

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:

Chief Executive's Directorate
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 1 NOVEMBER 2017
TO 28 FEBRUARY 2018**

TITLE OF REPORT:

**BUSINESS IMPROVEMENT DISTRICT CAR PARKING SCHEME FOR
LEVY PAYERS EMPLOYEES**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	The Council currently offers parking permits to residents and businesses, discounts are available dependent on the number of permits purchased. The BID would like to operate a town centre business parking permit scheme for the employees of levy paying businesses.
Spend required/saving generated (<i>if applicable</i>)	The report will outline the proposals from the BID and any financial implications.
Decision maker	Cabinet
Earliest date of decision	Between 4 Jan 2018 and 6 Jun 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	Business Improvement District car parking scheme for levy payers employees
Officer contact	Graham Williams - Engineering Manager
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 and Resources
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	4 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	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:
ECONOMIC DEVELOPMENT STRATEGY

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	4 Jan 2018
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:
SAFEGUARDING POLICY REVIEW

Portfolio	Cabinet Portfolio Holder - Corporate and Service Improvement, Partnerships and People
Brief description of report	Review of the Council's Safeguarding Policy and associated procedure to ensure that we are able to meet our statutory duties.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	4 Jan 2018
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	Safeguarding Policy Review
Officer contact	Sarah Moore -Partnerships Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
SPORTS PROVISION IN THE KIDSGROVE AREA

Portfolio	Cabinet Portfolio Holder - Sport and Leisure
Brief description of report	To update members on the consultation exercise undertaken in July and August 2017 and progress in relation to what was agreed at full council in July regarding opportunities for sports facilities in Kidsgrove.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	4 Jan 2018
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	Sports Provision in the Kidsgrove Area
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:

LAND AT BLACKFRIARS ROAD

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	To review the option to cease the use of the land at Blackfriars Road as a car park and to progress with disposal options for the site.
Spend required/saving generated (<i>if applicable</i>)	The review will need to consider the impact on revenue income and potential capital receipt.
Decision maker	Cabinet
Earliest date of decision	4 Jan 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	Land at Blackfriars Road
Officer contact	Louise Beeby
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

PROCUREMENT FOR ELECTIONS PRINTING SERVICE

Portfolio	Cabinet Portfolio Holder - Community Safety
Brief description of report	The contract for print services will cover all elections that will be held over the next five years and the majority of expenditure that will be incurred will also be recoverable through the grants that we receive from the Cabinet Office to cover those elections that we hold on behalf of others
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	4 Jan 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Procurement for Elections Printing Service
Officer contact	Liz Dodd - Head of Audit and Elections (and Monitoring Officer), Audit Manager, Geoff Durham - Member Training and Development Officer
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

SHARED ELECTION SERVICE

Portfolio	Cabinet Portfolio Holder - Community Safety
Brief description of report	To seek approval for the council to enter into a shared service agreement for the provision of an election service.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	4 Jan 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Shared election 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:
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.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	4 Jan 2018
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:
SCALE OF FEES AND CHARGES 2018/19

Portfolio	Cabinet Portfolio Holder - Finance and Resources
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, 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 and Resources
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, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

ASPIRE HOUSING - FUTURE GOVERNANCE ARRANGEMENTS

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	To indicate the Council's response to a proposal made by Aspire Housing to change its Board composition and Rules of Association following the enactment of The Regulation of Social Housing (Influence of Local Authorities) (England) Regulations 2017.
Spend required/saving generated (<i>if applicable</i>)	N/A
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	
Background documents	Aspire Housing - Future Governance Arrangements
Officer contact	Mike O'Connor
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

ASSET MANAGEMENT STRATEGY 2018/19 TO 2020/21

Portfolio	Cabinet Portfolio Holder - Finance and Resources, Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	This document will succeed the current Asset Management Strategy which expires at the end of the current financial year. The Strategy will provide a strategic framework within which the Council will manage its' property assets including commercial and operational premises taking account of the other corporate policy documents such as the Capital Strategy, the MTFS and the emerging Local Plan.
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	
Background documents	Asset Management Strategy 2018/19 to 2020/21
Officer contact	Louise Beeby
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 and Resources
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, 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 and Resources
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, 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 and Resources
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, 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 and Resources
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:
IRRECOVERABLE ITEMS

Portfolio	Cabinet Portfolio Holder - Finance and Resources
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>)	

TITLE OF REPORT:

CONSIDERATION TO POTENTIAL DISPOSAL OF LAND AT BRICK-KILN LANE

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
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	5 Jun 2018
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>)	

