



Forest Heath District Council

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 February 2015 to 31 May 2015

Publication Date: 19 January 2015

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. It also includes intended decisions provisionally timetabled beyond 31 May 2015.

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
11/02/15	<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 Development Management Policies Committee	Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Growth 01284 757306	All	Report to Joint Committee, with recommendations from the Sustainable Development Working Party (SEBC) and the Local Plan Working Group (FHDC)
17/02/15	<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	(D)	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
17/02/15	<p>Annual Treasury Management and Investment Strategy 2015/2016 and Treasury Management</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

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	<p>Code of Practice</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>							
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) Policy and Prudential Indicators.</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 recommend- ations to Council

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17/02/15	<p>West Suffolk Homelessness Strategy</p> <p>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.</p>	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
17/02/15	<p>West Suffolk Shop Front and Advertisement Design Guide</p> <p>Following consultation, the Cabinet will be asked to approve a new West Suffolk Shop Front and Advertisement Design Guide, which had been jointly produced with St Edmundsbury Borough Council.</p>	Not applicable	(R) – Council 27/02/15	Cabinet/ Council	Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Growth 01284 757306	All	Report to Cabinet, with recommendations to Council

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17/02/15	West Suffolk Operational Hub (Waste) The Cabinet will be asked to consider a Business Case in respect of a proposal for a West Suffolk Operational Hub (Waste).	Paragraph 3	(KD)	Cabinet	Nigel Roman Environment and Waste 01638 712679	Mark Walsh Head of Operations 01284 757300	All	Report to Cabinet, with exempt appendices
17/02/15	West Suffolk Equality Scheme The Cabinet will be asked to consider a revised Equalities Scheme, which will cover both Forest Heath District Council and St Edmundsbury Borough Council and reflect current legislation and guidance	Not applicable	(D)	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All	Report to Cabinet
17/02/15	Queensbury Lodge, Cottage and Stables, Newmarket The Cabinet will be asked to recommend to Council to take appropriate action	Not applicable	(R) - Council 27/02/15	Cabinet/ Council	Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Growth 01284 757306	All Saints; Severals; St Mary's	Report to Cabinet, with recommendations to Council

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	to secure the preservation of the Listed Buildings at Queensbury Lodge Stables.							
17/02/15	<p>Leisure Trust - Management and Funding Agreement</p> <p>The Cabinet will be asked to recommend to Council the amendment of the management and funding agreements with Anglia Community Leisure to reflect changes being made by the Trust to its own governance.</p>	Not applicable	(R) - Council 27/02/15	Cabinet/ Council	Warwick Hirst Health, Leisure and Culture 01638 664252	Alex Wilson Director 01284 757695 Warren Smyth Chief Executive ACL & Abbeycroft Leisure 01440 765155 warren.smyth@acleisure.com	All	Report to Cabinet, with recommendations to Council
17/02/15	<p>Pensions Discretions Policy</p> <p>The Cabinet will be asked to recommend to Council the written Statement of Policy on Pension Scheme Discretions as required by the LGPS Regulations 2014.</p>	Not applicable	(R) - Council 27/02/15	Cabinet/ Council	Stephen Edwards Resources, Governance and Performance 01638 660518	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All	Report to Cabinet, with recommendations to Council

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17/03/15	<p>West Suffolk Annual Report 2014/2015</p> <p>The Cabinet will consider the findings of the joint annual review of the Forest Heath Strategic Plan 2012-2016, which will report on progress against both Forest Heath District Council and St Edmundsbury Borough Council priorities, commitments and actions contained in the Strategic Plan 2012-2016.</p>	Not applicable	(KD)	Cabinet	James Waters Leader of the Council 07771 621038	Davina Howes Head of Families and Communities 01284 757070	All	Report to Cabinet
31/03/15 (deferred from 17 Feb 15)	<p>Newmarket Market Licence Regulations</p> <p>The Cabinet will be recommend to Council the adoption of new market regulations for Newmarket Market.</p>	Not applicable	(R) - Council 15/04/15	Cabinet	David Bowman Economic Development and Tourism 07711 593737	Steven Wood Head of Planning and Growth 01284 757306	All Saints; Severals; St Mary's	Report to Cabinet, with recommendations to Council

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31/03/15	<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, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet, with exempt appendices
31/03/15 (deferred since 28 Oct 14)	<p>Local Housing Investment Options</p> <p>The Cabinet will be asked to recommend to Council the business cases for:</p> <ul style="list-style-type: none"> - Wholly Council owned Housing Company - the provision of commercial loan(s) to Registered Providers/Not for Profit Community Organisations. 	Paragraph 3	(R) - Council 15/04/15	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

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31/03/15	<p>Forest Heath Loan Policy</p> <p>The Cabinet will be asked to recommend to Council the adoption of the Forest Heath District Council Loan Policy.</p>	Not applicable	(R) - Council 15/04/15	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
<p>02/06/15 (date tbc)</p> <p>(Deferred from 17 Feb 15)</p>	<p>Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan - Reasonable Alternatives Consultation</p> <p>The Cabinet will be asked to approve the documentation in relation to the consultation on the District's ability to deliver more housing, resulting in an uplift in the affordable housing provision.</p>	Not applicable	(D)	Cabinet	Rona Burt Planning, Housing and Transport 01638 712309	Steven Wood Head of Planning and Growth 01284 757306	All	Report to Cabinet

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02/06/15 (date tbc)	<p>Debt Management: Shared Recovery Policy</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and the Anglia Revenues and Benefits Partnership (ARP) Joint Committee in respect of seeking approval for a shared recovery policy applicable for all seven ARP Partners.</p>	Not applicable	(D)	Cabinet	Stephen Edwards Resources, Governance and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All	Recommendations from the Overview and Scrutiny Committee and ARP Joint Committee to Cabinet

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, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)

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
Councillor Michael Wassell	Councillor David Ambrose-Smith (Vice Chairman)	Councillor John Clark	Councillor Stephen Edwards	To be confirmed	Councillor David Ray	To be confirmed
Councillor Ellen Jolly (Chairman)	Councillor Lis Every	Councillor Chris Seaton	Councillor Nigel Roman	To be confirmed	Vacancy	To be confirmed

Substitute Breckland Cabinet Member	Substitute East Cambridgeshire District Council Cabinet Member	Substitute Fenland District Council Cabinet Member	Substitute Forest Heath District Council Cabinet Member	Substitute Suffolk Coastal District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member	Substitute Waveney District Council Cabinet Member
Councillor Elizabeth Gould Vacancy	Vacancy Vacancy	Councillor Ralph Butcher Vacancy	Councillor James Waters Vacancy	To be confirmed To be confirmed	Councillor Terry Clements Councillor John Griffiths	To be confirmed To be confirmed

(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
Acting Solicitor to the Councils
Date: 19 January 2015