



# Forest Heath District Council

## **Decisions Plan**

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

**Date: May 2014 to May 2015**

**Publication Date: 28 April 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 2015. 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  (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
	27 May 14								
May14/01	27/05/14	<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 with exempt appendices
May14/03	27/05/14	<p><b>Annual Review and Appointment of the Cabinet's Working Group, Joint Committees/ Panels and Other Groups</b></p> <p>The Cabinet will be asked to review and appoint the membership of its Working Group, Joint Committees/Panels and other Groups for 2014/2015.</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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May14/04	27/05/14	<p><b>Learning and Development Policy</b></p> <p>The Cabinet will be asked to recommend to Council, the approval of a single joint Learning and Development Policy, which has been produced with St Edmundsbury Borough Council.</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Karen Points Head of Human Resources and Organisational Development 01284 757015	All	Report to Cabinet
Feb14/11  (deferred from 18 Feb 14)	27/05/14	<p><b>Homelessness Temporary Accommodation Provision</b></p> <p>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.</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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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 16/07/14	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, with recommendations to Council
Feb14/03  (deferred from 18 Feb 14; 1 Apr 14)	27/05/14	<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

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Apr14/02  (deferred from 1 Apr 14)	27/05/14	<b>Social Housing Fraud Policy</b>  Item removed from the Plan as will be incorporated within the overarching Anti-Fraud and Corruption Strategy. This Strategy is due to be considered by the Cabinet on 15 July 2014.				Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440		
Feb14/05  (deferred from 18 Feb 14 & 1 Apr 14)	27/05/14	<b>Procurement of Waste Transfer and Recycling Services</b>  Item removed from the Plan, as it is considered that a Cabinet decision is not required.				Nigel Roman Environment and Waste 01638 712679	Mark Walsh Head of Waste Management and Property Services 01284 757300		
	15 Jul 14								
Jul14/01	15/07/14	<b>Joint Annual Report against Forest Heath District Council Strategic Plan 2012-2016</b>	Not applicable	(KD)	Cabinet	James Waters Leader of the Council 07771 621038	Davina Howes Head of Policy, Communications and Customers 01284 757070	All	Report to Cabinet

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		The Cabinet will consider the findings of the joint annual review of the Forest Heath Strategic Plan 2012-2016, which will report on progress against both Forest Heath District Council and St Edmundsbury Borough Council priorities, commitments and actions contained in the Corporate Plan 2012-2016 (SEBC) and the Strategic Plan 2012-2016 (FHDC).							
Jul14/02	15/07/14	<p><b>West Suffolk Joint Anti-Fraud and Anti-Corruption Strategy</b></p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee in respect</p>	Not applicable	(R) - Council 16/07/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Recommendations from the Performance and Audit Scrutiny Committee to Cabinet and Council

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		of the adoption of a new Anti-Fraud and Corruption Strategy, which has been produced jointly with St Edmundsbury Borough Council.							
Jul14/03	15/07/14	<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 with exempt appendices
Jul14/04	15/07/14	<p><b>West Suffolk Financial Procedure Rules</b></p> <p>The Cabinet will be asked to recommend to full Council the adoption of new Financial Procedure Rules, which have been produced jointly with St Edmundsbury</p>	Not applicable	(R) - Council 16/07/14	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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		Borough Council.							
Feb14/12  (deferred from 18 Feb 14; 1 Apr 14)	15/07/14	<b>West Suffolk Procurement Strategy</b>  The Cabinet will be asked to consider the adoption of a new Procurement Strategy, 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
Oct13/01  (deferred from 15 Oct 13, 18 Feb 14 & 27 May 14)	15/07/14	<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



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May 14/02  (deferred from 27 May 14)	15/07/14	<b>West Suffolk Contract Procedure Rules</b>  The Cabinet will be asked to recommend to full Council the adoption of new Contract Procedures Rules, which have been produced jointly with St Edmundsbury Borough Council.	Not applicable	(R) - Council 16/07/14	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 Feb 14; 1 Apr 14 & 27 May 14)	15/07/14	<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 16/07/14	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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Apr14/01  (brought forward from 1 Apr 14; deferred from 7 Jan 14; 18 Feb 14 and 27 May 14)	15/07/14	<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
	16 Sep 14								
Sep14/01	16/09/14	<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 with exempt appendices
Sep14/02	16/09/14	<b>Joint Tree Management Strategy</b>  The Cabinet will be asked to adopt (or	Not applicable	(D)/(KD) (To be confirmed)	Cabinet/ (Council) (To be confirmed)	Warwick Hirst Health, Leisure and Culture 01638 664252	Neil Anthony Head of Leisure, Culture and Communities 01284 757064	All	Report to Cabinet (with recommendations to Council)

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		recommend) a new Tree Management Strategy, which has been provided jointly with St Edmundsbury Borough Council.							
	28 Oct 14								
Oct14/01	28/10/14	<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 with exempt appendices
Oct14/02	28/10/14	<p><b>Developing a Sustainable Budget 2015/2016</b></p> <p>The Cabinet will be asked to make decisions on Phase 1 proposals for achieving a sustainable budget in 2015/2016.</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	<p>Rachael Mann Head of Resources and Performance 01638 719245</p> <p>Davina Howes Head of Policy, Communications and Customers 01284 757070</p>	All	Report to Cabinet

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Oct12/07  (deferred from 2 Oct 12, 15 Jan 13, 3 Sept 13, 18 Feb 14 & 1 Apr 14)	28/10/14	<b>Joint Risk Management Strategy</b>  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 10/12/14	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
Apr14/01  (deferred from 1 Apr 14 & 16 Sep 14)	28/10/14	<b>West Suffolk Housing Strategy</b>  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 10/12/14	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
	9 Dec 14								
Dec14/01	09/12/14	<b>Revenues Collection Performance and</b>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources, Governance and	Rachael Mann Head of Resources and	All	Report to Cabinet with exempt appendices

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		<p><b>Write-Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt appendices.</p>				Performance 01638 660518	Performance 01638 719245		
	17 Feb 15								
Feb15/01	17/02/15	<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 with exempt appendices
Feb15/02	17/02/15	<p><b>Annual Treasury Management and Investment Strategy 2014/2015, Treasury Management Code of Practice and April to December 2014 Performance Report</b></p>	Not applicable	(R) - Council 27/02/15	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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		The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2015/2016 and the Code of Practice, which must be undertaken before the start of each financial year.							
Feb15/03	17/02/15	<p><b>2015/2016 Budget and Medium Term Financial Strategy</b></p> <p>The Cabinet will be asked to recommend to full Council, the adoption of the 2015/2016 Budget and the Medium Term Financial Strategy, including the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) - Council 27/02/15	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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31 Mar 15									
Mar15/01	31/03/15	<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 with exempt appendices

**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>
	12 Jun 14								
	11 Sep 14								
	11 Dec 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; 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, St Edmundsbury Borough Council and Fenland District Council (with effect from 1 April 2014)):**

<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>	<b>Full Fenland District Council Cabinet Member</b>
Councillor Paul Claussen Councillor William Smith	Councillor David Ambrose-Smith Councillor Peter Moakes	Councillor Stephen Edwards Councillor Robin Millar	Vacancy (with effect from 15/05/14) Councillor David Ray	To be confirmed To be confirmed
<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>	<b>Substitute Fenland District Council Cabinet Member</b>
Vacancy Vacancy	Vacancy Vacancy	Councillor Nigel Roman Councillor James Waters	Councillor Terry Clements Councillor John Griffiths	To be confirmed To be confirmed

**(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

Joy Bowes  
Head of Legal and Democratic Services  
Date: 28 April 2014