

**FORWARD PLAN -**  
**24 DECEMBER 2012 TO 25 JANUARY 2013**  
**FORWARD PLAN**

This Plan sets out the key decisions which the Executive expect to take. There is a requirement to publish 28 clear days of any intended key decision.

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.

**Other Decisions**

This Forward Plan may also contain details of other matters likely to be considered by the Council's Cabinet 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 Central Services,  
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 Head of Central Services 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 24 DECEMBER 2012  
TO 25 JANUARY 2013**

TITLE OF REPORT:  
**DELIVERY OF HOME IMPROVEMENT AGENCY SERVICES**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres
Brief description of report	To outline the options for the delivery of the Home Improvement Agency Services and to consider the most appropriate mechanism for delivery including options for competitive tendering.
Spend required/saving generated ( <i>if applicable</i> )	Undertaking effective procurement will require officers to dedicate significant time to the process. It is acknowledged that the current investment in the services is not excessive. It is therefore key that the service specification is developed to clearly identify an appropriate level of service.
Decision maker	Cabinet
Earliest date of decision	14 Nov 2012
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	Views will be sought from Foundations; the national agency for Home Improvement Agencies, local providers and other agencies that provide complementary services.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Jo Basnett, Housing Strategy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**NEWCASTLE HOUSING ADVICE (NHA) – HOMELESSNESS,  
HOUSING OPTIONS AND HOUSING REGISTER CONTRACT  
RETENDERING EXERCISE**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
Brief description of report	To advise Cabinet of the requirement to retender the Newcastle Housing Advice (NHA) contract in readiness for expiry of the existing contract. To seek Cabinet approval for the commencement of the NHA retendering exercise and to seek a commitment for the required budget for the period 2014 – 2018.
Spend required/saving generated ( <i>if applicable</i> )	Statutory service - contract term will commit revenues identified in the Medium Term Financial Strategy.
Decision maker	Cabinet
Earliest date of decision	14 Nov 2012
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	N/A
Last date for representations	Representations can be made up to one day before the meeting.
Background documents	None.
Officer contact	Jo Bassett, Housing Strategy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A

TITLE OF REPORT:

**STOKE-ON-TRENT AND STAFFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP PLANNING CHARTER MARK**

Portfolio	Councillor Eddie Boden
Brief description of report	To give Cabinet the opportunity to decide whether or not the Council should sign up to aspire to achieve a Planning Charter Mark that has been developed by the Stoke on Trent and Staffordshire Local Enterprise Partnership (LEP). The LEP is seeking commitment from local authorities to adopt the 'Red Carpet approach' to businesses by delivering against a set of five outcomes – Clarity and consistency, Effort and focus, Competence and respect, Accuracy and fairness, and Dialogue and understanding
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	12 Dec 2012
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	None.
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**CALCULATION OF COUNCIL TAX BASE**

Portfolio	Cabinet Portfolio Holder - Communications, Transformation and Partnerships
Brief description of report	Annual calculation of the number of band D equivalent properties for the borough and each individual parish area. Council Tax Base needs to be set by 31 January for the following financial year.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	16 Jan 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Dave Baker, Head of Revenues and Benefits
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**CAPITAL STRATEGY 2013/14**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
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	Cabinet
Earliest date of decision	16 Jan 2013
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	None.
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:  
HOUSING CAPITAL PROGRAMME 2013/14**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres
Brief description of report	To consider the allocation of funding, particularly from the New Homes Bonus funds to deliver the housing priorities ensuring that the most vulnerable residents receive support.
Spend required/saving generated ( <i>if applicable</i> )	The report will outline options for investment in housing schemes to meet a range of housing needs. This will include the extent of the spend required.
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	Investment options will be based on the relevant housing strategies which were consulted upon before adoption.
Last date for representations	Representations can be made up to one day before the meeting
Background documents	None.
Officer contact	Jo Basnett, Housing Strategy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A

TITLE OF REPORT:

