



Forest Heath District Council

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: December 2014 to May 2015

Publication Date: 10 November 2014

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 2015. 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.

Meetings of Cabinet:

Ref.	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
	9 Dec 14								
Dec14/01	09/12/14	<p>Revenues Collection Performance and 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, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet with exempt appendices
Dec14/02	09/12/14	<p>West Suffolk Homelessness Strategy</p> <p>The Cabinet will be asked to approve the West Suffolk Homelessness Strategy for consultation, which has been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719245	All	Report to Cabinet
Dec14/03	09/12/14	<p>Investing in Renewable Energy Generation – Phase 2 – Business</p>	Paragraph 3	(R) - Council 10/12/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance	Steven Wood Head of Planning and Regulatory Services	All	Report to Cabinet with recommendations to Council

Ref.	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
		<p>Cases</p> <p>The Cabinet will be asked to recommend to Council, the business cases for investing in a programme of renewable energy schemes.</p>				<p>01638 660518</p> <p>Nigel Roman Environment and Waste 01638 712679</p>	<p>01284 757306</p>		
Dec14/04	09/12/14	<p>Local Council Tax Reduction Scheme and Technical Changes 2015/2016</p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Technical Changes for 2015/2016 prior to seeking its approval by full Council. This will include observations arising from the first year review.</p>	Not applicable	(R) – Council 10/12/14	Cabinet/Council	<p>Stephen Edwards Resources, Governance and Performance 01638 660518</p>	<p>Rachael Mann Head of Resources and Performance 01638 719245</p>	All	Report to Cabinet with recommendations to Council

Ref.	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
Dec14/05	09/12/14	<p>West Suffolk Joint Emergency Planning Panel</p> <p>The Cabinet will be asked to consider slight amendments to the West Suffolk Joint Emergency Planning Panel's Terms of Reference.</p>	Not applicable	(D)	Cabinet	Robin Millar Families and Communities 07939 100937	Alan Points District Emergency Planning Officer 01284 758461	All	Recommendations of the West Suffolk Joint Emergency Planning Panel to Cabinet
Dec14/06	09/12/14	<p>Houses in Multiple Occupation (HMO) Guidance and Standards</p> <p>The Cabinet will be asked to consider the adoption of joint guidance and standards, which details the approach to gaining compliance across West Suffolk. This has been produced jointly with St Edmundsbury Borough Council.</p>	Not applicable	(KD)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet

Ref.	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
Dec14/07	09/12/14	<p>Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan (LP) – Assessment of Reasonable Alternatives</p> <p>The Cabinet will be asked to consider the recommendations of the Local Plan Working Group with regard to the options associated with the assessment of reasonable alternatives to the requirement of 7,000 dwellings.</p>	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Regulatory Services 01284 757306	All	Report to Cabinet, with recommendations from the Local Plan Working Group
Dec14/08	09/12/14	<p>West Suffolk Data Protection Policy</p> <p>The Cabinet will be asked to consider a new Data Protection Policy, which has been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(KD)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Joy Bowes Head of Legal and Democratic Services 01284 757141	All	Report to Cabinet

Ref.	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
Dec14/09	09/12/14	Local Government Ombudsman Complaint The Cabinet will be asked to note the level of compensation as proposed by the Local Government Ombudsman, following a complaint made against the Council.	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet
Dec14/10	09/12/14	Council Tax Base for Tax Setting Purposes 2015/2016 The Cabinet will be asked to consider the basis of the formal calculation for the Council Tax Base for the financial year 2015/2016.	Not applicable	(R) – Council 10/12/14	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council
Dec14/11	09/12/14	Mildenhall Hub Project The Cabinet will be provided with a	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Alex Wilson Director	Mildenhall Wards	Report to Cabinet

Ref.	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
		report on progress with the Mildenhall Hub project, along with proposals for a provisional project timetable and governance arrangements.							
Dec14/12	09/12/14	Newmarket Market Regulations The Cabinet will be asked to consider new market regulations for Newmarket Market, for consultation with the Market Traders.	Not applicable	(D)	Cabinet	David Bowman Economic Development and Tourism 07711 593737	Andrea Mayley Head of Economic Development and Growth 01284 757343	Newmarket Wards	Report to Cabinet
Oct14/02	09/12/14	Recommendations from the Performance and Audit Scrutiny Committee – 26 November 2014 The Cabinet will be asked to consider the recommendations from the Performance and	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Davina Howes Head of Policy, Communications and Customers 01284 757070	All	Report to Cabinet, with recommendations from the Performance and Audit Scrutiny Committee

Ref.	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
		Audit Scrutiny Committee on the following items: - Delivering a Balanced Budget 2015/2016 - West Suffolk Fees and Charges Policy - West Suffolk Cost Sharing Model							
	17 Feb 15								
Feb15/01	17/02/15	Revenues Collection Performance and Write-Offs 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, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet with exempt appendices
Feb15/02	17/02/15	Annual Treasury Management and Investment Strategy 2015/2016, Treasury Management Code of Practice and	Not applicable	(R) - Council 27/02/15	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council

Ref.	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
		<p>April to December 2014 Performance Report</p> <p>The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2015/2016 and the Code of Practice, which must be undertaken before the start of each financial year.</p>							
Feb15/03	17/02/15	<p>Budget and Council Tax: 2015/2016</p> <p>The Cabinet will be asked to consider the proposals for the 2015/2016 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP)</p>	Not applicable	(R) - Council 27/02/15	Cabinet/Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with recommendations to Council

