



Full Council

Members: All Councillors

Members are invited to a **Meeting of the Full Council** to be held in the High Lodge, Haw Wood, Hinton, nr Saxmundham, IP17 3QT, on **Wednesday, 28 July 2021 at 6:30 PM**

This meeting is being held in person in order to comply with the Local Government Act 1972. In order to comply with coronavirus regulations and guidance, the number of people at this meeting will have to be restricted to only those whose attendance is reasonably necessary.

Ordinarily, East Suffolk Council encourages members of the public to attend its meetings but on this occasion would encourage the public to watch the livestream, via the East Suffolk Council YouTube channel instead at

<https://youtu.be/asSFrR1vfLA>.

If you do believe it is necessary for you to be in attendance we encourage you to notify Democratic Services, by email to democraticservices@eastsuffolk.gov.uk, of your intention to do so no later than 12 noon on the working day before the meeting so that the meeting can be managed in a COVID secure way and the Team can endeavour to accommodate you and advise of the necessary health and safety precautions.

However, we are not able to guarantee you a space/seat and you are advised that it may be that, regrettably, we are not able to admit you to the meeting room.

An Agenda is set out below.

Part One – Open to the Public

Pages

1 Apologies for Absence

To receive apologies for absence, if any.

2 Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3 Announcements

To receive any announcements from the Chairman, the Leader of the Council, members of the Cabinet, or the Chief Executive, in accordance with Council Procedure Rule 5.1(e).

4a Minutes - February 2021

1 - 12

To confirm as a correct record the Minutes of the Meeting held on 24 February 2021

4b Minutes - May 2021

13 - 26

To confirm as a correct record the Minutes of the Meeting held on 5 May 2021

5 Questions from the Public

No questions have been submitted by the electorate as provided by Council Procedure Rule 8.

6 Questions from Members

The following questions from Members have been submitted in pursuance of Council Procedure Rule 9:

a) Question from Councillor Caroline Topping to the Leader of the Council

Does this Council support the proposal that voter photo ID will be made compulsory to be able to vote? For those with no drivers licence, passport or suitable ID, what measures can we as a District Council take to support and enable them to exercise their right to vote as this policy is introduced?

b) Question from Councillor Caroline Topping to the Leader of the Council

Fairs still use fish as prizes, however its not an activity that is generally licensed, as they aren't "sold" as such rather won. ESC's land hire terms and conditions do not allow the giving away of live animals as prizes on our land. However, how is this policy enforced , is there a suitable reporting mechanism to report this activity and what are the consequences we impose on those found to be breaking our policy?

c) Question from Councillor Janet Craig to the Cabinet Member with responsibility for Communities, Leisure and Tourism

We recognise that our Strategic Plan sets out ambitions for our communities that include a place based approach to tackling deprivation and an aim to help people reach their full potential so we welcome the advertised positions for twelve Apprentices this September. However, is there a reason why we do not offer degree level Higher Apprenticeship opportunities that would help root our brightest young people in their home towns?

d) Question from Councillor Louise Gooch to the Cabinet Member with responsibility for The Environment

Following the Motion at Full Council in September 2020 in support of the Peter Aldous MP sponsored Local Electricity Bill, the Environmental Task Group examined community energy generation but recommended that the council should focus on encouraging energy efficiency.

However since that Report in June this year the Suffolk Climate Emergency Plan has been published and approved by Suffolk's Public Sector Leaders including Councillor Gallant. Amongst over a hundred actions that address our commitment to net zero carbon emissions the plan contains two from the list of twenty-five Priorities that relate to community energy, these being to:

- Host renewables installations on public buildings, as well as public land holdings and brownfield land. Establish a collaborative relationship and work with community energy groups to co-develop the schemes where possible.
- Deliver opportunities for on-site or near-site renewable schemes to serve large energy users, like hospitals, universities, and transport infrastructure. Work with community energy groups where possible.

Given that Suffolk County Council is already carrying out detailed feasibility studies of its land for suitable sites for energy generation opportunities can we more than match the SCC Energy Opportunity Assessment by engaging the local government backed Energy Hub ourselves or other supportive community organisations and revisit this topic of community energy generation that can bring carbon savings, revenue generation for the council or our communities and improved network resilience?

7 Petitions

No petitions have been received as provided by Council Procedure Rule 10.

8 Notices of Motion

The following Motions have been submitted in pursuance of Council Procedure

Rule 11:

a) Motion submitted by Councillor David Beavan

We call on the administration to use all the talents, enthusiasm and experience available from councillors across all political parties to effect the best governance for all the people of East Suffolk.

b) Motion submitted by Councillor Caroline Topping

This Council recognises that having an open and transparent carbon budget will help us stay on target to reduce our carbon emissions. Therefore, this Council will include an annual carbon budget, setting out our target for reduced carbon emissions, alongside the council's revenue and capital budgets. The first carbon budget should be included within the final 2022/23 budget, and be approved by full council at the same time as the financial budget.

9	Appointment of Monitoring Officer ES/0842 Report of the Leader of the Council	27 - 31
10	Political Balance and Allocations of Seats on Committees 2021/22 ES/0840 Report of the Leader of the Council (to follow)	32 - 43
11	Code of Corporate Governance ES/0841 Report of the Cabinet Member with responsibility for Resources	44 - 60
12	Cabinet Members' Report and Outside Bodies Representatives' Report to Council ES/0843 Report of the Leader of the Council	61 - 85
13	Exempt/Confidential Items It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.	

Part Two – Exempt/Confidential

14	Waterlane Leisure Centre Roof Replacement <ul style="list-style-type: none"> Information relating to the financial or business affairs of any particular person (including the authority holding that information). 	
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Close



Stephen Baker, Chief Executive

Filming, Videoing, Photography and Audio Recording at Council Meetings

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democraticservices@eastssuffolk.gov.uk



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www.local.gov.uk/Community-Leadership

Unconfirmed



Minutes of a Meeting of the **Full Council** held via Zoom , on **Wednesday, 24 February 2021 at 6:30pm**

Members present:

Councillor Melissa Allen, Councillor Paul Ashdown, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Elfrede Brambley-Crawshaw, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Jenny Ceresa, Councillor Judy Cloke, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Mike Deacon, Councillor Graham Elliott, Councillor John Fisher, Councillor Tony Fryatt, Councillor Steve Gallant, Councillor Tess Gandy, Councillor Andree Gee, Councillor Tony Goldson, Councillor Louise Gooch, Councillor Tracey Green, Councillor Colin Hedgley, Councillor Ray Herring, Councillor Mark Jepson, Councillor Stuart Lawson, Councillor James Mallinder, Councillor Chris Mapey, Councillor Debbie McCallum, Councillor Frank Mortimer, Councillor Trish Mortimer, Councillor Mark Newton, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Carol Poulter, Councillor David Ritchie, Councillor Craig Rivett, Councillor Keith Robinson, Councillor Mary Rudd, Councillor Letitia Smith, Councillor Rachel Smith-Lyte, Councillor Ed Thompson, Councillor Caroline Topping, Councillor Steve Wiles, Councillor Kay Yule

Officers present:

Stephen Baker (Chief Executive), Sarah Carter (Democratic Services Officer), Andrew Jarvis (Strategic Director), Nick Khan (Strategic Director), Matt Makin (Democratic Services Officer), Brian Mew (Chief Finance Officer & Section 151 Officer), Sue Meeken (Labour Political Group Support Officer), Agnes Ogundiran (Conservative Political Group Support Officer), Lorraine Rogers (Deputy Chief Finance Officer), Hilary Slater (Head of Legal and Democratic Services), Amber Wellham (Senior Accountant), Nicola Wotton (Deputy Democratic Services Manager)

1 Apologies for Absence

Apologies for absence were received from Councillors TJ Haworth-Culf, Richard Kerry and Geoff Lynch.

2 Declarations of Interest

There were no declarations of interest.

3a Minutes - September 2020

RESOLVED

That both the Minutes of the Annual and Ordinary Meetings held on 23 September 2020 be agreed as a correct record and signed by the Chairman.

3b Minutes - January 2021
RESOLVED

That the Minutes of the Meeting held on 27 January 2021 be agreed as a correct record and signed by the Chairman.

4 Announcements

Councillor Keith Robinson, Chairman of East Suffolk Council

Councillor Robinson confirmed that neither he nor Councillor Jenny Ceresa, Vice-Chairman of the Council had attended any events since the last meeting of the Full Council.

Councillor Steve Gallant, Leader of the Council

Councillor Gallant spoke about the Government's messages regarding the road map for reducing COVID-19 and ending the current restrictions. Councillor Gallant considered that it was important that Members fully understood the Government's messages and were able to inform and advise residents, should they have any queries.

Councillor Gallant summarised the information published by the Government, which confirmed that the restrictions would be eased at the same time, across the whole of England and the implementation of the road map would be led by data, rather than dates, and there would be at least five weeks between each step in the road map. The reopening of schools and colleges was a priority nationally, as was encouraging outdoor activities due to the reduced likelihood of spreading COVID-19.

Councillor Gallant reported that there were four tests linked to the road map which were:

- Continued successful deployment of the vaccine delivery programme
- That vaccines are suitably efficient in reducing hospital admissions and deaths in those vaccinated
- That infection rates do not lead to a surge in hospital admissions, which would put unsustainable pressure on the NHS
- That the assessment of risks is not unduly changed by the emergence of new variants

Councillor Gallant also announced that a bid had been submitted for Freeport status for the Port of Felixstowe, under the banner of Freeport East. Councillor Gallant referenced the benefits to East Suffolk, should the bid be successful, and referred to Councillor Rivett's report in his Cabinet Member update which provided more detail on this.

Councillor Mary Rudd, Cabinet Member with responsibility for Community Health

Councillor Rudd announced that a further 3,817 East Suffolk residents had been added to the Clinically Extremely Vulnerable (CEV) list that week, in addition to the 2,132 residents added to the CEV list the previous week. Councillor Rudd confirmed that the

Communities team was working to ensure these residents received key information by email but highlighted that only a third could be reached in this way. Councillor Rudd sought volunteers to call those on the CEV list that could not be reached by email.

Stephen Baker, Chief Executive Officer

Mr Baker referred to the Government's roadmap out of lockdown and reiterated that, until further notice, officers will continue to work from home where possible and only work from the Council's offices when there was an essential need to do so.

Mr Baker confirmed that the elections scheduled for 6 May 2021 would be going ahead and would be held in a COVID safe manner, noting that a consistent approach was being taken by all the district councils in Suffolk.

5 Questions from the Public

No questions had been submitted by the electorate as provided by Council Procedure Rule 8.

6 Questions from Members

No questions from Members had been received as provided by Council Procedure Rule 9.

7 Petitions

No petitions had been received as provided by Council Procedure Rule 10.

8 Notices of Motion

No Notices of Motion had been made as provided by Council Procedure Rule 11.

9 General Fund Budget and Council Tax Report for 2021/22

The Council received report **ES/0672** of Councillor Cook, the Cabinet Member with responsibility for Resources, which set out the proposed General Fund Budget and Council Tax resolutions for 2021/22, along with the Medium Term Financial Strategy (MTFS) for 2020/21 to 2024/25.

Councillor Cook introduced the report, supported by members of the Finance team. Councillor Cook thanked officers for their incredible work over the last year, carried out under the most trying of circumstances.

The Council was advised that the proposed budget arrangements had been subject to intensive scrutiny and consultation and was the culmination in one of the most challenging years in local government finance. Councillor Cook said that the current challenges would be ongoing, but the Council's robust financial position allowed it to meet these challenges and maintain both financial sustainability and set a 0% increase in its element of Council Tax for 2021/22.

Councillor Cook summarised the significant developments that had occurred since the draft budget had been considered by the Cabinet at its meeting on 2 February 2021; the government's commitments on Business Rate retention, tax income scheme compensations to local authorities and the pooling of benefits from the Suffolk Business Rate pool, augmented by savings achieved from changes in operational

partnerships in 2020/21 and a number of government grant funding streams being confirmed and reinstated in the MTFS from 2022/23 onwards, had significantly improved the forecast position and had resulted on a smaller reliance on the Council's reserves to balance the budget for 2021/22.

Councillor Cook outlined the information set out in the report's appendices and highlighted the Chief Finance Officer's report at Appendix D, which concluded that the budgetary proposals were robust, and the Council's reserves were adequate for the 2021/22 budget plans.

Councillor Cook referred the Council to the recommendations contained in the report and commended it to the Council for approval. Councillor Steve Gallant seconded the report and reserved the right to speak.

The Chairman announced that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 required local authorities to amend their Standing Orders to include the need for recorded votes at meetings where decisions on the budget are made. Therefore, in accordance with Paragraph 15.5 (Recorded Votes) of Part 3 of the Constitution, the Council was advised that there would be a recorded vote for this item.

The Chairman invited questions to Councillor Cook.

In response to a question from Councillor Brooks, Councillor Cook confirmed that the passing on of the support grant to towns and parishes in the district had contributed towards lower increases in their Council Tax precepts; it was noted that the overall increase this year from towns and parishes was 0.29%, compared to 4% in 2020/21.

Councillor Burroughes asked what put the Council in a strong position to deliver a 0% increase on its Council Tax element. Councillor Cook explained that this approach had been suggested by Councillor Gallant in late summer/early autumn 2020 and discussions had taken place with officers in the Finance team to look at the option, its impact on the MTFS and if it was a realistic prospect. Councillor Cook said that the proposal had been considered over several stages before it was confirmed that it was possible to do so without having a negative impact on the Council's finances.

Councillor McCallum asked if the Council had received sufficient financial support from the government during the COVID-19 pandemic. Councillor Cook considered the financial support from the government to have been good and noted the various grants made available for the Council to support over 8,000 businesses in the district. Councillor Cook added that the government had listened to the concerns of councils about certain businesses falling through the cracks and had provided grant funding for smaller businesses.

Councillor Beavan sought further information on the impact of the governments additional support on using the Council's reserves to balance the budget. Councillor Cook advised that £2m of reserves in 2021/22 would be required, with a further £2.2m required in 2022/23, which would be taken from the Council's in-year savings reserves. Councillor Cook said that future figures could not be forecast until the NNDR1 returns were confirmed by the government.

In response to a question from Councillor Byatt, Mr Baker confirmed that the reference in paragraph 4.1 of Appendix E, to a deadline being met, related to the Council meeting the deadline to report annually on its gender pay gap and publishing this information. Mr Baker confirmed that the Council would meet the required deadline.

The Chairman invited the Committee to debate the proposals.

Councillor Byatt noted the number of people on the Council's housing list and compared this against the pledge to build 50 new homes a year. Councillor Byatt suggested that the Council be creative in its spending to go beyond its housebuilding target and queried if money could be diverted from other projects to contribute towards this, displaying a list of allocated project funding and asking if all these projects were essential.

Councillor Cook responded that he could not comment on individual projects or speak for other Cabinet Members and officers. Councillor Byatt accepted this but considered it important to see if the Council could be creative in the future and "do differently".

Councillor Beavan expressed concerns about the proposed Council Tax freeze and considered that it was a nice but misguided gesture. Councillor Beavan was of the view that the savings it would provide for residents would not be sufficient in real terms and highlighted that officers were being asked to do more for less. Councillor Beavan hoped that the Council would forgo any rise in councillors' allowances in 2021/22.

Councillor Beavan continued to say that he hoped the government's generosity would not be countered by service cuts in the future, that would impact the district's worst-off residents. Councillor Beavan remained concerned about the impact of COVID-19 and the shortfall in budgets in the years to come; he welcomed Councillor Cook's announcement that less of the Council's reserves would be needed to balance the budget but, noting comments made to the Scrutiny Committee about reserves being for a rainy day when it reviewed the draft budget, considered the forecast to be bleak.

Councillor Beavan was unconvinced by the forecast in the MTFS that the Council Tax base rate would increase by 1% and was dubious of further government support. Councillor Beavan concluded that as well intentioned as the Council Tax freeze was, the Council should not be using its reserves to make up the shortfall.

Councillor Smith-Lyte highlighted a case she had been made aware of where a second-home owner in Southwold had been pressured into accepting a £10,000 grant, highlighting that this individual had not been required to make an application to receive the money, which he had later donated to charity. Councillor Cook suggested that Councillor Smith-Lyte had been misinformed and that there was a robust, application-based process in place for grant funding. In response to Councillor Smith-Lyte's request that the Scrutiny Committee look into this issue, Councillor Cook advised that this would be up to the Chairman of the Scrutiny Committee.

Councillor Bird raised a point of order as debate was not being conducted in accordance with the Council Procedure Rules set out in the Council's Constitution, in that it had become exchanges between Members on specific points. This was noted by

the Chairman.

Councillor Mallinder considered that the environment was at the heart of everything the Council did and that it put its people first. Councillor Mallinder said a Council Tax increase would impact the most on those residents worse off and the Council freezing its element would be of benefit, noting that this had been achieved without a reduction in services; he stated that the Council's services had been made fit for the future and provided value for money. Councillor Mallinder highlighted the need for long term environmental solutions and was of the view that Councillor Cook had been able to ensure that there were strong foundations for the Council to build a future for East Suffolk where the environment was at its heart. Councillor Mallinder supported the paper and thanked Councillor Cook for his hard work.

Councillor Ritchie contended that the Council did "do differently" when it came to its house building programme and noted the work undertaken by one of the Council's predecessor authorities, Waveney District Council, in building the Housing Revenue Account that was inherited by East Suffolk Council when it was created in April 2019. Councillor Ritchie was of the opinion that the Council was at the forefront of providing housing by committing to building 50 new homes a year, in addition to buying houses to add to its stock.

Councillor Ritchie also noted that the creation of East Suffolk Council, and the partnership working between Suffolk Coastal and Waveney District Councils preceding this, had contributed to the financial position the Council found itself in now. Councillor Ritchie thanked Councillor Cook and the Finance team for their hard work to ensure that a 0% increase in Council Tax could be achieved.

Councillor Frank Mortimer referred back to the information put forward by Councillor Byatt and suggested that such information should be circulated to the Council before the meeting. Councillor Mortimer also queried if Councillor Beavan had proposed an alternative budget.

Councillor Mapey noted that the freeze in Council Tax assisted people such as himself, a publican, whose income had been significantly affected by the pandemic. In response to the comments made by Councillor Smith-Lyte, Councillor Mapey suggested that the property in question may well have been "flipped" and listed as a business address to qualify for a Business Rates holiday and suggested that if the owner wished to change this back, the Council would be happy to receive the Council Tax from this dwelling.

Councillor McCallum echoed Councillor Mapey's comments as a fellow publican; she confirmed that she had not been offered any grant without having to apply for it first. Councillor McCallum thanked the Council and the Government for giving lifelines to businesses during the pandemic.

Councillor Herring highlighted that the Council's predecessor authorities had received summary presentations of budgets and considered that this would have been helpful but acknowledged the ongoing impact of the pandemic on officers' time. Councillor Herring supported the freeze in Council Tax and noted that the Council was able to do so because of the strength of its finances. Councillor Herring advised that not keeping

Council Tax in line with inflation over the medium-term would diminish its value, highlighting it was the Council's one secure piece of income.

Councillor Herring emphasised the continual strength of Business Rates retention, started by the predecessor authorities. Councillor Herring considered this measured the strength of East Suffolk's economy. Councillor Herring said that the local economy and viability of businesses needed to be supported as the country came out of the pandemic and suggested that the Council looks at its strategy to ensure that it reinforces and reinvests in the local economy.

Councillor Topping noted that the excellent financial scrutiny training provided to the Scrutiny Committee had helped her to understand this report and suggested that this training would be beneficial for all Members. Councillor Topping also referred to recent training she had received around risk management and the cumulative impact of amber risks.

There being no further requests to speak, the Chairman invited Councillor Gallant to address the Council.

Councillor Gallant noted the points raised by Councillor Byatt and considered that now was not the time to address them and added that the Council would not stop building houses in a year once it had reached 50.

Councillor Gallant referred to Councillor Beavan's comments on the Council Tax freeze and noted that not all residents of East Suffolk were in the position where such a move could be considered as simply a gesture; he noted this saving could be a significant proportion of someone's household budget. Councillor Gallant agreed with Councillor Beavan's analogy of a bleak forecast and considered that this meant the Council needed to support its residents during these times.

Councillor Gallant concurred with Councillor Mapey's comments that the homeowner referred to by Councillor Smith-Lyte may well have listed their second home as a business address and was therefore made aware of their eligibility for a grant. Councillor Gallant noted that there were cases of people living in second homes listed as holiday lets, for Council Tax purposes, and stressed that he and Councillor Cook would be pushing the Government to close this loophole. Councillor Gallant highlighted that the Council Tax freeze was not simply a 'holiday' from Council Tax for residents.

Councillor Gallant reiterated that the proposed budget did not include any cuts to services or any cuts to the Council's ambitions, and that the aim of the Council Tax freeze was to avoid adding to residents' financial pressures. In reference to Suffolk County Council (SCC) raising its own element of Council Tax, Councillor Gallant said that SCC was a different authority with different responsibilities, and what was proposed today would allow the Council to relieve pressure on SCC.

Councillor Gallant concluded by saying the paper was an excellent one, commending it to the Council and urging Members to support it.

There being no further matters raised for debate, the Chairman moved to a recorded

vote of those present on all the recommendations, as proposed by Councillor Cook and seconded by Councillor Gallant. The results of the vote are shown below:

For the recommendations set out in the report (43 Members)

Councillors Melissa Allen, Paul Ashdown, Edward Back, Stuart Bird, Chris Blundell, Norman Brooks, Stephen Burroughes, Peter Byatt, Alison Cackett, Jenny Ceresa, Judy Cloke, Maurice Cook, Tony Cooper, Linda Coulam, Janet Craig, Mike Deacon, Tony Fryatt, Steve Gallant, Tess Gandy, Andree Gee, Tony Goldson, Louise Gooch, Tracey Green, Colin Hedgley, Ray Herring, Mark Jepson, Stuart Lawson, James Mallinder, Chris Mapey, Debbie McCallum, Frank Mortimer, Trish Mortimer, Mark Newton, Keith Patience, Malcolm Pitchers, Carol Poulter, David Ritchie, Craig Rivett, Keith Robinson, Mary Rudd, Letitia Smith, Steve Wiles, and Kay Yule.

Against the recommendations set out in the report (6 Members)

Councillors David Beavan, Elfrede Brambley-Crawshaw, Graham Elliott, Rachel Smith-Lyte, Edward Thompson, and Caroline Topping.

Abstentions (1 Member)

Councillor John Fisher.

Therefore, it was by a majority vote

RESOLVED

That the Council:

1. Consider the Chief Financial Officer's report attached at Appendix D;
2. Approve the Medium Term Financial Strategy for 2020/21 to 2024/25, including the General Fund Revenue Budget for revised 2020/21; proposed 2021/22; and forecast budgets for 2022/23 to 2024/25 as set out in Appendix A;
3. Approve the movements to and from Earmarked Reserves and the General Fund Balance for 2020/21 to 2024/25 as set out in Appendix A6;
4. Approve the items to be treated as special items in 2021/22 as set out in Section 6 – the precepts by town/parish councils and parish meetings;
5. Approve a Band D Council Tax for 2021/22 of £171.27, which is no increase on 2020/21;
6. Approve the Efficiency Strategy attached as Appendix B;
7. Approve that discretionary Section 13a (1)(c) Covid-19 Hardship Reliefs (Appendix C) be applied at a flat rate of £30 to the 2021/22 council tax bills of:
 - a) customers in receipt of working age Local Council Tax Reduction Scheme reliefs as at 1 March 2021; and
 - b) customers in receipt of working age Local Council Tax Reduction Scheme reliefs between 1 March 2021 and 31 March 2021

8. Approve the Pay Policy Statement set out in Appendix E;
9. Approve the Council Tax Resolutions in Appendix F;
10. Grant to the Chief Finance Officer delegated authority to award any discretionary business rate reliefs arising from the 3 March 2021 Budget Statement under Section 47 of the Local Government Act 1988.

10 Housing Revenue Account (HRA) Budget Report 2021/22

The Council received report **ES/0674** from Councillor Cook, Cabinet Member with responsibility for Resources. It was noted that the report brought together the Housing Revenue Account Budget (HRA) for the period 2021/22 to 2024/25, with a forecasted position for 2020/21 and a summary of its reserves and balances. The HRA budgets were fully funded from existing funds to meet the Council's HRA spending plans, including the Capital Investment Programme and reserve balances, as per the HRA Financial Business Plan.

It was reported that under the new 2020 Rent Standard, Local Authorities could increase rents by up to CPI +1% for 5 years. The September CPI value must be used, which was 0.5% in September 2020, which gave the Council the option to increase rents by up to 1.5%.

Councillor Cook noted that rents would be based on a formula rent set by government. The Council continued to collect rent and service charges on a 50-week basis. The proposed rent gave an average weekly rent of £89.30 for 2021/22. An increase of £0.65 compared to 2020/21.

Councillor Cook advised that service charges could only recuperate the cost of providing a service. The proposed average weekly General Service Charge for Grouped Homes for 2021/22 was £13.26. An increase of £0.41 compared to 2020/21.

Councillor Cook reported that the HRA Repairs & Maintenance (R&M) programme was split between capital and revenue; the capital element was to be funded by the Major Repairs Reserve (MRR) and the revenue element was to be funded from the income derived from rents. The 2021/22 housing R&M revenue budget had been set at £4.292 million. This was considered sufficient to allow the Council to carry out all necessary works to maintain the decent homes standard in all its properties.

Members noted that the budget proposals gave a forecast HRA working balance for 2021/22 of £5.428 million, which was above the minimum acceptable limit of 10% of total income.

Councillor Cook referred the Council to the recommendations contained in the report and commended it to the Council for approval. Councillor Steve Gallant seconded the report and reserved the right to speak.

The Chairman invited questions to Councillor Cook.

Councillor Byatt sought clarification regarding paragraph 6.7, on page 161 of the report, which stated that Affordable Rent could be set at a higher level than Social Rent. Councillor Gallant reported that, unfortunately, Councillor Kerry, Cabinet Member for responsibility for Housing, was not present at the meeting to answer this question. Councillor Gallant considered that this was likely to be a budget setting requirement and there was a considerable number of people currently on the Council's housing waiting list. Councillor Byatt confirmed he would contact Councillor Kerry about this matter, outside of the meeting.

There being no further questions, the Chairman invited the Council to debate the proposals.

Councillor Gallant thanked the Finance Team for their report, and considered that the hard work undertaken by the predecessor Councils had meant that the Council was in a very strong position to expand its housing stock.

There being no further matters raised for debate, the Chairman moved to a vote on all the recommendations, as proposed by Councillor Cook and seconded by Councillor Gallant, and it was by a unanimous vote

RESOLVED

1. That the Housing Revenue Account Budget for 2021/22, and the indicative figures for 2022/23 to 2024/25 be approved;
2. That the revised outturn position for 2020/21 be noted;
3. That the movements in Reserves and Balances as presented in Appendix D be approved;
4. That the average weekly rent for 2021/22 of £89.30 over a 50-week collection year, an average weekly increase of £0.65 or 0.74% be approved;
5. That the effects of COVID-19 on the service in 2020/21 be noted;
6. That the Service Charges and associated fees for 2021/22, Appendix B be approved; and
7. That the changes affecting public and private sector housing and welfare be noted.

- 11 Cabinet Members' Report and Outside Bodies Representatives' Report to Council**
Council received report **ES/0673**, which was presented by Councillor Gallant, Leader of the Council. Councillor Gallant reported that he had given the Cabinet Members the opportunity to provide an update on their areas of responsibility, which was contained within the report and Members were then invited to raise any questions.

Councillor Green thanked all those involved with the Freeport East (FPE) bid and queried what would be the benefits to the East Suffolk District, should the bid be successful. Councillor Rivett, Deputy Leader and Cabinet Member with responsibility

for Economic Development, reported that a number of organisations had been involved in the bid and that it was supported by many people. Should the bid be successful, it was anticipated that it would create 13,500 jobs and lead to Gross Value Added (GVA) growth of £16.5 billion over 30 years over the next 30 years. Should the bid be successful, Felixstowe Logistics Park would also benefit from becoming as all the tax, customs and planning benefits of Freeports would apply.

Councillor Byatt commented that the bid was an exciting prospect for Felixstowe, and queried how the Council would benefit, should the bid be approved. Councillor Rivett reported that the Council would benefit from business rates and all the associated investment into the area. Councillor Rivett confirmed that the Hydrogen Hub formed part of the bid, which would commence further innovation in that area.

Councillor Rivett stated that Councillor Rudd, Cabinet Member with responsibility for Community Health, would be involved with all the developments in relation to the Felixstowe Port, as it came under her portfolio. Councillor Gallant commented that the successful bid would be a significant development for Felixstowe, which would bring additional income into the area. Additional staff would need to be recruited to deal with the additional port related work and he could see now negative impacts, it would help the area to thrive.

Councillor Wiles queried why anyone would not wish to support the bid, advising that the decision regarding the bid was for the Government to make and he felt that everyone should support the bid.

Councillor Blundell queried whether Ipswich Port was involved with the Freeport bid? Councillor Rivett reported that there were geographical restrictions for the bid, and he confirmed that Ipswich Port was not involved with the bid.

Councillor Deacon stated that the bid was exciting, and sought reassurance that the number of jobs to be created, where in fact new jobs, and not jobs which had been relocated from another port in the country. Councillor Rivett reported that there may be some job displacement, however a large number of jobs would be created, given the increase in business at the port. Further detailed information could be found within the bid documentation. Councillor Rivett offered to discuss the matter with Councillor Deacon, outside of the meeting.

Councillor Gallant reported that Freeports had been created by the government to spread wealth across the country and level up the economy. There were pockets of deprivation in and around Felixstowe and this development was crucial to reducing that. The corridor between the Freeport and the Midlands would assist with logistical connectivity and the bid would kick start the hydrogen economy, which had significant potential.

Councillor Deacon commented that he was still concerned that jobs were being displaced across the country rather than being created. Councillor Gallant reported that the Council supported the bid wholeheartedly because of all the benefits that it would bring.

Councillor Smith-Lyte stated that there had been some concerns raised about

Freeports, which were in the Guardian on 4 February 2020. She mentioned that Freeports could lead to the creation of mini tax havens, lead to less regulation, profits would go offshore and there was the possibility of increased corruption and crime.

Councillor Rivett provided reassurance that there would be robust security and controls in place to ensure that governance and financial matters were undertaken properly.

Councillor Coulam reported that the inspection of the Jubilee Stabilisation works in Lowestoft had been due to take place on 12 February, however it had been cancelled due to the bad weather. She queried when the rescheduled inspection would take place and she asked if the beach boardwalk would be ready for this summer season. Councillor Rivett reported that the inspection would take place in March 2021 and that the project was currently on time and within budget. Councillor Rivett clarified that the beach boardwalk would allow disabled access onto the beach at Lowestoft and the completion of those works was dependent upon the COVID-19 restrictions and weather conditions.

Councillor Beavan suggested that Lowestoft be included in the Freeport bid and queried how the proposed hydrogen plant would benefit from the Freeport. Councillor Rivett advised that the stakeholders making the application wanted to ensure a strong application and selected sites that were ready to implement a Freeport and noted that the hydrogen plant would enable the Freeport to be net zero carbon. Councillor Gallant clarified that the Council was supporting the Freeport bid, it was not making the bid.

There being no further questions or comments, Councillor Gallant reported that there was no recommendation for this report, therefore a vote was not required, and the report had been for information only.

The meeting concluded at 8:15pm

.....
Chairman

Unconfirmed



Minutes of a Meeting of the **Full Council** held via Zoom, on **Wednesday, 05 May 2021** at **2:00 PM**

Members present:

Councillor Melissa Allen, Councillor Paul Ashdown, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Jocelyn Bond, Councillor Elfrede Brambley-Crawshaw, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Jenny Ceresa, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Mike Deacon, Councillor John Fisher, Councillor Tony Fryatt, Councillor Steve Gallant, Councillor Andree Gee, Councillor TJ Haworth-Culf, Councillor Colin Hedgley, Councillor Ray Herring, Councillor Mark Jepson, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor James Mallinder, Councillor Debbie McCallum, Councillor Frank Mortimer, Councillor Trish Mortimer, Councillor Mark Newton, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Carol Poulter, Councillor David Ritchie, Councillor Craig Rivett, Councillor Keith Robinson, Councillor Mary Rudd, Councillor Letitia Smith, Councillor Rachel Smith-Lyte, Councillor Ed Thompson, Councillor Caroline Topping, Councillor Steve Wiles, Councillor Kay Yule

Officers present: Katherine Abbott (Democratic Services Officer), Stephen Baker (Chief Executive), Chris Bing (Legal and Licensing Services Manager), Emma Bloom (Head of Customer Services, Communications and Marketing), Karen Cook (Democratic Services Manager), Shannon English (Political Group Support Officer (GLI)), Phil Harris (Communications Manager), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Sandra Lewis (Head of Digital and Programme Management), Matt Makin (Democratic Services Officer), Andrea Mcmillan (Principal Planner (Policy and Delivery)), Sue Meekin (Political Group Support Officer (Labour)), Brian Mew (Chief Finance Officer & Section 151 Officer), Laura Mundy (Principal Planner (Policy and Delivery)), Agnes Ogundiran (Conservative Political Group Support Officer), Dickon Povey (Principal Planner (Policy and Delivery)), Desi Reed (Planning Policy and Delivery Manager), Hilary Slater (Head of Legal and Democratic Services)

1 Election of a Chairman

On the proposition of Councillor Gallant, seconded by Councillor Hedgley, it was

RESOLVED

That Councillor Robinson be elected as Chairman of the Council for the 2021/22 municipal year.

2 Election of a Vice-Chairman

On the proposition of Councillor Bird, seconded by Councillor Back, it was

RESOLVED

That Councillor Ceresa be elected as Vice-Chairman of the Council for the 2021/22 municipal year.

3 Apologies for Absence

Apologies for absence were received from Councillors Cloke, Gandy, Goldson, Gooch, Green, Kerry and Mapey.

4 Declarations of Interest

Councillor McCallum declared a local non pecuniary interest in respect of agenda item 11, Neighbourhood Plans - Bredfield, Kesgrave and Reydon, as a ward member for Kesgrave, and as a resident of Kesgrave.

Councillor Lynch declared a local non pecuniary interest in respect of agenda item 11, Neighbourhood Plans - Bredfield, Kesgrave and Reydon, as a ward member for Kesgrave, and as a resident of Kesgrave.

Councillor Lawson declared a local non pecuniary interest in respect of agenda item 11, Neighbourhood Plans - Bredfield, Kesgrave and Reydon, as a ward member for Kesgrave, and as a resident of Kesgrave.

5 Announcements

The Chairman of the Council announced that, due to Covid-19 restrictions, he had just attended one event since the last Full Council meeting.

The Leader of the Council announced that it had been a very eventful year, with the Council's activities being set against the backdrop of Covid-19; he stated that he was pleased that East Suffolk Council (ESC) could meet to reflect, and also to look forward, to the road ahead.

The Leader referred to the last ESC annual meeting, when he spoke about a Vision for the Council supported by its Strategic Plan and he was pleased to share some of the progress made towards those plans. He referred to ESC's priorities and commented that as one of the five key priorities which underpinned the Strategic Plan, Supporting and Enabling Communities had been key over the past year, with councillors contributing £313,500 from their enabling communities budgets to fund 300 projects.

Across eight partnership areas, the Leader reported, community partnerships spent £75,818 to tackle 48 local priorities, such as loneliness, community meetings and youth

services.

The Leader referenced the generosity of Central Government, ESC's prudent planning and the robust financial management of ESC allowing it to remain financially sustainable despite the huge financial pressures exerted by the pandemic. As a result, ESC had been able to freeze its element of council tax for 2021/22 in a bid to ease some financial burden from residents.

The Leader reported that he was proud that despite the challenges this year had presented, ESC had remained focused on its aim to grow the economy; in doing so, it had secured funding for some fantastic projects across the district and invested in regeneration projects for towns.

The Leader reminded members that ESC was awarded a staggering £43m from the Government as a contribution to the creation of Lowestoft's own permanent flood defences.

In association with the Coastal Communities Fund, the Leader reported that ESC had funded a £1.5m project at Martello Park in Felixstowe as part of a wider investment in the south seafront area. In addition, ESC had supported businesses across the district in what had been a financially debilitating time and had provided practical help, advice and administered a series of grant schemes to assist businesses that were affected by the lockdown restrictions. Over £90m had been paid out to over 6000 local businesses since the start of the pandemic and this support continued.

The Leader stated that Caring for our Environment was a key priority for ESC and it had an ambitious environmental vision for East Suffolk; it had been proactive in its approach and the need to care for the environment was threaded through everything that ESC did. This was reflected in its policies, its electrical vehicle fleets, housing stocks and the way that ESC managed its spaces by creating more conservation areas. The Leader added that ESC knew that how it addressed the climate crisis now would determine what life would look like in the future and it was dedicated to becoming carbon neutral by 2030 and committed to converting this willingness into action.

The Leader reported that the pandemic had propelled ambitions for Delivering Digital Transformation forward. Operationally, ESC was more digitally agile and officers and members had embraced new ways of working; virtual meetings had become regular occurrences and ESC had modernised its IT systems and equipment to better support communities and residents.

In many ways, the Leader reported, technology provided an elegant solution to the problem of social isolation, during the height of the pandemic, with councillors contributing £14,689.58 from their enabling communities budgets to support the "Grandpad Loan Scheme" providing simplified tablets aimed at older people which enabled them to keep in touch with family, friends, and external support.

At this point the Leader highlighted the outstanding work that has been undertaken by the Democratic Services Team over the last 12 months; he commented that the fact Full Council was meeting today had not just happened by chance, the Democratic Services Team had to really change the way that it had supported meetings and indeed

supported the wider democratic processes. The changes that were needed were by necessity delivered at speed and in order to make this happen the Team had to learn new skills, hone those skills and become advisors to members; the Team was, the Leader commented, the backroom team that made members look professional and calm. The Leader, joined by all members, gave their sincere thanks and admiration for the way the whole Democratic Services Team had performed.

The Leader reported that as members reflected on their activities over the past year, it would be remiss of him not to acknowledge and pay tribute to the colleagues, friends and residents that had sadly passed away this year, the pandemic had unfortunately added to this number and thoughts and condolences went out to all those that had experienced loss.

The Leader commented how incredibly proud he was of what ESC had achieved and he referred to the first East Suffolk magazine published in April 2021 for an insight into achievements.

Looking forward, to the next 12 months, the Leader reported that there was much to do and ESC would continue to enable its communities, support local businesses as they rebuilt and prepared for the future, and ESC would develop the many exciting projects that it had emerging across the district. Through members' unceasing hard work and commitment, the Leader reported, ESC continued to deliver a first-rate service and he thanked members and officers most sincerely for their continued support and dedication.

The Leader referred to the Cabinet and reminded members that he had promised them more involvement, a greater say, better communications and open access to himself and his Cabinet; he believed that he had delivered this.

The Leader referred to the Constitutional requirement to reintroduce members to the Cabinet and remind them of the various areas of business that sat within portfolios. The Leader took members through this, with it also being displayed on the screen too.

Finally, the Leader introduced a video, that would be screened at the conclusion of the meeting. The video covered ESC's Strategic Plan, which guided all decision making, and told the story of achievements so far, one year on from the creation of the East Suffolk Strategic Plan.

