

## Decisions Plan

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

**Date: 1 September 2018 to 6 May 2019**

**Publication Date: 17 August 2018**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Shadow Executive (Cabinet) or Officers under delegated authority, are intending to take up to 6 May 2019. 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 Shadow Executive (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 Democratic Services, 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)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
18/09/18  (NEW)	<p><b>Appointment of External Auditors for West Suffolk Council</b></p> <p>The Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council regarding a preferred option for appointing external auditors for the new West Suffolk Council.</p>	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Greg Stevenson Service Manager (Finance and Resources) 01284 757264</p>	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Shadow Executive and Shadow Council
18/09/18  (NEW)	<p><b>Council Policies</b></p> <p>The Shadow Executive will be asked to consider for recommending to Shadow Council, a first tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.</p>	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	<p>John Griffiths Leader 07958 700434</p> <p>James Waters Deputy Leader 07771 621038</p>	<p>Davina Howes Assistant Director (Families and Communities) 01284 757070</p> <p>Liz Barnard Service Manager (Corporate Policy) 01638 719454</p>	All Wards	Report to Shadow Executive with recommendations to Shadow Council.

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18/09/18	<p><b>Delivering a Sustainable Budget 2019/2020</b> The Shadow Executive will be asked to note the approach noted by the SEBC and FHDC Performance and Audit Scrutiny Committees in respect of the 2019/2020 budget setting process and medium term plans in preparation for the new West Suffolk Council.</p>	Not applicable	For noting only at this stage.	Shadow Executive	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Greg Stevenson Service Manager (Finance and Resources) 01284 757264</p>	All Wards	Note of the Performance and Audit Scrutiny Committees to the Shadow Executive
17/10/18 (NEW)	<p><b>Council Policies</b> The Shadow Executive will be asked to consider for recommending to Shadow Council, a second tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.</p>	Not applicable	(R) – Shadow Council 20/11/18	Shadow Executive/ Shadow Council	<p>John Griffiths Leader 07958 700434</p> <p>James Waters Deputy Leader 07771 621038</p>	<p>Davina Howes Assistant Director (Families and Communities) 01284 757070</p> <p>Liz Barnard Service Manager (Corporate Policy) 01638 719454</p>	All Wards	Report to Shadow Executive with recommendations to Shadow Council.

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17/10/18	<p><b>Delivering a Sustainable Budget 2019/2020</b> Further to its consideration on 18 September 2018, the Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council on proposals for achieving a sustainable budget in 2019/2020.</p>	Not applicable	(D)  Consideration by the Shadow Council will take place as part of the budget setting paper on 19/02/19	Shadow Executive	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Greg Stevenson Service Manager (Finance and Resources) 01284 757264</p>	All Wards	Recommendations of the Performance and Audit Scrutiny Committees to the Shadow Executive
27/11/18  (NEW)	<p><b>Applications for Community Chest Grant Funding 2019/2020</b> The Shadow Executive will be asked to consider recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party in respect of applications for Community Chest funding for the 2019/2020 year and beyond.</p>	Not applicable	(KD) - but subject to the budget setting process	Shadow Executive (Cabinet)	<p>Robert Everitt Families and Communities 01284 769000</p> <p>Robin Millar Families and Communities 07545 423782</p>	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party to Shadow Executive (Cabinet).

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27/11/18	<p><b>Review of Bury St Edmunds Christmas Fayre</b></p> <p>The Shadow Executive will be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Bury St Edmunds Christmas Fayre, for implementation in 2019.</p>	Not applicable	(D)	Shadow Executive	<p>Alaric Pugh Planning and Growth 07930 460899</p> <p>Lance Stanbury Planning and Growth 07970 947704</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p>	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive.
27/11/18	<p><b>Council Tax Base for Tax Setting Purposes 2019/2020</b></p> <p>The Shadow Executive will be asked to recommend to the Shadow Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2019/2020.</p>	Not applicable	(R) – Shadow Council 18/12/18	Shadow Executive/ Shadow Council	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Greg Stevenson Service Manager (Finance and Resources) 01284 757264</p>	All Wards	Report to Shadow Executive with recommendations to Shadow Council
27/11/18 (NEW)	<p><b>Review of the Garden Waste Collection Service</b></p> <p>The Shadow Executive will</p>	Not applicable	(D)	Shadow Executive	David Bowman Operations 07711 593737	Mark Walsh Assistant Director (Operations) 01284 757300	All Wards	Recommendations of the Overview and Scrutiny

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	be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Garden Waste Collection Service, for implementation in April 2019.				Peter Stevens Operations 07775 877000	Mark Christie Service Manager (Business) 01638 719220		Committees to Shadow Executive
05/02/19  (NEW)	<b>West Suffolk Council Induction / Member Development Package</b> The Shadow Executive will be asked to consider a proposed induction and member development package for supporting Members of the new West Suffolk Council in their first few weeks and months of being elected.	Not applicable	(D)	Shadow Executive	Ruth Bowman J.P. Future Governance 01638 510896  Carol Bull Future Governance 01953 681513	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015  Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Shadow Executive
05/02/19	<b>Budget and Council Tax Setting 2019/2020 and Medium Term Financial Strategy</b> The Shadow Executive will be asked to consider the	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982  Ian Houlder	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow

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	proposals for the 2019/2020 budget (and beyond) and Medium Term Financial Strategy for the West Suffolk Council, prior to its approval by the Shadow Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.				Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Resources) 01284 757264		Council
05/02/19	<p><b>Annual Treasury Management and Investment Strategy 2019/2020 and Treasury Management Code of Practice</b></p> <p>The Shadow Executive will be asked to recommend to the Shadow Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial</p>	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Greg Stevenson Service Manager (Finance and Resources) 01284 757264</p>	All Wards	Report to Shadow Executive with recommendations to Shadow Council

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	year.							
05/02/19 (NEW)	<b>West Suffolk Statement of Licensing Policy</b> The Shadow Executive will be asked to consider a new Statement of Licensing Policy for West Suffolk Council. Consultation will take place with the Licensing and Regulatory Committee on the proposed content of the policy.	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Alaric Pugh Planning and Growth 07930 460899  Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive with new policy for recommending to Shadow Council for adoption.
05/02/19 (NEW)	<b>Street Vending and Trading Policy</b> The Shadow Executive will be asked to consider a revised street vending and trading policy. Consultation will take place with the FHDC and SEBC Licensing and Regulatory Committees on the proposed content of the policy.	Not applicable	(D)	Shadow Executive	Alaric Pugh Planning and Growth 07930 460899  Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive with revised policy.



## **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 Shadow Council; or
  - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Shadow 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 Shadow Executive procedure rules set out in Part 4 of the Shadow Constitution.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of the Shadow Executive (Cabinet):**

<b>Shadow Executive (Cabinet) Member</b>
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Councillor John Griffiths (Leader)
Councillor James Waters (Deputy Leader)
Councillor Ruth Bowman J.P.
Councillor David Bowman
Councillor Carol Bull
Councillor Andy Drummond
Councillor Stephen Edwards
Councillor Robert Everitt
Councillor Ian Houlder
Councillor Sara Mildmay-White
Councillor Robin Millar
Councillor Alaric Pugh
Councillor Joanna Rayner
Councillor Lance Stanbury
Councillor Peter Stevens

Jennifer Eves

Assistant Director (HR, Legal and Democratic Services)

Date: 17 August 2018