EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 1 July 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
Contract Options for Grounds Maintenance Contract - Findings of the	Overview and Scrutiny Committee 19 Jun 2018	Executive	17 July 2018	Report and supporting Essential Reference Papers.	lan Sharratt, Environmental Manager	Yes	By telephone or email – see note 8 below.

3 6 8 7 Decision Decision Confirmation **Previously** Date of **Documents to Contact Officer Procedure for** considered by Maker **Decision** required be submitted to from that requesting **Decision Maker** whom other details of other documents documents can be may be documents submitted to requested the Decision Maker Task and Finish Group **KEY Decision** Approval to change the grass cutting operation currently delivered in East Herts to achieve potential savings. Nick Kirby, By telephone or Future Community 17 July 2018 Report and Yes Executive Management of Scrutiny Enforcement and email – see note supporting Town Centre Committee – 28 Essential Inspection Team 8 below. Markets March 2017 Reference Manager Papers. To agree the future ownership and management

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 other details of **Decision Maker** whom documents documents other may be can be documents requested submitted to the Decision Maker for the Town Centre Markets in order to achieve the proposed MTFP savings for 2019/20. East End 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 Area Appraisal and Building 8 below. and Reference **Control Services** Management Papers. Plan Executive 17 Jul Report and Kevin Steptoe, By telephone or Little Amwell Council 25 July 2018 Yes 2018 email – see note Head of Planning Conservation supporting Area Appraisal Essential and Building 8 below. and **Control Services** Reference Management Papers. Plan Executive 17 Jul 25 July 2018 By telephone or Report and Kevin Steptoe, Yes Crabbs Green Council

supporting

Head of Planning

email – see note

Conservation

2018

8 3 6 7 Decision **Previously Decision** Date of **Documents to Contact Officer** Confirmation **Procedure for** required considered by Maker **Decision** be submitted to from that requesting whom other details of **Decision Maker** documents documents other may be can be documents requested submitted to the Decision Maker and Building Area Appraisal Essential 8 below. and Reference **Control Services** Management Papers. Plan Brent Pelham Executive 17 Jul Council 25 July 2018 Report and Yes By telephone or Kevin Steptoe, Conservation 2018 supporting Head of Planning email – see note Essential 8 below. and Building Area Appraisal and Reference **Control Services** Management Papers. Plan Proposed Overview and Council 25 July 2018 Report and Rhys Thomas, Yes By telephone or email – see note Capital Scrutiny supporting Arts and Development of Committee 19 Essential 8 below. Entertainment lun 2018 Hertford Reference Programme Executive 17 Jul Papers, including Theatre and Director surrounding 2018 exempt information by areas virtue of potential procurement arrangements.

3 8 Decision **Previously Decision** 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, Overview and Council 25 July 2018 Report and Liz Watts, Chief By telephone or Yes email – see note Bishop's Scrutiny supporting Executive Stortford -Committee 19 Essential 8 below. Update Jun 2018 Reference Papers, including Executive 17 Jul exempt 2018 information by virtue of potential procurement arrangements. Executive 17 Jul 25 July 2018 Jenny Pierce, By telephone or Bishop's Council Report and Yes Stortford South Principal 2018 supporting email – see note Essential Planning Officer 8 below. **Master Planning** Framework Reference Papers. Sawbridgeworth Executive 17 Jul Council 25 July 2018 Report and Claire Sime, By telephone or Yes Master Planning 2018 supporting Service Manager email – see note Framework Essential (Planning Policy) 8 below. Reference Papers.

3 Confirmation **Decision Previously Decision** Date of Documents to **Contact Officer 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 Gilston Area Executive 12 Jun Council 25 July 2018 Report and Adam Halford, By telephone or Yes Senior Planning email – see note 2018 supporting Concept Framework and Essential **Project Officer** 8 below. Planning Reference Process Papers. Overview and 25 July 2018 Report and Claire Carter, By telephone or Community Council Yes email – see note Transport Service Manager Scrutiny supporting Committee 19 Essential - Community 8 below. Strategy Wellbeing and lun 2018 Reference Papers. Partnerships Executive 17 Jul 2018 Members' Council 25 July 2018 Report and Alison Stuart, Yes By telephone or Head of Legal email – see note Allowances supporting Report of the and Democratic Essential 8 below. Independent Reference Services Remuneration Papers. Panel **Scrutiny Annual** Council 25 July 2018 Report and Fiona Corcoran, By telephone or Yes email – see note Report 2017/18 supporting **Scrutiny Officer** 8 below. Essential

3 6 8 Decision **Previously Decision** Date of **Documents to Contact Officer** Confirmation **Procedure for** considered by Maker **Decision** be submitted to required from that requesting other details of **Decision Maker** whom documents documents other may be can be documents requested submitted to the Decision Maker Reference Papers. Annual Risk Performance, Executive 11 September Report and Graham Mully, Yes By telephone or 2018 Risk Assurance email – see note Management Audit and supporting Essential Officer 8 below. Governance Scrutiny Reference Committee 24 Papers. Iul 2018 Outturn Report Isabel Brittain. Performance. Executive 11 September Report and Yes By telephone or Head of Strategic (full year Audit and 2018 supporting email – see note 2017/18) Essential Finance and 8 below. Governance Scrutiny Reference Property Committee 24 Papers. Jul 2018 Affordable Executive 11 Sep Council 17 October 2018 Yes By telephone or Report and Louise Harris, 2018 email – see note Housing SPD supporting **Housing Strategy** Essential and 8 below. Reference Development 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