

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 5 August 2019 to 31 October 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
Grounds Maintenance Contract Award To agree the award the		Executive	3 September 2019	Report and supporting Essential Reference Papers.	Ian Sharratt, Environmental Manager	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
grounds maintenance contract, for the contract period 1 January 2020 to 31 December 2028 (with the ability to extend for a further five years).							
Standon Parish Neighbourhood Development Plan - Adoption	Executive 3 Sep 2019	Council	3 September 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Open Spaces, Sport and Recreation Supplementary Planning Document - draft for consultation		Executive	3 September 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Discretionary		Executive	8 October 2019	Report and	Ben Wood, Head	Yes	By telephone or

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
Business Rates Grant Scheme				supporting Essential Reference Papers.	of Communications Strategy and Policy		email – see note 8 below.
Affordable Housing Supplementary Planning Document - draft for consultation		Executive	8 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Award of Leisure Contract		Executive or Officer Delegated Decision	8 October 2019	Report and supporting Essential Reference Papers	Isabel Brittain, Head of Strategic Finance and Property and Interim Head of Operations	Yes	By telephone or email – see note 8 below.
Quarterly Healthcheck Q1 2019/20		Executive	8 October 2019	Report and supporting Essential Reference Papers.	Ben Wood, Head of Communications Strategy and Policy	Yes	By telephone or email – see note 8 below.
North of	Executive 3 Sep	Council	23 October 2019	Report and	Claire Sime,	Yes	By telephone or

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
Hertford (Sacombe Road, Bengoe) (HERT4) Masterplanning Framework	2019			supporting Essential Reference Papers.	Service Manager (Policy and Implementation)		email – see note 8 below.
North of Sawbridgeworth (SAWB4) Masterplanning Framework	Executive 3 Sep 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
North and East Ware (WARE2) Masterplanning Framework	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
East Herts Authority Monitoring Report 2018/19	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Statement of Community Involvement - final for	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference	Claire Sime, Service Manager (Policy and Implementation)	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
adoption				Papers.			
Council Tax Support Scheme 2020/21	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Su Tarran, Head of Revenues and Benefits Shared Service	Yes	By telephone or email – see note 8 below.
Retail Frontages, Design and Signage Supplementary Planning Document - final for adoption	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Review of Polling Districts and Places		Council	23 October 2019	Report and supporting Essential Reference Papers.	Alison Stuart, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Adoption of Revised Taxi Licensing Suitability Policy	Licensing Committee 21 Aug 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Oliver Rawlings, Service Manager (Licensing and Enforcement)	Yes	By telephone or email – see note 8 below.
Discretionary		Council	23 October 2019	Report and	Jonathan Geall,	Yes	By telephone or

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
Grants Policy				supporting Essential Reference Papers.	Head of Housing and Health		email – see note 8 below.
Anstey Conservation Area Character Appraisal	Executive 8 Oct 2019	Council	23 October 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Standards Update		Council	23 October 2019	Report and supporting Essential Reference Papers	Alison Stuart, Head of Legal and Democratic Services	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