

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.

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Walkern Neighbourhood Plan - Examiner's Report and Referendum		Executive	24 April 2018	Report and supporting Essential Reference Papers.	George Pavey, Planning Officer	Yes	By telephone or email – see note 8 below.
Proposed Changes to East Herts Council Hackney Carriage Fares Tariff	Licensing Committee 14 Mar 2018	Executive	24 April 2018	Report and supporting Essential Reference Papers.	Jonathan Geall, Head of Housing and Health	Yes	By telephone or email – see note 8 below.
East Herts Health and Wellbeing Strategy 2018-2023	Overview and Scrutiny Committee 20 Feb 2018 Executive 24 Apr 2018	Council	16 May 2018	Report and supporting Essential Reference Papers.	Simon Barfoot, Healthy Lifestyles Programme Officer	Yes	By telephone or email – see note 8 below.
Use of Reserves to Support Delivery of the	Executive 24 Apr 2018	Council	16 May 2018	Report and supporting Essential	Ben Wood, Head of Communications	Yes	By telephone or email – see note 8 below.

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Old River Lane Project				Reference Papers.	Strategy and Policy		
Review of Constitution		Council	16 May 2018	Report and supporting Essential Reference Papers.	Alison Stuart, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Members' Allowances Scheme - Report of the Independent Remuneration Panel		Council	16 May 2018	Report and supporting Essential Reference Papers.	Alison Stuart, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Community Governance Review of Bishop's Stortford Town Council	Overview and Scrutiny Committee 17 Apr 2018 Executive 24 Apr 2018	Council	16 May 2018	Report and supporting Essential Reference Papers.	John Williams, Electoral Services Officer	Yes	By telephone or email – see note 8 below.

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Community Governance Review of Buntingford Town Council	Overview and Scrutiny Committee 17 Apr 2018 Executive 24 Apr 2018	Council	16 May 2018	Report and supporting Essential Reference Papers.	John Williams, Electoral Services Officer	Yes	By telephone or email – see note 8 below.
Community Governance Review of Eastwick & Gilston Parish Council	Overview and Scrutiny Committee 17 Apr 2018 Executive 24 Apr 2018	Council	16 May 2018	Report and supporting Essential Reference Papers.	John Williams, Electoral Services Officer	Yes	By telephone or email – see note 8 below.
Outside Bodies - Annual Report		Council	16 May 2018	Report and supporting Essential Reference Papers.	Peter Mannings, Democratic Services Officer	Yes	By telephone or email – see note 8 below.

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Review of the Council's Decision-Making Arrangements		Council	16 May 2018	Report and supporting Essential Reference Papers.	Martin Ibrahim, Democratic Services Team Leader	Yes	By telephone or email – see note 8 below.
Appointment of Chairmen and Establishment of Sub-Committees and Panels		Joint Meeting of Executive, Committees, Sub-Committees and Panels	16 May 2018	Report and supporting Essential Reference Papers.	Martin Ibrahim, Democratic Services Team Leader	Yes	By telephone or email – see note 8 below.
East End Green Conservation Area Appraisal and Management Plan	Executive 17 Jul 2018	Council	25 July 2018	Report and supporting Essential Reference Papers.	Kevin Steptoe, Head of Planning and Building Control Services	Yes	By telephone or email – see note 8 below.
Little Amwell Conservation Area Appraisal and	Executive 17 Jul 2018	Council	25 July 2018	Report and supporting Essential Reference	Kevin Steptoe, Head of Planning and Building Control Services	Yes	By telephone or email – see note 8 below.

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Management Plan				Papers.			
Crabbs Green Conservation Area Appraisal and Management Plan	Executive 17 Jul 2018	Council	25 July 2018	Report and supporting Essential Reference Papers.	Kevin Steptoe, Head of Planning and Building Control Services	Yes	By telephone or email – see note 8 below.
Brent Pelham Conservation Area Appraisal and Management Plan	Executive 17 Jul 2018	Council	25 July 2018	Report and supporting Essential Reference Papers.	Kevin Steptoe, Head of Planning and Building Control Services	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