



Forest Heath District Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 June 2018 to 31 March 2019

Publication Date: 25 May 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 March 2019. 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.

Appendix 1

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
26/06/18 (NEW ITEM)	Data Protection Policy In light of changes required due to the introduction of the new General Data Protection Regulations, the Cabinet will be asked to consider a revised Data Protection Policy, which has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Ruth Bowman Future Governance 07966 373063	Leah Mickleborough Data Protection Officer 01284 757162	All Wards	Report to Joint Executive (Cabinet) Committee
26/06/18	West Suffolk Growth Investment Strategy - Energy Framework Within the West Suffolk Growth Investment Strategy, which was adopted in February 2018, reference was made to a number of opportunities linked to energy and recognised " <i>there is great scope to invest in energy and infrastructure to not only get an economic and financial return, but social benefits too.</i> "	Not applicable	(D)	Joint Executive (Cabinet) Committee	Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning & Regulatory) 01284 757306	All Wards	Report to Joint Executive (Cabinet) Committee, including Energy Framework

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	<p>The proposed Energy Framework provides detail around that ambition and set out the policy context for investing in energy and within the local context for West Suffolk.</p> <p>The proposed Energy Framework provides detail around that ambition and set out the policy context for investing in energy and within the local context for West Suffolk.</p>							
26/06/18 <i>(Deferred from 03/04/18)</i>	<p>Homelessness Reduction Strategy</p> <p>The Homelessness Act 2002 requires all councils to review and produce a new Homelessness Strategy at least every five years. A review of the existing Strategy is due in 2018.</p>	Not applicable	(KD)	Joint Executive (Cabinet) Committee	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Joint Executive (Cabinet) Committee with draft policy, overview of the existing Homelessness Strategy review and

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	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. The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.							results of the consultation
26/06/18	<p>West Suffolk Annual Report 2017/2018</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 with St Edmundsbury Borough Council.</p>	Not applicable	(D)	Joint Executive (Cabinet) Committee	James Waters Leader of the Council 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Joint Executive (Cabinet) Committee

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24/07/18 <i>(Deferred from 22/05/18)</i>	Custom and Self Build Interim Policy Statement 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)	Joint Executive (Cabinet) Committee	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 Joint Executive (Cabinet) Committee, including Interim Policy Statement
24/07/18	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)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee, with exempt Appendices

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	<p>Housing Ten Unit Threshold</p> <p>This item has been removed from the Decisions Plan for the foreseeable future until a new approval timeline has been agreed, as required.</p>				Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 747613 Simon Phelan Service Manager (Strategic Housing) 01638 719440		
04/09/18 <i>(Deferred from 26/06/18)</i>	<p>Mildenhall Hub</p> <p>Following procurement and further design, the Cabinet will be provided with an update and will be asked to sign-off the final capital and revenue budgets for the Mildenhall Hub project before delivery begins.</p>	Not applicable	(R) - Council 26/09/18 (as appropriate)	Joint Executive (Cabinet) Committee / Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	All Wards, but principally Mildenhall and the surrounding areas	Report to Joint Executive (Cabinet) Committee, with recommendations to Council
04/09/18 (NEW ITEM)	<p>Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018</p> <p>The Cabinet will be asked to consider the recommendations of the</p>	Not applicable	(R) – Council 26/09/18	Joint Executive (Cabinet) Committee / 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 Joint Executive

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	Performance and Audit Scrutiny Committee regarding the seeking approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.							(Cabinet) Committee and Council
06/11/18 <i>(Deferred from 02/10/18)</i>	<p>Review of the West Suffolk Housing Strategy The West Suffolk Housing Strategy is due to be reviewed in 2018.</p> <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.</p> <p>Furthermore, there are a number of additional changes to housing legislation that will be reflected in the Housing</p>	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	<p>Davina Howes Assistant Director (Families and Communities) 01284 757070</p> <p>David Collinson Assistant Director (Planning and Growth) 01284 757306</p> <p>Julie Baird Assistant Director (Growth) 01284 757613</p>	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of consultation

