

# 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 Chris Chambers	Cabinet Member for Transport Strategy, Planning and Waste
Councillor Bobby Bennett	Cabinet Member for Children and Young People's Services
Councillor Philip Faircloth-Mutton	Cabinet Member for Environment, Communities and Equality
Councillor Beccy Hopfensperger	Cabinet Member for Adult Care
Councillor Andrew Reid	Cabinet Member for SEND and Education
Councillor Richard Rout	Cabinet Member for Devolution, Local Government Reform and NSIPs
Councillor Paul West	Cabinet Member for Ipswich, Operational Highways and Flooding.
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.

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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: 16 June 2025 to 15 July 2026**

<b>Subject:</b>	2024-25 Outturn Report
<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	17 June 2025
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Smith, 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 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.
<b>Documents to be submitted:</b>	Report by the Deputy Chief Executive and Corporate Services Director
<b>Lead officer:</b>	<a href="mailto:Andrew.Filby@Suffolk.gov.uk">Andrew.Filby@Suffolk.gov.uk</a> Head of Corporate Finance 01473 260776

**Subject:** Devolution Priority Programme: Resources

**Is this a key decision?** Yes

**Date key decision to be made:** 17 June 2025

**Decision maker:** Cabinet

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

**Description:** As part of government's Devolution Priority Programme, Suffolk County Council has committed to delivering devolution and LGR in parallel to an accelerated timetable. To do that in the most effective and efficient way, requires the right capacity, expertise and resource. This includes making the best use of government capacity funding to support delivery of both devolution and LGR for Suffolk, as well as identifying additional resource required.

**Documents to be submitted:** Report by the Chief Executive

**Lead officer:** Stephen Meah-Sims, Executive Director, Corporate Services and Deputy Chief Executive: [Stephen.Meah-Sims@suffolk.gov.uk](mailto:Stephen.Meah-Sims@suffolk.gov.uk)

**Subject:** Suffolk Youth Justice Plan 2025-2026

**Is this a key decision?** Yes

**Date key decision to be made:** 10 July 2025

**Decision maker:** County Council

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

<b>Description:</b>	<p>Suffolk Youth Justice Plan for 2025-26, is a review of activity during 24-25 and a forward work plan for the coming year.</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 Executive Director of Children and Young People's Services
<b>Lead officer:</b>	<p>Catherine Bennett</p> <p>Head of Suffolk Youth Justice Service</p> <p>Email: <a href="mailto:catherine.bennett@suffolk.gov.uk">catherine.bennett@suffolk.gov.uk</a></p> <p>Tel: 07753 310241</p>

<b>Subject:</b>	Annual Corporate parenting and Children in Care Council (C2C)
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<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	15 July 2025
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Bobby Bennett, Cabinet Member for Children and Young People's Services
<b>Description:</b>	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.
<b>Documents to be submitted:</b>	Report by the Executive Director of Children and Young People's Services
<b>Lead officer:</b>	<p>Glynn Smith Head of Service – Corporate Parenting</p> <p><a href="mailto:Glynn.Smith@suffolk.gov.uk">Glynn.Smith@suffolk.gov.uk</a></p>

<b>Subject:</b>	Suffolk Safeguarding Partnership Annual Report 2024-25
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<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	15 July 2025

<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Bobby Bennett, Cabinet Member for Children and Young People's Services Councillor Beccy Hopfensperger, Cabinet Member for Adult Care
<b>Description:</b>	<p>The annual report presented to Cabinet sets out the activities of the Safeguarding Partnership for the previous year.</p> <p>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.</p> <p>The purpose of this report is:</p> <ul style="list-style-type: none"> <li>• to provide an outline of the main activities of Suffolk Safeguarding Partnership and its achievements during 2024-25;</li> <li>• To provide the public and partner agencies with an overview of the Partnerships safeguarding activity, including lessons learnt from reviews undertaken;</li> <li>• To identify challenges and areas for improvement in the year ahead.</li> </ul>
<b>Documents to be submitted:</b>	Report by the Executive Director of Children and Young People's Services and the Executive Director of Adult Social Care
<b>Lead officer:</b>	<p>Anthony Douglas CBE Independent Chair, Suffolk Safeguarding Adults Board Email: <a href="mailto:anthonydouglasconsultancy@outlook.com">anthonydouglasconsultancy@outlook.com</a> Tel: 01473 265500</p> <p>Sadie Barber Partnership Manager, Suffolk Safeguarding Partnership Email: <a href="mailto:sadie.barber@suffolksp.org.uk">sadie.barber@suffolksp.org.uk</a> Tel: 01473 264385</p> <p>Chris Robson Independent Scrutineer, Suffolk Safeguarding Children's Board Email: <a href="mailto:c.w.robson@outlook.com">c.w.robson@outlook.com</a> Tel: 01473 265500</p>

<b>Subject:</b>	To Determine Amendments to the School Admission Arrangements for the 2025/2026 and the 2026/2027 School Year
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<b>Is this a key decision?</b>	Yes
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<b>Date key decision to be made:</b>	15 July 2025
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<b>Decision maker:</b>	Cabinet
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<b>Cabinet Member:</b>	Councillor Andrew Reid, Cabinet Member for Education and Special Educational Needs and Disabilities (SEND)
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<b>Description:</b>	Cabinet will be asked to approve changes to the Local Authority's School Admission Arrangements for the 2025/2026 and 2026/2027 School Year as determined by the Office of the Schools Adjudicator.
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<b>Documents to be submitted:</b>	Report by the Executive Director of Children & Young People's Services and proposed changes to the admission arrangements.
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<b>Lead officer:</b>	Jan Scott / Angela Davey Senior Education Officers, Admissions and School Travel 01473 264657 / 01473 260978 <a href="mailto:Jan.Scott@suffolk.gov.uk">Jan.Scott@suffolk.gov.uk</a> <a href="mailto:Angela.Davey@suffolk.gov.uk">Angela.Davey@suffolk.gov.uk</a>
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<b>Subject:</b>	Safeguarding Annual Report – Adult Social Care
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<b>Is this a key decision?</b>	No
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<b>Date key decision to be made:</b>	15 July 2025
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<b>Decision maker:</b>	Cabinet
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<b>Cabinet Member:</b>	Councillor Beccy Hopfensperger, Cabinet Member for Adult Social Care
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<b>Description:</b>	This is the annual report that is presented to Cabinet each year setting out the service activity and progress in relation to Adult Safeguarding.
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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 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 Executive Director for Adult Social Care

