

**KEY DECISION FORWARD PLAN**  
**Period – 26 February 2014 to 25 March 2014**

**Purpose**

The purpose of this document is to give sufficient notice to people affected by key decisions to exercise their rights to see papers and make an input into the decision making process.

**Key Decisions**

At Suffolk County Council, most key decisions are made by the Cabinet. Setting the budget is a decision of the County Council. Some key decisions may be made under specifically delegated authority as defined in the Council's Constitution: <http://www.suffolk.gov.uk/your-council/councillors/suffolk-county-council-constitution/>

Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations Part III [*Statutory Instruments 2000 No 3272*] states:

- 8 (1) In these regulations a “key decision” means an executive decision which is likely –
- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
  - (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

**Threshold**

Suffolk County Council has adopted a threshold of £500,000 for key decisions.

This plan includes decisions which the decision maker has decided are key decisions in that they

- (a) involve significant expenditure or savings; or
- (b) have a significant effect on communities

even though they are either below the adopted threshold or impact on people in one electoral division only.

## **DECISION MAKERS:**

### **Cabinet:**

Councillor Mark Bee	Leader of the Council and Cabinet Member for Resource Management
Councillor Lisa Chambers	Deputy Leader and Cabinet Member for Education Skills and Young People
Councillor Rebecca Hopfensperger	Cabinet Member for Localities
Councillor Alan Murray	Cabinet Member for Health and Adult Care
Councillor Graham Newman	Cabinet Member for Roads and Transport
Councillor Colin Noble	Cabinet Member for Finance and Property
Councillor Richard Smith MVO	Cabinet Member for Economic Development, Environment and Planning
Councillor Colin Spence	Cabinet Member for Public Protection

**County Council :** For the full list of County Councillors please use the link below:

<http://www.suffolk.gov.uk/your-council/councillors/find-your-councillor-by-name/>

**Delegated Authority:** Where a key decision is to be made under delegated authority the name and title of that individual will be provided under that item.

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- The information provided for each key decision below includes a list of the documents which will be submitted to the decision maker for consideration in relation to the matter in respect of the key decision to be made. Subject to any restriction on their disclosure, copies of, or extracts from, any document listed will be available on Suffolk County Council's website or be available for inspection at Endeavour House, 8 Russell Road, Ipswich, IP1 2BX at least five clear days before the meeting (please contact Democratic Services on 01473 265119 email: [DemocraticServices@suffolk.gov.uk](mailto:DemocraticServices@suffolk.gov.uk) for further information).
  - Further documents relevant to those matters may be submitted to the decision maker. If you wish to submit further documentation relevant to a decision being made or you require details of those documents (if any) as they become available please contact Democratic Services (contact details above).
  - The list below also includes items that are not key decisions (if any) which will be considered by the Cabinet.

**KEY DECISIONS: 26 February 2014 to 25 March 2014**

<u>Date Key Decision to be made</u>	<u>Key decision?</u> Yes/No	<u>Subject</u>	<u>Short description</u>	<u>Documents to be submitted to the Decision Maker</u>	<u>Decision Maker</u> [Cabinet, Council or delegated officer]	<u>Contact</u>	<u>NOTES</u>
25 March 2014	Yes	New Anglia Local Enterprise Partnership - Strategic Economic	Cabinet is asked to approve a draft of the Strategic Economic Plan which is to be considered by the New Anglia LEP Board on the 21st March. Final sign off to be delegated to the Leader in consultation with the Deputy Chief Executive.	Report by the Director for Economy, Skills and Environment  New Anglia LEP Strategic Economic Plan	Cabinet	Sue Roper Assistant Director  01473 264358	
25 March 2014	Yes	Admission Arrangements to Schools in Suffolk 2015/2016	To determine admission arrangements to schools in Suffolk 2015/2016	Report by the Director for Children and Young People's Services	Cabinet	Phil Whiffing, Assistant Director School Organisation and Infrastructure  01473 264629	
25 March 2014	Yes	Future of Suffolk County Council's Archaeology Contracting team	Cabinet is asked to decide the future of the archaeology contracting team. This unit is a trader and 100% externally funded. It is constrained by being part of the Council, with overheads designed to suit a local authority rather than a small business. Previously Cabinet agreed (September 2012) to the development of a business case for divestment to a wholly-owned company. Cabinet is now being asked to decide whether to go ahead with a spin-out and, if so, in what form and with what support, or to close down the unit.	Cabinet Report supported by information from the Business Plan	Cabinet	Sue Roper, assistant Director, Economy and Environment Strategy  01473 264358	

