

Decisions Plan

Key decisions and other executive decisions to be considered

Date: 1 April 2023 to 31 May 2024 (including portfolio holder decision due to be taken on 21 March 2023)

Publication date: 10 March 2023

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 2024. 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 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
21/03/23 (new)	<p>Upgrading of Council-owned streetlights to LED to enable financial and carbon savings</p> <p>The Portfolio Holder for Resources and Property will be asked to make a decision to invest £442,000 from the Net Zero Fund to upgrade West Suffolk Council owned streetlights to LED to offer £14,000 (after borrowing) financial savings and 82.25 tonnes of carbon savings by reducing the overall electricity consumption. Those</p>	Not applicable	PH (D)	Portfolio Holder for Resources and Property	Sarah Broughton Resources and Property 07929 305787	<p>Rachael Mann Director (Resources and Property) 01638 719245</p> <p>Malcolm Fleming Programme Manager Policy, Projects and Performance 01284 757601</p>	Report to Portfolio Holder for Resources and Property.

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
	streetlights upgraded to LED can then also be incorporated onto Suffolk County Council's Central Management System.						
11/04/23 (new)	<p>Mildenhall Hub Post Implementation Review</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee following its scrutiny of the Mildenhall Hub Post Implementation review (Report number: OAS/WS/23/003)</p>	Not applicable	(D)	Cabinet	Jo Rayner Leisure, Culture and Community Hubs 07872 456836	Alex Wilson Strategic Director 01284 757695	Recommendations of the Overview and 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	Documents to be submitted
	refers).						
2023/2024 municipal year							
13/06/23 (new)	<p>Review and Appointment to Cabinet Panel/Working Groups/Joint Committee</p> <p>The Cabinet will be asked to review and appoint to its panel/working groups/joint committee. It will also consider the establishment of any new panels/working groups.</p>	Not applicable	(D)	Cabinet	Leader of the Council 01284 757001	<p>Jen Eves Director (HR, Governance and Regulatory) 01284 757015</p> <p>Teresa Halliday Service Manager (Legal and Governance) 01284 757144</p>	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	Documents to be submitted
13/06/23 (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) (a)	Cabinet	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
18/07/23 (new)	West Suffolk Annual Report 2022 to 2023 The Cabinet will be asked to consider and approve the West Suffolk Annual Report 2022 to 2023, which will previously have been considered by the Overview and Scrutiny Committee. Contained	Not applicable	(D)	Cabinet	Leader of the Council 01284 757001	Ian Gallin Chief Executive 01284 757001	Report to Cabinet, with draft Annual Report attached.

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
	within the Annual Report is highlights from the Council's Annual Environmental Statement.						
18/07/23 (new)	<p>Environment and Climate Change Action Plans: 2023 Update</p> <p>In July 2020, the Cabinet agreed an action plan, designed to implement the recommendations of its Environment and Climate Change Taskforce, and for it to be taken forward by officers and overseen by Cabinet. Cabinet</p>	Not applicable	(D)	Cabinet	Leader of the Council 01284 757001	Jill Korwin Strategic Director 01284 757252	Report to Cabinet, with action plan attached.

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
	also agreed to a review of progress against the actions. The Cabinet will be asked to consider progress to date.						
19/09/23 (new)	<p>Annual Treasury Management and Financial Resilience Report (2022 to 2023)</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management and</p>	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
	Financial Resilience Report for 2022 to 2023.						
19/09/23 (new)	Treasury Management Report – June 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30 June 2023.	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
19/09/23	Revenues Collection Performance and	Exempt appendices:	(KD) (a)	Cabinet	Portfolio Holder for	Rachael Mann Director	Report to Cabinet with exempt

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
(new)	Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	paragraphs 1 and 2			Resources and Property (or equivalent)	(Resources and Property) 01638 719245	appendices attached.
05/12/23 (new)	Council Tax Base for Tax Setting Purposes 2024 to 2025 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 2024 to 2025.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
05/12/23 (new)	<p>Local Council Tax Reduction Scheme 2024 to 2025</p> <p>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.</p>	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
05/12/23 (new)	<p>Delivering a Sustainable Medium-Term Budget</p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny</p>	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
	Committee for recommending to Council on proposals for achieving a sustainable budget in 2024 to 2025 and in the medium term.						
05/12/23 (new)	Treasury Management Report – September 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
	September 2023.						
05/12/23 (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) (a)	Cabinet	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
06/02/24 (new)	Community Chest Grants 2024 to 2025 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	Not applicable	(KD) (a)	Cabinet	Portfolio Holder for Families and Communities (or equivalent)	Davina Howes Director (Families and Communities) 01284 757070	Recommendations of the West Suffolk Grant Working Party 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	Documents to be submitted
	awarded to applicants to the Community Chest funding scheme for 2024 to 2025.						
06/02/24 (new)	<p>Delivering a Sustainable Medium-Term Budget</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 2024 to 2025 and in the medium term.</p>	Not applicable	<p>(R) – Council 20/02/24</p> <p>Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget</p>	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
			setting paper on 20/02/24				
06/02/24 (new)	<p>Budget and Council Tax Setting 2024 to 2025 and Medium Term Financial Strategy 2024 to 2028</p> <p>The Cabinet will be asked to consider the proposals for the 2024 to 2025 budget and Medium Term Financial Strategy 2024 to 2028 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy</p>	Not applicable	<p>(KD) (e)– in relation to fees and charges element where proposed increases will be more than five percent</p> <p>(R) – Council 20/02/24</p> <p>Unless separate proposals</p>	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
	<p>and Prudential Indicators, and also the outcomes of the Council’s review of its fees and charges.</p> <p>The fees and charges have been reviewed in accordance with the Council’s Fees and Charges Policy, which has resulted in proposed increases to some. Where the proposed increase is greater than five percent, this constitutes a Key Decision. The Cabinet will consider the proposals as part of its consideration of this</p>		<p>are recommended by Cabinet, consideration by Council will take place as part of the separate budget setting paper on 20/02/24</p>				

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
	report.						
06/02/24 (new)	<p>Financial Resilience - Strategy Statement 2024 to 2025 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2024 to 2025 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
06/02/24 (new)	Treasury Management Report – December 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 31 December 2023.	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Sarah Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
12/03/24 (new)	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Portfolio Holder for Resources and Property (or equivalent)	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

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
	debts, as detailed in the 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: to be determined following May 2023 elections

Cabinet Member	Portfolio

b. Membership up until 4 May 2023 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)

Member Council	Full representative	Substitute representative
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: 10 March 2023