



Riverside, 4 Canning Road, Lowestoft, Suffolk,
NR33 0EQ

Full Council

Members: All Councillors

Members are invited to the **Annual Meeting of the Full Council**
to be held in the Conference Room, Riverside,
on **Wednesday, 25 May 2022 at 6.30pm**

This meeting will be broadcast to the public via the East Suffolk YouTube
Channel at [https://youtu.be/ QbChSko_CM](https://youtu.be/QbChSko_CM)

This agenda was amended on Wednesday 25 May 2022 to remove the item relating to the Creation of a Second Vice Chairman Position for East Suffolk Council. This is because since the publication of the meeting papers, the Monitoring Officer has become aware that having more than one Vice-Chairman could contravene the requirements of Section 5 of the Local Government Act 1972. Therefore this report cannot be considered at this meeting.

An Agenda is set out below.

Part One – Open to the Public

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	Minutes To agree as a correct record the minutes of the meetings held on the 23 February 2022 and 23 March 2022.	
4	Minutes 23 February 2022	1 - 28
5	Minutes 23 March 2022	29 - 43
6	Announcements To receive any announcements from the outgoing Chairman.	
7	Election of a Chairman To elect a Chairman of the Council for the 2022/23 Municipal Year.	
8	Election of the Vice-Chairmen To elect the Vice-Chairmen of the Council for the 2022/23 Municipal Year.	
9	Announcements To receive any announcements from the Chairman, the Leader of the Council, members of the Cabinet, and the Chief Executive, in accordance with Council Procedure Rule 5.1(e).	
10	Political balance and allocation of seats on Committees 2022/23 ES/1140 Report of the Leader of the Council.	44 - 55
11	Appointments to Working Groups for 2022/23 ES/1141 Report of the Leader of the Council.	56 - 65
12	Appointments to Outside Bodies for 2022/23 ES/1142 Report of the Leader of the Council.	66 - 76

13	Petition from the beach hut owners on the termination of licences at the Spa area, Felixstowe ES/1147	77 - 91
	Report of the Leader of the Council, in relation to the Petition which has been received in pursuance of Council Procedure Rule 10:	
	<u>Felixstowe Spa Beach Huts</u>	
	<p>"The beach has disappeared in front of the spa pavilion beach huts rather than find an acceptable resolution the council have terminated our licences. The beach huts have been in the same position for over 100 years and are oldest beach huts in the UK. Normally for 6 months of the year the huts spend the winter on the promenade, now apparently due to supposed complaints we cannot stay on the prom.</p> <p>There are many unanswered questions firstly why has nothing being done to rectify why the beach has washed away after £10 million was spent on groin works to hold the Beach in place.</p> <p>Please support our plight in keeping part of our National Heritage otherwise 44 huts will be removed forever."</p>	
14	Changes to the Financial Procedure Rules ES/1143	92 - 171
	Report of the Cabinet Member with responsibility for Resources.	
15	Community Governance Review ES/1145	172 - 351
	Report of the Leader of the Council.	
16	Cabinet Members Report and Outside Bodies Representatives Reports to Council ES/1149	352 - 360
	Report of the Leader of the Council.	

Part Two – Exempt/Confidential

Close



Stephen Baker, Chief Executive

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The national Charter and Charter Plus Awards for Elected Member Development
East Suffolk Council is committed to achieving excellence in elected member development
www.local.gov.uk/Community-Leadership

<p>Unconfirmed</p>



Minutes of a Meeting of the **Full Council** held in the Conference Room, Riverside, on **Wednesday, 23 February 2022 at 6:30 PM**

Members present:

Councillor Paul Ashdown, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Judy Cloke, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Tom Daly, Councillor Mike Deacon, Councillor John Fisher, Councillor Steve Gallant, Councillor Tess Gandy, Councillor Andree Gee, Councillor Tony Goldson, Councillor Louise Gooch, Councillor Tracey Green, Councillor Colin Hedgley, Councillor Mark Jepson, Councillor Richard Kerry, Councillor Stuart Lawson, Councillor James Mallinder, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Sarah Plummer, Councillor Russ Rainger, 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

Officers present: Stephen Baker (Chief Executive), Chris Bing (Head of Legal and Democratic Services), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Siobhan Martin (Head of Internal Audit Services), Brian Mew (Chief Finance Officer & Section 151 Officer), Agnes Ogundiran (Conservative Political Group Support Officer), Dickon Povey (Principal Planner (Policy and Delivery)), Lorraine Rogers (Deputy Chief Finance Officer), Amber Wellham (Finance Business Partner - Housing), Nicola Wotton (Deputy Democratic Services Manager)

1 Apologies for Absence

Apologies for absence were received from Councillors E Brambley-Crawshaw, J Ceresa, T Fryatt, G Lynch, D McCallum, F Mortimer, T Mortimer, M Newton, C Poulter, M Richardson and K Yule.

2 Declarations of Interest

There were no Declarations of Interest.

3 Announcements

The Chairman of the Council:

The Chairman reported that he had attended one civic engagement since the last Full Council meeting, which was:

Lowestoft Town Council's Holocaust Memorial Day Commemoration, which had taken place at the Railway Station in Lowestoft on the 27 January 2022.

The Chief Executive:

The Chief Executive advised that there had been changes to the government's guidance for dealing with Covid, with a new plan for living with Covid. As a result, the Council's guidance for staff would be amended and re-issued in due course and more desks would be made available for use in the offices at East Suffolk House and Riverside. There would be a new focus on personal responsibility on matters such as mask wearing and crowded spaces.

The Leader of the Council:

The Leader reported that the council was part way through the Peer Review and he took the opportunity to thank everyone that had given up their time already to speak to the Peer Review Team. The Leader knew that many others had appointments booked and urged Members to be open and candid in their responses to questions. The Leader stated that he was keen that the council gained as much feedback as possible from this process. This will allow the council to grasp all the opportunities to further enhance and develop the excellent work being delivered right across the organisation.

The Leader then reported that, using his delegated authority, Councillor K Patience had been replaced on the Waveney, Lower Yare and Lothingland Internal Drainage Board Outside Body, by Councillor P Byatt and this would take place with immediate effect.

The Deputy Leader of the Council:

There was no update on this occasion.

Cabinet Members:

Councillor Burroughes, Cabinet Member with responsibility for Customer Services, ICT and Commercial Partnerships, updated Members on the unprecedented closure of 2 household waste sites recently. This had caused a significant impact upon waste collections, with vehicles having to travel much greater distances to unload waste. He thanked staff and officers for their hard work during this time and for getting services back to normal so quickly.

Councillor Burroughes then updated Members on the Digital Towns Plan, which would provide 12 towns in East Suffolk with free wifi access. The first towns, Lowestoft and Felixstowe, would commence shortly and there would be a phased approach, until all 12 towns had free wifi access by October 2022. Press releases would be published tomorrow and this should prove to be an exciting project for the district.

4 Minutes

RESOLVED

That the minutes of the meeting held on 26 January 2022 be agreed as a correct record and signed by the Chairman.

5 Questions from the Public

Question from Mr A Robertson to the Cabinet Member with responsibility for Community Health

What effective actions are the Communities Team doing in relation to alleviate the speeding and anti-social behaviour, which is happening at the Gateway Retail Park and along the Kessingland Bypass?

Response from Councillor Rudd

The Council is working closely with the Police in relation to the car-related issues at the Retail Park and along the bypass, including noise, speeding and large numbers of cars congregating. We understand that a detailed response has already been provided by the Police to Mr Robertson.

Police have carried out plain clothes and uniform patrols as part of their ongoing operation, which has included Section 59 seizure of vehicles as well as crime prevention work in the area and visits to both local residents and retail park unit owners.

Discussions have been held about installing a barrier to prohibit use of part of the car park to prevent large numbers of cars meeting up. A Public Space Protection Order has also been explored as an option and the Council is working closely with the Police to ensure that if it is decided to implement a PSPO there is sufficient evidence in place. This includes working with partners, including the MP Peter Aldous to encourage residents to report all incidents. It is important to note that a PSPO is only effective if the Police has the capacity to enforce it and therefore Suffolk Police would require approval for extra patrols in order to enforce a PSPO. A better first step may be a Community Protection Notice (CPN) and therefore a draft CPN has been prepared and is ready for use if required. However only three complaints have been received between the start of December and 9th February so it is unclear if this is an ongoing issue or if the problems have moved to another location. We will continue to work with key partners, including the Police to respond to problems in these locations.

6 Questions from Members

a) Question submitted by Councillor Beavan to the Cabinet Member with responsibility for Resources

Whilst our communities helped each other through Covid, some selfish people just helped themselves by robbing the public purse. How many holiday let businesses in my Southwold ward did we give loss of business Covid grants, at what total cost to the taxpayer and how many were refused because they could not prove that they actually did any business at all?

Response from Councillor Cook

Thank you for your question, I was a little surprised by his question as I would not have thought that his suggestion, that residents of his prestigious ward included robbers of the public purse, was an effective way making friends and influencing people. Particularly as the evidence I am about to present, seems to suggest that broadly, they are a lot more honest than Councillor Beavan seems to believe.

Grants were paid under the Small Business Grants Fund from March 2020 through to September 2020. These were one-off grants of either £10,000 or £25,000 with the level of payment based on rateable value. A total of 361 potentially eligible holiday lets were on the rating list, as at 11 March 2020, in Southwold Ward. Of these, 251 grants were paid totalling £2,750,000. No applications were refused as not meeting eligibility requirements.

From November 2020 through to May 2021 grants were paid under a number of schemes, primarily from the Local Restrictions Support Grant Fund and the Restart Grant Fund. There were 374 potentially eligible holiday let businesses on the rating list in Southwold Ward, over this period. Nevertheless, 204 grants were paid totalling £3,630,106. 3 applications were refused for not meeting eligibility requirements.

The current round of grant applications covering the effects of the Omicron variant and Plan B restrictions during December 2021 were still being processed and so no statistics were available as yet.

And finally, just to address the version of the question that was posted on a social media advertisement and was essentially, how many fraudulent payments has East Suffolk Council made? The simple response, Chairman, is none. This is because they were all paid within the law as it currently stands and Councillor Beavan, like other Members, will be well aware that the loophole allowing those people who feel inclined to avoid paying Council Tax or Business Rates is now to be closed. Although the figures seem to suggest that very few, if any, took advantage of that loophole.

Supplementary Question from Councillor Beavan

Thank you, finally, I have got some details after 2 years. I am worried that some people may have done this and we may not know about it. Nationally, 2% of resources are expended to the crime of fraud, which accounts for 40% of total crime. I am worried about whether we have the capacity to stop this kind of fraud, as I know of one case where fraud has taken place, which the Council has not picked up on. Thank you for finally providing me with some details but I am still not satisfied, regarding fraud. Don't you agree?

Response from Councillor Cook

No, I do not agree. I think that the figures indicate this and you refer to one case. There are many genuine holiday let businesses in Southwold and that is a large portion of its economy. There were clearly a lot of people that understood that if they were not running a holiday let business, they were not eligible to apply for the grants. However, I am sure that Councillor Beavan is correct and there will always be

those people who will take advantage of loopholes when they exist. That is a fact of life and I am satisfied that, based on these figures, in this District, the instance of fraud has been extremely small.

b) Question submitted by Councillor Gandy to the Cabinet Member with responsibility for Resources

- Lord Agnew, a Conservative Peer, recently resigned in parliament unable to defend the government's £4.3bn write-off of Covid loans fraud, saying oversight of the loans scheme had been 'nothing less than woeful', adding 'schoolboy errors were made: for example, allowing over 1,000 companies to receive bounce-back loans that were not even trading when Covid struck.'
- The National Audit Office (NAO) also singled out the government's 'inadequate' attempts to tackle fraud because anti-fraud checks had been 'implemented too slowly'.
- HMRC believes that about £5.8bn, or 7%, of the £81.2bn paid out by the taxpayer through the various Covid-19 emergency response schemes has been stolen.

This damning indictment of the chancellor and the government's failure on fraud is indefensible despite the speed with which the funding of a lockdown economy was needed to support jobs and livelihoods.

Though we are certain Council Officers would have done their utmost to prevent, detect and counter fraud when it crossed their desks, by how much were their hands tied by the government's lax and 'lamentable' oversight of the various support schemes and, therefore, what is the best estimate of how much money has been taken from the decent tax paying people of East Suffolk and gifted to criminals because of this central office failure?

Response from Councillor Cook

Thank you, Councillor Gandy, for your question and the opportunity to correct the mis-information contained within it.

Since the start of the pandemic the Council has administered a range of grant schemes for Covid-19 business grants following guidance issued by the Department for Business, Energy & Industrial Strategy (BEIS) – there were many different schemes during this time period, with differing eligibility and rules. A dedicated team administered all grants by putting in place a stringent e-form application process.

