



Forest Heath District Council

Cabinet Decisions Notice (Published: Thursday 5 April 2018)

The following decisions were taken by the Cabinet on **Tuesday 3 April 2018** and, if not called in by Councillors, will come into operation on Friday 13 April 2018. 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 Service Manager (Democratic Services)/Monitoring Officer (e-mail: democratic.services@westsuffolk.gov.uk) **by 5.00 pm on Thursday 12 April 2018.**

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/18/020	None	<u>Report of the Overview and Scrutiny Committee: 8 March 2018</u> RESOLVED: That the contents of Report No: CAB/FH/18/020, 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 8 March 2018.	The Overview and Scrutiny Committee had considered the options in detail at their meeting on 8 March 2018.	<u>Chairman of Committee:</u> Cllr Simon Cole 07974 443762 <u>Officer:</u> Christine Brain Democratic Services Officer (Scrutiny) 01638 719729

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Item No. 6 CAB/FH/18/021	None	<p><u>Recommendations of the Overview and Scrutiny Committee: 8 March 2018 - West Suffolk Information Framework</u></p> <p>RESOLVED:</p> <p>That the West Suffolk Information Framework, attached as Appendix A to Report No: OAS/FH/18/007, be approved.</p>	The Cabinet supported the work of the Overview and Scrutiny Committee in shaping the Information Framework, agreeing with the vision regarding using information to its maximum potential in West Suffolk, in order to improve services and create better outcomes for its residents, customers, visitors, businesses, partners and communities and in line with the key principles set out in the report.	It was not compulsory for councils to have an Information Framework in place, however, this could result in a lack of direction and outcomes that councillors and staff were working towards.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982</p> <p><u>Chairman of Committee:</u> Cllr Simon Cole 07974 443762</p> <p><u>Officer:</u> Rachael Mann Assistant Director (Resources and Performance) 01284 719245</p>
Item No. 7 CAB/FH/18/022	None	<p><u>Recommendations of the Overview and Scrutiny Committee: 8 March 2018 - Lettings Policy</u></p> <p>RESOLVED:</p> <p>That the revised Lettings Policy, attached at Appendix 1 to Report No: OAS/FH/18/005, be approved.</p>	Revisions were required as a result of recent case law and to ensure that the Lettings Policy was compliant with the requirements of the Homelessness Reduction Act 2017 which came into force on 3 April 2018. The Cabinet supported the proposed changes, having noted that the revisions had been subject to consultation and agreement of the Home-Link (Choice Based Lettings Scheme) partners of the Cambridge and West Suffolk sub-region.	To continue with the current Lettings Policy. However this would mean the West Suffolk Councils would not be compliant with the requirements of the Homelessness Reduction Act 2017 or consistent with other councils within the Home-Link scheme.	<p><u>Portfolio Holder:</u> Cllr Sara Mildmay-White 01359 270580 Sara.mildmay-white@stedsbc.gov.uk</p> <p><u>Chairman of Committee:</u> Cllr Simon Cole 07974 443762</p> <p><u>Officer:</u> Davina Howes Assistant</p>

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					Director (Families and Communities) 01284 757070
Item No. 8 CAB/FH/18/023	None	<p><u>Tackling Rogue Landlords: Civil Sanctions Policy</u></p> <p>RESOLVED:</p> <p>That the Housing Standards – Civil Sanctions Policy contained in Appendix A to Report No: CAB/FH/18/023, which describes the new measures and sanctions which will support existing enforcement work and pro-active inspection programmes, be adopted and</p> <p>RECOMMENDED TO COUNCIL: (25 April 2018)</p> <p>That the new delegations regarding the enforcement powers be incorporated into the Scheme of Delegation, contained in Part 3 of the Constitution, to enable these sanctions to be enforced.</p>	Adoption of the new Civil Sanctions Policy would enable the West Suffolk Councils (Forest Heath District and St Edmundsbury Borough) to make use of new enforcement powers to tackle the small number of rogue landlords in West Suffolk and improve the wellbeing of tenants. Approval of the necessary delegations to enable the enforcement powers to be exercised by appropriate Officers would be sought by Council on 25 April 2018.	The West Suffolk Councils could choose not to adopt the new policy but would not then be able to make use of the new legislation and sanctions. The approval of a policy was favourable in that it enabled the small number of rogue landlords to be tackled and the interests of tenants and compliant landlords to be protected.	<p><u>Portfolio Holder:</u> Cllr Sara Mildmay-White 01359 270580 Sara.mildmay-white@stedsbcc.gov.uk</p> <p><u>Officer:</u> Andrew Newman Service Manager (Housing Standards) 01638 719276</p>

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Item No. 9 CAB/FH/18/024	None	<u>Workforce Strategy 2018-2020</u> RESOLVED: That the Workforce Strategy as contained in Appendix 1 to Report No: CAB/FH/18/024, be approved.	The Workforce Strategy set out the West Suffolk Councils' vision for their people and identified the areas needed to focus on to achieve their ambitions. It looked at the composition of the workforce and the current skills set and the skills needed for the future. It identified how the Councils would continue to recruit and develop their workforce and work with their communities to make sure the right people, the right skills and the right behaviours were in place. The Strategy aimed to enable West Suffolk to be a confident, co-operative and high performing organisation in every aspect of its work addressing the needs of its customers and communities, together with promoting West Suffolk as an employer of choice.	Not to produce a Workforce Strategy. However, the vision and direction for its people would not necessarily be clearly identified, nor would the areas needed to focus on to achieve the ambitions and priorities set out in the West Suffolk Strategic Plan for addressing the needs of customers and communities be clearly acknowledged.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982 <u>Officer:</u> Wendy Canham Service Manager (Human Resources & Organisational Development) 01284 757006
Item No. 11 CAB/FH/18/026 (with Exempt Appendices)	None	<u>Revenues Collection Performance and Write-Offs</u> RESOLVED: That the write-off of the amounts detailed in the exempt Appendices to Report No:	The total amounts detailed in the decision would be written-off. Detailed reasons for the decisions were included in the Exempt Appendices 1, 2 and 3 to Report No: CAB/FH/18/026.	The Council currently used the services of the ARP Enforcement Agency to assist in the collection of business rates and also had online	<u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982 <u>Officer:</u> Rachael Mann Assistant

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		<p>CAB/FH/18/026 be approved, as follows:</p> <ol style="list-style-type: none"> 1. Exempt Appendix 1: Council Tax totalling £10,297.99. 2. Exempt Appendix 2: Business Rates totalling £24,032.49. 3. Exempt Appendix 3: Overpayment of Housing Benefit totalling £13,613.62. 		<p>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>	<p>Director (Resources and Performance) 01638 719245</p>

Leah Mickleborough
Service Manager (Democratic Services) / Monitoring Officer
5 April 2018