

Overview and Scrutiny Committee



Title	Agenda											
Date	Thursday 9 November 2023											
Time	5.00 pm											
Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds, Suffolk, IP33 3YU											
Full Members	<p style="text-align: center;">Chair Sarah Broughton</p> <p style="text-align: center;">Vice Chair Marion Rushbrook</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Conservative Group (7)</td> <td style="width: 30%;">Sarah Broughton Susan Glossop Beccy Hopfensperger Birgitte Mager</td> <td style="width: 30%;">Marion Rushbrook Andrew Smith Andrew Speed</td> </tr> <tr> <td>Independents (4)</td> <td>Tony Brown Dawn Dicker</td> <td>Aaron Luccarini Don Waldron</td> </tr> <tr> <td>Progressive Alliance Grouping (5)</td> <td>Luke Halpin Rowena Lindberg Andrew Martin</td> <td>Julia Wakelam Kevin Yarrow</td> </tr> </table>			Conservative Group (7)	Sarah Broughton Susan Glossop Beccy Hopfensperger Birgitte Mager	Marion Rushbrook Andrew Smith Andrew Speed	Independents (4)	Tony Brown Dawn Dicker	Aaron Luccarini Don Waldron	Progressive Alliance Grouping (5)	Luke Halpin Rowena Lindberg Andrew Martin	Julia Wakelam Kevin Yarrow
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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	Six Members											
Committee administrator	Christine Brain Democratic Services Officer (Scrutiny) Telephone 01638 719729 Email democratic.services@westsuffolk.gov.uk											

Public information

Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds, Suffolk, IP33 3YU
Contact information	Telephone: 01638 719729 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.</p> <p>Measures have been applied to ensure the health and safety for all persons present at meetings.</p> <p>We may also be required to restrict the number of members of the public able to attend in accordance with the room capacity.</p> <p>If you consider it necessary for you to attend, please let Democratic Services know in advance of the meeting so they can endeavour to accommodate you and advise you of the necessary health and safety precautions that apply to the meeting. For further information about the venue, please visit http://www.westsuffolk.gov.uk/contact-us-cfm</p>
Public participation	<p>Members of the public who live or work in the district are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only.</p> <p>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.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.</p>
Accessibility	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.

Recording of meetings	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>
Personal information	<p>Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

Agenda

Procedural matters

1. Substitutes

Any member who is substituting for another member should so indicate, together with the name of the relevant absent member.

2. Apologies for absence

3. Minutes

1 - 10

To confirm the minutes of the meeting held on 21 September 2023 (copy attached).

4. 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.

5. Announcements from the Chair regarding responses from the Cabinet to reports of the Overview and Scrutiny Committee

Part 1 – public

6. Public participation

Members of the public who live or work in the district are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

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.

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

7.	Review of West Suffolk Council Grounds Maintenance Operations	11 - 14
	Report number: OAS/WS/23/018	
8.	Abbeycroft Leisure Strategic Partnership Task and Finish Group- Findings and Recommendations	15 - 24
	Report number: OAS/WS/23/019	
9.	Suffolk County Council: Police and Crime Panel - 6 October 2023	25 - 28
	Report number: OAS/WS/23/020	
	Report to be presented by the Council's appointed representatives on the Police and Crime Panel.	
10.	Suffolk County Council: Health Scrutiny Committee - 11 October 2023	29 - 36
	Report number: OAS/WS/23/021	
	Report to be presented by the Council's appointed representative on the Health Scrutiny Committee.	
11.	Cabinet Decisions Plan: 1 November 2023 to 31 May 2024	37 - 54
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12.	Work programme update	55 - 58
	Report number: OAS/WS/23/023	
13.	Exclusion of Press and Public	
	To consider whether the press and public should be excluded during the consideration of the following item because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt categories or information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
	 Part 2 – exempt	
14.	Abbeycroft Leisure Strategic Partnership Task and Finish Group - Findings and Recommendations: EXEMPT Appendix 1	59 - 96

Exempt Appendix 1 to Report number: **OAS/WS/23/019**

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

Overview and Scrutiny Committee



Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 21 September 2023** at **5.00 pm** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present **Councillors**

Chair Sarah Broughton
Vice Chair Marion Rushbrook

Susan Glossop	Rowena Lindberg
Birgitte Mager	Julia Wakelam
Andrew Smith	Kevin Yarrow
Andrew Speed	Tony Brown
Luke Halpin	Dawn Dicker

Substitutes attending for a full member

Sue Perry	Phil Wittam
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Councillors In attendance

Mike Chester, Appointed representative on the Police and Crime Panel
 Derek Davis from Babergh District Council
 Donna Higgins, Cabinet Member for Families and Communities
 Victor Lukaniuk
 David Taylor, Cabinet Member for Operations

In attendance

Richard Baldwin, Suffolk County Council

234. **Substitutes**

The following substitution was declared:

Councillor Sue Perry substituting for Councillor Andrew Martin.
 Councillor Phil Wittam temporary substitute for Councillor Don Waldron.

235. **Apologies for absence**

Apologies for absence were received from Councillors Beccy Hopfensperger, Aaron Luccarini, Andrew Martin, and Don Waldron.

236. **Minutes**

The minutes of the meeting held on 20 July 2023 were confirmed as correct record and signed by the Chair.

237. Declarations of interest

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

238. Announcements from the Chair regarding responses from the Cabinet to reports of the Overview and Scrutiny Committee

The Chair informed members she attended Cabinet on 19 September 2023 and presented the Committee's report from its meeting held on 20 July 2023. As per the minutes confirmed above, the Chair updated Cabinet on the Committee's consideration of its work programme and suggestions for scrutiny; and request for an update on Modern Slavery and CCTV at West Suffolk Council, which were noted by Cabinet and on the Committee's agenda for tonight's meeting.

On 21 August 2023 the first Quarterly Scrutiny Meeting with the Leader of the Council and the Chairs/Vice-Chairs of both Overview and Scrutiny and Performance and Audit Scrutiny took place. A number of items were discussed and as you will see later on under the work programme a new item has been included for the Committee to receive at its November 2023 meeting an update on the progress of the Grass Cutting Review by the Cabinet Member.

239. Public participation

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

240. Western Suffolk Community Safety Partnership Monitoring Report (April 2022 to March 2023)

[Councillor Birgitte Mager arrived at 5.05pm, during the consideration of this item.

Councillor Andrew Speed arrived at 5.07pm, during the consideration of this item]

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

The Committee received report number OAS/WS/23/012, presented by the Councillor Derek Davis from Babergh District Council as the Chair of the Western Suffolk Community Safety Partnership (WSCSP) at the time of the reporting period, and the Council's Cabinet Member for Families and Communities, Councillor Donna Higgins.

Councillor Davis explained that the report looked back over the previous year's work of the WSCSP for the period April 2022 to March 2023.

During that time, the WSCSP had 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 where appropriate was updated to reflect emerging issues and trends. Based on the outcomes of the partnership discussions the following priorities remained as a focus for the WSCSP:

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

He then wished to thank all officers for their work on producing the report and during the year.

The Committee considered the report in detail and asked questions to which comprehensive responses were provided by Councillor Davis and officers. In particular discussions were held on the meaning of "Channel"; PREVENT; modern slavery and where the main criminal exploitation hubs were across Suffolk.

In response to a question asked about what the WSCSP was doing in addressing right-wing radicalisation and gang culture, the Committee was advised that the WSCSP continued to organise lectures in schools and to other various groups. The 18 September to 22 September 2023 was PREVENT action week to raise awareness and online information was being provided for teachers and parents to raise protective factors in further education. The Police were more involved in gang culture, which was not an issue in West Suffolk.

