



PUBLICATION OF DECISION LIST NUMBER 13/12-13

MUNICIPAL YEAR 2012/13

Date Published: 8 March 2013

This document lists the decisions taken by the special Cabinet at its meeting on 5 March 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 March 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

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.
1/13/12-13	Cabinet	5 March 2013	1	Council Tax Support – Hardship Relief Guidelines	Budget item for recommendation to Council	All	No	Resources	1.
2/13/12-13	Cabinet	5 March 2013	1	Council Tax Empty Properties – Six Weeks Rule	Budget item for recommendation to Council	All	No	Resources	2.
3/13/12-13	Cabinet	5 March 2013	1	Capital Software Upgrade	Budget item for recommendation to Council	All	No	Resources	3.
4/13/12-13	Cabinet	5 March 2013	1	Welwyn Hatfield Council Tenant Welfare Decorations Scheme	Forward Plan Reference: FP589	All	No	Social	4.
5/13/12-13	Cabinet	5 March 2013	1	Release of Capital Funds – Disabled Facilities Grant and Private Sector Renewal 2013/14	Forward Plan Reference: FP590	All	No	Social	5.
6/13/12-13	Cabinet	5 March 2013	1	Leasehold Property Insurance Tender – Request for Delegated Authority	Forward Plan Reference: FP593	All	No	Resources	6.
7/13/12-13	Cabinet	5 March 2013	1	Draft Delivery Plan – Welwyn Hatfield Community Housing Trust 2013/14	Forward Plan Reference: FP573	All	No	Social	7.

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.
8/13/12-13	Cabinet	5 March 2013	1	Capital Programme 2013/14 – Release of Funds	Forward Plan Reference: FP587	All	No	Resources	8.
9/13/12-13	Cabinet	5 March 2013	1	Local Letting Policy for the Affordable Housing Scheme at Essendon Hill, Essendon	Non-Key	Hatfield East	No	Social	9.
10/13/12-13	Cabinet	5 March 2013	1	The Cloisters, Welwyn Garden City – Proposed Resident Parking Scheme	Non-Key	Handside	No	Environment	10.
11/13/12-13	Cabinet	5 March 2013	1	Objections to New Road, Digswell – Experimental Traffic Regulation Order	Non-Key	Welwyn East	No	Environment	11.
12/13/12-13	Cabinet	5 March 2013	1	Hatfield Town Centre – Works to Wellfield Road Car Park	Non-Key	Hatfield Central	No	Environment	12.
13/13/12-13	Cabinet	5 March 2013	1	Finesse Leisure – Proposed Revenue Savings	Non-Key	All	No	Social	13.
14/13/12-13	Cabinet	5 March 2013	1	Performance Exception Report – February 2013	Non-Key	All	No	All	14.
15/13/12-13	Cabinet	5 March 2013	1	Risk Management	Non-Key	All	No	Resources	15.

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.
16/13/12-13	Cabinet	5 March 2013	2	Sale of Comingled Recyclates Contract	Forward Plan Reference: FP586	All	No	Environment	16.
17/13/12-13	Cabinet	5 March 2013	2	Sale of Land to Facilitate the Redevelopment of Hatfield Station	Non-Key	Hatfield East	No	Resources	17.

LIST REFERENCE: 1/13/12-13

SUBJECT / TITLE OF REPORT								
Council Tax Support – Hardship Relief Guidelines								

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 March 2013	No	Budget item for recommendation to Council	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
<p>The Cabinet agreed and recommends to the Council to award hardship relief to those recipients of council tax support who suffer exceptional hardship on the basis that the amount of relief available was limited and would be awarded under exceptional circumstances and in accordance with the criteria determined in the guidelines.</p> <p>The Cabinet agreed and recommends to the Council to set up a fund in the sum of £25,000 to award council tax hardship relief for 2013/14 and 2014/15 respectively with the cost of this being met from the council tax support new burdens funding and from reserves.</p> <p>The working of the scheme would be reviewed and reported to Cabinet after three months to enable the Cabinet to gauge the effectiveness of the scheme and the size of the fund.</p>

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

LIST REFERENCE: 2/13/12-13

SUBJECT / TITLE OF REPORT								
Council Tax Empty Properties – Six Weeks Rule								

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 March 2013	No	Budget item for recommendation to Council	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
<p>The Cabinet agreed to apply the six weeks rule to empty properties, in accordance with existing legislation so that these properties would need to be occupied for a period exceeding six weeks before they were entitled to a one month exemption from an empty charge.</p> <p>The Cabinet recommends to the Council the adoption of this six weeks rule on empty properties.</p>

BACKGROUND:
Report of the Director (Finance and Operations) to Cabinet item 6(b) refers

LIST REFERENCE: 3/13/12-13

SUBJECT / TITLE OF REPORT								
Capita Software Upgrade								

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 March 2013	No	Non-Key	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
The Cabinet agreed and recommends to the Council to add £76,000 to the 2013/14 capital programme and to release the additional budget to enable the upgrade to software to commence in the new financial year.

