

# 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](#).

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 Matthew Hicks	Leader of the Council
Councillor Richard Rout	Deputy Leader and Cabinet Member for Finance and Environment
Councillor Bobby Bennett	Cabinet Member for Children and Young People's Services
Councillor Philip Faircloth-Mutton	Cabinet Member for Equality and Communities
Councillor Beccy Hopfensperger	Cabinet Member for Adult Care
Councillor Craig Rivett	Cabinet Member for Public Health and Public Protection
Councillor Andrew Reid	Cabinet Member for Education and SEND
Councillor Richard Smith MVO	Cabinet Member for Economic Development, Skills, Transport Strategy and Waste
Councillor Paul West	Cabinet Member for Ipswich, Operational Highways and Flooding

**County Council:** A full list of [Suffolk County Councillors](#) is available on the SCC website.

**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 or email: [committee.services@suffolk.gov.uk](mailto:committee.services@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 Decision: 20 May 2024 to 19 June 2024**

<b>Subject:</b>	Norwich to Tilbury 400kV Grid Reinforcement Development Consent Order Statutory Consultation
<b>Is this a key decision?</b>	Yes
<b>Date key decision to be made:</b>	21 May 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Rout, Cabinet Member for Finance and Environment
<b>Description:</b>	Cabinet will be asked to approve the submission of a formal response to National Grid Electricity Transmission's Norwich to Tilbury 400kV grid reinforcement proposal at the Statutory Consultation stage of the Nationally Significant Infrastructure Project process.
<b>Documents to be submitted:</b>	Report by the Executive Director of Growth, Highways, and Infrastructure
<b>Lead officer:</b>	Graham Gunby, National Infrastructure Planning Manager, 01473 264807, <a href="mailto:graham.gunby@suffolk.gov.uk">graham.gunby@suffolk.gov.uk</a>

<b>Subject:</b>	SEND Strategy 2024-2029
<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	21 May 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Andrew Reid, Cabinet Member for Education and SEND
<b>Description:</b>	The SEND Strategy is a 5-year strategy that is coproduced by the SEND Partnership. To provide a vision, and structure how and what the SEND Partnership will focus on and prioritise to make improvements to the SEND system across SCC & the ICB.
<b>Documents to be submitted:</b>	Report by the Interim Director, Children and Families to outline the SEND Strategy, draft Strategy and summary document.
<b>Lead officer:</b>	Ros Somerville, Assistant Director Inclusion, <a href="mailto:ros.somerville@suffolk.gov.uk">ros.somerville@suffolk.gov.uk</a> Wendy Allen, SEND Programme Manager, <a href="mailto:wendy.allen@suffolk.gov.uk">wendy.allen@suffolk.gov.uk</a>

<b>Subject:</b>	SCC's Relevant Representations to the Planning Inspectorate in relation to Five Estuaries Offshore Wind Farm's Development Consent Order application
<b>Is this a key decision?</b>	Yes
<b>Date key decision to be made:</b>	21 May 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Rout, Cabinet Member for Finance and Environment
<b>Description:</b>	SCC's Relevant Representations to the Planning Inspectorate in relation to Five Estuaries Offshore Wind Farm's Development Consent Order application
<b>Documents to be submitted:</b>	Report by the Executive Director of Growth, Highways & Infrastructure
<b>Lead officer:</b>	Andy Rutter, Development Manager, Planning Team (Growth, Highways & Infrastructure) <a href="mailto:Andrew.rutter@suffolk.gov.uk">Andrew.rutter@suffolk.gov.uk</a> 01473 263766

**Subject:** To approve the Post-16 Travel Policy Statement for the 2024/2025 School Year

**Is this a key decision?** Yes

**Date key decision to be made:** 21 May 2024

**Decision maker:** Cabinet

**Cabinet Member:** Andrew Reid, Cabinet Member for SEND and Education

**Description:** Local authorities have a duty to prepare, consult on and publish an annual Post-16 Travel Policy Statement, by 31 May each year.

This report sets out the proposed Post-16 Travel Policy Statement for the 2024/2025 school year and the outcome of the consultation that was held between 21 February 2024 and 3 April 2024.

