



# Forest Heath District Council

## Decisions Plan

### **Key Decisions and other executive decisions to be considered**

**Date: October 2013 to May 2014**

**Publication Date: 16 September 2013**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2014. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk) or via Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

## Meetings of Cabinet:

| Ref.     | Expected Decision Date | Subject and Purpose of Decision  | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details   | Lead Officer Contact Details  | Wards Affected | Documents to be submitted   |
|----------|------------------------|--|--|--|--|--|---|----------------|---|
|          | 15 Oct 13              |  |  |  |  |  |   |                |   |
| Oct13/02 |                        | <p><b>Joint Grievance Policy and Procedure</b></p> <p>The Cabinet will be asked to consider the recommendations of the West Suffolk Joint Staff Consultative Panel in respect of seeking approval for the Joint Grievance Policy and Procedure. Recommendations relating to changes to the Constitution will also require approval by full Council</p> | Not applicable   | (R)<br>Council<br>20/11/13   | Cabinet/Council                            | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Karen Points<br>Head of Human<br>Resources &<br>Organisational<br>Development<br>01284 757015 | All            | Recommendations from the West Suffolk Joint Staff Consultative Panel to Cabinet and Council |
| Oct13/03 |                        | <p><b>Customer Access Information and Communication Technology (ICT) Solution</b></p> <p>The Cabinet will be asked to consider a business case for ICT</p>   | Paragraph 3  | (D)  | Cabinet                                    | Robin Millar<br>Families and<br>Communities<br>07939 100937                    | Davina Howes<br>Head of Policy,<br>Communications<br>and Customers<br>01284 757070            | All            | Report to Cabinet   |

| Ref.     | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details                                   | Lead Officer Contact Details                    | Wards Affected | Documents to be submitted     |
|----------|------------------------|---|--|--|--|--|---|----------------|-------------------------------|
|          |                        | to support the implementation of both Forest Heath District Council and St Edmundsbury Borough Councils' approach to customer access  |  |  |  |  |   |                |                               |
| Oct13/04 |                        | <b>West Suffolk Housing Strategy Scoping Document</b><br><br>The Cabinet will be asked to approve a scoping document for the West Suffolk Housing Strategy, which has been jointly produced with St Edmundsbury Borough Council | Not applicable   | (D)  | Cabinet                                    | Rona Burt<br>Planning,<br>Housing and<br>Transport<br>01638 712309 | Simon Phelan<br>Head of Housing<br>01638 719324 | All            | Report to Cabinet             |
| Oct13/05 |                        | <b>West Suffolk Empty Homes Strategy 2013-2015</b><br><br>The Cabinet will be asked to recommend to full Council the adoption of the West Suffolk Empty Homes Strategy, which has been  | Not applicable   | (R)<br>Council<br>11/12/13   | Cabinet/Council                            | Rona Burt<br>Planning,<br>Housing and<br>Transport<br>01638 712309 | Simon Phelan<br>Head of Housing<br>01638 719324 | All            | Report to Cabinet and Council |

| Ref.     | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details   | Lead Officer Contact Details   | Wards Affected | Documents to be submitted |
|----------|------------------------|---|--|--|--|--|--|----------------|---------------------------|
|          |                        | jointly produced with St Edmundsbury Borough Council  |  |  |  |  |  |                |                           |
| Oct13/06 |                        | <b>Waste Inter-Authority Agreement (IAA)</b><br><br>The Cabinet will be asked to approve the IAA developed by the Suffolk Waste Partnership   | Not applicable   | (KD)   | Cabinet                                    | Nigel Roman<br>Environment and Waste<br>01638 712679                     | Mark Walsh<br>Head of Waste Management and Property Services<br>01284 757300 | All            | Report to Cabinet         |
| Oct13/07 |                        | <b>Review of the Cabinet's Working Group, Steering Group, Joint Committees and Panels (following Exning Ward By-Election)</b><br><br>The Cabinet will be asked to review the membership of its Working Group, Steering Group, Joint Committees and Panels, following the Exning Ward By-Election held on 11 July 2013 | Not applicable   | (D)  | Cabinet                                    | Stephen Edwards<br>Resources, Governance and Performance<br>01638 660518 | Joy Bowes<br>Head of Legal and Democratic Services<br>01284 757141           | All            | Report to Cabinet         |

