

Overview and Scrutiny Committee



Title	Agenda											
Date	Thursday 18 July 2024											
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>Rowena Lindberg Andrew Martin Sue Perry</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)	Rowena Lindberg Andrew Martin Sue Perry	Julia Wakelam Kevin Yarrow
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Substitutes	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Conservative Group (4)</td> <td style="width: 30%;">Margaret Marks Sara Mildmay-White</td> <td style="width: 30%;">Ian Houlder Joanna Rayner</td> </tr> <tr> <td>Independents (2)</td> <td>Michael Anderson</td> <td>Tracy Whitehand</td> </tr> <tr> <td>Progressive Alliance Grouping (2)</td> <td>Pat Hanlon</td> <td>Vacancy</td> </tr> </table>			Conservative Group (4)	Margaret Marks Sara Mildmay-White	Ian Houlder Joanna Rayner	Independents (2)	Michael Anderson	Tracy Whitehand	Progressive Alliance Grouping (2)	Pat Hanlon	Vacancy
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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

To confirm the minutes of the meeting held on 14 March 2024 (copy attached).

1 - 6

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.	Draft West Suffolk Annual Report (2023 to 2024)	7 - 24
	Report number: OAS/WS/24/009	
8.	Housing Update	25 - 32
	Report number: OAS/WS/24/010	
9.	West Suffolk Markets Review Update	33 - 42
	Report number: OAS/WS/24/011	
10.	Suffolk County Council: Health Scrutiny Committee - 17 April 2024	43 - 50
	Report number: OAS/WS/24/012	
11.	Cabinet Decisions Plan: 1 July 2024 to 31 May 2025	51 - 74
	Report number: OAS/WS/24/013	
12.	Work programme update	75 - 80
	Report number: OAS/WS/24/014	

Part 2 – exempt

None

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Overview and Scrutiny Committee

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 14 March 2024** 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	Andrew Martin
Beccy Hopfensperger	Julia Wakelam
Birgitte Mager	Kevin Yarrow
Andrew Smith	Dawn Dicker
Luke Halpin	Don Waldron
Rowena Lindberg	

In attendance

Mike Chester, Appointed representative on the Police and Crime Panel
Donna Higgins, Cabinet Member for Families and Communities

271. **Substitutes**

No substitutions were declared.

272. **Apologies for absence**

Apologies for absence were received from Councillors Tony Brown, Aaron Luccarini and Andrew Speed.

273. **Minutes**

The minutes of the meeting held on 18 January 2024 were confirmed as correct record and signed by the Chair.

274. **Declarations of interest**

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

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

The Chair informed members that she attended Cabinet on 6 February 2024 and presented the Committee's report from its meeting held on 18 January

2024. As per the minutes confirmed above, Cabinet noted the comprehensive update received on housing, presented by the Cabinet Member for Housing.

276. Public participation

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

277. UK Shared Prosperity Fund and Rural England Prosperity Fund - Progress Update

[Councillor Luke Halpin arrived at 5.15pm during the consideration of this item].

The Committee received report number OAS/WS/24/004, presented by the Cabinet Member for Families and Communities, which provided an update, requested by the Chair in January 2024 on how the Council had been allocating funding from the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) to projects and initiatives in West Suffolk.

The report included information on how the £1.9 million UKSPF and the £753,000 REPF allocations had been spent to date in the district and where allocations remained to be spent next year. Appendices A to D provided details of the projects which had been funded and the remaining allocations.

The UKSPF and REPF were introduced by the Government to succeed EU funding, with the purpose of supporting councils to make improvements for local communities and businesses. Councils had to submit three-year investment plans for the funding in 2022 and identify so-called "interventions" set by Government against which the funding would be spent. There were also strict rules around capital and revenue spending and the outcomes and outputs that must be achieved.

Funding had been used to support a wide range of important projects, across the voluntary, community and social enterprise, private and public sectors, which would make a difference in local areas. However, West Suffolk's allocation was not large compared to other councils, and that there had been challenges with the funding.

The Committee considered the report and appendices in detail and asked questions of the Cabinet Member to which responses were provided. In particular discussions were held on making ward members aware of funding so they could inform community groups in their wards of what was available; how the funding was publicised to community groups/organisations and what happens to funding if not all allocated by 2025.

In response to a question raised on whether feedback was collected on how funding had helped organisations, the Committee was informed that there was a grant agreement in place with every organisation that required the submission of monitoring information to the council and then to the Department of Levelling Up, Housing and Communities to show the benefit from the funding provided.

In response to a question raised on what criteria had the Government used to allocate funding to local authorities, the Committee was advised that funding had been allocated on a local authorities' population size and level of deprivation.

In response to a question raised on double funding and core funding, the Committee was informed that where UKSPF had been given to organisations who were also funded from other council funding streams, it was used for specific projects and not for core funding. For example, the Theatre Royal had received funding so they could hold outreach activities. In relation to Citizens Advice, officers agreed to provide a written response.

In relation to the £38,109 funding provided in 2023-24 to support projects for town and parish councils and Business Improvement Districts (BIDS) for high street improvements, the Committee questioned how it was used, to which a breakdown was provided as follows:

Clare: The provision of two poles on Market Hill to expand the current hanging basket display.

The supply and installation of six heritage bollards to the pavement in the area of the War Memorial, in order to enhance the visual appeal of the area, and to provide an additional safety feature to protect pedestrians.

Repainting shop fronts in the town centre to improve the aesthetics of the area.

Brandon: High St infrastructure improvements including bridge parapets; street furniture painting and repositioning; bin storage; drain cleaning and repair and removal of raised curbs.

Bury St Edmunds: Deliver an ice rink in Charter Square as part of the Christmas in Bury St Edmunds event. The UKSPF contribution would allow this attraction to be free over the Christmas period driving footfall to the town centre.

Haverhill: To install a digital display screen at the Market Square/Queen Street end of the main shopping street in Haverhill to promote events in town to increase awareness, important public messages, the weekly market, business events etc.

Mildenhall: To offer grants for businesses in the town centre who will be conducting work on the exterior of their buildings.

Newmarket: Newmarket High Street shop front improvement assistance scheme, to encourage business owners to improve their frontages in line with the West Suffolk Shop Front Policy and Newmarket Neighbourhood Plan shop front standards guidelines.

Business owners would be able to apply for some funding towards:-

- a: Shop front improvement (to carry out structural changes).
- b: Shop front painting (smaller upgrades).

At the conclusion of the discussions the Chair on behalf of the Committee thanked the Cabinet Member for her attendance and noted the challenges which officers had faced. She also suggested more communication on this topic as it was a good news story for West Suffolk.

There being no decisions required the Committee **noted** the progress made so far in allocating West Suffolk's UKSPF and REPF allocations to local projects and initiatives.

278. Suffolk County Council: Health Scrutiny Committee - 24 January 2024

[Councillor Beccy Hopfensperger, also a Suffolk County Councillor, wished it to be noted that she did not sit on the Suffolk County Health Scrutiny Committee].

Councillor Andrew Martin, the Council's appointed representative on the Suffolk County Council Health Scrutiny Committee presented report number OAS/WS/24/005, which Councillor Sue Perry attended on his behalf on 24 January 2024. The report set out what was considered at the meeting, with the primary focus of the meeting being:

- Norfolk and Suffolk NHS Foundation Trust (NSFT) mental health services.
- West Suffolk Hospital Future Systems Programme update.

Attached to the report was the following appendix:

- Appendix 1 – Report from Councillor Perry.

Councillor Martin also provide a verbal update on the NSFT Joint Mortality Review Group which had been set up and co-chaired by Caroline Aldridge and had now been disbanded.

The Committee considered the report in detail and asked questions to which Councillor Martin responded.

In response to a question raised in relation to what influence did Suffolk County Council have to influence the NSFT, it was reported that Suffolk County Council was the commissioning function, and not an accountability function. The NSFT as an organisation was not providing the necessary services needed. General commissioning was allocated by the Integrated Care Board (ICB).

The Committee then discussed what its role was and how it could support the Council's appointed representative more on the Health Scrutiny Committee, to which officers agreed to look into.

There being no decision required, the Committee **noted** the frustrations and supported the update presented by Councillor Andrew Martin.

279. **Suffolk County Council: Police and Crime Panel - 26 January 2024**

[Councillor Beccy Hopfensperger, also a Suffolk County Councillor, wished it to be noted that she did not sit on the Suffolk County Council Police and Crime Panel].

[Councillor Julia Wakelam left the meeting at 6pm during the consideration of this item].

The Committee received report number OAS/WS/24/006, presented by Councillor Mike Chester. Attached at Appendix 1 to the report was a summary of topics discussed at the Police and Crime Panel meeting held on 26 January 2024, being:

- Proposals to increase the policing precept for 2024 to 2025.
- Recent decision made by the Police and Crime Commissioner.
- Police and Crime Commissioner elections, May 2024 and the requirement of the Police and Crime Panel to review its Panel Arrangements and Rules of Procedure.

Councillor Mike Chester also provided a verbal report on matters which had been considered at a recent meeting held on 8 March 2024, being:

- Police Effectiveness, Efficiency and Legitimacy (PEEL) Inspection of Suffolk Constabulary.
- Police and Crime Plan Objective 2: "Provide services which effectively support victims of crime and invest in initiatives which reduce crime and disorder."
- Recent decision made by the Police and Crime Commissioner.

The Committee considered the reports in detail and asked questions to which responses were provided. In particular discussions were held on the proposal to increase the policing precept by 4.9%, which was regrettable, and noted the Panel did not take the decision lightly in supporting the proposal.

A member of the Committee referred to Lakenheath and Mildenhall airbases, which had a range of civilian, military and MOD police covering the same areas but there was no joined up thinking which resulted in the civilian police, of which there was only one officer being left to tackle an incident unaided and outnumbered while the MOD police sat by unable to help, and asked whether the Police and Crime Panel would consider how the police might work together to avoid this happening. In response, Councillor Mike Chester agreed to raise with the Police and Crime Panel.

In response to a question raised regarding Tackling Violence Against Women and Girls and whether there was an action plan, Councillor Mike Chester agreed to provide a written response on where the Police and Crime Commissioner was in the process of developing an Action Plan.

In response to a question raised on whether the Police and Crime Commissioner was collecting data on "Right Care, Right Person", which was introduced on 1 October 2023, Councillor Mike Chester agreed to provide a written response.

There being no decision required the Committee **noted** the contents of the report, subject to the above written responses being received.

280. **Cabinet Decisions Plan: 1 March 2024 to 31 May 2024**

The Committee received report number: OAS/WS/24/007, which informed members on forthcoming decisions to be considered by the Cabinet for the period 1 March 2024 to 31 May 2024.

The Committee considered the Decisions Plan and was disappointed to see that the "Olding Road Options Appraisal" had been deferred for consideration at a later date, with no future date being included.

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

281. **Work programme update**

The Committee received report number: OAS/WS/24/008, which updated members on the current status of its rolling work programme of items for scrutiny during 2020-2021 (Appendix 1).

The Chair of the Committee then sought the Committee's views on inviting Councillor Wijenayaka to attend its June 2024 meeting to discuss the West Suffolk Markets in relation to the increase in losses which was raised by Councillor Andy Neal under the Leaders Statement item at Full Council on 20 February 2024 and the Council's plans to address the issue.

Councillor Mager then raised the issue of potholes and flooding and suggested inviting Suffolk County Council Highways to a future meeting to provide a general overview of the issues and what was happening to rectify the issues. Councillor Waldon made further comments on flooding in Lakenheath.

The Committee considered its forward work programme and **agreed** to inviting Councillor Wijenayaka to its June 2024 meeting to discuss West Suffolk Markets and that Councillors Mager and Waldon would complete a work programme suggestion for relating to Suffolk County Council Highways issues on potholes and flooding.

The meeting concluded at 6.08 pm

Signed by:

Chair



Draft West Suffolk Annual Report 2023 to 2024

Report number:	OAS/WS/24/009	
Report to and date(s):	Overview and Scrutiny Committee	18 July 2024
	Cabinet	23 July 2024
Cabinet member:	Councillor Cliff Waterman Leader of the Council Tel: 07974 092289 Email: cliff.waterman@westsuffolk.gov.uk	
Lead officer:	Ian Gallin Chief Executive Tel: 01284 757001 Email: ian.gallin@westsuffolk.gov.uk	

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

Wards impacted: All wards

Recommendation: It is **RECOMMENDED** that, the Overview and Scrutiny Committee:

- (1) considers the draft West Suffolk Annual Report 2023 to 2024; and
- (2) makes any amendments and recommends the draft West Suffolk Annual Report to Cabinet.

1. Context to this report

- 1.1 The draft West Suffolk Annual Report (**Appendix A**) highlights the key activities and developments that have been achieved over the financial year 2023 to 2024, with regard to the priorities set out in the [West Suffolk Council's Strategic Priorities 2024 - 2028](#). This includes the council's activities to support local communities and businesses, following the adoption of the new priorities.
- 1.2 As the agenda papers for the Cabinet meeting will be despatched prior to the meeting of Overview and Scrutiny Committee on 18 July 2024, any amendments recommended by the Committee, will be provided to the Cabinet following that meeting.
- 1.3 The annual report is presented as bitesize information that is easy to share with residents, parish councils, partners and stakeholders. It can also be used as part of our strategic communications approach and communicated or used in the media and on social platforms.
- 1.4 We are continuing the approach in producing a shorter document using icons and summary text, as opposed to the full written report. Feedback has suggested that these icons and summary text give a strong and easily digestible summary of the council's work over the previous 12 months and can be used in a number of ways, including, for briefing materials and social media.
- 1.5 We will continue to publish these, and other examples, not highlighted in the icons and summary text, throughout the year, as well as updating them as the council makes new achievements. This will be carried out in the media as well as posting where appropriate in community social media groups.
- 1.6 This annual report forms part of a wider suite of documents that report on the performance of the council, including the Annual Statement of Accounts and performance dashboards, all of which are available on our [performance webpage](#). The annual report will be published alongside the Annual Environment Statement, highlights from which are included as an Appendix to the annual report following a recommendation from the Environment and Climate Change Taskforce.

2. Proposals within this report

- 2.1 It is good practice for local authorities to produce an annual report alongside the Statement of Accounts. It is a way of keeping our residents informed about our activities and how they contribute to our wider strategic priorities for the West Suffolk area. It is therefore proposed that West Suffolk Council should publish an annual report covering 2023 to 2024.

- 2.2 The draft report contains examples drawn from a range of service areas and geographical locations, in order to demonstrate the range of activities undertaken by the council.

3. Alternative options that have been considered

- 3.1 The alternative option is to not produce an annual report. However, it is good practice for councils to report on progress against their priorities in this way and ensures transparency on how they spend public money. The report also reflects the excellent work which has been delivered across West Suffolk during a challenging period.

4. Consultation and engagement undertaken

- 4.1 The draft report was compiled in conjunction with Service Managers and Leadership Team and will be reviewed by Overview and Scrutiny Committee.

5. Risks associated with the proposals

- 5.1 Misunderstanding of the role of the report (for example it can only give highlights of West Suffolk council's activities, not every action taken). This will be mitigated by developing a communications plan to clearly explain the role of the report.

6. Implications arising from the proposals

- 6.1 None apply because this is a report reflecting on the achievements of the council.

7. Appendices referenced in this report

- 7.1 **Appendix A** – Draft West Suffolk Annual Report 2023 to 2024.

Appendix 1 – Highlights from the Environmental Statement 2023 to 2024 (included at the end of Appendix A).

8. Background documents associated with this report

- 8.1 [West Suffolk Council - Strategic Priorities 2024 - 2028](#)

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Introduction

The four strategic priorities set by the new administration in December 2023 for West Suffolk Council are:

- Affordable, available, and decent homes
- Environmental resilience
- Sustainable growth
- Thriving communities

What does this look like?

Affordable, available, and decent homes

In order to deliver on our strategic priority of affordable, available and decent homes, we will:

- Use planning powers to significantly increase the supply of affordable housing in West Suffolk, particularly for social rent, and explore other options for increasing provision.
- Investigate options to address the specific market conditions in West Suffolk that make it challenging for local people to afford to buy or rent.
- Use the council's planning, regulatory and other powers to ensure all housing is of good quality and sustainably built and has minimal environmental impacts, including noise.
- Work with communities to ensure all housing is supported by the right infrastructure.

Environmental resilience

To deliver on our strategic priority of environmental resilience and our ambition to be net zero by 2030 as a council, we will:

- Bring about environmental improvements that support progress to net zero, including work in partnership with businesses, residents and others.
- Work together to implement actions to adapt to climate change in West Suffolk, in line with the third National Adaptation Programme.
- Promote improved public and active travel opportunities in West Suffolk and work to reduce the impact of heavy goods vehicles in communities.

Sustainable growth

In order to deliver on our strategic priority of sustainable growth, we will:

- Support new and existing businesses to grow, for example, through start-up support and skills development.

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- Work to ensure West Suffolk is an attractive place for businesses, to ensure growth is supported by employment. This will have a particular focus on attracting higher-skilled enterprises to support wage growth.
- Continue to support West Suffolk's local high streets and markets as the vibrant centres of thriving local communities.
- Seek to develop infrastructure that supports growth.
- Maximise what makes us distinctive.

Thriving communities

In order to deliver on our strategic priority of thriving communities, we will:

- Ensure all West Suffolk residents are able to access appropriate services, benefits and support.
- Enable West Suffolk residents to improve their physical and mental health and wellbeing through sport, physical and cultural activities, as well as access to health services. In particular, nurture and protect parks and open spaces for the benefit of both residents and visitors.
- Work with partners to prevent and reduce crime and antisocial behaviour in the district.

Engagement

Through our strategic priorities West Suffolk Council has established a strong commitment 'to ensuring that everything we do takes account of the needs and views of local communities, residents, businesses and interest groups'. In this year, we have committed to establishing Councillor-led panels that will cover:

- environment and sustainability
- towns and high streets
- health
- the horse-racing industry
- transport

In this year, we have undertaken consultation and engagement on the emerging West Suffolk Local Plan, the new Housing, Homelessness Reduction and Rough Sleeping Strategy and a new street trading policy, all detailed in the pages of this report.

During this first year of our administration we have been talking to and engaging with a range of groups and partners to understand their needs and how we can work together. This has included councillor tours of West Suffolk's towns and rural areas and engagement with Abbeycroft Leisure, Cambridgeshire district councils, Homes England, private sector landlords, registered providers, the wider Suffolk system, the United States Air Force, the Suffolk Climate Change, Environment and Energy Board, Transport East and the horse racing industry among many others.

You can read more on this at [Strategic priorities \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk/strategic-priorities).

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Affordable, available, and decent homes

- 611 new homes were built in West Suffolk during 2023 to 2024, of which 30 per cent were classed as 'affordable housing' and 6.6 per cent were for 'social rent'.
- Barley Homes (the council's housing company) purchased land to build 13 homes at Rougham, alongside taking on option on adjoining land to potentially facilitate another 27 homes. The company is working with the council are working on a development brief to accompany a future planning application that may provide as many as 180 homes in Great Barton. Barley Homes continued to appraise numerous sites to work towards achieving its target of delivering 40 new homes per year as detailed in its business plan 2023 to 2028 [here](#).
- £1,426,858 of Local Authority Housing Funding was used to deliver ten units of accommodation in partnership with local registered providers for the resettlement of Afghans and Ukrainians this year. This includes one unit of temporary accommodation being purchased by the council for general needs use.
- The new Housing, Homelessness Reduction and Rough Sleeping Strategy will help direct the council's approach to housing over the next few years. 145 responses were received to a public and stakeholder online consultation in this year. Three member workshops were held, each of which focused on a different priority area.
- Five proactive and 106 routine inspections of Houses in Multiple Occupation (HMOs) were undertaken this year. Following a review of the issues identified through these inspections, in April 2024 we wrote to all landlords about their responsibilities and to tenants about how they can report issues, while assuring that their confidentiality will be maintained. The letter to tenants in HMOs was translated into more than a dozen languages to make it more accessible for tenants from different backgrounds.
- The Private Sector Housing Team took part in two multi-agency impact days alongside Suffolk Fire and Rescue Service, the police and other partners to pro-actively inspect accommodation above commercial premises. Nine premises were visited by the team.
- 2.2 million of Government funding has been secured by Suffolk's districts and boroughs to improve the standard of private rented homes. The project approved by DLUHC will focus on engagement with landlords, tenants and communities to achieve compliance by self-regulation with enforcement as a last resort.
- Following efforts this past year, 36 more landlords have signed up to work with the council. West Suffolk Letting Partnership continues to encourage more landlords to work with them in housing council placed tenants.

