

WELWYN HATFIELD COUNCIL**FORWARD PLAN****PUBLISHED 4 JANUARY 2024**

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).

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 or e-mail c.cade@welhat.gov.uk

REFERENCE AND SUBJECT	DECISION NEEDED	WHEN WILL DECISION BE TAKEN	PART 1 OR PART 2	REPORTS AVAILABLE AND CONTACT OFFICERS	EXECUTIVE MEMBER
FP2018 Mobile telephone contract	To award a contract for mobile telephone services.	January 2024 - Executive Member Decision Notice	PART 1	Procurement Manager Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Executive Member, Governance
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 Andrew Harper Tel: 01707357371 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 Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Deputy Leader of the Council and Executive Member, Housing
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 Farhad Cantel Tel: 01707 357011 f.cantel@welhat.gov.uk	Executive Member, Resources

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MONTH PERIOD 1 JANUARY 2024 TO 30 APRIL 2024

REFERENCE AND SUBJECT	DECISION NEEDED	WHEN WILL DECISION BE TAKEN	PART 1 OR PART 2	REPORTS AVAILABLE AND CONTACT OFFICERS	EXECUTIVE MEMBER
FP2033 Business Plan 2024/25	To agree the key projects and key performance indicators to contribute to the priorities during 2024/25.	5 February 2024 - Council	PART 1	Assistant Director (Customer Services and Transformation) Kirsten Roberts Tel: 01707 357177 k.roberts@welhat.gov.uk	Leader of the Council, Executive Member for Climate Change
FP2029 Parking Enforcement	To enter into a new SLA to provide parking enforcement services	9 January 2024 - Cabinet	PART 1	Procurement Manager Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Executive Member, Environment
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. Approval of the Medium Term Financial Strategy 2024/25 – 2026/27 Approval of the Capital Strategy and Treasury Management Strategy.	5 February 2024 - Council	PART 1	Executive Director (Finance & Transformation) Richard Baker Tel: 01707 357425 r.baker@welhat.gov.uk	Executive Member, Resources
FP2044 Welwyn Conservation Area Appraisal and Management Plan	To consider and approve the Appraisal and Plan	5 February 2024 - Council	PART 1	Planning & Policy Implementation Manager Matthew Wilson m.wilson@welhat.gov.uk	Executive Member, Planning

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REFERENCE AND SUBJECT	DECISION NEEDED	WHEN WILL DECISION BE TAKEN	PART 1 OR PART 2	REPORTS AVAILABLE AND CONTACT OFFICERS	EXECUTIVE MEMBER
FP2041 Outcome of Polling Station Review	Note the outcome of the review and any changes to polling station locations.	5 February 2024 - Council	PART 1	Chief Executive Ka Ng Tel: 01707357275 k.ng@welhat.gov.uk	Executive Member, 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 Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Executive Member, Environment
FP2043 Approach to masterplanning, Planning Guidance	To consider and approve the guidance	6 February 2024 - Cabinet	PART 1	Planning & Policy Implementation Manager Matthew Wilson m.wilson@welhat.gov.uk	Executive Member, Planning
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) Sue McDaid s.mcdaid@welhat.gov.uk	Executive Member, Environment

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REFERENCE AND SUBJECT	DECISION NEEDED	WHEN WILL DECISION BE TAKEN	PART 1 OR PART 2	REPORTS AVAILABLE AND CONTACT OFFICERS	EXECUTIVE MEMBER
FP2034 Tenant Involvement Strategy	To approve a new Tenant Involvement Strategy	6 February 2024 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid s.mcdaid@welhat.gov.uk	Deputy Leader of the Council and Executive Member, Housing
FP2035 Tenancy Agreement	To approve new Tenancy Agreement terms and conditions	6 February 2024 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid s.mcdaid@welhat.gov.uk	Deputy Leader of the Council and Executive Member, Housing
FP2036 Succession Policy	To approve a revised Succession Policy	6 February 2024 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid 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) Sue McDaid s.mcdaid@welhat.gov.uk	Deputy Leader of the Council and Executive Member, Housing

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DP2038 Tenancy Policy	To approve a revised Tenancy Policy	6 February 2024 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid 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) Sue McDaid s.mcdaid@welhat.gov.uk	Deputy Leader of the Council and Executive Member, Housing
FP2040 Joint to Sole Policy	To approve a revised Joint to Sole Policy	6 February 2024 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid s.mcdaid@welhat.gov.uk	Deputy Leader of the Council and Executive Member, Housing
FP2024 Danesbury Landscape Management Plan 2023-2033	To consider and approve the plan	6 February 2024 - Cabinet	PART 1	Landscape and Ecology Manager Oliver Waring Tel: 01707 357428 o.waring@welhat.gov.uk	Executive Member, Environment

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FP2023 Singlers Marsh Landscape Management Plan 2023-2033	To consider and approve the Plan	6 February 2024 - Cabinet	PART 1	Landscape and Ecology Manager Oliver Waring Tel: 01707 357428 o.waring@welhat.gov.uk	Executive Member, Environment
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) Richard Baker Tel: 01707 357425 r.baker@welhat.gov.uk	Executive Member, Resources
FP2042 Award of Contract for an Agent to manage the Council's General Fund residential blocks	AWARD OF CONTRACT FOR AN AGENT TO MANAGE THE COUNCILS RESIDENTIAL BLOCKS	March 2024 - Executive Member Decision Notice	PART 2	Procurement Manager Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Executive Member, Resources
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 Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Deputy Leader of the Council and Executive Member, Housing

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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 Farhad Cantel Tel: 01707 357011 f.cantel@welhat.gov.uk	Executive Member, Resources
FP2032 Sale of Newspaper Contract	To award a contract for the sale of recovered newspaper for the Hertfordshire consortium	5 March 2024 - Cabinet	PART 1	Procurement Manager Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Executive Member, Environment
FP2003 Empty Homes Policy	To consider and approve the Empty Homes Policy	5 March 2024 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid 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 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid s.mcdaid@welhat.gov.uk	Executive Member, Environment
FP2045 Annual Monitoring Report 2022/23	To consider and approve the Report	5 March 2024 - Cabinet	PART 1	Planning & Policy Implementation Manager Matthew Wilson m.wilson@welhat.gov.uk	Executive Member, Planning

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FP2046 Brownfield Register	To consider and approve the Register	5 March 2024 - Cabinet	PART 1	Planning & Policy Implementation Manager Matthew Wilson m.wilson@welhat.gov.uk	Executive Member, Planning
FP2005 Street Trading Policy	To consider and approve the revised street trading policy.	13 March 2024 - Council	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid s.mcdaid@welhat.gov.uk	Executive Member, Governance
FP2002 Tree and Woodland Strategy	To consider and approve the Tree and Woodland Strategy 2024-2029.	June 2024 - Cabinet	PART 1	Service Director (Resident & Neighbourhood) Sue McDaid s.mcdaid@welhat.gov.uk	Executive Member, Environment