In response to a question raised regarding how local councillors could help, the Committee was advised it was about awareness raising and the more awareness raised on the issue of radicalisation and gang culture, the better. Also at a local level, West Suffolk Council sat on the PREVENT Group. A broad range of training was available, which Councillor Davis advised he was happy to share the training packages with Councillors.

In response to a question raised on the allocation of funding and whether the WSCSP was getting better or worse, the Committee was advised it was improving year on year and carried out a needs assessment each year, and a breakdown on budget could be provided. However, it was explained that funding received by the WSCSP was limited and there were no ongoing funding streams. Over the last four years approx. £120,000 had been allocated to WSCSP to tackle the priorities in the self-assessment, including funding for criminal exploitation. Of that approximately £40,000 was used in West Suffolk.

In response to a question on modern slavery in the context of how prevalent it was in West Suffolk, and in what areas to enable further local scrutiny. The Committee was informed it was mainly aligned to criminal exploitation around drugs and young people. The Police held the specific data and the WSCSP could seek to provide data on West Suffolk. The breakdown for Suffolk was 156 incidents, covering the following areas:

- 99 criminality.
- 27 labour forced.
- 17 sexual.
- 11 unknown.
- 2 domestic servitude.

The Chair thanked Councillor Davis for attending the meeting to present the report, and there being no decision required, the Committee **noted** the contents of the report subject to comments made during the meeting and requests for further information.

241. **Modern Slavery Update**

The Cabinet Member for Families and Communities presented report number OAS/WS/23/013, 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.

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.

Appendix A attached to report number OAS/WS/23/013, 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.

The Cabinet Member reassured the Committee the council was making good progress against the LGA criteria, but there was a need to update training.

The Committee considered the report and asked questions to which responses were provided.

In response to a question raised about engaging with town and parish councils on modern slavery, the Cabinet Member advised that forums were held with parishes, and this could be included on their agendas as well as

providing them with the LGA link to enable town and parish councils to carry out the exercise themselves.

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 sensible way forward.

There being no decision required, the Committee thanked the Cabinet Member for Families and Communities for presenting the update on modern slavery and agreed to disband the modern day slavery working group.

242. **CCTV at West Suffolk Council**

The Committee received 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.

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.

It was reported that 99% of all cameras were made by Hikvision and the other 1% by Axis. Hikvision was the biggest CCTV manufacture in the world. It was believed that Hikvision / Dahua was used by approximately 73% of local authorities; 35% of police forces and 63% by schools in the UK. Hikvision cameras had been used by West Suffolk since 2017.

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.

The Committee was reassured that West Suffolk CCTV security protocols were continually monitored, with security software updates applied and considered safe. Existing camera technology represented best value and Hikvision was currently certified by the Information Commission Office as safe to use.

There was not Government policy on the use of Chinese surveillance equipment. It would cost the Council a significant amount of money to replace all CCTV cameras, estimated to be in excess of £1.5m. There was a potential risk of loss of third-party contracts if new cameras were required due to increased costs. The current situation was being monitored and if there were any changes to legislative policies the Council would act upon them.

The missing patch that the BBC had referenced in a recent Panorama documentary was applied to the council's systems at the end of 2022 by the council's CCTV maintainer after being identified by the penetration testers. Under the council's contract the CCTV maintainer was responsible for ensuring that all cameras were patched as soon as updates were released. Any system would become increasingly vulnerable if updates and patches were not used. Some Local Authorities had decided to find an alternative non-Chinese manufacture when their cameras either needed replacing or new ones were needed. However, the vast majority of councils were awaiting further guidance from Central Government.

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.

In response to a question raised as to whether the council had the capacity to sell extra monitoring services externally, the Cabinet Member advised that the current location of the CCTV control room was at capacity. To expand the current service, more space and at some point, additional staffing capacity would be required.

In response to a question raised about being unable to monitor all screens at the same time, the Cabinet Member explained there were three airwave monitoring units in the CCTV room, which was used by the CCTV operators to liaise with the police headquarters and directly with individual officers to direct units to an incident or be directed by the police to monitor one. The CCTV room was also able to communicate with pubs and shops through a radio system called Shop Watch.

In response to a question raised on how to request a mobile camera unit, the Cabinet Member explained the mobile units could be booked out by local community groups (subject to adherence with the code of practice for surveillance) at a cost, and the council was looking to buy more mobile units.

In response to a question raised about whether the council had looked at where there might be gaps in the lack of cameras and whether town/parish councils could be asked to help in funding more cameras, the Cabinet Member explained the council was reactive and when an issue was identified a review was carried out to identify a solution. There could never be 100% coverage and assets need to be prioritised to higher risk areas.

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 the Cabinet Member reiterated that one of the issues was 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 he wished to reassure members the council was doing everything required.

There being no decision required, the Committee **noted** the presentation provided on the council's CCTV service.

243. Suffolk County Council Health Scrutiny Committee - 12 July 2023

The Committee received report number OAS/WS/23/014, 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.

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.

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

There being no decision required, the Committee **noted** the contents of Councillor Martin's report from the Health Scrutiny meeting held on 12 July 2023.

244. Suffolk County Council: Police and Crime Panel - 14 July 2023

The Committee received report number OAS/WS/23/015 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.

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 4 of the Police and Crime Plan 2022 to 2025, "work in partnership to improve criminal justice outcomes and enhance community safety".

The Committee considered the report and update from Councillor Chester 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.

There being no decision required, the Committee **noted** the contents of the report.

245. **Cabinet Decisions Plan: 1 September 2023 to 31 May 2024**

The Committee received report number: OAS/WS/23/016, which informed members on forthcoming decisions to be considered by the Cabinet for the period 1 September 2023 to 31 May 2024.

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

There being no decision required, the Committee **noted** the contents of the 1 September 2023 to 31 May 2024 Decisions Plan.

246. **Work programme update**

The Committee received report number: OAS/WS/23/017, which updated members on the current status of its rolling work programme of items for scrutiny during 2023-2024 (Appendix 1).

The Democratic Services advised the Committee of an amendment to the Committee's work programme for 9 November 2023, in that the Cabinet Member for Leisure was leading on the Grass Cutting Review and not the Cabinet Member for Operations, which the Committee **noted**.

There being no decision required, the Committee **noted** the update and the disbandment of the Modern Slavery Working Group.

The meeting concluded at 6.05 pm

Signed by:

Chair



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Review of West Suffolk Council Grounds Maintenance Operations

Report number:	OAS/WS/23/018	
Report to and date(s):	Overview and Scrutiny Committee	9 November 2023
Cabinet member:	Councillor Ian Shipp Cabinet Member 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: This item is included in the Decisions Plan.

Wards impacted: All West Suffolk council wards.

Recommendation: It is recommended that the Overview and Scrutiny Committee:

1. Consider and discuss the intended scope of the Grounds Maintenance Review being carried out by the Portfolio Holder for Leisure and outlined in this report.
2. Offer any specific perspective or issues which may help guide the review or should be considered as part of it.

