



PUBLICATION OF DECISION LIST NUMBER 7/13-14

MUNICIPAL YEAR 2013/14

Date Published: 6 December 2013

This document lists the decisions taken by the Cabinet at its meeting on 3 December 2013. 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. 20 December 2013) 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.
1/7/13-14	Cabinet	3 December 2013	1	Monks Walk Regeneration Project, Monks Walk, Welwyn Garden City	Budget and Policy Framework Item for Recommendation to the Council	Sherrards	No	Environment	1.
2/7/13-14	Cabinet	3 December 2013	1	Localised Council Tax Support Scheme	Budget and Policy Framework Item for Recommendation to the Council Key Forward Plan Ref: FP631	All	No	Resources	2.
3/7/13-14	Cabinet	3 December 2013	1	Campus East Office Accommodation	Key Forward Plan Ref: FP630	Handside	No	Resources	3.
4/7/13-14	Cabinet	3 December 2013	1	Update on the Council's Affordable Housing Programme	Key Forward Plan Ref: FP634	All	No	Social	4.
5/7/13-14	Cabinet	3 December 2013	1	The Haldens and Knightsfield Parking Project	Key Forward Plan Ref: FP575	Haldens and Sherrards	No	Environment	5.
6/7/13-14	Cabinet	3 December 2013	1	Local Plan – Annual Monitoring Report	Key Forward Plan Ref: FP626	All	No	Environment	6.
7/7/13-14	Cabinet	3 December 2013	1	Welwyn Hatfield Borough Council Statement of Community Involvement	Key Forward Plan Ref: FP627	All	No	Environment	7.

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8/7/13-14	Cabinet	3 December 2013	1	The Allocation of Annual Grants	Non-Key	All	No	Resources	8.
9/7/13-14	Cabinet	3 December 2013	1	Government Consultation – Rents for Social Housing from 2015/16	Non-Key	All	No	Social	9.
10/7/13-14	Cabinet	3 December 2013	1	Garages Refurbishment – Asbestos Removal	Non-Key	All	No	Resources	10.
11/7/13-14	Cabinet	3 December 2013	1	Women's Cycle Tour 2014	Non-Key	Handside	No	Environment	11.
12/7/13-14	Cabinet	3 December 2013	1	Authorisation of Officers to Represent the Council in Proceedings at the Magistrates' Courts and County Courts	Urgent	All	No	Resources	12.
13/7/13-14	Cabinet	3 December 2013	2	Campus West	Key Forward Plan Ref: FP619	Handside	No	Resources	13.
14/7/13-14	Cabinet	3 December 2013	2	Delivery of New Homes on Garage Sites at Affordable Rents	Key Forward Plan Ref: FP633	All	No	Resources	14.
15/7/13-14	Cabinet	3 December 2013	2	Award of Comingled Recycling Contract	Key Forward Plan Ref: FP628	All	No	Environment	15.
16/7/13-14	Cabinet	3 December 2013	2	Award of Gas Maintenance Contract	Key Forward Plan Ref: FP632	All	No	Resources	16.
17/7/13-14	Cabinet	3 December 2013	2	Write Off over £10,000	Non-Key	All	No	Resources	17.

LIST REFERENCE: 1/7/13-14

SUBJECT / TITLE OF REPORT
Monks Walk Regeneration Project, Monks Walk, 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
1	Sherrards	Cabinet	3 December 2013	No	Recommendation to the Council	Ann MacDonald 01707 357233 a.macdonald@welhat.gov.uk	No	Environment

DECISION:
The action taken to date was confirmed and the Council recommended to approve an increase in the provision in this year's capital budget of £40,000 to undertake these works.

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

LIST REFERENCE: 2/7/13-14

SUBJECT / TITLE OF REPORT
Localised Council Tax Support Scheme

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	3 December 2013	No	Recommendation to the Council Key Forward Plan Ref: FP631	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
The Council was recommended to continue the localised Council Tax Support Scheme in 2014/15 to help people on low/no income to receive a reduction on their Council Tax

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

LIST REFERENCE: 3/7/13-14

SUBJECT / TITLE OF REPORT								
Campus East Office Accommodation								

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	3 December 2013	No	Key Forward Plan Ref: FP630	Pam Kettle 01707 357275 p.kettle@welhat.gov.uk	No	Resources

DECISION:
<p>The report was noted and the release of a further £0.5M from the approved capital budget agreed to allow preliminary works (including the remaining office moves), preparation of the main build tender and the IT part of the project to progress further, subject to consideration of the planning application at the meeting of the Development Management Committee on 5 December 2013.</p> <p>The addition of the following responsibilities to the terms of reference of the cross party Member Group in relation to the main construction contract was approved:-</p> <ul style="list-style-type: none"> • To agree a tender list of prospective contractors. • To set evaluation criteria for the main construction contract. <p>If required, to attend presentations by bidders and to make recommendations back to Cabinet on award of contract.</p> <p>A sustainable transport contribution of £15,000 towards cycling and walking infrastructure was approved to be paid to Hertfordshire County Council to encourage the use of alternative modes of transport and support the aims of the Council's Green Travel Plan by the completion of a unilateral undertaking by the relevant parties.</p>

