



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**CAB/SE/15/044**

## Decisions Plan

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

**Date: 1 June 2015 to 31 May 2016**

**Publication Date: 22 May 2015**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2016. 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 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 St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, 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	Wards Affected	Documents to be submitted
10/06/15  (Deferred from 19 March 2015)	<b>Anglia Revenues and Benefits Partnership Strategic Review</b> As part of its Strategic Review, the Anglia Revenues and Benefits Partnership Joint Committee will be asked to consider options and the potential role of Anglia Revenues Partnership Trading (ARPT) as a limited company and how this could integrate with the existing Partnership. Its recommendations would be forwarded to the relevant partner authorities for consideration accordingly.	Not applicable	(R) - Council 07/07/2015	Anglia Revenues and Benefits Partnership Joint Committee/ Council	Ian Houlder Resources and Performance Tel: 01284 810074	Liz Watts Director Tel: 01284 757252	All Wards	Recommendations from the Anglia Revenues and Benefits Partnership Joint Committee to Council.
23/06/15  (Deferred from 10 February 2015)	<b>Review of Pedestrianisation of Abbeygate Street, Bury St Edmunds</b> The Cabinet will be asked to consider a response to Suffolk County Council's forthcoming review of the pedestrianisation scheme	Not applicable	(D)	Cabinet	Peter Stevens Operations Tel: 01787 280284	Mark Walsh Head of Operations Tel: 01284 757300	Abbeygate	Report to Cabinet.

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	in Abbeygate Street, Bury St Edmunds.							
23/06/15  (Deferred from 5 November 2013)	<b>Station Hill, Bury St Edmunds Masterplan</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking adoption of the Masterplan for Station Hill, Bury St Edmunds.	Not applicable	(R) - Council 07/07/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Abbeygate ; Eastgate; Fornham; Minden; Moreton Hall; Northgate; Risbygate; Southgate; St Olaves; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet and Council.
23/06/15	<b>Review and of Cabinet Area Working Parties</b> Following its annual review of Working Parties, Panels, Groups etc in May 2015, the Cabinet will be asked to consider a subsequent review of the future of the Area Working Parties.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council Tel: 07958 700434	Alex Wilson Director Tel: 01284 757695	All Wards	Report to Cabinet.
23/06/15  (Deferred from 26 May 2015)	<b>Debt Management: Shared Recovery Policy</b> The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny	Not applicable	(KD)	Cabinet	Ian Houlder Resources and Performance Tel: 01284 810074	Rachael Mann Head of Resources and Performance Tel: 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee and Anglia

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	Committee and Anglia Revenues and Benefits Partnership (ARP) Joint Committee in respect of seeking approval for a shared recovery policy applicable for all seven ARP partners.							Revenues and Benefits Partnership Joint Committee to Cabinet.
23/06/15	<b>Local Housing Investment Options: Update</b> Update no longer required as full business case is expected to come forward in September 2015.							
23/06/15	<b>Amendments to Article 4 Directions in Bury St Edmunds' Conservation Areas – Post Consultation</b> The Cabinet will be asked to consider amendments to Article 4 Directions in the two Conservation Areas in Bury St Edmunds, following consultation.	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and Growth Tel: 07930 460899	Christine Leveson Principal Conservation Officer Tel: 01284 757356	Abbeygate ; Eastgate; Minden; Northgate; Risbygate; Southgate; St Olaves; Westgate	Report to Cabinet

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23/06/15	<b>Environmental Enhancement Grant</b> Item removed as no longer under consideration.							
23/06/15	<b>Epicentre – Haverhill Research Park (Haverhill Innovation Centre)</b> This item has been removed from the Plan at the present time as the project progresses.							
23/06/15	<b>West Suffolk Hospital, Bury St Edmunds Masterplan</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the adoption of the Masterplan for West Suffolk Hospital in Bury St Edmunds.	Not applicable	(R) – Council 07/07/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Southgate	Recommendations of the Sustainable Development Working Party to Cabinet and Council.

