

# Cabinet



<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Tuesday 28 May 2019</b>
<b>Time:</b>	<b>6.00 pm</b>
<b>Venue:</b>	<b>Conference Chamber West (F1R09)</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU
<b>Together with electing the Leader of the Council, the constitution of the Cabinet is to be announced under Item 5 on the Agenda for the Annual Meeting of the Council to be held on 22 May 2019. As this Cabinet agenda was prepared prior to the Annual Meeting, the Leader of the Council and the Cabinet is not reflected on this agenda front and all Members have been sent copies of this agenda pack. The Leader and Cabinet will be notified separately to attend this meeting following their election/appointment. All other Members are not required to attend; however, they may choose to do so to observe proceedings or ask a question under the terms of Agenda Item 2 detailed below.</b>	
<b>Interests – Declaration and Restriction on Participation:</b>	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.
<b>Quorum:</b>	Three Members
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>

# Public Information

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	T: 01284 757176 E: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> W: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above and following address: <b>West Suffolk Council</b> <b>College Heath Road</b> Mildenhall Bury St Edmunds Suffolk IP28 7EY  at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The 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.	
<b>Public participation:</b>	Members of the public who live or work in the District are welcome to speak and may ask one question or make a 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 Chair's discretion.	
<b>Disabled access:</b>	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.	
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<b>Recording of meetings:</b>	The 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.	
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# Agenda

## Procedural Matters

### 1. Apologies for Absence

#### Part 1 - Public

### 2. Open Forum

At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet 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.

### 3. Public Participation

Members of the public who live or work in the District 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.

### 4. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 26 March 2019

1 - 8

Report No: **CAB/WS/19/001**

Portfolio Holder: To be confirmed

Lead Officer: Jill Korwin

#### NON-KEY DECISIONS

### 5. Review and Appointment of Cabinet's Panel/Joint Committee: 2019/2020

9 - 22

Report No: **CAB/WS/19/002**

Portfolio Holder: To be confirmed

Lead Officer: Leah Mickleborough

**6. Decisions Plan: 7 May 2019 to 31 May 2020**

**23 - 36**

To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/WS/19/003**

Portfolio Holder: To be confirmed

Lead Officer: Ian Gallin

**Part 2 – Exempt**

**NONE**



## Report of the Anglia Revenues and Benefits Partnership Joint Committee: 26 March 2019

<b>Report No:</b>	<b>CAB/WS/19/001</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	<b>28 May 2019</b>
<b>Cabinet Member:</b>	Portfolio Holder with the responsibility for Resources and Performance  <i>(Appointment of the above Portfolio Holder to be confirmed at Annual Council on 22 May 2019)</i>	
<b>Lead officer:</b>	Jill Korwin Director <b>Tel:</b> 01284 757252 <b>Email:</b> <a href="mailto:jill.korwin@westsuffolk.gov.uk">jill.korwin@westsuffolk.gov.uk</a>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>  For noting only	

**Wards impacted:**      **All Wards**

**Recommendation:**      **The Cabinet is requested to note the content of Report No: CAB/WS/19/001, being the report of the Anglia Revenues and Benefits Partnership Joint Committee.**

## **1. Purpose of the report**

1.1 On 26 March 2019, the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:

1. Performance Report: Balance Scorecards and Highlight Report, and ARP Financial Performance Report;
2. Welfare Reform Update;
3. Forthcoming Issues; and
4. Exempt Item: Risk Based Verification.

This report is for information only. No decisions are required by the Cabinet.

## **2. Key Issues**

### **2.1 Performance Report: Balance Scorecards and Highlight Report, and ARP Financial Performance Report (Agenda Items 5, 5a and 5b)**

#### **2.1.1 a. Performance Report**

The Joint Committee has as a matter of course previously been presented with ARP performance measures by way of the Balanced Scorecards and Highlight Report. This report had been presented in the same format for a number of years, and Members had recently requested a review of its style, content and format. A draft had previously been presented to the Joint Committee in December 2018, which had been welcomed in general, with a request that the new design be submitted to the March Joint Committee meeting alongside the existing Balance Scorecards and Highlight Report to enable comparisons to be made with a view to implementing from April 2019. The new design provides relevant information relating to the performance of ARP as a whole and that of the individual partners. If approved, it was proposed that it be implemented from April 2019. This detailed report can be viewed on Breckland District Council's website at the following links:

<http://democracy.breckland.gov.uk/documents/s52376/Performance%20Report.pdf>

Appendix A:

<http://democracy.breckland.gov.uk/documents/s52377/Appendix%20A%20-%20ARP%20Presentation%20of%20Data%20January%202019.pdf>

#### **2.1.2 The content of the new style of ARP Performance Report includes:**

- The collection performance of the Anglia Revenues Partnership for both business rates and council tax, reporting the quarterly targets and latest verified month collection figures along with the quarterly outturn from the previous financial year.
- Council tax and business rates combined reporting, highlighting the size of the ARP operation, with total year collection targets of the whole partnership.