BACKGROUND:
Report of the Director (Finance and Operations) to Cabinet item 6(c) refers

LIST REFERENCE: 4/13/12-13

SUBJECT / TITLE OF REPORT
Welwyn Hatfield Council Tenant Welfare Decorations Scheme

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 March 2013	No	Forward Plan Reference: FP589	Simone Russell 01707 357660 s.russell@welhat.gov.uk Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Social

DECISION:
The recommendations of the Cabinet Housing and Planning Panel to agree the proposed amendments to the Council's welfare decorations scheme, subject to no significant impact arising from the Equality Impact Assessment, were approved and the new policy would be implemented from April 2013.

BACKGROUND:
Recommendation of the Cabinet Housing and Planning Panel on 7 January 2013 to the Cabinet item 7(a) refers.

LIST REFERENCE: 5/13/12-13

SUBJECT / TITLE OF REPORT								
Release of Capital Funds – Disabled Facilities Grant and Private Sector Renewal 2013/14								

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 March 2013	No	Forward Plan Reference: FP590	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Social

DECISION:
The release of the capital budget of £661,670 for the payment of Disabled Facilities Grants and Private Sector Renewal grants/loans during 2013/14 was approved.

BACKGROUND:
Report of the Director (Strategy and Development) to Cabinet item 7(b) refers.

LIST REFERENCE: 6/13/12-13

SUBJECT / TITLE OF REPORT								
Leasehold Property Insurance Tender – Request for Delegated Authority								

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 March 2013	No	Forward Plan Reference: FP593	Andrea Plucknett 01707 357453 a.plucknett@welhat.gov.uk	No	Resources

DECISION:
The Director (Finance and Operations), in consultation with the Executive Member, Resources, was given delegated authority to approve the award of the leasehold properties buildings insurance contract in view of the need for an expeditious decision to be made outside of timetabled meetings.

BACKGROUND:
Report of the Director (Finance and Operations) to Cabinet item 7(c) refers.

LIST REFERENCE: 7/13/12-13

SUBJECT / TITLE OF REPORT								
Draft Delivery Plan – Welwyn Hatfield Community Housing Trust 2013/14								

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 March 2013	No	Forward Plan Reference: FP573	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Social

DECISION:
The final draft of the Welwyn Hatfield Community Housing Trust Delivery Plan for 2013/14 was approved.

BACKGROUND:
Recommendation of the Cabinet Housing and Planning Panel on 13 February 2013 to the Cabinet item 7(d) refers.

LIST REFERENCE: 8/13/12-13

SUBJECT / TITLE OF REPORT
Capital Programme 2013/14 – Release of Funds

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 March 2013	No	Forward Plan Reference: FP587	Warwick Turnbull 01707 357260 w.turnbull@welhat.gov.uk	No	Resources

DECISION:
The release of funds of £132,000 from the 2013/14 capital programme to replace/upgrade Council ITC equipment was approved.

BACKGROUND:
Report of the Director (Finance and Operations) to Cabinet item 7(e) refers.

LIST REFERENCE: 9/13/12-13

SUBJECT / TITLE OF REPORT
Local Lettings Policy for the Affordable Housing Scheme at Essendon Hill, Essendon

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	Hatfield East	Cabinet	5 March 2013	No	Non-Key	Jeremy Morton 01707 357723 j.morton@welhat.gov.uk	No	Social

DECISION:
The recommendation of the Cabinet Housing and Planning Panel to agree the proposed Local Lettings Policy to ensure qualifying applicants who bid for new homes at Essendon Hill, Essendon would have a greater priority than other applicants was approved.

BACKGROUND:
Recommendation of the Cabinet Housing and Planning Panel on 7 January 2013 to the Cabinet item 9(1)(a) refers.

LIST REFERENCE: 10/13/12-13

SUBJECT / TITLE OF REPORT
The Cloisters, Welwyn Garden City – Proposed Resident Parking Scheme

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	Handside	Cabinet	5 March 2013	No	Non-Key	Jack Carson 01707 357529 j.carson@welhat.gov.uk	No	Environment

DECISION:
That having considered the objections received from residents of the Cloisters, the recommendation of the Cabinet Housing and Planning Panel that the Resident Permit Parking Scheme was implemented be approved because extensive consultation had taken place and the majority view remained in favour of the resident parking scheme.

