

# **A G E N D A**

## **ANGLIA REVENUES & BENEFITS PARTNERSHIP JOINT COMMITTEE**

**DATE & TIME** Tuesday, 17th December, 2019 at **11.00 am**

**VENUE:** Level 5 Meeting Room, Breckland House, St Nicholas Street, Thetford  
IP24 1BT

### **For the attention of:**

Mrs S. Broughton, West Suffolk District Council (Chairman)  
Mr J.P. Cowen, Breckland Council (Vice-Chairman)  
Mr D Ambrose Smith, East Cambridgeshire District Council  
Mr M. Cook, East Suffolk Council  
Mrs J. French, Fenland District Council

### **PART A ITEMS OPEN TO THE PUBLIC**

#### **1. MINUTES**

Due to the previous meeting being inquorate, the Minutes of the meeting held on 11 June 2019 could not be agreed (see attached).

Additionally, only notes could be taken at the meeting held on 17 September 2019 and the notes have been attached for Members information.

##### **a) 11 June 2019**

To confirm the Minutes of the meeting held on 11 June 2019.

##### **b) 17 September 2019 - Notes**

To consider the **NOTES** of the meeting held on 17 September 2019.

#### **2. APOLOGIES**

To receive apologies for absence.

#### **3. URGENT BUSINESS**

To note whether the Chairman proposes to accept any items of urgent business pursuant to Section 100(B)(4)(b) of the Local Government Act 1972.

Page(s)  
herewith

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Democratic Services, Elizabeth House, Walpole Loke, Dereham Norfolk, NR19 1EE  
Wednesday, 4 December 2019

	<u>Page(s)</u> <u>herewith</u>
<b>4. <u>DECLARATIONS</u></b>	
<b>5. <u>GOVERNANCE AND REPORTING ARRANGEMENTS RELATING TO INTERNAL AUDIT</u></b> Report of Siobhan Martin, Head of Internal Audit (East Suffolk Council).	16 - 18
<b>6. <u>REVIEW OF THE ANGLIA REVENUES PARTNERSHIP CONSTITUTION</u></b> Report of Rachel Mann, Assistant Director (Resources & Performance) - West Suffolk District Council.  Due to the 17 September 2019 meeting being inquorate the recommendations could not be approved and it was agreed that the report should be brought back to the December meeting.  If approved the Agreement will have to be endorsed by all partner Councils.	19 - 76
<b>7. <u>PERFORMANCE REPORT AND SERVICE UPDATES</u></b> Report of Stuart Philpot, Strategic Manager (Support).	77 - 109
<b>8. <u>ARP FINANCIAL PERFORMANCE</u></b> Report of Christine Marshall, Executive Director Commercialisation (ARP Treasurer).	110 - 114
<b>9. <u>WELFARE REFORM UPDATE (STANDING ITEM)</u></b> Report of Adrian Mills, ARP Strategic Manager (Billing & Benefits).	115 - 118
<b>10. <u>ARP STRATEGY REFRESH</u></b> Report of Tom Darling-Fernley, Programme Manager (ARP).	119 - 133
<b>11. <u>THE ANGLIA REVENUES PARTNERSHIP (ARP) SERVICE DELIVERY PLAN</u></b> Report of Paul Corney, Head of ARP.	134 - 140
<b>12. <u>ARP JOINT COMMITTEE PARTNERSHIP BUDGET</u></b> Report of Christine Marshall, Executive Director Commercialisation (ARP Treasurer).	141 - 144
<b>13. <u>JOINT COMMITTEE ARP BROCHURE</u></b> Report of Stuart Philpot, ARP Strategic Manager (Support).  Appendix A to this report is by way of an online link to the <a href="#">ARP Brochure</a>	145 - 162
<b>14. <u>FORTHCOMING ISSUES (STANDING ITEM)</u></b> To note any items.	
<b>15. <u>NEXT MEETING</u></b> To note the arrangements for the next meeting to be held on Tuesday, 24 March 2020 at 11am, Level 5 Meeting Room, Thetford.	