



PUBLICATION OF DECISION LIST NUMBER 11/13-14

MUNICIPAL YEAR 2013/14

Date Published: 11 April 2014

This document lists the decisions taken by the Cabinet at its meeting on 8 April 2014. 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. 29 April 2014) 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.
1/11/13-14	Cabinet	8 April 2014	1	Business Plan and Action Plan 2014/15	Budget and Policy Framework Item for Recommendation to the Council	All	No	Resources	1.
2/11/13-14	Cabinet	8 April 2014	1	Review of Contract Procedure Rules	Budget and Policy Framework Item for Recommendation to the Council	All	No	Resources	2.
3/11/13-14	Cabinet	8 April 2014	1	Food Safety Service Plan 2014/15	Budget and Policy Framework Item for Recommendation to the Council	All	No	Environment	3.
4/11/13-14	Cabinet	8 April 2014	1	Health and Safety Service Plan 2014/15	Budget and Policy Framework Item for Recommendation to the Council	All	No	Environment	4.
5/11/13-14	Cabinet	8 April 2014	1	Leasehold Property Insurance Tender and Renewal of Insurance Policies – Request for Delegated Authority	Key Forward Plan Ref: FP640	All	No	Resources	5.
6/11/13-14	Cabinet	8 April 2014	1	Hatfield Parking Strategy Car Parks	Key Forward Plan Ref: FP642	All	No	Environment	6.

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.
7/11/13-14	Cabinet	8 April 2014	1	Draft Delivery Plan – Welwyn Hatfield Community Housing Trust 2014/15	Key Forward Plan Ref: FP644	All	No	Social	7.
8/11/13-14	Cabinet	8 April 2014	1	Capital Budget Roll Forwards Report 2014/15	Key Forward Plan Ref: FP645	All	No	Resources	8.
9/11/13-14	Cabinet	8 April 2014	1	Release of Capital Funding – Campus West Redevelopment Project	Key Forward Plan Ref: FP646	All	No	Resources	9.
10/11/13-14	Cabinet	8 April 2014	1	Capital Programmes 2014/15 and 2015/16 Release of Funds	Key Forward Plan Ref: FP649	All	No	Resources	10.
11/11/13-14	Cabinet	8 April 2014	1	Council Tax and Business Rates Flooding Relief	Key Forward Plan Ref: FP650	All	No	Resources	11.
12/11/13-14	Cabinet	8 April 2014	1	Parking Services Recommended Work Programmes 2014/15	Non-Key	All	No	Environment	12.
13/11/13-14	Cabinet	8 April 2014	1	Release of Funds:- (1) Replace/Refurbish an Air Handling Unit at the Jim McDonald Centre (2) Replace a Shower Calorifier at King George V Playing Fields (3) Resurface Panshanger	Non-Key	Various	No	Resources	13.

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				Golf Course Car Park – Finesse Leisure (4) Campus East Clock Tower Replacement of Components (5) Finesse Leisure – Grounds Maintenance Machinery at Outside Sites and New Pontoon, Boats and Equipment at Stanborough Park					
14/11/13-14	Cabinet	8 April 2014	1	Affordable Housing Programme – Tender of Council Owned Sites for Delivery of Affordable Housing (Phase Two)	Non-Key	Various	No	Social	14.
15/11/13-14	Cabinet	8 April 2014	1	Council's Achievement List	Non-Key	All	No	Resources	15.
16/11/13-14	Cabinet	8 April 2014	1	Risk Management	Non-Key	All	No	Resources	16.

LIST REFERENCE: 1/11/13-14

SUBJECT / TITLE OF REPORT								
Business Plan and Action Plan 2014/15								

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	8 April 2014	No	Recommendation to the Council	Nancy Sardari-Kermani 01707 357271 n.sardari-kermani@welhat.gov.uk	No	Resources

DECISION:
The Council was recommended to approve the Business Plan and Action Plan 2014/15.

BACKGROUND:
Report of the Director (Strategy and Development) to the Cabinet item 6(a) refers.

