

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1<sup>st</sup> October 2022 to 31<sup>st</sup> January 2023

## 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.

**FORWARD PLAN**

**VERSION 2022/10**

Issued **1<sup>st</sup> October 2022**

Effective for the Period:

**1<sup>st</sup> October 2022 to 31<sup>st</sup> January 2023**

**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)
No	Local Government Ombudsman Annual Review Letter 2022	To note the contents of the report	October 2022	Corporate Management Team/Leader/Deputy Leaders	Report	Cabinet	Andrea Davies Principal Democratic Services Officer 01283 508306	No
No	Review procurement policy to maximise opportunities for local businesses	To approve the recommendations within the report	October 2022	Corporate Management Team Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
	Staffordshire County Council bus and parking strategy for Uttoxeter	To note the recommendations of the study	October 2022	Staffordshire County Council, Corporate Management Team and Leader and Deputy Leaders	Study	EDR – Leader of the Council and Economic Growth portfolio	Kelly Kerr-Delworth Interim Enterprise Manager 01283 508625	No
	Biodiversity Guidance	To approve the recommendation within the report	October 2022	Corporate Management Team / Leader and Deputy Leaders	EDR	EDR – Leader of the Council and Economic Growth portfolio	Naomi Perry Planning Manager 01283 508611	No
No	Review Court Fees and Charges	To approve the recommendations in the report	October 2022	Corporate Management Team, Leader and Deputy Leaders	EDR	EDR – DL (Communities and Housing Standards)	Sal Khan Head of Service	No

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No	Second year evaluation of the Tourism Strategy	To note the contents of the report	November 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Six monthly Grounds Maintenance contract performance report	To note the contents of the report	November 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	Review of Public Space Protection Orders (PSPO)	To note the contents of the report and approve the re designated PSPO areas.	November 2022	Public consultation Corporate Management Team, Leader and Deputy Leaders	Report	EDR – DL (Communities and Housing Standards)	Margaret Woolley Enforcement Manager 01283 508479	No
No	Interim report on 'in year' progress on the Climate Change Action Plan	To note the contents of the report	November 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle Environmental Health Manager 01283 508838	No
No	Fifth year report on the current Selective Licensing Scheme	To note the contents of the report	November 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle Environmental Health Manager 01283 508838	No

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	Housing Register and Allocations Service	To approve the recommendations in the report	November 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Brett Atkinson Housing Manager 01283 508123	No
	Review of the Trade Waste Service	To approve the recommendations in the report	November 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Amy Clark Environment 01283 508599	Yes (3)
Yes	Disabled Facilities Grant Tender Award	To approve the recommendations in the report	November 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle	Yes (3)
No	Council Tax Base 2023/24	To approve the Council Tax Base figures	November 2022	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	EDR	EDR – (Communities and Housing Standards)	Sal Khan Head of Service	No
No	Annual Statutory Statement of Accounts 2021/22	To approve the accounts and letter of representation	To be determined but not later than 30 <sup>th</sup> November 2022	Audit Committee	Report and audited statement of accounts 2021/22	Audit (Approval of Statement of Accounts) Committee	Lisa Turner Chief Accountant 01283 508399	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
	Annual Review of the Local Plan	To approve the recommendation within the report	December 2022	Corporate Management Team / Leader and Deputy Leaders / Development Plan Committee	Report	Council	Naomi Perry Planning Manager 01283 508611	
No	Authority Monitoring Report	To note the report	December 2022	Corporate Management Team / Leader and Deputy Leaders	Report	EDR (Leader & Economic Growth)	Naomi Perry Planning Manager 01283 508611	No
No	Annual Review of the Disabled Facilities Grant Service	To approve the report	December 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Rachel Liddle Environmental Health Manager 01283 508838	No
No	Mobile CCTV provision and deployment	To note the contents of the report	December 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Margaret Woolley Enforcement Team Leader 01283 508479	No
	Review of Local Council Tax Scheme	To approve the recommendations in the report	December 2022	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Sal Khan Head of Service	

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No	Revenue and Capital Budgets Outturn - Second Quarter 2022/23	To approve the recommendations within the report	December 2022	Corporate Management Team / Leader and Deputy Leaders	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Quarterly Performance Report – Corporate Plan and Leisure – Second Quarter 2022/23	To approve the recommendation(s) within the report	December 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Covid-19 Emergency Planning Recovery Quarterly Update	To note the contents of the report	December 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Report on the performance of the Leisure Services Contractor – Quarter 2 2022/23	To consider the performance of the Leisure Services Contract	December 2022	None	Report	Scrutiny (Value for Money Council Services) Committee	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Mid-Year Treasury Management Report 2022-23	To note the report	December 2022	Audit Committee	Report and appendices	Council	Lisa Turner Chief Accountant 01283 508399	No



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Yes	Washlands Enhancement Project	To approve the recommendations of the report	December 2022	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Julia Baker Senior Enterprise Officer 01283 508592	Yes (3)
No	Independent Remuneration Panel	To approve the recommendations of the report	December 2022	Corporate Management Team	Report	Council	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Performance Report - SMARTER Waste Collection	To approve the recommendations in the report	January 2023	Corporate Management Team, Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment 01283 508599	No
No	To develop and enhance the Outdoor Market Programme	To approve the report	January 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No
No	To complete a second year review of the Parks Development Plan	To note the report	January 2023	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	To review and update the council's Tree Policy to provide guidance on increased levels of tree planting	To approve the changes to the policy	January 2023	Corporate Management Team / Leader and Deputy Leaders	Report	EDR-(DL-Environment & Climate Change)	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No