

FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1st June 2023 to 30th September 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. 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.

FORWARD PLAN

VERSION 2023/06

Issued: 1st June

Effective for the Period:

1st June 2023 to 30th September 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 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	Revenue and Capital Budgets Outturn - Final Quarter 2020/21	To approve the recommendations within the report	June 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Lisa Turner Chief Accountant 01283 508399	No
No	Corporate Plan Performance – End of Year	To approve the recommendation(s) within the report	June 2023	Corporate Management Team / Cabinet Members	Report	Cabinet	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Quarter 4: Report on the performance of the Leisure Services Contractor	To consider the performance of the Leisure Services Contract	June 2023	None	Report	Scrutiny (Audit and Value for Money Council Services) Committee	James Abbott Corporate & Commercial Manager 01283 508244	No
No	Scrutiny Review of Station Street	To consider the recommendations	June 2023	Scrutiny committee	Report	Cabinet	Daniel Arnold Programmes & Transformation Team Leader 01283 508626	No
No	Scrutiny Review of the White Ribbon Campaign	To consider the recommendations	June 2023	Scrutiny committee	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	Staffordshire Health and Care Overview and Scrutiny Committee - Code of Joint Working - proposed change to the constitution	To approve the recommendation(s) within the report (change to constitution)	July 2023	Corporate Management Team/ Cabinet Members/ Staffordshire County Council	Report	Council	James Abbott Corporate & Commercial Manager 01283 508244	No
Yes	Washlands Enhancement Project – contractor appointment	To appoint a contractor	July 2023 <i>(if no requirement for negotiation with contractor)</i>	Corporate Management Team / Cabinet Members	Report and appendices	Leader and Cabinet Member	Julia Baker	Yes – 3 – information relating to financial or business affairs of any particular person.
No	Six monthly Grounds Maintenance contract performance report	To note the contents of the report	July 2023	Corporate Management Team / Cabinet Members	Report	Cabinet	Michael Hovers Communities, Open Spaces & Facilities Manager 01283 508776	Yes, 3
No	Printing and Mailing Services for Revenues and Benefits	To award the contract following the completion of a tender exercise	July 2023	Cabinet Member		EDR – Cabinet Member	Steve Woods, Interim Revenues and Benefits Manager	Yes, 3

Key?	Subject	Expected Decision	Expected Date for Decision	Consultation	Documents Available	Decision-taker	Contact Officer / Portfolio	Private decision? (Reasons for exclusion)
No	Third year climate change review	To note the contents of the report	August 2023	Corporate Management Team / Cabinet Members	Report	Cabinet	Mark Jeffcote Climate Change Adaptation Officer	No
Yes	Housing Growth Pressures on the Waste Collection Service	To approve the recommendations within the report	September 2023	Corporate Management Team / Cabinet Members	Report and supporting appendices	Cabinet	Paul Farrer Environment Manager 01283 508599	No