

**WELWYN HATFIELD COUNCIL****FORWARD PLAN****PUBLISHED 4 DECEMBER 2023**

The Forward Plan sets out the Key Decisions which are to be taken by the Cabinet (and where appropriate the Council).

A Key Decision is one which is likely to result in expenditure or savings of **above £100,000**, or to have an effect on communities living or working in an area comprising **two or more Wards of the Borough**. The Plan is updated each month and is available from Council Offices and libraries and on the website ([www.welhat.gov.uk](http://www.welhat.gov.uk)).

Members of the public are welcome to comment on any item on the Forward Plan. Any comments must be given in writing or by e-mail to the Governance Services Manager to be received no later than seven days before the meeting at which the decision is to be taken. Copies of available reports can be obtained from the contact shown in the Forward Plan.

Members of the public are also welcome to attend public meetings of the Cabinet. Dates and times of Cabinet meetings can be found here: [Committee details - Cabinet – Welwyn Hatfield Borough Council \(welhat.gov.uk\)](http://www.welhat.gov.uk)

The following Councillors are in the Cabinet:-

|              |  |
|--------------|--|
| P.Zukowskyj  | - Leader of the Council and Executive Member, Climate Change |
| L.Chesterman | - Deputy Leader of the Council and Executive Member, Housing |
| S.Bonfante   | - Executive Member, Environment                              |
| J.Broach     | - Executive Member, Governance                               |
| M.Holloway   | - Executive Member, Leisure and Community                    |
| D.Jones      | - Executive Member, Resources                                |
| J.Quinton    | - Executive Member, Planning                                 |

Any queries concerning the Forward Plan should be directed to Clare Cade, Governance Services Manager at the Council Offices, Campus East, Welwyn Garden City, Herts AL8 6AE telephone number (01707) 357444 or e-mail [c.cade@welhat.gov.uk](mailto:c.cade@welhat.gov.uk)

**FORWARD PLAN**

| <b>REFERENCE AND SUBJECT</b>  | <b>DECISION NEEDED</b>   | <b>WHEN WILL DECISION BE TAKEN</b>               | <b>PART 1 OR PART 2</b> | <b>REPORTS AVAILABLE AND CONTACT OFFICERS</b>  | <b>EXECUTIVE MEMBER</b>      |
|---|--|--|-------------------------|--|------------------------------|
| FP1194 Re-profiling of the Affordable Homes Financial Budget                | To consider the Affordable Homes Programme budget and virements of the budget  | 9 January 2024 - Cabinet                         | PART 1                  | Assistant Director (Regeneration and Economic Development)<br>Geoff Sampson<br>g.sampson@welhat.gov.uk | Executive Member, Resources  |
| FP2012 Self Build and Custom Housebuilding Guidance Note                    | To endorse the guidance note for use in determining planning applications  | 5 December 2023 - Cabinet                        | PART 1                  | Senior Planner<br>Matt Pyecroft<br>m.pyecroft@welhat.gov.uk  | Executive Member, Planning   |
| FP2017 Server Replacement   | To award a contract for replacement of server devices,   | December 2023 - Executive Member Decision Notice | PART 1                  | Procurement Manager<br>Andrew Harper<br>a.harper@welhat.gov.uk   | Executive Member, Governance |
| FP1188 Community Infrastructure Levy Draft Charging Schedule - Consultation | To agree to undertake consultation on a revised draft charging schedule for the Community Infrastructure Levy (CIL). | 5 December 2023 - Cabinet                        | PART 1                  | Senior Planner<br>Matt Pyecroft<br>m.pyecroft@welhat.gov.uk  | Councillor Jane Quinton      |

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|---|---|---|-------------------------|--|------------------------------|
| FP2016<br>Equality, Diversity and Inclusion (EDI) Policy & Strategy | Approval for the EDI Policy & Strategy  | 5 December 2023 - Cabinet                       | PART 1                  | Human Resources Manager<br>Janet Pilbeam<br>j.pilbeam@welhat.gov.uk        | Executive Member, Governance |
| FP2021<br>Biodiversity Duty - first consideration statement         | Approval for publication  | 5 December 2023 - Cabinet                       | PART 1                  | Landscape and Ecology Manager<br>Oliver Waring<br>o.waring@welhat.gov.uk   | Executive Member, Planning   |
| FP2018 Mobile telephone contract                                    | To award a contract for mobile telephone services.  | January 2024 - Executive Member Decision Notice | PART 1                  | Procurement Manager<br>Andrew Harper<br>a.harper@welhat.gov.uk             | Executive Member, Governance |
| FP2025 Non Domestic Rating Act 2023                                 | To update Cabinet on changes to business rates administration as a result of the Non Domestic Rating Act. | 9 January 2024 - Cabinet                        | PART 1                  | Client Support Services Manager<br>Farhad Cantel<br>f.cantel@welhat.gov.uk | Councillor Duncan Jones      |
| FP2026 Council Tax Second Homes and Empty Homes Premiums.           | Review of Second Homes premium and Empty Homes premiums   | 5 March 2024 - Cabinet                          | PART 1                  | Client Support Services Manager<br>Farhad Cantel<br>f.cantel@welhat.gov.uk | Councillor Duncan Jones      |

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|---|---|---|-------------------------|--|--|
| FP2019 New Ticketing System                               | To award a contract for a new ticketing system at Campus West and other sites   | January 2024 - Executive Member Decision Notice | PART 1                  | Procurement Manager<br>Andrew Harper<br>Tel: 01707357371<br>a.harper@welhat.gov.uk   | Executive Member, Community                                |
| FP2030 Professional Services Contract                     | To extend the Professional Building Services Contracts  | January 2024 - Executive Member Decision Notice | PART 1                  | Procurement Manager<br>Andrew Harper<br>Tel: 01707357371<br>a.harper@welhat.gov.uk   | Deputy Leader of the Council and Executive Member, Housing |
| FP2014 Budget proposals and Medium-Term Forecasts 2024/25 | Approval of the Revenue, Capital and Housing Revenue Account Budgets, Fees and Charges and Council Tax Setting 2024/25.<br><br>Approval of the Medium Term Financial Strategy 2024/25 – 2026/27<br><br>Approval of the Capital Strategy and Treasury Management Strategy. | 9 January 2024 - Cabinet                        | PART 1                  | Executive Director (Finance & Transformation)<br>Richard Baker<br>Tel: 01707 357425<br>r.baker@welhat.gov.uk                 | Executive Member, Resources                                |
| FP2033 Community Business Plan 2024/25                    | To agree the key projects and key performance indicators to contribute to the priorities during 2024/25.  | 9 January 2024 - Cabinet                        | PART 1                  | Assistant Director (Customer Services and Transformation)<br>Kirsten Roberts<br>Tel: 01707 357177<br>k.roberts@welhat.gov.uk | Leader of the Council, Executive Member for Climate Change |

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|--|--|--|-------------------------|---|--|
| FP2029 Parking Enforcement                                       | To enter into a new SLA to provide parking enforcement services                          | 9 January 2024 - Cabinet                         | PART 1                  | Procurement Manager<br>Andrew Harper<br>Tel: 01707357371<br>a.harper@welhat.gov.uk      | Executive Member,<br>Environment                           |
| FP2031 Webcasting Contract                                       | To award a new Webcasting contract   | February 2024 - Executive Member Decision Notice | PART 2                  | Procurement Manager<br>Andrew Harper<br>Tel: 01707357371<br>a.harper@welhat.gov.uk      | Executive Member,<br>Governance                            |
| FP2028 Service Level Agreement - CCTV Monitoring and Maintenance | To agree a service level agreement for the provision of CCTV monitoring and maintenance. | 6 February 2024 - Cabinet                        | PART 1                  | Procurement Manager<br>Andrew Harper<br>Tel: 01707357371<br>a.harper@welhat.gov.uk      | Executive Member,<br>Environment                           |
| FP2022 Public Spaces Protection Order                            | Consideration of approval for a Public Spaces Protection Order for Welwyn Garden City    | 6 February 2024 - Cabinet                        | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Executive Member,<br>Environment                           |
| FP2034 Tenant Involvement Strategy                               | To approve a new Tenant Involvement Strategy   | 6 February 2024 - Cabinet                        | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Deputy Leader of the Council and Executive Member, Housing |

