

**PUBLICATION OF DECISION LIST NUMBER 12/12-13**

MUNICIPAL YEAR 2012/13

Date Published: 8 February 2013

This document lists the decisions taken by the special Cabinet at its meeting on 5 February 2013. The list covers key and non-key decisions. These decisions will come into force within ten working days of the date of this document (i.e. 22 February 2013) unless the appropriate Overview and Scrutiny Committee calls a decision in.

Cabinet decisions are subject to pre-implementation review through the following call-in procedure:-

Decisions that involve expenditure over £100,000 can be called in. "Call-in" requires at least a quarter of the Members of the appropriate Overview and Scrutiny Committee to request the "call-in", in writing, within four working days of the publication of the decision by the Cabinet, to be effective. Where the appropriate Committee has been previously involved in the decision which is being "called-in", the request should be made by Members of one of the other two Overview and Scrutiny Committees. A Notification of Call-in Form can be obtained from and should be completed, signed and returned to Graham Seal, Governance Services Manager. The meeting of the Overview and Scrutiny Committee to consider the "called-in" item(s) must take place within twenty working days of the publication of the decision by the Cabinet. The Call-In procedure does not apply where the decision being taken by the Cabinet is urgent.

Where an Overview and Scrutiny Committee is of the opinion that an executive decision which relates to an area covered by that Committee yet to be made or made but not yet implemented would be, contrary to the policy framework, or contrary to or not wholly in accordance with the Council's budget, then it should seek advice from the Monitoring Officer and/or Director (Finance and Operations).

If you have any queries or wish to obtain further report information or information on a decision please refer to:  
Graham Seal, Governance Services Manager at the Council Offices, Campus  
East, Welwyn Garden City, Herts AL8 6AE  
Telephone number (01707) 357444 or e-mail [g.seal@welhat.gov.uk](mailto:g.seal@welhat.gov.uk)

## INDEX OF PUBLISHED CABINET DECISIONS

List Ref.	Decision Made by	Date of Decision	Part 1/2	Subject/Title of Report	Category of Decision	Affected Wards	Eligible for Call-In & Date Decision must be called in by (If applicable)	Appropriate Overview and Scrutiny Committee	Page No.
1/12/12-13	Cabinet	5 February 2013	1	Office Accommodation and a Flexible Working Approach	Budget item for recommendation to Council	Handside	No	Resources	1.
2/12/12-13	Cabinet	5 February 2013	1	Procurement Strategy	Budget item for recommendation to Council	All	No	Resources	2.
3/12/12-13	Cabinet	5 February 2013	1	Update of Parking Services Work Programme 2012/13 and Recommended Work Programmes 2013/14	Non-Key	All	No	Environment	3.
4/12/12-13	Cabinet	5 February 2013	1	Capital Programme 2012/13 – Release of Funds	Non-Key	All	No	Resources	4.
5/12/12-13	Cabinet	5 February 2013	1	Revenue Budget Monitoring at 31 December 2012 (Month 9)	Non-Key	All	No	Resources	5.
6/12/12-13	Cabinet	5 February 2013	1	Budget Monitoring at 31 December 2012 (Period 9)	Non-Key	All	No	Resources	6.
7/12/12-13	Cabinet	5 February 2013	2	CCTV Service Provision	Forward Plan Reference: FP583	All	No	Social	7.

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8/12/12-13	Cabinet	5 February 2013	2	Sale of Land to Facilitate the Redevelopment of Hatfield Station	Non-Key	All	No	Resources	8.

**LIST REFERENCE: 1/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>								
Office Accommodation and a Flexible Working Approach								

<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by the Decision</b>	<b>Decision taken by</b>	<b>Date decision taken</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non-Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>	<b>Appropriate Overview and Scrutiny Committee</b>
1	Handside	Cabinet	5 February 2013	No	Budget item for recommendation to Council	Pam Kettle 01707 357275 <a href="mailto:p.kettle@welhat.gov.uk">p.kettle@welhat.gov.uk</a>	No	Resources

**DECISION:**

Delegated authority was given to the Chief Executive, in conjunction with the Leader and Deputy Leader of the Council, to agree the detailed designs for the Campus East building extension, subject to the usual planning and associated consultation processes.

