



# Forest Heath District Council

## Decisions Plan

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

**Date: February 2014 to May 2014**

**Publication Date: 20 January 2014**

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. It also includes intended decisions provisionally timetabled beyond 31 May 2014.

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  (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 Feb 14								
Feb14/01	18/02/14	<p><b>Revenues Collection Performance and Write-Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt appendices.</p>	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
Feb14/04	18/02/14	<p><b>West Suffolk Strategic Plan 2014/2016</b></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</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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		future direction of both Councils.							
Feb14/06	18/02/14	<p><b>Greater Cambridge/ Greater Peterborough LEP and the New Anglia LEP Strategic Economic Plans</b></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>	Paragraph 3	(KD)	Cabinet	David Bowman Economic Development and Tourism 07711 593737	Andrea Mayley Head of Economic Development and Growth 01284 757343	All	Report to Cabinet, with exempt appendices
Feb14/07	18/02/14	<p><b>Annual Treasury Management and Investment Strategy 2014/2015, Treasury Management Code of Practice and April to December 2013 Performance Report</b></p> <p>The Cabinet will be</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

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		asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2014/2015, and the Code of Practice, which must be undertaken before the start of each financial year.							
Feb14/08	18/02/14	<p><b>Review of the Cabinet’s Working Group, Steering Group, Joint Committees and Panels (following Market Ward By-Election)</b></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>	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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Feb14/09	18/02/14	<p><b>Review of the Council's Representation on Outside Organisations following the By-Elections for the Exning Ward and for the Market Ward</b></p> <p>This item has been removed from the Plan, as there is no longer a requirement to fill the vacancies on Outside Organisations which have occurred following the By-Elections for the Exning and Market Wards.</p>				Stephen Edwards Resources, Governance and Performance 01638 660518	Joy Bowes Head of Legal and Democratic Services 01284 757141		
Feb14/10	18/02/14	<p><b>Discharge of Homelessness into Private Rented Sector Policy</b></p> <p>The Cabinet will be asked to consider this policy which will set out how Forest</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

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		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.							
Feb14/13	18/02/14	<p><b>Joint Statement of Community Involvement (SCI)</b></p> <p>The Cabinet will be asked to consider the recommendations of the Local Plan Working Group in respect of seeking adoption of the Joint SCI, following consultation, which has been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(R) Council 26/02/14	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Marie Smith Place Shaping Manager 01638 719260	All	Report to Cabinet and Council, with recommendations from the Local Plan Working Group.

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Feb14/15	18/02/14	<p><b>Joint Human Resources Policies</b></p> <p>The Cabinet will be asked to recommend to Council the adoption of new Policies, relating to:</p> <ul style="list-style-type: none"> <li>(a) Organisational Change and Redundancy</li> <li>(b) Travel</li> <li>(c) Maternity and Paternity Leave and Pay</li> </ul> <p>which have been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(R) Council 12/03/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Karen Points Head of Human Resources and Organisational Development 01284 757015	All	Report to Cabinet and Council, with recommendations from the West Suffolk Joint Staff Consultative Panel
Feb14/16	18/02/14	<p><b>Criminal Convictions Policy</b></p> <p>The Cabinet will be asked to consider the recommendations of the Licensing Committee in respect of seeking approval for this new policy, which has been</p>	Not applicable	(R) Council 12/03/14	Cabinet/Council	Nigel Roman Environment and Waste 01638 712679	Tom Wright Business Regulation and Licensing Manager 01638 719223	All	Recommendations of the Licensing Committee to Cabinet and Council

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		produced jointly with St Edmundsbury Borough Council.							
Sep12/07  (deferred from 4 Sept 12, 2 Oct 12, 15 Jan 13 & 3 Sept 13)	18/02/14	<b>2014/2015 Budget and Medium Term Financial Strategy</b>  The Cabinet will be asked to recommend to full Council, the adoption of the 2014/2015 Budget and the Medium Term Financial Strategy, including the Minimum Revenues Provision (MRP) Policy and Prudential Indicators	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	<b>Joint Capital Strategy</b>  Item removed from the Plan as will be form part of the 2014/2015 Budget and Medium Term Financial Strategy (Sep12/07 above)				Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245		



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Jan14/03  (deferred from 7 Jan 14)	18/02/14	<b>West Suffolk Six Point Plan for Jobs and Growth</b>  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 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
	1 Apr 14								
Apr14/02	01/04/14	<b>Social Housing Fraud Policy</b>  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.	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