- Council tax and business rates collection performance for each individual partner.
- Red Amber Green (RAG) indicators highlighting quarterly performance.
- ARP fraud and compliance performance at partnership level for each individual partner.
- Monthly performance of the time taken to process housing benefit claims and the local council tax reduction scheme claims.
- Narratives providing details of specific variances in targets.
- Details of service updates within the report rather than being shown on a separate highlight report.

2.1.3 The Joint Committee considered the new style of reporting in detail and compared it to the existing Balance Scorecards and Highlight Report. The new style was generally preferred; however it was requested that performance information for customer services be added. This was confirmed by officers as the relevant data could be extracted relatively easily.

2.1.4 Attention was drawn to the service updates as at 31 January 2019, which had previously been included in the Highlight Report. Updates were provided on:

- i. Business Rates. This included information on a new rate relief scheme applicable from April 2019, and the 2019/2020 position regarding rate relief allocations to businesses who faced the steepest increases in rates following the Government's revaluation in 2017.
- ii. Council Tax – Care Leavers. This included information on the Government's encouragement of Billing Authorities to introduce a discretionary scheme to help Care Leavers with their council tax bills (*note: West Suffolk Council adopted such a scheme for implementation from 1 April 2019*).
- iii. Council Tax – Further Recovery. The Further Recovery team had collected £988k as at 31 January 2019 which exceeded the amount collected by 31 January 2018 by £221k.
- iv. Council Tax – Empty Properties. In order to encourage owners of empty properties to bring them back into use, the Government has amended council tax regulations to allow billing authorities the ability to increase the long term empty premium charged in respect of a property which has been vacant for more than two years.
- v. Council Tax Discounts. This update referred to the scheme outlined in (ii) above.
- vi. Benefits. Benefits performance continued to meet profiled targets and was on course to achieve year end targets.
- vii. Fraud and Compliance. Whilst Suffolk and Norfolk County Councils currently continue to support the review of Single Persons Discounts, Cambridgeshire CC (CCC) had ceased providing further funding from April 2019. ARP had provided a briefing note to East Cambs and Fenland District Councils to aid discussions with CCC regarding the implications of this.
- viii. Annual Billing. Ahead of the 2019/2020 annual billing process, the sign-up to online self-service accounts for council tax payers and housing benefit recipients exceeded 18,000 account holders and is continuing to rise each month. This, amongst other benefits, has

- helped to reduce paper use and postal costs to the partnership as more and more customers were now opting to receive their bills and notifications electronically.
- ix. ARP Website. The website has been enhanced to try and make it as straight forward as possible for customer use. Analysis has demonstrated that this has been particularly effective for customers utilising the self-serve facilities.
  - x. Changes in Data Protection. This update provided information on how the partners each complied with the changes required under the Data Protection Act 2018.
- 2.1.5 b. Balanced Scorecard (Appendix B) and Highlight Report (Appendix C) as at end January 2019

Members had **noted** that targets had largely been met by all partner authorities with the majority of indicators annotated green as at 31 January 2019, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s52379/Appendix%20B%20-%20ARP%20Balanced%20scorecard%20January%202019.pdf>

- 2.1.6 The above report provides further information on indicators relevant to each partner authority, which are grouped under the following headings:
- a. **Financial:** Collection, Budget Management
  - b. **Customer:** Customer Satisfaction, Channel Shift
  - c. **Internal Process:** Collection, Fraud
  - d. **Learning and Growth:** Performance Management

The former Forest Heath District and St Edmundsbury Borough Councils were both on target for all indicators as at 31 January 2019.

The Joint Committee **RESOLVED that:**

- (1) the performance report at Appendix B and C be noted; and**
- (2) the new format for ARP Performance Reporting (Appendix A) to the Joint Committee be adopted for use from the new financial year 2019-20, subject to customer services performance data being included when required.**

- 2.1.7 c. Financial Performance

In respect of the financial performance report, the Joint Committee **noted** the position as at 31 January 2019, which showed an underspend of £72,375 against budget. Appendix A attached to that report provided further details, together with details and reasons for the specific variances.

The efficiency target for 2018/2019 had now been fully achieved.

An update had also been provided on committed expenditure for the Transformation Programme. The committed transformation funding was £200,409 as at 31 January 2019. £100,409 is expected to be spent by the



end of 2019/2020. A balance of £100,000 includes the top up from other reserves for unallocated projects yet to be determined.

Details of the funding held in the ARP ICT reserve, which had been approved as part of the budget setting process, was also contained in Appendix A. This reserve (which will amount to a total of £266,428 by 2020/2021) has been established to cover costs of ICT replacement in future years.

