



Forest Heath District Council

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: January 2014 to May 2014

Publication Date: 9 December 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 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 (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
	7 Jan 14								
Nov13/07 (deferred from 26 Nov 13)	07/01/14	The Dome Leisure Centre, Mildenhall Mildenhall College Academy's site at Bury Road is now leased to the new Academy by Suffolk County Council and, therefore, the former management agreement for the Dome (which includes Forest Heath District Council) will also need to be renegotiated and approved by the Cabinet.	Not applicable	(KD)	Cabinet	Warwick Hirst Health, Leisure and Culture 01638 664252	Alex Wilson Director 01284 757301	All, but principally Mildenhall and surrounding villages	Report to Cabinet
Nov13/02 (deferred from 26 Nov 13)	07/01/14	West Suffolk Families and Communities Strategy The Cabinet will be asked to recommend to full Council, the adoption of the	Not applicable	(R) – Council 12/03/14	Cabinet/Council	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Policy, Communications and Customers 01284 757070	All	Recommendations of the Overview and Scrutiny Committee to Cabinet, with recommendations to Council

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		Families and Communities Strategy, which has been jointly produced with St Edmundsbury Borough Council.							
Nov13/09 (deferred from 26 Nov 13)	07/01/14	SQW Study – The Economic Impact of the Horseracing Industry centred upon Newmarket Item removed from the Plan as no formal Cabinet decision is required.				David Bowman Economic Development and Tourism 07711 593737	Andrea Mayley Head of Economic Development and Growth 01284 757343		
Nov13/10	07/01/14	Partnership Working The Cabinet will be asked to consider a matter in private session, which relates to developing cost saving opportunities by extending the benefits of a shared management team across the Anglia	Paragraph 3	(KD)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Liz Watts Director 01284 757611	All	Exempt report to Cabinet

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		Revenues and Benefits Partnership to another neighbouring local authority, in addition to those previously approved by Cabinet on 26 November 2013.							
Feb14/02 (b/fwd 18 Feb 14)	07/01/14	Council Tax Base for Tax Setting Purposes 2014/2015 Item removed from the Plan as now being presented to Council on 11 December 2013.				Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245		
	18 Feb 14								
Feb14/01	18/02/14	Revenues Collection Performance and Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet

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Feb14/03	18/02/14	<p>Joint Employee Information and Communications Technology (ICT) Security Policy</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 Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet
Feb14/04	18/02/14	<p>West Suffolk Strategic Plan</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the draft West Suffolk Strategic Plan, which has been produced jointly with St Edmundsbury Borough Council. It will set out the future direction of</p>	Not applicable	(R) - Council 26/02/14	Cabinet/Council	James Waters Leader of the Council 07771 621038	Davina Howes Head of Policy, Communications and Customers 01284 757070	All	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council

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		both Councils.							
Feb14/05	18/02/14	<p>Procurement of Waste Transfer and Recycling Services</p> <p>The Cabinet will be asked to consider the procurement of Waste and Transfer Services, which is likely to be held in private.</p>	Paragraph 3	(KD) (or possibly recommendation to Council on 26/02/14)	Cabinet/Council	Nigel Roman Environment and Waste 01638 712679	Mark Walsh Head of Waste Management and Property Services 01284 757300	All	Report to Cabinet (report also being considered by the West Suffolk Waste and Street Scene Services Joint Committee on 17 January 2014), possibly with recommendations to Council
Feb14/06	18/02/14	<p>Greater Cambridge/ Greater Peterborough LEP and the New Anglia LEP's Strategic Economic Plans</p> <p>The Cabinet will be asked to consider the LEP's Strategic Economic Plans prior to submission to the Government in March 2014.</p>	Not applicable	(KD)	Cabinet	David Bowman Economic Development and Tourism 07711 593737	Andrea Mayley Head of Economic Development and Growth 01284 757343	All	Report to Cabinet

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Feb14/07	18/02/14	<p>Annual Treasury Management and Investment Strategy 2013/2014 and April to December 2013 Performance Report</p> <p>The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2013/2014, Code of Practice, Minimum Revenues Provisions (MRP) Policy and Prudential Indicators, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) – Council 26/02/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report of the Performance and Audit Scrutiny Committee to Cabinet and Council
Feb14/08	18/02/14	<p>Review of the Cabinet’s Working Group, Steering Group, Joint Committees and Panels (following Market Ward By-</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Joy Bowes Head of Legal and Democratic Services 01284 757141	All	Report to Cabinet

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		<p>Election)</p> <p>The Cabinet will be asked to review the membership of its Working Group, Steering Group, Joint Committees and Panels, following the Market Ward By-Election held on 19 December 2013.</p>							
Feb14/09	18/02/14	<p>Review of the Council's Representation on Outside Organisations following the By-Elections for the Exning Ward and for the Market Ward</p> <p>The Cabinet will be asked to review the vacancies on the Council's representation on the outside organisations, following the By-elections for the</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Joy Bowes Head of Legal and Democratic Services 01284 757141	All	Report to Cabinet