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Date to be confirmed but prior to Council on 7 July 2015	<p><b>Leisure Development Proposals for West Stow Country Park: Outcome of 'Application to Bid' Process</b></p> <p>The Portfolio Holder will be asked to make recommendations to full Council, following consideration of the outcomes from the 'Application to Bid' process for leisure development proposals for West Stow Country Park.</p>	Paragraph 3	(R) to Council – 07/07/2015	Portfolio Holder/ Council	Joanna Rayner Leisure and Culture Tel:07872 456836	Richard Hartley Commercial Manager Tel: 01284 757055	All Wards	Exempt Report to Council
23/06/15	<p><b>West Suffolk Sundry Debt Management and Recovery Policy</b></p> <p>The Cabinet will be asked to consider a new West Suffolk Sundry Debt Management Policy, which reflects revised practices that have been adopted in this area as a result of shared services across St Edmundsbury Borough and Forest Heath District Councils and the</p>	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance Tel: 01284 810074	Jo Howlett Service Manager (Finance and Performance) Tel: 01284 757264	All Wards	Report to Cabinet

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	implementation of the shared financial management system.							
23/06/15	<b>Revenues Collection Performance and Write-Offs</b> Item removed – no decision required.							
23/06/15	<b>West Suffolk Operational Hub: Business Case</b> The Cabinet will be asked to consider and make recommendations to Council in respect of seeking approval for the business case for the West Suffolk Operational Hub (Waste) at Hollow Road Farm, Bury St Edmunds. This will also be subject to approval by Suffolk County Council and Forest Heath District Council.	Paragraph 3	(R) to Council – 07/07/2015	Cabinet/ Council	John Griffiths Leader of the Council Tel: 07958 700434	Mark Walsh Head of Operations Tel: 01284 757300	All Wards	Report to Cabinet with exempt appendices and recommendations to Council.
23/06/15	<b>Suffolk Waste Partnership – Organic Waste Options</b>	Paragraph 3	(R) to Council – 07/07/2015	Cabinet/ Council	Peter Stevens Operations Tel: 01787	Mark Walsh Head of Operations	All Wards	Report to Cabinet with exempt

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	The Cabinet will be asked to recommend to Council options for the handling of organic waste, which will also be subject to approval of the authorities that comprise the Suffolk Waste Partnership.				280284	Tel: 01284 757300		appendices and recommendations to Council.
23/06/15	<b>Facilities Management Joint Venture Company</b> The Cabinet will be asked to recommend to Council proposals for a Facilities Management Joint Venture Company, which is also being considered by Forest Heath District Council.	Paragraph 3	(R) to Council – 07/07/2015	Cabinet/ Council	Peter Stevens Operations Tel: 01787 280284	Mark Walsh Head of Operations Tel: 01284 757300	All Wards	Report to Cabinet with exempt appendices and recommendations to Council.
23/06/15	<b>Temporary Accommodation Provision</b> The Cabinet will be asked to consider options for temporary accommodation provision within St Edmundsbury and make recommendations to Council accordingly.	Paragraph 3	(R) to Council – 07/07/2015	Cabinet/ Council	Sara Mildmay-White Housing Tel: 01359 270580	Simon Phelan Head of Housing Tel: 01638 719440	All Wards	Report to Cabinet with recommendations to Council.



