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| East Midlands Combined County Authority  **Forward Plan** of Decisions |

**The Forward Plan is an indication of future decisions. It is subject to continual review and may be changed in line with any revisions to the priorities and plans of the East Midlands Combined County Authority.**

It is re-published on a monthly basis to reflect such changes.

**Purpose**

The Forward Plan sets out all the known decisions to be taken by the Combined County Authority Board, Thematic Advisory Committees or by way of a Mayoral Decision Notice in the coming months. This makes sure that local residents and organisations know what decisions are due to be taken and when.

The Forward Plan is a live document which is updated regularly and published on the Combined County Authority website (click the ‘Forward Plan’ button to view) at least 28 clear days’ notice will be given of any key decisions to be taken.

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| **Published 2nd October 2024** |

**Commitment to Transparency**

East Midlands Combined County Authority is committed to the benefits that transparency can bring to effective decision-making, recognising that increased transparency can have a positive impact on performance, efficiency, accountability and delivering greater value for money. The Forward Plan therefore seeks to positively enable transparency by going beyond the publication of just key decisions.

For transparency, the Forward Plan sets out all key-decisions and seeks to set out all non-key decisions and update reports to be considered within its formal governance arrangements.

In accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (as amended), at least 28 clear days’ notice, excluding the day of notification and the day of decision taking, must be published on the Forward Plan of any intended key decision.

In the further interests of transparency and driving greater accountability the East Midlands Combined County Authority seeks to publish details of expected decisions at the earliest opportunity, and wherever possible at least 6 months in advance of the intended decision.

Exempt information need not be included in the Forward Plan and confidential information cannot be included. There may be times when a decision has not been published in the forward plan 28 days in advance, this is usually because the matter is urgent, and a decision has had to be made quickly. These decisions can still be made but are subject to the exemptions set out in our constitution in the **Access to Information Rules** (Part 4 Section 4.3)

**What is a Key-Decision?**

The definition of a key decision is found in law and in our constitution. Our constitution in **Article 6: Decision-Making** refers to akey decision asmeaning a decision, which in the view of the Overview and Scrutiny Committee is likely to:

1. result in the Combined County Authority or the Mayor spending or saving a significant amount, compared with the budget for the service or function the decision relates to; or
2. have a significant effect on communities living or working in an area made up of two or more electoral divisions in the area.

When assessing whether or not a decision is a key decision, Officers and Members must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will not generally be a key decision if that amount is less than £500,000.

All key decisions by law must be published on the Forward Plan

**Access to reports**

A report will be available to view online one week before a decision is to be taken. You are entitled to view any documents listed on the Forward Plan after publication, or obtain extracts from any documents listed, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying and postage. Documents listed on this notice can be requested form Governance Services.

The simplest way to access reports is via the Combined County Authority website; by clicking [www.eastmidlands-cca.gov.uk/governance/meetings](http://www.eastmidlands-cca.gov.uk/governance/meetings) you can visit the agenda content for all published meetings.

The Forward Plan will state if any reports or appendices are likely to be exempt from publication or confidential and may therefore be discussed in private. If you wish to make representations that a decision which is proposed to be taken in private session should instead be taken in public session, then please contact the Monitoring Officer via [monitoringofficer@eastmidsdevo.org.uk](mailto:monitoringofficer@eastmidsdevo.org.uk) at least 5 working days before the decision is due to be taken.

Substantive changes to the previous month’s Forward Plan are indicated in **bold text** for ease of reference.

**Notice of decisions**

Notice of the decisions taken by the Combined County Authority and its committees will be published online within three days of the meeting taking place.

**Mayoral Decision Notices and Officer Decision Notices**

All Mayoral and Officer decisions that are key decisions require the completion of an Officer Decision Notice; these will be published on our website.

Any other Mayoral decision that is taken will also be published and marked that it is not a key-decision.

The Monitoring Officer will publish any such notice on the Forward Plan on the Combined County Authority’s website at least 28 clear days before the Key Decision is due to be taken.