The reasons for other specific variances, together with other details, are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s52372/ARP%20Financial%20Performance.pdf>

Appendix A:

<http://democracy.breckland.gov.uk/documents/s52373/Appendix%20A%20for%20ARP%20Financial%20Performance.pdf>

#### 2.1.8 **Welfare Reform Update (Agenda Item 6)**

The Joint Committee received and **noted** an update on welfare reform, which included:

- a. **Universal Credit (UC):** The Government had recently announced that Harrogate will be the first to trail the natural migration of 10,000 cases from the old style benefits system to UC. The pilot scheme is expected to start in July 2019. In addition, the completion date of moving existing claimants to UC has been extended from 2023 to 2024.

From 1 April 2019, Universal Support funding to help new UC customers to make a claim (Assisted Digital Support) and help to budget monthly payments (Personal Budgeting Support) will be granted by the DWP to Citizens' Advice and not local authorities. ARP has previously raised concerns that this may impact on residents of rural communities that often contact their council. In addition, given that the DWP's processing figures indicate that 80% of claims are paid on time (at five weeks) and given that the housing element (for rent) is typically the cause of any prospective delay, concern has been expressed by ARP officers that vulnerable people may be affected and at risk of falling into rent arrears which may lead to other subsequent consequences. The position is being monitored via contact with the local branches of Citizens' Advice, who have stated that they will continue to help such customers, drawing on their usual funding streams.

The summary of the latest position on the expansion of UC and concerns raised by officers regarding specific issues in respect of the expansion on a national level were contained in sections 2.1.8 and 2.1.9 of the report, and which were duly noted by the Joint Committee.

This matter was discussed at length during the meeting, with the Joint Committee expressing its concern regarding Universal Support funding being granted directly to Citizens' Advice and not local authorities, and the potential impact this will have. Members were informed that in order to mitigate any potential impact, ARP and the partners' customer services teams, needed to build relationships with local Citizens' Advice services and work together to ensure positive outcomes for the claimant, where possible. The Joint Committee also acknowledged the lobbying role of ARP to ensure concerns are directed through the appropriate channels.

- b. **Discretionary Housing Payment:** Spend continues to be within the grant provided by the DWP, and is forecast to be closer to, but within the grant. This grant is designed to help customers remain in their homes or to move to affordable and sustainable accommodation. The main area of expenditure continues to be to assist customers with rent shortfalls, in particular due to restrictions on Housing Benefit rent levels. Generally the allocations for 2018/2019 have been reduced with further reductions expected in 2019/2020.
- c. **Benefit Cap:** In November 2016, the maximum family income before the Benefit Cap applies reduced from £26,000 to £20,000 (£13,400 for single adults with no children). The Benefit Service continues to work with colleagues in Customer Service and Housing Options teams to seek to avoid homelessness and the cost of temporary housing.

DWP has provided New Burdens funding to assist councils with extra administrative costs and have increased Discretionary Housing Payment grants to help customers with the reduction; however, it should be noted that the increase does not cover all reductions.
- d. **Social Rented Sector Rent Restrictions:** The Government has responded to consultation on funding for supported housing and it has indicated it will not implement Local Housing Allowance rates in social housing. Supported accommodation, including hostel tenancies will remain in Housing Benefit and will not therefore move to Universal Credit.

## 2.2 **Forthcoming Issues (Agenda Item 7)**

- 2.2.1 A discussion was held on the possibility of introducing a 'one stop shop' for all claims and the appropriateness of sharing of information with Citizens' Advice. The Joint Committee was informed that improvements to the service were being made year-on-year and customers will be required to give consent before their personal data is shared.

## 2.3 **Exempt Item (para 3): Risk Based Verification (Agenda Item 10)**

- 2.3.1 The Joint Committee considered this item in private session, therefore the information contained in this report is limited and based on the content of the public minutes.

The Department of Work and Pensions (DWP) requires councils to review their Risk Based Verification Policies annually and requires Members to approve the continuance or revision of their policy.

2.3.2 The Joint Committee **RESOLVED:**

**That the Housing Benefit and Council Tax Support Risk Based Verification (RBV) Policy for 2019/2020 for Breckland Council, East Cambridgeshire District Council, Fenland District Council, West Suffolk Council and East Suffolk Council, be approved.**

**3. Minutes**

- 3.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 26 March 2019, the draft minutes of the meeting may be viewed on Breckland District Council's website at the following link:

<http://democracy.breckland.gov.uk/documents/g4235/Printed%20minutes%2026th-Mar-2019%2010.30%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>

**4. Background papers**

Breckland DC Website:

[26 March 2019](#)

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## Review and Appointment of the Cabinet's Joint Committee/Panel and Other Groups

