

EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 1 December 2022 to 31 March 2023

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
Environmental Health Service Plan		Head of Housing and Health		Environmental Health Service Plan Report and supporting	Paul Thomas-Jones, Environmental Health Manager - Commercial	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
Annual Treasury Management Review 2021/22		Executive	10 January 2023	Annual Treasury Management Review 2021/22 - Recommendation to Council Report and supporting documents.	Steven Linnett, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Asset Management Plan		Executive	10 January 2023	Asset Management Plan Report and supporting documents.	Steven Linnett, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
UK Shared Prosperity Fund and Rural Prosperity Fund		Executive	10 January 2023	Report and supporting documents.	Ben Wood, Head of Communications, Strategy and Policy	Yes	By telephone or email – see note 8 below.
Protocol for the submission of Planning Application		Council	18 January 2023	Protocol for the submission of Planning Application	Kevin Steptoe, East Herts Garden Town Lead Officer	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
Representations				Representations Report and supporting documents.			
Asset Management Plan 2023 - 2028		Executive	14 February 2023	Asset Management Plan 2023 - 2028 - Recommendation to Council Report and supporting documents.	Steven Linnett, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Capital Strategy and Minimum Revenue Provision Policy		Executive	14 February 2023	Capital Strategy and Minimum Revenue Provision Policy - recommendation to Council Report and supporting documents.	Steven Linnett, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Budget 2023/24 and Medium		Council, Executive	1 March 2023	Budget 2023/24 and Medium	Steven Linnett, Head of Strategic	Yes	By telephone or email – see note

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
Term Financial Plan 2023/24 - 2027/28				Term Financial Plan 2023/24 - 2027/28 Report and supporting documents.	Finance and Property		8 below.
Honorary Alderman Policy and Civic Awards Scheme		Council	1 March 2023	Honorary Alderman Policy and Civic Awards Scheme Report and supporting documents.	Katie Mogan, 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: 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