The Director (Finance and Operations), in conjunction with the Executive Member (Housing and Community), was given delegated authority in relation to any issues that might arise in connection with the office moves and the decant and recant of the accommodation, including the need to submit a detailed planning application(s) as necessary.

The feasibility of introducing flexible working would be investigated, including the possibility of introducing an e-postroom.

It was noted that £4.35M and £0.011M had been built into the 2013/14 and 2014/15 capital programmes respectively and also that a net revenue growth of £0.075M and £0.071M had been built into the next two years as early indicative costs at this stage with a further report being brought back to Members with detailed costs.

It was noted that the scheme would be funded from borrowing.

The Council was recommended to approve an additional capital budget of £0.100M in 2012/13 to facilitate the development of the office accommodation programme, including the appointment of an external programme manager, to assist in managing this major, complex piece of work.

The Council's Contract Procedure Rules would be waived to allow the appointment of Facilities Design Ltd (FDL) to assist in the personnel and related moves about the various buildings because FDL had been involved in almost every major team move for the last few years and had the knowledge and expertise about the layout of the Council's buildings.

**BACKGROUND:**

Report of the Director (Finance and Operations) to Cabinet item 6(a) refers

**LIST REFERENCE: 2/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>								
Procurement Strategy								

<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by the Decision</b>	<b>Decision taken by</b>	<b>Date decision taken</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non-Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>	<b>Appropriate Overview and Scrutiny Committee</b>
1	All	Cabinet	5 February 2013	No	Budget item for recommendation to Council	Andrew Harper 01707 357371 <a href="mailto:a.harper@welhat.gov.uk">a.harper@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
The Council was recommended to adopt the revised Procurement Strategy.

<b>BACKGROUND:</b>
Report of the Director (Governance) to Cabinet item 6(b) refers

**LIST REFERENCE: 3/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>
Update of Parking Services Work Programme 2012/13 and Recommended Work Programmes 2013/14

<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by the Decision</b>	<b>Decision taken by</b>	<b>Date decision taken</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non-Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>	<b>Appropriate Overview and Scrutiny Committee</b>
1	All	Cabinet	5 February 2013	No	Non-Key	Vikki Hatfield 01707 357555 <a href="mailto:v.hatfield@welhat.gov.uk">v.hatfield@welhat.gov.uk</a>	No	Environment

<b>DECISION:</b>
<p>The parking restriction work programme 2013/14 was approved.</p> <p>It was agreed that the parking improvement work programme would run alongside the parking restriction work programme 2013/14.</p> <p>It was agreed that, in addition to investigating the reserve list, all future parking improvement work programmes would run alongside the restriction work programmes.</p>

<b>BACKGROUND:</b>
<p>Recommendation of the Cabinet Housing and Planning Panel on 7 January 2013 to the Cabinet item 9(a) refers.</p>

**LIST REFERENCE: 4/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>								
Capital Programme 2012/13 – Release of Funds								

<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by the Decision</b>	<b>Decision taken by</b>	<b>Date decision taken</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non-Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>	<b>Appropriate Overview and Scrutiny Committee</b>
1	All	Cabinet	5 February 2013	No	Non-Key	Warwick Turnbull 01707 357260 <a href="mailto:w.turnbull@welhat.gov.uk">w.turnbull@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
The release of capital Funds of £30,000 for the provision of an intrusion detection system was approved.

<b>BACKGROUND:</b>
Report of the Director (Finance and Operations) to Cabinet item 11 refers.

