



Forest Heath District Council

CAB/FH/15/036

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2015 to 31 May 2016

Publication Date: 15 June 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
14/07/15	<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	James Waters Leader of the Council/ Cabinet Member for Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet
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, 2	(KD)	Cabinet	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	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</p>	Not applicable	(KD)	Cabinet	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the St Edmundsbury Borough Council's

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	St Edmundsbury Borough Council's 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.							Overview and Scrutiny Committee and ARP Joint Committee to Cabinet
14/07/15	<p>West Suffolk Sundry Debt Management and Recovery Policy</p> <p>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.</p>	Not applicable	(D)	Cabinet	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet

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14/07/15	<p>West Suffolk Operational Hub: Business Case</p> <p>The Cabinet will receive an update on progress to deliver a combined depot, waste transfer station and Household Waste Recycling Centre for West Suffolk at Hollow Road Farm, Bury St Edmunds (including further consultation concerning site selection before a planning application is made).</p> <p>The Cabinet will also be asked to consider the allocation of funding to allow the project to progress.</p>	Paragraph 3	(R) - Council 15/07/15	Cabinet/ Council	James Waters Leader of the Council/ Cabinet Member for Planning and Growth 07771 621038	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council
14/07/15	<p>Suffolk Waste Partnership - Organic Waste Options</p> <p>Item withdrawn as no decisions required at the present time.</p>				David Bowman Cabinet Member for Operations 07711 593737	Mark Walsh Head of Operations 01284 757300		

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14/07/15	West Suffolk Facilities Management The Cabinet will be asked to recommend to Council proposals for a Facilities Management Joint Venture Company, which is also being considered by St Edmundsbury Borough Council.	Paragraph 3	(R) - Council 15/07/15	Cabinet/ Council	David Bowman Cabinet Member for Operations 07711 593737	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommend- ations to Council
14/07/15	Housing Investment Options: Housing Company Update no longer required, as full business case is expected to come forward in September 2015.				Not applicable	Simon Phelan Head of Housing 01638 719440		
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	James Waters Leader of the Council/ Cabinet Member for Planning and Growth 07771 621038	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)	Cabinet	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	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	Not applicable	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	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

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22/12/15	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	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
10/02/16	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	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
10/02/16	Annual Treasury Management and Investment Strategy 2015/2016 and Treasury Management Code of Practice The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2015/2016, which must be	Not applicable	(R) - Council 24/02/15	Cabinet/ Council	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

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	undertaken before the start of each financial year.							
10/02/16	<p>Budget and Council Tax: 2016/2017</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 24/02/15	Cabinet/ Council	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommend- ations to Council
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	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	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	Stephen Edwards Cabinet Member for Resources and Performance 01638 660518	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

(a) Membership of the Cabinet and their Portfolios:

<u>Cabinet Member</u>	<u>Portfolio</u>
James Waters	Leader of the Council; Planning and Growth
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance

(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
Cllr Michael Wassell Cllr Ellen Jolly	Cllr David Ambrose-Smith Cllr Lis Every	Cllr John Clark Cllr Chris Seaton	Cllr Stephen Edwards Cllr James Waters	Cllr Geoff Holdcroft Cllr Richard Kerry	Cllr Ian Houlder Cllr Sara Mildmay-White	Cllr Sue Allen Cllr Mike Barnard
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
Cllr Charles Carter	To be confirmed	To be confirmed	Vacancy	To be confirmed	Vacancy	To be confirmed

Fiona Osman
Service Manager (Democratic and Elections)
Date: 15 June 2015