

Cabinet

Title	Agenda																								
Date	Tuesday 14 November 2023																								
Time	6.00 pm																								
Venue	Conference Room Mildenhall Hub Sheldrick Way Mildenhall																								
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
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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	Sharon Turner Democratic Services Officer Telephone 01638 719237 Email democratic.services@westsuffolk.gov.uk																								

Public information



Venue	Conference Room, Mildenhall Hub, Sheldrick Way, Mildenhall, IP28 7JX
Contact information	Telephone: 01638 719237 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	The agenda and reports will be available to view at least five clear days before the meeting on our website.
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:</p> <p>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 - 12

To confirm the minutes of the meeting held on 19 September 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 01638 719237 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.

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| 6. | Report of the Anglia Revenues and Benefits Partnership
Joint Committee: 12 September 2023

Report number: CAB/WS/23/047
Portfolio holder: Councillor Diane Hind
Lead officer: Rachael Mann | 13 - 22 |
| 7. | Report of the Overview and Scrutiny Committee:
21 September 2023

Report number: CAB/WS/23/048
Chair of the Committee: Councillor Sarah Broughton
Lead officer: Christine Brain | 23 - 30 |
| 8. | Report of the Performance and Audit Scrutiny Committee:
28 September 2023

Report number: CAB/WS/23/049
Portfolio holder: Councillor Diane Hind
Chair of the Committee: Councillor Peter Armitage
Lead officer: Christine Brain | 31 - 38 |

Non key decisions

- | | | |
|------------|--|----------------|
| 9. | National Heritage Lottery Bid - Abbey of St Edmunds

Report number: CAB/WS/23/050
Portfolio holder: Councillor Ian Shipp
Lead officer: Mark Walsh | 39 - 44 |
| 10. | Decisions Plan: 1 November 2023 to 31 May 2024

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

Report number: CAB/WS/23/051
Leader of the Council: Councillor Cliff Waterman
Lead officer: Ian Gallin | 45 - 60 |

Part 2 – exempt - NONE

Cabinet



Minutes of a meeting of the **Cabinet** held on **Tuesday 19 September 2023** at **6.00 pm** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds, IP33 3YU

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

Cllr Peter Armitage

(Chair of the Performance and Audit Scrutiny Committee)

Cllr Sarah Broughton

(Chair of the Overview and Scrutiny Committee)

In attendance

Mike Chester

Roger Dicker

Andrew Smith

Observers

Carol Bull

Andy Drummond

Susan Glossop

Birgitte Mager

Joe Mason

Jo Rayner

(to support Celia Lawrence, Co-Ordinator, Nelson Road Residents Association (including Merchants Place))

492. **Apologies for absence**

No apologies for absence were received.

493. **Minutes**

The minutes of the meeting held on 18 July 2023 were confirmed as a correct record and signed by the Chair.

494. **Declarations of interest**

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

495. **Open forum**

The following non-Cabinet members spoke under this item:

1. **Councillor Roger Dicker (Ward Member for Kentford & Moulton; Chair of the Licensing and Regulatory Committee)**

Councillor Roger Dicker addressed the Cabinet in relation to Agenda Item 14 (Newmarket and Bury St Edmunds Cumulative Impact Report; Report number CAB/WS/23/043).

Councillor Dicker specifically referred to the CIA which had been designated to the centre of Newmarket from 2008, when challenges were being experienced within the High Street which were related to the night-time economy. However, he did not consider that continuing with the CIA was now required or effective. Therefore, he supported the proposal, as set out within this report, not to renew the Cumulative Impact Assessment (CIA) for both Bury St Edmunds and Newmarket.

2. **Councillor Andrew Smith (Ward Member for Bardwell)**

Councillor Andrew Smith addressed the Cabinet in relation to Agenda Item 11 (De-carbonisation Initiatives Fund; Report number CAB/WS/23/040).

Councillor Smith stated that he fully supported the aspirations of CO2 reduction being released into the atmosphere. However, with regards to the upgrading of streetlighting owned by town and parish councils, he questioned the Council's statutory obligations to update streetlights owned by third parties and also whether this proposed spending was the best use of the Decarbonisation Initiatives Fund.

Councillor Smith also addressed the Cabinet in relation to Agenda Item 12 (Western Way Project; Report number CAB/WS/23/041). He referred to the proposal by the Cabinet to cancel this Project and to undertake essential refurbishment to the current Bury Leisure Centre instead. He questioned the 'prematurity' of the decision and asked for a short period of reflection for further due diligence work to be undertaken, before a final decision was then taken by the Council. In his view, the speed in which to cancel this project lacked the vision and commitment the people of West Suffolk expected.

3. **Councillor Mike Chester (Ward Member for Chedburgh & Chevington)**

Councillor Mike Chester addressed the Cabinet in relation to Agenda Item 11 (De-carbonisation Initiatives Fund; Report number CAB/WS/23/040).

Councillor Chester referred to the street lighting which was maintained by Suffolk County Council and asked whether this would also come under the auspices of this Decarbonisation Initiatives Fund.

496. **Public participation**

The following member of the public spoke under this agenda item:

1. **Celia Lawrence, Co-Ordinator, Nelson Road Residents Association (including Merchants Place)** made a statement in connection with **Agenda Item 13 - Public Space Protection Orders (PSPO) Review of Existing Orders (Report number CAB/WS/23/042)** and **Agenda Item 14 - Newmarket and Bury St Edmunds Cumulative Impact Report (Report number CAB/WS/23/043)**

Celia Lawrence addressed the Cabinet and explained that the Nelson Road Residents Association supported the renewal and continuation of both the Public Space Protection Orders (PSPOs) within Bury St Edmunds and the Bury St Edmunds Cumulative Impact Assessment (CIA).

Since the PSPOs had been introduced, there had been a reduction in anti-social behaviour within the town and this had also proved to be an effective tool for use by the Police.

With regards to the CIAs, as new residential developments were emerging within the centre of Bury St Edmunds (including new residential homes) it would be important to ensure that licensed premises continued to comply with the requirements of the CIA. During the COVID pandemic the number of anti-social and noise incidents had reduced. However, local residents were concerned that this would continue to rise, as the night-time economy returned.

497. **Report of the Overview and Scrutiny Committee: 20 July 2023 (Report number CAB/WS/23/055)**

The Cabinet received and noted this report, which informed members of the following substantive items considered by the Overview and Scrutiny Committee on 20 July 2023:

1. Cabinet Decisions Plan: 1 July 2023 to 31 May 2024
2. Work programme update 2023 and suggestions for scrutiny

Councillor Sarah Broughton, Chair of the Overview and Scrutiny (O&S) Committee drew relevant issues to the attention of Cabinet, including the Abbeycroft Leisure Strategic Partnership Review which was due to start from 20 September 2023.

Councillor Broughton also explained that following her concerns regarding a recent Panorama programme on CCTV equipment which had raised data security issues with the Chinese made equipment (Hikvision), she had invited the Cabinet Member for Operations, Councillor David Taylor, to the September meeting of the Committee to find out whether the Council had any

Hikvision CCTV equipment. The Leader of the Council also stated that he welcomed this approach and thanked Councillor Broughton for that particular course of action.

