

## West Suffolk Council

### Cabinet Decisions Notice

(Published: Thursday 23 June 2022)

The following decisions were taken by the Cabinet on Tuesday 21 June 2022 and, if not called in by councillors, will come into operation on Friday 1 July 2022. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council's Constitution, by at least five councillors submitting the required call-in request form to the Director (Human Resources, Governance and Regulatory) (e-mail: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)) **by 5.00 pm on Thursday 30 June 2022**. Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, the relevant portfolio holder or via Democratic Services, West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds Suffolk, IP33 3YU.

Agenda item and report number	Declarations of interest	Decision(s) (including recommendations to Council)	Reason(s) for decision(s)	Other options considered and reasons for rejection	Contacts
Item 7 CAB/WS/22/027	None	<p><b>Street Lighting</b></p> <p>Resolved:</p> <p>That:</p> <p>1. The draft vision, scope and guiding principles for the proposed 2023-2024 review of West Suffolk Council's relationship with Town and Parish Councils as set out in section 2.1 of Report number CAB/WS/22/027, be approved.</p>	<p>The majority of street lights in West Suffolk were owned and maintained by Suffolk County Council as highway authority. However, West Suffolk Council (WSC) had the power to provide lighting as a local authority, acting with the consent of the Highways Authority via the powers conferred by the Highways Act 1980. Town and Parish Councils had similar powers to their areas.</p>	<p>Whilst the Council had no statutory obligation to maintain street lights, and was not required to work with other local lighting authorities to review street lighting distribution and operation, it wished to</p>	<p><b>Portfolio holder:</b> Carol Bull 01953 681513</p> <p><b>Officers:</b> Alex Wilson Strategic Director 01284 757695</p> <p>Jack Eddy Policy Business Partner</p>

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		<p>2. Pending a more detailed audit, the initial analysis of the disposition of street lighting in West Suffolk contained in section 2.2 of Report number CAB/WS/22/027 be noted.</p> <p>3. The next steps for working with Suffolk County Council and Town and Parish Councils on a review of street lighting in West Suffolk as set out in section 2.3 of Report number CAB/WS/22/027, be approved.</p>	<p>It was indicated at the Council meeting in February 2022, that following the delay caused by the response to the pandemic, Cabinet intended to carry out the planned review of WSC's future relationship with Town and Parish Councils after the 2023 elections. Report number CAB/WS/22/027 provided more information on the proposed scope for that long-term review.</p> <p>However, in response to concerns raised and ahead of that main review, Cabinet had also indicated that it would look at the ownership and future management of street lights in West Suffolk during 2022-2023, including those owned by Parish and Town Councils. Report number CAB/WS/22/027 also provided background to that interim review and proposed how it would be taken forward in the remainder of</p>	<p>continue to support these important community facilities in the most efficient and appropriate manner for taxpayers across all three tiers of local government (also reflecting the proposed vision and guiding principles for the 2023 review of the Council's relationship with town and parish councils).</p> <p>To take this work forward, the Cabinet wished to engage with town and parish councils to gather information</p>	01284 757223

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			the municipal year and in the context of that wider review.	before forming proposals. Therefore, no alternative options have been considered at this stage.	
Item 8 CAB/WS/22/028	None	<p><b>Procurement Policy and Contract Procedure Rules</b></p> <p>Resolved:</p> <p>That:</p> <p>1. The new West Suffolk Council Procurement Policy, attached at Appendix A to Report number CAB/WS/22/028, be approved.</p> <p>Recommended to Council (27 September 2022):</p> <p>That:</p> <p>2. The constitutional changes, as set out in the revised West Suffolk Council Contract Procedure Rules, at Appendix B to Report</p>	<p>The current Procurement Policy had not been changed since the establishment of West Suffolk Council on 1 April 2019. Since that time, there had been changes in the wider economic environment and strategic priorities of the Council that would now be reflected appropriately in the Procurement Policy and Contract Procedure Rules. Procurement was a key role in ensuring that the Council achieved its strategic priorities and adhered to wider regulation on transactions and transparency. The key aims for these revised documents were to:</p>	<p>Retaining the Policy as it currently existed would not address the issues identified in section 3 of Report number CAB/WS/22/028.</p> <p>Moving thresholds further upward would present an increased risk of the ability to demonstrate value and create an imbalance in the aims set out in section 2 of Report number</p>	<p><b>Portfolio holder:</b> Sarah Broughton 07929 305787</p> <p><b>Officers:</b> Rachael Mann Director (Resources and Property) 01638 719245</p> <p>Gregory Stevenson Service Manager (Finance and Procurement) 01638 719245</p>

