

Shadow Executive (Cabinet)

Title:	Agenda														
Date:	Tuesday 18 September 2018														
Time:	6.15 pm <i>(or at the conclusion of the immediately preceding Joint Executive (Cabinet) Committee meeting, whichever is the later)</i>														
Venue:	Conference Chamber West West Suffolk House Western Way Bury St Edmunds IP33 3YU														
Membership:	<p style="text-align: center;">Chairman John Griffiths Vice Chairman James Waters</p> <p><u>Conservative Members (15)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">David Bowman</td> <td style="width: 33%;">Sara Mildmay-White</td> </tr> <tr> <td>Ruth Bowman J.P</td> <td>Robin Millar</td> </tr> <tr> <td>Carol Bull</td> <td>Alaric Pugh</td> </tr> <tr> <td>Andy Drummond</td> <td>Joanna Rayner</td> </tr> <tr> <td>Stephen Edwards</td> <td>Lance Stanbury</td> </tr> <tr> <td>Robert Everitt</td> <td>Peter Stevens</td> </tr> <tr> <td>Ian Houlder</td> <td></td> </tr> </table>	David Bowman	Sara Mildmay-White	Ruth Bowman J.P	Robin Millar	Carol Bull	Alaric Pugh	Andy Drummond	Joanna Rayner	Stephen Edwards	Lance Stanbury	Robert Everitt	Peter Stevens	Ian Houlder	
David Bowman	Sara Mildmay-White														
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Andy Drummond	Joanna Rayner														
Stephen Edwards	Lance Stanbury														
Robert Everitt	Peter Stevens														
Ian Houlder															
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.														
Quorum:	Five Members														
Committee administrator:	Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk														

Public Information

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above and following address: District Offices College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The West Suffolk Shadow Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public participation:	Members of the public who live or work in the area of the Shadow Council are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
Disabled access:	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons. Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	The Shadow Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	
Personal Information	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 6

To confirm the minutes of the meeting held on 10 July 2018 (copy attached).

Part 1 – Public

3. Open Forum

At each Shadow Executive (Cabinet) meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Shadow Executive members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

4. Public Participation

Members of the public who live or work in the area of the Shadow Council are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

NON-KEY DECISIONS

5. Report of the Forest Heath and St Edmundsbury Performance and Audit Scrutiny Committees: 25 July 2018

7 - 10

Report No: **EXC/SA/18/008**

Shadow Executive (Cabinet) Members: Stephen Edwards and Ian Houlder

Chairmen of the Committees: FHDC Cllr Louis Busuttil and SEBC Cllr Sarah Broughton

Lead Officer: Christine Brain

- 6. Recommendations of the Forest Heath and St Edmundsbury Performance and Audit Scrutiny Committees: 25 July 2018: Arrangements for Appointment of External Auditors for the West Suffolk Council and West Suffolk Shadow Authority** **11 - 20**
- Report No: **EXC/SA/18/009**
Shadow Executive (Cabinet) Members: Stephen Edwards and Ian Houlder
Chairmen of the Committees: FHDC Cllr Louis Busuttil and SEBC Cllr Sarah Broughton
Lead Officer: Greg Stevenson
- 7. Transfer of Joint Policies to West Suffolk Council** **21 - 24**
- Report No: **EXC/SA/18/010**
Shadow Executive (Cabinet) Members: Ruth Bowman and Carol Bull
Lead Officers: Davina Howes and Liz Barnard
- 8. Shadow Executive (Cabinet) Decisions Plan: 1 September 2018 to 6 May 2019** **25 - 36**
- To consider the most recently published version of the Shadow Executive (Cabinet) Decisions Plan.
- Report No: **EXC/SA/18/011**
Shadow Executive (Cabinet) Member: John Griffiths
Lead Officer: Ian Gallin

Shadow Executive (Cabinet)

Minutes of a meeting of the **Shadow Executive (Cabinet)** held on
Tuesday 10 July 2018 at **6.00 pm** in the **Council Chamber, District
Offices, College Heath Road, Mildenhall, IP28 7EY**

Present: **Councillors**

Chairman John Griffiths (Leader of the Shadow Council)

Vice Chairman James Waters (Deputy Leader of the Shadow Council)

David Bowman
Ruth Bowman J.P.
Carol Bull
Andy Drummond
Stephen Edwards
Ian Houlder

Sara Mildmay-White
Robin Millar
Alaric Pugh
Joanna Rayner
Lance Stanbury
Peter Stevens

In attendance:
Simon Cole

4. **Apologies for Absence**

An apology for absence was received from Councillor Robert Everitt.

5. **Minutes**

The minutes from the meeting held on 5 June 2018 were confirmed as a correct record and signed by the Chairman.

6. **Open Forum**

No non-Cabinet Members in attendance wished to speak under this item.

7. **Public Participation**

There were no questions/statements from members of the public.

