

Cabinet



Title:	Agenda																				
Date:	Tuesday 25 June 2019																				
Time:	6.00 pm																				
Venue:	Council Chamber District Offices College Heath Road Mildenhall IP28 7EY																				
Membership:	<p style="text-align: center;">Leader John Griffiths</p> <p style="text-align: center;">Deputy Leader Sara Mildmay-White</p> <table border="0"> <thead> <tr> <th>Councillor</th> <th>Portfolio</th> </tr> </thead> <tbody> <tr> <td>Sarah Broughton</td> <td>Resources and Performance</td> </tr> <tr> <td>Carol Bull</td> <td>Governance</td> </tr> <tr> <td>Andy Drummond</td> <td>Regulatory</td> </tr> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Susan Glossop</td> <td>Growth</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</td> </tr> <tr> <td>Joanna Rayner</td> <td>Leisure, Culture and Community Hubs</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	Councillor	Portfolio	Sarah Broughton	Resources and Performance	Carol Bull	Governance	Andy Drummond	Regulatory	Robert Everitt	Families and Communities	Susan Glossop	Growth	John Griffiths	Leader	Sara Mildmay-White	Housing	Joanna Rayner	Leisure, Culture and Community Hubs	Peter Stevens	Operations
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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:	Three Members																				
Committee administrator:	Sharon Turner Democratic Services Officer Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk																				

Public Information



Venue:	District Offices College Heath Road Mildenhall Suffolk IP28 7EY	T: 01638 719237 E: democratic.services@westsuffolk.gov.uk W: 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: West Suffolk Council West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	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.	
Public participation:	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.	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	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.	
Personal Information	Any personal information processed by West Suffolk 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 Information Governance Officer.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 4

To confirm the minutes of the meeting held on 28 May 2019 (copy attached).

Part 1 - Public

3. 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.

4. 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.

**5. Report of the Overview and Scrutiny Committee:
13 June 2019**

5 - 10

Report No: **CAB/WS/19/004**
Chairman of the Committee: Cllr David Nettleton
Lead Officer: Christine Brain

**6. Report of the Performance and Audit Scrutiny Committee:
30 May 2019**

11 - 18

Report No: **CAB/WS/19/005**
Portfolio Holder: Cllr Sarah Broughton
Chairman of the Committee: Cllr Ian Houlder
Lead Officer: Christine Brain

NON-KEY DECISIONS

- 7. Proposal to Establish a West Suffolk Rural Taskforce** **19 - 24**
Report No: **CAB/WS/19/006**
Portfolio Holder: Cllr John Griffiths Lead Officer: David Collinson
- 8. Review of West Suffolk Council Grants to External Organisations** **25 - 32**
Report No: **CAB/WS/19/007**
Portfolio Holder: Cllr Robert Everitt Lead Officer: Davina Howes
- 9. Decisions Plan: 1 June 2019 to 31 May 2020** **33 - 48**
To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/WS/19/008**
Portfolio Holder: Cllr John Griffiths Lead Officer: Ian Gallin

Part 2 - Exempt

10. Exclusion of Press and Public

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

NON-KEY DECISION

- 11. Exempt: Investing in our Commercial Asset Portfolio (para 3)** **To Follow**
Exempt Report No: **CAB/WS/19/009 (TO FOLLOW)**
Portfolio Holder: Cllr Susan Glossop
Lead Officers: Julie Baird and Colin Wright

(This report is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information))

(No representations have been received from members of the public regarding this item being held in private.)

Cabinet

Minutes of a meeting of the **Cabinet** held on
Tuesday 28 May 2019 at 6.08 pm in the **Conference Chamber West**
(FR1-09), West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chair John Griffiths (Leader of the Council)

Vice Chair Sara Mildmay-White (Deputy Leader of the Council)

Sarah Broughton

Carol Bull

Andy Drummond

Robert Everitt

In attendance:

David Nettleton

Mike Chester

Max Clarke

David Roach

Susan Glossop

Joanna Rayner

Peter Stevens

(Chair of Overview and Scrutiny
Committee)

1. **Introduction**

Councillor John Griffiths, Leader of the Council, took the opportunity to welcome Members and attendees to this first meeting of West Suffolk Council's Cabinet.

He paid tribute to those who had contributed towards the creation of West Suffolk Council, including former Members and colleagues of St Edmundsbury Borough and Forest Heath District Councils.

2. **Apologies for Absence**

Apologies for absence were received from Councillor Robert Everitt.

3. **Open Forum**

In response to a question raised by Councillor Max Clarke under this item in relation to paragraph 2.1.8a of Report No: CAB/WS/19/001, Members were informed that:

- Support was given by Citizens' Advice to Universal Credit (UC) claimants on personal budgeting and the Council was working closely with this organisation regarding this.

- The Council also worked closely with Job Centres to try and ascertain whether improvements could be made in recognising the needs of certain individuals to try and prevent them falling into difficulties.

4. **Public Participation**

There were no members of the public in attendance on this occasion.

5. **Report of the Anglia Revenues and Benefits Partnership Joint Committee: 26 March 2019 (Report No: CAB/WS/19/001)**

The Cabinet received and noted this report, which informed Members of the following substantive items discussed by the Anglia Revenues and Benefits Partnership Joint Committee on 26 March 2019:

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

Members noted that Councillor Sarah Broughton, Portfolio Holder for Resources and Performance, was not appointed at the time of the meeting and therefore had not attended on that occasion.

The Cabinet duly noted the report.

6. **Review and Appointment of Cabinet's Panel/Joint Committee: 2019/2020 (Report No: CAB/WS/19/002)**

The Cabinet considered this report, which sought the appointment to the Cabinet's Staff Consultative Panel and to the Anglia Revenues and Benefits Partnership Joint Committee.

Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of the Cabinet, including that with the exception of the Anglia Revenues and Benefits Partnership Joint Committee, all other decision making bodies of the former St Edmundsbury and Forest Heath Councils were dissolved following the creation of West Suffolk Council on 1 April 2019.

In accordance with West Suffolk Council's new Constitution, the Cabinet presently had established the Staff Consultative Panel. Membership to this body was recommended to be appointed under officer delegated authority on the nominations of Group Leaders.

A review of the Anglia Revenues and Benefits Partnership Joint Committee constitution had also been undertaken, which included a review of its membership. Since the publication of the report, it was reported that this review was nearing completion and an appointment of one full Cabinet Member and two Cabinet substitute Members should be sought under officer delegated authority on the nomination of the Leader of the Council.

It was therefore appropriate to amend the recommendations in relation to the appointment to the Joint Committee, so that Recommendation (3) (a) was amended to read:

Following adoption of its new Constitution and Terms of Reference by the partner authorities, delegated authority be given to the Service Manager (Democratic Services) to appoint one Portfolio Holder as a full Member and two Portfolio Holders as substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2019/2020 on the nominations of the Leader of the Council,

Recommendation 3 (b) was now no longer required and could be deleted.

The Cabinet accepted this amendment and the other recommendations contained in the report.

RESOLVED:

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) following adoption of its new Constitution and Terms of Reference by the partner authorities, delegated authority be given to the Service Manager (Democratic Services) to appoint one Portfolio Holders as a full Members and two Portfolio Holders as substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2019/2020, on the nominations of the Leader of the Council.
- (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.

- (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.

7. **Decisions Plan: 7 May 2019 to 31 May 2020 (Report No: CAB/WS/19/003)**

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 7 May 2019 to 31 May 2020.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet; however, no further information or amendments were requested on this occasion.

The Cabinet was informed that the full business case for the proposed Western Way Development was currently due to be presented to Cabinet and Council in September 2019. All Members would be invited to become engaged with the proposals and plans before it was presented for approval.

The meeting concluded at 6.26 pm

Signed by:

Chair

Cabinet



Title of Report:	Report of the Overview and Scrutiny Committee: 13 June 2019	
Report No:	CAB/WS/19/004	
Report to and date:	Cabinet	25 June 2019
Chair of the Committee:	Councillor David Nettleton Overview and Scrutiny Committee Tel: 01284 702212 Email: david.nettleton@westsuffolk.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 13 June 2019, the Overview and Scrutiny Committee considered the following items: (1) Community Safety Monitoring Report; (2) Draft West Suffolk Annual Report (2018-2019); (3) Decisions Plan (1 June 2019 to 31 May 2020); (4) Appointments to the Suffolk County Council Health Scrutiny Committee (2019-2020); (5) Developing an Effective Scrutiny Work Programme	
Recommendation:	It is <u>RECOMMENDED</u> that Report No: CAB/WS/19/004, being the report of the Overview and Scrutiny Committee, 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:	
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any equality implications? <i>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 Community Safety Monitoring Report (Report No: OAS/WS/19/001)

1.1.1 It was the duty of the Overview and Scrutiny Committee, as the Council's Crime and Disorder Committee designated under the Police and Justice Act 2006, to scrutinise the work of the Partnership.

1.1.2 The Committee received and **noted**, subject to comments made during the meeting on the community safety monitoring report, including the Western Suffolk Community Safety Partnership (WSCSP), which was presented to the Committee by the Chair of the Western Suffolk Community Safety Partnership, Councillor Joanna Spicer, and Councillor Robert Everitt, Cabinet Member for Families and Communities.

1.1.3 Over the past year the WSCSP continued to meet and discharge its statutory duties by carrying out an annual assessment of crime and disorder in the area, continuing to deliver the three year plan and action plan to reflect the priorities of the partnership, and carrying out Domestic Homicide Reviews.

1.1.4 Attached at Appendix A to the report, was the WSCSP Plan 2019-2022, which was required to reflect the Suffolk Police and Crime Plan published by the Police and Crime Commissioner.

1.1.5 In May 2018, the WSCSP considered its priorities for 2018-2019. Based on the outcomes of partnership discussions and a strategic assessment of crime, the following priorities were identified as the focus of the WSCSP:

- County Lines;
- Violence against women and girls (including men and boys);
- Domestic homicide reviews;
- Hate crime; and
- Prevent

1.1.5 Detailed discussions were predominantly held on County Lines. In particular, whether training and awareness could be rolled out to community groups, e.g. St Johns Ambulance; how it linked to other crimes; the phase County Lines, whether residents understood what it meant, and encouraging the public and councillors to report any incidents they see via the 101 police non-emergency telephone number.

1.1.6 Discussions were also held on domestic abuse; modern day slavery; the reduction in police officers; the importance of creating safe environments to engage with young people and encouraging parents to become more involved; Police and Crime Commissioner funding; team chill; anti-social behaviour and the importance of evaluation and how the WSCSP could benchmark progress.

1.2 **Draft West Suffolk Annual Report (2018-2019) (Report No: OAS/WS/19/002)**

1.2.1 The Leader of the Council attended the meeting of the Overview and Scrutiny Committee and presented the Annual Report, which outlined the Draft West Suffolk Annual Report (2018-2019).

1.2.2 Members examined the document and asked a number of questions of the Leader, to which comprehensive responses were provided. Discussions were held on climate change; solar panels on social housing, the Anglia Revenues Partnership (ARP) and Universal Credit; strategic priorities moving forward; fly-tipping; parish conferences; locality budgets; crucial crew; working in partnership with SCC and town/parish councils; the role of registered social landlords and the review of planning policies for West Suffolk.

1.2.3 Comments and suggestions were made by the Committee on the draft Annual Report, such as some minor rewording relating to the ARP, which Officers agreed to incorporate into the final document, to be presented to Cabinet in July 2019.

