



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 June 2017 to 31 May 2018

Publication Date: 25 May 2017

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 2018. 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 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
27/06/17	<p>West Suffolk Annual Report 2016/2017 Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2016/2017, which has been jointly produced with Forest Heath District Council.</p>	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet.
27/06/17	<p>West Suffolk Community Energy Plan - Update 2016/2017 Following previous approval given for a capital allocation for the development of a rent-a-roof solar scheme for business, which was subsequently extended to support other specific investment schemes, the Cabinet will be asked to consider extending this allocation further to cover energy efficiency and renewable energy schemes delivering</p>	Not applicable	(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Peter Gudde Acting Head of Regulatory Services 01284 757042	All Wards	Report to Cabinet.

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	similar financial and environmental returns.							
27/06/17	<p>Draft Bury St Edmunds Town Centre Masterplan</p> <p>The Cabinet will be asked to consider an update on the emerging draft Bury St Edmunds Town Centre Masterplan following the outcome of the consultation on the Issues and Options. Delegated authority will be sought to undertake consultation on the draft masterplan.</p>	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Chris Rand Principal Planning Officer – Major Projects 01284 757352</p>	All Wards	Report to Cabinet.
27/06/17 (Item brought forward from 19/09/17)	<p>Discretionary Business Rate Relief Scheme</p> <p>The Cabinet will be asked to approve a new discretionary Business Rates Relief Scheme, which will include the methodology and financial implications. This proposes to be a joint scheme with Forest Heath District Council.</p>	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Joanne Howlett Service Manager (Finance and Performance) 01284 757264</p>	All Wards	Report to Cabinet with appendices.

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27/06/17 NEW ITEM	West Suffolk Joint Pay Policy Statement 2017/2018 The Cabinet will be asked to recommend to full Council approval of the Pay Policy Statement for 2017/2018 which has been jointly produced with Forest Heath District Council.	Not applicable	(R) Council – 25/07/17	Cabinet/ Council	Ian Houlter Resources and Performance 01284 810074	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015	All Wards	Report to Cabinet with recommendations to Council.
27/06/17 NEW ITEM	Modern Slavery and Human Trafficking Statement The Cabinet will be asked to endorse and approve the Modern Slavery and Human Trafficking Statement.	Not applicable	(D)	Cabinet	Ian Houlter Resources and Performance 01284 810074	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015	All Wards	Report to Cabinet.
19/09/17 (Deferred from 27/06/17)	Leisure Investment Fund: Consideration of business case for investment in Haverhill Leisure Centre The Cabinet will be asked to consider a detailed proposal for investment in the Council owned	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with exempt appendix

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	leisure facilities at Haverhill to deliver a revenue saving to the Council and enhanced user experience.							
19/09/17 (Deferred from 28/03/17)	Western Way Design and Development Brief The Cabinet will be asked to consider the Design and Development Brief that has been formulated around the principles within the adopted Masterplan for phase II of the Western Way Development Site Bury St Edmunds. The buildings within the development site will no doubt change as the detailed development requirements of each partner is finalised but the Design and Development Brief once approved can be used to demonstrate the design structure, density of development, establish build costs, the quality of	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/17	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Rachael Mann Assistant Director (Resources and Performance) 01638 719295	All Wards	Report to Cabinet with recommendations to Council and possibility of Exempt Appendices.

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	<p>the materials to be used together with how the development will relate to West Suffolk House and neighbouring land and uses. The Cabinet will be asked to note the interest shown by the various public and private bodies who have expressed their commitment to being part of this exciting project. The Cabinet will then be asked to recommend to Full Council that final approval be given to the delivery of Phase II of the Western Way Development site as envisaged by the Design and Development brief</p>							

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19/09/17	<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	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
17/10/17	<p>West Suffolk Local Code of Corporate Governance</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee, in respect of seeking approval for the West Suffolk Local Code of Corporate Governance. This has been jointly produced with Forest Heath District Council and will be subject to approval of full Council.</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations from Performance and Audit Scrutiny Committee to Cabinet and Council

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17/10/17	<p>Delivering a Sustainable Budget 2018/2019 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 2018/2019.</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
14/11/17	<p>Overarching Strategy for Facilitating Growth and Investment The Cabinet will be asked to recommend to Council, approval of an overarching strategy for facilitating growth and investment by the West Suffolk councils. This will be considered at a joint meeting with Forest Heath District Council's Cabinet and will also have been subject to scrutiny by both Councils' Overview and Scrutiny Committees.</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	<p>Ian Houlder Resources and Performance 01284 810074</p> <p>Alaric Pugh Planning and Growth 07930 460899</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>	All Wards	Report to Cabinet with recommendations to Council.

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05/12/17	<p>Bury St Edmunds Town Centre Masterplan</p> <p>Following consultation, the Cabinet will be asked to recommend to Council, adoption of the Bury St Edmunds Town Centre Masterplan as supplementary planning guidance.</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Chris Rand Principal Planning Officer – Major Projects 01284 757352</p>	All Wards	Report to Cabinet with recommendations to Council.
05/12/17 (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 in respect of seeking approval of a West Suffolk Information Strategy (incorporating an ICT Strategy), which has been jointly produced with Forest Heath District Council.</p>	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Kevin Taylor Service Manager (ICT) 01284 757230</p>	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet.

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05/12/17	<p>Applications for Community Chest Grant Funding 2018/2019</p> <p>The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2018/2019 year.</p>	Not applicable	(KD) - Applications for the 2019/2020 year and beyond are also 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	Recommendations from the Grant Working Party to Cabinet.
05/12/17	<p>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2018/2019</p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2018/2019 prior to seeking its approval by full Council.</p>	Not applicable	(R) - Council 19/12/17	Cabinet/Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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05/12/17	<p>Council Tax Base for Tax Setting Purposes 2018/2019</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 2018/2019.</p>	Not applicable	(R) - Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
05/12/17	<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	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
06/02/18	<p>Budget and Council Tax Setting 2018/2019 and Medium Term Financial Strategy</p> <p>The Cabinet will be asked</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Reports to Cabinet and Council.

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	to consider the proposals for the 2018/2019 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.							
06/02/18	<p>Treasury Management Report 2017-2018 – Investment Activity (April to December 2017)</p> <p>The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2017-2018 which summarised the investment activity for the period 1 April to 31 December 2017.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council

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06/02/18	<p>Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet with recommendations to Council.
27/03/18	<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	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (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	Leader of the Council
Councillor Sara Mildmay-White	Deputy Leader of the Council/Housing
Councillor Robert Everitt	Portfolio Holder for Families and Communities
Councillor Ian Houlder	Portfolio Holder for Resources and Performance
Councillor Alaric Pugh	Portfolio Holder for Planning and Growth
Councillor Joanna Rayner	Portfolio Holder for Leisure and Culture
Councillor Peter Stevens	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

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,
Assistant Director (Human Resources, Legal and Democratic Services)
Date: 25 May 2017