



Forest Heath District Council

List of Key Decisions
Date: December 2012 – May 2013
Issue date: 16 November 2012

This list shows both the key decisions and other decisions Forest Heath District Council is intending to take over the next 6 months. The list is updated every month.

Key decisions are taken at public meetings of Cabinet and its Joint Committees, however, some decisions may be held in private during the parts of the meetings at which the public may be excluded, when it is likely that confidential or exempt information would be disclosed, and as indicated on the agenda by reference to the descriptions in Schedule 12A to the 1972 Act.

Members of the public wishing to:-

- make enquiries in respect of any of the intended decisions listed below; or
- receive copies of any of the documents listed below; or
- submit documents for consideration in relation to the intended decisions listed below

should contact the named Officer in the first instance, either on the telephone number or email listed against their name or via Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7HQ.

Meetings of Cabinet:

Ref.	Expected Decision Date	Subject/Purpose of Decision	Exempt Paragraph (if applicable)	Decision (D) or Rec (R) to Council on date	Portfolio Holder/ Contact Officer Details	Wards Affected	Supporting Documents
Dec12/01	4 Dec 12	Review of Sex Establishment Licensing Policy		D	Cllr Roman Nicola Baker 01638 719423 nicola.baker@forest-heath.gov.uk	All	Draft policy

Ref.	Expected Decision Date	Subject/Purpose of Decision	Exempt Paragraph (if applicable)	Decision (D) or Rec (R) to Council on date	Portfolio Holder/ Contact Officer Details	Wards Affected	Supporting Documents
Dec12/03a		Joint Anti Money Laundering Policy		R – Council 12/12/12	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	
Dec12/03b		Gambling Statement of Licensing Policy		R – Council 12/12/12	Cllr Roman Nicola Baker 01638 719423 nicola.baker@forest-heath.gov.uk	All	Draft policy
Dec12/05		Joint National Fraud Initiative Strategy		R – Council 12/12/12	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	Draft strategy
Dec12/06		Joint Safeguarding Children & Young People Policy		R – Council 12/12/12	Cllr Millar Simon Phelan 01638 719440 Simon.phelan@forest-heath.gov.uk		Draft policy
Dec12/07		Amendments to the Joint Health & Safety Policy - Instruction 3 'Accident Reporting'		D	Cllr Edwards Karen Points 01284 757015 karen.points@stedsb.gov.uk		Joint Health & Safety Policy Recommendations from the West Suffolk Joint Health & Safety Panel – 30 October 2012

Ref.	Expected Decision Date	Subject/Purpose of Decision	Exempt Paragraph (if applicable)	Decision (D) or Rec (R) to Council on date	Portfolio Holder/ Contact Officer Details	Wards Affected	Supporting Documents
Dec12/08		Council Tax Localisation – Adoption of Scheme by 31 January 2013		R – Council	Cllr Edwards Sharon Jones 01842 756463 sharon.jones@angliarevenues.gov.uk	All	Draft policy
Dec12/09		Review of the Cambridge Sub-Region Lettings Policy		R - Council	Cllr Burt Simon Phelan 01638 719440 Simon.phelan@forest-heath.gov.uk	All	Report and Lettings Policy
Dec12/02 (B/fwd from 4 December 2012 then deferred from 6 November 2012)		Review of Anglia Community Leisure Contract – Outcome of Review & Implementation of Decisions		D	Cllr Hirst Jo Hooley 01638 719329 jo.hooley@forest-heath.gov.uk	All	
Nov12/06 (deferred from 6 November 2012)		Budget Monitoring Report – April – September 2012 (Revenue and Capital)		D (not key decision) or R – Council (dependent on approval limits)	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	

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Nov12/12 (deferred from 6 November 2012)		Joint Member Panel for Planning Policy/Growth		D (not key decision)	Cllr Burt Alex Wilson 01284 757695 alex.wilson@stedsbc.gov.uk	All	
	15 Jan 13						
Jan13/01		Local Government Finance Act 1992 – The Collection Fund – Precept Arrangements 2013/2014		D	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk		
Jan13/02		Council Tax Base for Tax Setting Purposes 2013/2014		D	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk		
Jan13/03		NNDR Forecast		R – Council 04/03/12	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	
Jan13/04		U Explore Software Package for Schools		D	Cllr Bowman Andrea Mayley 01284 757343 andrea.mayley@stedsbc.gov.uk	All	Report

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Sep12/07 (deferred from 4 September & 2 October 2012)		Adoption of Medium Term Financial Strategy		R - Council 13/03/13	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	Draft Strategy
Sep12/06 (deferred from 4 September & 2 October 2012)		Adoption of Capital Strategy		R - Council 13/03/13	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	Draft Strategy
Oct12/03 (deferred from 2 October 2012)		Approve new Joint Communications Strategy		D	Cllr Millar Davina Howes 01284 757070 davina.howes@stedsbc.gov.uk	All	Draft strategy
Oct12/07 (deferred from 2 October 2012)		Approve new Risk Management strategy		D	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	Draft Strategy
Sep12/04 (deferred from 4 September , 2 October		Adoption of Asset Management Plan (to include pre-planned Maintenance Report)	Paragraph 3 – <i>"Information relating to the financial</i>	R - Council	Cllr Edwards Mark Walsh 01284 757300 mark.walsh@stedsbc.gov.uk	All	Draft plan

