

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 March 2020 to 31 May 2020

Publication Date: 21 February 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 2020 and beyond. 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
PH Decision (Deferred from 14/01/20 – new decision date to be determined)	Bury and Beyond Destination Marketing Organisation (DMO) The Portfolio Holder for Growth will be asked to consider a funding allocation of £25,000 per year for two years to the DMO. The allocation of the second year funding would be subject to receipt of satisfactory outcomes from the first year of funding.	Not applicable	PH (D)	Portfolio Holder for Growth	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Business Growth) 01284 757343	All Wards	Report to Cabinet or Portfolio Holder for Growth.
24/03/20 (Deferred from 11/02/20)	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.
24/03/20 (NEW)	Investing in our Commercial Asset Portfolio The Cabinet will be asked to consider the acquisition	Exempt Paragraph 3	(KD)	Cabinet	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Exempt 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
	of property for adding to its commercial asset portfolio.					Colin Wright Service Manager (Place Delivery and Strategic Property) 01284 757385		
24/03/20 (NEW)	Bury St Edmunds Christmas Fayre The Cabinet will be asked to consider providing an additional budget to increase resources to deliver the Bury St Edmunds Christmas Fayre for 2020.	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Cabinet with exempt appendix.
	West Suffolk Pay Policy Statement 2020/2021 This item has been removed from the Decisions Plan as it has been established that no recommendation to Council is required by the Cabinet. The item will therefore be considered directly by Council on 31 March 2020.				Carol Bull Governance 07767 472419	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015		

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
28/04/20 (Deferred from 26/11/19)	<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 late spring 2020.</p>	Not applicable	(R) – Council 19/05/20	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.
(Deferred from 26/11/19) New date to be confirmed	<p>Newmarket Cinema</p> <p>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
26/05/20 (NEW)	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.
26/05/20 (NEW)	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 (NEW)	West Suffolk Annual Report 2019/2020 Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual	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
	Report 2019/2020.							
21/07/20 (NEW)	<p>West Suffolk Environment Climate Change – Final Recommendations</p> <p>The Cabinet will be asked to consider the final 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, 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.</p>	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with list of recommendations of the Environment and Climate Change Taskforce and Climate Change Review Summary document.

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.
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
Sara Mildmay-White	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

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 21 February 2020