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- West Suffolk has invested £180,000 in energy efficiency improvements to homes used to support homeless people. All of these are also being supplied with 100 per cent renewable electricity with the majority of this generated locally from Toggam solar farm. The overall saving is predicted to be 22 tonnes of carbon dioxide a year.
- [Safe Suffolk Renters](#) is a Suffolk-wide initiative backed by government funding to improve standards in the private rented sector through building relationships between tenants, landlords, property managers and councils. Specific actions include a Suffolk-wide housing stock condition survey, support for landlords, tenants, and the Private Sector Housing teams across Suffolk through additional resource, intelligence, and training.
- Tenants of period properties with low Energy Performance Certificates (EPC) ratings are enjoying lower energy costs and cosier homes thanks to work carried out by their landlords and West Suffolk Council. Ten properties at the Euston Estate and four Metcalfe Almshouses in Hawstead have been fitted with several energy efficiency measures, through funding from the Government's Sustainable Warmth funding and landlord investment.
- Since the new Independent Living Service was introduced in December 2020, the number of Disabled Facilities Grants approved has increased from 72 in 2020 to 211 in the year ending 31 March 2024. The number of grants completed has increased from 108 in 2020 up to 214 completed in the year ending 31 March 2024. On average this equates to four applications approved and completed every week.
- During 2023 to 2024, we assisted 205 West Suffolk households with adaptations to their homes. This saw £1,668,887.29 million spent on providing essential adaptations and facilities to enable elderly, disabled and vulnerable residents to live independently and safely in their homes through the Disabled Facilities Grant.
- 1,275 households who were at risk of homelessness were provided with advice and support. In 2023 to 2024, 321 households were successfully provided with advice, or the risk of homelessness resolved, at the first point of contact. 286 were owed a prevention duty, whereby the council must take reasonable steps to prevent the individual or household from becoming homeless and 668 were owed a relief duty, when the council must take reasonable steps to secure suitable accommodation for them.
- The national figures for the number of homeless people sleeping outdoors, termed rough sleepers by the Government, increased from six to eight in West Suffolk. The figure is based on a snapshot and fluctuates almost daily as people are accommodated and other people either become homeless or lose their place of accommodation.
- The council is continuing to fund a personalised healthcare service in partnership with health outreach and Sanctuary Housing for rough sleepers in supported accommodation with £30,000 per year for two years.

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Environmental resilience

A summary of the council's environmental performance can be found in the Environmental Statement [here](#), which is a summary of the council's progress to net zero. Other environmental initiatives include the below:

- A trial of four reverse vending machines provided by the council began, in partnership with Love Newmarket BID, The Guineas Shopping Centre, Abbeycroft Leisure, Eastern Education Group, Our Bury St Edmunds BID and Trovr.
- In February 2024, a package of measures to reduce Great Barton's air pollution was agreed by West Suffolk Council's cabinet.
- West Suffolk Council's European pilot project to speed up transition to low carbon energy networks has saved local businesses £407,000 and 350 tonnes of carbon a year. The four-year project, completed in April and part-funded by EU organisation Interreg, saw the council work with local companies to test the use of innovative energy technology.
- 3,000 bulbs were planted in the Abbey Gardens in Bury St Edmunds in November 2023, by volunteers, local schools and West Suffolk Council
- This year, the council has committed an additional £2.75 million in capital investment to support our net zero ambitions through the Net Zero Fund.
- During 2023 to 2024, Toggam solar farm, owned by the council, generated 11,851 megawatt hours (MWh) of renewable electricity, which was 4 per cent above target for the year, with the financial performance far exceeding the original target. The electricity that is sold into the National Grid is enough to power around 3,320 homes and offset the carbon dioxide emissions from 1,509 cars.
- The Solar for Business programme, offered by West Suffolk Council, has just seen its best year so far with 2.5MW installed, bringing the total of businesses benefiting to 86 and saving 1,887 tonnes of carbon emissions since the scheme started in 2016. This year, 86 businesses have benefitted, in both towns and villages, with 7.6MW of solar installed through the scheme.
- 1.4MW of solar energy capacity was installed across the council's operational buildings, saving a further 354 tonnes of carbon emissions.
- A £1 million Decarbonisation Initiative fund was launched in West Suffolk to help community organisations reduce their carbon emissions and make energy savings.
- Using this Fund, West Suffolk Council made the first payment to help town and parish councils with the cost of rapidly converting streetlights to more efficient light-emitting diode (LED) lanterns. The transition is expected to reduce the town and parish councils' energy consumption by at least 70 per cent and eventually save over 200 tonnes of CO₂ per year.

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- West Suffolk Council has installed six more town centre electric vehicle charging points in Bury St Edmunds, available for the public to use. This is in addition to the deal the council has signed to install around 100 new slow, fast, and rapid public points on council-owned land.
- Young people heard a keynote speech by a wildlife presenter and award-winning photographer at Suffolk's first youth conference on climate change. 96 students aged 12 to 17 years from across the county attended the day, held at West Suffolk College, with workshops and networking about tackling the climate emergency in Suffolk.
- The first electric street sweeper in West Suffolk Council's fleet was at work in Haverhill last summer, keeping the town's air cleaner as well as its pavements. In May 2023 alone, it saved 653kg CO₂e compared to an equivalent diesel sweeper.
- A £150,000 fund opened to applications from not-for-profit organisations looking to deliver community-based carbon reduction projects in Suffolk in June 2023.
- A new member-led referencing group was created this year to focus on tackling climate change and environmental issues across the district, supported by an officer working group.
- In October 2023, we introduced a new water consumption metric to the existing suite of environmental key performance indicators (KPIs). This will allow us to measure the amount of water the council uses with a view to reduce water consumption in the long term.
- Since August 2023, we have included reference to our net zero ambition in job adverts and our recruitment website. This applies to all relevant jobs that have a link to the work to reduce council emissions and improve the environment. The inclusion of this information helps to communicate the importance of the environment and sustainability to new staff.

Sustainable growth

- The emerging West Suffolk Local Plan which will guide where new homes can and cannot be built between now and 2040, and also allocate land for business growth went through its final stage of public consultation. The Submission Draft consultation on the West Suffolk Local Plan took place between January and March 2024 during which time 187 individual participants gave feedback, generating around 1,000 individual representations to the plan and supporting documents.
- This year, West Suffolk residents, street traders, businesses and other stakeholders were asked for their input to help shape a new street trading policy for the district, in a consultation garnering 154 responses.

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- The council announced three new and exciting deals tailored exclusively for local market stallholders which are set to support new and existing traders to thrive and flourish. These include free trading, gazebo insurance and a Market Pass to trade in the Bury St Edmund's Wednesday market at a discounted rate. A Markets Development Plan has been commissioned following on from the Markets Review, which will be implemented from 2024.
- In October 2023, we allocated funding from the UK Shared Prosperity Fund to support projects in our local towns. Grants of up to £10,000 for each town were available and required match funding from the town council or Business Improvement District at a rate of 40 per cent.
- We completed the first phase of landlord improvements at Provincial House in Haverhill and received Cabinet approval for an additional investment of up to £2 million in capital works to complete the next phase of refurbishment. We have secured West Suffolk College as a major new tenant, with the college relocating their Adult Learning Centre back into the town centre.
- We continue to support the Advanced and Manufacturing Engineering (AME) sector through a £12.1 million investment that will provide space for new businesses in that sector to flourish and be supported as well encourage jobs growth. The council purchased 6.8 acres of land at Suffolk Business Park in Bury St Edmunds to develop an 80,000 square foot AME Centre in two phases.
- West Suffolk Council partnered with the Suffolk Chamber of Commerce to support business growth and economic development across the district. The Suffolk Chamber of Commerce will also champion West Suffolk in its lobbying role.
- We have brought more employment and business opportunities into the district by establishing a commissioning fund to progress a number of sustainable growth initiatives including along the A11 corridor near Mildenhall, and along the A1307 and A14.
- The EcoCarriers Shop and Drop scheme launched in Bury St Edmunds this year, through which pedal-powered delivery crews are helping businesses give a greener level of service. The project was supported by West Suffolk Council and Suffolk County Council as well as Our Bury St Edmunds BID.
- West Suffolk high streets continue to perform strongly, with only 8.8 per cent of commercial units across the six market towns being vacant as of 31 March 2024, compared to the UK average of 14 per cent.
- Bury St Edmunds hosted heats and a regional final of the National Young Market Trader Competition in July 2023.
- Alongside a mix of regular street markets, the council organised and promoted specialist market events including monthly Makers Market in Bury St Edmunds, Newmarket, and Haverhill.

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- We awarded £35,000, as part of the Council's allocation from the Rural England Prosperity Fund to the Newmarket Cinema project, which will see a silver screen opening in the town later in 2024.
- West Suffolk car parks continue to perform strongly, with an increase of 13.53 per cent in off-street and on-street car parking events this year compared to last year.
- Suffolk's district and borough councils and New Anglia Local Enterprise Partnership (LEP) partnered to invest over £1 million in business support and development services, including advice to reduce carbon emissions from July 2023 to March 2025.
- The West Suffolk Business Festival in October 2023 was the 13th year the council has collaborated with local business support organisations to deliver two weeks of business events across West Suffolk, attended by over 250 business leaders.
- 200 youngsters from primary schools based in Mildenhall took part in one of the only careers events for younger primary school children in the country, through the Eastern Academies Group Skills Escalator programme that we help organise and deliver.
- Hundreds of local jobseekers were able to access employment and upskilling opportunities at jobs and skills fairs delivered in partnership with the Department for Work and Pensions, in Bury St Edmunds, Haverhill, Mildenhall and Newmarket.
- We have continued to deliver 'Choose Hospitality' in partnership with the Culinary Arts Academy at West Suffolk College. The programme celebrates the varied career options on offer within the sector and encourages young people to consider a career in the industry.
- The council is committed to offering the opportunity for apprenticeships as a career path. As of March 2024, West Suffolk Council had 31 apprentices, compared to 30 the year before.

UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF)

The council agreed an investment plan for its £1,943,467 million share of the Government's UKSPF to further strengthen the West Suffolk economy, improve job opportunities, town centres and rural areas as well as support community groups over the three years. The funding is being delivered over three years and in the year of April 2023 to 31 March 2024, £471,715 of UKSPF was provided to support projects such as the following,

The council was also a recipient of REPF funding, a top-up to UKSPF funding aimed at supporting the Levelling Up White Paper and Future Farming Programme. Within West Suffolk this can be used everywhere outside Bury St Edmunds, with a total sum of funding of £753,701 spread across two years (2023 to 2024 and 2024 to 2025). In the year of April 2023 to 31 March 2024, £188,425 was provided to support projects such as those listed below:

UKSPF

- Community sports clubs from across West Suffolk could apply for a council grant to help increase participation and further enhance activity. Grants of between £200 and £1000 were made available under West Suffolk Council's Capital Sports Fund.
- Lapwing Education were commissioned to deliver targeted and intensive support for young people aged 16-24 to gain and sustain employment or education.
- Community and environment charity Groundwork East partnered with Suffolk's local authorities to deliver free and impartial expert advice to help businesses and organisations save energy, reduce their emissions and establish tailored decarbonisation plans.
- Additional cycle parking at Bury St Edmunds station, which services over 600,000 passengers each year. This will provide approximately 50 additional cycle spaces, supporting cycling to the station.

REPF

- Capital grants with a value between £5,000 to £10,000 to support small businesses looking to grow and expand.
- A new bridge and new pathways in Newmarket to make better connections to the Guarded Orchard.