The Chief Executive made three announcements, he firstly reported that the funeral of Simon Taylor-Buglione, a great friend and colleague, had taken place earlier that day; unfortunately, due to Covid restrictions, colleagues were unable to attend Simon's funeral but many colleagues had lined the street, as a mark of respect, close to Simon's home, as the funeral procession left.

The Chief Executive's second announcement related to Hilary Slater, the Council's Head of Legal and Democratic Services, and Monitoring Officer, who would be retiring from ESC on 31 May 2021. The Chief Executive provided information in respect of Hilary's employment history, stating that she had served local government for ESC for almost 19 years, a remarkable track record of responsibility and public service. The

Chief Executive stated that Hilary was hugely respected by colleagues and her peers, being the most experienced Monitoring Officer in the county. The Chief Executive, referring to Hilary having recently taken on the role of Monitoring Officer for the Broads Authority, as part of a Partnership Agreement, quoted the comments of the Chief Executive about Hilary's excellent advice and guidance. The Chief Executive reported that Hilary had led and managed her teams with great care and attention, establishing a reputation for absolute professionalism, quiet determination and a progressive outlook. The Chief Executive commented that colleagues had always valued Hilary's support, advice and guidance and he referenced to her great strength of character and independence of spirit. In conclusion, the Chief Executive reported that Hilary had been a great support to him personally and as Chief Executive, and for that he was extremely grateful. Members joined with the Chief Executive in wishing Hilary a very long and happy retirement, and gave thanks for all that she had undertaken and achieved.

Finally, the Chief Executive announced the appointment of Sandra Lewis to the post of Head of Digital and Programme Management.

6 Political Balance and Allocations of Seats on Committees 2021/22

Full Council received report **ES/0730** by the Leader of the Council, who stated that the report contained recommendations about the allocation of seats on the Council's committees and sub-committees for the 2021/22 municipal year, that was until May 2022, due to the reduction in the number of seats on the Appointments Committee from six to three and also due to the recent resignation of Councillor Elliott in March 2021.

The Leader advised that membership of the committees and sub-committees of ESC was determined under the terms of the Local Government (Committees and Political Groups) Regulations 1990. These regulations ensured that seats on committees and sub-committees were allocated on a politically proportionate basis.

Members would have seen, the Leader advised, that within the report the total number of seats broken down by committee. The Monitoring Officer had undertaken the necessary calculations to apportion these seats to meet the requirements of the regulations. This proposed apportioning was detailed within the appendix to the report. As proposed in recommendation two, this calculation would be reviewed after 10 May 2021 to take account of the results of the two by-elections (Framlingham, and Beccles and Worlingham Wards) and this would be agreed with all of the group leaders.

The Leader further reported that the contents of the report had been reviewed and discussed by himself and the other political group leaders and an agreement had been reached that if this meeting agreed to so doing it would be appropriate to vote on the allocations as set out en-bloc.

There being no questions or debate, on the proposition of Councillor Gallant, and seconded by Councillor Rivett, it was

RESOLVED

That, with effect from 5 May 2021, seats on committees and sub-committees of the Council be allocated in accordance with the nominations made in Appendix A to this report.

2. That the Chief Executive Officer calculates the political balance of the Council, to take account of the results of the by-elections for the Framlingham Ward and the Beccles and Worlingham Ward, to be held on 6 May 2021, and declared on 10 May 2021, and agrees them with all of the group leaders.

3. That, after the revised political balance figures have been agreed with the group leaders, the Chief Executive Officer, acting in consultation with the group leaders, makes any necessary changes to the allocation of seats and publicises those changes by way of an Officer Delegated Decision Notice.

7 Appointments to Outside Bodies 2021/22

Full Council received report **ES/0731** by the Leader of the Council, who stated that the report contained recommendations about Appointments to Outside Bodies (Non-Executive) for the 2021/22 municipal year, that was until May 2022. ESC appointed annually to a wide range of diverse outside bodies; some appointments were made because of a statutory requirement to appoint one or more members to them; most appointments were discretionary taking into consideration how representation added value. Appointment of members provided support to the organisation concerned and enabled members to fulfil their community leadership roles. Members appointed were able to work with and alongside local community groups, helping to empower them in terms of addressing local issues and delivering sustainable solutions.

The Leader referred to a review of Appointments to Outside Bodies that was recently undertaken, involving himself and officers, the purpose of the review was to check the categorisation of all appointments as either Executive, Non-Executive, or Scrutiny; following that review some changes were made.

The Leader stated that as per the previous report, the contents of this paper had been reviewed and discussed by himself and the other political group leaders and an agreement had been reached that if this meeting agreed to so doing it would be appropriate to vote on the allocations as set out en-bloc.

Councillor Byatt referred to the Lowestoft Transport and Infrastructure Prospectus Steering Group, noticing that it did not appear within Appendix A of the report, and he asked why that was the case. The Leader advised Councillor Byatt that he did not know the answer to that question but he would ask officers to confirm following the meeting.

On the proposition of Councillor Gallant, and seconded by Councillor Rivett, it was

RESOLVED

1. That councillors be appointed to those Outside Bodies listed in Appendix A for the 2021/22 Municipal Year.

2. That the Leader of the Council be authorised to fill any outstanding vacancies left unfilled by Council.

3. That the Leader be granted delegated authority to make any necessary changes to the membership of the Outside Bodies for the remainder of the 2021/22 Municipal Year, in consultation with the other Group Leaders.

8 Appointments to Working Groups 2021/22

Full Council received report **ES/0732** by the Leader of the Council, who stated that the report contained recommendations about appointments to working groups for the 2021/22 municipal year, that was until May 2022. Working groups were set up to examine specific issues in-depth prior to recommendations being put forward to the relevant decision-making body.

The Leader added that the Council appointed to a number of working groups each year as part of its corporate governance framework and in support of the democratic process and decision-making arrangements. The working groups had clear terms of reference outlining their roles, responsibilities and reporting mechanisms, thereby increasing openness, transparency and making the best use of resources.

In conclusion, the Leader stated that, once again, the contents of the report had been reviewed and discussed by himself and the other political group leaders and an agreement had been reached that if this meeting agreed to so doing it would again be appropriate to vote on the allocations as set out en-bloc.

On the proposition of Councillor Gallant, and seconded by Councillor Rivett, it was

RESOLVED

1. That the membership of Working Groups for the 2021/22 Municipal Year, as agreed by the political group leaders and detailed at Appendix A, be appointed.
2. That the Leader of the Council be granted delegated authority to make any necessary changes to the membership of the working groups for the remainder of the 2021/22 Municipal Year, in consultation with the other group leaders.

9 The future of Remote Meetings; returning to Face-to-Face Meetings

Full Council received report **ES/0735** by the Leader of the Council, who firstly stated that there had been a lot of discussion about remote meetings, especially during the last week; he referred to the report before members explaining the various developments around remote meetings, setting out a plan for returning to face-to-face meetings, looking at some of the unknowns and providing some flexibility in decision-making, to take account of them.

The Leader stated that the background to this was that many of the Council's statutory powers, to hold meetings, for example, came from the Local Government Act 1972 and the accepted view had been that local authority meetings under the 1972 Act had to be held in person, at a "place", and could not be held remotely. That was why, last April, the Government made some regulations under the Coronavirus Act 2020 which allowed local authorities to meet virtually, rather than in a physical location. The regulations included a deadline of 6 May 2021, after which remote meetings could not

be held.

The Leader reminded members that ESC responded quickly and well to the pandemic by organising its meetings remotely with the first remote meeting taking place on 6 May 2020. Since then over 75 meetings had been held remotely and successfully and these had been broadcast live on the Council's YouTube channel. Meanwhile, the Government's Roadmap Out of Lockdown was published on 22 February 2021 and it proposed that "organised permitted gatherings" such as indoor meetings would be permitted no earlier than 17 May 2021. It anticipated that all restrictions on indoor gatherings would be lifted by 21 June 2021, subject to certain "steps" being met. This was followed by a letter sent to all local authorities by the Local Government Minister on 25 March which explained that there was no Parliamentary time for legislation to extend the 6 May deadline in the regulations but given the good progress made with the vaccination programme, and the roadmap, there should be a significant reduction in risk for members meeting in person from 7 May 2021. Mr Hall also suggested that councils consider the use of existing powers to delegate decision making to individual officers to minimise the number of meetings; the use of single Member decision-making without the need for Cabinet to meet; bringing forward the annual meeting, which ESC had done; encouraging the use of remote access to minimise physical attendance by the public. Mr Hall also launched a consultation on the use of the current, remote arrangements and this consultation was due to close next month, and the Council would be responding to it. However, the Leader reported, in the face of the deadline of the 6 May 2021, a court case was brought in the High Court against the Secretary of State for Housing, Communities and Local Government; its purpose was to obtain a court declaration which would confirm the ability of councils to hold remote meetings under the 1972 Act. This was on the grounds that the 1972 Act did not define the location of the meeting as having to be a physical place. The court case was heard on 21 April 2021. The Government had legal representation at the hearing, and supported the arguments being put forward in favour of remote meetings.

The Leader advised members that the decision in the case was published on 28 April 2021 and he referenced the link to the judgement in the report. The Court dismissed the claim for a declaration. It made clear that once 6 May deadline had passed, Council meetings had to take place at a single, specified geographical location. Attending a meeting at such a location meant physically going to it. Also, that being "present" at such a meeting involved physical presence at that location. The court recognised that there were powerful arguments in favour of permitting remote meetings but new legislation would need to be made for this. In addition, the Court went on to decide, on 5 May, that the public had to join the meeting, physically, too, for it to be "open to the public" etc. This meant that any form of hybrid meeting could not be allowed, as the public had to be physically present at the meeting too and could not join it remotely.

The Leader reported that, at this point, ESC would not be able to hold remote meetings after 6 May, without further legislation being made, and some uncertainties remained which were listed in paragraph 2.8 of the report and were about whether or not restrictions would be lifted, when planned; and what if further restrictions were imposed, later in the year. For this reason, the Leader reported, ESC would need to ensure that it had the flexibility in place to carry out its business safely, and effectively, whatever the Covid circumstances might be.

As the report set out, the Leader stated, some flexibility already existed, if Members wished to use it, for example, some of the Council's meetings were not committees which had been given delegated authority by Council under the provisions of the 1972 Act; leading Counsel had advised that the Council's Executive and its committees were not committees of the authority for the purposes of the 1972 Act; leading Counsel had advised that Licensing Sub-Committee hearings to consider applications/reviews etc for licensed premises under the Licensing Act 2003 were not meetings for the purposes of the 1972 Act. So, if necessary, some meetings listed in paragraph 2.9 of the report could continue to be held remotely after 6 May 2021, in the absence of further legislation and despite the recent decision of the High Court. However, the Leader added, the meetings listed in paragraph 2.10 of the report were committees set up for the purposes of the 1972 Act. These could not continue to meet remotely, in the light of the court's recent decision, and in the absence of further legislation. This was because they were formal, decision-making meetings of the Council, which exercised authority for or on behalf of the Council.

The Leader advised members that whichever meetings were held in person, ESC would need to plan carefully for them; helpfully the Government updated its Guidance on the Safe Use of Council buildings on 29 April 2021. The Guidance emphasised that where local authority meetings took place in person, the Guidance itself must be followed, risk assessments must be carried out, and the full range of options available for decision-making looked at, as set out in the letter of 25 March.

The Leader stated that what was being proposed was in line with Luke Hall's advice and the latest Guidance and he referred to the schedule of meetings for after 6 May 2021 and before 21 June 2021 suggesting that those meetings could be held either remotely or in person, as shown in the brackets in the list. Due to the uncertainties listed in paragraph 2.8 of the report, it should be noted that depending on the Covid compliant capacity of each of the meeting rooms at Riverside/East Suffolk House, the necessary layout and ICT provision, a decision would have to be made as to where each of the in-person meetings could take place, either at Riverside, East Suffolk House or at a larger, off-site venue. However, if large numbers of the public wished to attend a particular meeting, the Council may have to limit the numbers present to ensure Covid compliance. The Guidance was clear that only those "reasonably necessary" should be present in the room and, therefore, public participation might need to be restricted to a fixed number of seats. The live meeting could also be relayed into the other rooms e.g., the café at Riverside, and the Blyth at East Suffolk House, and broadcast on YouTube.

At the time of writing the report, the Leader advised, an alternative venue to hold a Full Council meeting had not been fixed. The next Full Council meeting was on 28 July 2021 and it may be that by then, all COVID restrictions would have ended, and the meeting could proceed in person, as normal.

Bearing in mind all points, the Leader stated, the Chief Executive Officer and the Head of Legal and Democratic Services would need to adjust the lay-out, venue, number of attendees and possibly the date of some of the meetings to take account of the changing circumstances around Covid and the Court case. Also, meetings may be cancelled if there was sickness or insufficient business to warrant the holding of the

meeting. One of the uncertainties listed in paragraph 2.8 of the report was about further Covid restrictions being imposed later in the year. Of course, the Government may have made primary legislation by then, to allow for remote meetings to be held once again, under the 1972 Act. However, if face-to-face meetings could not be held due to restrictions, and there was no new legislation to allow them, flexibility would be required to safeguard the Council's decision-making for its committees etc. In those circumstances only, it would be wise for there to be some contingency arrangements in place and so the proposals set out in paragraph 3.9 of the report were there as a contingency only and they would apply only if in person meetings could not be held for whatever reason on or after 17 May 2021 and the Government had not made any new legislation which would allow remote meetings to be held under the 1972 Act. To cover these circumstances, and in line with the Guidance, Officer delegations needed to be put in place to allow the Council to carry out its business. Therefore, the Leader stated, should the circumstances set out in sub-paragraphs 1) and 2) of 3.9 in the report apply, the Council was asked to agree that delegated authority be given to the Head of Planning and Coastal Management to make decisions which fell within the remit of the Strategic Planning Committee, or the Planning Committee North or the Planning Committee South, having consulted with the Chairs and Vice-Chairs of Planning Committee North and Planning Committee South; to the Head of Legal and Democratic Services to make decisions which fell within the remit of the Licensing Committee, having consulted with the Chair and Vice-Chair of the Licensing Committee; to the Chief Executive Officer to make decisions which fell within the remit of the Council, other Committees or Sub-Committees of the Council, in consultation with the relevant Council/Committee Chair and Vice-Chair. These delegated decisions would be made by the relevant Officers and evidenced by an Officer Delegated Decision Notice, which would be published on the Council's website.

Also, the Leader added, many councils provided powers to their Chief Executive Officer, to enable action to be taken to respond to an emergency, whatever it may be, and whenever it might occur. It was noted that during the pandemic, and particularly in the first lockdown, that these powers to act in an emergency were not available to the Council's Chief Executive Officer. To tie in with similar provisions which many other local authorities had, and to allow for maximum flexibility in the event of an emergency, it was proposed that a specific delegation be made to the Chief Executive Officer. Therefore, it was suggested that the delegation contained within the report be put in place to cover emergencies generally, of whatever nature, and arising at any time.

Looking to the future, the Leader hoped that councils would have the freedom to make choices as to how they held their meetings, taking account of what would work for them, and their residents, and the local democratic process. The Leader commented that Government was supportive of the continuation of remote meetings; this was a matter of trying to get allocated some Parliamentary time for that to happen and he was confident of that happening.

Councillor Byatt commented how pleased he was that ESC meetings were now being livestreamed to the YouTube channel. Councillor Byatt also suggested that perhaps officers could continue to attend meetings remotely. Councillor Byatt, referring to decision making by members, commented that ESC had the facility to run a quorum Full Council meeting and he asked if perhaps that could be a potential back-up. In

response, the Leader was not supportive of this, referencing that all members had been elected by local people, to represent their views and interests at Council meetings, and he believed that democratic representation was important. He referred to the contingency plans with the report, emphasising again that they would only be used in exceptional circumstances.

Councillor Topping gave her thanks to all officers who had been involved in the setting up of remote meetings, commenting on how quickly and efficiently they had acted.

Councillor Topping gave her support for the proposals within the report, commenting that she fully trusted the Chief Executive Officer and she was confident that the Leader would keep members apprised.

On the proposition of Councillor Gallant, and seconded by Councillor Rivett, it was by unanimous vote

RESOLVED

1. That the current circumstances around remote meetings and a return to face-to-face meetings, as set out in paragraphs 2 and 3 of the report, be noted.
2. That being mindful of the uncertainties listed in paragraph 2.8 of the report, and the need for flexibility in its decision-making, that Full Council agrees to make the delegations set out in paragraphs 3.9 and 3.10 of the report.

10 Appointment of Monitoring Officer

Full Council received report **ES/0734** by the Leader of the Council and the Cabinet Member with responsibility for Resources.

Full Council was advised that the Monitoring Officer was a statutory appointment under Section 5 of the Local Government and Housing Act 1989, as amended by paragraph 24 of Schedule 5 of the Local Government Act 2000. The Monitoring Officer was one of three statutory officers the Council was required to have in place, the others being the Head of Paid Service and the Section 151 Officer. These roles had specific statutory duties assigned to them and essentially the role of the Monitoring Officer was to report on matters they believed were, or were likely to be, illegal or amount to maladministration, to be responsible for matters relating to the conduct of Members and Officers and to be responsible for the operation of the Council's Constitution.

The Cabinet Member with responsibility for Resources reported that the current post holder, Mrs Hilary Slater, had been the Council's Monitoring Officer since her appointment in August 2002, initially for Suffolk Coastal District Council, then for Waveney District Council as well and, more latterly, for ESC. Mrs Slater was also the Council's Head of Legal and Democratic Services. Mrs Slater was supported by the Council's Legal and Licensing Services Manager, Mr Christopher Bing, who performed the role of Deputy Monitoring Officer as well as his substantive role.

Mrs Slater had decided to take early retirement and would therefore leave the Council's employment on 31 May 2021. She would be taking her last two weeks of service as annual leaving which meant her last working day would be 14 May 2021.

Recruitment to the post of Head of Legal and Democratic Services (which also included the role of Monitoring Officer) had already begun and an Appointments Committee was scheduled for 22 June 2021. In view of this, arrangements needed to be made to cover the Monitoring Officer role between 14 May 2021 until the new post holder was in place. It was therefore proposed that Mr Bing be appointed as the Council's Monitoring Officer, on an interim basis, from 14 May 2021.

The Leader, at this point, expressed his personal thanks for everything that Mrs Slater had done for him and indeed for ESC; he referred to the creation of ESC, and commented that Mrs Slater was instrumental in that work, including the creation of the Constitution. The Leader also referred back to his earlier reports, including the remote meetings paper, and he added that this had involved a huge amount of work by Mrs Slater, including working over the recent Bank Holiday weekend; this, he said, was a demonstration of the commitment and dedication that she had given to ESC, and its predecessor councils, over many years.

Councillor Deacon commented that he had known Mrs Slater since her appointment at SCDC; at that time, he commented that SCDC was going through some fundamental changes in its governance and Mrs Slater was very instrumental in the successful outcome of that. Councillor Deacon expressed his thanks for all of the help that Mrs Slater had given him personally over the years, always delivered calmly and professionally, and in an understandable manner.

Councillor Rivett gave this thanks to Mrs Slater for her excellent work, commenting particularly on her advice and guidance given at Full Council meetings.

Councillor Ashdown referred to all of the advice that he had received from Mrs Slater, particularly in respect of Planning matters, and he gave thanks for that.

Councillor Byatt thanked Mrs Slater for all of the impartial advice that she had provided to the Labour Group, in respect of many matters.

Councillor Topping commented on the excellent and professional work of Mrs Slater, and she gave thanks for that.

Councillor McCallum gave her personal thanks to Mrs Slater for all of the support that she had provided to her.