1.3 **Decisions Plan (1 June 2019 to 31 May 2020) (Report No: OAS/WS/19/003)**

1.3.1 The Committee considered the latest version of the Decisions Plan, covering the period 1 June 2019 to 31 May 2020. Members reviewed the Decisions Plan and asked questions, to which responses were provided.

1.3.2 In particular the Committee asked for more information on the *Housing Delivery Plan: Update on First Phase*, which the Democratic Services Officer (Scrutiny) agreed to follow up with the lead officer to provide a written response.

1.3.3 There being no decision required, the Committee **noted** the contents of the Decisions Plan.

1.4 **Appointments to the Suffolk County Council Health Scrutiny Committee (2019-2020) (Report No: OAS/WS/19/004)**

1.1.4. The Suffolk County Council Health Scrutiny Committee was responsible for scrutinising wellbeing and health services across the county. The committee had 10 members in total, five county councillors and one co-opted representative from each of the District and Borough Councils in Suffolk.

1.4.2 An extract from the SCC's constitution, setting out the role of the Health Scrutiny Committee was attached at Appendix 1 to the report.

1.4.3 The Overview and Scrutiny Committee was therefore asked to nominate one full member and one substitute member to serve on the Suffolk County Council's Health Scrutiny Committee for 2019-2020.

- 1.4.4 The Committee **RECOMMENDS** that Council be asked to confirm at its meeting on 16 July 2019, the appointments of Councillor Margaret Marks as the representative and Councillor Paul Hopfensperger as the substitute representative to the Suffolk County Council Health Scrutiny Committee for 2019-2020.
- 1.5 **Developing an Effective Scrutiny Work Programme (Verbal Discussion)**
- 1.5.1 The Committee received a verbal discussion on developing an effective scrutiny rolling work programme. Members were informed that the work programme should have a good split of roles between the Cabinet and Scrutiny; that the work programme was deliverable and well resourced; was timely and relevant; holds the Cabinet and external bodies to account; monitors annual items; reviews and develops new policies and practices; reflects on council and community priorities, and has genuine scope to add value and form ideas.
- 1.5.2 The Committee was informed that Cabinet would be looking at car parking and it had been suggested that Overview and Scrutiny might like to be involved in the review. The Chair and Vice-Chair were very keen to do this, but wanted to discuss the scope with the Portfolio Holder for Operations. The Committee also welcomed the opportunity, but felt that car parking fitted into a bigger picture around the whole environmental review; specifically referencing, if you looked at parking you would also need to look at why people were not using buses, resident parking schemes etc.
- 1.5.3 The Chair informed the Committee that its meeting on Thursday 5 September 2019 had been rescheduled, and would now be held on Monday 2 September 2019, at West Suffolk House.

2. Background Papers

- 2.1.1 Report No: [OAS/WS/19/001](#) and [Appendix A](#) to the Overview and Scrutiny Committee: Community Safety Monitoring
- 2.1.2 Report No: [OAS/WS/19/002](#), [Appendix A](#), [Appendix 1](#) to the Overview and Scrutiny Committee: Draft West Suffolk Annual Report (2018-2019)
- 2.1.3 Report No: [OAS/WS/19/003](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Decisions Plan (1 June 2019 to 31 May 2020)
- 2.1.4 Report No: [OAS/WS/19/004](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Appointments to the Suffolk County Council Health Scrutiny Committee (2019-2020)

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Cabinet



Title of Report:	Report of the Performance and Audit Scrutiny Committee: 30 May 2019	
Report No:	CAB/WS/19/005	
Report to and date:	Cabinet	25 June 2019
Portfolio holder:	Councillor Sarah Broughton Portfolio Holder for Resources and Performance Tel: 01284 787327 Email: sarah.broughton@westsuffolk.gov.uk	
Chair of the Committee:	Councillor Ian Houlder Performance and Audit Scrutiny Committee Tel: 07597 961069 Email: ian.houlder@westsuffolk.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 31 May 2019, the Performance and Audit Scrutiny Committee considered the following items:</p> <ol style="list-style-type: none"> (1) 2018-2019 Performance Report – Year End Outturn; (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – March 2019; (3) Internal Audit Annual Report (2018-2019); (4) Internal Audit Charter; (5) Internal Audit Plan (2019-2020); (6) Ernst and Young – 2019-2020 Indicative Fees; (7) Work Programme Update. (8) Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee. 	

Recommendation:	It is <u>RECOMMENDED</u> that Report No: CAB/WS/19/005, being the report of the Performance and Audit Scrutiny Committee, 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 2018-2019 Performance Report – Year End Outturn (Report No: PAS/WS/19/001)

1.1.1 The Committee received and **noted** the above report, which set out the final performance and financial outturn position for St Edmundsbury Borough Council and Forest Heath District Council for the year 2018-2019. Future reporting from 2019-2020 would be in respect of the West Suffolk Council only.

1.1.2 The report showed the performance indicators for the year end, as set out in the following appendices attached to the report:

- Appendix A: 2018-2019 Performance Indicators – Commentary;
- Appendices B to E – Performance Indicators by Strategic Priority;
- Appendix F – West Suffolk Income and Expenditure Report; and
- Appendices G to P: Financial Performance of each council.

1.1.3 Assistant Directors answered questions on their performance indicators set out either in the commentary section or Appendices B to E and highlighted key areas for the Committees attention.

