

## Decisions Plan

### **Key decisions and other executive decisions to be considered**

**Date: 1 November 2021 to 31 May 2022**

**Publication date: 8 October 2021**

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 2022. 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; 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](mailto: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
09/11/21	<p><b>Council Tax Base for Tax Setting Purposes 2022 to 2023</b></p> <p>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 2022 to 2023.</p>	Not applicable	(R) – Council 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
09/11/21	<p><b>Council Tax Technical Changes 2022 to 2023</b></p> <p>The Cabinet will be asked to consider proposals for potential Council Tax technical</p>	Not applicable	(R) – Council 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.

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	changes prior to seeking its approval by Council.						
09/11/21	<p><b>Animal Welfare Licensing Policy Statement</b></p> <p>The Cabinet will be asked to consider a new Animal Welfare Licensing Policy Statement, which has been produced to recognise and bring together the new Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018, the Council's continued duty under</p>	Not applicable	(D)	Cabinet	Andy Drummond Regulatory and Environment 07710 027343	Jen Eves Director (HR, Governance and Regulatory) 01284 757015	Report to Cabinet, with proposed policy attached.

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	the Dangerous Wild Animals Act and the Zoo Licensing Act, as well as a basic animal licensing process. The policy has been subject to public consultation and having taken responses into account, is now presented to Cabinet for approval.						
09/11/21  (new)	<b>Statement of Gambling Policy Review</b> The Cabinet will be asked to consider a revised Statement of Gambling Policy (SoGP) for West	Not applicable	(R) Council – 14/12/21	Cabinet/ Council	Andy Drummond Regulatory and Environment 07710 027343	Jen Eves Director (HR, Governance and Regulatory) 01284 757015	Report to Cabinet with recommendations to Council.

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	<p>Suffolk Council. The SoGP sets out the Council's approach to gambling licensing across the district. The Council is legally obliged to have regard to the SoGP when making decisions on licence applications or reviews.</p> <p>The policy has been subject to public consultation and having taken responses into account, is now presented to Cabinet and Council for adoption.</p>						

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09/11/21  (new)	<p><b>Innovation/ Incubation Units: Suffolk Business Park, Bury St Edmunds</b></p> <p>The Cabinet will be asked to recommend to Council, approval of a business case for an investment in proposed innovation/incubation units located on Suffolk Business Park, Bury St Edmunds.</p>	Exempt appendices: Paragraph 3	(R) – Council 14/12/21	Cabinet / Council	Susan Glossop Growth 01284 728377	Julie Baird Director (Planning and Growth) 01284 757613	Report to Cabinet with exempt appendices and recommendations to Council
09/11/21  (new)	<p><b>West Mildenhall Masterplan</b></p> <p>Approval is sought for Suffolk County Council going out to public</p>	Not applicable	(D)	Cabinet	David Roach Planning 01284 728377	Julie Baird Director (Planning and Growth) 01284 757613	Report to Cabinet with draft masterplan document attached.

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	consultation on their draft Masterplan for West Suffolk (SALP Allocation SA4)						
07/12/21  (deferred from 09/11/21)	<b>Local Council Tax Reduction Scheme 2022 to 2023</b> 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 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
07/12/21	<b>Delivering a Sustainable Budget 2022 to 2023 and Medium Term</b>	Not applicable	(R) – Council 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Property	Rachael Mann Director (Resources and Property)	Recommendations of the Performance and Audit Scrutiny

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	<p><b>Financial Strategy 2022 to 2026</b> 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 2022 to 2023 and in the medium term.</p>				07929 305787	01638 719245	Committee to Cabinet and Council.
07/12/21	<p><b>Financial Resilience Report – September 2021</b> The Cabinet will be asked to consider the recommendations of</p>	Not applicable	(R) – Council 14/12/21	Cabinet / Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and



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	the Performance and Audit Scrutiny Committee regarding seeking approval for the Financial Resilience activities between 1 April 2021 and 30 September 2021.						Council.
07/12/21	<b>Revenues Collection Performance and Write Offs</b> 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 Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices.
08/02/22	<b>Applications for</b>	Not applicable	(KD);	Cabinet	Robert Everitt	Davina Howes	Recommend-

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(deferred from 11/01/22)	<p><b>Community Chest 2022 to 2023</b> The Cabinet will be asked to consider the recommendations of the West Suffolk Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2022 to 2023 and in some cases, 2023 to 2024.</p>		however, some funding allocations may be subject to the budget setting process.		Families and Communities 01284 769000	Director (Families and Communities) 01284 757070	ations of the West Suffolk Grant Working Party to Cabinet.
08/02/22	<p><b>Delivering a Sustainable Budget 2022 to 2023 and Medium Term Financial Strategy</b></p>	Not applicable	(R) – Council 22/02/22  Unless separate	Cabinet	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to

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	<p><b>2022 to 2026</b> 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 2022 to 2023 and in the medium term.</p>		proposals are recommended by Cabinet, consideration by Council will take place as part of the separate budget setting paper on 22/02/22				Cabinet and Council.
08/02/22	<p><b>Budget and Council Tax Setting 2022 to 2023 and Medium Term Financial Strategy 2022 to 2026</b></p>	Not applicable	<p>(R) – Council 22/02/22  Unless separate proposals</p>	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.

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	The Cabinet will be asked to consider the proposals for the 2021 to 2022 budget and Medium Term Financial Strategy 2022 to 2026 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.		are recommended by Cabinet, consideration by Council will take place as part of the separate budget setting paper on 22/02/22				
08/02/22	<b>Financial Resilience - Strategy Statement 2022 to 2023 and Treasury Management Code of Practice</b>	Not applicable	(R) – Council 22/02/22	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and

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	The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2022 to 2023 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.						Council.
08/02/22	<b>Financial Resilience Report – December 2021</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny	Not applicable	(R) – Council 22/02/22	Cabinet / Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	Committee regarding seeking approval for the Financial Resilience activities between 1 April 2021 and 31 December 2021.						
15/03/22	<b>Revenues Collection Performance and Write Offs</b> 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 Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices.

## **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**

<b>Cabinet Member</b>	<b>Portfolio</b>
John Griffiths	Leader of the Council
Sara Mildmay-White	Deputy Leader of the Council, Housing and Strategic Health
Sarah Broughton	Portfolio Holder for Resources and Property
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
Jo Rayner	Portfolio Holder for Leisure, Culture and Community Hubs
David Roach	Portfolio Holder for Planning
Peter Stevens	Portfolio Holder for Operations

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

<b>Member Council</b>	<b>Full representative</b>	<b>Substitute representative</b>
Breckland	Philip Cowen	Sam Chapman-Allen and Paul Claussen
East Cambridgeshire	David Ambrose-Smith	David Brown and Joshua Schumann
East Suffolk	Maurice Cook	To be confirmed
Fenland	Jan French	David Connor and Kim French
West Suffolk	Sarah Broughton	Sara Mildmay-White

Jennifer Eves  
Director (Human Resources, Governance and Regulatory)  
Date: 8 October 2021