Mrs Slater thanked all members for their comments; she stated how much she had enjoyed her work and she referred to the many achievements by members of ESC. Mrs Slater commented that, sometimes, being Monitoring Officer was not an easy role, but she was always confident that members would listen to her advice and she felt that this was a recognition of how mature the organisation was. Mrs Slater also thanked the Chief Executive for his comments and she added that she felt the culture at ESC came from the top and she referred to everybody being hard working and committed. Mrs Slater referenced all of her colleagues within the Corporate Management Team, giving

thanks for their support, and she gave thanks to all of her teams, who she said worked extremely hard and were so committed; Mrs Slater concluded by stating how proud she was of everything that they did and had achieved.

Finally, the Chairman gave his thanks to Mrs Slater for all of her work over many years and all members joined the Chairman in wishing Mrs Slater a very long, happy and healthy retirement.

On the proposition of Councillor Cook, and seconded by Councillor Gallant, it was by unanimous vote

RESOLVED

That the temporary appointment of Mr Christopher Bing as the Monitoring Officer and Ms Jacqui Bullen as the Deputy Monitoring Officer from 14 May 2021, until the Head of Legal and Democratic Services post is filled, which includes the role of Monitoring Officer, be approved.

11 Neighbourhood Plans - Bredfield, Kesgrave and Reydon

Full Council received report **ES/0733** by the Cabinet Member with responsibility for Planning and Coastal Management, who stated that the purpose of his report was to ask the Council to consider the three neighbourhood plans which were 1) Bredfield Neighbourhood Plan; 2) Kesgrave Neighbourhood Plan; and 3) Reydon Neighbourhood Plan, and to agree that the Council was minded to approve them; also, to give delegated authority to the Head of Planning and Coastal Management, acting in consultation with himself, to make the plans, after the three neighbourhood plans referenda which were being held on 6th May 2021, assuming that there was a positive outcome for each, as a result of the referenda. This appeared to be the most efficient way for the Council to ensure that the plans were made within the statutory deadline of eight weeks of the day following a successful referenda.

Councillor Ritchie emphasised that the three Neighbourhood Plans had been produced by the communities as a result of a lot of hard work and commitment, and he gave thanks for that; Councillor Ritchie also referred to some minor errors in Appendix A to the report, the Bredfield Neighbourhood Plan, in that some of the maps were missing from the document; Councillor Ritchie gave an assurance that the version of the Plan that had been publicised and posted on the ESC's website, and on which people were being asked to vote, was correct.

Councillor Beavan congratulated Reydon Parish Council on being probably the first Parish Council to adopt the "St Ives" clause in its Neighbourhood Plan; Councillor Beavan commented that it was not a panacea, but it was certainly a step in the right direction to protect communities from being completely taken over by second homes.

Councillor Fryatt commented that he had worked closely with Bredfield Parish Council in the production of its Plan and he commented on the hard work undertaken and gave thanks. Councillor Fryatt commented on the importance of Planning Committees

taking account of neighbourhood plans.

On the proposition of Councillor Ritchie, and seconded by Councillor Cooper, it was by unanimous vote

RESOLVED

1. That the Bredfield Neighbourhood Plan, the Kesgrave Neighbourhood Plan, and the Reydon Neighbourhood Plan be agreed that it is minded to approve them, subject to a positive outcome at the referenda about each being held on 6 May 2021.
2. That subject to a positive outcome for each of the referenda being held on 6 May 2021, delegated authority be granted to the Head of Planning and Coastal Management, acting in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, to make the neighbourhood plans, as soon as reasonably practical after the declaration of the referenda results on 10 May 2021, and to evidence their delegated decision with the publication of an Officer Delegated Decision Notice.

The meeting concluded at 4.18 pm.

.....
Chairman



FULL COUNCIL

Wednesday, 28 July 2021

Subject	Appointment of Monitoring Officer
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Stephen Baker Chief Executive stephen.baker@eastsuffolk.gov.uk 01394 444378

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

The Monitoring Officer is a statutory appointment under Section 5 of the Local Government and Housing Act 1989, as amended by paragraph 24 of Schedule 5 of the Local Government Act 2000.

The Monitoring Officer is one of three statutory Officers the Council is required to have in place, the others being the Head of Paid Service and the Section 151 Officer. These roles have specific statutory duties assigned to them and essentially the role of the Monitoring Officer is to report on matters they believe are, or are likely to be, illegal or amount to maladministration, to be responsible for matters relating to the conduct of Members and Officers and to be responsible for the operation of the Council's Constitution.

Council will recall receiving a report at their meeting on 5 May 2021 regarding the temporary appointment of Mr Christopher Bing as the Council's Monitoring Officer (and Head of Legal and Democratic Services) following the retirement of Mrs Hilary Slater and pending formal recruitment to the post.

The recruitment process is now complete and culminated in a meeting of the Appointments Committee on 22 June 2021 following which the Committee unanimously agreed to offer the post to Mr Christopher Bing on a permanent basis. Mr Bing has accepted the appointment.

Options:

Since the Monitoring Officer is a statutory role, the Council has no option but to ensure this role is filled.

Recommendation/s:

That the appointment of Mr Christopher Bing as the Council's permanent Monitoring Officer be approved.

Corporate Impact Assessment

Governance:

The Monitoring Officer is responsible for the operation of the Council's Constitution which includes overseeing the Council's governance arrangements. The Monitoring Officer is therefore integral to ensuring the efficient and proper day to day business of the Council.

ESC policies and strategies that directly apply to the proposal:

The Council's Constitution sets out the Monitoring Officer Protocol.

Environmental:

No impact other than to ensure that all the Council's actions and decisions in relation to environmental matters are carried out in accordance with the Constitution.

Equalities and Diversity:

The Council is required to maintain the highest ethical standards and the Monitoring Officer role is integral to this. In addition, they are responsible for ensuring that the Council meets its legal obligations.

Financial:

No impact.

Human Resources:

No impact.

ICT:

No impact.

Legal:

The Monitoring Officer is responsible for ensuring that the Council operates legally and meets all legislative requirements.

Risk:

Failure to appoint a Monitoring Officer would be contrary to Section 5 of the Local Government and Housing Act 1989 (as amended by paragraph 24 of Schedule 5 Local Government Act 2000) and the Council's Constitution.

External Consultees:	None
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>

T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? The role of Monitoring Officer is to report on matters they believe are, or are likely to be, illegal or amount to maladministration, the conduct of Officers and Members and to be responsible for the operation of the Council's Constitution. In essence, the Monitoring Officer is the Council's conscious and ethical champion and as such is fundamental to ensuring that the Council complies with all its obligations and that appropriate arrangements are in place for the proper functioning of the Council.			

Background and Justification for Recommendation

1	Background facts		
1.1	The role of Monitoring Officer is a statutory requirement in accordance with the legislation referred to above.		
2	Current position		
2.1	Following the retirement of the Council's long-serving Monitoring Officer in May 2021, temporary arrangements were put in place, and approved by Full Council, until a permanent replacement could be found.		
3	How to address current situation		
3.1	A formal recruitment process has been followed which began in April 2021 and culminated in a meeting of the Appointments Committee on 22 June 2021.		
4	Reason/s for recommendation		
4.1	A temporary Monitoring Officer appointment was made in May 2021 to cover the period until a permanent appointment could be made. The recruitment process has been successful and a permanent replacement found.		

Appendices

Appendices:

None

Background reference papers:

None



FULL COUNCIL

Wednesday, 28 July 2021

Subject	Political balance and allocation of seats on Committees 2021/22
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Chris Bing Head of Legal and Democratic Services chris.bing@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not Applicable
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

Membership of the Committees and Sub-Committees of East Suffolk Council is determined under the terms of the Local Government (Committees and Political Groups) Regulations 1990. Those provisions require the Authority to review the representation of political groups and individuals on the Committees, Sub-Committees, and other appropriate bodies to ensure that the seats on Committees are allocated by Group Leaders in proportion to the political groups' membership of the Council.

Full Council, at its Annual Meeting on 5 May 2021, received a report (ES/0730) which contained recommendations about the allocation of seats on the Council's Committees and Sub-Committees for the 2021/22 Municipal Year, that is until May 2022, due to the reduction in the number of seats on the Appointments Committee from six to three seats and the resignation of Councillor Elliott (Green) (Beccles and Worlingham Ward) in March this year.

Since that report (ES/0730) was received and its recommendations agreed, the vacant seat in the Framlingham Ward and the vacant seat in the Beccles and Worlingham Ward have been filled by the respective by-elections held on 6 May 2021 with the results of those by-elections declared on 10 May 2021. The newly elected Members being Councillor Lydia Freeman (Aldeburgh Ward) and Councillor Sarah Plummer (Beccles and Worlingham Ward).

Similarly, following the resignation of Councillor Jocelyn Bond (Aldeburgh and Leiston Ward) and Councillor T-J Haworth-Culf (Aldeburgh and Leiston Ward) from East Suffolk Council with effect from 10 May 2021, a by-election for the two vacant seats in this Ward was held on 8 July 2021 and the two vacant seats have been filled. The newly elected Members being Councillor Tom Daly and Councillor Russ Rainger.

The results of these by-elections have been considered in his report which contains a recommendation about the allocation of seats on the Council's Committees and Sub-Committees for the 2021/22 Municipal Year, that is until May 2022.

Councillor Melissa Allen (Orwell and Villages Ward) resigned from East Suffolk Council with effect from 18 June 2021. A by-election for the vacant seat in this Ward will be held on 12 August 2021.

Options:

None.

The Council needs to appoint to its Committees and Sub-Committees to carry out its business effectively. Appointment to these bodies gives Members an opportunity to carry out their community leadership role and enables cross party views to be given on specific issues which is healthy for democracy and good decision-making.

Recommendation:

That, with effect from 28 July 2021 seats on Committees and Sub-Committees of the Council be allocated in accordance with the nominations by Group Leaders indicated within Appendix A to this report.

Corporate Impact Assessment

Governance:

The Local Government & Housing Act 1989 requires that the overall political balance of the Council be reflected, where possible, in the appointment of Members to Committees and Sub-Committees of the Council (known informally as the political balance rules).

The appointment of Committees forms the democratic framework by which some Council decisions are made. Specific legislation applies to the regulatory committees that exercise quasi-judicial powers and separate legislation is in place for the Cabinet.

The appointment to Committees and Sub-Committees enables the work of the Council to be shared across all Council Members (where appropriate) and enables Councillors to undertake a range of duties that collectively underpin or deliver the democratic decision-making process within the Council.

ESC policies and strategies that directly apply to the proposal:

Decisions are implemented in accordance with the Council's Constitution and statutory legislation.

Environmental:

Not applicable

Equalities and Diversity:

Appointments to Committees enable Members to carry out their community leadership role and in considering the issues before them, help build a stronger, healthier, and just society.

The decision to constitute and appoint to Committees will not in itself lead to the tackling of inequality, disadvantage, and discrimination (particularly for the most vulnerable), but it will provide the framework for those issues to be addressed when making decisions or reviewing policies / services.

Financial:

Councillors can claim expenses for attending Council meetings which will be met from within the Council's agreed Scheme of Members' Allowances. In addition, positions such as Chairmen of Committees are awarded a Special Responsibility Allowance recognising the additional responsibilities that these positions have.

Human Resources:

Not applicable

ICT:

Not applicable

Legal:

Membership of the Committees and Sub-Committees of East Suffolk Council is determined under the terms of the Local Government (Committees and Political Groups) Regulations 1990. Specific legislation applies to the regulatory committees that exercise quasi-judicial powers and separate legislation is in place for the Cabinet.

External Consultees:	<p>External consultation is not required. The Leaders of the Political Groups were asked to nominate the members of the Council whom they wished to see occupy certain seats.</p> <p>Appendix A to this report shows the nominations to seats following the Aldeburgh and Leiston Ward by-election and, in addition, now includes the allocations made by the Chief Executive Officer under delegated authority and in consultation with all Group Leaders following the by-elections in the Framlingham and Beccles and Worlingham Wards.</p>
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>

T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
	How ESC governs itself as an authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>How does this proposal support the priorities selected?</p> <p>Membership of Committees and Sub-Committees of East Suffolk Council is determined under the terms of the Local Government (Committees and Political Groups) Regulations 1990. The Regulations require that the total number of seats for each group equates to the number of places on each Committee to which political balance requirements apply.</p> <p>Appointment to these bodies gives Members an opportunity to carry out their community leadership role and enables cross party views to be given on specific issues which is healthy for democracy and good decision-making.</p>			

Background and Justification for Recommendations

1	Background facts		
1.1	<p>Membership of Committees and Sub-Committees of East Suffolk Council is determined under the terms of the Local Government (Committees and Political Groups) Regulations 1990.</p> <p>Those provisions require the Council to review the representation of political groups and individuals on Committees, Sub-Committees, and other appropriate bodies in order to ensure that:</p> <ul style="list-style-type: none"> (1) No single political group has all seats on a Committee. (2) The majority of seats on a Committee is allocated to the majority political group. (3) The total number of seats on a Council's Committee is allocated in proportion to political groups' membership of the Council. (4) The seats on Committees are allocated in proportion to the political groups' membership of the Council. 		
1.2	<p>This report contains a recommendation on the allocation of seats on the Council's Committees and Sub-Committees. There are 55 seats, in total, on the Council. The political balance of the Council was last reviewed in May 2021, following the resignation of Councillor Elliott (Beccles and Worlingham Ward). The political balance as of May 2021 is shown in table 3.1, below.</p> <p>Since that review, Councillor Bond (Conservative) (Aldeburgh and Leiston Ward) and Councillor Haworth-Culf (Conservative) (Aldeburgh and Leiston Ward) have resigned from the Council with effect from 10 May 2021. A by-</p>		

	<p>election for the two vacant seats took place on 8 July 2021.</p> <p>Councillor Melissa Allen (Orwell and Villages Ward) resigned from East Suffolk Council with effect from 18 June 2021. A by-election for the vacant seat in this Ward will be held on 12 August 2021.</p>
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2 Current position	
2.1	<p>THE COUNCIL'S DEMOCRATIC STRUCTURE</p> <p><u>Cabinet</u></p> <p>The Full Council appointed the Leader of the Council for a four-year term of office at its Annual Meeting in May 2019 and the Leader then appoints the Cabinet.</p> <p>The Cabinet (including the Deputy Leader) can be comprised of up to 10 Members and is exempt from the political proportionality rules under the Local Government Act 2000. It does not therefore form part of the Council's Committees.</p> <p><u>Audit & Governance Committee</u></p> <p>The Audit & Governance Committee is comprised of 9 Members and the political proportionality rules apply.</p> <p>Members of the Cabinet are not able to sit on the Audit & Governance Committee.</p> <p><u>Scrutiny Committee</u></p> <p>The Scrutiny Committee is comprised of 13 Members and the political proportionality rules apply.</p> <p>Scrutiny activity is undertaken by one Committee. The Committee will carry out detailed reviews, policy development and may call-in Cabinet decisions. It may appoint task and finish groups, which will be established for a specific purpose and be time bound. It may also undertake joint reviews or those involving the Council's partners.</p> <p>Members of the Cabinet are not able to sit on the Scrutiny Committee.</p> <p><u>Planning Committee (North)</u></p> <p>The Planning Committee has 9 seats, which are allocated on a politically proportionate basis. This Committee considers planning applications which relate to the North of the District.</p> <p>All Members and Substitute Members are required to have undertaken recent and relevant training on planning matters before they are able to serve on this Committee or instigate the Call-in process for planning applications.</p> <p>All Members of the Planning Committee (North) also sit on the Strategic Planning Committee, along with the Members of the Planning Committee</p>

	<p>(South) and they provide high level, strategic direction regarding planning matters.</p> <p><u>Planning Committee (South)</u></p> <p>The Planning Committee has 9 seats, which are allocated on a politically proportionate basis. This Committee considers planning applications which relate to the South of the District.</p> <p>All Members and Substitute Members are required to have undertaken recent and relevant training on planning matters before they are able to serve on this Committee or instigate the Call-in process for planning applications.</p> <p>All Members of the Planning Committee (South) also sit on the Strategic Planning Committee, along with the Members of the Planning Committee (North) and they provide high level, strategic direction regarding planning matters.</p> <p><u>Strategic Planning Committee</u></p> <p>As the Strategic Planning Committee is made up of the Members of the North and South Planning Committees and the Cabinet Member who is the Portfolio Holder for Planning, the 18 seats on the Strategic Planning Committee have not been included in the total number of Committee seats, below.</p> <p><u>Licensing</u></p> <p>The Licensing Committee is comprised of 15 seats.</p> <p>The size of the Committee reflects both the statutory licensing responsibilities and the need to appoint Members to the Licensing Sub-Committee (3 Members plus one Substitute) and to hear licensing appeals. All Members serving on the Licensing Committee are required to have received appropriate training before they undertake their role on the main Committee or serve on the Licensing Sub-Committee given its quasi-judicial nature.</p> <p><u>Appointments Committee</u></p> <p>The Appointments Committee has three seats (revised from 6 seats in report ES/0711 to Full Council on 24 March 2021).</p> <p>The Committee must comprise the Leader (or Deputy Leader in their absence), the relevant Cabinet Member (or another Cabinet Member in their absence), and one Member of the Opposition. It was agreed in March of this year that the one opposition seat would be shared between the Labour and GLI (Green, Liberal Democrat and Independent) groups, in the sense that the Leader of each of those groups would sit for alternating interviews.</p> <p>The Appointments Committee is politically balanced.</p> <p>The purpose of the Committee is to appoint the Heads of Service for the Council. The Committee can also consider the dismissal of the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer.</p>
2.2	<p>The Regulations require that the total number of seats for each group equates to the number of places on each Committee to which political balance</p>

	<p>requirements apply. Upon declaration of the outcome of the Aldeburgh and Leiston by-election, the political balance of the Council was calculated, so that membership of each Committee reflected the overall political balance of the Council.</p> <p>Under the Council's current structure, there are 58 seats available on Committees to which the Regulations will apply:</p> <ul style="list-style-type: none"> • Audit and Governance Committee: 9 seats • Licensing Committee: 15 seats • Planning Committee (North): 9 seats • Planning Committee (South): 9 seats • Scrutiny Committee: 13 seats • Appointments Committee: 3 seats
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3 How to address current situation

3.1	At the time of finalising this report, the membership of the Council and the associated number and distribution of committee placings is as set out in the table at 3.2, below.					
3.2		Committee seats	Con	Lab	GLI	
	Current (July 2021) number of Councillors - 54 (1 vacancy – Orwell and Villages)		38	7	9	
	Distribution of the 58 committee placings		41	7.5	9.5	
		Number of places	Con	Lab	GLI	
	Audit and Gov	9	6	1	2	
	Licensing	15	11	2	2	
	Planning North	9	7	1	1	
	Planning South	9	6	1	2	
	Scrutiny	13	9	2	2	
	Appointments	3	2	0.5	0.5	
3.3	The proposed revised committee placings for the remainder of the 2021/22 Municipal Year are set out in their entirety in Appendix A. The changes from the placings agreed at the AGM in May 2021 are:					

	<ul style="list-style-type: none"> - Councillor Daly (GLI) to replace Councillor Fryatt (Conservative) on Planning Committee South; - Councillor Bird (Conservative) to be Vice-Chairman of Planning Committee South; and - A nomination be sought for the vacant Conservative seat on Licensing Committee.
3.4	Committee placings will be reviewed again after the outcome of the Orwell and Villages byelection in August 2021 and any further changes reported to the meeting of Full Council in September 2021.