<b>Report No:</b>	<b>CAB/WS/19/002</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	<b>28 May 2019</b>
<b>Cabinet Member:</b>	Leader of the Council  <i>(Appointment of the Leader of the Council to be confirmed at Annual Council on 22 May 2019)</i>	
<b>Lead officer:</b>	Leah Mickleborough Service Manager (Democratic Services) and Monitoring Officer <b>Tel:</b> 01284 757162 <b>Email:</b> <a href="mailto:leah.mickleborough@westsuffolk.gov.uk">leah.mickleborough@westsuffolk.gov.uk</a>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i>		

**Wards impacted:**      **All Wards**

**Recommendations:**    **It is recommended that:**

- (1) it be noted that with the exception of the Anglia Revenues and Benefits Partnership Joint Committee, all other Cabinets, committees, sub-committees, working parties, panels, joint committees and other groups of the former St Edmundsbury Borough and Forest Heath District Councils are now dissolved following the creation of West Suffolk Council on 1 April 2019 and the adoption of West Suffolk Council's new Constitution by the West Suffolk Shadow Council on 19 February 2019;

- (2)**
  - (a)** it be noted that a new Staff Consultative Panel of the Cabinet has been established to operate in accordance with the Terms of Reference (ToR) contained in Appendix A to Report No: CAB/WS/19/002;
  - (b)** periodical meetings of the above Panel be scheduled as and when required but with regard to the discussion outlined in Section 2.4;
  - (c)** on the nominations of Group Leaders, delegated authority be given to the Service Manager (Democratic Services) to appoint appropriate membership (full and substitute Members) to the above Panel in accordance with its ToR.
- (3)**
  - (a)** delegated authority be given to the Service Manager (Democratic Services) to appoint two Portfolio Holders as full Members and up to four Portfolio Holders as substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for the interim period, on the nominations of the Leader of the Council, as set out in paragraphs 3.3 and 3.4;
  - (b)** following adoption of its new Constitution and Terms of Reference by the partner authorities, the Service Manager (Democratic Services) be given delegated authority to appoint Portfolio Holders to the Anglia Revenues and Benefits Partnership Joint Committee for the remainder of 2019/2020 on the nominations of the Leader of the Council, in accordance with the Joint Committee's potential revised membership requirements.
- (4)** Should any future changes to membership of the bodies listed in (2) and (3) above be required during 2019/2020, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nominations of the Leader of the Council.

**Continued over...**

- (5) Provided that resources are available to support them, informal task-and-finish working groups be established to consider specific issues as required throughout 2019/2020.**
- (6) On the nominations of the Leader of the Council, delegated authority be given to the Service Manager (Democratic Services) to appoint Members as observers to the respective outside bodies listed, and NOTE the Leader or ex-officio appointments to the project or partnership groups listed in Section 5.2 and 5.3.**



## **1. Background**

- 1.1 Under Article 6 (The Cabinet) (paragraph 6.5.2) of the Council's Constitution, it states that:

*"The Cabinet may carry out its functions:*

*d. by delegating power to a joint committee, area committee or another local authority".*

- 1.2 Under Article 9 (Joint Arrangements and Working Groups) of the Council's Constitution, it states that:-

**"9.2 Joint Arrangements**

9.2.3 .... the Cabinet may only appoint Cabinet Members to a joint committee and those Members need not reflect the political balance of the Council as a whole."

**"9.3 Working Groups**

9.3.1 The Council, Cabinet or Committees may appoint from time to time such Working Groups as they think fit. The Working Groups which have been appointed are identified in Part 3 of this Constitution.

- 1.3 The following Joint Committee, Panel and other informal working groups, either report to the Cabinet or exercise Executive functions:

- (a) Exercise Executive functions on behalf of the Cabinet
  - Anglia Revenues and Benefits Partnership Joint Committee
- (b) Report to the Cabinet
  - Staff Consultative Panel
  - Other informal working groups, as detailed in Section 5. below

- 1.4 The Cabinet is requested to appoint membership in accordance with the terms of reference for its Joint Committee and Panel for the year 2019/2020 as set out below.

## **2. Staff Consultative Panel**

- 2.1 The Staff Consultative Panel provides a positive environment through which to engage on the development of employment policies and practices. Some of the policies are referred to Cabinet or Council (as appropriate) to approve, whilst other papers are presented to the Panel to keep them informed on employment related matters within the Council. Panel members may also be consulted on / informed of items through e-mail notification.
- 2.2 The Panel is made up of councillors and representatives of the staff (usually through representatives from Unison, the Council's recognised staff union). The Panel will have its own work programme, but additional items / meetings can be called on request.



