

# EAST HERTS DISTRICT COUNCIL

## Forward Plan of Key and other Decisions – 1 February 2018 to 31 May 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
Scotts Grotto  KEY DECISION  To approve	None	Executive	6 February 2018	Report and supporting Essential Reference Papers.	Ben Wood, Head of Communications , Strategy and Policy	Yes	By telephone or email – see note 8 below.

1 <b>Decision required</b>	2 <b>Previously considered by</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>
setting up a new Trust to own and manage Scott's Grotto independently from the Council. Once set up, to transfer ownership to the Trust and agree funding with a one-off sum of £23,000 and make a further £18,000 available in due course.							
Chantry RPZ Shared Use Proposals – Resolution of Objections	None	Executive	6 February 2018	Report and supporting Essential Reference Papers.	Andrew Pulham, Parking Manager	Yes	By telephone or email – see note 8 below.

1 <b>Decision required</b>	2 <b>Previously considered by</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>
East Herts District Plan – Main Modifications Consultation	None	Council	6 February 2018	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Planning Policy)	Yes	By telephone or email – see note 8 below.
Budget Report and Service Plans 2018/19 – 2021/22  To approve the Council's budget for 2018/19 and the MTFP for 2018/19 – 2021/22 to include: <ul style="list-style-type: none"> <li>• Capital programme</li> <li>• Fees and charges</li> <li>• Service budgets</li> </ul>	Performance, Audit and Governance Scrutiny Committee 16 Jan 2018  Executive 6 Feb 2018	Council	1 March 2018	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.

1 <b>Decision required</b>	2 <b>Previously considered by</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>
Council Tax 2018/19 - Formal Resolution To set Council Tax levels for 2018/19.	None	Council	1 March 2018	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Council Tax Discounts	Executive 6 Feb 2018	Council	1 March 2018	Report and supporting Essential Reference Papers.	Su Tarran, Head of Revenues and Benefits Shared Service	Yes	By telephone or email – see note 8 below.
Fire Suppression Unit at Buntingford Depot  Report providing details of funding	Executive 6 Feb 2018	Council	1 March 2018	Report and supporting Essential Reference Papers.	Jess Khanom, Head of Operations	Yes	By telephone or email – see note 8 below.

1 <b>Decision required</b>	2 <b>Previously considered by</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>
requirements for a fire suppression unit							
Community Governance Review  To consider a request from Eastwick & Gilston Parish Council	None	Council	1 March 2018	Report and supporting Essential Reference Papers.	Lucy Leeson, Electoral 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. 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](mailto:firstname.surname@eastherts.gov.uk)