

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
Castle House,
Barracks Road,
Newcastle-under-Lyme,
Staffordshire,
ST5 1BL.

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 Member Services at Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL 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 SEPTEMBER 2018
TO 31 DECEMBER 2018**

TITLE OF REPORT:

NEWCASTLE TOWN CENTRE CAR PARKING REVIEW

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
Brief description of report	To provide Members with a report reviewing the Borough Council's car parking provision and charging arrangements within the town centre to enable related decisions about future operation and management.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	17 Oct 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	Newcastle Town Centre car parking review
Officer contact	Executive Director (Regeneration and Development) - Neale Clifton, Executive Director Regeneration and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

FINANCIAL REGULATIONS

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
Brief description of report	To approve the revised Financial Regulations and procedures
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	5 Sep 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Can be made up to one day before the meeting
Background documents	Financial Regulations
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:

MEDIUM TERM FINANCIAL STRATEGY

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
Brief description of report	Sets out the Medium Term Financial Strategy for 2019/20 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	17 Oct 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Can be made up to one day before the meeting
Background documents	Medium Term Financial 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:

**AWARD OF MECHANICAL AND ELECTRICAL MAINTENANCE
CONTRACT**

Portfolio	Cabinet Portfolio Holder - Leisure
Brief description of report	Renewal of a mechanical and electrical services contract for Jubilee2.
Spend required/saving generated (<i>if applicable</i>)	Circa £55,000 over a contract period of up to three years
Decision maker	Cabinet
Earliest date of decision	17 Oct 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	Award of Mechanical and Electrical Maintenance Contract
Officer contact	Andrew Arnott - Sport and Active Lifestyles Manager, Leisure Strategy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

LOCALISED COUNCIL TAX SUPPORT SCHEME 2019/20

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
Brief description of report	To approve the Localised Council Tax Support Scheme for the Borough area for the forthcoming financial year 2019/20.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	21 Nov 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Can be made up to one working day before the meeting.
Background documents	Localised Council Tax Support Scheme 2019/20
Officer contact	Jane Spencer, Benefits Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

CONTRACT AWARD - REVENUES AND BENEFITS SYSTEM

Portfolio	Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships
Brief description of report	The contract for support and maintenance of the Council's Revenues and Benefits system will expire in January 2019. This report briefly outlines the options that officers have investigated and the recommended course of action.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	5 Dec 2018
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	Contract Award - Revenues and Benefits System
Officer contact	David Elkington - ICT Operations and Development Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

SCALE OF FEES AND CHARGES 2019/20

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
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 2019/20 budget.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	16 Jan 2019
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Can be made up to one working day before the meeting
Background documents	Scale of Fees and Charges 2019/20
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:

RENEWAL OF MICROSOFT ENTERPRISE AGREEMENT

Portfolio	Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships
Brief description of report	The Council's Enterprise Subscription Agreement with Microsoft will expire in May 2019. This report seeks cabinet permission to renew our agreement following the conclusion of an appropriate procurement exercise.
Spend required/saving generated (<i>if applicable</i>)	Anticipated £400,000 over life of agreement.
Decision maker	Cabinet
Earliest date of decision	16 Jan 2019
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 - ICT Operations and Development Manager
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 2019/20

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
Brief description of report	To enable robust and affordable revenue and capital budgets to be approved for 2019/20 and to enable the approval of the setting of the Council Tax for 2019/20.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	16 Jan 2019
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Can be made up to one working day before the meeting
Background documents	Revenue and Capital Budgets and Council Tax 2019/20
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 2019/20

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
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, 2019/20.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	20 Feb 2019
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Can be made up to one working day before the meeting
Background documents	Treasury Management Strategy 2019/20
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 2019/20

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
Brief description of report	To enable robust and affordable revenue and capital budgets to be approved for 2019/20 and to enable the approval of the setting of the Council Tax for 2019/20.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	20 Feb 2019
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Can be made up to one working day before the meeting
Background documents	Revenue and Capital Budgets and Council Tax 2019/20
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:

CAPITAL STRATEGY 2019-20

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
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	Council
Earliest date of decision	20 Feb 2019
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Capital Strategy 2019-20
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:
IRRECOVERABLE ITEMS

Portfolio	Cabinet Portfolio Holder - Finance and Efficiency
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	20 Mar 2019
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	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>)	