498. **Report of the Performance and Audit Scrutiny Committee: 27 July 2023 (Report number CAB/WS/23/036)**

The Cabinet received and noted this report, which informed Members of the following substantive items considered by the Performance and Audit Scrutiny Committee on 27 July 2023:

1. Ernst and Young – 2021 to 2022 Audit Results Report to those Charged with Governance
2. 2023 to 2024 Performance Report (Quarter 1)
3. Annual Financial Resilience Management Report 2022 to 2023
4. Treasury Management Report (June 2023)
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

Councillor Peter Armitage, Chair of the Performance and Audit Scrutiny Committee drew relevant issues to the attention of Cabinet. Councillor Diane Hind, Cabinet Member for Resources, also spoke on this item and wished to thank the Performance and Audit Scrutiny Committee for the work which they undertake.

499. **Recommendations of the Performance and Audit Scrutiny Committee: 27 July 2023 - Annual Treasury Management and Financial Resilience Report 2022 to 2023 (Report number CAB/WS/23/037)**

The Cabinet considered this report, which was recommending approval of the Annual Treasury Management and Financial Resilience Report 2022 to 2023.

This report was part of the Council's management and governance arrangements for Treasury Management activities under the CIPFA Code of Practice on Treasury Management. It provided a comprehensive assessment of treasury activities from 1 April 2022 to 31 March 2023.

The Cabinet was required to consider this report, prior to seeking its approval by Council. Councillor Diane Hind, Portfolio Holder for Resources, also drew relevant issues to the attention of the Cabinet.

Recommended to Council: (26 September 2023)

That the Annual Treasury Management and Financial Resilience Report 2022 to 2023, as contained in Report number FRS/WS/23/003, be approved.

500. Recommendations of the Performance and Audit Scrutiny Committee: 27 July 2023 - Treasury Management Report (June 2023) (Report number CAB/WS/23/038)

The Cabinet considered this report, which was recommending to Council, the approval of the Treasury Management Report (June 2023).

The report was part of the Council's management and governance arrangements for Treasury Management activities under the CIPFA Code of Practice on Treasury Management. It provided a comprehensive assessment of activities from 1 April 2023 to 30 June 2023.

The Cabinet was required to consider this Treasury Management Report, prior to seeking its approval by Council.

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

Recommended to Council: (26 September 2023)

That the Treasury Management Report (June 2023), as contained in Report number FRS/WS/23/004, be approved.

501. West Suffolk Environment and Sustainability Working Group 2023 Report (Report number CAB/WS/23/039)

The Cabinet considered this report, which explained that in 2019, West Suffolk Council had set up an Environment and Climate Change Taskforce and declared both a climate and environmental emergency. That Taskforce made recommendations to Cabinet and an action plan was agreed. The Council committed to achieving Net Zero in respect of its own operations by 2030. The action plan was then reviewed annually and reported to Cabinet in July.

In June 2023, the Leader of the Council announced a new working group to review the existing action plan and, in particular, to consider additional actions the Council could take to support and encourage West Suffolk residents and businesses to address the climate and environmental challenge. These terms of reference were agreed by Cabinet on 13 June 2023.

The Environment and Sustainability Working Group (ESWG) was set up and was made up of members from all groups. It had reviewed the existing plan, the Council's performance and Annual Environmental Statement, work underway across Suffolk and Report number CAB/WS/23/009 summarised its initial findings, including considerations for 2024-2025 budget planning.

The draft 2023 to 2025 Action Plan was attached as Appendix A. In considering the current plan and current challenges, there were a number of specific opportunities the ESWG wanted to highlight, and these had been included within the draft plan.

Councillor Gerald Kelly, Portfolio Holder for Governance and Regulatory, also drew relevant issues to the attention of the Cabinet, particularly in relation to

the emerging West Suffolk Local Plan, renewables and decarbonisation initiatives.

Resolved:

That:

1. The Cabinet confirms its commitment to addressing the Climate and Environment Emergency and, in particular, to reaching net zero by 2030 in respect of Council operations.
2. The review, and implementation, of the action plan as set out in Section 2 of Report number CAB/WS/23/039, with draft plan at Appendix A, be approved.

502. De-carbonisation Initiatives Fund (Report number CAB/WS/23/040)

The Cabinet considered this report, which was recommending to Council, the creation of a £1 million fund to support third-parties in pursuing de-carbonisation initiatives. The report also identified an initial priority area for that spending which could result in a large environmental improvement for the district in keeping with the Council's adopted priorities. Namely, the upgrade of streetlighting owned by town and parish councils.

The capital would be made available from within the Council's Strategic Priorities and Medium Term Financial Strategy Reserve. Therefore, the financial impact would be one of an opportunity cost rather than a direct impact on revenue budgets. The first call on this fund would then be for parish and town councils to upgrade their remaining streetlights to LED in order to obtain the environmental benefits. Any additional or alternative uses for this fund would be considered at a future date, if considered necessary. The proposed operation of the scheme was also set out in paragraph 2.3 of Report number CAB/WS/23/040.

Councillor Gerald Kelly, Portfolio Holder for Governance and Regulatory, also drew relevant issues to the attention of the Cabinet.

Recommended to Council: (26 September 2023)

That:

1. A Decarbonisation Initiatives Fund of £1 million be created, funded by the Strategic Priorities and Medium-Term Financial Strategy Reserve.
2. The first call on that fund be a grant scheme for the upgrade of streetlights owned by town and parish councils to light-emitting diode (LED) lanterns on the basis outlined within Report number CAB/WS/23/040.
3. Cabinet be authorised, if applicable, to agree the use of any remaining balance in the Fund for additional decarbonisation initiatives.

4. The Council's Section 151 Officer be authorised to make the necessary changes to the Council's prudential indicators.

503. Western Way Project (Report number CAB/WS/23/041)

The Leader of the Council presented this report which explained that Phase 1 of the current Western Way (WW) project in Bury St Edmunds had been approved, in principle, by Council in December 2022 and its final target budget was approved by Cabinet in March 2023 (approximately £61 million including land acquisition costs). However, approval to sign a contract and deliver the first stage of the project was subject to financial tests being met after the final stage of tendering with the preferred contractor, Morgan Sindall, in summer 2023. A business case for Phase 2 of the project had not yet been considered by councillors, but a further budget of up to £10 million has been approved to address the remainder of the site in the meantime.

When the new Cabinet was appointed in May 2023, it announced its intention to review the future of the Western Way project in the light of changed economic circumstances. This report was the outcome of those deliberations by the Cabinet.

After careful consideration, it was proposed by Cabinet to cancel the Western Way project. This would stop all work on a new leisure centre and defer a decision on the Olding Road site, until further reports were received. To ensure the ongoing security of leisure facilities for Bury St Edmunds and a large catchment, it was proposed that essential refurbishment works took place to the current Bury Leisure Centre (BLC) instead. This would guarantee its security as a facility for the medium-term.

An Addendum to Report number CAB/WS/23/041 had also been circulated to the Cabinet, where the Council's three Statutory Officers had carried out a subsequent analysis of the report to ensure that it contained all of the necessary information on opportunities, risks and financial implications. The Addendum summarised that analysis.

It was also reported that there was a typographical error contained within the report circulated to Councillors by post (which had already been amended in the online version). In relation to paragraph 3.4(ii) reference to '*Anglia Community Leisure*' should actually read '*Abbeycroft Leisure*'.

