

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 1 December 2019 to 31 March 2020

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
Quarterly Healthcheck Qtr 2 2019/20		Executive	3 December 2019	Report and supporting documents.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Affordable	Executive 4 Jun	Council	3 March 2020	Report and	Claire Sime,	Yes	By telephone or

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Housing Supplementary Planning Document	2019			supporting documents.	Service Manager (Policy and Implementation)		email – see note 8 below.
Hertfordshire Growth Board - Memorandum of Understanding		Executive	3 December 2019	Report and supporting documents.	Richard Cassidy, Chief Executive	Yes	By telephone or email – see note 8 below.
KEY - Determination of Article 4 Direction on Employment Areas		Executive	3 December 2019	Report and supporting documents.	Ben Wood, Head of Communications , Strategy and Policy	Yes	By telephone or email – see note 8 below.
Council Tax Long Term Empty Homes Premiums	Overview and Scrutiny Committee 5 Nov 2019 Executive 3 Dec 2019	Council	18 December 2019	Report and supporting documents.	Su Tarran, Head of Revenues and Benefits Shared Service	Yes	By telephone or email – see note 8 below.
Council Tax Calculation of		Council	18 December 2019	Report and supporting	Su Tarran, Head of Revenues and	Yes	By telephone or email – see note

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Council Tax Base				documents.	Benefits Shared Service		8 below.
Treasury Management Outturn 2018/19	Performance, Audit and Governance Oversight Committee 19 Nov 2019	Council	18 December 2019	Report and supporting documents.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Treasury Management Mid Year Review 2019-20		Council	18 December 2019	Report and supporting documents.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Benington Conservation Area Character Appraisal and Management Plan	Executive 3 Dec 2019	Council	18 December 2019	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Harlow and Gilston Garden Town Stewardship: Objectives and Principles	Executive 3 Dec 2019	Council	18 December 2019	Report and supporting documents.	Kevin Steptoe, East Herts Garden Town Lead Officer	Yes	By telephone or email – see note 8 below.

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Proposal to Limit Hackney Carriage Vehicle Licences to Two Hundred	Licensing Committee 30 Oct 2019	Council	18 December 2019	Report and supporting documents.	Oliver Rawlings, Service Manager (Licensing and Enforcement)	Yes	By telephone or email – see note 8 below.
Review of Community Grants Policy and Priorities for 2020/21		Council	18 December 2019	Report and supporting documents.	Claire Pullen, Engagement and Partnerships Officer (Grants)	Yes	By telephone or email – see note 8 below.
Information and Communication Technology (ICT) Joint Strategy		Council	18 December 2019	Report and supporting documents.	Helen Standen, Deputy Chief Executive	Yes	By telephone or email – see note 8 below.
Appointment of Chairman to Development Management Committee		Council	18 December 2019	Report and supporting documents.	Jonathan Geall, Head of Housing and Health and Acting Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Adoption of the IHRA Remembrance		Council	18 December 2019	Report and supporting documents.	Jonathan Geall, Head of Housing and Health and	Yes	By telephone or email – see note 8 below.

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Alliance Working Definition of Antisemitism					Acting Head of Legal and Democratic Services		
Appointment of Monitoring Officer		Council	18 December 2019	Report and supporting documents.	Richard Cassidy, Chief Executive	Yes	By telephone or email – see note 8 below.
Budget and Medium Term Financial Plan 2020/21	Performance, Audit and Governance Oversight Committee 14 Jan 2020	Council	29 January 2020	Report and supporting documents.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Corporate Plan 2020/21	Performance, Audit and Governance Oversight Committee 14 Jan 2020	Council	29 January 2020	Report and supporting documents.	Ben Wood, Head of Communications Strategy and Policy	Yes	By telephone or email – see note 8 below.
Millstream 30 Year Business Plan 2020/21 and Council Cashflows		Council	29 January 2020	Report and supporting documents.	Jonathan Geall, Head of Housing and Health and Acting Head of Legal and	Yes	By telephone or email – see note 8 below.

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					Democratic Services		
KEY - Insurance Contract Options		Executive	21 January 2020	Report and supporting documents.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Planning Obligations for Open Space, Sport and Recreation Supplementary Planning Document - Final for Adoption	Executive 21 Jan 2020	Council	11 February 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
KEY - Gilston Area Charter Supplementary Planning Document - draft for consultation		Executive	11 February 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Affordable	Executive 11 Feb	Council	3 March 2020	Report and	Claire Sime,	Yes	By telephone or

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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
Housing Supplementary Planning Document - Final for Adoption	2020 Council 11 Feb 2020			supporting documents.	Service Manager (Policy and Implementation)		email – see note 8 below.
East of Manor Links (BISH9) Masterplanning Framework	Executive 21 Jan 2020	Council	3 March 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
South of Hertford (HERT5) Masterplanning Framework	Executive 21 Jan 2020	Council	3 March 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Bishop's Stortford High School Site (BISH6) Masterplanning Framework	Executive 21 Jan 2020	Council	3 March 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Pay Policy Statement	Human Resources Committee 12	Council	3 March 2020	Report and supporting documents.	Simon O'Hear, Head of Human Resources and	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
	Feb 2020 Council 3 Mar 2020				Organisational Development		

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 prescribe how 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 above notice has been completed and published. A key decision is an executive decision which is likely to: (a) result in new expenditure, income or savings of more than £100,000 in relation to the Council’s revenue or capital budget, this being deemed significant having regard to the Council’s overall budget; or (b) be significant in terms of its effects on communities living or working in an area consisting of two or more wards.

- 1. Decision required:** the matter in respect of which the decision is to be made.
- 2. Previously considered by:** the committee(s) which have considered the proposal and will make recommendations as appropriate.
- 3. Decision maker:** . the individual and/or body taking the decision.
- 4. Date of Decision:** the date or the period within which the decision is to be made.
- 5. Documents to be submitted:** 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:** the officer from whom documents are available (subject to any prohibition or restriction, i.e. exempt documents).
- 7. Confirmation that other documents may be submitted to the Decision Maker:** confirming that other documents relevant to the decision may be submitted to the decision maker.
- 8. Procedure for requesting details of other documents:** the procedure for requesting details of the documents (if any) as documents become available. All contacts can be reached by telephone on 01279-655261 or by email firstname.surname@eastherts.gov.uk