



## **PUBLICATION OF DECISION LIST NUMBER 6/16-17**

MUNICIPAL YEAR 2016/17

Date Published: 4 November 2016

This document lists the decisions taken by the Cabinet at its meeting on 1 November 2016. 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. 18 November 2016) 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.
1/6/16-17	Cabinet	1 November 2016	1	Proposed Increase to Communal Facilities Charges for Sheltered Housing Residents and Life-line Charges for Council Tenants	Budget and Policy Framework Item for Recommendation to the Council	All	No	Social	1.
2/6/16-17	Cabinet	1 November 2016	1	Local Land Charges - Proposed Transfer of the Function to Her Majesty's Land Registry	Budget and Policy Framework Item for Recommendation to the Council	All	No	Resources	2.
3/6/16-17	Cabinet	1 November 2016	1	CW Entertainment	Non-Key	Handside	No	Social	3.
4/6/16-17	Cabinet	1 November 2016	1	CCTV Contract Re-Tender	Non-Key	All	No	Resources	4.
5/6/16-17	Cabinet	1 November 2016	1	Revenue Budget Monitoring Report at 30 September 2016 (Period 6)	Non-Key	All	No	Resources	5.
6/6/16-17	Cabinet	1 November 2016	1	Capital Budget Monitoring Report at 30 September 2016 (Period 6)	Non-Key	All	No	Resources	6.
7/6/16-17	Cabinet	1 November 2016	1	Council Tax Support - Hardship Relief and Discretionary Housing Payment Update	Non-Key	All	No	Resources	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.
8/6/16-17	Cabinet	1 November 2016	1	Treasury Management Strategy Mid-Year Report	Non-Key	All	No	Resources	8.
9/6/16-17	Cabinet	1 November 2016	1	Economic Development Strategy Refresh	Non-Key	All	No	Environment	9.
10/6/16-17	Cabinet	1 November 2016	1	Cranfield Crescent and Part of Bacons Drive – Proposed Resident Parking Permit Scheme and Homewood Avenue – Restriction of Waiting	Non-Key	Northaw and Cuffley	No	Environment	10.
11/6/16-17	Cabinet	1 November 2016	1	Heyford Way, Hatfield – Proposed Resident Parking Permit Scheme and Restriction of Waiting	Non-Key	Hatfield East	No	Environment	11.
12/6/16-17	Cabinet	1 November 2016	2	Sale of Recovered Newsprint	Key Decision Forward Plan Reference FP766	All	No	Environment	12.
13/6/16-17	Cabinet	1 November 2016	2	Comingled Recyclates	Key Decision Forward Plan Reference FP765	All	No	Environment	13.
14/6/16-17	Cabinet	1 November 2016	2	Corporate Cleaning	Key Decision Forward Plan Reference FP775	All	No	Resources	14.

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15/6/16-17	Cabinet	1 November 2016	2	Window Cleaning	Key Decision Forward Plan Reference FP775	All	No	Resources	15.
16/6/16-17	Cabinet	1 November 2016	2	Award of Tree Maintenance	Key Decision Forward Plan Reference FP776	All	No	Environment	16.

**LIST REFERENCE: 1/6/16-17**

**SUBJECT / TITLE OF REPORT**

Proposed Increase to Communal Facilities Charges for Sheltered Housing Residents and Life-line Charges for Council Tenants

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	1 November 2016	No	Budget and Policy Framework Item for Recommendation to the Council	Simone Chinman Russell 01707 357660 <a href="mailto:s.russell@welhat.gov.uk">s.russell@welhat.gov.uk</a>	No	Social

**DECISION:**

The Council was recommended to approve proposals to increase the communal facilities charges and the charges for the “Lifeline” alarm service.

**BACKGROUND:**

Report of the Executive Director to the Cabinet item 7(a) refers.

**LIST REFERENCE: 2/6/16-17**

**SUBJECT / TITLE OF REPORT**

Local Land Charges - Proposed Transfer of the Function to Her Majesty's Land Registry

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	1 November 2016	No	Budget and Policy Framework Item for Recommendation to the Council	Margaret Martinus 01707 357575 <a href="mailto:m.martinus@welhat.gov.uk">m.martinus@welhat.gov.uk</a>	No	Resources

**DECISION:**

The Council was recommended to approve a budget growth of a maximum of £60,298 to be funded from the strategic reserve to appoint additional staff to the local land charges service.

**BACKGROUND:**

Report of the Executive Director to the Cabinet item 11 refers.

**LIST REFERENCE: 3/6/16-17**

<b>SUBJECT / TITLE OF REPORT</b>
CW Entertainment

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	1 November 2016	No	Non-Key	Paul Underwood 01707 357220 <a href="mailto:p.underwood@welhat.gov.uk">p.underwood@welhat.gov.uk</a>	No	Social

<b>DECISION:</b>
The list of fees and charges and their implementation at CW Entertainment with effect from 1 January 2017 was approved.

<b>BACKGROUND:</b>
Report of the Executive Director to the Cabinet item 9 refers.

