



Forest Heath District Council

Report No: CAB/FH/16/064

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 December 2016 to 31 May 2017

Publication Date: 14 November 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 |
|--|---|---|--|--|--|--|----------------|--|
| | <p>West Suffolk Gypsy and Traveller Accommodation Assessment (GTAA)</p> <p>This item has been removed from the Decisions Plan, as it has been determined that adoption of the GTAA is no longer required, but the document will provide an evidence base to support local planning policies.</p> | | | | Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 sara.mildmay-white@stedsb.gov.uk | Simon Phelan Head of Housing 01638 719440 | | |
| 13/12/16 (Deferred from 25/10/16) | <p>Forest Heath Local Plan</p> <p>The Cabinet will be asked to consider the recommendations of the Local Plan Working Group in relation to Regulation 19 submission drafts of the Single Issue Review (SIR) and the Site Allocations Local Plan (SALP) for public consultation and submission for Examination.</p> | Not applicable | (R) - Council 21/12/16 | Cabinet/ Council | Lance Stanbury Planning and Growth 07970 947704 | Steven Wood Head of Planning and Growth 01284 757306 | All Wards | Recommendations of the Local Plan Working Group to Cabinet and Council |

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|------------------------|---|---|--|--|--|---|----------------|--|
| 13/12/16 | <p>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018</p> <p>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.</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, with recommendations to Council |
| 13/12/16 | <p>Council Tax Base for Tax Setting Purposes 2017/2018</p> <p>The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the Council Tax Base for the financial year 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 | Report to Cabinet, with recommendations to Council |

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|---|---|---|--|--|--|---|----------------|---|
| 13/12/16 | <p>Applications for Community Chest Grant Funding 2017/2018</p> <p>The Cabinet will be asked to consider applications for the Community Chest funding for 2017/2018.</p> | 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> | <p>Housing Development Company - Barley Homes (Group) Ltd - Initial Five Year Business Plan</p> <p>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.</p> | Paragraph 3 | (R) - Council 21/12/16 | Cabinet/ Council | Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 sara.mildmay-white@stedsbc.gov.uk | 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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|---|---|---|--|--|--|--|----------------|--|
| 13/12/16 <i>(Deferred from 25/10/16)</i> | <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 |
| 13/12/16 | <p>Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers</p> <p>The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee in respect of whether the relevant Business and Technology Education Council (BTEC) Level 2 Qualification should be required for all new and existing Hackney Carriage and Private Hire</p> | Not applicable | (R) - Council 21/12/16 | Cabinet/ Council | Lance Stanbury Planning and Growth 07970 947704 | Steven Wood Head of Planning and Growth, 01284 757306 Amanda Garnham Licensing Team Leader 01284 757132 | All Wards | Recommendations of the Licensing and Regulatory Committee to Cabinet and Council |

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|-------------------------------|---|--|---|---|--|--|-----------------------|---|
| | Vehicle Drivers in the District. This policy change will also be subject to full Council approval. | | | | | | | |
| 13/12/16 | Location Filming in Suffolk The Cabinet will be asked to consider granting authority to Film Fixer Ltd (trading as Screen Suffolk) to act as the Council's agent for making location filming agreements in West Suffolk, as part of a county-wide scheme. | Not applicable | (KD) | Cabinet | Lance Stanbury Planning and Growth 07970 947704 | Steven Wood Head of Planning and Growth 01284 757306 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343 | All Wards | Report to Cabinet |
| 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 |

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|------------------------|---|---|--|--|--|---|----------------|--|
| 14/02/17 | <p>Annual Treasury Management and Investment Strategy 2017/2018 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 2017/2018, which must be undertaken before the start of each financial year.</p> | 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 | <p>Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy</p> <p>The Cabinet will be asked to consider the proposals for the 2017/2018 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues</p> | 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 | Reports to Cabinet and Council |

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|---|--|--|--|---|--|--|---|---|
| | Provision (MRP) Policy and Prudential Indicators. | | | | | | | |
| 14/02/17 | <p>Designated Public Place Orders in Brandon and Newmarket and Change to Public Space Protection Orders</p> <p>The Cabinet will be asked to give approval for going out to consultation on planned changes to the above Orders, as required by legislation. The Overview and Scrutiny Committee may also be asked to consider the latter prior to seeking Cabinet approval.</p> | Not applicable | (D) | Cabinet | Robin Millar Families and Communities 07939 100937 | Davina Howes Head of Families and Communities 01284 757070 Helen Lindfield Families and Communities Officer (Community Safety Lead) 01284 757620 | All Saints; Brandon East; Brandon West; Severals; St Mary's | Report to Cabinet (which may include recommendations from the Overview and Scrutiny Committee), with map and proposed conditions. |
| 14/02/17 <i>(Deferred from 13/12/16)</i> | <p>Mildenhall Hub: Business Case</p> <p>The Cabinet will be asked to consider and recommend to Council, the financial Business Case for the Mildenhall Hub Project.</p> | Paragraph 3 | (R) - Council 22/02/17 | 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 |

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|---|---|--|--|---|--|---|-----------------------|---|
| 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 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 |

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 |

Karen Points
 Head of HR, Legal and Democratic Services
 Date: 14 November 2016