LIST REFERENCE: 2/11/13-14

SUBJECT / TITLE OF REPORT								
Review of Contract Procedure Rules								

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	8 April 2014	No	Recommendation to the Council	Andrew Harper 01707 357371 a.harper@welhat.gov.uk	No	Resources

DECISION:								
The Council was recommended to approve the revised Contract Procedure Rules.								

BACKGROUND:								
Report of the Director (Governance) to the Cabinet item 6(b) refers.								

LIST REFERENCE: 3/11/13-14

SUBJECT / TITLE OF REPORT

Food Safety Service Plan 2014/15

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	8 April 2014	No	Recommendation to the Council	Cheryll Brown 01707 357207 c.brown@welhat.gov.uk	No	Environment

DECISION:

The Council was recommended to adopt the Food Safety Service Plan 2014/15.

BACKGROUND:

Recommendations of the Environment Overview and Scrutiny Committee on 24 March 2014 to the Cabinet item 6(c) refers.

LIST REFERENCE: 4/11/13-14

SUBJECT / TITLE OF REPORT

Health and Safety Service Plan 2014/15

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	8 April 2014	No	Recommendation to the Council	Cheryll Brown 01707 357207 c.brown@welhat.gov.uk	No	Environment

DECISION:

The Council was recommended to adopt the Health and Safety Service Plan 2014/15.

BACKGROUND:

Recommendations of the Environment Overview and Scrutiny Committee on 24 March 2014 to the Cabinet item 6(d) refers.

LIST REFERENCE: 5/11/13-14

SUBJECT / TITLE OF REPORT								
Leasehold Property Insurance Tender and Renewal of Insurance Policies – 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	8 April 2014	No	Key Forward Plan Ref: FP640	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 insurance contract and renewal of other Council insurance policies, in view of the need for expeditious decisions to be made outside of timetabled meetings.

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

LIST REFERENCE: 6/11/13-14

SUBJECT / TITLE OF REPORT
Hatfield Parking Strategy Car Parks

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	8 April 2014	No	Key Forward Plan Ref: FP642	Vikki Hatfield 01707 357555 v.hatfield@welhat.gov.uk	No	Environment

DECISION:
<p>The recommendation from the meeting of the Cabinet Housing and Planning Panel on 20 February 2014 on the approach to the review of the introduction of waiting restrictions in Hatfield with residents and businesses was approved.</p> <p>Having considered the objections received following the review of new parking restrictions in Hatfield, the recommendation from the meeting of the Cabinet Housing and Planning Panel on 20 March 2014 to proceed with the amendment of the Traffic Regulation Order on the basis that a last consultation would be carried out to address any final concerns residents or businesses might have after parking had settled following completion of the first phase of the redevelopment of the Hatfield Station car park was approved and the objectors would be notified.</p>

BACKGROUND:
<p>Recommendations of the Cabinet Housing and Planning Panel on 20 February and 20 March 2014 to the Cabinet item 7(b) refers.</p>

LIST REFERENCE: 7/11/13-14

SUBJECT / TITLE OF REPORT
Draft Delivery Plan – Welwyn Hatfield Community Housing Trust 2014/15

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	8 April 2014	No	Key Forward Plan Ref: FP644	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Social

DECISION:
The Delivery Plan of the Welwyn Hatfield Community Housing Trust for 2014/15 was approved.

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

LIST REFERENCE: 8/11/13-14

SUBJECT / TITLE OF REPORT
Capital Budget Roll Forwards Report 2014/15

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	8 April 2014	No	Key Forward Plan Ref: FP645	Tracy Fortune 01707 357219 t.fortune@welhat.gov.uk	No	Resources

DECISION:
A budget of £3.278M for General Fund schemes and £560,000 for housing schemes was approved to be rolled forward from the 2013/14 to the 2014/15 capital programme and all roll forward schemes that had not yet had funds released would be subject to further detailed reports to the Cabinet to seek approval to spend.

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

LIST REFERENCE: 9/11/13-14

SUBJECT / TITLE OF REPORT
Release of Capital Funding – Campus West Redevelopment Project

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	8 April 2014	No	Key Forward Plan Ref: FP646	Paul Underwood 01707 357220 p.underwood@welhat.gov.uk	No	Resources

DECISION:
The release of approved capital funding of £1.090M from the 2014/15 capital programme for this project was released.

