



# Forest Heath District Council

## Forward Plan of Key Decisions to be considered at Cabinet Date: May 2012 – March 2013 Issue date: 10 May 2012

This plan shows both the key decisions and other decisions the Cabinet is intending to take over the next 11 months. The plan is updated every month.

Key decisions are taken at public meetings of Cabinet.

Members of the public wishing to make enquiries in respect of any of these issues should contact the named Officer in the first instance.

Ref.	Expected Decision Date	Subject/Purpose of Decision	Decision (D) or Rec (R) to Council on date	Portfolio Holder/ Contact Officer Details	Consultees/ Methods of Consultation	Wards Affected	Supporting Documents
	29 May 12						
May12/01		Adoption of Council's Strategic Plan for 2012-2016	R – Council – 21/6/12	Cllr Waters Janice Rees 01638 719436	Overarching consultation completed. Specific actions require individual consultation.	All	Draft Strategic plan
May12/02		Approve consultation on single issue review on new housing development in Forest Heath	D	Cllr Burt Nicola Baker 01638 719423	Members Public Businesses Specific consultation proposals outlined in report	All	Local Development Framework Working Group Report
May12/03		Approve consultation on draft supplementary planning document on affordable housing – provides guidance to all involved in the delivery of affordable housing. (Joint document with SEBC)	D	Cllr Burt Nicola Baker 01638 719423	Members Public Businesses Specific consultation proposals outlined in report SEBC	All	Local Development Framework Working Group Report

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May12/04		Financial outturn 2011/12 – Revenue and capital	R – Council 21/6/12 or 11/7/12	Cllr Edwards Lynda Pope 01638 719703	None at this stage	All	Financial outturn for 11/12
May12/05		Adoption of Environmental Health Shared Service	R- Council 21/6/12 or 11/7/12	Cllr Roman Keith Marley 01638 719233	Staff- as to impact SEBC	All	Business case
May12/06		Adoption of Housing Shared service	R - Council 21/6/12 or 11/7/12	Cllr Burt Simon Phelan 01638 719440	Staff - as to impact SEBC	All	Business case
May12/07		Appointment of the Cabinet's Working Groups, Joint Committees/Panels and Steering Group	D (not key decision)	Peter Heard 01638 719309			
May12/08		Consideration of the composition of Overview and Scrutiny Committee	R – Council 11/7/12	Cllr Waters Peter Heard 01638 719309			
	<b>3 July 12</b>						
Jul12(a)/01		Adoption of Planning shared services – business case	R –Council 11/7/12 or 26/9/12	Cllr Burt Nicola Baker 01638 719423	Staff- as to impact SEBC	All	Business case
Jul12(a)/02		Approve consultation policy for Council Tax support	D	Cllr Edwards Sharon Jones 01842 756463	Members Public ARP Partners	All	Consultation policy for ARP
Jul12(a)/03		Adopt Joint Development Management Document with SEBC - How detailed development control policies will be implemented	R - Council 11/7/12 or 26/9/12	Cllr Burt Nicola Baker 01638 719423	Members Public Businesses SEBC	All	Options document Consultation results
Jul12(a)/04		Approve Housing Assistance Policy – including grants/loans to householders/ landlords	D	Cllr Burt Keith Marley 01638 719233	Members	All	Draft policy
Jul12(a)/05		Approve Working with cancer/ critical illness policy	D	Cllr Edwards Ruth Littlechild 01638 719326	Joint Consultative Committee Members Staff/Unions/SEBC	All	Draft of joint policy with SEBC

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Jul12(a)/06		Adoption of Housing Strategy and Strategic Tenancy Policy	R - Council 11/7/12 or 26/9/12	Cllr Burt Simon Phelan 01638 719440	Members Public Registered Social and other landlords Tenants organisations	All	
Jul12(a)/07		Physical security enhancements to Rookery Car park	D	Cllr Edwards Cllr Burt Andrew Claydon 01638 719412	None at this point	Newmarket	
Jul12(a)/08		Home of horseracing-implementation of construction project	R- Council 11/7/12	Cllr Hirst Nigel McCurdy 01638 719412	Home of Horse racing Trust Partners Town council	Newmarket	Home of Horse Racing Working Group and Council Reports
	31 July 12						
Jul12(b)/01		Adoption of Management Team restructure proposals	R- Council 26/9/12	Cllr Waters Ian Gallin 01638 719324	Members Unions Staff	All	Paper on Joint management structure with SEBC
Jul12(b)/02		Red Lodge sewage issue	D (not key decision)	Cllr Roman Keith Marley 01638 719233	Members Parish Council	Red Lodge	
Jul12(b)/03		Adoption of Shared service business plan for Procurement	R - Council 26/9/12	Cllr Edwards Lynda Pope 01638 719703	Staff - as to impact	All	Business case
Jul12(b)/04		Draft Statement of Accounts and Annual Governance Statement	R	Cllr Edwards Lynda Pope 01638 719703	Members	All	
Jul12(b)/05		Approve Whistle Blowing Policy	D	Cllr Edwards Lynda Pope 01638 719703	Members Staff	All	Draft policy
Jul12(b)/06		Approve Data Protection Policy	D	Cllr Edwards Lynda Pope 01638 719703	Members Staff	All	Draft policy
Jul12(b)/07		Approve Air Quality Strategy	D	Cllr Roman Keith Marley 01638 719233	Members Public Businesses	All	Draft strategy