Ref.	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
		Policy and Prudential Indicators.							
Feb15/04	17/02/15	West Suffolk Homelessness Strategy The Cabinet will be asked to consider the adoption of the West Suffolk Homelessness Strategy, which has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(R) – Council 27/02/15	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719440	All	Report to Cabinet, with recommendations to Council
Feb15/05	17/02/15	West Suffolk Shop Front and Advertisement Design Guide Following consultation, the Cabinet will be asked to approve a new West Suffolk Shop Front and Advertisement Design Guide, which has been jointly produced with St	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Regulatory Services 01284 757306	All	Report to Cabinet

Ref.	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
		Edmundsbury Borough Council.							
Feb15/06	17/02/15	Newmarket Market Regulations The Cabinet will be asked to consider the adoption of new market regulations for Newmarket Market.	Not applicable	(R) – Council 27/02/15	Cabinet/Council	David Bowman Economic Development and Tourism 07711 593737	Andrea Mayley Head of Economic Development and Growth 01284 757343	Newmarket Wards	Report to Cabinet, with recommendations to Council
Oct14/03 (deferred from 28 Oct 14 & 9 Dec 14)	17/02/15	Local Housing Investment Options – Provision of Commercial Loans The Cabinet will be asked to recommend to Council the business case for the provision of commercial loan(s) to Registered Providers/Not for Profit Community Organisations.	Paragraph 3	(R) – Council 27/02/15	Cabinet/Council	Rona Burt Planning, Housing and Transport 01638 712309	Simon Phelan Head of Housing 01638 719245	All	Report to Cabinet, with recommendations to Council
Oct14/04 (deferred	17/02/15	Local Housing Investment Options – Council Owned Housing	Paragraph 3	(R) – Council 27/02/15	Cabinet/Council	Rona Burt Planning, Housing and Transport	Simon Phelan Head of Housing 01638 719245	All	Report to Cabinet, with recommendations to Council

Ref.	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
from 28 Oct 14 & 9 Dec 14)		Company The Cabinet will be asked to recommend to Council the business case for the establishment of a wholly Council owned Housing Company.				01638 712309			
	31 Mar 15								
Mar15/01	31/03/15	Revenues Collection Performance and Write-Offs 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, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet with exempt appendices

Meetings of Joint Committees:

Anglia Revenues and Benefits Partnership Joint Committee

Ref.	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
	11 Dec 14								
	19 Mar 15								
	18 Jun 15								
	17 Sep 15								
	17 Dec 15								

Joint Development Management Policies Committee

Ref.	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
	11 Feb 15								
DMP/ Feb15/01		<p>Joint Development Management Policies Local Plan Document</p> <p>The Joint Committee will be asked to recommend to full Council, the adoption of the Joint Development Management Policies Local Plan Document, which has been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(R) – Council 27/02/15	Joint Committee/ Council	Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Regulatory Services 01284 757306	All	Report to Joint Committee, with recommendations from the Sustainable Development Working Party (SEBC) and the Local Plan Working Group (FHDC)

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:

- (i) decisions contrary to or not wholly in accordance with the authority's approved budget;
- (ii) decisions which would result in any expenditure or reduction in expenditure of £25,000, if not specifically mentioned within the approved Revenue Budget or Capital Programme;
- (iii) decisions contrary to a policy, plan or strategy approved by the Council or a Committee of the Council;
- (iv) decisions which raise new issues of policy;
- (v) decisions which require any of the following:
 - A Staff: It will give rise to the need to appoint additional permanent staff for which there is no budget provision or to delete posts from the establishment.
 - B Land: Requires the acquisition or disposal of any land or interest in land in excess of a value of £300,000;
- (vi) decisions which 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;

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

<u>Cabinet Member</u>	<u>Portfolio</u>
Councillor James Waters	Leader of the Council; No portfolio
Councillor Nigel Roman	Deputy Leader of the Council; Environment and Waste
Councillor Stephen Edwards	Resources, Governance and Performance
Councillor David Bowman	Economic Development and Tourism
Councillor Mrs Rona Burt	Planning, Housing and Transport
Councillor Warwick Hirst	Health, Leisure and Culture
Councillor Robin Millar	Families and Communities

(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Forest Heath District Council, St Edmundsbury Borough Council and Fenland District Council (with effect from 1 April 2014)):

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Fenland District Council Cabinet Member
Councillor Paul Claussen Councillor William Smith	Councillor David Ambrose-Smith Councillor Lis Every	Councillor Stephen Edwards Councillor Nigel Roman	Councillor Sara Mildmay-White Councillor David Ray	Councillor John Clark Councillor Chris Seaton
Substitute Breckland Cabinet Member	Substitute East Cambridgeshire District Council Cabinet Member	Substitute Forest Heath District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member	Substitute Fenland District Council Cabinet Member
Vacancy	Vacancy	Councillor James Waters	Councillor Terry Clements	Vacancy
Vacancy	Vacancy	Vacancy	Councillor John Griffiths	Vacancy

(c) **Membership of the Joint Development Management Policies Committee (Forest Heath District Council and St Edmundsbury Borough Council):**

Full Forest Heath District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member
Councillor Rona Burt Councillor David Bowman Councillor Warwick Hirst	Councillor Terry Clements Councillor Anne Gower Councillor Peter Stevens
Substitute Forest Heath District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member
Councillor Robin Millar Councillor James Waters	Councillor John Griffiths Councillor David Ray

Joy Bowes
Head of Legal and Democratic Services
Date: 10 November 2014