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Thriving communities

- In September 2023, Mildenhall was awarded Most Active Town in the Suffolk Community Awards in recognition of the great strides that have been made to increase physical activity levels.
- A brand new £122,000, free-to-use pump track opened in Mildenhall in December 2023, built by West Suffolk Council.
- The Mutiny in Colour art exhibition in Bury St Edmunds, Haverhill and Newmarket from June to October 2023 saw 13,850 visitors. A visitor survey found that 98 per cent of respondents described the exhibition as excellent or good and 93 per cent thought it was good or very good value for money.
- The Apex in Bury St Edmunds had its best financial year on record, both in box office income and ticket sales, with 113,356 tickets sold worth £2.7 million between April 2023 to March 2024. The venue achieved a 73 per cent capacity in the main auditorium, meaning 73 per cent of all tickets available were sold throughout the year.
- The two-day Dragon Fest saw more than 2,285 people descend on the West Stow Anglo-Saxon Village in June 2023.
- 13,964 school children visited West Stow Anglo-Saxon Village and Moyses Hall saw 2,685 school visitors.
- Between October 2023 to January 2024, 4,600 people visited the Film and Sci-fi exhibition, a prop and merchandise display with family trails and activities in Moyses Hall.
- Upgraded conveniences with Newmarket's first Changing Places facility opened in September 2023 following the £330,000 upgrade of the Guineas public toilets.
- Since April 2023, the council has also made two levels of Parkway multi-storey car park in Bury St Edmunds available exclusively to hospital workers from Monday to Friday through a permit scheme.
- The 2023 to 2024 Local Council Tax Reduction Scheme introduced a change to the maximum reduction on Council Tax that a West Suffolk resident could receive. Whereas previously the maximum reduction was 91.5 per cent, this was increased to 100 per cent, to support low-income working age residents.
- 77 Community Chest funding applications were received totalling £1,319,843.12. Community Chest had £466,733 available for allocation for 2023 to 2024. Within the full allocation, £245,000 was provided to West Suffolk Citizens Advice. The scheme was oversubscribed by 282 percent. 46 applications were considered by the Grant Working Party (GWP) to the value of £1,066,087.12. Overall, the GWP recommended funding to 32 organisations (60 per cent) of the projects in either full or part to the value of £466,733.

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- This year, we maintained our annual £61,000 grant to the Theatre Royal in Bury St Edmunds for core costs.
- The overall spend on Locality Budgets for 2023 to 2024 was £159,758.21, from a budget of £179,200. The End of Year Transparency Report for a full overview of grants paid can be found [here](#).
- Feel Good Suffolk launched and is now fully operational this year. The service supports residents in Suffolk to make positive changes to their health and wellbeing. 947 referrals had been received as of 31 March 2024 for West Suffolk (19.7 per cent), out of a total of 4,799 across Suffolk. In West Suffolk, 43 per cent were 'weight management' related, 24.5 per cent were to 'quit smoking' and 32.3 per cent were 'physical activity' related. 52.4 per cent of referrals are self-referrals, with 47.6 per cent made by healthcare professionals. In response, 3,887 contacts were made, 483 interventions have been provided and 137 appointments held.
- In collaboration with West Suffolk NHS Foundation Trust, 2,612 GP referrals were made to Abbeycroft Leisure which helped improve residents' health and wellbeing. Within the first 12 weeks, 65 per cent of those active experienced an increase in their wellbeing.
- The council was awarded £213,500 of funding by Sport England to help offset increased utility costs and ensure its swimming pools remained open. This support follows £300,000 that the council agreed to make available as part of the 2023 to 2024 budget.
- West Suffolk Council has continued to coordinate the Government's Holiday Activities and Food programme during the school holidays. The council used part of the funding to extend the scheme to other families in financial hardship who would not otherwise qualify for the scheme. A total of 7,156 places were booked with a spend of £295,767 this year funded through the Department for Education and supported by the county council.
- The council is working with expert advisors to develop proposals to invest in essential maintenance and explore what additional refurbishments and service improvements are possible in the current Bury St Edmunds leisure facilities. This follows the cancellation of the Western Way Project in September 2023, due to national uncertainty over public and household finances, and the risk this placed on the council's short-term finances. Further news and engagement on this important project will take place in Summer 2024. The scheme is part of our long-term investment in leisure facilities across West Suffolk.

Getting the essentials right

- In March 2024, 46 per cent of all contact with the customer service team was online, compared to just 31 per cent in March 2020. This means there are more opportunities for customers to access services and make contact with the council at a time that is convenient to them. For people who are unable to access services online, the council continues to provide a telephone customer

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service. Where a face to face or virtual conversation is preferable, appointments are arranged at a time that suits the customer.

- One of the knock-on effects of the pandemic was a delay to food safety inspections. That in turn had created a backlog of some 982 businesses awaiting inspection at the beginning of April 2022. But over the past two years, the commercial environmental health officers have managed to reduce this waiting list by 90 per cent by 31 March 2024. During 2023 to 2024, 605 food safety inspections were carried out, helping give customers confidence in where to eat and supporting businesses in ensuring public safety.
- During 2023 to 2024, the council responded to 410 reports of environment crime from residents and businesses, resulting in 38 abandoned vehicles and almost 25 tonnes of waste being removed.
- More than 4.8 million bins from West Suffolk households were emptied during the year, resulting in 10,332 tonnes of recycled waste and 38,908 tonnes of non-recyclable household waste being sent for processing at the Energy from Waste facility in Great Blakenham.
- In 2023 to 2024, 31,463 households subscribed to the garden waste collection service, through which 12,746 tonnes of garden waste were collected and composted locally. Last year, 33,355 households subscribed to the garden waste collection service, through which 10,862 tonnes of garden waste were collected and composted.
- The council is preparing for 'Simpler Recycling', Government legislation for councils to align their household waste and recycling services.
- £200,000 was invested in the council's grounds maintenance service through increased skilled workforce and additional investment in new green equipment for operational efficiencies.
- During 2023 to 2024, we determined 2,151 planning applications supporting the supply of new housing including affordable housing, and business growth across the district.
- 43 major, 208 minor and 702 'other' (for example, change of use, listed buildings and adverts) planning applications were granted during 2023 to 2024, compared to 43 major, 247 minor and 814 'other' in 2022 to 2023.
- West Suffolk Council was recognised for its part in keeping the housing market moving and won Best Migrated Local Authority in the 2024 Land Data Awards for Excellence.
- Councillors continued to be supported through a development framework focused in this year on raising awareness of operational teams and functions and building relationships across the council. Bespoke training was provided to the Performance and Audit Scrutiny Committee to further develop its role.

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- The council committed to a review of how portfolio holder (Cabinet Member) decisions are made alongside a review of how exempt information is reported to ensure transparency and robust procedure.
- We conducted a review on all of our key performance indicators (KPIs) which included input from Internal Audit, Portfolio Holders and the Performance and Audit Scrutiny Committee. We added Office for Local Government metrics to ensure our data were benchmarked against national trends.

Appendix 1

- 70 electric vehicles can now charge simultaneously as a result of council-installed chargers. These charges deliver the equivalent of 421,490 miles of power.
- The amount of renewable energy generated by West Suffolk Council projects is 183 per cent higher than 2012 levels. The amount of power now being generated could power 239 average homes for one year.
- The total amount of waste generated at West Suffolk House in 2023 to 2024 was down 17 per cent compared to 2022 to 2023.
- The percentage of all waste that was recycled from West Suffolk House was 73 per cent this year. This was a 5 per cent decrease on last year, as a result of a significant decrease in the amount of confidential waste being produced.
- The amount of fuel used for West Suffolk Council vehicles and equipment decreased by 1 per cent on last year, resulting in a 3 per cent drop in emissions.
- A total of 705 whips were supplied by the Woodland Trust and 136 trees were planted on West Suffolk owned land last year. This includes 600 whips planted by volunteers from the local community in Brandon Country Park and Nowton Park.
- Six Green Flags were retained for the council's parks and open spaces at the Abbey Gardens, East Town Park, Brandon Country Park, Aspal Close Nature Reserve, West Stow Country Park, and Nowton Park.
- The total amount of amenity grass that we maintained and operated, including highway verges, amounted to 308 hectares on an approximately three-weekly cycle. This is the equivalent to 432 football pitches and a significant proportion of it is made up of very small patches of grass in and around our residential areas.
- We sought to increase biodiversity by cutting certain areas later in the season. This has included leaving larger areas of uncut grass around trees and shrubs in our parks.
- Grid electricity consumption by West Suffolk Council rose by 13 per cent compared to 2022 to 2023. Gas consumption by West Suffolk Council was

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down by 28 per cent on 2022 to 2023. The increase can be attributed to a phased return to our offices and an increase in the number of buildings being supplied with electricity.

- Grid electricity consumption by Abbeycroft Leisure rose by 3 per cent compared to 2022 and 2023. Gas consumption by Abbeycroft Leisure decreased by 3 per cent compared to 2022 and 2023.
- The total emissions in 2023-24 from all activities the council is directly responsible for (including but not limited to buildings, fleet and transportation) was up 1.3 per cent compared with 2022 to 2023.
- Water consumption by West Suffolk Council increased by 3 per cent compared to last year.

Housing Update

Report number:	OAS/WS/24/010	
Report to and date(s):	Overview and Scrutiny Committee	18 July 2024
Cabinet member:	Councillor Richard O’Driscoll Cabinet Member for Housing Email: richard.o’driscoll@westsuffolk.gov.uk	
Lead officer:	<p>Julie Baird Director (Planning and Growth) Telephone: 01284 757613 Email: julie.baird@westsuffolk.gov.uk</p> <p>Jennifer Eves Director (Housing, Communities and Regulatory) Telephone: 01284 757015 Email: jennifer.eves@westsuffolk.gov.uk</p> <p>Jill Korwin Strategic Director Telephone: 01284 757252 Email: jill.korwin@westsuffolk.gov.uk</p>	

- Decisions Plan:** **This item is not required to be included in the Decisions Plan.**
- Wards impacted:** **All wards.**
- Recommendation:** **It is recommended that the Overview and Scrutiny Committee:**
- Notes** the consultation and engagement that has been undertaken and feedback received to inform the new Housing, Homelessness Reduction and Rough Sleeping Strategy.

Context to this report

- 1.1 On 18 January 2024, the Overview and Scrutiny Committee considered a Housing Update (report [OAS/WS/24/001](#) refers).
- 1.2 The council will adopt a new Housing Strategy and is required to adopt a new Homelessness Reduction and Rough Sleeping Strategy, in 2024. These strategies are being combined to create a single strategy document to further strengthen and align the council's housing priorities.
- 1.3 We are in the process of building on the commitments outlined in the council's [strategic priorities](#) to develop a new strategy document. The purpose of the new strategy is to set out the current housing situation in West Suffolk through our own understanding of the challenges and opportunities, the latest statistics and feedback through consultation. Alongside this we will set out our future priorities and ambitions to help more people better afford a place to live, improve living conditions and reduce homelessness. The strategy will set out the actions we want to take to achieve those ambitions.

