

## Decisions Plan

**Report No: EXC/SA/19/010**

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

**Date: 1 February 2019 to 6 May 2019**

**Publication Date: 7 January 2019**

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
Not before 5 February 2019	<p><b>Applications for Community Chest Grant Funding 2019/2020</b> Following allocation of grants during the initial consideration of applications for Community Chest Funding, the FHDC and SEBC Portfolio Holders for Families and Communities may be asked to consider making further recommendations for Community Chest funding for the 2019/2020 year, utilising unallocated Community Chest funds.</p>	Not applicable	(D)	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	Report to FHDC's and SEBC's Portfolio Holders for Families and Communities, as applicable.
	<p><b>West Suffolk Council Induction / Member Development Package</b> This item has been removed from the Decisions Plan as has now been determined that formal Shadow Executive approval is not required.</p>				<p>Ruth Bowman J.P. Future Governance 01638 510896</p> <p>Carol Bull Future Governance 01953 681513</p>	Leah Mickleborough Service Manager (Democratic Services) 01284 757162		

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05/02/19	<p><b>Budget and Council Tax Setting 2019/2020 and Medium Term Financial Strategy</b></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 Houlter 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><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</p>	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlter 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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	Practice for West Suffolk Council, which must be undertaken before the start of each financial year.							
05/02/19	<b>West Suffolk Taxi Policy Handbook</b> 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  <i>(This item was originally due to be considered by the Joint Executive (Cabinet) Committee; however, as the strategy will now not become</i>	<b>Asset Management Strategy and Asset Management Plan</b> 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>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	<b>West Suffolk Customer Access Strategy</b> 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.

**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 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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Leah Mickleborough  
Service Manager (Democratic Services) and Monitoring Officer  
Date: 7 January 2019