| Ref.     | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details   | Lead Officer Contact Details   | Wards Affected | Documents to be submitted   |
|----------|------------------------|---|--|--|--|--|--|----------------|---|
| Oct13/08 |                        | <p><b>Revenues Collection Performance and Write-Offs</b></p> <p>The Cabinet will be asked to consider the writing-off of outstanding debts, as detailed in the exempt appendices</p>  | Paragraphs 1 and 2   | (KD)   | Cabinet                                    | Stephen Edwards<br>Resources, Governance and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719412                      | All            | Report to Cabinet   |
| Oct13/09 |                        | <p><b>Joint Appeals Policy and Procedure</b></p> <p>The Cabinet will be asked to consider the recommendations of the West Suffolk Joint Staff Consultative Panel in respect of seeking approval for the Joint Appeals Policy and Procedure Recommendations relating to changes to the Constitution will also require approval by full Council</p> | Not applicable   | (R)<br>Council<br>20/11/13   | Cabinet/Council                            | Stephen Edwards<br>Resources, Governance and Performance<br>01638 660518 | Karen Points<br>Head of Human Resources and Organisational Development<br>01284 757015 | All            | Recommendations of the West Suffolk Joint Staff Consultative Panel to Cabinet and Council |

| Ref.  | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details   | Lead Officer Contact Details   | Wards Affected | Documents to be submitted   |
|---|------------------------|---|--|--|--|--|--|----------------|---|
| Jun13/02<br>(deferred from 25 June & 3 Sept 2013) |                        | <b>West Suffolk Sustainability Strategy</b><br><br>The Cabinet will be asked to recommend to full Council the adoption of the West Suffolk Sustainability Strategy, which has been jointly produced with St Edmundsbury Borough Council | Not applicable   | (R) - Council 11/12/13   | Cabinet                                    | Nigel Roman<br>Environment and Waste<br>01638 712679                     | Peter Gudde<br>Environment Manager<br>01284 757042                           | All            | Report to Cabinet, with recommendations to Council                |
|   | 26 Nov 13              |   |  |  |  |  |  |                |   |
| Nov13/01  |                        | <b>Revenues Collection Performance and Write-Offs</b><br><br>The Cabinet will be asked to consider the writing-off of outstanding debts, as detailed in the exempt appendices   | Paragraphs 1 and 2   | (KD)   | Cabinet                                    | Stephen Edwards<br>Resources, Governance and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245            | All            | Report to Cabinet with exempt appendices                          |
| Nov13/02  |                        | <b>West Suffolk Families and Communities Strategy</b><br><br>The Cabinet will be asked to consider  | Not applicable   | (KD)   | Cabinet                                    | Robin Millar<br>Families and Communities<br>07939 100937                 | Davina Howes<br>Head of Policy, Communications and Customers<br>01284 757070 | All            | Recommendations of the Overview and Scrutiny Committee to Cabinet |

| Ref.     | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details                                   | Lead Officer Contact Details                               | Wards Affected | Documents to be submitted                             |
|----------|------------------------|---|--|--|--|--|--|----------------|---|
|          |                        | the Families and Communities Strategy, which has been jointly produced with St Edmundsbury Borough Council  |  |  |  |  |  |                |   |
| Nov13/03 |                        | <b>Core Strategy Single Issue Review – Draft Consultation Document</b><br><br>The Cabinet will be asked to approve the Consultation Document for the Core Strategy Single Issue Review                                  |  | (D)  | Cabinet                                    | Rona Burt<br>Planning,<br>Housing and<br>Transport<br>01638 712309 | Marie Smith<br>Planning Service<br>Manager<br>01638 719260 | All            | Local Plan Working Group – September 2013             |
| Nov13/04 |                        | <b>Site Specific Allocations – Draft Consultation Document and Public Consultation Strategy</b><br><br>The Cabinet will be asked to approve the Consultation Document and the Public Consultation Strategy for the Site |  | (D)  | Cabinet                                    | Rona Burt<br>Planning,<br>Housing and<br>Transport<br>01638 712309 | Marie Smith<br>Planning Service<br>Manager<br>01638 719260 | All            | Local Plan Working Group – September and October 2013 |