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Jul12(b)/08		Adoption of Licensing Statement of Policy	R - Council 26/9/12	Cllr Roman Keith Marley 01638 719233	Members Public Businesses	All	Draft policy
Jul12(b)/09		Actual Prudential Indicators	D (not key decision)	Cllr Edwards Lynda Pope 01638 719703		All	Report on performance
	4 Sept 12						
Sep12/01		Approve Air Quality Action Plan for Newmarket	D	Cllr Roman Keith Marley 01638 719233	Members Public Local Businesses Steering group Town council	Newmarket	Draft action plan
Sep12/02		Delivering sustainable budgets	D (not key decision)	Cllr Edwards Lynda Pope 01638 719703		All	
Sep12/03		Receive Treasury Management Annual Report	D (not key decision)	Cllr Edwards Lynda Pope 01638 719703		All	Report on performance
Sep12/04		Adoption of Asset Management Plan	R - Council 26/9/12	Cllr Edwards Lynda Pope 01638 719703	Members Staff	All	Draft plan
Sep12/05		Pre-planned Maintenance report	D	Cllr Edwards Andrew Claydon 01638 719412	Members Staff Commercial tenants SEBC	All	Proposals for change
Sep12/06		Adoption of Capital Strategy	R - Council 26/9/12	Cllr Edwards Lynda Pope 01638 719703	Members	All	Draft Strategy
Sep12/07		Adoption of Medium Term Financial Strategy	R - Council 26/9/12	Cllr Edwards Lynda Pope 01638 719703	Members	All	Draft Strategy
Sep12/08		Budget monitoring report	D (not key decision)	Cllr Edwards Lynda Pope 01638 719703		All	

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Sep12/09		Adopt new Financial and Contract Procedure Rules	R - Council 26/9/12	Cllr Edwards Lynda Pope 01638 719703	Members Staff SEBC	All	Draft report detailing proposed changes
Sep12/10		Award Horticultural and Arboricultural contract	D	Cllr Hirst Cllr Roman Simon Phelan 01638 719440		All	Results of procurement process
Sep12/11		Approve new Procurement Strategy	D	Cllr Edwards Lynda Pope 01638 719703	Members Staff SEBC	All	Draft Strategy
	2 Oct 12						
Oct12/01		Approve new Green Travel Plan	D	Cllr Roman Keith Marley 01638 719233	Members Public Businesses	All	Draft plan
Oct12/02		Adopt new Corporate Enforcement Policy	R-Council 17/10/12	Cllr Roman Cllr Burt Keith Marley 01638 719233	Members Public Businesses	All	Draft policy
Oct12/03		Approve new Joint Communications Strategy	D	Cllr Edwards Janice Rees 01638 719436	Members Staff SEBC Public	All	Draft strategy
Oct12/04		Adopt new single pay and reward strategy	R- Council 17/10/12	Cllr Edwards Ruth Littlechild 01638 719326	Members Unions Staff SEBC	All	Report on joint proposals with SEBC
Oct12/05		Approve new ICT security and e mail usage policies	D	Cllr Edwards Lynda Pope 01638 719703	Members Unions Staff	All	Draft policy
Oct12/06		Adopt new ICT strategy	R - Council 17/10/12	Cllr Edwards Lynda Pope 01638 719703	Members Staff SEBC	All	Draft Strategy
Oct12/07		Approve new Risk Management strategy	D	Cllr Edwards Janice Rees 01638 719436	Members Staff SEBC	All	Draft Strategy

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Oct12/08		Decide new Legal form of ARP	D	Cllr Edwards Sharon Jones 01842 756463	ARP partners Members Unions	All	Options appraisal.
	6 Nov 12						
Nov12/01		Adopt new Policy for Council Tax support	R – Council 14/11/12	Cllr Edwards Sharon Jones 01842 756463	ARP partners Members	All	Draft policy
Nov12/02		Residents Parking Zone– assess options/ballot results	D	Cllr Edwards Cllr Burt Andrew Claydon 01638 719412	Residents Businesses Members Town Council	Newmarket	Option appraisal
Nov12/03		Determination of relief - NDR	D	Cllr Edwards Sharon Jones 01842 756463	ARP partners Members Businesses	All	Draft policy
Nov12/04		Approve Private Sector Housing Strategy	R - Council 26/9/12	Cllr Burt Keith Marley 01638 719233	Members Public Housing landlords Housing associations	All	Draft strategy incorporating consultation results
	4 Dec 12						
Dec12/01		Review of Sex Establishment Licensing Policy	D	Cllr Roman Keith Marley 01638 719233	Public Members Businesses Police	All	Draft policy
	15 Jan 13						
	5 Feb 13						
	5 Mar 13						
Mar13/01		Air quality assessment Brandon	D (not key Decision)	Cllr Roman Keith Marley 01638 719233	Members Public Businesses Town Council	Brandon	Draft proposals
Mar13/02		Adoption of Sustainable Development Strategy	R – Council 13/3/13	Cllr Roman Keith Marley 01638 719233	Members Public Businesses	All	Draft strategy

Key decisions are:

- (i) decisions contrary to or not wholly in accordance with the authority's approved budget;
- (ii) decisions which would result in any expenditure or reduction in expenditure of £25,000, if specifically mentioned within the approved Revenue Budget or Capital Programme;
- (iii) decisions contrary to a policy, plan or strategy approved by the Council or a Committee of the Council;
- (iv) decisions which raise new issues of policy;
- (v) decisions which require any of the following:
  - A Staff: It will give rise to the need to appoint additional permanent staff for which there is no budget provision or to delete posts from the establishment.
  - B Land: Requires the acquisition or disposal of any land or interest in land in excess of a value of £300,000;
- (vi) decisions which comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown;