

Watford Borough Council

Executive Decision Progress Report

May 2012 – May 2013

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All officer decisions relating to Traffic Regulation Orders and other Borough Council Highways matters are available on the Council's website – <http://watford.moderngov.co.uk/mgDelegatedDecisions.aspx?bcr=1>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Agree to the set up of a Hertfordshire Police and Crime Panel	Legal and Property	Cabinet	June 2012	Key decision Agreed by Cabinet on 18 June 2012 Not called in
Adoption of the Framework and 5-year action plan for allotments across the Borough	Community Services	Cabinet	June 2012	Key decision Originally this decision was due to be considered by Cabinet at its meeting in November 2011. Since then it has been deferred on several occasions. Agreed by Cabinet on 18 June 2012 Not called in
Watford Health Campus Programme Update and proposed site assembly development	Corporate Management	Cabinet	June 2012	Key decision Agreed by Cabinet on 18 June 2012 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Review the outcome of the Sports Facilities Study and agree consultation and feasibility proposals to support the development of a Sports Facilities Strategy (Parts A and B)	Community Services	Cabinet	June 2012	Key decision Agreed by Cabinet on 18 June 2012 Not called in
Charter Place re-development (Part B)	Legal and Property	Cabinet	June 2012	Key decision Agreed by Cabinet on 18 June 2012 Not called in
Service specification, performance standards and evaluation criteria for the procurement of Parks and Open Spaces, Waste and Recycling and Street Cleansing	Corporate Management	Cabinet	July 2012	Key decision Agreed by Cabinet on 9 July 2012 Not called in
Community Right to Challenge under the Localism Act 2011	Legal and Property	Cabinet	Not applicable	Non-key decision Agreed by Cabinet on 9 July 2012 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Relocation of the Town Centre CCTV Control Room	Legal and Property	Cabinet	July 2012	Key decision Considered at Cabinet on 9 July 2012. Recommendation to Council, decision taken on 18 July 2012.
Property review decision (Part B)	Legal and Property	Portfolio Holder (Planning and Legal and Property)	July 2012	Key decision Originally this decision was due to be taken in June 2012 but was deferred. Delegated decision taken on 9 July 2012 Not called in
Application to the Secretary of State to remove the allotment status from the Willow Lane site.	Legal and Property	Portfolio Holder (Planning and Legal and Property)	July 2012	Key decision Delegated decision taken on 9 July 2012 Not called in
Introduction of further cycling stands in Watford	Planning	Portfolio Holder (Planning and Legal and Property)	July 2012	Key decision Delegated decision taken on 16 July 2012 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Water Fountain Area, opposite the Town Hall steps	Planning	Portfolio Holder (Planning and Legal and Property)	July 2012	Non key decision Delegated decision taken on 16 July 2012 Not called in
Willow Lane Allotments (Section 106)	Legal and Property	Portfolio Holder (Mayor)	July 2012	Key decision Delegated decision taken on 16 July 2012 Not called in
Agree the draft local Council Tax benefit scheme for consultation	Revenues and Benefits	Portfolio Holder (Mayor)	July 2012	Key decision Delegated decision taken on 23 July 2012 Not subject to call-in. The final scheme will be presented to Council for approval.
Property Review (not for publication – Paragraph 3 Schedule 12A)	Legal and Property	Portfolio Holder (Planning and Legal and Property)	September 2012 – then withdrawn	Key decision Originally due to be taken by the end of August 2012 then moved to September 2012. It has now been decided that this decision is not to be taken.
Decision to out source the ICT Shared Service and the supplier recommended as the Preferred Bidder	Information Technology	Cabinet	September 2012 – then withdrawn	Key decision This decision was delegated to the Three Rivers and Watford Shared Services Joint Committee. Cabinet will therefore not be required to make a decision on this item.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Delivery of the Green Deal to Watford residents and businesses	Environmental Services	Cabinet	September 2012	Key decision Agreed by Cabinet on 17 September 2012 Not called in
Agree the design for the improvement for the Parade and evaluation criteria for selecting a contractor	Corporate Management	Cabinet	September 2012	Key decision Agreed by Cabinet on 17 September 2012 Not called in
Choice Based lettings scrutiny review	Legal and Property Services	Cabinet	Not applicable	Non-key decision Endorsed by Cabinet on 17 September 2012 Not called in
Summary of Financial Outturn 2011/12	Finance	Cabinet	Not applicable	Non-key decision Agreed by Cabinet on 17 September 2012 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Local Authority Mortgage Scheme	Legal and Property Services and Finance	Cabinet	See status column	<p>Key decision</p> <p>As the item had not been included in the Forward Plan, the Chair of Overview and Scrutiny Committee was consulted, who gave permission for this item to be included on the agenda for the September Cabinet meeting.</p> <p>Agreed by Cabinet on 17 September 2012</p> <p>Recommendation to Council agreed on 17 October 2012</p>
To authorise a closure of part of the pedestrianised section of Hempstead Road adjacent to the Town Hall under s21 of Town Police Clauses Act 1847 to accommodate the Remembrance Day Event	Planning	Head of Planning		<p>Non-key officer decision</p> <p>Approved by Head of Planning on 25 September 2012</p>
The Borough of Watford (Nascot Area) (Prohibition of Waiting) Order 2012	Planning	Head of Planning		<p>Non-key officer decision</p> <p>Approved by Head of Planning on 26 September 2012</p>
Determinations made under the Building Regulations, in accordance with s.16 of the Building Act 1984	Planning	Head of Planning		<p>Non-key officer decisions</p> <p>Approved by the Head of Planning between 1 October and 2 November 2012</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approve the Voluntary and Community Sector Commissioning Framework 2013-16	Community Services	Cabinet	October 2012	Key Decision Agreed by Cabinet on 8 October 2012 Not called in
To approve the medium Term Financial Strategy 2012/2017	Finance	Cabinet	October 2012	Key decision This decision did not meet the 28 day notice required. The reason for this was that notification was received just before the introduction of the new Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The Chair of Overview and Scrutiny Committee agreed that the matter could be dealt with in accordance with Procedure Rule 15 of the Constitution, "General Exception". Agreed by Cabinet on 8 October 2012 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval of final Charter Place land transaction with delegated powers to the Managing Director to enter into the necessary legal documentation	Corporate Management	Cabinet	October 2012	<p>Key decision</p> <p>This decision did not meet the 28 day notice required.</p> <p>The Chair of Overview and Scrutiny Committee agreed that the matter could be dealt with in accordance with Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>The reason for the urgency was that the transfer was due to take place on 10 October.</p> <p>Agreed by Cabinet on 8 October 2012</p>
<p>The Borough of Watford (Off-Street Parking Places) Order 2007 (Amendment) (no4) Order 2012</p> <p>The Borough of Watford (Watford Central Area and West Watford) (Controlled Parking Zones) Consolidation) Order 2012 (Amendment) (No.3) Order 2012</p>	Planning	Head of Planning		<p>Non-key officer decision</p> <p>Approved by the Head of Planning on 9 October 2012</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
To authorise a closure of the High Street between Market Street and Water Lane s21 of the Town Police Clauses Act 1847 to accommodate the switching on the Christmas lights event on 8 November 2012	Planning	Head of Planning		Non-key officer decision Approved by the Head of Planning on 19 October 2012
Approve Watford Tenancy Strategy for adoption and publication	Community Services	Cabinet	November 2012	Key decision Agreed by Cabinet 5 November 2012 Not called in
