

## **KEY DECISION FORWARD PLAN**

### **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 Colin Noble	Leader of the Council and Cabinet Member for Economic Development
Councillor Jane Storey	Deputy Leader of the Council and Cabinet Member for Broadband, Rural Issues and Localities
Councillor James Finch	Cabinet Member for Highways and Transport
Councillor Tony Goldson	Cabinet Member for Health
Councillor Matthew Hicks	Cabinet Member for Environment and Public Protection
Councillor Rebecca Hopfensperger	Cabinet Member for Adult Care
Councillor Christopher Hudson	Cabinet Member for Ipswich
Councillor Gordon Jones	Cabinet Member for Children's Services, Education and Skills
Councillor Richard Smith MVO	Cabinet Member for Finance and Heritage

**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: 14 November 2016 to 13 December 2016**

<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 [Cabinet, Council or delegated officer]</u>	<u>Cabinet Member</u>	<u>Contact</u>
15 November 2016	No	Quarterly Budget Monitoring Report 2016-17	This report will summarise the Council's latest Revenue and Capital financial position. It will include forecast spending for each Directorate and an explanation of under and over spendings compared to the budget. An updated forecast on reserves and virements will also be included together with progress on the Council's Treasury Management activities (if appropriate).	Report by the Director for Resource Management with supporting annexes.	Cabinet	Councillor Richard Smith MVO, Cabinet Member for Finance and Heritage	Tracey Woods, Chief Accountant, Financial Control  01473 265639
15 November 2016	Yes	Implementation of the Apprenticeship Reform Programme for Suffolk	<p>Central Government expect the Apprenticeship Reform programme to be implemented by employers from April 2017 in order to increase the number and quality of apprentices and contribute to national productivity and growth.</p> <p>The implications of the new Apprenticeship Levy and associated Workforce Targets require a decision in terms of organisational commitment to all aspects of the Reform Programme and acknowledgement of financial and workforce impact on the Council. Recommendations on implementation options and associated timescales will be included.</p>	Report by the Director for Resource Management	Cabinet	Councillor Jane Storey, Cabinet Member for Broadband and Rural Issues and Localities	Sally Marlow, Head of HR  07921 406796

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15 November 2016	No	Safeguarding Adults Board - Annual Report 2015-2016	Cabinet to note the key themes and issues covered by the Safeguarding Adults Board (SAB) during the last year 2015-2016.	Report by the Director for Children and Adults  Published Annual report	Cabinet	Councillor Beccy Hopfensperger, Cabinet Member for Adult Care	Tim Sykes Safeguarding Adults Board Manager  07711189321
15 November 2016	Yes	Loan to Concertus	Suffolk County Council has been asked to make a loan to Concertus Design and Property Consultants Limited (its wholly owned company)  This item is proposed to be heard in private: <a href="https://www.suffolk.gov.uk/assets/council-and-democracy/the-council-and-its-committees/Cabinet-15-November-2016-Notice-of-Private-Meeting.pdf">https://www.suffolk.gov.uk/assets/council-and-democracy/the-council-and-its-committees/Cabinet-15-November-2016-Notice-of-Private-Meeting.pdf</a>	Report by the Director for Resource Management	Cabinet	Councillor Richard Smith MVO, Cabinet Member for Finance and Heritage	Tracey Woods, Chief Accountant, Financial Control  01473 265639

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23 November 2016	Yes	Norfolk and Suffolk Devolution	<p>Subject to the recommendations of Council, and on the basis of the earlier Governance Review, having regard to any impact on equalities explored in the Equalities Impact Assessment (EqIA), and the consultation undertaken, the Cabinet continues to conclude that the establishment of a Mayoral Combined Authority for Norfolk and Suffolk is the option which most fully permits the effective discharge of the functions that Government is prepared to devolve to this area.</p> <p>To request that the Cabinet consents to the laying of an Order to create the Norfolk and Suffolk Combined Authority. In the event that a Constituent Authority named in the draft Order does not consent to endorse the Deal Agreement and/or the Scheme, the Cabinet authorises, through the Chief Executive the relevant/any necessary changes to be made to the Deal Agreement, the Scheme and the Governance Review to reflect that Authority's non-participation.</p> <p>In the event that any technical changes are required to reflect legislative requirements and the contents of the Deal Agreement, authority is delegated to the Chief Executive, in agreement with the other Chief Executives/Managing Directors across Norfolk and Suffolk to make the necessary changes to the Order.</p>	Report by the Chief Executive and outputs of the consultation conducted over the summer.	Cabinet	Councillor Colin Noble, Leader of the Council and Cabinet Member for Economic Development	Caroline Davison, Head of Policy  01473 264400