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|-------------------------------|--|------------------------------------|-------------------------|---|--|
| FP2035<br>Tenancy Agreement   | To approve new Tenancy Agreement terms and conditions        | 6 February 2024 - Cabinet          | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Deputy Leader of the Council and Executive Member, Housing |
| FP2036<br>Succession Policy   | To approve a revised Succession Policy                       | 6 February 2024 - Cabinet          | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Deputy Leader of the Council and Executive Member, Housing |
| FP2037 Mutual Exchange Policy | To approve a revised Mutual Exchange Policy (desktop review) | 6 February 2024 - Cabinet          | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Deputy Leader of the Council and Executive Member, Housing |
| DP2038<br>Tenancy Policy      | To approve a revised Tenancy Policy                          | 6 February 2024 - Cabinet          | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Deputy Leader of the Council and Executive Member, Housing |
| FP2039 Death of Tenant Policy | To approve a revised Death of Tenant Policy                  | 6 February 2024 - Cabinet          | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Deputy Leader of the Council and Executive Member, Housing |

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|---|---|------------------------------------|-------------------------|--|--|
| FP2040 Joint to Sole Policy                               | To approve a revised Joint to Sole Policy                         | 6 February 2024 - Cabinet          | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk                      | Deputy Leader of the Council and Executive Member, Housing |
| FP2015 Council Tax Setting 2024/25                        | To set the Council Tax charge for 2024/25                         | 21 February 2024 - Council         | PART 1                  | Executive Director (Finance & Transformation)<br>Richard Baker<br>Tel: 01707 357425<br>r.baker@welhat.gov.uk | Executive Member, Resources                                |
| FP2024 Danesbury Landscape Management Plan 2023-2033      | To consider and approve the plan                                  | 6 February 2024 - Cabinet          | PART 1                  | Landscape and Ecology Manager<br>Oliver Waring<br>Tel: 01707 357428<br>o.waring@welhat.gov.uk                | Executive Member, Environment                              |
| FP2023 Singlers Marsh Landscape Management Plan 2023-2033 | To consider and approve the Plan                                  | 6 February 2024 - Cabinet          | PART 1                  | Landscape and Ecology Manager<br>Oliver Waring<br>Tel: 01707 357428<br>o.waring@welhat.gov.uk                | Executive Member, Environment                              |
| FP2002 Tree and Woodland Strategy                         | To consider and approve the Tree and Woodland Strategy 2024-2029. | 5 March 2024 - Cabinet             | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk                      | Executive Member, Environment                              |

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|-----------------------------------|---|---|-------------------------|---|--|
| FP2032 Sale of Newspaper Contract | To award a contract for the sale of recovered newspaper for the Hertfordshire consortium            | 5 March 2024<br>- Cabinet                     | PART 1                  | Procurement Manager<br>Andrew Harper<br>Tel: 01707357371<br>a.harper@welhat.gov.uk      | Executive Member,<br>Environment                           |
| FP2003 Empty Homes Policy         | To consider and approve the Empty Homes Policy  | 5 March 2024<br>- Cabinet                     | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Deputy Leader of the Council and Executive Member, Housing |
| FP2004 Food Safety Plan 2024/25   | To consider and approve the Food Safety Plan for 2024/25.   | 5 March 2024<br>- Cabinet                     | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Executive Member,<br>Environment                           |
| FP2005 Street Trading Policy      | To consider and approve the revised street trading policy.  | 13 March 2024<br>- Council                    | PART 1                  | Service Director (Resident & Neighbourhood)<br>Sue McDaid<br><br>s.mcdaid@welhat.gov.uk | Executive Member,<br>Governance                            |
| FP2027 Howard House Contract      | To award a pre contract service agreement for the initial stages of the Howard House redevelopment. | March 2024 - Executive Member Decision Notice | PART 2                  | Procurement Manager<br>Andrew Harper<br>Tel: 01707357371<br>a.harper@welhat.gov.uk      | Deputy Leader of the Council and Executive Member, Housing |