FORWARD PLAN AND NOTICE OF PRIVATE MEETINGS

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

1ST APRIL TO 31ST JULY 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.
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
<table>
<thead>
<tr>
<th>Key?</th>
<th>Subject</th>
<th>Expected Decision</th>
<th>Expected Date for Decision</th>
<th>Consultation</th>
<th>Documents Available</th>
<th>Decision-taker</th>
<th>Contact Officer / Portfolio</th>
<th>Private decision? (Reasons for exclusion)</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>The Washlands Project</td>
<td>To approve the final designs for the Washlands project and confirm the final funding allocation</td>
<td>April 2020</td>
<td>Corporate Management Team / Leader and Deputy Leaders</td>
<td>Report</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>Julia Baker Senior Enterprise Officer 01283 508592</td>
<td>No</td>
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<tr>
<td>No</td>
<td>Develop Procurement Policy</td>
<td>To approve the recommendations within the report</td>
<td>June 2020</td>
<td>Corporate Management Team / Leader and Deputy Leaders</td>
<td>Report</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>James Abbott Corporate &amp; Commercial Manager</td>
<td>No</td>
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<tr>
<td>No</td>
<td>Quarter 4: Report on the performance of the Leisure Services Contractor</td>
<td>To consider the performance of the Leisure Services Contract</td>
<td>June 2020</td>
<td>None</td>
<td>Report</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>James Abbott Corporate &amp; Commercial Manager 01283 508244</td>
<td>Yes Schedule 12A</td>
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<tr>
<td>No</td>
<td>Revenue and Capital Budgets Outturn - Final Quarter 2019/20</td>
<td>To approve the recommendations within the report</td>
<td>June 2020</td>
<td>Corporate Management Team / Leader and Deputy Leaders</td>
<td>Report and supporting appendices</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>Lisa Turner Chief Accountant 01283 508399</td>
<td>No</td>
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<tr>
<td>No</td>
<td>Corporate Plan Performance - Fourth Quarter</td>
<td>To approve the recommendation within the report</td>
<td>June 2020</td>
<td>Corporate Management Team / Leader and Deputy Leaders</td>
<td>Report</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>James Abbott Corporate &amp; Commercial Manager 01283 508244</td>
<td>No</td>
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<td>No</td>
<td>Dry Recycling Contract – Options Report</td>
<td>To approve the recommendation within the report</td>
<td>June 2020</td>
<td>Corporate Management Team / Leader and Deputy Leaders</td>
<td>Report</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>Paul Farrer Environment Manager 01283 508599</td>
<td>Yes Schedule 12A</td>
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<td>Key?</td>
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<td>No</td>
<td>Annual Treasury Management Report 2019/20</td>
<td>To approve the report</td>
<td>June 2020</td>
<td>Scrutiny (audit and Value for Money Council Services) Committee</td>
<td>Report and supporting appendices</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>Lisa Turner Chief Accountant 01283 508399</td>
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<td>No</td>
<td>Statement of Accounts 2019-20</td>
<td>To approve the accounts</td>
<td>July 2020</td>
<td>Audit Committee (Statements of Account)</td>
<td>Report and Statutory Audited Accounts</td>
<td>This will be subject to Government Guidance on Virtual Meetings.</td>
<td>Lisa Turner Chief Accountant 01283 508399</td>
<td>No</td>
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