

# 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. | Ian Sharratt, Environmental Manager                  | Yes  | By telephone or email – see note 8 below.           |

| 1<br><b>Decision required</b>  | 2<br><b>Previously considered by</b>                | 3<br><b>Decision Maker</b> | 4<br><b>Date of Decision</b> | 5<br><b>Documents to be submitted to Decision Maker</b>  | 6<br><b>Contact Officer from whom documents can be requested</b> | 7<br><b>Confirmation that other documents may be submitted to the Decision Maker</b> | 8<br><b>Procedure for requesting details of other documents</b> |
|--|---|----------------------------|------------------------------|--|--|--|---|
| <p>Task and Finish Group</p> <p>KEY Decision</p> <p>Approval to change the grass cutting operation currently delivered in East Herts to achieve potential savings.</p> |   |                            |                              |  |  |  |   |
| <p>Future Management of Town Centre Markets</p> <p>To agree the future ownership and management</p>  | <p>Community Scrutiny Committee – 28 March 2017</p> | <p>Executive</p>           | <p>17 July 2018</p>          | <p>Report and supporting Essential Reference Papers.</p> | <p>Nick Kirby, Enforcement and Inspection Team Manager</p>       | <p>Yes</p>   | <p>By telephone or email – see note 8 below.</p>                |

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|--|--------------------------------------|----------------------------|------------------------------|---|--|--|---|
| for the Town Centre Markets in order to achieve the proposed MTFP savings for 2019/20. |                                      |                            |                              |   |  |  |   |
| 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 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  | Executive 17 Jul 2018                | Council                    | 25 July 2018                 | Report and supporting                                   | Kevin Steptoe, Head of Planning                                  | Yes  | By telephone or email – see note                                |

| 1<br><b>Decision required</b>  | 2<br><b>Previously considered by</b>                                 | 3<br><b>Decision Maker</b> | 4<br><b>Date of Decision</b> | 5<br><b>Documents to be submitted to Decision Maker</b>   | 6<br><b>Contact Officer from whom documents can be requested</b> | 7<br><b>Confirmation that other documents may be submitted to the Decision Maker</b> | 8<br><b>Procedure for requesting details of other documents</b> |
|--|--|----------------------------|------------------------------|---|--|--|---|
| Area Appraisal and Management Plan                                     |  |                            |                              | Essential Reference Papers.   | and Building Control Services                                    |  | 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.                       |
| Proposed Capital Development of Hertford Theatre and surrounding areas | Overview and Scrutiny Committee 19 Jun 2018<br>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.                       |

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|--|--|----------------------------|------------------------------|---|--|--|---|
| Old River Lane, Bishop's Stortford - Update        | Overview and Scrutiny Committee 19 Jun 2018<br><br>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.                       |
| Bishop's Stortford South Master Planning Framework | Executive 17 Jul 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.                       |

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| Gilston Area Concept Framework and Planning Process                | 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.                  |
| Community Transport Strategy                                       | Overview and Scrutiny Committee 19 Jun 2018<br><br>Executive 17 Jul 2018 | Council               | 25 July 2018            | Report and supporting Essential Reference Papers.  | Claire Carter, Service Manager - Community Wellbeing and Partnerships | Yes   | By telephone or email – see note 8 below.                  |
| Members' Allowances - Report of the Independent Remuneration Panel |  | Council               | 25 July 2018            | Report and supporting Essential Reference Papers.  | Alison Stuart, Head of Legal and Democratic Services                  | Yes   | By telephone or email – see note 8 below.                  |
| Scrutiny Annual Report 2017/18                                     |  | Council               | 25 July 2018            | Report and supporting Essential                    | Fiona Corcoran, Scrutiny Officer                                      | Yes   | By telephone or email – see note 8 below.                  |

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|                                    |  |                       |                         | Reference Papers.                                  |   |   |  |
| 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.                  |
| Outturn Report (full year 2017/18) | Performance, Audit and Governance Scrutiny Committee 24 Jul 2018 | Executive             | 11 September 2018       | Report and supporting Essential Reference Papers.  | Isabel Brittain, Head of Strategic Finance and Property     | Yes   | By telephone or email – see note 8 below.                  |
| Affordable Housing SPD             | Executive 11 Sep 2018  | Council               | 17 October 2018         | Report and supporting Essential Reference Papers.  | Louise Harris, Housing Strategy and Development 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)