



**NEWCASTLE·UNDER·LYME**  
**BOROUGH COUNCIL**

## **Cabinet Forward Plan: Newcastle under Lyme Borough Council**

### **Notice of Key Decisions to be taken under the Local Authorities (Executive Arrangements) (Meetings & Access to Information) (England) Regulations 2012 between 17 October 2019 and 22 April 2020**

This Plan gives 28 clear days' notice of key decisions which either the Cabinet or individual Cabinet Portfolio Holders expect to take over the next few months. An authority cannot take a key decision without giving 28 clear days' notice unless an urgent decision is required.

"Key decisions" are defined as those Executive/Cabinet decisions which are likely:

- a. to result in the Council incurring expenditure or making savings of an amount which is significant having regard to the Council's budget for the service or the function to which the decision relates. (NB: The financial threshold above which expenditure or savings become significant has been set by the Council at £50,000).
- 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.

Although it is not a statutory requirement this Forward Plan also contains details of other major decisions likely to be taken by the Cabinet, or individual Portfolio Holders, during the same period.

Occasionally it is not possible to give 28 days' notice of a specific decision and so include the details in the forward plan. In those circumstances urgent key decisions may still be made under the urgency procedures set out in the Access to Information Procedure Rules within the Council's Constitution.

A decision notice for each key decision made is published within 6 days of it having been made.

Whilst the majority of decisions listed in this Plan will be taken at meetings which are open to the public to attend, there may be some decisions which are considered in private meetings because the reports for the meeting contain confidential or exempt information under Schedule 12A of the Local

Government Act 1972 (see below for relevant paragraphs) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you object to a report being considered in private you can tell us why by emailing [DemocraticServices@newcastle-staffs.gov.uk](mailto:DemocraticServices@newcastle-staffs.gov.uk) or contacting the address below. Any representations received at least 8 working days before the meeting will be published with the agenda together with a statement of the Council's response. Any representations received after this time will be reported verbally to the meeting.

**The Cabinet is made up of the Leader, Deputy Leader and Cabinet Members with the following portfolios:**

Leader of the Council (Corporate & Service Improvement, People & Partnerships)	Councillor Simon Tagg
Deputy Leader & Cabinet Portfolio Holder (Finance & Efficiency)	Councillor Stephen Sweeney
Cabinet Portfolio Holder (Community Safety & Well Being)	Councillor Jill Waring
Cabinet Portfolio Holder (Environment & Recycling)	Councillor Trevor Johnson
Cabinet Portfolio Holder (Leisure, Culture & Heritage)	Councillor Mark Holland
Cabinet Portfolio Holder (Planning & Growth)	Councillor Paul Northcott

**Paragraphs under Schedule 12A of the Local Government Act 1972 – Exempt Information**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals an authority proposes;
  - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - b. to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime

Copies of the Council's Constitution and agendas and reports relevant to any key decision may be accessed on the Council's website [www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk) or may be viewed during normal office hours and copies or extracts obtained on payment of a reasonable fee (unless the publication contains exempt information) at:

The Chief Executive's Directorate, Castle House, Barracks Road  
Newcastle-under-Lyme, Staffordshire ST5 1BL

Telephone 01782 742222 Or Contact: [DemocraticServices@newcastle-staffs.gov.uk](mailto:DemocraticServices@newcastle-staffs.gov.uk)

Title of Report	Brief Description of Report	Cabinet Portfolio holder / Officer contact	Decision maker & earliest date decision may be made	Relevant Overview & Scrutiny Committee	Wards affected	Reason for exemption under Sched 12A (if in private session)
Quarter 2 Finance and Performance Report	To consider agreed measures of performance and budget monitoring position for Q2 of 2019/20 financial year.	Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships	Cabinet 6 November 2019	Finance, Assets and Performance	All Wards	N/A
Unauthorised Traveller Encroachment	Update on progress with deterrent measures and County-wide protocol	Cabinet Portfolio Holder - Environment and Recycling	Cabinet 6 November 2019	Economy, Environment and Place	All Wards	N/A
Electric Taxi Vehicle Intrastructure Scheme	Consideration of joint procurement with Stoke-on-Trent City and Stafford Borough Councils for Office for Low Emission Vehicles grant.	Cabinet Portfolio Holder - Environment and Recycling	Cabinet 4 December 2019	Economy, Environment and Place	All Wards	N/A
Replacement	To review the options	Councillor Simon	Cabinet 4	Finance, Assets	All Wards	N/A

Mobile Telephony Contract	available to the Council when renewing its mobile telephone contract and procuring replacement devices.	Tagg	December 2019	and Performance		
Renewal of Microsoft Enterprise Subscription Agreement	The Council's current ESA with Microsoft will require renewal prior to May 2020. This report will outline the options available to the authority in renewing this agreement for a further period.	Cabinet Portfolio Holder - Finance and Efficiency	Cabinet 4 December 2019	Finance, Assets and Performance	All Wards	N/A
Procurement of a Supplier for the Council's Out of Hours Service	Procurement of Out of Hours Service	Cabinet Portfolio Holder - Community Safety and Wellbeing	Cabinet 4 December 2019	Health, Wellbeing and Partnerships	All Wards	N/A
Establishment of Governance Boards for the Town Deals	To review the requirements for the Newcastle and Kildsgrove Town Deals to establish a Board to govern the programme.	Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships	Cabinet 4 December 2019	Economy, Environment and Place	All Wards	N/A
Cremator Replacement Project	Authority to repair / replace cremators at Newcastle	Cabinet Portfolio Holder - Environment and	Cabinet 15 January 2020		Bradwell	N/A

	crematorium	Recycling				
Open Space Strategy Addendum	An addendum to the existing Open Space Strategy is required to ensure that the strategy remains current through the life of the Joint Local Plan.	Cabinet Portfolio Holder - Environment and Recycling	Cabinet 15 January 2020	Economy, Environment and Place	All Wards	N/A
Review of Housing Allocations Policy	The Report seeks Cabinet approval to amend the Council's Housing Allocations Policy to accord with changes in government legislation and guidance.	Cabinet Portfolio Holder - Community Safety and Wellbeing	Cabinet 15 January 2020	Economy, Environment and Place	All Wards	N/A
Organisation Change Policy	To implement a new organisation change policy for the Council.	Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships	Cabinet 15 January 2020	Finance, Assets and Performance	All Wards	N/A
Newcastle - under-lyme Borough Council Homelessness and Rough Sleeping Strategy	The national rough sleeping strategy requires that all local authorities update their homelessness strategies and rebadge them as homelessness and rough sleeping	Cabinet Portfolio Holder - Community Safety and Wellbeing	Cabinet 15 January 2020	Economy, Environment and Place	All Wards	N/A

2020/2025	strategies by winter 2019					
Redeployment Policy	To implement a redeployment policy for the Council.	Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships	Cabinet 15 January 2020	Finance, Assets and Performance	All Wards	N/A
Affordable Funerals	To consider introducing affordable funerals.	Cabinet Portfolio Holder - Environment and Recycling	Cabinet 18 March 2020	Economy, Environment and Place	All Wards	N/A
Future High Streets Fund (early first draft business case submission)	To review the early first draft business case submission.	Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships	Cabinet 18 March 2020	Economy, Environment and Place	All Wards	N/A
Crematorium Grounds Extension	Proposal to design an extension to the existing Crematorium Grounds	Cabinet Portfolio Holder - Environment and Recycling	Cabinet 22 April 2020	All Relevant Scrutiny Committees	Bradwell	N/A