

## Decisions Plan

**\*\*Note that due to the ongoing impact of the COVID-19 pandemic, many of the items listed on this Decisions Plan may be deferred\*\***

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

**Date: 1 July 2020 to 31 May 2021**

**Publication Date: 19 June 2020**

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 2021. 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 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
(Deferred from 26/11/19)  New date to be confirmed	<b>Newmarket Cinema</b>  Following approval of the outline business case in March 2019, the Cabinet will be asked to consider recommending to Council, approval of the full Business Case for the proposed Newmarket Cinema and Restaurant Development.	Possible Exempt Appendices: Paragraph 3	(R) – Council To be confirmed	Cabinet / Council	Susan Glossop Growth 01284 728377	Jill Korwin Director 01284 757252	All Wards	Recommendations to Cabinet and Council with the possibility of exempt appendices.
(Deferred from 26/05/20)  New date to be confirmed – dependent on scheduling of AGM	<b>Review and Appointment to Cabinet Panel/Joint Committee</b>  The Cabinet will be asked to review its membership and appoint to its Panel/Joint Committee. It will also consider the establishment of any new Panels/Working Groups.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015  Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Cabinet.

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	<b>West Suffolk Annual Report 2019/2020</b> This item has been removed from the Decisions Plan as it has been determined that no decision is required by the Cabinet. The item will now be considered on an internal basis only.				John Griffiths Leader of the Council 01284 757001	Ian Gallin Chief Executive 01284 757001		
21/07/20	<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.
21/07/20	<b>West Suffolk Environment Climate Change Taskforce – Final Recommendations</b> The Cabinet will be asked to consider the final recommendations of the Environment and Climate Change Taskforce. The	Not applicable	(D)  (R) to Council where there are future budgetary implications; and also, in respect of	Cabinet	John Griffiths Leader of the Council 01284 757001	Jill Korwin Director 01284 757252	All Wards	Two x reports to Cabinet with list of recommendations of the Environment and Climate Change Taskforce and

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	<p>Taskforce was established to ensure that the Council uses the opportunity to review and assess its existing activities to reduce carbon emissions, whilst protecting and enhancing the environment. The list of recommendations sets out a range of initiatives as well as the timeframe for projects and programmes, which the Council could deliver alongside our partners and the community to achieve a net zero carbon district ambition. Some of the recommendations in relation to the aforementioned have budgetary implications and therefore the Cabinet will be asked to note these at the current time and consider them later as part of the budget setting process, as appropriate.</p>		<p>whether an Environment and Biodiversity Emergency should be declared by West Suffolk Council. Date to be confirmed.</p>					<p>Climate Change Review Summary document. One report relates specifically to the impact on Environment and Biodiversity and whether an emergency should be declared by the Council to address this impact.</p>

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21/07/20  <b>(NEW)</b>	<b>West Suffolk Council Hackney Carriage and Private Hire Conditions Policy Handbook</b> The Cabinet will be asked to consider proposed changes to the West Suffolk Council Hackney Carriage and Private Hire Conditions Policy Handbook. These proposals are based upon feedback received from public consultation and feedback from the industry.	Not applicable	(D)	Cabinet	Andy Drummond Regulatory 07710 027343	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Cabinet with revised policy handbook and summary of consultation responses received.
21/07/20  <b>(NEW)</b>	<b>Community Chest Grant Funding Scheme</b> The Cabinet will be asked to consider the recommendations of the Grant Working Party in respect of making changes to a few of its previously awarded Community Chest grants in 2020/21 and making some potential changes to the scheme in	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Grant Working Party to Cabinet.

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	2021/22. These proposed changes are largely to respond to the impacts of COVID-19.							
21/07/20 <b>(NEW)</b>	<b>Financial Forecast for 2020/2021 Budget</b>  The Cabinet will be asked to consider an update report on the 2020/2021 budget.	Not applicable	(D)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet.
21/07/20 <b>(NEW)</b>	<b>Great Barton Neighbourhood Plan Consultation Response - Regulation 16 Submission Version</b>  The Cabinet will be asked to consider the proposed formal Council response to the consultation on the Great Barton Neighbourhood Plan Regulation 16 Submission Version. The response will include the outcome from examining whether there is a conformity between the Council's strategic	Not applicable	(D)	Cabinet	David Roach Local Plan Development and Delivery 07889 510003	Julie Baird Assistant Director (Growth) 01284 757613  Marie Smith (Service Manager) Strategic Planning 01638 719260	The Fornhams and Great Barton	Report to Cabinet.