| Ref.  | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details   | Lead Officer Contact Details  | Wards Affected | Documents to be submitted                          |
|---|------------------------|---|--|--|--|--|---|----------------|--|
|   |                        | Specific Allocations  |  |  |  |  |   |                |  |
| Nov13/05                                    |                        | <b>West Suffolk Communications Strategy</b><br><br>The Cabinet will be asked to approve a new Communications Strategy which has been jointly produced with St Edmundsbury Borough Council | Not applicable   | (R) - Council 11/12/13   | Cabinet/Council                            | Robin Millar<br>Families and Communities<br>07939 100937                 | Mariane Hulland<br>Corporate Communications Manager<br>01284 757034 | All            | Report to Cabinet, with recommendations to Council |
| Nov13/06                                    |                        | <b>Local Council Tax Reduction Scheme</b><br><br>The Cabinet will be asked to recommend to full Council approval of a Local Council Tax Reduction Scheme                                  | Not applicable   | (R) - Council 11/12/13   | Cabinet/Council                            | Stephen Edwards<br>Resources, Governance and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245   | All            | Report to Cabinet, with recommendations to Council |
|   | 7 Jan 14               |   |  |  |  |  |   |                |  |
| Apr14/01<br>(brought forward from 1 Apr 14) |                        | <b>West Suffolk Housing Strategy</b><br><br>The Cabinet will be asked to recommend to full Council, the adoption of the West Suffolk Housing  | Not applicable   | (R) Council 12/03/14   | Cabinet/Council                            | Rona Burt<br>Planning, Housing and Transport<br>01638 712309             | Simon Phelan<br>Head of Housing<br>01638 719440                     | All            | Report to Cabinet, with recommendations to Council |



| Ref.                              | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details   | Lead Officer Contact Details  | Wards Affected | Documents to be submitted                          |
|-----------------------------------|------------------------|---|--|--|--|--|---|----------------|--|
|                                   |                        | Strategy, which has been jointly produced with St Edmundsbury Borough Council   |  |  |  |  |   |                |  |
| Feb14/02<br><br>(b/fwd 18 Feb 14) |                        | <b>Council Tax Base for Tax Setting Purposes (including technical changes) 2014/2015</b><br><br>The Cabinet will be asked to consider the proposals for the Council Tax Base for 2014/2015, prior to its approval by full Council | Not applicable   | (R)- Council 26/02/14  | Cabinet/Council                            | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All            | Report to Cabinet, with recommendations to Council |
|                                   | 18 Feb 14              |   |  |  |  |  |   |                |  |
| Feb14/01                          |                        | <b>Revenues Collection Performance and Write-Offs</b><br><br>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt appendices  | Paragraphs 1 and 2   | (KD)   | Cabinet                                    | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All            | Report to Cabinet                                  |

| <b>Ref.</b> | <b>Expected Decision Date</b> | <b>Subject and Purpose of Decision</b>   | <b>Reason for taking item in private</b><br><br>(see Note 1 for relevant exempt paragraphs) | <b>Decision (D), Key Decision (KD) or Rec (R) to Council on date</b><br><br>(see Note 2 for Key Decision definitions) | <b>Decision Taker (see Note 3 for membership)</b> | <b>Portfolio Holder Contact Details</b>  | <b>Lead Officer Contact Details</b>  | <b>Wards Affected</b> | <b>Documents to be submitted</b>  |
|-------------|-------------------------------|--|---|---|---|--|--|-----------------------|---|
| Feb14/03    |                               | <p><b>Joint Employee Information and Communications Technology (ICT) Security Policy</b></p> <p>The Cabinet will be asked to consider a revised ICT Security Policy, which has been produced jointly with St Edmundsbury Borough Council</p>   | Not applicable  | (KD)  | Cabinet   | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245            | All                   | Report to Cabinet   |
| Feb14/04    |                               | <p><b>Corporate/ Strategic Plan</b></p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the draft Corporate/Strategic Plan, which has been produced jointly with St Edmundsbury Borough Council. It will set out the future direction of both Councils</p> | Not applicable  | (R) - Council<br>26/02/14   | Cabinet/Council                                   | James Waters<br>Leader of the<br>Council<br>07771 621038                       | Davina Howes<br>Head of Policy,<br>Communications<br>and Customers<br>01284 757070 | All                   | Recommendations of the Overview and Scrutiny Committee to Cabinet and Council |