During that period, just over £130 million was distributed to businesses across the East Suffolk district, via 29,502 payment transactions. This gives an indication of the scale and complexity involved in delivering the schemes. And yet only 21 grants totalling just over £197,000 have been identified for recovery so far. Just over £60,000 of this has already been recovered or is in the process of recovery. The remaining repayments will be referred to BEIS following the necessary debt recovery guidance and in accordance with an Assignment Agreement with BEIS. This underwrites any losses incurred by the Council through erroneous claims. Although post payment fraud checks continue to be

undertaken, these extremely low levels of payments to be recovered illustrate the effectiveness of the processes put in place by the team in East Suffolk Council. The BEIS issued and continues to issue guidance regarding the pre and post payment fraud checks to be undertaken by Councils. The Head of Internal Audit would produce a report upon the COVID 19 Grant process later in the year, when post payment fraud checks have concluded.

The Council had not administered any 'Bounce Back Loans' or Furlough payments, but in addition to COVID 19 Business Grants, Anglia Revenues Partnership has also been administering the Test and Trace Self Isolation Payments scheme. To date, 623 payments totalling £275,500 have been made. 10 payments totalling £5,000 have been identified for recovery and £1,500 of this has been recovered so far. A review of all COVID Grants (other than Business Grants) was also in the Strategic Internal Audit Plan for 2022/23.

So, to address the specific points in the question, whilst I understand that opposition colleagues wish to take the opportunity to criticise their fellow Conservatives in government, it was in fact the local billing authorities which had been administering many of these payments, a significant number of which are run by the Parties opposite. Therefore, this Council had not had its hands tied by the lax and 'lamentable' performance of the government but rather other less financially efficient councils of which the parties opposite must take their fair share of responsibility.

Finally, I can therefore confirm that no East Suffolk money had been taken from the decent tax paying people of East Suffolk and gifted to, presumably, yet to be convicted criminals.

Supplementary Question from Councillor Gandy

Thank you for the clarification and confirmation that this council had not been responsible for or allowed fraudulent behaviour, however, we must as a council accept, whatever party, that fraud had taken place. May I suggest that we write to Rishi Sunak, expressing this council's serious concerns about how this situation came about and the financial irresponsibility of central government?

Response from Councillor Cook

No, I will not accept that and we will not be writing to Rishi Sunak. We are not responsible for any degree of fraud in this district and that was what concerns me and my team. It was for Members themselves to write individually if they wish to criticise. You refer to the lamentable performance of the government, in fact what they have been doing is footing the bill for the lamentable performance of some councils.

c) Question submitted by Councillor Deacon to the Chairman of the Council

As is evident from recent Full Council meetings it would seem that there is some confusion surrounding the way in which Motions are dealt with at Full Council.

Last month Councillor Gandy submitted a Motion on behalf of the Labour Group. She

was asked to shorten the Motion, which she duly did, prior to its publication in the Agenda.

At Full Council she was asked to read the Motion aloud, but this requirement does not appear within the Constitution, unless I have missed it.

In addition, when the Motion was discussed, she was told that it wasn't possible for Members to debate the Motion, as there was insufficient evidence for an informed debate to take place.

There appears to be a contradiction here, as well as confusion as to what is the 'approved' length of a Motion, as well as clarifying what form it should take.

Can we please have clarification of this as matter of urgency, as the Constitution is unclear, so that we can all benefit in contributing Motions for future Meetings?

Response from the Chairman of the Council

The rationale for asking Councillors to read out their motions at Full Council is so that any members of the public watching at home are aware what the motion under consideration was, if they do not have access to, or have difficulty reading, the papers. It's about the Council endeavouring to be inclusive and open and transparent in the way it conducts its business at Full Council.

In terms of procedure, the consideration of motions at Council was a 2 stage process. First, it needs to be determined whether the motion will be discussed by Council that evening or whether the motion will be referred to Cabinet or another Committee for consideration instead. At this first stage, the debate needs to be focused on procedure with arguments for and against Full Council being the appropriate venue for the motion to be debated. It's a procedural debate and, after members have had an opportunity to express their view, there needs to be a vote as to the preferred venue for the motion to be debated. We only move on to a debate the actual merits of the substantive motion, if Council votes to hear the motion that evening.

The proposer of the motion has potentially 3 opportunities to speak. They introduce their motion at the outset by reading it out. When we then go into the procedural debate as to the venue for the substantive motion to be debated, they can express their view as to why, or why it is not, important that the motion be debated at Council that evening rather than it being referred to Cabinet or another Committee to consider. If it was agreed that the substantive motion will be debated that evening, the proposer of the motion also has a final right of reply before the substantive motion goes to the vote.

On 16 November 2021, Democratic Services sent an email, with a link to a motions flowchart, to all Members to help explain the process for debating motions. In response to further feedback, the motions flowchart was amended and circulated to all Members.

The Constitution states at 11.1 of the Council Procedure Rules that a 'Notice of motion

is a request to the Council for a decision to be made or action to be taken'. Therefore, the motion should be succinctly and clearly expressed to reflect this requirement. There should not be a long preamble prior to motion that 'This Council resolves to.....' We need clarity and certainty as to what it is Members are being asked to support. The proposer can elaborate on the background to their motion and the reasons why they believe it should be supported if it is decided by Full Council that the substantive motion should be debated. The full background and reasoning did not need to be printed in the Council papers. To allow this, would in effect turn the motion into almost a report with a recommendation, which was not the function of a motion.

The Constitution provides that the ruling of the Chairman as to the interpretation and application of this Constitution cannot be challenged at any meeting of the Council. Outside of council meetings, it is for the Monitoring Officer to determine questions as to the interpretation of the Constitution.

Supplementary Question from Councillor Deacon

Thank you for your response but I am afraid I do not accept some of it, however, we can talk about it at a later date. Unfortunately, I was not able to attend the last Council meeting in January as I was unwell but I watched the meeting on the councils YouTube channel. I have to state that due to the confusion, Councillor Gandy received a very ungallant response to her proposed motion, in a manner which we have not been accustomed to in the last few years in this council chamber. I very much regret that. It does seem that we need to resolve some of the confusion around the submission of motions. I would like to suggest an urgent review of the relevant section of the Constitution be undertaken so that we do have clarity. Notwithstanding the flow chart that has been circulated, I believe there was still some confusion. The possibility of providing an appendix to provide some background to a motion, to allow Members to fully understand it, would enable motions to be debated at the meeting without any concerns that Members were not in full possession of all the facts. Would you agree?

Response from Councillor Robinson

No, I don't agree. However, we have agreed to review the Constitution and motions procedures and we have added this item onto the Audit and Governance work programme, which will help to clarify the whole process.

7 Petitions

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

8 Notices of Motion

a) Motion submitted by Councillor Smith-Lyte

The Chairman invited Councillor Smith-Lyte to read out her Motion.

Councillor Smith-Lyte proposed her Motion and then read out the following:

This Council notes:

- 1. East Suffolk Council has done considerable work on publicising eco-friendly agriculture, for example at the 'Farming Today, Fit for Tomorrow' conference last year, but could do more to provide practical examples and leadership in the field.*
- 2. As a local landowner, the Council has a responsibility to lead and share best practice in sustainable farming practices, even if only on a small scale.*
- 3. Agroforestry is the growing of trees and crops on the same piece of land, allowing for land to be used for short-term income while still preserving forests and tree growth.*
- 4. The Council owns several small plots of land that could be used to pilot a small-scale agroforestry scheme.*
- 5. If the approach is successful on ESC land, partner working to expand the scheme could be explored, such as working with Suffolk County Council to expand the scheme onto SCC-owned land, or extending advice and support to interested landowners, using well established agroforestry schemes such as Wakelyns.*

This Council resolves to:

- 1. Ask officers to put together a business case costing a small agroforestry pilot on a suitable piece of ESC-owned forested land, with crops to be selected based on what would best suit the biome of the site.*

Councillor Topping seconded the Motion and she reserved her right to speak.

The Chairman then invited Members to consider whether to debate the Motion this evening or not.

Councillor Gallant proposed that the Motion be debated at the meeting this evening and the proposal was seconded by Councillor Mallinder. The Chairman invited Members to vote on the proposal to debate the Motion this evening and it was unanimously **CARRIED**.

Councillor Smith-Lyte stated that she had been to inspect small parcels of land that were owned by the District Council and had been accompanied by Councillor Beavan and Councillor Fisher. She was pleased to report that a suitable piece of land had been identified, which had potential for use in this way. The identified land was in Saxmundham, which was helpful as there were currently no allotments there.

Councillor Mallinder took the opportunity to offer congratulations to Councillor Beavan on his recent appointment as the Leader of the Green, Liberal Democrat and Independent (GLI) Group. It was pointed out that congratulations were somewhat premature and a further announcement would be made in this respect in due course.

Councillor Mallinder commented that he was surprised that the matter of agroforestry had not been raised sooner via the Environment Task Group. It was noted that the council owned very little land that would be suitable for this purpose. Farming was not a role for the district council, its focus should be on providing key services to the residents of East Suffolk. He felt that this Motion would be more appropriate for consideration by Suffolk County Council, who owned more suitable land in the district. He stated that the council was very focussed upon the environment, was

building environmentally sound buildings and was provided strong leadership.

Councillor Byatt commented that the Motion was a commendable idea, however, suitable land was required. He asked if the council could contact Suffolk County Council to see if they would be able to donate some land for this purpose?

Councillor Gallant apologised for the earlier announcement by Councillor Mallinder regarding Councillor Beavan. He commented that the council was not a farmer, however the council would support the environment and would encourage others to do the same.

Councillor Beavan reported that he was an ex-farmer. He felt that small plots of land, similar in size to an allotment would be sufficient and could be used as a small pilot study. Using land in this way would help with the cost of living and would allow more people to grow their own vegetables.

Councillor Plummer stated that she agreed with Councillor Beavan. There was currently a small Community Farm in Beccles, which was working well and provided lots of benefits to all those involved. She felt that expanding this to other areas would be beneficial.

Councillor Topping reported that she had identified a piece of land in Puddingmoor, Beccles. The site was suitable and if it was successful, this could be expanded to include other areas. She stated that using the land in this way would protect the council's interests and may stop land being lost via vacant possession.

Councillor Smith-Lyte reported that this way of working was supported by Community Supported Agriculture (CSA). It was very successful in many areas and was a positive way to use wasted land. It was good for people's stress, mental health and it provided a boost to the green economy.

As there was no further comments or debate, the Chairman invited Members to vote on whether to support the Motion or not. Upon being put to the vote it was

RESOLVED

That the Motion was **LOST**.

b) Motion submitted by Councillor Beavan

The Chairman invited Councillor Beavan to read out his Motion.

Councillor Beavan proposed his Motion and then read out the following:

This Council recognises that:

- 1. Revenue from current assets can be improved and there is also a need to invest in green growth to achieve our net zero target.*
- 2. East Suffolk invests the most Treasury cash in other authorities of all district*

councils in the UK, both absolutely at £97m and relatively at 71% of total investments compared to UK average of 17%, at an annual 0.26% rate of return. Whilst we appreciate that reserves must be liquid enough to maintain cash flow, we maintain £30m available for use within three months so there is room for investing just £8m of the £97m in our own community.

3. The local knowledge held by Community Partnerships means that they are well-placed to identify many opportunities for green, revenue-generating investments within East Suffolk district boundaries.

This Council resolves to:

1. Ask each Community Partnership to recommend possible green investments in their area, up to a total worth of £1m for each Community Partnership area, to be investigated by officers. Business cases for suitable investments will then be prepared for consideration by Cabinet and the Audit & Governance Committee at its next Treasury Management Investment Strategy for 2023/24.

Councillor Gooch seconded the Motion and reserved her right to speak.

The Chairman then invited Members to consider whether to debate the Motion this evening or not.

Councillor Gallant proposed that the Motion be debated at the meeting this evening and the proposal was seconded by Councillor Cook. The Chairman invited Members to vote on the proposal to debate the Motion this evening and it was unanimously **CARRIED**.

Councillor Beavan stated that this council should make sure that it had enough money to provide the services that East Suffolk needed next year and for the foreseeable future. The council also had another responsibility in respect of its Climate Emergency Plan, to make sure East Suffolk existed in the future. At the same time as making sure the bank account was sustainable, the council should make sure that the environment was sustainable. He stated that over the last three years, the council had identified its assets, therefore, it should now look to ways that it could generate revenue from them. As the Leader of the Council had previously stated, this council may not be a business but it could be business-like.

Councillor Beavan suggested that this may involve some seed investment, however, this would be worthwhile if the revenue generated exceeded the finance costs. He gave an example that the Council could install a car charger in Ferry Road car park in Southwold, as it would allow visitors to charge their car whilst they went to the beach or the pub. There was a dearth of chargers for the rapidly increasing fleet of electric cars, so this would be a USP for tourism, as well as generating revenue for the council. He reported that there were two cars being charged this morning at the Southwold EV chargers, earning the council £4 an hour. The installation of those chargers had been free and they were now earning the Council several thousand pounds a year. Councillor Beavan then stated that three years ago, he had asked if the three shops the previous council had bought for £4m in Lowestoft, which were then valued at £3m, meant that this council had lost a £1million and he had been told that values go up as well as down. However, those shops were currently valued at £1.5m, as at

page 29 of the Treasury Management Strategy, and he asked if that money could have been spent more effectively? There were also traditional borrowing sources such as the Public Works Loan Board, so could the council look at innovative sources in a review of Treasury Management this year?

