



# Forest Heath District Council

**Report No: CAB/FH/18/025**

## **Decisions Plan**

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

**Date: 1 April 2018 to 31 May 2018**

**Publication Date: 5 March 2018**

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. This Plan also includes Cabinet decisions expected beyond 31 May 2018.

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.

<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>
03/04/18	<b>Workforce Strategy 2018-2020</b>  The Cabinet will be asked to approve the Workforce Strategy 2018-2020, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015  Wendy Canham Service Manager (HR and Organisational Development) 01285 757006	All Wards	Report to Cabinet, including Workforce Strategy 2018-2020
03/04/18	<b>Barley Homes (Group) Ltd Annual Report 2018</b>  The Cabinet may be asked to consider recommendations of the Overview and Scrutiny Committee following its scrutiny of Barley Homes' Annual Report 2018.	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet

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03/04/18	<b>Investing in the Council's Commercial Asset Portfolio</b>  In line with the Council's West Suffolk Growth Investment Strategy, the Cabinet will be asked to consider a potential acquisition to the Council's commercial asset portfolio.	Paragraph 3	(R) - Council 25/04/18	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Julie Baird Assistant Director (Growth) 01284 757613  Colin Wright Strategic Property Lead 01284 757385	All Wards	Report to Cabinet, with recommendations to Council
03/04/18 <i>(Deferred from 13/02/18)</i>	<b>West Suffolk Information Framework</b> The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee in respect of seeking approval of a West Suffolk Information Framework, which has been jointly produced with St Edmundsbury Borough Council. A supporting ICT Strategy will be developed later which will propose a technology approach and architecture to support the Information Framework.	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.

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03/04/18 <i>(Deferred from 14/11/17)</i>	<b>West Suffolk Councils' Lettings Policy</b>  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 St Edmundsbury Borough Council's Cabinet.  The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report and draft Lettings Policy to Cabinet
03/04/18 <i>(Deferred from 14/11/17)</i>	<b>West Suffolk Civil Sanctions Policy</b>  Under the Housing and Planning Act 2016, local authorities have been given new powers to impose a civil sanctions as an alternative to	Not applicable	(D) in part, for approval of new policy.  Recommendations to Council (25/04/18) for providing new	Cabinet/ Council	Lance Stanbury Planning and Growth 07970 947704  Sara Mildmay-White West Suffolk Lead for Housing	David Collinson Assistant Director (Planning and Regulatory) 01284 757306  Andy Newman Service Manager (Housing	All Wards	Report to Cabinet, with recommendations to Council, where applicable

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	prosecution for certain housing offences. The Cabinet will be asked to approve a new Civil Sanctions Policy, <b>following an engagement exercise</b> , 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.		delegated powers to Officers		01359 270580	Standards) 01638 719276		
03/04/18	<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

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22/05/18  <i>(Moved from 22/05/18)</i>  <i>(Joint meeting with SEBC Cabinet)</i>	<b>Street Vending and Trading Policy</b>  The Cabinet will be asked to consider a revised street vending and trading policy. Consultation will take place with the Licensing and Regulatory Committee on the proposed content of the policy.	Not applicable	(D)	Cabinet	Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Service Manager (Environment and Regulation) 01284 757042	All Wards	Report to Cabinet with revised policy
22/05/18  <i>(Joint meeting with SEBC Cabinet)</i>	<b>Housing Ten Unit Threshold</b>  The Cabinet will be asked to approve reverting back to applying approved affordable housing policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) (as applicable) in relation to developments of less than ten units and not applying the written Ministerial Statement which removes the requirement to provide	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet

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	any affordable housing on developments of less than ten units.							
22/05/18 <i>(Joint meeting with SEBC Cabinet)</i>	<b>Custom and Self Build Interim Policy Statement</b>  The Cabinet will be asked to agree an Interim Policy Statement which will be used to assess whether or not an application for self/custom build should be granted planning permission and how the West Suffolk Councils (Forest Heath and St Edmundsbury) plan to meet the self/custom build demand in West Suffolk.	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet, including Interim Policy Statement
26/06/18 <i>(Deferred from 03/04/18)</i>  <i>(Joint meeting)</i>	<b>Review of West Suffolk's Homelessness Strategy</b>  The Homelessness Act 2002 requires all councils to review and produce a	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with draft policy, overview of the existing Homelessness Strategy

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<i>with SEBC Cabinet)</i>	<p>new Homelessness Strategy at least every five years. A review of the existing Strategy is due in 2018.</p> <p>In addition to this, the Homelessness Reduction Act 2017 comes into force in April 2018 and there are a number of fundamental changes to legislation and additional duties that will need to be reflected in a new Homelessness Strategy for West Suffolk.</p> <p>The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.</p>							review and results of the consultation
26/06/18  <i>(Joint meeting with SEBC Cabinet)</i>	<p><b>Review of the West Suffolk Housing Strategy</b></p> <p>The West Suffolk Housing Strategy is due to be reviewed in 2018.</p>	Not applicable	(R) - Council 18/07/18	Cabinet/ Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with draft Strategy, overview of existing Housing



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	<p>Through the review of the Housing Strategy, there will be the opportunity to reflect priorities, actions and projects set out in the recently adopted Strategic Plan 2018-2020. Furthermore, there are a number of additional changes to housing legislation that will be reflected in the Housing Strategy.</p> <p>The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.</p>					<p>David Collinson Assistant Director (Planning and Growth) 01284 757306</p> <p>Julie Baird Assistant Director (Growth) 01284 757613</p>		Strategy review and results of consultation
<p>26/06/18</p> <p><i>(Joint meeting with SEBC Cabinet)</i></p>	<p><b>West Suffolk Annual Report 2017/2018</b></p> <p>Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2017/2018, which has been jointly produced</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.

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	with St Edmundsbury Borough Council.							
26/06/18  <i>(Joint meeting with SEBC Cabinet)</i>	<b>West Suffolk Joint Affordable Housing Supplementary Planning Document (SPD)</b>  The Affordable Housing Supplementary Planning Document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering the submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.	Not applicable	(R) - Council 18/07/18	Cabinet/ Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet, including Supplementary Planning Document

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26/06/18  <i>(Joint meeting with SEBC Cabinet)</i>	<b>West Suffolk Joint Tenancy Strategy</b>  The Localism Act (2011) introduced a duty for local authorities to produce a Tenancy Strategy. The Cabinet will be asked to consider a Strategy which outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet, including Tenancy Strategy

## **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: 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 Paul Classen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry (Chairman)	Cllr Ian Houlder	Cllr Bruce Provan (Vice Chairman)
<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 Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

Karen Points  
Assistant Director (HR, Legal and Democratic Services)  
Date: 5 March 2018