

# First Meeting of Shadow Executive (Cabinet)

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title of Report:</b>	<b>Implementation Plan for the Creation of a New Council for West Suffolk</b>	
<b>Report No:</b>	<b>EXC/SA/18/001</b>	
<b>Report to and dates:</b>	<b>Shadow Executive (Cabinet)</b>	5 June 2018
	<b>Shadow Council</b>	12 June 2018
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<b>Purpose of report:</b>	The implementation plan outlines the principles on which the functions and responsibilities of Forest Heath and St Edmundsbury Councils will transfer to the West Suffolk Council.	
<b>Recommendation:</b>	<b>The Shadow Executive (Cabinet) is requested to:</b>  <b>1) Agree the Central Implementation Team as outlined in paragraph 16 of Appendix A to Report No: EXC/SA/18/001.</b>  <b>2) Recommend that the West Suffolk Shadow Council agrees the Implementation Plan attached at Appendix A to Report No: EXC/SA/18/001.</b>	
<b>Key Decision:</b>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/>	

<i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		No, it is not a Key Decision - <input checked="" type="checkbox"/>	
The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.			
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>Consultation will be undertaken where relevant to individual workstreams in the implementation plans.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>None applicable</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>The budget for implementation of the new Council was agreed by both councils as part of the business case.</li> <li>The new council will bring savings and efficiencies totalling around £850k per annum. Delivery of the savings has been included as part of the West Suffolk councils Medium Term Financial Strategy.</li> </ul>	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>The requirement to form an implementation plan and establish a Central Implementation Team is a requirement of the West Suffolk Council (Local Government Reorganisation) Order 2018</li> </ul>	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>Equality impact assessments will be undertaken where relevant to individual workstreams in the implementation plans</li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Failure to agree an implementation plan leads to an inconsistent or incomplete implementation of the single council and lack of compliance with legal obligations	Medium	Agreement of the Implementation Plan by the Shadow Council	Low

<p>An appraisal of the risks associated with implementing the new council is set out in the implementation plan. Development of the detailed service level implementation plans will incorporate the identification of additional risks, and the appropriate mitigating measures. Where appropriate, risks will be escalated through programme governance reporting framework.</p>	
<p><b>Ward(s) affected:</b></p>	<p>All wards</p>
<p><b>Background papers:</b>  <i>(all background papers are to be published on the website and a link included)</i></p>	<p>A single district council for West Suffolk – Business Case -  <a href="https://www.westsuffolk.gov.uk/Council/single_council/upload/WestSuffolkCouncilBusinessCaseFINAL.pdf">https://www.westsuffolk.gov.uk/Council/single_council/upload/WestSuffolkCouncilBusinessCaseFINAL.pdf</a></p>
<p><b>Documents attached:</b></p>	<p>Appendix A - West Suffolk Council Implementation Plan</p>

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## **1. Key issues and reasons for recommendation(s)**

- 1.1 On 24 May 2018, the Local Government Minister signed the Orders to create the new West Suffolk Council. This marks the end of the approval phase, and it is now time to focus on the work required to bring the new Council into being.
- 1.2 The West Suffolk Shadow Authority is required to form an Implementation Plan, to outline how the functions and responsibilities of Forest Heath and St Edmundsbury Councils will transfer to the West Suffolk Council on 1 April 2019.
- 1.3 The proposed Implementation Plan is attached at Appendix A to this report and is focused on the following areas:
  - the principles of implementation;
  - areas of decision making that the West Suffolk Shadow Council and West Suffolk Shadow Executive will be required to make;
  - other key areas of implementation; and
  - programme governance.
- 1.4 In forming the Implementation Plan, focus has been maintained in two core areas – ensuring that the requirements in the business plan are respected, and that our residents, businesses and customers continue to receive the high level of public services that they would expect with minimal levels of disruption.
- 1.5 The Councils' service areas have worked to refine detailed service-level plans, which outline the necessary steps to be taken for transitioning the service areas to the new Council. These are subject to ongoing monitoring through the governance mechanisms outlined in the Implementation Plan. When implementing their plans, the services will focus on how they comply with the principles in the Implementation Plan.
- 1.6 The Implementation Plan also establishes a Central Implementation Team of Officers who will assist the Shadow Executive with the delivery of the Implementation Plan. The Central Implementation Team will be led by the Chief Executive and will report to the Forest Heath and St Edmundsbury Portfolio Holders for Future Governance and to the Shadow Executive. The Shadow Executive will be responsible for keeping the Implementation Plan under review and revising it as necessary.
- 1.7 Following agreement of the Implementation Plan, a more formal timetable and decisions plan will be developed to provide clarity on where and when individual areas of implementation are expected to come forward for member agreement.