

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 14 January 2019 to 31 May 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
Bid to the European Regional Development Fund for Launchpad 2 Project Executive		Executive	12 February 2019	Report and supporting Essential Reference Papers.	Ben Wood, Head of Communications Strategy and Policy	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
decision invited to approve a bid for ERDF funds (with match funding from East Herts Council) to deliver expansive business support and economic growth project.							
Hertfordshire Infrastructure and Funding Prospectus 2018 - 2031		Executive	12 February 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Disposal of Long Leasehold Interest in Land and Buildings <i>KEY DECISION - Seeking approval</i>		Executive	26 February 2019	Report and supporting Essential Reference Papers.	Anna Osborne, Assets and Estates Manager	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
<i>for grant of a 150 year lease</i>							
Extension of Public Space Protection Order Key Decision to be taken by Jonathan Geall, Head of Housing and Health under delegated authority Section 16.11 of the Constitution to make public spaces protection orders, in consultation with the Head of Legal and Democratic		Head of Housing and Health	12 February 2019	Report and supporting Essential Reference Papers.		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
Services, under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.							
Adoption of Additional Enforcement Powers Against Rogue Landlords and Letting Agents <i>Key Decision: Power delegated to the Head of Housing and Health under Part 3c, Paragraph 16.20 of the Constitution.</i>		Head of Housing and Health	12 February 2019	Report and supporting Essential Reference Papers.		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
<i>To enforce enactments arising from the Legislation set out in Appendix A. (Appendix A includes Housing and Planning Act 2016 from which the new enforcement powers emanate)</i>							
Authority Monitoring Report 2017-18		Executive	12 February 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Approval of a preferred developer for the Old River Lane and authorisations to the Chief		Executive	26 February 2019	Report and supporting Essential Reference Papers.	Liz Watts, Chief Executive	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
Executive (or her delegate) the Head of strategic Finance and Property and the Head of Legal and Democratic Services to sign a development agreement with the Developer							
Land west of Hertford (south of Welwyn road/West of Thieves Lane) Masterplanning Framework	Executive 12 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Financial Sustainability Strategy	Executive 26 Feb 2019	Council	5 March 2019	Report and supporting Essential	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.

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
				Reference Papers.			
Affordable Housing SPD		Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Harlow and Gilston Garden Town Transport Strategy	Executive 26 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Local Joint Panel: Changes to the Constitution	Human Resources Committee 9 Jan 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Simon O'Hear Head of Human Resources and Organisational Development	Yes	By telephone or email – see note 8 below.
Old River Lane - Allocation of capital to fund the arts centre is made in the Council's Capital		Council	5 March 2019	Report and supporting Essential Reference Papers.	Liz Watts, Chief Executive	Yes	By telephone or email – see note 8 below.

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
Programme and revenue be made in the Medium Term Financial Plan from 2022 onwards							
Council Tax 2019-20 Formal Resolution		Council	5 March 2019	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	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.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Homeless Strategy 2019 - 2024	Overview and Scrutiny Committee 6 Nov 2018 Executive 12 Feb	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	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
	2019						
Taxi Vehicle: 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.
Neighbourhood Planning Guidance Note 2019	Executive 12 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Retail Frontages, Design & Signage Supplementary Planning Document (SPD)	Executive 12 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Local Development Scheme (LDS) 2019	Executive 12 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	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
Anstey Conservation Area Appraisal and Management Plan	Executive 26 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Introduction of Fixed Penalty Notice for S34 EPA Householders duty of Care		Head of Strategic Finance and Property	17 April 2019	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