

# 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 Smith MVO	Deputy Leader and Cabinet Member for Finance, Economic Development and Skills
Councillor Beccy Hopfensperger	Cabinet Member for Adult Care
Councillor Paul West	Cabinet Member for Ipswich, Operational Highways and Flooding
Councillor Andrew Reid	Cabinet Member for Education and SEND
Councillor Bobby Bennett	Cabinet Member for Children and Young People's Services
Councillor Philip Faircloth-Mutton	Cabinet Member for Environment, Equality and Communities
Councillor Chris Chambers	Cabinet Member for Transport Strategy, Planning and Waste
Councillor Steve Wiles	Cabinet Member for Public Health and Public Protection

**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.

---

- 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: 3 June 2024 to 24 July 2024**

<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.</p> <p>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, a copy of the Suffolk Youth Justice Plan for 2024-25 and an Equality Impact Assessment

**Lead officer:** Catherine Bennett  
Head of Suffolk Youth Justice Service  
Email: [jennifer.meade@suffolk.gov.uk](mailto:jennifer.meade@suffolk.gov.uk)

**Subject:** SHAW Annual Report 2023-24

**Is this a key decision?** Yes

**Date key decision to be made:** 11 July 2024

**Decision maker:** County Council

**Cabinet Member:** Councillor Steve Wiles, Cabinet Member for Public Health and Public Protection

**Description:** This report sets out the progress the Council has made with the Safety, Health and Wellbeing (SHAW) Strategy 2022-25, along with the ongoing work to manage safety, health and wellbeing across the Council.

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

**Lead officer:** Mike Leake, Head of Health & Safety  
01473 260596 [mike.leake@suffolk.gov.uk](mailto:mike.leake@suffolk.gov.uk)

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

**Is this a key decision?** Yes

**Date key decision to be made:** 24 July 2024

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Richard Smith MVO, Cabinet Member for Finance, Economic Development and Skills

**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

**Subject:** SEND Capacity & Improvement Resource

**Is this a key decision?** Yes

**Date key decision to be made:** 24 July 2024

**Decision maker:** Cabinet

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

**Description:** The request to cabinet is for an increase in the 24/25 core SEND budget. The Local Area Partnership has recently been inspected by Ofsted and CQC (November 2023). The outcome stated, 'there are systematic failing leading to significant concerns'. Following comprehensive modelling, it has been identified that further investment in the Council's SEND Service is required to drive system changes and increase capacity to improve the statutory timeliness and quality of Education, Health and Care plans in line with the Priority Action Plan.

**Documents to be submitted:** Report by the Interim Director for Children and Families

**Lead officer:** Ros Somerville  
Assistant Director Inclusion  
Ros.somerville@suffolk.gov.uk  
01473264817

**Subject:** Annual Report on Adult and Children's Safeguarding Services

**Is this a key decision?** No

**Date key decision to be made:** 24 July 2024

**Decision maker:** Cabinet

**Cabinet Member:** 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:** 24 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

**Subject:** Suffolk Safeguarding Partnership Annual Report 2023-24

**Is this a key decision?** No

**Date key decision to be made:** 24 July 2024

**Decision maker:** Cabinet

**Cabinet Member:** Councillors:  
Bobby Bennett, Cabinet Member for Children and Young People's Services  
Andrew Reid, Cabinet Member for Education and SEND

Beccy Hopfensperger, Cabinet Member for Adult Care

**Description:** The annual report presented to Cabinet sets out the activities of the Safeguarding Partnership for the previous year.

This report seeks to provide a rigorous and transparent assessment of the performance and effectiveness of local safeguarding provision. It is the intention of the Partnership to share this report with all partner agencies and with those that have influence over the services provided to the people of Suffolk.

The purpose of this report is:

- to provide an outline of the main activities of Suffolk Safeguarding Partnership and its achievements during 2023-24;
- To provide the public and partner agencies with an overview of the Partnerships safeguarding activity, including lessons learnt from reviews undertaken;
- To identify challenges and areas for improvement in the year ahead.

**Documents to be submitted:** Report by the Interim Director, Children and Families, Suffolk Safeguarding Partnership Annual Report 2023-24

**Lead officer:** Anthony Douglas CBE  
Independent Chair, Suffolk Safeguarding Partnership Board  
Email: [anthonydouglasconsultancy@outlook.com](mailto:anthonydouglasconsultancy@outlook.com)

Tel: 01473 265500

Sadie Barber

Partnership Manager, Suffolk Safeguarding Partnership

Email: [sadie.barber@suffolksp.org.uk](mailto:sadie.barber@suffolksp.org.uk)

Tel: 01473 264385

**Subject:** LEP Integration – New Anglia Capital

**Is this a key decision?** No

**Date key decision to be made:** 24 July 2024

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Richard Smith MVO, Cabinet Member for Finance, Economic Development and Skills

**Description:** Following the March 2024 Cabinet paper, LEP integration into the Council has been completed, and the Suffolk Business Board has been established.

As part of LEP Integration, Suffolk County Council has inherited a 50% stake in New Anglia Capital (NAC), an early-stage investment fund which exists to support high-tech start-up businesses in Norfolk and Suffolk.

This Cabinet paper will set out the proposed governance arrangements for NAC, its investment plan, and an alternative option, should the Council want to exit it's holding in future.

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

**Lead officer:** Rob Hancock  
Assistant Director Housing, Planning and Growth  
[Rob.Hancock@suffolk.gov.uk](mailto:Rob.Hancock@suffolk.gov.uk)

### **Indicative List: 25 July 2024 to 6 November 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.

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 Finance, Economic Development and Skills
<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</p>

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.

**Documents to be submitted:** 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.

**Lead officer:** Michael Gray, Head of Skills, 01473 264053, michael.gray@suffolk.gov.uk

**Subject:** 2024-25 Budget – Quarter 1 Monitoring Report

**Is this a key decision?** No

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

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Richard Smith MVO, Cabinet Member for Finance, Economic Development and Skills

**Description:** 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.

**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, 01473 264446

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

**Is this a key decision?** Yes

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

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Chris Chambers, Cabinet Member for Transport Strategy, Planning 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

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

<b>Subject:</b>	2024-25 Budget – Quarter 2 Monitoring Report
<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	5 November 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Smith MVO, Cabinet Member for Finance, Economic Development and Skills
<b>Description:</b>	This report summarises the Council's forecast performance against its 2024-25 Revenue Budget and Capital Programme as at Quarter 2, . 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.
<b>Documents to be submitted:</b>	Report by the Deputy Chief Executive and Director of Corporate Services and supporting annexes
<b>Lead officer:</b>	<a href="mailto:Andrew.Filby@Suffolk.gov.uk">Andrew.Filby@Suffolk.gov.uk</a> Head of Corporate Finance 01473 260776