

# EAST HERTS DISTRICT COUNCIL

## Forward Plan of Key and other Decisions – 1 June 2020 to 31 July 2020

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 01279-502082 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
Archaeological Excavation - to note contract waiver		Executive	7 July 2020	Report and supporting documents.	Jess Khanom-Metaman, Head of Operations	Yes	By telephone or email – see note 8 below.
Financial Update		Executive	2 June 2020	Report and	Bob Palmer,	Yes	By telephone or

1	2	3	4	5	6	7	8
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				supporting documents.	Head of Strategic Finance and Property		email – see note 8 below.
Gilston Area Charter Supplementary Planning Document - final for adoption	Executive 21 Apr 2020 Executive	Executive Council	2 June 2020 22 July 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Loan to SLM - report of decision taken by Chief Executive		Executive	2 June 2020	Report and supporting documents.	Richard Cassidy, Chief Executive	Yes	By telephone or email – see note 8 below.
Patmore Heath Conservation Area Appraisal and Management Plan	Executive 21 Apr 2020	Council	22 July 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Approval of scheme for the Local Authority Discretionary		Executive	2 June 2020	Report and supporting documents.	Richard Cassidy, Chief Executive	Yes	By telephone or email – see note 8 below.

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Grant Fund – decision of Chief Executive							
Street Trading Consent Policy	Executive 7 July 2020	Council	22 July 2020	Report and supporting documents.	Paul Thomas-Jones, Environmental Health Manager - Commercial	Yes	By telephone or email – see note 8 below.
East Herts Local Development Scheme - update July 2020	Executive 7 Jul 2020	Council	22 July 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Revenue and Capital Outturn		Executive	7 July 2020	Report and supporting documents.	Bob Palmer, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Parking Review - consideration of policy changes recommended by Overview and Scrutiny Committee	Executive 11 Feb 2020	Deferred	Deferred	Report and supporting documents.	Jess Khanom-Metaman, Head of Operations	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 prescribe how 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 above notice has been completed and published. A key decision is an executive decision which is likely to: (a) result in new expenditure, income or savings of more than £100,000 in relation to the Council’s revenue or capital budget, this being deemed significant having regard to the Council’s overall budget; or (b) be significant in terms of its effects on communities living or working in an area consisting of two or more wards.

- 1. Decision required:** the matter in respect of which the decision is to be made.
- 2. Previously considered by:** the committee(s) which have considered the proposal and will make recommendations as appropriate.
- 3. Decision maker:** the individual and/or body taking the decision.
- 4. Date of Decision:** the date or the period within which the decision is to be made.
- 5. Documents to be submitted:** 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:** the officer from whom documents are available (subject to any prohibition or restriction, i.e. exempt documents).
- 7. Confirmation that other documents may be submitted to the Decision Maker:** confirming that other documents relevant to the decision may be submitted to the decision maker.
- 8. Procedure for requesting details of other documents:** the procedure for requesting details of the documents (if any) as documents become available. All contacts can be reached by telephone on 01279-655261 or by email [firstname.surname@eastherts.gov.uk](mailto:firstname.surname@eastherts.gov.uk)