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& 6 November 2012)			<i>or business affairs of any particular person (including the authority holding that information)</i> "				
Oct12/05 (deferred from 2 October & 6 November 2012)		Approve new ICT security and e mail usage policies		D	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	Draft policy
Jul12(a)/08 (deferred from 3 & 31 July and 4 December 2012)		Home of horseracing - implementation of construction project		R - Council 12/12/12	Cllr Hirst Liz Watts 01284 757252 Liz.watts@stedsbc.gov.uk	Newmarket	Home of Horseracing Working Group and Council Reports
Jul12(b)/14 (deferred from 31 July, 4		Capital Improvement Scheme – Lady Wolverton Pavilion		R – Council	Cllr Edwards Cllr Millar Mark Walsh 01284 757300 mark.walsh@	Newmarket	Full Capital Business Appraisal

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September , 2 October, 6 November & 4 December 2012)					stedsbc.gov.uk		
Dec12/04 (deferred from 4 December 2012)		Review of the Statement of Licensing Policy		R – Council 12/12/12	Cllr Roman Nicola Baker 01638 719423 nicola.baker@ forest- heath.gov.uk	All	Draft policy
	5 Feb 13						
Feb13/01		Receive Treasury Management Annual Strategy Report, Code of Practice, MRP Policy and Prudential Indicators Report		R – Council 04/03/13	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@ forest- heath.gov.uk	All	Draft strategy, policy and report
Feb13/02		Budget and Council Tax 2013/2014		R – Council 04/03/13	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@ forest- heath.gov.uk	All	Medium Term Financial Strategy Budget Assumptions
Feb13/03		Suffolk Health and Wellbeing Strategy		D	Cllr Hirst Davina Howes 01284 757070 davina.howes@		

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					stedsbc.gov.uk & Neil Anthony 01284 757064 neil.anthony@stedsbc.gov.uk		
Feb13/04		Pay Policy Statement 2013/2014		R – Council 13/03/13	Karen Points Head of HR & Organisational Development 01284 757015 Karen.points@Stedsbc.gov.uk		
Oct12/06 (deferred from 2 October 2012 & 15 January 2013)		Adopt new ICT strategy		R - Council 13/03/13	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	Draft Strategy
	5 Mar 13						
Mar13/01		Air quality assessment Brandon		D (not key Decision)	Cllr Roman Nicola Baker 01638 719423 nicola.baker@forest-heath.gov.uk	Brandon	Draft proposals
Mar13/02		Adoption of Sustainable Development Strategy and Carbon Management Plan (to		R – Council 13/3/13	Cllr Roman Nicola Baker 01638 719423 nicola.baker@	All	Draft strategy

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		include Green Travel Plan)			forest-heath.gov.uk		
Feb13/03 (deferred from 5 February 2013)		Budget Monitoring Report – April – December 2012 (Revenue and Capital)		D (not key decision) or R – Council 13/03/13 (dependent on approval limits)	Cllr Edwards Rachael Mann 01638 719245 rachael.mann@forest-heath.gov.uk	All	
	9 Apr 13						
	14 May 13						
Nov12/04 (deferred from 6 November 2012)		Approve Private Sector Housing Strategy		R - Council	Cllr Burt Simon Phelan 01638 719440 Simon.phelan@forest-heath.gov.uk	All	Draft strategy incorporating consultation results

Meetings of Joint Committees:

Anglia Revenues & Benefits Partnership Joint Committee

Ref.	Expected Decision Date	Subject/Purpose of Decision	Exempt Paragraph (if applicable)	Decision (D) or Rec (R) to Council on date	Portfolio Holder/ Contact Officer Details	Wards Affected	Supporting Documents
	13 Dec 2012						

West Suffolk Waste and Street Scene Services Joint Committee

Ref.	Expected Decision Date	Subject/Purpose of Decision	Exempt Paragraph (if applicable)	Decision (D) or Rec (R) to Council on date	Portfolio Holder/ Contact Officer Details	Wards Affected	Supporting Documents
	18 Jan 2013						
Jan13/01		Procurement of Waste Transfer and Recycling Services - Update	Paragraph 3 <i>"Information relating to the financial or business affairs of any particular person (including the authority holding that</i>	D	Cllr Roman Mark Walsh 01284 757300 mark.walsh@stedsbc.gov.uk	All	Report to the Joint Committee

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			information)"				
	22 Mar 2013						

Joint Development Management Policies Committee

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	TBC						

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 not 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;