

Cabinet



Title:	Agenda																						
Date:	Tuesday 23 June 2020																						
Time:	6.00 pm																						
Venue:	<p>Facilitated by MS Teamslive virtual meetings platform only – Members and Officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</p> <p>The meeting will be accessible by the press and public via a live stream; the link to which will be published on the Council’s website alongside guidance on how to join and the agenda papers</p>																						
Membership:	<p style="text-align: center;">Leader John Griffiths</p> <p style="text-align: center;">Deputy Leader Sara Mildmay-White</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Councillor</u></th> <th style="text-align: left;"><u>Portfolio</u></th> </tr> </thead> <tbody> <tr> <td>Sarah Broughton</td> <td>Resources and Performance</td> </tr> <tr> <td>Carol Bull</td> <td>Governance</td> </tr> <tr> <td>Andy Drummond</td> <td>Regulatory</td> </tr> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Susan Glossop</td> <td>Growth</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</td> </tr> <tr> <td>Joanna Rayner</td> <td>Leisure, Culture and Community Hubs</td> </tr> <tr> <td>David Roach</td> <td>Local Plan Development and Delivery</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<u>Councillor</u>	<u>Portfolio</u>	Sarah Broughton	Resources and Performance	Carol Bull	Governance	Andy Drummond	Regulatory	Robert Everitt	Families and Communities	Susan Glossop	Growth	John Griffiths	Leader	Sara Mildmay-White	Housing	Joanna Rayner	Leisure, Culture and Community Hubs	David Roach	Local Plan Development and Delivery	Peter Stevens	Operations
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																						
Quorum:	Four Members																						
Committee administrator:	<p>Sharon Turner Democratic Services Officer Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk</p>																						

Public Information



Venue:	Virtual meeting only to be facilitated by MS Teamslive	T; 01638 719237 (Sharon Turner) T: 07776 254986 (Claire Skoyles) T: 07595 428481 (Leah Mickleborough) E: democratic.services@westsuffolk.gov.uk W: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>On this occasion, a link to the meeting livestream broadcast, and guidance on how members of the public can access the meeting broadcast will be made available on the Council's website where the agenda is published.</p>	
Attendance at/viewing of meetings:	<p>The Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. On this occasion, as the meeting will only be held virtually, public access to the meeting can be made by viewing the livestream of the meeting via the link provided on the webpage where the agenda and papers are published.</p> <p>Note that a virtual meeting is not invalid by virtue of members of the public being unable to attend or participate in meetings that are accessible to them.</p>	
Public participation:	<p>Members of the public who live or work in the District are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>As the meeting is taking place virtually, a person who wishes to speak must register by 9am the last working day before the day of the meeting. This can be done by sending the request to democratic.services@westsuffolk.gov.uk or telephoning 07776 254986, 07595 428481 or 01638 719237. See Agenda Item 4 for further details on how to participate.</p> <p>If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.</p>	
Recording of meetings:	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>As this meeting is being held virtually, it will automatically be recorded and available to be viewed after the meeting. The Council may also use recordings for training purposes.</p> <p>At the start of the meeting the Chair shall remind those present of the right to record the meeting, and where applicable, request any members of the public who intend to speak at the meeting but do not wish to be filmed to state at that point.</p>	
Personal Information	<p>Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 4

To confirm the minutes of the meeting held on 26 May 2020 (copy attached).

Part 1 - Public

3. Open Forum

At each Cabinet meeting, up to 15 minutes shall be allocated for questions or statements from and discussion with, non-Cabinet members. As this meeting is being held virtually, Members wishing to speak during this session must notify Democratic Services **by 9am on the day of the meeting** that they wish to attend. Who speaks and for how long will be at the complete discretion of the person presiding.

4. Public Participation

Members of the public who live or work in the District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

As the meeting is taking place virtually, **a person who wishes to speak must register by 9am on Monday 22 June 2020** to ensure that there is time to brief them on how they can speak at the meeting. This can be done by sending the request to democratic.services@westsuffolk.gov.uk or by telephoning one of the numbers provided on the Public Information Sheet at the start of this agenda. Members of the public will be provided with a telephone number they can call when prompted to do so during the meeting to enable them to participate.