| <b>Ref.</b>  | <b>Expected Decision Date</b> | <b>Subject and Purpose of Decision</b>  | <b>Reason for taking item in private</b><br><br>(see Note 1 for relevant exempt paragraphs) | <b>Decision (D), Key Decision (KD) or Rec (R) to Council on date</b><br><br>(see Note 2 for Key Decision definitions) | <b>Decision Taker (see Note 3 for membership)</b> | <b>Portfolio Holder Contact Details</b>  | <b>Lead Officer Contact Details</b>                                     | <b>Wards Affected</b> | <b>Documents to be submitted</b>                   |
|--|-------------------------------|---|---|---|---|--|---|-----------------------|--|
| Sep13/01<br>(deferred from 3 Sept 13)                                  |                               | <b>Joint Procurement Strategy</b><br><br>The Cabinet will be asked to recommend to full Council the adoption of a new Procurement Strategy, which has been produced jointly with St Edmundsbury Borough Council | Not applicable  | (R) - Council<br>12/03/14   | Cabinet/Council                                   | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All                   | Report to Cabinet, with recommendations to Council |
| Sep12/07<br>(deferred from 4 Sept 13, 2 Oct 12, 15 Jan 13 & 3 Sept 13) |                               | <b>2014/2015 Budget and Medium Term Financial Strategy</b><br><br>The Cabinet will be asked to recommend to full Council, the adoption of the 2014/2015 Budget and the Medium Term Financial Strategy           | Not applicable  | (R)<br>Council<br>26/02/14  | Cabinet/Council                                   | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All                   | Report to Cabinet, with recommendations to Council |
| Sep12/06<br>(deferred from 4 Sept 12, 2 Oct12, 5 Jan 13 & 3 Sept 13)   |                               | <b>Joint Capital Strategy</b><br><br>The Cabinet will be asked to recommend to full Council the adoption of a new Capital Strategy,   | Not applicable  | (R) - Council<br>26/02/14   | Cabinet/Council                                   | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All                   | Report to Cabinet, with recommendations to Council |

| <b>Ref.</b>   | <b>Expected Decision Date</b> | <b>Subject and Purpose of Decision</b>  | <b>Reason for taking item in private</b><br><br>(see Note 1 for relevant exempt paragraphs) | <b>Decision (D), Key Decision (KD) or Rec (R) to Council on date</b><br><br>(see Note 2 for Key Decision definitions) | <b>Decision Taker (see Note 3 for membership)</b> | <b>Portfolio Holder Contact Details</b>  | <b>Lead Officer Contact Details</b>                                     | <b>Wards Affected</b> | <b>Documents to be submitted</b>                   |
|---|-------------------------------|---|---|---|---|--|---|-----------------------|--|
| 13)   |                               | which has been produced jointly with St Edmundsbury Borough Council   |   |   |   |  |   |                       |  |
| Oct12/07<br>(deferred from 2 Oct 12, 15 Jan 13 & 3 Sept 13)           |                               | <b>Joint Risk Management Strategy</b><br><br>The Cabinet will be asked to recommend to full Council the adoption of a new Risk Management Strategy, which has been jointly produced with St Edmundsbury Borough Council | Not applicable  | (R) - Council 12/03/14  | Cabinet/Council                                   | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All                   | Report to Cabinet, with recommendations to Council |
| Oct12/06<br>(deferred from 2 Oct 12, 15 Jan 13, 5 Feb 13 & 3 Sept 13) |                               | <b>Joint Information and Communications Technology (ICT) Strategy</b><br><br>The Cabinet will be asked to recommend to Council the adoption of a new ICT Strategy, which has been jointly                               | Not applicable  | (R) Council 12/03/14  | Cabinet/Council                                   | Stephen Edwards<br>Resources,<br>Governance and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All                   | Report to Cabinet, with recommendations to Council |

