



# Forest Heath District Council

**CAB/FH/15/046**

## **Decisions Plan**

### **Key Decisions and other executive decisions to be considered**

**Date: 1 September 2015 to 31 May 2016**

**Publication Date: 31 July 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](mailto: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<br><br>(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  |
|------------------------|---|---|--|--|--|---|----------------|--|
| 01/09/15               | <p><b>West Suffolk Joint Health and Safety Panel - Terms of Reference</b></p> <p>The Portfolio Holder for Resources and Performance will be asked to consider proposed amended wording to clarify some aspects of its Terms of Reference, as proposed by the Panel at their meeting on 15 June 2015.</p> <p><i>(The Portfolio Holder's report is attached to this Decisions Plan)</i></p> | Not applicable  | (D)  | Portfolio Holder for Resources and Performance | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Karen Points<br>Head of HR, Legal and Democratic Services<br>01284 757015 | All Wards      | Recommendations from the West Suffolk Joint Health and Safety Panel to the Portfolio Holder for a decision |
| 01/09/15               | <p><b>West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020</b></p> <p>The Cabinet will be asked to recommend to Council revised versions of the West Suffolk Strategic Plan and Medium Term Financial Strategy since</p>  | Not applicable  | (R) - Council<br>16/09/15  | Cabinet/<br>Council                            | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245         | All Wards      | Report to Cabinet, with recommendations to Council   |

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|------------------------|---|---|--|--|---|---|----------------|--|
|                        | their original adoption in 2014. The documents, which have been produced jointly with St Edmundsbury Borough Council, have been updated within existing frameworks and reflect minor changes to legislation or local government funding arrangements and now cover the period 2016-2020.  |   |  |  |   |   |                |  |
| 01/09/15               | <p><b>Investment Framework and Feasibility Funding</b></p> <p>The Cabinet will be asked to consider an Investment Framework, which includes the process for accessing feasibility funding, which will support staff and Members throughout the initial development stages to the decision making stages of key strategic projects within St Edmundsbury Borough</p> | Not applicable  | (R) - Council<br>16/09/15  | Cabinet/<br>Council                        | Stephen Edwards<br>Resources and<br>Performance<br>01638 660518 | Rachael Mann<br>Head of<br>Resources and<br>Performance<br>01638 719245 | All Wards      | Report to<br>Cabinet, with<br>recommend-<br>ations to<br>Council |

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|------------------------|--|---|--|--|--|---|----------------|---|
|                        | and Forest Heath District Councils.  |   |  |  |  |   |                |   |
| 15/09/15               | <b>Revenues Collection and Performance Write-Offs</b><br>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.  | Paragraphs 1 and 2  | (KD)   | Cabinet                                    | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with exempt appendices   |
| 15/09/15               | <b>West Suffolk Risk Management Approach and Principles</b><br>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee in respect of seeking approval for a new approach to risk based on context, proportionality, judgement and evidence-based decision making, which is also being considered by St Edmundsbury Borough | Not applicable  | (D)  | Cabinet                                    | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with recommendations of the Performance and Audit Scrutiny Committee |

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|------------------------|---|---|---|--|--|--|----------------|--|
|                        | Council.  |   |   |  |  |  |                |  |
| 15/09/15               | <p><b>West Suffolk Operational Hub</b></p> <p>The Cabinet will be asked to consider and potentially make recommendations to Council, depending on the amount, in respect of seeking approval for additional funding to progress the West Suffolk Operational Hub project. This is in addition to previous approval given to going out to consultation on the site selection criteria and process for site selection. This will also be subject to approval by St Edmundsbury Borough Council.</p> | Not applicable  | <p>Cabinet and possibly (R) to Council<br/>14/10/15</p> <p><i>(Recommendation to Council to be confirmed)</i></p> | <p>Cabinet/ possibly Council</p> <p><i>(Recommendation to Council to be confirmed)</i></p> | David Bowman<br>Operations<br>07711 593737 | Mark Walsh<br>Head of Operations<br>01284 757300 | All Wards      | <p>Report to Cabinet with possible recommendations to Council.</p> <p><i>(Recommendation to Council to be confirmed)</i></p> |
| 15/09/15               | <p><b>Suffolk Waste Partnership - Organic Waste Options</b></p> <p>The Cabinet will be asked</p>  | Paragraph 3   | (R) - Council<br>14/10/15   | Cabinet/<br>Council  | David Bowman<br>Operations<br>07711 93737  | Mark Walsh<br>Head of Operations<br>01284 757300 | All Wards      | Report to Cabinet, with recommendations to Council   |