Purpose of this report

- 1.4 The opportunity is being taken to present the Overview and Scrutiny Committee with:
- (a) The consultation and engagement that has been undertaken and feedback received to inform the new Housing, Homelessness Reduction and Rough Sleeping Strategy.
 - (b) The priorities to be included in the new strategy.

Summary of consultation and engagement so far undertaken to inform the new strategy

Public consultation

- 1.5 As part of developing the new strategy to help direct the council's approach to housing over the next few years, a public and stakeholder online consultation was held between 6 February and 20 March 2024. A total of 145 respondents took part in the online survey and an overview is provided below:
- 1.6 - Of the 145 respondents, the largest groups of respondents were West Suffolk residents (103) and town, parish and district councillors (24).

- 115 respondents provided a postcode. 83 identified as West Suffolk residents with 54 per cent said they were living in IP33, IP28 and IP32 postcodes.
- 131 provided their age category. A larger proportion of older people completed the survey in comparison to those under 24 with ages 45 to 70+ representing 67 per cent of the total.
- 131 answered whether they had a long-standing illness, disability or infirmity. 70 per cent answered 'no' and 29 per cent answered 'yes'.
- Across all respondents, the top three priorities under '**delivering more homes**' were: increase housing delivery, use of the council's planning powers, understand what the needs are in West Suffolk for adapted accommodation.
- Across all respondents, the top three priorities under '**regulation and housing standards**' were: reduce the number of empty homes, monitor and actively promote high standards in the private rented sector and work in collaboration with ARP to bring empty properties back into use'.
- Across all respondents, the top three priorities under '**supporting and housing local people**' were: prevent homelessness and rough sleeping at an earlier stage, work with partners to find appropriate accommodation options for those with support needs and increase options for temporary accommodation.
- Across all respondents, the top priorities under '**the environment**' were: ensure all new housing include measures to address water efficiency and achieve energy efficiency above building regulations, take opportunities to bid for funding to deliver improvements in energy efficiency and link the climate change agenda with the inequality and health agendas.

Member workshops

1.7 Three Member workshops were held, each of which focused on a different priority area, with an overview provided below:

1.8 **Housing standards, regulation and environment** on 19 March – 22 attendees;

Members discussed the following areas:

- Issues around **empty homes** and mechanisms the council has available to bring them back into use such as the Council Tax premium. There was a discussion around whether this could be introduced sooner. Also look at each individual case as there could be mitigating circumstances. Idea around loans

being introduced to support people bringing homes back into use.

- The support being made available to tenants and landlords in the **private rented sector** through the Safe Suffolk renters project and enabling tenants to report issues in confidence.
- Ensuring issues reported are managed quickly and efficiently particularly by registered providers.
- The work being undertaken to ensure that **houses in multiple occupation** are being managed properly by landlords as they provide an important housing option for some local residents.
- Officers were commended for the work carried out to improve the management and use of **Disabled Facilities Grants** through Independent Living Suffolk. This is important work that also helps to prevent delays with discharge from hospital.
- Funding available to support **energy efficiency** measures in housing to reduce cost of heating and improve health and wellbeing.

Supporting and housing local people on 10 April – 17 attendees;

Members discussed the following areas:

- agreed that providing **high quality, accessible and timely housing advice services to all residents and local people in need** is a priority for the council
- Members requested that **veterans and their families** be included as a priority group when they are in military accommodation and facing eviction. This would be considered and would require a policy change in the Lettings Policy.
- The allocation of housing to West Suffolk residents on the housing register. It was explained that all new builds and 90 per cent of relets are allocated to West Suffolk residents because certain local connection criteria must be met. The remaining 10 per cent of allocations are to enable movement around the Cambridge sub-region (of which we are part) or to support individuals/families fleeing domestic violence from a different area and this arrangement is reciprocated. The team always tries to keep families close to existing links.
- The importance of **early intervention** and providing support to individuals and families experiencing issues such as affordability, substance misuse and domestic abuse as quickly as possible.
- Working to end **rough sleeping** and continuing support to prevent a cycle of homelessness such as through education around tenancy sustainment.
- Facilitating **access to suitable accommodation** with different housing tenures being utilised such as private rent, social rent and HMOs.
- Continuing to develop **strategic relationships** across Suffolk and the Cambridge sub-region that will support residents.

Delivering more homes on 18 April – 20 attendees.

Members discussed the following areas:

- **Increasing the supply of housing** is a high priority and providing the right housing for different needs. Affordable housing in particular and how this can be addressed through the emerging Local Plan
- Looking at a range of house building methods and **new models for housing delivery** is a priority including a range of needs such as smaller dwellings for single people as well as affordable rent for those on a lower wage.
- The link between **viability and affordable housing** and providing the right infrastructure is key.

Partner and stakeholder engagement

1.9 A consultation workshop for partner organisations was held on 12 June 2024 at which over 25 different organisations were represented. We have also engaged with a number of localities and specific groups including the Environment and Sustainability Reference Group, private sector landlords, the horseracing industry and staff. Engagement sessions are also planned with young people at West Suffolk College, registered providers, housing developers and disability groups.

1.10 Through this engagement we have gained a range of valuable insight and feedback. Key messages are around:

- Deliver more homes including affordable – providing the right housing for different needs
- Reduce the number of empty homes
- Support for tenants in the private rented sector
- Prevent homelessness and rough sleeping at an earlier stage
- Holistic approach needed across the system (strategic and operational) to help individuals

At the consultation workshop with partner organisations, discussions focused on the need to:

- Address the need for safe and secure housing as part of a whole system approach.
- Integrate housing need with the wider challenges faced by individuals and communities around health and employment (in particular supporting vulnerable people and those with mental and physical health issues).
- Push for a shared system-wide strategy backed by funding to deliver and plan for aspirational services (challenging due to lack of long-term funding from central Government)

1.11 Over the duration of the strategy we will continue the conversation with residents, partner organisations and stakeholders to understand local need and how we need to respond through our approach to delivering on our priorities.

2. Proposals within this report

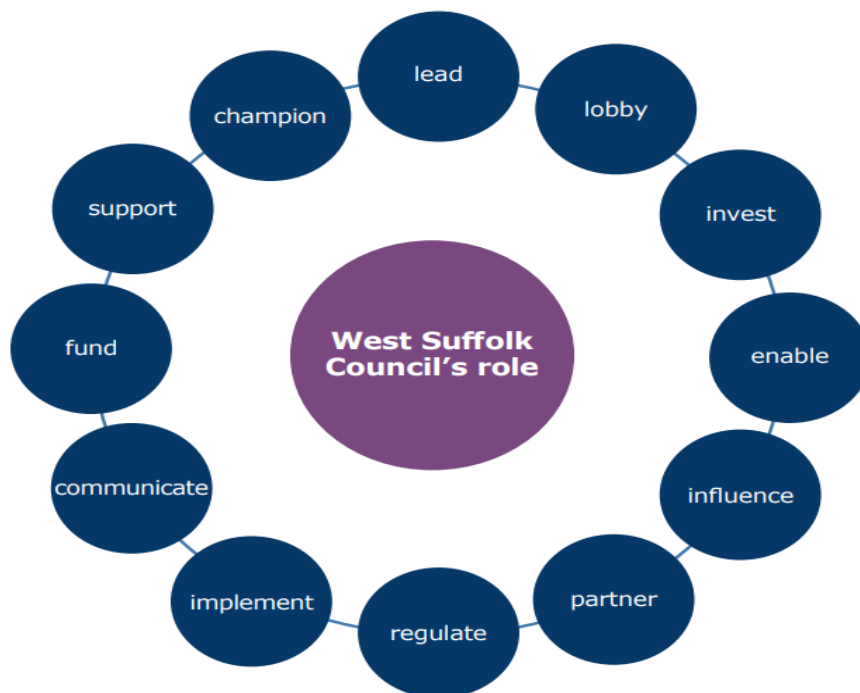
Informing the development of the new strategy

2.1 The priorities and emerging actions are being shaped by feedback from the consultation and engagement sessions set out in section 1 of this report.

2.2 In order to deliver the strategy, there are a number of key working principles that are important to the way we work and will underpin our approach:

- Prevention
- Communication
- Use of data and evidence
- User centred
- Making the most of digital opportunities
- Collaboration and partnership
- Promoting equality and diversity

The council has a unique role in delivering housing locally through the Local Plan, as a local planning authority, through regulation and enforcement, providing housing for vulnerable households and the relationships we have with a range of partners. When working to address our housing priorities, the council will take a variety of different roles:



- 2.2 An important part of this picture is the [evidence base](#), our understanding of current housing pressures and options around addressing these in the future. Existing information and feedback has been utilised, such as, feedback from the local plan process, Safe Suffolk Renters project, the Suffolk Health and Housing Needs Assessment and user experiences (for example, we have lived experience information from rough sleepers).

The council’s priorities for delivering against the strategic priority for affordable, available and decent homes

- 2.3 Priority 1 – New homes, affordable, sustainable and accessible
Priority 2 – Better quality homes, safe and secure and matched to need
Priority 3 – Preventing homelessness and rough sleeping and responding to diverse needs
- 2.4 The Overview and Scrutiny Committee is **asked to consider** the feedback received and emerging priorities.

3. Alternative options that have been considered

- 3.1 The council could decide not to adopt a Housing Strategy, however, it would not be able to set out the priorities around housing to support local residents with the type of housing to meet their needs and improve the quality of existing housing.
- 3.2 The council has got a statutory duty to adopt a Homelessness Reduction and Rough Sleeping Strategy.

4. Consultation and engagement undertaken

- 4.1 The Housing, Homelessness Reduction and Rough Sleeping Strategy will be the subject of public and stakeholder consultation as set out in section 1 of this report.

5. Risks associated with the proposals

- 5.1 The emerging West Suffolk Local Plan was submitted to the Secretary of State for independent examination on the 24 May 2024. The Local Plan includes policies that relate to affordable housing provision, rural exception sites. These policies have a viability impact, the inspector will examine the deliverability of all the Local Plan policies cumulatively and determine whether the policies are viable and

deliverable. This may result in a change to the targets and policies proposed. The outcome of the process is expected in Spring 2025.

6. Implications arising from the proposals

- 6.1 Financial – there will be financial implications arising from the emerging actions. However, these are currently in development as will be part of the budget setting process for the life of the strategy.
- 6.2 Legal compliance – not applicable
- 6.3 Personal data processing - not applicable
- 6.4 Equalities – An Equalities Impact Assessment has been carried out as part of the development of the strategy.
- 6.5 Crime and disorder - not applicable
- 6.6 Safeguarding - not applicable
- 6.7 Environment or sustainability – there will be environmental and sustainability considerations around new and existing housing that will be addressed through the new Housing, Homelessness and Rough Sleeping Strategy.
- 6.8 HR or staffing - not applicable
- 6.9 Changes to existing policies – This work will result in the adoption of the new strategy.
- 6.10 External organisations (such as businesses, community groups) – the new strategy will detail how the council will continue to work alongside partner organisations to provide affordable, available and decent homes for those living and working in West Suffolk.

