## **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 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.

3 8 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 Bishop's Council 17 October 2018 Community John Williams, Yes By telephone or Stortford Governance Electoral email – see note Services Officer 8 below. Community Review Bishop's Stortford -Governance Review 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.

6 8 3 7 Decision Decision **Previously** Date of **Documents to Contact Officer** Confirmation **Procedure for Decision** required considered by Maker be submitted to that from requesting whom other details of **Decision Maker** documents documents other can be may be documents requested submitted to the Decision Maker Buntingford Council 17 October 2018 Community John Williams, Yes By telephone or Town Council Governance Electoral email – see note Review Services Officer 8 below. Community Buntingford -Governance Background Review Paper -Consultation responses Report and supporting Essential Reference Papers. Eastwick and Council 17 October 2018 Report and John Williams, Yes By telephone or Gilston Parish Electoral email – see note supporting Services Officer Community Essential 8 below. Governance Reference

Papers.

Review

3 6 7 8 **Decision Previously Decision** Date of **Documents to Contact Officer** Confirmation **Procedure for** considered by Maker **Decision** be submitted to required from that requesting details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker **Council Tax** Council Su Tarran, Head Executive 11 17 October 2018 Report and By telephone or Yes of Revenues and email – see note Support Scheme September 2018 supporting **Benefits Shared** Essential 8 below. Reference Service Papers. Revisions to the Local Joint Panel Council 17 October 2018 Andy Stevenson By telephone or Report and Yes LIPs Constituion 5 September supporting email – see note Essential 8 below. 2018 Reference Human Papers. Resources Committee 3 October 2018 2019/20 Joint Meeting of 11 December Report and Isabel Brittain, Yes By telephone or Executive Overview and Head of Strategic Medium Term 2018 supporting email – see note Performance. Financial Plan Essential Finance and 8 below. Audit and Reference **Property** Governance Papers. Scrutiny Committees 20 November 2018

3 6 7 8 **Decision Previously Decision** Date of Documents to **Contact Officer** Confirmation **Procedure for** considered by Maker **Decision** required be submitted to from that requesting **Decision Maker** whom other details of documents documents other may be can be documents requested submitted to the Decision Maker West of Executive 23 Council 19 December Report and Kevin Steptoe, By telephone or Yes Hertford (North October 2018 2018 supporting Head of Planning email – see note of Welwyn Essential and Building 8 below. Road) Reference Control Services Masterplanning Papers. Framework By telephone or West of Executive 23 Council 19 December Report and Kevin Steptoe, Yes Hertford Head of Planning October 2018 2018 supporting email – see note Essential and Building 8 below. (Thieves Lane) Masterplanning Reference Control Services Framework Papers. 19 December Report and Kevin Steptoe, By telephone or North of Executive 23 Council Yes Hertford October 2018 2018 supporting Head of Planning email – see note Masterplanning Essential and Building 8 below. Framework Reference Control Services Papers.

Report and

supporting

Essential

Reference

Papers.

Yes

Kevin Steptoe,

and Building

Head of Planning

Control Services

By telephone or

email – see note

8 below.

19 December

2018

Mead Lane Area

Masterplanning

Framework

Executive 23

October 2018

Council

3 6 7 8 Decision Decision **Previously** 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 Affordable Executive 23 Council 19 December Report and Louise Harris, Yes By telephone or October 2018 2018 email – see note Housing SPD supporting **Housing Strategy** Essential and 8 below. Development Reference Papers. Manager East Herts Council 19 December Report and Simon Barfoot. Yes By telephone or Health and 2018 Healthy email – see note Executive 23 supporting Essential Wellbeing October 2018 Lifestyles 8 below. Strategy 2018-Reference Programme 2023 Officer Papers. Overview and Council 19 December Jonathan Geall, Yes By telephone or Community Report and Transport Scrutiny 2018 supporting Head of Housing email – see note Essential Committee 18 and Health 8 below. Strategy September 2018 Reference Papers. Executive 23 October 2018

3 6 7 8 Decision **Previously Decision** Date of **Documents to Contact Officer** Confirmation **Procedure for** required considered by Maker **Decision** be submitted to that from requesting whom other details of **Decision Maker** documents documents other may be can be documents requested submitted to the Decision Maker Statement of Licensing Council 19 December Report and Oliver Rawlings, Yes By telephone or Principles under Committee 5 2018 email – see note supporting Service Manager the Gambling Sep 2018 Essential (Licensing and 8 below. Act 2005 Reference Enforcement) Licensing Papers. Committee 14 November 2018 Budget 2019/20 Joint Meeting of Council 19 December Report and Isabel Brittain, By telephone or Yes Overview and 2018 Head of Strategic email – see note supporting Performance, Essential Finance and 8 below. Reference Property Audit and Governance Papers. Scrutiny Committees 20 November 2018 Executive 11 December 2018

8 3 6 7 Previously Decision Decision Confirmation Date of **Documents to Contact Officer Procedure for** required considered by Maker **Decision** 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 Council 19 December Report and **Draft Budget** Joint Meeting of Isabel Brittain, Yes By telephone or 2019/20 and Head of Strategic email – see note Overview and 2018 supporting MTFP Performance, Essential Finance and 8 below. Audit and Reference Property Governance Papers. Scrutiny Committees 20 November 2018 Executive 11 December 2018

**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 <a href="mailto:firstname.surname@eastherts.gov.uk">firstname.surname@eastherts.gov.uk</a>