report. | November 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Rachel Liddle Environmental Health Manager 01283 508838 | No |
| No | Independent Remuneration Panel – Supplementary Report on Members Remuneration | To approve the recommendations contained in the report of the Independent Remuneration Panel | 2nd December 2019 | Corporate Management Team / Members of the Council | Report | Council | Andrea Davies Principal Democratic Services Officers 01283 508306 | No |
| No | Annual Monitoring Report including Strategic Site Progress Report | To note the report | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Delegated Decision - Regeneration and Planning Policy | Naomi Perry Principal Planning Policy Officer 01283 508611 | No |

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|------|---|--|----------------------------|---|----------------------------------|---|---|---|
| No | Brownfield Register 2019 Review | To approve the report | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report and appendices | Delegated Decision - Regeneration and Planning Policy | Naomi Perry Principal Planning Policy Officer 01283 508611 | No |
| No | Quarter 2: Report on the performance of the Leisure Services Contractor | To consider the performance of the Leisure Services Contract | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Scrutiny (Audit and Value for Money Council Services) Committee | James Abbott Leisure Services Contract Manager 01283 508244 | Yes Schedule 12A |
| No | Revenue and Capital Budget - Second Quarter | To approve the recommendations within the report | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report and supporting appendices | Cabinet | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Corporate Plan Performance - Second Quarter | To approve the recommendations within the report | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report and supporting appendices | Cabinet | Chris Eberley Corporate & Commercial Manager 01283 508772 | No |
| No | Complete a review of the Disabled Facilities Grant Scheme | To approve the report. | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Rachel Liddle Environmental Health Manager 01283 508838 | No |
| Yes | Investigate new models of delivery for the Brewhouse Arts Facilities, Civic Function Suite and Arts Development | To approve the recommendations within the report | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Chloe Brown Brewhouse and Town Hall Manager 01283 508515 | Yes Schedule 12A |

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|------|--|--|----------------------------|---|----------------------------------|---|--|---|
| No | Adopt Housing SPD | To adopt SPD | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Naomi Perry Principal Planning Policy Officer 01283 508611 | No |
| No | Adopt Planning Obligations guidance | To adopt SPD | December 2019 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Naomi Perry Principal Planning Policy Officer 01283 508611 | No |
| No | Mid Year Treasury Management Report 2019-20 | To note the report | December 2019 | Scrutiny (Audit and VFM Council Services) Committee | Report and appendices | Council | Lisa Turner Chief Accountant 01283 508399 | No |
| No | Branston Neighbourhood Plan Review | To make the reviewed plan | January 2020 | Corporate Management Team / Leader and Deputy Leaders | Report and appendices | Delegated Decision - Regeneration and Planning Policy | Naomi Perry Principal Planning Policy Officer 01283 508611 | No |
| No | Review of the Waste Collection Services – Garden Waste | To approve the recommendations in the report | January 2020 | Corporate Management Team / Leader and Deputy Leaders | Report | Cabinet | Paul Farrer Environment Manager | Yes Schedule 12A |
| No | Medium Term Financial Strategy 2020/21 Onwards | To approve the report. | February 2020 | Corporate Management Team / Leader and Deputy Leaders | Report and supporting appendices | Council | Lisa Turner Chief Accountant 01283 508399 | No |

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|------|--|------------------------|----------------------------|-----------------|----------------------------------|----------------|---|---|
| No | Treasury Management Strategy Statement 2020/21 | To approve the report. | February 2020 | Audit Committee | Report and supporting appendices | Council | Lisa Turner Chief Accountant 01283 508399 | No |