| Ref.                                      | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details                         | Lead Officer Contact Details   | Wards Affected | Documents to be submitted   |
|---|------------------------|---|--|--|--|--|--|----------------|---|
|   |                        | produced with St Edmundsbury Borough Council  |  |  |  |  |  |                |   |
| Oct13/01<br><br>(deferred from 15 Oct 13) |                        | <b>Early Morning Restriction Orders</b><br><br>The Cabinet will consider the recommendations of the Licensing Committee in respect of seeking approval for consultation on the implementation of an Early Morning Restriction Order for licensed premises | Not applicable   | (D)  | Cabinet                                    | Nigel Roman<br>Environment and Waste<br>01638 712679     | Tom Wright<br>Business Regulation and Licensing Manager<br>01638 719223      | All            | Recommendations of the Licensing Committee to Cabinet             |
|   | 1 Apr 14               |   |  |  |  |  |  |                |   |
| Apr14/01                                  |                        | <b>West Suffolk Consultation Statement and Guidance</b><br><br>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee, in connection with the Consultation Statement and Guidance which has                     | Not applicable   | (KD)   | Cabinet                                    | Robin Millar<br>Families and Communities<br>07939 100937 | Davina Howes<br>Head of Policy, Communications and Customers<br>01284 757070 | All            | Recommendations of the Overview and Scrutiny Committee to Cabinet |

| Ref.  | Expected Decision Date | Subject and Purpose of Decision   | Reason for taking item in private<br><br>(see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date<br><br>(see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details   | Lead Officer Contact Details   | Wards Affected             | Documents to be submitted                          |
|---|------------------------|---|--|--|--|--|--|----------------------------|--|
|   |                        | been produced jointly with St Edmundsbury Borough Council   |  |  |  |  |  |                            |  |
| Jul12(b)/14<br>(deferred from 31 July, 4 Sept, 2 Oct, 6 Nov & 4 Dec12 and 15 Jan, 5 Feb & 5 Mar 13 then brought forward from Jun 13 and finally deferred from 9 Apr 13) |                        | <b>Capital Improvement Scheme – Lady Wolverton Pavilion, Newmarket</b><br><br>The Cabinet will be asked to consider the Capital Improvement Scheme for the Lady Wolverton Pavilion, Newmarket | Not applicable   | (R) Council 07/05/14   | Cabinet/Council                            | Robin Millar<br>Families and Communities<br>07939 100937<br><br>Stephen Edwards<br>Resources, Governance and Performance<br>01638 660518 | Mark Walsh<br>Head of Waste Management and Property Services<br>01284 757300 | St Mary's Ward (Newmarket) | Report to Cabinet, with recommendations to Council |
|   | 27 May 14              |   |  |  |  |  |  |                            |  |

## Meetings of Joint Committees:

### Anglia Revenues and Benefits Partnership Joint Committee

| Ref. | Expected Decision Date | Subject and Purpose of Decision | Reason for taking item in private (see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details | Lead Officer Contact Details | Wards Affected | Documents to be submitted |
|------|------------------------|---------------------------------|---|---|--|----------------------------------|------------------------------|----------------|---------------------------|
|      | 3 Oct 13               |                                 |   |   |  |                                  |                              |                |                           |
|      | 12 Dec 13              |                                 |   |   |  |                                  |                              |                |                           |

### West Suffolk Waste and Street Scene Services Joint Committee

| Ref.     | Expected Decision Date | Subject and Purpose of Decision  | Reason for taking item in private (see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership)                   | Portfolio Holder Contact Details                     | Lead Officer Contact Details   | Wards Affected | Documents to be submitted  |
|----------|------------------------|--|---|---|--|--|--|----------------|--|
|          | 18 Oct 13              |  |   |   |  |  |  |                |  |
| Oct13/01 |                        | <p><b>Procurement of Waste Transfer and Recycling Services</b></p> <p>The West Suffolk Waste and Street Scene Services Joint Committee will be</p> | Paragraph 3   | D   | West Suffolk Waste and Street Scene Services Joint Committee | Nigel Roman<br>Environment and Waste<br>01638 712679 | Mark Walsh<br>Head of Waste Management and Property Services<br>01284 757300 | All            | Report to the West Suffolk Waste and Street Scene Services Joint Committee |

| <b>Ref.</b> | <b>Expected Decision Date</b> | <b>Subject and Purpose of Decision</b>  | <b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b> | <b>Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)</b> | <b>Decision Taker (see Note 3 for membership)</b> | <b>Portfolio Holder Contact Details</b> | <b>Lead Officer Contact Details</b> | <b>Wards Affected</b> | <b>Documents to be submitted</b> |
|-------------|-------------------------------|---|--|--|---|---|-------------------------------------|-----------------------|----------------------------------|
|             |                               | asked to consider the procurement of Waste and Transfer Services, which is likely to be held in private |  |  |   |   |                                     |                       |                                  |
|             | 17 Jan 14                     |   |  |  |   |   |                                     |                       |                                  |
|             | 21 Mar 14                     |   |  |  |   |   |                                     |                       |                                  |

