

### Decisions Plan

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

**Date: 1 June 2022 to 31 May 2023**

**Publication Date: 20 May 2022**

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 2023. 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 IP33 3YU.

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
Not before 26/04/22	<p><b>Sunnica Energy Farm Nationally Significant Infrastructure Project (NSIP): West Suffolk Council's Local Impact Report</b> - The Portfolio Holder for Planning will be asked to consider and approve West Suffolk Council's Local Impact Report in connection with the Sunnica Energy Farm NSIP project proposals. (Note that this will be a joint Local Impact Report prepared in conjunction with Suffolk County Council, East Cambridgeshire District Council and Cambridgeshire County Council.)</p>	Not applicable	PH (KD) (e) (i)	Portfolio Holder for Planning	David Roach Planning 07889 510003	<p>Julie Baird Director (Planning and Growth) 01284 757613</p> <p>Julie Barrow Principal Planning Officer 01284 757621</p>	Briefing note/report to Portfolio Holder for Planning and draft Local Impact Report.

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Not before 24/05/22	<p><b>Sunnica Energy Farm Nationally Significant Infrastructure Project (NSIP): West Suffolk Council's Written Representation</b></p> <p>The Cabinet will be asked to consider and approve the Council's Written Representation submission response in connection with the Sunnica Energy Farm proposals.</p>	Not applicable	(KD) (e) (i)	Cabinet	David Roach Planning 07889 510003	<p>Julie Baird Director (Planning and Growth) 01284 757613</p> <p>Julie Barrow Principal Planning Officer 01284 757621</p>	Report to Cabinet with draft Written Representation attached.
21/06/22  (deferred from 24/05/22)	<p><b>Review and Appointment to Cabinet Panel/Working Groups/Joint Committee</b></p> <p>The Cabinet will be asked to review its membership</p>	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jen Eves Director (HR, Governance and Regulatory) 01284 757015	Report to Cabinet.

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	and appoint to its Panel/Working Groups/Joint Committee. It will also consider the establishment of any new Panels/Working Groups.					Teresa Halliday Service Manager (Legal and Governance) 01284 757144	
21/06/22	<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 Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
21/06/22	<b>Workforce Strategy</b> The Cabinet will be asked to approve the Workforce Strategy 2022 to 2028	Not applicable	(D)	Cabinet	Carol Bull Governance 01953 681513	Jen Eves Director (HR, Governance and Regulatory)	Report to Cabinet with draft strategy attached.

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						01284 757015  Wendy Canham Service Manager (Human Resources and Organisational Development) 01284 757006	
21/06/22  New Item	<b>West Suffolk Procurement Policy and West Suffolk Contract Procedure Rules</b> The Cabinet will be asked to consider revisions to the Council's procurement policy and contract procedure rules. As it will be a change to the Constitution, approval	Not applicable	(D)  (R) – Council 27/09/22  (revised contract procedure rules only)	Cabinet / Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with draft revised procurement policy and contract procedure rules attached.

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	of the contract procedure rules will be recommended to Council for a decision.						
21/06/22  New Item	<b>Street Lighting in West Suffolk</b> Ahead of any engagement with the County Council and town and parish councils, the Cabinet will be asked to consider an initial report on the ownership and future management of street lighting within the district, including the links between this topic and the Council's wider review of its relationship with town and parish councils.	Not applicable	(D)	Cabinet	Carol Bull Governance 01953 681513	Alex Wilson Strategic Director 01284 757695	Report to Cabinet.

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19/07/22	<p><b>West Suffolk Annual Report 2021 to 2022</b> The Cabinet will be asked to consider and approve the West Suffolk Annual Report 2021 to 2022, which will previously have been <b>considered by the Overview and Scrutiny Committee</b>. Contained within the Annual Report is the Council's Annual Environmental Statement. Appended to the Statement will be the updated Climate Change Action Plan.</p>	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Ian Gallin Chief Executive 01284 757001	Report to Cabinet, with draft Annual Report attached.

