

Shadow Executive (Cabinet)

Title of Report:	Transfer of Joint Policies to West Suffolk Council	
Report No:	EXC/SA/18/010	
Report to and dates:	Shadow Executive (Cabinet)	18 September 2018
	Shadow Council	25 September 2018
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Purpose of report:	To make arrangements for the transfer of joint Forest Heath and St Edmundsbury policies to the new West Suffolk Council.	
Recommendations:	<p>It is <u>RECOMMENDED</u> that the Shadow Executive (Cabinet):</p> <p>(1) recommends to the Shadow Authority that it transfers the <u>existing suite of joint policies</u> adopted by Forest Heath and St Edmundsbury to West Suffolk Council, as detailed in paragraph 1.1.3 of Report No: EXC/SA/18/010;</p> <p>(2) delegates to Officers, in consultation with relevant Portfolio Holders, to make necessary minor drafting changes to <u>existing policies</u> and then agree them for West Suffolk Council, as detailed in paragraph 1.1.4; and</p> <p>(3) recommends to the Shadow Authority that it delegates to Officers, in consultation with relevant Portfolio Holders, to make necessary minor drafting changes and then</p>	

	agree the <u>additional joint policies that are adopted</u> by Forest Heath and St Edmundsbury Councils between September 2018 and March 2019, as detailed in paragraph 1.1.4 and 1.1.5.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> • Consultation took place on the policies in advance of their original adoption 		
Alternative option(s):	<ul style="list-style-type: none"> • The Shadow Authority could adopt each individual policy in turn, but this would take considerable time, as the authority is required to ensure it gives due consideration to the policies, and is not necessary given the changes are technical or grammatical. 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • This report relates to the transfer of existing joint policies to the new West Suffolk Council on 1 April 2019 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Omitting existing policies from the transfer exercise	Medium	Communication with all service areas to ensure policies are not overlooked	Low
Ward(s) affected:		All Ward/s	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		None	

1. Key issues and reasons for recommendation(s)

1.1 Creation of a suite of policies for the new West Suffolk Council

- 1.1.1 From 1 April 2019, West Suffolk Council will need a full suite of policies, frameworks and guidance under which to operate.
- 1.1.2 In practice, the provisions in the consequential Order will effectively transfer these documents (referred to from now on as 'policies') to West Suffolk Council, by giving continuity to all decisions made by the predecessor councils. However, best practice would suggest that the Shadow Authority should proactively consider and confirm their support to the process being followed.
- 1.1.3 The majority of policies that govern the work of Forest Heath and St Edmundsbury Councils are already joint policies, presented as 'West Suffolk Councils' policies. The changes required to these documents include:
- Changing the word 'councils' to 'council'
 - Removing references to Forest Heath and St Edmundsbury and substituting with West Suffolk
 - Changing plural references to singular e.g. Leader(s)
 - Other consequential amendments to ensure the policies make sense in their application to West Suffolk Council
- 1.1.4 Such consequential changes to any existing Forest Heath and St Edmundsbury policies would usually be delegated to officers to make, in consultation with relevant portfolio holders. In a similar vein, it is proposed that the Shadow Authority adopts the approach of delegating these changes to officers, following consultation with portfolio holders.
- 1.1.5 The delegation would also apply to joint policies that are due to be agreed by Forest Heath and St Edmundsbury between now and 1 April 2019, i.e.
- Housing Strategy
 - Tenancy Strategy
 - Affordable Housing Supplementary Planning Document
 - Custom and Self Build interim policy statement
 - Asset Management Strategy
- 1.1.6 Members should also note that the West Suffolk Strategic Framework and Medium Term Financial Framework were separately adopted by the West Suffolk Shadow Executive and Shadow Council on 10 July 2018 and 17 July 2018 respectively.

2. Arrangements for policies that are not already joint

- 2.1 A small number of policies have not yet been harmonised between Forest Heath and St Edmundsbury councils. Arrangements are in hand to create new West Suffolk versions of these policies, in accordance with the timetables set out in the Shadow Council's Decisions Plan.

3. **Presentation and communication of new suite of policies**

3.1 'West Suffolk Council' versions of all policies will be made available on the new website from 1 April 2019.

3.2 It is proposed that the following wording be added to the Policies Strategies and Plans page of the existing website from 1 January 2019.

"From 1 April 2019, the following policies that were produced jointly by Forest Heath and St Edmundsbury Councils will become West Suffolk Council policies, following a decision of the West Suffolk Shadow Authority.

[add links to existing joint policies]

The following policies will expire on 31 March 2019.

[add links to separate policies]

The following West Suffolk Council policies that will take effect from 1 April 2019 have been agreed by the Shadow Executive / Shadow Authority.

[add links to West Suffolk Council policies that will take effect from 1 April 2019]