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

LIST REFERENCE: 4/7/13-14

SUBJECT / TITLE OF REPORT
Update on the Council's Affordable Housing Programme

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	3 December 2013	No	Key Forward Plan Ref: FP634	Jeremy Morton 01707 357723 j.morton@welhat.gov.uk	No	Social

DECISION:
<p>The Homes and Communities Agency (HCA) Delivery Partner panel would be used as the preferred route for selecting a suitable contractor to directly construct new affordable homes to be owned by the Council and managed by Welwyn Hatfield Community Housing Trust</p> <p>The use of the selected garage sites as noted in the Part II exempt schedule to the report was approved to deliver new affordable homes (Minute 105.5 refers)</p> <p>A budget growth of £10,000 per annum would be considered from 2014/15 to represent the loss of garage rental income due to the development of the two garage sites for affordable housing.</p>

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

LIST REFERENCE: 5/7/13-14

SUBJECT / TITLE OF REPORT								
The Haldens and Knightsfield Parking 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	Haldens and Sherrards	Cabinet	3 December 2013	No	Key Forward Plan Ref: FP575	Martin Donohoe 01707 357550 m.donohoe@welhat.gov.uk	No	Environment

DECISION:
<p>Following consideration of the objections received, the Cabinet Housing and Planning Panel's recommendation to proceed with the creation of a Traffic Regulation Order to introduce waiting restrictions and the implementation of a bus stop clearway in Knightsfield and Haldens was approved.</p> <p>The implementation of proposals for Lodgefield and Nursery Gardens, would not be proceeded with pending the consideration of objections.</p>

BACKGROUND:
<p>Recommendation of the Cabinet Housing and Planning Panel on 21 November 2013 to the Cabinet item 7(c) refers.</p>

LIST REFERENCE: 6/7/13-14

SUBJECT / TITLE OF REPORT
Local Plan – Annual Monitoring 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	3 December 2013	No	Key Forward Plan Ref: FP626	Chris Conway 01707 357346 c.conway@welhat.gov.uk	No	Environment

DECISION:
The Annual Monitoring Report was approved for publication before 31 December 2013 and the Head of Planning was given delegated powers to agree further minor alterations to finalise the report following consultation with the Executive Member, Planning and Business and the Chairman and opposition spokesperson of the Cabinet Housing and Planning Panel.

BACKGROUND:
Recommendation of the Cabinet Housing and Planning Panel on 21 November 2013 to the Cabinet item 7(d) refers.

LIST REFERENCE: 7/7/13-14

SUBJECT / TITLE OF REPORT
Welwyn Hatfield Borough Council Statement of Community Involvement

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	3 December 2013	No	Key Forward Plan Ref: FP627	Sue Tiley 01707 357268 s.tiley@welhat.gov.uk	No	Environment

DECISION:
The Statement of Community Involvement, as amended in response to the public consultation, was formally adopted.

BACKGROUND:
Recommendation of the Cabinet Housing and Planning Panel on 21 November 2013 to the Cabinet item 7(e) refers.

LIST REFERENCE: 8/7/13-14

SUBJECT / TITLE OF REPORT								
The Allocation of Annual Grants								

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	3 December 2013	No	Non-Key	Tracy Fortune 01707 357219 t.fortune@welhat.gov.uk Kirsty Alford 01707 357569 k.alford@welhat.gov.uk	No	Resources

DECISION:
The recommendation from the Grants Board at its meeting on 28 October 2013 was approved and annual grants awarded, subject to the receipt of satisfactory answers to questions posed and requested information received and verified.

BACKGROUND:
Recommendation of the Grants Board on 28 October 2013 to the Cabinet item 11(a) refers.

LIST REFERENCE: 9/7/13-14

SUBJECT / TITLE OF REPORT
Government Consultation – Rents for Social Housing from 2015/16

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	3 December 2013	No	Non-Key	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Social

DECISION:
<p>A draft response would be prepared to the Government’s Consultation on rents for social housing (2015-16) and Guidance on Rents for Social Housing (Consultation).</p> <p>Authority was delegated to the Directors (Finance and Operations) and (Strategy and Development), in consultation with the Leader of the Council and Executive Member, Housing and Community, to agree the final response to this consultation</p>

BACKGROUND:
Report of the Director (Strategy and Development) to Cabinet item 12 refers.

LIST REFERENCE: 10/7/13-14

SUBJECT / TITLE OF REPORT
Garages Refurbishment – Asbestos Removal

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	3 December 2013	No	Non-Key	Mike Storey 01707 357457 m.storey@welhat.gov.uk	No	Resources

DECISION:
A capital budget of £100,000 would be considered as part of the 2014/15 budget setting process to allow for garages to be renovated generally, but in particular, for the asbestos roofs to be replaced, with this arrangement being established for a period of five years and then as part of the annual budget process for the future years.

