

Cabinet

Title	Agenda																								
Date	Tuesday 18 July 2023																								
Time	6.00 pm																								
Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds																								
Membership	<table> <tr> <td>Leader</td> <td>Cliff Waterman</td> </tr> <tr> <td>Deputy Leader</td> <td>Victor Lukaniuk</td> </tr> <tr> <td>Councillor</td> <td>Portfolio</td> </tr> <tr> <td>Donna Higgins</td> <td>Families and Communities</td> </tr> <tr> <td>Diane Hind</td> <td>Resources</td> </tr> <tr> <td>Gerald Kelly</td> <td>Governance and Regulatory</td> </tr> <tr> <td>Richard O'Driscoll</td> <td>Housing</td> </tr> <tr> <td>Ian Shipp</td> <td>Leisure</td> </tr> <tr> <td>David Taylor</td> <td>Operations</td> </tr> <tr> <td>Jim Thorndyke</td> <td>Planning</td> </tr> <tr> <td>Cliff Waterman</td> <td>Leader</td> </tr> <tr> <td>Indy Wijenayaka</td> <td>Growth</td> </tr> </table>	Leader	Cliff Waterman	Deputy Leader	Victor Lukaniuk	Councillor	Portfolio	Donna Higgins	Families and Communities	Diane Hind	Resources	Gerald Kelly	Governance and Regulatory	Richard O'Driscoll	Housing	Ian Shipp	Leisure	David Taylor	Operations	Jim Thorndyke	Planning	Cliff Waterman	Leader	Indy Wijenayaka	Growth
Leader	Cliff Waterman																								
Deputy Leader	Victor Lukaniuk																								
Councillor	Portfolio																								
Donna Higgins	Families and Communities																								
Diane Hind	Resources																								
Gerald Kelly	Governance and Regulatory																								
Richard O'Driscoll	Housing																								
Ian Shipp	Leisure																								
David Taylor	Operations																								
Jim Thorndyke	Planning																								
Cliff Waterman	Leader																								
Indy Wijenayaka	Growth																								
Interests – declaration and restriction on participation	Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, no later than when that item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.																								
Quorum	Four Members																								
Committee administrator	Claire Skoyles Democratic Services Officer Telephone 01284 757176 Email democratic.services@westsuffolk.gov.uk																								

Public information



Venue	Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU
Contact information	Telephone: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>A link to the meeting livestream broadcast, and guidance on how members of the public can access the meeting broadcast will also be made available on the Council's website when the agenda is published..</p>
Attendance at meetings	<p>This meeting is being held in person in order to comply with the Local Government Act 1972. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please inform Democratic Services in advance of the meeting.</p> <p>As a local authority, we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. We, therefore, request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.</p> <p>West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to wear face coverings, should they wish to</p>
Public participation	<p>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.</p> <p>The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. We urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.</p>

Accessibility	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.
Recording of meetings	<p>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).</p> <p>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.</p>
Personal information	<p>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.</p>

Agenda

Procedural matters

1. Apologies for absence

2. Minutes

1 - 8

To confirm the minutes of the meeting held on 13 June 2023 (copy attached).

3. Declarations of interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

Part 1 - public

4. Open forum

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

5. 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. This can be done online by sending the request to democratic.services@westsuffolk.gov.uk or telephoning 01284 757176 or in person by telling the Committee Administrator present at the meeting. **We would urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.**

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

	Pages
<p>6. Report of the Overview and Scrutiny Committee: 15 June 2023</p> <p>Report number: CAB/WS/23/028 Chair of the Committee: Councillor Sarah Broughton Lead officer: Christine Brain</p>	9 - 12
<p>7. Report of the Performance and Audit Scrutiny Committee: 22 June 2023</p> <p>Report number: CAB/WS/23/029 Chair of the Committee: Councillor Peter Armitage Portfolio holder: Councillor Diane Hind Lead officer: Christine Brain</p>	13 - 20
<p>8. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 13 June 2023</p> <p>Report number: CAB/WS/23/030 Portfolio holder: Councillor Diane Hind Lead officer: Rachael Mann</p>	21 - 30

Non key decisions

<p>9. 2022/2023 West Suffolk Environmental Statement</p> <p>Report number: CAB/WS/23/031 TO FOLLOW Portfolio holder: Councillor Gerald Kelly Lead officer: Jill Korwin</p>	
<p>10. Decisions Plan: 1 July 2023 to 31 May 2024</p> <p>To consider the most recently published version of the Cabinet's Decisions Plan</p> <p>Report number: CAB/WS/23/032 Leader of the Council: Councillor Cliff Waterman Lead officer: Ian Gallin</p>	31 - 48

Part 2 – exempt

None

This page is intentionally left blank

Cabinet



Minutes of a meeting of the **Cabinet** held on **Tuesday 13 June 2023** at **6.00 pm** in the **Conference Room, Mildenhall Hub**, Sheldrick Way, Mildenhall, IP28 7JX

Present

Councillors

Chair Cliff Waterman (Leader of the Council)

Vice Chair Victor Lukaniuk (Deputy Leader of the Council)

Donna Higgins
Diane Hind
Gerald Kelly
Richard O’Driscoll

Ian Shipp
David Taylor
Jim Thorndyke
Indy Wijenayaka

By invitation

Ian Houlder

(‘Outgoing’ Chair of the Performance and Audit Scrutiny Committee)

In attendance

Carol Bull
Nick Clarke
Roger Dicker

Susan Glossop
Joe Mason
Andy Neal

Observers

Andrew Smith

Kevin Yarrow

471. **Apologies for absence**

No apologies for absence were received.

472. **Minutes**

The minutes of the meeting held on 11 April 2023 were confirmed as a correct record and signed by the Chair.

473. **Declarations of interest**

Members’ declarations of interest are recorded under the item to which the declaration relates.

474. **Open forum**

The following non-Cabinet members spoke under this item:

1. Councillor Andy Neal (Ward Member for Mildenhall Queensway)

Councillor Andy Neal addressed the Cabinet and wished to raise the following for their future consideration:

- Delivery of the West Suffolk Local Plan.
- In-house management of the Council's commercial property portfolio.
- Funding of the provision of future leisure facilities.
- Quality of grounds maintenance/grass cutting contract.
- Implementation of the outcomes from the markets review, undertaken by the Overview and Scrutiny Committee in the previous Council administration.
- Upgrading of street lighting to LED and associated costs.

