



Forest Heath District Council

Report No: CAB/FH/16/039

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 September 2016 to 31 May 2017

Publication Date: 15 August 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 2017. 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
13/09/16 <i>(Deferred from 14/06/16)</i>	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	All Wards	Report to Cabinet, with exempt appendices
13/09/16	West Suffolk Joint Pay Policy Statement 2016/2017 The Cabinet will be asked to recommend to full Council, approval of the Pay Policy Statement for 2016/2017, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet, with recommendations to Council
13/09/16	West Suffolk HR Policies The Cabinet will be asked to consider the recommendations of the West Suffolk Joint Staff Consultative Panel in respect of seeking	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Recommendations from the West Suffolk Joint Staff Consultative Panel to Cabinet

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	approval for new West Suffolk HR policies and/or amendments to existing policies. Approval of these new policies/amendments will also be sought from St Edmundsbury Borough Council.							
13/09/16	<p>Annual Treasury Management Report 2015/2016</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management Report for 2015/2016.</p>	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the Performance and Audit Scrutiny Committee to Cabinet and Council
20/09/16	<p>Review of the Medium Term Financial Strategy</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and</p>	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the Overview and Scrutiny Committee to Cabinet and Council

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	recommend to full Council, approval of the Medium Term Financial Strategy following its review. This has been jointly produced with St Edmundsbury Borough Council.							
24/10/16	Norfolk and Suffolk Devolution Agreement Following a period of consultation, the Cabinet will be asked to endorse the decisions of Council regarding the provision of consent to an Order establishing a Mayoral Combined Authority for Norfolk and Suffolk.	Not applicable	Technically (KD). (However, recommendations will also be considered by Council on 24/10/16).	Cabinet (also considered by Council on 24/10/16)	James Waters Leader of the Council 07771 621038	Ian Gallin Chief Executive 01284 757001	All Wards	Report to Cabinet (same report for Council)
25/10/16	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	All Wards	Report to Cabinet, with exempt appendices

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25/10/16	<p>Delivering a Sustainable Budget 2017/2018</p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2017/2018.</p>	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
25/10/16	<p>Forest Heath Local Plan</p> <p>The Cabinet will be asked to approve the Forest Heath Core Strategy Single Issue Review (Regulation 19) and the Site Allocations Local Plan submission drafts for public consultation.</p>	Not applicable	(D)	Cabinet	Lance Stanbury Cabinet Member for Planning and Growth 07970 947704	Steven Wood Head of Planning and Growth 01284 757306 Ann-Marie Howell Principal Planning Officer 01284 757342	All Wards	Recommendations of the Local Plan Working Group to Cabinet
25/10/16	<p>West Suffolk Gypsy and Traveller Accommodation Assessment (GTAA)</p> <p>The Cabinet will be asked to consider the adoption of</p>	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 sara.mildmay-white@stedsbcc.	Simon Phelan Head of Housing 01638 719440	All Wards	Recommendations to Cabinet

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	the results of the GTAA undertaken on behalf of the Council, by Opinion Research Services (OPS) which provides a robust and credible evidence base which can be used to aid the implementation of Development Plan policies and the provision of new Gypsy and Traveller pitches and Travelling Showpeople plots for the period up to 2036.				gov.uk			
01/11/16	<p>Appointment of External Auditors</p> <p>The Cabinet will be asked to recommend to Council the appointment of external auditors for both Forest Heath District and St Edmundsbury Borough Councils. The Performance and Audit Scrutiny Committees of both Councils will have previously considered this matter.</p>	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet and Council

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13/12/16 <i>(Deferred from 13/09/16)</i>	Mildenhall Hub: Business Case The Cabinet will be asked to consider and recommend to Council, the Business Case for the Mildenhall Hub Project.	Paragraph 3	(R) - Council 21/12/16	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	Great Heath; Market	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
13/12/16	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018 The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax Technical Changes for 2017/2018, prior to seeking its approval by Council.	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
13/12/16	Council Tax Base for Tax Setting Purposes 2017/2018 The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

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	Council Tax Base for the financial year 2017/2018.							
13/12/16	Applications for Community Chest Grant Funding 2017/2018 The Cabinet will be asked to consider applications for the Community Chest funding for 2017/2018.	Not applicable	(KD) - Applications for the 2018/2019 year and beyond are also subject to the budget setting process	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
13/12/16 <i>(Deferred from 20/09/16)</i>	Housing Development Company - Barley Homes (Group) Ltd - Initial Five Year Business Plan The Cabinet will be asked to make recommendations to full Council, in respect of approving funding to implement the initial five year Business Plan for the Council's wholly owned Housing Development Company: Barley Homes (Group) Ltd.	Paragraph 3	(R) - Council 21/12/16	Cabinet/ Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the Overview and Scrutiny Committee to Cabinet and Council

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14/02/17	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	All Wards	Report to Cabinet, with exempt appendices
14/02/17	Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2017/2018, which must be undertaken before the start of each financial year.	Not applicable	(R) - Council 22/02/17	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
14/02/17	Budget and Council Tax 2017/2018 The Cabinet will be asked to consider the proposals	Not applicable	(R) - Council 22/02/17	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

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	for the 2017/2018 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.							
04/04/17 <i>(Deferred from 01/11/16)</i>	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	Possibly (R) - Council 26/04/17	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
16/05/17	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off	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

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	outstanding debts detailed in the exempt Appendices.							

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;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

(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)

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 Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
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 and Democratic Services)
 Date: 15 August 2016