4 Reason for recommendations

4.1	To ensure that Members are appointed to Committees for the 2021/22 Municipal Year in accordance with the political proportionality rules and that decision-making is undertaken in a democratic way.
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Appendices

Appendices:

Appendix A	Proposed revised committee placings for the remainder of 2021/22
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Background reference papers:

None



APPENDIX A: ES/XXXX

COMMITTEE ALLOCATIONS FOR 2021/22 including Assistant Cabinet Members and Heritage Champion

Audit and Governance Committee (9 Members)	Conservatives (6 seats) Cllr Geoff Lynch (Chairman) Cllr Edward Back (Vice-Chairman) Cllr Judy Cloke Cllr Tony Cooper Cllr Linda Coulam Cllr Chris Mapey	Labour (1 seat) Cllr Tess Gandy	GLI (2 seats) Cllr Rachel Smith-Lyte (G) Cllr Edward Thompson (LD)
Licensing Committee (15 Members)	Conservatives (11 seats) Cllr Colin Hedgley (Chairman) Cllr Mark Newton (Vice-Chairman) Cllr Paul Ashdown Cllr Edward Back Cllr Linda Coulam Cllr Tony Goldson Cllr Frank Mortimer Cllr Trish Mortimer	Labour (2 seats) Cllr Janet Craig Cllr Keith Patience	GLI (2 seats) Cllr John Fisher (I) Cllr Rachel Smith-Lyte (G)

	Cllr Keith Robinson Cllr Steve Wiles 1 CONSERVATIVE PLACE TBC AT COUNCIL		
Planning Committee (North) (9 Members)	Conservatives (7 seats) Cllr Paul Ashdown (Chairman) Cllr Jenny Ceresa (Vice-Chairman) Cllr Norman Brooks Cllr Tony Cooper Cllr Linda Coulam Cllr Andrée Gee Cllr Craig Rivett	Labour (1 seat) Cllr Malcolm Pitchers	GLI (1 seat) Cllr Elfrede Brambley-Crawshaw
Planning Committee (South) (9 Members)	Conservatives (6 seats) Cllr Debbie McCallum (Chairman) Cllr Stuart Bird (Vice-Chairman) Cllr Chris Blundell Cllr Tony Cooper Cllr Colin Hedgley Cllr Mark Newton	Labour (1 seat) Cllr Mike Deacon	GLI (2 seats) Cllr Kay Yule (LD) Cllr Tom Daly (G)
Scrutiny Committee (13 Members)	Conservatives (9 seats) Cllr Stuart Bird (Chairman) Cllr Edward Back Cllr Judy Cloke Cllr Linda Coulam Cllr Andrée Gee Cllr Tracey Green Cllr Colin Hedgley Cllr Geoff Lynch	Labour (2 seats) Cllr Mike Deacon (Vice-Chairman) Cllr Louise Gooch	GLI (2 seats) Cllr David Beavan (LD) Cllr Caroline Topping (G)

	Cllr Keith Robinson		
Appointments Committee (3 Members)	Conservatives (2 seats) Leader or Deputy Leader Relevant Cabinet Member	Opposition (1 seat) Leader of the Labour Group OR Leader of the GLI Group	

Assistant Cabinet Members	Cllr Alison Cackett – Transport
	Cllr Tony Cooper – Planning & Coastal Management
	Cllr Mark Jepson – Community Health
	Cllr Steve Wiles – Economic Development

East Suffolk Council's Heritage Champion	Cllr Craig Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development
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FULL COUNCIL

Wednesday, 21 July 2021

Subject	Code of Corporate Governance
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources
Supporting Officer	Mrs Siobhan Martin Head of Internal Audit 01394 444254 siobhan.martin@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

The Chartered Institute of Public Finance and Accountancy (CIPFA) recommend an annual review of the Code of Corporate Governance, as directed in the CIPFA/SOLACE 2016 publication “Delivering Good Governance in Local Government”. The Code of Corporate Governance was last reviewed in July 2018.

The revised Code was reviewed by the Audit & Governance Committee at its meeting on 14 December 2020, in accordance with best practice and the Committee’s responsibility, within its terms of reference. The Code is now before Full Council for approval.

Options:

There are no options to be considered in relation to this report.

Recommendation:

That the revised Code of Corporate Governance at Appendix A to the report be adopted.

Corporate Impact Assessment

Governance:

The Code of Corporate Governance is the keystone to demonstrating how the Council embodies and delivers governance.

ESC policies and strategies that directly apply to the proposal:

Good governance is an essential feature of how East Suffolk is accountable for the public purse and therefore every element of the East Suffolk Strategic Plan is delivered with the Code of Corporate Governance explicitly applied.

Environmental:

There are no direct environmental implications to this report, however, one of the key principles of the Code is defining outcomes in terms of sustainable economic, social, and environmental benefits.

Equalities and Diversity:

There are no direct equalities and diversity implications to this report.

Financial:

There are no direct financial implications to this report, however one of the key principles of the Code is managing risks and performance through robust internal control and strong public financial management.

Human Resources:

There are no human resources implications.

ICT:

There are no ICT implications.

Legal:

The Council is required to review existing governance arrangements, and to develop and maintain an up-to-date local Code of Corporate Governance.

Risk:

Good governance ensures that appropriate mechanisms for control are in place and that risks and opportunities are managed effectively.

External Consultees:

No external parties were consulted in the preparation of this report.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
XXX	Governance		

XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? The Code will facilitate the Council's review of its corporate governance arrangements (incorporating a list of corporate evidence) for the purposes of the Annual Governance Statement. The Code is the umbrella document listing the behaviours adopted and practiced by the Council throughout all its activities and priorities.			

Background and Justification for Recommendation

1 Background facts	
1.1	Governance is about how the Council ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest, and accountable manner. It comprises the systems and processes, and cultures and values, by which the Council is directed and controlled and through which it accounts to, engages with, and where appropriate, leads its communities.
1.2	The Council strives to meet the highest standards of corporate governance to help ensure it meets its objectives. Members and officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal.

2 Current position	
2.1	The concept underpinning the ideal of corporate governance is to help local government to take responsibility for developing and shaping an informed approach to governance, aimed at achieving the highest standards, in a measured and proportionate way. The Framework is intended to assist authorities individually in reviewing and accounting for their own unique approach. The overall aim is to ensure that resources are directed in accordance with agreed policy and according to principles; that there is sound and inclusive decision making; and that there is clear accountability for the use of those resources, to achieve desired outcomes for service users and communities.
2.2	CIPFA recommends an annual review of the Code of Corporate Governance. There have been no additional publications to consider since the Code was last refreshed in July 2018, and reported to the Audit and Governance Committee, i.e. incorporation of recommended changes in the publication entitled Delivering Good Governance in Local Government (CIPFA/SOLACE 2016) and features listed in The International Framework: Good Governance in the Public Sector (CIPFA/IFAC).
2.3	Fundamental to the Code are seven core principles. The seven core principles are: <ul style="list-style-type: none"> A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law. B. Ensuring openness and comprehensive stakeholder engagement. C. Defining outcomes in terms of sustainable economic, social, and environmental benefits. D. Determining the interventions necessary to optimise the achievement of the intended outcomes.

	<p>E. Development the Partnership’s capacity, including the capability of its leadership and the individuals within it.</p> <p>F. Managing risks and performance through robust internal control and strong public financial management.</p> <p>G. Implementing good practices in transparency reporting, and audit to deliver effective accountability.</p> <p>Each of the seven core principles has several sub principles, which in turn translate into a range of specific behaviours and actions that apply across the various aspects of the Council’s business and demonstrates good governance.</p>
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3 How to address current situation

3.1	<p>Having adopted a Code of Corporate Governance, the Council needs to ensure:</p> <p>a. that the principles and practices in it are adhered to, and</p> <p>b. that it is periodically reviewed, to provide assurance that governance arrangements are adequate, operating effectively and to identify action for improvement which will develop and shape governance within the Council.</p>
3.2	<p>The outcome of the review is incorporated within the Annual Governance Statement prepared by the Leader of the Council and Chief Executive and will be submitted to the Audit and Governance Committee for consideration and review along with full Council.</p>

4 Reason for recommendation

4.1	<p>The revised Code was reviewed by the Audit & Governance Committee at its meeting on 14 December 2020 and is now before Full Council for approval.</p>
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Appendices

Appendices:

Appendix A	Code of Corporate Governance
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Background reference papers:

Date	Type	Available From
2014	The International Framework: Good Governance in the Public Sector (CIPFA/IFAC)	Head of Internal Audit siobhan.martin@eastsoffolk.gov.uk
May 2016	CIPFA/SOLACE “Delivering Good Governance in Local Government” (2016).	Head of Internal Audit siobhan.martin@eastsoffolk.gov.uk

East Suffolk Council

Code of Corporate Governance

November 2020

1. Introduction

This document sets out how East Suffolk Council intends to apply the principles of corporate governance in the way it operates and conducts its business. It has been developed in accordance with the principles outlined in the framework and guidance notes by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) “Delivering Good Governance in Local Government” (2016).

The Council is required to review existing governance arrangements, develop, and maintain an up-to-date local Code of Corporate Governance (“the Code”) (including arrangements for ensuring ongoing effectiveness), and to prepare an Annual Governance Statement (to report publicly on its compliance with the Code and the monitoring of effectiveness of its governance arrangements).

2. What is Governance?

Governance is about how the Council ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest, and accountable manner. It comprises the systems and processes, and cultures and values, by which such bodies are directed and controlled and through which they account to, engage with, where appropriate, and lead their communities.

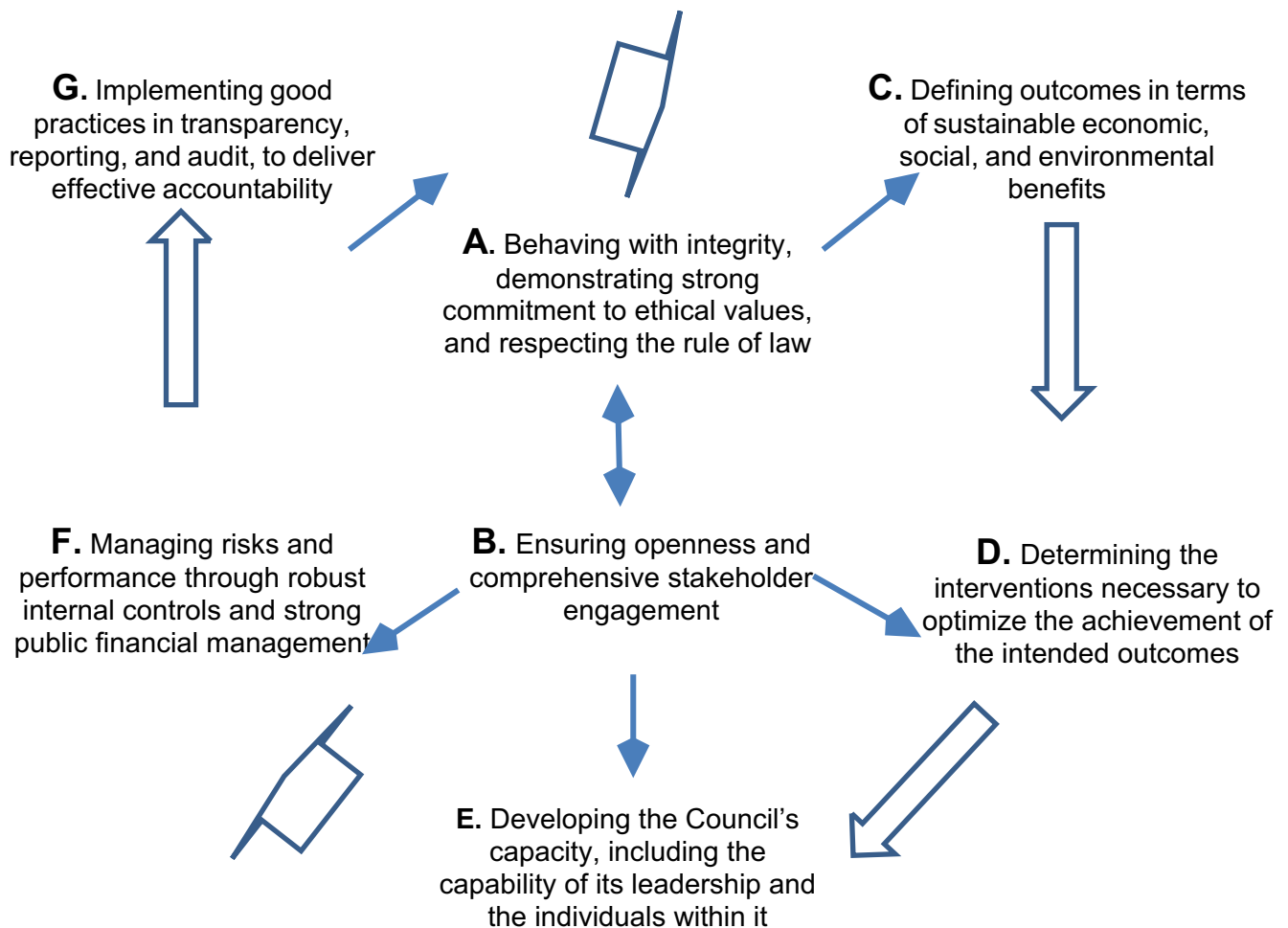
Good governance enables the Council to define and pursue its vision more effectively. It leads to improvements in management, performance, stewardship of public money and public engagement and outcomes for individuals and the community. It ensures that appropriate mechanisms for control are in place and that risks and opportunities are managed effectively.

3. Core Principles of Good Governance

The following core principles have been taken from the International Framework; Good Governance in the Public Sector (CIPFA/IFAC 2014) and the CIPFA/SOLACE “Delivering Good Governance in Local Government (2016); which notes that principles A and B “permeate” implementation of principles C-G below.

- A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting rule of law.
- B. Ensuring openness and comprehensive stakeholder engagement.
- C. Defining outcomes in terms of sustainable economic, social, and environmental benefits.
- D. Determining the interventions necessary to optimise the achievement of the intended outcomes.
- E. Developing the Council’s capacity, including the capability of its leadership and the individuals within it.
- F. Managing risks and performance through robust internal control and strong public financial management.
- G. Implementing good practices in transparency reporting, and audit to deliver effective accountability.

The diagram below shows how the principles relate to each other.



4. Applying the Principles of Good Governance

Each of the seven core principles above has a number of sub principles, which in turn, translate into a range of specific behaviours and actions that apply across the various aspects of the Council's business that demonstrate good governance. The tables below (extracted from the CIPFA/SOLACE framework) show how each of these principles should be applied.

Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

Sub Principles	Behaviours and actions that demonstrate good governance
Behaving with integrity	Ensuring members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.
	Ensuring members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (the Nolan Principles).
	Leading by example and using the above standard operating principles or values as a framework for decision making and other actions.
	Demonstrating, communicating, and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that effectively.
Demonstrating strong commitment to ethical values.	Seeking to establish, monitor and maintain the organisation's ethical standards and performance.
	Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation's culture and operation.
	Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values.
	Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with ethical standards expected by the organisation.
Respecting the rule of law.	Ensuring members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.
	Creating the conditions to ensure that the statutory officers, other key post holders, and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.
	Striving to optimise the use of the full powers available for the benefit of citizens, communities, and other stakeholders.
	Dealing with breaches of legal and regulatory provisions effectively.
	Ensuring corruption and misuse of power are dealt with effectively.

Principle B: Ensuring openness and comprehensive stakeholder engagement

Sub Principles	Behaviours and actions that demonstrate good governance
Openness	Ensuring an open culture through demonstrating, documenting, and communicating the organisation's commitment to openness.
	Making decisions that are open about actions, plans, resource use, forecasts, outputs, and outcomes. The presumption is for openness. If this is not the case, a justification for the reasoning for keeping a decision confidential should be provided.
	Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear.
	Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/course of action.
Engaging comprehensively with institutional stakeholders	Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.
	Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.
	Ensuring that partnerships are based on trust, a shared commitment to change, a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit.
Engaging with individual citizens and service users effectively.	Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve communities, individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.
	Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement.
	Encouraging, collecting, and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs.
	Implementing effective feedback mechanisms in order to demonstrate how views have been taken into account.
	Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.
	Taking account of the impact of decisions on future generations of tax payers and service users.

Principle C: Defining outcomes in terms of sustainable economic, social, and environmental benefits

Sub Principles	Behaviours and actions that demonstrate good governance
Defining outcomes	Having a clear vision, which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provide the basis for the organisation's overall strategy, planning and other decisions.
	Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer.
	Delivering defined outcomes on a sustainable basis within the resources that will be available.
	Identifying and managing risks to the achievement of outcomes.
	Managing service users' expectations effectively with regard to determining priorities and making the best use of the resources available.
Sustainable economic, social, and environmental benefits	Considering and balancing the combined economic, social, and environmental impact of policies and plans when taking decision about service provision.
	Taking a longer-term view with regard to decision making, taking account of risk, and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints.
	Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social, and environmental benefits, through consultation where possible, to ensure appropriate trade-offs.
	Ensuring fair access to services.

Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes

Sub Principles	Behaviours and actions that demonstrate good governance
Determining interventions	Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and associated risks. Therefore ensuring best value is achieved however services are provided.
	Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required to prioritise competing demands within limited resources available including people, skills, land, and assets and bearing in mind future impacts.
	Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities, and targets.
	Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.
	Considering and monitoring risks facing each partner when working collaboratively, including shared risks.
	Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances.

Sub Principles	Behaviours and actions that demonstrate good governance
Planning interventions	Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured.
	Ensuring capacity exists to generate the information required to review service quality regularly.
	Preparing budgets in accordance with objectives, strategies and the medium term financial plan.
	Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.
Optimising achievement of intended outcomes	Ensuring the medium-term financial strategy integrates and balances service priorities, affordability, and other resource constraints.
	Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.
	Ensuring the medium term financial strategy sets the context for ongoing decision on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.
	Ensuring the achievement of “social value” through service planning and commissioning.

Principle E: Developing the entity’s capacity, including the capability of its leadership and the individuals within it

Sub Principles	Behaviours and actions that demonstrate good governance
Developing the entity’s capacity	Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.
	Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how resources are allocated so that defined outcomes are achieved effectively and efficiently.
	Recognising the benefits of partnerships and collaborative working where added value can be achieved.
	Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources.
	Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.
	Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.
	Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other’s authority.

Developing the capability of the entity's leadership and other individuals.	Developing the capabilities of members and senior management to achieve effective leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political, and environmental changes and risk by: - <ul style="list-style-type: none"> - Ensuring members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged. - Ensuring members and offices have the appropriate skills, knowledge resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis. - Ensuring personal, organisational, and system-wide development through shared learning, including lessons learnt from governance weaknesses both internal and external.
	Ensuring that there are structures in place to encourage public participation.
	Taking steps to consider the leadership's own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections.
	Holding staff to account through regular performance reviews which take account of training or development needs.
	Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.

Principle F: Managing risks and performance through robust internal control a strong public financial management

Sub Principles	Behaviours and actions that demonstrate good governance
Managing Risk	Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making.
	Implementing robust and integrated risk management arrangements and ensuring that they are working effectively.
	Ensuring that responsibilities for managing individual risks are clearly allocated.
Managing performance	Monitoring service delivery effectively including planning, specification, execution, and independent post implementation review.
	Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social, and environmental position and outlook.
	Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making.
	Providing members and senior management with regular reports on service delivery plans on progress towards outcome achievement.
	Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (e.g. financial statements).