**Lead officer:** George Kouridis, Interim Assistant Director Safeguarding & Quality, George.kouridis@suffolk.gov.uk  
Nichola Bennett, Interim Head of Adult Safeguarding, 01473 263238 nichola.bennett@suffolk.gov.uk

**Subject:** Children and Young People Safeguarding Annual Report

**Is this a key decision?** No

**Date key decision to be made:** 15 July 2025

**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 Children's Safeguarding.

The purpose of this report will be:

- To provide assurance to Cabinet of the effectiveness of the safeguarding functions undertaken by SCC for children and their families 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 Executive Director for Children and Young People's Services, Annual Report on Children and Young People's Safeguarding Services

**Lead officer:** Zoe Sage, Interim Head of Safeguarding and Reviewing Officer Service  
zoe.sage@suffolk.gov.uk  
07834 699738

**Subject:** Investment in Suffolk's Materials Recovery Facility to deliver Simpler Recycling

**Is this a key decision?** Yes

**Date key decision to be made:** 15 July 2025

**Decision maker:** Cabinet

<b>Cabinet Member:</b>	Councillor Chris Chambers, Cabinet Member for Transport Strategy, Planning and Waste
<b>Description:</b>	<p>The Environment Act (2021) introduces new statutory requirements to separately collect a prescribed range of materials from all households and businesses. This has necessitated transformational changes to all Suffolk councils' waste collections which will commence during 2026.</p> <p>This transition to new services requires a major refit of the Materials Recovery Facility in order to process the increased range of recyclable materials and maximise the further separation into single streams and comply with required quality standards.</p> <p>The Council has an 'invest to save' opportunity to contribute to the refit costs and benefit from a significant net saving over the contract period.</p>
<b>Documents to be submitted:</b>	Report by the Executive Director, Growth Highways and Infrastructure and appendices
<b>Lead officer:</b>	Steve Palfrey – Assistant Director, Environment & Waste 01473 264787; <a href="mailto:steve.palfrey@suffolk.gov.uk">steve.palfrey@suffolk.gov.uk</a>

#### **Indicative Forward Plan of Key Decisions: 16 July 2025 to 2 December 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

The Cabinet does not meet in the month of August.

<b>Subject:</b>	2025-26 Budget – Quarter 1 Monitoring Report
<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	9 September 2025
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Smith, Cabinet Member for Finance, Economic Development and Skills
<b>Description:</b>	This report summarises the Council's forecast performance against its 2025-26 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 Chief Executive

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

Head of Corporate Finance

01473 260776

**Subject:** Get Suffolk Working

**Is this a key decision?** Yes

**Date key decision to be made:** 9 September 2025

**Decision maker:** Cabinet

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

**Description:** Government published the 'Get Britain Working' white paper in November 2024 setting out an ambition to raise the national employment rate and to address economic inactivity. Local Get Britain Working plans are central to delivering on Government's ambitions.

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

**Lead officer:** Michael Gray, Head of Skills, 01473 264053, [michael.gray@suffolk.gov.uk](mailto:michael.gray@suffolk.gov.uk)

**Subject:** Suffolk's Local Nature Recovery Strategy

**Is this a key decision?** Yes

**Date key decision to be made:** 9 September 2025

**Decision maker:** Cabinet

**Cabinet Member:** Councillor Philip Faircloth-Mutton, Cabinet Member for Environment, Communities and Equality

**Description:** This report describes the work led by Suffolk County Council as Responsible Authority to develop and consult on a Local Nature Recovery Strategy for Suffolk. It seeks approval from Cabinet to consult with the Supporting Authorities on the proposed LNRS for publication, and to

delegate final approval of the strategy for publication to the Cabinet Member for Environment, Communities and Equality and Executive Director for Growth, Highways & Infrastructure following that.

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

**Lead officer:** Tim De-Keyzer, Head of Natural & Historic Environment,  
[Tim.De-Keyzer@suffolk.gov.uk](mailto:Tim.De-Keyzer@suffolk.gov.uk) tel. 07732604171

There are currently no items for the Cabinet meeting on 16 September (reserve date).

There are currently no items for the Cabinet meeting on 2 October 2025.

There are currently no items for the Cabinet meeting on 16 October 2026 (reserve date).

<b>Subject:</b>	2025-26 Budget – Quarter 2 Monitoring Report
<b>Is this a key decision?</b>	No
<b>Date key decision to be made:</b>	4 November 2025
<b>Decision maker:</b>	Cabinet
<b>Cabinet Member:</b>	Councillor Richard Smith, Deputy Leader and Cabinet Member for Finance, Economic Development & Skills
<b>Description:</b>	This report summarises the Council's forecast performance against its 2025-26 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.
<b>Documents to be submitted:</b>	Report by the Chief Executive with 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

There are currently no items for the Cabinet meeting on 2 December 2025.