2.3 Terms of reference for the Staff Consultative Panel have been devised as attached at Appendix A.

2.4 It is **recommended** that:

- (1) it be noted that a Staff Consultative Panel of the Cabinet has been established to operate in accordance with the Terms of Reference (ToR) contained in Appendix A to Report No: CAB/WS/19/002;**
- (2) periodical meetings of the above Panel be scheduled as and when required but with regard to the discussion outlined in Section 2.4;**
- (3) on the nominations of Group Leaders, delegated authority be given to the Service Manager (Democratic Services) to appoint appropriate membership (full and substitute Members) to the above Panel in accordance with its ToR.**

### **3. Anglia Revenues and Benefits Partnership Joint Committee**

3.1 The Anglia Revenues and Benefits Partnership Joint Committee comprises membership of each of the councils represented on the partnership (West Suffolk Council, Breckland Council, East Cambridgeshire District Council, Fenland District Council and East Suffolk Council). To comply with the Constitution, the Council's Joint Committee exercises executive functions on behalf of the Cabinet. West Suffolk Council's (WSC) current membership of the Joint Committee is indicated below and is required to comprise Cabinet Members:

Joint Committee	WSC Full Members	WSC Substitutes
Anglia Revenues and Benefits Partnership Joint Committee	2	4

3.2 The above membership is based on the membership requirements of the former Forest Heath District and St Edmundsbury Borough Councils, when the Joint Committee comprised one Member and two substitutes appointed from each of the partner councils represented, with the option for one of the substitutes to attend and take part in debate (but not vote.)

3.3 Following the creation of West Suffolk Council and East Suffolk Council, a review of the constitution (Appendix B) and terms of reference for the Anglia Revenues and Benefits Partnership Joint Committee is currently being undertaken. The recommendations arising from this review are due to be presented to the partner authorities for approval in the coming months. It is expected that the membership requirements will change as part of the review.

3.4 In order for the Joint Committee to function and make decisions with representation from West Suffolk Council in the interim, it is proposed that

appointments from West Suffolk Council's Cabinet be made to the Joint Committee and that these appointments be revised, as appropriate, following the outcome of the review referred to in paragraph 3.3 above.

3.5 It is therefore **recommended** that:

- (1) delegated authority be given to the Service Manager (Democratic Services) to appoint two Portfolio Holders as full Members and up to four Portfolio Holders as substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for the interim period, on the nominations of the Leader of the Council, as set out in paragraphs 3.3 and 3.4; and**
- (2) following adoption of its new Constitution and Terms of Reference by the partner authorities, the Service Manager (Democratic Services) be given delegated authority to appoint Portfolio Holders to the Anglia Revenues and Benefits Partnership Joint Committee for the remainder of 2019/2020 on the nominations of the Leader of the Council, in accordance with the Joint Committee's potential revised membership requirements.**

#### **4. Other informal working groups**

- 4.1 The Cabinet may also during 2019/2020 set up from time to time informal Member/Officer Working Groups to consider specific issues, which would usually be on a task-and-finish basis. Such groups would make recommendations directly to Cabinet or the appropriate Committee in the form of reports. It is proposed that such groups would be formed as required.
- 4.2 It is **recommended that provided that resources are available to support them, informal task-and-finish working groups be established to consider specific issues as required throughout 2019/2020.**

#### **5. Appointment of representatives to outside bodies**

- 5.1 Council will consider appointments of representatives to outside bodies on 22 May 2019, and Members will note that acting as 'observers' of organisations is an executive function and is therefore for Cabinet to appoint. There are four such organisations to whom an observer should be appointed by Cabinet:
  - (a) Home of Horseracing Trust
  - (b) National Horseracing Museum
  - (c) Suffolk West Citizens Advice, (subject to final confirmation); and
  - (d) Theatre Royal Board of Management.

- 5.2 The Leader also has authority, under the terms of Memoranda of Understanding for projects to appoint Members to sit on project groups, or equivalent. Members are appointed on this basis to such projects like the Guildhall Project and the Newbury Community Centre Project, for example.
- 5.3 The Leader, or a substitute appointed by the Leader, also represents the Cabinet on the informal partnership group which examines the 'One Public Estate' programme in West Suffolk (the West Suffolk Property Board). This is an ex-officio appointment, as the partnership arrangements require the Leader of West Suffolk Council to attend.
- 5.4 Cabinet is **recommended** that **on the nominations of the Leader of the Council, delegated authority be given to the Service Manager (Democratic Services) to appoint Members as observers to the respective outside bodies listed in Section 5.1 above, and to note the Leader or ex-officio appointments to the project or partnership groups listed in Section 5.2 and 5.3.**

## **2. Alternative options**

- 2.1 Not applicable as the West Suffolk Shadow Council has already adopted the Constitution for West Suffolk Council, which had agreed to the establishment / continuation of the Panel / Joint Committee detailed in this report.

## **3. Consultation and engagement**

- 3.1 Appointments to the Panel and Joint Committee detailed in this report will be made on the nominations of the Leader of the Council and /or Group Leaders, as applicable.

## **4. Risks**

- 4.1 The Council could consider the creation of joint committees with partner authorities to maximise opportunities for joint working.
- 4.2 To avoid duplication of effort between member bodies, undertaking reviews of its working parties, panels etc is considered prudent to ensure they are still relevant, adding value and do not cross over with other activities or other bodies, for example scrutiny committees or task and finish groups.

