

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 3 March 2017 to 30 June 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
East Herts District Plan - Proposed Minor Changes, Submission and Examination	District Planning Executive Panel 9 Mar 2017 Executive 21 Mar 2017	Council	29 March 2017	Report and supporting Essential Reference Papers.	Claire Sime, Planning Policy Manager	Yes	By telephone or email – see note 8 below.
Shared Service Home Improvement Agency	Corporate Business Scrutiny Committee 30 Aug 2016	Head of Housing and Health (as delegated by Executive – 6 Sept 2016)	30 March 2017	Proposed legal agreement between East Herts Council and Hertfordshire	Jonathan Geall, Head of Housing and Health	Yes	By telephone or email – see note 8 below.

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Delegation of responsibilities relating to Disabled Facilities Grant to Hertfordshire County Council, as part of the shared service Home Improvement Agency.	Executive 6 Sept 2016			County Council			
Property Investment Company KEY Decision - In principle approval to set up a Property Investment Company.	Joint Meeting of Scrutiny Committees 14 Feb 2017	Executive	4 April 2017	Report and supporting Essential Reference Papers.	Jonathan Geall, Head of Housing and Health	Yes	By telephone or email – see note 8 below.
Physical Activity Strategy Proposals to encourage East Herts residents	Community Scrutiny Committee 28 Mar 2017	Executive	4 April 2017	Report and supporting Essential Reference Papers.	Joseph Liggett, Leisure Services Development Manager	Yes	By telephone or email – see note 8 below.

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to adopt a more physical lifestyle.							
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.
Waste and Street Cleansing Vehicles Funding approval (in principle) for the purchase of new vehicles for the new waste contract (subject to contract evaluation and Executive approval on options)	Executive 4 Apr 2017	Council	10 May 2017	Report and supporting Essential Reference Papers.	Jess Khanom, Head of Operations	Yes	By telephone or email – see note 8 below.
Leisure Facility Strategy	Community Scrutiny Committee 28	Council	10 May 2017	Report and supporting Essential	Joseph Liggett, Leisure Services Development	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
To endorse proposals to redevelop the Council's leisure facilities.	Mar 2017 Executive 4 Apr 2017			Reference Papers.	Manager		

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