

# FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1<sup>ST</sup> SEPTEMBER TO 31<sup>ST</sup> DECEMBER 2019

## 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 2019/09**

Issued: **1<sup>st</sup> September 2019**

Effective for the Period:

**1<sup>st</sup> September to 31<sup>st</sup> December 2019**

**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)	Service
Yes	Boundary Review Submission	To accept the proposals in the report	September 2019	Member Working Group / Corporate Management Team / Leader and Deputy Leaders	Report	Council	Jennifer Norman Programmes and Transformation Officer	No	Chief Executive
No	Qualifying Authority status for the purposes of the High Speed Rail (London - West Midlands) Bill	To accept recommendations in the report	September 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Simon Rowberry Interim Planning Manager 01283 508630	No	Sal Khan
Yes	Funding for the Washlands Project	To accept the recommendations in the report	September 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Julia Baker, Senior Enterprise Officer, 01283 508592	No	Chief Executive
Yes	Finalise agreement with SCC to fund the implementation of the co-designed Station Street new public realm project	To discuss and approve the expenditure.	September 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Council	Simon Humble Programmes & Transformation Officer 01283 508272	Yes Schedule 12A (3)	Chief Executive
No	Revenue and Capital Budget - First Quarter	To approve the recommendations within the report	September 2019	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No	Sal Khan

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)	Service
No	Corporate Plan Performance - First Quarter	To approve the recommendation within the report	September 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Chris Eberley Corporate & Commercial Manager 01283 508772	No	Sal Khan
No	Complete a review of the Charitable Collection Policy	To approve the recommendations within the report	September 2019	Corporate Management Team / Licensing Committee	Policy/Report	Licensing Committee	Margaret Woolley Enforcement Team Leader 01283 508479	No	Mark Rizk
No	Local Government Ombudsman Annual Review Letter 2019	To note the contents of the report	September 2019	Corporate Management Team / Licensing Committee	Report	Cabinet	Andrea Davies Principal Democratic Services Officer 01283 508306	No	Sal Khan
No	Quarter 1: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	September 2019	None	Report	Scrutiny (Audit and Value for Money Council Services) Committee	James Abbott Leisure Services Contract Manager 01283 508244	Yes Schedule 12A (Information Relating to any Individual)	Mark Rizk
No	Production of SPD on Separation distances and amenity	To adopt SPD	October 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Principal Planning Policy Officer 01283 508611	No	Sal Khan

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)	Service
No	Production of Shopfronts Design SPD	To adopt SPD	October 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Principal Planning Policy Officer 01283 508611	No	Sal Khan
Yes	Contribution of S106 Funding for Affordable Housing	To approve the allocation of S106 funding	October 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Thomas Deery, Enterprise Manager, 01283 508664	Yes Schedule 12A (Information relating to the financial or business affairs of any particular person (including the authority holding that information))	Chief Executive
No	SMARTER Street Cleaning Update Report	To note the contents of the report	October 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	No	Sal Khan
No	Review of the Waste Collection Service Update Report	To note the contents of the report	October 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Paul Farrer Environment Manager 01283 508599	No	Sal Khan

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)	Service
No	Review of Parking Services and the related use of technology	To approve the recommendation within the report	October 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No	Mark Rizk
No	Review Public Space Protection Orders for Dog Fouling and Alcohol Consumption	To approve the recommendation within the report	October 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Delegated Decision - Regulatory and Community Support	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	No	Mark Rizk
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	Sal Khan
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	Mark Rizk
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	Sal Khan

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)	Service
No	Revenue and Capital Budget - Second Quarter	To approve the recommendations within the report	December 2019	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No	Sal Khan
No	Corporate Plan Performance - Second Quarter	To approve the recommendations within the report	December 2019	Corporate Management Team / Leader and Deputy Leaders/ Cabinet	Report and supporting appendices	Cabinet	Chris Eberley Corporate & Commercial Manager 01283 508772	No	Sal Khan
No	Quarter 2: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	December 2019	None	Report	Scrutiny (Audit and Value for Money Council Services) Committee	James Abbott Leisure Services Contract Manager 01283 508244	Yes Schedule 12A (Information Relating to any Individual)	Mark Rizk
No	Review of Council Tax Reduction Scheme	To approve the outcome of the review.	October 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	Sal Khan
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	Sal Khan



Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)	Service
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	Mark Rizk
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	Sal Khan
No	Adopt Shopfronts Design Guide SPD	To adopt SPD	December 2019	Corporate Management Team / Leader and Deputy Leaders	Report	Cabinet	Naomi Perry Principal Planning Policy Officer 01283 508611	No	Sal Khan