

**PUBLICATION OF DECISION LIST NUMBER 12/16-17**

MUNICIPAL YEAR 2016/17

Date Published: 10 March 2017

This document lists the decisions taken by the Cabinet at its meeting on 7 March 2017. 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. 24 March 2017) 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.
1/12/16-17	Cabinet	7 March 2017	1	Enforcement Agents	Non-Key	All	No	Resources	1.
2/12/16-17	Cabinet	7 March 2017	1	Capital Programme 2017/18 – Release of Funds	Non-Key	All	No	Resources	2.
3/12/16-17	Cabinet	7 March 2017	1	Release of Budgets for Projects in Hatfield	Non-Key	Hatfield	No	Resources	3.
4/12/16-17	Cabinet	7 March 2017	1	Surrender of Residential Lease by the NHS	Non-Key	Hollybush	No	Social	4.
5/12/16-17	Cabinet	7 March 2017	1	Business Rates – Local Newspaper Relief	Non-Key	All	No	Resources	5.
6/12/16-17	Cabinet	7 March 2017	1	Universal Credit	Non-key	All	No	Resources	6.
7/12/16-17	Cabinet	7 March 2017	1	Performance Exception Report – February 2017	Non-Key	All	No	All	7.
8/12/16-17	Cabinet	7 March 2017	1	Risk Management	Non-Key	All	No	All	8.
9/12/16-17	Cabinet	7 March 2017	1	Council's Achievements List	Non-Key	All	No	Resources	9.
10/12/16-17	Cabinet	7 March 2017	1	Jimmy Macs Grant	Non-Key	All	No	Social	10.

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11/12/16-17	Cabinet	7 March 2017	2	Lift Refurbishment – Sheltered Housing	Key Forward Plan	All	No	Social	11.
12/12/16-17	Cabinet	7 March 2017	2	Tudor Road, Welwyn – Bungalow Refurbishment	Key Forward Plan	Welwyn West	No	Social	12.
13/12/16-17	Cabinet	7 March 2017	2	Consultation on Proposal to Redevelop the Former Little Mead Garage Site for New Affordable Homes	Key Forward Plan	Hatfield	No	Social	13.
14/12/16-17	Cabinet	7 March 2017	2	Award of Contract for Specialist Property Advice	Key Forward Plan	All	No	Resources	14.

**LIST REFERENCE: 1/12/16-17**

<b>SUBJECT / TITLE OF REPORT</b>								
Enforcement Agents								

<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	7 March 2017	No	Non-Key	Suzanne Hulks 01707 357467 <a href="mailto:s.hulks@welhat.gov.uk">s.hulks@welhat.gov.uk</a>	No	Resources

<b>DECISION:</b>	
<p>(1) Officers and Members would agree a method of monitoring debt collection and enforcement and reports should be presented to the Resources Overview and Scrutiny Committee quarterly as part of the Sopra Steria monitoring.</p> <p>(2) The following information would be included within the reports:</p> <ul style="list-style-type: none"> <li>(a) Number of reminders sent out</li> <li>(b) Number of summonses issued and the amount of money owed</li> <li>(c) Number of accounts sent to Enforcement Agents</li> <li>(d) Amount of money collected by Enforcement Agents</li> </ul> <p>(3) Consideration should be given to bringing the service in-house when the contract was next up for review/renewal.</p>	

<b>BACKGROUND:</b>
Recommendations of Resources Scrutiny Sub-Committee on 19 January 2017 to the Cabinet item 7(a) refers.

**LIST REFERENCE: 2/12/16-17**

<b>SUBJECT / TITLE OF REPORT</b>								
Capital Programme 2017/18 – 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	7 March 2017	No	Non-Key	Farhad Cantel 01707 357011 <a href="mailto:f.cantel@welhat.gov.uk">f.cantel@welhat.gov.uk</a>	No	Environment

<b>DECISION:</b>
The Cabinet agreed the release of the capital funds for these projects in the 2017/18 capital programme.

<b>BACKGROUND:</b>
Report of the Executive Director (Resources, Environment and Cultural Services) to the Cabinet item 8 refers.

