

# EAST HERTS DISTRICT COUNCIL

## Forward Plan of Key Decisions – 23 January 2017 to 31 May 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	Overview and Scrutiny	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
Hertford Urban Design Strategy – to release funding of £500k to deliver key improvements to Hertford town centre.	Chairman of Corporate Business Scrutiny Committee consulted	Executive	7 February 2017	Report and supporting Essential Reference Papers.	Liz Watts, Chief Executive	None	By telephone or email – see note 8 below.

1 <b>Decision required</b>	2 <b>Overview and Scrutiny</b>	3 <b>Decision Maker</b>	4 <b>Date of Decision</b>	5 <b>Documents to be submitted to Decision Maker</b>	6 <b>Contact Officer from whom documents can be requested</b>	7 <b>Confirmation that other documents may be submitted to the Decision Maker</b>	8 <b>Procedure for requesting details of other documents</b>
Discretionary Growth Business Incentive Scheme	Chairman of Corporate Business Scrutiny Committee consulted	Executive	7 February 2017 (included under the urgency procedure as the proposal to implement a discretionary business growth incentive scheme was due to be considered later in 2017 by the Council's Executive. However, given the important role this fund could play in retaining and attracting businesses within the District, the Executive is minded to consider the proposal sooner rather than later.)	Report and supporting Essential Reference Papers.	Ben Wood, Head of Communications, Strategy and Policy	None	By telephone or email – see note 8 below.

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Old River Lane Project Governance Structure - to approve the proposed governance structure, including the establishment of a Board to oversee the Old River Lane Project; and to approve initial indicative budget requirements of £450k.	Chairman of Corporate Business Scrutiny Committee consulted	Executive	7 February 2017 (included under the urgency procedure as the proposal to commence project work to advance the development is critical to the commencement of the delivery of the project within the given timescales).	Report and supporting Essential Reference Papers.	Helen Standen, Director	None	By telephone or email – see note 8 below.
Budget Report and MTFP 2017/18 – 2020/21	Joint Meeting of Scrutiny Committees 17 Jan 2017 Executive – 7 Feb 2017	Council	1 March 2017	Report and supporting Essential Reference Papers.	Philip Gregory, Head of Strategic Finance and Property	None	By telephone or email – see note 8 below.

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Treasury Management Strategy Statement 2017/18	Joint Meeting of Scrutiny Committees 17 Jan 2017 Executive – 7 Feb 2017	Council	1 March 2017	Report and supporting Essential Reference Papers.	Philip Gregory, Head of Strategic Finance and Property	None	By telephone or email – see note 8 below.
Review of the Constitution	Audit and Governance Committee 22 Mar 2017 Executive – 4 Apr 2017	Council	10 May 2017	Report and supporting Essential Reference Papers.	Victoria Clothier, Legal Services Manager	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. Overview and Scrutiny:** This sets out the relevant scrutiny committee which 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 be email [firstname.surname@eastherts.gov.uk](mailto:firstname.surname@eastherts.gov.uk)