Councillors Ian Shipp (Portfolio Holder for Leisure), Diane Hind (Portfolio Holder for Resources) and Victor Lukaniuk (Deputy Leader of the Council) also spoke on this item and drew relevant issues to the attention of the Cabinet, particularly around the importance of continuing to work with partners, the challenges of the current economic climate and the risks associated with such a large investment.

Recommended to Council: (26 September 2023)

That:

1. The delivery of the Western Way project in Bury St Edmunds be revised as set out in Report number CAB/WS/23/041 and in accordance with the following resolutions.

2. Officers be authorised, in consultation with the Portfolio Holders for Leisure and for Resources, to deliver a refurbishment of the existing Bury St Edmunds Leisure Centre provided that the total cost of these works is fully met by the Council's already available budgets for the centre and any new third-party funding that can be obtained, as set out in section 3 of Report number CAB/WS/23/041.
3. A budget of £75,000, funded from the Strategic Priorities and Medium-Term Financial Strategy Reserve, be approved to develop an initial business case for alternative options for the Olding Road site.
4. The existing allocation of up to £1 million from the original West Suffolk Operational Hub project towards remediation of the former council depot be retained on an invest-to-save basis in the Council's Capital Programme to cover the cost of any immediate works to the existing Olding Road site which will add value to this asset and/or reduce holding costs irrespective of which future option for its use is adopted; any expenditure from this allocation to be approved by the Council's section 151 Officer in consultation with the Portfolio Holder for Resources.
5. A provision of up to £2.4 million from the Strategic Priorities and Medium-Term Financial Strategy Reserve be approved to fund any abortive costs arising from the new approach to the Western Way project.
6. The current Section 73 planning application to allow phasing of the original planning consent for Western Way remain on hold until a new decision is reached by Council on the future of the Olding Road site.
7. Officers be authorised to appoint a new external project team and contractor(s) to progress the new approach, within the new spending authorities set out above and in accordance with the Council's Contract Procedure Rules.
8. The Council's Section 151 Officer be authorised to make the necessary changes to the Council's prudential indicators.

504. **Public Space Protection Orders (PSPO) Review of Existing Orders (Report number CAB/WS/23/042)**

The Cabinet considered this report which explained that Public Space Protection Orders (PSPOs) had been introduced by the Anti-Social Behaviour Crime and Policing Act 2012 as a tool to tackle anti-social and nuisance behaviour which had a detrimental effect on communities. PSPOs replaced the Designated Public Protection Orders (DPPOs) that previously existed. They enabled the Council to prohibit certain behaviours in a defined geographical area and failure to comply with the requirements of an approved PSPO could result in a criminal offence being committed which was punishable with either a fixed penalty notice or a fine.

PSPOs expired after three years of implementation and the Council had a duty to conduct a review of all PSPOs within the three-year time frame and determine whether to amend, renew or discharge the orders.

A copy of all the current PSPOs within West Suffolk could be found at Appendix A and maps identifying the geographical areas could be found at Appendix B to Report number CAB/WS/23/042. Given the proposal not to change any of the anti-social behaviour related PSPOs terms and conditions or geographical coverage, these would remain in place for a further three years (subject to any intervening review) until 2026. In terms of the dog fouling PSPOs, these changes were set out in paragraph 3.4.2. of Report number CAB/WS/23/042.

It was also reported that there was a typographical error within Appendix B (Schedule One: Dog Exclusion Areas). Map No 22 (Gazeley Playing Fields Play Area) should actually be listed in the Ward of 'Kentford and Moulton' and not 'Iceni'.

Councillor Donna Higgins, Portfolio Holder for Families and Communities, also drew relevant issues to the attention of the Cabinet.

Resolved:

That:

1. The continuation with the existing PSPOs, as detailed in Appendices A and B to Report number: CAB/WS/23/042, be agreed.
2. Subject to the agreement of the owners, that the following three locations be added as facilities where dogs are to be excluded:
 - i. Fornham St Martin play area.
 - ii. Brandon Remembrance Playing Field – skate park area.
 - iii. Brandon Remembrance Playing Field – main football pitch.

505. Newmarket and Bury St Edmunds Cumulative Impact Report (Report number CAB/WS/23/043)

The Cabinet considered this report which explained that Cumulative Impact policies were introduced as a tool for licensing authorities to manage the growth of licensed premises in an area where the number, type and density of premises selling alcohol could lead to nuisance and disorder.

The current Cumulative Impact Assessment (CIA) which applied to the centre of Newmarket was designated in 2008 and re-adopted in 2011, 2016, 2018, and 2021. The map set out in paragraph 2.1 of Report number CAB/WS/23/043 outlined the current CIA area. As part of the CIA review, the Licensing Authority had considered the types of premises within the area, or how the area had changed.

The current Cumulative Impact Assessment (CIA) which applied to the centre of Bury St Edmunds was designated in 2014 and re-adopted in 2017 and

2020. The map set out in paragraph 3.1 of Report number CAB/WS/23/043 outlined the current CIA area.

A public consultation took place between 9 June to 28 July 2023. An online response form was created and this was published through media, website, social media, councillors, staff and partner organisations. The full analysis was set out in Appendix B to Report number CAB/WS/23/043. The full compilation of evidence was set out in Appendix A to Report number CAB/WS/23/043.

Report number CAB/WS/23/043 had been put before Cabinet for a decision on whether to retain the two CIAs that were currently present within West Suffolk or whether to allow them to lapse.

Councillor Gerald Kelly, Portfolio Holder for Governance and Regulatory, also drew relevant issues to the attention of the Cabinet.

Resolved:

That:

1. The Cumulative Impact Assessment (CIA) for Bury St Edmunds be not renewed.
2. The Cumulative Impact Assessment (CIA) for Newmarket be not renewed.
3. West Suffolk Council's Statement of Licensing Policy be updated to reflect substantive changes.

506. Decisions Plan: 1 September 2023 to 31 May 2024 (Report number CAB/WS/23/044)

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 1 September 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.

507. Revenues Collection Performance and Write- Offs (Report number CAB/WS/23/045)

The Cabinet considered this report, which provided the collection data in respect of Council Tax, National Non-Domestic Rates (NNDR) and sundry debt 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 No: CAB/WS/23/045, be approved, as follows:

1. Exempt Appendix 1: NNDR totalling £117,777.51.
2. Exempt Appendix 2: Sundry Debt totalling £67,653.53

508. Exclusion of press and public

See minute number 509. below.

509. Exempt Appendices: Revenues Collection Performance and Write-offs (paragraphs 1 and 2) (Report number CAB/WS/23/045)

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 7.10 pm

Signed by:

Chair

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Report of the Anglia Revenues and Benefits Partnership Joint Committee: 12 September 2023

Report number:	CAB/WS/23/047	
Report to and date:	Cabinet	14 November 2023
Cabinet member:	Councillor Diane Hind Portfolio Holder for Resources 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/23/047, being the report of the Anglia Revenues and Benefits Partnership Joint Committee.

1. Context to this report

- 1.1 On 12 September 2023, the Anglia Revenues and Benefits Partnership (ARP) Joint Committee met where the following items of substantive business were discussed:

1. Performance report
2. Welfare reform update
3. ARP financial performance
4. Fraud and compliance team target review
5. Forthcoming issues

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

2. Updates within this report

2.1 Performance report (agenda item 5)

- 2.1.1 The Joint Committee received and **noted** an update on performance up to 30 June 2023.

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 2023-2024 Jun Q1 \(breckland.gov.uk\)](https://www.breckland.gov.uk/performance-report-2023-2024-jun-q1)

The reports indicated that when considering performance as a whole for all partner councils, all targets for the 2023 to 2024 financial year were presently being 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, with the exception of housing benefit, all targets were currently being met for the 2023 to 2024 financial year in respect of the following categories:

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

The number of days to process housing benefit in Quarter 1 is marginally short of the 10 day target at 10.85 days. This can be attributed to the additional workload placed on ARP to administer support schemes that had

now ended. Processing times are expected to improve moving into Quarter 2.

2.1.3 Attention was drawn to the service updates:

- a. **Enforcement:** As at 30 June 2023, the total collected for the 2023 to 2024 financial year was just over a million pounds in debt repayment with an additional £307,000 in fees. This was expected to increase considerably in the next quarter following the recovery cycle after annual billing.
- b. **Further recovery:** A strong start for the first quarter of the new financial year had resulted in a total of £166,952 being collected.
- c. **Council tax:** Overall collection for council tax in the first quarter was on target for the majority of the partner councils including West Suffolk.

Demand for council tax billing remained high; however, with the recruitment of additional Council Tax Billing Officers in July 2023, this would assist in easing the workload.

The majority of allocations of the Government-funded Council Tax Support Fund to eligible persons had been applied directly to council tax bills during the 2023/2024 annual billing process. Additional support provided through the Local Council Tax Reduction and Exceptional Hardship schemes would be applied to those in need throughout the year.

- d. **Benefits:** Overall targets for the processing of benefits in the first quarter was on target for the majority of the partner councils. See 2.1.2 above regarding West Suffolk's current position.

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) was also launched in March 2023. At the end of Quarter 1, further news was awaited on new burdens allocations for administering these schemes.

- e. **Non-domestic rates:** The overall collection rate for each partner authority is currently above target at the end of the first quarter of 2023/2024.

A new NDR Valuation list came into effect on 1 April 2023 where every property has been assigned a property value. This means changes are being administered from the 2017 and 2023 Valuation Office Agency (VOA) lists. Apart from a handful of outstanding appeals, the 2010 list is now closed.

Work is continuing on the reviews on Small Business Rate Relief (SBRR) reductions which have commenced on a rolling basis.

- 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.

Following annual billing, work is now continuing on several new automation projects.

- g. **Fraud and compliance:** The Cambridgeshire Fraud Hub became operational in Quarter 1, which provides fraud-related savings for the partnership.

Both Norfolk and Suffolk County Councils have continued 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. Work continues to commence fraud work for Broadland and South Norfolk, with the intention of going live in Quarter 2.

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:** ARP is in the final stages of development in preparation for the launch of its new Contact Us form. This will help enhance the customer experience by capturing all required information within the one form.

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

- 2.1.4 Discussion was specifically held at the meeting on council tax collection targets and progress in Quarter 2; the effects of the cost-of-living crisis on collection targets; fraud and compliance prosecution cases, with a reference to a specific case that had been reported in the press; the operational impact of administering the Government support schemes; and the customer experience undertaken when needing to register a brand new home for the payment of council tax.

2.2 **Welfare reform update (agenda item 6)**

- 2.2.1 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.

The Department for Work and Pensions (DWP) is running a two-year grant offer for those utilising the Help to Claim scheme from 2024. The deadline for applications was 28 July 2023.

- 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 2.1.16 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. ARP has now been advised that Breckland and East Cambridgeshire are also included in the aforementioned tranche and tax credit only cases will now start migrating for all five partners. Further information and timelines for the roll-out are awaited.

- 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 took place prior to allocations being made in February 2023.
- d. **Benefit cap:** From April 2023, the maximum family income before the benefit cap applies rose 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 are no longer capped, 130,000 receive more support and 30,000 are 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 resumed.

- 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.

2.2.2 At the meeting, a number of topics were discussed, particularly in respect of liaison meetings being held the DWP where ARP had been providing local authority feedback on the migration process.

2.2.3 Further details are contained in the report at:

[Welfare Reform Update](#)

2.3 **ARP financial performance report (agenda item 7)**

2.3.1 The Joint Committee **noted** the financial performance report which presented the forecast full year financial position against budget for the ARP.

The forecast as at 30 June 2023, showed a small underspend against budget of £49,024 (0.46 percent) for the whole of the partnership, with approximately £46,580 of this underspend being due to lower business rates for 2023 to 2024 compared to budget. Other reasons for the specific variances, are contained in the report at:

[ARP Financial Performance Report](#)

[Appendix A](#)

2.3.2 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 £70,000 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.

2.3.3 The report also drew attention to provision in the budget to allow for the yet to be announced staff pay award for 2023; receipt of Government New

Burdens funding which is designed to help off-set the costs incurred for delivering the two alternative energy funding schemes; and that the budget for 2023 to 2024 includes an efficiency target of £100k, rising to £200k in future years. The £100k for 2023 to 2024 has been achieved and is included in the forecast.

- 2.3.4 The table below shows the share of the forecast outturn for each partner based on the Joint Committee constitutional agreement; however, this will change for the final values at the end of March 2024:

	Actual outturn (£)
Breckland	(25,237)
East Cambridgeshire	11,075
East Suffolk	(31,743)
Fenland	874
West Suffolk	(3,993)
Total	(49,024)

2.4 **Fraud and compliance team target review (agenda item 8)**

- 2.4.1 The Joint Committee considered a report, which sought approval to increase the performance target for the fraud and compliance team, as set out in the report at:

[Fraud and compliance team target review](#)

- 2.4.2 The Joint Committee noted that the fraud and compliance team currently had a performance target for identifying fraud of £1.3 million. This, together with total performance in 2022 to 2023 and that identified in the first quarter of 2023 to 2024 is detailed in the table below:

	Current targets	2022 to 2023	2023 to 2024 Q1
Single person discount	£500,000 per annum	£1,420,000	£683,117
Council tax support	£150,000 per annum	£200,000	£82,333
Tenancy fraud	£400,000 per annum	£375,240	£279,000
Other council tax/NNDR	£250,000 per annum	£854,000	£307,720
Total	1,300,000 per annum	£2,849,240	£1,352,170

As summarised above, not only did the team exceed the annual target for 2022 to 2023, but this has already been achieved in quarter one of the new financial year.

- 2.4.3 The largest element of the fraud identified is from those awarded the single person discount (SPD). Across ARP, the collection funds for the 2023 to 2024 financial year include just over £48 million awarded in SPD. A three percent target of identifying fraud in this area amounts to approximately £1.4 million. When considering past performance and the likely level of SPD, it is considered a three percent target is stretching but achievable.
- 2.4.4 The report also provided details on matters considered when setting targets for the other areas of fraud listed in the table above.
- 2.4.5 Having considered these matters, the Joint Committee considered whether a recommended target of £2.8 million should be set for 2023 to 2024, as set out below:

	2023 to 2024
Single person discount	£1,400,000 per annum
Council tax support	£200,000 per annum
Tenancy fraud	£400,000 per annum
Other council tax/NNDR	£800,000 per annum
Total	2,800,000 per annum

- 2.4.6 Discussion was specifically held at the meeting on a number of topics including systems in place to help prevent fraud; methods used to monitor changes in properties from residential to commercial use, for example, in circumstances where domestic properties were used as AirBnB accommodation. This led to a discussion on other examples where business rates would be required to be paid if operating commercially in a domestic property.
- 2.4.7 The Joint Committee **resolved that the performance target for the Fraud and Compliance team be increased from £1.3 million to £2.8 million per annum.**

2.5 **Forthcoming issues (agenda item 9)**

- 2.5.1 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 12 September 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:

[12 September 2023](#)

Report of the Overview and Scrutiny Committee: 21 September 2023

Report number:	CAB/WS/23/048	
Report to and date:	Cabinet	14 November 2023
Chair of the Overview and Scrutiny Committee:	Councillor Sarah Broughton Chair of the Overview and Scrutiny Committee 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/23/048, being the report of the Overview and Scrutiny Committee, be noted.

