



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/16/068

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 December 2016 to 31 May 2017

Publication Date: 3 November 2016

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2017. 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 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 St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

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
08/12/16 (Deferred from 18/10/16)	Delivering a Sustainable Budget 2017/2018 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 2017/2018.	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
08/12/16 (NEW)	Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee in respect of whether the relevant Business and Technology Education Council (BTEC) Level 2 qualification should be required for all new and existing Hackney Carriage and Private Hire Vehicle	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Amanda Garnham (Licensing Team Leader) 01284 757132	All Wards	Recommendations of the Licensing and Regulatory Committee to Cabinet and Council

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	Drivers in the Borough. This policy change will also be subject to full Council approval.							
	<p>West Suffolk Gypsy and Traveller Accommodation Assessment (GTAA)</p> <p>This item has been removed from the Decisions Plan as it has been determined that adoption of the GTAA is no longer required but the document will provide an evidence base to support local planning policies.</p>				Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440		
08/12/16 (NEW)	<p>Location Filming in Suffolk</p> <p>The Cabinet will be asked to consider granting authority to Film Fixer Ltd (trading as Screen Suffolk) to act as the Council's agent for making location filming</p>	Not applicable	(KD)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Andrea Mayley Service Manager (Development and Growth)	All Wards	Report to Cabinet.

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	agreements in West Suffolk, as part of a county-wide scheme.					01284 757343		
08/12/16 (Deferred from 20/09/16)	Housing Development Company – Barley Homes (Group) Ltd – Initial Five Year Business Plan The Cabinet will be asked to make recommendations to full Council, in respect of approving funding to implement the initial five year Business Plan for the Council’s wholly owned Housing Development Company: Barley Homes (Group) Ltd.	Paragraph 3	(R) – Council 20/12/16	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Rachael Mann Head of Resources and Performance 01638 719245	All wards	Recommendations from the Overview and Scrutiny Committee; Report to Cabinet, with recommendations to Council
08/12/16	Applications for Community Chest Grant Funding 2017/2018 The Cabinet will be asked to consider recommendations of the	Not applicable	(KD) – Applications for the 2018/2019 year and beyond are also subject to	Cabinet	Robert Everitt, Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations from the Grant Working Party to Cabinet.

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	Grant Working Party in respect of applications for Community Chest funding for the 2017/2018 year.		the budget setting process					
08/12/16	<p>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018</p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2017/2018 prior to seeking its approval by full Council.</p>	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
08/12/16	<p>Council Tax Base for Tax Setting Purposes 2017/2018</p> <p>The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the Council Tax Base for the financial year 2017/2018.</p>	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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07/02/17 (Deferred from 2 Sept 2014)	North East Bury St Edmunds Masterplan: Transport Assessment Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the recommendations from the SDWP relating to this issue.	Not applicable	(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate ; Eastgate; Fornham; Great Barton; Minden; Moreton Hall; Northgate; Risbygate; Southgate; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet.
07/02/17 Deferred from 18 Oct 2016)	Draft Bury St Edmunds Town Centre Masterplan: Delegations The Cabinet will be asked	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Andrea Mayley Service Manager (Development and Growth) 01284 757343	All Wards	Narrative item to Cabinet

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	to consider delegating authority to officers to go out to consultation on the draft Bury St Edmunds Town Centre Masterplan Issues and Options document and the draft Masterplan itself at the appropriate times.							
07/02/17	<p>Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy</p> <p>The Cabinet will be asked to consider the proposals for the 2017/2018 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) – Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Reports to Cabinet and Council.

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07/02/17	Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2017/2018, which must be undertaken before the start of each financial year.	Not applicable	(R) – Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
07/02/17	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.

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07/02/17	<p>Designated Public Place Orders in Bury St Edmunds and Haverhill and Change to Public Space Protection Orders</p> <p>The Cabinet will be asked to give approval for going out to consultation on planned changes to the above Orders, as required by legislation. The Overview and Scrutiny Committee may be asked to consider the latter prior to seeking Cabinet approval.</p>	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Families and Communities 01284 757070 Helen Lindfield Families and Communities Officer (Community Safety Lead) 01284 757620	Abbeygate Risbygate; Eastgate; Southgate; Westgate; Haverhill East; Haverhill West; Haverhill North; Haverhill West	Report to Cabinet (which may include recommendations from the Overview and Scrutiny Committee), with map and proposed conditions
28/03/17 (Deferred from 01/11/16)	<p>West Suffolk Information Strategy</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which has been jointly produced with Forest Heath District</p>	Not applicable	Possibly (R) – Council 25/04/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council.

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	Council.							
23/05/17	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.

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) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

Cabinet Member	Portfolio
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(b) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council** (Membership amended from 1 December 2015 to one Member/two Substitutes per Authority)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Michael Wassell	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Geoff Holdcroft	Cllr Sara Mildmay-White	Cllr Sue Allen
Cllr Ellen Jolly	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Letitia Smith

Karen Points
Head of HR, Legal and Democratic Services
Date: 6 January 2017