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		<p>number CAB/WS/22/028, be approved.</p>	<ul style="list-style-type: none"> <li>- Deliver value for money for West Suffolk Council.</li> <li>- Ensure sustainable procurement.</li> <li>- Adhere to the Council's Modern Slavery Statement.</li> <li>- Deliver social value.</li> </ul> <p>The Policy and Contract Procedure Rules had been fully reviewed and updated in conjunction with key internal stakeholders. The key changes made could be grouped into significant areas as detailed below:</p> <ul style="list-style-type: none"> <li>- Proposed revised thresholds for internal process and supplier engagement had been increased upwards to recognise inflation, increase access for local business and reduce onerous proves at lower procurement levels (as set out in Section 4 of Report number CAB/WS/22/028).</li> </ul>	<p>CAB/WS/22/028.</p>	

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			<ul style="list-style-type: none"> <li>- Commitment from suppliers and target setting for reduction of environmental impact had been introduced into the Contract Procedure Rules and revised thresholds.</li> <li>- Driving down CO2 production in the areas that currently produced the highest volumes (ie construction projects, fleet, facilities and utilities).</li> <li>- The Procurement Policy referenced the West Suffolk Council Modern Slavery and Human Trafficking Statement and asked for consideration by staff and self certification from suppliers in all quotations. For businesses larger than £36m turnover, evidence of their own Modern Slavery and Human Trafficking Policy must be</li> </ul>		

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Item 9 CAB/WS/22/029	None	<p><b>West Suffolk Workforce Strategy 2022 to 2028</b></p> <p>Resolved:</p> <p>That the West Suffolk Workforce Strategy 2022 to 2028, as set out in Appendix A to Report number CAB/WS/22/029 be endorsed and its implementation be supported across the organisation.</p>	<p>The Workforce Strategy outlined the Council's commitment to work together to deliver its vision and to develop a future focused workforce plan to help to deliver against its Strategic Framework, whilst building a diverse and inclusive workforce that reflected and understood the communities that it served.</p> <p>The Council recognised that the greatest asset that it had to deliver services to the communities of West Suffolk, was its workforce. The delivery of the Council's vision and priorities could only be achieved if it was able to retain and recruit the right people, with the right skills and the right attitude, those who would innovate and collaborate to deliver transformation of services and maximise the Council's</p>	<p>There were no alternative options. The Workforce Strategy was a key corporate strategy and aligned all the key commitments around how the workforce would develop in the future, aligning HR activity with the wider Council vision and priorities.</p> <p>Putting this in place enabled the Head of Paid Service to have a robust strategy to retain, manage, develop and recruit staff. Our people were</p>	<p><b>Portfolio holder:</b> Carol Bull 01953 681513</p> <p><b>Officer:</b> Jennifer Eves Director (HR, Governance and Regulatory) 01284 757015</p>

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			<p>organisational potential.</p> <p>The Strategy outlined how the Council would continue to deliver services in a changing and challenging environment focusing on how to attract, reward, nurture and develop its staff, through five key workstreams:</p> <ul style="list-style-type: none"> <li>- Skills and behaviours</li> <li>- Recruitment and retention</li> <li>- Reward and recognition</li> <li>- Health and well-being</li> <li>- Future planning</li> </ul>	<p>our key asset and we needed to ensure that all our employees were supported in their development in West Suffolk Council to help maximise their productivity, create a high performing culture and drive service improvement.</p>	
<p>Item 10 CAB/WS/22/030</p>	<p>None</p>	<p><b>Annual Review and Appointment of the Cabinet's Joint Committee, Panel and Other Working Groups</b></p> <p>Resolved:</p> <p>1. That the Leader of the Council re-appoints: a. Councillor Sarah Broughton, Deputy Leader and Portfolio</p>	<p>The Cabinet was requested to review and appoint membership in accordance with the Terms of Reference for its Joint Committee, Panel and other Working Groups for the year 2022 to 2023, as set out in section 2 of Report number CAB/WS/22/030.</p>	<p>Not to undertake an annual review. However, it was prudent to do so to ensure the Cabinet's groups remained effective and fit-for-purpose.</p>	<p><b>Portfolio holder:</b> John Griffiths 01284 757001</p> <p><b>Officers:</b> Jennifer Eves Director (HR, Governance and Regulatory) 01284 757015</p>

