



Forest Heath District Council

Cabinet Decisions Notice (Published: Thursday 18 May 2017)

The following decisions were taken by the Cabinet on **Tuesday 16 May 2017** and, if not called in by Councillors, will come into operation on Friday 26 May 2017. 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 Assistant Director (HR, Legal and Democratic Services) (e-mail: democratic.services@westsuffolk.gov.uk) by **5.00 pm on Thursday 25 May 2017**.

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/17/020	None	<u>Report of the Overview and Scrutiny Committee: 20 April 2017</u> RESOLVED: That the contents of Report No: CAB/FH/17/020, being the report of the Overview and Scrutiny Committee, be noted.	The report set out the decisions which had been made by the Overview and Scrutiny Committee at their meeting on 20 April 2017.	The Overview and Scrutiny Committee had considered the options in detail at their meeting on 20 April 2017.	<u>Chairman of the Committee:</u> Cllr Simon Cole 07974 443762 <u>Officer:</u> Christine Brain Democratic Services Officer (Scrutiny) 01638 719729

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. 6 CAB/FH/17/021	None	<p><u>Report of the Anglia Revenues and Benefits Partnership Joint Committee: 28 March 2017</u></p> <p>RESOLVED:</p> <p>That the content of Report No: CAB/FH/17/021, being the report of the Overview and Scrutiny Committee, be noted.</p>	The report set out the decisions which had been made by the ARP Joint Committee at their meeting on 28 March 2017.	The ARP Joint Committee had considered the options in detail at their meeting on 28 March 2017.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982</p> <p><u>Officer:</u> Jill Korwin Director 01284 757252</p>
Item No. 7 CAB/FH/17/022	None	<p><u>Restructure Proposal for the Housing Options and Homelessness Team</u></p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> 1. The additional statutory duties which will be in place as a result of the Homelessness Reduction Act, be noted. 2. The service be restructured and that an additional 6.8 FTE staff be required to meet the new statutory duties. 3. The funding of the additional posts be secured from the Flexible Homelessness Reduction Grant. 	This report considered the additional staffing resources which would be required to meet the requirements of the new Homelessness Reduction Act and the impact of other welfare reforms, funded from the Flexible Homelessness Reduction Grant.	The Council could choose not to increase its staffing and/or retain its current structure. However, it was considered that the status quo was not fit for purpose in terms of the new demands imposed by the Homelessness Reduction Act and other welfare reforms.	<p><u>Portfolio Holders:</u> Cllr Robin Millar 07545 423782</p> <p>Cllr Sara Mildmay-White West Suffolk Lead for Housing 01359 423782 sara.mildmay-white@stedsbc.gov.uk</p> <p><u>Officer:</u> Davina Howes Assistant Director (Families and Communities) 01284 757070</p>

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. 8 CAB/FH/17/023	None	<p><u>Annual Review of Cabinet's Working Groups, Joint Committees/Panels and Other Groups</u></p> <p>RESOLVED:</p> <p><u>Current Cabinet Working Group: Forest Heath District Council Membership only</u></p> <p>1. That:-</p> <p>(a) The Local Plan Working Group continues to operate at the present time in accordance with its current Terms of Reference, as detailed in Appendix A to Report No CAB/FH/17/023.</p> <p>(b) The future direction of the Local Plan Working Group, as outlined in Section 1.2.2 of Report No CAB/FH/17/023, be noted.</p> <p><u>Current Joint Panels and Steering Group: Joint Membership with St Edmundsbury Borough Council</u></p> <p>2. That the West Suffolk Joint Growth Steering Group</p>	The Cabinet was requested to review the membership and the Terms of Reference of its Working Group, Joint Committees/Panels and other Groups for the year 2017/2018. The existing/proposed amended Terms of Reference were set out in Appendices A to E of the report.	Not to undertake a review, however, it was considered sensible to review the purpose and remit of the Cabinet's Working Group, Joint Committees/ Panels and other Groups to ensure that they remained productive and in line with the Council's strategic priorities.	<p><u>Portfolio Holder:</u> Cllr James Waters 07771 621038</p> <p><u>Lead Officers:</u> Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015</p> <p>Leah Mickleborough Service Manager (Democratic Services) and Monitoring Officer 01284 757162</p>

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
		<p>continues to operate in accordance with its amended Terms of Reference contained in Appendix B to Report No: CAB/FH/17/023.</p> <p>3. That:-</p> <p>(a) The West Suffolk Joint Emergency Planning Panel be disbanded.</p> <p>(b) Relevant updates be provided to all councillors on emergency planning matters via the intranet and e-mail as required, and to use normal Cabinet or scrutiny mechanisms to input to, and adopt, any work by the Suffolk Joint Emergency Planning Policy Panel.</p> <p>4. That:-</p> <p>(a) The West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in</p>			

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
		<p>Appendices D and E to Report No: CAB/FH/17/023 respectively.</p> <p>(b) Periodical meetings of the Joint Panels continue to be scheduled as and when required, but with regard to the discussion outlined in Section 1.3.16.</p> <p><u>Political Balance</u></p> <p>5. That:-</p> <p>(a) The Service Manager (Democratic Services) and Monitoring Officer be requested to exercise their existing delegated authority to re-appoint or appoint as applicable, Members and Substitute Members to the Local Plan Working Group, West Suffolk Joint Growth Steering Group, West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel for 2017/2018, on the nominations of the Group</p>			

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
		<p>Leaders.</p> <p>(b) Such re-appointments/appointments be made on the basis of political balance requirements, where applicable and identified in Report No CAB/FH/17/023.</p> <p><u>Joint Committees: Anglia Revenues and Benefits Partnership Joint Committee</u></p> <p>6. That the Service Manager (Democratic Services) and Monitoring Officer be requested to exercise their existing delegated authority to re-appoint or appoint as applicable, one full Cabinet Member and two Substitute Cabinet Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2017/2018, on the nomination of the Leader of the Council.</p> <p><u>Other Informal Working Groups</u></p> <p>7. That:-</p> <p>(a) The Cabinet's existing informal Working</p>			

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
		<p>Groups be retained as indicated in Section 1.6.2 of Report No: CAB/FH/17/023.</p> <p>(b) Provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2017/2018.</p> <p><u>Re-appointment of Representatives to Outside Bodies</u></p> <p>8. The Members stated in Section 1.7.2 of Report No: CAB/FH/17/023 be re-appointed as 'Observers' to the respective outside bodies listed and that the Leader or ex-officio appointments to the project or partnership groups listed in Section 1.7.3, be noted.</p>			

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. 10 CAB/FH/17/025	None	<p><u>Revenues Collection and Performance Write-Offs</u></p> <p>RESOLVED:</p> <p>That the write-offs of the amount detailed in the exempt Appendix 1 to Report No: CAB/FH/17/025, be approved, as follows:</p> <p>1. Exempt Appendix 1: Business Rates totalling £21,477.32.</p>	The total amount detailed in the decision would be written-off. Detailed reasons for the decision were included in Exempt Appendix 1 to Report No: CAB/FH/17/025.	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 was written back on and enforcement procedures were re-established.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982</p> <p><u>Officer:</u> Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>

Karen Points
Assistant Director (HR, Legal and Democratic Services)
18 May 2017