EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 1 April 2018 to 31 July 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
Risk Management Strategy Annual Review	Performance, Audit and Governance Scrutiny Committee 13 Mar 2018	Executive	24 April 2018	Report and supporting Essential Reference Papers.	Graham Mully, Risk Assurance Officer	Yes	By telephone or email – see note 8 below.

3 6 7 8 **Decision Previously Decision** Date of Documents to **Contact Officer** Confirmation **Procedure for** considered by Maker **Decision** required be submitted to from that requesting details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker Walkern Executive 24 April 2018 Report and George Pavey, By telephone or Yes email – see note Neighbourhood supporting Planning Officer Plan -Essential 8 below. Fxaminer's Reference Report and Papers. Referendum 24 April 2018 Report and Ionathan Geall. Yes By telephone or Proposed Licensing Executive Changes to East Committee 14 Head of Housing email – see note supporting Herts Council Mar 2018 Essential and Health 8 below. Hackney Reference Carriage Fares Papers. Tariff East Herts Overview and Council 16 May 2018 Report and Simon Barfoot. Yes By telephone or Healthy email – see note Health and Scrutiny supporting Lifestyles 8 below. Wellbeing Committee 20 Essential Strategy 2018-Feb 2018 Reference Programme Officer Executive 24 Apr 2023 Papers. 2018 Use of Reserves Executive 24 Apr Council 16 May 2018 Report and Ben Wood, Head Yes By telephone or to Support 2018 supporting of email – see note Delivery of the 8 below. Essential Communications

3 6 7 8 Decision Decision **Previously** Date of **Documents to Contact Officer** Confirmation **Procedure for** required considered by Maker **Decision** be submitted to from that requesting other details of **Decision Maker** whom documents documents other may be can be documents requested submitted to the Decision Maker Old River Lane Reference Strategy and Project Papers. Policy Review of Council 16 May 2018 Report and Alison Stuart, Yes By telephone or email – see note Constitution supporting Head of Legal Essential and Democratic 8 below. Reference Services Papers. Members' 16 May 2018 Report and Yes By telephone or Council Alison Stuart, Allowances supporting Head of Legal email – see note Scheme - Report Essential and Democratic 8 below. of the Reference Services Independent Papers. Remuneration Panel Community Overview and Council 16 May 2018 Report and John Williams, Yes By telephone or Electoral email – see note Governance Scrutiny supporting Essential Services Officer 8 below. Review of Committee 17 Bishop's Apr 2018 Reference Stortford Town Papers. Executive 24 Apr Council 2018

3 6 7 8 **Decision Previously** Decision Date of **Documents to Contact Officer** Confirmation **Procedure for** required considered by Maker **Decision** be submitted to from that requesting details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker Community Overview and Council 16 May 2018 Report and John Williams, By telephone or Yes Electoral email – see note Governance Scrutiny supporting Services Officer Review of Committee 17 Essential 8 below. Buntingford Apr 2018 Reference Town Council Papers. Executive 24 Apr 2018 Community Overview and 16 May 2018 John Williams, By telephone or Council Report and Yes Scrutiny supporting Electoral email – see note Governance Committee 17 Essential Review of Services Officer 8 below. Eastwick & Apr 2018 Reference Gilston Parish Papers. Executive 24 Apr Council 2018 Outside Bodies -Council 16 May 2018 Report and Peter Mannings, By telephone or Yes email – see note **Annual Report** supporting Democratic Essential Services Officer 8 below. Reference Papers.

3 6 7 8 **Decision Previously Decision** Date of Documents to **Contact Officer** Confirmation **Procedure for** considered by Maker **Decision** required be submitted to from that requesting details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker Review of the Council 16 May 2018 Report and Martin Ibrahim, By telephone or Yes Council's supporting Democratic email – see note Decision-Making Essential Services Team 8 below. Arrangements Reference Leader Papers. Appointment of 16 May 2018 By telephone or Joint Meeting of Report and Martin Ibrahim. Yes Chairmen and Executive. supporting Democratic email – see note Establishment Essential Services Team 8 below. Committees. of Sub-**Sub-Committees** Reference Leader Committees and and Panels Papers. **Panels** Executive 17 Jul 25 July 2018 Report and Kevin Steptoe, By telephone or East End Green Council Yes 2018 Head of Planning email – see note Conservation supporting **Essential** and Building Area Appraisal 8 below. and Reference **Control Services** Management Papers. Plan Little Amwell Executive 17 Jul Council 25 July 2018 Report and Kevin Steptoe, Yes By telephone or Head of Planning email – see note Conservation 2018 supporting and Building Essential 8 below. Area Appraisal Reference **Control Services** and

8 3 7 Decision Decision **Previously** Date of **Documents to Contact Officer** Confirmation **Procedure for** considered by Maker **Decision** required be submitted to that from requesting whom other details of **Decision Maker** documents documents other can be may be documents submitted to requested the Decision Maker Management Papers. Plan Crabbs Green Executive 17 Jul Council 25 July 2018 Report and Kevin Steptoe, Yes By telephone or 2018 Head of Planning email – see note Conservation supporting Essential and Building 8 below. Area Appraisal and Reference **Control Services** Management Papers. Plan Brent Pelham Executive 17 Jul Council 25 July 2018 Report and Kevin Steptoe, Yes By telephone or Conservation 2018 Head of Planning email – see note supporting Essential and Building 8 below. Area Appraisal and Reference **Control Services** Management Papers. Plan

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