LIST REFERENCE: 4/6/16-17

SUBJECT / TITLE OF REPORT								
CCTV Contract Re-Tender								

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	1 November 2016	No	Non-Key	Matthew Rayner 01707 357174 <a href="mailto:m.rayner@welhat.gov.uk">m.rayner@welhat.gov.uk</a>	No	Resources

DECISION:
A Member Procurement Board of five Members (ratio of (3:1:1)) would be appointed to oversee the review and possible procurement of a new CCTV contract or service level agreement.

BACKGROUND:
Report of the Executive Director to the Cabinet item 10 refers.



**LIST REFERENCE: 5/6/16-17**

**SUBJECT / TITLE OF REPORT**

Revenue Budget Monitoring Report at 30 September 2016 (Period 6)

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	1 November 2016	No	Non-Key	Daniel Williams 01707 357389 <a href="mailto:d.williams@welhat.gov.uk">d.williams@welhat.gov.uk</a>	No	Resources

**DECISION:**

Changes to the General Fund forecast outturn as at 30 September 2016 were agreed to be included in the current budget which in turn would then be used as the basis of comparison to the forecast outturn.

The Housing Revenue Account forecast outturn as at 30 September 2016 was agreed and would be included in the current budget which in turn would then be used as the basis of comparison to the forecast outturn.

The position on debts and rechargeable works was noted.

**BACKGROUND:**

Report of the Head of Resources to the Cabinet item 12(a) refers.

**LIST REFERENCE: 6/5/16-17**

**SUBJECT / TITLE OF REPORT**

Capital Budget Monitoring Report at 30 September 2016 (Period 6)

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	1 November 2016	No	Non-Key	Tracy Fortune 01707 357219 <a href="mailto:t.fortune@welhat.gov.uk">t.fortune@welhat.gov.uk</a>	No	Resources

**DECISION:**

A reduction of £6.713M in the 2016/17 current budget for the capital programme was agreed bringing the total budget to £40.617M.  
 Revised funding of the capital programme was agreed.  
 The proposed re-profiling of capital schemes totalling £6.729M into the 2017/18 capital programme was approved.  
 Prudential Indicators were noted.

**BACKGROUND:**

Report of the Head of Resources to the Cabinet item 12(b) refers.

**LIST REFERENCE: 7/6/16-17**

**SUBJECT / TITLE OF REPORT**

Council Tax Support - Hardship Relief and Discretionary Housing Payment Update

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	1 November 2016	No	Non-Key	Farhad Cantel 01707 357011 <a href="mailto:f.cantel@welhat.gov.uk">f.cantel@welhat.gov.uk</a>	No	Resources

**DECISION:**

The quarterly update was noted.

**BACKGROUND:**

Report of the Executive Director to the Cabinet item 13 refers.

LIST REFERENCE: 8/6/16-17

**SUBJECT / TITLE OF REPORT**

Treasury Management Strategy Mid-Year Report

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	1 November 2016	No	Urgent	Andrea Plucknett 01707 357453 <a href="mailto:a.plucknett@welhat.gov.uk">a.plucknett@welhat.gov.uk</a>	No	Resources

**DECISION:**

The current treasury position and Treasury Management Indicators were noted and amendments to the Treasury Management Practice schedules to reflect recent organisational changes were approved.

**BACKGROUND:**

Report of the Executive Director to the Cabinet item 14 refers.

**LIST REFERENCE: 9/6/16-17**

**SUBJECT / TITLE OF REPORT**

Economic Development Strategy Refresh

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	1 November 2016	No	Non-Key	Lisa Devayya 01707 357269 <a href="mailto:l.devayya@welhat.gov.uk">l.devayya@welhat.gov.uk</a>	No	Environment

**DECISION:**

The refreshed Economic Development Strategy was approved.

The final wording and design of the Strategy would be agreed by the Head of Planning, in consultation with the Executive Member for Business and Partnerships.

It was acknowledged that the Strategy would be supported by an action plan listing economic development activities that would be carried out by the Council and its partners to be kept up-to-date on the business pages of the Council's website.

The refreshed Strategy would be officially launched at the Welwyn Hatfield Alliance Conference on 24 November 2016.

**BACKGROUND:**

Report of the Executive Director to the Cabinet item 15 refers.

**LIST REFERENCE: 10/6/16-17**

**SUBJECT / TITLE OF REPORT**

Cranfield Crescent and Part of Bacons Drive – Proposed Resident Parking Permit Scheme and Homewood Avenue – Restriction of Waiting

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	Northaw and Cuffley	Cabinet	1 November 2016	No	Non-Key	Vikki Hatfield 01707 357555 <a href="mailto:v.hatfield@welhat.gov.uk">v.hatfield@welhat.gov.uk</a>	No	Environment

**DECISION:**

Having considered the proposals, in particular the issues raised around equalities and diversity and all other relevant issues, including any proposed mitigating actions and the detailed reasons for the proposals, the Panel's recommendation to proceed with the creation of the Traffic Regulation Order for Cranfield Crescent and part of Bacons Drive and resident parking scheme and Homewood Avenue, Cuffley restriction of waiting was approved.