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

LIST REFERENCE: 11/7/13-14

SUBJECT / TITLE OF REPORT								
Women's Cycle Tour 2014								

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	3 December 2013	No	Non-Key	Matt Rayner 01707 357174 m.rayner@welhat.gov.uk	No	Environment

DECISION:
<p>The finish of Day Four of the inaugural Women's Cycle Tour on Saturday 10 May 2014 in the Borough would be hosted by the Council.</p> <p>A growth item of £50,000 would be considered in the preparation of the Council's budget for 2014-15 to enable the required sum to be paid to the tour organisers.</p> <p>Every effort would be made by the Council and by SweetSpot to attract commercial sponsorship to offset the cost of hosting this event.</p>

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

LIST REFERENCE: 12/7/13-14

SUBJECT / TITLE OF REPORT
Authorisation of Officers to Represent the Council in Proceedings at the Magistrates' Courts and County Courts

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	3 December 2013	No	Urgent	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
<p>The following Officers were authorised to prosecute or defend or appear in any proceedings, and to conduct any such proceedings on its behalf before a Magistrates' Court and to appear before a district judge in a County Court in any housing related proceedings:</p> <ul style="list-style-type: none"> • Margaret Martinus, Legal Services Manager • Paul Stimson, Principal Litigation Officer • John Merron, Senior Litigation Officer • Karen Bain, Senior Litigation Officer • Agatha Okafor, Senior Litigation Officer • Sally Evans, Litigation Officer

BACKGROUND:
Urgent item

LIST REFERENCE: 13/7/13-14

SUBJECT / TITLE OF REPORT
Campus West

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	Handside	Cabinet	3 December 2013	No	Key Forward Plan Ref: FP619	Paul Underwood 01707 357220 p.underwood@welhat.gov.uk	No	Resources

DECISION:

Following the completion of the competitive tendering processes, the Campus West Cabinet Panel's recommendations that contracts be awarded to Cosmur Construction Ltd for demolition and construction, House of Play Ltd for soft play equipment and Sounds Associated Ltd for the digital projections system were approved and delegated authority given to the Director (Strategy and Development), in consultation with the Executive Members for Resources and Policy and Culture, to agree the final figures for the works once costs had been received and verified by the Council's Project Managers, Ryder, Levitt, Bucknall.

BACKGROUND:

Exempt report of the Director (Strategy and Development) to Cabinet item 17(a) refers. As the report contains confidential/exempt information it is not available to the press or public.

LIST REFERENCE: 14/7/13-14

SUBJECT / TITLE OF REPORT								
Delivery of New Homes on Garage Sites at Affordable Rents								

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	3 December 2013	No	Key Forward Plan Ref: FP633	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Resources

DECISION:
<p>The selection of Welwyn Garden City Housing Association to deliver new homes on the six proposed garage sites at affordable rents was approved and affordable rent levels would be set by agreement for individual properties between 60 to 80% of open market value.</p> <p>Authority was delegated to the Directors (Strategy and Development and Finance and Operations,) in consultation with the Executive Member, Housing and Community, to agree changes in the grant requirement if significant abnormal costs were demonstrated once detailed ground investigations started.</p> <p>Authority was delegated to the Directors (Strategy and Development and Finance and Operations), in consultation with the Executive Member, Housing and Community, to agree to a reduction in the capital receipt offered on demonstration of reasonable unforeseen costs that impacted on the ability of the Housing Association to provide the sum proposed.</p>

BACKGROUND:
<p>Exempt report of the Director (Strategy and Development) to Cabinet item 17(b) refers. As the report contains confidential/exempt information it is not available to the press or public.</p>

LIST REFERENCE: 15/7/13-14

SUBJECT / TITLE OF REPORT
Award of Comingled Recycling 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	3 December 2013	No	Key Forward Plan Ref: FP628	Durk Reyner 01707 357160 d.reyner@welhat.gov.uk Andrew Harper 01707 357371 a.harper@welhat.gov.uk	No	Environment

DECISION:

A contract for comingled recyclates was awarded to Pearce Recycling Ltd for a period of three years with a possible one year extension commencing on 1 February 2014.

BACKGROUND:

Exempt report of the Director (Finance and Operations) to Cabinet item 17(c) refers. As the report contains confidential/exempt information it is not available to the press or public.

LIST REFERENCE: 16/7/13-14

SUBJECT / TITLE OF REPORT
Award of Gas Maintenance 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	3 December 2013	No	Key Forward Plan Ref: FP632	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Resources

DECISION:
A five year contract commencing on 1 April 2014 with a possible five year extension was awarded to TSG Building Services Plc as recommended by the Member Task and Finish Group appointed to oversee the new procurement on the basis that the contract would be awarded by the Council but novated to the Welwyn Hatfield Community Housing Trust before its commencement.

BACKGROUND:
Exempt report of the Director (Strategy and Development) to Cabinet item 17(d) refers. As the report contains confidential/exempt information it is not available to the press or public.

LIST REFERENCE: 17/7/13-14

SUBJECT / TITLE OF REPORT								
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	All	Cabinet	3 December 2013	No	Non-Key	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
Five non-domestic rate write offs totalling £106,574.14 where the rate payers had ceased trading and no further recovery action could be taken were written off.

BACKGROUND:
Exempt report of the Director (Finance and Operations) to Cabinet item 18 refers. As the report contains confidential/exempt information it is not available to the press or public.