If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

- 5. Report of the Performance and Audit Scrutiny Committee: 28 May 2020** **5 - 10**

Report No: **CAB/WS/20/038**
Portfolio Holder: Cllr Sarah Broughton
Chairman of the Committee: Cllr Ian Houlder
Lead Officer: Christine Brain

- 6. Decisions Plan: 1 June 2020 to 31 May 2021** **11 - 26**

To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/WS/20/039**
Portfolio Holder: Cllr John Griffiths Lead Officer: Ian Gallin

Part 2 – Exempt

NONE

Cabinet



Minutes of a meeting of the **Cabinet** held virtually via **MS Teamslive** remote meeting platform on **Tuesday 26 May 2020** at **6.00 pm**

Present: **Councillors**

Chair John Griffiths (Leader of the Council)

Vice Chair Sara Mildmay-White (Deputy Leader of the Council)

Sarah Broughton
Carol Bull
Andy Drummond
Robert Everitt

Susan Glossop
Joanna Rayner
David Roach
Peter Stevens

By invitation

Ian Shipp

(Chair of Overview and Scrutiny Committee)

In attendance

Diane Hind

(Leader of the Labour Group)

John Burns

(observer - attendance by viewing the live broadcast only)

Brian Harvey

(observer - attendance by viewing the live broadcast only)

114. Welcome and Meeting Facilitation

The Chair formally opened the meeting and welcomed all persons present including those that were viewing the meeting externally via the live broadcast, to the Council’s first virtual meeting of Cabinet.

Jill Korwin, one of the Directors, was acting as facilitator for the meeting, and upon invited to do so by the Chair, detailed a number of housekeeping matters and guidance to help those present and viewing to familiarise themselves with how the meeting would operate within the virtual setting.

115. Apologies for Absence

No apologies for absence were received.

As it was not possible to see on screen all those present in the virtual meeting room at any one time; for the benefit of all persons present and those viewing the live broadcast, the facilitator verbally listed the names of those

present, which included all Cabinet Members, two non-Cabinet Members and several officers supporting the meeting.

116. Minutes

The minutes of the meeting held on 11 February 2020 were confirmed as a correct record.

117. Open Forum

The following non-Cabinet Member spoke under this item:

1. **Councillor Diane Hind**, Leader of the Labour Group, asked a question in connection with one of the Chief Executive's Urgency Decisions listed under Agenda Item 6.

Councillor Hind made a suggestion to amend the wording of the motion that would have been presented to Council on 31 March 2020 had the meeting not been cancelled due to the impacts of COVID-19. This was in respect of seeking adoption of the International Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism.

In response, Councillor John Griffiths, Leader of the Council stated that whilst the Cabinet would wholeheartedly agree with Councillor Hind's sentiments, the decision made by the Chief Executive using his urgency powers was to agree to adopt the definition. The wording of the motion, which was attached to the report for information, helped explain the background as to why the decision was made. A review of the Chief Executive's decision was not considered to be necessary; however, Councillor Robert Everitt, Portfolio Holder for Families and Communities, who would have put the motion to Council, was invited to add further comments.

Councillor Everitt responded accordingly, stating that it was unfortunate that due to the circumstances, Members did not have the opportunity to resolve this motion which, in ordinary times, would have been considered by Council at the end of March 2020. Councillor Everitt agreed that the Council was firmly committed to promoting equal opportunities and eliminating all forms of discrimination, harassment and victimisation, and this had already been recognised in the Council's approved equality scheme prior to adoption of the IHRA definition.

Councillor Hind sought clarification on whether there was a time limit by which the IHRA definition of anti-Semitism needed to be adopted; and whether she could be directed to the exact wording regarding the Council's commitments in the Council's equality scheme. A detailed response would be provided by Councillor Everitt following the meeting.

118. Public Participation

There were no members of the public present within the virtual setting. No members of the public viewing the live broadcast had registered to speak.