The Leader of the Council acknowledged the areas raised and responded by stating that:

- On the Cabinet agenda this evening was the proposed re-constitution of the West Suffolk Local Plan Working Group (Report number CAB/WS/23/025).
- In terms of leisure provision, a review would be undertaken of the Western Way development.
- A review would also be undertaken on the Council's grounds maintenance contract.

2. Councillor Roger Dicker (Ward Member for Kentford and Moulton)

Councillor Roger Dicker wished to refer to the poor state of the grass cutting within the District, particularly within his Ward and the complaints which he was receiving from his residents. Councillor Dicker welcomed the undertaking of a review on the grounds maintenance contract and asked in addition, for a review to also be undertaken on the Council's stance to not spray round trees and in other public areas during the spring and autumn of this year. Councillor Dicker also asked whether it would be possible for a larger budget to be provided within this particular service area.

3. Councillor Joe Mason (Ward Member for Haverhill North)

Councillor Joe Mason addressed the Cabinet and asked what new initiatives or priorities had been identified for the Families and Communities portfolio, along with clarity as to what the Cabinet intended to change or prioritise for the benefit of communities across the District.

The Leader of the Council responded by explaining that the Cabinet would be developing their future priorities, which would be mainly centred around helping its residents with the cost of living crisis; the housing crisis and the development of the local economy. The Cabinet would also be looking to especially focus the Council towards the growth area within Cambridge.

4. Councillor Carol Bull (Ward Member for Barningham)

Councillor Carol Bull addressed the Cabinet and wished to express her personal disappointment and sadness on the lack of diversity of the new Cabinet, in that there were only two women who had been appointed.

The Leader of the Council responded and thanked Councillor Bull for her very important question. The Leader also agreed that he would have liked to have had a more diverse make-up of the Cabinet. However, some of the members who had been asked to join the Cabinet, had considered that they did not have the time or resources to be able to participate in this role. However, opportunities around the potential for job sharing roles within the Cabinet was being considered.

5. Councillor Susan Glossop (Ward Member for Risby)

Councillor Susan Glossop addressed the Cabinet and expressed her concerns around the future policies and strategies for the Council. Being the 'outgoing' Portfolio Holder for Growth, Councillor Glossop was also particularly interested in the growth projects and asked whether they would be continuing in the new administration.

The Leader of the Council, responded by confirming that the growth projects would be continuing into the new administration.

6. Councillor Nick Clarke (Ward Member for Clare, Hundon and Kedington and Leader of the Conservative Group)

Councillor Nick Clarke wished to congratulate Councillor Cliff Waterman on his appointment as Leader of the Council and on his appointment of his Cabinet. Councillor Clarke also wished to raise his concerns around the current gender imbalance on the Cabinet.

Councillor Clarke also expressed his concerns regarding the delay in the Council's audit process, which was being caused by the Council's external auditors. The Leader of the Council, responded to these concerns raised and explained that the audit delays were not due to the Council. However, this situation would continue to be followed through. The Leader also wished to thank Officers for ensuring that the audit deadlines imposed on the Council continued to be met.

Councillor Clarke also explained that residents did not appear to understand the political groupings on the Council, particularly with regards to the establishment of the West Suffolk Working Partnership (WSWP). Councillor Clarke referred to the information on the Council's website, which listed the political groups and asked whether this could be reviewed for clarity. Councillor Waterman apologised for any confusion around the political groupings within the Council and for clarity purposes, confirmed that the three political groups which had been formed on the Council were:

- The West Suffolk Progressive Alliance Grouping (which consisted of Labour, Liberal Democrat and Green parties)
- The Independents
- The Conservatives

In addition, a partnership had also been formed between the West Suffolk Progressive Alliance Grouping and the Independents to work together, under the title of West Suffolk Working Partnership (WSWP), to form the new Council administration. The Leader agreed to review the information which was currently on the Council's website to ensure clarity around this.

At the conclusion of this item, Councillor Waterman also encouraged all members to raise any issues which they may have with the relevant Portfolio Holders. In addition, Members attending to address the Cabinet under this Open Forum agenda item were very much welcome. Although this was not a formal requirement, the Leader explained that it would be useful for notice of the content of the question/statement to be provided in advance, which would then assist with the Cabinet being able to provide a substantive response.

475. Public participation

No members of the public in attendance had registered to speak.

476. Report of the Performance and Audit Scrutiny Committee: 30 March 2023 (Report number CAB/WS/23/024)

The Cabinet received and noted this report, which informed members of the following substantive items considered by the Performance and Audit Scrutiny Committee on 30 March 2023:

1. Ernst and Young – 2021 to 2022 Annual Results Report to those Charged with Governance.
2. West Suffolk Annual Governance Statement 2021 to 2022.
3. 2021 to 2022 Statement of Accounts.

Councillor Ian Houlder, the 'outgoing' Chair of the Performance and Audit Scrutiny Committee, also drew relevant issues to the attention of the Cabinet. Councillor Houlder expressed his thanks to the Director (Resources and Property) and the Finance Team for all of their help and support which had been provided to the Committee, in his time as Chair.

The Leader also wished to thank Councillor Ian Houlder in his role as Chair of the Committee over the last Council administration. The Chair also expressed his thanks to the Director (Resources and Property) and the Finance Team for their help and support to the Committee. The Leader also supported the frustrations and disappointment expressed by the Committee regarding the delay in the auditing of the Council's accounts for 2021 to 2022 by its external auditors and that this would issue would continue to be addressed.

477. Annual Review and Appointment of the Cabinet's Joint Committee, Panel and Other Working Groups (Report number CAB/WS/23/025)

The Cabinet considered this report which was recommending appointments to the Cabinet's Joint Committee, Panel and other Working Groups for the year 2023 to 2024. Upon doing so, the existing Terms of Reference for each had been reviewed, as set out within the Appendices attached to this report.

The Leader also referred to the recommendation for the establishment of a new West Suffolk Environment and Sustainability Working Group (the proposed terms of reference were attached at Appendix D to the report). The purpose of the Working Group would be to review the progress that West Suffolk Council had made in delivering its action plans and move to Net Zero. The Working Group would also be making recommendations to Cabinet on West Suffolk Council's future role in protecting and enhancing the environment, both in the way in which it carried out its operations and through its wider work with West Suffolk's businesses and communities.

The Leader also explained that the terms of reference for the new West Suffolk Environment and Sustainability Working Group would be amended to allow for the appointment of substitutes from each political group. The Leader also confirmed that Councillor Julia Wakelam would be appointed as the Chair and Councillor Frank Stennett would be appointed as the Vice Chair of the new Working Group.