To ensure meetings and reviews are accommodated with available member and officer time and resources, it is considered prudent to carry out reviews and disband any groups no longer required, and to optimise frequency of meetings.

## **5. Implications arising from the proposal**

### **5.1 Financial Implications**

The review has been undertaken within existing resources. Any changes required as a result of the review will also be borne from existing budgets.

- 5.2 Constitutional compliance  
See sections 1.1, 1.2 and 1.3 above.

## **6. Appendices**

- 6.1 **Appendix A** - Terms of reference for the Staff Consultative Panel

**Appendix B** – Anglia Revenues and Benefits Joint Committee: review of its constitution



## **Staff Consultative Panel**

### **1. Overview**

- 1.1 The Panel's membership will be drawn from Councillors and staff of the Council. The definition of 'staff' includes all groups of employees covered by the National Joint Council for Local Government Services.
- 1.2 The Panel will consider the Council's staffing arrangements and provide a regular forum to secure the largest measure of agreement between the Council as an employer and Trade Union employees regarding matters directly affecting employment by the Council
- 1.3 To provide a group of Members who can develop an enhanced level of understanding on staffing matters.
- 1.4 To make recommendations to the Cabinet about policies and actions required to develop and maintain effective employee/employer arrangements.

### **2. Constitution**

- 2.1 The Panel shall comprise 12 Members, to be comprised of six Councillors, which desirably reflects the political balance of the Council, as far as practically possible, to be the 'Employers' Side' and six members of staff from the Council to be the 'Employees' Side', nominated by the Trade Unions recognised by the Authorities in accordance with the formula set out below:-
  - (a) Employee representatives appointed by each of the Trade Unions recognised by the Authority should be on a proportional basis to the total number of employees within the individual union compared to the total Trade Union membership; and
  - (b) Each Trade Union recognised by the Authority shall have a minimum of one seat.
- 2.3 The Trade Unions recognised by the Council shall represent all Council employees. This will include raising issues on behalf of non-Trade Union members, should they be requested.
- 2.4 In the event of any failure to appoint/elect the number of representatives provided for by this Constitution, such failure to appoint/elect shall not invalidate the decisions of the Panel.
- 2.5 Two substitute Members shall be permitted on the 'Employers' Side' and two substitutes shall be permitted from the 'Employees' Side'.

- 2.6 It shall be the duty of a senior Human Resource Officer to attend and advise the Panel.
- 2.7 The Panel shall elect a Chair and Vice-Chair from its Members. When the Chair is a Member of one Side of the Panel, the Vice-Chair shall be a Member of the other Side. The Chair of the Panel shall be rotated on an annual basis between the Employees' and Employers' Side. The Chair of the meeting shall not have a casting vote.
- 2.8 The Panel may invite attendance by any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration. In addition, the Employee side may arrange for the attendance of a Trade Union official at any meeting of the Panel, subject to the prior agreement of the Chair and Vice Chair.

### **3. Terms of Reference**

- 3.1 To establish and maintain methods of negotiation and consultation, to consult on matters affecting the employment of all groups of employees of the Council, with a genuine commitment to seek consensus and enter into agreements, as appropriate.
- 3.2 These matters may include such subjects as:-
- (a) Application or implementation of National Agreements.
  - (b) Application or implementation of Local Agreements or local conditions of service.
  - (c) Productivity or performance arrangements.
  - (d) Issues referred to the Panel by the Trade Unions as provided for by the formal 'Consultation Procedures' (Employment Restructuring & Redundancy).
  - (e) Working conditions.
  - (f) Welfare and health of employees.
  - (g) Personnel procedures including recruitment, sickness, discipline and handling of grievances and redundancies.
  - (h) Training and development of employees.
  - (i) Equality issues; and
  - (j) Any issue referred to the Panel by the Cabinet.

- 3.3 Issues affecting individuals (eg pay, discipline) are excluded from consideration unless they represent matters of principle which are of general application to employees.

### **4. Authority of the Panel**

- 4.1 Decisions of the Panel shall be in accordance with the voting arrangements set out in paragraph 5.3 below and shall be subject to the approval of the Cabinet, as provided for by the Council's Scheme of Delegation.

## **5. Arrangements and Procedures**

- 5.1 Meetings shall normally be held quarterly but, exceptionally, the Chair may decide, after consultation with a senior Human Resources Officer to convene an Extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between the Council Offices or as agreed by the Panel.
- 5.2 The quorum for the Panel shall be four, comprising at least two Employee representatives and two Members.
- 5.3 Voting shall be by a show of hands and simple majority. No motion shall be regarded as carried unless it has been approved by a majority of Employer representatives and a majority of Employee representatives present and voting.
- 5.4 The report from the Panel to the respective Cabinet shall be by way of presentation of the minutes or by way of a brief report in a format agreed by the Cabinet.
- 5.5 If the Panel is unable to agree and no local settlement can be achieved, the matter may be referred by either side to the Cabinet.