Principle G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Sub Principles	Behaviours and actions that demonstrate good governance
Implementing good practice in transparency	Writing and communicating reports for the public and other stakeholders in a fair, balanced, and understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.
	Striking a balance between providing the right amounts of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand.
Implementing good practices in reporting	Reporting at least annually on performance, value for money and stewardship of resources to stakeholders in a timely and understandable way.
	Ensuring members and senior management own the results reported.
	Ensuring robust arrangements for assessing the extent to which the principles contained in the Framework have been applied and publishing the results on this assessment, including an action plan for improvement and evidence to demonstrate good governance (the annual governance statement).
	Ensuring that the Framework is applied to jointly managed or shared service organisations as appropriate.
	Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other, similar organisations.
Assurance and effective accountability	Ensuring that recommendations for corrective action made by external audit are acted upon.
	Ensuring an effective internal audit service with direct access to members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon.
	Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations.
	Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement.
	Ensuring that when working in partnership, arrangements for accountability are clear and the need for wider public accountability has been recognised and met.
Robust internal control	Aligning the risk management strategy and policies on internal control with achieving objectives.
	Evaluating and monitoring risk management and internal control on a regular basis.
	Ensuring effective counter fraud and anti-corruption arrangements are in place.
	Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor.
	Ensuring an audit committee or equivalent group/function, which is independent of the executive and accountable to the governing body: <ul style="list-style-type: none"> - Provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment - That its recommendations are listened to and acted upon.
Managing data	Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.
	Ensuring effective arrangements are in place and operating effectively, when sharing data with other bodies.
	Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring.
Strong public financial management	Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance.
	Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls

5. Annual Review and Reporting

- 5.1 Each year the Council will carry out a review of its Governance arrangements to ensure compliance with this Code in accordance with CIPFA/SOLACE “Delivering Good Governance in Local Government” (2016) Framework. The purpose of the review will be to provide assurance that governance arrangements are adequate, operating effectively and to identify action for improvement which will develop and shape governance within the Council. Appendix A, The Corporate Policy Framework, provides an overview of the policies in place to ensure that the Council has in place sufficient governance arrangements.
- 5.2 The outcome of the review is factored into the Governance Statement prepared on behalf of the Leader of the Council and Chief Executive. It will be submitted to the Cabinet for consideration and review.
- 5.3 The preparation and publication of the Governance Statement will meet the statutory requirement of the Accounts and Audit Regulations 2015 which requires authorities to “conduct a review at least once in a year of the effectiveness of its system of internal control” and to “prepare an annual governance statement”. As such the Governance Statement will be prepared in accordance with the timetable in participation of financial statements in accordance with the Audit and Accounts Regulations 2015.

DOCUMENTS/PROCESSES SUPPORTING THE CODE OF CORPORATE GOVERNANCE

<ul style="list-style-type: none"> • Access and Customer Care Strategy • Air Quality Consultations • Air Quality Reports • Annual audit letters • Annual Governance Statement • Anti-Bribery Policy and Procedure • Anti-Money Laundering Policy • Anti-Fraud and Corruption Strategy_ • <u>Asset Management Strategy 2019-24</u> • Assurance Statements • Audit & Governance Committee • Budget process • Business case appraisal process • Business Continuity Plan • Capital Programme • Capital Strategy • Code of Corporate Governance • Committee reports, agendas, and minutes • Compliance and Enforcement Policy • My Conversation Managing Performance – people • Compliments, Comments and Complaints Policy • Customer Contact process and procedure • Contaminated Land Strategy • Contracts Register • Corporate Governance Group • Corporate Risk Register • Constitution <ul style="list-style-type: none"> - Part 2: Functions and responsibilities (including Scheme of Delegation) - Part 2: Terms of reference for committees - Part 3: Council Procedure Rules (contracts, budget & policy framework, financial, employment, meetings, scrutiny) - Part 4: Codes and Protocols - Part 4: Members' Code of Conduct - Part 4: Officers' Code of Conduct - Part 4: Suffolk Local Code of Conduct - Part 5: Members' Scheme of Allowances • Council newsletter • Council website • Customer feedback process • Data Protection Policy • Data Quality Strategy • Digital Strategy 	<ul style="list-style-type: none"> • East Suffolk Business Plan • East Suffolk Strategic Plan (2020-2024) • East Suffolk Economic Growth Plan 2018-2023 • East Suffolk Housing Strategy 2017-2023 • East Suffolk Partnership priorities • East Suffolk People Strategy • East Suffolk Quarterly Performance Reports • Economic Development Delivery Plan • Efficiency Plan • Enabling Community Strategy • East Suffolk Environmental Policy • Equality & Diversity Policy • External audit (and other reviews) • Felixstowe Town Forward Improvement • Financial procedure rules and standing orders • Financial services • FOI and EIR request performance statistics • Freedom of Information • Green Infrastructure Strategy • Head of Internal Audit • Head of Paid Service • Health and Safety Officer • Human Resources • Health and Safety Policy • Health and Safety policies • ICT Strategy and action plan • ICT Acceptable Use Policy • ICT Security Policy • Independent remuneration panel • Internal audit • JNC terms & conditions • Job evaluation process • Job descriptions • Joint Emergency Response Plan • Key decisions • Law & governance • Leisure Strategy • Licensing Policy • Local Plan 	<ul style="list-style-type: none"> • Medium Term Financial Strategy • Member training • Member Communication Guidelines • Member Development Strategy • Modern Slavery and Human Trafficking Statement • Monitoring Officer • Neighbourhood Plans • Our Values • Partnership framework • Pay Policy Statement • Petty Cash Policy • People Strategy • Performance Management (business) framework (including service plans) • Procurement Forward Plan • Council/Procurement/Procurement-Strategy.pdf" • Procurement Strategy • Record of decisions • Record Retention Policy • Recruitment Policy • Register of Councillors' interest • Risk management process • Risk Management Strategy • S151 Officer • Safeguard Policy • Salary scales • Senior management remuneration report • Service plans • Staff surveys • Social Media Enterprise Project • Social Media Policy • Social Value Policy • Statement of Accounts • Suffolk Care Leavers Policy • Suffolk Code of Conduct • Suffolk Growth Strategy • Temporary Accommodation Policy • Timetable of council meetings • Tourism Strategy • Transparency publications • Training programs • Treasury Management Strategy • Whistleblowing Policy • Workforce development and plans
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Blue = Available on Internet / **Purple** = processes / **Green** = Internal Use



COUNCIL

Wednesday, 28 July 2021

CABINET MEMBERS' REPORT AND OUTSIDE BODIES REPRESENTATIVES' REPORT TO COUNCIL

EXECUTIVE SUMMARY

To receive the Cabinet Members' Report and the Outside Bodies Representatives' Report to Council, for information.

Is the report Open or Exempt?	Open
Wards Affected:	All Wards in the District
Cabinet Member:	Councillor Steve Gallant Leader of the Council

CABINET MEMBERS' REPORTS TO COUNCIL

Cabinet Member:	Councillor Craig Rivett – Deputy Leader and Cabinet Member with responsibility for Economic Development
Contact Details:	craig.rivett@eastsoffolk.gov.uk Tel: 07831 370806

Covid Business Grants

Since April 2020 ESC has allocated almost £130m of Covid business grants to eligible businesses across the District. This has been a complex undertaking with 15 separate grants being administered and almost 30,000 separate payments being made (full details set out in the table below) and represents a great effort and teamwork between the Business Solutions, Finance and ED teams.

A further £88k worth of grants will shortly be allocated from the Additional Restrictions Grant (ARG) to travel agent businesses who continue to suffer from restricted trading due to the restrictions on foreign travel. Of the Additional Restrictions Grant (ARG) there is just over £1m remaining which will fund ESC's ARG Business Recovery Programme.

Initial grant payment		Paid	Value
ARG	Initial discretionary grant	713	£617,026
LRSB 2020 Lockdown	Initial LRSB grant	2,964	£4,456,272
Wet led pubs	Christmas support payment	78	£78,000
LRSB (Sector)	1-4 November nightclubs	1	£533
Ongoing payments			
LRSB Tier 2 Dec 2020	(LRSB open 2/12/2020 to 25/12/2020)	1,813	£1,651,731
LRSB Tier 4 Dec 2020	(10 days 26/12/2020 to 4/1/2021)	2,979	£1,598,289
LRSB 2021 Lockdown 1	(42 days 5/1/2021 to 15/2/2021)	2,983	£6,726,429
LRSB Lump Sum	Closed Business Lockdown Payment	2,984	£13,277,800
LRSB 2021 Lockdown 2	(44 days 16/2/2021 to 31/3/2021)	2,966	£7,008,332
ARG January	(52 days 26/12/2020 to 15/2/2021)	721	£1,171,806
ARG Feb -March	(44 days 16/2/2021 to 31/3/2021)	719	£980,983
ARG Lump Sum	ARG version of CBLP	720	£1,881,500
ARG Hospitality Grant	One-off grant	451	£2,273,801
ARG Restart Grant	One-off grant	710	£919,000
ARG TOTAL	Discretionary pot		£7,844,116
LRSB/ARG grants issued from November 2020		20,802	£42,641,502
Restart Grant	RGCOG	2,576	£19,308,830
Restart Grant	RG - new applicants	107	£736,676

All Restart Grants since April 2021		2,683	£20,045,506
SBG 10K	April to September 2020	4,037	£40,370,000
RHL 10K	April to September 2020	912	£9,120,000
RHL 25K	April to September 2020	524	£13,100,000
Discretionary	April to September 2020	380	£3,866,250
SBG/RHL/DBG April to September 2020 TOTAL		5,853	£66,456,250
	GRAND TOTAL GRANTS ISSUED		£129,143,258

ARG Business Recovery Programme

The ED team are currently in discussions with NALEP to deliver ESC's ARG funded Business Recovery Programme as part of a Norfolk and Suffolk wide collaboration. The scheme will include other local authorities in the region that share the same aspirations for a grant programme that supports recovery and back to business grants.

The scheme will deliver the ambitions as set in the Cabinet paper in March 2021. The advantages of joining a wider scheme delivered by NALEP will allow businesses to also access the wider business support programmes offered by NALEP and the Growth Hub.

It is proposed that the scheme will be launched by the end of July and East Suffolk will be the first district in the region to launch the programme. The programme will be finalised in the next few weeks. All ARG allocations for each district will only be awarded to businesses within their district boundary.

Freeport East

Freeport East, a partnership of Hutchison Ports (operators of Felixstowe and Harwich ports), the County/ District Councils covering Felixstowe and Harwich (and Mid Suffolk), the Haven Gateway Partnership and the LEPs covering the same geography was established and successfully bid for Freeport status for a zone encompassing the ports of Felixstowe and Harwich in March 2021. It was one of only eight successful Freeport bids in England.

The Freeport East proposal focuses on this cluster's global trade connections, intermodal connections with the Midland and North, strong links to the net zero energy generation/ use (including innovation links related the generation and use of hydrogen as a zero Carbon fuel), innovation via links to BT's Adastral Park and academia, regeneration to address coastal and urban deprivation and complementary programmes to promote inclusive growth.

The key areas of economic activity within Freeports will be based at the three main Tax and Customs sites and additional Customs only sites where tax, planning and business investment incentives apply. Each Freeport can propose up to three main Tax/ Customs sites and for Freeport East the chosen sites include Felixstowe Port's Logistics Park, Bathside Bay within Harwich International Port's demise and Gateway 14 owned by Mid Suffolk DC. These sites will be the main focus for economic growth; however, Freeport status will induce further growth within the surrounding area inside and outside of the Freeport. Economic modelling suggests Freeport East will create 13,500 additional jobs and lead to a GVA uplift of £16.6bn over the next 30 years.

ESC is the Lead Authority for Freeport East and as such the Council is the accountable body. As well as managing funds on behalf of the Freeport, providing the secretariat, being the main point of contact with MHCLG we will also be a permanent member of the governing board.

Since its designation Freeport East has been required by MHCLG to complete a number of initial tasks. These include submitting a draft permanent governance model, an initial implementation plan setting out the high level activities required against each of the projects/ sites identified within the bid document, a programme risk register and a draft budget setting out proposed expenditure against the Freeport Capacity Fund budget. In addition to the above a sub-group has also been established to develop a retained business rates policy, this will be an important document as it will guide the use of potentially £100ms of retained rates over 25 years. ESC's Cabinet will be required to approve this policy before it can be implemented.

The next phase of work is to produce an Outline Business Case and a Freeport East Project manager, Michael Cousens, has been appointed to co-ordinate this work. WSP consultants, who supported the original bid, will also provide technical support for the business case. A capacity fund of £300k has been made available by MHCLG to help fund the costs of the Outline and Full Business Cases. The deadline for completion of the OBC is 30 July or 15 September, the Freeport East partnership is aiming for the earlier deadline however, it is recognised this will be challenging.

People and Places – East Suffolk Town Revitalisation

Phase 2 of the Town Centre Revitalisation project is underway, the Economic Development team have now started working with 11 of the 12 towns in East Suffolk to create their individual action plans (the final town will begin next month). This brings together the issues/observations from the People and Places research and identifies suitable delivery actions and projects to take forward for East Suffolk Towns Initiative funding (each town has access to a grant of £10k) and other support measures.

Many of the interventions identified to date have mainly focused on physical and digital town marketing e.g. improved signage within the town centres, as well as digital platforms including town websites and social media tools. These types of initiatives are seen as vital particularly with the increase in day-trippers that many towns are experiencing and the rise in staycations over the next few months with the uncertainty over foreign travel. Grants have been approved for new towns signs and maps in Woodbridge, a Southwold Town App and events booking website and updates to the Visit Beccles website. Further applications are currently being developed and will be submitted for approval within the next few weeks.

Hydrogen Developments

The potential applications of hydrogen as a zero-carbon fuel alternative are growing and it is becoming increasingly important in the UK's target of achieving net zero by 2050. In East Suffolk a number of potential green hydrogen (hydrogen produced using a zero-carbon fuel source) developments are planned. These include the development of an electrolyser linked to the Sizewell B power station to produce green hydrogen to decarbonise the construction of the proposed Sizewell C development. The Port of Felixstowe also have ambitions to develop an electrolyser on their site to support the decarbonisation of their operations and ABP, at the Port of Lowestoft, are working with Scottish Power Renewables to explore how green hydrogen can support their net zero ambitions.

In addition, ESC is also exploring the use of green hydrogen within its vehicle fleet and potentially leisure centres as part of its objective of becoming carbon neutral by 2030. The Council is also working with Hydrogen East and SCC to look at the potential for the use of green hydrogen to provide energy solutions for the PowerPark development in Lowestoft.

As a result of all the hydrogen development activity taking place within the district, the ED team have organised a forum of all the potential major producers and user in East Suffolk to discuss the potential for greater collaboration and how the East Suffolk economy can maximise the potential economic benefit of these proposed developments.

Cabinet Member:	Councillor Mary Rudd, Cabinet Member with responsibility for Community Health
Contact Details:	mary.rudd@eastsuffolk.gov.uk Tel: 07867 372976

Licensing Services

Licensing Services is continuing to support licensed premises and drivers during this pandemic. Most licensed premises have now reopened, albeit it with social distancing in place until the 19th July 2021 when we moved into step 4. The rules of social distancing were strict and included Group of 6, Table Service Only, face masks when not sitting and Track and Trace. Adherence to the Covid Regulations has been very good with limited exceptions. Where we have been aware of breaches then we have taken appropriate enforcement action including visits by Enforcement Officer and Police, with specific covid breaches being reported to Environmental Health who have had the power to issue fixed penalty notices. Night-clubs remained closed until we entered step 4 but have now been able to reopen. Taxis (hackney carriage and private hire) are continuing to operate but were subject to covid mitigation requirements such as mask wearing until the move into step 4.

In terms of numbers

- (a) In relation to alcohol and entertainment, in June 2020 there were 1003 licensed premises and clubs in East Suffolk and in June 2021 there has actually been a small increase in this number, against a decrease in the number of licensed premises nationally year on year (since 2012 in the case of drink led premises and since 2017 in the case of food led premises), to 1021 Premises and Club Premises Licenses issued in East Suffolk. This trend as continued through 2021 with a further 13 new premises licences and 5 variations granted. There are 2 applications waiting to go to hearing and 10 pending applications which are still in the consultation period, 1 licence has been surrendered.
- (b) In relation to taxis, there was a significant reduction in the number of licensed hackney carriage and private hire vehicles in East Suffolk over 2020 and a small increase in the number of private hire operators. In June 2020, there were 108 licensed hackney carriage vehicles, 301 licensed private hire vehicles and 75 private hire operators in East Suffolk. In June 2021, there were 101 licensed hackney carriage vehicles, 293 licensed private hire vehicles and 79 private hire operators. It appears now that drivers are starting to return to the trade, with 394 vehicles now licensed and we have 11 live applications for new drivers.

- (c) In relation to gambling establishments in East Suffolk, in June 2020, there were 40 Gambling Premises Licences issued and by June 2021 there was a small reduction to 38 Gambling Premises Licences in East Suffolk.

In terms of festivals, members will be aware Latitude went ahead as a government test event between 22 and 25 July 2021. I attended Latitude with the Deputy Cabinet member with responsibility for Community Safety and officers from Licensing Services who were there to monitor compliance with the Premises Licence and carry out enforcement checks on site. The Nearly Festival Oulton Broad has been provisionally rearranged for a date in August. Sadly, the Suffolk Show and Harvest Moon Festival Beccles Quay have both been cancelled. It is hoped that they will return next year.

Licensees in East Suffolk have had to be very resilient over the last year as Covid-19 has severely impacted their businesses with a significant drop in income through loss of custom coupled with an increase in expenditure to make their premises Covid secure during those periods when they have been able to be open and trade. East Suffolk Council has been able to provide some financial support to premises during this difficult time with grant funding of up to £25,000 per eligible business through the Additional Restrictions Grant. It is hoped that following our entry into step 4 the Licensees will, once again be able to recover their losses and grow their businesses in East Suffolk where the hospitality sector and night time economy are of great importance to everyone who lives, works in and visits East Suffolk.

Cabinet Member:	Councillor Norman Brooks – Cabinet Member with responsibility for Transport
Contact Details:	norman.brooks@eastsuffolk.gov.uk Tel: 07824 821539

Civil Parking Enforcement

The 'Parking Services: Parking management and CPE' report considered by Cabinet 4 February 2020 identified several improvements necessary for the commencement of Civil Parking Enforcement (CPE) administration. CPE powers were delegated from 6 April 2020 and the following reports on the first year of CPE administration and related parking services operations. Of course, service delivery was affected by protocols controlling the spread of the coronavirus, but significant progress has been made and continues to be so.

Due to Coronavirus protocols, initially the Civil Enforcement Officer (CEO) patrols were limited to identifying non-compliance (illegal parking) with on-street kerb-space management regulations installed for road user safety and traffic movement reasons. The CEO team issued warning notices from 06/05/2020 and the first on-street Penalty Charge Notice (PCN) (parking fine) was served 25/05/2020. The first off-street parking place (car park) PCN was served 04/12/2020. In the year to date, the CEOs have:

- patrolled more than 182,000 streets and off-street parking places.
- started nearly 69,000 observations (necessary prior to many PCN servings).
- served nearly 20,000 PCNs.

- improved or achieved the compliance of parking management regulations – previously there were many instances of illegal parking practices because there was little or no enforcement.
- patrolled using new electric vehicles saving approximately 23.3 metric tonnes of carbon dioxide at the tailpipe.

Unfortunately, our CEOs experienced at least 146 cases of verbal abuse and 10 physical assaults of these 19 have been investigated by police. Police support, addressing CEO abuse, has been robust and they have given many verbal warnings to offenders, issued a community resolution order, and in one case of assault by (spitting), the offender was given a suspended sentence and made to pay £100 compensation.

There have also been many positive interventions by CEOs to protect members of the public and interventions have included calling the emergency services when an older person was seen falling over, a crime was taking place, and one CEO intervened when a younger lady was found taking many pills and ensured her safety until medical support arrived. One CEO took action to protect an older gentleman from assault which resulted in the CEO being spat on by the offender – the offender was convicted of assault by beating and given 21 days imprisonment and £100 compensation had to be paid to the CEO. Another CEO found a potentially drunk driver asleep in their vehicle with empty beer cans in their lap and the window down, the police operator gave the CEO permission to confiscate the vehicle keys until a police officer could attend. This incident concluded with the driver being found guilty of intoxication and was served a 22-month driving ban and a £220 fine.

The CEOs are sometimes accused of being rude and using bad practices and we take all such claims very seriously and any complaints are thoroughly investigated by our supervisors and managers. If any lessons need to be learnt, they are and action is taken; however, with the benefit of the body-worn cameras, the facts are available and at least 95% of the time, the CEO has not been drawn into conflict and has behaved professionally and appropriately.