1. Background

- 1.1 The new administration at West Suffolk Council has called for a review of grass cutting and wider Grounds Maintenance at the Council. This will be in the form of a report and recommendations from the Portfolio Holder for Leisure, Cllr Ian Shipp, to the Cabinet for review and decisions on next steps.
- 1.2 The Council owns or is responsible for a significant amount of public open space in the district amounting to over 500 hectares. The responsibility for maintaining the grass within these areas rests with the Landscapes team within the Green Space and Heritage Service in the Operations Directorate.
- 1.3 The service has been facing some significant, coinciding challenges that will need to be considered as part of the review. These include:
- Over recent years, a steady increase in the amenity grass areas we have to maintain.
 - Increased demand for other work including shrub/hedge maintenance and bedding.
 - A rise in Service Requests and an increasing backlog.
 - Ending the use of Glyphosate or other chemicals to treat weeds and growth in areas where it is not wanted.
 - Staffing challenges.
 - The unprecedented pattern of warm and wet weather this year which has continued well into the Autumn.
 - Significant increases in the cost of equipment.
- 1.4 The timescale for this review is such that any costed recommendations can be implemented as part of the 2024/25 budget setting process. As such, recommendations from the Portfolio Holder for Leisure will need to be ready for submission later this calendar year.
- 1.5 The focus of the review and its report will be the cutting of amenity grass throughout the district. However, grass cutting is just one of the seasonal grounds maintenance tasks performed by the in-house Landscape team. It will therefore be important to consider grass cutting and any potential changes in a wider context.
- 1.6 It is also intended for the review to look at the impact of the cessation of using Glyphosate, or any other chemicals, to treat weeds on land owned by the council that was instigated from April 2023. This will need to be considered in conjunction with the approach carried out by Suffolk County Council for its treatment of weeds in the highway.

- 1.7 A cross party advisory group has been established to provide support to the Portfolio Holder during the review. This group will provide input and comment on the review which the Portfolio Holder for Leisure will consider before making recommendations to Cabinet or implement, whichever they see fit. The Portfolio holder will also seek the views of Parish and Town Councils as part of this review.

2. **Intended scope of the report**

- 2.1 It is intended that the scope of the report will be as follows:

1. What do we maintain?
 - Details of amenity grass areas (area, type, location, how its grown in size)
 - Sports pitches
 - Highways
 - Parks
 - Cemeteries
 - Beds, planters, baskets
 - Shrubs and other winter maintenance
2. Who do we maintain it for?
 - Ourselves
 - SCC Highways
 - Parish and town councils
 - Others
3. How do we maintain it?
 - Staff number/structure
 - Depot locations
 - Equipment
 - Schedules
 - Annual cycle of work
 - Number of cuts to amenity grass
 - Biodiversity and areas that are left
 - Volunteer and community groups
4. At what cost?
 - Annual revenue budget
 - Capital costs
 - Income (grants, town and parish, commercial, 10 year developer maintenance funding)
5. Communications
 - What we communicate
 - How we communicate it
6. Issues
 - Peak demand and its impact
 - The cessation of using Glyphosate

- Hand Arm Vibration (HAV) and its impact on operations
- Work we can struggle to cover
- Technical and administrative support
- Customer Services Team impact
- Work to digitise maps and scheduling

7. Options and recommendations

- Suggest a range of options with pros, cons and budget impact
- Could include; more permanent resources, outsourcing all/some of the work, doing the work differently, ditching SCC Highways work (what's happened at Ipswich Borough Council?), ditching work for others, further subsidiarity - parish and town council review

8. Proposed timescales

- Working back from budget setting
- Report and recommendations from Portfolio Holder early November
- Cabinet review for budget setting

3. Consultation and engagement to be undertaken

- 3.1 A Cross Member Advisory Group and Members of the Overview and Scrutiny Committee will be consulted by the Portfolio Holder for Leisure before finalising his report to Cabinet.

4. Implications arising from the proposals

- 4.1 Implications arising from any proposals in the final report, including; financial, legal, environment or sustainability, HR or staffing, changes to existing policies and impact on external organisations will be considered as part of the Portfolio Holder's review.

Abbeycroft Leisure Strategic Partnership Task and Finish Group- Findings and Recommendations

Report number:	OAS/WS/23/019	
Report to and date(s):	Overview and Scrutiny Committee	9 November 2023
	Cabinet	5 December 2023
Chair of the Task and Finish Group:	Councillor Marion Rushbrook Tel: 01440 704229 Email: marion.rushbrook@westsuffolk.gov.uk	
Lead officers:	<p>Jill Korwin Strategic Director Tel: 01284 757252 Email: jill.korwin@westsuffolk.gov.uk</p> <p>Darren Dixon Service Manager (Leisure and Facilities) Tel: 01284 757678 Email: Darren.dixon@West Suffolk.gov.uk</p>	

Decisions Plan: This item is included with the Cabinet’s Decisions Plan

Wards impacted: All

Recommendation: That the Overview and Scrutiny Committee recommends to Cabinet:

- 1.** Officers be instructed to update the Collaboration Agreement noting no fundamental revisions are required on the principals of the current agreement. However, the Group noted some technical changes may be required and the approach to health funding be clarified which is currently dealt with through side letters.
- 2.** Cabinet request Abbeycroft and West Suffolk Council to work collaboratively to promote the activities and programmes delivered at the Leisure Centres, ensuring residents are aware of what they deliver and provide (that can be reflected in further revisions to the Collaboration agreement).
- 3.** Cabinet and officers work with providers and partners to secure more long term and sustainable external funding streams (particularly on health improvement interventions).
- 4.** Cabinet ask Officers to explore further capital investment in the leisure offer and facility mix across the leisure centres site through business cases where appropriate to provide outcomes and financial benefits through invest to save/earn initiatives with Abbeycroft.
- 5.** Subject to the outcome of the condition surveys of each Leisure Centre, Cabinet to consider the extension of the Councils Net Zero Fund as part the 2024 to 2025 budget development, to include a programme of improvements (where appropriate and where they meet the outcomes of the fund) to upgrade and improve the facilities to maximise energy efficiency, support Net Zero and carbon reduction targets, and extend the life span of the facilities.
- 6.** As part of the 2024 to 2025 WSC budget development, consideration should also be given to whether the extraordinary utility support grant should be continued and phased out in the short term (linked to market expectations around utility costs).

1. Context to this report

- 1.1 The Collaboration and Funding Agreement between West Suffolk Council (WSC) and Abbeycroft Leisure (ACL) was signed on 11.12. 2019, with effect from 01. 05.2017. (Term 15 years with option to extend by 5 years and another 5 years). The agreement provides for the delivery of common objectives by reference to service outcomes and operates on an open book basis with quarterly reviews overseen by the Portfolio Holder for Leisure, Culture and Community Hubs.
- 1.2 Since commencement of that agreement, there have been a number of extraordinary factors that have impacted upon the leisure industry, from closures due to Covid, its role in recovery and the energy crisis and inflation. At the same time the core management fee that the Council has historically paid to Abbeycroft has reached zero from April 2023.
- 1.3 The Overview and Scrutiny Committee at its meeting on 20 July 2023 resolved to establish the Abbeycroft Leisure Strategic Partnership Task and Finish Group to:
- Review the Council’s partnership with Abbeycroft Leisure between 2019 and 2023 against the current Collaboration Agreement between the two organisations; and
 - Review the current Collaboration Agreement outcomes.
- 1.4 The task and finish group (the group) comprised five councillors, namely Councillors Peter Armitage, Sarah Broughton, Rowena Lindberg, Andy Neal and Marion Rushbrook.
- 1.5 The group met on two occasions. At its first meeting on 20 September 2023 the group elected Councillor Marion Rushbrook as the Chair and discussed and agreed the approach to the review and member leads on key lines of enquiry. The last meeting was held on the 24 October 2023 when the group considered its findings.
- 1.6 Between meetings, members of the group attended the Abbeycroft Leisure’s launch of its annual report on 28 September and toured the Bury Leisure Centre; visited Haverhill Leisure Centre on 2 October 2023; and held various member led meetings during October with Abbeycroft Leisure’s Chief Executive; senior staff and Trustees of the Abbeycroft Board; and the Deputy Director of Integration on health pathways and financial performance.
- 1.7 In support of the Council’s commitment to reduce paper and mileage, meetings were minimised, were conducted hybrid and without papers being printed. Key documents been made available on the MS Teams Channel created for the group, whereby all documents were uploaded for

the group to access at any time to read; amend draft reports etc. including the use of the normal chat function available to the group.