**119. Report of the Overview and Scrutiny Committee: 12 March 2020
(Report No: CAB/WS/20/029)**

The Cabinet received and noted this report, which informed Members of the following substantive items discussed by the Overview and Scrutiny Committee at its meeting held on 12 March 2020:

1. Registered Provider of Social Housing (Havebury Partnership);
2. West Suffolk Housing Strategy Implementation Plan 2018-2023: Year 1 Review;
3. Suffolk Cross-Authority Task and Finish Group – Citizens Advice (Final Report);
4. Suffolk County Council: Health Scrutiny Committee – 21 January 2020;
5. Decisions Plan: 1 March 2020 to 31 May 2020; and
6. Work Programme Update 2020.

This report was scheduled to be considered by Cabinet on 24 March 2020; however, that meeting was cancelled following the publication of the agenda and papers due to the impact of the COVID-19 pandemic.

The Chair firstly welcomed Councillor Ian Shipp to the meeting and took the opportunity to congratulate him on his appointment as the new Chair of the Overview and Scrutiny Committee, following Councillor David Nettleton's decision to step down having fulfilled this role between May 2019 and May 2020.

Councillor Griffiths paid tribute to Councillor Nettleton for his excellent work steering the Committee over the past year. Unfortunately, Councillor Nettleton was unable to attend this meeting to present his final report; however, Councillor Shipp was more than willing to assist.

Councillor Shipp paid his own tribute to Councillor Nettleton, adding that he was very much looking forward to the role and working with his Vice-Chair, Councillor Simon Cole, other Committee Members, the Cabinet and officers.

He then drew relevant issues from the report to the attention of Cabinet.

120. Chief Executive Urgency Decisions (Report No: CAB/WS/20/036)

The Cabinet received and noted this report, which provided a summary of decisions recently taken by the Chief Executive utilising his urgency powers.

The COVID-19 pandemic had required the Council to work rapidly to respond to the emerging threat and Government guidance as the situation evolved.

In the vast majority of cases, officers throughout the organisation were empowered, through the Council's business continuity plans and scheme of delegation, to be able to make decisions to support the Council's response. This had enabled the Council to continue to deliver vital services to its communities whilst ensuring appropriate measures were taken to safeguard staff and its stakeholders.

In a small number of cases, decisions needed to be made that fell outside the scope of the scheme of delegation, or the terms under which decisions were delegated to officers, and therefore it was necessary to employ the Chief Executive's Urgency Powers.

Two decisions were taken that fell under the scope of executive functions, namely:

- Suspension of on and off street car parking charges;
- Adoption of the IHRA definition of Anti-Semitism.

One further decision, relating to the moving of a polling district in Haverhill, was scheduled to be reported to Cabinet on 24 March 2020, however, that meeting was cancelled following the publication of the agenda and papers due to the impact of the COVID-19 pandemic and was therefore deferred for reporting at this meeting.

121. **Decisions Plan: 1 May 2020 to 31 May 2021 (Report No; CAB/WS/20/037)**

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 1 May 2020 to 31 May 2021.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet; however, no further information or amendments were requested on this occasion.

122. **Conclusion**

On conclusion of the meeting, the Chair thanked all present for their attendance at this first virtual meeting of Cabinet. The live broadcast subsequently ended at this point.

The meeting concluded at 6.26 pm

Signed by:

Chair



Report of the Performance and Audit Scrutiny Committee: 28 May 2020

Report No:	CAB/WS/20/038	
Report to and date:	Cabinet	23 June 2020
Cabinet Member:	Councillor Sarah Broughton Cabinet Member for Resources and Performance Tel: 01284 787327 Email: sarah.broughton@westsuffolk.gov.uk	
Chair of the Performance and Audit Scrutiny Committee	Councillor Ian Houlder Performance and Audit Scrutiny Committee Tel: 07597 961069 Email: ian.houlder@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	

Decisions Plan: This item is not included on the Decisions Plan.

Wards impacted: All wards

Recommendation: It is **RECOMMENDED** that Report No: CAB/WS/20/038, being the report of the Performance and Audit Scrutiny Committee, be **noted**.