**LIST REFERENCE: 5/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>
Revenue Budget Monitoring at 31 December 2012 (Month 9)

<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by the Decision</b>	<b>Decision taken by</b>	<b>Date decision taken</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non-Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>	<b>Appropriate Overview and Scrutiny Committee</b>
1	All	Cabinet	5 February 2013	No	Non-Key	Geoff May 01707 357312 <a href="mailto:g.may@welhat.gov.uk">g.may@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
<p>Changes to the forecast outturn as at 31 December 2012 were agreed and included in the current budget, which in turn, would then be used as the basis of comparison to the forecast outturn.</p> <p>All service managers would be informed that any significant changes to the forecast outturn which could not be met by a similar level of savings would need a report to the Cabinet to request additional funds.</p> <p>The forecast outturn increase of £2.0M in the Housing Revenue Account to give forecast balances of £8.6M as the new current budget was agreed to form the basis of comparison with the forecast outturn for the last quarter of the year.</p> <p>The position on debts and rechargeable works was noted.</p>

<b>BACKGROUND:</b>
Report of the Director (Finance and Operations) to Cabinet item 12 refers.



**LIST REFERENCE: 6/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>
Capital Budget Monitoring at 31 December 2012 (Period 9)

Part 1 or 2 (relevant exempt Paragraph)	Wards affected by the Decision	Decision taken by	Date decision taken	Interest declared in respect of the Decision	Category of decision (i.e. Key, Non-Key, Council, Urgent)	Contact Details	Eligible for Call-in & Date to be called in by	Appropriate Overview and Scrutiny Committee
1	All	Cabinet	5 February 2013	No	Non-Key	Tracy Fortune 01707 357219 <a href="mailto:t.fortune@welhat.gov.uk">t.fortune@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
<p>The overall position on capital spending (including the Major Repairs Allowance), funding and reserves, the current budget, Prudential Indicators and the risks relating to the capital programme and funding were noted.</p> <p>The forecast outturn was approved with a view to amending the current budget.</p> <p>The Cabinet would continually review the phasing of schemes and consider whether there would be slippage into 2013/14.</p>

<b>BACKGROUND:</b>
Report of the Director (Finance and Operations) to Cabinet item 13 refers.

**LIST REFERENCE: 7/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>
CCTV Service Provision

Part 1 or 2 (relevant exempt Paragraph)	Wards affected by the Decision	Decision taken by	Date decision taken	Interest declared in respect of the Decision	Category of decision (i.e. Key, Non-Key, Council, Urgent)	Contact Details	Eligible for Call-in & Date to be called in by	Appropriate Overview and Scrutiny Committee
2	All	Cabinet	5 February 2013	No	Forward Plan Reference: FP583	Andrew Harper 01707 357371 <a href="mailto:a.harper@welhat.gov.uk">a.harper@welhat.gov.uk</a> Tim Beyer 01707 357309 <a href="mailto:t.beyer@welhat.gov.uk">t.beyer@welhat.gov.uk</a>	No	Social

<b>DECISION:</b>
The Council would enter into a service level agreement with St Albans City and District Council to provide CCTV monitoring and maintenance services through Videcom Security Limited with the agreement commencing on 1 April 2013 continuing for a minimum period of three years with an option to extend for a further two years.

<b>BACKGROUND:</b>
Exempt report of the Director (Strategy and Development) to Cabinet item 16(a) refers. As the report contains confidential/exempt information it is not available to the press or public.

**LIST REFERENCE: 8/12/12-13**

<b>SUBJECT / TITLE OF REPORT</b>
Sale of Land to Facilitate the Redevelopment of Hatfield Station

Part 1 or 2 (relevant exempt Paragraph)	Wards affected by the Decision	Decision taken by	Date decision taken	Interest declared in respect of the Decision	Category of decision (i.e. Key, Non-Key, Council, Urgent)	Contact Details	Eligible for Call-in & Date to be called in by	Appropriate Overview and Scrutiny Committee
2	All	Cabinet	5 February 2013	No	Non-Key	Geoff Sampson 01707 357458 <a href="mailto:g.sampson@welhat.gov.uk">g.sampson@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
<p>The disposal of an area of land to First Capital Connect as part of the regeneration of Hatfield station was approved.</p> <p>First Capital Connect's offer of £25,000 was accepted and authority given to sell the land at this figure at less than market value under section 123 of the Local Government Act 1972.</p>

<b>BACKGROUND:</b>
<p>Exempt report of the Director (Finance and Operations) to Cabinet item 17 refers. As the report contains confidential/exempt information it is not available to the press or public.</p>