



PUBLICATION OF DECISION LIST NUMBER 7/14-15

MUNICIPAL YEAR 2014/15

Date Published: 5 December 2014

This document lists the decisions taken by the Cabinet at its meeting on 2 December 2014. 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 December 2014) 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.
1/7/14-15	Cabinet	2 December 2014	1	Localised Council Tax Support Scheme	Budget and Policy Framework Item for Recommendation to the Council Key Forward Plan Ref: FP676	All	No	Resources	1.
2/7/14-15	Cabinet	2 December 2014	1	Introduction of Credit Card Surcharge from 2015/16	Budget and Policy Framework Item for Recommendation to the Council Key Forward Plan Ref: FP682	All	No	Resources	2.
3/7/14-15	Cabinet	2 December 2014	1	Rent Relief Grant Policy	Budget and Policy Framework Item for Recommendation to the Council Key Forward Plan Ref: FP683	All	No	Resources	3.
4/7/14-15	Cabinet	2 December 2014	1	Council Tax Support – Hardship Relief	Budget and Policy Framework Item for Recommendation to the Council Key Forward Plan Ref: FP684	All	No	Resources	4.

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.
5/7/14-15	Cabinet	2 December 2014	1	The Public Health District Offer	Budget and Policy Framework Item for Recommendation to the Council	All	No	Social	5.
6/7/14-15	Cabinet	2 December 2014	1	Increase in Capital Budget – Affordable Housing Programme 2014/15	Budget and Policy Framework Item for Recommendation to the Council	All	No	Social	6.
7/7/14-15	Cabinet	2 December 2014	1	Licensing Policy Review – Approval of Revised Policy	Budget and Policy Framework Item for Recommendation to the Council	All	No	Environment	7.
8/7/14-15	Cabinet	2 December 2014	1	Management Plan for the Commons Local Nature Reserve 2014/19 – Adoption of the Plan	Non-Key	All	No	Environment	8.
9/7/14-15	Cabinet	2 December 2014	1	The Common Car Park Improvements – Increasing the Width of Parking Bays	Non-Key	Hatfield Central	No	Environment	9.
10/7/14-15	Cabinet	2 December 2014	1	Review of Pre-Application Advice Arrangements – Approval of Amended Fees	Budget and Policy Framework Item for Recommendation to the Council	All	No	Environment	10.
11/7/14-15	Cabinet	2 December 2014	1	Campus East Office Accommodation – Reception Refurbishment	Non-Key	Handside	No	Resources	11.

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.
12/7/14-15	Cabinet	2 December 2014	2	Acceptance of a Lease Surrender at Moors Walk	Non-Key	Haldens	No	Resources	12.
13/7/14-15	Cabinet	2 December 2014	2	Textiles Contract Award	Key Forward Plan Ref: FP685	All	No	Environment	13.

LIST REFERENCE: 1/7/14-15

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	2 December 2014	No	Recommendation to the Council	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:
The Council was recommended that the localised council tax support scheme approved for 2013/14 and 2014/15 continue in 2015/16 to help people on low/no income to receive a reduction on their council tax.

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

LIST REFERENCE: 2/7/14-15

SUBJECT / TITLE OF REPORT
Introduction of Credit Card Surcharge 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	2 December 2014	No	Recommendation to the Council	Ka Ng 01707 357425 k.ng@welhat.gov.uk	No	Resources

DECISION:
The Council was recommended that a credit card surcharge of 1.5% be introduced on credit card payments on business rates and council tax with effect from 1 April 2015, noting that these were the pilot service areas for the introduction of a credit card surcharge and that this arrangement would be reviewed within the next twelve months.

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

LIST REFERENCE: 3/7/14-15

SUBJECT / TITLE OF REPORT

Rent Relief Grant Policy

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 December 2014	No	Recommendation to the Council	Ka Ng 01707 357425 k.ng@welhat.gov.uk	No	Resources

DECISION:

- (1) The Cabinet agreed and recommended to the Council the adoption of the Rent Relief Grant policy.
- (2) The Cabinet agreed and recommended to the Council that delegated authority be given to the Executive Board for the operation of the rent relief grant policy.

BACKGROUND:

Report of the Director (Finance and Operations) to the Cabinet item 7(c) refers.

LIST REFERENCE: 4/7/14-15

SUBJECT / TITLE OF REPORT

Council Tax Support – Hardship Relief

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 December 2014	No	Recommendation to the Council	Farhad Cantel 01707 357011 f.cantel@welhat.gov.uk	No	Resources

DECISION:

- (1) The Cabinet agreed and recommended to the Council to continue to award hardship relief to those recipients of council tax support who were suffering exceptional hardship on the basis that the amount of relief available was limited and would be awarded under exceptional circumstances and in accordance with the criteria determined.
- (2) The Cabinet agreed and recommended to the Council to continue with a fund in the sum of £25,000 to award council tax hardship relief from 2015/16 and that the decision on the council tax hardship relief would be considered as part of the budget setting process in the future.
- (3) That the working of the scheme continue to be reviewed and reported to the Cabinet on a quarterly basis to enable the effectiveness of the scheme and the size of the fund to be monitored.

BACKGROUND:

Report of the Director (Finance and Operations) to the Cabinet item 7(d) refers.