Resolved:

1. That the Leader of the Council appoints:
 - a. Councillor Diane Hind, Portfolio Holder for Resources, as the full member to represent West Suffolk Council on the Anglia Revenues and Benefits Partnership Joint Committee in 2023 to 2024.
 - b. Councillors Victor Lukaniuk, Deputy Leader and David Taylor, Portfolio Holder for Operations, as the substitute members to represent West Suffolk Council on the Anglia Revenues and Benefits Partnership Joint Committee in 2023 to 2024.
 - 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 committee during 2023 to 2024, as necessary.
2. That:
 - a. The Cabinet continues to operate the Staff Consultative Panel in 2023 to 2024 in accordance with the Terms of Reference (ToR) contained in Appendix A to Report number: CAB/WS/23/025.
 - 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/23/025.
3. The Cabinet continues to operate the West Suffolk Grant Working Party in 2023 to 2024 in accordance with the ToR contained in Appendix B to Report number: CAB/WS/23/025.

4. The Cabinet continues to operate the West Suffolk Local Plan Working Group in 2023 to 2024 in accordance with the ToR contained in Appendix C to Report number: CAB/WS/23/025.
5. The ToR for the new West Suffolk Environment and Sustainability Working Group for 2023 to 2024 be approved, as set out in Appendix D to Report number: CAB/WS/23/025, subject to the inclusion of the appointment of substitutes from each political group.
6. 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 Groups during 2023 to 2024 in accordance with their Terms of Reference.
7. Provided that resources are available to support them, informal task-and-finish working groups or taskforces can be established by the Leader to consider specific issues as required throughout 2023 to 2024.

478. **Decisions Plan: 1 June 2023 to 31 May 2024 (Report number CAB/WS/23/026)**

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 1 June 2023 to 31 May 2024.

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

479. **Revenues Collection Performance and Write Offs (Report number CAB/WS/23/027)**

The Cabinet considered this report, which provided the collection data in respect of Council Tax and National Non-Domestic Rates (NNDR) and sought approval for the write-off of the amounts contained in the exempt Appendices attached to the report.

Councillor Diane Hind, Portfolio Holder for Resources, also drew relevant issues to the attention of the Cabinet.

Resolved:

That the write-off of the amounts detailed in the Exempt Appendices to Report number CAB/WS/23/027 be approved, as follows:

1. Exempt Appendix 1: Council Tax totalling £10,165.01
2. Exempt Appendix 2: Housing Benefit Overpayment totalling £21,252.86.

480. **Exclusion of press and public**

See minute number 481. below.

481. **Exempt appendices 1 and 2: Revenues Collection Performance and Write-Offs (paragraphs 1 and 2) (Report number CAB/WS/23/027)**

The Cabinet considered the exempt Appendices to this report. However, no reference was made to specific detail and, therefore, this item was not held in private session.

The meeting concluded at 6.35 pm

Signed by:

Chair

This page is intentionally left blank

Report of the Overview and Scrutiny Committee: 15 June 2023

Report number:	CAB/WS/23/028	
Report to and date:	Cabinet	18 July 2023
Chair of the Overview and Scrutiny Committee:	Councillor Sarah Broughton Chair of Overview and Scrutiny Telephone: 07929 305787 Email: sarah.broughton@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

Decisions Plan: This item is not required to be included in the Decisions Plan.

Wards impacted: All wards.

Recommendation: It is recommended that Report number: CAB/WS/23/028, being the report of the Overview and Scrutiny Committee, be noted.

1. Context to this report

1.1 On 15 June 2023, the Overview and Scrutiny Committee considered the following items:

1. Suffolk County Council Health Scrutiny – 19 April 2023.
2. Appointments to outside scrutiny body
3. Cabinet Decisions Plan: 1 June 2023 to 31 May 2024
4. Work programme update 2023.

2. Proposals within this report

2.1 **Suffolk County Council Health Scrutiny – 19 April 2023** **(Report number: OAS/WS/23/006)**

2.1.1 The Committee received and **noted** report number OAS/WS/23/006, which was the last report prepared by Councillor Margaret Marks as the Council's representative on the Suffolk County Council Health Scrutiny Committee, setting out what was considered at its meeting held on 19 April 2023. The main focus of the meeting was on Childhood Obesity in Suffolk.

2.1.2 The Committee considered the report and asked questions to which Councillor Marks provided comprehensive responses. In particular, discussions were held on school meals and their nutritional value; the childhood nutrition guidance provided for women during their pregnancy; Abbeycroft Leisure's initiative "learn to cook with families"; junk food advertising; more emphasis needed on food portion control and the need for lifestyle changes.

2.1.3 The Committee acknowledged that health was a huge subject and questioned what the Council's remit was for health; what it can do to add value in West Suffolk and how best to feed back issues concerning West Suffolk to the Health Scrutiny Committee.

2.1.4 The Committee thanked Councillor Marks for the passion and effort she had put into the Health Scrutiny Committee as the Council's representative.

2.2 **Appointments to outside scrutiny body** **(Report number: OAS/WS/23/007)**

2.2.1 The Health Scrutiny Committee is responsible for scrutinising wellbeing and health services across the county. The committee has ten members in total, five county councillors and one co-opted representative from each of the district and borough councils in Suffolk. These councillors are from across political groups and are not members of their Council's Cabinet Committee.

- 2.2.2 An extract from the Suffolk County Council’s constitution, setting out the role of the Health Scrutiny Committee was attached at Appendix 1 to the report.
- 2.2.3 The Overview and Scrutiny Committee was therefore asked to nominate, on an annual basis, one full member and one substitute member to serve on the Suffolk County Council’s Health Scrutiny Committee for a four-year term (2023 to 2027).
- 2.2.4 At the conclusion of discussions, the Committee **resolved** the following:
1. That Councillor Andrew Martin be appointed as the full representative to the Suffolk County Council Health Scrutiny Committee for the term of the 2023 to 2027 administration.
 2. That Councillor Sue Perry be appointed as the substitute representative to the Suffolk County Council Health Scrutiny Committee for the term of the 2023 to 2027 administration.

2.3 **Cabinet Decisions Plan: 1 June 2023 to 31 May 2024
(Report number: OAS/WS/23/008)**

- 2.3.1 The Committee reviewed the latest version of the Cabinet Decisions Plan, covering the period 1 June 2023 to 31 May 2024.
- 2.3.2 The Committee considered the Decisions Plan and did not request any further information on items contained in the Plan.