To agree the write off of irrecoverable business rates	Revenues and Benefits	Cabinet	November 2012	Key decision Agreed by Cabinet 5 November 2012 Not called in
Finance Digest 2012/2013: Period 6 (End of September)	Finance	Cabinet	Not applicable	Non-key decision Agreed by Cabinet 5 November 2012 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Watford Market – going forward	Legal and Property Services	Cabinet	November 2012	<p>Key decision</p> <p>This decision did not meet the 28 day notice required.</p> <p>The Chair of Overview and Scrutiny Committee was notified that the matter would be dealt with at Cabinet on 5 November, in accordance with Access to Information Procedure Rule 15 of the Constitution, “General Exception”.</p> <p>Agreed by Cabinet 5 November 2012</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Update on localising Council Tax Support	Revenues and Benefits	Cabinet	See status column	<p>Key decision</p> <p>This decision did not meet the 28 day notice required.</p> <p>The Chair of Overview and Scrutiny Committee agreed that the matter could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>Agreed by Cabinet 5 November 2012</p> <p>Not subject to call-in – the call-in procedures did not apply in order to allow consultation to take place and to maximise the time allowed for organisations and local residents to respond.</p>
Decision to adopt a local lettings plan to encourage the development of new sustainable communities and make the best use of social accommodation for new Registered Provider development at Cassio Campus	Community Services	Mayor	December 2012	<p>Key decision</p> <p>Agreed by the Mayor 20 November 2012</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Weekly Collection Support Scheme Funds	Environmental Services	Mayor	By 30 November 2012	<p>New</p> <p>This decision did not meet the 28 day notice required.</p> <p>The Chair of Overview and Scrutiny Committee agreed that the matter could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>Approved by the Mayor 30 November 2012</p> <p>Not subject to call-in – the call-in procedures did not apply as notification of the award was not received until 22 November and confirmation of acceptance had to be returned by 30 November 2012.</p>
Award contract to manage and maintain the Council's hostels and managed properties from 1 April 2013 (Part B)	Community Services	Cabinet	December 2012	<p>Key decision</p> <p>This report was discussed in the private section of the meeting due to the content of the report. It was covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information).</p> <p>Agreed by Cabinet 3 December 2012</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
<p>Approval to accept the surrender of the long leasehold interest of Council land at Ascot Road, Watford (Former Post Officer site) and to simultaneously enter into new lease(s) with Morrisons (NewInco)</p> <p>(Part B)</p>	<p>Legal and Property Services</p>	<p>Cabinet</p>	<p>December 2012</p>	<p>Key decision</p> <p>This report was discussed in the private section of the meeting due to the content of the report. It was covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information).</p> <p>Agreed by Cabinet 3 December 2012</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
<p>An update on the Watford Health Campus including a decision subject to further negotiations if needed to enter into a joint venture (LABV) agreement with Kier. Agreement to grant exclusivity to the LABV to develop on Council owned land at the Campus.</p> <p>Review of options and agreement of a preferred option and agreement of a preferred option for the Farm Terrace allotments.</p> <p>(Part A and Part B reports)</p>	Corporate Management	Cabinet	December 2012	<p>Key decision</p> <p>Part of this report was discussed in the private section of the meeting as the Part B report contained financially sensitive information relating to the decision to entering the LABV.</p> <p>It is covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information).</p> <p>Agreed by Cabinet 3 December 2012</p> <p>Called in</p> <p>Considered by Overview and Scrutiny Committee 20 December 2012 – agreed Cabinet decision</p>
<p>To note the options for the Council's new structure and approve the Corporate priorities as a basis for service business plans</p>	Corporate Management	Cabinet	December 2012	<p>Key decision</p> <p>Agreed by Cabinet 19 December 2012</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
