

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 2017
TO 30 APRIL 2017**

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:

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:

APPOINTMENT OF EXTERNAL AUDITORS FOR THE AUDIT OF THE 2018/19 ACCOUNTS

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To approve the process for procuring the Council's external auditors for the audit of the 2018/19 accounts, including the option to make use of the sector led procurement by Public Sector Audit Appointments (PSSA).
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	Appointment of External Auditors for the audit of the 2018/19 accounts
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:

CONSEQUENTIAL CHANGES TO THE CONSTITUTION

Portfolio	Cabinet Portfolio Holder - Policy, People and Partnerships
Brief description of report	Proposed changes to the Constitution. Decision taken under delegation by Monitoring Officer.
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	
Background documents	Consequential Changes to the Constitution
Officer contact	Liz Dodd, Audit Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

PROPOSED CHANGES TO ELECTORAL CYCLE- TOWN AND PARISH COUNCILS

Portfolio	Cabinet Portfolio Holder - Policy, People and Partnerships
Brief description of report	To change the cycle of Town and Parish elections.
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	
Background documents	Proposed Changes to Electoral Cycle- Town and Parish Councils
Officer contact	Liz Dodd, Audit Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

OPEN SPACE AND GREEN INFRASTRUCTURE STRATEGIES

Portfolio	Cabinet Portfolio Holder - Operational Services
Brief description of report	To bring back the results of the consultation and to seek adoption of the strategies.
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	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Open Space and Green Infrastructure Strategies
Officer contact	Becky Allen - Landscape Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

ADOPTION OF A FINAL SPORT AND ACTIVE LIFESTYLES STRATEGY FOR THE BOROUGH FOR 2016-2026

Portfolio	Cabinet Portfolio Holder - Leisure and Culture
Brief description of report	This report presents the final version of a Sport and Active Lifestyles Strategy for the Borough and contains a number of strategic goals as well as an action plan.
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	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Adoption of a Final Sport and Active Lifestyles Strategy for the Borough for 2016-2026
Officer contact	Rob Foster - Head of Leisure and Cultural Services, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

CONTRACT OPTIONS FOR DOCUMENT MANAGEMENT SOFTWARE

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	The Council's Document Management Software is currently outside of its original contract term. This report explores the options available to the Council with respect to this and asks that Cabinet make a decision regarding the direction to be taken.
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	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Contract Options for Document Management Software
Officer contact	David Elkington
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

TRAFFIC REGULATION ORDER

Portfolio	Cabinet Portfolio Holder - Town Centres ¹ , Property and Business
Brief description of report	To implement the car parking charges changes following the setting of fees and charges it is necessary to implement a new Traffic Management Order. It is therefore appropriate for Cabinet to consider the consultation responses and possible suitable minor amendments prior to adopting the Order.
Spend required/saving generated (<i>if applicable</i>)	The 2017/18 budget is based on the fees and charges adopted including the car parking charges
Decision maker	Cabinet
Earliest date of decision	22 Mar 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	The consultation period will be advertised in the Sentinel
Background documents	Traffic Regulation Order
Officer contact	Jo Halliday - Head of Housing, Regeneration and Assets, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

IC6, KEELE SCIENCE PARK

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Request by Staffs CC for the Borough Council to contribute future business rate income towards the cost of building IC6
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	Economic Development and Enterprise
Wards affected	Keele
Proposed consultation	
Last date for representations	
Background documents	IC6, Keele Science Park
Officer contact	Simon Smith, Regeneration and Economic Development Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

GENERAL MARKET IMPROVEMENT OPTIONS REPORT

Portfolio	Cabinet Portfolio Holder - Town Centres ¹ , Property and Business
Brief description of report	To review the options to improve Newcastle Market
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	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	General Market improvement options report
Officer contact	Jo Halliday - Head of Housing, Regeneration and Assets, Head of Housing
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:
HYBRID MAIL

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	<p>Hybrid mail is mail that is delivered using a combination of electronic and physical delivery. Usually, it involves digital data (e.g. email) being transformed into physical letter items at distributed print centres located as close as possible to the final delivery addresses.</p> <p>A pilot has been undertaken to ensure that the print driver software has no adverse impact on any of the software and hardware currently being used by the Council Officers in Environmental Services, Revenues and Benefits and Customer Services.</p> <p>The Council has looked at the procurement options available to provide a Hybrid Mail solution and is now seeking approval to award a contract for the delivery of this Service.</p>
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	
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	Hybrid Mail
Officer contact	Rosie Bloor
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

RENEWAL OF MICROSOFT ENTERPRISE AGREEMENT

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	The Council's Enterprise Agreement with Microsoft is due for renewal in June 2017. This report considers the options available to the authority for Cabinet consideration.
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	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Renewal of Microsoft Enterprise Agreement
Officer contact	David Elkington
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
ECONOMIC DEVELOPMENT STRATEGY

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	19 Jul 2017
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 - Regeneration and Economic Development Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

