

FORWARD PLAN -

This Plan sets out the decisions which the Council expects to take over the next few months.

Key decisions are decisions which are likely:

- (a) to result in the Council incurring expenditure or making savings which are significant having regard to the budget for the service concerned, or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards of the Borough.

There is a requirement to publish with 28 clear days' notice any key decision that is intended to be made. An Authority cannot take a key decision without giving 28 days' notice unless an urgent decision is required.

Other Decisions

Although it is not a statutory requirement, this Forward Plan also contains details of other matters likely to be considered by the Council's Cabinet, Committees or Full Council which are not 'key decisions'.

Reports relevant to key decisions, and any listed background documents, may be viewed at the Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffs, ST5 2AG six days before the decision is to be made. Copies of, or extracts from, these documents may be obtained on the payment of a reasonable fee from the following address:

Head of Business Improvement, Central Services and Partnerships
Civic Offices,
Merrial Street,
Newcastle-under-Lyme,
Staffordshire,
ST5 2AG.

Telephone: 01782 742222

However, it is not possible to make available for viewing or to supply copies of reports or documents the publication of which is restricted due to confidentiality of the information contained therein.

Unless otherwise stated, representations in respect of any proposed decision may be made in writing to the Member Services Manager at the Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG not later than two working days prior to the meeting at which the decision will be taken.

A decision notice for each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's website and at the Civic Offices.

The law and the Council's constitution provides for urgent key decisions to be made. A decision notice will be published for these in exactly the same way.

**FORWARD PLAN FOR THE PERIOD 3 JANUARY 2016
TO 30 APRIL 2016**

TITLE OF REPORT:
HACKNEY CARRIAGE VEHICLE TARIFF

Portfolio	Cabinet Portfolio Holder - Safer Communities
Brief description of report	The tariffs (or fares) that are charged by Hackney Carriages can only be increased or altered with the approval of the cabinet. The Chairman of the Hackney Carriage Association has requested that the time at which tariff 2 commences (which is currently midnight) be changed to commence at 10.00 p.m. (22.00 hrs). Tariff 2 is 50% more than Tariff 1.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	A report relating to this was considered by the Public Protection Committee at its meeting on 3rd November 2015.
Background documents	Hackney Carriage Vehicle Tariff Hackney Carriage Vehicle Tariff
Officer contact	Julia Cleary
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

COUNCIL TAX BASE 2016/17

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To approve the Council Tax Base for the whole borough area and each town and parish council to be used in the calculation of Council Tax amounts for the financial year 2016/17
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Council Tax Base 2016/17
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

REVENUE AND CAPITAL BUDGETS 2016/17

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To review progress on the completion of the revenue and capital budgets for 2016/17 to enable a robust and affordable budget for 2016/17 to be approved
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Revenue and Capital Budgets 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

SCALE OF FEES AND CHARGES 2016/17

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Review of the fees and charges which the Council makes in order to keep them in line with the cost of service provision and to establish the amounts to be included in the 2016/17 budget
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one day before the meeting
Background documents	Scale of Fees and Charges 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**PROCUREMENT OF THE COUNCIL'S LONG TERM AGREEMENT
(INSURANCE)**

Portfolio	
Brief description of report	The long term agreements (LTA's) of all the Council policies within its insurance portfolio, expire on 28th February 2016 and are therefore subject to a tender process. As the aggregated value over the life of the contract (5 years) will exceed the current EU Procurement Thresholds it will be necessary to advertise the contract in the Official Journal of the European Union (OJEU). Officers are seeking approval on the procurement approach being adopted and approval to formally contract on completion of the procurement process with the submission of an information paper on the outcome of the procurement process post contract award.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Procurement of the Council's Long Term Agreement (Insurance)
Officer contact	Simon Sowerby, Business Improvement Manager, Annette Vacquier, Corporate Risk and Insurance Officer
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**PUBLIC SECTOR HUB: EXPANSION OF ICT FACILITIES AT
KIDSGROVE DATA CENTRE**

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

COMMUNITY INFRASTRUCTURE LEVY

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	Review of decision not to progress with CIL to date and timetable for preparation of CIL Charging Schedule
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Community Infrastructure Levy
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

JOINT LOCAL PLAN STRATEGIC ISSUES AND TIMETABLE

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	Joint Local Plan Strategic Issues Consultation and the Joint Local Plan Timetable
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Joint Local Plan Strategic Issues and Timetable
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

CAPITAL STRATEGY 2016/17

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Approval of how the Council deploys its capital resources in order to assist it to achieve its corporate and service objectives
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	10 Feb 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Capital Strategy 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