Councillor Beavan stated that the council's treasury had more than £100m waiting to be spent, from which the council invests to earn a bit of interest. He reported that the council had invested £97m a year in other councils, which was the highest amount of any district council in the country. By contrast, Great Yarmouth Borough Council had borrowed £31m from other councils. This council had £30million ready, at three months' notice, for an urgent call on its cash flow. Surely East Suffolk Council could do better than the 0.25% return on these investments? Councillor Beavan felt that it would be a good challenge for each Community Partnership to think of ideas, which could enable environmental investment. Local government finance was a difficult subject and he stated he was only asking questions at this stage. Other options could be the Municipal Bonds Agency, green bonds or tax increment financing with the growth of green energy coast and freeport. Councillor Beavan stated that this council had made a good start on its zero carbon journey but it would get harder and substantial investments were needed in the Capital Programme next year. He felt that now was the time for imaginative financing and investment in East Suffolk's future, before it was too late.

Councillor Cook reported that the Treasury Management function and the wise and prudent management and investment of the reserves, was of vital importance to the financial sustainability and success of the council. That was why both he and the Assistant Cabinet Member for Resources, Councillor Back, received weekly reports of movements in the national interest rates of all providers and movements in investments with the pertinent consequences and comparisons with the budget forecasts. A Treasury Management Strategy Statement for 2022/23 & Treasury Management Investment Strategy for 2022/23 was approved by the Audit & Governance Committee in December 2021 and at Full Council in January 2022.

Councillor Cook commented that it was an ever-changing picture which required careful consideration of balance, particularly in respect of the Capital programme and in managing the attendant risks of any form of investment. In addition to the expertise and experience of the Finance Team, the council also took the advice and guidance of its city analysts, Arlingclose. As of 18 February 2022, the council currently invested 54% of its Investment Portfolio in Local Authorities, amounting to £92.5m. It was because of the financial success of this council that it was able to effectively make loans to other authorities, who have the need of such assistance, from reserves at attractive comparable interest rates, an appropriate level of accessibility and with a sound degree of security. Overall, the Treasury Management cash investment portfolio would yield an income of £650k in this financial year, which by way of comparison, was £200k greater than the amount of Council Tax increase to be proposed in the budget report. Also included in the Budget report was the required report of the Chief Finance Officer who concluded that the level of reserves was adequate for the 2022/23 budget plans. In respect of reserves, one of the key purposes for retaining an adequate level was "to take previously unseen opportunities to secure benefits that may arise during the year." There was therefore every opportunity for new worthwhile projects which coincide with the council's strategic objectives to be proposed via the appropriate

portfolio department. Therefore, in the Chief Finance Officer's view, the Finance Team should retain the responsibility for the investments of the council and not pass this on to Community Partnerships, as this would be neither practicable or desirable. Councillor Cook reported that he would therefore be voting against this motion and urged Members to do the same.

Councillor Brooks, Cabinet Member for Transport, advised that a report would soon be taken to Cabinet, to consider the installation of additional EV charging points in the district.

Councillor Jepson reported that he was the Chairman of a Community Partnership (CP) and whilst he would be pleased to receive a million pounds to allocate in his CP area, he felt that the CP did not have the infrastructure or the knowledge to deal with funding of that size. He felt that it was just not practical and the decisions in relation to funding for environmental projects, would be better placed with the Cabinet Member for the Environment or the ETG.

Councillor Ritchie took the opportunity to provide some clarification regarding the previous investment by Waveney District Council, mentioned by Councillor Beavan, into shops and a car park. It was noted that the shops and car park had been leased for many years ago on what had become unfavourable terms. The purchase of the sites had been of considerable benefit to the council and had resulted in ongoing savings of around £300,000 per year, which made the council more sustainable.

Councillor Daly reported that the aim of the Motion was to get multiple benefits for the council, including getting the public more involved. It was important to make improvements to the environment and the council needed to be proactive and take a new approach.

Councillor Blundell reported that he was also a Chairman of a Community Partnership. He reported that it was important not to lose sight of what the CPs were set up to do, which was to improve their local area according to the CP priorities, which had previously been identified. There was already plenty of work to do in this respect, without undertaking additional responsibilities.

Councillor Mallinder reported that there needed to be a meaningful change in relation to the environment and matters such as this could be brought before the Environment Task Group (ETG) for detailed discussion. It was important that the financial matters were retained by the council and its finance team.

Councillor Smith, Cabinet Member for Communities, Leisure and Tourism, reported that the Community Partnership Board had a budget and anyone could bid for funding for a variety of projects that would benefit their local area.

Councillor Gooch took the opportunity to provide some examples of work by other councils, which had adopted a similar approach to the Motion that had been proposed. Plymouth City Council, which had no overall control, had provided grant funding and encouraged bids for grants up to £250 for suitable projects in their area. Other schemes had involved Collecting and Recycling, a Nappy Library and a Re-wilding Scheme. Telford and Wrekin Council had also provided a grants pot of up to

£100,000 to give grants of up to £5,000 for appropriate projects.

Councillor Gallant raised a point of order at this point in the meeting. He felt that the examples being provided, did not reflect the contents of the Motion under discussion.

There followed some discussion in this respect and it was stated that the examples given by Councillor Gooch appeared to be grants, therefore the funding was not being invested in order to gain any financial returns for the Council.

The Chairman commented that the examples of projects provided should be sent to Councillor Mallinder and Councillor Smith, as well as the ETG, for further consideration.

Councillor Cackett commented that the Motion was about investing, where interest would be received. The examples provided by Councillor Gooch had appeared to be about providing grants, where no financial return would be received.

Councillor Beavan conceded that his Motion could have been clearer, however the main aim of the Motion was to engage with communities and try to identify areas that could be improved and make a real difference. He stated he was not suggesting that each CP should receive £1million to allocate but suggestions could be made for future investment and improvement, which would help with growth. He stated that he understood that Treasury Management had to be prudent, however, could the Council invest some of its £92 million in green bonds in the future?

Councillor Beavan thanked Councillor Brooks for looking into providing more EV chargers across the district, as he felt it was needed urgently. He also thanked Councillor Ritchie for the back story to the investment in the shops and car park. He asked that more be done to invest for a better future and environment for all.

As there was no further comments or debate, the Chairman invited Members to vote on whether to support the Motion or not. Upon being put to the vote it was

RESOLVED

That the Motion was **LOST**.

c) Motion submitted by Councillor Byatt

The Chairman invited Councillor Byatt to read out his Motion.

Councillor Byatt proposed his Motion and then read out the following:

This Council notes that:

- *During the Corona Virus Pandemic the Government was obliged to put in place laws, rules and guidelines to prevent the disease from spreading in order to save lives and reduce its impact on the National Health Service. During this time in 2020 and 2021 millions of people obeyed these rules, often at huge personal cost, particularly during*

times of lockdown.

- *This Council responded to this national emergency; our Communities Teams supported the vulnerable; our colleagues stepped up to support their neighbours; the voluntary sector responded with heroic action to get food and medicines to those that needed them and ordinary people from all walks of life did the right thing to support each other, making enormous sacrifices for the common good.*
- *This response and adherence to the law was not reflected to the same extent by Government operations at 10 Downing Street. Evidence of social gatherings with ‘excessive consumption’ of alcohol represent a serious failure by the Prime Minister and his staff to observe not just the high standards expected of those working at the heart of Government but also of the standards expected of the entire British population.*
- *Although a Metropolitan Police investigation of the Prime Minister over these breaches of Covid-19 Regulations has not concluded, Peter Aldous, MP for Waveney, has confirmed publicly that he believes the Prime Minister should resign, stating he has no confidence in him as Leader of The Conservative Party.*

This Council calls upon the Leader of the Council to:

- *Write a letter of support to Peter Aldous MP, stating that the issue of the parties at 10 Downing Street during the pandemic should no longer be a distraction for the Government when it should be facing the various serious challenges such as a cost-of-living crisis, economic recovery from the pandemic and a deep loss of trust and faith in our democratic institutions, all matters that have consequences for this Council.*
- *Following the admirable stance of their colleague, Peter Aldous MP, write further letters to the other two MPs in East Suffolk, Therese Coffey and Dan Poulter, urging them to write their own letters to the Chairman of the 1922 Committee of Backbench Conservative MPs, stating that they similarly have no confidence in the Prime Minister and request that he resign.*

Councillor Gooch seconded the Motion and did not reserve her right to speak.

Councillor Gallant raised a point of order and it was confirmed by the Monitoring Officer that Councillor Gooch could speak now, in support of the Motion, if she so wished.

Councillor Gooch reported that she had written to Peter Aldous, MP, on 8 February 2022, to praise and support him in writing to the Chairman of the 1922 Committee, in relation to the behaviour of the Prime Minister. She felt that it was admirable that he was trying to uphold the Nolan Principles of Public Life. Councillor Gooch stated that Mr Johnson was ill equipped to be Prime Minister and she had no confidence in him. She felt that it had taken great courage for Peter Aldous to try and uphold integrity, within his own party. Councillor Gooch stated that she had received a letter from Peter Aldous, thanking her for her kind words. She asked that all those Councillors worried about the behaviour in parliament to write letters to Therese Coffey and Dan Poulter and support those MPs asking Mr Johnson to resign. She invited Members to agree with her and support the Motion.

Councillor Gallant proposed that the Motion be debated at the meeting this evening and the proposal was seconded by Councillor Blundell. The Chairman invited Members to vote on the proposal to debate the Motion this evening and it was unanimously **CARRIED.**

Councillor Byatt provided reassurance to Members that the Motion under consideration was not about show boating. He felt very strongly that since spring 2020, the world had changed considerably and people had made a wide range of sacrifices. The Leader had updated the Opposition Group Leaders on a regular basis, for which he was very grateful. The vast majority of people had obeyed the rules in good faith and Councillor Byatt reported that he had spent 3 months living alone in a caravan, in order to self isolate. During the pandemic, people had been unable to see their loved ones or even attend funerals. Meanwhile, it transpired that multiple parties had been taking place in Downing Street and the public were told that no rules had been broken. The Prime Minister had also made a terrible slur against Sir Kier Starmer in relation to the prosecution of Jimmy Saville. This was not the behaviour expected by a Prime Minister and the country needed to think carefully about what it wanted and expected from a Leader.

Councillor Gallant reported that it was not the role of this Council to become involved in the political wrangling of central government. The 3 MPs who represented the district were able to think for themselves and decide what to do for the best. If the MPs wanted the views of this council, they would ask for them. Councillor Gallant stated that this council should not be meddling in national politics.

Councillor Daly reported that he was disappointed with the Leader's comments on the wrangling of central government. He queried how far things would have to go before the council acted? He felt that residents deserved to have a decent government and it was important to invite the council and Members to register their views that the Prime Minister's behaviour was not acceptable.

Councillor Thompson stated that Members should look in the mirror and decide if the behaviour of the Prime Minister was acceptable. Were Members happy to accept that Mr Johnson was representing them? If not, he stated that they should protest.

Councillor Back reported that he had written to support Peter Aldous for his actions, as an individual, not as a Councillor. He could not support Mr Johnson and his behaviour and he asked for MPs to consider the situation carefully and take action as appropriate.

Councillor Hedgley reported that Dan Poulter MP had made his position clear. If Mr Johnson was found to have lied, then his position would become untenable and he should resign.

Councillor Beavan stated that Mr Johnson's behaviour had been disgraceful and disrespectful. It was important for all people in public life to be mindful of the Nolan Principles and to behave accordingly.

Councillor Goldson reported that the world was facing a potential World War 3, due to the issues in Ukraine caused by Russia. He felt that people were wasting time talking

about parties when there were much more important things to consider, that could affect people greatly.

Councillor Byatt acknowledged that this was a sensitive matter and he was approaching it with realism. It was important to have a civilised debate about such things. However, lying was not a joking matter and trust had been lost in the government as a result. He stated that Members were able to abstain, when voting on this Motion, they did not have to vote against it. He commended Dan Poulter's approach and the need to uphold standards.

As there was no further comments or debate, the Chairman invited Members to vote on whether to support the Motion or not. Upon being put to the vote it was

RESOLVED

That the Motion was **LOST**.

9 ESC General Fund Budget and Council Tax Report 2022/23

N.B. Councillor Thompson left the meeting during the discussions on this item at 8.37pm.

Full Council received report **ES/1049** of Councillor Cook, Cabinet Member with responsibility for Resources, which sought approval of the General Fund Budget and Council Tax for 2022/23. Members noted that the Medium Term Financial Strategy (MTFS) and the proposed Budget had been the subject of extensive updating, scrutiny, and consultation over the course of this year's budget process, with the Final Local Government Finance Settlement announced on 7 February 2022. There were no significant changes from the Provisional Settlement, and it was generally favourable to local government and the council, with a new round of New Homes Bonus (NHB) allocations and a one-off Services Grant for 2022/23. Other grant funding, such as the Revenue Support Grant and the Rural Services Delivery Grant, also continued into next year, with no significant change from current year funding levels. The council's and the Suffolk Pool's advantageous position on business rates had also been maintained for at least another year.