2.4 **Work programme update 2023 (Report number: OAS/WS/23/009)**

- 2.4.1 The Committee received and **noted** report number OAS/WS/23/009, which updated Members on the current status of its rolling work programme of items at attached at Appendix 1.
- 2.4.2 The Committee considered its future work programme and suggested the following possible topics it may wish to scrutinise:
- Performance of Abbeycroft Leisure
 - Transport and Infrastructure
 - Environmental Health and Food Hygiene Inspections
 - Planning Enforcement
 - Grass Cutting
 - Taxi Buses
 - Flagship Housing

- 2.4.3 Members were informed of the requirement to complete the required Scrutiny Work Programme Suggestion form and to liaise with the relevant Portfolio Holder prior to submitting their form. Once the completed form has been submitted, relevant officers will work with the councillor to scope out the review and key lines of enquiry, before being added to the Committee’s agenda for consideration on whether to accept or reject the suggestion.

3. Alternative options that have been considered

- 3.1 Please see background papers.

4. Consultation and engagement undertaken

- 4.1 Please see background papers.

5. Risks associated with the proposals

- 5.1 Please see background papers.

6. Implications arising from the proposals

- 6.1 Financial - Please see background papers.

- 6.2 Equalities - Please see background papers.

7. Appendices referenced in this report

- 7.1 Please see background papers.

8. Background documents associated with this report

- 8.1 Report number: [OAS/WS/23/006](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Suffolk County Council Health Scrutiny – 19 April 2023
- 8.2 Report number: [OAS/WS/23/007](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Appointments to Outside Scrutiny Bodies
- 8.3 Report number: [OAS/WS/23/008](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Cabinet Decisions Plan 1 June 2023 to 31 May 2024
- 8.4 Report number: [OAS/WS/23/009](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update 2023

Report of the Performance and Audit Scrutiny Committee: 22 June 2023

Report number:	CAB/WS/23/029	
Report to and date:	Cabinet	18 July 2023
Cabinet member:	Councillor Diane Hind Portfolio Holder for Resources Telephone: 01284 706542 Email: diane.hind@westsuffolk.gov.uk	
Chair of the Performance and Audit Scrutiny Committee	Councillor Peter Armitage Performance and Audit Scrutiny Committee Email: peter.armitage@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

Decisions Plan: This item is not required to be included in the Decisions Plan.

Wards impacted: All Wards.

Recommendation: It is recommended that Report number: CAB/WS/23/029, being the report of the Performance and Audit Scrutiny Committee, be noted.

1. Context to this report

- 1.1 On 22 June 2023, the Performance and Audit Scrutiny Committee considered the following items:
1. 2022 to 2023 performance report (Quarter 4)
 2. Internal audit annual report (2022 to 2023) including results of external assessment of internal audit.
 3. Outline internal audit plan (2023 to 2024)
 4. Annual report from the Health and Safety Sub-Committee
 5. Annual appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (2023 to 2024)
 6. Work programme update 2023 to 2024

2. Proposals within this report

2.1 **2022 to 2023 performance report (Quarter 4)** **(Report number: PAS/WS/23/007)**

2.1.1 The Cabinet Member for Resources presented report number PAS/WS/23/007, which included the full year end financial position and the performance dashboard for the period January to March 2023.

2.1.2 The Committee's attention was drawn to the financial outturn summary which showed a deficit of £0.6 million. The underlying cause for this was the slow recovery in relation to income streams.

2.1.3 The Cabinet Member highlighted a number of Key Performance Indicators (KPIs), which members might wish to be aware of as they prepared to scrutinise the dashboards over the coming months, being:

- As the dashboards related to Quarter 4, a full year's data was available on:
 - Council Tax and business rates.
 - Housing delivery.
- A new indicator had been included since the Quarter 3 report around damp and mould, given the current national focus on the issue.
- The covering report included additional data in relation to the cost of living, which would in future be embedded in the main dashboards.

2.1.4 Attached to the Quarter 4 performance and year-end-financial outturn position for 2022 to 2023 were a number of appendices as follows:

- Appendix A: Key Performance Indicator dashboards
- Appendix B: Income and expenditure report
- Appendix C: Capital programme

- Appendix D: Earmarked reserves
- Appendix E: Strategic risk register
- Exempt Appendix F: Aged debt over 90 days

2.1.5 The Committee considered the KPI's and did not raise any issues.

The Service Manager (Finance and Procurement), presented the financial element of the report and drew the Committee's attention to a number of headlines, being:

- Pages 25 to 26: Deficit of £0.6 million
- Page 26: The graph showing the £1.5 million reduced income, £1.2 million of that related to a reduction in car park income.
- High inflation during the year had impacted on fuel and utilities, and this was set out across individual areas in Appendix B.

2.1.6 The Committee considered the report and asked questions on the financial aspect of the report, to which responses were provided. In particular discussions were held on the impact of the high inflation rate on the council's budget; interest rates received on council investments; future external borrowing; car parking income and investment income; and the counter parties set out in the council's Financial Resilience Strategy Statement 2023 to 2024.

2.1.7 At the conclusion of the discussions, the Committee **noted** the year end 2022 to 2023 revenue and capital positions as detailed in the report and attached appendices.

2.2 **Internal audit annual report (2022 to 2023) including results of external assessment of internal audit (Report number: PAS/WS/23/008)**

2.2.1 The Committee received and **noted** report number PAS/WS/23/008 which provided members with an overview of the work carried out by Internal Audit for the year ending 31 March 2023.

2.2.2 The annual audit opinion, attached at Appendix A to the report was split into the four constituent elements of governance; risk; internal control and financial control with a specific conclusion drawn on each, as well as the direction of travel.

2.2.3 The Council recognised that fraud, theft and corruption were an ever-present threat to the resources available in the public sector. Appendix B attached to the report demonstrated West Suffolk's progress in developing and maintaining an anti-fraud and anti-corruption culture and publicised the action taken where fraud or misconduct had been identified.

2.2.4 The Committee considered the report and did not raise any issues.

2.3 **Outline Internal Audit Plan (2023 to 2024) (Report number: PAS/WS/23/009)**

2.3.1 This report provided details on the proposed 2023-2024 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.

2.3.2 The Committee considered the report and **approved** the Internal Audit Plan for 2022 to 2023.

2.4 **Annual Report from the Health and Safety Sub-Committee (Report number: PAS/WS/23/010)**

2.4.1 The Committee received and **noted** the above report which summarised the work carried out by the Health and Safety Sub-Committee during 2022-2023.