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

LIST REFERENCE: 10/11/13-14

SUBJECT / TITLE OF REPORT
Capital Programmes 2014/15 and 2015/16 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	8 April 2014	No	Key Forward Plan Ref: FP649	Chris Conway 01707 357346 c.conway@welhat.gov.uk	No	Resources

DECISION:
The release of approved capital funds of £50,000 in 2014/15 and £350,000 in 2015/16 for the provision of a database for the administration of planning applications, building control applications and local land charges was approved.

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

LIST REFERENCE: 11/11/13-14

SUBJECT / TITLE OF REPORT								
Council Tax and Business Rates Flooding Relief								

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	8 April 2014	No	Key Forward Plan Ref: FP650	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
<p>The Cabinet agreed to amend the Council's local business rates discounts guidelines and include the award of business rates relief to flood victims in accordance with Section 47 of the Local Government Finance Act 1988.</p> <p>The Cabinet agreed to award council tax discounts to flood victims in accordance with Section 13A of the Local Government Finance Act 1992.</p> <p>The Cabinet agreed to adopt a procedure as set out in the Council's Council Tax Reduction Scheme for any appeals against flooding relief and discounts.</p>

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

LIST REFERENCE: 12/11/13-14

SUBJECT / TITLE OF REPORT
Parking Services Recommended Work Programmes 2014/15

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	8 April 2014	No	Non-Key	Vikki Hatfield 01707 357555 v.hatfield@welhat.gov.uk	No	Resources

DECISION:
The parking services work programmes 2014/15 were approved.

BACKGROUND:
Recommendations of the Cabinet Housing and Planning Panel on 20 February 2014 to the Cabinet item 9(a) refers.

LIST REFERENCE: 13/11/13-14

SUBJECT / TITLE OF REPORT

Release of Funds:-

- (1) Replace/Refurbish an Air Handling Unit at the Jim McDonald Centre
- (2) Replace a Shower Calorifier at King George V Playing Fields
- (3) Resurface Panshanger Golf Course Car Park – Finesse Leisure
- (4) Campus East Clock Tower Replacement of Components
- (5) Finesse Leisure – Grounds Maintenance Machinery at Outside Sites and New Pontoon, Boats and Equipment at Stanborough 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	Various	Cabinet	8 April 2014	No	Non-Key	Mike Storey 01707 357457 m.storey@welhat.gov.uk	No	Resources

DECISION:

The release of approved capital funding in 2014/15 for these schemes was approved.

BACKGROUND:

Report of the Director (Finance and Operations) to Cabinet item 12(a) refers.

LIST REFERENCE: 14/11/13-14

SUBJECT / TITLE OF REPORT
Affordable Housing Programme – Tender of Council Owned Sites for Delivery of Affordable Housing (Phase Two)

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	Various	Cabinet	8 April 2014	No	Non-Key	Jeremy Morton 01707 357723 j.morton@welhat.gov.uk	No	Social

DECISION:
<p>The Cabinet agreed to waive Contract Procedure Rules and approve the appointment of Rock Townsend as architect for preparation of planning drawings and subsequent planning submission for sites identified for a second phase of affordable homes.</p> <p>The package of sites was approved for disposal via a mini tender process to the Registered Provider framework group.</p>

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

LIST REFERENCE: 15/11/13-14

SUBJECT / TITLE OF REPORT
Council's Achievement List

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	8 April 2014	No	Non-Key	Nancy Sardari-Kermani 01707 357271 n.sardari-kermani@welhat.gov.uk	No	Resources

DECISION:
The list was noted.

BACKGROUND:
Report of the Director (Strategy and Development) to Cabinet item 14 refers.

LIST REFERENCE: 16/11/13-14

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	8 April 2014	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 to the risk in question with mitigation plans in place where necessary with the correct status and comments in respect of each risk where shown.

BACKGROUND:
Report of the Director (Governance) to Cabinet item 15 refers.