1.1.4 Discussions were held on capital and reserves; car parking income; external funding received for infrastructure (LEP); the council owning housing stock and income from the solar farm. In particular detailed discussions were held on the following:

Appendix A – (Number of households in temporary accommodation)

Appendix C – (Number of flytipping incidents recorded in West Suffolk)

Appendix E – (Uptake of pre-application advice (% of all applications – major/minor))

Appendix J – (Parish Council S106 Grants)

1.2 West Suffolk Strategic Risk Register Quarterly Monitoring Report – March 2019 (Report No: PAS/WS/19/002)

1.2.1 The Committee received and **noted** the fourth quarterly risk register monitoring report in respect of the West Suffolk Strategic Risk Register for 2018-2019.

1.2.2 Some individual controls or actions have been updated and those that were not ongoing and had been completed by December 2018 have been removed from the register. One risk (**WS22**) relating to the closure of the Mildenhall Air Base has been removed given the current date for departure has been pushed back to 2027.

Two new risks had been added as risk number WS25 and WS26 representing:

- **WS25:** Risk of failing to address the concern and challenges posed by environmental change; and
 - **WS26:** Risk of increasing personal debt and demand on services as a result of benefit changes.
- 1.2.3 In response to a question raised regarding the removal of risk (**WS22**) "closure of the Mildenhall Air Base", officers explained that it had been removed as a specific risk to the council, but any impact would still be closely monitored through risk (**WS12**), "loss of a key employer or industry".
- 1.2.4 No issues were required to be brought to the attention of Cabinet.
- 1.3 **Internal Audit Annual Report (2018-2019) (Report No: PAS/WS/19/003)**
- 1.3.1 This year for the first time, the annual audit opinion, attached at Appendix A to the report had been split into the four constituent elements of governance; risk; internal control and financial control with a specific conclusion drawn on each. The intention was that it made the opinion more transparent and informative, compared to providing just one overall opinion.
- 1.3.2 The council also recognised that fraud, theft and corruption was an ever present threat to the resources available in the public sector. Appendix B demonstrated West Suffolk's progress in developing and maintaining an anti-fraud and corruption culture and publicised the action taken where fraud or misconduct had been identified.
- 1.3.3 Relevant issues were brought to member's attention, in particular the details of the three limited assurance audits as set out on pages 101 – 102 of the report.
- 1.3.4 The Committee considered the report and in particular wished to thank the Service Manager (Internal Audit) on the layout, traffic light system and how the report had been written to make it clear and concise to understand.
- 1.3.5 The Committee **noted** the Internal Audit Annual Report 2018-2019, attached at Appendix A and the Annual Fraud Report 2018-2019, attached at Appendix B to Report No: PAS/WS/19/003.
- 1.4 **Internal Audit Charter (Report No: PAS/WS/19/004)**
- 1.4.1 The above report sought approval of the Internal Audit Charter (Appendix A), which defined how the internal audit team operated.
- 1.4.2 The existing Charter, approved in 2017 had been revised to take into account minor recommendations arising from the 2018 mandatory external assessment (undertaken every five years) of internal audit against the Public Sector Internal Audit Standards(PSIAS).

- 1.4.3 The Service Manager (Internal Audit) drew relevant issues to members' attention.
- 1.4.4 The Committee considered the report, and **approved** the Internal Audit Charter.
- 1.5 **Internal Audit Plan (2019-2020) (Report No: PAS/WS/19/005)**
- 1.5.1 This report provided details on the proposed 2019-2020 Audit Plan. The proposed Audit Plan, attached at Appendix B to the report was a risk based plan of work for the internal audit team, which took into account the need to produce an annual internal audit opinion for the council which concludes on the overall adequacy and effectiveness of the council's framework of governance, risk management and internal control.
- 1.5.2 The Committee considered the report, and **approved** the Internal Audit Plan for 2019-2020.
- 1.6 **Ernst and young – 2019-2020 Indicative Fees (Report No: PAS/WS/19/006)**
- 16.1 The Committee received and **noted** a report from the Council's external auditor, Ernst and Young (EY) which provided the basis to review EY's indicative fees for the 2019-2020 audit as set out in the letter attached at Appendix A to the report.
- 1.6.2 The indicative fee for the West Suffolk Council for 2019-2020 was set at the scale fee of £66,925. The indicative fees for the provision of housing benefit subsidy certification for the Council for 2019-2020 was reported as follows:
- A base fee of £6,180 for the certification of claim
 - An additional £2,195 in respect of extended testing wherever errors were found (per reportable cell)
 - An annual uplift of the fee in line with RPI.
- 1.6.3 The Committee scrutinised the indicative fees and asked questions. In particular discussions were held on whether it was normal practice to pay for audit fees upfront; in what circumstances would auditors seek additional fees; and how long were external auditors appointed for.
- 1.7 **Work Programme Update (Report No: PAS/WS/19/007)**
- 1.7.1 The Committee received Report No: PAS/WS/19/007, which provided information on the current status of its forward work programme for 2019-2020.
- 1.7.2 The Committee **noted** the contents of its forward work programme for 2019-2020.

1.8 **Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (Report No: PAS/WS/19/008)**

1.8.1 The Committee received the above report, which sought appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee.

1.8.2 The Committee was asked to:

- 1) Appoint three members and one substitute member from the members of the Performance and Audit Scrutiny Committee to sit on the Financial Resilience Sub-Committee for 2019-2020; and
- 2) Appoint six members and two substitute members from the members of the Performance and Audit Scrutiny Committee to sit on the Health and Safety Sub-Committee for 2019-2020.

1.8.3 The Committee considered the report and the proposed seating allocations for each sub-committee, and in doing so reflecting on political balance as far as practically possible.

1.8.4 The Committee **RESOLVED** that:

- 1) Councillors Ian Houlder (Conservative Group), Victor Lukaniuk (Spectrum Group), and Richard Alecock (Independent Group), be appointed as full members to the Financial Resilience Sub-Committee, and Councillor Robert Nobbs (Conservative Group) as the Substitute Member for 2019-2020.
- 2) Councillors Ian Houlder, Karen Richardson, and one vacancy (Conservative Group), Trevor Beckwith (Spectrum Group), John Smith (Independent Group), and Cliff Waterman (Labour Group) be appointed as the full members to the Health and Safety Sub-Committee, and Councillors Victor Lukaniuk (Spectrum Group) and one vacancy (Conservative Group) as the Substitute Members for 2019-2020.