1. Context to this report

1.1 On 21 September 2023, the Overview and Scrutiny Committee considered the following items:

1. Western Suffolk Community Safety Partnership Monitoring Report (April 2022 to March 2023)
2. Modern Slavery Update
3. CCTV at West Suffolk Council
4. Suffolk County Council Health Scrutiny Committee: 12 July 2023
5. Suffolk County Council Police and Crime Panel: 14 July 2023
6. Cabinet Decisions Plan: 1 September 2023 to 31 May 2024
7. Work programme update 2023 and Suggestions for Scrutiny.

2. Proposals within this report

2.1 **Western Suffolk Community Safety Partnership Monitoring Report (April 2022 to March 2023) (Report number: OAS/WS/23/012)**

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

2.1.2 The report was presented to the Committee by Councillor Derek Davis, Chair of the Western Suffolk Community Safety Partnership at the time of the reporting period. Councillor Donna Higgins, Cabinet Member for Families and Communities was also in attendance.

2.1.3 Over the past year the WSCSP continued to meet and discharge its statutory duties by carrying out an assessment of crime and disorder in the area, delivering a three-year plan and action plan to reflect the priorities of the partnership, and undertaking Domestic Homicide Reviews. The WSCSP action plan was reviewed throughout the year and were appropriate was updated to reflect emerging issues and trends.

2.1.4 Based on the outcomes of partnership discussions, the following priorities remained the focus of the WSCSP:

- Criminal exploitation;
- Violence against women and girls;
- Modern slavery;
- Hate Crime;
- Prevent; and
- Anti-social behaviour.

2.1.5 The Committee considered the report in detail and asked a number of questions to which comprehensive responses were provided. Discussions were held on the meaning of "Channel;" PREVENT; modern slavery in the

context of how prevalent it was in West Suffolk and in what areas; where the main criminal exploitation hubs were across Suffolk; what was being done to address right-wing radicalisation and gang culture; and the allocation of funding.

- 2.1.6 The Committee **noted** the contents of the report subject to comments made during the meeting and requests for further information.

2.2 **Modern Slavery Update (Report number: OAS/WS/23/013)**

- 2.2.1 The Committee received and **noted** the above report, which had been an item in the Committee's forward work programme since November 2020, and had not been considered during that time due to the fact that local authorities were awaiting further guidance from central government relating to the preparation and publication of Modern Slavery Statements.

- 2.2.2 In September 2020, the Home Office had announced that changes would be made to strengthen the Modern Slavery Act 2015, including new reporting requirements for Modern Slavery statements. As of August 2023, this guidance had not been published. Organisations were therefore being advised by government to continue to report under the current requirements. To support councils to meet their duties, in early 2023 the Local Government Association (LGA) published guidance and a matrix which sets out the ideal standards in local authority modern slavery provision.

- 2.2.3 Appendix A attached to the report provided an assessment of how the council measured up against these standards. Members were asked to note that the LGA guidance was written to support unitary and upper tier authorities, as well as district councils. Therefore, in some instances Suffolk County Council was the more appropriate lead authority, with support from West Suffolk Council.

- 2.2.4 The Committee considered the report and asked questions to which responses were provided. At the conclusion of discussions, the Chair of the Committee suggested the working group set up in November 2020 should be disbanded at this point, and if it felt necessary in the future the Committee could establish a working group, which was agreed as a sensible way forward.

2.3 **CCTV at West Suffolk Council (Presentation)**

- 2.3.1 The Committee received and **noted** a presentation by the Cabinet Member for Operations, which provided an overview of the council's CCTV service, including the services provided, staffing, costs and income, incidents, arrests and equipment, including Hikvision cameras.

- 2.3.2 The CCTV service was responsible for monitoring over 700 cameras across West Suffolk and some in neighbouring areas. West Suffolk Council had 557 fixed cameras in Brandon; Mildenhall; Newmarket; Haverhill and Bury St Edmunds. These were located in parks; car parks; housing accommodation; sports pavilions; bus stations; toilet blocks; leisure centres; depots; town centres; West Suffolk House; Mildenhall Hub and West Suffolk Operational Hub. Three mobile cameras had also been purchased that could be deployed to areas with an identified crime or anti-social behaviour issue.
- 2.3.3 Hikvision was used because it was a technically superior product; HD quality and optical zoom ability; and was much more reliable compared to other manufactures that the council had used. Hikvision also offered their own encoding format which had reduced the council's data storage requirements by up to 50% and were significantly cheaper than their competitors. None of the council's cameras were directly connected to the internet and were all on a closed network behind firewalls and VPNs. The systems had been penetration tested by the council's third-party ethical hackers within the last year and had passed the hacker's test. Central servers storing data were vulnerability scanned on a weekly basis and patched monthly. The council adhered to the Government Surveillance Camera Code of Practice; secure system installation; storage of data and General Data Protection Regulations / Data Protection.
- 2.3.4 The Committee scrutinised the presentation in detail and asked questions to which comprehensive responses were provided. In particular detailed discussions were held on whether the coverage of the cameras was adequate; whether there were enough cameras as unable to monitor in real time; whether staffing levels were adequate to operate the system 24/7, 365 days a year; the location of cameras; body worn cameras; and the replacement of cameras.
- 2.3.5 At the conclusion of the debate, the Chair felt when the current Hikvision cameras needed replacing/broken they were replaced by another provider to ensure the council was future proofing itself. In response it was reiterated how reliable the Chinese made cameras were. The council was awaiting further advice from Government and the current cameras were approved by the British Standards and Surveillance Division, the system was set behind an American manufactured firewall and VPNs, and members were reassured the council was doing everything required.
- 2.4 **Suffolk County Council Health Scrutiny Committee: 12 July 2023 (Report number: OAS/WS/23/14)**
- 2.4.1 The Committee received and **noted** the above report presented by Councillor Sue Perry, substitute member on the Suffolk County Council Health Scrutiny Committee, on behalf of Councillor Andrew Martin.

Attached at Appendix 1 and 2 of Councillor Martin's report was a summary of topics discussed at the Health Scrutiny meeting held on 12 July 2023, being:

- Norfolk and Suffolk Foundation NHS Trust Mental Health Services Provision; and
- NHS dentistry provision.

2.42 Councillor Perry also updated the Committee on the Norfolk and Suffolk NHS Trust mortality rates over the last five years, focusing on reported deaths, which was more difficult for mental health. A report was published in July 2023, and had been referred to the Health Ombudsman which had now led to a statutory public enquiry taking place.

