



Forest Heath District Council

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: September 2014 to May 2015

Publication Date: 18 August 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 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
JOINT MEETING	16 Sep 14								
Sep14/01	16/09/14	<p>Revenues Collection Performance and Write-Offs</p> <p>This item has been removed from the Plan as there is not a requirement to write-off outstanding debts.</p>				Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245		
Sep14/02	16/09/14	<p>West Suffolk Joint Tree Management Policy</p> <p>The Cabinet will be asked to adopt a new Tree Management Policy, which has been provided jointly with St Edmundsbury Borough Council.</p>	Not applicable	(KD)	Cabinet	Warwick Hirst Health, Leisure and Culture 01638 664252	Neil Anthony Head of Leisure, Culture and Communities 01284 757064	All	Report to Cabinet

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Sep14/03	16/09/14	<p>Housing Adaptations</p> <p>The Cabinet will consider new ways of funding a more integrated Housing Adaptations approach and how this links to Better Care Funding.</p>	Not applicable	(KD)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet
Sep14/04	16/09/14	<p>Development Management Enforcement – West Suffolk</p> <p>This item has been removed from the Plan as the Chief Executive has exercised his urgency powers.</p>				Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Regulatory Services 01284 757306		
Sep14/05	16/09/14	<p>Annual Treasury Management Report 2013/2014</p> <p>The Cabinet will be asked to recommend to full Council approval of the</p>	Not applicable	(R) – Council 8/10/14	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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		recommendations of the Performance and Audit Scrutiny Committee in respect of the Annual Treasury Management Report 2013/2014.							
Sep14/06	16/09/14	Local Government Ombudsman Complaint Upheld – July 2014 The Cabinet will be asked to agree the level of compensation as proposed by the Local Government Ombudsman.	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet
Apr14/01 (deferred from 1 Apr 14, 16 Sep 14 and brought forward	16/09/14	West Suffolk Housing Strategy The Cabinet will be asked to consider the recommendations of the Overview & Scrutiny Committee and recommend to	Not applicable	(R) - Council 8/10/14	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Recommendations of the Overview & Scrutiny Committee or direct report to Cabinet and Council

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from 28 Oct 14)		full Council, the adoption of the West Suffolk Housing Strategy, which has been jointly produced with St Edmundsbury Borough Council.							
	28 Oct 14								
Oct14/01	28/10/14	<p>Revenues Collection Performance and Write-Offs</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>Developing a Sustainable Budget 2015/2016</p> <p>The Cabinet will be asked to make decisions on Phase 1 proposals for achieving a sustainable budget in</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Davina Howes Head of Policy, Communications and Customers	All	Report to Cabinet

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		2015/2016.					01284 757070		
Oct14/03	28/10/14	<p>Local Housing Investment Options – Provision of Commercial Loans</p> <p>The Cabinet will be asked to recommend to Council the business case for the provision of commercial loan(s) to Registered Providers/Not for Profit Community Organisations.</p>	Paragraph 3	(R) – Council 10/12/14	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719245	All	Report to Cabinet, with recommendations to Council
Oct14/04	28/10/14	<p>Local Housing Investment Options – Council Owned Housing Company</p> <p>The Cabinet will be asked to recommend to Council the business case for the establishment of a wholly Council owned Housing</p>	Paragraph 3	(R) – Council 10/12/14	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719245	All	Report to Cabinet, with recommendations to Council

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		Company.							
Oct14/05	28/10/14	<p>A Housing and Health Charter for Suffolk</p> <p>The Cabinet will be asked to consider and endorse the Housing and Health Charter for Suffolk, which sets out how the Council can work more closely with the Health and Wellbeing Board and other partners to deliver housing related services.</p>	Not applicable	(KD)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719245	All	Report to Cabinet
Oct14/06	28/10/14	<p>Workforce Strategy for West Suffolk 2014-2018</p> <p>The Cabinet will be asked to consider the recommendations from the West Suffolk Joint Staff Consultative Panel, to approve the</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Karen Points Head of Resources and Organisational Development 01284 757015	All	Report to Cabinet, with recommendations from the West Suffolk Joint Staff Consultative Panel

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		Workforce Strategy for West Suffolk from 2014-2018, which has been produced jointly with St Edmundsbury Borough Council.							
Oct12/07 (deferred from 2 Oct 12, 15 Jan 13, 3 Sept 13, 18 Feb 14 & 1 Apr 14)	28/10/14	Joint Risk Management Strategy This item has been removed from the Plan and will be rescheduled for consideration later in the year.				Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245		
Oct12/06 (deferred from 2 Oct 12, 15 Jan 13, 5 Feb 13, 3 Sept 13, 18	28/10/14	Joint Information and Communications Technology (ICT) Strategy The Cabinet will be asked to recommend to Council the adoption of a new ICT Strategy, which	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

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Feb 14; 1 Apr 14, 27 May 14, 15 Jul 14 & 16 Sep 14)		has been jointly produced with St Edmundsbury Borough Council.							
	9 Dec 14								
Dec14/01	09/12/14	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 with exempt appendices
Dec14/02	09/12/14	West Suffolk Homelessness Strategy The Cabinet will be asked to approve the West Suffolk Homelessness Strategy for consultation, which has been jointly	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719245	All	Report to Cabinet

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		produced with St Edmundsbury Borough Council.							
	17 Feb 15								
Feb15/01	17/02/15	<p>Revenues Collection Performance and Write-Offs</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>Annual Treasury Management and Investment Strategy 2015/2016, Treasury Management Code of Practice and April to December 2014 Performance Report</p> <p>The Cabinet will be asked to recommend to full Council the</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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		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>Budget and Council Tax: 2015/2016</p> <p>The Cabinet will consider the proposals for the 2015/2016 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes 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
Feb15/04	17/02/15	<p>West Suffolk Homelessness Strategy</p>	Not applicable	(R) - Council 27/02/15	Cabinet/Council	Rona Burt Planning, Housing and	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet, with recommendations

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		The Cabinet will be asked to consider the adoption of the West Suffolk Homelessness Strategy, which has been jointly produced with St Edmundsbury Borough Council.				Transport 01638 712309			to Council
	31 Mar 15								
Mar15/01	31/03/15	<p>Revenues Collection Performance and Write-Offs</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

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
	11 Sep 14								
ARP/ Sep14/01		<p>New Partner Business Cases</p> <p>The Anglia Revenues and Benefits Partnership Joint Committee will be asked to consider business cases for Waveney and Suffolk Coastal District Councils, with a view to these councils potentially joining the Partnership. The Cabinet will then be asked to consider the recommendations of the Joint Committee.</p>	Paragraph 3	(KD)	ARP Joint Committee/ Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Liz Watts Director 01284 757252	All	Exempt report to ARP Joint Committee and Cabinet
	11 Dec 14								
	19 Mar 15								
	18 Jun 15								

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	17 Sep 15								
	17 Dec 15								

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, St Edmundsbury Borough Council and Fenland District Council (with effect from 1 April 2014)):

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	Full Fenland District Council Cabinet Member
Councillor Paul Claussen Councillor William Smith	Councillor David Ambrose-Smith Councillor Lis Every	Councillor Stephen Edwards Councillor Nigel Roman	Councillor David Ray Vacancy	Councillor John Clark Councillor Chris Seaton
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	Substitute Fenland District Council Cabinet Member
Vacancy Vacancy	Vacancy Vacancy	Councillor James Waters Vacancy	Councillor Terry Clements Councillor John Griffiths	Vacancy Vacancy

(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

Joy Bowes
Head of Legal and Democratic Services
Date: 18 August 2014