



Forest Heath District Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 November 2017 to 31 May 2018

Publication Date: 13 October 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 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
14/11/17 <i>(Joint meeting with SEBC Cabinet)</i> NEW ITEM	Planning Technical Guidance Note: Minimum Space Standards The Cabinet will be asked to approve an interim Technical Guidance Note setting out the minimum space standards that West Suffolk will seek on all new planning applications for the development of new housing.	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedsbcc.gov.uk Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440 Marie Smith Service Manager (Planning Strategy) 01638 719260	All Wards	Report to Cabinet, including technical guidance note
14/11/17 <i>(Joint meeting with SEBC Cabinet)</i>	Overarching Strategy for Facilitating Growth and Investment: Principles The Cabinet will be asked to consider and approve proposed Investment Principles, which will form the development of the emerging Overarching Strategy for Facilitating Growth and Investment. These Principles will be considered at a joint	Not applicable	(D)	Cabinet	Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Cabinet

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	meeting with St Edmundsbury Borough Council's Cabinet and will also have been subject to scrutiny by both Councils' Overview and Scrutiny Committees.							
12/12/17 <i>(Deferred from 14/11/17)</i>	<p>Overarching Strategy for Facilitating Growth and Investment</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, which has been developed to correlate with the new emerging West Suffolk Strategic Plan 2018-2020 and following approval of the previously agreed Investment Principles.</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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12/12/17 <i>(Deferred from 24/10/17)</i>	Delivering a Sustainable Budget 2018/2019 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.	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
12/12/17	Mid Year Treasury Management Report 2017/2018 and Investment Activity (1 April to 30 September 2017) The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Mid Year Treasury Management Report 2017/2018, which summarised the investment activities for the period 1 April to 30 September 2017.	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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12/12/17 <i>(Deferred from 16/05/17)</i>	<p>West Suffolk Information Strategy</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>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2018/2019</p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax Technical Changes 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

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12/12/17	<p>Tax Base for Council Tax Setting Purposes 2018/2019</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>Applications for Community Chest Funding 2018/2019</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
12/12/17	<p>Revenues Collection and Performance Write-Offs</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

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12/12/17	<p>West Suffolk Strategic Plan 2018-2020</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and to recommend to full Council, the new West Suffolk Strategic Plan for 2018-2020, which had been produced jointly with St Edmundsbury Borough Council.</p>	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
No earlier than January 2018 <i>(Deferred from 12/12/17)</i>	<p>Mildenhall Hub</p> <p>Subject to the receipt of planning consent, the Cabinet will be updated on the project programme, business case and funding model in the light of that consent, technical design work and any procurement undertaken.</p>	Not applicable	(KD) Cabinet/ (possibly Council – January 2018)	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet, with possible recommendations to Council

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No earlier than January 2018 <i>(Deferred from 14/11/17)</i>	West Suffolk Councils' Lettings Policy The Cabinet will be asked to consider and approve the revised West Suffolk Councils' Lettings Policy (based on the joint policy agreed by the Cambridge Sub-Regional Partnership). This will also be considered by SEBC Cabinet.	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedsbc.gov.uk	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report and draft Lettings Policy to Cabinet
No earlier than January 2018 NEW ITEM	West Suffolk Civil Penalties Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose a civil penalty as an alternative to prosecution for certain housing offences. The Cabinet will be asked to consider and approve a new Civil Penalties Policy for consultation in order to implement these new powers. This policy has been jointly produced with SEBC.	Not applicable	(D)	Cabinet	Lance Stanbury Planning and Growth 07970 947704 Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedsbc.gov.uk	David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Andy Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet

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No earlier than January 2018 NEW ITEM	Review of the Cabinet's Working Groups/Joint Panels etc Following recent changes to the political composition and balance of the Council, the Cabinet will be asked to consider a review of the Cabinet's Working Groups/Joint Panels etc, including amended Terms of Reference for the existing West Suffolk Joint Growth Steering Group.	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015 Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Cabinet.
13/02/18	Treasury Management Report 2017-2018 - Investment Activity (April to December 2017) 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.	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>Annual Treasury Management and Investment Strategy 2018/2019 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 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>Budget and Council Tax Setting 2018/2019</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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13/02/18 <i>(Deferred from 24/10/17)</i>	Suffolk Pilot Scheme for 100% Business Rates Retention 2018/2019 As part of consideration of the budget papers, recommendations from which will be forwarded to Council, the Cabinet will be asked to consider plans for Suffolk-wide pilot scheme for the retention of 100% business rates in 2018/2019, which had previously been agreed to progress under Officer delegated authority. This will also be considered by St Edmundsbury Borough Council.	Not applicable	(R) – Council 21/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet.
13/02/18 <i>(Deferred from 12/09/17)</i>	Leisure Investment Fund: Consideration of Business Case for Investment The Cabinet will be asked to consider a detailed proposal for investment in the Council owned leisure facilities at Newmarket Leisure Centre and at	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 with exempt Appendix

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	Brandon Leisure Centre, to deliver a revenue saving to the Council and enhanced user experience.							
27/02/18 NEW ITEM	West Suffolk Civil Penalties Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose a civil penalty as an alternative to prosecution for certain housing offences. The Cabinet will be asked to approve a new Civil Penalties Policy, following consultation, in order to implement these new powers. The Cabinet will also be asked to recommend to Council approval of new delegations to Officers so that they can use the new powers. This Policy has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(KD) in part, for approval of new policy. Recommendations to Council for providing new delegated powers to Officers	Cabinet/ Council (25/04/18)	Lance Stanbury Planning and Growth 07970 947704 Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedsbcc.gov.uk	David Collinson Assistant Director (Planning and Regulatory Services) 01284 757306 Andy Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet with recommendations to Council, where applicable

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03/04/18	<p>Revenues Collection and Performance Write-Offs</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)

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
 Assistant Director (HR, Legal and Democratic Services)
 Date: 13 October 2017