8. **West Suffolk Council - Setting the Strategic Context for the Development of the 2019/2020 Budget and Medium Term Financial Plans (Report No: EXC/SA/18/002)**

The Shadow Executive (Cabinet) considered this report which set out the strategic context (proposed principles, approach and timescales) for the development of the 2019/2020 budget and the medium term financial plans for the new West Suffolk Council from 1 April 2019.

On 12 June 2018, the West Suffolk Shadow Council had agreed the Single Council Implementation Plan which outlined how the functions and responsibilities of Forest Heath and St Edmundsbury Councils would transfer to the West Suffolk Council on 1 April 2019. The Shadow Council's responsibilities included the adoption of policy and strategy and to set a budget precept for the West Suffolk Council on 1 April 2019.

This report set out the strategy context against which the 2019/2020 budget and medium term financial plans were proposed to be developed between now and the formal Council Tax and budget meeting of the Shadow Council in February 2019.

The report also proposed that the West Suffolk Shadow Executive supported both the Leader and Deputy Leader (the Leaders) in writing to the Ministry for Housing, Communities and Local Government (MHCLG) on behalf of the West Suffolk Shadow Executive confirming the West Suffolk Council's plans for a seven year Council Tax harmonisation period, whilst also taking into account its Implementation Plan Five Key Principles.

Councillor Stephen Edwards also wished to express his thanks, at this stage, to the Finance Team for the production of these financial documents.

Therefore, it was:

RECOMMENDED TO SHADOW COUNCIL: (17 July 2018)

That:-

1. The West Suffolk Strategic Framework (subject to rebranding; wording changes from "councils" to "council" and other consequential amendments, which will be completed by Officers) as its Strategic Framework from 1 April 2019, be adopted.
2. Both the West Suffolk Medium Term Financial Strategy, contained at Appendix A and West Suffolk Capital Strategy contained at Appendix B to Report No: EXC/SA/18/002 as its strategic financial framework from 1 April 2019, be adopted.
3. The key principles and approach for the development of the 2019-2020 budget and medium term financial plans for West Suffolk Council as set out in Section 3 of Report No: EXC/SA/18/002, be supported, including the consideration of a further report (setting out the proposed approach to achieve

these principles) to the Joint Informal Performance and Audit Scrutiny Committee on 25 July 2018.

and

RESOLVED:

4. That both Leaders write to the Ministry of Housing, Communities and Local Government (MHCLG) on behalf of the West Suffolk Shadow Executive, confirming the West Suffolk Council's plans, taking into account its implementation plan five key principles for a seven year council tax harmonisation period.

9. **West Suffolk - Local Council Tax Reduction Scheme 2019/2020 (Report No: EXC/SA/18/003)**

The Shadow Executive (Cabinet) considered this report, which reviewed the West Suffolk Local Council Tax Reduction Scheme (LCTRS) and proposals to take effect from 1 April 2019.

Since 1 April 2013, St Edmundsbury and Forest Heath Councils had operated a Localised Council Tax Reduction Scheme (LCTRS) to replace the previous, centrally administered Council Tax Benefit. These initial schemes required working age claimants to pay 8.5% more of the council tax charge than previously. This requirement had been continued over the subsequent five financial years to 2018-2019. The Councils had also protected War Pensioners from the reduction in maximum benefit and removed the Second Adult Rebate for working age claimants.

Each year the Council was required to review its LCTRS and this report advised the Shadow Executive (Cabinet) about the conclusion of the 2018 annual review and the resultant proposals for the LCTRS to take effect from 1 April 2019 under the new West Suffolk Council.

Therefore, it was:

RECOMMENDED TO SHADOW COUNCIL: (17 July 2018)

That the West Suffolk Local Council Tax Reduction Scheme for West Suffolk be approved, to take effect from 1 April 2019 as attached at Appendix A and as detailed in Section 5 of Report No: EXC/SA/18/003.

10. **West Suffolk Council Tax Technical Changes - Including Empty Property Reliefs and Premiums Changes (Report No: EXC/SA/18/004)**

The Council's Monitoring Officer explained that this report would be addressing the issue of empty property relief. Therefore consideration would need to be given to the declaring of interests where Councillors were also landlords. The Monitoring Officer explained the principle that Councillors should not take part in a decision at a council meeting assessing a matter related to the general private sector housing market, where, at the time the decision was made, they would financially gain or lose as a landlord as a

result of the decision. Where Councillors considered that this applied to them, they should declare a local non-pecuniary interest.

The Monitoring Officer also explained that the Councils' Standards Committee would be considering, at their meeting on 16 July 2018, the awarding of dispensations which would then allow a Councillor to take part in discussion/voting where they had a disclosable pecuniary interest in this issue.

Councillor James Waters then declared a local non-pecuniary interest as a landlord in the private sector housing market and remained in the meeting, but did not participate in the discussion or voting thereon.

The Shadow Executive (Cabinet) considered this report which explained that since April 2013, Councils have had the discretion to charge up to 100% for some previously exempt properties; to charge up to 100% in respect of furnished empty properties (holiday homes); to charge up to 100% in respect of second homes and to charge up to 50% empty homes premium for properties that had been empty for over two years. In offering these new powers, the Government were seeking to influence owners to bring empty homes back into use, as well as the ability for councils to increase council tax income.