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	policies and the neighbourhood plan's policies in order to ascertain whether the basic conditions have been met.							
22/09/20  (Deferred from 21/07/20)	<b>Public Space Protection Orders</b> Following engagement with the Overview and Scrutiny Committee, the Cabinet will be asked to consider the outcome of a review that has been undertaken on Public Space Protection Orders in towns within the District.	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards where the review has taken place	Report to Cabinet.
22/09/20	<b>Annual Treasury Management Report 2019/2020</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management Report for 2019/2020.	Not applicable	(R) – Council 29/09/20	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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22/09/20	<b>Treasury Management Report - June 2020</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Treasury Management activities between 1 April 2020 and 30 June 2020.	Not applicable	(R) – Council 29/09/20	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.
22/09/20  (Deferred from 26/11/19 and 28/04/20)	<b>West Suffolk Local Plan Draft Issues and Options documents– Approval sought for Consultation</b> The Cabinet will be asked to recommend to Council, approval of draft Issues and Options documents which will assist in the development of the draft West Suffolk Local Plan. Following approval, consultation on the draft documents is expected to commence in autumn 2020.	Not applicable	(R) – Council 29/09/20	Cabinet/ Council	David Roach Local Plan Development and Delivery 07889 510003	Julie Baird Assistant Director (Growth) 01284 757613  Marie Smith (Service Manager) Strategic Planning 01638 719260	All Wards	Report to Cabinet with recommendations to Council.



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22/09/20  (Deferred from 26/05/20)	<b>Investing in our Commercial Asset Portfolio</b>  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 – 29/09/20	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.
10/11/20	<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.
10/11/20	<b>Council Tax Base for Tax Setting Purposes 2021/2022</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 year 2021/2022.	Not applicable	(R) – Council 15/12/20	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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10/11/20	<b>Local Council Tax Reduction Scheme 2021/2022</b> The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by Council.	Not applicable	(R) – Council 15/12/20	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.
10/11/20	<b>Council Tax Technical Changes 2021/2022</b> The Cabinet will be asked to consider proposals for potential Council Tax technical changes prior to seeking its approval by Council.	Not applicable	(R) – Council 15/12/20	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.
12/01/21	<b>Applications for Community Chest 2021/2022</b> The Cabinet will be asked to consider the recommendations of the Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest	Not applicable	(KD); however, some funding allocations may be subject to the budget setting process.	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with recommendations of the Grant Working Party.

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	funding scheme for 2021/2022 and in some cases, 2022/2023.							
12/01/21	<b>Delivering a Sustainable Budget 2021/2022 and Medium-Term Financial Strategy 2021-2025</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 2021/2022 and in the medium term.	Not applicable	(D)  Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 23/02/21	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.
12/01/21	<b>Treasury Management Report – September 2020</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Treasury Management activities between 1 April 2020 and 30 September 2020.	Not applicable	(R) – Council 23/02/21	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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09/02/21	<b>Delivering a Sustainable Budget 2021/2022 and Medium-Term Financial Strategy 2021-2025</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 2021/2022 and in the medium term.	Not applicable	(D)  Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 23/02/21	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.
09/02/21	<b>Budget and Council Tax Setting 2021/2022 and Medium-Term Financial Strategy 2021-2025</b> The Cabinet will be asked to consider the proposals for the 2021/2022 budget and Medium-Term Financial Strategy 2021-2025 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 23/02/21	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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09/02/21	<p><b>Annual Treasury Management Strategy Statement 2021/2022 and Treasury Management Code of Practice</b></p> <p>The Cabinet will be asked to recommend to Council, approval of the Treasury Management Strategy Statement 2021/2022 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) – Council 23/02/21	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.
09/02/21	<p><b>Revenues Collection Performance and Write Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	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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09/02/21	<p><b>Treasury Management Report – December 2020</b></p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Treasury Management activities between 1 April 2020 and 31 December 2020.</p>	Not applicable	(R) – Council 23/02/21	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.

**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 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
David Roach	Portfolio Holder for Local Plan Development and Delivery
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)**

<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>
Philip Cowen	David Ambrose-Smith	Steve Gallant	Jan French	Sarah Broughton
<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>
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

Jennifer Eves  
Assistant Director (HR, Legal and Democratic Services)  
Date: 19 June 2020