Councillor Cook reported that the Council Tax base was an improved position for 2022/23, with growth at 1.93%, compared to previous forecasts of 1%. The Final Settlement confirmed no change to the referendum limit for Council Tax and remained at the higher of 2% or £5. For the council, an increase of £4.95 (2.89%) equated to a District Band D Council Tax of £176.22 for 2022/23. A cautious approach had been taken with forecasting tax base growth in future years, with prudent assumptions regarding LCTRS reliefs and Collection Rates, and completion of development sites levelling off.

Since the Cabinet had considered the Budget and MTFS at its meeting on 1 February 2022, there had been some updates to the budget. The key changes had been to Business Rates income for next year, following the completion of the NNDR1 Return and the additional Section 31 Grant in the current year associated with Business Rates Reliefs in response to Covid.

Councillor Cook reported that as of February 2021, the budget gap reported for 2022/23 was £5.4m. The council had been able to close this gap and achieve a balanced budget, predominately assisted by the deferral of the Business Rates system for at least one more year. Following the completion of the NNDR1 return for 2022/23 the Council was in a position to transfer £0.549m to the In-Year Savings Reserve. It was noted that the impact of these changes had been managed through reserve movements. Councillor Cook then took Members through the appendices to the report in detail, for completeness.

Councillor Cook was pleased to announce that this report presented a balanced position for the current year and next, which was achieved by a combination of additional income, savings and use of reserves. Budget gaps would, however, remain in future years of the MTFS (£5-£6m) and were subject to significant uncertainty due to local government finance reforms - a position that was likely to become clearer during the course of next year. It was likely that a combination of action would be needed to ensure a longer term sustainable position, including a phased use of reserves, maximising income and achievement of savings. These would need to be worked up over the coming year, as it was increasingly likely that funding reforms would finally be implemented in 2023/24.

Councillor Cook advised that guidance from government had been received earlier today, regarding the one-off Council Tax Rebate. He then invited Mr Mew, Chief Finance Officer, to update Members on the newly received guidance. Mr Mew stated that the Council Tax Rebate was referred to in paragraph 3.24 of the report and in recommendation 14. The scheme was substantially similar to the scheme referred to in the report in that it would be a one off payment of £150, for households in Council Tax Bands A – D, however second homes and empty properties would not be eligible for this payment. There would also be a discretionary fund, which was intended to support other energy bill payers, who were not eligible for this Council Tax Rebate scheme, and councils were able to decide how best to use this fund, to support those people affected by the energy crisis. It was noted that there would be different payment arrangements in place for those whom the council held live direct debit information and those for whom it did not. Reassurance was provided that the appropriate checks and balances would be undertaken. Mr Mew stated that an information leaflet would be provided regarding the rebate and it would be included within the Council Tax bills sent to every household over the coming weeks. It was noted that recommendation 14 would need to be amended slightly, to accommodate the newly released guidance and in particular the discretionary fund.

The Chairman invited questions to Councillor Cook.

Councillor Deacon queried the second titled item 'Additional Income' in the table on page 73, Appendix A4, of the meeting papers. He wanted to know if this was where the income from the sale of the former Suffolk Coastal District Council headquarters in Melton would appear when it had been finalised? Councillor Cook invited Mr Mew to provide clarification on where this particular capital receipt would appear. Mr Mew stated that the analysis on page 73 related to revenue income and as Councillor Cook had previously stated, capital receipts would appear within the Capital Programme, as a potential source of funding for other projects.

Councillor Deacon asked if there was any update in relation to the progress of the sale, as this site was one of the largest disposable assets that the council had? Councillor Gallant reported that he was unable to provide any details for commercial reasons, however, he advised that the sale was progressing and he hoped to have positive information to share in due course.

There being no further questions, Councillor Cook moved the recommendations, including the amended recommendation 14, which was 'That the Chief Finance Officer and Section 151 Officer be granted delegated authority in consultation with the Cabinet Member with responsibility for Resources to award Council Tax Rebates in respect of energy costs in 2022/23 under the Discretionary Fund announced by the Government on 23 February 2022.' The recommendations were then seconded by Councillor Gallant, who reserved his right to speak.

The Chairman invited Members to debate.

Councillor Topping thanked the Chief Finance Officer and his Team for their ongoing hard work in relation to the budget preparation, which was a very difficult task. She then drew Members' attention to Appendix C, paragraph 5.1 and read out the wording therein regarding future reforms to the local government finance system, which would provide greater uncertainty in relation to funding, which would require increased savings and maximising income, to maintain services.

Councillor Topping reported that the GLI Group would not be voting against the proposed budget and that they were pleased that the mistake of freezing Council Tax had not been repeated again this year. She stated that the small increase of £5 for a Band D household, with those on benefits receiving relief, proposed by the GLI last year, would have been worth approximately £300,000 which could have been spent on front line services and support for residents. If the Conservatives had not frozen Council Tax last year, this council would not have lost that £300,000 going forwards and the proposed increase could have been smaller this year, when residents were suffering much hardship and were in more desperate need.

Councillor Beavan confirmed that he supported Councillor Topping in this respect. He stated that while he supported the proposed increase, he was also concerned about council employees pay. Employees were likely to get a pay increase of only 2% for this year, while the rate of inflation was currently very high, at around 5%. He asked if Councillor Cook would help to put pressure on the government to increase the amount of Council Tax rises for next year, as 2% may not be sufficient?

Councillor Byatt stated that, as always, it had been suggested that Opposition Groups should present an Alternative Budget however that was not practical given the number of staff available and all the things the council had committed to do. He joined Councillor Topping in thanking Councillor Cook and the Finance Team for their hard work. He thanked Councillor Gandy, Labour's Shadow Cabinet Member for Resources, for allowing him to speak regarding the budget this evening. He acknowledged the Council's statutory duties, providing much needed services to residents and that there was very little wriggle room. Therefore, attention was being focused upon opportunities where there was room for manoeuvre, such as in capital projects and

income generation. He confirmed that this council had significant ambitions and the Strategic Plan featured investments in many of its assets, spending its funds wisely and in the best interests of residents. All were good and commendable projects, however there was one area where the council was lacking and that was the provision of council homes.

Councillor Byatt felt that the council should have greater expectations, commit to a larger base figure and be more aspirational. The council was also in the difficult situation of losing around 30 of its council homes each year, due to the Right To Buy (RTB) scheme, which was not just a loss of income but a significant reduction in the council's assets. 30 properties could equate to a loss to the council's estate of some £3million, therefore he felt that this council should actively campaign against RTB. He felt that the council could not sit and blame the government, it should instead see how it could support community led housing projects to provide more social housing. The council needed to start being creative with some of its significant reserves and be bold in anticipating future income from those homes.

Councillor Byatt stated that Members were aware that the council had 2 guaranteed sources of future income - both were known unknowns in the form of the Local Authority Trading Company (LATCO) and Freeport East. Members had been told the LATCO had been formed to save money, therefore any money saved should be invested into housing and Freeport East could create 13,500 new jobs and attract a potential £650 million of investment. He felt that this council should be bold and set up a task group or similar, within the council's resources directorate, to investigate what would be the prudent level of funding that we could commit to, to increase council housing stock. This would need to include realistic forecasts of what we could expect from the LATCO and Freeport East, alongside the anticipated savings from the new procurement systems. The council should also look at potential sites for development, in the council's own land holdings and on the open market.

In relation to Council Tax, Councillor Byatt stated that there was always debate about increasing financial burdens and there would be more families struggling than ever, however the proposed Council Tax Rebate for households in bands A - D would provide some relief. Therefore, the Labour Group reluctantly supported the Council Tax increase this year. There was also to be an increase in the Policing Precept and he felt that there needed to be a demonstrable reduction in crime as a result, however if that did not happen, the council should hold the Police and Crime Commissioner to account. There were many key projects in the Capital Programme and if they all come to fruition, they would greatly benefit residents.

Councillor Burroughes stated that setting the budget was always a difficult task and he wished to comment in relation to Councillor Topping's statement about the supposed mistake of the zero increase in Council Tax last year. He stated that many people were struggling last year and because the Conservative Administration was astute financially, it had been able to make no increase in Council Tax last year, which had helped many people. A lot of people did not have any savings to draw upon or had the benefit of being on furlough. This council did exactly what it needed to do, at the correct time. Therefore, the zero-increase last year was not a mistake, and he felt it was more evidence of this council's financial prudence. Overall, this was an exciting, good, strong and visionary budget, which he fully supported.

Councillor Deacon stated that he agreed with Councillor Burroughes' comments and that there had been many people in his Ward who had been grateful for the zero-increase last year. Many people struggled and it had meant a lot to them that there was no increase. The Labour Group were proud to have supported the zero-increase last year.

Councillor Gallant stated he had listened carefully to the comments made by Members so far this evening. He commented that the GLI Group, of whom Councillor Topping was the current leader, spoke on behalf of the Greens, the Liberal Democrats and the Independent Councillors. It was clear that they wanted to make sure this council took the maximum rises in Council Tax possible. Councillor Gallant stated that he hoped that this information was shared widely. The gesture of a zero increase last year was key, the council understood people were suffering at a difficult time and this council did what it could to support them. People had been grateful for that approach. The budget presented this evening was the work of Councillor Cook, Cabinet Member with responsibility for Resources, and Mr Mew, Chief Finance Officer, and his team. The budget was excellent, balanced and the envy of many other councils in the country and this council was continuing with its many aims and aspirations.

Councillor Gallant stated that Councillor Byatt had mentioned housing earlier and Members will look at the Housing Revenue Account as the next item of business on the agenda, however, the Council's aspiration had always been to build as many council houses as possible but it had to be a balanced process. Councillor Gallant confirmed that he did not want to build more housing until the current housing stock was of the right standard for its tenants. He commended the proposed budget and called for all Members to support it.

Councillor Cook stated that he had a couple of responses to some of the matters raised. He reiterated that last year's zero increase was not a mistake, there was a referendum limit and he was pleased that it didn't change for this year. He stated that he would not wish to exceed the maximum increase and, as mentioned by Councillor Beavan earlier, the PCC had gone above the maximum increase, however, he had consulted on that matter. As crime was such an important issue, the proposed increase had been agreed, which was the responsibility of the PCC. Councillor Cook stated that the Council had an incredible Capital Programme, which totalled over £340 million. All of those projects would need to have a full business plan in place and detailed reports would need to be brought to the Cabinet for consideration, while some of those reports would also need Full Council approval, due to their significant costs. Those projects would also have an environmental agenda attached, many of the projects would also increase the council's asset base and in due course provide valuable income for the council. This budget would ensure that this council was financially sustainable and any budget gaps would be addressed. There were many exciting projects that had been completed this year and more would be completed next year. Councillor Cook reported that he was optimistic for the future, was proud of the budget and guidance had been received about the distribution of the £150 Council Tax Rebate, therefore, leaflets would be included about this in all of the Council Tax letters being sent to all households in the district. For those people who were most affected, there was an additional Hardship Fund of £130,000, to assist and he commended the budget to the Council.

The Chairman invited Chris Bing, Monitoring Officer, to undertake the Recorded Vote for this item. The results of the Recorded Vote are shown below:

For the recommendations:

P Ashdown, E Back, D Beavan, S Bird, C Blundell, N Brooks, S Burroughes, P Byatt, A Cackett, J Cloke, M Cook, T Cooper, L Coulam, J Craig, T Daly, M Deacon, J Fisher, S Gallant, T Gandy, A Gee, T Goldson, L Gooch, T Green, C Hedgley, M Jepson, R Kerry, S Lawson, J Mallinder, K Patience, M Pitchers, S Plummer, R Rainger, D Ritchie, C Rivett, K Robinson, M Rudd, L Smith, R Smith-Lyte, C Topping and S Wiles.

Against the recommendations:

None.

Abstentions:

None.