As part of the 2017 Government budget, it was announced that the Government would be implementing new flexibilities in respect of charging an additional 50% Council Tax on long term empty property premiums. It was anticipated that this would come into effect on 1 April 2019 and these powers would provide local authorities with the ability to implement a scheme that would enable 200% Council Tax charge on properties that had been empty for longer than two years (deemed as a long term empty property).

Paragraph 1.4 of the report set out the differences between the current schemes and the approach proposed for the West Suffolk Council. As the second homes element was already aligned, it had been proposed that this continued into the West Suffolk Council.

Therefore, it was:

RECOMMENDED TO SHADOW COUNCIL: (17 July 2018)

That:-

1. The West Suffolk Council Tax Technical Changes – Second Homes set out in Section 1.4 of Report No: EXC/SA/18/004, from 1 April 2019, be approved.
2. The West Suffolk Council Tax Technical Changes – Empty Property Reliefs as set out in Section 1.4 of Report No: EXC/SA/18/004, from 1 April 2019, be approved.
3. Subject to the coming into force of legislation accordingly on 1 April 2019, an additional 50% Council Tax premium on long term

properties raising the current premium to 200% as set out in Section 1.4 of Report No: EXC/SA/18/004, be approved.

11. **West Suffolk Discretionary Rate Relief Guidelines (Report No: EXC/SA/18/005)**

The Shadow Executive (Cabinet) considered this report which requested the approval of a West Suffolk Discretionary Rate Relief Scheme from 1 April 2019.

Business Rates legislation stipulated that some organisations qualified for 'Mandatory Rate Relief'. Examples of which include charities, organisations that meet the condition of Charitable Purpose and registered community amateur sports clubs. A further category of Mandatory Rural Rate Relief was also available to sole Post Offices, general stores in certain rural populations. Local authorities had the ability to grant Discretionary Rate Relief, either to 'top up' the Mandatory Rate Relief or to give Discretionary Rate Relief.

The guidelines for determining Relief were not intended to be a rigid set of rules. Neither were all the guidelines applicable to every organisation. Each case was judged on its merits, taking into account the contribution which each organisation/business made to the West Suffolk strategic priorities.

The proposed draft guidance, as set out in Appendix A, would become the West Suffolk Council Discretionary Rate Relief Guidance from 1 April 2019. It brought together the previous Forest Heath and St Edmundsbury schemes, with some changes to align areas where there were currently differences (as set out in Section 2 of the report).

The Shadow Executive were also informed of further additional wording, for inclusion within paragraph 33. of the proposed West Suffolk Discretionary Rate Relief Scheme, to take account of the Government's intention to double the Mandatory Rural Rate Relief. This proposed additional wording was circulated to the meeting for consideration by the Shadow Executive

Therefore, it was:

RESOLVED:

That the West Suffolk Discretionary Rate Relief Scheme, as set out at Appendix A to Report No: EXC/SA/18/005, be approved, subject to the following additional wording being inserted into paragraph 33.:-

'Government are intending to double Mandatory Rural Rate Relief to 100%. Legislation will be passed in due course. However, in the meantime, Government have funded local authorities to award 50% Discretionary Relief where an organisation qualifies for 50% Mandatory Relief. Therefore, properties that qualify for Mandatory Relief will also be awarded 50% Discretionary relief.'

12. **Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 6 May 2019 (Report No: EXC/SA/18/006)**

The Shadow Executive (Cabinet) considered this report which was the Shadow Executive (Cabinet) Decisions Plan covering the period 1 July 2018 to 6 May 2019.

Members took the opportunity to review the intended forthcoming decisions of the Shadow Executive (Cabinet). However, no further information or amendments were requested on this occasion.

The Meeting concluded at 6.32 pm

Signed by:

Chairman

Shadow Executive (Cabinet)



Title of Report:	Report of the Forest Heath and St Edmundsbury Performance and Audit Scrutiny Committees: 25 July 2018	
Report No:	EXC/SA/18/008	
Report to and date:	Shadow Executive (Cabinet)	18 September 2018
Shadow Executive (Cabinet) Members:	Stephen Edwards Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	Ian Houlder Tel: 01359 250912 Email: ian.houlder@stedsbc.gov.uk
Chairman of the Committees:	Councillor Louis Busuttil FHDC Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov.uk	Councillor Sarah Broughton SEBC Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 25 July 2018, St Edmundsbury Borough Council's and Forest Heath District Council's Performance and Audit Scrutiny Committees held an informal joint meeting together, and <u>considered the following items jointly:</u> (1) Approach to Delivering a Sustainable West Suffolk Budget 2019-2020 and Medium Term Plan; and	