*(\*Note: This meeting is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore these meetings are not open to attendance by the public).*

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## **Anglia Revenues and Benefits Partnership Joint Committee**

- 1.1 The following of the Council's powers have been delegated to the Anglia Revenues and Benefits Partnership which is a Joint Committee pursuant to Section 101(5) of the Local Government Act 1972 and Section 20(1) of the Local Government Act 2000. The Joint Committee has the power to:
- 1.2 Implement and administer the statutory Council Tax Benefit and Housing Benefit scheme (including the investigation and prosecution of benefit fraud) and the Localised Council Tax Support Scheme,
- 1.3 Determine all applications for Relief from the National Non-Domestic Rate under the terms of the Local Government Finance Act 1988 in accordance with the approved criteria.
- 1.4 Determine all applications arising from the granting of Non-Domestic Rate Discretionary Relief, in respect of the village shop rate relief scheme, under the terms of the Local Government Finance Act 1988.
- 1.5 Determine all applications arising for the granting of non-Domestic Rate Discretionary Relief, in respect of the charity shop rate relief scheme, under the terms of the Local Government Finance Act 1988.
- 1.6 Undertake the relevant consultations with National Non-Domestic Ratepayers under Section 134 of the Local Government Finance Act 1988.
- 1.7 Deal with any applications for relief from National Non-Domestic Rate liability under Section 44 and 45 of the Local Government Finance Act 1988.
- 1.8 Administer all relevant matters in connection with the administration of the Council Tax under the appropriate legislation and any specific determinations made or policies set by the Council in connection with Council Tax administration.
- 1.9 Take all necessary steps in respect of the demand, collection and recovery of business rates.
- 1.10 The Joint Committee is given power to authorise such officers as it thinks fit and appropriate to act on its behalf in relation to:

- Council Tax matters including billing, collection and recovery.
- Council Tax appeals including appearing at the local valuation tribunal hearings.
- National Non-Domestic Rates including billing, collection, recovery and representation at court and tribunals.
- Benefit Fraud, including its investigation , instructions to prosecute, the imposition of sanctions including penalties and recovery of overpayments
- The Localised Council Tax Support Scheme

## Decisions Plan

**CAB/WS/19/003**

### **Key Decisions and other executive decisions to be considered**

**Date: 7 May 2019 to 31 May 2020**

**Publication Date: 26 April 2019**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Portfolio Holders, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2020. 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 Cabinet and by other bodies / individuals 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](mailto:firstname.surname@westsuffolk.gov.uk) or via West Suffolk Council, 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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
28/05/19  (NEW)	<b>Review and Appointment to Cabinet Panel/Joint Committee</b> The Cabinet will be asked to review its membership and appoint to its Panel/Joint Committee.	Not applicable	(D)	Cabinet	<i>(Portfolio to be confirmed)</i>	Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Cabinet.
23/07/19  (NEW)	<b>West Suffolk Annual Report 2018/2019</b> Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2018/2019.	Not applicable	(D)	Cabinet	Leader of the Council	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with draft Annual Report.
No earlier than 23/07/19  (NEW)  <i>(Expected to be deferred)</i>	<b>Review of West Suffolk's Safeguarding Policy</b> In July 2018, the Government updated its statutory guidance 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.' The document	Not applicable	(D)	Cabinet	<i>(Portfolio to be confirmed)</i>	Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet with draft policy.

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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 25	sets out the legislative requirements and expectations of how key partners, including local authorities, should safeguard and promote the welfare of children.  West Suffolk Council will therefore review its Safeguarding Policy to reflect the updated guidance.							
23/07/19 (NEW)	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
10/09/19 (NEW)	<b>Annual Treasury Management Report 2019/2020 and Investment Activity 1 April to 30 June 2019</b> The Cabinet will be asked to consider the recommendations of the	Not applicable	(R) – Council 17/09/19	Cabinet / Council	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and 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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 26 08/10/19 (NEW)	Performance and Audit Scrutiny Committee regarding the seeking approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2019.							
	<p><b>West Suffolk's Homelessness and Rough Sleeping Strategy</b></p> <p>In response to fundamental changes to legislation and additional duties introduced through the Homelessness Reduction Act 2017, a new Homelessness Reduction Strategy for West Suffolk was adopted in June 2018.</p> <p>The Ministry for Housing, Communities and Local Government introduced its Rough Sleeping Strategy in August 2018 and a delivery plan in December</p>	Not applicable	(D)	Cabinet	(Portfolio to be confirmed)	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet with draft policy and action plan.