Notice of late item: [Late Notice of Item \(suffolk.gov.uk\)](#)

**Documents to be submitted:** Report by the Interim Director Children and Families, proposed policy, EIA and consultation analysis

**Lead officer:** Jan Scott and Angela Davey, Senior Education Officers (Admissions and School Travel)

01473 262657 [jan.scott@suffolk.gov.uk](mailto:jan.scott@suffolk.gov.uk)

01473 260978 [angela.davey@suffolk.gov.uk](mailto:angela.davey@suffolk.gov.uk)

**Subject:** 2023-24 Budget – Outturn Report

**Is this a key decision?** Yes

**Date key decision to be made:** 18 June 2024

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Richard Rout, Cabinet Member for Finance and Environment

**Description:** This report summarises the Council's forecast performance against its 2023-24 Revenue Budget and Capital Programme as at Outturn. It includes an explanation of budget variances compared to the budget. The report will also show the Council's reserves, virements and the Council's Treasury Management Activities.

**Documents to be submitted:** Report by the Deputy Chief Executive and Director of Corporate Services and supporting annexes

**Lead officer:** [Andrew.Filby@Suffolk.gov.uk](mailto:Andrew.Filby@Suffolk.gov.uk)  
Head of Corporate Finance  
01473 260776

**Subject:** Simpler Recycling – Meeting the waste requirements of the Environment Act 2021

**Is this a key decision?** Yes

**Date key decision to be made:** 18 June 2024

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Richard Smith (MVO), Cabinet Member for Economic Development, Skills, Transport Strategy and Waste

**Description:** The Environment Act (2021) introduces new statutory requirements to minimise waste and maximise resource efficiency including separate collection of a prescribed range of materials from all households and businesses. This will necessitate fundamental changes to all Suffolk councils' waste services.

The transition to new services requires a significant programme of work, including essential alterations to waste transfer stations in order to facilitate the separate collection of food waste and enhanced recycling.

This item seeks to explain the requirements and implications for the Council, and allocate resources to ensure a successful transition to new services

**Documents to be submitted:** Report by the Deputy Chief Executive and Director of Corporate Services and appendices

**Lead officer:** Steve Palfrey, Assistant Director Environment and Waste  
01473 264787  
[steve.palfrey@suffolk.gov.uk](mailto:steve.palfrey@suffolk.gov.uk)

## Indicative List: 19 June 2024 to 8 October 2024

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.

<b>Subject:</b>	Suffolk Youth Justice Plan 2024-25
<b>Is this a key decision?</b>	Yes
<b>Date key decision to be made:</b>	11 July 2024
<b>Decision maker:</b>	County Council
<b>Cabinet Member:</b>	Councillor Bobby Bennett, Cabinet Member for Children and Young People's Services
<b>Description:</b>	<p>Suffolk Youth Justice Plan for 2024 -25, is an annual refresh of an existing 3 year plan.</p> <p>Local Authorities have a statutory duty to submit an annual Youth Justice plan, relating to their provision of Youth Justice Services. Section 40 of the Crime and Disorder Act 1998, sets out the Youth Justice partnership's responsibilities in producing a plan. The plan should address the functions assigned to a Youth Justice Service, including how services will prevent offending behaviour and reduce reoffending</p>
<b>Documents to be submitted:</b>	Report by the Interim Director of Children and Families and a copy of the Suffolk Youth Justice Plan for 2024-25
<b>Lead officer:</b>	Jennifer Meade/Catherine Bennett Head of Suffolk Youth Justice Service Email: <a href="mailto:jennifer.meade@suffolk.gov.uk">jennifer.meade@suffolk.gov.uk</a>

<b>Subject:</b>	Annual Report on Adult and Children's Safeguarding Services
<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	16 July 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Bobby Bennett, Cabinet Member for Children and Young People's Services

**Description:** This is the annual report that is presented to Cabinet setting out the service activity and progress in relation to Adult and Children’s Safeguarding.

The purpose of this report will be:

- To provide assurance to Cabinet of the effectiveness of the safeguarding functions undertaken by the Council for adults children across Suffolk.
- To identify progress since the last year’s report on key issues and risks.
- To identify key risks and issues and mitigation plans for the coming year.

