



Forest Heath District Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2018 to 31 March 2019

Publication Date: 22 June 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.

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								
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								
24/07/18 (NEW)	West Suffolk Single Council Preparations: Approval sought to consult on harmonised Licensing and Regulatory Policies The Cabinet will be asked to give approval to consult on the transition options for taxi and street trading and vending and a draft enforcement policy.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Joint Executive (Cabinet) Committee, with draft Enforcement Policy
04/09/18 <i>(Deferred from 26/06/18)</i>	Mildenhall Hub 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.	Not applicable	(R) - Council 26/09/18 <i>(as appropriate)</i>	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

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
04/09/18	Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.	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 (Cabinet) Committee and Council
06/11/18 <i>(Deferred from 02/10/18)</i>	Review of the West Suffolk Housing Strategy The West Suffolk Housing Strategy is due to be reviewed in 2018. Through the review of the Housing Strategy, there will be the opportunity to reflect priorities, actions	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 David Collinson Assistant	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	<p>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>Director (Planning and Growth) 01284 757306</p> <p>Julie Baird Assistant Director (Growth) 01284 757613</p>		Strategy review and results of consultation
<p>06/11/18 <i>(Deferred from 02/10/18)</i></p>	<p>West Suffolk Joint Tenancy Strategy 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'</p>	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Simon Phelan Service Manager (Strategic Housing) 01638 719440</p>	All Wards	Report to Joint Executive (Cabinet) Committee, including Tenancy Strategy

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.							
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	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 9growth) 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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	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.							
11/12/18	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	Treasury Management Report 2018/2019 Investment Activity (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

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	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.							Joint Executive (Cabinet) Committee and Council
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.

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	Street Vending and Trading Policy This item has been removed from this Decisions Plan as this new policy will now be considered by the Shadow Executive as it will not become effective until after 1 April 2019 when West Suffolk Council is created.				Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Service Manager (Environment and Regulation) 01284 757042		
05/02/19	Treasury Management Report 2018/2019 - Investment Activity (1 April 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

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
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 Forest Heath Cabinet and their Portfolios:

Cabinet Member	Portfolio
James Waters	Leader of the Council;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Ruth Bowman J.P.	Future Governance
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
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
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

(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: 22 June 2018