

## **Decisions Plan**

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

**Date: 1 June 2019 to 31 May 2020**

**Publication Date: 24 May 2019**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Portfolio Holders, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2020. 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 / individuals 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 West Suffolk 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</b>  <b>(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 25/06/19	<b>Housing Delivery Plan: Update on First Phase</b> The Cabinet may be asked to approve a housing delivery plan for West Suffolk. The Plan will set out a range of actions and interventions that the Council can take to increase the rate of housing delivery developed from a detailed analysis of the local housing market.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet with draft delivery plan.
June/ September 2019	<b>Western Way Development – Business Case</b> Following approval of the outline business case in October 2018, the Cabinet will be asked to consider recommending to Council, approval of the full Business Case for the proposed Western Way Development.	Possible Exempt Appendices: Paragraph 3	(R) – Council July / September 2019	Cabinet / Council	Jo Rayner Leisure, Culture and Community Hubs 07872 456836	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet with recommendations to Council with the possibility of Exempt Appendices.

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23/07/19	<b>West Suffolk Annual Report 2018/2019</b> Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2018/2019.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with draft Annual Report.
23/07/19	<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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
10/09/19	<b>Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking	Not applicable	(R) – Council 17/09/19	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	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 Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.							
08/10/19  (Deferred from 23/07/19)	<b>Review of West Suffolk's Safeguarding Policy</b> In July 2018, the Government updated its statutory guidance 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.' The document sets out the legislative requirements and expectations of how key partners, including local authorities, should safeguard and promote the welfare of children.  West Suffolk Council will therefore review its	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet with draft policy.

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	Safeguarding Policy to reflect the updated guidance.							
08/10/19	<p><b>West Suffolk's Homelessness and Rough Sleeping Strategy</b></p> <p>In response to fundamental changes to legislation and additional duties introduced through the Homelessness Reduction Act 2017, a new Homelessness Reduction Strategy for West Suffolk was adopted in June 2018.</p> <p>The Ministry for Housing, Communities and Local Government introduced its Rough Sleeping Strategy in August 2018 and a delivery plan in December 2018. It requires local authorities to update their Homelessness Reduction Strategies and rebadge them to include rough sleeping.</p>	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet with draft policy and action plan.

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26/11/19	<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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
26/11/19	<b>Delivering a Sustainable Budget 2020/2021</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 2020/2021.	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report of the Performance and Audit Scrutiny Committee to Cabinet.
26/11/19	<b>Council Tax Base for Tax Setting Purposes 2020/2021</b> The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial	Not applicable	(R) – Council 17/12/19	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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	year 2020/2021.							
26/11/19	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2019/2020</b> The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for West Suffolk Council prior to seeking its approval by Council.	Not applicable	(R) – Council 17/12/19  Or  17/12/19	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
14/01/20	<b>Delivering a Sustainable Budget 2020/2021</b> Further to its consideration on 26 November 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 2020/2021.	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet.

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14/01/20	<b>Treasury Management Report 2019/2020 – Investment Activity (1 April to 30 September 2019)</b> The Cabinets will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee and recommend to Council, the approval of the Treasury Management Report 2019-2020 which summarised the investment activity for the period 1 April to 30 September 2019.	Not applicable	(R) – Council 25/02/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
11/02/20	<b>Delivering a Sustainable Budget 2020/2021</b> Further to its consideration on previous occasions, 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 2020/2021.	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report of the Performance and Audit Scrutiny Committee to Cabinet.



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11/02/20	<b>Budget and Council Tax Setting 2020/2021 and Medium Term Financial Strategy</b> The Cabinet will be asked to consider the proposals for the 2019/2020 budget (and beyond) and Medium Term Financial Strategy for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) – Council 25/02/20	Cabinet/Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
11/02/20	<b>Annual Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice</b> The Cabinet will be asked to recommend to Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice for West Suffolk	Not applicable	(R) – Council 25/02/20	Cabinet/Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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	Council, which must be undertaken before the start of each financial year.							
11/02/20	<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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
24/03/20	<b>Treasury Management Report 2019/2020 – Investment Activity (1 April to 31 December 2019)</b> The Cabinets will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee and recommend to Council, the approval of the Treasury Management Report 2019-2020 which summarised the investment activity for the period 1 April to 31	Not applicable	(R) – Council 31/03/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	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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	December 2019.							
24/03/20	<b>West Suffolk Pay Policy Statement 2020/2021</b> The Cabinets will Council approval of the Pay Policy Statement for 2020/2021, together with the Gender Pay Gap Report contained within it.	Not applicable	(R) Council – 31/03/20	Cabinet / Council	Carol Bull Governance 07767 472419	Wendy Canham Service Manager (Human Resources and Organisational Development) 01284 757006	All Wards	Report to Cabinet with recommendations to Council.

## **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 key decision is an executive decision that either:

- (a) Results in new expenditure, or a reduced income or savings of more than £100k in any one year that has not otherwise been included in the Council's revenue or capital budgets.
- (b) Comprises or includes the making, approval or publication of a draft or final scheme, which is not a routine business decision, that may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (c) Results in the formation of a new company, limited liability partnership or joint venture.
- (d) Has a potentially detrimental impact on communities outside of West Suffolk District.
- (e) Is a decision that is significant in terms of its effect on communities living or working in a definable local community in the District, or on one or more wards, in that it will:
  - (i) Have a long-term, lasting impact on that community; or
  - (ii) Restrict the ability of individual businesses or residents in that area to undertake particular activities; or
  - (iii) Removes the provision of a service or facility for that community; or
  - (iv) Increases the charges payable by members of the community to provide a service or facility by more than 5%; or
  - (v) Have the potential to create significant local controversy or reputational damage to the Council
- (f) A matter that the decision maker considers to be a key decision.
- (g) Any matters that fall under the scope of e) above must be subject to consultation with the local Member(s) in Wards that are likely to be impacted by the decision prior to the decision being made.

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

**(a) Membership of West Suffolk Council's Cabinet and their Portfolios**

<b>Cabinet Member</b>	<b>Portfolio</b>
John Griffiths	Leader of the Council
Sara Mildmay-White	Deputy Leader of the Council/ Housing
Sarah Broughton	Portfolio Holder for Resources and Performance
Carol Bull	Portfolio Holder for Governance
Andy Drummond	Portfolio Holder for Planning and Regulation
Robert Everitt	Portfolio Holder for Families and Communities
Susan Glossop	Portfolio Holder for Growth
Jo Rayner	Portfolio Holder for Leisure, Culture and Community Hubs
Peter Stevens	Portfolio Holder for Operations

**(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, East Suffolk Council, Fenland District Council and West Suffolk Council MEMBERSHIP TO BE CONFIRMED)**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full East Suffolk Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full West Suffolk Council Cabinet Member</b>
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute East Suffolk Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute West Suffolk Council Cabinet Members</b>

Leah Mickleborough  
Service Manager (Democratic Services) and Monitoring Officer  
Date: 24 May 2019