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|------------------------|---|---|--|--|--|--|----------------|--|
|                        | 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.  |   |  |  |  |  |                |  |
| 15/09/15               | <p><b>Home-Link Lettings Policy</b></p> <p>The Cabinet will be asked to recommend to Council, revisions to the Policy which was adopted in 2013 by both Forest Heath District Council and St Edmundsbury Borough Council.</p> | Not applicable  | (R) - Council 14/10/15   | Cabinet/<br>Council                        | All Portfolio Holders                                | <p>Simon Phelan,<br/>Head of Housing<br/>01638 71944-</p> <p>Tony Hobby<br/>Service Manager<br/>(Housing<br/>Options)<br/>01638 719348</p> | All Wards      | Report to Cabinet, with recommendations to Council |
| 15/09/15               | <p><b>West Suffolk Joint Sports Facility and Playing Pitch Strategy</b></p> <p>The Cabinet will be asked to adopt a West Suffolk Joint Sports Facility and Playing Pitch Strategy, which has been produced</p>                | Not applicable  | (KD)   | Cabinet                                    | Andy Drummond<br>Leisure and Culture<br>01638 666888 | <p>Mark Walsh<br/>Head of Operations<br/>01284 757300</p> <p>Damien Parker<br/>Leisure and Cultural Services<br/>Operational</p>           | All Wards      | Report to Cabinet                                  |

| <b>Expected Decision Date</b>               | <b>Subject and Purpose of Decision</b>  | <b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b> | <b>Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)</b> | <b>Decision Taker (see Note 3 for membership)</b> | <b>Portfolio Holder Contact Details</b>                                    | <b>Lead Officer Contact Details</b>                               | <b>Wards Affected</b> | <b>Documents to be submitted</b>                   |
|---|---|--|--|---|--|---|-----------------------|--|
|   | with St Edmundsbury Borough Council.  |  |  |   |  | Manager<br>01284 757090   |                       |  |
| Autumn 2015<br><br>(Deferred from 15/09/15) | <b>Housing Investment Options</b><br><br>The Cabinet will be asked to recommend to Council the business case for a wholly Council owned Housing Company.            | Paragraph 3  | (R) - Council  | Cabinet/<br>Council                               | All Portfolio Holders  | Simon Phelan<br>Head of Housing<br>01638 719440                   | All Wards             | Report to Cabinet, with recommendations to Council |
| 27/10/15                                    | <b>Revenues Collection and Performance Write-Offs</b><br><br>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices. | Paragraphs 1 and 2   | (KD)   | Cabinet   | Stephen Edwards<br>Resources and Performance<br>01638 660518               | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards             | Report to Cabinet, with exempt appendices          |
| 27/10/15                                    | <b>Community Chest Grant Funding (1)</b><br><br>The Cabinet will be asked to consider applications for Community Chest funding for the transitional year 2015/2016. | Not applicable   | (KD)   | Cabinet   | Robin Millar<br>Deputy Leader and Families and Communities<br>07939 100937 | Davina Howes<br>Head of Families and Communities<br>01284 757070  | All Wards             | Report to Cabinet                                  |

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|------------------------|---|---|--|--|--|---|----------------|---|
| 27/10/15               | <p><b>Delivering a Sustainable Budget 2016/2017</b></p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2016/2017.</p>            | Not applicable  | (R) - Council 18/11/15 or 9/12/15  | Cabinet/<br>Council                        | Stephen Edwards<br>Resources and Performance<br>01638 660518   | Rachael Mann<br>Head of Resources and Performance<br>01638 719245   | All Wards      | Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council. |
| 24/11/15               | <p><b>West Suffolk Statement of Principles: Gambling Act 2005</b></p> <p>The Cabinet will be asked to consider the adoption of a joint Statement of Principles in accordance with the Gambling Act 2005, which has been produced with St Edmundsbury Borough Council.</p> | Not applicable  | (R) - Council 9/12/15  | Cabinet/<br>Council                        | James Waters<br>Leader and Planning and Growth<br>07771 621038 | Steven Wood<br>Head of Planning and Growth<br>01284 757306<br><br>Tom Wright<br>Business Regulation and Licensing Manager<br>01638 719223 | All Wards      | Report to Cabinet, with recommendations to Council                                      |