RESOLVED

1. That the Chief Financial Officer's report attached at Appendix C be noted;
2. That the Medium Term Financial Strategy for 2021/22 to 2025/26, including the General Fund Revenue Budget revised for 2021/22; the proposed budget for 2022/23; and forecast budgets for 2023/24 to 2025/26 as set out in Appendix A6 be approved;
3. That the movements to and from Earmarked Reserves and the General Fund Balance for 2021/22 to 2025/26 as set out in Appendix A7 be approved;
4. That the items to be treated as special items in 2022/23 as set out in paragraph 3.18 – the precepts by town/parish councils and parish meetings be approved;
5. That no further changes are made to Council Tax Discounts and Premiums for 2022/23 be approved;
6. That a Band D Council Tax for East Suffolk Council of £176.22 for 2022/23, an increase of £4.95 or 2.89% be approved;
7. That the Flexible Use of Capital Receipts Policy (Efficiency Strategy) attached as Appendix B be approved;
8. That the Pay Policy Statement set out in Appendix D be approved;
9. That the Council Tax Resolutions in Appendix E be approved;
10. That the award of 50% relief on rates bills up to £110,000 per business to eligible retail, hospitality and leisure properties using its discretionary relief powers under section 47 of the Local Government Finance Act 1988 as amended be approved;
11. That the award of rate reliefs under the Transitional Relief scheme and the Supporting Small Business scheme (SSB) using its discretionary relief powers under section 47 of the Local Government Finance Act 1988 as amended be approved;
12. That the Chief Finance Officer and Section 151 Officer be granted delegated authority to award any further reliefs in 2022/23 arising from Government announcements under these powers;
13. That, for 2022/23, awards of Discretionary Rate Relief to Charities, Non Profit Making Organisations, (NPMOs) and Community Amateur Sports Clubs (CAS) disregard the value of Covid-19 Grant funding from the value of unrestricted reserves and operating surpluses be approved; and
14. That the Chief Finance Officer and Section 151 Officer be granted delegated authority in consultation with the Cabinet Member with responsibility for Resources to

award Council Tax Rebates in respect of energy costs in 2022/23 under the Discretionary Fund announced by the Government on 23 February 2022.

With the agreement of Full Council, the Chairman announced there would be a short adjournment from 8.45pm to 8.55pm.

N.B. During the adjournment Councillors T Daly, J Fisher, S Plummer, R Smith-Lyte, C Topping and S Wiles left the meeting.

When the meeting had been reconvened by the Chairman, Councillor Goldson expressed his concern and disappointment that a significant number of the GLI Group had left the meeting whilst other budgetary matters were still to be considered by Full Council. The Monitoring Officer provided clarification that Members were able to leave a meeting when they chose to. The Chairman noted Councillor Goldson's concerns.

CONTINUATION OF THE MEETING OVER 3 HOURS DURATION

The Chairman then suggested that, as the meeting had been going for over 2.5 hours duration, that the meeting continue in excess of three hours. This was duly seconded upon being put to the vote it was

RESOLVED

That the meeting continue beyond 3 hours duration.

10 Housing Revenue Account (HRA) Budget 2022/23

Full Council received report **ES/1050** of Councillor Cook, Cabinet Member with responsibility for Resources, regarding the Housing Revenue Account Budget for 2022/23. It was noted that the report brought together the Housing Revenue Account Budget for the period 2022/23 to 2025/26, with a forecasted position for 2021/22 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. Councillor Cook reported that, under the new 2020 Rent Standard, Local Authorities could increase rents by up to CPI +1%. The September CPI value must be used, which was 3.1%, giving the Council the option to increase rents by up to 4.1%. It was noted that social rents were based on a formula rent set by government and Affordable rents although they could be up to 80% of market rent, were set based on the Local Housing Allowance. The Council continued to collect rent and service charges on a 50-week basis unless being let as Temporary Accommodation. The proposed rent gave an average weekly rent of £92.19 for 2022/23, which was an increase of £1.97, when compared to 2021/22.

With regard to Service Charges, Members noted that they could only recuperate the cost of providing a service. The proposed average weekly General Service Charge for Grouped Homes for 2022/23 was £14.57, which was an increase of £0.41 compared to 2021/22. Councillor Cook stated that the budget proposals gave a forecast HRA

working balance for 2022/23 of £3.122 million, maintaining it well above the minimum acceptable limit of 10% of total income.

Members noted that this report had been presented to the Scrutiny Committee on 20 January 2022 and to the Cabinet on 1 February 2022, at which it was recommended for approval by Full Council.

The Chairman invited questions to Councillor Cook.

Councillor Byatt referred Councillor Cook to paragraph 2.24 on page 126 regarding arrears. He noted that there was an increase in the number of tenants who were in rent arrears and he asked if this would continue due to the current economic situation and increasing energy costs. He also asked if the Council could compare its level of rent arrears to other Councils? Councillor Kerry, Cabinet Member with responsibility for Housing, responded that rent arrears were currently decreasing, despite the current external situations. This was due to the Council taking a targeted approach, however Members were reassured that rent arrears were decreasing overall.

Councillor Byatt then queried paragraph 3.15 on page 128, regarding the cost of service charges. He queried how much the Council was able to charge in relation to heating costs, as the levels to be charged were based on the previous year and major increases were anticipated due to the utility crisis. Councillor Kerry reported that the Council was only able to charge the costs for the services provided, there was no surcharge to be included. Therefore, the costs to be charged were decided directly by the utility provider.

There being no further questions, Councillor Cook moved the recommendations contained within the report and this was seconded by Councillor Kerry.

The Chairman invited Members to debate.

Councillor Kerry stated that there was a cap on the amount of money that could be borrowed by the HRA. There were currently many unknowns regarding the improvements needed to make the Council's existing housing stock carbon neutral. Further work was required to evaluate the work needed and the costs involved. It was important to ensure that the Council's current housing stock was efficient and sustainable. Once that was completed, work would then commence in looking at additional house building in the district.

Councillor Burroughes then proposed that a Recorded Vote be undertaken in respect of this report and 7 Members supported this suggestion. Therefore, a Recorded Vote for this item was undertaken by Chris Bing, Monitoring Officer. The results of the vote are shown below:

For the recommendations:

Councillors P Ashdown, E Back, S Bird, C Blundell, N Brooks, S Burroughes, P Byatt, A Cackett, J Cloke, M Cook, T Cooper, L Coulam, J Craig, M Deacon, S Gallant, T Gandy, A Gee, T Goldson, L Gooch, T Green, C Hedgley, M Jepson, R Kerry, S Lawson, J Mallinder, K Patience, M Pitchers, R Rainger, D Ritchie, C Rivett, K Robinson, M Rudd and L Smith.

Against the recommendations:

None.

Abstentions:

Councillor D Beavan

RESOLVED

1. That the HRA budget for 2022/23, and the indicative figures for 2023/24 to 2025/26 be approved;
2. That the revised outturn position for 2021/22 be noted;
3. That the Movements in HRA Reserves and Balances be noted;
4. That the proposed rent increase of up to a maximum of 4.1% (September 2021 CPI + 1%) as per the Rent Standard 2020 be approved.
5. That the Service Charges and associated fees for 2022/23 be approved;
6. That the Rent and Service Charges to be charged over a 50-week period unless being used for Temporary Accommodation when a 52-week period will be applied be approved.
7. That changes affecting public and private sector housing and welfare be noted;
8. That the effects of COVID-19 to the HRA to be noted.

11 Southwold Neighbourhood Plan

Full Council received report **ES/1051** of Councillor Ritchie, Cabinet Member with responsibility for Planning and Coastal Management, which sought approval of the Southwold Neighbourhood Plan. It was noted that after several years of hard work, the Southwold Neighbourhood Plan completed its Examination in October 2021 and passed the referendum on 3rd February 2022. Over 87% of people had voted in favour of the Plan and the turnout was 37.8%.

The plan had been built on wide engagement with the community and it had undergone formal stages of consultation. The plan included distinctive policies that respond to important local issues. These include (amongst others):

- o A 'Principal Residence Requirement' policy. This required all new housing to be occupied only as someone's principal residence. (The plan defines a principal residence as the sole or main home of the occupants, where they spend the majority of their time when not working.)
- o Innovative policies supporting delivery of Affordable Housing from Community Led Housing groups through redeveloping Assets of Community Value; community land or buildings; or existing employment areas if and when they become available. Each policy contained carefully worded criteria to guide how the policy would be applied. How existing sites were re-used was important, given the scarcity of land available for new homes.
- o Protecting areas of Local Green Space
- o Policy to guide schemes for redeveloping important sites in the town including the former Fire Station; former Police Station; and Station Rd Courtyard. These would be informed by a Design Framework contained in the neighbourhood plan.
- o Protecting small shop units (which were suitable for independent businesses)

Councillor Ritchie also advised that the plan also contained several non-policy actions which could not be addressed via planning policies and the local community would pursue those actions outside of the planning system.

Councillor Ritchie advised that he proposed that the recommendation in the report be amended slightly to: 'That the Council "make" the Southwold Neighbourhood Plan (Referendum version) part of the statutory Development Plan.' It was felt that this change would be clearer and simpler.

Councillor Ritchie thanked Mr Povey, Principal Planner for Policy and Delivery, for his hard work in respect of this Neighbourhood Plan.

The Chairman then invited questions for Councillor Ritchie.

Councillor Beavan took the opportunity to thank the Planning Officers for their help and support in the development of the Plan. He also thanked Don Foster, who had instigated the development of the Plan. He felt that the residence clause was helpful, however he stated that more should be done to reduce the number of second homes in Southwold. He then urged other Towns and Parishes to develop their own Neighbourhood Plans.

Councillor Byatt congratulated all those involved in the development of the Plan, which he felt was a very interesting document. He then queried paragraph 4.10 in the Southwold Neighbourhood Plan in Appendix A, on page 166, which mentioned building additional affordable housing by 2036. He queried whether this new housing would have the principal residence requirement attached as a condition? Councillor Ritchie reported that the principal residence requirement would only apply to new homes being built in Southwold.

There being no further questions or debate, the Chairman invited Councillor Ritchie to move the recommendation and this was duly seconded by Councillor Beavan. Upon being put to the vote it was unanimously

RESOLVED

That the Council "make" the Southwold Neighbourhood Plan (Referendum version) part of the statutory Development Plan.

12 Scrutiny Committee Annual Report 2020-21

Full Council received report **ES/1053** of Councillor Bird, Chairman of the Scrutiny Committee, which contained a formal summary of the activities and achievements of the Scrutiny Committee during the 2020/21 Municipal Year. It was noted that section 6.3 of the Scrutiny Committee Procedure Rules within the Constitution, the Scrutiny was required to provide an annual report to Full Council on its various activities.

Councillor Bird reported that it was an honour to be the Chairman of the Scrutiny Committee and he was supported by a very experienced and enthusiastic Vice Chairman, Councillor Deacon. It was noted that the Chairman and Vice Chairman worked together to support and facilitate the Committee in carrying out its extremely

important statutory function.

During 2022/21, the Committee had been ably supported by Katherine Abbott, Democratic Services Officer, who had arranged a number of training sessions, specifically for Scrutiny Committee Members, to ensure that the Committee was effective and able to evolve and develop over time.

It was noted that the Scrutiny Committee was currently supported by Sarah Davis, Democratic Services Officer, and that the Committee had recently undergone a review to further embed good practice. Further information would be shared about this in due course.

Councillor Bird felt that the Scrutiny Committee Members were dedicated and hard working and he moved the recommendation within the report and this was duly seconded by Councillor Deacon.

The Chairman invited questions from Members.

Councillor Hedgley queried the membership of the Scrutiny Committee, as contained within the report. Councillor Bird confirmed that the membership as listed within the report was correct for the 2020/21 Municipal Year.

There being no further questions or comments, the Chairman invited Members to vote and it was unanimously

RESOLVED

That Scrutiny Committee's Annual Report be noted.

13 Cabinet Members Report and Outside Bodies Representatives Reports to Council

Full Council received report **ES/1052**, which was presented by the Leader of the Council and provided individual Cabinet Members' reports on their areas of responsibility, as well as reports from those Members appointed to represent ESC on Outside Bodies'. Councillor Gallant stated that the written reports would be taken as read and he invited relevant questions on their contents.

The Leader asked for the Chairman's indulgence and the indulgence of the other Members present, to permit Councillor Brooks, Cabinet Member with responsibility for Transport, to provide a verbal update at this point in the meeting. Councillor Gallant stated that Members were aware that a Motion had been laid before the last Full Council, which was then referred to the Cabinet, on the understanding that Councillor Brooks, as the Cabinet member for Transport, be tasked with considering the matter and reporting back. The Leader confirmed that this had now happened and with Members' approval, he could provide an update this evening and answer any questions that Members may have.

The Chairman granted the Leader's request and invited Councillor Brooks to address Members.

Councillor Brooks reported that at the Full Council on the 26 January 2022, a Motion was put forward by Councillor Tom Daly, concerning this Council's approach to the revised Highway Code. As agreed at Full Council, this was referred to the Cabinet, who had asked Councillor Brooks to look at what actions the council was taking in response to the introduction of this revised code.

It was noted that this council took its responsibilities for public safety very seriously and it welcomed the amendments to the Highway Code, which had implemented a revised hierarchy of road users, to better protect pedestrians and cyclists. Although this Council does not have Highways responsibilities, it does, of course play, a role as Members were community leaders, amplifying important messages and information, regardless of its source, where it was to the benefit of its residents.

With this in mind, the council's Communications Team had shared and reposted a number of social media messages relating to the Highway Code changes, to ensure as many people as possible were aware. In addition, and to reach those who do not use social media, the Team had undertaken to incorporate this information in the forthcoming East Suffolk residents' magazine, a copy of which would be delivered to every household in the district, later this Spring.

There being no comments or questions regarding Councillor Brooks' statement, the Chairman invited questions regarding the information contained within the report.