2. Members approach to the review

2.1 The Group agreed to focus on 6 key lines of enquiry in the review:

- a. To review the current Collaboration Agreement between Abbeycroft Leisure and West Suffolk Council and its shared objectives to ensure it optimises delivery, outcomes, efficiency and financial performance.
- b. To review the performance of Abbeycroft against the envisaged outcomes in the Agreement for the period 2019 to 2023.
- c. To review the financial performance of Abbeycroft against the agreed management fee reduction plan and examine the impact of the support West Suffolk Council (the Council) provided to Abbeycroft during and post-Covid.
- d. To review the health and community outcomes of Abbeycroft's work, and alignment to the Council's objectives and opportunities to develop this further.
- e. To consider the impact of the Council's Leisure Investment Fund against the approved business cases including its impact on the management fee which the Council paid to Abbeycroft (which has now reached zero).
- f. To consider a number of extraordinary factors which have impacted the leisure industry from closures due to Covid, its role in recovery and the energy crisis and inflation and the wider performance of public sector leisure in this time.

3. Key Findings

3.1 Health: Programmes and pathways

3.1.1 The review group considered the health and community outcomes of Abbeycroft's work, noting that this is an area of significant change for Abbeycroft over the last few years. The Group noted that Abbeycroft, through the Council's leisure estate deliver much more than what most residents think is being delivered from the leisure facilities i.e., swim, gym and participation in sport.

Abbeycroft, through its collaboration agreement with West Suffolk Council, deliver a wealth of health initiatives across the leisure sites. These fall into 3 categories:

Acute

Programmes funded by health partners to prevent or support residents who are using acute health services.

Prevention

A range of programmes funded through a range of health partners designed to improve wellbeing and health outcomes and reduce demand on health services.

Infrastructure/ Co-location

Using the leisure estate to take opportunities to work in close partnership.

Examples of the programmes and interventions are set out below (Full details of these initiatives are set out in **Exempt Appendix 1**)

Acute

Frailty Pathways
Care Home Support
Waiting Well Programme
Strength and Balance

Prevention

NHS Health Checks
Stand Tall Mental Health Programme
Active Mums

Infrastructure/ Co-location

Childrens Centre
Community Midwifery Service
Weight Management

Whilst not only do these programmes deliver health improvement outcomes they also deliver financial benefits to Abbeycroft, specially:

- A contribution to central overheads costs
- Income from use of studio space
- Direct income from pathways and exercise referrals were previously unfunded.
- 25% of customers accessing these initiatives also joined a paid activity or took out a membership.

This financial benefit is reflected back to West Suffolk Council through the open book arrangement in the Collaboration agreement.

- 3.1.2 The review group felt that the array of health and wellbeing programmes being delivered would benefit from more promotion by Abbeycroft (as being the facilitator of the services), the organisations funding and contracting the services to Abbeycroft, and West Suffolk Council. This has been recognised within the health improvement network in Suffolk whereby all health organisations need to communicate with each other and work collectively across West Suffolk.

The recent launch of the new healthy lifestyles service for Suffolk, Feel Good Suffolk (formally One Suffolk) is another development in this area. There is no doubt that Abbeycroft's track record of delivery in West Suffolk was fundamental in this new service evolving and created an all-important platform for future development and promotion. The approach to this service is unique in West Suffolk in that it is led by Abbeycroft, who have been recognised as the partner of choice to manage and deliver these prevention services in an economical and effective way, which will continue to grow over time as new income streams develop. Further information on Feel Good Suffolk can be found here [Home - Feel Good Suffolk](#).

3.1.3 The review group made the following observations and feedback to Abbeycroft as part of this review:

- Continue to improve access to facilities and programmes for those living in rural area and dealing with social isolation.
- Explore additional support for SEND (Special Educational Needs and Disabilities) children and young people through the development and promotion of activities.

3.2 **Financial**

3.2.1 Attendances/membership have recovered to 94% of their pre-covid levels, which was welcomed by the review group, in particular having regard to the rise in local competition in the "budget gym" sector and cost of living burdens. This recovery has helped stabilise the financial performance of Abbeycroft.

3.2.2 The core management fee paid by Abbeycroft to the Council has reduced from £1.829 million in 2009 to 2010 to £0.015 million in 2022/23; with a projected core management fee of zero in 2023 to 2024. With the exception of the current utility inflation pressures, no other significant challenges are foreseen in not sustaining the current position of zero management fee from West Suffolk Council. The continuing challenge of utilities costs will need to be kept under review (see para 3.2.4).

3.2.3 The reduction in the core management fee has been achieved through a commercial approach, capital investments, and a range of initiatives as well as facility developments over the last 15 years. The most recent of these being the £5 million capital investment made by West Suffolk Council in Haverhill, Newmarket and Brandon centres which has enabled the management fee reductions in the latter years whilst significantly improving the quality of facilities including health location as set out in 3.1.1.

3.2.4 Abbeycroft, like all organisations, have been impacted by the global changes in utilities pricing over the last 18 months. Their contract arrangements have meant that they have had some protection against this

but given the significant costs in running pools in particular, West Suffolk Council made a one-off extraordinary contribution of £0.3 million in 2023 to 2024 to Abbeycroft to offset the continuingly high utilities costs.

- 3.2.5 It is proposed that WSC and Abbeycroft collaborate in assessing future utilities costs; exploring immediate options to reduce utilities costs and future investment in more energy-efficient plant to reduce utilities assumption and therefore costs. As part of the 2024 to 2025 WSC budget development, consideration should also be given to whether the extraordinary utility support grant should be continued and phased out in the short term (linked to market expectations around utility costs).
- 3.2.6 The review group noted the age of some of the Council's Leisure Facilities, notably Haverhill and Bury St Edmunds both nearly 50 years old. Building condition surveys are currently being undertaken at the moment across all leisure sites and will identify structural and operational interventions needed to maintain the lifespan and efficiency of the buildings. The outcomes from the surveys will feed into the Council's Asset Management Plan and Abbeycroft's maintenance plans. The review group noted the £0.724 million per annum identified for essential maintenance works at Bury St Edmunds Leisure Centre and that Haverhill Leisure centre will require significant asset management investment in the medium term, particularly in its plant and machinery.
- 3.2.7 Generally, a thorough review of funding sources (e.g. from Health bodies, Sport England etc) should be explored to include what is available, bidding processes (both to minimise bidding and maximise grants), and possibilities of collaboration with those who bid – particularly health institutions so that certainty over funding streams can be provided to Abbeycroft to include it its business model and plans.
- 3.2.8 West Suffolk Council has invested £5 million in its leisure estate over the last few years (this is on top of the asset management investments that have also taken place) and that investment has been fundamental to Abbeycroft achieving a cumulative saving of over £15M since 2009 to 2010. The business cases for those individual investments have delivered both the financial and health outcomes and the opportunity to repeat the successful investments in Brandon, Haverhill and Newmarket should be explored again and at other centres in West Suffolk.
- 3.2.9 Current studies, particularly into the facility at Bury St Edmunds, should set out an investment programme that helps to repeat the success at Haverhill and Newmarket facilities.
- 3.2.10 The Review Group felt it was essential that West Suffolk Council work with providers/partners to secure more long-term external funding streams (particularly on health improvement interventions) to ensure greater certainty and sustainable budgeting. This is a particularly important as the traditional public sector leisure is under immense pressure, leading to Abbeycroft developing a business model to create alternative forms of

revenue from complimentary activities and services, largely drawn from external funding, which provides greater budgetary resilience.