LIST REFERENCE: 5/7/14-15

SUBJECT / TITLE OF REPORT
The Public Health District Offer

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 December 2014	No	Recommendation to the Council	Nick Long 01707 357401 n.long@welhat.gov.uk	No	Social

DECISION:
<p>(1) That since the funding had been provided after the 2014/15 budget was agreed, the Council was recommended that the Public Health and Protection Service income and expenditure budgets be each increased by £100,000 to reflect the award of the ring fenced public health grant and subsequent expenditure of this grant.</p> <p>(2) The Council was recommended to agree an increase in the “Alban Way refurbishment of surface scheme” capital budget by £30,000 to reflect the ring fenced match funding which had been awarded, meaning that the capital budget would be increased to £60,000 and that this capital money be released for spend on this project within this financial year.</p> <p>(3) The Council was recommended to agree a new capital budget of £20,000 called “grant for air quality management” being set up to reflect the ring fenced money which was to be shortly awarded to the Council for the air quality management project and that this ring fenced capital money be released for spending on this project within this financial year.</p>

BACKGROUND:
Report of the Director (Governance) to Cabinet item 7(e) refers.

LIST REFERENCE: 6/7/14-15

SUBJECT / TITLE OF REPORT
Increase in Capital Budget – Affordable Housing Programme 2014/15

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 December 2014	No	Recommendation to the Council	Sian Chambers 01707 357640 s.chambers@welhat.gov.uk	No	Social

DECISION:
<p>(1) The Council was recommended to increase the Affordable Housing Programme capital budget by £1,514,170, giving a total budget of £7,339,900 for 2014/15.</p> <p>(2) The Council was recommended to increase the Housing Revenue Account revenue contribution to capital by £965,300, to fund the 70% element of the additional capital spend that was not funded from the Right to Buy receipts to be met from Housing Revenue Account reserves.</p>

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

LIST REFERENCE: 7/7/14-15

SUBJECT / TITLE OF REPORT								
Licensing Policy Review – Approval of Revised Policy								

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 December 2014	No	Recommendation to the Council	Kate Payne 01707 357206 k.payne@welhat.gov.uk	No	Environment

DECISION:
The Council was recommended to approve and adopt the revised Licensing Policy reflecting changes to the Licensing Act 2003 and the Licensing Act guidance issued by the Government.

BACKGROUND:
Recommendations of Environment Overview and Scrutiny Committee on 11 November 2014 to the Cabinet item 8(a) refers.

LIST REFERENCE: 8/7/14-15

SUBJECT / TITLE OF REPORT
Management Plan for the Commons Local Nature Reserve 2014/19 – Adoption of the 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 December 2014	No	Non-Key	Chris James 01707 357418 c.james@welhat.gov.uk	No	Environment

DECISION:
The Commons Local Nature Reserve Management Plan 2014/19 was adopted.

BACKGROUND:
Recommendations of Environment Overview and Scrutiny Committee on 11 November 2014 to the Cabinet item 8(b) refers.

LIST REFERENCE: 9/7/14-15

SUBJECT / TITLE OF REPORT
The Common Car Park Improvements – Increasing the Width of Parking Bays

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	2 December 2014	No	Non-Key	Vikki Hatfield 01707 357555 v.hatfield@welhat.gov.uk	No	Environment

DECISION:
The Cabinet agreed to proceed with the amendment of the Borough of Welwyn Hatfield (Town Centre Car Parks)(Off Street Parking Places) Order 2012(Amendment)(No.2)(Order 2014).

BACKGROUND:
Recommendations of Cabinet Housing and Planning Panel on 13 November 2014 to the Cabinet item 9 refers.

LIST REFERENCE: 10/7/14-15

SUBJECT / TITLE OF REPORT								
Review of Pre-Application Advice Arrangements – Approval of Amended Fees								

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 December 2014	No	Recommendation to the Council	Lisa Hughes 01707 357247 l.hughes@welhat.gov.uk	No	Environment

DECISION:
The Council was recommended to approve the amended pre-application and Planning Performance Agreement fees.

BACKGROUND:
Recommendations of Development Management Committee on 6 November 2014 to the Cabinet item 11 refers.

LIST REFERENCE: 11/7/14-15

SUBJECT / TITLE OF REPORT
Campus East Office Accommodation – Reception Refurbishment

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 December 2014	No	Non-Key	Ka Ng 01707 357425 k.ng@welhat.gov.uk	No	Resources

DECISION:
<p>(1) The Cabinet agreed to the release of £100,000 from the approved 2014/15 Campus East office accommodation capital budget for the refurbishment and fit out work required in the reception area.</p> <p>(2) The Cabinet agreed to waive the Council’s Contract Procedure Rules to allow for the appointment of Facilities Design Ltd to lead the refurbishment work in the reception (including the purchase of the furniture) and also to assist in the office moves about the various buildings as they had provided assistance with the design of the reception and been involved in almost every major team move for the last few years giving them knowledge and expertise about the layout of the Council’s buildings.</p>

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

LIST REFERENCE: 12/7/14-15

SUBJECT / TITLE OF REPORT								
Acceptance of a Lease Surrender at Moors Walk								

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	Haldens	Cabinet	2 December 2014	No	Non-Key	Mike Storey 01707 357640 m.storey@welhat.gov.uk	No	Resources

DECISION:
The Cabinet agreed to accept the surrender of the lease of the flat, subject to the report back of further information by the Executive Board to Cabinet Members.

BACKGROUND:
Exempt report of the Director (Finance and Operations) to Cabinet item 15 refers. As the report contains confidential/exempt information it is not available to the press or public

LIST REFERENCE: 13/7/14-15

SUBJECT / TITLE OF REPORT
Textiles Contract Award

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 December 2014	No	Key Forward Plan Ref: FP685	Kirsten Roberts 01707 357177 k.roberts@welhat.gov.uk	No	Environment

DECISION:
CTR were appointed as the preferred bidder for the new textiles contract.

BACKGROUND:
Exempt report of the Director (Finance and Operations) to Cabinet item 16 refers. As the report contains confidential/exempt information it is not available to the press or public.