Councillor Gooch took the opportunity to comment on the update on Tourism, from Councillor Smith, Cabinet Member with responsibility for Communities, Leisure and Tourism. Councillor Gooch stated that she was saddened by the loss of the mini golf course, next to the pavilion in Lowestoft, which had been removed due to the redevelopment of the pavilion site. She commented that the mini golf course had been a great asset and had been used by many tourists, therefore she hoped that whatever replaced mini golf course would be of equal value to attract tourists.

There being no further comments or questions, the report was received for information.

The meeting concluded at 9.27 pm.

.....
Chairman

<p>Unconfirmed</p>



Minutes of a Meeting of the **Full Council** held in the Deben Conference Room, East Suffolk House, on **Wednesday, 23 March 2022 at 6:30 PM**

Members present:

Councillor Paul Ashdown, Councillor Edward Back, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Elfrede Brambley-Crawshaw, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Mike Deacon, Councillor John Fisher, Councillor Lydia Freeman, Councillor Tony Fryatt, Councillor Steve Gallant, Councillor Andree Gee, Councillor Louise Gooch, Councillor Tracey Green, Councillor Colin Hedgley, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor James Mallinder, Councillor Debbie McCallum, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Sarah Plummer, 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 Kay Yule

Officers present: Stephen Baker (Chief Executive), Chris Bing (Head of Legal and Democratic Services), Andy Jarvis (Strategic Director), Sue Meeken (Political Group Support Officer (Labour)), Agnes Ogundiran (Conservative Political Group Support Officer), Alli Stone (Democratic Services Officer), Karla Supple (Senior Communications and Marketing Officer), Nicola Wotton (Deputy Democratic Services Manager)

1 Apologies for Absence

Apologies were received from Councillors D Beavan, A Cackett, J Ceresa, J Cloke, T Daly, T Gandy, T Goldson, M Jepson, R Kerry, F Mortimer, T Mortimer, M Newton, R Rainger, M Richardson and S Wiles.

2 Declarations of Interest

There were no Declarations of Interest.

3 Announcements

Announcements

Ukraine

Chairman of the Council

The Chairman of the Council reported that he wished to make a statement regarding the situation in Ukraine. He would then invite the 3 Group Leaders to say a few words, in respect of his statement.

The Chairman stated that East Suffolk Council utterly condemned Vladimir Putin's senseless and unjustifiable invasion of Ukraine. The mass casualties caused to the civilian population and the ever-increasing humanitarian crisis was at odds with any civilized behaviour and the way the Ukrainian people were fighting this unwarranted aggression could only be admired. It was also recognised that the actions of Putin did not reflect the position of Russian individuals living in East Suffolk.

The Chairman stated that this Council was ready, along with other District Councils and the County Council, the voluntary sector, the Suffolk Resilience Forum, Suffolk Refugee Support and the Suffolk MPs, to provide support to refugees in East Suffolk, in any way the government requested, that was within the power of the Council. He advised that anyone who wished to help with money or items, should donate to an accredited organisation, for example the International Red Cross, The UN Refugee Agency or the Disasters Emergency Appeal Fund.

The Chairman then invited the Group Leaders to speak.

Leader of the Council

The Leader reported that he spoke on behalf of the Conservative Group and he whole heartedly and unreservedly supported the content and sentiment of the Chairman's statement. The residents of East Suffolk were fortunate to live in a safe and secure part of a free and democratic nation. The images and stories that had been shared on the media channels reminded everyone of how lucky we were to enjoy such freedoms. Many people were keen to offer whatever aid and support they could, to try to minimise the levels of harm and suffering of the people of Ukraine.

East Suffolk Council had always prided itself in seeking to provide practical support, rather than just consolatory words. It was important to look at all opportunities to fully engage and support the governments ambitions, in respect of the refugee sponsorship. At this time, over 150,000 offers of sponsorship had been recorded on the GOV.Uk website. The logistics of delivering this were currently being worked through, at speed. The Leader commented that we also needed to ensure that those residents who identified as either Ukrainian or Russian, were fully supported through this crisis. The latest census information recorded 40 residents who identified as Ukrainian and 80 who identified as Russian.

The Leader reported that it was very likely that a number of refugees would come to East Suffolk and those individuals and families may have extreme and complex needs, as a result of what they had been through. Many would have family and friends still in direct danger. It was important to offer all the practical support that this Council and the residents of East Suffolk could give.

The Leader then announced the creation of a new Assistant Cabinet Member position, with responsibility for Refugee Support. This new role would report directly to the

Leader and would seek to pull together the various areas of the other Cabinet Portfolios which were likely to be impacted upon, namely Communities, Health and Housing. The new post holder would become the 'go to' person who would maintain an up-to-date overview of the response required and be a single point of contact for Members with questions.

The Leader stated that he was very pleased to report that Councillor Judy Cloke had been offered and duly accepted this role. Councillor Cloke had a proven track record in delivering for her local community and she had a wealth of experience in working with civil servants, across a number of complex and challenging areas. Although she could not be present this evening, Councillor Cloke was ready and willing to do all she could to support the refugee process and aid community cohesion. Her new post would take effect from the 1 April 2022.

Councillor Topping, Leader of the GLI Group

Councillor Topping reported that she was very pleased and was supportive of Councillor Cloke's appointment as the new Assistant Cabinet Member for Refugee Support.

Councillor Topping stated that it was difficult for people to express what they felt about Ukraine, as it was so inconsequential when compared to the enormity of what was happening to the Ukrainian people on a daily basis. She stated that there were some Ukrainian people who lived in her Ward and one of them had travelled to Poland to collect some family members who had travelled there to safety. They had found it extremely difficult to get the required visas for their family members to travel to the UK and she was very concerned about this and queried how people would manage to get to the UK if they had no family living there.

Councillor Topping had also met a Ukrainian lady, who lived in Beccles, who had been moved to tears when she had seen the Ukrainian flag flying from the bell tower and she had stopped and taken a photo of the flag, using her mobile phone. She had then sent the photo to her Ukrainian father and her family in Ukraine to show the support being shown in Beccles.

Councillor Topping then took the opportunity to thank everyone who had done something, no matter how small, in support of Ukraine.

Councillor Byatt, Leader of the Labour Group

Councillor Byatt congratulated Councillor Cloke on her appointment and he stated that he supported having a single point of contact for the Council to deal with refugee support.

Councillor Byatt reported that this was a time for unity, of all fair-minded people, to say to Putin and those who supported him, that his invasion of Ukraine was grossly unacceptable and that the lies being told to try to justify his actions were unfounded. He stated that there was no excuse for the invasion and occupation of Ukraine, and he condemned those who contrived to justify Putin's cowardly and unjustified attack on a sovereign country.

Councillor Byatt stated that, as with the Covid pandemic, the Labour Group committed itself to supporting any actions taken by East Suffolk Council, other tiers of Council, statutory bodies and the many voluntary organisations across East Suffolk, in support of refugees from Ukraine. The Labour Group would also engage with any initiatives in their wards.

The Chairman thanked the Group Leaders and then advised that he would continue with the usual announcements.

The Chairman of the Council:

The Chairman reported that he had attended the Treebilee Ceremony at Woods Meadow, Oulton, Lowestoft on Tuesday 15 March 2022.

The Leader of the Council:

Sentinel Leisure Trust

The Leader took the opportunity to make a statement regarding the news that Sentinel Leisure Trust (SLT) had ceased trading. He reported that the Council was saddened and disappointed that SLT had taken the decision to cease trading and our thoughts were with all those who had been affected as a result.

SLT had previously managed leisure facilities on behalf of East Suffolk Council, until the decision was taken in October 2019, which was prior to the Covid-19 pandemic, to review and seek applications for the future management of the council's leisure services in the north of the district. This was undertaken, as per the agreed terms of the contract, to ensure the council had secured the best possible value for money, and quality of service, for local taxpayers and communities.

SLT had been entitled to bid, however, they had chosen not to. Everyone Active were appointed to manage the council's facilities and staff had transferred their employment, by TUPE regulations, to the new provider.

In October 2021, SLT also confirmed it would no longer be operating Bradwell's Phoenix Pool and Gym, nor the Marina Centre in the Great Yarmouth Borough, after again deciding not to bid for the new operational contract to run these sites.

Following their decision to cease trading, representatives of SLT chose to speak with the media, to present their views in relation to financial settlements with the two councils. The Leader commented that these were not matters which he believed should be debated in the press. However, he confirmed that discussions with SLT were ongoing. The council did not believe that SLT were owed the amount of money that they were seeking and, as protectors of the public purse, the council simply could not pay out money that it did not believe to be due.

Additionally, SLT's representatives were aware, as part of these discussions, that the council would be pursuing recompense for money which the council considered to be owed, by SLT, to the council.

This matter had not been resolved prior to the SLT's announcement, however, a 'without prejudice' meeting was being arranged, to include the recently-appointed insolvency practitioner. It was now hoped that these discussions would bring this matter to a conclusion.

Finally, the Leader repeated his thoughts and sympathy for those who had lost their jobs, as a result of SLT's decision to close. It was noted that this was clearly a worrying time for them, and he confirmed, that where vacancies arose within facilities managed by the council's providers, applications from former SLT staff would be welcomed.

Citizens Advice Outside Body

The Leader stated that this council appointed to a number of Outside Bodies each year and Members then provided reports to Full Council on a regular basis. There were currently 3 separate Citizens Advice organisations, which covered the East Suffolk District. They were:

Citizens Advice: Leiston, Saxmundham and District – supported by Councillor Tony Cooper

Citizens Advice: Felixstowe and District – supported by Councillor Mark Jepson

Citizens Advice: North East Suffolk – also supported by Councillor Tony Cooper

The Leader reported that he had been advised that, from 31 March 2022, all 3 Citizens Advice organisations would merge into one organisation for the whole of East Suffolk. Therefore, he needed to appoint 1 Councillor to support the new Citizens Advice for East Suffolk. Using his Delegated Authority and following discussions with the affected Councillors, Councillor Tony Cooper had been appointed to this Outside Body for the remainder of the 2021/22 municipal year.

PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee Outside Body

The Leader reported that he had been advised of a new Outside Body that needed to be appointed to, which was the PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee Outside Body.

As this Outside Body related to transport matters, the Leader reported that he had appointed Councillor Norman Brooks, Cabinet Member with responsibility for Transport, with immediate effect, using his Delegated Authority for the remainder of the 2021/22 municipal year.

Community Governance Review Working Group

The Leader reported that Members would be aware that this council was carrying out a Community Governance Review (CGR) and, as such, he needed to appoint to a Community Governance Review Working Group.

The working group would consist of 5 Members and it would be politically balanced. Therefore, there would be 3 Conservatives, which included the Leader, 1 GLI

Member and 1 Labour Member. A named substitute for each political group was also required.

Following discussions with the Group Leaders, the following appointments had been agreed:

Conservatives: Councillor Gallant (Leader), Councillor Cooper and Councillor Fryatt. The named substitute was Councillor Blundell.

GLI: Councillor Fisher. The named substitute was Councillor Beavan.

Labour: Councillor Byatt. The named substitute was Councillor Deacon.

It was confirmed that these appointments would take place with immediate effect and meetings of the Community Governance Review Working Group would be convened shortly.

The Deputy Leader of the Council:

There was no update on this occasion.

Cabinet Members:

Councillor Cook, Cabinet Member with responsibility for Resources

Hardship Fund Campaigns

Councillor Cook reported that during February 2022, Anglia Revenues Partnership (ARP) had run two targeted take up campaigns to help spend the remaining Council Tax Hardship pot from 2020/21, which had been carried forward into this year as an exceptional hardship fund.

The campaigns had targeted:

- * those who have already demonstrated hardship this year by claiming Discretionary Hardship Payments or Exceptional Hardship payments, and who had Council Tax arrears in this financial year, and
- * those who had fallen into arrears with their Council Tax this financial year but had no historic arrears (so showed signs of having additional financial pressure this year).

On 27 February 2022 there was just over £122,000 of the fund remaining and by running these two campaigns and introducing a very quick claim process, the ARP had now awarded a total of nearly £111,000, which had provided much needed financial support to 374 households.

Covid Additional Relief Fund (CARF) Business Rate Reliefs

Councillor Cook reported that invitations to apply for this relief had been issued this week. The issue of subsidy control for a major ratepayer had been resolved, which meant that the council should be able to provide a greater degree of support than originally envisaged, to over 2,000 businesses from its allocation of government

funding of over £7.9 million.

Council Tax Energy Rebates

Councillor Cook advised that the Council Tax Rebate scheme announced by the government would mean that most households in bands A - D would receive a £150 non-repayable rebate. Discretionary funding was also being provided to billing authorities, to support households who were in need but who were not eligible under the main scheme, or to top up main scheme payments. Any unspent funding as at 30 November 2022 would need to be repaid to government, but in the event of an overspend, no additional funding would be provided.

