EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 12 November 2018 to 31 March 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.

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
Quarter 2 Financial Healthcheck	Joint Meeting of Overview and Performance, Audit and Governance Scrutiny Committees 20	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.

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 Nov 2018 Community Overview and Council 19 December Report and Ionathan Geall. Yes By telephone or email – see note Transport Scrutiny Head of Housing 2018 supporting Strategy 2018 -Committee 18 Essential and Health 8 below. Sep 2018 21 Reference Papers. Executive 23 Oct 2018 Mead Lane Area Executive 23 Oct 19 December Council Report and Kevin Steptoe, Yes By telephone or Masterplanning 2018 2018 supporting Head of Planning email – see note Essential Framework and Building 8 below. Reference **Control Services** Papers. East End Green Executive 17 Jul Council 19 December East End Green Kevin Steptoe, By telephone or Yes email – see note Conservation and 23 Oct 2018 2018 CA - background Head of Planning papers redacted and Building Area Appraisal 8 below. and responses **Control Services** Management Report and Plan supporting Essential

3 6 8 Decision Decision **Previously** Date of **Documents to Contact Officer** Confirmation **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 Reference Papers. East Herts Executive 11 Dec Council 19 December Report and Simon Barfoot, Yes By telephone or Health and 2018 2018 email – see note supporting Healthy 8 below. Wellbeing Essential Lifestyles Strategy 2019-Reference Programme 2023 Papers. Officer Medium Term Ioint Meeting of Council 19 December Isabel Brittain, Yes Report and By telephone or Financial Plan. Overview and 2018 supporting Head of Strategic email – see note Performance, **Budget Report** Essential Finance and 8 below. and Service Audit and Reference Property Plans 2019/20 -Governance Papers. 2022/23 Scrutiny Committees 20 Nov 2018 Executive 11 Dec 2018 Statement of Licensing Council 19 December Report and Oliver Rawlings, By telephone or Yes Committee 5 email – see note Principles under 2018 supporting Service Manager the Gambling Sep and 14 Nov (Licensing and 8 below. Essential

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 details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker Enforcement) Act 2005 2018 Reference Papers. Calculation of 19 December Report and Su Tarran, Head By telephone or Council Yes Council Tax 2018 supporting of Revenues and email – see note Base 2019/20 Essential Benefits Shared 8 below. Service Reference Papers. Statement of Executive 11 Dec 19 December By telephone or Council Report and Kevin Steptoe, Yes Community 2018 2018 supporting Head of Planning email – see note Essential and Building Involvement 8 below. Reference Control Services Papers. North of 19 December Report and By telephone or Executive 11 Dec Council Kevin Steptoe, Yes Hertford 2018 2018 supporting Head of Planning email – see note Masterplanning **Essential** and Building 8 below. Framework Reference **Control Services** Papers. Old River Lane. Joint Meeting of 19 December Report and Liz Watts, Chief By telephone or Council Yes **Bishops** Executive Overview and 2018 supporting email – see note Stortford -Performance, 8 below. Essential

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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 details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker Supplementary Essential and 8 below. Reference Development Planning Papers. Manager Document Approval of Draft SPD for consultation purposes. Night Time Licensing Council Report and Oliver Rawlings, Yes By telephone or 19 December Committee 14 2018 email – see note Economy supporting Service Manager Position Nov 2018 Essential (Licensing and 8 below. Reference Enforcement) Statement Papers. Extension of 12 February Report and Nick Kirby, By telephone or Yes Executive **Enforcement and** email – see note **Public Space** 2019 supporting Protection Essential Inspection 8 below. Order Reference Manager Papers. Council Tax Council 5 March 2019 Report and Isabel Brittain, Yes By telephone or 2019-20 Formal email – see note Head of Strategic supporting Resolution Essential Finance and 8 below.

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 Reference Property Papers. Authority Executive 12 Feb Council 5 March 2019 Report and Kevin Steptoe, Yes By telephone or 2019 email – see note Monitoring supporting Head of Planning 8 below. Report Essential and Building Reference **Control Services** Papers. Land West of Executive 12 Feb Council 5 March 2019 Yes By telephone or Report and Kevin Steptoe, Hertford (North 2019 supporting Head of Planning email – see note of Welwyn and Building Essential 8 below. Road) **Control Services** Reference Masterplanning Papers. Framework Claire Bennett. Homeless Overview and Council 5 March 2019 Report and Yes By telephone or Strategy 2019 -Scrutiny Manager of email – see note supporting Committee 6 Essential 8 below. **Housing Services** 2024 Nov 2018 Reference Papers. Executive 12 Feb 2019

8 3 7 Decision Previously Decision Date of Confirmation **Documents to Contact Officer Procedure for** required considered by Maker **Decision** be submitted to from that requesting whom other details of **Decision Maker** other documents documents can be may be documents submitted to requested the Decision Maker Council 5 March 2019 Report and Oliver Rawlings, By telephone or Age and Licensing Yes Committee 14 email – see note **Emissions Policy** Service Manager supporting Nov 2018 Essential (Licensing and 8 below. Reference Enforcement) Licensing Papers. Committee 6 Feb 2019

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