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23/06/15	<b>Eastern Relief Road/Suffolk Business Park</b> The Cabinet will receive an update on how this project is progressing which may or may not require additional decisions of the Cabinet.	Not applicable	(D) - potentially	Cabinet	John Griffiths Leader of the Council Tel: 07958 700434	Steven Wood Head of Planning and Growth Tel: 01284 757306	All Wards	Report to Cabinet.
08/09/15	<b>Haverhill Town Centre Masterplan</b> The Cabinet will consider the recommendations of the Sustainable Development Working Party in respect of recommending to full Council the adoption of the Haverhill Town Centre Masterplan.	Not applicable	(R) - Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Haverhill East; Haverhill North; Haverhill South; Haverhill West	Recommendations from the Sustainable Development Working Party to Cabinet and Council.
08/09/15  (Deferred from 23 June 2015)	<b>Public Service Village Phase II: Progression to Next Stage</b> The Cabinet will receive an update on the Public Service Village Phase II project and will be asked to recommend to full	Not applicable	(R) - Council 22/09/2015	Cabinet/ Council	John Griffiths Leader of the Council Tel: 07958 700434	Steven Wood Head of Planning and Growth Tel: 01284 757306	All Wards	Report to Cabinet with recommendations to Council.

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	Council that a further forward funding allocation to progress the project be approved.							
08/09/15  (Deferred from 10 February 2015)	<b>Erskine Lodge, Great Whelnetham Development Brief</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the adoption of the Development Brief for Erskine Lodge in Great Whelnetham.	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Horringer & Whelnetham	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
08/09/15  (Deferred from 2 Sept 2014)	<b>North East Bury St Edmunds Masterplan</b> Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Abbeygate Eastgate; Fornham; Great Barton; Minden; Moreton Hall; Northgate Risbygate	Recommendations from the Sustainable Development Working Party to Cabinet.

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	application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the recommendations from the SDWP relating to this issue.						Southgate; Westgate	
08/09/15  (Deferred from 2 Dec 2014)	<b>South East Bury St Edmunds Masterplan</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the South East Bury St Edmunds Masterplan.	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Abbeygate ; Eastgate; Minden; Moreton Hall; Northgate; Risbygate; Rougham; Southgate; St Olaves; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet and Council.
08/09/15  (Deferred from 2	<b>Hopton Development Brief</b> The Cabinet will be asked to consider the	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930	Steven Wood Head of Planning and Growth Tel: 01284	Barningham	Recommendations of the Sustainable Development

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Dec 2014)	recommendations of the Sustainable Development Working Party in respect of seeking adoption of the Development Brief for Hopton.				460899	757306		Working Party to Cabinet and Council.
08/09/15  (Deferred from 23 June 2015)	<b>Land to East of Barrow Hill, Barrow Development Brief</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the adoption of the Development Brief for Land to East of Barrow Hill, Barrow.	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Barrow	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
08/09/15  (Deferred from 10 February 2015)	<b>Public Service Village (PSV) Phase Two - Revisions to Existing Masterplan</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development	Not applicable	(R) - Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Minden; Risbygate ; St Olaves	Recommendations from the Sustainable Development Working Party to Cabinet and Council.

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	Working Party in respect of seeking approval for the revisions to the existing PSV Masterplan.							
08/09/15	<b>Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions</b> The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.	Not applicable	(R) - Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Tom Wright Business Regulation and Licensing Manager Tel: 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet and Council.
08/09/15  (Deferred from 21 Oct 2014)	<b>Local Housing Investment Options</b> The Cabinet will be asked to recommend to Council the business cases for:  - Wholly Council	Paragraph 3	(R) - Council 22/09/2015	Cabinet/ Council	Sara Mildmay-White Housing Tel: 01359 270580	Simon Phelan Head of Housing Tel: 01638 719440	All Wards	Report to Cabinet with recommendations to Council.

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	- owned Housing Company the provision of commercial loan(s) to Registered Providers/Not for Profit Community Organisations.							
08/09/15	<b>Delivery of Haverhill Town Centre Masterplan: Post Adoption</b> The Cabinet will be asked to consider how the Council proposes to deliver the actions contained in the final adopted Haverhill Town Centre Masterplan.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Haverhill East; Haverhill North; Haverhill South; Haverhill West	Report to Cabinet.
08/09/15	<b>Wickhambrook Development Brief</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking adoption the Wickhambrook	Not applicable	(R) - Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth Tel: 07930 460899	Steven Wood Head of Planning and Growth Tel: 01284 757306	Wickham-brook	Recommendations of the Sustainable Development Working Party to Cabinet and Council.