1.8.5 **NOTE:** In considering the Conservative nominations for the Health and Safety Sub-Committee, the Chairman agreed to seek a third full member and one substitute member from the Committee following the meeting, with the Group Leader.

2. Background Papers

2.1.1 Report No: [PAS/WS/19/001](#) to the Performance and Audit Scrutiny Committee: 2018-2019 Performance Report – Year End Outturn

2.1.2 Report No: [PAS/WS/19/002](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Quarterly Monitoring Report – March 2019

- 2.1.3 Report No: [PAS/WS/19/003](#), [Appendix A](#) and [Appendix B](#) to the Performance and Audit Scrutiny Committee: Internal Audit Annual Report (2018-2019)
- 2.1.4 Report No: [PAS/WS/19/004](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Internal Audit Charter
- 2.1.5 Report No: [PAS/WS/19/005](#), [Appendix A](#) and [Appendix B](#) to the Performance and Audit Scrutiny Committee: Internal Audit Plan (2019-2020)
- 2.1.6 Report No: [PAS/WS/19/006](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Ernst and Young 2019-2020 Indicative Fees
- 2.1.7 Report No: [PAS/WS/19/007](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: Work Programme Update
- 2.1.8 Report No: [PAS/WS/19/008](#), [Appendix 1](#) and [Appendix 2](#) to the Performance and Audit Scrutiny Committee: Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee

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Proposal to Establish a West Suffolk Rural Taskforce

Report No:	CAB/WS/19/006	
Report to and date:	Cabinet	25 June 2019
Cabinet Members:	John Griffiths Leader of the Council Tel: 07958 700434 Email: john.griffiths@westsuffolk.gov.uk	
Lead officer:	David Collinson Assistant Director (Planning and Regulatory Services) Tel: 01284 757306 Email: david.collinson@westsuffolk.gov.uk	
Key Decision: <i>(Check the appropriate box and delete all those that do not 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 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is not included on the Decisions Plan.</i>		

Wards impacted: All Wards

Recommendation: It is **RECOMMENDED** that Cabinet:

- (1) **Agrees to the establishment of a Cabinet Taskforce to make recommendations on West Suffolk Council's approach to supporting rural areas; and**
- (2) **Approves the Terms of Reference for the Taskforce (attached as Appendix A to Report No: CAB/WS/19/006).**

1. Background / Context

- 1.1 The landscape, population and economy of West Suffolk are diverse and changing, including for example, busy town centres, more suburban residential areas, villages and more sparsely populated countryside areas. On the one hand, this diversity is a strength of the area, but it also presents challenges to residents, businesses and public bodies alike.
- 1.2 West Suffolk Council's vision is "supporting and investing in our West Suffolk communities and businesses to encourage and manage ambitious growth in prosperity and quality of life for all." The new Council is therefore committed to ensuring that this vision is achieved across all of West Suffolk's areas, whatever their rural or urban character.
- 1.3 The creation of the new Council, with a larger and even more varied geography is a timely opportunity to explore the different challenges and opportunities facing its diverse communities, and to ensure that the Council's ways of working are established in such a way as to provide the right support.
- 1.4 Research has shown that 'rural' areas can fare less well than more urban areas in terms of: access to services (including health and social care); personal financial management; transport; access to affordable housing; integration with social networks; access to skills and training; and business infrastructure. Work is therefore needed to understand what the position on these issues is in West Suffolk and what measures might be put in place to help address barriers to all areas achieving their potential.

2. Proposals

- 2.1 It is proposed that Cabinet establish a Rural Taskforce to review the qualitative and quantitative evidence base relating to rural areas, and to identify the key issues, assets and challenges. This review should encompass all of West Suffolk's areas, in order to understand the issues and opportunities that all rural or all urban areas have in common, as well as those facing specific localities.
- 2.2 The review will draw on existing evidence and research produced by other bodies, for example, the Rural Services Network and the House of Lords Select Committee on the rural economy.
- 2.3 In response to this evidence review, it is proposed that the Taskforce develops options both to directly address some of the issues identified and also to ensure rural considerations are taken into account in future Council processes and decision making.
- 2.4 The proposed outputs from the Taskforce are expected to be interim recommendations to Cabinet in September 2019 for how taking forward the lead options identified for addressing rural challenges and embedding rural considerations in the Council's ways of working. This may include the

commissioning of further work. The Taskforce would then make a final report to Cabinet in November 2019.

2.5 Draft terms of reference for the Taskforce are attached at Appendix A.

3. Alternative Options

3.1 The alternative option is to not establish a West Suffolk Rural Taskforce. However, this could mean that the needs and priorities of West Suffolk's more rural areas are overlooked in future decision making and strategy formulation.

4. Consultation and engagement

4.1 As well as receiving input from all Councillors, with their diverse experiences of working in their Wards, the Taskforce will take evidence from other stakeholders, for example, public sector partners, town and parish councils, third sector organisations and community representatives, in order to ensure a comprehensive range of views are taken into account.

5. Risks

5.1 There is a risk that a Taskforce focusing on rural issues will be perceived as overlooking the issues and challenges facing more urban areas of West Suffolk. However, as outlined in paragraph 2.1, the intention is that the review of evidence will encompass all areas of West Suffolk in order to ensure their differing needs are fully understood.

