



Forest Heath District Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 November 2015 to 31 May 2016

Publication Date: 23 October 2015

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 2016. 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.

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
	<p>Discretionary Rate Relief Guidelines</p> <p>Due to the Chancellor's recent announcement on business rates devolution, this item has presently been removed from the Decisions Plan while the implications of how this might affect Discretionary Rate Relief are assessed.</p>				Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264		
24/11/15 (Joint consideration with SEBC Cabinet)	<p>West Suffolk Joint Statement of Principles in accordance with the Gambling Act 2005</p> <p>The Cabinet will be asked to consider recommendations of the Licensing Committee in respect of seeking approval for a new Joint Statement of Principles, which has been produced jointly with Forest Heath District Council. It will require Council approval.</p>	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	James Waters Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Recommendations from the Licensing Committee to Cabinet and Council

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
24/11/15 (Joint consideration with SEBC Cabinet)	<p>Housing Assistance Policy and Application Guidance</p> <p>The Cabinet will be asked to consider the Housing Assistance Policy, which has been reviewed in line with the Housing Strategy. It also contains some changes to the way that Forest Heath District Council and St Edmundsbury Borough Council allocates grants for making improvements/adaptions to houses.</p>	Not applicable	(KD)	Cabinet	Not applicable	<p>Simon Phelan Head of Housing 01638 719440</p> <p>Andrew Newman Service Manager (Housing Standards) 01638 719276</p>	All Wards	Report to Cabinet
24/11/15 (Deferred from 01/09/15) (Joint consideration with SEBC Cabinet)	<p>Office Accommodation Plan</p> <p>The Cabinet will be asked to consider an appraisal of West Suffolk Councils' own office accommodation needs to inform detailed planning of the Mildenhall Hub and Public Service II projects through an Office Accommodation Plan.</p>	Not applicable	(KD)	Cabinet	<p>Stephen Edwards Resources and Performance 01638 660518</p> <p>David Bowman Operations 07711 593737</p>	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet

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
24/11/15	<p>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017</p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2016/2017, prior to seeking its approval by Council.</p>	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with recommendations to Council
24/11/15	<p>Tax Base for Council Tax Setting Purposes 2016/2017</p> <p>The Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2016/2017, prior to seeking its approval by full Council.</p>	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with recommendations to Council

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
22/12/15	<p>Revenues Collection and Performance 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 and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
22/12/15	<p>Community Chest Grant Funding (2)</p> <p>The Cabinet will be asked to consider applications for Community Chest funding for the year 2016/2017</p>	Not applicable	(KD) but also subject to budget setting process for 2016/2017	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
22/12/15 (Deferred from 15/09/15)	<p>West Suffolk Joint Sports Facility and Playing Pitch Strategy</p> <p>The Cabinet will be asked to adopt a West Suffolk Joint Sports Facility and Playing Pitch Strategy, which has been produced with St Edmundsbury Borough Council.</p>	Not applicable	(KD)	Cabinet	Andy Drummond Leisure and Culture 01638 666888	Mark Walsh Head of Operations 01284 757300 Damien Parker Leisure and Cultural Services Operational Manager 01284 757090	All Wards	Report to Cabinet

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
10/02/16	<p>Revenues Collection and Performance 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 and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
10/02/16	<p>Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2016/2017, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with recommendations to Council

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
10/02/16	<p>Budget and Council Tax: 2016/2017</p> <p>The Cabinet will be asked to consider the proposals for the 2016/2017 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 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Reports to Cabinet and Council
10/02/16	<p>Mildenhall Hub - Development Brief and Project Proposals</p> <p>The Cabinet will be asked to consider and recommend to Council the final Development Brief and detailed project proposals for the Mildenhall Hub.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	James Waters Planning and Growth 07771 621038	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet, with recommendations to Council

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
01/03/16 New Item	Core Strategy Single Issue Review (SIR) and Site Specific Allocations: Preferred Options Consultations The Cabinet will be asked to approve the documentation in relation to the consultation on the Core Strategy SIR and Site Specific Allocations: Preferred Options Consultations.	Not applicable	(D)	Cabinet	James Waters Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet, with recommendations from the Local Plan Working Group
05/04/16	Revenues Collection and Performance 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 and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices

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
17/05/16	<p>Revenues Collection and Performance 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 and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
17/05/16	<p>Community Chest Grant Funding (3)</p> <p>The Cabinet will be asked to consider applications for the remaining Community Chest funds for the year 2016/2017.</p>	Not applicable	(KD)	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet

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:

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) Be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) Result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme.
 - (iii) 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.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

<u>Cabinet Member</u>	<u>Portfolio</u>
James Waters	Leader of the Council; Planning and Growth
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance

(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council
(Membership to be amended following approval of Joint Committee’s recommendations to move to representation of one Member/one substitute per authority).

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Michael Wassell Cllr Ellen Jolly	Cllr David Ambrose-Smith Cllr Lis Every	Cllr John Clark Cllr Chris Seaton	Cllr Stephen Edwards Cllr James Waters	Cllr Geoff Holdcroft Cllr Richard Kerry	Cllr Ian Houlder Cllr Sara Mildmay-White	Cllr Sue Allen Cllr Mike Barnard
Substitute Breckland Cabinet Member	Substitute East Cambridgeshire District Council Cabinet Member	Substitute Fenland District Council Cabinet Member	Substitute Forest Heath District Council Cabinet Member	Substitute Suffolk Coastal District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member	Substitute Waveney District Council Cabinet Member
Cllr Charles Carter	To be confirmed	To be confirmed	Vacancy	To be confirmed	Vacancy	To be confirmed

Fiona Osman
Service Manager (Democratic and Elections)
Date: 23 October 2015