2.4.2 The Health and Safety summary report attached at Appendix A was produced to identify and document West Suffolk Council's health and safety performance and work carried out during the year to ensure legal compliance.

2.4.3 The Committee considered the report and asked questions. In particular discussions were held on incidents and near misses and what steps were being introduced to decrease numbers; how many staff were on long-term sick through council incidents and Martyn's Law draft legislation to ensure stronger protections against terrorism in public places, to which responses were provided.

2.5 **Annual Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (2023 to 2024) (Report number: PAS/WS/23/011)**

2.5.1 The Committee received the above report, which sought appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee. 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 2023 to 2024.

The Committee was advised that the substitute place on the Sub-Committee had not been allocated to a group. The Committee may appoint a member to the group. If it was deemed not practical to do so then in the event that a member of the Sub-Committee could not attend a temporary substitute may be nominated by the group leader to the Monitoring officer; 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 2023 to 2024.

- 2.5.2 The Committee considered the appointments and felt that due to the number of apologies received for this meeting, that the appointments to the Health and Safety Sub-Committee should be deferred to the next meeting of the Committee, being 27 July 2023.

In relation to the appointment of a substitute to the Financial Resilience Sub-Committee, the Committee felt that due to the number of apologies received for this meeting, that the appointment should be deferred to the next meeting of the Committee.

- 2.5.3 At the conclusion of the discussions the following nominations were put forward and **resolved** as follows:

That:

1. Councillors Ian Houlder (Conservative Group), Frank Stennett (Independents) and Sue Perry (Progressive Alliance Grouping), be appointed as full members to the Financial Resilience Sub-Committee for 2023 to 2024.
2. The appointment of a substitute to the Financial Resilience Sub-Committee be deferred for consideration by the Committee at its next meeting on 27 July 2023.
3. The appointments to the Health and Safety Sub-Committee be deferred for consideration by the Committee at its next meeting on 27 July 2023.

2.6 **Work programme update 2023 to 2024 (Report number: PAS/WS/23/012)**

- 2.6.1 The Committee received Report number PAS/WS/23/012, which provided information on the current status of its forward work programme for 2023 to 2024.

- 2.6.2 The Committee **noted** the update and the deferred report on the Annual Appointments to the Health and Safety Sub-Committee, which would be rescheduled for its next meeting on 27 July 2023.

3. Alternative options that have been considered

3.1 Please see background papers.

4. Consultation and engagement undertaken

4.1 Please see background papers.

5. Risks associated with the proposals

5.1 Please see background papers.

6. Implications arising from the proposals

6.1 Financial – Please see background papers.

6.2 Equalities – Please see background papers.

7. Appendices referenced in this report

7.1 Please see background papers.

8. Background documents associated with this report

8.1 Report number: [PAS/WS/23/007](#) and Appendices [A](#), [B](#), [C](#), [D](#) and [E](#) to the Performance and Audit Scrutiny Committee: 2022 to 2023 Performance Report – Quarter 4

8.2 Report number: [PAS/WS/23/008](#), [Appendix A](#), [Appendix B](#) and [Appendix C](#) to the Performance and Audit Scrutiny Committee: Internal Audit Annual Report (2022 to 2023) including results of external assessment of internal audit

8.3 Report number: [PAS/WS/23/009](#), [Appendix A](#) and [Appendix B](#) to the Performance and Audit Scrutiny Committee: Outline Internal Audit Plan (2023 to 2024)

8.4 Report number: [PAS/WS/23/010](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Annual Report from the Health and Safety Sub-Committee

8.5 Report number: [PAS/WS/23/011](#) and [Appendix 1](#) and [Appendix 2](#) to the Performance and Audit Scrutiny Committee: Annual Appointments to the

Financial Resilience Sub-Committee and the Health and Safety Sub-Committee

- 8.6 Report number: [PAS/WS/23/012](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

This page is intentionally left blank

Report of the Anglia Revenues and Benefits Partnership Joint Committee: 13 June 2023

Report number:	CAB/WS/23/030	
Report to and date:	Cabinet	18 July 2023
Cabinet member:	Councillor Diane Hind Portfolio Holder for Resources Telephone: 01284 706542 Email: diane.hind@westsuffolk.gov.uk	
Lead officer:	Rachael Mann Director (Resources and Property) Telephone: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	

Decisions Plan: This item is not required to be included on the Decisions Plan.

Wards impacted: All wards

Recommendation: The Cabinet is requested to note the content of Report number: CAB/WS/23/030, being the report of the Anglia Revenues and Benefits Partnership Joint Committee.

1. Context to this report

1.1 On 13 June 2023, the Anglia Revenues and Benefits Partnership (ARP) Joint Committee met where the following items of substantive business were discussed:

1. ARP actual performance report: 2022 to 2023
2. ARP actual financial performance report: 2022 to 2023
3. ARP service plan and risk register
4. Welfare reform update
5. ARP health and safety policy statement
6. Forthcoming issues

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

2. Updates within this report

2.1 ARP actual performance report: 2022 to 2023 (agenda item 7)

2.1.1 The Joint Committee received and **noted** the performance report which presented the performance position for the entire 2022 to 2023 year for the ARP.

This report provides relevant information relating to the performance of ARP as a whole and that of the individual partners. This detailed report can be viewed on Breckland Council's website at the following link:

[Performance Report 2022-2023 year amended.pdf \(breckland.gov.uk\)](https://www.breckland.gov.uk/Performance-Report-2022-2023-year-amended.pdf)

The reports indicated that when considering performance as a whole for all partner councils, almost all targets for the 2022 to 2023 financial year were met in respect of the following categories:

- Business rates collection
- Council tax collection
- Number of electronic forms received
- Fraud and compliance

2.1.2 In respect of West Suffolk Council's individual performance, all targets were for the 2022 to 2023 financial year in respect of the following categories:

- Business rates collection
- Council tax collection
- Local council tax reduction
- Housing benefit
- Fraud and compliance

2.1.3 Attention was drawn to the service updates:

- a. **Enforcement:** As at 31 March 2023, the total collected for the 2022 to 2023 financial year was £4,209,340 debt with an additional £1,168,109 in fees. Due to the energy rebate awards and the cost of living impact, significantly fewer cases have been through the recovery process this year both from the partnership councils and those that ARP provide this service on a section 113 agreement basis. The position will continue to be monitored.
- b. **Further recovery:** Collection as at 31 March 2023 strongly continued with £1,005,603 being collected.
- c. **Council tax:** Year end collection exceeded target for all partners as a result of high collection rates in March 2023. The monthly profiles continue to be monitored and reviewed to ensure accurate forecasts going forward.

