



CAB/FH/15/026

Forest Heath District Council

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 June 2015 to 31 May 2016

Publication Date: 1 May 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 2016. 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
02/06/15	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)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
02/06/15	Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan - Reasonable Alternatives Consultation 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.	Not applicable	(D)	Cabinet	Cabinet Member for Planning, Housing and Transport	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet
02/06/15 (brought forward from 09/06/15)	Joint Pay Policy Statement 2015/2016 The Cabinet will be asked to recommend to full Council, approval of the	Not applicable	(R) - Council 15/07/15	Cabinet/ Council	Cabinet Member for Resources, Governance and Performance	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet, with recommendations to Council

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	Pay Policy Statement for 2015/2016, which has been jointly produced with St Edmundsbury Borough Council.							
02/06/15	Review and Appointment of the Cabinet's Working Group, Joint Committees/Panels and Other Groups The Cabinet will be asked to consider a review of its Working Group, Joint Committees/Panels and other Groups and make appropriate appointments accordingly.	Not applicable	(D)	Cabinet	Leader of the Council	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet
10/06/15 (Deferred from 19/03/15)	Anglia Revenues and Benefits Partnership Strategic Review As part of its Strategic Review, the Anglia Revenues and Benefits Partnership Joint Committee will be asked to consider options and	Not applicable	(R) - Council 15/07/15	Anglia Revenues and Benefits Partnership Joint Committee	Cabinet Member for Resources, Governance and Performance	Liz Watts Director 01284 757252	All Wards	Recommendations from the Anglia Revenues and Benefits Partnership Joint Committee to Council

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	the potential role of Anglia Revenues Partnership Trading (ARPT) as a limited company and how this could integrate with the existing Partnership. Its recommendations would be forwarded to the relevant partner authorities for consideration accordingly.							
14/07/15	<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	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
14/07/15	<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</p>	Not applicable	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the Overview and Scrutiny Committee and ARP Joint Committee to Cabinet

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	Committee in respect of seeking approval for a shared recovery policy applicable for all seven ARP Partners.							
14/07/15	West Suffolk Sundry Debt Management and Recovery Policy The Cabinet will be asked to consider a new West Suffolk Sundry Debt Management Policy, which reflects revised practices that have been adopted in this area as a result of shared services across Forest Heath District Council and St Edmundsbury Borough Council and the implementation of the shared financial system.	Not applicable	(D)	Cabinet	Cabinet Member for Resources, Governance and Performance	Joanne Howlett Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Cabinet
14/07/15	West Suffolk Operational Hub: Business Case The Cabinet will be asked to consider and make	Paragraph 3	(R) - Council 15/07/15	Cabinet/ Council	Leader of the Council	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council

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	recommendations to Council in respect of seeking approval for the business case for the West Suffolk Operational Hub (Waste) at Hollow Road Farm, Bury St Edmunds. This will also be subject to approval by Suffolk County Council and St Edmundsbury Borough Council.							
14/07/15	<p>Suffolk Waste Partnership - Organic Waste Options</p> <p>The Cabinet will be asked to recommend to Council, options for the handling of organic waste, which will also be subject to approval of the authorities that comprise the Suffolk Waste Partnership.</p>	Paragraph 3	(R) - Council 15/07/15	Cabinet/ Council	Deputy Leader and Cabinet Member for Environment and Waste	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council
14/07/15	<p>Facilities Management Joint Venture Company</p> <p>The Cabinet will be asked to recommend to Council</p>	Paragraph 3	(R) - Council 15/07/15	Cabinet	Cabinet Member for Resources, Governance and Performance	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council

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	proposals for a Facilities Management Joint Venture Company, which is also being considered by St Edmundsbury Borough Council.							
14/07/15 (Deferred since 28/10/14)	Housing Investment Options: Housing Company The Cabinet will be asked to consider the current situation regarding the establishment of a Housing Company with St Edmundsbury Borough Council, prior to the full business case being presented later in 2015.	Paragraph 3	(D)	Cabinet	Cabinet Member for Planning, Housing and Transport	Simon Phelan Head of Housing 01638 719440	All Wards	Report to Cabinet
14/07/15 (Deferred from 02/06/15)	Mildenhall Hub Project The Cabinet will consider the results of the initial due diligence of the Mildenhall Hub Business Case and, if applicable, identify preferred options for the next stages of the project.	Not applicable	(KD)	Cabinet	Leader of the Council	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet

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15/09/15	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)	Forest Heath Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
15/09/15 (Deferred since 28/10/14)	Housing Investment Options: Housing Company The Cabinet will be asked to recommend to Council the business case for a wholly Council owned Housing Company.	Paragraph 3	(R) - Council 14/10/15	Cabinet/ Council	Cabinet Member for Planning, Housing and Transport	Simon Phelan Head of Housing 01638 719440	All Wards	Report to Cabinet, with recommendations to Council
27/10/15	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)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

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22/12/15	<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	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
10/02/16	<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	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
05/04/16	<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	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

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17/05/16	<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	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

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

NOTE: The tables in (a), (b) and (c) below, list the current Leader, Deputy Leader, Portfolio Holders and their respective portfolios. This information is subject to change, following the District Council elections on 7 May 2015 and the election of the Leader of the Council and appointment of the Cabinet at the Annual Meeting of Council on 27 May 2015.

(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	Councillor Ralph Butcher	Councillor James Waters	To be confirmed	Councillor Terry Clements	To be confirmed
Vacancy	Vacancy	Vacancy	Vacancy	To be confirmed	Councillor John Griffiths	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
Service Manager (Legal)
Date: 1 May 2015