Main Scheme

-
- . Councils were expected to make direct payments to eligible households who pay their Council Tax by direct debit by late April/early May.
- . Where there was no direct debit instructions held for an eligible household, the Council was expected to make all reasonable efforts to contact the household as early as possible to invite them to make a claim.
- . Councils should include an option for residents who were digitally excluded in their claim process.
- . Councils could offer a direct credit to the Council Tax account, for those who request it via the claim route, or who do not make a claim within a set timescale.

Discretionary Scheme

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- . Councils could determine locally how to make use of this funding, but it could include households in band E-H on a low income
- . Discretionary payments could exceed £150
- . The fund could also be used to top up the £150 main scheme payments for those suffering financial hardship or on a low income

Current position

- . Statutory wording and leaflets had been included with council tax bills and website had been updated.
- . Details of the main scheme were being discussed and finalised by all ARP authorities.
- . Options were being considered to make maximum use of the discretionary funds and ensure we target those most in need of the additional financial help.
- . Alternative payment methods were being looked at to help us reach the most vulnerable customers, and we were keen to make direct credits to Council Tax accounts for those who request it or who do not engage in the claim process.
- . ARP would administer the payments and provide a dedicated customer phone line for all partners and provide pre and post payment assurance checks.
- . ARP's software provider was aiming to provide functionality to administer the scheme and commence payments by late-April.

Councillor Brooks, Cabinet Member with responsibility for Transport

Councillor Brooks reported that he had been appointed to Transport East. He had attended a meeting, where a bid had been submitted for £3 million of funding for transport in Suffolk. He would keep Members apprised of any developments.

Councillor Rudd, Cabinet Member with responsibility for Community Health

Councillor Rudd updated Members on the prevalence of Avian Flu in the District, which was currently low. She advised that the Environmental Health Team were assisting Suffolk County Council colleagues, as required.

The Chief Executive of the Council:

There was no announcement on this occasion.

Councillor Byatt queried if it was possible to ask questions regarding any announcements made during this meeting? The Leader confirmed that it was not possible. However, Members could email any questions they had directly to the appropriate Councillor or officer and they would receive a response outside of the meeting.

4 Questions from the Public

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

5 Questions from Members

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

6 Petitions

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

7 Notices of Motion

Motion submitted by Councillor Topping

Ukraine

This Council notes that:

1. In addition to the UK's obligations under the 1951 Refugee Convention, The Prime Minister has recently announced plans for a new scheme for Ukrainians with no ties to the UK to come here. An uncapped sponsored humanitarian visa route will allow sponsors including local authorities to provide housing and integration support for Ukrainian people.
2. The Government aims to "ensure that those who want to sponsor an individual or family can volunteer and be matched quickly with Ukrainians in need".

This Council resolves to:

1. Reaffirm and publicly state tonight our support for the Ukrainian people's struggle and resistance against a dictator.
2. Ask officers to assess how many families and individuals East Suffolk Council could undertake to sponsor.
3. Write to the Home Secretary expressing our wish to act as a sponsor and asking to be kept informed of the progress of the uncapped sponsored humanitarian visa route, so that steps can be taken to aid people seeking to come to the UK from Ukraine as soon as possible.

Councillor Topping stated that she wished to withdraw her Motion, as a result of the announcements made earlier in the meeting.

8 Adoption of Local Government Association Model Code of Conduct for Councillors

Full Council received report **ES/1099** from the Leader of the Council, Councillor Gallant, regarding the adoption of the Local Government Association Model Code of Conduct for Councillors from 1 May 2022. It was noted that the Model Code did not differ significantly in content from the Local Code already in operation in East Suffolk, although some of the language used was different. However, it did provide additional clarification and guidance to assist Members. It also included the forms and types of communication that were within its scope, which included:

- (a) at face-to-face meetings;
- (b) online or telephone meetings;
- (c) written communication;
- (d) verbal and non-verbal communication;
- (e) electronic and social media communication, posts, statements and comments.

Councillor Gallant reported that there were also new commitments to co-operate with any investigation, should a complaint be received, and to comply with any sanctions that may be imposed if a breach was proven. It was noted that these were important to protect the integrity of the process.

Councillor Gallant advised that the Audit and Governance Committee had met on 14 March 2022 to consider this new Code and any recommendations from that meeting would be reported verbally to Full Council by Councillor Lynch, Chairman of the Committee.

Members noted that currently, Suffolk County Council, the 5 district councils in Suffolk and all the Town and Parish Councils in Suffolk had adopted the existing Suffolk Code of Conduct, which was attached at Appendix A to the report. Councillors currently agreed to abide by the Suffolk Code of Conduct, upon signing their declaration of office.

It was noted that all 5 Monitoring Officers in Suffolk were now recommending that their Council adopted this new Code, so that there was a consistent approach to standards across Suffolk and so that Members who were both District and County Councillors were subject to the same Code. The Monitoring Officers would also be encouraging any Parish Councils in their area to adopt the new Code of Conduct,

however, the adoption of the new Code was ultimately a matter for each individual Parish Council in Suffolk to consider and determine.

Councillor Gallant then invited Councillor Lynch, Chairman of the Audit and Governance Committee, to say a few words.

Councillor Lynch reported that the Audit and Governance Committee had recommended that Full Council adopts the LGA Model Code of Conduct for Councillors. He stated that it would be much simpler for the Code to be adopted Suffolk-wide, in order that there was a consistent approach for all Councils and especially for those Councillors who were double or triple hatters. The Model Code was supported by the Suffolk Association of Local Councils (SALC) and the National Association of Local Councils (NALC).

Councillor Lynch commented that the old Code needed to be updated and a national review of the Code had taken place by the LGA. The sanctions included with the Code would be confirmed by law in due course and a review of the new Code would take place at the end of 2022. It was important to have a new Code that was adopted by all Town, Parish, District and County Councils in Suffolk.

The Chairman invited questions from Members.

Councillor Pitchers commented that clarity was key and the new Code provided a number of useful examples, to assist Members.

Councillor Byatt commented that the Audit and Governance Committee had discussed the matter in great detail at their meeting. The guidance for the Code was extensive, at over 100 pages, and Councillor Byatt stated that he looked forward to the Code being adopted throughout Suffolk.

There being no further questions or debate, the recommendation was moved by Councillor Gallant and it was seconded by Councillor Lynch. Upon being put to the vote it was unanimously

RESOLVED

That the LGA Model Code of Conduct is adopted with effect from 1 May 2022.

9 Proposed Changes to the Council Procedure Rules in the Constitution

Full Council received report **ES/1100** from the Leader of the Council, Councillor Gallant, regarding proposed changes to the Council Procedure Rules in the Constitution. It was noted that the proposed changes were not considered by the Monitoring Officer to be “minor amendments” therefore they needed to be considered by the Audit and Governance Committee and, if endorsed, be recommended to Full Council for approval.

Members noted that the Audit and Governance Committee had met on 14 March 2022 and its recommendations would be reported verbally by Councillor Lynch.

Councillor Gallant reported that the Council must have a written Constitution which had to include its Standing Orders, Code of Conduct and such other documents as the Council considered to be appropriate (S37 of the Local Government Act 2000). A new Constitution had been drafted when East Suffolk Council was created. The Constitution was approved by the Shadow Council for East Suffolk at its meeting on Monday, 28 January 2019.

Members noted that the Constitution was regularly reviewed by the Monitoring Officer, with the assistance of the Democratic Services Team, to ensure that the Constitution remained fit for purpose and up to date. The proposed changes would address those matters which had been identified and would ensure that the Constitution reflected the Council's needs, working practices and procedures.

Councillor Gallant then invited Councillor Lynch to say a few words, as Chairman of the Audit and Governance Committee.

Councillor Lynch reported that it had been an interesting start for East Suffolk Council since it was created in 2019. Due to Covid, the council had needed to adapt quickly and meetings had taken place virtually, rather than in person. In accordance with the legislation, meetings were now taking place in person again and it was important for the Council Procedure Rules to be working well and meeting the needs of the council.

It was noted that the proposed changes included a standard form for submitting Member Questions and Motions, as well as a limit of 100 words for Member Questions and 250 words for Motions. A flow chart had been developed, which helped explain the process for debating Motions. It was anticipated that the changes would simplify the way Full Council meetings operated. However, if the proposed changes did not improve the way that the council worked, then they could be reviewed again and amended as required. As such, the Audit and Governance Committee had included an additional recommendation for Full Council: That the changes to the Constitution be reviewed in May 2023, to ensure that they were suitable.

The Chairman invited questions from Members.

Councillor Smith-Lyte stated that she welcomed the proposed changes, however, she felt that there needed to be more clarity regarding the reasons for which Motions and Questions may be rejected. She was concerned that some of the reasons were open to interpretation and pressure may be put onto officers to reject them. Councillor Gallant stated that the accusation that a Member may put pressure on an officer, to get them to reject a Motion or Question, was offensive. The Monitoring Officer was responsible for deciding if they should be rejected or not. The position of Monitoring Officer was independent and unbiased and the post holder was required to be fair and to ensure that democracy could take place.

Councillor Patience commented that while there was a proposed word limit on submitting Questions and Motions, would there also be a limit on the length of responses being provided, as some were very short and whilst others were extensive? Councillor Gallant reported that it was not the appropriate time to put forward an amendment to the recommendations. An amendment could be proposed later in the meeting, when the recommendations had been moved.

Councillor Deacon drew Members' attention to page 122, paragraph 9.4, which stated that 'No Member will be permitted to read out another Member's question.' He commented that this may be unfair, as a Member could be present at the meeting and have laryngitis and not be able to speak, which would be unfair. Councillor Gallant reported that the Audit and Governance Committee could consider this point, during their next review of the Constitution. Mr Bing, Monitoring Officer, reported that this section had been adopted from the previous council's Constitutions and it had not been challenged before. He confirmed that it could be taken forward for consideration by the Audit and Governance Committee in due course. The Chairman reported that the main issue was in relation to the Supplementary Question that the Member could ask, in relation to their original question, and he confirmed further debate on this matter was appropriate.

As there were no further questions, Councillor Gallant moved the recommendations included within the report and added in the additional recommendation from the Audit and Governance Committee regarding reviewing the changes to the Council Procedure Rules in May 2023. This was duly seconded by Councillor Lynch.

The Chairman then invited Member to debate.

Councillor Bird stated that there was a typo in the Motions Guidance and Template, in respect of the reasons that a Motion could be rejected. He stated that a Motion could not be both vague and unequivocal at the same time. Councillor Gallant thanked Councillor Bird for his observation and advised that the Monitoring Officer would be able to make a minor typographical change to this, using his Delegated Authority.

Councillor Craig raised concerns that there was currently no feedback provided to Members on the progress of Motions. She asked if there could be an update report for Full Council, to inform Members what had happened to the Motions and she then proposed an amendment to the recommendations to reflect this. Councillor Gallant reported that there already was a process in place, because if a Motion was referred to Cabinet or a Committee of the Council, an update would have to be brought to a future Full Council meeting, to inform Members on what had been decided. Councillor Craig then took the opportunity to withdraw her proposed amendment.

Councillor Byatt advised that he had attended the Audit and Governance Committee meeting, where this report had been debated. He stated that he was concerned that some Motions which had been submitted, had been referred to Cabinet or a Committee of the Council because there was insufficient information for Members to debate the Motion at Full Council. Other Motions had also been referred to Cabinet or a Committee of the Council as they had been too long and detailed. He stated it was very difficult to include the correct amount of information, as per page 133, step 2 of the Motions process.

As a result of this difficulty, Councillor Byatt suggested that a Member could include further information, in the form of background information or an appendix, to accompany the Motion, and this information would be published as part of the agenda papers for the meeting. He stated that when he had raised this previously, he had

been told it was not possible, as the information contained within the accompanying information would need to be fact checked by officers, prior to publication. He took the opportunity to challenge this, as the Political Group Assistants, who supported each political group, were employees of the council, therefore the information contained within the accompanying information would have been checked by an officer. Councillor Byatt stated that including the additional information would enable more Motions to be discussed by Full Council, as Members would be sufficiently informed to take part in the discussions.

Councillor Byatt therefore proposed an additional recommendation that when Motions were submitted, a supplementary document could also be included as an appendix or background document, to inform Members of the background or of additional detail, to allow a debate at Full Council. This was duly seconded by Councillor Deacon.

Councillor Gallant reported that while he had some sympathy with Councillor Byatt, he asked if Councillor Byatt would be content to receive a report from the Conservative Political Group Assistant, which she had fact checked but not shared with anyone else? Councillor Gallant did not believe that Councillor Byatt would accept that, because the report could be too political.

Councillor Gallant reported that he had been reviewing the Motions submitted by other district councils and those in other tiers of local government. He felt that many Motions that had been considered by other councils were more like statements, they were not asking to the council to take any form of action.

Councillor Gallant confirmed that all Members were able to submit a Motion, if they so wished. However, he encouraged Members to contact Cabinet Members or officers with any ideas or queries they may have, outside of Full Council. He supported Motions or queries being sent to other appropriate groups, rather than just to Full Council. For example, Members could contact the Environment Task Group, as they had the time, experience and expertise to deal with queries regarding the environment. Councillor Gallant commented that he would not be able to support the amendment, as proposed by Councillor Byatt, this evening.