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		<p>Holder for Resources and Property, as the full member representing West Suffolk Council on the Anglia Revenues and Benefits Partnership Joint Committee in 2022 to 2023.</p> <p>b. Councillor Sara Mildmay-White, Portfolio Holder for Housing and Strategic Health, as a substitute member representing West Suffolk Council on the Anglia Revenues and Benefits Partnership Joint Committee in 2022 to 2023.</p> <p>c. It be noted that on the nomination of the Leader of the Council, the Monitoring Officer may exercise their delegated authority to appoint appropriate Cabinet membership (full and substitute members) to the above joint</p>			<p>Teresa Halliday Monitoring Officer 07572 144124</p>



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		<p>committee during 2022 to 2023, as necessary.</p> <p>2. That:</p> <p>a. The Cabinet continues to operate the Staff Consultative Panel in 2022 to 2023 in accordance with the Terms of Reference (ToR) contained in Appendix A to Report number: CAB/WS/22/030.</p> <p>b. Periodical meetings of the above Panel be scheduled as and when required, but with regard to the discussion outlined in Section 2.2.2 of Report number: CAB/WS/22/030.</p> <p>3. The Cabinet continues to operate the West Suffolk Grant Working Party in 2022 to 2023 in accordance with the ToR contained in Appendix B to Report number: CAB/WS/22/030.</p>			

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		<p>4. The Cabinet continues to operate the West Suffolk Local Plan Working Group in 2022 to 2023 in accordance with the ToR contained in Appendix C to Report number: CAB/WS/22/030.</p> <p>5. It be noted that should it become necessary and on the nominations of Group Leaders, the Monitoring Officer may exercise their delegated authority to appoint appropriate membership (full and substitute members) to the above Panel, Working Party and Working Group during 2022 to 2023 in accordance with their Terms of Reference.</p> <p>6. Provided that resources are available to support them, informal task-and-finish working groups or taskforces be established to consider specific issues as required throughout 2022 to 2023.</p>			

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Item 12  CAB/WS/22/032 (with Exempt Appendix 1)	None	<p><b>Revenues Collection Performance and Write-Offs</b></p> <p><b>Resolved:</b></p> <p>That the write-off of the amounts detailed in the Exempt Appendix 1 to Report number CAB/WS/22/032 be approved, as follows:</p> <ol style="list-style-type: none"> <li>Exempt Appendix 1: Business Rates totalling £163,686.01.</li> </ol>	<p>The detailed reasons for the decisions to write-off these amounts, were included in Exempt Appendix 1 to Report number CAB/WS/22/032.</p>	<p>There was an extensive and supportive recovery process prior to the engagement of an enforcement agency. The Council currently used the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also had on-line tracing facilities. Although this service was suspended during the lockdown and up to more recently, enforcement was now reinstated in line with Government guidance. It was</p>	<p><b>Portfolio holder:</b> Sarah Broughton 07929 305787</p> <p><b>Officer:</b> Rachael Mann Director (Resources and Property) 01638 719245</p>

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				<p>not considered appropriate to pass the debts on to another agency.</p> <p>It should be noted that in the event that a written-off debt became recoverable, the amount was written back on, and enforcement procedures were re-established. This might happen, for example, if someone had gone away with no trace, and then they were unexpectedly 'found' again, through whatever route.</p>	

Jennifer Eves, Director (Human Resources, Governance and Regulatory)  
23 June 2022