News remains awaited on the return of information from His Majesty's Revenue and Customs (HMRC) and the Department for Work and Pensions (DWP) in relation to a Cabinet Office pilot to share data to provide information, there had been disappointing news. HMRC will not release all of their data on cases unless a date of birth or National Insurance number is known. This means that there are a substantial number of cases to progress. Feedback was to be provided to the project via a consultation being undertaken in May 2023.

- d. **Benefits:** Both council tax support and benefits performance has achieved targets, despite increased demand.

ARP continues to see significant increases in demand, particularly increases in change of addresses and continue to utilise generically trained staff to focus resource where it is most needed.

The review of each partner's Local Council Tax Reduction (LCTR) schemes has been completed with four partners retaining their current scheme and West Suffolk Council opting to increase the maximum LCTR for working age applicants to 100 percent for one year only. The changes have been successfully implemented.

The administration of the Energy Bills Support Scheme (Alternative Funding) has also been successful with ARP having been involved from an early stage in West Suffolk taking part as one of four early adopting pilot sites. A second energy scheme (Alternative Fuel Payments – alternative funding) has also been launched.

- e. **Non-domestic rates:** Collection for West Suffolk Council exceeded target. Work is continuing on the reviews on Small Business Rate Relief (SBRR) reductions which have now commenced on a rolling basis. The Valuation Office Agency revalued businesses for the 2023 Revaluation list, with the new list maintained in addition to the 2017 list. All lists are in balance and were actioned in time for annual billing 2023 to 2024.

- f. **ARP systems and digital:** Work is progressing with ARP's supplier to review their digital product where it is currently being utilised by other local authorities to gain feedback from a wider group of users. Knowledge and experiences are being shared, which will potentially benefit ARP in the future.

Work volumes with both System Administration and Electronic Document Management System (EDMS) have been quite high but a strong plan of priorities has been devised to ensure resources can meet expectations and demands.

The Systems team have focussed heavily on the implementation of the council tax support fund allocations and following annual billing, they are also working on several new automation projects.

- g. **Fraud and compliance:** Work has been continuing to extend the Fraud and Compliance work of East Cambridgeshire and Fenland District Councils to the Cambridgeshire Fraud Hub with both councils approving a business case to allow this element of the project to move forward. This in turn would generate fraud-related savings for the partnership.

Both Norfolk and Suffolk County Councils have committed to continue providing funding for fraud and compliance work for two years from April 2022. This funding includes the premium matching service for both East and West Suffolk, providing for an additional post within the team.

The Joint Committee had previously agreed to establish s113 agreements with Broadland and South Norfolk Councils to enable ARP to continue providing these councils with fraud services. A separate s113 agreement with Lincolnshire County Council and the seven district councils within the Lincolnshire district, has also been established to provide these councils with single person discount fraud services.

- h. **Better Customer Experience Programme:** Customer take-up for the online council tax change of address service continues to be a success with around 45 percent of customers currently using the facility against an anticipated 30 percent. The project team is now outlining the automation of direct debit submissions which will complement the change of address service already on offer.

The report outlined additional specific automation and digital measures in place, and being explored, which all aim to improve the customer experience.

- 2.1.4 Discussion was specifically held at the meeting on target setting, the reporting of tenancy fraud and resources allocated towards fraud detection

and recovery. A number of actions were agreed to be taken forward as set out in the draft [minutes](#) of the meeting.

2.2 ARP actual financial performance report: 2022 to 2023 (agenda item 8)

2.2.1 The Joint Committee **noted** the financial performance report which presented the financial outturn position against budget for 2022 to 2023 for the ARP.

The actual outturn showed an underspend against budget of £440,888 (4.5 per cent) for the whole of ARP. Appendix A attached to that report provided further details, together with details and reasons for the specific variances.

[ARP actual financial performance report 2022-2023](#)

[Appendix A](#)

2.2.2 Appendix A also provides details on the remaining transformation funding which was set aside in previous years from below budget spend and grant funding. £47,000 is earmarked for projects in progress or due next year and there is a further £96,000 available for future transformation projects. The appendix also provides detail on the values held and earmarked in the ICT reserve, which was introduced to smooth the financial effects of major ICT spend.

2.2.3 Additional Government new burdens administrative funding for delivery of council tax rebate and business rate rebate schemes has created a budget surplus. Whilst the grants were expected, the values were not known until the grants were received in March 2023.

2.2.4 The table below, which has been updated since last reported in March 2023, shows the share of the forecast outturn for each partner based on the Joint Committee constitutional agreement. The report recommended to the Joint Committee that the end of year variance be distributed between the partner authorities in the approved shares:

	Actual outturn (£)
Breckland	(80,531)
East Cambridgeshire	(38,378)
East Suffolk	(175,154)
Fenland	(57,527)
West Suffolk	(89,298)
Total	(440,888)

2.2.5 Discussion was specifically held at the meeting on a number of topics including the allocation of shares amongst the partner authorities.

2.2.6 The Joint Committee **resolved that:**

- 1. The report and appendix be noted; and**
- 2. The final full year variance at 31 March 2023 be shared between the partner authorities in the approved shares.**

2.3 **ARP service plan and risk register (agenda item 9)**

2.3.1 The Joint Committee received and **noted** a report, which provided an update on the service plan and risk register, as set out in the appendix attached to that report at:

[Service plan and risk register](#)

[Appendix A](#)

2.3.2 The Joint Committee noted that ARP had seen significant success in 2023 to date, including (briefly):

- In December 2022, a new Government scheme was announced to help support economically vulnerable families by providing additional reductions to their council tax bills. The Council Tax Support Fund was also administered at ARP's busiest time of year where automatic reductions were facilitated for those in receipt of council tax reduction at the time of annual billing and those making a claim successful claim during 2023-2024. A residual fund was retained to provide additional support via the exceptional hardship claim route throughout 2023-2024
- Council tax collection target was met for all partners for the 2022-2023 year
- More customers are using e-services. The suite of forms and other functionality is available to all customer teams using Capita customer contact software to sign customers up to e-services and the number of those using e-services continues to rise
- The further recovery work jointly funded by county councils secured just over £1 million. This is a great result for a small team doing Bankruptcies and Charging Orders
- The Fraud teams work, also jointly funded by the county councils, identified over £2.8 million in fraud and error last year, an increase on the previous year. Following approval by Cambridgeshire County Council, the team are incorporating the Cambridgeshire Fraud Hub in 2023-2024 to achieve even higher values
- In collaboration with each partner's Housing teams, a risk-based approach was taken to target empty properties where data indicated occupation