1. Background / Context

1.1 On 28 May 2020, the Performance and Audit Scrutiny Committee held its first virtual TeamsLive meeting, at which it considered the following items:

- (1) Ernst and Young – Presentation of External Audit Plan and Fees (2019-2020);
- (2) Internal Audit Annual Report (2019-2020);
- (3) Internal Audit Plan (2020-2021);
- (4) 2019-2020 Performance Report – Year End Outcome; and
- (5) Work Programme Update 2020-2021.

1.2 Ernst and Young – Presentation of External Audit Plan and Fees (2019-2020) Report No: PAS/WS/20/007

1.2.1 The Committees received and **noted** the above report from EY, the Council's appointed external auditors, who were required to provide an audit plan, attached at Appendix A, which covered the work they planned to perform in order to provide the Council with:

- An opinion on whether the financial statements of the Council gave a true and fair view of the financial position as at 31 March 2020 and of the income and expenditure for the year then ended; and
- A conclusion on the Council's arrangements to secure economy, efficiency and effectiveness (value for money).

1.2.2 Mark Hodgson, Associate Partner from EY presented this report, which summarised EY's assessment of the key risks which drive the development of an effective audit for the Council and outlined their planned audit strategy in response to those risks. Officers would be working with EY over the coming months to ensure that these risks were managed and where possible to come to an agreement over their treatment prior to issuing of the Annual Results Report, and Audit Opinion.

1.2.3 He drew Members' attention to the summary of audit risks set out on pages 5 – 6; risks relating to property, plant and equipment and pensions, set out on page 15; value for money risk over the term of the Council's medium-term financial strategy and the financial impact of Covid-19; and the planned and scale fees set by the Public Sector Audit Appointments Ltd for carrying out the work for 2019/2020, as set out on page 37 of the Audit Plan (Appendix A). EY were currently in discussions with management to agree the planned fee for the year end.

1.2.4 The Committee considered the report in detail and asked questions to which responses were provided. Discussions were held on the valuation of the solar farm; the procedure around setting and negotiating audit fees; and the pensions deficit.

1.3 Internal Audit Annual Report (2019-2020) Report No: PAS/WS/20/008

- 1.3.1 The annual audit opinion attached at Appendix A to the report was split into four constituent elements of governance; risk; internal control and financial control with a specific conclusion drawn on each, as well as the direction of travel.
- 1.3.2 The council also recognised that fraud, theft and corruption was an ever-present threat to the resources available in the public sector. Appendix B demonstrated West Suffolk's progress in developing and maintaining an anti-fraud and anti-corruption culture and publicised the action taken where fraud or misconduct had been identified.
- 1.3.3 Relevant issues were brought to member's attention. In particular, that audit opinions given to individual audits were all either good assurance or reasonable assurance, as set out on pages 65 – 66 of Appendix A.
- 1.3.4 The Committee considered the report and asked questions to which responses were provided. Discussions were held on the single person discount fraud and why there had been a sudden rise in 2019-2020; business rate fraud and the fraud corruption tracker.
- 1.3.5 The Committee **noted** the Internal Audit Annual Report 2019-2020, attached at Appendix A and the Annual Fraud Report 2019-2020, attached at Appendix B to Report No: PAS/WS/20/008.

1.4 Internal Audit Plan (2020-2021) Report No: PAS/WS/20/009

- 1.4.1 This report provided details on the proposed 2020-2021 Audit Plan. The proposed Audit Plan, attached at Appendix B to the report was a risk based plan of work for the internal audit team, which took into account the need to produce an annual internal audit opinion for the council which concludes on the overall adequacy and effectiveness of the council's framework of governance, risk management and internal control.
- 1.4.2 The ongoing challenges for the council resulting from the Covid-19 pandemic had been taken into account in producing the draft audit plan. Because of these challenges it was more important than ever that the audit plan was flexible and could adapt as circumstances changed and that audit resources were used where they added maximum value, whether by directly supporting the council's response to Covid-19 or providing assurance to the council in the usual way.
- 1.4.3 The Committee considered the report and discussed whether references should be made to any furloughed staff (Appendix B), under payroll, and what the effects might be to the Council once the United Kingdom had left the European Union.
- 1.4.4 The Committee **approved** the Internal Audit Plan for 2020-2021.