	(2) Appointment of Auditors for West Suffolk Council. A separate report is included on this Shadow Executive (Cabinet) agenda for Item (2) above.
Recommendation:	It is RECOMMENDED that Report No: EXC/SA/18/008, being the report for both St Edmundsbury Borough Council's and Forest Heath District Council's Performance and Audit Scrutiny Committees, be noted.
Key Decision:	No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.
Consultation:	<ul style="list-style-type: none"> See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> See reports listed in Section 2 below.
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	All Wards
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendation

1.1 Approach to Delivering a Sustainable West Suffolk Budget 2019-2020 and Medium Term Plan (Report Nos: PAS/SE/18/024 and PAS/FH/18/023)

- 1.1.1 Shadow Council on 17 July 2018, considered the recommendations from the Shadow Executive (Cabinet) regarding the adoption of the new West Suffolk Council's Strategic Framework and Medium Term Financial Strategy. As the report was published prior to that date, the report was written on the basis that those recommendations would be supported by the Shadow Council, which was the case. The Shadow Council was also asked to support the key principles set out in Report No: EXC/SA/18/002 for the development of the 2019-2020 budget and medium term financial plans for the new West Suffolk Council.
- 1.1.2 Recognising the important role the Performance and Audit Scrutiny Committees played in the development of the budget, it was agreed that a report be brought to each Committee, setting out the proposed approach to achieving these principles, including timescales and next steps.
- 1.1.3 The Committees received the above authority-respective report at a joint meeting, which set out the proposed approach and timescales around the 2019-2020 budget setting process against the agreed principles, as we head into the new West Suffolk Council.
- 1.1.4 The Committees considered and **noted** the report and the approach set out for delivering a Sustainable West Suffolk Budget for 2019-2020 and Medium Term Plan, and did not raise any issues.

2. Background Papers

- 2.1.1 Report No: [PAS/SE/18/024](#) and [PAS/FH/18/023](#) to the Performance and Audit Scrutiny Committees: Approach to Delivering a Sustainable West Suffolk Budget 2019-2020 and Medium Term Plan

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Shadow Executive (Cabinet)



Title of Report:	Recommendations of the Forest Heath and St Edmundsbury Performance and Audit Scrutiny Committees: 25 July 2018: Arrangements for Appointment of External Auditors for the West Suffolk Council and West Suffolk Shadow Authority	
Report No:	EXC/SA/18/009	
Report to and dates:	Shadow Executive (Cabinet)	18 September 2018
	Shadow Council	25 September 2018
Shadow Executive (Cabinet) Members:	Stephen Edwards Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	Ian Houlder Tel: 01359 250912 Email: ian.houlder@stedsbc.gov.uk
Chairman of the Committees:	Councillor Louis Busuttil FHDC Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov.uk	Councillor Sarah Broughton SEBC Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk

Lead Officers:	Rachael Mann Assistant Director (Resources and Performance) Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	Greg Stevenson Service Manager (Finance and Resources) Tel: 01284 757264 Email: gregory.stevenson@westsuffolk.gov.uk
Purpose of report:	<p>On 25 July 2018, both St Edmundsbury Borough Council and Forest Heath District Council’s Performance and Audit Scrutiny Committees considered Report Nos: PAS/SE/18/025 / PAS/FH/18/024, setting out options available for appointing External Auditors for the new West Suffolk Council.</p> <p>This report also includes an update position and recommendations in respect of the external audit arrangements for the West Suffolk Shadow Authority.</p>	
Recommendations:	<p>The Forest Heath and St Edmunds bury Performance and Audit Scrutiny Committees have <u>RECOMMENDED</u> that:</p> <p><u>West Suffolk Council</u></p> <p>(1) Subject to the approval of Shadow Council, Option 3, to ‘opt-in’ to the sector led body (Public Sector Audit Appointments Limited) for the independent appointment of the Council’s External Auditor, beginning with responsibilities for the financial year 2019-2020, as set out in Report Nos: PAS/SE/18/025 and PAS/FH/18/024, be approved.</p> <p>Officers further <u>RECOMMEND</u>, in consultation with the Chairmen of Forest Heath and St Edmundsbury Performance and Audit Scrutiny Committees, that subject to the approval of Shadow Council:</p> <p><u>West Suffolk Shadow Authority</u></p> <p>(2) agreement be given for the External Audit of the West Suffolk Shadow Authority Accounts to be prepared under the Smaller Authority audit procedures, as set out in Attachment A of Report No: EXC/SA/18/009; and</p> <p>(3) approval be given for the S151 Officer to write to the Smaller Authorities' Audit</p>	

		Appointments (SAAA) informing them that the West Suffolk Shadow Authority would like to be treated as 'opted in' to the smaller authorities scheme and as such the auditor would be PKF Littlejohn (the appointees for Suffolk).	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:		<ul style="list-style-type: none"> See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A 	
Alternative option(s):		<ul style="list-style-type: none"> See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A 	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A 	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A 	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A 	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A 	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report Nos: PAS/SE/18/025 and PAS/FH/18/024 and Attachment A			
Wards affected:		All Wards	

