



# Forest Heath District Council

**Report No: CAB/FH/17/038**

## **Decisions Plan**

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

**Date: 1 June 2017 to 31 May 2018**

**Publication Date: 19 May 2017**

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 2018. 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
20/06/17  <i>(deferred from 16/05/17)</i>	<p><b>Leisure Opportunities in Newmarket</b></p> <p>Following the publication of the Forest Heath Retail and Leisure Study 2016, the Cabinet will be asked to consider opportunities to enhance the leisure offer in Newmarket.</p>	Exempt Appendix: Paragraph 3	(D)	Cabinet	Lance Stanbury Planning and Growth 07970 947704	Jill Korwin Director 01284 757252	All Saints; Severals; St Mary's	Report to Cabinet
20/06/17	<p><b>Renewable Energy Provision for the Mildenhall Hub</b></p> <p>The Cabinet will be asked to consider a standalone business case for, and investment in, the provision of renewable energy technology at the Mildenhall hub (in accordance with the authority delegated to Cabinet by Council on 22 February 2017)</p>	Paragraph 3	(KD)	Cabinet	James Waters Leader of the Council 07771 621038	Peter Gudde Acting Head of Regulatory Services 01284 757042	Great Heath; Market	Report to Cabinet

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20/06/17	<p><b>West Suffolk Annual Report 2016/2017</b></p> <p>Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2016/2017, which has been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet, with recommendations from the Overview and Scrutiny Committee
20/06/17	<p><b>West Suffolk Community Energy Plan - Update 2016/2017</b></p> <p>Following previous approval given for a capital allocation of a rent-a-roof solar scheme for business, which was subsequently extended to support other specific investment schemes, the Cabinet will be asked to consider extending this allocation further to cover energy efficiency and renewable energy</p>	Not applicable	(D)	Cabinet	Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Acting Head of Regulatory Services 01284 757042	All Wards	Report to Cabinet

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	schemes delivering similar financial and environmental returns.							
20/06/17	<b>Discretionary Business Rates Relief Scheme</b>  The Cabinet will be asked to approve a new discretionary Business Rates Relief Scheme, which will include the methodology and financial implications. This proposes to be a joint scheme with St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245  Joanne Howlett Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Cabinet
20/06/17	<b>Newmarket Open Door</b>  The Cabinet will be asked to consider a request for financial support from Newmarket Open Door to secure an existing property for the provision of supported accommodation.	Paragraph 3	(D)	Cabinet	Robin Millar Families and Communities 07545 423782  Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet

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					<a href="mailto:sara.mildmay-white@stedsbcc.gov.uk">sara.mildmay-white@stedsbcc.gov.uk</a>			
20/06/17	<p><b>Adoption of a Public Space Protection Order (PSPO)</b></p> <p>The Cabinet will be provided with an update on the outcome of the public consultation concerning the Public Space Protection Order (PSPO) and to seek approval for the formal adoption of the Order.</p>	Not applicable	(D)	Cabinet	Robin Millar Families and Communities 07545 423782	Mark Walsh Assistant Director (Operations) 01284 757300  Mark Christie Service Manager (Business) 01638 719220  Damien Parker Service Manager (Operations, Leisure and Culture) 01284 757090	All Wards	Report to Cabinet
20/06/17	<p><b>West Suffolk Joint Pay Policy Statement 2017/2018</b></p> <p>The Cabinet will be asked to recommend to full Council, approval of the Pay Policy Statement for</p>	Not applicable.	(R) - Council 26/07/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015	All Wards	Report to Cabinet, with recommendations to Council

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	2017/2018, which had been jointly produced with St Edmundsbury Borough Council.							
20/06/17	<p><b>Modern Slavery and Human Trafficking Statement</b></p> <p>The Cabinet will be asked to endorse and approve the Modern Slavery and Human Trafficking Statement.</p>	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015	All Wards	Report to Cabinet
12/09/17 <i>(deferred from 20/06/17)</i>	<p><b>Leisure Investment Fund: Consideration of Business Case for Investment</b></p> <p>The Cabinet will be asked to consider a detailed proposal for investment in the Council owned leisure facilities at Newmarket Leisure Centre and at Brandon Leisure Centre, to deliver a revenue saving to the Council and</p>	Paragraph 3	(KD)	Cabinet	Andy Drummond Leisure and Culture 01638 666888	Jill Korwin Director 01284 757252	All Saints; Brandon East; Brandon West; Severals; St Mary's	Report to Cabinet

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	enhanced user experience.							
12/09/17	<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 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with exempt Appendices
24/10/17	<b>West Suffolk Local Code of Corporate Governance</b>  The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee in respect of seeking approval for the West Suffolk Local Code of Corporate Governance. This has been jointly produced with St Edmundsbury Borough Council and will be subject to approval of full Council.	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council

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24/10/17	<p><b>Delivering a Sustainable Budget 2018/2019</b></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 2018/2019.</p>	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
14/11/17	<p><b>Overarching Strategy for Facilitating Growth and Investment</b></p> <p>The Cabinet will be asked to recommend to Council, approval of an overarching strategy for the facilitation of growth and investment by the West Suffolk Councils. This will be considered at a joint meeting with St Edmundsbury Borough Council's Cabinet and will also have been subject to scrutiny by both Councils'</p>	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	<p>Lance Stanbury Planning and Growth 07970 947704</p> <p>Stephen Edwards Resources and Performance 07904 389982</p>	<p>Julie Baird Assistant Director (growth) 01284 757613</p> <p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>	All Wards	Report to Cabinet, with recommendations to Council



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	Overview and Scrutiny Committees.							
12/12/17  <i>(deferred from 16/05/17)</i>	<p><b>West Suffolk Information Strategy</b></p> <p>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.</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245  Kevin Taylor Service Manager (ICT) 01284 757230	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
12/12/17	<p><b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2018/2019</b></p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax Technical</p>	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

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	Changes for 2018/2019, prior to seeking its approval by Council.							
12/12/17	<p><b>Tax Base for Council Tax Setting Purposes 2018/2019</b></p> <p>The Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2018/2019, prior to seeking its approval by Council.</p>	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
12/12/17	<p><b>Applications for Community Chest Funding 2018/2019</b></p> <p>The Cabinet will be asked to consider applications for the Community Chest funding for 2018/2019.</p>	Not applicable	(KD) Applications for the 2019/2020 year and beyond are also subject to the budget setting process	Cabinet	Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet

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12/12/17	<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 Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with exempt Appendices
13/02/18	<p><b>Treasury Management Report 2017-2018 - Investment Activity (April to December 2017)</b></p> <p>The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2017-2018 which summarised the investment activity for the period 1 April to 31 December 2017.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council

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13/02/18	<p><b>Annual Treasury Management and Investment Strategy 2018/2019 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 2018/2019, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
13/02/18	<p><b>Budget and Council Tax Setting 2018/2019</b></p> <p>The Cabinet will be asked to consider the proposals for the 2018/2019 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

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03/04/18	<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 Resources and Performance 07904 389982	Rachael Mann Assistant Director (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)**

<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

Karen Points  
 Assistant Director (HR, Legal and Democratic Services)  
 Date: 19 May 2017