**LIVING WAGE ACCREDITATION**

Portfolio	Councillor Mike Stubbs
Brief description of report	The council is to apply for accreditation to become a 'Living Wage' Employer. The process is managed by Citizens UK and provides employers with a licence to use the living wage employer mark. Accreditation requires employers to pay it's lowest paid employees a minimum of £7.45 per hour, or to be committed to a timetable to achieve this.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Richard Durrant, Head of Human Resources
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**PAY PROTECTION**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
Brief description of report	To confirm the arrangements for protecting the pay of those employees who are redeployed to lower graded posts as a result of restructuring.
Spend required/saving generated ( <i>if applicable</i> )	Spend dependent on whether current protection arrangements are extended/backdated and numbers/grades of staff redeployed in future restructures
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Richard Durrant, Head of Human Resources
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**REPLACEMENT OF SWEEPERS**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Replacement of 5 sweepers for Streetscene operations
Spend required/saving generated ( <i>if applicable</i> )	Approx. £300,000 spend from agreed capital budget.
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant O&S Committee
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**REVENUE AND CAPITAL BUDGETS 2013/14**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
Brief description of report	To review progress on the completion of the revenue and capital budgets for 2013/14 and to enable a robust and affordable budget for 2013/14 to be approved.
Spend required/saving generated ( <i>if applicable</i> )	Budget required
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	Budget consultation process
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
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:  
**SCALE OF FEES AND CHARGES 2013/14**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
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 2013/14 budget.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
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	None.
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:

**STAFFORDSHIRE STRATEGIC PROPERTY REVIEW**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management, Cabinet Portfolio Holder- Regeneration, Planning and Town Centres
Brief description of report	To review the Staffordshire Strategic Property Review Report and consider the implications for the Borough Council and local stakeholders.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
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	None.
Officer contact	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**TECHNICAL REFORMS TO COUNCIL TAX**

Portfolio	Cabinet Portfolio Holder - Communications, Transformation and Partnerships
Brief description of report	New discretionary powers with regard to the administration of Council Tax.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	16 Jan 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Dave Baker, Head of Revenues and Benefits
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**ADVICE ON THE REQUIREMENT FOR PLANNING PERMISSION**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres
Brief description of report	To consider ending the giving of free informal advice on whether planning permission is required
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	6 Feb 2013
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	None.
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**CHARGING FOR PRE-APPLICATION ADVICE**

Portfolio	Councillor Eddie Boden
Brief description of report	To consider bringing in charges for the giving of pre-application planning advice
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	6 Feb 2013
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	None.
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**COMMUNITY INFRASTRUCTURE LEVY - DRAFT CHARGING SCHEME**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres
Brief description of report	To present a draft charging scheme in respect of the Community Infrastructure Levy for public consultation.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	6 Feb 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
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	None.
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**COMMUNITY INFRASTRUCTURE LEVY PRELIMINARY DRAFT CHARGING**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres
Brief description of report	Present the outcome of a joint viability assessment and propose a Preliminary Draft Charging Schedule for consultation purposes.
Spend required/saving generated ( <i>if applicable</i> )	Public consultation will require expenditure but once CIL is in place this can be recouped.
Decision maker	Cabinet
Earliest date of decision	6 Feb 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	Six week stakeholder consultation on Preliminary draft Charging Schedule.
Last date for representations	
Background documents	None.
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A

TITLE OF REPORT:

**EMPLOYER SUPPORTED VOLUNTEERING (ESV)**

Portfolio	Cabinet Portfolio Holder- Stronger and Active Neighbourhoods
Brief description of report	To provide an update on developments of an ESV scheme in partnership with North Staffs Volunteer Centre, and seek approval for further initial steps
Spend required/saving generated ( <i>if applicable</i> )	Spend required no more than £5,000.00
Decision maker	Cabinet
Earliest date of decision	6 Feb 2013
Likely Date of Decision	6.2.13
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	Ongoing dialogue with Newcastle Voluntary Sector Forum
Last date for representations	
Background documents	None.
Officer contact	Robin Wiles
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**PROCUREMENT OF CORPORATE MAIL SERVICES**