GRANT FUNDING REVIEW

Portfolio	Cabinet Portfolio Holder - Leisure, Culture and Localism
Brief description of report	The report makes a series of recommendations following a review of the Community Chest and Small Grants grant funding schemes administered in the Borough.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	10 Feb 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Grant Funding Review
Officer contact	Sarah Moore
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

AMENDMENTS TO THE CORPORATE COMPLAINTS, COMMENTS AND COMPLIMENTS POLICY

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	The Complaints, Comments and Compliments Policy was last reviewed in July 2014. The amendments made at that time ensured that the Policy conformed with the new 'Regulators' Code', making it clear that businesses could access and utilise the policy in the same way that individuals' could. The Policy is reviewed on a regular basis to ensure currency with the latest guidance and with council and public needs. A recent review has resulted in a number of amendments and additional points being recommended for inclusion.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	10 Feb 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Amendments to the Corporate Complaints, Comments and Compliments Policy
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

NEIGHBOURHOOD PLANNING RESOURCE IMPLICATIONS

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	The likely resource and staffing implications for the Council of responding to the development of Neighbourhood Plans.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	23 Mar 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Neighbourhood Planning Resource Implications
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

REVENUE AND CAPITAL BUDGETS AND COUNCIL TAX 2016/17

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To enable robust and affordable revenue and capital budgets to be approved for 2016/17 and to enable the approval of the setting of the Council Tax for 2016/17
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	February 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Revenue and Capital Budgets and Council Tax 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

TREASURY MANAGEMENT STRATEGY 2016/17

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To approve the strategy to be followed by the Council in carrying out its treasury management activity in the forthcoming financial year, 2016/17
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	24 Feb 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Treasury Management Strategy 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

PAY POLICY STATEMENT - LOCALISM ACT 2011

Portfolio	Cabinet Portfolio Holder - Policy, People and Partnerships
Brief description of report	Local Authorities are required by the Localism Act to prepare a Pay Policy Statement for each financial year. The Statement should set out the authority's policies relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
Spend required/saving generated (<i>if applicable</i>)	Not applicable
Decision maker	Council
Earliest date of decision	24 Feb 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	Not applicable
Last date for representations	Not applicable
Background documents	Pay Policy Statement - Localism Act 2011
Officer contact	Sarah Taylor
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
IRRECOVERABLE ITEMS

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To consider the reasons for, and to approve the write off of debts no longer collectable by the Council
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	23 Mar 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Irrecoverable Items
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**NEWCASTLE ECONOMIC DEVELOPMENT STRATEGY: YEAR FOUR
REVIEW AND YEAR FIVE ACTION PLAN**

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	23 Mar 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Kim Graham
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

LOCALITY ACTION PARTNERSHIPS (LAPS) FURTHER DEVELOPMENT

Portfolio	Cabinet Portfolio Holder - Leisure, Culture and Localism
Brief description of report	A report to consider the development of the LAPS over the last 12 months and the Council's support to LAPS to assist in the delivery of local partnership priorities
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	8 Jun 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Locality Action Partnerships (LAPS) further development
Officer contact	Sarah Moore
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

REVIEW OF AUTOMATIC NUMBER PLATE RECOGNITION AND CASHLESS PARKING PILOT

Portfolio	Cabinet Portfolio Holder - Town Centres', Business and Assets
Brief description of report	To review the first six months of the car parking pilot. Automatic Number Plate Recognition records when a vehicle arrives and departs the Midway car park, this enables the customer to park then pay anytime up to midnight. Cashless parking enables the use of a mobile phone to pay for parking and extend the period of parking whilst away from the car park.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	8 Jun 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Graham Williams
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A

TITLE OF REPORT:

GREEN SPACE STRATEGY UPDATE 2015

Portfolio	
Brief description of report	Review of progress made to date on the current Green Space Strategy and an update on the current situation regarding the Review of the Strategy
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	8 Jun 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Green Space Strategy Update 2015
Officer contact	Becky Allen
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

THE FUTURE DEVELOPMENT OF THE BOROUGH MUSEUM AND ART GALLERY

Portfolio	Cabinet Portfolio Holder - Leisure, Culture and Localism
Brief description of report	To report on the options for the future development of the Borough Museum and Art Gallery along with the development of a medium to long term plan for its management.
Spend required/saving generated (<i>if applicable</i>)	None at this stage
Decision maker	Cabinet
Earliest date of decision	
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	To be developed
Last date for representations	None
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
LEASES UPDATE

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	
Earliest date of decision	
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