3.3 **Leisure Centre condition and offers**

3.3.1 Members of the Task and Finish Group visited all West Suffolk Council Leisure Centres. Overall, the Group were very impressed with the range of offers, engagement with local communities and knowledge and understanding of staff. However, the Group noted a number of issues and opportunities some of which have been fed back to Abbeycroft:

- Abbeycroft share many of its facilities with schools that does cause timing/room availability considerations.
- The opportunity to offer more soft play sessions for SENDS should be explored.
- No specific disabled swimming is in the programme (look into more inclusivity of the swim academy).
- The Haverhill Friday night family event could be replicated at other sites.
- Look into promoting/exploring some form of Youth Provision in addition to Teen Chill.

4. **Proposed recommendations to Cabinet**

The review was asked to make recommendations to feed into the planned review of the current Collaboration and Funding Agreement between West Suffolk Council (WSC) and Abbeycroft Leisure (ACL) which was finalised in 2019 (and covers the period 2017 to 2032 with scope to extend for two further five-year periods). The agreement provides for the delivery of common objectives by reference to service outcomes and operates on an open book basis with quarterly reviews overseen by the Portfolio Holder for Leisure.

The Review Group felt that from their findings, Abbeycroft was strongly compliant with the existing Collaboration Agreement and demonstrated they had optimised delivery, outcomes, efficiency, and financial performance in challenging conditions.

Recommendation 1

Officers be instructed to update the Collaboration Agreement noting no fundamental revisions are required on the principals of the current agreement. However, the Group noted some technical changes may be required and the approach to health funding be clarified which is currently dealt with through side letters.

Recommendation 2

Cabinet request Abbeycroft and West Suffolk Council to work collaboratively to promote the activities and programmes delivered at the Leisure Centres, ensuring residents are aware of what they deliver and provide (that can be reflected in further revisions to the Collaboration agreement).

Recommendation 3

Cabinet and officers work with providers and partners to secure more long term and sustainable external funding streams (particularly on health improvement interventions)

Recommendation 4

Cabinet ask Officers to explore further capital investment in the leisure offer and facility mix across the leisure centres site through business cases where appropriate to provide outcomes and financial benefits through invest to save/earn initiatives with Abbeycroft.

Recommendation 5

Subject to the outcome of the condition surveys of each Leisure Centre, Cabinet to consider the extension of the Councils Net Zero Fund as part the 2024 to 2025 budget development, to include a programme of improvements (where appropriate and where they meet the outcomes of the fund) to upgrade and improve the facilities to maximise energy efficiency, support Net Zero and carbon reduction targets, and extend the life span of the facilities.

Recommendation 6

As part of the 2024 to 2025 WSC budget development, consideration should also be given to whether the extraordinary utility support grant should be continued and phased out in the short term (linked to market expectations around utility costs).

5. Alternative options that have been considered

- 5.1 The Task and Finish Group were not asked to look at alternative delivery options other than changes to the Collaboration and Funding Agreements

6. Consultation and engagement undertaken

- 6.1 The Review Group sought comments from Councillors and user consultation undertaken by Abbeycroft.

7. Risks associated with the proposals

- 7.1 No identified risks associated with this proposal

8. Implications arising from the proposals

- 8.1 Financial – No change to existing arrangement; any additional investment would be subject to separate business cases or reports.
- 8.2 Legal compliance – No legal compliance issues identified.
- 8.3 Personal data processing – No issues identified.
- 8.4 Equalities – Opportunities to increase access and additional programmes for SEND children and young people
- 8.5 Crime and disorder – No issues identified
- 8.6 Safeguarding – No issues identified
- 8.7 Environment or sustainability – No issues identified
- 8.8 HR or staffing– No issues identified
- 8.9 Changes to existing policies– None identified
- 8.10 External organisations (such as businesses, community groups) – No issues, only identification of the importance of partnership working.

9. Appendices referenced in this report

- 9.1 **EXEMPT Appendix 1** – Abbeycroft Overview October 2023 -
Confidential

10 Background documents associated with this report

- 10.1 [Accounts and annual returns, ABBEYCROFT LEISURE - 1117138, Register of Charities - The Charity Commission](#)



Suffolk County Council: Suffolk Police and Crime Panel (6 October 2023)

Report number:	OAS/WS/23/020	
Report to and date(s):	Overview and Scrutiny Committee	9 November 2023
West Suffolk Council Full Member’s on the Suffolk Police and Crime Panel:	Councillor Mike Chester Telephone: 01284 850000 Email: mike.chester@westsuffolk.gov.uk Councillor Diane Hind Telephone: 01284 706542 Email: diane.hind@westsuffolk.gov.uk	
West Suffolk Council Substitute Member’s on the Suffolk Police and Crime Panel:	Councillor Carol Bull Telephone: 01953 681513 Email: carol.bull@westsuffolk.gov.uk Councillor David Smith (Substitute) Telephone: 07796 245093 Email: david.smith@westsuffolk.gov.uk	

Decisions Plan: This item is not included in the decisions plan.

Wards impacted: Not applicable.

Recommendation: It is recommended that the Overview and Scrutiny Committee:

1. Notes the report attached as Appendix 1 to this report, and makes comments, as appropriate, for the Suffolk Police and Crime Panel’s consideration.

1. Context to this report

1.1 Suffolk County Council: Suffolk Police and Crime Panel

1.1.1 Councillor Mike Chester, one of the Council's appointed representative on the Suffolk Police and Crime Panel attended the meeting held on 6 October 2023 along with Councillor David Smith (substituting for Councillor Diane Hind).

1.1.2 Attached at **Appendix 1** is the report prepared by the Suffolk County Council Senior Democratic Services Officer.

2. Proposals within this report

2.1 The Committee is asked to consider the attached **Appendix 1** and to ask questions of the appointed representatives on the meeting, and to feedback any comments, as appropriate, to the Suffolk Police and Crime Panel.

3. Alternative options that have been considered

3.1 None.

4. Consultation and engagement undertaken

4.1 None.

5. Risks associated with the proposals

5.1 None.

6. Appendices referenced in this report

6.1 **Appendix 1** – Report from the Suffolk Police and Crime Panel held on 6 October 2023

7. Background documents associated with this report

7.1 Suffolk County Council Webpage:
[Suffolk Police and Crime Panel - Suffolk County Council](#)

7.2 Suffolk Police and Crime Panel Agenda Pack:
[Agenda - Police and Crime Panel - 6 October 2023](#)

Suffolk Police and Crime Panel

Information for inclusion in District and Borough Councils' Outside Bodies Reports

Background

The Suffolk Police and Crime Panel is responsible for supporting and challenging the Suffolk Police and Crime Commissioner (PCC) in the delivery of his functions. It is a joint committee, established under the Police Reform and Social Responsibility Act 2011.

The Panel has the following statutory functions, as set out in the Police Reform and Social Responsibility Act 2011:

- Reviewing the PCC's [Police and Crime Plan](#);
- Reviewing the PCC's [Annual Report](#);
- Carrying out confirmation hearings for certain senior appointments in the PCC's office;
- Carrying out confirmation hearings for the Chief Constable;
- Handling non-criminal complaints about the PCC; and
- Supporting and scrutinising the effective exercise of the functions of the PCC.

The Panel comprises elected members of local authorities across Suffolk working alongside two independent co-opted members. Together the Panel members should reflect the breadth of communities in Suffolk. The Police and Crime Panel has 13 members in total, comprising:

- Four County Councillors;
- Seven representatives from the District and Borough Councils in Suffolk; and
- Two independent co-opted members.