2.4.3 The Committee considered the report and requested that it be kept up to date on progress with dentistry provision.

2.5 **Suffolk County Council Police and Crime Panel: 14 July 2023 (Report number: OAS/WS/23/015)**

2.5.1 The Committee received and **noted** the above report and Appendix 1, presented by Councillor Mike Chester, one of the council's appointed representatives on the Suffolk County Council Police and Crime Panel. This was the first time the Committee had received such a report from the Police and Crime Panel and was a way for Committee members to make comments, as appropriate for the appointed representative to then present back to the Suffolk Police and Crime Panel for its consideration.

2.5.2 Councillor Chester set out the context and role of the Police and Crime Panel which was there to act as a critical friend to the Police and Crime Commissioner. He went on to explain the Crime Panel on 14 July 2023 scrutinised the effectiveness of the Police and Crime Commissioner (PCC) functions by review actions he had taken under objective four of the Police and Crime Plan 2022 to 2025, "work in partnership to improve criminal justice outcomes and enhance community safety".

2.5.3 The Committee considered the report and asked questions to which responses were provided. In response to a question raised on the turnover of police officers which was increasing, Councillor Chester advised this issue was discussed at the Panels meeting in July, which it would continue to monitor.

2.6 **Cabinet Decisions Plan: 1 September 2023 to 31 May 2024 (Report number: OAS/WS/23/016)**

2.6.1 The Committee reviewed the latest version of the Cabinet Decisions Plan, covering the period 1 September 2023 to 31 May 2024.

- 2.6.2 The Committee considered the Decisions Plan and did not request any further information on items contained in the Plan.

- 2.7 **Work programme update 2023 and Suggestions for Scrutiny (Report number: OAS/WS/23/017)**

- 2.7.1 The Committee received report number OAS/WS/23/017, which updated Members on the current status of its rolling work programme of items at attached at Appendix 1.

- 2.7.2 The Committee **noted** the current states of its rolling work programme.

- 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/23/012](#) to the Overview and Scrutiny Committee: Western Suffolk Community Safety Partnership Monitoring Report (April 2022 to March 2023)

- 8.2 Report number: [OAS/WS/23/013](#) to the Overview and Scrutiny Committee: Modern Slavery Update

- 8.3 Report number: [OAS/WS/23/014](#) and [Appendix 1](#) and [Appendix 2](#) to the Overview and Scrutiny Committee: Suffolk County Council Health Scrutiny Committee – 12 July 2023
- 8.4 Report number: [OAS/WS/23/015](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Suffolk County Council Police and Crime Panel – 14 July 2023
- 8.5 Report number: [OAS/WS/23/016](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Cabinet Decisions Plan 1 September 2023 to 31 May 2024
- 8.6 Report number: [OAS/WS/23/017](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update 2023

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Report of the Performance and Audit Scrutiny Committee: 28 September 2023

Report number:	CAB/WS/23/049	
Report to and date:	Cabinet	14 November 2023
Cabinet member:	Councillor Diane Hind Cabinet Member for Resources Email: diane.hind@westsuffolk.gov.uk	
Chair of the Performance and Audit Scrutiny Committee	Councillor Peter Armitage Chair of the 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/23/049, being the report of the Performance and Audit Scrutiny Committee, be noted.

1. Context to this report

1.1 On 28 September 2023, the Performance and Audit Scrutiny Committee considered the following items:

1. Ernst and Young – Auditors Annual Report 2021 to 2022
2. Annual Governance Statement 2022 to 2023
3. Draft Statement of Accounts 2022 to 2023
4. Complaints and Local Government and Social Care Ombudsman: Annual Report 2022 to 2023
5. Regulation of Investigatory Powers Act 2000 - Annual Report and Review of the RIPA Guidance
6. Work Programme Update 2023 to 2024

2. Proposals within this report

2.1 **Ernst and Young – Auditors Annual Report 2021 to 2022 (Report number: PAS/WS/23/017)**

2.1.1 The Committee received the above report, which was the final version of the external audit report from Ernst and Young on the council's 2021 to 2022 final accounts. In July 2023 the Committee received a draft version which showed an unqualified audit opinion. Since then, these papers had been finalised and the letter of management representation had been signed off by the Chief Finance Officer in consultation with the Chair of Performance and Audit Scrutiny. This concluded the audit work for the 2021 to 2022 accounts and provided an unqualified opinion that the final accounts gave a true and fair view of the financial position of West Suffolk Council.

2.1.2 David Riglar, Partner at Ernst and Young (EY) drew the Committee's attention to page 14, Appendix B which related to the audit fees. He explained that the scale fee of £55,050 was set a number of years ago by the Public Sector Audit Appointments (PSAA) and does not change.

On top of this fee, EY was proposing an additional fee of £51,735 for additional hours undertaken by EY due to increased professional and regulatory requirements and changes in scope of work. However, the proposed additional fee had not yet been discussed with the council and still remained subject to determination by the PSAA.

2.1.3 The Committee scrutinised the report and asked questions to which responses were provided. In particular discussions were held on how the PSAA tendering process worked; what the audit process would look like if the council opted out of the PSAA; and the valuation of assets and the use of external valuers.

- 2.1.4 At the conclusion of the discussion the Chair of the Committee asked David Riglar to provide a written summary on how the fee system worked and what safeguards / checks were in place, which David Riglar agreed to provide.

2.2 **Annual Governance Statement 2022 to 2023 (Report number: PAS/WS/23/018)**

- 2.2.1 The Cabinet Member for Resources presented report number PAS/WS/23/018, which was the annual report prepared by the Officer Group that provided assurances that West Suffolk Council had met the requirements of the Accounts and Audit Regulations 2015 and was an accompanying report to the next item on the agenda, the Draft Statement of Accounts.

- 2.2.2 Attached at Appendix A to the report was the West Suffolk Council Annual Governance Statement 2022 to 2023. A key function of the council's Performance and Audit Scrutiny Committee was to review and approve the draft annual governance statement prior to being signed by the council's Leader and Chief Executive. The draft annual governance statement was being presented this evening for comments, and the approval and signing would be sought at a later date and timed to take into account the timetable for the external audit of the 2022 to 2023 Statement of Accounts. It was reported that there were no significant governance issues to report.

- 2.2.3 The Committee scrutinised the report in detail and asked questions to which comprehensive responses were provided. In particular discussions were held on the corporate peer challenge review; other council's governance failings; working towards finalising a potential County Deal; and including bench marking comparisons where necessary and available.

- 2.2.4 The Committee suggested including two additional items under "proposed activity for 2023 to 2024, being:

- Keeping a close watch on decarbonisation; and
- An analysis on cancelling the Western Way Development.

In response officers advised that the two suggestions would be raised with relevant officers to seek clarification on whether and how they could be included in the draft Annual Governance Statement.

- 2.2.5 There being no decision required, the Committee **noted** the report, subject to seeking clarification on the above two proposed suggestions.

