

Draft West Suffolk Annual Report 2021 to 2022

Report number:	CAB/WS/22/039	
	Cabinet	19 July 2022
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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 subject to any amendments suggested by the Overview and Scrutiny Committee, the draft West Suffolk Annual Report 2021 to 2022, as contained in Appendix A to Report number: CAB/WS/22/039, 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 2021 to 2022, 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 2021 to 2022 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 is considering the Annual Report on 14 July 2022 ([Report number: OAS/WS/22/013 Appendix 1](#)).
- 1.4 As the agenda papers for the Cabinet meeting will be despatched prior to the meeting of Overview and Scrutiny Committee on 14 July 2022, any amendments recommended by the Committee, will be provided to the Cabinet in an addendum following that meeting.
- 1.5 We are continuing the approach taken to the 2019 to 2020 and 2020 to 2021 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. 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 performance dashboards, all of which are available on our [performance webpage](#). It 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 2021 to 2022.
- 2.2 The draft report contains examples drawn from a range 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 report was compiled in conjunction with Service Managers and Leadership Team and 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 2021 to 2022
Appendix 1 attached to the Annual Report – Highlights from the Environmental Statement 2021 to 2022.

8. Background documents associated with this report

- 8.1 [West Suffolk Strategic Framework 2020-2024](#)
[West Suffolk Annual Report 2020 to 2021](#)