

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.

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
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.

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

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				Reference Papers.			
East Herts Health and Wellbeing Strategy 2019-2023	Executive 11 Dec 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.
Medium Term Financial Plan, Budget Report and Service Plans 2019/20 - 2022/23	Joint Meeting of Overview and Performance, Audit and Governance Scrutiny Committees 20 Nov 2018 Executive 11 Dec 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.
Statement of Principles under the Gambling	Licensing Committee 5 Sep and 14 Nov	Council	19 December 2018	Report and supporting Essential	Oliver Rawlings, Service Manager (Licensing and	Yes	By telephone or email – see note 8 below.

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Act 2005	2018			Reference Papers.	Enforcement)		
Calculation of Council Tax Base 2019/20		Council	19 December 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.
Statement of Community Involvement	Executive 11 Dec 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 11 Dec 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.
Old River Lane, Bishops Stortford -	Joint Meeting of Overview and Performance,	Council	19 December 2018	Report and supporting Essential	Liz Watts, Chief Executive	Yes	By telephone or email – see note 8 below.

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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
Update	Audit and Governance Scrutiny Committees 20 Nov 2018 Executive 11 Dec 2018			Reference Papers.			
Harlow and Gilston Garden Town Vision and Design Charter	Executive 11 Dec 2018	Council	19 December 2018	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Planning Policy)	Yes	By telephone or email – see note 8 below.
Approval of Millstream Property Investments Ltd Business Plan 2019/20		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.
Draft Affordable Housing	Executive 11 Dec 2018	Council	19 December 2018	Report and supporting	Louise Harris, Housing Strategy	Yes	By telephone or email – see note

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Supplementary Planning Document Approval of Draft SPD for consultation purposes.				Essential Reference Papers.	and Development Manager		8 below.
Night Time Economy Position Statement	Licensing Committee 14 Nov 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.
Extension of Public Space Protection Order		Executive	12 February 2019	Report and supporting Essential Reference Papers.	Nick Kirby, Enforcement and Inspection Manager	Yes	By telephone or email – see note 8 below.
Council Tax 2019-20 Formal Resolution		Council	5 March 2019	Report and supporting Essential	Isabel Brittain, Head of Strategic Finance and	Yes	By telephone or email – see note 8 below.

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

1 Decision required	2 Previously considered by	3 Decision Maker	4 Date of Decision	5 Documents to be submitted to Decision Maker	6 Contact Officer from whom documents can be requested	7 Confirmation that other documents may be submitted to the Decision Maker	8 Procedure for requesting details of other documents
Age and Emissions Policy	Licensing Committee 14 Nov 2018 Licensing Committee 6 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Oliver Rawlings, Service Manager (Licensing and Enforcement)	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