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		Exning Ward and for the Market Ward.							
Feb14/10	18/02/14	<p>Discharge of Homelessness into Private Rented Sector Policy</p> <p>The Cabinet will be asked to consider this policy which will set out how Forest Heath District Council and St Edmundsbury Borough Council will apply the legislation in respect of discharging its homelessness duty into the private rented sector, so as to make best use of the available housing stock.</p>	Not applicable	(R) Council 12/03/14	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet, with recommendations to Council
Feb14/11	18/02/14	<p>Homelessness Temporary Accommodation Provision</p> <p>The Cabinet will be asked to consider</p>	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet

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		the business case for increased temporary accommodation across West Suffolk for homeless households and reduce the bed and breakfast usage/expenditure.							
Sep12/07 (deferred from 4 Sept 12, 2 Oct 12, 15 Jan 13 & 3 Sept 13)	18/02/14	2014/2015 Budget and Medium Term Financial Strategy 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) Council 26/02/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council
Sep12/06 (deferred from 4 Sept 12, 2 Oct12, 5 Jan 13 & 3 Sept 13)	18/02/14	Joint Capital Strategy The Cabinet will be asked to recommend to full Council the adoption of a new Capital Strategy, which has been produced jointly with	Not applicable	(R) - Council 26/02/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council

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		St Edmundsbury Borough Council.							
Oct12/07 (deferred from 2 Oct 12, 15 Jan 13 & 3 Sept 13)	18/02/14	Joint Risk Management Strategy 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 Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council
Oct12/06 (deferred from 2 Oct 12, 15 Jan 13, 5 Feb 13 & 3 Sept 13)	18/02/14	Joint Information and Communications Technology (ICT) Strategy The Cabinet will be asked to recommend to Council the adoption of a new ICT Strategy, which has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(R) Council 12/03/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council

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Oct13/01 (deferred from 15 Oct 13)	18/02/14	Early Morning Restriction Orders 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 Environment and Waste 01638 712679	Tom Wright Business Regulation and Licensing Manager 01638 719223	All	Recommendations of the Licensing Committee to Cabinet
Jan14/03 (deferred from 7 Jan 14)	18/02/14	Economic Development and Growth – Six Point Action Plan The Cabinet will be asked to consider the recommendations of the West Suffolk Joint Growth Steering Group in respect of seeking approval for the Six Point Action Plan.	Not applicable	(D)	Cabinet	David Bowman Economic Development and Tourism 07711 593737	Andrea Mayley Head of Economic Development and Growth 01284 757343	All	Recommendations of the West Suffolk Joint Growth Steering Group to Cabinet

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	1 Apr 14								
Apr14/02	01/04/14	<p>Social Housing Fraud Policy</p> <p>The Cabinet will be asked to recommend to full Council the adoption of a new Policy which will set out the procedures as to how suspected acts of Social Housing Fraud will be investigated, the actions to be taken and how they will be reported to the Council.</p>	Not applicable	(R) Council 07/05/14	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet, with recommendations to Council
	27 May 14								
Apr14/01 (brought forward from 1 Apr 14; deferred from 7 Jan 14; deferred from 18 Feb 14)	27/05/14	<p>West Suffolk Housing Strategy</p> <p>The Cabinet will be asked to approve, for consultation, the West Suffolk Housing Strategy, which has been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet

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	Sep 14 (Date tbc)								
Apr14/01 (deferred from 1 Apr 14)	Sep14	West Suffolk Housing Strategy The Cabinet will be asked to recommend to full Council, the adoption of the West Suffolk Housing Strategy, which has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(R) Council Oct 14	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet, with recommendations to Council

Meetings of Joint Committees:

Anglia Revenues and Benefits Partnership Joint Committee

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	12 Dec 13								
	13 Mar 14								
	12 Jun 14								
	11 Sep 14								
	11 Dec 14								

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
	17 Jan 14								
Jan14/01		Procurement of Waste Transfer	Paragraph 3	KD	West Suffolk Waste and	Nigel Roman Environment and	Mark Walsh Head of Waste	All	Report to the West Suffolk

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		<p>and Recycling Services The West Suffolk Waste and Street Scene Services Joint Committee will be asked to consider the procurement of Waste and Transfer Services, which is likely to be held in private</p>			Street Scene Services Joint Committee	Waste 01638 712679	Management and Property Services 01284 757300		Waste and Street Scene Services Joint Committee
	21 Mar 14								

Joint Development Management Policies Committee

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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; No portfolio
Councillor Nigel Roman	Deputy Leader of the Council; 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):

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

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

Full Forest Heath District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member
Councillor Rona Burt Councillor David Bowman Councillor Warwick Hirst	Councillor Terry Clements Councillor Anne Gower Councillor Peter Stevens
Substitute Forest Heath District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member
Councillor Robin Millar Councillor James Waters	Councillor John Griffiths 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):

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

Joy Bowes
Head of Legal and Democratic Services
Date: 9 December 2013