LIST REFERENCE: 3/12/16-17

SUBJECT / TITLE OF REPORT								
Release of Budgets for Projects in Hatfield								

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	Cabinet	7 March 2017	No	Non-Key	Mike Storey 01707 357457 <a href="mailto:m.storey@welhat.gov.uk">m.storey@welhat.gov.uk</a>	No	Resources

DECISION:
The Cabinet agreed to the release of the capital funds for these projects in the 2017/18 capital programme.

BACKGROUND:
Report of the Executive Director (Resources, Environment and Cultural Services) to the Cabinet item 9 refers.

**LIST REFERENCE: 4/12/16-17**

<b>SUBJECT / TITLE OF REPORT</b>
Surrender of Residential Lease by the NHS

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	Hollybush	Cabinet	7 March 2017	No	Non-Key	Mike Storey 01707 357457 <a href="mailto:m.storey@welhat.gov.uk">m.storey@welhat.gov.uk</a>	No	Social

<b>DECISION:</b>
<p>The Cabinet agreed to accept an early surrender of properties at 330 Howlands and 3 Little Lake, Welwyn Garden City so that they could be added to the housing stock and re-let.</p> <p>The Cabinet noted that prior to accepting the early surrender, a property inspection would be carried out and a schedule of dilapidations prepared according to the lease terms which the East and North Herts NHS Trust would need to remedy prior to the acceptance of the early surrender of the leases.</p>

<b>BACKGROUND:</b>
Report of the Executive Director (Resources, Environment and Cultural Services) to the Cabinet item 10 refers.

**LIST REFERENCE: 5/12/16-17**

**SUBJECT / TITLE OF REPORT**

Business Rates – Local Newspaper Relief

<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	7 March 2017	No	Non-Key	Farhad Cantel 01707 357011 <a href="mailto:f.cantel@welhat.gov.uk">f.cantel@welhat.gov.uk</a>	No	Resources

**DECISION:**

A policy would be adopted to award £1,500 business rates discretionary rate relief to qualifying local newspapers that applied for the relief, for each of the next two financial years, based in the Welwyn Hatfield Borough, under section 47(3) of the Local Government Finance Act 1988.

**BACKGROUND:**

Report of the Executive Director (Resources, Environment and Cultural Services) to the Cabinet item 11 refers.



**LIST REFERENCE: 6/12/16-17**

<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	7 March 2017	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 update on the intention to complete the roll out of Universal Credit to benefit claimants was noted..

<b>BACKGROUND:</b>
Report of the Executive Director (Resources, Environment and Cultural Services) to the Cabinet item 12 refers.

LIST REFERENCE: 7/12/16-17

**SUBJECT / TITLE OF REPORT**

Performance Exception Report – February 2017

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	7 March 2017	No	Non-Key	Paul Underwood 01707 357220 <a href="mailto:p.underwood@welhat.gov.uk">p.underwood@welhat.gov.uk</a>	No	All

**DECISION:**

The performance data was noted and any proposed actions highlighted approved.

**BACKGROUND:**

Report of the Executive Director (Resources, Environment and Cultural Services) to the Cabinet item 13 refers.

LIST REFERENCE: 8/12/16-17

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	7 March 2017	No	Non-Key	Andy Cremer 01707 357169 <a href="mailto:a.cremer@welhat.gov.uk">a.cremer@welhat.gov.uk</a>	No	All

DECISION:
The current Strategic Risk Register and top operational risks were reviewed, noting particularly that relevant controls were assigned with mitigation plans with the correct status in place where necessary, together with comments in respect of each risk where shown.

BACKGROUND:
Report of the Executive Director (Public Protection, Planning and Governance) to the Cabinet item 14 refers.

**LIST REFERENCE: 9/12/16-17**

**SUBJECT / TITLE OF REPORT**

Council's Achievements List

<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	7 March 2017	No	Non-Key	Thom Burn 01707 357245 <a href="mailto:t.burn@welhat.gov.uk">t.burn@welhat.gov.uk</a>	No	Resources

**DECISION:**

The achievements list was noted.

**BACKGROUND:**

Report of the Executive Director (Resources, Environment and Cultural Services) to the Cabinet item 15 refers.

