

Decisions Plan

CAB/WS/21/009

Key decisions and other executive decisions to be considered

Date: 1 February 2021 to 31 May 2021

Publication date: 8 January 2021

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; or
- receive copies of any of the documents in the public domain listed below; or
- 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	Documents to be submitted
(Deferred from 26/05/20) New date to be confirmed – dependent on scheduling of AGM	Review and Appointment to Cabinet Panel/Joint Committee This item has been removed from the Decisions Plan for the 2020 to 2021 municipal year as it is now extremely unlikely that an AGM will be held before the next municipal year commences in May 2021.				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	
Decision deferred from implementation.	Newmarket Cumulative Impact Assessment: decision sought to consult	Not applicable	PH (D) – already taken by the Portfolio Holder for	Portfolio Holder for Regulatory	Andy Drummond Regulatory 07710 027343	David Collinson Assistant Director (Planning and Regulatory)	Published briefing paper already considered by the Portfolio Holder for Regulatory

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Item listed for information.	<p>The decision taken by the Portfolio Holder for Regulatory to undertake a consultation on the Cumulative Impact Assessment (CIA) for Newmarket has been deferred from implementation. Consultation was originally due to commence in November 2020 which was subsequently deferred to February 2021, the reasons for which are set on the Decision Notice.</p> <p>The broad decision to consult still stands,</p>		Regulatory			01284 757306	

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	however, consultation will now commence in accordance with a further revised timeline later in 2021. Sufficient time must however, be allowed for consultation responses to be taken into account and for the CIA to be presented to Cabinet for approval before the existing CIA expires in December 2021.						
09/02/21 (Deferred from 12/01/21)	Applications for Community Chest 2021 to 2022 The Cabinet will be asked to consider the	Not applicable	(KD); however, some funding allocations	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities)	Report to Cabinet with recommendations of the Grant Working Party.

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	recommendations of the Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2021 to 2022 and in some cases, 2022 to 2023.		may be subject to the budget setting process.			01284 757070	
No earlier than 09/02/21 (deferred from 10/11/20) (since public-	Western Way Development The Cabinet will be asked to consider the delivery of phase 1 of the project in the context of the framework for proceeding agreed by Council in 2019 and	Exempt appendix: paragraph 3	(KD)	Cabinet	Joanna Rayner Leisure, Culture and Community Hubs 01284 750366	Alex Wilson Director 01284 757695	Report to Cabinet with exempt appendix.

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ation item deferred to 16/03/21)	the Cabinet's own action plan arising from the external assurance review in January 2020.						
09/02/21	<p>Delivering a Sustainable Budget 2021 to 2022 and Medium Term Financial Plan 2020 to 2024</p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a</p>	Not applicable	<p>(D)</p> <p>Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget</p>	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet.

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	sustainable budget in 2021 to 2022 and in the medium term.		setting paper on 23/02/21				
09/02/21	<p>Budget and Council Tax Setting 2021 to 2022 and Medium Term Financial Strategy 2021 to 2025</p> <p>The Cabinet will be asked to consider the proposals for the 2021 to 2022 budget and Medium Term Financial Strategy 2021 to 2025 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues</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	Report to Cabinet with recommendations to Council.

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	Provision (MRP) Policy and Prudential Indicators.						
09/02/21	<p>Annual Financial Resilience and Investment Strategy Statements 2021 to 2022 and Financial Resilience Code of Practice</p> <p>The Cabinet will be asked to recommend to Council, approval of the Financial Resilience and Investment Strategy Statements and Financial Resilience Code of Practice for West Suffolk Council, which must be undertaken</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	Report to Cabinet with recommendations to Council.

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	before the start of each financial year.						
09/02/21	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	Report to Cabinet with exempt appendices.
09/02/21	Financial Resilience Report – December 2020 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding	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	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	seeking approval for the Financial Resilience activities between 1 April 2020 and 31 December 2020.						
16/03/21	<p>Variations to Public Space Protection Orders</p> <p>The Cabinet will be asked to consider approving variations to Public Space Protection Orders in specific areas throughout the district. The proposals will be presented to the Overview and Scrutiny Committee prior to public consultation.</p>	Not applicable	(KD) (e) (ii)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070 Lesley-Ann Keogh Families and Communities Team Leader 01638 719238	Report to Cabinet.

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16/03/21	Cambridgeshire and West Suffolk Home-Link Lettings Policy The Cabinet will be asked to consider approving an updated Home-Link Lettings Policy.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 Sara Lomax Service Manager (Housing Options and Homelessness) 01284 757151	Report to Cabinet with updated Lettings Policy.
2021/2022 Municipal Year							
25/05/21	West Suffolk Rural Taskforce –Action Plan Update The Cabinet will be asked to consider the final update on implementation of	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	Report to Cabinet.

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	actions arising from the West Suffolk Rural Taskforce.						
25/05/21 (new)	Review and Appointment to Cabinet Panel/Joint Committee 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	Report to Cabinet.
Later in 2021 – to be confirmed	Newmarket Cumulative Impact Assessment Review The Cabinet will be	Not applicable	(KD) (e)(ii)	Cabinet	Andy Drummond Regulatory 07710 027343	David Collinson Assistant Director (Planning and	Report to Cabinet, with accompanying consultation

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(Deferred from 27/04/21 or 25/05/21)	asked to consider approving and renewing the Newmarket Cumulative Impact Assessment (CIA), which has been subject to consultation. This policy was introduced to manage the growth of licensed premises in an area where the number, type and density of premises selling alcohol had been identified as leading to nuisance and disorder. The existing policy requires reviewing to ensure it complies with the legislative changes introduced on 6 April					Regulatory) 01284 757306	analysis and background evidence/data

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	2018. The Licensing and Regulatory Committee will have been involved with the consultation process.						

Note 1: Definition of exempt information and relevant paragraphs of the Local Government Act 1972

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:

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 and 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 (made up of Breckland Council, East Cambridgeshire District Council, East Suffolk Council, Fenland District Council and West Suffolk Council)

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

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 8 January 2021