2.3.3 Other achievements relating to the Transformation Programme are detailed in the report presented to the Joint Committee, which related to:

- The progression of the Digital Transformation work stream
- The project to automate Universal Credit records is progressing well, which includes continuing the success the 'Tolerance Rule' introduced in April 2021, where it was increased from £65 to £100 from April 2022
- The introduction of a new online 'change of address' form
- Stronger call handling response times which has been achieved through the use of better telephone technology
- The introduction of a generic role, namely a Council Tax Billing Officer, continues to be successful providing flexibility and resilience whilst increasing skills of staff
- Resource efficiencies achieved following a review of the ARP Support Team integrating back into the Operations team

2.3.4 The Joint Committee reconsidered the strategic direction for the ARP. The service delivery plan attached as Appendix A seeks to detail actions to achieve the visioning detailed in the report. In 2023 to 2024, emphasis will be placed on (briefly):

- Continuing to develop online facilities to enable customers to self-serve
- Placing focus on the new 'Contact Us' form to replace emails
- Continuing to invest time and resource into developing automated processes to deliver savings and streamline the customer experience
- Looking to participate in any future exercise arranged by the Cabinet Office following ARP's participation in a pilot exercise in 2022-2023 relating to the provisions set out in the Digital Economy Act
- Continuing to influence national initiatives such as Universal Credit (UC) and business rates reform
- Continuing to maintain a flexible workforce and maintain resilience
- Implementing the 'Move to UC' programme where partner authorities have been notified of a potential migration to UC
- Continuing to monitor the impact of UC on customers, as highlighted in the risk register

2.3.5 Discussion was specifically held at the meeting on a number of topics including the content of, and the method used to report risks in the risk register; and data security derived from the DWP and HMRC.

2.4 **Welfare reform update (agenda item 10)**

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

- a. **'Help to Claim' scheme:** The Minister of State for Employment had announced that the 'Help to Claim' scheme operated by Citizens' Advice will be extended to March 2024 with support being considered post April 2024.

- b. **Universal Credit (UC):** The summary of the latest position on the expansion of UC and concerns raised by officers regarding specific issues in respect of the expansion on a national level were contained in sections 2.1.15 and 2.2 of the report, and which were duly noted by the Joint Committee. This included that in May 2022, DWP announced that the first two UC migration trial sites would be Bolton and Medway. During the trial there was more focus on customers moving over independently and a test and learn approach will continue. 500 claimants had been written to and given three months to make a claim for Universal Credit.

The three-month deadline for the trial ran into the second week of August 2022 with one-month extensions given. A further 250 letters were issued in July 2022 trialling a different approach and the trial was expanded into Cornwall. Harrow and Northumberland have also now joined the pilot.

It was announced in the Autumn Statement in November 2022 that plans to continue to move across 2.5 million cases to UC will continue but the move of a further one million customers currently in receipt of Employment and Support Allowance will be delayed until 2028. The plan to consider movement of pensioner cases has also been delayed from 2025 to 2028-2029. It was also announced in November 2022 that mortgage support through UC will be reviewed.

In January 2023, a report was issued providing analysis on the initial 499 cases moved to UC. Of the 499, 423 transitioned, with 50 percent being awarded Transitional Protection. 63 of those had applied by phone and seven cases are yet to make a claim. The migration data will help inform the next stages of migration.

In April 2023, 5,000 migration letters were sent to tax credit claimants asking them to claim UC as the move to UC expands. East Suffolk, Fenland and West Suffolk were notified in April 2023 that DWP will start to issue migration notices to households claiming tax credits only (estimated at less than 100 cases within each of the three districts) in July 2023. This does not include households in receipt of housing benefit and tax credits. Migration of housing benefit claimants is expected to commence in 2024-2025.

- c. **Discretionary Housing Payment (DHP):** DWP are proposing to retain the current methodology for DHP allocations with a two-year funding freeze with allocations to be paid in one upfront payment. This is to retain consistency and help local authorities plan. A short consultation will take place prior to allocations was held in February 2023. The outcome of this is awaited.
- d. **Benefit cap:** From April 2023, the maximum family income before the benefit cap applies will rise from £20,000 to £22,020 (from £13,400 to £14,753 for single adults with no children). The Benefit

Service continues to work with colleagues in Customer Service and Housing Options teams to seek to avoid homelessness and the cost of temporary housing.

It was announced in the Autumn Statement in November 2022 that the benefit cap would rise by 10.1 percent in line with Consumer Price Inflation (CPI) from April 2023. This means that 60,000 households will no longer be capped, 130,000 will receive more support and 30,000 will be out of the scope of the cap.

- e. **Social rented sector rent restrictions:** The Government has responded to consultation on funding for supported housing, removing proposals to move away from a subsidised demand led model to a grant model. For the foreseeable future, supported accommodation, including hostel tenancies will remain in within the Housing Benefit service and will not therefore move to Universal Credit.
- f. **Welfare benefit uprating – April 2023:** The Government ended the four year benefit uprating freeze in 2020. However, the link between pensions and the 'Triple Lock' was severed in September 2021 because of wage inflation. Instead in 2022 to 2023, the state pension rose in line with the highest inflation rate or 2.5 percent. The Consumer Price Inflation (CPI) rate for September 2021 is historically the figure used, reported then at 3.1 percent. This figure has risen considerably since then and it was announced in the Autumn Statement in November 2022 that from April 2023, the state pension and other benefits would increase by 10.1 percent in line with inflation. The 'Triple Lock' has also resume.
- g. **Homes for Ukraine scheme:** DWP confirmed in circular A4/2022 that there will be no impact on housing benefit for anyone entering into the Homes for Ukraine scheme. As such, the £350 'thank you' payment will be disregarded as income and there would be no non-dependant deductions applied. The same disregards are also covered in the prescribed Local Council Tax Reduction scheme for pensioners and ARP has provisions in all the partners' Local Council Tax Support schemes for working age customers to disregard such payments.

2.4.2 At the meeting, a number of topics were discussed, particularly in respect of the potential impact to ARP regarding the proposed forthcoming Universal Credit migration of households claiming tax credits in East Suffolk, Fenland and West Suffolk.