Background papers: <i>(all background papers are to be published on the website and a link included)</i>	http://www.psa.co.uk/supporting-the-transition/procurement-and-appointment-of-auditors/ FHDC 2016 Report PAS.FH.16 SEBC 2016 Report PAS.SE.16
Documents attached:	Attachment A - The proposed audit of the accounts for the West Suffolk Shadow Authority

1. Key Issues and Reasons for Recommendations

1.1 Key Issues – West Suffolk Council

- 1.2 All Councils have a statutory requirement to make arrangements to appoint an External Auditor. Either Councils can make arrangements to appoint their own auditor, or they can opt into national schemes.
- 1.3 In September 2016, both Performance and Audit Scrutiny Committees recommended to Forest Heath and St Edmundsbury Councils to 'opt in' to the Public Sector Audit Appointments (PSAA) audit arrangements for the statement of accounts work for 2018-2019.
- 1.4 As a result of the transition to a new West Suffolk Council both Forest Heath and St Edmundsbury will cease to exist and officers will notify PSAA they will no longer be part of this arrangement. However, the new West Suffolk Council will need to confirm its audit arrangements to appoint a local audit to audit its accounts for 2019-2020.
- 1.5 Advice from the PSAA has confirmed that West Suffolk Council will need to formally opt in to the PSAA arrangements. Those arrangements cannot transition across. Therefore, Members are being asked to reaffirm their commitment to option 3, which is to 'opt in' to the PSAA arrangements. For completeness Report Nos: PAS/SE/18/025 / PAS/FH/18/024 provides all three of the options again for Members' consideration. It should be noted that this is only being presented to Members due to the arrangements to move to a new Council, not through any dissatisfaction with the PSAA process or appointment of auditors to date.
- 1.6 The Shadow Council must, by 31 December 2018, take action to implement new arrangements for the appointment of external auditors from April 2019 under a new West Suffolk Council. In order that more detailed proposals can be developed, the Shadow Council is asked to give early consideration to the preferred approach.
- 1.7 Both Performance and Audit Scrutiny Committees considered their respective report, and have put forward a recommendation as set out on page two of this report.

2. Key Issues – West Suffolk Shadow Authority

- 2.1 The order to create the West Suffolk Shadow Authority stated that the Shadow Authority would be subject to the Local Audit and Accountability Act 2014 and therefore requires an external audit to take place of the Shadow Authority accounts (for the period 24 May 2018 to 31 March 2019).
- 2.2 **Attachment A**, which forms as an update to Report Nos: PAS/SE/18/025 / PAS/FH/18/024, has been considered and supported by the Performance and Audit Scrutiny Committee Chairmen for inclusion into this recommendation report.
- 2.3 **Attachment A** details the rationale behind the recommendation to prepare the West Suffolk Shadow Authority accounts under the Smaller Authority audit procedures and for the S151 Officer write to Smaller Authorities' Audit Appointments (SAAA) and inform them we would like to be treated as opted in, and as such the auditor would be PKF Littlejohn (the appointees for Suffolk).

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ATTACHMENT A

The audit of the accounts for the West Suffolk Shadow Authority

Why?

The order to create the West Suffolk Shadow Authority stated that the Shadow Authority would be subject to the Local Audit and Accountability Act 2014 and therefore requires an external audit to take place of the Shadow Authority accounts (for the period 24 May 2018 to 31 March 2019).

Context

The Shadow Authority is not expected to incur significant income / expenditure for West Suffolk, the only current planned expenditure is in relation to an insurance premium of circa £2,500. As such, even though the Shadow Authority is seen as a District Council for the purposes of the Local Audit and Accountability Act 2014, the Shadow Authority also meets the criteria of a smaller authority under s.6 of the Local Audit and Accountability Act 2014.

A smaller authority is one that meets 'qualifying conditions' (Part 2 Section 6, 1) which is the condition that the gross expenditure or income does not exceed £6.5m for a year (Part 2 Section 6, 2).

Smaller Authority audit procedures are established by the Local Audit (Smaller Authority) Regulations 2015. These do provide some exemptions from audit requirements, however as the Shadow Authority is in its first year it can't be exempt from an audit.

Smaller Authorities' Audit Appointments (SAAA)

Smaller Authorities' Audit Appointments (SAAA) is the sector led company appointed by the then Department of Communities and Local Government (now Ministry of Housing, Communities and Local Government) as the 'specified person' to procure and appoint external auditors to smaller authorities, perform the functions set out in the relevant legislation, and to manage the ongoing audit contracts awarded for the 5 year period commencing 1 April 2017.

Under regulation 14, the West Suffolk Shadow Authority is entitled to be considered "opted in" to the smaller authorities scheme as it is newly established during a Compulsory Appointing Period. The Suffolk external audit appointees under the SAAA arrangements are PKF Littlejohn, an independent firm of chartered accountants and business advisors based at Canary Wharf in London's Docklands.

