



PUBLICATION OF DECISION LIST NUMBER 3/11-12

MUNICIPAL YEAR 2011/12

Date Published: 5 August 2011

This document lists the decisions taken by the Cabinet at its meeting on 2 August 2011. 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. 19 August 2011) 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, Head of Committee Management. 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, Head of Committee Management 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.
1/3/11-12	Cabinet	2 August 2011	1	Parking Services Income and Savings Shortfalls	Budget and Policy Framework Recommendation to Council	All	No	Resources	1
2/3/11-12	Cabinet	2 August 2011	1	Anticipated Revenue Shortfall from the Council's Garages	Budget and Policy Framework Recommendation to Council	All	No	Resources	2
3/3/11-12	Cabinet	2 August 2011	1	Campus West Financial Review	Budget and Policy Framework Recommendation to Council	Handside	No	Resources	3
4/3/11-12	Cabinet	2 August 2011	1	Emergency Capital Funding for Hatfield Lawn Cemetery Road	Budget and Policy Framework Recommendation to Council	Hatfield South	No	Resources	4
5/3/11-12	Cabinet	2 August 2011	1	Contribution to New Barnfield Trust	Budget and Policy Framework Recommendation to Council	Welham Green	No	Resources	5

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7/3/11-12	Cabinet	2 August 2011	1	Welwyn Civic Centre	Non-Key	Welwyn West	No	Resources	7
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9/3/11-12	Cabinet	2 August 2011	1	Food Safety Service Delivery Plan 2011/12	Non-Key	All	No	Environment	9
10/3/11-12	Cabinet	2 August 2011	1	Release of Funds – Photocopiers	Non-Key	All	No	Resources	10
11/3/11-12	Cabinet	2 August 2011	1	Review of the Medium Term Financial Strategy	Non-Key	All	No	Resources	11
12/3/11-12	Cabinet	2 August 2011	1	Revenue Budget Monitoring at 30 June 2011 (Month 3)	Non-Key	All	No	Resources	12
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				Bodies 2011/12					
15/3/11-12	Cabinet	2 August 2011	2	Sale of Packaging Contract	Non-Key	All	No	Environment	15
16/3/11-12	Cabinet	2 August 2011	2	Write-Offs over £10,000	Non-Key	All	No	Resources	16
17/3/11-12	Cabinet	2 August 2011	2	Disposal of the Former Garage Site and Workshops at Knella Road, Welwyn Garden City	Non-Key	Peartree	No	Social	17

LIST REFERENCE: 1/3/11-12

SUBJECT / TITLE OF REPORT
Parking Services Income and Savings Shortfalls

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	2 August 2011	No	Budget and Policy Framework Recommendation to Council	Durk Reyner 01707 357160 d.reyner@welhat.gov.uk	No	Resources

DECISION:
The Council was recommended to revise 2011/12 car parking budgets to take account of income and savings shortfalls which in total made a net growth of £175,000.

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

LIST REFERENCE: 2/3/11-12

SUBJECT / TITLE OF REPORT
Anticipated Revenue Shortfall from the Council's Garages

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	2 August 2011	No	Budget and Policy Framework Recommendation to Council	Mike Storey 01707 357457 m.storey@welhat.gov.uk	No	Resources

DECISION:
<p>The Council was recommended to agree a 2011/12 budget growth request of £125,000 to cover the current income shortfall against budget for Council garage rents.</p> <p>In noting that the shortfall might change as a result of the tariff increase due in September 2011, this would be reviewed as part of next year's budget process.</p>

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

LIST REFERENCE: 3/3/11-12

SUBJECT / TITLE OF REPORT								
Campus West Financial Review								

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	2 August 2011	No	Budget and Policy Framework Recommendation to Council	Mark Woolman 01707 357172 m.woolman@welhat.gov.uk Geoff May 01707 357312 g.may@welhat.gov.uk	No	Resources

DECISION:
<p>The Council was recommended to agree growth of £95,170 on the 2011/12 Campus West budget.</p> <p>Alternative modes of management and control of Campus West would be investigated.</p> <p>Consideration would be given to reducing costs and increasing revenue in terms of service provided and room utilisation at Campus West.</p>

