

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 13 January 2020 to 30 April 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 01279-502082 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
Corporate Plan 2020/21	Performance, Audit and Governance Oversight Committee 14	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.

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	Jan 2020 Executive 21 Jan 2020						
Sustainable Budget and Medium Term Financial Plan 2020/21 - 2023/24	Performance, Audit and Governance Oversight Committee 14 Jan 2020 Executive 21 Jan 2020	Council	29 January 2020	Report and supporting documents.	Bob Palmer, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Treasury Management Strategy 2020/2021	Performance, Audit and Governance Oversight Committee 14 Jan 2020 Executive 21 Jan 2020	Council	29 January 2020	Report and supporting documents.	Bob Palmer, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Capital Strategy 2020 onwards	Performance, Audit and	Council	29 January 2020	Report and supporting	Bob Palmer, Head of Strategic	Yes	By telephone or email – see note

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	Governance Oversight Committee 14 Jan 2020 Executive 21 Jan 2020			documents.	Finance and Property		8 below.
Millstream 30 Year Business Plan 2020/21 and Council Cashflows (partially exempt from publication – refer to website for details)		Council	29 January 2020	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.
Bishop's Stortford High School Site (BISH6) Masterplanning Framework	Executive 21 Jan 2020	Council	29 January 2020	Report and supporting documents.	Sara Saunders, Head of Planning and Building Control	Yes	By telephone or email – see note 8 below.
Mangrove Road,	Executive 21 Jan	Council	29 January 2020	Report and	Sara Saunders,	Yes	By telephone or

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South of Hertford (HERT5) Masterplanning Framework	2020			supporting documents.	Head of Planning and Building Control		email – see note 8 below.
East of Manor Links (BISH9) Masterplanning Framework	Executive 21 Jan 2020	Council	29 January 2020	Report and supporting documents.	Sara Saunders, Head of Planning and Building Control	Yes	By telephone or email – see note 8 below.
Bircherley Green – Hertford Town Centre Urban Design Strategy Update	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.
Parking Review - consideration of policy changes recommended by Overview and Scrutiny Committee	Executive 11 Feb 2020	Council	3 March 2020	Report and supporting documents.	Jess Khanom-Metaman, Head of Operations	Yes	By telephone or email – see note 8 below.
Pay Policy Statement	Human Resources	Council	3 March 2020	Report and supporting	Simon O'Hear, Head of Human	Yes	By telephone or email – see note

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2020/21	Committee 12 Feb 2020			documents.	Resources and Organisational Development		8 below.
KEY - Hertford Kingsmead Ward Neighbourhood Plan Area Designation		Executive	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.
Quarterly Corporate Budget Monitor - Qtr 3 2019/20	Performance, Audit and Governance Oversight Committee 14 Jan 2020	Executive	11 February 2020	Report and supporting documents.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.

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Health & Safety Core policy, Statement of Intent and Organisation and Responsibilities	Human Resources Committee 12 Feb 2020	Council	3 March 2020	Report and supporting documents.	Simon O'Hear, Head of Human Resources and Organisational Development	Yes	By telephone or email – see note 8 below.
Treasury Management Strategy		Council	3 March 2020	Report and supporting documents.	Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Capital Strategy		Council	3 March 2020	Report and supporting documents.	Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Open Space, Sport and Recreation Supplementary Planning Document - final for adoption	Executive 21 April 2020	Council	13 May 2020	Report and supporting documents.	Sara Saunders, Head of Planning and Building Control	Yes	By telephone or email – see note 8 below.
Quarterly Healthcheck Q3		Executive	21 April 2020	Report and supporting	Isabel Brittain, Head of Strategic	Yes	By telephone or email – see note

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2019/20				documents.	Finance and Property		8 below.
KEY - Insurance Contract Options 2020	Performance, Audit and Governance Oversight Committee 17 Mar 2020	Executive	21 April 2020	Report and supporting documents.	Bob Palmer, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Gilston Area Supplementary Planning Document - final for adoption	Executive 21 Apr 2020	Council	13 May 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Affordable Housing Supplementary Planning Document - final for adoption	Executive, 21 Apr 2020	Council	13 May 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Patmore Heath Conservation Area Appraisal	Executive 21 Apr 2020	Council	13 May 2020	Report and supporting documents.	Claire Sime, Service Manager (Policy 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
and Management Plan					Implementation)		

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