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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	2018. It requires local authorities to update their Homelessness Reduction Strategies and rebadge them to include rough sleeping.							
26/11/19 (NEW) Page 27	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
26/11/19 (NEW)	<b>Delivering a Sustainable Budget 2020/2021</b> The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2020/2021.	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report of the Performance and Audit Scrutiny Committee to Cabinet.
26/11/19 (NEW)	<b>Council Tax Base for Tax Setting Purposes 2020/2021</b> The Cabinet will be asked	Not applicable	(R) – Council 17/12/19	Cabinet/ Council	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Report to Cabinet with recommendations to

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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2020/2021.					01638 719245		Council.
26/11/19 (NEW) Page 28	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2019/2020</b> The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for West Suffolk Council prior to seeking its approval by Council.	Not applicable	(R) – Council 17/12/19	Cabinet/ Council	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
14/01/20 (NEW)	<b>Delivering a Sustainable Budget 2020/2021</b> Further to its consideration on 26 November 2019, the Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to 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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	achieving a sustainable budget in 2020/2021.							
14/01/20  (NEW)  Page 29	<b>Treasury Management Report 2019/2020 – Investment Activity (1 April to 30 September 2019)</b> The Cabinets will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee and recommend to Council, the approval of the Treasury Management Report 2019-2020 which summarised the investment activity for the period 1 April to 30 September 2019.	Not applicable	(R) – Council 25/02/20	Cabinet / Council	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
11/02/20  (NEW)	<b>Delivering a Sustainable Budget 2020/2021</b> Further to its consideration on previous occasions, the Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report of the Performance and Audit Scrutiny Committee to 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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Council on proposals for achieving a sustainable budget in 2020/2021.							
11/02/20 (NEW) Page 30	<b>Budget and Council Tax Setting 2020/2021 and Medium Term Financial Strategy</b> The Cabinet will be asked to consider the proposals for the 2020/2021 budget (and beyond) and Medium Term Financial Strategy for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) – Council 25/02/20	Cabinet/ Council	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
11/02/20 (NEW)	<b>Annual Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice</b> The Cabinet will be asked to recommend to Council, approval of the Treasury Management and	Not applicable	(R) – Council 25/02/20	Cabinet/ Council	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to 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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Investment Strategy 2020/2021 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.							
11/02/20 (NEW) Case 31	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
24/03/20 (NEW)	<b>Treasury Management Report 2019/2020 – Investment Activity (1 April to 31 December 2019)</b> The Cabinets will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee and recommend to Council, the approval of the Treasury Management Report 2019-	Not applicable	(R) – Council 31/03/20	Cabinet / Council	<i>(Portfolio to be confirmed)</i>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and 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)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	2020 which summarised the investment activity for the period 1 April to 31 December 2019.							
24/03/20  (NEW) Page 32	<b>West Suffolk Pay Policy Statement 2020/2021</b> The Cabinet will be asked to recommend to Council approval of the Pay Policy Statement for 2020/2021, together with the Gender Pay Gap Report contained within it.	Not applicable	(R) Council – 31/03/20	Cabinet / Council	<i>(Portfolio to be confirmed)</i>	Wendy Canham Service Manager (Human Resources and Organisational Development) 01284 757006	All Wards	Report to Cabinet with recommendations to Council.

## **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 key decision is an executive decision that either:

- (a) Results in new expenditure, or a reduced income or savings of more than £100k in any one year that has not otherwise been included in the Council's revenue or capital budgets.
- (b) Comprises or includes the making, approval or publication of a draft or final scheme, which is not a routine business decision, that may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (c) Results in the formation of a new company, limited liability partnership or joint venture.
- (d) Has a potentially detrimental impact on communities outside of West Suffolk District.
- (e) Is a decision that is significant in terms of its effect on communities living or working in a definable local community in the District, or on one or more wards, in that it will:
  - (i) Have a long-term, lasting impact on that community; or
  - (ii) Restrict the ability of individual businesses or residents in that area to undertake particular activities; or
  - (iii) Removes the provision of a service or facility for that community; or
  - (iv) Increases the charges payable by members of the community to provide a service or facility by more than 5%; or
  - (v) Have the potential to create significant local controversy or reputational damage to the Council
- (f) A matter that the decision maker considers to be a key decision.
- (g) Any matters that fall under the scope of e) above must be subject to consultation with the local Member(s) in Wards that are likely to be impacted by the decision prior to the decision being made.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of West Suffolk Council's Cabinet and their Portfolios:**

**LEADER AND PORTFOLIOS TO BE ELECTED/ANNOUNCED AT ANNUAL GENERAL MEETING ON 22 MAY 2019**

<b>Cabinet Member</b>	<b>Portfolio</b>

(b) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, East Suffolk Council, Fenland District Council and West Suffolk Council)**

**MEMBERSHIP TO BE CONFIRMED**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full East Suffolk Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full West Suffolk Council Cabinet Member</b>
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute East Suffolk Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute West Suffolk Council Cabinet Members</b>