BACKGROUND:
Recommendation of the Cabinet Housing and Planning Panel on 13 February 2013 to the Cabinet item 9(2)(a) refers.

LIST REFERENCE: 11/13/12-13

SUBJECT / TITLE OF REPORT
Objections to New Road, Digswell – Experimental Traffic Regulation Order

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	Welwyn East	Cabinet	5 March 2013	No	Non-Key	Vikki Hatfield 01707 357555 v.hatfield@welhat.gov.uk	No	Environment

DECISION:
That having considered the objections received regarding the Experimental Traffic Regulation Order for New Road, Digswell, the recommendation of the Cabinet Housing and Planning Panel that the Order be sealed in its current form was approved on the basis that the issue of the speed of traffic on the road would be dealt with by Hertfordshire County Council introducing traffic calming measures starting with a new “Speedwatch” initiative.

BACKGROUND:
Recommendation of the Cabinet Housing and Planning Panel on 13 February 2013 to the Cabinet item 9(2)(b) refers.

LIST REFERENCE: 12/13/12-13

SUBJECT / TITLE OF REPORT
Hatfield Town Centre – Works to Wellfield Road Car Park

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	Hatfield Central	Cabinet	5 March 2013	No	Non-Key	Mike Storey 01707 357457 m.storey@welhat.gov.uk	No	Environment

DECISION:
The Cabinet agreed to the waiver of Contract Procedure Rules to allow Hyder to be appointed to carry out investigation works into a hole in the Wellfield Road, Hatfield car park in lieu of a formal procurement.

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

LIST REFERENCE: 13/13/12-13

SUBJECT / TITLE OF REPORT
Finesse Leisure – Proposed Revenue Savings

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 March 2013	No	Non-Key	Paul Underwood 01707 357220 p.underwood@welhat.gov.uk	No	Social

DECISION:
The ongoing revenue savings totalling £52,950, some of which would be phased in over a two or three year period, identified as part of Finesse Leisure’s ongoing commitment to look at the provision of services to enable the management fee paid by the Council to be reduced, were noted.

BACKGROUND:
Report of the Director (Strategy and Development) to Cabinet item 12 refers.

LIST REFERENCE: 14/13/12-13

SUBJECT / TITLE OF REPORT
Performance Exception Report – February 2013

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 March 2013	No	Non-Key	Paul Underwood 01707 357220 p.underwood@welhat.gov.uk	No	All

DECISION:
The report was noted and proposed actions following the completion of the clinic meetings on 7 February 2013 approved.

BACKGROUND:
Report of the Director (Strategy and Development) to Cabinet item 13 refers.

LIST REFERENCE: 15/13/12-13

SUBJECT / TITLE OF REPORT
Risk Management

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 March 2013	No	Non-Key	Andy Cremer 01707 357169 a.cremer@welhat.gov.uk	No	Resources

DECISION:

The current strategic risk register and top operational risks were reviewed, particularly noting that relevant controls were assigned and ensuring that mitigation plans with the correct status were in place where necessary, together with the comments made in respect of each risk.

BACKGROUND:

Report of the Director (Governance) to Cabinet item 14 refers.

LIST REFERENCE: 16/13/12-13

SUBJECT / TITLE OF REPORT
Sale of Comingled Recyclates Contract

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 March 2013	No	Forward Plan Reference: FP586	Andrew Harper 01707 357371 a.harper@welhat.gov.uk Durk Reyner 01707 357160 d.reyner@welhat.gov.uk	No	Environment

DECISION:
The contract for lots 1 to 9 was awarded to Pearce Recycling and lot 10 to O'Brien.

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

LIST REFERENCE: 17/13/12-13

SUBJECT / TITLE OF REPORT
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 March 2013	No	Non-Key	Geoff Sampson 01707 357458 g.sampson@welhat.gov.uk	No	Resources

DECISION:

The Director (Strategy and Development), in consultation with the Leader of the Council, was given delegated authority to appoint a contractor and architect for the refurbishment/replacement of the Arcade canopy in Hatfield Town Centre, if possible in conjunction with St Modwen and Contract Procedure Rules were waived to permit these appointments in lieu of a formal procurement.

BACKGROUND:

Exempt report of the Director (Finance and Operations) to Cabinet item 18 refers. As the report contains confidential/exempt information it is not available to the press or public.