The Panel is politically balanced, with the 11 local authority councillor representatives appointed to achieve political proportionality across Suffolk.

Meetings

The Panel holds 4 formal meetings per year, in January, March, July and October, plus additional meetings as required, for example to consider the appointment of the Chief Constable or to carry out confirmation hearings for senior officers in the PCC's office.

All formal meetings are held in Endeavour House, Ipswich. Members of the Panel also meet online to set the key lines of enquiry for each meeting, and for pre-meetings.

Latest Meeting: The Panel last met on 6 October 2023

- 1.1 The Panel ratified the appointment of Simon Furlong as **Independent Co-opted Member** of the Panel in accordance with the '[Panel Arrangements](#)'. This followed a full recruitment process overseen by the Chair and Vice Chair, and including liaison with the Equalities and Inclusion Team to ensure that the advertisement was accessible to hard-to-reach groups and communities.
- 1.2 The Panel scrutinised the effective exercise of the PCC's functions by reviewing actions he had taken under **Police and Crime Plan Objective 1**: "An efficient and effective police force for Suffolk", with a discussion based around the following six key themes:
 - The Recommendations of the Baroness Casey Review
 - Response Times
 - Makeup of the Force
 - Policing Suffolk
 - Demand on the Constabulary
 - Service Standards and Priorities.

The Panel questioned the PCC on a range of issues, with the main focus being around the PCC's role in providing the public with assurance about the propriety of policing behaviour in Suffolk. The Panel also had the opportunity to discuss the new Local Policing Model, which was coming into force from December 2023, and made relevant recommendations to the PCC.

- 1.3 The Panel reviewed and commended the **PCC's Annual Report 2022-23** and the Panel's response to the PCC's Report will be available on the County Council's [website](#) once approved. The Panel expressed concern at the additional unfunded burdens placed on the PCC's team and asked that he update the Panel on the impact of these on an annual basis, together with the success or otherwise of any applications to the Home Office for funding to enable the PCC's office to undertake that additional work without needing to increase the precept.
- 1.4 The Panel also questioned the PCC on the 2023-24 **financial position** and received an update on the use of precept funds. The Panel asked the PCC to suggest to the Chief Constable that an awareness raising campaign be undertaken prior to the introduction of Rapid Video Response (RVR) for domestic abuse 999 calls. It also requested an update on the performance of both RVR and the Digital Public Contact and Engagement Team once these have been in place sufficiently long for data to be available, initially scheduled for the July 2024 Panel meeting. Finally, the Panel asked that the PCC monitor the slippage in the Capital Programme for both operational implications and the inflationary impact on the budgeted cost of delayed projects.



Suffolk County Council: Health Scrutiny Committee (11 October 2023)

Report number:	OAS/WS/23/021	
Report to and date(s):	Overview and Scrutiny Committee	9 November 2023
West Suffolk Council Member on the Health Scrutiny Committee:	Councillor Andrew Martin Telephone: 01440 423193 Email: andrew.martin@westsuffolk.gov.uk	

Decisions Plan: This item is not included in the decisions plan.

Wards impacted: Not applicable.

Recommendation: It is recommended that the Overview and Scrutiny Committee:

- 1. Notes the report produced by Councillor Andrew Martin, attached as Appendix 1 to this report.**

1. Context to this report

1.1 Suffolk County Council: Health Scrutiny Committee

- 1.1.1 Councillor Andrew Martin, the Council's appointed representative on the Suffolk County Council Health Scrutiny Committee has prepared a report, attached as **Appendix 1** from the meeting held on 11 October 2023.

2. Proposals within this report

- 2.1 The Committee is asked to note the report prepared by Councillor Andrew Martin.

3. Alternative options that have been considered

- 3.1 None.

4. Consultation and engagement undertaken

- 4.1 None.

5. Risks associated with the proposals

- 5.1 None.

6. Appendices referenced in this report

- 6.1 **Appendix 1** – Report from Councillor Andrew Martin – Pharmacy Report

7. Background documents associated with this report

- 7.1 Health Scrutiny Committee Agenda:

[Health Scrutiny Agenda Pack - 11 October 2023](#)

- 7.2 Suffolk County Council Health Scrutiny Web page:

[Health Scrutiny Committee - Web Page](#)

PHARMACY PROVISION

BACKGROUND

Community pharmacy operates on a contractor model meaning community pharmacies are usually independent businesses contracted by the NHS to provide certain services for local populations.

Community pharmacies are contracted and commissioned in England under the national five-year (2019 – 2024) Community Pharmacy Contractual Framework (CPCF) which was agreed between the Department of Health and Social Care (DHSC) and the Pharmaceutical Services Negotiating Committee (PSNC) in line with the ambitions of the NHS Long Term Plan. The Pharmaceutical Services Negotiating Committee is the body which the Secretary of State recognises as the representative of NHS community pharmacy contractors in England. From 1 April 2023, Integrated Care Boards (ICBs) assumed responsibility for the commissioning and management pharmaceutical services from NHS England. NHS Hertfordshire and West Essex ICB hosts the team delivering the day-to-day operation of the contracting function on behalf of the ICBs in the East of England, holding responsibility for contractual management and regulation of the market, contract management and community pharmacy services delivery. The Suffolk and Northeast Essex ICB have responsibility for delivering Pharmacy services within West Suffolk

PHARMACY PROVISION IN SUFFOLK AND WEST SUFFOLK

Suffolk has 134 pharmacies (a reduction from 145 in 2018) for an estimated population of 761,246, in addition there are 42 dispensing GP practices providing pharmacy services. Current figures indicate that Suffolk has an average of 23.1 pharmacies per 100,000 of population, this compares to 20.6 per 100,000 of the population in England.

Within West Suffolk there are 43 pharmacies, 28 are community pharmacies, 14 are GP dispensing practices and 1 is a distance selling pharmacy. These figures include the closure of Lloyds pharmacies within Sainsburys supermarket at Haverhill and Bury St Edmunds respectively. The closure of these pharmacies was based on a business sustainability decision by the owners of Lloyds pharmacies and affected all 237 Sainsburys based pharmacies within the UK.

REDUCTION IN SERVICE PROVISION WEST SUFFOLK

The loss of Lloyds pharmacies earlier this year at Sainsburys in Haverhill (-78 hours per week) and Bury (-101 hours a week) account for a total of 179 lost hours of pharmacy cover a week. Additionally Boots in Haverhill no longer offer pharmacy services on a Sunday (-6hours pw).

The following pharmacies within West Suffolk have also reduced their weekly opening hours this year.

Haverhill

Haverhill pharmacy (-23.25hrs pw)

Tesco pharmacy (-22hrs pw)

Newmarket

Lords pharmacy (-12hrs pw)

Bury St Edmunds

Asda pharmacy (-28hrs pw)

Swan pharmacy (-22hrs pw)

Tesco pharmacy (-22hrs pw)

Boots in Newmarket have extended their Sunday opening hours by 2 hours a week.

The total hours of pharmacy provision lost within West Suffolk this year is 312.25 hours a week.

The Pharmaceutical needs assessment which is carried out by the Suffolk Health and Wellbeing Board identifies that a significant reduction in pharmacy hours service provision has occurred, however it is their view that the distribution of pharmacies mean that access is still good across the county and that no gaps in service provision have been noted.

It is my belief that if the current trend of pharmacy closures and reduction in opening hours continues, service provision inevitably will be significantly negatively affected, in the first instance weekend cover and evening cover are likely to further diminish at an even greater rate that we are currently seeing.

