

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 OCTOBER 2016
TO 31 JANUARY 2017**

TITLE OF REPORT:

**COUNCIL SIZE SUBMISSION TO THE LOCAL GOVERNMENT
BOUNDARY COMMISSION FOR ENGLAND**

Portfolio	Cabinet Portfolio Holder - Communities and Social Cohesion
Brief description of report	Draft submission to the Local Government Boundary Commission for England following resolution of Council made on 25 November, 2015.
Spend required/saving generated (<i>if applicable</i>)	N/A
Decision maker	Council
Earliest date of decision	7 Sep 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	This will form part of the review process conducted by the Boundary Commission
Last date for representations	N/A
Background documents	Council size submission to the Local Government Boundary Commission for England
Officer contact	Geoff Durham, John Sellgren, Chief Executive
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 and Culture
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	14 Sep 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:

**STUBBS WALK CONSERVATION AREA APPRAISAL AND
MANAGEMENT PLAN SUPPLEMENTARY PLANNING DOCUMENT**

Portfolio	Cabinet Portfolio Holder - Town Centres', Property and Business
Brief description of report	Consideration of proposal to adopt the above SPD
Spend required/saving generated (<i>if applicable</i>)	Nil
Decision maker	Cabinet
Earliest date of decision	14 Sep 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	Period for the making of representations has now closed
Background documents	Stubbs Walk Consultation Statement final.doc Stubbs Walk Appraisal draft v3.doc Stubbs walks CA 2015 townscape appraisal.pdf Stubbs Walk Conservation Area Appraisal and Management Plan Supplementary Planning Document
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:

DEMOLITION OF DISUSED FORMER KNUTTON RECREATION CENTRE BUILDING

Portfolio	Cabinet Portfolio Holder - Town Centres', Property and Business
Brief description of report	To outline the proposal to demolish the disused former Knutton Recreation Centre building.
Spend required/saving generated (<i>if applicable</i>)	The Capital Programme includes an allocation to cover the demolition costs
Decision maker	Cabinet
Earliest date of decision	14 Sep 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Knutton and Silverdale
Proposed consultation	
Last date for representations	
Background documents	Demolition of disused former Knutton Recreation Centre building
Officer contact	Elaine Burgess
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL PLAN 2016 -18

Portfolio	Cabinet Portfolio Holder - Policy, People and Partnerships
Brief description of report	The Borough of Newcastle-under-Lyme Council has produced a 'Council Plan' for the period 2016 - 2018. This document identifies the planned activities which will deliver on its priorities and values for the people who live, work and study in the Borough.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	14 Sep 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Newcastle-under-Lyme Borough Council Plan 2016 -18
Officer contact	Simon Sowerby, Business Improvement Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

MEDIUM TERM FINANCIAL STRATEGY

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Sets out the Medium Term Financial Strategy for 2017/18 and the following four years, indicating the projected budgets for these years and the shortfall compared to available resources.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	14 Sep 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	Medium Term Financial Strategy
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:

CORPORATE POSTAL SERVICES

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	The current contract with UK Mail ends 9/8/2016. Following a review of not only service provision but what is available in the market place, a decision on options is required.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	14 Sep 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Corporate Postal Services
Officer contact	Rosie Bloor
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

DISCRETIARY RATE RELIEF POLICY

Portfolio	
Brief description of report	Discretionary rate relief policy
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	14 Sep 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Discretiary Rate Relief Policy
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

NEWCASTLE HOUSING ADVICE SERVICE CONTRACT EXTENSION

Portfolio	Cabinet Portfolio Holder - Communities and Social Cohesion
Brief description of report	The Homelessness, Housing Advice and Housing Register Service is contracted to Midland Heart for the period 1st April 2014 – 31st March 2017, with the option to extend for a further three years on satisfactory performance. It is appropriate that the Council considers extending this contract.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	19 Oct 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	Newcastle Housing Advice Service Contract Extension
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

OPEN 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	19 Oct 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:
PENALTIES POLICY

Portfolio	
Brief description of report	Policy with regard to issuing penalties for non supply or false supply of information with regards to Revenues and Benefits issues
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	19 Oct 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Penalties Policy
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

DISCRETIONARY RATE RELIEF

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To consider applications for discretionary rate relief from charities, not for profit and other similar organisations.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	9 Nov 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
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	Discretionary Rate Relief
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

LOCALISED COUNCIL TAX SUPPORT SCHEME 2017/18

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To approve the Localised Council Tax Support Scheme for the Borough area for the forthcoming financial year 2017/18.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	23 Nov 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	Localised Council Tax Support Scheme 2017/18
Officer contact	Jane Spencer, Benefits Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

COUNCIL TAX BASE REPORT 2017-18

Portfolio	
Brief description of report	Council Tax base report
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	18 Jan 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Council Tax base report 2017-18
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 2017/18

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 2017/18 to enable a robust and affordable budget for 2017/18 to be approved.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	18 Jan 2017
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 2017/18
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 2017/18

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 2017/18 budget.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	18 Jan 2017
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	Scale of Fees and Charges 2017/18
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:

REVENUE AND CAPITAL BUDGETS AND COUNCIL TAX 2017/18

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 2017/18 and to enable the approval of the setting of the Council Tax for 2017/18.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	22 Feb 2017
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 2017/18
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 2017/18

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, 2017/18.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	22 Feb 2017
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 2017/18
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:

CAPITAL STRATEGY 2017/18

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	8 Feb 2017
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	Capital Strategy 2017/18
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>)	
Decision maker	Council
Earliest date of decision	22 Feb 2017
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	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	22 Mar 2017
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	Irrecoverable Items
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

OFF-SITE RECORDS STORAGE

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	<p>During the past 6 months Newcastle-under-Lyme Borough Council (NULBC) has undertaken an assessment of the physical records (in paper and other formats) that it retains on site at its existing Civic Offices in the Merrial Street buildings. This assessment was designed to inform a planned move to the new Civic Hub complex which is of a much smaller footprint than the existing offices.</p> <p>The assessment process was to identify physical records to be retained in one of two given alternatives:</p> <p>i) "Secure Offsite" – semi current records for which there would be no room at the new Hub complex building but which would need reasonably frequent retrieval ;</p> <p>ii) "Archival" – records which it was felt needed to be kept for legal and compliance reasons but which did not need to be consulted, or hardly at all.</p> <p>The Council having commenced a procurement process to identify a provider able to store, retrieve and where appropriate manage the disposal of these records on behalf of the authority, is now seeking approval to award a contract for the delivery of the service.</p>
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	9 Nov 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Off-site Records Storage
Officer contact	Jeanette Hilton, Head of Customer and ICT Services, Simon Sowerby, Business Improvement Manager

Reasons for exemptions under the Local Government Act 1972, Schedule 12A (if applicable)	
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TITLE OF REPORT:

REVIEW OF AUTOMATIC NUMBER PLATE RECOGNITION AND CASHLESS PARKING PILOT

Portfolio	Cabinet Portfolio Holder - Town Centres', Property and Business
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	20 Jul 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