BACKGROUND:
<p>Report of the Director (Finance and Operations) to the Cabinet item 6(c) refers.</p>

LIST REFERENCE: 4/3/11-12

SUBJECT / TITLE OF REPORT
Emergency Capital Funding for Hatfield Lawn Cemetery Road

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 South	Cabinet	2 August 2011	No	Budget and Policy Framework Recommendation to Council	Durk Reyner 01707 357160 d.reyner@welhat.gov.uk	No	Resources

DECISION:
The Council was recommended to agree an additional capital budget of £60,000 in 2011/12 to ensure the long-term stability of the Hatfield Lawn Cemetery exit road.

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

LIST REFERENCE: 5/3/11-12

SUBJECT / TITLE OF REPORT
Contribution to New Barnfield Trust

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	Welham Green	Cabinet	2 August 2011	No	Budget and Policy Framework Recommendation to Council	Pam Kettle 01707 357275 p.kettle@welhat.gov.uk	No	Resources

DECISION:
The Council was recommended to approve a one-off contribution up to a maximum of £20,000 to the New Barnfield Trust to fight the case against the proposed incinerator to be drawn down as required to be used to pay for legal and professional fees to be met from strategic reserves.

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

LIST REFERENCE: 6/3/11-12

SUBJECT / TITLE OF REPORT
Reflecting Demolitions in the Valuation for Housing Revenue Account Refinancing

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	2 August 2011	No	Non-Key	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Resources

DECISION:
The properties set out in the exempt Appendix A submitted in the Part II Private and Confidential section of the meeting (Agenda item 7(a) and Minute 52 refer) would be demolished within five years of the commencement of self financing, subject to the required consultation with tenants taking place.

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

LIST REFERENCE: 7/3/11-12

SUBJECT / TITLE OF REPORT								
Welwyn Civic Centre								

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 West	Cabinet	2 August 2011	No	Non-Key	Mike Storey 01707 357457 m.storey@welhat.gov.uk	No	Resources

DECISION:
<p>The request from Welwyn Parish Council for an asset transfer of the Civic Centre to it free of charge was rejected.</p> <p>The proposal to grant a new lease to Welwyn Parish Council for a term to be agreed for up to 125 years at a rent to be assessed by the District Valuer from 1 June 2014 with annual increases thereafter in accordance with the Retail Price Index was approved.</p>

BACKGROUND:
<p>Recommendation of the Resources Overview and Scrutiny Committee on 23 June 2011 to the Cabinet item 8 refers.</p>

LIST REFERENCE: 8/3/11-12

SUBJECT / TITLE OF REPORT								
Health and Safety Service 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	2 August 2011	No	Non-Key	Cheryll Brown 01707 357207 c.brown@welhat.gov.uk	No	Environment

DECISION:
The Health and Safety Service Plan 2011/12 was approved.

BACKGROUND:
Recommendation of the Environment Overview and Scrutiny Committee on 29 June 2011 to the Cabinet item 8 refers.

LIST REFERENCE: 9/3/11-12

SUBJECT / TITLE OF REPORT								
Food Safety Service Delivery Plan 2011/12								

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	2 August 2011	No	Non-Key	Nick Long 01707 357401 n.long@welhat.gov.uk	No	Environment

DECISION:
The Food Safety Service Plan 2011/12 was approved.

BACKGROUND:
Recommendation of the Environment Overview and Scrutiny Committee on 29 June 2011 to the Cabinet item 8 refers.

LIST REFERENCE: 10/3/11-12

SUBJECT / TITLE OF REPORT
Release of Funds - Photocopiers

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	2 August 2011	No	Non-Key	Andrew Harper 01707 357371 a.harper@welhat.gov.uk	No	Resources

DECISION:
The capital budget of £12,000 for the replacement of Council photocopiers was released for expenditure in 2011/12.

