



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**CAB/SE/17/044**

## Decisions Plan

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

**Date: 1 October 2017 to 31 May 2018**

**Publication Date: 7 September 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 [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk) or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
No earlier than 10/10/17  (NEW)	<b>The Guildhall Project</b> To update Cabinet on the Guildhall project and seek approval for formal transfer of responsibilities in accordance with the existing Memorandum of Understanding. The timing of this report will be dependent on progress with discussions with partners and the Charity Commission.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Alex Wilson Director 01284 757695	Abbeygate	Report to Cabinet.
10/10/17  (Joint meeting with FHDC Cabinet)	<b>General Data Protection Regulation (GDPR)</b> Councillors will be updated on the implications of the new data protection rules from May 2018, be asked to designate a Data Protection Officer (DPO) under the new regulations, and approve initial additional resources for implementing the new requirements.	Not applicable	(KD) for additional resources; (R) to Council for designation of DPO	Cabinet/ Council (in part)	Ian Houlder Resources and Performance 01284 810074	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet with recommendations to Council, where applicable.
17/10/17	<b>Proposed Vision for Suffolk Business Park</b> The Cabinet will be asked	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth	Andrea Mayley Service Manager (Economic	All Wards	Report to Cabinet

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	to consider a proposed vision for Suffolk Business Park in terms of how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies.				07930 460899	Development and Growth) 01284 757343		
17/10/17 (NEW)	<b>New Anglia Local Enterprise Partnership – Strategy for Growth and Opportunity</b> The Cabinet will be asked to endorse the content of New Anglia Local Enterprise Partnership's Strategy for Growth and Opportunity. This will also be considered by Forest Heath District Council's Cabinet.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434  Alaric Pugh Planning and Growth 07930 460899	Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Cabinet
17/10/17	<b>West Suffolk Local Code of Corporate Governance</b> The Cabinet will be asked	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Recommendations from Performance and Audit

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	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.					01638 719245		Scrutiny Committee to Cabinet and Council
No earlier than 14/11/17 (NEW)	<b>Newbury Community Centre</b> To update Cabinet on the Newbury Community Centre project and, subject to outline planning consent being granted, to seek any necessary approvals to progress delivery in accordance with the previous decisions of the Cabinet. The timing of this report will be dependent upon progress with discussions with partners and the Charity Commission.	Not applicable	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Alex Wilson Director 01284 757695	St Olaves directly, and all surrounding wards	Report to Cabinet.

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14/11/17  <i>(Joint meeting with FHDC Cabinet)</i>	<b>Overarching Strategy for Facilitating Growth and Investment</b> 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.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074  Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613  Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
14/11/17  <i>(Joint meeting with FHDC Cabinet)</i>	<b>West Suffolk Councils' Lettings Policy</b> The Cabinet will be asked to consider and approve the revised West Suffolk councils' Lettings Policy (based on the joint policy agreed by the Cambridge Housing Sub-Regional Partnership). This will also be considered by Forest Heath District	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report and draft Lettings Policy to Cabinet.

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	Council's Cabinet.							
05/12/17  (Deferred from 17/10/17)	<b>Delivering a Sustainable Budget 2018/2019</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 2018/2019.	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
05/12/17  (Deferred from 28/03/17)	<b>Western Way Development Programme</b> The Cabinet will be asked to consider and recommend to Council, approval of a business case in relation to the Western Way Development Programme. A separate proposal (which integrates with the business case) regarding the potential investment in renewable energy	Possible Exempt Appendices: Paragraph 3	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Rachael Mann Assistant Director (Resources and Performance) 01638 719295  Lisa Grove Interim Service Manager (Customer Services) 01638 719320  Peter Gudde Service Manager	All Wards	Report to Cabinet with recommendations to Council and possibility of Exempt Appendices.

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	schemes will also be considered.					(Environmental Health) 01284 757042 (renewable energy scheme element)		
05/12/17	<b>West Suffolk Strategic Plan 2018-2020</b> The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and to recommend to full Council the new West Suffolk Strategic Plan 2018-2020, which has been jointly produced with Forest Heath District Council.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	John Griffiths Leader of the Council 07958 700434	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
05/12/17	<b>Bury St Edmunds Cumulative Impact Policy</b> The Cabinet will be asked to consider a revised cumulative impact policy for Bury St Edmunds town	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet with revised policy.

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	centre. Consultation will take place with the Licensing and Regulatory Committee on the proposed content of the policy.							
05/12/17	<b>Bury St Edmunds Town Centre Masterplan</b> Following consultation, the Cabinet will be asked to recommend to Council, adoption of the Bury St Edmunds Town Centre Masterplan as supplementary planning guidance.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613  Chris Rand Principal Planning Officer – Major Projects 01284 757352	All Wards	Report to Cabinet with recommend- ations to Council.
05/12/17  (Deferred from 01/11/16)	<b>West Suffolk Information Strategy</b> 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	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245  Kevin Taylor Service Manager (ICT) 01284 757230	All Wards	Recommend- ations of the Overview and Scrutiny Committee to Cabinet.



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	been jointly produced with Forest Heath District Council.							
05/12/17	<b>Applications for Community Chest Grant Funding 2018/2019</b> 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.	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	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2018/2019</b> 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.	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	<b>Council Tax Base for Tax Setting Purposes 2018/2019</b>	Not applicable	(R) - Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance	Rachael Mann Assistant Director (Resources and	All Wards	Report to Cabinet with recommend-

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	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.				01284 810074	Performance) 01638 719245		ations to Council.
05/12/17	<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	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
05/12/17 (NEW)	<b>Mid Year Treasury Management Report 2017/2018 and Investment Activity (1 April to 30 September 2017)</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of	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.

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	approval for the Mid Year Treasury Management Report 2017/2018, which summarised the investment activities for the period 1 April to 30 September 2017.							
06/02/18  (Deferred from 27/06/17)	<b>Leisure Investment Fund: Consideration of business case for investment in Haverhill Leisure Centre</b> The Cabinet will be asked to consider a detailed proposal for investment in the Council owned leisure facilities at Haverhill to deliver a revenue saving to the Council and enhanced user experience.	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
06/02/18	<b>Street Vending and Trading Policy</b> The Cabinet will be asked to consider a revised street vending and trading policy. Consultation will take place with the	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet with revised policy.

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	Licensing and Regulatory Committee on the proposed content of the policy.							
06/02/18	<p><b>Budget and Council Tax Setting 2018/2019 and Medium Term Financial Strategy</b></p> <p>The Cabinet will be asked 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.</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.
06/02/18	<p><b>Treasury Management Report 2017/2018 and Investment Activity (1 April to 31 December 2017)</b></p> <p>The Cabinet will be asked to consider the</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

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	recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Treasury Management Report 2017-2018 which summarised the investment activities for the period 1 April to 31 December 2017.							Council
06/02/18	<p><b>Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice</b></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.

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27/03/18	<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	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:**

<b>Cabinet Member</b>	<b>Portfolio</b>
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**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full Suffolk Coastal District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>	<b>Full Waveney District Council Cabinet Member</b>
Cllr Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute Forest Heath District Council Cabinet Members</b>	<b>Substitute Suffolk Coastal District Council Cabinet Members</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Members</b>	<b>Substitute Waveney District Council Cabinet Members</b>
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 (HR, Legal and Democratic Services)  
Date: 7 September 2017