Further closures are expected as the Boots chain has announced plans to close 300 pharmacies across the UK by the end of 2023. Currently the Suffolk and Northeast Essex Integrated Care Board (SNEE ICB) are awaiting details of sites affected in Suffolk HWB area.

REASONS FOR DIFFICULTY IN PROVIDING SERVICE

Change in National Regulations: The NHS Pharmaceutical and Local Pharmaceutical Services (PLPS) Regulations 2013 introduced an option for 100 hours pharmacies to reduce their total weekly core opening hours to no less than 72 hours, subject to various requirements. The majority of Suffolk previous 100-hours pharmacies have reduced their core and total hours and as of 4 September 2023 there is one 100-hours pharmacy in Suffolk HWB area, located in Lowestoft.

Community Pharmacy England (the body that nationally represents community pharmacies) has suggested that the sector has been underfunded over recent years which has and is leading to subsequent closures nationally. There is a national shortage of the pharmacy workforce which is impacting all sectors including community pharmacy.

In 2019, a new Community Pharmacy Contractual Framework was agreed until March 2024; it was updated in 2021 following agreement with the Pharmaceutical Services Negotiating Committee. This provided a commitment of almost £13 billion to community pharmacy through its contractual framework, with a commitment to spend £2.592 billion over five years from 2019-2024 (a reduction from £2.8 billion global sum for 2014/2015 funding settlement). Its aim was to provide five-year stability and reassurance to community pharmacy and enable businesses to make long term business decisions.

The challenge has been that the funding that was agreed at the start of the 5-year term has not been revised or uplifted in light of significant unforeseen increases/challenges for contractors, e.g., inflation rates, impact of pandemic, cost of living increases, workforce crisis, business rates, etc. Community Pharmacy England (CPE) have indicated that since 2016, the funding received by community pharmacies has declined by 30% in real terms. CPE reports that the Single Activity Fee no longer adequately funds contractors for the costs involved in medicines supply; a service which remains critical to patients, the NHS and the community pharmacy business model.

To enable effective understanding of community pharmacy provision and the context in which it currently operates the Scrutiny committee were given responses to the following questions. I have included a link to the responses and would recommend that members read these responses.

[Agenda Item 05c - Evidence Set 2 - Local Pharmaceutical Committee \(2\).pdf](#)

- a) What is the purpose of the Pharmaceutical Needs Assessment (PNA)?
- b) What has changed since the publication of the PNA in 2022?
- c) How many closures have taken place of pharmacy services in Suffolk in the last 18 months?
- d) What are the key opportunities and challenges faced by pharmacy services in relation to the contractual framework?
- e) What are the key opportunities and challenges in relation to workforce?
- f) What are enhanced and advanced services and to what extent are these being delivered by providers in Suffolk?
- g) What work is taking place to ensure the role of pharmacies is fully integrated as part of the wider health and care system in Suffolk?
- h) How do pharmacies work with GP practices? How is pharmacy supporting the Primary Care Recovery Plan?
- i) What are the constraints on GP's providing dispensing services?
- j) To what extent do pharmacies have access to patient records?
- k) What is the role of pharmacy in supporting the public health prevention agenda?

- l) How are pharmaceutical services regulated?
- m) To what extent is the availability and pricing of medicine impacting upon dispensing of prescriptions in a timely manner, and what are the reasons for this?
- n) How can local authorities support the ICBs in addressing any issues relating to community pharmacy provision?

In response to the ongoing issues identified which relate to workforce issues the SNEE ICB has published the 2022-2027 pharmacy workforce strategy and I again recommend that members read this information.

[PowerPoint Presentation \(communitypharmacy.org.uk\)](https://communitypharmacy.org.uk)

It is noteworthy that the Panel who appeared at the HOSC and other stakeholders who submitted evidence to the committee were keen to stress, the proposed £645m over two years which has been identified to improve digital integration and expand community pharmacy services, is for the funding of new services and does not address the underfunding which exists within the current contract.

To summarise, community pharmacy both nationally and within Suffolk have been significantly negatively affected by real terms funding cuts over the duration of the current contract, which has led to pharmacy providers reducing the number of hours they provide to the local community, or as we have seen this year providers are leaving the sector completely. There are currently 82 FTE pharmacist posts unfilled within Suffolk, which has led to an undesirable and unsustainable level of expensive locum pharmacist utilisation. National regulations stipulate that pharmacies can only operate if a qualified pharmacist is on site.

Regarding workforce training stakeholders pointed out that unlike other colleagues in the primary care, there is no protected training time to allow for the professional development of pharmacy staff and this also negatively affects staff retention across all grades.

The Health and Social Care Committee (House of Commons Select Committee) has recently conducted an inquiry into pharmacy, to explore the issues impacting different types of pharmacy with a particular focus on community, primary care and hospital pharmacy services. The inquiry seeks to assess the current status of pharmacy in England and consider what the future of pharmacy could look like. It focuses on addressing current challenges, particularly around the funding model, digital infrastructure and workforce recruitment, training and retention. The inquiry completed evidence gathering on 6 July 2023 and, at the time of writing, the report from the inquiry has not been published.

MAIN RECOMMENDATIONS FORM HOSC

The committee, having read submissions from stakeholders and listened to the panel felt that; due to the urgency of the situation regarding pharmacy provision in Suffolk it will write to the Secretary of State for health, requesting emergency funding to deal with the deficits that exist within the existing core funding contract. Additionally, it will request that community pharmacies be included within the weekly primary

care afternoon training shutdown, as there is no protected training time within the current contract.

The committee also recommends that the ICBs IT department align both the IT provision with GP surgeries and pharmacies, so there is integrated access to the patients record.

A full list of recommendations is contained within the Suffolk County Council HOSC minutes, which are published on SCC website.

The link for HOSC Information bulletin is attached, the bulletin includes update information requested by the Committee as well as information that a service considers should be made known to the Committee.

This Information Bulletin covers the following items:
East Suffolk and North Essex NHS Foundation Trust – Suffolk Elective Orthopaedic Centre (ESEOC) – Dame Clare Marx Building
Improving Palliative and End of Life Care in Suffolk
DNA (Did not attend) appointment data.
Phlebotomy (blood tests) Provision in Suffolk
Aseptic Services Review in the East of England region

[Agenda Item 07a - Information Bulletin.pdf](#)

Cllr Andrew Martin

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Cabinet Decisions Plan: 1 November 2023 to 31 May 2024

Report number:	OAS/WS/23/022	
Report to and date(s):	Overview and Scrutiny Committee	9 November 2023
Cabinet member:	Councillor Cliff Waterman (Leader) Tel: 01284 757001 Email: cliff.waterman@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

Decisions Plan: This report refers to items which are listed in the Cabinet’s Decisions Plan.

Wards impacted: All wards.

Recommendation: It is recommended that the Overview and Scrutiny Committee:

1. Peruses the Decisions Plan for items on which they would like to receive further information on, or which they feel might benefit from the Committee’s involvement during the coming year: or
2. Notes the contents of the report.

1. Context to this report

1.1 Holding the Cabinet to Account

1.2 Part of the Overview and Scrutiny Committee's role is to hold the Cabinet to account for the discharge of its functions (*paragraph 7.2.5 of [Article 7 of the Constitution](#)*). The principal elements by which it will do this is as follows:

- (a) Scrutinising decisions which the Cabinet is planning to take, as set out in the Decisions Plan, or of which proper notice is given (*including decisions referred to it in accordance with paragraph 6.6.2 of Article 6 of the Constitution*).
- (b) Scrutinising decisions of the Cabinet and individual Portfolio Holders before they are implemented and if necessary, using the "call-in" mechanism to require the decision taker to reconsider the earlier decision.
- (c) Scrutinising decisions of the Cabinet or Portfolio Holders after they have been implemented as part of a wider review.

