



# Forest Heath District Council

**Report No: CAB/FH/16/009**

## **Decisions Plan**

### **Key Decisions and other executive decisions to be considered**

**Date: 1 February 2016 to 31 May 2016**

**Publication Date: 12 January 2016**

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](mailto: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<br><br>(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><b>Revenues Collection and Performance Write-Offs</b></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<br>Resources and Performance<br>01638 660518 | <p>Rachael Mann,<br/>Head of Resources and Performance<br/>01638 719245</p> <p>Joanne Howlett<br/>Acting Head of Resources and Performance<br/>01284 757264</p> | All Wards      | Report to Cabinet, with exempt appendices          |
| 10/02/16               | <p><b>Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice</b></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<br>24/02/16  | Cabinet/<br>Council                        | Stephen Edwards<br>Resources and Performance<br>01638 660518 | <p>Rachael Mann<br/>Head of Resources and Performance<br/>01638 719245</p> <p>Joanne Howlett<br/>Acting Head of Resources and Performance<br/>01284 757264</p>  | 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<br><br>(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><b>Budget and Council Tax: 2016/2017</b></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<br>24/02/16  | Cabinet/<br>Council                        | Stephen Edwards<br>Resources and Performance<br>01638 660518 | <p>Rachael Mann<br/>Head of Resources and Performance<br/>01638 719245</p> <p>Joanne Howlett<br/>Acting Head of Resources and Performance<br/>01284 757264</p> | All Wards      | Reports to Cabinet and Council                     |
| 10/02/16               | <p><b>Mildenhall Hub - Development Brief and Project Proposals</b></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<br>24/02/16  | Cabinet/<br>Council                        | James Waters<br>Planning and Growth<br>07771 621038          | Alex Wilson<br>Director<br>01284 757695  | All Wards      | Report to Cabinet, with recommendations to Council |

| <b>Expected Decision Date</b>            | <b>Subject and Purpose of Decision</b>  | <b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b> | <b>Decision (D), Key Decision (KD) or Rec (R) to Council on date</b><br><br><b>(see Note 2 for Key Decision definitions)</b> | <b>Decision Taker (see Note 3 for membership)</b> | <b>Portfolio Holder Contact Details</b>              | <b>Lead Officer Contact Details</b>   | <b>Wards Affected</b>                 | <b>Documents to be submitted</b>                   |
|--|---|--|--|---|--|---|---------------------------------------|--|
| 10/02/16                                 | <b>Home-Link Lettings Policy</b><br><br>The Cabinet will be asked to consider the revisions to the Policy which was adopted in 2013 by both Forest Heath District Council and St Edmundsbury Borough Council.   | Not applicable   | (D)  | Cabinet   | Not applicable                                       | Simon Phelan<br>Head of Housing<br>01638 719440<br><br>Tony Hobby<br>Service Manager<br>(Housing Options)<br>01638 719348 | All Wards                             | Report to Cabinet                                  |
| 10/02/16                                 | <b>The Guineas Shopping Centre, Newmarket</b><br><br>The Cabinet will be asked to recommend to Council an initial high level assessment of the financial viability of a full business case for the development of the Guineas Shopping Centre, Newmarket. | Paragraph 3  | (R) - Council<br>24/02/16  | Cabinet/<br>Council                               | David Bowman<br>Operations<br>07711 593737           | Simon Phelan<br>Head of Housing<br>01638 719440<br><br>Michael Linsdell<br>Service Manager<br>(Property)<br>01284 757385  | All Saints;<br>Severals;<br>St Mary's | Report to Cabinet, with recommendations to Council |
| 10/02/16<br><br>(Deferred from 22/12/15) | <b>West Suffolk Joint Sports Facility and Playing Pitch Strategy</b><br><br>The Cabinet will be asked to adopt a West Suffolk Joint Sports Facility and   | Not applicable   | (KD)   | Cabinet   | Andy Drummond<br>Leisure and Culture<br>01638 666888 | Mark Walsh<br>Head of Operations<br>01284 757300  | All Wards                             | Report to Cabinet                                  |

