

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 19 September 2018 to 31 January 2019

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
East of Stevenage Masterplan	Executive 11 September 2018	Council	17 October 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.

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Bishop's Stortford Community Governance Review		Council	17 October 2018	Community Governance Review Bishop's Stortford - Background Paper - Consultation responses Community Governance Review Bishop's Stortford - Background Paper - Notes of public meeting 18.7.18 Report and supporting Essential Reference Papers.	John Williams, Electoral Services Officer	Yes	By telephone or email – see note 8 below.

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Buntingford Town Council Community Governance Review		Council	17 October 2018	Community Governance Review Buntingford - Background Paper - Consultation responses Report and supporting Essential Reference Papers.	John Williams, Electoral Services Officer	Yes	By telephone or email – see note 8 below.
Eastwick and Gilston Parish Community Governance Review		Council	17 October 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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Council Tax Support Scheme	Executive 11 September 2018	Council	17 October 2018	Report and supporting Essential Reference Papers.	Su Tarran, Head of Revenues and Benefits Shared Service	Yes	By telephone or email – see note 8 below.
Revisions to the LJPs Constituion	Local Joint Panel 5 September 2018 Human Resources Committee 3 October 2018	Council	17 October 2018	Report and supporting Essential Reference Papers.	Andy Stevenson	Yes	By telephone or email – see note 8 below.
2019/20 Medium Term Financial Plan	Joint Meeting of Overview and Performance, Audit and Governance Scrutiny Committees 20 November 2018	Executive	11 December 2018	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.

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West of Hertford (North of Welwyn Road) Masterplanning Framework	Executive 23 October 2018	Council	19 December 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.
West of Hertford (Thieves Lane) Masterplanning Framework	Executive 23 October 2018	Council	19 December 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.
North of Hertford Masterplanning Framework	Executive 23 October 2018	Council	19 December 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.
Mead Lane Area Masterplanning Framework	Executive 23 October 2018	Council	19 December 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.

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Affordable Housing SPD	Executive 23 October 2018	Council	19 December 2018	Report and supporting Essential Reference Papers.	Louise Harris, Housing Strategy and Development Manager	Yes	By telephone or email – see note 8 below.
East Herts Health and Wellbeing Strategy 2018-2023	Executive 23 October 2018	Council	19 December 2018	Report and supporting Essential Reference Papers.	Simon Barfoot, Healthy Lifestyles Programme Officer	Yes	By telephone or email – see note 8 below.
Community Transport Strategy	Overview and Scrutiny Committee 18 September 2018 Executive 23 October 2018	Council	19 December 2018	Report and supporting Essential Reference Papers.	Jonathan Geall, Head of Housing and Health	Yes	By telephone or email – see note 8 below.

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Statement of Principles under the Gambling Act 2005	Licensing Committee 5 Sep 2018 Licensing Committee 14 November 2018	Council	19 December 2018	Report and supporting Essential Reference Papers.	Oliver Rawlings, Service Manager (Licensing and Enforcement)	Yes	By telephone or email – see note 8 below.
Budget 2019/20	Joint Meeting of Overview and Performance, Audit and Governance Scrutiny Committees 20 November 2018 Executive 11 December 2018	Council	19 December 2018	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.

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Draft Budget 2019/20 and MTFP	<p>Joint Meeting of Overview and Performance, Audit and Governance Scrutiny Committees 20 November 2018</p> <p>Executive 11 December 2018</p>	Council	19 December 2018	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	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