

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 14 May 2018 to 31 October 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
Draft Annual Report 2017/18	Performance, Audit and Governance Scrutiny Committee 22 May 2018	Executive	12 June 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 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
<p>Grounds Maintenance Contract Re-tender</p> <p>KEY Decision</p> <p>Approval to change the grass cutting operation currently delivered in East Herts to achieve potential savings.</p>	<p>Overview and Scrutiny Committee 19 Jun 2018</p>	<p>Executive</p>	<p>17 July 2018</p>	<p>Report and supporting Essential Reference Papers, including exempt information by virtue of potential procurement arrangements.</p>	<p>Ian Sharratt, Environmental Manager</p>	<p>Yes</p>	<p>By telephone or email – see note 8 below.</p>
<p>East End Green Conservation Area Appraisal and Management Plan</p>	<p>Executive 17 Jul 2018</p>	<p>Council</p>	<p>25 July 2018</p>	<p>Report and supporting Essential Reference Papers.</p>	<p>Kevin Steptoe, Head of Planning and Building Control Services</p>	<p>Yes</p>	<p>By telephone or email – see note 8 below.</p>

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
Little Amwell 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.
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.

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
Hertford Theatre Capital Development	Overview and Scrutiny Committee 19 Jun 2018 Executive 17 Jul 2018	Council	25 July 2018	Report and supporting Essential Reference Papers, including exempt information by virtue of potential procurement arrangements.	Rhys Thomas, Arts and Entertainment Programme Director	Yes	By telephone or email – see note 8 below.
Old River Lane - Delivery Vehicle and Procurement Route for Whole Site	Overview and Scrutiny Committee 19 Jun 2018 Executive 17 Jul 2018	Council	25 July 2018	Report and supporting Essential Reference Papers, including exempt information by virtue of potential procurement arrangements.	Liz Watts, Chief Executive	Yes	By telephone or email – see note 8 below.

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
Bishop's Stortford South Master Planning Framework	Executive 12 Jun 2018	Council	25 July 2018	Report and supporting Essential Reference Papers.	Jenny Pierce, Principal Planning Officer	Yes	By telephone or email – see note 8 below.
Sawbridgeworth Master Planning Framework	Executive 17 Jul 2018	Council	25 July 2018	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Planning Policy)	Yes	By telephone or email – see note 8 below.
Gilston Area Concept Framework	Executive 12 Jun 2018	Council	25 July 2018	Report and supporting Essential Reference Papers.	Adam Halford, Senior Planning Project Officer	Yes	By telephone or email – see note 8 below.
Annual Risk Management	Performance, Audit and Governance Scrutiny Committee 24 Jul 2018	Executive	11 September 2018	Report and supporting Essential Reference Papers.	Graham Mully, Risk Assurance Officer	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