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8 December 2016	No	Annual Property Report and Asset Management Plan 2016	To receive information and comment on how the Council is using its property assets effectively as a resource and how these are supporting the Council's overall objectives.	Report by the Director of Resource Management	Council	Councillor Richard Smith MVO, Cabinet Member for Finance and Heritage	Brian Prettyman Senior Manager (Strategy)  01473 264101
8 December 2016	No	Annual Public Health Report – 'Suffolk Minds Matter'	To receive information and the ambitions and recommendations of the Director of Public Health to improve mental health and emotional wellbeing in Suffolk and promote debate and action.	Report by the Director of Public Health	Council	Councillor Tony Goldson, Cabinet Member for Health	Natacha Bines, Joint Strategic Needs Assessment Programme Manager  01473 260091
13 December 2016	Yes	Peasenhall – Yoxford: Consultation Outcomes – final decision	To consider the outcome of the representations and to determine the statutory notices.	Report by the Corporate Director for Children and Adults  Consultation Report (including consultation responses)	Cabinet	Councillor Gordon Jones, Cabinet Member for Children's Services, Education and Skills	Joy Stodart Project Lead, School Organisation Review  01284 758829
13 December 2016	Yes	Ipswich Park and Ride	The Ipswich Park and Ride service currently operates with a £700k per annum subsidy from the tax payer. A new service proposal has come forward and Cabinet are asked to approve this revised operating model and then delegate authority to the relevant Cabinet Member and Director to finalise and then implement the new arrangements.	Report by the Director of Resource Management	Cabinet	Councillor James Finch, Cabinet Member for Highways and Transport	Belinda Godbold, Travel Transformation Programme Manager  01473 264303

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13 December 2016	Yes	Barley Homes Group Ltd – 5 Year Business Plan	In November 2015 the Council approved the establishment of a Housing Company, limited by shares, for the purpose of developing housing for sale, private and affordable rent. In principle approval was given for the Council to provide the Company funding through state aid compliant loans. This in principle funding was subject to the approval of a Business Plan by the Shareholders (Forest Heath District Council, St Edmundsbury Borough Council and Suffolk County Council's Cabinet). This item is proposed to be held in private: <a href="https://www.suffolk.gov.uk/assets/council-and-democracy/the-council-and-its-committees/Cabinet-13-December-2016-Notice-of-Private-Meeting.pdf">https://www.suffolk.gov.uk/assets/council-and-democracy/the-council-and-its-committees/Cabinet-13-December-2016-Notice-of-Private-Meeting.pdf</a>	Report by the Director of Resource Management	Cabinet	Councillor Richard Smith, Cabinet Member for Finance and Heritage	Geoff Dobson, Director of Resource Management  01473 265351

**INDICATIVE FORWARD PLAN OF KEY DECISIONS: 14 December 2016 to 21 March 2017**

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.

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24 January 2017		Closure of Mill Meadow Pupil Referral Unit	<p>Cabinet is asked to approve a recommendation to close Mill Meadow Pupil Referral Unit which has been judged by Ofsted to be in Special Measures. Neither the DfE nor the LA has been able to attract a suitable sponsor for the Unit. The cost of the refurbishing the present accommodation does not represent good value and the LA's preferred course of action is to close the provision and transfer pupils to other high quality settings as soon as possible. If this course of action was agreed, it would:</p> <ul style="list-style-type: none"> <li>• enable pupils to be educated in stable, sustainable and appropriate settings;</li> <li>• enable pupils to be supported by experienced staff with appropriate resources.</li> </ul>	<p>Report by the Corporate Director for Children and Adults</p> <p>Consultation responses</p>	Cabinet	Councillor Gordon Jones, Cabinet Member for Children's Services, Education and Skills	<p>Joy Stodart Project Lead, School Organisation</p> <p>012854 752289 / 07515190911</p>



<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>Cabinet Member</u>	<u>Contact</u>
24 January 2017	No	Resources Budget 2017 – 18 and Medium Term Financial Plan	This report will summarise the Council's Revenue and Capital Budgets for 2017-18 and will outline the background, financial environment, scrutiny and consultation arrangements. It will detail the savings proposals being recommended together with the Council's Treasury Management arrangements and Prudential Indicators. It will make recommendations to Council on the budget requirement and council tax for 2017-18 together with the Capital Programme, its financing and prudential indicators.	Report by the Director for Resource Management with supporting annexes.	Cabinet	Councillor Richard Smith MVO, Cabinet Member for Finance and Heritage	Tracey Woods, Chief Accountant, Financial Control  01473 265639
9 February 2017	Yes	Resources Budget 2017 – 18 and Medium Term Financial Plan	The County Council is being asked to consider the proposed Revenue and Capital Budgets for 2017-18 as recommended by the Cabinet.	Report by the Director for Resource Management with supporting annexes.	County Council	Councillor Richard Smith MVO, Cabinet Member for Finance and Heritage	Tracey Woods, Chief Accountant, Financial Control  01473 265639
21 February 2017	No	Quarterly Budget Monitoring Report 2016-17	This report summarises the Council's latest Revenue and Capital financial position. It includes forecast spending for each Directorate and an explanation of under and over spendings compared to the budget. An updated forecast on reserves and virements is also included together with progress on the Council's Treasury Management activities (if appropriate).	Report by the Director for Resource Management with supporting annexes.	Cabinet	Councillor Richard Smith MVO, Cabinet Member for Finance and Heritage	Tracey Woods, Chief Accountant, Financial Control  01473 265639