**Standing Items**

It can be taken that each Combined County Authority meeting and formal committees will begin with Apologies, Declarations of Interest, and minutes of previous meeting. Where public question time provision exists that will also be undertaken.

For further enquiries regarding the Forward Plan please contact [governance@eastmidsdevo.org.uk](mailto:governance@eastmidsdevo.org.uk)

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| **Audit & Governance Committee – 4 October 2024** | | | | | | | |
| 1 | Introduction | Note | To receive welcome and introduction from the Independent Chair of the Audit & Governance Committee | Relevant internal and external stakeholders | Claire Ward  Mayor | Nick Bell  Interim S73 Officer | - |
| 2 | Appointment of Vice-Chair | Decision | To appoint a Vice-Chair of the Committee for the 2024/25 municipal year | Relevant internal and external stakeholders | Claire Ward  Mayor | Jodie Townsend Interim Director Law & Governance, Monitoring Officer | - |
| 3 | Introduction to EMCCA (Induction Item) | Note | Introduction to the powers and functions of EMCCA, its strategic framework and governance framework | Relevant internal and external stakeholders | Claire Ward  Mayor | Amanda Mays  Interim executive Director Resources  Nick Bell  Interim S73 Officer  Jodie Townsend Interim Director Law & Governance, Monitoring Officer | - |
| 4 | Introduction to the Audit & Governance Committee  (Induction Item) | Engagement | Introduction to the role and purpose of the Audit & Governance Committee | Relevant internal and external stakeholders | Claire Ward  Mayor | Nick Bell  Interim S73 Officer  Jodie Townsend Interim Director Law & Governance, Monitoring Officer | - |
| 5 | Terms of Reference | Note | To note and comment on the terms of reference for the Committee | Relevant internal and external stakeholders | Claire Ward  Mayor | Jodie Townsend Interim Director Law & Governance, Monitoring Officer | - |
| 6 | Internal Audit Arrangements | Note and decision | Introduction to EMCCA Internal Audit arrangements and to receive proposed annual audit plan. | Relevant internal and external stakeholders | Claire Ward  Mayor | Nick Bell  Interim S73 Officer | - |
| 7 | External Audit Arrangements | Engagement | Introduction to EMCCA External Audit arrangements and the role of the External Auditor | Relevant internal and external stakeholders | Claire Ward  Mayor | Nick Bell  Interim S73 Officer | - |
| 8 | Whistleblowing Policy | Decision | To endorse the EMCCA Whistleblowing Policy for submission to EMCCA Board | Relevant internal and external stakeholders | Claire Ward | Amanda Mays  Interim Executive Director Resources | - |
| 9 | Committee Work Programme 2024/25 | Engagement & Decision | To consider and proposals for and agree a work programme for Committee activity in 2024/25 | Relevant internal and external stakeholders | Claire Ward  Mayor | Nick Bell  Interim S73 Officer | - |

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| **Skills & Employment Advisory Committee – 10 October 2024** | | | | | | | |
| 1 | Chairs Introduction | Note | To receive welcome and introduction from the Independent Chair of the Skills & Employment Advisory Committee | Relevant internal and external stakeholders | Cllr Paul Hezelgrave, Portfolio Lead for Skills & Employment | Will Morlidge  Acting Executive Director Strategy & Inclusive Growth | - |
| 2 | Introduction to EMCCA and the Skills & Employment Advisory Committee | Note | Introduce the powers and functions of EMCCA and the role of the Transport Advisory Committee | Relevant internal and external stakeholders | Cllr Paul Hezelgrave, Portfolio Lead for Skills & Employment | Will Morlidge Acting Executive Director Strategy & Inclusive Growth | - |
| 3 | ASF stakeholder engagement, ASF Readiness Conditions and implementation | Decision & Engagement | To provide an update on the ASF stakeholder engagement and gain endorsement for the final draft of the SSP, including next steps . To provide an update on DFE feedback and progress of ASF implementation | Relevant internal and external stakeholders | Cllr Paul Hezelgrave, Portfolio Lead for Skills & Employment | Will Morlidge Acting Executive Director Strategy & Inclusive Growth | - |
| 4 | ASF Management Fee | Decision & Engagement | To gain endorsement on EMCCA’s ASF top slice and recruitment of the ASF delivery team. | Relevant internal and external stakeholders | Cllr Paul Hezelgrave, Portfolio Lead for Skills & Employment | Will Morlidge Acting Executive Director Strategy & Inclusive Growth | - |
| 5 | Universal Support- | Update & Engagement | To provide an update on Universal Support and to gain agreement to the development of a Universal Support implementation and delivery plan for the EMCCA region | Relevant internal and external stakeholders | Cllr Paul Hezelgrave, Portfolio Lead for Skills & Employment | Will Morlidge Acting Executive Director Strategy & Inclusive Growth | - |