The Notice Processing Officers (NPOs) have:

- sent nearly 11,000 pieces of PCN related correspondence;
- administered nearly 2,500 permits;
- dealt with more than 3,000 'appeals'; and
- assisted many residents and businesses via approximately 10,000 telephone calls.

Digital parking service delivery

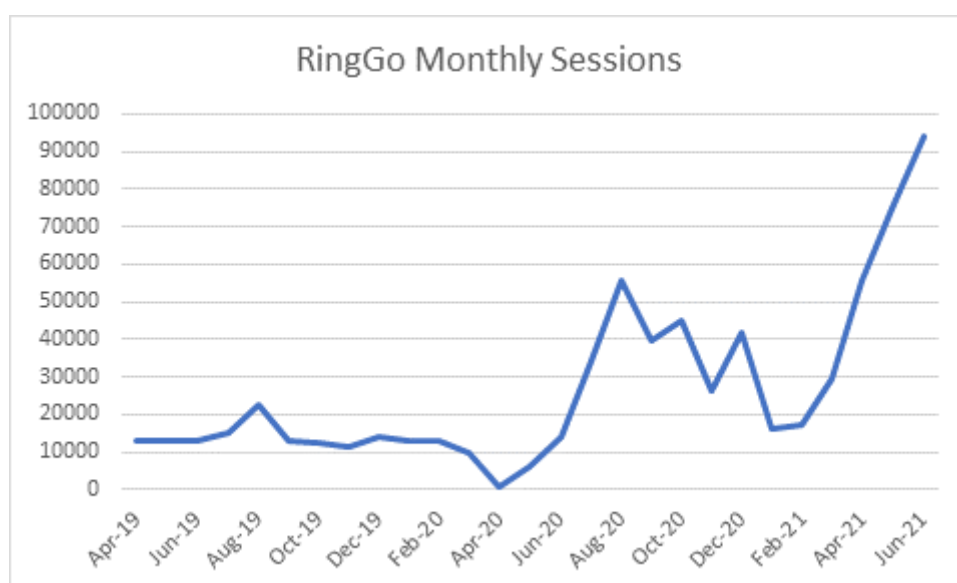
In accordance with the Strategic Plan, parking management and enforcement services are delivered via digital solutions. CPE administration is managed by a product named Taranto. It is configured with nearly 1,200 streets comprising more than 7,100 kerb-space management regulations (e.g. yellow lines and parking bays), and 75 demand managed parking places (car parks). Taranto interfaces with the DVLA, Traffic Enforcement Centre, Anglia Revenue Partnership, RingGo, and very soon, Flowbird's pay-and-display back-office system.

More than 95% of PCN and permit related customer transactions were via the Taranto solution. This is a significant improvement on the previous car park Excess Charge Notice process administered by Norse, and the permits and special parking arrangements administered by Norse, the council, Suffolk County Council, and others, which were almost entirely paper-based solutions involving at least eight full time equivalent (FTE) staff. The new parking services operation is delivered by only four FTEs and they are administering a more extensive service than the previous one which (predominantly) covered only the enforcement of regulations in the council's off-street parking places.

The RingGo service, provided by ParkNow, has been operating in East Suffolk since 2012 with about 3.5% of off-street parking sessions registered each year. In summer 2019, the council and ParkNow began working together to set-up a convenient and resilient cashless parking service for East Suffolk. ParkNow supported the council with rebranding and relaunching the RingGo service from April 2020. Despite the difficult period with Coronavirus management protocols, parking sessions via RingGo have grown at a phenomenal rate. In January 2020, East Suffolk had less than 13,000 RingGo transactions, but there were more than 90,000 sessions completed in June 2021.

In 2019, the RingGo service administered about 150,000 parking sessions, but close to 300,000 in 2020, and more than 200,000 in the first quarter of 2021/22 bearing in mind the fact that we were in lockdown. This growth showcases the enormous demand the enhanced parking experience afforded by the RingGo service, as well as being a convenient, touch-free way to pay for parking sessions. This not only supports the direction of East Suffolk's service expectations for residents and visitors, but it has a superb knock-on effect for the environment, drastically reducing the council's need to collect cash from its pay-and-display machines which significantly reduces our carbon footprint.

In 2020/21, there were 676,109 parking sessions recorded in the council's off-street parking places by both the pay-and-display machines and RingGo this represents a significant reduction to the 3,000,000 typically observed in the years before the Coronavirus pandemic. Of the 20/21 figures 46.6% were recorded via RingGo, but this equated to 55.1% of the total parking revenue. The chart below illustrates the growth in RingGo usage to pay for parking sessions.



The February 2020 Cabinet report also discussed a simplified ticket structure, and the tables below illustrate Cabinet's resolution of the same continues to benefit many retail and leisure businesses operating nearby, despite many not being open through much of the Coronavirus pandemic. The information by town illustrates there are now good proportions of RingGo usage across the whole district when compared with 2018/19 suggesting there is increasing desire by drivers for digital service interaction.

	30-minute	2-hour	4-hour	Daily	Coach
No. of parking sessions	80380	409178	127694	59905	69
Ticket proportion	11.89%	60.52%	18.89%	8.86%	0.01%
RingGo penetration	50.03%	38.93%	54.92%	77.25%	100.00%

	Ticket sales: Machine & RingGo	Ticket sales: RingGo penetration	Revenue: RingGo penetration
Aldeburgh	33238	73.2%	55.5%
Beccles	44328	34.8%	40.1%
Bungay	30102	23.7%	42.8%
Felixstowe	94320	54.9%	59.4%
Framlingham	3312	42.9%	39.2%
Halesworth	37196	37.3%	48.5%
Kirkley	9279	39.2%	45.5%
Leiston	4205	33.4%	50.7%
Lowestoft	159399	31.4%	37.7%
Oulton Broad	18978	61.2%	53.5%
Saxmundham	3793	50.4%	61.1%
Sizewell	14694	42.7%	9.3%
Southwold	51291	78.4%	86.2%
Thorpeness	7146	70.4%	78.6%
Wickham Market	5698	31.8%	36.9%
Woodbridge	159130	49.7%	53.9%
Total and averages	676,109	46.6%	55.1%

OSPA on-street parking management schemes

As part of the process for delegating CPE powers, the county council awarded the council with £220.7k to deliver parking management schemes in Framlingham, South Lowestoft (and Kirkley), and Southwold. The schemes have been designed and liaison with county council officers, the local district councillors and town councils is taking place prior to public consultation scheduled for August/September 2021.

Residents and businesses beyond these areas may request parking management schemes via [Parking management schemes » East Suffolk Council](#), and applications will be considered and prioritised this autumn for design and consultation in 2022/23.

Transport East

Officers are working with the county council and Transport East in the development of a regional transport strategy. A draft for consultation is anticipated later this year.

Gull Wing, Lowestoft

Individuals may keep informed of this project via [Gull Wing Lowestoft \(gullwingbridge.co.uk\)](https://gullwingbridge.co.uk).

At a recent stakeholder event, the Gull Wing team confirmed:



With project targets including:

- NEET job seekers / Long Term Unemployed = 8 positions / 416 person weeks
- Graduates / Education Leavers= 5 positions / 260 person weeks
- Work Experience = 90 person weeks
- Apprentices = 10 apprenticeships / 450 person weeks
- Kickstart / Kickstart + = 11 positions / 286 person weeks

This brings the project target to 1,502 person weeks, which is a metric used in the measurement of social value to ensure jobs created through the project are sustained for a specified period. The project group reports there will be a variety of roles advertised at all levels of the delivery team structure.

Good levels of community engagement to date is also reported using a variety of channels including press releases, newsletters, letter drops, as well as the website and social media, which appear to be the preferred channels of engagement for many.

Finally, upcoming works include:

- Occupation of site accommodation
- Commencement of land piling works
- Commencement of marine dredging and piling works
- Northern roadworks and utilities diversions
- Southern roundabout roadworks and utilities diversions

Strategic infrastructure projects

Officers are liaising with partner organisations including Transport East, Highways England, Suffolk County Council, Network Rail, New Anglia Local Enterprise Partnership, and others to influence the delivery projects improving connectivity for East Suffolk's community contributing to sustainable growth and economic development. Projects include:

- A12 and A14 corridor improvements – road and rail

- Ely area capacity enhancement - rail junction capacity
- East-West Rail beyond Ipswich station
- A47 improvements
- Freeport East
- ABP Lowestoft
- The Sizewell C project

Cabinet Member:	Councillor Letitia Smith, Cabinet Member with responsibility for Communities, Leisure and Tourism
Contact Details:	letitia.smith@eastsuffolk.gov.uk Tel: 07824 865973

Enabling Communities Strategy – our new, updated Strategy will be launched next month following approval by Cabinet in April.

Enabling Communities Budgets – just a reminder to all Councillors that there is now a new section on the ECB application form which asks Councillors to identify why Strategic Plan theme the project contributes to and how. Please ensure that these sections of the form are completed.

Covid Community Recovery Plan – the Covid Recovery Plan has been developed in response to needs identified during the work undertaken by the Communities Team (with support from a number of Councillors) to support the Clinically Extremely Vulnerable individuals in the District who were shielding. Specific groups were identified who were felt to be particularly vulnerable including carers, people with dementia (and their carers), those with mental ill health, those who were financially vulnerable and those with disabilities including visual and hearing impairments. A range of projects have been developed by the Council, in partnership with organisations such as Suffolk Family Carers and the County Council, to support these groups, including a new small grants scheme called ‘Boost’, details of which are provided below.

Boost Grants - Boost offers grants between £250 and £5,000 to voluntary, community and social enterprise groups (VCSE) and Town/Parish Council who are seeking to deliver projects to tackle specific needs in East Suffolk. The four priorities that this grant scheme targets are;

- Groups, projects and activities that support people with **Dementia** and their carers
- Groups, projects and activities that support people with **Disabilities and Visual and/or Hearing impairments**
- Sustainable **Community Food projects**, for example community pantries, community allotments and cook and eat projects
- Community projects to help people get **Fit and Active**, for example. community sports, walks, activity classes, outdoor gym equipment etc.

Community Partnerships – our eight Community Partnerships continue to meet regularly and all partnership have reviewed (or are in the process of reviewing) their priorities for 2021/22. Most have agreed that the original priorities identified at the workshops in late 2019 are still relevant given the impact of the Pandemic on things like isolation and mental health and wellbeing. At the Board meeting on 7 June, four projects were funded – three focussing on helping people into employment and one aimed at developing a network of mental health peer ambassadors in schools. The focus on

the next Board meeting will be an update on the Transport Programme from the Task and Finish Group and Mental Health and Wellbeing.

Current impact on visitor economy of CV19 – the tourism sector is now opening up and many hospitality businesses are operating reasonably well under COVID restrictions and experiencing the benefits of a largely ‘staycation’ population this year. Visitor numbers are up on 2020 but still way down on 2019. The main issues at the moment relate to recruitment and staff retention difficulties (Brexit and COVID related), and difficulties with food supply emerging due to the lack of HGV and other trained drivers which is being experienced across many business sectors this year.

Collaborative tourism marketing across the region/ tourism action zone opportunity – COVID-19 has brought together a number of key tourism stakeholders across Suffolk and East Anglia. A joint working group has been established which represents local authorities, Destination Management Organisations (DMOs) and key stakeholders resulting in a coordinated tourism recovery campaign programme to raise awareness of the East of England and attract visitors to our region.

There is also a parallel initiative to work regionally and therefore have a stronger voice with Visit England and national Government to ensure our area attracts funding and other benefits as part of the national COVID recovery framework. A national review of DMOs is also due to report this summer which should provide more certainty and security on the roles, remit and funding of DMOs in the future.

The Suffolk Coast DMO – the Suffolk Coast DMO has operated well during the COVID-19 pandemic and has proved an excellent information and advice conduit for local tourism businesses over the past 12 months. A new three-year agreement was confirmed earlier this year between ESC and the DMO to help them develop their offer and benefit to the local visitor economy. The DMO have been very active in responding to energy sector projects particularly Sizewell C and Scottish Power windfarm proposals both of which are currently going through the examination phase of the Development Consent Order process. The work they have undertaken has significantly strengthened our case for substantial mitigation funding to offset the potentially negative impact these developments may have on the East Suffolk visitor economy.

Energy development mitigation proposals – Economic Development and Tourism mitigation work is well underway in response to the major energy development proposals on the east Suffolk coast i.e. Sizewell C and East Anglia 1 North/ East Anglia Two offshore wind farm developments. Preparations for the forthcoming DCO examination hearings are progressing well with the Economic Development & Tourism hearing in relation to Sizewell C taking place on 9th July. A tourism mitigation fund proposal developed in with the tourism sector via the Suffolk Coast DMO has been produced and will provide the basis for securing significant funding to address the anticipated negative impacts of the proposed Sizewell C development.

ESC investment in tourism assets – ESC is investing significantly in its tourism assets as part of its commitment to strengthen and broaden the district’s already significant visitor economy offer. This includes the construction of new £1.1m iconic Martello café/ restaurant in Felixstowe which is due to complete in August 2021 and open in early autumn. This has been the catalyst other ESC and private sector investments on the south seafront including the beach village/activity park, beach street, and pipeline plans for the Martello Tower and south seafront public realm.

In Lowestoft ESC has also been investing heavily in new and existing assets to support the visitor economy. These include the Ness Park project which has seen almost £1.4m invested to create a new landscaped park in the town, Jubilee Terrace – £2.3m investment in cliff stabilisation works and

eventual redevelopment of outdated beach huts into new contemporary beach chalets and East Point Pavilion - £1.3m redevelopment/ reimagining of a tired and inefficient building into a contemporary food and beverage and music and performance venue.

Cabinet Member:	Councillor Stephen Burroughes – Cabinet Member with responsibility for Customer Services and Operational Partnerships
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Customer Services

The customer experience team have begun implementing a wide and varied programme of feedback. Covid had delayed this work, the team has been focussing on online access (e-forms) feedback live and going well. The mailbox contact feedback to go live in July, further work will be rolled out to understand all access channels. Further customer access survey work to go out to start a programme of 'virtual community' engagement.

The 'contact us' service which has been live since Feb 2021 is performing well despite some minor teething problems, but overall good progress; implemented to support a data led approach to capture all our comments, compliments and complaints and to focus on 'lessons learned' to ensure continuous business improvement. We are currently looking at this data (and other customer service data) and how this should be regularly be reported to ensure customer intelligence insight gathered is utilised to make organisational service improvements.

Following the easing and full removal of Covid restrictions from 19 July, we are looking to reopen the Marina Customer Service Centre in Lowestoft hopefully with a difference. Work is underway to trial a 'digital reception' so using our digital champions to support customers and help access services online. We are hoping to achieve a mini-revamp to promote channel shift in approach to customer access, so better placed service terminals, less like a traditional customer service bank of desks, investigating kiosk / scanning equipment; longer term look to utilise as a community base, as well as supporting broader tourism and economic regeneration work so watch this space.

Commercial Partnerships

East Suffolk's leisure centres have now been open continuously since the government ended the 3rd lockdown on 12 April, with further activities allowed following further lifting of restrictions on 17 May. The council's new operator for Waterlane and Waveney Valley Leisure Centres, Everyone Active, commenced their new contract from 1st February with Places Leisure, who operate our facilities in the south of the district. Due to significant restrictions remaining in place this has limited the activities available and the number of customers able to use these facilities and has limited secondary spend, thus impacting on business recovery. However, the operators are rebuilding their membership base and early reports are providing really positive growth during April, May and June with swimming performing far better than expected.

As we approach 19th July and the removal of most restrictions, operators are awaiting further government advice so they can implement and adapt as required and update all their risk assessments.

Current projections are that following the removal of restrictions in July, pre Covid performance is predicted to gather pace and return to norms from April/May 2022. Both our operators plan to keep

Covid plans in place such as 2m floor markings, reception screens and increased cleaning regimes to provide confidence for our customers as they return to engaging with the full range of activities. Pre-booking arrangements will also be retained in some areas as this has proved to be an excellent management tool during the pandemic.

East Suffolk Council is using a new contract management framework to monitor the performance of both operators. This will provide a clear basis on which to identify opportunities for improvement and closely monitor performance.

East Suffolk Council is working with Norse to identify areas for business improvement. It is anticipated that these will bring considerable benefits to residents and to the council by improving service efficiency. The work includes reduce the amounts of contamination in our refuse bins, increase the efficiency of waste collections and reviewing schedules, identify areas for developing digital work programmes to allow more detailed data capture and access to information by residents. In addition the council has been working with Norse to gather further information around specific service delivery costs and to identify areas for service improvement and increased efficiency.

ICT & Digital Transformation

The team gave an update to the Strategic Plan Delivery Board at the end of June detailing the progress made during the last 12 months. We were the very first item presented to the board at its inaugural meeting in 2020 and despite the challenges of the pandemic, a huge amount of work has been delivered, not least upgrading the council's platforms via Office 365, enabling excellent online working and public engagement providing greater transparency and reinforcing the council's commitment to digital transformation.

The digital themes we are following are:

Digital by Default: We have a digital vision for everything we do, without excluding those who cannot access digital technology. We will ensure we have a robust, modern and safe digital environment in which to do business.

Lean & Efficient Streamlined Services: We will make our processes lean and efficient, through a culture of continuous improvement, using digital solutions to optimise the way we work.

The Effective use of Data: We will be data-led in our decision making and the way we manage services, ensuring we are delivering evidence-based targeted solutions in everything we do.

Skills & Training: We will improve the knowledge and skills of our workforce, partners, residents and businesses by investing in the skills we need to realise the full potential of the digital world.

District Wide Digital Infrastructure: We will champion better connectivity for everyone in the district, eradicating not-spots in broadband and mobile availability to enable staff, residents, businesses and visitors to access digital services when they need them.

Gigabit broadband infrastructure – Lowestoft project: CityFibre experienced contractor issues during 2020 and the majority of 2021 has been spent appointing a new contractor (Pod-Trak) and rectifying the outgoing contractor's works. However, CityFibre has:

- Completed the public sector network comprising fire and police stations, libraries and county, district, and town council buildings.
- Delivered service to 2,000 of the 31,600 planned properties.
- Appointed Air Broadband as internet service provider with others to follow including at least one large national provider.

The Lowestoft project is planned for completion by late summer 2022.

Cabinet Members:	<p>Councillor Stephen Burroughes – Cabinet Member with responsibility for Customer Services and Operational Partnerships</p> <p>Councillor Letitia Smith – Cabinet Member with responsibility for Communities, Leisure and Tourism</p>
Contact Details:	<p>stephen.burroughes@eastsoffolk.gov.uk</p> <p>Tel: 07783 357940</p> <p>letitia.smith@eastsoffolk.gov.uk</p> <p>Tel: 07824 865973</p>

Current leisure centre recovery progress from CV19

All of East Suffolk Council's leisure centres have now been open since the Government ended the third lockdown on 12 April, with further activities allowed following further lifting of restrictions on 17 May.

The Council's new leisure operator for Waterlane and Waveney Valley Leisure Centres commenced their new contract from 1 February with Places Leisure, who operate the facilities in the south overseeing the buildings until the reopening on 12 April. There is however, still restrictions in place and this limits the activities available, the number of customers allowed to use the facilities and secondary spend, thus limiting the business recovery. However, the leisure operators are rebuilding their membership base and reporting positive growth in doing so in both April and May with swimming particularly performing better than expected.

Whilst the outcome of the Governments announcements on 19 July will be key to rebuilding business with the proposed lifting of restrictions and allowing more activities and customers to use the leisure centres, the Council's operators are awaiting the full Government guidance so that they can implement and adapt as required and update their risk assessments accordingly. All of the leisure centres have had Government visits to undertake checks and all passed without problem on their COVID 19 arrangements.

The operators estimate that if full re-opening is allowed in July, reaching pre-COVID performance is likely to be May/June 2022.

Both operators plan to keep certain visible aspects in place for the time being, such as reception screens and signs and the increased rigorous cleaning protocols, in order to encourage members who may have some concerns to feel safe to return and customer expectations remaining high.