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Apr14/03	01/04/14	<b>Revenues Collection Performance and Write-Offs</b>  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
Feb14/03  (deferred from 18 Feb 14)	01/04/14	<b>Joint Employee Information and Communications Technology (ICT) Security Policy</b>  The Cabinet will be asked to consider a revised ICT Security Policy, which has been produced jointly with St Edmundsbury Borough Council.	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
Oct12/07  (deferred from 2 Oct 12,	01/04/14	<b>Joint Risk Management Strategy</b>  The Cabinet will be asked to recommend	Not applicable	(R) Council 07/05/14	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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15 Jan 13 & 3 Sept 13, & 18 Feb 14)		to full Council the adoption of a new Risk Management Strategy, which has been jointly produced with St Edmundsbury Borough Council.							
Oct12/06  (deferred from 2 Oct 12, 15 Jan 13, 5 Feb 13, 3 Sept 13 & 18 Feb 14)	01/04/14	<b>Joint Information and Communications Technology (ICT) Strategy</b> 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 07/05/14	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
Feb14/12  (deferred from 18 Feb 14)	01/04/14	<b>Joint Procurement Strategy</b>  The Cabinet will be asked to recommend to full Council the adoption of a new Procurement Strategy, which has	Not applicable	(R) Council 07/05/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council

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		been produced jointly with St Edmundsbury Borough Council.							
Feb14/05  (deferred from 18 Feb 14)	01/04/14	<b>Procurement of Waste Transfer and Recycling Services</b>  The Cabinet will be asked to consider the procurement of Waste and Transfer Services, which is likely to be held in private.	Paragraph 3	(KD) (or possibly recommendations to Council on 07/05/14)	Cabinet/Council	Nigel Roman Environment and Waste 01638 712679	Mark Walsh Head of Waste Management and Property Services 01284 757300	All	Report to Cabinet, possibly with recommendations to Council
	27 May 14								
May14/01	27/05/14	<b>Revenues Collection Performance and Write-Offs</b>  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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Apr14/01  (brought forward from 1 Apr 14; deferred from 7 Jan 14; deferred from 18 Feb 14)	27/05/14	<b>West Suffolk Housing Strategy</b>  The Cabinet will be asked to approve, for consultation, the West Suffolk Housing Strategy, which has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet
Oct13/01  (deferred from 15 Oct 13 & 18 Feb 14)	27/05/14	<b>Early Morning Restriction Orders</b>  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
Feb14/11  (deferred	27/05/14	<b>Homelessness Temporary Accommodation Provision</b>	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet

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from 18 Feb 14)		The Cabinet will be asked to consider the business case for increased temporary accommodation across West Suffolk for homeless households and reduce the bed and breakfast usage/expenditure.				01638 712309			
Feb14/14  (deferred from 18 Feb 14)	27/05/14	<b>Joint Pay Policy Statement 2014/2015</b>  The Cabinet will be asked to recommend to Council, the approval of the statutory annual Pay Policy Statement, which has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(R) Council (July 2014 – date tbc)	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Karen Points Head of Human Resources and Organisational Development 01284 757015	All	Report to Cabinet, with recommendations to Council
	Sep 14 (Date tbc)								
Apr14/01  (deferred	Sep14	<b>West Suffolk Housing Strategy</b>  The Cabinet will be	Not applicable	(R) Council Oct 14	Cabinet/Council	Rona Burt Planning, Housing and Transport	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet, with recommendations to Council

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from 1 Apr 14)		asked to recommend to full Council, the adoption of the West Suffolk Housing Strategy, which has been jointly produced with St Edmundsbury Borough Council.				01638 712309			

**Meetings of Joint Committees:**

Anglia Revenues and Benefits Partnership 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>
	13 Mar 14								
	12 Jun 14								
	11 Sep 14								
	11 Dec 14								

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>
	21 Mar 14								



Joint Development Management Policies 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

**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):**

<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 Councillor William Smith	Councillor David Ambrose-Smith Councillor Peter Moakes	Councillor Stephen Edwards Councillor Robin Millar	Councillor Robert Everitt 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 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):**

<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>
Councillor Rona Burt Councillor David Bowman Councillor Warwick Hirst	Councillor Terry Clements Councillor Anne Gower Councillor Peter Stevens
<b>Substitute Forest Heath District Council Cabinet Member</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Member</b>
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):**

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