

**PUBLICATION OF DECISION LIST NUMBER 05/15-16**

MUNICIPAL YEAR 2015/16

Date Published: 9 October 2015

This document lists the decisions taken by the Cabinet at its meeting on 6 October 2015. Decisions outside the budget or policy framework that are called-in cannot come into force until the ten working day “call-in” period from the date of this document (i.e. 23 October 2015) has elapsed except for those decisions taken under emergency procedures.

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

“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.
1/5/15-16	Cabinet	6 October 2015	1	Community Mausoleum Crypts	Budget and Policy Framework Item for Recommendation to the Council	Hatfield South	No	Environment	1.
2/5/15-16	Cabinet	6 October 2015	1	Review of Contract Procedure Rules	Budget and Policy Framework Item for Recommendation to the Council Key Forward Plan Ref: FP720	All	No	Resources	2.
3/5/15-16	Cabinet	6 October 2015	1	Local Development Scheme for Welwyn Hatfield Local Plan	Key Forward Plan Ref: FP721	All	No	Environment	3.
4/5/15-16	Cabinet	6 October 2015	1	Housing Allocation Policy	Non-Key	All	No	Social	4.
5/5/15-16	Cabinet	6 October 2015	1	The Welwyn Garden City Town Centre Streetscape Design Manual	Non-Key	Handside	No	Environment	5.
6/5/15-16	Cabinet	6 October 2015	1	Appointment of RS Retail	Non-Key	Hatfield Central	No	Resources	6.
7/5/15-16	Cabinet	6 October 2015	1	To Release the Budget Allocation for Improving the Electrics for Hatfield Market	Non-Key	Hatfield Central	No	Resources	7.

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8/5/15-16	Cabinet	6 October 2015	1	Performance Exception Report – August 2015	Non-Key	All	No	All	8.
9/5/15-16	Cabinet	6 October 2015	1	Risk Management	Non-Key	All	No	Resources	9.
10/5/15-16	Cabinet	6 October 2015	1	Universal Credit	Non-Key	All	No	Resources	10.
11/5/15-16	Cabinet	6 October 2015	2	CCTV Service Provision	Non-Key	All	No	Social	11.
12/5/15-16	Cabinet	6 October 2015	2	Write Off Over £10,000	Non-Key	Hatfield Villages	No	Resources	12.

**LIST REFERENCE: 1/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>								
Community Mausoleum Crypts								

<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	Hatfield South	Cabinet	6 October 2015	No	Budget and Policy Framework Item for Recommendation to the Council	Rachael Walsh 01707 357184 <a href="mailto:r.walsh@welhat.gov.uk">r.walsh@welhat.gov.uk</a>	No	Environment

<b>DECISION:</b>
The Cabinet agreed and recommended to the Council the provision of a mausoleum at an estimated cost of £84,000 and the proposed fees and charges for individual crypts.

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

**LIST REFERENCE: 2/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>								
Review of Contract Procedure Rules								

<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	6 October 2015	No	Budget and Policy Framework Item for Recommendation to the Council Key Forward Plan Ref: FP720	Andrew Harper 01707 357371 <a href="mailto:a.harper@welhat.gov.uk">a.harper@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
The Cabinet agreed the proposed changes to the Contract Procedure Rules and recommended to the Council that the revised Contract Procedure Rules be adopted into the Constitution.

<b>BACKGROUND:</b>
Report of the Director (Governance) to the Cabinet item 7b refers.

**LIST REFERENCE: 3/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>
Local Development Scheme for Welwyn Hatfield Local Plan

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	6 October 2015	No	Key Forward Plan Ref: FP721	Colin Haigh 01707 357239 <a href="mailto:c.haigh@welhat.gov.uk">c.haigh@welhat.gov.uk</a>	No	Environment

<b>DECISION:</b>
The revised Local Development Scheme timetable for the preparation of the Welwyn Hatfield Local Plan, as recommended by the Cabinet Housing and Planning Panel, was approved.

<b>BACKGROUND:</b>
Recommendation of the Cabinet Housing and Planning Panel on 24 September 2015 to the Cabinet item 8a refers.

