

Decisions Plan

Report No: EXC/SA/18/019

Key Decisions and other executive decisions to be considered

Date: 1 November 2018 to 6 May 2019

Publication Date: 26 October 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 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
27/11/18	<p>Applications for Community Chest Grant Funding 2019/2020</p> <p>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 some grants 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).
27/11/18	<p>Review of Bury St Edmunds Christmas Fayre</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>Susan Glossop Planning and Growth 01284 728377</p> <p>Lance Stanbury Planning and Growth 07970 947704</p>	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive.

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27/11/18	<p>Council Tax Base for Tax Setting Purposes 2019/2020</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>Greg Stevenson Service Manager (Finance and Resources) 01284 757264</p>	All Wards	Report to Shadow Executive with recommendations to Shadow Council
27/11/18	<p>Review of the Garden Waste Collection Service</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 Garden Waste Collection Service, for implementation in April 2019.</p>	Not applicable	(D)	Shadow Executive	<p>David Bowman Operations 07711 593737</p> <p>Peter Stevens Operations 07775 877000</p>	<p>Mark Walsh Assistant Director (Operations) 01284 757300</p> <p>Mark Christie Service Manager (Business) 01638 719220</p>	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive

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05/02/19	<p>West Suffolk Council Induction / Member Development Package</p> <p>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.</p>	Not applicable	(D)	Shadow Executive	<p>Ruth Bowman J.P. Future Governance 01638 510896</p> <p>Carol Bull Future Governance 01953 681513</p>	<p>Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015</p> <p>Leah Mickleborough Service Manager (Democratic Services) 01284 757162</p>	All Wards	Report to Shadow Executive
05/02/19	<p>Budget and Council Tax Setting 2019/2020 and Medium Term Financial Strategy</p> <p>The Shadow Executive will be asked to consider the 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.</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>	Greg Stevenson Service Manager (Finance and Resources) 01284 757264	All Wards	Report to Shadow Executive with recommendations to Shadow Council

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05/02/19	<p>Annual Treasury Management and Investment Strategy 2019/2020 and Treasury Management Code of Practice</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 year.</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>	Greg Stevenson Service Manager (Finance and Resources) 01284 757264	All Wards	Report to Shadow Executive with recommendations to Shadow Council
05/02/19	<p>West Suffolk Statement of Licensing Policy</p> <p>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</p>	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	<p>Susan Glossop Planning and Growth 01284 728377</p> <p>Lance Stanbury Planning and Growth 07970 947704</p>	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.

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	on the proposed content of the policy.							
05/02/19 <i>(Since publication , this item has been brought forward to 08/01/19)</i>	Street Vending and Trading Policy 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	Susan Glossop Planning and Growth 01284 728377 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.
05/02/19 <i>(Since publication , this item has been brought forward to 08/01/19)</i>	West Suffolk Enforcement Policy The Shadow Executive will be asked to consider a revised West Suffolk Enforcement Policy in order to harmonise the existing FHDC and SEBC policies that cover the regulatory functions. Consultation will take place with the FHDC and SEBC Licensing and	Not applicable	(D)	Shadow Executive	Susan Glossop Planning and Growth 01284 728377 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.

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	Regulatory Committees on the proposed content of the policy.							
05/02/19	Taxi Policy The Shadow Executive will be asked to consider a revised taxi policy in order to harmonise the existing FHDC and SEBC taxi policies. 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	Susan Glossop Planning and Growth 01284 728377 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.
05/02/19 or later (NEW) <i>(This item was originally due to be considered by the Joint Executive (Cabinet) Committee;</i>	Asset Management Strategy and Asset Management Plan The Cabinets will be asked to consider the recommendations of the FHDC and SEBC Overview and Scrutiny Committees regarding the adoption of a new Asset Management Strategy and associated Asset Management Plan.	Possible Exempt Appendices: Paragraph 3	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Lance Stanbury Planning and Growth 07970 947704 John Griffiths SEBC Leader 07958 700434	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive and Shadow Council with the possibility of Exempt Appendices.

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<i>however, as the strategy will now not become effective until after 1 April 2019, it is now considered appropriate for the item to be considered by the Shadow Executive (Cabinet) instead.</i>								
05/02/19 (NEW)	West Suffolk Customer Access Strategy The Shadow Executive will be asked to consider and adopt a new Customer Access Strategy as part of making improvements to West Suffolk Council's customer service. The Strategy will also have been previously considered by the SEBC and FHDC Overview and Scrutiny Committees.	Not applicable	(D)	Shadow Executive	Robert Everitt Families and Communities 01284 769000 Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070 Lisa Grove Service Manager (Customer Services and Transformation) 01638 719320	All Wards	Report to Shadow Executive with strategy document.

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05/02/19 (NEW)	<p>West Suffolk Digital Strategy</p> <p>The Shadow Executive will be asked to consider and adopt a new Digital Strategy as part of making improvements to West Suffolk Council's customer service. The Strategy will also have been previously considered by the SEBC and FHDC Overview and Scrutiny Committees.</p>	Not applicable	(D)	Shadow Executive	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	Kevin Taylor Service Manager (ICT) 01284 757230	All Wards	Report to Shadow Executive with strategy document.

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):

Shadow Executive (Cabinet) Member
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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 Susan Glossop Councillor Ian Houlder Councillor Sara Mildmay-White Councillor Robin Millar Councillor Joanna Rayner Councillor Lance Stanbury Councillor Peter Stevens
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Jennifer Eves

Assistant Director (HR, Legal and Democratic Services)

Date: 26 October 2018