



# Forest Heath District Council

## Forward Plan of Key Decisions to be considered at Cabinet

Date: July 2012 – May 2013

Issue date: 15 June 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 either on the telephone number listed against their name or via email using the format: [firstname.surname@forest-heath.gov.uk](mailto:firstname.surname@forest-heath.gov.uk)

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
	3 July 12						
Jul12(a)/02		Approve consultation policy for Council Tax Support Scheme	D	Cllr Edwards Sharon Jones 01842 756463	Members Public ARP Partners	All	Consultation policy for ARP
Jul12(a)/04		Approve Housing Assistance Policy – including grants/loans to householders/ landlords	R – Council 26/09/12	Cllr Burt Keith Marley 01638 719233	Members	All	Draft policy
Jul12(a)/05		Approve Working with cancer/ critical illness policy	R (as a new policy) – Council 26/09/12	Cllr Edwards Ruth Littlechild 01638 719326	Joint Consultative Committee Members Staff/Unions/SEBC	All	Draft of joint policy with SEBC
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	Draft policy

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Jul12(a)/08		Home of horseracing- implementation of construction project	R- Council 11/7/12	Cllr Hirst Nigel McCurdy 01638 719412	Home of Horseracing Trust Partners Town council	Newmarket	Home of Horseracing Working Group and Council Reports
	31 July 12						
Jul12(b)/01		Adoption of Management Team restructure proposals	R- Council August 2012	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	D	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 – Council 26/9/12	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 (not key decision)	Cllr Roman Keith Marley 01638 719233	Members Public Businesses	All	Draft strategy
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
Jul12(b)/10		Formation of West Suffolk Joint Staff Consultative Panel	D (not key decision) – Council to amend constitution 26/09/12	Cllr Edwards Ruth Littlechild 01638 719326	Members Staff	All	

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Jul12(b)/11		Council Tax Collection 2011/2012 Analysis	D (not key decision)	Cllr Edwards Sharon Jones 01842 756463		All	To be included in the report
Jul12(b)/12		Review of Leisure Provision across West Suffolk	D	Cllr Hirst Simon Phelan 01638 719440		All	
Jul12(b)/13		Creation of a Dog Control Order for Aspal Close Local Nature Reserve	R – Council 26/9/12	Cllr Hirst Simon Phelan 01638 719440	Parish Council Police Public	Eriswell & The Rows	Draft Order
Jul12(b)/14		Capital Improvement Scheme – Lady Wolverton Pavilion	D	Cllr Edwards Cllr Millar Simon Phelan 01638 719440	Current Tenant Local Members Suffolk County Council	Newmarket	Full Capital Business Appraisal
Jul12(b)/15		Community Right to Challenge - Protocols	R – Council 26/9/12	Cllr Edwards Cllr Millar Janice Rees 01638 719436	Members Staff Public	All	
Jul12(a)/01 (deferred from 3 July 2012)		Adoption of Planning Shared Service – Business Case	D	Cllr Burt Nicola Baker 01638 719423	Staff- as to impact SEBC	All	Business case
Jul12(a)/07 (deferred from 3 July 2012)		Physical security enhancements to Rookery Car park	D	Cllr Edwards Cllr Burt Andrew Claydon 01638 719412	None at this point	Newmarket	
	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	

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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	
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
Sep12/12 (Jul12(a)/02)		Outcomes from Consultation on Council Tax Support Scheme	D	Cllr Edwards Sharon Jones 01842 756463	Members Public ARP Partners	All	Consultation Exercise
Jul12(a)/03 (deferred from 3 July 2012)		Submission Version Consultation Document - Joint Development Management Policies (with SEBC)	R - Council 26/09/12	Cllr Burt Nicola Baker 01638 719423	Members Public Businesses SEBC	All	Options document Consultation results

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	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
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

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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 12/12/12	Cllr Burt Keith Marley 01638 719233	Members Public Housing landlords Housing associations	All	Draft strategy incorporating consultation results
Nov12/05 (Jul12(a)/02 & Sep12/12)		Adoption of New Policy for Council Tax Support Scheme	R – Council 12/12/12	Cllr Edwards Sharon Jones 01842 756463	Members Public ARP Partners	All	Draft policy
	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
Dec12/02		Review of Anglia Community Leisure Contract – Outcome of Review & Implementation of Decisions	D	Cllr Hirst Simon Phelan 01638 719440		All	
	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
	9 Apr 13						
	14 May 13						

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;