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| **Combined County Authority Board – 4 November 2024** | | | | | | | |
| 1 | Mayoral Update | Note | To receive Mayoral update on key activity since June EMCCA Board meeting. | Relevant internal and external stakeholders | Claire Ward  Mayor | Damien Dacey  Interim Deputy Chief Executive | - |
| **Budget & Policy Framework Items** | | | | | | | |
| 2 | Investment Fund spending proposals | Decision | Consider and approve projects proposed for funding as part of the East Midlands Investment Zone “Sprint” process. | Relevant internal and external stakeholders | Cllr Neghat Khan  Portfolio Lead for Investment | Will Morlidge Acting Executive Director Strategy & Inclusive Growth | - |
| 3 | Shared Prosperity Fund | Decision | Consider and approve the proposed approach to supporting programmes currently funded in whole or in part from UK Shared Prosperity Fund. | Relevant internal and external stakeholders | Cllr Neghat Khan  Portfolio Lead for Investment | Will Morlidge Acting Executive Director Strategy & Inclusive Growth | - |
| 4 | Visitor Economy | Note | Update the Board on work in progress to develop a regional approach including alignment of Destination Management Plans with the two accredited Local Visitor Economy Partnerships | Relevant internal and external stakeholders | Claire Ward  Mayor | Will Morlidge Acting Executive Director Strategy & Inclusive Growth | - |
| 5 | Budget outcomes and implications | Note | Overview of Government budget announcements and implications for EMCCA | Relevant internal and external stakeholders | Claire Ward  Mayor | Damien Dacey  Interim Deputy Chief Executive | - |
| 6 | Brownfield Housing Fund allocations | Decision and engagement | Update, next steps and approvals process for BHF business cases | Relevant internal and external stakeholders | Claire Ward  Mayor | Barry Cummins  Interim Land & Housing Programme Lead | - |
| **People & Human Resources Items** | | | | | | | |
| 7 | Recruitment update | Note | Update the Board on progress to appointing to roles in the EMCCA structure | Relevant internal and external stakeholders | Claire Ward  Mayor | Amanda Mays  Interim Executive Director Resources | - |
| **Governance Items** | | | | | | | |
| 8 | Procurement Procedure Rules | Decision | Consider and approve interim procurement procedure rules | Relevant internal and external stakeholders | Claire Ward  Mayor | Nick Bell  Interim S73 Officer | - |
| 9 | LEP Closure | Note | To note progress being made towards closure of D2N2 LEP and the transfer of programmes and assets to EMCCA. | Relevant internal and external stakeholders | Claire Ward  Mayor | Will Morlidge Acting Executive Director Strategy & Inclusive Growth |  |
| 10 | Transparent Decision-Making | Note | Decisions taken via Mayoral Decision Notice, Officer Decision Notice, and urgency provision. | Relevant internal and external stakeholders | Claire Ward  Mayor | Jodie Townsend  Interim Director Law & Governance, Monitoring Officer | - |
| 11 | EMCCA Committees | Note and Decision | Recommendations from EMCCA Committees | Relevant internal and external stakeholders | Claire Ward  Mayor | Jodie Townsend  Interim Director Law & Governance, Monitoring Officer | - |
| 12 | Forward Plan | Decision | To approve the latest version of the  forward plan. | Relevant internal and external stakeholders | Claire Ward  Mayor | Jodie Townsend  Interim Director Law & Governance, Monitoring Officer | - |