SAAA process

The SAAA have confirmed following their own discussions with the National Audit Office and MHCLG, that a Shadow Authority created as a formal legal entity is a Category 2 authority under the Local Audit and Accountability Act 2014. Therefore it is eligible to be part of the smaller authorities limited assurance review regime for 2018/19, and to have an external auditor appointed by SAAA.

The process the Shadow Authority needs to follow in respect of the SAAA, is to confirm that the Shadow Authority does not wish to opt out of the central procurement of external auditors managed by SAAA. An external auditor can then be appointed by the SAAA for the Shadow Authority. The Shadow Authority will then be formally notified of the appointment.

The audit itself will require the Shadow Authority to complete an Annual Governance and Accountability Return (Part 3) for 2018/19 at the end of the financial year, which will then be reviewed and signed off by the external auditor.

Scale of fees

Under SAAA, the scales of fees for smaller authorities are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Table1 – Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 – 25,000	0 (see note)
25,001 – 50,000	200
50,001 – 100,000	300
100,001 – 200,000	400
200,001 – 300,000	600
300,001 – 400,000	800
400,001 – 500,000	1,000
500,001 – 750,000	1,300
750,001 – 1,000,000	1,600
1,000,001 – 2,000,000	2,000
2,000,001 – 3,000,000	2,400
3,000,001 – 4,000,000	2,800
4,000,001 – 5,000,000	3,200
5,000,001 – 6,500,000	3,600

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying

criteria, as is the case for the West Suffolk Authority as it will be in its first year, then the fee payable will be £200.

What other options are there?

Officers have explored other options with MHCLG. These could include the authority going through its own audit appointment process, however this would require the Shadow Authority to go through an appointment process, the costs of which are likely to be disproportionate to the fee payable. Alternatively, as the Shadow Authority has not yet "opted in", then MHCLG could write to the Council to appoint an auditor on our behalf; this would likely either be EY, as the Forest Heath and St Edmundsbury Auditors, or PKF, as the smaller bodies auditors. EY have indicated that due to the necessary procedures they are required to undertake, the fee would likely be substantially higher than the smaller bodies audit rates.

On this basis, officers consider that the smaller body audit opt-in would be the most cost-efficient route for the Shadow Authority, whilst also providing a well-established audit regime that can provide assurances to stakeholders that are consistent with other comparative organisations.

Doing nothing i.e. not arranging an external audit, isn't considered an option as the consequences of completing accounts that remain unaudited would mean the authority was in breach of legislation with both legal and financial consequences.

It should be noted that any expenditure incurred by the Shadow Authority would be funded by Forest Heath and St Edmundsbury, and in practice will also be audited by EY in respect of Forest Heath and St Edmundsbury as well.

Recommendation

It is recommended that:

- a) The Shadow Council agrees to the External Audit of the Shadow Authority Accounts, to be prepared under the Smaller Authority audit procedures.
- b) The S151 Officer write to Smaller Authorities' Audit Appointments (SAAA) and inform them we would like to be treated as opted in, and as such the auditor would be PKF Littlejohn (the appointees for Suffolk).

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Shadow Executive (Cabinet)



Title of Report:	Transfer of Joint Policies to West Suffolk Council	
Report No:	EXC/SA/18/010	
Report to and dates:	Shadow Executive (Cabinet)	18 September 2018
	Shadow Council	25 September 2018
Shadow Executive (Cabinet) Members:	Ruth Bowman Tel: 07966 373063 Email: ruth.bowman@forest-heath.gov.uk	Carol Bull Tel: 07767 472419 Email: carol.bull@stedsbc.gov.uk
Lead officer:	Liz Barnard Service Manager (Corporate Policy) Tel: 01638 719454 Email: liz.barnard@westsuffolk.gov.uk	
Purpose of report:	To make arrangements for the transfer of joint Forest Heath and St Edmundsbury policies to the new West Suffolk Council.	
Recommendations:	<p>It is <u>RECOMMENDED</u> that the Shadow Executive (Cabinet):</p> <p>(1) recommends to the Shadow Authority that it transfers the <u>existing suite of joint policies</u> adopted by Forest Heath and St Edmundsbury to West Suffolk Council, as detailed in paragraph 1.1.3 of Report No: EXC/SA/18/010;</p> <p>(2) delegates to Officers, in consultation with relevant Portfolio Holders, to make necessary minor drafting changes to <u>existing policies</u> and then agree them for West Suffolk Council, as detailed in paragraph 1.1.4; and</p> <p>(3) recommends to the Shadow Authority that it delegates to Officers, in consultation with relevant Portfolio Holders, to make necessary minor drafting changes and then</p>	