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|--|--|---|--|--|---|---|----------------|---------------------------|
| 24/11/15                                 | <p><b>Housing Assistance Policy and Application Guidance</b></p> <p>The Cabinet will be asked to consider a review of the Housing Assistance Policy, in line with the Housing Strategy. The Policy also contains some changes to the way that Forest Heath District Council and St Edmundsbury Borough Council allocates grants for making improvements/adaptions to houses.</p> | Not applicable  | (KD)   | Cabinet                                    | All Portfolio Holders   | <p>Simon Phelan,<br/>Head of Housing<br/>01638 719440</p> <p>Andrew Newman<br/>Service Manager<br/>(Housing Standards)<br/>01638 719440</p> | All Wards      | Report to Cabinet         |
| 24/11/15<br><br>(Deferred from 01/09/15) | <p><b>Office Accommodation Appraisal</b></p> <p>The Cabinet will be asked to consider an appraisal of West Suffolk Councils' own office accommodation needs to inform detailed planning of the Mildenhall Hub and Public Service II projects through an Office Accommodation Plan.</p>   | Not applicable  | (KD)   | Cabinet                                    | <p>Stephen Edwards<br/>Resources and Performance<br/>01638 660518</p> <p>David Bowman<br/>Operations<br/>07711 593737</p> | Alex Wilson<br>Director<br>01284 757695   | All Wards      | Report to Cabinet         |

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|------------------------|---|---|--|--|--|---|----------------|--|
| 24/11/15               | <p><b>Local Council Tax Reduction Scheme and Technical Changes 2016/2017</b></p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Technical Changes for 2016/2017 prior to seeking its approval by full Council.</p> | Not applicable  | (R) - Council 09/12/15   | Cabinet/<br>Council                        | Stephen Edwards<br>Resources and Performance<br>01638 660518               | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with recommendations to Council |
| 22/12/15               | <p><b>Revenues Collection and Performance Write-Offs</b></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<br>Resources and Performance<br>01638 660518               | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with exempt appendices          |
| 22/12/15               | <p><b>Community Chest Grant Funding (2)</b></p> <p>The Cabinet will be asked to consider applications for Community Chest funding</p>   | Not applicable  | (KD)   | Cabinet                                    | Robin Millar<br>Deputy Leader and Families and Communities<br>07939 100937 | Davina Howes<br>Head of Families and Communities<br>01284 757070  | All Wards      | Report to Cabinet                                  |

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|------------------------|--|---|--|--|--|---|----------------|--|
|                        | for the year 2016/2017.  |   |  |  |  |   |                |  |
| 10/02/16               | <p><b>Revenues Collection and Performance Write-Offs</b></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<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with exempt appendices          |
| 10/02/16               | <p><b>Annual Treasury Management and Investment Strategy 2015/2016 and Treasury Management Code of Practice</b></p> <p>The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2015/2016, which must be undertaken before the start of each financial year.</p> | Not applicable  | (R) - Council<br>24/02/15  | Cabinet/<br>Council                        | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with recommendations to Council |

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|------------------------|--|---|--|--|--|---|----------------|--|
| 10/02/16               | <p><b>Budget and Council Tax: 2016/2017</b></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/<br>Council                        | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with recommendations to Council |
| 05/04/16               | <p><b>Revenues Collection and Performance Write-Offs</b></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<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with exempt appendices          |
| 17/05/16               | <p><b>Revenues Collection and Performance Write-Offs</b></p> <p>The Cabinet will be asked</p>  | Paragraphs 1 and 2  | (KD)   | Cabinet                                    | Stephen Edwards<br>Resources and Performance<br>01638 660518 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet, with exempt appendices          |

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|------------------------|---|---|--|--|--|--|----------------|---------------------------|
|                        | to consider writing-off outstanding debts detailed in the exempt Appendices.  |   |  |  |  |  |                |                           |
| 17/05/16               | <p><b>Community Chest Grant Funding (3)</b></p> <p>The Cabinet will be asked to consider applications for the remaining Community Chest funds for the year 2016/2017.</p> | Not applicable  | (KD)   | Cabinet                                    | Robin Millar<br>Deputy Leader and Families and Communities<br>07939 100937 | Davina Howes<br>Head of Families and Communities<br>01284 757070 | All Wards      | Report 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:

