



# Forest Heath District Council

## Appendix 1

### Decisions Plan

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

**Date: 1 April 2016 to 31 May 2016 (including Cabinet decisions beyond May 2016)**

**Publication Date: 7 March 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  (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
<b>Item Removed</b>	<b>The Guineas Shopping Centre, Newmarket</b> <u>This item has been removed from the Decisions Plan</u> , as there are no decisions required to be made by the Cabinet at this time.				David Bowman Operations 07711 593737	Simon Phelan Head of Housing 01638 719440  Michael Linsdell Service Manager (Property) 01638 719440	All Saints; Severals; St Mary's	
<b>Item Removed</b>	<b>West Suffolk Joint Sports Facility and Playing Pitch Strategy</b> <u>This item has been removed from the Decisions Plan</u> as a Cabinet decision is no longer required. This item was noted by the West Suffolk Joint Growth Steering Group at their meeting on 8 February 2016 (Report No: <b>JGG/JT/16/002</b> )				Andy Drummond Leisure and Culture 01638 666888	Mark Walsh Head of Operations 01284 757300  Damien Parker Leisure and Cultural Services Operational Manager 01284 757300	All Wards	
05/04/16	<b>Revenues Collection and Performance Write-Offs</b> 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	All Wards	Report to Cabinet, with exempt appendices

<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  (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>
05/04/16  <b>New Item</b>	<b>West Suffolk Community Energy Plan – Update</b> The Cabinet will be provided with an update on progress towards the West Suffolk Community Energy Plan and recommendations for taking forward the previously approved investment programme.	Not applicable	(D)	Cabinet	James Waters Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306  Peter Gudde Service Manager (Environment and Regulation) 01284 757042	All Wards	Report to Cabinet
17/05/16  <b>New Item</b>	<b>Mildenhall Hub - Development Brief</b> The Cabinet will be asked to consider the Development Brief for the Mildenhall Hub Project, following the public consultation exercise.	Not applicable	(D)	Cabinet	James Waters Planning and Growth 07771 621038	Alex Wilson Director 01284 757695	Market; Great Heath	Report to Cabinet, with recommendations from the West Suffolk Joint Growth Steering Group
17/05/16	<b>Revenues Collection and Performance Write-Offs</b> The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices	Paragraphs 1, 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	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	<b>Annual Review of Cabinet's Working Groups, Joint Committees/Panels and Other Groups</b> The Cabinet will be asked to consider an annual review of its Working Groups, Joint Committees/Panels and other Groups.	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet
17/05/16	<b>Revised Suffolk Flood Risk Management Strategy</b>  The Cabinet will be asked to approve the revised content of this Strategy.	Not applicable	(D)	Cabinet	James Waters Planning and Growth 07771 621038  David Bowman Operations 07711 593737	Mark Walsh Head of Operations 01284 757300 Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet
14/06/16  <b>New Item</b>	<b>West Suffolk Annual Report 2015/2016</b> <u>Following scrutiny by the Overview and Scrutiny Committee</u> , the Cabinet will be asked to consider the West Suffolk Annual Reports 2015/2016, which has been jointly produced with St Edmundsbury BC.	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet, with recommendations from the Overview and Scrutiny Committee

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
13/09/16  <b>New Item</b>	<b>Mildenhall Hub - Financial Business Case</b>  The Cabinet will be asked to consider and recommend to Council, the Financial Business Case for the Mildenhall Hub Project.	Not applicable	(R) - Council 28/09/16	Cabinet	James Waters Planning and Growth 07771 621038	Alex Wilson Director 01284 757695	Market; Great Heath	Report to Cabinet, with recommendations to Council

**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

Steven Boyle  
Interim Service Manager (Legal)  
Date: 7 March 2016