

Draft West Suffolk Annual Report 2020-21

Report number:	CAB/WS/21/031	
Report to and date:	Cabinet	20 July 2021
Cabinet member:	Councillor John Griffiths Leader of the Council Tel: 01284 757136 Email: john.griffiths@westsuffolk.gov.uk	
Lead officer:	Ian Gallin Chief Executive Tel: 01284 75001 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 dates of the publication of the decision have elapsed. This item is included on the Decisions Plan.

Wards impacted: All

Recommendation: It is recommended that the draft West Suffolk Annual Report 2020-21 be approved.

1. Context to this report

- 1.1 The draft West Suffolk Annual Report highlights the key activities and developments that have been achieved over the financial year 2020-21, with regard to the priorities set out in the [West Suffolk Strategic Framework 2020-2024](#).
- 1.2 The annual report focusses on our achievements over the financial year 2020-21, including the Council's activities to support local communities and businesses as we respond to and recover from COVID-19.
- 1.3 The Overview and Scrutiny Committee considered the Annual Report on 8 July 2021 [Report number OAS/WS/21/012](#) and [Appendix 1 to Report number OAS/WS/21/012](#).
- 1.4 The following amendments were recommended by the Overview and Scrutiny Committee:
- The inclusion of contact details which will include the lead Portfolio Holder.
 - Page 2: add that we have worked with a wide range of partner organisations.
 - Page 2: add the following, 'During 2020 to 2021 Suffolk's Public Sector, including West Suffolk Council, worked together to agree a strategic approach for how Suffolk will recover from the coronavirus pandemic. Suffolk Public Sector Leaders' priorities are physical and mental health, town centres, housing and homelessness, young people and climate and environment. The proposals will work alongside individual organisations plans to support recovery among Suffolk residents and businesses.'
 - Page 3, first bullet point, include: '£70 million' instead of '£70,000,000'.
 - Page 3, first bullet point, add the following: 'A proactive and rapid response to supporting businesses was taken including administering grants through automatic payments.'
 - Page 4, add: 'Over this year the ONE Haverhill Partnership has been progressing plans to develop a Haverhill Hub which will incorporate health and other partners to provide services to the community.'
 - Page 7, second bullet point include the number of lifetime homes that have been delivered (this figure will include bungalows).
 - Page 9, state that the Environmental Statement attached as Appendix 1 is a summary of the full Environmental Statement.
 - Page 9, Environmental Statement summary, add: 'Council officers and members of Cabinet have been part of a Suffolk wide approach to tackle climate change and have also supported local businesses, voluntary groups and organisations in their climate change efforts.'
- 1.5 We are continuing the approach taken to the 2019-20 Annual Report, by producing a shorter document using infographics, as opposed to the full written report. Feedback has suggested that these infographics 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.

- 1.6 As part of our strategic communications approach, this Annual Report has been graphically designed to help bring some examples to life. As may be expected in looking back at what we have done, many of the examples have been communicated or used in the media. We will continue to report on our work in this way.
- 1.7 The information will also be presented on our webpages and social media. It allows us to tell a range of audiences in a number of ways what we have been and are doing. Opportunities to publicise this good work in public areas such as libraries and health centres will also be used. We will continue to publish these, and other examples, not highlighted in the infographics, throughout the year, as well as updating them as the Council makes new achievements. This will be done in the media as well as posting where appropriate in community social media groups. In this way, the report and its messages will be seen by far more people than we either send the annual report to or come to our website.
- 1.8 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 balanced scorecards. It will be published alongside the Annual Environment Statement, highlights from which were included as an Appendix to the annual report in 2019-20 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 2020-21.
- 2.2 The draft report contains examples drawn from a range of service areas, 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 Annual Report summarises progress in achieving the priorities set out in the 2020-2024 Strategic Framework which was informed by feedback from residents, business and stakeholders.

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 1 – West Suffolk Draft Annual Report 2020-21

8. Background documents associated with this report

- 8.1 Environmental Statement 2020-21
(this Statement is available to view on this agenda under Appendix B to Report number CAB/WS/21/032 – Environment and Climate Change Action Plans: 2021 Update)
- 8.2 [West Suffolk Strategic Framework 2020-2024](#)
- 8.3 [West Suffolk Annual Report 2019-2020](#)