

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 1 October 2019 to 31 December 2019

The Forward Plan contains brief details of key and other major decisions that the Executive is likely to take over the period set out above, as well as other scheduled 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 01279-502082 before deciding to attend a meeting.**

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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
Discretionary Business Rates Grant Scheme		Executive	8 October 2019	Report and supporting Essential Reference Papers.	Ben Wood, Head of Communications Strategy and Policy	Yes	By telephone or email – see note 8 below.

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Affordable Housing Supplementary Planning Document - draft for consultation		Executive	8 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Quarterly Healthcheck Q1 2019/20		Executive	8 October 2019	Report and supporting Essential Reference Papers.	Ben Wood, Head of Communications Strategy and Policy	Yes	By telephone or email – see note 8 below.
Leisure Operator Contract Award		Executive	8 October 2019	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Contract Waiver - East Herts Council - Archaeological Dig at Grange Paddocks		Executive	8 October 2019	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
North of	Executive 3 Sep	Council	23 October 2019	Report and	Claire Sime,	Yes	By telephone or

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Hertford (Sacombe Road, Bengoe) (HERT4) Masterplanning Framework	2019 Executive			supporting Essential Reference Papers.	Service Manager (Policy and Implementation)		email – see note 8 below.
North of Sawbridgeworth (SAWB4) Masterplanning Framework	Executive 3 Sep 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
North and East of Ware (WARE2) Masterplanning Framework	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
East Herts Authority Monitoring Report 2018/19	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Statement of Community	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting	Claire Sime, Service Manager	Yes	By telephone or email – see note

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Involvement - final for adoption				Essential Reference Papers.	(Policy and Implementation)		8 below.
Council Tax Support Scheme 2020/21	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Su Tarran, Head of Revenues and Benefits Shared Service	Yes	By telephone or email – see note 8 below.
Standards Update		Council	23 October 2019	Report and supporting Essential Reference Papers.	Alison Stuart, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Hertford Theatre Expansion Project - finance approval		Council	23 October 2019	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Retail Frontages, Design and Signage Supplementary Planning Document - final	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.

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for adoption							
Review of Polling Districts and Places		Council	23 October 2019	Report and supporting Essential Reference Papers.	Alison Stuart, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Consideration of the responses to the draft Revised Taxi Licensing Suitability Policy	Licensing Committee 21 Aug 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Oliver Rawlings, Service Manager (Licensing and Enforcement)	Yes	By telephone or email – see note 8 below.
Anstey Conservation Area Character Appraisal	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Street Trading Consent Policy		Executive	3 December 2019	Report and supporting Essential Reference Papers.	Paul Thomas-Jones, Environmental Health Manager - Commercial	Yes	By telephone or email – see note 8 below.
Quarterly Healthcheck Qtr		Executive	3 December 2019	Report and supporting	Isabel Brittain, Head of Strategic	Yes	By telephone or email – see note

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2 2019/20				Essential Reference Papers.	Finance and Property		8 below.
Planning Obligations for Open Space, Sport and Recreation Supplementary Planning Document - Final for Adoption	Executive 3 Dec 2019	Council	18 December 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
South of Hertford (HERT5) Masterplanning Framework	Executive 3 Dec 2019	Council	18 December 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Council Tax Calculation of Council Tax Base		Council	18 December 2019	Report and supporting Essential Reference Papers.	Su Tarran, Head of Revenues and Benefits Shared Service	Yes	By telephone or email – see note 8 below.
Consideration of	Licensing	Council	18 December	Report and	Oliver Rawlings,	Yes	By telephone or

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the Results of the Hackney Carriage Unmet Demand Survey	Committee 30 Oct 2019 Executive		2019	supporting Essential Reference Papers.	Service Manager (Licensing and Enforcement)		email – see note 8 below.
Review of Community Grants Policy and Priorities for 2020/21		Council	18 December 2019	Report and supporting Essential Reference Papers.	Claire Pullen, Engagement and Partnerships Officer (Grants)	Yes	By telephone or email – see note 8 below.
Budget and Medium Term Financial Plan 2020/21	Performance, Audit and Governance Oversight Committee 19 Nov 2019 Executive 3 Dec 2019	Council	18 December 2019	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Millstream 30 Year Business Plan 2020/21 and Council Cashflows		Council	18 December 2019	Report and supporting Essential Reference Papers.	Jonathan Geall, Head of Housing and Health	Yes	By telephone or email – see note 8 below.
Benington	Executive 3 Dec	Council	18 December	Report and	Claire Sime,	Yes	By telephone or

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
Conservation Area Character Appraisal	2019		2019	supporting Essential Reference Papers.	Service Manager (Policy and Implementation)		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