7. Appendices referenced in this report

- 7.1 None

8. Background documents associated with this report

- 8.1 [Housing Strategy 2018 to 2024](#)
- 8.2 [Homelessness Reduction and Rough Sleeping Strategy 2018 to 2024](#)
- 8.3 [Strategic Priorities 2024 to 2028](#)



West Suffolk Markets Review Update

Report number:	OAS/WS/24/011	
Report to and date(s):	Overview and Scrutiny Committee	18 July 2024
Cabinet members:	<p>Councillor Indy Wijenayaka Cabinet Member for Growth Email: indy.wijenayaka@westsuffolk.gov.uk</p> <p>Councillor David Taylor Cabinet Member for Operations Tel: 07583 078524 Email: david.taylor@westsuffolk.gov.uk</p>	
Lead officers:	<p>Julie Baird Director of Planning and Growth Tel: 01284 757613 Email: julie.baird@westsuffolk.gov.uk</p> <p>Mark Walsh Director of Operations, Leisure and Culture Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk</p>	

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

Wards impacted: **All**

Recommendation: It is recommended that the Overview and Scrutiny Committee **note** the content of this report.

1. Context to this report

- 1.1 In July 2022 Overview and Scrutiny Committee concluded its review into the provisions markets run by West Suffolk Council. The action plan was approved by Cabinet (previous administration) at its meeting in July 2022 and this report provides a summary of the progress achieved in the implementation of that action plan, so far.

2. Background

- 2.1 The action plan has the following overarching banner: - "Creating Successful Markets - maximising the potential of markets and special events on the markets to support the vitality and viability of town centres."

The actions fall broadly into five themes:

1. Grow the customer base for markets by raising awareness and attracting new customers and traders to West Suffolk markets.
2. Provide opportunities for shoppers and members of the public to engage in community and wellbeing activities through markets.
3. Increase footfall in town centres more widely by improving their vitality through markets and events.
4. Support effective running, growth, and ongoing financial viability of West Suffolk markets.
5. Reduce the environmental impact of West Suffolk markets and promote more sustainable shopping habits.

3. Progress

- 3.1 The following actions have been completed:

Theme 1 - Grow the customer base for markets by raising awareness and attracting new customers and traders to West Suffolk markets:

- 3.2 A dedicated communications officer is now in post and a communications plan is in place. The dedicated officer is working with the teams to ensure there is clear and regular communications regarding the Council's markets, which will be incorporated in regular updates of the communications plan.
- 3.3 In addition, the social media platforms have been streamlined including changes to the Newmarket and Mildenhall market pages. These are now managed by WS Comms and have the WSC corporate approach.

- 3.4 The Markets website has been updated with new images and events and there is a process in place to ensure the current events schedule is kept up to date. Work continues with the National Market Traders Federation (NMTF) to promote our trader incentives.
- 3.5 Another action under this theme is for officers to deliver a development plan for each of West Suffolk’s markets which should be kept under review and monitored regularly. This action is covered by section 4 of this report below.
- 3.6 Benchmarking and best practice research has been undertaken to help inform the possibilities and options for our markets. Both NABMA and the NMTF have helped with the benchmarking exercise and particularly with pitch fees, through regular liaison with both bodies. We also attend regular Zoom meetings with the NMTF and other market operators.
- 3.7 A range of initiatives have been introduced, such as new trader incentives, additional specialist markets e.g., Young Traders and Community Markets. These incentives have raised the numbers of traders on the markets across the district.
- 3.8 Start Up Offers are to encourage people who would like to try market trading the opportunity to trial our markets at little or no cost. Trading is free of charge for 12 weeks for Haverhill, Mildenhall, Brandon and Newmarket and we have a £60 deal for 12 weeks at Bury St Edmunds Wednesday market. Due to being oversubscribed, the Saturday market remains the standard rate.
- 3.9 These deals started in November and many stalls are still within their 12-week period but currently the figures are:

Town	Number of New Traders - Nov	Number of New Traders still trading – Feb
Brandon	3	2
BSE	6	5
Haverhill	8	4
Mildenhall	3	2
Newmarket	7	4

- 3.10 The current period covers December and January, which are not the best months for new businesses, so we will have a better understanding of how this is working later in the year.

3.11 Special Markets - Number of traders (approx.)

Town	2020-21 June-Oct	2021-22 April-Dec	2022-23 March-Dec
Brandon			20
BSE	50	70	100
Haverhill	10	15	30
Mildenhall			
Newmarket	6	10	15

Theme 2 - Provide opportunities for shoppers and members of the public to engage in community and wellbeing activities through markets:

- 3.12 In 2023 Makers Markets were organised in Haverhill, Bury and Newmarket from March 2023 until December 2023. All were promoted via our website.
- 3.13 The Young Trader competition 2023 was held in Bury and Haverhill. For 2024 we have local heats in Bury on Wednesday 12 June and Newmarket on Saturday 13 July. The regional final is being held in Bury on Wednesday 31 July.
- 3.14 West Suffolk College took part in a 'market takeover' event in April 2023. The Market Development Officer talked to business study students to promote market trading. This year we have a 'Students Operating Sustainably' market event on Friday 24 April.
- 3.15 Customer and trader feedback forms were designed by West Suffolk College students who conducted market research in April 2023.
- 3.16 For 2024, we have makers markets planned from March until December, as opposed to April to October in 2021 when the review commenced, in Newmarket, Bury and Haverhill and are introducing monthly community markets in Brandon on Saturdays in June, July, August, and September this year.
- 3.17 Newmarket market will be taking part in the Newmarket Food and Drink Festival 26 – 28 July 2024 in partnership with The Guineas management and Love Newmarket.
- 3.18 Additional Sunday markets in Bury during November and December are being discussed and will be confirmed following our next market trader liaison meeting.
- 3.19 Additional special events in the school holidays and in December are being considered in all towns and we are working with town councils and other organisations.

Theme 3 - Increase footfall in town centres more widely by improving their vitality through markets and events:

3.20 By revitalising the markets with the initiatives (also mentioned in Theme 2), and increasing the number of traders, we are encouraging additional footfall and a better perception of the markets. The Makers Markets are held on non-market days in some towns, but are held on existing market days in Haverhill and Newmarket to drive footfall back into the town:

- Special events including young trader markets and makers markets raise the profile and awareness of our markets and encourage additional footfall as well as encouraging a different demographic to visit our markets.
- All new traders are given help and advice on trading. This includes practical advice, help with funding and the next steps. Trading on event markets gives stallholders a platform to trial trading without having to commit to a regular market and enables them to learn, gain confidence and make contacts.
- Event markets benefit our regular markets by increasing stallholder numbers and widening the offer of products and produce available. They encourage traders to look at trading at our regular markets and if required help them with the next steps to locate premises within West Suffolk.
- We have had approximately 12 market traders which have moved into their own premises during the last four years, and this has included three stallholders which were originally trading at our young trader markets. Some of these traders with premises still trade at the markets on a casual basis.

Theme 4 - Support effective running, growth, and ongoing financial viability of West Suffolk markets:

3.21 There are two types of traders – Casual and permanent traders. There are different conditions for both types and work to review these classifications has been undertaken. This piece of work is linked to the wider piece of work related to the review of the Market Licence Regulations.

3.22 Market Liaison Meetings are held regularly with traders, and these have been expanded to trader representatives from all WS markets. These meetings provide the opportunity for WS to gain important feedback from the traders and to enable the traders to raise important points with the teams.

3.23 Work has started with regard to the review of the Market Licence Regulations (MLR). There are two parts to this including the main

document and also a “plain English” version. The aim of this work is to increase the clarity, consistency and offer across all of the markets. The rules and regulations will be looked at to make sure they are still current and consider the changing role of the High Street, retail patterns and lifestyle changes. These include flexible trading, additional market days, locations, and timings. Consideration is being given to common issues such as severe weather, attendance, sanctions and compliance.

- 3.24 The issue of trader parking at each market has been investigated. There were different approaches to parking depending on the location. After some consideration, there will be some changes to trader parking, but it will not be appropriate to have one unified approach for trader parking across all our towns. As we often mention, the towns, their infrastructure and circumstances are very different, and a one size fits all approach does not always work.
- 3.25 Market officers continue to provide their contact details to traders across all markets and the Market Supervisor is available during market hours. As well as this, market officers are in attendance at the markets.
- 3.26 With regard to the action to review the charging structure for markets, including the potential use of incentives and a review of the costs of supplies. A full review has been undertaken into:
- Pitch fees
 - Waste collection needs
 - Casual v Permanent fees
 - Electricity usage
 - Licence changes
 - Fines
- 3.27 A charging structure proposal was drafted and suggested increasing the pitch fees to market traders, in line with the UK RPI increase. It was also proposed to increase the electricity charges to reflect the rise in UK electricity charges as currently there is a flat rate applied regardless of usage. Occupancy levels across all of West Suffolk markets were reviewed and viable options considered to encourage traders and footfall. Market pitch fees have not been increased for the year 2023/24 following agreement with the relevant Portfolio Holder.
- 3.28 Progress has been made with transferring to electronic payments rather than manual cash handling. Testing is in progress and some errors have been identified. Further work is required to ensure that this approach will work in practice. Various options are being considered including online payments, aiming for a self-service approach further down the line.

- 3.29 A proposal has been drafted for new start-up deals for Newmarket, Brandon, Mildenhall, Haverhill and Bury (Wednesday markets) – to maximise occupancy. This deal has been implemented and will continue for the near future. We will review the demand and impact of this deal once it has been running for 12 months.
- 3.30 A review of the provision of waste and cleansing services at each of our markets has been progressed. As a result of this work there has been a 25% reduction of bin provision in Newmarket and a further 20% is being investigated.
- 3.31 Waste arrangements in Bury St Edmunds have been reviewed and the full impact is to be assessed. Recycling options were part of the charging proposals that have not been progressed.

Theme 5 - Reduce the environmental impact of West Suffolk markets and promote more sustainable shopping habits:

- 3.32 We have completed an assessment to understand:
- What are the environmental impacts of the market? – standard indicators may include waste generation and contamination, water pollution i.e., spillages and run offs, CO2 emissions via vehicle movements, electricity usage and air pollution?
 - How does it relate to WSC's Net Zero plan?
 - How do other markets within Suffolk reduce their environmental impact?
 - Are there any incentives we can provide to traders to encourage them to change – we could offer pitch fee incentives if waste is disposed of appropriately.
- 3.33 Information on new environmental legislation has been sent to all permanent traders and all new enquiries including information on communications plan and website. We have investigated the viability of purchasing recyclable or biodegradable bags to sell to market traders. We have been encouraging local recycling groups (similar to Clare and Haverhill) to provide recycling points for hard to recycle items on our markets. In addition, WSC/SCC recycling officers regularly attend our markets giving information and to promote recycling.
- 3.34 We work with organisations such as "Still Good Food" and "BSE Eco Carriers" to encourage traders to donate waste food and offer delivery service during the cargo bike.

