

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 30 October 2017 to 31 March 2018

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
Financial Healthcheck 2017/18 Quarter 2 To monitor the Council's budgetary performance	Performance, Audit and Governance Scrutiny Committee 21 Nov 2017	Executive	28 November 2017	Report and supporting Essential Reference Papers	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.

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Request for Area Designation for Neighbourhood Planning: Hunsdon Parish Neighbourhood Plan To consider an application by the Parish Council		Executive	28 November 2017	Report and supporting Essential Reference Papers	Claire Sime, Service Manager (Planning Policy)	Yes	By telephone or email – see note 8 below.
Request for Area Designation for Neighbourhood Planning: Hunsdon with Eastwick and Gilston Joint Neighbourhood Plan To consider an application by the Parish Council		Executive	28 November 2017	Report and supporting Essential Reference Papers	Claire Sime, Service Manager (Planning Policy)	Yes	By telephone or email – see note 8 below.

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<p>Financial Sustainability Policy and associated Pilot Projects</p> <p>To approve a policy and strategy to develop alternative funding streams</p>	<p>Overview and Scrutiny Committee 17 Oct 2017</p> <p>Executive 28 Nov 2017</p>	<p>Council</p>	<p>13 December 2017</p>	<p>Report and supporting Essential Reference Papers</p>	<p>Isabel Brittain, Head of Strategic Finance and Property</p>	<p>Yes</p>	<p>By telephone or email – see note 8 below.</p>
<p>Goods Yard Master Plan</p> <p>To approve a detailed framework within which a new planning application submission can be made.</p>	<p>Executive 31 Oct 2017</p>	<p>Council</p>	<p>13 December 2017</p>	<p>Report and supporting Essential Reference Papers</p>	<p>Kevin Steptoe, Head of Planning and Building Control Services</p>	<p>Yes</p>	<p>By telephone or email – see note 8 below.</p>

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<p>Calculation of Council Tax Base 2018/19</p> <p>To determine the tax base that will be used in calculations for the 2018/19 Council Tax.</p>		Council	13 December 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.
<p>Old River Lane, Bishop's Stortford Land Use</p> <p>To determine a preferred land use for the broader Old River Lane site and to seek the allocation of additional funding to progress the project.</p>	Executive 28 Nov 2017	Council	13 December 2017	Report and supporting Essential Reference Papers	Anjeza Saliaj, Project Manager	Yes	By telephone or email – see note 8 below.

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<p>Consolidated Budget Report and 2018/19 – 2021/22 Medium Term Financial Plan</p> <p>To approve the Council's budget for 2018/19 and the MTFP for 2018/19 – 2021/22 to include:</p> <ul style="list-style-type: none"> • Capital programme • Fees and charges • Service budgets 	<p>Performance, Audit and Governance Scrutiny Committee 16 Jan 2018</p> <p>Executive 6 Feb 2018</p>	<p>Council</p>	<p>1 March 2018</p>	<p>Report and supporting Essential Reference Papers</p>	<p>Isabel Brittain, Head of Strategic Finance and Property</p>	<p>Yes</p>	<p>By telephone or email – see note 8 below.</p>
<p>Council Tax 2018/19 - Formal Resolution</p> <p>To set Council Tax levels for 2018/19.</p>		<p>Council</p>	<p>1 March 2018</p>	<p>Report and supporting Essential Reference Papers</p>	<p>Isabel Brittain, Head of Strategic Finance and Property</p>	<p>Yes</p>	<p>By telephone or email – see note 8 below.</p>

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