2. Proposals within this report

2.1 Attached as **Appendix 1** is the most recently published version of the Decisions Plan to be considered by Cabinet for the period 1 November 2023 to 31 May 2024.

2.2 Members are invited to peruse the Decisions Plan for items on which they would like to receive further information on, or which they feel might benefit from the Committee's involvement during the coming year.

2.3 Members are asked to note that the Performance and Audit Scrutiny Committee, in most instances will receive reports on Financial, Audit and Governance related items published in the Decisions Plan.

3. Alternative options that have been considered

3.1 Not applicable.

4. Consultation and engagement undertaken

4.1 Not applicable.

5. Risks associated with the proposals

5.1 Not applicable.

6. Appendices referenced in this report

6.1 **Appendix 1** – Decisions Plan: 1 November 2023 to 31 May 2024

7. Background documents associated with this report

7.1 Not applicable.

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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 IP33 3YU.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
14/11/23 (New Item) Page 42	<p>UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) allocations 2024 to 2025</p> <p>The Cabinet will be asked to consider the allocation of UKSPF and REPF funding for 2024 to 2025.</p>	Not applicable	(D)	Cabinet	Cliff Waterman Leader 01284 757001	<p>Ian Gallin Chief Executive 01284 757001</p> <p>Liz Barnard Service Manager (Policy, Projects and Performance) 01638 719454</p>	Report to Cabinet.
05/12/23	<p>Council Tax Base for Tax Setting Purposes 2024 to 2025</p> <p>The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2024 to 2025.</p>	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources	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 43	<p>Local Council Tax Reduction Scheme 2024 to 2025</p> <p>The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by Council.</p>	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.
05/12/23	<p>Delivering a Sustainable Medium-Term Budget</p> <p>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</p>	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.

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
	budget in 2024 to 2025 and in the medium term.						
05/12/23 Page 44	Treasury Management Report – September 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30 September 2023.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
05/12/23	Revenues Collection Performance and Write Offs The Cabinet will be asked	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources	Rachael Mann Director (Resources and Property)	Report to Cabinet with exempt appendices

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
	to consider writing-off outstanding debts, as detailed in the exempt appendices.					01638 719245	attached.
06/02/24 Page 45	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.

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 46	<p>Delivering a Sustainable Medium-Term Budget</p> <p>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.</p>	Not applicable	<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 budget setting paper on 20/02/24</p>	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
06/02/24 Page 47	<p>Budget and Council Tax Setting 2024 to 2025 and Medium Term Financial Strategy 2024 to 2028</p> <p>The Cabinet will be asked to consider the proposals for the 2024 to 2025 budget and Medium Term Financial Strategy 2024 to 2028 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators, and also the outcomes of the Council's review of its fees and charges.</p> <p>The fees and charges</p>	Not applicable	<p>(KD) (e)– in relation to fees and charges element where proposed increases will be more than five percent</p> <p>(R) – Council 20/02/24</p> <p>Unless separate proposals are recommended by Cabinet,</p>	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 48	have been reviewed in accordance with the Council's Fees and Charges Policy, which has resulted in proposed increases to some. Where the proposed increase is greater than five percent, this constitutes a Key Decision. The Cabinet will consider the proposals as part of its consideration of this report.		consideration by Council will take place as part of the separate budget setting paper on 20/02/24				
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 49	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	<p>Treasury Management Report – December 2023</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 31 December 2023.</p>	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
12/03/24 Page 50	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.
- 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.
- 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 £100,000 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
 - vi. A matter that the decision maker considers to be a key decision.
- f. 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

Jennifer Eves
 Director (Human Resources, Governance and Regulatory)
 Date: 13 October 2023

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Scrutiny Work Programme 2024 Update

Report number:	OAS/WS/23/023	
Report to and date(s):	Overview and Scrutiny Committee	9 November 2023
Chair of the Committee:	Councillor Sarah Broughton Chair of Overview and Scrutiny Telephone: 01284 787327 Email: sarah.broughton@westsuffolk.gov.uk	
Lead officer(s):	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

Decisions Plan: This item is not included in the decisions plan.

Wards impacted: Not applicable.

Recommendation: It is recommended that Overview and Scrutiny Committee:

- 1. Reviews and notes the current status of topics currently scheduled in its rolling work programme for 2024, attached at Appendix 1.**

1. Context to this report

1.1 Scrutiny Rolling Work Programme

- 1.1.1 The Committee has a rolling work programme whereby suggestions for scrutiny reviews are brought to each meeting, following the completion of the work programme suggestion form, and if accepted, are timetabled to report to a future meeting.
- 1.1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action.
- 1.1.3 The current position of the work programme, including any Task and Finish Group(s) or Review Group(s), and items currently agreed is attached at **Appendix 1**.

2. Proposals within this report

2.1 Scrutiny Rolling Work Programme

- 2.1.1 The Committee is asked to note the current status of its rolling work programme attached at **Appendix 1**.

3. Appendices referenced in this report

- 3.1 Appendix 1 – Scrutiny Work Programme 2024

4. Background documents associated with this report

- 4.1 None

West Suffolk Council

Overview and Scrutiny Committee: Rolling Work Programme (2024)

The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

Description	Lead Member	Details
18 January 2024 (Time: 5.00pm)		
Venue: West Suffolk House, Western Way, Bury St Edmunds		
West Suffolk Housing Strategy and Homelessness and Rough Sleeping Strategy	Cabinet Member for Housing	To be presented to Overview and Scrutiny Committee as part of the consultation exercise.
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme	Chair of the Committee	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
14 March 2024 (Time: 5.00pm)		
Venue: West Suffolk House, Western Way, Bury St Edmunds		
Suffolk County Council: Health Scrutiny Committee	Councillor Andrew Martin	To receive an update from the Council's appointed representative on discussions held by the Suffolk Health Scrutiny Committee on 24 January 2024.
Suffolk County Council: Police and Crime Panel	Councillors Mike Chester and Diane Hind	To receive an update from the Council's appointed representative on discussions held by the Suffolk Police and Crime Panel on 26 January 2024.
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme	Chair of the Committee	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
Future Item(s) for Review		
Mildenhall Hub	Cabinet Member for Leisure	Cabinet endorsed a future review on progress against the year five financial test by way of a final report on the Mildenhall Hub Post Implementation Review be included in the Overview and Scrutiny Committee's work programme for 2026 , subject to the completion of a scoping / key lines of enquiry exercise being carried out with the Strategic Director.

Current position of Overview and Scrutiny Working Groups

	Title	Purpose	Start Date (Established)	Members Appointed	Estimated End date
1.	Abbeycroft Leisure Strategic Partnership Review Task and Finish Group	A Task and Finish Group was established in July 2023 to review the Council’s partnership with Abbeycroft Leisure between 2019 to 2023 against the current Collaboration Agreement outcomes and provide a report and recommendations for Overview and Scrutiny to consider before referring to Cabinet.	September 2023	- Sarah Broughton - Marion Rushbrook - Rowena Lindberg - Peter Armitage - Andy Neal	Overview and Scrutiny: 9 November 2023 Cabinet: 5 December 2023
3.	Transport and Infrastructure Review Task and Finish Group	A Task and Finish Group was established in July 2023 to establish ways to get upstream on areas relating to transport and infrastructure to help influence future local plans and provide a report and recommendations for Overview and Scrutiny to consider before referring to Cabinet.	September 2023	- Sarah Broughton - Beccy Hopfensperger - Birgitte Mager - Andrew Smith - Don Waldron - Julia Wakelam - Kevin Yarrow	October 2024

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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