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25 March 2014	Yes	Suffolk County Council's response to consultation on the Forest Heath Local Plan	Recommendations will relate to a corporate response to Forest Heath District Council's consultation on the Single Issue Review of the Forest Heath Core Strategy and Site Specific Policies document. The Cabinet Report, if agreed, will ultimately authorise the response	Report by the Director for Economy, Skills and Environment and Forest Heath consultation documents and supporting documents from the Forest Heath planning policy evidence base.	Cabinet	Robert Feakes, Planning Officer (Policy) 01473 260454	<b><i>Deferred from February Cabinet meeting</i></b>
25 March 2014	Yes	Children's Centre Review	To consider the Children's Centre strategy and whether to further investigate and publically consult on proposed changes.	Children's Centre Strategy  Proposed list of changes to Children's Centres for consultation	Cabinet	Allan Cadzow, Assistant Director 01473 260938	
25 March 2014	Yes	Review of Homecare and Community Meals	To consider the procurement of a home support service with a number of home support providers on a locality basis.  To consider the implement new arrangements for hot/chilled/frozen meals on a community basis which removes the council subsidy (circa 285K) allowing people to purchase meals themselves whilst retaining an 'urgent' service for immediate need.	Report by the Director of Adult and Community Services  Outcome of public consultation on home care and community meals, new design options and recommendations with an indication of the preferred option.	Cabinet	John Lewis, Interim Assistant Director, 01473 265807  Robin Guy, 01473 264335	

**INDICATIVE FORWARD PLAN OF KEY DECISIONS: 26 March 2014 to 1 July 2014**

This section provides an indicative list of key decisions that the Cabinet, County Council or a delegated officer is likely to make between the dates indicated above. Suffolk County Council aims to keep to the dates shown below however as new circumstances come to light, it may be necessary to reschedule some items and add or remove others.

The list below also includes items that are not key decisions (if any) which may be considered by the Cabinet.

<u>Date Key Decision to be made</u>	<u>Key decision?</u> <u>Yes/No</u>	<u>Subject</u>	<u>Short description</u>	<u>Documents to be submitted to the Decision Maker</u>	<u>Decision Maker</u> <u>[Cabinet, Council or delegated officer]</u>	<u>Contact</u>	<u>NOTES</u>
29 April 2014	Yes	Felixstowe Fire Station – Revised firefighter crewing	<p>In early 2011 Suffolk Fire and Rescue Service carried out a public and stakeholder consultation on its Integrated Risk Management Plan (IRMP) which included a number of changes to operational fire cover arrangements across the county. The plan included a proposal to change the firefighter crewing arrangements at Felixstowe fire station from a 7-day day crewed arrangement supported by on-call firefighters to an on-call only fire station.</p> <p>The outcome of the public consultation was considered by Suffolk County Council's Cabinet at its meeting on the 11 June 2011. The Cabinet recognised some of the concerns raised during the consultation and agreed to adjust the proposal and introduce it in 3 phases. In doing so the implications of the changes would be reviewed at each stage and the final change would only take place after a further public consultation that is currently underway.</p> <p>Stage 1 was introduced in 2011/12 and Stage 2 in 2012/13. Stage 3 has now been in operation for 16 months and the review into its operation is currently subject to public consultation.</p>	<p>Report by the Chief Fire Officer</p> <p>Consultation document</p> <p>Consultation feedback report</p> <p>Risk management data to support the review of the final stage of operation from the fire station</p>	Cabinet	<p>Phil Embury, Assistant Chief Fire Officer</p> <p>01473 260505</p>	

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29 April 2014	Yes	Home to School Travel Policy-Consultation Outcomes	To consider the outcomes of the Home to School Travel consultation and approve a revised Home to School Travel policy	Report by the Director for Children, Schools and Young People	Cabinet	Phil Whiffing, Assistant Director, School Organisation and Infrastructure 01473264629	
29 April 2014	Yes	Suffolk Fire Authority-Integrated Risk Management Plan 2014/17	To note the findings of the public consultation on the draft Integrated Risk Management Plan  To consider the (revised) Suffolk Fire Authority Integrated Risk Management Plan 2014/17.	Report by the Chief Fire Officer  The draft Suffolk Fire Authority Integrated Risk Management Plan 2014/17  Report into the findings of the 12-week public consultation.	Cabinet	Mark Sanderson, Deputy Chief Fire Officer 01473 260540	
29 April 2014	Yes	Implementing the new Sustainable Drainage Approval Body role	The Cabinet will be asked to approve the general process of implementing the new roles required in delivering Section 3 of the Flood and Water Management Act in accordance with the guidelines issued by the government	Report by the Director for Economy, Skills and Environment  Any relevant background papers - e.g. SuDS standards, details on any funding mechanism received from Defra	Cabinet	Jeff Horner, Flood & Water Manager 01473 264658	

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29 April 2014	Yes	School Organisation Review in the Bury St Edmunds area	Determination of statutory notices to reorganise schools in Bury St Edmunds	Report by the Director for Children and Young People's Services	Cabinet	Joy Stodart, Project Lead, School Organisation Review 01284 758829	
10 June 2014	Yes	A14 Cambridge to Huntingdon – Formal consultation response of Suffolk County Council	To agree the county council's formal response to the consultation, in particular the acceptability of the application.	Report by the Director for Economy, Skills and Environment  The applicant's (Highway Agency) consultation documents.	Cabinet	Michael Wilks, Planning Projects Manager  01473 264064  Peter Grimm, Strategic Traffic Manager 01473 264811	
1 July 2014	No	2012-13 Outturn for Revenue and Capital Spending	That the budget is being appropriately managed by Officers to remain within the resource limit agreed by the Council and to note the significant budget transfers in accordance with the Council's financial regulations (Section B1.16).	Report by the Head of Strategic Finance with supporting annexes.	Cabinet	Geoff Dobson, Head of Strategic Finance 01473 264347	