Leisure Development

The draft Playing Pitch, Built Facility, Open Space and Play strategies have now been completed by consultant KKP. Consultation with Sport England and other key national governing bodies and clubs is now taking place and it is expected that the East Suffolk Leisure Strategy that these documents will support, will be provided in draft format in August and will be presented to Cabinet for adoption later this year.

The refurbishment work undertaken over the winter at Waterlane Leisure Centre is complete and has been well received by members.

Felixstowe Sports Hubs – Progress on the Felixstowe Sports Hubs continues. The Felixstowe and Corinthians Cricket Club have started playing their 3rd team matches at the former Deben High School in Felixstowe and this has enabled the Felixstowe Rugby Club to now have full use of Coronation Park.

First Light Festival

First Light Festival ran some low-key events over the summer solstice, which were appropriate for the existing covid restrictions. These included collaborations with local schools, artists and groups such as the Suffolk Wildlife Trust.

East Suffolk Council is working with the Arts Council to identify long-term funding for the First Light festival – further updates to follow in the Autumn.

Outside Bodies Representatives Reports

Felixstowe Forward Sponsor Group	
Representative:	Councillor Steve Gallant
Contact Details:	steve.gallant@east Suffolk.gov.uk Tel: 07860 478192

Felixstowe Forward concluded its 6-year programme in March 2021 with an agreement that staff would remain in post until the end of December 2021 to progress four key enabling outcomes.

1. Felixstowe BID

After months of preparation, and delays owing to Covid, Felixstowe businesses voted yes to a Business Improvement District in November 2020. This outcome will realise an investment by businesses of £700k over the next 5 years to deliver projects against three priorities – Local and Visitor Marketing, Access and Wayfinding, and Business Support in Felixstowe.

October / November was a challenging time to go to ballot coinciding with the announcement of local COVID restrictions. The BID Task Group felt strongly that the businesses a) would need the support of a BID in any COVID recovery and b) that a successful ballot outcome would position Felixstowe favourably to take advantage of any potential coastal/town funding that might be forthcoming in 2021/2022.

Sheline Gledhill was appointed as BID Manager at the end of May 2021. An induction programme and hand over is nearing completion. The BID has already had a number of positive meetings with East Suffolk officers to align the BID aims and objectives with initiatives such as SMART Towns etc. Over the next few months, the Felixstowe Forward team will continue to support the BID where appropriate.

The outcome of a BID was fundamental to the enabling role of Felixstowe Forward. As a result, the Economic Development and Regeneration Team have constituted and mandated Felixstowe BID Co Ltd for business engagement, messaging, and programme roll out.

2. Visit Felixstowe

The brand 'Visit Felixstowe – Great Days by the Sea' has been established through Felixstowe Forward with a dedicated website www.visitfelixstowe.org.uk and associated social media. It has been proactive in promoting key COVID related messaging and running successful campaigns such as 'Stay home - let us bring Felixstowe to you', '50 things to do after lockdown' and continuing to support local businesses with its regular 'Town Talk' and 'Felixstowe Foodies' weekly round ups.

As part of COVID business re-opening and welcome back the team has facilitated over 70 business zoom interviews between The Mayor of Felixstowe, Cllr Mark Jepson, and business owners. These have been well received by all concerned.

Over the summer Felixstowe BID Co Ltd will consider managing Visit Felixstowe in the future. If successful, this will also be an enabled outcome leaving a lasting legacy of an established brand and a sustainable future for Visit Felixstowe.

3. Events

Events on East Suffolk Council land continue to be managed by Clare Baker and Jenni Cook within the Economic Development and Regeneration team. Unsurprisingly, work has been about managing cancellations and disappointment in 2020/2021. More recently it is managing expectations throughout the staged lifting of restrictions. It is encouraging to see enquiries coming in and confirmation from event organisers of their intentions in 2022.

Work is about to commence on developing a digital application process using the 'Apply4' App. This will significantly streamline the application process for East Suffolk Council and reduce costs, be more user friendly for event organisers, and manage communication with consultees better.

It is anticipated Apply 4 will be piloted between now and the end of the year in preparation for 2022.

4. Landguard Partnership

The final strand of work is focused on Landguard Partnership and the interests of the partners – East Suffolk Council, Landguard Fort, Landguard Nature Reserve, Felixstowe Museum, Felixstowe Town Council, Landguard Fort Trust, Harwich Haven Authority, English Heritage and Landguard Bird Observatory (LBO)

In 2020 The Partnership decided to set up the 'Landguard Charitable Trust' bringing all the partners together under a constituted body.

A designate Board chaired by David Gledhill, has been formed to progress the Landguard Charitable Trust.

Key Ongoing work

- Business Planning

- Staffing Review
- Discussions over East Suffolk Council interests

It is expected that the new Trust will be formally constituted and registered with the Charities Commission in the Autumn.

When this work is concluded it represents the final piece of enabling work of Felixstowe Forward.

Community Safety Partnerships	
Representative:	Councillor Mark Jepson
Contact Details:	mark.jepson@eastsuffolk.gov.uk Tel: 07825 720601

The East Suffolk Community Safety Partnership continues to meet quarterly to monitor progress against the Community Safety Action plan.

The Community Safety priorities are:

- Violence against women, girls, men, and boys
- PREVENT
- Modern Day Slavery
- Criminal Exploitation
- ASB
- Hate Crime

So far this year the East Suffolk Community Safety Partnership has supported and been involved in the following:

- A successful social media campaign run by Coastal Action Against Abuse (CAAA) at Easter called 'Walking on Eggshells' to raise awareness of Domestic Violence. A further campaign is being developed to run in the summer.
- A commitment to support Suffolk Police with the development of the 'Go Bags' initiative. These bags will be available for anyone identified as a victim of modern-day slavery and will provide immediate support then the individual is moved to a safe place and referrals to other services are made. The bags will contain a mobile phone, sanitary items (which we have offered to replenish via our Period Poverty scheme), wash bag, £5 for immediate spends, a food bank voucher and mobile phone top up.
- The first annual HOPE awards held following Hate Crime Awareness week 2020. These awards are an opportunity to recognise the achievements of young people in their local community. 55 out of 100 schools across Suffolk took part this year with 113 nominations across 13 categories. Whilst the awards event itself has had to be planned virtually this year the aim is for schools to host this on a rotational basis across the county.
- Planning for the national ASB Awareness Week (19th-25th July 2021) is currently underway with Communities Officers working closely with Environmental Protection, Housing, Registered Social Landlords and Suffolk Police to coordinate engagement events across the district. The Suffolk focus this year will be on promoting the community trigger.
- Partners have been involved in developing a multi-agency action plan to identify and respond to potential risks associated with the development of Sizewell C. This localised plan will run

alongside and inform a wider action plan that will sit within and be overseen by the CSP. Many projects and initiatives will be expanded but additional considerations, resources and focus have been identified to acknowledge the increase in population throughout the duration of the build.

- The CSP funded Child Criminal Exploitation training events hosted by Junior Smart, St Giles Trust. These were open to CSP members and wider statutory organisations and the voluntary sector and focussed on spotting the signs of exploitation, the impact of COVID on the vulnerability of young people and how to intervene / respond to concerns.

Other highlights:

- ESCSP have updated the Suffolk **PREVENT** Self-Assessment. There are areas for development which will be working on with the community safety team at SCC.
- Local Town Pastor schemes resumed patrols at the end of June
- **Crucial Crew +** - Conversations are currently taking place with providers regarding the opportunity to record interactive scenarios for schools to deliver. This is now being developed into a county wide resource and has generated interest from the University of Suffolk who have offered to help with filming and editing etc.
- **Suffolk Family Focus** will be expanding into the North of the district with the recruitment of an additional Family Intervention Officer for a 2 year post. SFF has successfully supported some of the most chaotic families in the district providing intensive support for sustainable change. We have also recruited a fixed term Early Intervention Officer to support the delivery of a project in Aldeburgh, Leiston & Saxmundham with the aim of providing wrap around support that addresses financial difficulties, access to employment and raising aspirations, and encouraging healthy lifestyles.
- **ASB Transformation role** – The ESC Communities team has recently recruited an ASB transformation coordinator who will be responsible for aligning ASB practice across the team, ensuring our policies and procedures are up to date, upskilling and coaching team members and enhancing partnership working.

Anglia Revenue & Benefits Partnership Joint Committee	
Representative:	Councillor Maurice Cook
Contact Details:	maurice.cook@eastsoffolk.gov.uk Tel: 07737 752279

Anglia Revenues Partnership (ARP) meeting 22nd June 2021

Cllr David Ambrose Smith, East Cambridgeshire District Council was elected Chairman for the coming year.

Cllr Janet French, Fenland District Council was elected Vice Chairman for the coming year.

Following the announcement that Mr Paul Corney was to retire from his position of Head of ARP, I am delighted to report that Mr Adrian Mills, currently Strategic Manager Billing and Benefits) is to take up the position of Head of ARP upon Paul's retirement.

ARP 20/21 Service Delivery Plan and Risk Register

Paul Corney, Head of ARP presented the Service Delivery Plan and Risk Register.

The pandemic had significantly impacted the services but was continuing to lessen and considerable progress had been made on the Service Delivery Plan.

The ARP are seeing significant success in 2020/21 and have achieved the following;

- Housing Benefit new claims and changes are meeting targets in 21/22 even though Covid has affected levels of work and enquiries
- The suite of forms and other functionality is available to all customer teams using Capita customer contact software to sign customers up to e-services and the number of those using e-services continues to rise.
- The further recovery work jointly funded by County Councils secured recovery of £680k even though covid led to suspension of courts which has reduced the recovery in 2020/21, the achievement is commendable considering the circumstances. Recovery in 2021/22 is expected to reach the levels seen in previous years
- The Fraud teams work, also jointly funded by the County Councils, identified over £2.3 Million in fraud and error last year even with the restrictions caused by Covid. The team are on target to achieve similar values in 21/22.

The Digital work stream has progressed with the automation of new claims and changes in circumstances growing steadily, to such a degree that when we saw the significant increase in Universal Credit Data Service reports of changes in circumstances we were able to automate approximately 50% resulting

20/21 PERFORMANCE REPORTS

Adrian Mills, Strategic Manager (Billing & Benefits) presented the reports.

He was pleased to report that all partner authorities combined for 2020/2021 were on target; however, the Council Tax collection rates for Breckland, East Suffolk and Fenland DCs were behind target, due to the magistrate's courts not being open at the time and therefore reducing the amount that could have been collected.

The Enforcement Team had also recently taken on the collection of parking fines for East and West Suffolk Council's and were due to receive its first cases shortly.

With effect from March 2020, all recovery actions were temporarily suspended until the summer and therefore the amount collected through these actions had been less than in the last financial year. Income of £680K in total had been received this financial year compared to £1.37M last year.

The 3 March 2021 budget, the Government announced that retail, hospitality and leisure relief would be extended into the 2021/22 financial year but from 1 July 2021 would be reduced to 66%. Revised bills would be issued in June 2021 to reduce the rate relief to 66%.

For Council Tax, the Team had completed 17.5% more documents this year compared to last year yet outstanding work had been below the highest levels it reached the previous year.

The Council Tax Support Hardship Fund awards were issued to every qualifying working age customer by the end of July 2020 and have continued to award a payment to every entitled new working age Council Tax Support customer who made a claim throughout the year. Expenditure had been closely monitored to ensure the fund for each Council had not been overspent.

Targets had been achieved for both Council Tax Support and Benefits performance, despite the increased demand attributed to COVID-19. Throughout the year the Team had seen significant increases in claims and had increased by approximately a third on 2019/2020. In April 2020, the Local Council Tax Support schemes changed for all partners to include a 'tolerance rule' which was applied to monthly Universal Credit Data Share (UCDS) records from DWP.

The new rule meant that changes in Universal Credit of under £15.00 per week were ignored by the software system and were automatically processed. An average of just under 4000 UCDS records had been received weekly from the DWP and 53% of these had been fully automated. The introduction of the 'tolerance' rule had reduced the number of Council Tax Support re-assessments resulting from DWP UCDS records by 32%, which was in line with the results of modelling undertaken for the consultation. This in turn had reduced the number of Council Tax adjustment notices, contact and refund requests and allowed customers more flexibility to manage their own payments.

The COVID 19 Track & Trace Self Isolation payment scheme had been extended by 3 months to 30 June 2021.

For 2021/22 all targets combined for all partner councils were on target except for Council Tax collections for Breckland and Business Rates collections for East Cambridgeshire DC.

For enforcement, £426K had been collected in April compared to £304k at the same point last year.

The Government had announced that they would fund further discretionary rate relief to businesses, further guidance was awaited. In respect of benefits, performance had been achieved despite the increased demand attributed to Covid-19.

WELFARE REFORM UPDATE

DWP were yet to publish a review of the CAB Help to Claim service but had confirmed that the CAB arrangement would continue into the 2021-2022 year, with a review underway for provision from 2022.

Members were informed that the Harrogate pilot had recommenced, the Pensioner Benefit would remain until at least 2025 and the £20 per week uplift for Universal Credit had been extended until September 2021.

ARP FINANCIAL PERFORMANCE Q4 2020-21

Each of the partner Councils provided full year financial information against budget for the ARP. The information had been collated to provide an overall financial performance report, to provide information to Joint Committee on the out-turn against budget.

The final out-turn for 2021 had increased slightly with an overspend against budget of £551K – detailed information relating to this overspend was available to members.

The overspend was mainly due to the delay to enforcement work during the pandemic and that updates would be provided in the quarterly financial reports for the current year. Nevertheless, the Partnership was in a much better place than many other authorities and hopefully all would be back to normal in the next 12 months.

The overspend would be allocated in accordance with the Joint Committee Agreement which set out the variation in shares between each authority. The percentage shares were based on the enforcement caseloads and number of properties as per the Agreement.

The Landguard Partnership	
Representative:	Councillor Stuart Bird
Contact Details:	stuart.bird@eastsoffolk.gov.uk Tel: 01394 275128

LANDGUARD PARTNERSHIP MEETING 28 MAY 2021

Fiona Brunning was welcomed as the new representative from the Harwich Haven Authority.

FORT

The Fort opened on 21 May. It will be hosting a Suffolk Music event this year.

MUSEUM

This will be opening on 30 May. It is planned to install a Trim Trail and a Lego Trail.

FERRY

The ferry has been repaired after damage in 2020. Operations recommenced in April. The beach landing at Felixstowe is depleting, causing damage to the bottom of boat. It is unable to land at low tide, discussions are ongoing for solutions.

NATURE RESERVE

The Ranger, Leonie Washington has reported incidents of seals on the beach being distressed by inconsiderate behaviour by people. Other anti-social behaviour continuing – rifle shooting, drinking, littering, vandalism.

CAFÉ AND KIOSK

The Café has reported a slow return after lockdown, a better Summer is anticipated.

CAR PARK

Ticket machines were installed in November 2020 and charging started in December. The first 4 months yielded £8175, not a representative figure as it was winter period and lockdown was in force. Estimate for a full effective year is £50,000. The Partnership still has to pay the £15,000 machines installation cost and £5000 annual management fee.

BUDGET

Reserves are down, costs incurred have included those for the damaged boardwalk removal, café repairs, and £10,000 for Trust setup costs. Felixstowe Town Council have increased their annual contribution to £5000, 2021 will see the last £25,000 annual s106 payment from the Port of Felixstowe. The café rental income this year will be £43500.

TRUST

Negotiations are ongoing for the formation of the Trust, which is due to be incorporated in September 2021, and will then take over from the Partnership. The Trust does have to be ratified by the Charity Commission. The Shadow Board (which will become the Trust Board) has been appointed, with David Gledhill as Chairman Designate, and 5 other Trustees.

AGREED

Purchase of 120 chairs for the Fort, which will be available for use by other Partners, cost £1628.

NEXT MEETING 24 September 2021

Haven Gateway Partnership	
Representative:	Councillor Craig Rivett
Contact Details:	craig.rivett@eastssuffolk.gov.uk Tel: 07831 370806

The Haven Gateway Partnership (HGP) was originally formed to represent the economic sub-region of south Suffolk and north Essex with a particular focus on the ports and logistics sector which is very significant to the economy of this area. The sub-region contains 4 ports (including the Port of Felixstowe) and is home to many businesses in the wider logistics sector. HGP is a forum for the private (includes Hutchison Ports and BT Adastral Park from East Suffolk) and public sectors (local authorities and academia) with the objective of promoting economic growth through investment in existing and growth sectors.

Freeport East

During 2020/21 the partnership provided the initial co-ordination for the establishment of the Freeport East partnership. The HGP executive were heavily involved in supporting the successful bid for Freeport status and provided the initial secretariat facilities before this was transferred to ESC as the Lead Authority for Freeport East. The partnership continues to be an active member in the development of the Outline Business Case and the chair of HGP, George Keiffer, is also the interim chair of Freeport East.

Project Delivery

HGP continues to deliver a number of business support initiatives across the Haven Gateway sub-region. These include:

TALE (Transport and Logistics Efficiencies) which is an EU funded programme to assist small and medium sized businesses to exploit their logistics data to improve profitability and reduce costs. The programme has so far supported almost 300 businesses and awarded £1.9m in grant funding.

iConstruct: an EU funded programme which links SMEs to new opportunities in the construction sector. Construction will continue to be a huge growth sector in the sub-region due to the amount of infrastructure and housing development taking place over the next few years/ decades and often SMEs don't get an opportunity to fully access construction sector supply chains. iConstruct provides a network for SMEs to be aware of and access these. The programme also works with larger companies to help develop their supply chains by connecting them with local SMEs. To date 120 SMEs and 24 larger companies from across the sub-region are in the iConstruct network. The initiative also includes an events programme and during 2021 events have included the Lower Thames Crossing and the Sizewell C development to highlight supply chain opportunities.

Vision Refresh

HGP partners have agreed it is now time to refresh the partnership's vision and objectives ahead of a reorganisation of the partnership's executive team. The impact of Covid on the sub-regional economy and developments such as Freeport East mean that such a review is timely especially in light of new national and regional economic growth strategies being implemented. The refresh will take place over the summer of 2021 resulting in an updated vision and objectives which will inform changes to the HGP executive.

Waveney, Lower Yare and Lothingland Drainage Board	
Representative:	Councillor Keith Patience
Contact Details:	keith.patience@eastsuffolk.gov.uk Tel: 07711 933972

KEY ISSUES DISCUSSED AT THE MEETING

Standing Orders

The meeting agreed the proposed changes to the Board's Standing Orders that had been drafted and approved by Defra, permitting IDBs to hold lawful virtual and hybrid public meetings permanently, beyond 7 May 2021 with an immediate effect.

Removal of Land at Diss from Rating: the board agreed to write off arrears of £6.56 from the parcel of Land at Diss.

Chairman's Allowance: the board agreed that the Chief Executive should seek approval from the Secretary of State for Defra to pay a Chairman's Allowance of up to £3,500 per annum to the Board's Chairman.

Health, Safety and Welfare Performance Report

The Health, Safety and Welfare Performance Report was considered in detail and approved.

Arising there from - the recommendation from the Project Engineer to move the Health and Safety contract for the Board from 'Foley and Baugh' to 'Cope Safety Management' was unanimously supported.

Environmental Report

The Environmental Report was considered in detail and approved

Engineering and Operations Report

The Engineering and Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

Environmental Report

The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved.

The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved.

Financial Report for Year Ending 31 March 2021

The Financial Report was considered in detail and approved

Material Changes to The Risk Register

It was agreed and thereby RESOLVED to add a new risk to the Risk Register that the invasive species Floating Pennywort was present in both Pevensey and the Broadland area, bringing with it a significant financial burden to those Boards. Although it had not been found in any of the Board's drains yet, there was a risk that this could happen.

APPENDICES – None

BACKGROUND PAPERS – None