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

LIST REFERENCE: 11/3/11-12

SUBJECT / TITLE OF REPORT
Review of the Medium Term Financial Strategy

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	2 August 2011	No	Non-Key	Pam Kettle 01707 357275 p.kettle@welhat.gov.uk	No	Resources

DECISION:
<p>The reviewed and updated Medium Term Financial Strategy was noted and a corporate savings target of £1.5M agreed for 2012/13.</p> <p>It was agreed that the principles to be adopted for the 2012/13 budget setting process would be that no additional departmental growth including one-off growth be added without Cabinet approval, improved income be generated through fees and charges following a review of the existing fees and charges policy and the policy on reserves and balances be reviewed to ensure that it supported the delivery of corporate priorities.</p>

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

LIST REFERENCE: 12/3/11-12

SUBJECT / TITLE OF REPORT
Revenue Budget Monitoring at 30 June 2011 (Month 3)

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	2 August 2011	No	Non-Key	Geoff May 01707 357312 g.may@welhat.gov.uk	No	Resources

DECISION:
<p>The changes to the forecast outturn as at 30 June 2011 were agreed and included in the current budget which in turn would then be used as a basis of comparison to the forecast outturn.</p> <p>All Service Managers would be informed that a significant change to the forecast outturn which could not be met by a similar level of savings would need a report to the Cabinet to request additional funds.</p> <p>The current position of the Housing Revenue Account was noted and the reduction in the debtor day target from 40 to 33 days agreed.</p>

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

LIST REFERENCE: 13/3/11-12

SUBJECT / TITLE OF REPORT								
Capital Budget Monitoring at 30 June 2011 (Month 3)								

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	2 August 2011	No	Non-Key	Tracy Fortune 01707 357219 t.fortune@welhat.gov.uk	No	Resources

DECISION:
<p>The overall position on capital spending, including the Major Repairs Account, funding and reserves, current budget, Prudential Indicators and the risks relating to the capital programme and funding was noted.</p> <p>The forecast outturn for the first quarter was approved with a view to reflecting the changes in the current budget.</p> <p>The phasing of schemes would continue to be reviewed to consider whether there would be slippage into 2012/13.</p>

BACKGROUND:
<p>Report of the Director (Finance and Operations) to the Cabinet item 15 refers.</p>

LIST REFERENCE: 14/3/11-12

SUBJECT / TITLE OF REPORT
Appointment of Representatives on Executive Outside Bodies 2011/12

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	Not Ward Specific	Cabinet	2 August 2011	No	Non-Key	Graham Seal 01707 357444 g.seal@welhat.gov.uk	No	-

DECISION:
The Cabinet confirmed the appointment of Councillor A.Chesterman on the Welwyn Hatfield Highways Joint Member Panel rather than Councillor L.Chesterman.

BACKGROUND:
Agenda Item 16 refers.

LIST REFERENCE: 15/3/11-12

SUBJECT / TITLE OF REPORT								
Sale of Packaging 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	2 August 2011	No	Non Key	Andrew Harper 01707 357371 a.harper@welhat.gov.uk Durk Reyner 01707 357160 d.reyner@welhat.gov.uk	No	Resources

DECISION:
<p>The present contract for glass would not be extended and a new procurement process would commence.</p> <p>The current contract for cans, plastics and co-mingled recyclates would be extended until February 2014.</p>

BACKGROUND:
<p>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.</p>

LIST REFERENCE: 16/3/11-12

SUBJECT / TITLE OF REPORT
Writes-Offs 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	All	Cabinet	2 August 2011	No	Non Key	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
Two non-domestic rate write offs of over £10,000 were approved.

BACKGROUND:
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.

LIST REFERENCE: 17/3/11-12

SUBJECT / TITLE OF REPORT
Disposal of the Former Garage Site and Workshops at Knella Road, Welwyn Garden City

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	Peartree	Cabinet	2 August 2011	No	Non Key	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Social

DECISION:
<p>A revised tenure mix for the site was agreed in order to generate additional income.</p> <p>Authority was delegated to the Director (Strategy and Development), in consultation with the Executive Member for Housing and Corporate Property, to make any further minor changes to the tenure mix for the site as might be required.</p>

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