

## **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 JUNE 2017  
TO 30 SEPTEMBER 2017**

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	13 Sep 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 FOR MULTI-FUNCTIONAL DEVICES**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	The Council's current contract for multi-functional devices expires at the end of November 2017 and new arrangements need to be put in place.
Spend required/saving generated ( <i>if applicable</i> )	a) Reduction in size of the Council's MFD fleet. b) Generate savings from the base budget. c) Reduce the Council's carbon footprint. d) Support the digital agenda at the Council.
Decision maker	Cabinet
Earliest date of decision	13 Sep 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	Contract for multi-functional devices
Officer contact	Phil Jones - Head of Communications
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**DELIVERY OF THE NEWCASTLE MARKET**

Portfolio	Cabinet Portfolio Holder - Town Centres <sup>1</sup> , Property and Business
Brief description of report	To review the tenders received and make recommendations on the future operation of the Market.
Spend required/saving generated ( <i>if applicable</i> )	At the time of writing the agenda item the financial position is not yet known, however the key decision has been selected to show the potential financial implications over the life of the lease.
Decision maker	Cabinet
Earliest date of decision	13 Sep 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	Delivery of the Newcastle Market
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:

**CONSIDERATION TO POTENTIAL DISPOSAL OF LAND AT BRICK-KILN LANE**

Portfolio	Cabinet Portfolio Holder - Town Centres', Property and Business
Brief description of report	To consider undertaking public consultation on the potential disposal of land at Brick-Kiln Lane. In line with the Asset Management Strategy this would include 3 weeks local ward Councillor consultation and 6 weeks public consultation.
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	Economic Development and Enterprise
Wards affected	Chesterton
Proposed consultation	
Last date for representations	
Background documents	Consideration to potential disposal of land at Brick-Kiln Lane
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	13 Sep 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:  
**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> )	

TITLE OF REPORT:  
**BOROUGH SUBWAYS**

Portfolio	Councillor Wenslie Naylor
Brief description of report	Investigation into the condition of the subways in the Borough
Spend required/saving generated ( <i>if applicable</i> )	N/a
Decision maker	Cabinet
Earliest date of decision	13 Sep 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	Clayton; Town
Proposed consultation	
Last date for representations	N/a
Background documents	Borough Subways
Officer contact	Jayne Briscoe - Scrutiny Officer
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	



TITLE OF REPORT:

**CEMETERIES AND CREMATORIA GROUNDS MAINTENANCE**

Portfolio	Councillor Ann Beech
Brief description of report	Provision of a grave digging and grounds maintenance service to our open and closed cemeteries, churchyards and crematoria.
Spend required/saving generated ( <i>if applicable</i> )	Spend required - Minimum £600,000 (two year contract) with extension for an additional two years to a maximum £1,200,000 (total)
Decision maker	Cabinet
Earliest date of decision	13 Sep 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	Cemeteries and Crematoria Grounds Maintenance
Officer contact	Darren Green
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 2018/19 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	13 Sep 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	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:

**DISCRETIONARY RATE RELIEF POLICY**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Discretionary Rte Relief Polict
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	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Discretionary 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:

**FUTURE DELIVERY OF THE DISABLED FACILITIES GRANT PROGRAMME**

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	<p>The delivery of Disabled Facilities Grants is currently supported by a county -wide Home Improvement Agency Service. This contract will end in March 2018 and it is necessary to commission a new service .</p> <p>The report will provide details of a new county -wide service , a partnership agreement ,delivery arrangements and seek approval to enter into a contract with a provider following procurement led on behalf of the partners by Staffordshire County Council.</p>
Spend required/saving generated ( <i>if applicable</i> )	DFG are funded from government capital grant
Decision maker	Cabinet
Earliest date of decision	8 Nov 2017
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Future Delivery of the Disabled Facilities Grant Programme
Officer contact	Mike O'Connor
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	8 Nov 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	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 2018/19**

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 2018/19.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	8 Nov 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	Localised Council Tax Support Scheme 2018/19
Officer contact	Jane Spencer, Benefits Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**SCALE OF FEES AND CHARGES 2018/19**

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 2018/19 budget.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	17 Jan 2018
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	Scale of Fees and Charges 2018/19
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 2018/19**

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 2018/19 and to enable the approval of the setting of the Council Tax for 2018/19.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	17 Jan 2018
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 2018/19
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**

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
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	7 Feb 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	
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
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 2018/19**

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, 2018/19.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	21 Feb 2018
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 2018/19
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 - Finance IT and Customer
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	21 Feb 2018
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	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:

**REVENUE AND CAPITAL BUDGETS AND COUNCIL TAX 2018/19**

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 2018/19 and to enable the approval of the setting of the Council Tax for 2018/19.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	21 Feb 2018
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 2018/19
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:  
**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	21 Mar 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	Irrecoverable Items
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	



