

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 31 August 2017 to 31 December 2017

The Forward Plan contains brief details of Key Decisions that the Executive is likely to take over the period set out above, as well as other scheduled major Council decisions. You will also find details of contacts who can provide further information and hear your views. **Please note that the dates of some of the decisions may change from month to month, please check with Democratic Services on 01279-502173 before deciding to attend a meeting.**

1	2	3	4	5	6	7	8
Decision required	Previously considered by	Decision Maker	Date of Decision	Documents to be submitted to Decision Maker	Contact Officer from whom documents can be requested	Confirmation that other documents may be submitted to the Decision Maker	Procedure for requesting details of other documents
Request for Area Designation for Neighbourhood Planning: Thundridge, Thundridge Parish Council	None	Executive	5 September 2017	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Planning Policy)	Yes	By telephone or email – see note 8 below.
Approval of Property Investment	Chairman of Overview and Scrutiny	Executive	5 September 2017	Report with appendices including a 30	Jonathan Geall, Head of Housing and Health	Yes	By telephone or email – see note 8 below.

1	2	3	4	5	6	7	8
Decision required	Previously considered by	Decision Maker	Date of Decision	Documents to be submitted to Decision Maker	Contact Officer from whom documents can be requested	Confirmation that other documents may be submitted to the Decision Maker	Procedure for requesting details of other documents
Company Business Plan and Case for Incorporation of the Company KEY Decision	Committee consulted			year financial business plan, draft articles of association for the Property Investment Company and a draft Shareholder Agreement.			
Investing in Culture in Hertford To seek an addition to the capital programme (£100k) and revenue spend addition	None	Executive	5 September 2017	Report and supporting Essential Reference Papers.	Adele Taylor, Director	Yes	By telephone or email – see note 8 below.
General Fund Revenue and Capital Outturn 2016/17	None	Executive	16 October 2017	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.

1 Decision required	2 Previously considered by	3 Decision Maker	4 Date of Decision	5 Documents to be submitted to Decision Maker	6 Contact Officer from whom documents can be requested	7 Confirmation that other documents may be submitted to the Decision Maker	8 Procedure for requesting details of other documents
Joint Waste, Recycling and Street Cleansing Contract Award with North Herts District Council KEY Decision	Chairman of Overview and Scrutiny Committee consulted	Executive	16 October 2017	Report and supporting Essential Reference Papers.	Jess Khanom, Head of Operations	Yes	By telephone or email – see note 8 below.
Business Rates Revaluation Support Scheme 2017/18 – 2020/21 To determine a scheme by which to award Business Rates revaluation relief as funded by Central Government	Executive 5 Sep 2017	Council	18 October 2017	Report and supporting Essential Reference Papers.	Su Tarran, Head of Revenues and Benefits Shared Service	Yes	By telephone or email – see note 8 below.

Explanatory Note: This sets out the particulars elaborated in The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Regulations”). The Regulations changed the way a local authority can make Key Decisions and sets out the legal process to ensure that the Council is accountable and transparent to the public. Where a decision maker intends to make a Key Decision, the decision must not be made until the document in the above table format has been completed and published. The meaning of a Key Decision, the above procedure and the urgency provisions where the decision maker cannot comply with the usual process were set out in a Practice Note submitted to Leadership Team in November 2016 and January 2017.

- 1. Decision required:** This sets out the matter in respect of which the decision is to be made.
- 2. Previously considered by:** This sets out the committee(s) which have considered the proposal and will make recommendations as appropriate.
- 3. Decision maker:** This sets out the individual and/or body where the decision is to be made.
- 4. Date of Decision:** This sets out the date or the period within which the decision is to be made.
- 5. Documents to be justified:** This sets out the list of documents the decision maker will consider. At least 5 days before the key decision is made the documents referred to in paragraph 5 must be available for inspection at the council office or on the website.
- 6. Contact Officer:** This sets out the officer from whom documents are available subject to any prohibition or restriction ie exempt documents.
- 7. Confirmation that other documents may be submitted to the Decision Maker:** This sets out that other documents relevant to the decision to be made may be submitted to the decision maker.
- 8. Procedure for requesting details of other documents:** This sets out the procedure for requesting details of the documents (if any) as key outcomes become available. All contacts can be reached by telephone on 01279-655261 or by email firstname.surname@eastherts.gov.uk