

Decisions Plan

Key decisions and other executive decisions to be considered

Date: 1 May 2024 to 31 May 2025

Publication date: 19 April 2024

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 2025. 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 Mildenhall Hub, Sheldrick Way, Mildenhall, Suffolk IP28 7JX.

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
21/05/24	<p>Review and Appointment to Cabinet Panels/Working Groups/Joint Committees</p> <p>The Cabinet will be asked to review and appoint to its panels/working groups/joint committees.</p>	Not applicable	(D)	Cabinet	Cliff Waterman Leader of the Council	<p>Jen Eves Director (HR, Governance and Regulatory) 01284 757015</p> <p>Teresa Halliday Service Manager (Legal and Governance) 01284 757144</p>	Report to Cabinet.
21/05/24 (new)	<p>Proposed changes to the West Suffolk Council Community Chest grant fund</p> <p>The Cabinet will be asked to consider and approve proposed changes to the criteria and operation of the</p>	Exempt appendices: paragraph 3	(D)	Cabinet	Donna Higgins Families and Communities	Jill Korwin Strategic Director 01284 757252	Report to Cabinet with exempt appendices attached.

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	Council's Community Chest grant fund.						
Deferred from 12/03/24 to 25/06/24	Olding Road Options Appraisal The Cabinet will be asked to consider an options appraisal for the site at Olding Road, Bury St Edmunds and to agree and recommend to Council a preferred option with which to proceed.	Exempt appendices: paragraph 3	(R) Council	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council and appendices, including exempt appendices attached.
25/06/24 (new)	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

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	the exempt appendices.						
17/09/24 (new)	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) (a)	Cabinet	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
17/09/24 (new)	Annual Treasury Management and Financial Resilience Report (2023 to 2024) The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny	Not applicable	(R) – Council 24/09/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	Committee regarding seeking approval for the Annual Treasury Management and Financial Resilience Report for 2023 to 2024.						
17/09/24 (new)	Treasury Management Report – June 2024 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 2024 and 30 June 2024.	Not applicable	(R) – Council 24/09/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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10/12/24 (new)	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) (a)	Cabinet	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
10/12/24 (new)	Council Tax Base for Tax Setting Purposes 2025 to 2026 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 2025 to	Not applicable	(R) – Council 17/12/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.

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	2026.						
10/12/24 (new)	Local Council Tax Reduction Scheme 2025 to 2026 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 17/12/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
10/12/24 (new)	Delivering a Sustainable Medium-Term Budget The Cabinet may be asked to consider at this stage, recommendations of the Performance and Audit Scrutiny	Not applicable	(R) – Council 17/12/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	Committee for recommending to Council on proposals for achieving a sustainable budget in 2025 to 2026 and in the medium term.						
10/12/24 (new)	Treasury Management Report – September 2024 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 2024 and 30	Not applicable	(R) – Council 17/12/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	September 2024.						
04/02/25 (new)	Delivering a Sustainable Medium-Term Budget 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 2025 to 2026 and in the medium term.	Not applicable	(R) – Council 25/02/25 Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 25/02/25	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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04/02/25 (new)	<p>Budget and Council Tax Setting 2025 to 2026 and Medium Term Financial Strategy 2025 to 2029</p> <p>The Cabinet will be asked to consider the proposals for the 2025 to 2026 budget and Medium Term Financial Strategy 2025 to 2029 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators, and also</p>	Exempt appendices: paragraph 3	<p>(KD) (e)- in relation to fees and charges element where proposed increases will be more than five percent</p> <p>(R) – Council 25/02/25</p> <p>Unless separate proposals are recommend-</p>	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council and exempt appendices attached.

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	<p>the outcomes of the Council's review of its fees and charges.</p> <p>The fees and charges have been reviewed in accordance with the Council's Fees and Charges Policy, which has resulted in proposed increases to some. Where the proposed increase is greater than five percent, this constitutes a Key Decision. The Cabinet will consider the proposals as part of its consideration of this report.</p>		<p>ed by Cabinet, consideration by Council will take place as part of the separate budget setting paper on 25/02/25</p>				

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04/02/25 (new)	<p>Financial Resilience - Strategy Statement 2025 to 2026 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2025 to 2026 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 25/02/25	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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04/02/25 (new)	Treasury Management Report – December 2024 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 2024 and 31 December 2024.	Not applicable	(R) – Council 25/02/25	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
11/03/25 (new)	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

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	debts, as detailed in the 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

Cabinet Member	Portfolio
Cliff Waterman	Leader of the Council
Victor Lukaniuk	Deputy Leader of the Council
Donna Higgins	Portfolio Holder for Families and Communities
Diane Hind	Portfolio Holder for Resources
Gerald Kelly	Portfolio Holder for Governance and Regulatory
Richard O'Driscoll	Portfolio Holder for Housing
Ian Shipp	Portfolio Holder for Leisure
David Taylor	Portfolio Holder for Operations
Jim Thorndyke	Portfolio Holder for Planning
Indy Wijenayaka	Portfolio Holder for Growth

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 representatives
Breckland	Philip Cowen	Sam Chapman-Allen Sarah Suggitt
East Cambridgeshire	James Lay	Anna Bailey Alan Sharp
East Suffolk	Paul Ashton	Peter Byatt Vacancy
Fenland	Jan French	Chris Boden Vacancy
West Suffolk	Diane Hind	Victor Lukaniuk David Taylor

Jennifer Eves
 Director (Human Resources, Governance and Regulatory)
 Date: 19 April 2024