- (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)**

| <b>Full Breckland Cabinet Member</b>       | <b>Full East Cambridgeshire District Council Cabinet Member</b>       | <b>Full Fenland District Council Cabinet Member</b>       | <b>Full Forest Heath District Council Cabinet Member</b>       | <b>Full Suffolk Coastal District Council Cabinet Member</b>       | <b>Full St Edmundsbury Borough Council Cabinet Member</b>       | <b>Full Waveney District Council Cabinet Member</b>       |
|--|---|---|--|---|---|---|
| Cllr Michael Wassell<br>Cllr Ellen Jolly   | Cllr David Ambrose-Smith<br>Cllr Lis Every                            | Cllr John Clark<br>Cllr Chris Seaton                      | Cllr Stephen Edwards<br>Cllr James Waters                      | Cllr Geoff Holdcroft<br>Cllr Richard Kerry                        | Cllr Ian Houlder<br>Cllr Sara Mildmay-White                     | Cllr Sue Allen<br>Cllr Mike Barnard                       |
| <b>Substitute Breckland Cabinet Member</b> | <b>Substitute East Cambridgeshire District Council Cabinet Member</b> | <b>Substitute Fenland District Council Cabinet Member</b> | <b>Substitute Forest Heath District Council Cabinet Member</b> | <b>Substitute Suffolk Coastal District Council Cabinet Member</b> | <b>Substitute St Edmundsbury Borough Council Cabinet Member</b> | <b>Substitute Waveney District Council Cabinet Member</b> |
| Cllr Charles Carter                        | To be confirmed   | To be confirmed   | Vacancy  | To be confirmed   | Vacancy   | To be confirmed   |

Fiona Osman  
Service Manager (Democratic Services and Elections)  
Date: 31 July 2015



# Portfolio Holder



Forest Heath  
District Council

|                               |   |                  |
|-------------------------------|---|------------------|
| <b>Title of Report:</b>       | <b>Recommendation of the West Suffolk Joint Health and Safety Panel: Terms of Reference</b>   |                  |
| <b>Report No:</b>             | <b>CAB/FH/15/037</b>  |                  |
| <b>Report to and date:</b>    | <b>Portfolio Holder for Resources and Performance</b>   | 1 September 2015 |
| <b>Portfolio holder:</b>      | Stephen Edwards<br>Portfolio Holder for Resources and Performance<br><b>Tel:</b> 01638 660518<br><b>Email:</b> <a href="mailto:stephen.edwards@forest-heath.gov.uk">stephen.edwards@forest-heath.gov.uk</a>   |                  |
| <b>Chairman of the Panel:</b> | SEBC Cllr Frank Warby<br><b>Tel:</b> 01284 704138<br><b>Email :</b> <a href="mailto:frank.warby@stedsbc.gov.uk">frank.warby@stedsbc.gov.uk</a>  |                  |
| <b>Lead officer:</b>          | Martin Hosker<br>Health and Safety Manager<br><b>Tel:</b> 01284 757010<br><b>Email:</b> <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>  |                  |
| <b>Purpose of report:</b>     | The West Suffolk Joint Health and Safety Panel was asked at its meeting on 16 June 2015 to review its Terms of Reference. The Panel was of the view that Paragraph 2.4, i.e. <i>'The Panel shall appoint a Chairman and Vice-Chairman from its members. When the Chairman is a member of one side of the Panel the Vice-Chairman shall be a member of the other side'</i> , required clarification by way of an amendment. Accordingly, the Panel has recommended a minor amendment as appears below. |                  |
| <b>Recommendation:</b>        | <p><b>That the following amendment to the Terms of Reference for the West Suffolk Joint Health and Safety Panel, be approved:</b></p> <p><b>The deletion of Paragraph 2.4 and the substitution therefore of :</b></p> <p><b><i>'The Panel shall appoint a Chairman from the Employer's Side and a Vice-Chairman from the Employees' Side'.</i></b></p>  |                  |
| <b>Documents attached:</b>    | None  |                  |