**LIST REFERENCE: 10/12/16-17**

<b>SUBJECT / TITLE OF REPORT</b>								
Jimmy Macs Grant								

<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	7 March 2017	No	Non-Key	Simone Chinman Russell 01707 357660 <a href="mailto:s.russell@welhat.gov.uk">s.russell@welhat.gov.uk</a>	No	Social

<b>DECISION:</b>
<p>The Cabinet approved a grant of £59,500 to Jimmy Macs Activity Centre for the Retired and Disabled for the financial year 2017/18 to continue the services previously paid for by the Housing Trust.</p> <p>The Cabinet agreed that this grant, payable from the Housing Revenue Account, be treated separately to the Community Grants Fund managed by the Grants Board and monitored in a report to the Cabinet Housing and Planning Panel.</p>

<b>BACKGROUND:</b>
<p>Report of the Executive Director (Housing and Communities) to the Cabinet item 16 refers.</p>

LIST REFERENCE: 11/12/16-17

SUBJECT / TITLE OF REPORT								
Lift Refurbishment – Sheltered Housing								

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	7 March 2017	No	Key Forward Plan	Liam Good 01707 357658 <a href="mailto:l.good@welhat.gov.uk">l.good@welhat.gov.uk</a>	No	Social

DECISION:
The contract for the refurbishment of four lifts in three sheltered housing schemes was awarded to The Terry Group Limited.

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

**LIST REFERENCE: 12/12/16-17**

<b>SUBJECT / TITLE OF REPORT</b>
Tudor Road, Welwyn – Bungalow Refurbishment

<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	Welwyn West	Cabinet	7 March 2017	No	Non-Key	Liam Good 01707 357658 <a href="mailto:l.good@welhat.gov.uk">l.good@welhat.gov.uk</a>	No	Social

<b>DECISION:</b>
The contract for the refurbishment of five sheltered scheme bungalows in Tudor Road, Welwyn was awarded to Buildtrust Limited.

<b>BACKGROUND:</b>
Exempt report of the Executive Director (Housing and Communities) to Cabinet item 19(b) refers. As the report contains confidential/exempt information it is not available to the press or public.

**LIST REFERENCE: 13/12/16-17**

**SUBJECT / TITLE OF REPORT**

Consultation on Proposal to Redevelop the Former Little Mead Garage Site for New Affordable Homes

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	Cabinet	7 March 2017	No	Non-Key	Sian Chambers 01707 357640 <a href="mailto:s.chambers@welhat.gov.uk">s.chambers@welhat.gov.uk</a>	No	Social

**DECISION:**

The Cabinet agreed to make a cash offer to the Council leaseholder for the direct purchase of their property in accordance with a maximum value agreed by the Council's appointed surveyors, Brasier Freeth.

Should an agreed position not be reached with the leaseholder for the purchase of their property, the commencement of formal procedures towards the compulsory acquisition of this property through a Compulsory Purchase Order would be authorised.

Subject to receipt of the necessary planning permission, the Cabinet agreed that a procurement be progressed to seek a construction partner to demolish the existing properties and build the proposed three two bedroom houses and four three bed houses with the procurement results being reported to a future Cabinet meeting for approval.

**BACKGROUND:**

Exempt report of the Executive Director (Housing and Communities) to Cabinet item 19(c) refers. As the report contains confidential/exempt information it is not available to the press or public.



**LIST REFERENCE: 14/12/16-17**

<b>SUBJECT / TITLE OF REPORT</b>
Award of Contract for Specialist Property Advice

<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	Hatfield	Cabinet	7 March 2017	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>
In accordance with Rule 14(k) (Alternative Procedures in Prescribed Circumstances) of the Contract Procedure Rules, it was to the advantage of the Council to waive the Rules and the Cabinet agreed to appoint Colliers International to undertake work in 2017/18 and 2018/19 to provide specialist advice for major regeneration projects.

<b>BACKGROUND:</b>
Exempt report of the Executive Director (Resources, Environment and Culture Services) to Cabinet item 19(d) refers. As the report contains confidential/exempt information it is not available to the press or public.