<p>To decide on proceedings to the best and final offer stage in the procurement of parks and open spaces, street cleansing and waste and recycling.</p> <p>(Part A and Part B reports)</p>	Corporate Management	Cabinet	December 2012	<p>Key decision</p> <p>This report was discussed in the private section of the meeting due to the content of the report. It was covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information).</p> <p>Agreed by Cabinet 19 December 2012</p> <p>Not called in</p>
<p>To delegate authority to the Portfolio Holder for Community Services – West Herts Golf Club</p>	Community Services	Mayor	N/A	<p>New</p> <p>Agreed by the Mayor 19 December 2012</p>
<p>Amendment to the Executive Scheme of Delegation – Assets of Community Value</p>	Legal and Property Services	Mayor	N/A	<p>New</p> <p>Agreed by the Mayor 19 December 2012</p>
<p>Boundary Way Memorandum of Understanding with Department of Energy and Climate Change</p>	Environmental Services	Head of Environmental Services	N/A	<p>New</p> <p>Non-key officer decision</p> <p>Agreed by the Head of Environmental Services 19 January 2013</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
To approve disposal of former allotment land at Callowland Allotments for expansion of Orchard Lane school (currently fallowland)	Community Services	Cabinet	January 2013	New Key decision Agreed by Cabinet 21 January 2013 Not called in
Heritage Lottery Fund Round One Award, appointment of consultancy team, update on progress and Inland Waterways Association Festival update	Community Services	Cabinet	January 2013	New Key decision Agreed by Cabinet 21 January 2013 Not called in
Draft Revenue and Capital Estimates 2013/16 To agree the Council Tax Base To agree the Collection Fund Surplus/deficit Approve Growth Approve Savings Approve Fees and Charges Approve detailed Revenue estimates Approve Capital Programme	Corporate Management	Cabinet	January 2013	New Key decision Agreed by Cabinet 21 January 2013 Referred to Council Approved by Council 30 January 2013

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
To agree Watford's local Council Tax Reduction Scheme from 1 April 2013 and to recommend scheme to Council	Revenue and Benefits	Cabinet	January 2013	<p>New</p> <p>Key decision</p> <p>Agreed by Cabinet 21 January 2013</p> <p>Referred to Council</p> <p>Approved by Council 30 January 2013</p>
Council Tax discounts	Revenues and Benefits	Cabinet	January 2013	<p>New</p> <p>Agreed by Cabinet 21 January 2013</p> <p>Referred to Council with the local Council Tax Reduction Scheme</p> <p>Approved by Council 30 January 2013</p>
To ratify decision taken by the Executive Director and the Head of Environmental Services to award contract to UPM for recycled paper Part B report	Environmental Services	Cabinet	January 2013	<p>New</p> <p>Agreed by Cabinet 21 January 2013</p> <p>This report was discussed in the private part of the meeting as the report contained commercially sensitive information</p> <p>It was covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information).</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Watford's Monitoring Report 2012	Planning	Cabinet	N/A	New Non-key decision Agreed by Cabinet 21 January 2013 Not called in
Land at Tolpits Lane To note the information provided by the Head of Legal and Property Services in respect of the Agreement for lease and proposed lease as agreed between the Council and the Trustees of the Watford Muslim Youth Centre in respect of Tolpits Lane	Legal and Property Services	Cabinet	January 2013	New Key decision Agreed by Cabinet 21 January 2013 Not called in
Award of Contracts after procurement exercise for Cassiobury Park Heritage Lottery Fund funded project	Community Services	Head of Community Services	N/A	New Non-key officer decision Agreed by Head of Community Services 23 January 2013

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Use of DCLG Homelessness grant to support Voluntary Sector projects	Community Services	Portfolio Holder for Community Services	N/A	New Non-key decision Agreed by the Portfolio Holder for Community Services 7 February 2013 Not called in
Increase budget to include extending tender process for competitive dialogue as set out in agreement with V4 Services	Corporate Management	Executive Director	N/A	New Non-key officer decision Delegated decision agreed by Executive Director on 8 February 2013
New technology for Parking Shop –online parking modules	Planning	Head of Planning	N/A	New Non-key officer decision Agreed by Head of Planning 11 February 2013
Watford Business Park car park – upgrading to pay and display parking	Planning	Head of Planning	N/A	New Non-key officer decision Agreed by Head of Planning 11 February 2013