Conclusions

- 3.35 Retail remains extremely challenging, and our markets are not immune from this. Patterns of shopping have changed over recent years with behavioural and demographic change having accelerated since the pandemic. Our markets continue to evolve to reflect

changing demand and offer a very cost effective and low risk environment to try new retail initiatives and products.

- 3.36 The majority of the actions identified through the Markets Review work have now been undertaken and completed where appropriate. Some of the actions are on-going and are now part of the operational approach to the delivery of our markets.
- 3.37 There are three actions that have not been completed in their entirety, the first is the redrafting of the Market License Regulations and the second is different trading patterns for different markets and the third is the move to electronic payments instead of cash handling. Each of these actions are reliant on other elements of the Council and are matters that take longer to implement. Work is well progressed on all three actions, and they will be completed in the coming months.
- 3.38 There have been some really good outcomes as a result of this work. The communication and information surrounding the markets has been improved significantly. We now have a dedicated communications officer who is working with the teams to help promote and elevate the markets. New trader packages have been implemented to encourage additional market stalls. It takes a while to see the benefits of this type of action however there is the potential for some of the smaller markets to grow as a result of these initiatives.
- 3.39 The Markets Liaison meetings are now attended by representatives from some of the other towns. This is a very efficient model of liaison and enables each of the markets to have a clear communication route and provides the traders with support and access to the wider network.
- 3.40 There have been significant reductions in waste collected from the markets and further improvements are possible in this area too. Work will continue to help our markets to continue to become even more environmentally sustainable.

4. Market Development Plans and Engagement

- 4.1 As mentioned at para 3.5 above another part of the action plan was for officers to deliver a development plan for each of West Suffolk's markets which should be kept under review and monitored regularly.
- 4.2 Work is currently underway to prepare these Market Development Plans and a period of engagement with stakeholders has commenced to help provide content to the plans and to enable them to be bespoke to each town.

- 4.3 To change the focus from servicing to developing, a 3-year development plan will aim to grow each market individually while delivering from a single team with the right people in the right positions. This plan includes a proposal for additional investment into the market infrastructure. This investment will allow for additional capacity, product development and marketing and promotion.
- 4.4 To ensure the market development plans are as comprehensive as possible we conducted a survey for the general public, stakeholders, traders etc to complete. This survey closed on 31 May and information from the survey responses will be used to finalise the development plans.
- 4.5 In addition, a series of engagement sessions have been held with stakeholders from each town and also with the traders. This information is being used to ensure each development plan is fit for purpose. Note the sessions for Brandon and Clare were not held due to no attendance from these towns.

5. Background documents associated with this report

- 5.1 Report number [OAS.WS.20.017](#) and [Appendix 2](#) work programme suggestion form.
- 5.2 The link to the action plan document is as follows:
Cabinet: 19 July 2022 - [CAB/WS/22/037](#) and [Appendix A](#) Action Plan

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Suffolk County Council: Health Scrutiny Committee (17 April 2024)

Report number:	OAS/WS/24/012	
Report to and date(s):	Overview and Scrutiny Committee	18 July 2024
West Suffolk Council Substitute Member on the Health Scrutiny Committee:	Councillor Sue Perry Email: sue.perry@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 Sue Perry, attached as Appendix 1 to this report.**

1. Context to this report

1.1 Suffolk County Council: Health Scrutiny Committee

- 1.1.1 Councillor Sue Perry, the Council's appointed substitute representative on the Suffolk County Council Health Scrutiny Committee has prepared a report, attached as **Appendix 1** from the meeting held on 17 April 2024.

2. Proposals within this report

- 2.1 The Committee is asked to note the report prepared by Councillor Sue Perry.

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 Sue Perry
Appendix 2 – Integrated Care Diagram

7. Background documents associated with this report

- 7.1 Health Scrutiny Committee Agenda:
[Health Scrutiny Agenda Pack - 17 April 2024](#)
- 7.2 Suffolk County Council Health Scrutiny Web page:
[Health Scrutiny Committee - Web Page](#)

Report from Suffolk County Council Health Scrutiny Committee meeting 17 April 2024

WSC represented by Cllr Sue Perry, substituting for Cllr Andrew Martin.

YouTube link:

[Suffolk County Council, Health Scrutiny Committee - 17 April 2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

Agenda and reports:

[Health Scrutiny Agenda Pack - 17 April 2024](https://www.suffolkcc.gov.uk/...)

1. NHS Suffolk and North-East Essex Integrated Care System – Digital, Data and Technology Strategy

The scrutiny focused on implementation of the shared care record across the SNEE area via the Health Information Exchange (HIE). This is a portal system that enables the sharing of electronic patient records across health and social care organisations. So far 126 care providers have been included with 44 in the pipeline. Refer to **Appendix 2** for a diagram. This is a highly complex piece of work, and it was noted that funding is challenging. Some further points to note:

Private providers

- The aim is to connect all private providers, including care homes and pharmacies. Integration of pharmacies will take place over the next year. The committee recommended that pharmacy access to repeat prescription information be included.
- There is government money available for integrating private social care providers.
- Standards around confidentiality are in place for private providers covering IT security, staff training etc. There is a requirement for private providers to re-apply every year ensure the continuation of compliance. This will also be incorporated into CQC inspections.

Clinician access

- The system is designed for use by clinicians, not the public.
- Clinician access is restricted based on role.

Public access and use of apps

- There is a move to make the NHS app the 'front door' of the NHS. The long-term goal is to link the patient portals already provided by some organisation to this app.

- There is a further long-term goal to link health apps to the HIE (3-5 years). Note that currently there are 50,000 apps available from Google.
- Concerns were raised by the committee that not everyone can digitally access the NHS, and that other means of access will still need to be provided - "Digital first, not digital only". Support for digital access could be provided by libraries, East Suffolk Council Digital Champions and the Suffolk Community Foundation Digital Inclusion Budget.
- The committee advised that apps need to be reliable and that this is not always true currently.

Other digital initiatives

Other items included in the report provided to the scrutiny committee were not subject to questioning due to time constraints, including:

- Three projects being run in ICS funded by the Health Technology Adoption and Acceleration Fund (HTAAF):
 - Omnicell Dispensing cabinets (digital dispensing cabinets in the Emergency Department)
 - EndoSign capsule sponge test (oesophageal cancer diagnosis)
 - SiSU Health Station (digital preventative health care comprising a self-service health station to check risk factors such as blood pressure, BMI etc), practitioner portal and app. Can result in signposting or a direct referral to a health care practitioner.
- Implementation of virtual wards.
 - Current capacity: 174 aiming to reach 200 by end of 2025. Ave occupancy: 80%
 - Moving to a single solution across ESNEFT and WSFT.
 - Full out of hours monitoring and escalation support provided (does not use 111/99)
- Digital Primary Care strategy

2. Norfolk and Suffolk NHS Foundation Trust (NSFT) mental health services

- Representatives from NSFT and Suffolk and North-East Essex (SNEE) and Norfolk and Waveney ICBs were present.
- An informal meeting between the trust and the scrutiny took place before the scrutiny committee meeting which I was unable to attend.
- The first Learning from Deaths quarterly report from the new reporting system and data platform was produced at the end of March. Year on year comparisons will be made once sufficient data is available. The long-term aim is to be able to compare nationally.
- A decision is pending on whether to include external verification in the 24/25 internal audit plan or retain an external auditor.
- Work has started on reviewing legacy cases from Apr 2019 to Oct 2023.
- The next phase of work is to engage with staff to embed learning across the Trust.
- Most of the actions from the Learning from Deaths action plan are complete or in train.

Working with families / co-production:

- The new specialist Family Liaison Officers are key to this work. The Learning from Deaths Action Plan Management Group has met twice. Senior managers are committed to meeting with families when something does go wrong. The trust is looking to develop locality-based forums for users and carers.
- The issues with Healthwatch Suffolk's refusal to participate in this group remain unresolved. The trust advised that a meeting between the trust and Healthwatch was imminent. However, Andy Yacoub, CEO of Healthwatch reported that this was the regular quarterly meeting and not a meeting dedicated to resolving these issues.
- In summary, progress is being made but some concerns remain around engagement with families and co-production.

For future scrutiny

- Data on near misses and waiting times.
- Report on the activities of the management group.
- Progress on working collaboratively with HealthWatch.
- Updates on the work of medical examiners and duty of candour
- Role of primary care.

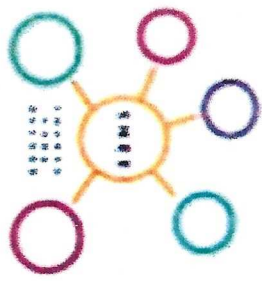
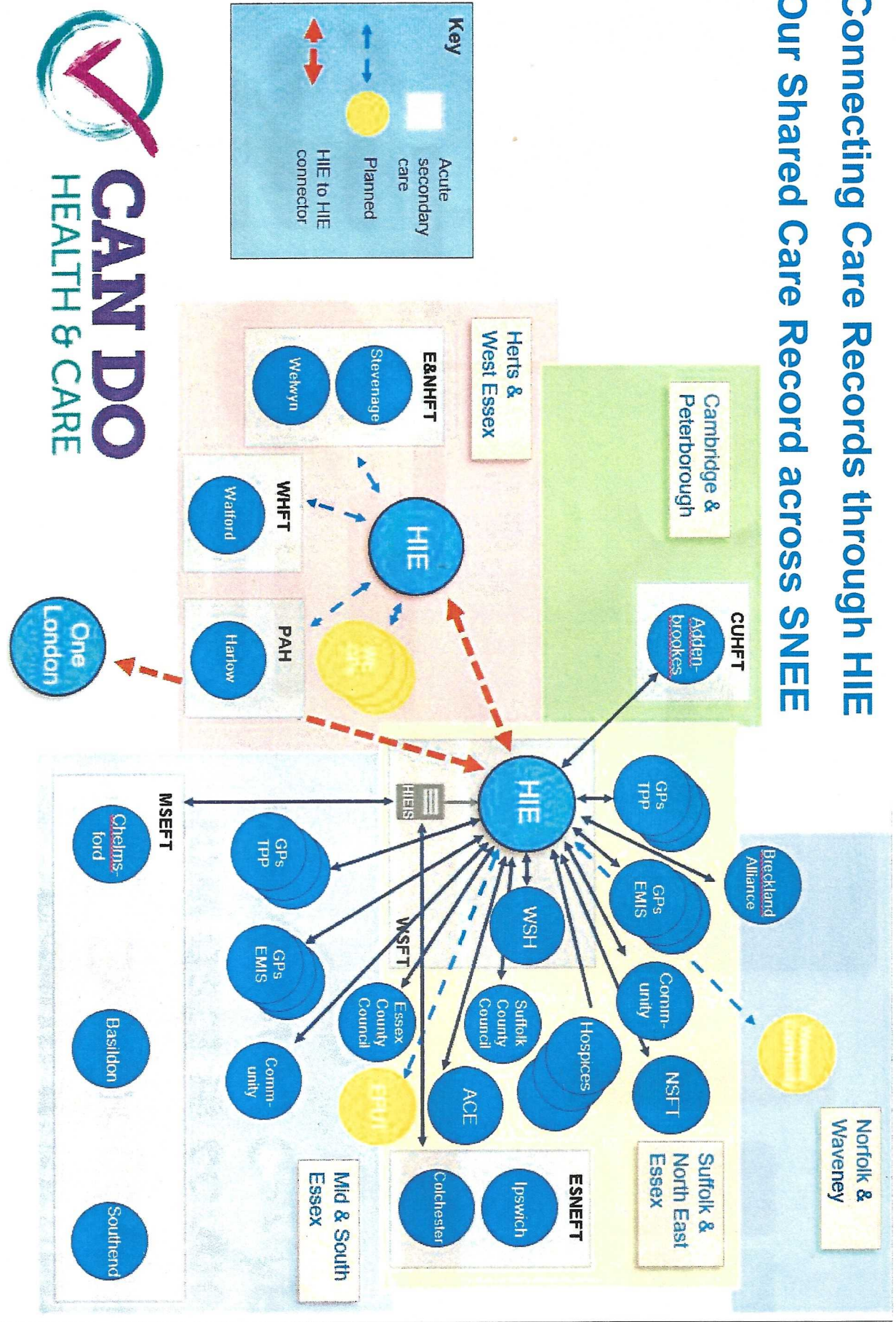
3. James Paget University Hospitals NHS Trust Maternity Services