Portfolio	
Brief description of report	To report on the procurement of corporate mail services and for Cabinet to agree the appointment of the successful tenderer. There are a number of suppliers in the market place who are successfully providing mail services to other local authorities across the UK offering business efficiencies and savings. This report provides information about the procurement process set up by the Government Procurement Services, undertaken by the 'Staffordshire Collaborative Procurement Group' of Authorities, the desired outcomes and the evaluation and award process
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	6 Feb 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**SUPPORT AND MAINTENANCE CONTRACT FOR COUNCIL  
TELEPHONY**

Portfolio	Cabinet Portfolio Holder - Communications, Transformation and Partnerships
Brief description of report	To seek Cabinet approval to waive standing orders to enable the renewal of the Council's telephony support and maintenance contract directly with the system manufacturer Existing support contract is due to expire in March 2013
Spend required/saving generated ( <i>if applicable</i> )	TBC but likely to be below current expenditure
Decision maker	Cabinet
Earliest date of decision	6 Feb 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**TREASURY MANAGEMENT STRATEGY 2013/14 TO 2017/18**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
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, 2013/14.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	6 Feb 2013
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	None.
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:  
LOCALISM ACT 2011 - PUBLICATION OF PAY POLICY STATEMENT  
FOR 2013/14**

Portfolio	Councillor Mike Stubbs
Brief description of report	Under the Localism Act, the council is required to approve and publish a pay policy statement by 31 March each year, setting out its policies relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and 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> )	N/A
Decision maker	Council
Earliest date of decision	27 Feb 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	Employees Consultative Committee Staffing Committee
Last date for representations	N/A
Background documents	None.
Officer contact	Richard Durrant, Head of Human Resources
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A

TITLE OF REPORT:

**SITE ALLOCATIONS AND POLICIES DEVELOPMENT PLAN  
DOCUMENT (DPD) DRAFT OPTIONS.**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres
Brief description of report	To seek approval to engage the public in the second stage of public consultation on the Site Allocations and Policies DPD. Specific site options will be proposed in respect of the location of housing, retail, leisure facilities and employment.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	6 Mar 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The consultation methods are currently the subject a public consultation exercise. Depending on the outcome, this stage of preparation of the DPD could potentially involve a minimum six week period of public consultation.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**TELECOMS CONTRACTS CONSOLIDATION**

Portfolio	Cabinet Portfolio Holder - Communications, Transformation and Partnerships
Brief description of report	Following approval from Cabinet in June 2012, ICT are undertaking a programme of software and hardware consolidation; identifying opportunities to reduce duplication, increase efficiency and reduce costs. The opportunity has arisen to consolidate the council's current telecom contracts under a single combined agreement. Approval is sought to enter into this agreement which will significantly improve services and reduce overall costs, utilising our current supplier
Spend required/saving generated ( <i>if applicable</i> )	Saving of approximately £55,000 over 5 years
Decision maker	Cabinet
Earliest date of decision	6 Mar 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

<b>THE CABINET:</b>	<b>OVERVIEW &amp; SCRUTINY:</b>
Councillor Gareth Snell - Leader Portfolio: Communications, Transformation and Partnerships	Co-ordinating Overview and Scrutiny Committee: Chair: Cllr Elizabeth Shenton Vice Chair: Cllr Hilda Johnson
Councillor Eddie Boden – Deputy Leader Portfolio: Regeneration, Planning and Town Centres Development	Cleaner, Greener and Safer Communities: Chair: Cllr Gill Williams Vice Chair: Cllr Stephen Sweeney
Councillor Mike Stubbs Portfolio: Finance and Budget Management	Economic Development and Enterprise: Chair: Cllr Ian Matthews Vice Chair: Cllr Matt Taylor
Councillor Anne Beech Portfolio: Environment and Recycling	Active and Cohesive Communities: Chair: Cllr George Cairns Vice Chair: Cllr June Walklate
Councillor Elsie Bates Portfolio: Culture and Leisure	Transformation and Resources: Chair: Cllr Elizabeth Shenton Vice: Cllr Ann Heames
Councillor Tony Kearon Portfolio: Safer Communities	Health Scrutiny Chair: Cllr Colin Eastwood
Councillor John Williams Portfolio: Stronger and Active Neighbourhoods	