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Radlett Road (Timberlake Car Park) upgrading to Pay and Display parking	Planning	Head of Planning	N/A	<p>New</p> <p>Non-key officer decision</p> <p>Agreed by Head of Planning 11 February 2013</p>
Approval of the Shopfront design guide	Planning	Cabinet	February 2013	<p>New</p> <p>Key decision</p> <p>Agreed by Cabinet 18 February 2013</p> <p>Not called in</p>
To agree the company to deliver the Parade improvement works Part A and Part B	Corporate Management	Cabinet	February 2013	<p>New</p> <p>Key decision</p> <p>This report is covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information). It will contain commercially sensitive information.</p> <p>Agreed by Cabinet 18 February 2013</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Independent audit of Watford Community Housing Trust's delivery of the stock transfer promises to tenants	Corporate Management	Cabinet	February 2013	New Key decision Agreed by Cabinet 18 February 2013 Not called in
Designation of Oxhey Conservation Area	Planning	Cabinet	February 2013	New Non-key decision Agreed by Cabinet 18 February 2013 Not called in
Amendment to Housing Nomination Policy on bedroom entitlement	Community Services	Mayor	N/A	New Non-key decision Agreed by the Mayor 19 February 2013 Not called in
Agree Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule for public consultation	Planning	Mayor	March 2013	New Key decision Agreed by Mayor 11 March 2013 Call-in deadline Tuesday 19 March 2013

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Option to Tax for land at Ascot Road	Legal and Property Services	Portfolio Holder of Legal and Property Services	March 2013	<p>New</p> <p>Key decision</p> <p>This decision did not meet the 28 day notice required.</p> <p>This decision is covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information). It contained commercially sensitive information.</p> <p>The Chair of Overview and Scrutiny Committee agreed that the matter could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>Agreed by the Portfolio Holder for Legal and Property Services 11 March 2013</p> <p>Not subject to call-in - Legal exchange and completion of the various re-gearred ground leases and associated legal agreements was due to take place within the next 5-working days and consequently swift notification had to given to HM Revenue & Customs. A decision on this matter was required immediately to enable proceedings to begin as soon as possible.</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval and adoption of the Watford Allotment Strategy 2013-2018	Community Services	Cabinet	April 2013	New Key decision
To approve and adopt Watford Green Spaces Strategy 2013-2018	Community Services	Cabinet	April 2013	New Key decision
Final decision on Service re-design options for Parks and Open Spaces, Street Cleansing and Waste and Re-cycling (Part A and Part B reports)	Corporate Management	Cabinet	April 2013	New Key decision The Part B report will be covered by Paragraph 3, Schedule 12A, which refers to information relating to the financial or business affairs of any particular person (including the Authority holding that information).
Approval of a policy to administer Discretionary Housing Payments	Revenues and Benefits	Cabinet	April 2013	New This decision did not meet the 28 day notice required. In accordance with the Access to Information Procedure Rule 15 the Chair of Overview and Scrutiny Committee was notified.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval of a fair collection policy to clarify the processes to be employed in recovering local authority debts and the approach to adopt if rent arrears to Watford Community Housing Trust are also owed.	Revenues and Benefits	Cabinet	April 2013	New This decision did not meet the 28 day notice required. In accordance with the Access to Information Procedure Rule 15 the Chair of Overview and Scrutiny Committee was notified.
To write off irrecoverable debts	Revenues and Benefits	Cabinet	April 2013	New Key decision This item has been deferred from April.
Approval of the Private Sector Housing Renewal Policy	Community Services	Cabinet	June 2013	Amended Key decision Previously due to be taken by February 2013
Approval of the revised Housing Nominations Policy	Community Services	Cabinet	June 2013	New Key decision
Approval of the revised Homelessness Strategy	Community Services	Cabinet	September 2013	New and amended Key decision Previously proposed to be taken in June 2013