2.3 **Draft Statement of Accounts 2022 to 2023 (Report number: PAS/WS/23/019)**

- 2.3.1 The Cabinet Member for Resources presented report number PAS/WS/23/019, which was the draft set of accounts for the financial year ending 31 March 2023. Regulations required that accounts should be submitted to the council's external auditors, Ernst and Young by the 31 May each year with a view that a final set of accounts could be scrutinised following the audit. However, given that the current timetable for external audit was that it would not be auditing the accounts until November 2023 at the earliest, these were being brought to the Committee as a draft set of unaudited accounts in order for the Committee to have sight of them in a timely manner.
- 2.3.2 The headlines from the draft accounts for 2022 to 2023 was that as well as a budgeted use of the General Fund of £0.475m to offset ongoing Covid income recovery there was a further budget deficit of £0.57m being driven by inflationary pressures on fuel; utilities and supplies and services. There was also a £1.3m pressure from the local government pay award. However, following these impacts, the General Fund still finished the year at the targeted level of £5m. The narrative report set out on pages 55 to 63 provided a full summary of all major items contained within the draft accounts. Following the decision made on the Western Way Development, a narrative would be included in the draft accounts. The Committee's attention was drawn to the Balance Sheet, set out on page 73, and made specific reference to the long-term assets; current assets; and long-term liabilities.
- 2.3.3 The Committee scrutinised the draft accounts and asked a number of questions to which comprehensive responses were provided. In particular discussions were held on the council's reserve levels; the meaning of baseline funding; the council's five-year asset management plan in relation to leisure facilities and managing financial risks and understanding those risks.
- 2.3.4 At the conclusion of the discussions, it was suggested that the statement of accounts should include paragraph numbers to make it easier to read and navigate the statement of accounts, and under the section "Overview of the financial year 2022 to 2023" that comparatives and projections for the following year should be included. In response the Committee were informed that the accounts were predominately backwards looking and followed a set format, but officers would consider more comparative information in the narrative.
- 2.3.5 There being no decision required the Committee **noted** the Draft Statement of Accounts for 2022 to 2023, subject to the inclusion of paragraph numbers within the final set of accounts.

2.4 Complaints and Local Government and Social Care Ombudsman: Annual Report 2022 to 2023 (Report number: PAS/WS/23/020)

- 2.4.1 The Cabinet Member for Governance and Regulatory presented report number PAS/WS/23/020, which provided an overview of the type of complaints received and the action taken to remedy those complaints. It was an annual requirement to report on the Local Government and Social Care Ombudsman's (LGSCO) annual report and the council had extended the report to advise on the corporate complaints considered by the council.
- 2.4.2 During 2022 to 2023, 14 complaints were made to the LGSCO in the preceding 12 months only one was upheld. This complaint related to a parking appeal. The LGSCO found some fault with the council but no significant injustice to the complainant.
- 2.4.3 The Committee considered the report and did not raise any issues, but only to commend the report. There being no decision required, the Committee **noted** the annual report from the LGSCO for 2022 to 2023.

2.5 Regulation of Investigatory Powers Act 2000 – Annual Report and Review of the RIPA Guidance (Report number: PAS/WS/23/021)

- 2.5.1 The Cabinet Member for Governance and Regulatory presented report number PAS/WS/23/021, which was an annual requirement to review the council's Regulations of Investigatory Powers Act 2000 (RIPA) guidance and report on any authorisations granted.
- 2.5.2 Local authority use of directed surveillance under RIPA was limited to the investigation of crimes which attract a six-month custodial sentence. The council would only carry out covert surveillance where such action was justified and proportionate and had a small pool of senior officers who were trained to authorise applications which must then be granted by a Magistrate. The council could also access communications data if justified and authorised accordingly.
- 2.5.3 Over the last year at West Suffolk Council no authorisations had been applied for and the only amendment made to the policy had been to strengthen the guidance in relation to the use of social media.
- 2.5.4 The Committee considered the report and did not raise any specific issues. There being no decision required the Committee **noted** the annual report and review of the RIPA Guidance.

2.6 Work programme update 2023 to 2024 (Report number: PAS/WS/23/022)

2.6.1 The Committee received and **noted** the above report, which provided information on the current status of its forward work programme for 2023 to 2024.

2.6.2 In response to a question raised on how the Committee could add items to its forward working programme in addition to statutory items, the officers referred members to the Councils Constitution, Part 4, Procedure Rules, where it sets out under paragraph 7.1 how members could give notice that they wished an item relevant to the functions of the Committee to be included on its agenda. The Director (Resources and Property) further suggested that at its training session in February 2024 on “effective finance and budget scrutiny” the Committee could discuss with the training provider what more the Committee should be scrutinising.

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/23/017](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – Auditors Annual Report 2021 to 2022
- 8.2 Report number: [PAS/WS/23/018](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Annual Governance Statement 2022 to 2023
- 8.3 Report number: [PAS/WS/23/019](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Draft Statement of Accounts 2022 to 2023
- 8.4 Report number: [PAS/WS/23/020](#) and [Appendix 1](#), [Appendix 1a](#), [Appendix 1b](#) and [Appendix 1c](#) to the Performance and Audit Scrutiny Committee: Complaints and Local Government and Social Care Ombudsman: Annual Report 2022 to 2023
- 8.5 Report number: [PAS/WS/23/021](#), [Appendix 1](#) and [Appendix 2](#) to the Performance and Audit Scrutiny Committee: Regulation of Investigatory Powers Act 2000 - Annual Report and Review of the RIPA Guidance
- 8.6 Report number: [PAS/WS/23/022](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

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National Heritage Lottery bid: Abbey of St Edmunds

Report number:	CAB/WS/23/050	
Report to and date:	Cabinet	14 November 2023
Cabinet member:	Councillor Ian Shipp Portfolio Holder for Leisure Tel: 07368 134769 Email: Ian.shipp@westsuffolk.gov.uk	
Lead officer:	Mark Walsh Director (Operations) Tel: 01284 757300 Email: Mark.walsh@westsuffolk.gov.uk	

Decisions Plan: The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed.

Wards impacted: Abbeygate Ward specifically.

Recommendation: It is recommended that Cabinet:

1. Considers the merits of the proposed joint National Heritage Lottery bid, with St Edmundsbury Cathedral and English Heritage and agrees to the stage one bid submission being pursued.
2. Authorises the Director (Operations) to agree the final stage one submission documents, in consultation with the other partners to the bid

and based on approval from the S151 Officer and Portfolio Holder for Leisure.

- 3. In principle to allocate £250,000 from the Section 106 funding already earmarked for improvements in the Abbey Gardens to the delivery phase of the project as contributory funding should the bid be successful at stage 1 development phase.**

1. Context to this report

- 1.1 The Abbey Gardens is a green flag award winning park which attracts around 1.3 million visits per year. Within the gardens stand the ruins of the former Abbey of St Edmund, the current cathedral building was one of the Abbey's churches. The Abbey ruins are English Heritage's most visited free to visit venue in the country. Given its popularity as a visitor destination it plays a significant role in helping boost the local economy.
- 1.2 Notwithstanding the above, there are some significant challenges facing the site which include:
- Paths in the Abbey Gardens and routes around the ruins which are not Disability Discrimination Act (DDA) compliant and are potentially hazardous for visitors to navigate.
 - A large proportion of the ruins in the gardens are fenced off because of erosion and English Heritage cannot afford to undertake all of these repairs in a timely fashion, because they simply don't have the funding.
 - Whilst there have been new interpretation panels installed within the Gardens interpretation of the site as a whole is poor.
- 1.3 The feedback from the NLHF concerning an initial point of entry submission has been positively received. Representatives from the NLHF have visited the site to observe what the key components of a bid would include, these being:
- Conservation of the highly vulnerable Abbey ruins
 - Improving and expanding the footpath network around the former Abbey.
 - Strengthening connectivity between the Abbey, River Lark, Cathedral and Town.
 - Increase biodiversity in the Abbey area.
 - Repurposing of an unused cathedral building into a heritage welcome centre.
 - Building of a west cloister which would link the centre to the cathedral.
 - Providing space for community activities, exhibitions and art installations.
- 1.4 There is a three-stage application process for a NLHF bid of the size we are proposing:
- 1) An initial expression of interest (which we have received positive feedback on);
 - 2) A stage one development/feasibility application; and
 - 3) A stage two delivery stage application.
- 1.5 The Heritage Partnership successfully applied for and received lottery funding to host the Abbey 1000 celebrations. On that occasion the Council was the lead the applicant.