1.5 2019-2020 Performance Report – Year End Outturn (Report No: PAS/WS/20/010)

- 1.5.1 The Committee was informed that since the outbreak of Covid-19 in the UK, a number of events had occurred which had had a significant impact on West Suffolk Council's financial position. Some of these had been restrictions imposed by Government that had affected West Suffolk Council's investments and services; and others had been announcements of Government financial support.
- 1.5.2 This report presented performance for the financial year 2019-2020 up to 31 March 2020. Therefore, only 8 days of the impact of the lock-down announced on 23 March 2020 were included in the report. The financial impact of Covid-19 had been separated out where possible to provide context to the outturn position.
- 1.5.3 Funding had been received from central government in 2020-2021 to contribute towards the costs borne as a result of Covid-19. Therefore, the deficit driven by Covid-19 in 2019-2020 would be funded through the Strategic Priority and Medium-Term Financial Strategy reserve at year end and would be restored by the funding in 2020-2021. The underlying deficit would be funded from the General Fund.
- 1.5.4 The Committee received and **noted** Report No: PAS/WS/20/010, which set out the final performance and financial outturn position for 2019-2020.
- 1.5.5 The report showed the final performance indicators and financial outturn position, as set out in the following appendices attached to the report:
- Appendix A: Performance Indicators – Commentary
 - Appendix B: Performance Indicators – Growth
 - Appendix C: Performance Indicators – Families and Communities
 - Appendix D: Performance Indicators – Housing
 - Appendix E: Performance Indicators – Day to Day
 - Appendix F: Income and Expenditure Report
 - Appendix G: Capital Programme
 - Appendix H: Earmarked Reserves
 - Appendix I: Strategic Risk Register
- 1.5.6 Members considered the report in detail and asked questions of the Assistant Directors/Service Managers, to which responses were provided. Discussions were held on:
- Appendix A: Debt over 90 days;
 - Appendix C: Number of households in temporary accommodation;
 - Appendix C: Number of fly-tipping incidents recorded in West Suffolk: Members congratulated officers on the various preventative initiatives carried out over the year;
 - Appendix E: % response rate to annual canvass of electors;
 - Appendix E: % collection of Council Tax and Business Rates; and
 - Appendix E: Car park income: Members asked whether CPE figures would be reported separately from car park income in 2020-2021.

1.6 Work Programme Update 2020-2021 (Report No: PAS/WS/20/011)

1.6.1 The Committee received Report No: PAS/WS/20/011, which provided information on the current status of its forward work programme for 2020-2021.

1.6.2 The Committee **noted** the contents of its forward work programme for 2020-2021.

3. Alternative Options

3.1 Please see background papers.

4. Consultation and engagement

4.1 Please see background papers.

5. Risks

5.1 Please see background papers.

6. Implications arising from the proposal

6.1 Financial

Please see background papers.

6.2 Equalities

Please see background papers.

7. Appendices

7.1 Please see background papers

8. Background documents

8.1 Report No: [PAS/WS/20/007](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – Presentation of External Audit Plan and Fees (2019-2020)

8.2 Report No: [PAS/WS/20/008](#), [Appendix A](#) and [Appendix B](#) to the Performance and Audit Scrutiny Committee: Internal Audit Annual Report (2019-2020)

8.3 Report No: [PAS/WS/20/009](#), [Appendix A](#) and [Appendix B](#) to the Performance and Audit Scrutiny Committee: Internal Audit Plan (2020-2021)

8.4 Report No: [PAS/WS/20/010](#), [Appendix A](#), [Appendix B](#), [Appendix C](#), [Appendix D](#), [Appendix E](#), [Appendix F](#), [Appendix G](#), [Appendix H](#) and [Appendix I](#) to the Performance and Audit Scrutiny Committee: 2019-2020 Performance Report – Year End Outturn

8.5 Report No: [PAS/WS/20/011](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: Work Programme Update 2020-2021

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Decisions Plan

****Note that due to the ongoing impact of the COVID-19 pandemic, many of the items listed on this Decisions Plan may be deferred****

Key Decisions and other executive decisions to be considered

Date: 1 June 2020 to 31 May 2021

Publication Date: 22 May 2020

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Portfolio Holders, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2021. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies / individuals provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- 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 College Heath Road, Mildenhall, Bury St Edmunds IP28 7EY.

