

## Decisions Plan

**CAB/WS/21/027**

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

**Date: 1 June 2021 to 31 May 2022**

**Publication date: 28 May 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 2022. 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](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	Documents to be submitted
29/06/21  (new)	<p><b>Public Access to West Suffolk Council Offices</b></p> <p>The Cabinet will be asked to agree arrangements for access to services following relaxation of Covid restrictions in line with the Customer Access Strategy 2019 to 2022.</p>	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Director (Families and Communities) 01284 757070	Covering report to Cabinet and three appendices.
20/07/21	<p><b>Environment Action Plan</b></p> <p>The Cabinet will receive an update on the implementation of actions arising from the West Suffolk Environment and</p>	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jill Korwin Strategic Director 01284 757252	Report to Cabinet.

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	Climate Change Taskforce, together with any other issues relating to this topic.						
20/07/21  (new)	<b>West Suffolk Annual Report 2020 to 2021</b> The Cabinet will be asked to consider and approve the West Suffolk Annual Report 2020 to 2021, which will previously have been considered by the Overview and Scrutiny Committee.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Ian Gallin Chief Executive 01284 757001	Report to Cabinet.
21/09/21  (deferred from	<b>West Suffolk Rural Taskforce –Action Plan Update</b> The Cabinet will be asked to consider the	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jill Korwin Strategic Director 01284 757252	Report to Cabinet.

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25/05/21)	final update on implementation of actions arising from the West Suffolk Rural Taskforce.						
21/09/21  (Deferred from 27/04/21 or 25/05/21)	<b>Newmarket Cumulative Impact Assessment Review</b> The Cabinet will be 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	Not applicable	(KD) (e)(ii)	Cabinet	Andy Drummond Regulatory 07710 027343	Jen Eves Director (HR, Governance and Regulatory) 01284 757015  Fiona Quinn Service Manager (Environmental Health) 01284 757042	Report to Cabinet, with accompanying consultation analysis and background evidence/data

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	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 2018. The Licensing and Regulatory Committee will have been involved with the consultation process.						
21/09/21	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be	Exempt appendices: paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance	Rachael Mann Director (Resources and Performance)	Report to Cabinet with exempt appendices.

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	asked to consider writing-off outstanding debts, as detailed in the exempt appendices.				07929 305787	01638 719245	
21/09/21	<p><b>Annual Financial Resilience Report 2020 to 2021</b></p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Financial Resilience Report for 2020 to 2021.</p>	Not applicable	(R) – Council 28/09/21	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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21/09/21	<b>Financial Resilience Report - June 2021</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2021 and 30 June 2021.	Not applicable	(R) – Council 28/09/21	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
09/11/21	<b>Council Tax Base for Tax Setting Purposes 2022 to 2023</b> The Cabinet will be asked to recommend to Council the basis of	Not applicable	(R) – Council 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Report to Cabinet with recommendations to Council.

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	the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2022 to 2023.						
09/11/21	<p><b>Local Council Tax Reduction Scheme 2022 to 2023</b></p> <p>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.</p>	Not applicable	(R) – Council 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Report to Cabinet with recommendations to Council.



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09/11/21	<p><b>Council Tax Technical Changes 2022 to 2023</b></p> <p>The Cabinet will be asked to consider proposals for potential Council Tax technical changes prior to seeking its approval by Council.</p>	Not applicable	(R) – Council 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Report to Cabinet with recommendations to Council.
07/12/21	<p><b>Delivering a Sustainable Budget 2022 to 2023 and Medium Term Financial Strategy 2022 to 2026</b></p> <p>The Cabinet will be asked to consider recommendations of the Performance and</p>	Not applicable	(R) – Council 14/12/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2022 to 2023 and in the medium term.						
07/12/21	<p><b>Financial Resilience Report – September 2021</b></p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Financial Resilience activities between 1</p>	Not applicable	(R) – Council 14/12/21	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	April 2021 and 30 September 2021.						
07/12/21	<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 Director (Resources and Performance) 01638 719245	Report to Cabinet with exempt appendices.
11/01/22	<b>Applications for Community Chest 2022 to 2023</b> The Cabinet will be asked to consider the recommendations of the West Suffolk Grant Working Party in	Not applicable	(KD); however, some funding allocations may be subject to the budget	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Director (Families and Communities) 01284 757070	Recommendations of the West Suffolk Grant Working Party to Cabinet.

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	respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2022 to 2023 and in some cases, 2023 to 2024.		setting process.				
08/02/22	<p><b>Delivering a Sustainable Budget 2022 to 2023 and Medium Term Financial Strategy 2022 to 2026</b></p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for</p>	Not applicable	<p>(R) – Council 22/02/22</p> <p>Unless separate proposals are recommended by Cabinet, consideration by</p>	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	recommending to Council on proposals for achieving a sustainable budget in 2022 to 2023 and in the medium term.		Council will take place as part of the separate budget setting paper on 22/02/22				
08/02/22	<p><b>Budget and Council Tax Setting 2022 to 2023 and Medium Term Financial Strategy 2022 to 2026</b></p> <p>The Cabinet will be asked to consider the proposals for the 2021 to 2022 budget and Medium Term Financial Strategy 2022 to 2026 for West Suffolk Council, prior to its</p>	Not applicable	<p>(R) – Council 22/02/22</p> <p>Unless separate proposals are recommended by Cabinet, consideration by Council will take place as</p>	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Report to Cabinet with recommendations to Council.

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	approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.		part of the separate budget setting paper on 22/02/22				
08/02/22	<p><b>Financial Resilience - Strategy Statement 2022 to 2023 and Treasury Management Code of Practice</b></p> <p>The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2022 to 2023 and Treasury Management Code of Practice for West</p>	Not applicable	(R) – Council 22/02/22	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	Suffolk Council, which must be undertaken before the start of each financial year.						
08/02/22	<p><b>Financial Resilience Report – December 2021</b></p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Financial Resilience activities between 1 April 2021 and 31 December 2021.</p>	Not applicable	(R) – Council 22/02/22	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Director (Resources and Performance) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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15/03/22	<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 Director (Resources and Performance) 01638 719245	Report to Cabinet with exempt appendices.



## **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**

<b>Cabinet Member</b>	<b>Portfolio</b>
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)**

<b>Member Council</b>	<b>Full representative</b>	<b>Substitute representative</b>
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  
Director (Human Resources, Governance and Regulatory)  
Date: 28 May 2021