

Decisions Plan – Portfolio Holder Decision

Key decisions and other executive decisions to be considered

Date: 1 November 2022 to 31 May 2023

Publication date: 15 November 2022

The following table provides details of an executive non-key decision expected to be taken by the Portfolio Holders for Planning, and Regulatory and Environment.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below; or
- receive copies of any of the documents in the public domain listed below; or
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU or Mildenhall Hub, Sheldrick Way, Mildenhall, Suffolk IP28 7JX.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
23/11/22 (new)	<p>Climate change and sustainable building Planning Advice Note</p> <p>The Portfolio Holders for Planning and Regulatory and Environment are requested to approve publication of a Planning Advice Note on climate change and sustainable building. This document supports the adopted development plan documents and underpins requirements for submission of planning applications. It is intended to inform and</p>	Not applicable	PH (D)	Portfolio Holders for Planning, and Regulatory and Environment	<p>Andy Drummond Regulatory and Environment 01638 666888</p> <p>David Roach Planning 07889 510003</p>	<p>Jill Korwin Strategic Director 01284 757252</p> <p>Marie Smith Service Manager (Planning Strategy) 01638 719260</p>	Report to the Portfolio Holders for Planning, and Regulatory and Environment with appendix attached (Report number CAB/WS/22/062 refers)

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	<p>signpost applicants to information on current ways in which new buildings can be constructed to good sustainability standards. It will help to ensure all applications address these matters through completion of a checklist. The Planning Advice Note has been produced to fulfil one of our commitments in the action plan. It is one of the Environment and Climate Change Taskforce measures under the Housing (including planning)</p>						

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	theme using the local plan process to improve the environmental performance of new homes.						

Note 1: Definition of exempt information and relevant paragraphs of the Local Government Act 1972

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

Note 2: Key decision definition

A key decision is an executive decision that either:

- a. Results in new expenditure, or a reduced income or savings of more than £100k in any one year that has not otherwise been included in the Council's revenue or capital budgets.
- b. Comprises or includes the making, approval or publication of a draft or final scheme, which is not a routine business decision, that may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- c. Results in the formation of a new company, limited liability partnership or joint venture.
- d. Has a potentially detrimental impact on communities outside of West Suffolk District.
- e. Is a decision that is significant in terms of its effect on communities living or working in a definable local community in the District, or on one or more wards, in that it will:
 - i. Have a long-term, lasting impact on that community; or
 - ii. Restrict the ability of individual businesses or residents in that area to undertake particular activities; or
 - iii. Removes the provision of a service or facility for that community; or
 - iv. Increases the charges payable by members of the community to provide a service or facility by more than 5%; or
 - v. Have the potential to create significant local controversy or reputational damage to the Council
- f. A matter that the decision maker considers to be a key decision.
- g. Any matters that fall under the scope of e. above must be subject to consultation with the local Member(s) in Wards that are likely to be impacted by the decision prior to the decision being made.

Note 3: Membership of bodies making key decisions

a. Membership of West Suffolk Council's Cabinet and their portfolios

Cabinet Member	Portfolio
John Griffiths	Leader of the Council
Sarah Broughton	Deputy Leader of the Council and Portfolio Holder for Resources and Property
Jo Rayner	Deputy Leader of the Council and Portfolio Holder for Leisure, Culture and Community Hubs
Carol Bull	Portfolio Holder for Governance
Andy Drummond	Portfolio Holder for Regulatory and Environment
Robert Everitt	Portfolio Holder for Families and Communities
Susan Glossop	Portfolio Holder for Growth
Sara Mildmay-White	Housing and Strategic Health
David Roach	Portfolio Holder for Planning
Peter Stevens	Portfolio Holder for Operations

Jennifer Eves
Director (Human Resources, Governance and Regulatory)
Date: 15 November 2022