

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 30 March 2020 to 31 May 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. This plan is subject to the enactment of the Coronavirus Bill which it is anticipated will enable virtual meetings. 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.**

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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
Approval of absence from meetings of Members		Chief Executive	Before 9 April 2020	Report and supporting documents.	James Ellis, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.

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Review of Political Balance		Council	13 May 2020	Report and supporting documents.	James Ellis, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Adoption of Scheme of Delegation		Council	13 May 2020	Report and supporting documents.	James Ellis, Head of Legal and Democratic Services	Yes	By telephone or email – see note 8 below.
Consideration of consultation responses in relation to mandating subscription to the Disclosure and Barring Service (DBS) Update Service for Hackney Carriage and Private Hire Drivers	Licensing Committee 11 Mar 2020	Council	13 May 2020	Report and supporting documents.	Jonathan Geall, Head of Housing and Health	Yes	By telephone or email – see note 8 below.
Harlow and		Council	13 May 2020	Report and	Kevin Steptoe,	Yes	By telephone or

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Gilston Garden Town Employment Commission				supporting documents.	East Herts Garden Town Lead Officer		email – see note 8 below.
KEY - Insurance Contract Options 2020	Performance, Audit and Governance Oversight Committee 17 Mar 2020	Executive	7 July 2020	Report and supporting documents.	Bob Palmer, Head of Strategic Finance and Property	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 Executive	Executive Executive	2 June 2020	Report and supporting documents.	Jess Khanom-Metaman, Head of Operations	Yes	By telephone or email – see note 8 below.
Open Space, Sport and Recreation Supplementary Planning	Executive 11 Feb 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.

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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
Document - final for adoption							
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, Council 11 Feb 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.
Adoption of Members' Scheme of Allowances 2020		Council	13 May 2020	Report and supporting documents.	Rebecca Dobson, Democratic Services Manager	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 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:** as documents become available, they may be obtained from the names Officers, who can be reached by telephone on 01279-655261 or by email firstname.surname@eastherts.gov.uk