	<p align="center">agree the <u>additional joint policies that are adopted</u> by Forest Heath and St Edmundsbury Councils between September 2018 and March 2019, as detailed in paragraph 1.1.4 and 1.1.5.</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>		
<p>Consultation:</p>	<ul style="list-style-type: none"> • Consultation took place on the policies in advance of their original adoption 		
<p>Alternative option(s):</p>	<ul style="list-style-type: none"> • The Shadow Authority could adopt each individual policy in turn, but this would take considerable time, as the authority is required to ensure it gives due consideration to the policies, and is not necessary given the changes are technical or grammatical. 		
<p>Implications:</p>			
<p><i>Are there any financial implications? If yes, please give details</i></p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<p><i>Are there any staffing implications? If yes, please give details</i></p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<p><i>Are there any ICT implications? If yes, please give details</i></p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<p><i>Are there any equality implications? If yes, please give details</i></p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<p>Risk/opportunity assessment:</p>		<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>	
<p>Risk area</p>	<p>Inherent level of risk (before controls)</p>	<p>Controls</p>	<p>Residual risk (after controls)</p>
<p>Omitting existing policies from the transfer exercise</p>	<p>Medium</p>	<p>Communication with all service areas to ensure policies are not overlooked</p>	<p>Low</p>
<p>Ward(s) affected:</p>		<p>All Ward/s</p>	
<p>Background papers: <i>(all background papers are to be published on the website and a link included)</i></p>		<p>None</p>	
<p>Documents attached:</p>		<p>None</p>	

1. Key issues and reasons for recommendation(s)

1.1 Creation of a suite of policies for the new West Suffolk Council

- 1.1.1 From 1 April 2019, West Suffolk Council will need a full suite of policies, frameworks and guidance under which to operate.
- 1.1.2 In practice, the provisions in the consequential Order will effectively transfer these documents (referred to from now on as 'policies') to West Suffolk Council, by giving continuity to all decisions made by the predecessor councils. However, best practice would suggest that the Shadow Authority should proactively consider and confirm their support to the process being followed.
- 1.1.3 The majority of policies that govern the work of Forest Heath and St Edmundsbury Councils are already joint policies, presented as 'West Suffolk Councils' policies. The changes required to these documents include:
- Changing the word 'councils' to 'council'
 - Removing references to Forest Heath and St Edmundsbury and substituting with West Suffolk
 - Changing plural references to singular e.g. Leader(s)
 - Other consequential amendments to ensure the policies make sense in their application to West Suffolk Council
- 1.1.4 Such consequential changes to any existing Forest Heath and St Edmundsbury policies would usually be delegated to officers to make, in consultation with relevant portfolio holders. In a similar vein, it is proposed that the Shadow Authority adopts the approach of delegating these changes to officers, following consultation with portfolio holders.
- 1.1.5 The delegation would also apply to joint policies that are due to be agreed by Forest Heath and St Edmundsbury between now and 1 April 2019, i.e.
- Housing Strategy
 - Tenancy Strategy
 - Affordable Housing Supplementary Planning Document
 - Custom and Self Build interim policy statement
 - Asset Management Strategy
- 1.1.6 Members should also note that the West Suffolk Strategic Framework and Medium Term Financial Framework were separately adopted by the West Suffolk Shadow Executive and Shadow Council on 10 July 2018 and 17 July 2018 respectively.

2. Arrangements for policies that are not already joint

- 2.1 A small number of policies have not yet been harmonised between Forest Heath and St Edmundsbury councils. Arrangements are in hand to create new West Suffolk versions of these policies, in accordance with the timetables set out in the Shadow Council's Decisions Plan.

3. **Presentation and communication of new suite of policies**

3.1 'West Suffolk Council' versions of all policies will be made available on the new website from 1 April 2019.

3.2 It is proposed that the following wording be added to the Policies Strategies and Plans page of the existing website from 1 January 2019.

"From 1 April 2019, the following policies that were produced jointly by Forest Heath and St Edmundsbury Councils will become West Suffolk Council policies, following a decision of the West Suffolk Shadow Authority.

[add links to existing joint policies]

The following policies will expire on 31 March 2019.

[add links to separate policies]

The following West Suffolk Council policies that will take effect from 1 April 2019 have been agreed by the Shadow Executive / Shadow Authority.

[add links to West Suffolk Council policies that will take effect from 1 April 2019]

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 September 2018 to 6 May 2019