2. Proposals within this report

- 2.1 Working in partnership; St Edmundsbury Cathedral, West Suffolk Council, and English Heritage are proposing to submit a joint stage one National lottery heritage fund (NLHF) bid for funding to address the challenges outlined in 1.2 above. The Cathedral will be the lead applicant for this submission as the bulk of the capital spend will be on their land.
- 2.2 In order to make the bid, the NLHF will want to see a partnership agreement between the Cathedral, Council and English Heritage and this agreement has been drafted and is currently being considered by each partner.
- 2.3 The Cathedral have appointed and are funding a consultant to draw together the bid. WSC are holding around £250,000 of Sct 106 funding ringfenced for the Abbey Gardens which the Council could use as its contributory funding towards the bid.

3. Alternative options that have been considered

- 3.1 If the Council chose not to support the bid, the Council would ultimately need to consider how else it would fund the necessary access and path improvements on its land. English Heritage have already indicated that they don't have the funding at their disposal to undertake all the works needed to the ruins in one go and this would therefore result in large areas of the ruins remaining fenced off indefinitely. The visitor centre and improvements within the cathedral could not be progressed. This lack of investment could ultimately impact on visitor footfall and negatively impact on the wider economy of the area.
- 3.2 Alternative funders for projects of this nature are currently few and far between and The National Lottery Heritage Fund (NLHF) is the primary organisation for grants of this scale and nature.

4. Consultation and engagement undertaken

- 4.1 The Abbey of St Edmund Heritage Partnership which was set up in 2016 is led by St Edmundsbury Cathedral and West Suffolk Council in collaboration with nearly 20 other public, private, and voluntary organisations. The development of the bid by the lead partners is being supported by the wider partnership group.

5. Risks associated with the proposals

- 5.1 At this stage of the process there is little risk to the Council. If the bid is unsuccessful the partners would review the decision and decide whether to

bid again. If the bid is successful, the partners do not necessarily have to accept the stage one funding and can choose to reject it.

- 5.2 Not raising the necessary match funding required for the bid is a potential risk particularly for the cathedral as lead partner.
- 5.3 As with any project of this scale there will be differences of opinion as to the merits of the bids content. However, through the wider consultation which will be required as part of the stage two process, concerns and issues can be addressed and mitigated.

6. Implications arising from the proposals.

6.1 Financial

This report is seeking consent to make a Stage 1 development stage bid to the NLHF, our financial commitment should this bid be successful will be around £10,000, which will be matched by similar commitments from St Edmundsbury Cathedral and English Heritage.

Subject to the stage 1 bid being successful the stage 2 delivery stage bid will have a total project cost of around 9.7 million and the partnership will be seeking a grant of around 70% from the NLHF.

6.2 Legal compliance

The draft partnership agreement has been drawn together by solicitors appointed by the Cathedral and will be reviewed by both the Council's legal team and English Heritage prior to submission.

6.3 Personal data processing

There is no processing of personal data associated with the bid itself.

6.4 Equalities

There are no obvious equality issues associated with the bid process itself. Should the bid be success it will be a means for funding access improvements around the Abbey Ruins.

6.5 Crime and disorder

There are no obvious Crime and disorder issues to be considered at this bid stage.

6.6 Safeguarding

There are no obvious safeguarding issues to be considered at this bid stage.

6.7 Environment or sustainability

There are no environment or sustainability issues to be considered at this bid stage.

6.8 **HR or staffing**

There are no HR or staffing issues to be considered at this bid stage.

6.9 **Changes to existing policies**

There are no requirements to review and change Council policy as a consequence of this bid.

6.10 **External organisations (such as businesses, community groups)**

For the purposes of this proposed National Lottery Heritage Fund bid the Council, Cathedral and English Heritage are working in partnership. The Cathedral are the lead applicant, and the wider Heritage Partnership which includes nearly 20 other public, private, and voluntary organisations in and around the district have indicated their support for the initiative.

7. Appendices referenced in this report

7.1 None

8. Background documents associated with this report

8.1 None

Decisions Plan

Key decisions and other executive decisions to be considered

Date: 1 November 2023 to 31 May 2024

Publication date: 13 October 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
14/11/23 Page 46	UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) allocations 2024 to 2025 The Cabinet will be asked to consider the allocation of UKSPF and REPF funding for 2024 to 2025.	Not applicable	(D)	Cabinet	Cliff Waterman Leader 01284 757001	Ian Gallin Chief Executive 01284 757001 Liz Barnard Service Manager (Policy, Projects and Performance) 01638 719454	Report to Cabinet.
05/12/23	Council Tax Base for Tax Setting Purposes 2024 to 2025 The Cabinet will be asked to recommend to Council the basis of the formal calculation	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources	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
	for the Council Tax Base for West Suffolk Council for the financial year 2024 to 2025.						
05/12/23 Page 47	Local Council Tax Reduction Scheme 2024 to 2025 The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by Council.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources	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 48	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	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
05/12/23	Treasury Management Report – September 2023 The Cabinet will be asked to consider the	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 49	recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30 September 2023.						Cabinet and Council.
05/12/23	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	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
06/02/24 Page 50	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 The Cabinet will be asked to consider recommendations of the Performance and	Not applicable	(R) – Council 20/02/24 Unless separate proposals are	Cabinet/ Council	Diane Hind Resources	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 51	Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2024 to 2025 and in the medium term.		recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 20/02/24				
06/02/24	Budget and Council Tax Setting 2024 to 2025 and Medium Term Financial Strategy 2024 to 2028 The Cabinet will be asked to consider the proposals for the 2024	Not applicable	(KD) (e)– in relation to fees and charges element where proposed increases will be more	Cabinet/ Council	Diane Hind Resources	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 52	<p>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 Council's Fees and Charges Policy, which has resulted in proposed increases to</p>		<p>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 separate budget setting paper on 20/02/24</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 53	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.						
06/02/24	Financial Resilience - Strategy Statement 2024 to 2025 and Treasury Management Code of Practice The Cabinet will be asked to recommend to Council, approval of the Strategy	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources	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 54	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.						
06/02/24	Treasury Management Report – December 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	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources	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
	April 2023 and 31 December 2023.						
12/03/24 Page 55	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	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 representatives
Breckland	Philip Cowen	Sam Chapman-Allen Sarah Suggitt
East Cambridgeshire	James Lay	Anna Bailey Alan Sharp
East Suffolk	Paul Ashton	Peter Byatt Vacancy
Fenland	Jan French	Chris Boden Vacancy
West Suffolk	Diane Hind	Victor Lukaniuk David Taylor

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