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	Development Brief.							
08/09/15	<b>Revenues Collection Performance and Write-Offs</b> The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance Tel: 01284 810074	Rachael Mann Head of Resources and Performance Tel: 01638 719245	All Wards	Report to Cabinet with exempt appendices.
20/10/15  (Deferred from 10 Dec 2013)	<b>Street Vending Policy</b> The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee in terms of seeking approval for a revised Street Vending Policy	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth Tel: 07930 460899	Tom Wright Business Regulation and Licensing Manager Tel: 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet.
20/10/15  (Deferred from 2 Dec 2014)	<b>Definitions and provisions made for political parties and pressure groups in revised Market Licence Regulations</b> With the exception of the topics listed above, approval was given by	Not applicable	(D)	Cabinet	Peter Stevens Operations Tel: 01787 280284	Mark Walsh Head of Operations Tel: 01284 757300	All Wards	Report to Cabinet.

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	Cabinet for revised Market Regulations on 2 September 2014. The Cabinet will be asked to consider a further report on these topics for appropriate wording to be incorporated as an amendment to the approved Market Regulations.							
20/10/15	<b>Revenues Collection Performance and Write-Offs</b> The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance Tel: 01284 810074	Rachael Mann Head of Resources and Performance Tel: 01638 719245	All Wards	Report to Cabinet with exempt appendices.
08/12/15	<b>Revenues Collection Performance and Write-Offs</b> The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance Tel: 01284 810074	Rachael Mann Head of Resources and Performance Tel: 01638 719245	All Wards	Report to Cabinet with exempt appendices.
09/02/16	<b>Revenues Collection</b>	Paragraphs 1 and	(KD)	Cabinet	Ian Houlder	Rachael Mann	All Wards	Report to



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	<b>Performance and Write-Offs</b> The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	2			Resources and Performance Tel: 01284 810074	Head of Resources and Performance Tel: 01638 719245		Cabinet with exempt appendices.
29/03/16	<b>Revenues Collection Performance and Write-Offs</b> The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance Tel: 01284 810074	Rachael Mann Head of Resources and Performance Tel: 01638 719245	All Wards	Report to Cabinet with exempt appendices.
24/05/16	<b>Revenues Collection Performance and Write-Offs</b> The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance Tel: 01284 810074	Rachael Mann Head of Resources and Performance Tel: 01638 719245	All Wards	Report to Cabinet with exempt appendices.

**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) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
  - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
  - (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;
  - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of the Cabinet and their Portfolios:**

<b>Cabinet Member</b>	<b>Portfolio</b>
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

**(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full Suffolk Coastal District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>	<b>Full Waveney District Council Cabinet Member</b>
Councillor Paul Claussen Councillor William Smith	Councillor David Ambrose-Smith Councillor Lis Every	Councillor John Clark Councillor Chris Seaton	To be confirmed To be confirmed	To be confirmed To be confirmed	To be confirmed To be confirmed	To be confirmed To be confirmed
<b>Substitute Breckland Cabinet Member</b>	<b>Substitute East Cambridgeshire District Council Cabinet Member</b>	<b>Substitute Fenland District Council Cabinet Member</b>	<b>Substitute Forest Heath District Council Cabinet Member</b>	<b>Substitute Suffolk Coastal District Council Cabinet Member</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Member</b>	<b>Substitute Waveney District Council Cabinet Member</b>
Vacancy Vacancy	Vacancy Vacancy	Vacancy Vacancy	To be confirmed Vacancy	To be confirmed To be confirmed	To be confirmed To be confirmed	To be confirmed To be confirmed

Fiona Osman  
Service Manager (Democratic and Elections)  
Date: 22 May 2015