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|-------------------------------|--|--|--|---|--|---|-----------------------|---|
|                               | Playing Pitch Strategy, which has been produced with St Edmundsbury Borough Council.   |  |  |   |  | Damien Parker<br>Leisure and Cultural Services<br>Operational Manager<br>01284 757300                                       |                       |   |
| 01/03/16                      | <b>Core Strategy Single Issue Review (SIR) and Site Specific Allocations: Preferred Options Consultations</b><br><br>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<br>Planning and Growth<br>07771 621038          | Steven Wood<br>Head of Planning and Growth<br>01284 757306<br><br>Marie Smith<br>Strategic Planning Manager<br>01638 719260 | All Wards             | Report to Cabinet, with recommendations from the Local Plan Working Group |
| 05/04/16                      | <b>Revenues Collection and Performance Write-Offs</b><br><br>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.  | Paragraphs 1 and 2   | (KD)   | Cabinet   | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245<br><br>Joanne Howlett<br>Acting Head of Resources and     | All Wards             | Report to Cabinet, with exempt appendices                                 |

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|------------------------|--|---|--|--|--|---|----------------|---|
|                        |  |   |  |  |  | Performance<br>01284 757264   |                |   |
| 17/05/16               | <p><b>Revenues Collection and Performance Write-Offs</b></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<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245<br><br>Joanne Howlett<br>Acting Head of Resources and Performance<br>01284 757264 | All Wards      | Report to Cabinet, with exempt appendices |
| 17/05/16               | <p><b>Annual Review of Cabinet's Working Groups, Joint Committees/Panels and Other Groups</b></p> <p>The Cabinet will be asked to consider an annual review of its Working Groups, Joint Committees/Panels and other Groups.</p> | Not applicable  | (D)  | Cabinet                                    | James Waters<br>Leader of the Council<br>07771 621038        | Karen Points<br>Head of HR, Legal and Democratic Services<br>01284 757015   | All Wards      | Report to Cabinet                         |

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|------------------------|--|---|--|--|--|---|----------------|---------------------------|
| 17/05/16               | <p><b>Revised Suffolk Flood Risk Management Strategy</b></p> <p>The Cabinet will be asked to approve the revised content of this Strategy.</p> | Not applicable  | (D)  | Cabinet                                    | <p>David Bowman<br/>Operations<br/>07711 593737</p> <p>James Waters<br/>Planning and Growth<br/>07771 621038</p> | <p>Mark Walsh<br/>Head of Operations<br/>01284 757300</p> <p>Steven Wood<br/>Head of Planning and Growth<br/>01284 757306</p> | 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 amended from 1 December 2015 to one Member/two Substitutes per Authority)**

| <b>Full Breckland Cabinet Member</b>        | <b>Full East Cambridgeshire District Council Cabinet Member</b>        | <b>Full Fenland District Council Cabinet Member</b>        | <b>Full Forest Heath District Council Cabinet Member</b>        | <b>Full Suffolk Coastal District Council Cabinet Member</b>        | <b>Full St Edmundsbury Borough Council Cabinet Member</b>        | <b>Full Waveney District Council Cabinet Member</b>        |
|---|--|--|---|--|--|--|
| Cllr Pablo Dimoglou                         | Cllr David Ambrose-Smith   | Cllr Chris Seaton  | Cllr Stephen Edwards  | Cllr Richard Kerry   | Cllr Ian Houlder   | Cllr Mike Barnard  |
| <b>Substitute Breckland Cabinet Members</b> | <b>Substitute East Cambridgeshire District Council Cabinet Members</b> | <b>Substitute Fenland District Council Cabinet Members</b> | <b>Substitute Forest Heath District Council Cabinet Members</b> | <b>Substitute Suffolk Coastal District Council Cabinet Members</b> | <b>Substitute St Edmundsbury Borough Council Cabinet Members</b> | <b>Substitute Waveney District Council Cabinet Members</b> |
| Cllr Michael Wassell                        | Cllr Lis Every   | Cllr John Clark  | Cllr James Waters   | Cllr Geoff Holdcroft   | Cllr Sara Mildmay-White  | Cllr Sue Allen   |
| Cllr Ellen Jolly                            | Cllr Julia Huffer  | Cllr Will Sutton   | Cllr David Bowman   | Cllr Ray Herring   | Cllr Robert Everitt  | Cllr Letitia Smith   |

Fiona Osman  
 Service Manager (Democratic and Elections)  
 Date: 12 January 2016