

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 September 2019 to 31 May 2020

Publication Date: 9 August 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 or via West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU or College Heath Road, Mildenhall, Bury St Edmunds IP28 7EY.

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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
10/09/19	Western Way Development – Business Case 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 19/09/19	Cabinet / Council	Jo Rayner Leisure, Culture and Community Hubs 07872 456836	Alex Wilson Director 01284 757695	All Wards	Recommendations to Cabinet and Council with the possibility of Exempt Appendices.
10/09/19	Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking approval for the Annual Treasury Management Reports for 2018/2019. The investment activities for the period 1 April to 30	Not applicable	(R) – Council 19/09/19	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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	June 2019 will also be summarised separately.							
10/09/19 (NEW)	Investing in our Commercial Asset Portfolio The Cabinet will be asked to recommend to Council, the acquisition of property for adding to its commercial asset portfolio.	Exempt Paragraph 3	(R) – Council 19/09/19	Cabinet/ Council	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613 Colin Wright Service Manager (Place Delivery and Strategic Property) 01284 757385	All Wards	Exempt Report to Cabinet with recommendations to Council.
10/09/19 (NEW)	West Suffolk Rural Taskforce – Initial Findings The Cabinet will be asked to consider initial findings of its Rural Taskforce following the Taskforce’s work to develop evidence-based options both to directly address challenges facing the rural areas and also to ensure rural considerations are taken into account in future	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Cabinet with initial findings of the Rural Taskforce.

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	Council processes and decision making.							
10/09/19 (NEW)	<p>West Suffolk Council Grants to External Organisations Review Group – Initial Findings</p> <p>The Cabinet will be asked to consider initial findings of its Grants to External Organisations Review Group following the Review Group’s investigations into how West Suffolk Council should award grants and reliefs in the future, in the form of draft schemes or amendments to existing schemes.</p> <p>This may include considering the Portfolio Holder for Families and Communities’ proposal to constitute a Member working party which would consider future applications for grant funding.</p>	Not applicable	(D) and/or PH Decision	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070 Lucy Pettitt Service Manager (Families and Communities) 01284 757002	All Wards	Report to Cabinet with initial findings of the Grants to External Organisations Review Group.

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08/10/19 (Deferred from 23/07/19)	Housing Delivery Plan: Update on First Phase 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.
08/10/19 (Deferred from 23/07/19)	Review of West Suffolk's Children's and Vulnerable Adults' Safeguarding Policy 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	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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	<p>expectations of how key partners, including local authorities, should safeguard and promote the welfare of children and vulnerable adults.</p> <p>West Suffolk Council will therefore review its Safeguarding Policy to reflect the updated guidance.</p>							
08/10/19	<p>Asset Management Strategy and Asset Management Plan</p> <p>The Cabinet will be asked to consider recommending to Council the adoption of a new Asset Management Strategy and associated Asset Management Plan.</p>	Possible Exempt Appendices: Paragraph 3	(R) – Council 05/11/19	Cabinet / Council	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Cabinet with recommendations to Council with the possibility of Exempt Appendices.
08/10/19	<p>West Suffolk's Homelessness and Rough Sleeping Strategy</p> <p>In response to fundamental changes to legislation and additional duties introduced through</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

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	<p>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>							plan.
08/10/19 (NEW)	<p>Member Development Strategy</p> <p>The Cabinet will be asked to consider and approve a new Member Development Strategy for West Suffolk Council.</p>	Not applicable	(D)	Cabinet	Carol Bull Governance 07767 472419	Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Cabinet with new Strategy.

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26/11/19	Delivering a Sustainable Budget 2020/2021 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	Council Tax Base for Tax Setting Purposes 2020/2021 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 year 2020/2021.	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.
26/11/19	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2019/2020 The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and	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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	Council Tax technical changes for West Suffolk Council prior to seeking its approval by Council.							
14/01/20	Delivering a Sustainable Budget 2020/2021 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.
14/01/20 (Deferred from 26/11/19)	Revenues Collection Performance and Write Offs 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.

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14/01/20	Treasury Management Report 2019/2020 – Investment Activity (1 April to 30 September 2019) 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 also summarises 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	Delivering a Sustainable Budget 2020/2021 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	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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	budget in 2020/2021.							
11/02/20	Budget and Council Tax Setting 2020/2021 and Medium Term Financial Strategy 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	Annual Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice The Cabinet will be asked to recommend to Council, approval of the Treasury Management and Investment Strategy	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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	2020/2021 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.							
11/02/20	Revenues Collection Performance and Write Offs 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	Treasury Management Report 2019/2020 – Investment Activity (1 April to 31 December 2019) 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-	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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	2020 which also summarises the investment activity for the period 1 April to 31 December 2019.							
24/03/20	West Suffolk Pay Policy Statement 2020/2021 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

Cabinet Member	Portfolio
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 Regulatory
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)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full East Suffolk Council Cabinet Member	Full Fenland District Council Cabinet Member	Full West Suffolk Council Cabinet Member
Philip Cowen	David Ambrose-Smith	Steve Gallant	Jan French	Sarah Broughton
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute East Suffolk Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute West Suffolk Council Cabinet Members
Sam Chapman-Allen	David Brown	To be confirmed	David Connor	Sara Mildmay-White
Paul Claussen	Joshua Schumann	To be confirmed	Kim French	To be confirmed

Leah Mickleborough
Service Manager (Democratic Services) and Monitoring Officer
Date: 9 August 2019