

# 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, Communities and Equality.
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 [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: 4 November 2024 to 12 December 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 Executive 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

<b>Subject:</b>	Adult Skills Fund
<b>Is this a key decision?</b>	Yes
<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>	The Cabinet will be asked to consider and approve the Adult Skills Fund (ASF) Strategic Skills Plan. This will set out the key priorities that the ASF 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 Suffolk County Council will transparently, robustly and effectively manage the fund allocation and commissioning processes.
<b>Documents to be submitted:</b>	Report by the Executive Director of Growth, Highways, and Infrastructure, Draft Adult Skills Fund Skills Plan for Suffolk, Draft Adult Skills Fund Commissioning Plan, Draft Adult Skills Fund Assurance Framework.
<b>Lead officer:</b>	Michael Gray, Head of Skills <a href="mailto:michael.gray@suffolk.gov.uk">michael.gray@suffolk.gov.uk</a> 01473 264053

<b>Subject:</b>	Delivery of S19 Report Recommendations
<b>Is this a key decision?</b>	Yes
<b>Date key decision to be made:</b>	5 November 2024
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Paul West, Cabinet Member for Ipswich, Operational Highways and Flooding
<b>Description:</b>	Consider the allocation of £1.5m from reserves to deliver on the recommendations in the emerging s19 flood investigation reports in so far as they fall to the responsibility of the County Council.  Late item: <a href="#">Key Decision Forward Plan - Suffolk County Council</a>
<b>Documents to be submitted:</b>	Report by the Executive Director for Growth, Highways and Infrastructure

**Lead officer:** Andrew Cook, Executive Director for Growth, Highways and Infrastructure, [andrew.cook@suffolk.gov.uk](mailto:andrew.cook@suffolk.gov.uk)

**Subject:** Suffolk Economic Strategy

**Is this a key decision?** No

**Date key decision to be made:** 3 December 2024

**Decision maker:** Cabinet

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

**Description:** As required by government, functions of the Local Enterprise Partnership (LEP) were integrated into the Council on 1st April 2024. In addition, the Suffolk Business Board has been mobilised to steer former LEP functions, and to advise on the overall economic strategy for Suffolk.

This Cabinet paper will set out the proposed new Economic Strategy for Suffolk, as prepared by the Suffolk Business Board.

The economic strategy for Suffolk will provide the overall direction for economic growth, and will shape future projects, future asks from government, and future collaborations with partners across Suffolk and beyond.

**Documents to be submitted:** Report by the Executive Director of Growth, Highways, and Infrastructure

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

**Subject:** Annual Property Report and Strategic Asset Management Plan

**Is this a key decision?** Yes

**Date key decision to be made:** 12 December 2024

**Decision maker:** County Council

**Cabinet Member:** Councillor Matthew Hicks, Leader of the Council

**Description:** This report sets out how Suffolk County Council is using its property assets effectively as a resource and how those assets are supporting the Council's overall priorities and objectives.

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

**Lead officer:** Brian Prettyman, Head of Property

[brian.prettyman@suffolk.gov.uk](mailto:brian.prettyman@suffolk.gov.uk)

01473 264104

### **Indicative Forward Plan of Key Decisions: 13 December 2024 to 18 March 2025**

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.

**Subject:** Revenue Budget 2025-26 and Capital Programme 2025-30

**Is this a key decision?** Yes

**Date key decision to be made:** 28 January 2025

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Richard Smith MVO, Cabinet Member for Finance and Environment

**Description:** This report summarises the Council's final Revenue and Capital budget for 2024-25 and outlines the background, financial environment, scrutiny and consultation arrangements. It details the savings proposals being recommended together with the Council's Treasury Management arrangements and Prudential Indicators. It makes recommendations to Council on the budget requirement and council tax for 2024-25 together with the Capital Programme, its financing and prudential indicators.

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

**Lead officer:** Andrew.Filby@Suffolk.gov.uk

Head of Corporate Finance

01473 260776

**Subject:** To Determine School Admission Arrangements for the 2026/2027 School Year

**Is this a key decision?** Yes

**Date key decision to be made:** 28 January 2025

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Andrew Reid, Cabinet Member for Education and Special Educational Needs and Disabilities (SEND)

**Description:** Cabinet will be asked to approve the Local Authority's School Admission Arrangements for the 2026/2027 School Year. This includes the proposed oversubscription criteria and published admission numbers for maintained community and voluntary controlled schools.

**Documents to be submitted:** Report by the Executive Director of Children and Young People's Services, proposed arrangements including published admission numbers for community and voluntary controlled schools, and pupil forecasts.

**Lead officer:** Jan Scott / Angela Davey  
Senior Education Officers, Admissions and School Travel  
01473 264657 / 01473 260978  
[Jan.Scott@suffolk.gov.uk](mailto:Jan.Scott@suffolk.gov.uk)  
[Angela.Davey@suffolk.gov.uk](mailto:Angela.Davey@suffolk.gov.uk)

**Subject:** Revenue Budget 2025-26 and Capital Programme 2025-30

**Is this a key decision?** Yes

**Date key decision to be made:** 13 February 2025

**Decision maker:** County Council

**Cabinet Member:** Councillor Richard Smith MVO, Cabinet Member for Finance and Environment

**Description:** This report summarises the Council's final Revenue and Capital budget for 2024-25 and outlines the background, financial environment, scrutiny and consultation arrangements. It details the savings proposals being recommended together with the Council's Treasury Management arrangements and Prudential Indicators. It makes recommendations to Council on the budget requirement and council tax for 2024-25 together with the Capital Programme, its financing and prudential indicators.

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

**Lead officer:** Andrew.Filby@Suffolk.gov.uk

Head of Corporate Finance  
01473 260776

**Subject:** To approve the Post-16 Travel Policy Statement for the 2025/2026 School Year

**Is this a key decision?** Yes

**Date key decision to be made:** 25 February 2025

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Andrew Reid, Cabinet Member for Education and Special Educational Needs and Disabilities (SEND)

**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 2025/2026 school year and the outcome of the consultation that will be held between 4 November 2024 and 16 December 2024.

**Documents to be submitted:** Report by the Executive Director of Children and Young People's Services, proposed policy, Equality Impact Assessment (EIA) and consultation analysis.

**Lead officer:** Jan Scott / Angela Davey  
Senior Education Officers, Admissions and School Travel  
01473 264657 / 01473 260978  
[Jan.Scott@suffolk.gov.uk](mailto:Jan.Scott@suffolk.gov.uk)  
[Angela.Davey@suffolk.gov.uk](mailto:Angela.Davey@suffolk.gov.uk)

There are currently no items for the Cabinet meeting on 18 March 2024.