**BACKGROUND:**

Recommendations of Cabinet Housing and Planning Panel on 6 October 2016 to the Cabinet item 17(a) refers.

**LIST REFERENCE: 10/6/16-17**

**SUBJECT / TITLE OF REPORT**

Heyford Way, Hatfield – Proposed Resident Parking Permit Scheme and Restriction of Waiting

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	<b>Sale of Recovered Newsprint</b>	Cabinet	1 November 2016	No	Non-Key	Vikki Hatfield 01707 357555 <a href="mailto:v.hatfield@welhat.gov.uk">v.hatfield@welhat.gov.uk</a>	No	Environment

**DECISION:**

Having fully considered the proposals, in particular the issues raised around equalities and diversity and all other relevant issues, including any proposed mitigating actions and the detailed reasons for the proposals, the Panel's recommendation to proceed with the creation of the Traffic Regulation Order for Heyford Way, Hatfield resident parking scheme and restriction of waiting was approved.

**BACKGROUND:**

Recommendations of Cabinet Housing and Planning Panel on 6 October 2016 to the Cabinet item 17(b) refers.

LIST REFERENCE: 12/6/16-17

**SUBJECT / TITLE OF REPORT**

Sale of Recovered Newsprint

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	1 November 2016	No	Key Decision Forward Plan Reference FP766	Durk Reyner 01707 357160 <a href="mailto:d.reyner@welhat.gov.uk">d.reyner@welhat.gov.uk</a>	No	Environment

**DECISION:**

The award of the following contracts for a minimum period of eighteen months from 1 December 2016 was approved:

Lot 1 – (Newspaper) – Palm Recycling Ltd

Lot 2 – (Mixed Paper) – Newport Paper Company Ltd

Lot 3 – (Mixed Paper with Tetra Pak) – Newport Paper Company Ltd

**BACKGROUND:**

Exempt report of the Executive Director to Cabinet item 23(a) refers. As the report contains confidential/exempt information it is not available to the press or public.



LIST REFERENCE: 13/6/16-17

SUBJECT / TITLE OF REPORT								
Comingled Recyclates								

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	1 November 2016	No	Key Decision Forward Plan Reference FP765	Durk Reyner 01707 357160 <a href="mailto:d.reyner@welhat.gov.uk">d.reyner@welhat.gov.uk</a>	No	Environment

DECISION:
A seven year contract with an optional three year extension was awarded to Pearce Recycling Ltd (Pearce) commencing on 1 February 2017.

BACKGROUND:
Exempt report of the Executive Director to Cabinet item 23(b) refers. As the report contains confidential/exempt information it is not available to the press or public.

LIST REFERENCE: 14/6/16-17

SUBJECT / TITLE OF REPORT								
Corporate Cleaning								

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	1 November 2016	No	Key Decision Forward Plan Reference FP775	Mike Storey 01707 357457 <a href="mailto:m.storey@welhat.gov.uk">m.storey@welhat.gov.uk</a>	No	Resources

DECISION:
A two year contract with a possible one year extension was awarded to Birkin Cleaning Services Ltd (Birkin).

BACKGROUND:
Exempt report of the Executive Director to Cabinet item 23(c) refers. As the report contains confidential/exempt information it is not available to the press or public.

LIST REFERENCE: 15/6/16-17

SUBJECT / TITLE OF REPORT								
Window Cleaning								

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	1 November 2016	No	Key Decision Forward Plan Reference FP775	Mike Storey 01707 357457 <a href="mailto:m.storey@welhat.gov.uk">m.storey@welhat.gov.uk</a>	No	Resources

DECISION:
A three year contract with an optional one year extension was awarded to F and G Cleaners Ltd.

BACKGROUND:
Exempt report of the Executive Director to Cabinet item 23(d) refers. As the report contains confidential/exempt information it is not available to the press or public.

**LIST REFERENCE: 16/6/16-17**

<b>SUBJECT / TITLE OF REPORT</b>								
Award of Tree Maintenance								

<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>
2	All	Cabinet	1 November 2016	No	Key Decision Forward Plan Reference FP776	Ann MacDonald 01707 357333 <a href="mailto:a.macdonald@welhat.gov.uk">a.macdonald@welhat.gov.uk</a>	No	Environment

<b>DECISION:</b>
<p>The following contracts were awarded for a three year period commencing on 1 January 2017 (with the exception of Lot 2, which would commence on 1 November 2017) with an option to extend for a further one year.-</p> <p>Lot 1 – Maintenance of Urban Trees - contractor 1: Maydencroft Ltd, contractor 2: Gristwood and Toms Ltd and contractor 3: CSG (Usher's) Ltd.</p> <p>Lot 2 – Maintenance of Young Trees Maydencroft Ltd</p> <p>Lot 3 – Maintenance of Woodland Trees Maydencroft Ltd</p>

<b>BACKGROUND:</b>
<p>Exempt report of the Executive Director to Cabinet item 23(e) refers. As the report contains confidential/exempt information it is not available to the press or public.</p>