



Forest Heath District Council

Cabinet Decisions Notice

(Published: Wednesday 14 September 2016)

The following decisions were taken by the Cabinet on **Tuesday 13 September 2016** and, if not called in by Councillors, will come into operation on Thursday 22 September 2016. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council's Constitution, by at least five Councillors submitting the required call-in request form to the Head of HR, Legal and Democratic Services (e-mail: democratic.services@westsuffolk.gov.uk) by **5.00 pm on Wednesday 21 September 2016**.

Should you have a query regarding any of the decisions taken, 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. Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format firstname.surname@forest-heath.gov.uk. Contact may also be made via Democratic Services, Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Agenda Item and Report No.	Declarations of Interest/Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 5 CAB/FH/16/032	None	<u>Report of the Overview and Scrutiny Committee: 9 June 2016</u> RESOLVED: That the contents of the report be noted.	The report set out the decisions which had been made by the Overview and Scrutiny Committee at their meeting on 9 June 2016.	The Overview and Scrutiny Committee had considered the options in detail at their meeting on 9 June 2016.	<u>Chairman of the Committee:</u> Cllr Simon Cole 07974 443762 <u>Officer:</u> Christine Brain Democratic Services Officer (Scrutiny) 01638 719729
Item No. 6 CAB/FH/16/033	None	<u>Report of the Overview and Scrutiny Committee: 21 July 2016</u> RESOLVED:	The report set out the decisions which had been made by the Overview and Scrutiny Committee at their meeting on 21 July 2016.	The Overview and Scrutiny Committee had considered the options in detail at their meeting on 21	<u>Chairman of the Committee:</u> Cllr Simon Cole 07974 443762

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		That the contents of the report be noted.		July 2016.	<u>Officer:</u> Christine Brain Democratic Services Officer (Scrutiny) 01638 719729
Item No. 7 CAB/FH/16/034	None	<u>Report of the Anglia Revenues and Benefits Partnership Joint Committee: 21 June 2016</u> RESOLVED: That the contents of the report be noted.	The report set out the decisions which had been made by the Anglian Revenues and Benefits Partnership Joint Committee at their meeting on 21 June 2016.	The Anglia Revenues and Benefits Partnership Joint Committee had considered the options in detail at their meeting on 21 June 2016.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518 <u>Officer:</u> Jill Korwin Director 01284 757252
Item No. 8 CAB/FH/16/035	None	<u>Report of the Performance and Audit Scrutiny Committee: 27 July 2016</u> RESOLVED: That the contents of the report be noted.	The report set out the decisions which had been made by the Performance and Audit Scrutiny Committee at their meeting on 27 July 2016.	The Performance and Audit Scrutiny Committee had considered the options in detail at their meeting on 27 July 2016.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518 <u>Chairman of the Committee:</u> Cllr Louis Busuttil 01638 810517 <u>Officer:</u> Christine Brain Democratic Services Officer (Scrutiny) 01638 719729

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Item No. 9 CAB/FH/16/036	None	<p><u>Recommendations of the Performance and Audit Scrutiny Committee: 27 July 2016 - Annual Treasury Management Report 2015/2016 and Investment Activity (1 April to 30 June 2016)</u></p> <p>RECOMMENDED TO COUNCIL (28 September 2016):</p> <p>The Annual Treasury Management Report 2015-2016, attached at Attachment 1 to Report No PAS/FH/16/009), be approved.</p>	The Cabinet is required to consider the Annual Treasury Management Report for 2015/2016 prior to seeking its approval by full Council.	As it is a requirement of the Chartered Institute of Public Finance and Accountancy for full Council to approve the Annual Treasury Management report, no other options were considered.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518</p> <p><u>Chairman of the Committee:</u> Cllr Louis Busuttil 01638 810517</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245</p>
Item No. 10 CAB/FH/16/037	None	<p><u>West Suffolk Joint Pay Policy Statement 2016/2017</u></p> <p>RECOMMENDED TO COUNCIL (28 September 2016):</p> <p>That the West Suffolk Joint Pay Policy Statement for 2016/2017, as contained in Appendix 1 to Report No: CAB/FH/16/037, be approved.</p>	Local Authorities were required to annually produce a Pay Policy Statement, which was subject to full Council approval.	As it was a legal requirement to produce a Pay Policy Statement on an annual basis, no other options were considered.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518</p> <p><u>Officer:</u> Karen Points Head of HR, Legal & Democratic Services 01284 757015</p>
Item No. 11 CAB/FH/16/038	None	<p><u>Recommendations of the West Suffolk Joint Staff Consultative Panel: 25 July 2016 - West Suffolk Human Resources Policies</u></p> <p>RESOLVED: That subject to the addition of a</p>	The Cabinet supported the production of new Human Resource policies and strategies for West Suffolk, which had been prepared in accordance with current employment legislation and good practice. The policies and	Not to produce new HR policies and strategies. However, this could result in documentation and procedures not	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518</p>

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		<p>paragraph to the Workplace Wellbeing Strategy to explain the role of the Workplace Wellbeing Charter, the following West Suffolk Human Resources Policies, as contained in Appendices 1 to 4 respectively to Report No: JSP/JT/16/003 be approved:</p> <ul style="list-style-type: none"> • Workplace Wellbeing Strategy 2016-2019 • Mental Health at Work Policy 2016 • Mentoring Policy 2016 • Mediation Policy 2016 	<p>procedures were also written with ACAS best practice in mind and consultation on their content had been undertaken with UNISON, the Council's recognised union.</p>	<p>aligning with current employment legislation or best practice.</p>	<p><u>Officer:</u> Karen Points Head of HR, Legal and Democratic Services 01284 757015</p>
<p>Item No. 13 CAB/FH/16/040 (with exempt Appendices)</p>	<p>None</p>	<p><u>Revenues Collection and Performance Write-Offs</u></p> <p>RESOLVED:</p> <p>That the write-off of the amounts detailed in the exempt Appendices to Report No CAB/FH/16/040 be approved, as follows:</p> <ol style="list-style-type: none"> 1. Exempt Appendix 1: Housing Benefit Overpayment totalling £9,812.86. 2. Exempt Appendix 2: FHDC Debtor Write-Off totalling £2,971.92. 3. Exempt Appendix 3: Business Rates (<i>Urgent Decision</i>)* <ol style="list-style-type: none"> (a) Delegated authority be given to the Head of Resources and 	<p>The total amounts detailed in the decision would be written-off. Detailed reasons for the decisions were included in Exempt Appendices 1, 2 and 3 attached to the report.</p>	<p>The Council currently used the services of the ARP Enforcement Agency to assist in the collection of business rates and also had online tracing facilities. It was not considered appropriate to pass the debt onto another agency. In the event that a written-off debt became recoverable, the amount would be written back on and enforcement procedures were re-established.</p>	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245</p>

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		<p>Performance, in consultation with the Leader of the Council, to write-off an amount, as set out in Exempt Appendix 3.</p> <p>(b) Delegated authority be given to the Head of Resources and Performance to write-off the daily rate of business rates accruing for the next 14 days.</p> <p><i>(*The settlement of this outstanding debt will be agreed, by consent, with funds only being available for a limited time. Once settled, the agreement will not be open for change at a later stage legally and any call-in would be incapable of altering the Cabinet's decision. Therefore, due to this urgency, the Chairman of the Overview and Scrutiny Committee had previously agreed that this Cabinet decision should be exempted from the Call-in procedure, in line with Part 4: Overview and Scrutiny Committee Procedure Rules (paragraph 14.4) of the Council's Constitution.</i></p>			

Karen Points
Head of HR, Legal and Democratic Services
14 September 2016