Joint Development Management Policies Committee

| <b>Ref.</b> | <b>Expected Decision Date</b> | <b>Subject and Purpose of Decision</b> | <b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b> | <b>Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)</b> | <b>Decision Taker (see Note 3 for membership)</b> | <b>Portfolio Holder Contact Details</b> | <b>Lead Officer Contact Details</b> | <b>Wards Affected</b> | <b>Documents to be submitted</b> |
|-------------|-------------------------------|--|--|--|---|---|-------------------------------------|-----------------------|----------------------------------|
|             |                               |  |  |  |   |   |                                     |                       |                                  |



**NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS**

**In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)**

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)**

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

## **NOTE 2: KEY DECISION DEFINITIONS**

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;

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of the Cabinet and their Portfolios:**

| <u>Cabinet Member</u>      | <u>Portfolio</u>                                       |
|----------------------------|--|
| Councillor James Waters    | Leader of the Council;<br>No portfolio                 |
| Councillor Nigel Roman     | Deputy Leader of the Council;<br>Environment and Waste |
| Councillor Stephen Edwards | Resources, Governance and Performance                  |
| Councillor David Bowman    | Economic Development and Tourism                       |
| Councillor Mrs Rona Burt   | Planning, Housing and Transport                        |
| Councillor Warwick Hirst   | Health, Leisure and Culture                            |
| Councillor Robin Millar    | Families and Communities                               |

**(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Forest Heath District Council and St Edmundsbury Borough Council):**

| <b>Full Breckland Cabinet Member</b>                 | <b>Full East Cambridgeshire District Council Cabinet Member</b>       | <b>Full Forest Heath District Council Cabinet Member</b>       | <b>Full St Edmundsbury Borough Council Cabinet Member</b>       |
|--|---|--|---|
| Councillor Paul Claussen<br>Councillor William Smith | Councillor David Ambrose-Smith<br>Councillor Peter Moakes             | Councillor Stephen Edwards<br>Councillor Robin Millar          | Councillor Robert Everitt<br>Councillor David Ray               |
| <b>Substitute Breckland Cabinet Member</b>           | <b>Substitute East Cambridgeshire District Council Cabinet Member</b> | <b>Substitute Forest Heath District Council Cabinet Member</b> | <b>Substitute St Edmundsbury Borough Council Cabinet Member</b> |
| Vacancy<br>Vacancy                                   | Vacancy<br>Vacancy  | Councillor Nigel Roman<br>Councillor James Waters              | Councillor Terry Clements<br>Councillor John Griffiths          |

**(c) Membership of the Joint Development Management Policies Committee (Forest Heath District Council and St Edmundsbury Borough Council):**

|   |  |
|---|--|
| <b>Full Forest Heath District Council Cabinet Member</b>                    | <b>Full St Edmundsbury Borough Council Cabinet Member</b>                      |
| Councillor Rona Burt<br>Councillor David Bowman<br>Councillor Warwick Hirst | Councillor Terry Clements<br>Councillor Anne Gower<br>Councillor Peter Stevens |
| <b>Substitute Forest Heath District Council Cabinet Member</b>              | <b>Substitute St Edmundsbury Borough Council Cabinet Member</b>                |
| Councillor Robin Millar<br>Councillor James Waters                          | Councillor John Griffiths<br>Councillor David Ray                              |

**(d) Membership of the West Suffolk Waste and Street Scene Services Joint Committee (Forest Heath District Council and St Edmundsbury Borough Council):**

|  |   |
|--|---|
| <b>Full Forest Heath District Council Cabinet Member</b>       | <b>Full St Edmundsbury Borough Council Cabinet Member</b> |
| Councillor Stephen Edwards<br>Councillor Nigel Roman           | Councillor Sara Mildmay-White<br>Councillor Peter Stevens |
| <b>Substitute Forest Heath District Council Cabinet Member</b> | <b>Full St Edmundsbury Borough Council Cabinet Member</b> |
| Councillor James Waters<br>Councillor David Bowman             | Councillor Terry Clements<br>Councillor Robert Everitt    |

Joy Bowes  
Head of Legal and Democratic Services  
Date: 16 September 2013