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	<p>Strategy.</p> <p>The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.</p>							
<p>06/11/18</p> <p><i>(Deferred from 02/10/18)</i></p>	<p>West Suffolk Joint Tenancy Strategy</p> <p>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.</p>	<p>Not applicable</p>	<p>(R) – Council 21/11/18</p>	<p>Joint Executive (Cabinet) Committee / Council</p>	<p>Sara Mildmay-White West Suffolk Lead for Housing 01359 270580</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Simon Phelan Service Manager (Strategic Housing) 01638 719440</p>	<p>All Wards</p>	<p>Report to Joint Executive (Cabinet) Committee, including Tenancy Strategy</p>

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
06/11/18	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)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee
11/12/18 <i>(Deferred from 04/09/18)</i>	West Suffolk Joint Affordable Housing Supplementary Planning Document (SPD) 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.	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / 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 Joint Executive (Cabinet) Committee, including Supplementary Planning Document

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	The Cabinet will be asked to recommend to Council approval of this SPD.							
11/12/18 (NEW ITEM)	Applications for Community Chest Grant Funding 2018/2019 The Cabinet will be asked to consider applications in respect of Community Chest funding for the 2019/2020 year.	Not applicable	(KD) – Applications for the 2020/2021 year and beyond are also subject to the budget setting process	Joint Executive (Cabinet) Committee	Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Joint Executive (Cabinet) Committee
11/12/18 (NEW ITEM)	Treasury Management Report 2018/2019 Investment Activity (1 April to 30 September 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 30 September 2018.	Not applicable	(R) – Council 19/12/18	Joint Executive (Cabinet) Committee / 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 Joint Executive (Cabinet) Committee and Council

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
11/12/18 <i>(Deferred from 02/10/18)</i>	Asset Management Strategy and Asset Management Plan The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the adoption of a new Asset Management Strategy and associated Asset Management Plan, which has been produced jointly with St Edmundsbury Borough Council.	Possible Exempt Appendices: Paragraph 3	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committee to Joint Executive (Cabinet) Committee and Council with the possibility of Exempt Appendices.
11/12/18 <i>(Deferred from 22/05/18)</i>	Street Vending and Trading Policy 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)	Joint Executive (Cabinet) Committee	Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Service Manager (Environment and Regulation) 01284 757042	All Wards	Report to Joint Executive (Cabinet) Committee with revised policy

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
05/02/19 (NEW ITEM)	Treasury Management Report 2018/2019 – Investment Activity (1April to 31 December 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 31 December 2018.	Not applicable	(R) – Council 20/02/19	Joint Executive (Cabinet) Committee / 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 Joint Executive (Cabinet) Committee and Council
12/03/19	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)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee

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 £100,000 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 Joint Executive (Cabinet) Committee:

Authority	Cabinet Member	Portfolio
St Edmundsbury Borough Council	Councillor John Griffiths Councillor Sara Mildmay-White Councillor Carol Bull Councillor Robert Everitt Councillor Ian Houlder Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Leader of the Council Deputy Leader of the Council/Housing Portfolio Holder for Future Governance Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations
Forest Heath District Council	Councillor James Waters Councillor Robin Millar Councillor David Bowman Councillor Ruth Bowman J.P. Councillor Andy Drummond Councillor Stephen Edwards Councillor Lance Stanbury	Leader of the Council Deputy Leader of the Council/ Families and Communities Portfolio Holder for Operations Portfolio Holder for Future Governance Portfolio Holder for Leisure and Culture Portfolio Holder for Resources and Performance Portfolio Holder for Planning and Growth

(c) **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)

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 Paul Classen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry (Chairman)	Cllr Ian Houlder	Cllr Bruce Provan (Vice Chairman)
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 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

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 25 May 2018