Publication Date: 17 August 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Shadow Executive (Cabinet) or Officers under delegated authority, are intending to take up to 6 May 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Shadow Executive (Cabinet) and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via Democratic Services, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
18/09/18 (NEW) Page 26	Appointment of External Auditors for West Suffolk Council The Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council regarding a preferred option for appointing external auditors for the new West Suffolk Council.	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Resources) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Shadow Executive and Shadow Council
18/09/18 (NEW)	Council Policies The Shadow Executive will be asked to consider for recommending to Shadow Council, a first tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	John Griffiths Leader 07958 700434 James Waters Deputy Leader 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070 Liz Barnard Service Manager (Corporate Policy) 01638 719454	All Wards	Report to Shadow Executive with recommendations to Shadow Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
18/09/18 Page 27	Delivering a Sustainable Budget 2019/2020 The Shadow Executive will be asked to note the approach noted by the SEBC and FHDC Performance and Audit Scrutiny Committees in respect of the 2019/2020 budget setting process and medium term plans in preparation for the new West Suffolk Council.	Not applicable	For noting only at this stage.	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Resources) 01284 757264	All Wards	Note of the Performance and Audit Scrutiny Committees to the Shadow Executive
17/10/18 (NEW)	Council Policies The Shadow Executive will be asked to consider for recommending to Shadow Council, a second tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.	Not applicable	(R) – Shadow Council 20/11/18	Shadow Executive/ Shadow Council	John Griffiths Leader 07958 700434 James Waters Deputy Leader 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070 Liz Barnard Service Manager (Corporate Policy) 01638 719454	All Wards	Report to Shadow Executive with recommendations to Shadow Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
17/10/18 Page 28	Delivering a Sustainable Budget 2019/2020 Further to its consideration on 18 September 2018, the Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council on proposals for achieving a sustainable budget in 2019/2020.	Not applicable	(D) Consideration by the Shadow Council will take place as part of the budget setting paper on 19/02/19	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Resources) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committees to the Shadow Executive
27/11/18 (NEW)	Applications for Community Chest Grant Funding 2019/2020 The Shadow Executive will be asked to consider recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party in respect of applications for Community Chest funding for the 2019/2020 year and beyond.	Not applicable	(KD) - but subject to the budget setting process	Shadow Executive (Cabinet)	Robert Everitt Families and Communities 01284 769000 Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party to Shadow Executive (Cabinet).

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/11/18	Review of Bury St Edmunds Christmas Fayre The Shadow Executive will be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Bury St Edmunds Christmas Fayre, for implementation in 2019.	Not applicable	(D)	Shadow Executive	Alaric Pugh Planning and Growth 07930 460899 Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive.
27/11/18	Council Tax Base for Tax Setting Purposes 2019/2020 The Shadow Executive will be asked to recommend to the Shadow Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2019/2020.	Not applicable	(R) – Shadow Council 18/12/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Resources) 01284 757264	All Wards	Report to Shadow Executive with recommendations to Shadow Council
27/11/18 (NEW)	Review of the Garden Waste Collection Service The Shadow Executive will	Not applicable	(D)	Shadow Executive	David Bowman Operations 07711 593737	Mark Walsh Assistant Director (Operations) 01284 757300	All Wards	Recommendations of the Overview and Scrutiny

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Garden Waste Collection Service, for implementation in April 2019.				Peter Stevens Operations 07775 877000	Mark Christie Service Manager (Business) 01638 719220		Committees to Shadow Executive
05/02/19 (NW)	West Suffolk Council Induction / Member Development Package The Shadow Executive will be asked to consider a proposed induction and member development package for supporting Members of the new West Suffolk Council in their first few weeks and months of being elected.	Not applicable	(D)	Shadow Executive	Ruth Bowman J.P. Future Governance 01638 510896 Carol Bull Future Governance 01953 681513	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015 Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Shadow Executive
05/02/19	Budget and Council Tax Setting 2019/2020 and Medium Term Financial Strategy The Shadow Executive will be asked to consider the	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 91 05/02/19	proposals for the 2019/2020 budget (and beyond) and Medium Term Financial Strategy for the West Suffolk Council, prior to its approval by the Shadow Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.				Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Resources) 01284 757264		Council
	<p>Annual Treasury Management and Investment Strategy 2019/2020 and Treasury Management Code of Practice</p> <p>The Shadow Executive will be asked to recommend to the Shadow Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial</p>	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Greg Stevenson Service Manager (Finance and Resources) 01284 757264</p>	All Wards	Report to Shadow Executive with recommendations to Shadow Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	year.							
05/02/19 (NEW) Page 32	West Suffolk Statement of Licensing Policy The Shadow Executive will be asked to consider a new Statement of Licensing Policy for West Suffolk Council. Consultation will take place with the Licensing and Regulatory Committee on the proposed content of the policy.	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Alaric Pugh Planning and Growth 07930 460899 Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive with new policy for recommending to Shadow Council for adoption.
05/02/19 (NEW)	Street Vending and Trading Policy The Shadow Executive will be asked to consider a revised street vending and trading policy. Consultation will take place with the FHDC and SEBC Licensing and Regulatory Committees on the proposed content of the policy.	Not applicable	(D)	Shadow Executive	Alaric Pugh Planning and Growth 07930 460899 Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive with revised policy.

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Shadow Council; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Shadow Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Shadow Executive procedure rules set out in Part 4 of the Shadow Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Shadow Executive (Cabinet):

Shadow Executive (Cabinet) Member
Councillor John Griffiths (Leader)
Councillor James Waters (Deputy Leader)
Councillor Ruth Bowman J.P.
Councillor David Bowman
Councillor Carol Bull
Councillor Andy Drummond
Councillor Stephen Edwards
Councillor Robert Everitt
Councillor Ian Houlder
Councillor Sara Mildmay-White
Councillor Robin Millar
Councillor Alaric Pugh
Councillor Joanna Rayner
Councillor Lance Stanbury
Councillor Peter Stevens

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 17 August 2018

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