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	Wards Affected	Documents to be submitted
	<p>Revenues Collection Performance and Write Offs Although previously published on the Decisions Plan for consideration by Cabinet on 26 May 2020, there were no outstanding debts proposed to be written-off at that present time. This item is next scheduled to be considered by Cabinet on 21 July 2020.</p>				Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245		
(Deferred from 26/11/19) New date to be confirmed	<p>Newmarket Cinema Following approval of the outline business case in March 2019, the Cabinet will be asked to consider recommending to Council, approval of the full Business Case for the proposed Newmarket Cinema and Restaurant Development.</p>	Possible Exempt Appendices: Paragraph 3	(R) – Council To be confirmed	Cabinet / Council	Susan Glossop Growth 01284 728377	Jill Korwin Director 01284 757252	All Wards	Recommendations to Cabinet and Council with the possibility of exempt appendices.

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	Wards Affected	Documents to be submitted
23/06/20 (Deferred from 26/05/20)	Review and Appointment to Cabinet Panel/Joint Committee The Cabinet will be asked to review its membership and appoint to its Panel/Joint Committee. It will also consider the establishment of any new Panels/Working Groups.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015 Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Cabinet.
23/06/20 (Deferred from 26/05/20)	Investing in our Commercial Asset Portfolio The Cabinet will be asked to recommend to Council, the acquisition of property for adding to its commercial asset portfolio.	Exempt Paragraph 3	(R) Council – 14/07/20	Cabinet/ Council	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613 Colin Wright Service Manager (Place Delivery and Strategic Property) 01284 757385	All Wards	Exempt Report to Cabinet.
(Deferred from 21/07/20) New date	West Suffolk Annual Report 2019/2020 Following scrutiny by the Overview and Scrutiny	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Ian Gallin Chief Executive 01284 757001	All Wards	Report to Cabinet with draft Annual Report.

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	Wards Affected	Documents to be submitted
to be confirmed	Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2019/2020.							
21/07/20	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
21/07/20	West Suffolk Environment Climate Change – Recommendations The Cabinet will be asked to consider some recommendations of the Environment and Climate Change Taskforce. The Taskforce was established to ensure that the Council uses the opportunity to review and assess its existing activities to reduce carbon emissions,	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jill Korwin Director 01284 757252	All Wards	Two x reports to Cabinet with recommendations of the Environment and Climate Change Taskforce.

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	Wards Affected	Documents to be submitted
	whilst protecting and enhancing the environment. The list of recommendations sets out a range of initiatives as well as the timeframe for projects and programmes, which the Council could deliver alongside our partners and the community to achieve a net zero carbon district ambition. Some further recommendations in relation to the aforementioned will be presented to Cabinet later in the year.							
22/09/20 (Deferred from 21/07/20)	Public Space Protection Orders Following engagement with the Overview and Scrutiny Committee, the Cabinet will be asked to consider the outcome of a review that has been undertaken on Public Space Protection Orders in towns within the District.	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards where the review has taken place	Report to Cabinet.

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	Wards Affected	Documents to be submitted
22/09/20	Annual Treasury Management Report 2019/2020 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management Report for 2019/2020.	Not applicable	(R) – Council 29/09/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
22/09/20	Treasury Management Report - June 2020 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Treasury Management activities between 1 April 2020 and 30 June 2020.	Not applicable	(R) – Council 29/09/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	Wards Affected	Documents to be submitted
22/09/20 (Deferred from 26/11/19 and 28/04/20)	<p>West Suffolk Local Plan Draft Issues and Options documents– Approval sought for Consultation</p> <p>The Cabinet will be asked to recommend to Council, approval of draft Issues and Options documents which will assist in the development of the draft West Suffolk Local Plan. Following approval, consultation on the draft documents is expected to commence in autumn 2020.</p>	Not applicable	(R) – Council 29/09/20	Cabinet/ Council	David Roach Local Plan Development and Delivery 07889 510003	Julie Baird Assistant Director (Growth) 01284 757613 Marie Smith (Service Manager) Strategic Planning 01638 719260	All Wards	Report to Cabinet with recommendations to Council.
10/11/20	<p>Revenues Collection Performance and Write Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.