6. Implications arising from the proposal

6.1 Any new proposals developed as a result of the review will be subject to Equality Impact Assessments.

7. Appendices

7.1 **Appendix A** – Draft Terms of Reference for the West Suffolk Rural Taskforce

8. Background documents

8.1 Not applicable.

Appendix A: Draft terms of reference for West Suffolk Rural Taskforce

1. **Title of group:** West Suffolk Rural Taskforce
2. **Purpose of group:** To make recommendations to Cabinet on how best to ensure the different issues facing residents, communities and businesses in more rural areas (villages and outlying dwellings), as opposed to more urban areas, are taken into account by West Suffolk Council in all of its future activities and decision making.
3. **Background:** West Suffolk covers a varied area, ranging from medium-sized towns to open countryside. As such, it is important that the differing circumstances of all its places are taken into account. Research has shown that 'rural' areas (in West Suffolk, this means the areas outside the 5 main market towns) can fare less well than more urban areas in terms of: **access to services (including health and social care); personal financial management; transport; access to affordable housing; integration with social networks; access to skills and training; and business infrastructure.**
4. **Terms of reference:**
 1. To **review** the evidence base relating to:
 - a. the issues, opportunities and challenges facing rural areas, including information from the Rural Services Network and Parliament; and
 - b. the specific issues, opportunities and challenges facing West Suffolk's rural areas, including published data (for example, the Index of Multiple Deprivation), operational data and feedback from our communities including knowledge of local ward members.
 2. Use the evidence to **identify** the key issues, assets and challenges characterising:
 - a. all rural areas across West Suffolk; and/or
 - b. specific rural localities within West Suffolk.
 3. To **develop options** for:
 - a. how best to address the findings from 2 above; and
 - b. how rural considerations can best be included in future council processes and decision making.
 4. To **make recommendations** to Cabinet for how to take forward the preferred options from 3 above.
5. **Timescale:** In order for the Taskforce to shape the direction of the Local Plan; Strategic Framework; and Medium Term Financial Strategy, initial findings and feedback will be presented to Cabinet in September 2019. Final recommendations will be made to Cabinet in November 2019 in order to ensure that community and member feedback can be fully taken into account.
6. **Governance:**

The Chair and Taskforce members will be appointed by the Leader of the Council. It is anticipated that the Taskforce will be run in such a way as to include a wider group of Members and other stakeholders.

7. Officer support:

An Assistant Director will be appointed to provide overall support for the Taskforce. The Corporate Policy Team will provide research and policy development support, drawing on evidence and advice provided by a range of other teams to support the Taskforce's work, for example, Growth, Housing, Families and Communities, Parks and Leisure.

8. Consultation and engagement:

The Taskforce will take evidence from Councillors and external stakeholders, including town and parish councils, partners, stakeholders, community groups, residents and businesses as it considers appropriate

9. Example evidence resources:

Published reports

- State of Rural Services reports
- House of Lords Select Committee report on the Rural Economy
- NFU Mutual Rural Crime Surveys
- Journal of Nature - 2019 research on Rural Obesity

Data and statistics

- Index of Multiple Deprivation 2019 (forthcoming)
- Analysis of Defra rural / urban classifications
- Comparison data between market towns and West Suffolk's rural areas
- Analysis of data by settlement (size, deprivation, access to services)
- Ageing population data by Ward
- Broadband coverage in rural areas

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Review of West Suffolk Council Grants to External Organisations

Report No:	CAB/WS/19/007	
Report to and date:	Cabinet	25 June 2019
Cabinet Members:	Robert Everitt Portfolio Holder for Families and Communities Tel: 01284 769000 Email: robert.everitt@westsuffolk.gov.uk	
Lead officer:	Davina Howes Assistant Director (Families and Communities) Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk	
Key Decision: <i>(Check the appropriate box and delete all those that do not 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 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is not included on the Decisions Plan.</i>		

Wards impacted: All Wards

Recommendation: It is **RECOMMENDED** that Cabinet:

- (1) **Agrees to the establishment of a Cabinet Taskforce to carry out a review of West Suffolk Council's Grants to External Organisations; and**
- (2) **Approves the Terms of Reference for the Taskforce (attached as Appendix A to Report No: CAB/WS/19/007).**

1. Background / Context

- 1.1 The establishment of the new West Suffolk Council provides an opportunity to review how we help local communities and organisations through locality budgets, grants and reliefs. Cabinet is asked to agree to the proposed establishment of a Taskforce to carry out a review of West Suffolk Council's Grants to External Organisations, which will feed into the Medium Term Financial Strategy (MTFS). The aim of the review is to ensure that locality budgets, grants and reliefs made from 1 April 2020 are aligned to our strategic objectives and offer value for money.
- 1.2 In the past, many of the core grant schemes worked in a similar way for both Forest Heath and St Edmundsbury, but there were some differences in the approach used to award grants or discounts. The new Council provides an ideal opportunity to review the rationale and processes for awarding locality budgets, grants and reliefs, to ensure they are consistent and fair across West Suffolk. The proposed review will assess the:
- (1) effectiveness of the grant or discretionary relief application, allocation and monitoring processes;
 - (2) the outcomes achieved from the funding or discount;
 - (3) total value of the grant funds or reliefs in light of the MTFS; and
 - (4) role and purpose of grant funding and relief schemes in light of other external funding opportunities for organisations.