The committee was generally satisfied with the progress being made by the trust to address issues raised by the CQC. It is of note that at the time of the committee meeting there were no staff vacancies within the service.

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Connecting Care Records through HIE

Our Shared Care Record across SNEE



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Cabinet Decisions Plan: 1 July 2024 to 31 May 2025

Report number:	OAS/WS/24/013	
Report to and date(s):	Overview and Scrutiny Committee	18 July 2024
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: democratic.services@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 July 2024 to 31 May 2025.

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 July 2024 to 31 May 2025

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 July 2024 (updated) to 31 May 2025

Publication Date: 21 June 2024

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 2025. 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
Deferred from 12/03/24 to 09/07/24 Page 56	Olding Road Options Appraisal The Cabinet will be asked to consider an options appraisal for the site at Olding Road, Bury St Edmunds and to agree and recommend to Council a preferred option with which to proceed.	Exempt appendices: paragraph 3	(R) Council 16/07/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council and appendices, including exempt appendices attached.
Deferred from 25/06/24 to 09/07/24	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
09/07/24 Page 57	Decarbonisation Initiatives Fund Cabinet will receive an update on the use of the £1 million Decarbonisation Initiatives Fund approved by Council in September 2023 and proposals for allocating the remainder of the Fund.	Not applicable	(KD) (e)	Cabinet	Gerald Kelly Governance and Regulatory	Alex Wilson Strategic Director 01284 757695	Report to Cabinet.
09/07/24	Advanced Manufacturing and Engineering Centre Gateway 4 The Cabinet will be asked to consider and give approval to restart the Advanced Manufacturing and Engineering Centre Project in Bury St	Exempt appendices: paragraph 3	KD (a) The Cabinet may wish to refer this item to Council for a final decision on 16 July 2024.	Cabinet The Cabinet may wish to refer this item to Council for a final decision on 16 July	Indy Wijenayaka Growth	Julie Baird Director (Planning and Growth) 01284 757613 Andrea Mayley Service Manager (Economic	Report to Cabinet with possible recommendations to Council and appendices, including 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
Page 58	Edmunds and fund the next gateway of the project from income received from the retained business rates derived from Suffolk Park Enterprise Zone.			2024.		Development and Growth) 01284 757343	attached.
09/07/24	Housing Related Support Service Following Suffolk County Council's decision to reduce its previously delivered Housing Related Support (HRS) services, the Cabinet will be asked to recommend to Council, a preferred option for supporting the future delivery of the HRS service in West Suffolk.	Exempt appendices: Paragraph 3	(R) – Council 16/07/24	Cabinet/ Council	Richard O'Driscoll Housing	Jill Korwin Strategic Director 01284 757252 Sara Lomax Service Manager (Housing Options) 01284 757151	Report to Cabinet with recommendations to Council and appendices, including exempt appendices attached.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
09/07/24 Page 59	Local Code of Corporate Governance The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee and recommend to Council, approval of an updated version of the Local Code of Corporate Governance.	Not applicable	(R) – Council 16/07/24	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.
09/07/24	Bury St Edmunds Leisure Centre The Cabinet will be asked to consider an outline business case to address essential maintenance and deliver additional refurbishments and service improvements at Bury St Edmunds Leisure Centre.	Exempt appendices: Paragraph 3	(R) – Council 16/07/24	Cabinet/ Council	Ian Shipp Leisure	Jill Korwin Strategic Director 01284 757252	Report to Cabinet with recommendations to Council and appendices, including exempt appendices attached.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
23/07/24 (new) Page 60	West Suffolk Annual Report 2023 to 2024 The Cabinet will be asked to consider and approve the West Suffolk Annual Report 2023 to 2024, a draft of which will previously have been presented to the Overview and Scrutiny Committee.	Not applicable	(D)	Cabinet	Cliff Waterman Leader of the Council	Ian Gallin Chief Executive 01284 757001	Report to Cabinet, with draft Annual Report attached.
23/07/24 (new)	West Suffolk Environment and Climate Change Action Plan The Cabinet will be asked to review and approve the Environment and Climate Change Action Plan. Consideration has previously been given by	Not applicable	(D)	Cabinet	Gerald Kelly Governance and Regulatory	Jill Korwin Strategic Director 01284 757252	Report to Cabinet, with Action Plan attached.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 61	the Environment and Sustainability Reference Group regarding potential new opportunities for inclusion in the draft plan.						
23/07/24 (new)	<p>Markets Development Plan</p> <p>The Cabinet will be asked to adopt a markets development plan and support an investment of £300,000 over three years to deliver this. This item will previously have been considered by the Overview and Scrutiny Committee.</p>	Not applicable	(KD) (a)	Cabinet	Indy Wijenayaka Growth	Julie Baird Director (Planning and Growth) 01284 757613	Report 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
23/07/24 (new) Page 62	Acquisition of Property for Temporary Accommodation The Cabinet will be asked to make a decision on establishing a capital budget of up to £321,000 utilising available funding streams, for the purchase of one unit of temporary accommodation within the district.	Not applicable	(KD) (a)	Cabinet	Diane Hind Resources Richard O'Driscoll Housing	Rachael Mann Director (Resources and Property) 01638 719245 Jill Korwin Strategic Director 01284 757252	Report to Cabinet.
17/09/24	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
17/09/24 Page 63	Annual Treasury Management and Financial Resilience Report (2023 to 2024) The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management and Financial Resilience Report for 2023 to 2024.	Not applicable	(R) – Council 24/09/24	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.
17/09/24	Treasury Management Report – June 2024 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking	Not applicable	(R) – Council 24/09/24	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
	approval for the financial resilience activities between 1 April 2024 and 30 June 2024.						
10/12/24 Page 64	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.
10/12/24	Council Tax Base for Tax Setting Purposes 2025 to 2026 The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial	Not applicable	(R) – Council 17/12/24	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
	year 2025 to 2026.						
10/12/24 Page 65	Local Council Tax Reduction Scheme 2025 to 2026 The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by Council.	Not applicable	(R) – Council 17/12/24	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
10/12/24	Delivering a Sustainable Medium-Term Budget The Cabinet may be asked to consider at this stage, recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for	Not applicable	(R) – Council 17/12/24	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
	achieving a sustainable budget in 2025 to 2026 and in the medium term.						
18/12/24 page 66	<p>Treasury Management Report – September 2024</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 2024 and 30 September 2024.</p>	Not applicable	(R) – Council 17/12/24	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
04/02/25 Page 67	<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 2025 to 2026 and in the medium term.</p>	Not applicable	<p>(R) – Council 25/02/25</p> <p>Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 25/02/25</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
04/02/25 Page 68	<p>Budget and Council Tax Setting 2025 to 2026 and Medium-Term Financial Strategy 2025 to 2029</p> <p>The Cabinet will be asked to consider the proposals for the 2025 to 2026 budget and Medium-Term Financial Strategy 2025 to 2029 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>	Exempt appendices: paragraph 3	<p>(KD) (e) – in relation to fees and charges element where proposed increases will be more than five percent</p> <p>(R) – Council 25/02/25</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 and exempt appendices attached.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 69	The fees and charges 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 25/02/25				
04/02/25	Financial Resilience - Strategy Statement 2025 to 2026 and Treasury Management Code of Practice The Cabinet will be asked to recommend to Council,	Not applicable	(R) – Council 25/02/25	Cabinet/ Council	Diane Hind Resources	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 70	approval of the Strategy Statement 2025 to 2026 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.						Council.
04/02/25	<p>Treasury Management Report – December 2024</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 2024 and 31 December 2024.</p>	Not applicable	(R) – Council 25/02/25	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
11/03/25 Page 71	<p>Revenues Collection Performance and Write Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	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.
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

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: 21 June 2024



Scrutiny Work Programme 2024 Update

Report number:	OAS/WS/24/014	
Report to and date(s):	Overview and Scrutiny Committee	18 July 2024
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: democratic.services@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
12 September 2024 (Time: 5.00pm)		
Venue: West Suffolk House, Western Way, Bury St Edmunds		
Community Safety Partnership Report	Cabinet Member for Families and Communities	To review the work of the Partnership on an annual basis (West Suffolk Community Safety Partnership)
Suffolk County Council: Police and Crime Panel	Councillors Mike Chester and David Smith	To receive an update from the Council's appointed representative on discussions held by the Suffolk Police and Crime Panel on 12 July 2024.
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 County Health Scrutiny Committee on 17 July 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.
7 November 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 County Health Scrutiny Committee on 9 October 2024.
Suffolk County Council: Police and Crime Panel	Councillors Mike Chester and David Smith	To receive an update from the Council's appointed representative on discussions held by the Suffolk Police and Crime Panel on 11 October 2024.
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.

Description	Lead Member	Details
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.	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 Summer 2025	- Sarah Broughton - Beccy Hopfensperger - Birgitte Mager - Andrew Smith - Don Waldron - Julia Wakelam - Kevin Yarrow	October 2024 Report to OAS in Winter 2025 Report to Cabinet - Early 2026

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