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19/07/22  New Item	<b>UK Shared Prosperity Fund</b> The Cabinet will be asked to consider and approve West Suffolk Council's Investment Plan for the UK Shared Prosperity Fund.	Not applicable	(KD)	Cabinet	John Griffiths Leader of the Council 01284 757001	Ian Gallin Chief Executive 01284 757001	Report to Cabinet, with Investment Plan attached.
20/09/22	<b>Annual Treasury Management and Financial Resilience Report (2021 to 2022)</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 and Financial Resilience Report for 2021 to 2022.	Not applicable	(R) – Council 27/09/22	Cabinet / Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.



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20/09/22	<b>Treasury Management Report – June 2022</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 2022 and 30 June 2022.	Not applicable	(R) – Council 27/09/22	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.
20/09/22	<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 Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

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08/11/22	<p><b>Council Tax Base for Tax Setting Purposes 2023 to 2024</b></p> <p>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 2023 to 2024.</p>	Not applicable	(R) – Council 13/12/22	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
08/11/22	<p><b>Local Council Tax Reduction Scheme 2023 to 2024</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 13/12/22	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.

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06/12/22	<p><b>Delivering a Sustainable Medium-Term Budget</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 2023 to 2024 and in the medium term.</p>	Not applicable	(R) – Council 13/12/22	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.
06/12/22	<p><b>Treasury Management Report – September 2022</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial</p>	Not applicable	(R) – Council 13/12/22	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.

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	resilience activities between 1 April 2022 and 30 September 2022.						
06/12/22	<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 Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
07/02/23	<p><b>Community Chest and Theatre Royal Grants 2023 to 2024</b></p> <p>The Cabinet will be asked to consider the recommendations of the West Suffolk Grant Working Party in respect of the levels of funding (if any) to be awarded to</p>	Not applicable	(KD); however, some funding allocations may be subject to the budget setting process.	Cabinet	Robert Everitt Families and Communities 01284 769000  Joanna Rayner Leisure, Culture and Community Hubs	Davina Howes Director (Families and Communities) 01284 757070  Alex Wilson Strategic Director (for Theatre	Recommendations of the <b>West Suffolk Grant Working Party</b> , and a separate recommendation regarding the

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	<p>applicants to the Community Chest funding scheme for 2023 to 2024 and in some cases, 2024 to 2025.</p> <p>The report containing the above recommendations will also include separate consideration of a core funding grant to the Theatre Royal in Bury St Edmunds for 2023 to 2024.</p>				(for Theatre Royal core funding grant only) 07872 456836	Royal core funding grant only) 01284 757695	granting of core funding to the Theatre Royal, to Cabinet.
07/02/23	<p><b>Delivering a Sustainable Medium-Term Budget</b></p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for</p>	Not applicable	(R) – Council 21/02/23  Unless separate proposals are recommend-	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.

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	recommending to Council on proposals for achieving a sustainable budget in 2023 to 2024 and in the medium term.		ed by Cabinet, consideration by Council will take place as part of the budget setting paper on 21/02/23				
07/02/23	<p><b>Budget and Council Tax Setting 2023 to 2024 and Medium-Term Financial Strategy 2023 to 2027</b></p> <p>The Cabinet will be asked to consider the proposals for the 2023 to 2024 budget and Medium-Term Financial Strategy 2023 to 2027 for West Suffolk Council, prior to its</p>	Not applicable	(R) – Council 21/02/23	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 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.						
07/02/23	<p><b>Financial Resilience - Strategy Statement 2023 to 2024 and Treasury Management Code of Practice</b></p> <p>The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2023 to 2024 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 21/02/23	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.

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07/02/23	<b>Treasury Management Report – December 2022</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 2022 and 31 December 2022.	Not applicable	(R) – Council 21/02/23	Cabinet/ Council	Sarah Broughton Resources and Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.
14/03/23	<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 Property 07929 305787	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.



## **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 £100,000 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
  - vi. A matter that the decision maker considers to be a key decision.
- f. 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
Sarah Broughton	Deputy Leader of the Council and Portfolio Holder for Resources and Property
Jo Rayner	Deputy Leader of the Council and Portfolio Holder for Leisure, Culture and Community Hubs
Carol Bull	Portfolio Holder for Governance
Andy Drummond	Portfolio Holder for Regulatory and Environment
Robert Everitt	Portfolio Holder for Families and Communities
Susan Glossop	Portfolio Holder for Growth
Sara Mildmay-White	Housing and Strategic Health
David Roach	Portfolio Holder for Planning
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	Maurice Cook	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: 20 May 2022