2. Proposals

- 2.1 West Suffolk Council provides locality budget funding, grants to external organisations or offers business rate reliefs across a range of service areas. However, a number of these grants or reliefs are made by Government but administered by the council and have to operate in line with strict criteria that give the Council very little scope to change the way they are processed (for example, Disabled Facilities Grants or allocations from the Warm Homes Fund). It is therefore proposed to exclude such grants and reliefs from the review.
- 2.2 The proposed review will only cover grant and relief schemes:
- (a) which are entirely discretionary or funded by West Suffolk Council; and
 - (b) where the council is not under a duty to have a scheme or operate the scheme in a certain way.
- 2.3 The review will therefore cover the following existing schemes:

Families and Communities grants

- Councillor Locality Budgets
- Community Chest

Leisure and culture grants

- Miscellaneous grants made to specific organisations on a one-off or recurring basis

Economic development grants

- Small Business Start Up Scheme
- Shopfront Painting Scheme
- Service level agreement with MENTA (3 years)
- Business rate discretionary reliefs

Environment/sustainability grants (to be considered in the context of the wider Community Energy Plan)

- Greener Business Grant
- Solar for Business (Capital investment by the council, resulting in reduced energy bills for participating businesses)

- 2.4 The Leader of the Council has agreed that the review should be carried out by a Cabinet Taskforce. The terms of reference for the proposed West Suffolk Council Grants to External Organisations Taskforce are attached as Appendix A.
- 2.5 The outputs from the Review are expected to be recommendations for how West Suffolk Council should award grants and reliefs in the future, in the form of draft schemes or amendments to existing schemes. The Taskforce may also wish to consider the possibility of a West Suffolk Council Grants Policy.
- 2.6 In order for the Taskforce to shape the Council's approach to locality budgets, grants and reliefs, Cabinet members will be informed of initial findings and feedback in September 2019. Final recommendations will be made to Cabinet in November 2019 in order to ensure that stakeholder and Member feedback can be fully taken into account.
- 2.7 In advance of the review being concluded, provisional arrangements have been agreed by the Shadow Executive (before Forest Heath and St Edmundsbury became West Suffolk Council) for the allocation of Community Chest funding for 2020-21 to be carried out on the same basis as previous years. This means that the bidding round will continue during 2019-20.

3. Alternative Options

- 3.1 The alternative option is to not review how West Suffolk Council awards locality budgets, grants and reliefs. However, by not carrying out the review it would not be possible to ensure that the Council is being consistent across West Suffolk with how locality budgets, grants and reliefs are awarded, and that the schemes are in line with the Council's strategic priorities.

4. Consultation and engagement

- 4.1 Consideration will need to be given to the potential impact on the organisations and places in West Suffolk that making any changes would have. Input will be needed from the third sector and small businesses as the main beneficiaries of grant funding from the council. This could be done

through engagement and/or inviting them to meetings of the Taskforce to give evidence on how the various funding options would impact on them.

5. Risks

- 5.1 That local groups, organisations and places are adversely impacted by the decisions made as a result of this review.

6. Implications arising from the proposal

- 6.1 Any new schemes developed as a result of the review will be subject to Equality Impact Assessments.

7. Appendices

- 7.1 **Appendix 1** – Terms of Reference for the West Suffolk Grants to External Organisations Taskforce.

8. Background documents

- 8.1 Not applicable.

REVIEW OF WEST SUFFOLK COUNCIL GRANTS TO EXTERNAL ORGANISATIONS

Proposed title of group: West Suffolk Council Grants to External Organisations Taskforce.

Purpose of group: To make recommendations to Cabinet on how best to ensure that all locality budgets, grants and reliefs made from 1 April 2020 are aligned to our strategic objectives and offer maximum value for money.

Background: In the past, many of the core grant schemes worked in a similar way for both Forest Heath and St Edmundsbury, but there were some differences in the approach used to award grants or discounts. The new Council provides an ideal opportunity to review the rationale and processes for awarding grants and reliefs, to ensure they are consistent and fair across West Suffolk, and that the funding awarded supports the achievement of the Council's strategic priorities.

Terms of reference:

1. To **review** the rationale and processes for awarding locality budget allocations, grants and reliefs, to ensure they are consistent and fair across West Suffolk and supporting achievement of strategic priorities. This will be achieved by assessing the:
 - a. effectiveness of the grant or discretionary relief application, allocation and monitoring processes;
 - b. the outcomes achieved from the funding or discount;
 - c. total value of the grant funding and reliefs in light of the Medium-term Financial Strategy; and
 - d. role and purpose of grant funding and relief schemes in light of other external funding opportunities for organisations.
2. The **scope** of the review will only cover grant and relief schemes:
 - a. which are entirely discretionary or funded by West Suffolk Council; and
 - b. where the council is not under a duty to have a scheme or to operate the scheme in a certain way (for example, it has established it voluntarily).
3. By carrying out this review the **aim** is to ensure that:
 - a. the grants and reliefs we provide are aligned to our strategic objectives; and
 - b. the grants and relief schemes offer maximum value for money.
4. To **develop options** for:
 - a. how West Suffolk Council's locality budget and grant funding arrangements and discretionary rate reliefs will work after 1 April 2020; and
 - b. a West Suffolk Council Grants and Reliefs Policy to set out the council's approach.
5. To **make recommendations** to Cabinet for how to take forward the preferred options from 4 above.

Timescale: In order for the Taskforce to shape the Council's approach to locality budgets, grants and reliefs, initial findings and feedback will be presented to Cabinet in September 2019. Final recommendations will be made to Cabinet in November 2019 in order to ensure that stakeholder and Member feedback can be fully taken into account.

Governance: It is proposed that the Taskforce will be formed of 7 Members, to consist of:

- a) a minimum of 4 members from the Conservative Group; and
- b) 3 members of minority groups.

Members of Cabinet shall have observer status, in that they are entitled to see all papers for the group and shall be entitled to attend meetings. Portfolio Holders are expected to support the Chair in developing recommendations and raise concerns where they consider that it would not be feasible to adopt proposals put forward, and where recommendations under development may conflict with other adopted policies or ongoing work such as proposals under development by the rural taskforce. The Chair may use his/her discretion in allowing a member of Cabinet to speak at meetings.

Chair and Vice-Chair: The Taskforce shall elect a Chair and Vice-chair from amongst its membership at the first meeting of the Taskforce by a majority vote of the Taskforce Members.