**Documents to be submitted:** Report by the Interim Director, Children and Families (DCS) and the Annual Report on Adult and Children’s Safeguarding Services

**Lead officer:** Allison Hassey, Head of Safeguarding and Reviewing Officer Service  
[Allison.hassey@suffolk.gov.uk](mailto:Allison.hassey@suffolk.gov.uk)

**Subject:** Corporate Parenting and C2C Annual Report

**Is this a key decision?** No

**Date key decision to be made:** 16 July 2024

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Bobby Bennett, Cabinet Member for Children and Young People’s Services

**Description:** This is an annual report that is presented to Cabinet together with a report from C2C Council setting out the service activity and progress in relation to the local authorities’ duties as a Corporate Parent.

**Documents to be submitted:** Report by the Interim Director, Children and Families, Annual Corporate Parenting Report and Annual C2C Report

**Lead officer:** Glynn Smith Head of Corporate Parenting  
[glynnsmith@suffolk.gov.uk](mailto:glynnsmith@suffolk.gov.uk)  
 01284758646

Cabinet does not meet in the month of August.

<b>Subject:</b>	Adult Education Budget
<b>Is this a key decision?</b>	Yes
<b>Date key decision to be made:</b>	10 September 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Smith MVO, Cabinet Member for Cabinet Member for Economic Development, Skills, Transport Strategy and Waste
<b>Description:</b>	<p>The proposed in-principle devolution deal for Suffolk includes a commitment that the Government will fully devolve the Adult Education Budget (AEB) to Suffolk County Council from academic year 2025/26, subject to readiness conditions.</p> <p>Cabinet will be asked to consider and approve the Adult Education Budget Strategic Skills Plan. This will set out the key priorities that the devolved AEB will be allocated against in Suffolk to maximise the impact of adult education in line with the needs of our residents and businesses. Other documentation for consideration and approval will set out the proposed arrangements by which SCC will transparently, robustly and effectively manage the fund allocation and commissioning processes.</p>
<b>Documents to be submitted:</b>	Report by the Executive Director of Growth, Highways, and Infrastructure, Draft Adult Education Strategic Skills Plan for Suffolk, Draft AEB Commissioning Plan, Draft AEB Funding Rates and Rules, Draft AEB Governance Structure.
<b>Lead officer:</b>	Michael Gray, Head of Skills, 01473 264053, michael.gray@suffolk.gov.uk

<b>Subject:</b>	2024-25 Budget – Quarter 1 Monitoring Report
<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	10 September 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Rout, Cabinet Member for Finance and Environment
<b>Description:</b>	<p>This report summarises the Council's forecast performance against its 2024-25 Revenue Budget and Capital Programme as at Quarter 1, . It includes an explanation of budget variances compared to the budget. The report will also show the Council's reserves, virements and the Council's Treasury Management Activities.</p>



**Documents to be submitted:** Report by the Deputy Chief Executive and Director of Corporate Services and supporting annexes

**Lead officer:** [Andrew.Filby@Suffolk.gov.uk](mailto:Andrew.Filby@Suffolk.gov.uk)

Head of Corporate Finance

01473 260776

**Subject:** Funding Contribution to Benacre Flood Risk Management Project to protect A12

**Is this a key decision?** Yes

**Date key decision to be made:** 10 September 2024

**Decision maker:** Cabinet

**Cabinet Member:** Cabinet Member for Ipswich, Operational Highways and Flooding

**Description:** Approval of a £2m contribution from SCC's Commuted Sum Reserve towards a flood risk management project (current value £55m) being constructed and maintained by Waveney, Lower Yare and Lothingland Drainage Board. The project is critical to providing long term flood protection for the A12, as well as over 80 domestic and commercial properties, plus 600ha of farmland. The A12 is currently protected by a pumping station on an eroding coast that is expected to breach within the next 1-2 years. Unchecked breaches will eventually lead to inundation of the A12 during all Spring Tides which will necessitate closure of the road. The project is supported with significant funding from the Regional Flood and Coastal Committee and partners, it will also result in substantial biodiversity enhancement.

**Documents to be submitted:** Report by the Executive Director of Growth, Highways, and Infrastructure, summary of Flood Risk Project Outline Business Case

**Lead officer:** Matt Hullis, Head of Environment Strategy, [matt.hullis@suffolk.gov.uk](mailto:matt.hullis@suffolk.gov.uk), 01473 264446

There are currently no items for the Cabinet meeting taking place on 8 October 2024.