2.4.3 Further details are contained in the report at:

[Welfare Reform Report](#)

2.5 **ARP health and safety policy statement (agenda item 11)**

2.5.1 The Joint Committee considered a report, which sought approval for the ARP's health and safety policy statement.

The report and appendix containing the policy statement can be found here:

[ARP health and safety policy statement](#)

2.5.2 The ARP Joint Committee Constitutional Agreement requires that the Joint Committee reviews its health and safety policy statement on a regular basis. The statement sets out each of the partner's responsibilities and ARP's role in maintaining the employers' health and safety policies.

2.5.3 The policy statement, attached as Appendix A, has been reviewed and updated with its contents discussed with each partner's health and safety representative to ensure it aligns to the individual council policies and their responsibilities as employers.

2.5.4 At the meeting, members' attention was particularly drawn to ARP's responsibilities, as set out in section 7 of the statement. Discussion was held on the variances between each of the partner authorities own individual health and safety policies; however, it was noted that these were minimal and it was ARP's responsibility to work with each authority to ensure alignment where possible.

2.5.5 The Joint Committee **resolved that the revised ARP health and safety policy statement for 2023 detailing individual employer's responsibilities and ARP's role in the review of those individual policies, be approved.**

2.6 **Forthcoming issues (agenda item 12)**

2.6.1 There were no forthcoming issues on this occasion.

3. **Minutes**

3.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 13 June 2023, the draft minutes of the meeting may be viewed on Breckland District Council's website at the following link:

[Minutes](#)

4. **Background papers**

4.1 Breckland DC Website:

[13 June 2023](#)

Decisions Plan

Key decisions and other executive decisions to be considered

Date: 1 July 2023 to 31 May 2024

Publication date: 16 June 2023

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 2024. 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; or
- receive copies of any of the documents in the public domain listed below; or
- 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 or Mildenhall Hub, Sheldrick Way, Mildenhall, Suffolk IP28 7JX.

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	Documents to be submitted
Page 32	<p>West Suffolk Annual Report 2022 to 2023 This item has been removed from the Decisions Plan as a decision is not required by Cabinet at the present time.</p>						
	<p>Environment and Climate Change Action Plans: 2023 Update This item has been removed from the Decisions Plan as a decision is not required by Cabinet at the present time.</p>						

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	Documents to be submitted
19/09/23 Page 33	<p>Annual Treasury Management and Financial Resilience Report (2022 to 2023)</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management and Financial Resilience Report for 2022 to 2023.</p>	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
19/09/23	<p>Treasury Management Report – June 2023</p>	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and	Recommendations of the Performance and

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	Documents to be submitted
Page 34	The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30 June 2023.					Property) 01638 719245	Audit Scrutiny Committee to Cabinet and Council.
19/09/23	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) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

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	Documents to be submitted
05/12/23 Page 35	<p>Council Tax Base for Tax Setting Purposes 2024 to 2025</p> <p>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 year 2024 to 2025.</p>	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
05/12/23	<p>Local Council Tax Reduction Scheme 2024 to 2025</p> <p>The Cabinet will be asked to consider proposals for potential revisions to the Local</p>	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
05/12/23 Page 36	Council Tax Reduction Scheme prior to seeking its approval by Council.						
	Delivering a Sustainable Medium-Term Budget 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 2024 to 2025 and in the medium term.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
05/12/23 Page 37	Treasury Management Report – September 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30 September 2023.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
05/12/23	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

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	Documents to be submitted
	debts, as detailed in the exempt appendices.						
06/02/24 Page 38	Community Chest Grants 2024 to 2025 The Cabinet will be asked to consider the recommendations of the West Suffolk Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2024 to 2025.	Not applicable	(KD) (a)	Cabinet	Donna Higgins Families and Communities	Davina Howes Director (Families and Communities) 01284 757070	Recommendations of the West Suffolk Grant Working Party to Cabinet.
06/02/24	Delivering a Sustainable Medium-Term Budget	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and	Recommendations of the Performance and

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	Documents to be submitted
Page 39	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 2024 to 2025 and in the medium term.		Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 20/02/24			Property) 01638 719245	Audit Scrutiny Committee to Cabinet and Council.
06/02/24	Budget and Council Tax Setting 2024 to 2025 and Medium Term Financial Strategy 2024 to	Not applicable	(KD) (e)– in relation to fees and charges element	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
Page 40	<p>2028 The Cabinet will be asked to consider the proposals for the 2024 to 2025 budget and Medium Term Financial Strategy 2024 to 2028 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators, and also the outcomes of the Council's review of its fees and charges.</p> <p>The fees and charges have been reviewed in accordance with the</p>		<p>where proposed increases will be more than five percent</p> <p>(R) – Council 20/02/24</p> <p>Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the</p>				

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	Documents to be submitted
Page 41	Council's Fees and Charges Policy, which has resulted in proposed increases to some. Where the proposed increase is greater than five percent, this constitutes a Key Decision. The Cabinet will consider the proposals as part of its consideration of this report.		separate budget setting paper on 20/02/24				
06/02/24	Financial Resilience - Strategy Statement 2024 to 2025 and Treasury Management Code of Practice	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and

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	Documents to be submitted
Page 42	The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2024 to 2025 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.						Council.
06/02/24	Treasury Management Report – December 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
Page 4	Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 31 December 2023.						
12/03/24	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) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

Note 1: Definition of exempt information and relevant paragraphs of the Local Government Act 1972

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:

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
Cliff Waterman	Leader of the Council
Victor Lukaniuk	Deputy Leader of the Council
Donna Higgins	Portfolio Holder for Families and Communities
Diane Hind	Portfolio Holder for Resources
Gerald Kelly	Portfolio Holder for Governance and Regulatory
Richard O’Driscoll	Portfolio Holder for Housing
Ian Shipp	Portfolio Holder for Leisure
David Taylor	Portfolio Holder for Operations
Jim Thorndyke	Portfolio Holder for Planning
Indy Wijenayaka	Portfolio Holder for Growth

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

Member Council	Full representative	Substitute representative
Breckland	Philip Cowen	To be confirmed
East Cambridgeshire	James Lay	To be confirmed
East Suffolk	Peter Byatt	To be confirmed
Fenland	Jan French	To be confirmed
West Suffolk	Diane Hind	Victor Lukaniuk David Taylor

Page 47

Jennifer Eves
 Director (Human Resources, Governance and Regulatory)
 Date: 16 June 2023

This page is intentionally left blank