The Leader of the Council shall be entitled to appoint additional individuals to act as observers of the Taskforce who may, or may not be members of the Council. Any additional observers will be expected to comply with the Member Code of Conduct. The Taskforce is entitled to call witnesses from the voluntary/community sector.

Taskforce meetings shall be scheduled to take place at College Heath Road in Mildenhall or West Suffolk House in Bury St Edmunds.

Quorum: The quorum level for the Taskforce shall be 4.

Access to Information: As a non-decision making body, the normal Access to Information Rules do not apply to the working group.

Officers should endeavour to make clear to members of the Taskforce where matters under discussion are confidential, and should be treated by Members privy to the information as such.

Frequency: Meetings will be scheduled according to the demands of the work programme and decision making framework. It should be expected that this will require meetings on at least a monthly basis.

Limitations: As a Taskforce, the group does not have any delegated decision making authority and any recommendations would be considered by Cabinet for adoption.

Officer support: The Corporate Policy Team will provide research and policy development support to the Taskforce. The team will draw on evidence and advice provided by a range of other teams to support the Taskforce's work, for example, Families and Communities, Leisure, Economic Development, Environment and Finance.

Consultation and engagement: The Taskforce will take evidence from Member and external stakeholders, including town and parish councils, partners, stakeholders, community groups, residents and businesses as it considers appropriate.

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Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 June 2019 to 31 May 2020

Publication Date: 24 May 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 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
No earlier than 25/06/19 Page 34	Housing Delivery Plan: Update on First Phase The Cabinet may be asked to approve a housing delivery plan for West Suffolk. The Plan will set out a range of actions and interventions that the Council can take to increase the rate of housing delivery developed from a detailed analysis of the local housing market.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet with draft delivery plan.
June/September 2019	Western Way Development – Business Case Following approval of the outline business case in October 2018, the Cabinet will be asked to consider recommending to Council, approval of the full Business Case for the proposed Western Way Development.	Possible Exempt Appendices: Paragraph 3	(R) – Council July / September 2019	Cabinet / Council	Jo Rayner Leisure, Culture and Community Hubs 07872 456836	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet with recommendations to Council with the possibility of Exempt Appendices.

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
23/07/19	West Suffolk Annual Report 2018/2019 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	John Griffiths Leader of the Council 01284 757001	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with draft Annual Report.
23/07/19	Revenues Collection Performance and Write Offs 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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
10/09/19	Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking	Not applicable	(R) – Council 17/09/19	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	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
	approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.							
08/10/19 (Deferred from 23/07/19)	<p>Review of West Suffolk's Safeguarding Policy</p> <p>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 sets out the legislative requirements and expectations of how key partners, including local authorities, should safeguard and promote the welfare of children.</p> <p>West Suffolk Council will therefore review its</p>	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	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
	Safeguarding Policy to reflect the updated guidance.							
08/10/19 Page 37	<p>West Suffolk's Homelessness and Rough Sleeping Strategy 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 2018. It requires local authorities to update their Homelessness Reduction Strategies and rebadge them to include rough sleeping.</p>	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	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
26/11/19	Revenues Collection Performance and Write Offs 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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
26/11/19	Delivering a Sustainable Budget 2020/2021 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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report of the Performance and Audit Scrutiny Committee to Cabinet.
26/11/19	Council Tax Base for Tax Setting Purposes 2020/2021 The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial	Not applicable	(R) – Council 17/12/19	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	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
	year 2020/2021.							
26/11/19 Page 39	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2019/2020 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 Or 17/12/19	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
14/01/20	Delivering a Sustainable Budget 2020/2021 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 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	Sarah Broughton Resources and Performance 07929 305787	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
14/01/20	<p>Treasury Management Report 2019/2020 – Investment Activity (1 April to 30 September 2019)</p> <p>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.</p>	Not applicable	(R) – Council 25/02/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	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	<p>Delivering a Sustainable Budget 2020/2021</p> <p>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 Council on proposals for achieving a sustainable budget in 2020/2021.</p>	Not applicable	(D) Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	Sarah Broughton Resources and Performance 07929 305787	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
11/02/20 Page 41	Budget and Council Tax Setting 2020/2021 and Medium Term Financial Strategy The Cabinet will be asked to consider the proposals for the 2019/2020 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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
11/02/20	Annual Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice The Cabinet will be asked to recommend to Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice for West Suffolk	Not applicable	(R) – Council 25/02/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	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
	Council, which must be undertaken before the start of each financial year.							
11/02/20 Page 42	Revenues Collection Performance and Write Offs 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	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
24/03/20	Treasury Management Report 2019/2020 – Investment Activity (1 April to 31 December 2019) 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 31	Not applicable	(R) – Council 31/03/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	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
	December 2019.							
24/03/20	West Suffolk Pay Policy Statement 2020/2021 The Cabinets will 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	Carol Bull Governance 07767 472419	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

- 4 pages
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

Cabinet Member	Portfolio
John Griffiths Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Sarah Broughton	Portfolio Holder for Resources and Performance
Carol Bull	Portfolio Holder for Governance
Andy Drummond	Portfolio Holder for Planning and Regulation
Robert Everitt	Portfolio Holder for Families and Communities
Susan Glossop	Portfolio Holder for Growth
Jo Rayner	Portfolio Holder for Leisure, Culture and Community Hubs
Peter Stevens	Portfolio Holder for Operations

(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

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full East Suffolk Council Cabinet Member	Full Fenland District Council Cabinet Member	Full West Suffolk Council Cabinet Member
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute East Suffolk Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute West Suffolk Council Cabinet Members

Leah Mickleborough
 Service Manager (Democratic Services) and Monitoring Officer
 Date: 24 May 2019

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