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	Wards Affected	Documents to be submitted
10/11/20	Council Tax Base for Tax Setting Purposes 2021/2022 The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2021/2022.	Not applicable	(R) – Council 15/12/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
10/11/20	Local Council Tax Reduction Scheme 2021/2022 The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by Council.	Not applicable	(R) – Council 15/12/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
10/11/20	Council Tax Technical Changes 2021/2022 The Cabinet will be asked to consider proposals for potential Council Tax technical changes prior to seeking its approval by Council.	Not applicable	(R) – Council 15/12/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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	Wards Affected	Documents to be submitted
12/01/21	<p>Applications for Community Chest 2021/2022</p> <p>The Cabinet will be asked to consider the recommendations of the Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2021/2022 and in some cases, 2022/2023.</p>	Not applicable	(KD); however, some funding allocations may be subject to the budget setting process.	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with recommendations of the Grant Working Party.
12/01/21	<p>Delivering a Sustainable Budget 2021/2022 and Medium Term Financial Strategy 2021-2025</p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2021/2022 and in the medium term.</p>	Not applicable	(D) Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 23/02/21	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet.

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	Wards Affected	Documents to be submitted
12/01/21	Treasury Management Report – September 2020 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Treasury Management activities between 1 April 2020 and 30 September 2020.	Not applicable	(R) – Council 23/02/21	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
09/02/21	Delivering a Sustainable Budget 2021/2022 and Medium Term Financial Strategy 2021-2025 The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2021/2022 and in the medium term.	Not applicable	(D) Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 23/02/21	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet.

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09/02/21	<p>Budget and Council Tax Setting 2021/2022 and Medium Term Financial Strategy 2021-2025</p> <p>The Cabinet will be asked to consider the proposals for the 2021/2022 budget and Medium Term Financial Strategy 2021-2025 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) – Council 23/02/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
09/02/21	<p>Annual Treasury Management Strategy Statement 2021/2022 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council, approval of the Treasury Management Strategy Statement 2021/2022 and Treasury Management Code of Practice for West Suffolk Council, which</p>	Not applicable	(R) – Council 23/02/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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	Wards Affected	Documents to be submitted
	must be undertaken before the start of each financial year.							
09/02/21	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
09/02/21	Treasury Management Report – December 2020 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Treasury Management activities between 1 April 2020 and 31 December 2020.	Not applicable	(R) – Council 23/02/21	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

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:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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.
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 Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Sarah Broughton	Portfolio Holder for Resources and Performance
Carol Bull	Portfolio Holder for Governance
Andy Drummond	Portfolio Holder for Regulatory
Robert Everitt	Portfolio Holder for Families and Communities
Susan Glossop	Portfolio Holder for Growth
Jo Rayner	Portfolio Holder for Leisure, Culture and Community Hubs
David Roach	Portfolio Holder for Local Plan Development and Delivery
Peter Stevens	Portfolio Holder for Operations

(b) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, East Suffolk Council, Fenland District Council and West Suffolk Council)**

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full East Suffolk Council Cabinet Member	Full Fenland District Council Cabinet Member	Full West Suffolk Council Cabinet Member
Philip Cowen	David Ambrose-Smith	Steve Gallant	Jan French	Sarah Broughton
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute East Suffolk Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute West Suffolk Council Cabinet Members
Sam Chapman-Allen	David Brown	To be confirmed	David Connor	Sara Mildmay-White
Paul Claussen	Joshua Schumann	To be confirmed	Kim French	To be confirmed