

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 MARCH 2017
TO 30 JUNE 2017**

<p>TITLE OF REPORT: IC6, KEELE SCIENCE PARK</p>
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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	7 Jun 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:
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	7 Jun 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:

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	7 Jun 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:

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	7 Jun 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:
SHARED LEGAL SERVICE

Portfolio	Cabinet Portfolio Holder - Policy, People and Partnerships
Brief description of report	To consider a proposal to create a shared legal service.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	7 Jun 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	To Chief Executive
Background documents	Shared legal service
Officer contact	Chief Executive - John Sellgren, Chief Executive
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

IMPLEMENTATION OF NEW PROVISIONS UNDER THE PLANNING AND HOUSING ACT 2016

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	This report discusses two new provisions in the Housing and Planning Act 2016. Imposing civil penalties on landlords who do not comply with certain provisions in the Housing Act 2004 and applying for rent repayment orders where certain offences have been committed.
Spend required/saving generated (<i>if applicable</i>)	n/a
Decision maker	Cabinet
Earliest date of decision	7 Jun 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Implementation of new provisions under the Planning and Housing Act 2016
Officer contact	Gillian Taylor
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

CRACKLEY LOCAL LETTINGS PLAN

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	To review progress with discussions with Aspire Housing for the transfer of the site to enable the comprehensive development of affordable housing. Thus enabling Members to consider the key points around the nominations and proposed local lettings plan prior to the disposal of the site.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	7 Jun 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Chesterton
Proposed consultation	
Last date for representations	
Background documents	Crackley Local Lettings Plan
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:
JOINT LOCAL PLAN

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	The Joint Local Plan puts in place the long term policies and plans to shape the future of the Borough of Newcastle-under-Lyme and the City of Stoke-on-Trent. This report presents the Strategic Options document for approval to go out to public consultation.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	27 Jun 2017
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
Officer contact	Andrew Powell
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	13 Sep 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>)	