**LIST REFERENCE: 4/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>								
Housing Allocation Policy								

<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	6 October 2015	No	Non-Key	Sian Chambers 01707 357640 <a href="mailto:s.chambers@welhat.gov.uk">s.chambers@welhat.gov.uk</a>	No	Social

<b>DECISION:</b>
<p>The Housing Allocation Policy would be changed as follows:</p> <ul style="list-style-type: none"> <li>• Any offer made as a result of a bid made during the initial six week period to count as one suitable offer.</li> <li>• To remove from the register (following notification and consideration of any special circumstances) anyone who had not placed a bid within a six month timeframe.</li> </ul> <p>A change to the local connection qualification to allow existing social housing tenants from outside the Borough to register on the Housing Register where it was established they needed to move because a member of their household worked in the Borough or who needed to take up an offer of work or an apprenticeship in the Borough and needed to move for these reasons because they experienced hardship if they did not.</p>

<b>BACKGROUND:</b>
<p>Recommendation of the Social Overview and Scrutiny Committee on 16 September 2015 to the Cabinet item 9a refers.</p>

**LIST REFERENCE: 5/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>
The Welwyn Garden City Town Centre Streetscape Design Manual

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	6 October 2015	No	Non-Key	Anita Ward 01707 357306 <a href="mailto:a.ward@welhat.gov.uk">a.ward@welhat.gov.uk</a>	No	Environment

<b>DECISION:</b>
The Welwyn Garden City Town Centre Streetscape Design Manual was adopted for its use to be promoted in the consideration of public realm issues relating to Welwyn Garden City Town Centre.

<b>BACKGROUND:</b>
Recommendation of the Environment Overview and Scrutiny Committee on 21 September 2015 to the Cabinet item 9b refers.



**LIST REFERENCE: 6/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>
Appointment of RS Retail

<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	Hatfield Central	Cabinet	6 October 2015	No	Non-Key	Mike Storey 01707 357457 <a href="mailto:m.storey@welhat.gov.uk">m.storey@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
<p>(1) In accordance with Rule 12 (Alternative Procedures in Prescribed Circumstances) the Cabinet agreed the dispensation of Contract Procedure Rules to allow the arrangement with Gatespring Ltd, (trading as RS Retail) to continue with fees continuing to be payable only on a successful lease completion.</p> <p>(2) It was noted that RS Retail had already been asked to assist with the framing and marketing of Nos. 1 and 3-9 Town Centre.</p>

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

**LIST REFERENCE: 7/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>
To Release the Budget Allocation for Improving the Electrics for Hatfield Market

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	6 October 2015	No	Non-Key	Mike Storey 01707 357457 <a href="mailto:m.storey@welhat.gov.uk">m.storey@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
The budget of £16,000 was released for the spend to be incurred in the market's new home location.

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

**LIST REFERENCE: 8/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>
Performance Exception Report – August 2015

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	6 October 2015	No	Non-Key	Paul Underwood 01707 357220 <a href="mailto:p.underwood@welhat.gov.uk">p.underwood@welhat.gov.uk</a>	No	All

<b>DECISION:</b>
The data was noted and any proposed actions highlighted approved.

<b>BACKGROUND:</b>
Report of the Director (Finance and Operations) to the Cabinet item 14 refers.

**LIST REFERENCE: 9/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>
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	6 October 2015	No	Non-Key	Andy Cremer 01707 357169 <a href="mailto:a.cremer@welhat.gov.uk">a.cremer@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
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 current status were in place where necessary and comments in respect of each risk where shown were noted.

<b>BACKGROUND:</b>
Report of the Director (Governance) to the Cabinet item 15 refers.

**LIST REFERENCE: 10/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>								
Universal Credit								

<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	6 October 2015	No	Non-Key	Farhad Cantel 01707 357011 <a href="mailto:f.cantel@welhat.gov.uk">f.cantel@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
Universal Credit for benefits was noted.

<b>BACKGROUND:</b>
Report of the Director (Finance and Operations) to the Cabinet item 16 refers.

LIST REFERENCE: 11/5/15-16

SUBJECT / TITLE OF REPORT								
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	6 October 2015	No	Non-Key	Andrew Harper 01707 357371 <a href="mailto:a.harper@welhat.gov.uk">a.harper@welhat.gov.uk</a>	No	Social

DECISION:
The Council entered into a two year extension of the current Service Level Agreement with St Albans City and District Council to provide CCTV monitoring and maintenance services through Videcom Security Limited to commence on 1 April 2016.

BACKGROUND:
Exempt report of the Director (Finance and Operations) to Cabinet item 19 refers. As the report contains confidential/exempt information it is not available to the press or public

**LIST REFERENCE: 12/5/15-16**

<b>SUBJECT / TITLE OF REPORT</b>
Write Off Over £10,000

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	Hatfield Villages	Cabinet	6 October 2015	No	Non-Key	Farhad Cantel 01707 357011 <a href="mailto:f.cantel@welhat.gov.uk">f.cantel@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>
The Cabinet agreed to a write off of a case of non-domestic rates.

<b>BACKGROUND:</b>
Exempt report of the Director (Finance and Operations) to Cabinet item 20 refers. As the report contains confidential/exempt information it is not available to the press or public.