Councillor Lynch reported that the Council would try out the proposed changes to the Council Procedure Rules, to see how they worked and they would then be reviewed in May 2023. He was content to add this to the work programme for the Audit and Governance Committee and they would then consider if further changes were needed. He stated that Democracy was very important, however, it was important to make small changes over time, rather than multiple significant changes, to the Constitution.

Councillor Gooch raised a query regarding paragraph 14.1 and previous Motions. Councillor Gallant raised a point of order at this time and it was confirmed that the meeting was currently in debate, not questions.

Councillor Byatt reported that he was content to withdraw his proposed amendment, if he could be assured that the Audit and Governance Committee would consider the changes to the Council Procedure Rules at their meeting in May 2023 and this assurance was duly provided. Upon being put to the vote it was

RESOLVED

1. That Full Council instructs the Monitoring Officer to amend the Council Procedure Rules in the Constitution:
 - a. To require members to submit their questions to Democratic Services on the Question template form and to limit member's written questions to no more than 100 words.
 - b. To require members to submit their motions to Democratic Services on the Motions template form and to limit member's written motions to no more than 250 words.
 - c. To incorporate Appendices B, C, D and E of this report into East Suffolk Council's Constitution.
2. That Full Council instructs the Monitoring Officer to convene a meeting of the Chairman and the group leaders to discuss, and seek to agree, the venue for each submitted motion for Council after the deadline for motions to be submitted for Full Council has passed and before the date of the meeting of Full Council, pursuant to CPR 11.4.
3. That Full Council instructs the Monitoring Officer to incorporate the motions and report flowcharts (Appendices C and D) into the Council Procedure Rules in the Constitution.
4. That Full Council instructs the Monitoring Officer to amend the Council Procedure Rules to require members to read their questions and motions out aloud at Full Council.
5. That Full Council instructs the Monitoring Officer to amend paragraph 11 of the Committee Procedure Rules to require that at least half the members of a committee present need to request a recorded vote for there to be a recorded vote.
6. That the changes to the Council Procedure Rules in the Constitution be reviewed in May 2023 by the Audit and Governance Committee.

10 Cabinet Members' Report and Outside Bodies Representatives' Reports to Council

Full Council received report **ES/1098** of the Leader of the Council, Councillor Gallant, which contained updates from Cabinet Members on their areas of responsibility, as well as updates from those Members appointed to represent the Council on Outside Bodies. Councillor Gallant stated that the written reports would be taken as read and he invited relevant questions on their contents.

Councillor Deacon asked Councillor Rivett, Deputy Leader and Cabinet Member for Economic Development, for further information on the East Suffolk Click It Local scheme. He asked if there had been increased buy in, how many businesses were involved and how many were interested in the scheme? Councillor Rivett reported that Click It Local was an ethical alternative to Amazon, which enabled shoppers to buy from any independent shop from the local high street or local business, all in one place, with one payment and their purchases would be delivered straight to their door. The scheme had been launched in December 2021 and as of February 2022, there were 35 live stores, plus an additional 23 stores signed up and waiting to go live. At that time, there had been a total of 433 orders, with total revenue of £8,304 generated for local businesses. Since then, it had become apparent that the scheme was not sustainable in the longer term and as a result it had been temporarily paused. It was hoped that the scheme would continue again in the near future and Councillor Rivett stated he

would provide Councillor Deacon with further information outside of the meeting.

Councillor Byatt asked about the Renaissance of the East Anglian Fisheries (REAF) and he queried who was the East Suffolk Council representative who sat on that external body? Councillor Rivett reported that he was the Council's representative and the initiative had been created by the former Waveney District Council. The group was meeting regularly, was seeking additional funding after Brexit and covered the coastline from Kings Lynn to Felixstowe. Councillor Byatt commented that he welcomed the work of REAF and that they were adding great value to the local area.

Councillor Craig asked Councillor Back about his update on the Suffolk Health Scrutiny Committee, in particular, page 146, paragraphs b and c. She asked how they planned to raise awareness of the different qualified professionals involved in providing health services and how they could assist with the medical issues experienced by the public. Councillor Back asked Councillor Craig to email him with her detailed questions and he would respond outside of the meeting.

There being no further comments or questions, the report was received for information.

There are no Exempt or Confidential items for this Agenda.

The meeting concluded at 7.46 pm.

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Chairman



FULL COUNCIL

Wednesday, 25 May 2022

Subject	Political balance and allocation of seats on Committees 2022/23
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Chris Bing Head of Legal and Democratic Services 07442 405007 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.

This report contains recommendations on the allocation of seats on the Council's Committees and Sub-Committees, reviewed to reflect the Council's political balance. The number of Conservative Members on the Council is 39, there are seven Labour Members, five Green Members, three Liberal Democrat Members and one Independent Member. The Green, Liberal Democrats and Independent Councillors have formed an informal opposition Group called the GLI, and they are therefore referred to as the GLI when working out the allocation of seats. There are currently no vacancies on the Council.

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 the Leader be granted Delegated Authority to make any necessary changes to the membership of the Committees for the remainder of the 2022/23 Municipal Year, in consultation with the other Group Leaders.

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 wish to see occupy certain seats.</p> <p>Appendix A to this report shows the list of nominations which were received from each Group Leader, setting out their allocation of Members to each Committee.</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 recommendations on the allocation of seats on the Council's Committees and Sub-Committees. There are 55 Council seats in total, on the Council.</p> <p>The political balance of the Council was last reviewed in September 2021, following a by-election in the Orwell and Villages Ward, where Councillor Mick Richardson was elected.</p>

2 Current position

2.1 THE COUNCIL'S DEMOCRATIC STRUCTURE

Cabinet

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.

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.

Audit & Governance Committee

The Audit & Governance Committee is comprised of 9 Members and the political proportionality rules apply.

Members of the Cabinet are not able to sit on the Audit & Governance Committee.

Scrutiny Committee

The Scrutiny Committee is comprised of 13 Members and the political proportionality rules apply.

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.

Members of the Cabinet are not able to sit on the Scrutiny Committee.

Planning Committee (North)

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.

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.

All Members of the Planning Committee (North) also sit on the Strategic Planning Committee, along with the Members of the Planning Committee (South) and they provide high level, strategic direction regarding planning matters.

Planning Committee (South)

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.

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.

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.

Strategic Planning Committee

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.

Licensing

The Licensing Committee is comprised of 15 seats.

The size of the Committee reflects both the statutory licensing responsibilities and the need to appoint Members to Licensing Sub-Committees (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 a Licensing Sub-Committee given their quasi-judicial nature.

Appointments Committee

The Appointments Committee has three seats (revised from 6 seats in report ES/0711 to Full Council on 24 March 2021).

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 seat opposition seat would be shared between the Labour and GLI group, in the sense that the Leader of each of those groups would sit for alternating interviews.

The Appointments Committee is politically balanced.

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, Monitoring Officer and Chief Finance Officer.

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 requirements apply.</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	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 (September 2021) number of Councillors - 55		39	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	It is proposed that the allocation of Committee places to the different political groups remain unchanged, from the 22 September 2021 Full Council meeting.
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4 Reason for recommendations	
4.1	To ensure that Members are appointed to Committees for the 2022/23 Municipal Year in accordance with the political proportionality rules and that decision-making is undertaken in a democratic way.

Appendices

Appendices:	
Appendix A	The list of nominations which were received from each Group Leader, setting out their allocation of Members to each Committee.

Background reference papers:	
None	



APPENDIX A: ES/1140

COMMITTEE ALLOCATIONS FOR 2022/23 including Assistant Cabinet Members and Heritage Champion

Audit and Governance Committee (9 Members)	Conservatives (6 seats) Cllr Geoff Lynch (Chairman) Cllr Tony Cooper (Vice-Chairman) Cllr Judy Cloke Cllr Linda Coulam Cllr Chris Mapey Cllr Mike Richardson	Labour (1 seat) Cllr Louise Gooch	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 Russ Rainger Cllr Keith Robinson Cllr Steve Wiles		
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 Sarah Plummer (G)
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 Cllr Keith Robinson	Labour (2 seats) Cllr Mike Deacon (Vice-Chairman) Cllr Tess Gandy	GLI (2 seats) Cllr David Beavan (LD) Cllr Caroline Topping (G)

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
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Assistant Cabinet Members	Cllr Alison Cackett – Transport
	Cllr Edward Back – Resources
	Cllr Judy Cloke – Refugee Support
	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, 25 May 2022

Subject	Appointments to Working Groups 2022/23
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Chris Bing Head of Legal and Democratic Services chris.bing@eastsoffolk.gov.uk 07442 405007

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:

To consider the continuation and membership of Working Groups for the 2022/23 Municipal Year.

Options:

1. Appointing Councillors to Working Groups. Working Groups are set up to examine specific issues in-depth prior to recommendations being put forward to the relevant decision-making body.
2. Not appointing Councillors to Working Groups. Should the Council decide not to appoint to the Working Groups, then the opportunity for more in-depth consideration of issues could be lost.

Recommendations:

1. That the membership of Working Groups for the 2022/23 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 2022/23 Municipal Year, in consultation with the other Group Leaders.

Corporate Impact Assessment

Governance:

Appointment to Working Groups enables more in-depth consideration to be given to specific issues.

Reviewing Councillor representation on Working Groups ensures that they remain relevant and fit for purpose and allows back bench Councillors to concentrate on their community leadership roles within their own Wards.

ESC policies and strategies that directly apply to the proposal:

Not applicable.

Environmental:

Not applicable.

Equalities and Diversity:

Not applicable.

Financial:

Members appointed to Working Groups are able to claim expenses in accordance with the Members' Allowance Scheme and these costs can be accommodated within existing resources.

Human Resources:

Not applicable.

ICT:	
Not applicable.	
Legal:	
Not applicable.	
Risk:	
Not applicable.	

External Consultees:	Not applicable.
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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 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 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 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? Councillors appointed to Working Groups are able to work to help address local issues and to achieve sustainable solutions. This will help to deliver a strong and sustainable local economy and help to improve the quality of life for everyone living and working in the District.			

Background and Justification for Recommendation

1 Background facts	
1.1	The Council appoints 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.
2 Current position	
2.1	Details of the proposed Working Groups for 2022/23 are outlined in Appendix A.
2.2	The Working Groups have clear terms of reference outlining their roles, responsibilities and reporting mechanisms, thereby increasing openness, transparency and making the best use of resources.
2.3	Where specific post holder nominations are required, these are outlined in the Appendix.
3 How to address current situation	
3.1	Consultation will be undertaken with the relevant Political Group Leaders to seek nominations for the Working Group positions.
4 Reason for recommendation	
4.1	To ensure that Members are appointed to Working Groups for the 2022/23 Municipal Year.

Appendices

Appendices:	
Appendix A	Schedule of Working Groups Nominations for 2022/23
Background reference papers:	
None.	



EASTSUFFOLK

C O U N C I L

APPOINTMENTS TO WORKING GROUPS 2022/2

1. Local Plan Working Group

Terms of Reference:

- To act in an advisory/consultative capacity to the Cabinet Member for Planning and Coastal Management and through him/her to Cabinet/Full Council, as appropriate.
- To work with officers to prepare and review Local Plan documents and related documents, such as Supplementary Planning Documents including development briefs, the Statement of Community Involvement, Local Development Scheme, the Authority Monitoring Report and Community Infrastructure Levy (CIL) Charging Schedule.
- Feed in local knowledge and information to inform the preparation of Local Plan documents and related documents.
- Consider the findings of evidence base documents to inform the preparation of documents.
- To work with officers to agree and publish issues and options papers and other draft documents on which to consult the community and other stakeholders.
- Work with Officers to determine the appropriate consultation methods at specific plan/document making stages, taking into account the Council's Statement of Community Involvement and resources.
- Consider representations to the documents and recommend amendments for approval by Cabinet or Full Council, as appropriate.
- Act as a focal point for knowledge and information about the Local Plan and related documents both for members and the community at large.
- Receive progress updates for the preparation of Neighbourhood Plans and other projects, as relevant.
- In preparing Local Plans and other related documents, take into account the wider strategic planning issues and collaboration with other local authorities, particularly those within the same housing market area and functional economic area.
- Provide views, via the Cabinet Member for Planning and Coastal Management, into any Board/s overseeing local authority joint working on Local Plans and related documents.
- Act in an advisory capacity for any other relevant issues relating to the preparation of Local Plan and related documents.

- To scrutinise the preparation of Local Plan documents to ensure they comply with all the regulatory requirements.

The Working Group will meet monthly on an on-going basis, subject to business.

Vice Chairman to be elected at the first meeting of the municipal year.

No substitutes other than Vice Chairman of Planning Committee, where necessary.
Other members can be invited at the discretion of the Chairman of the Working Group.

The Working Group maintains a standing invite to the Cabinet Member and relevant officers responsible for the Great Yarmouth, Ipswich, Babergh and Mid Suffolk Local Plans in the interests of the Duty to Cooperate on strategic planning issues of a cross boundary nature. Other local authority representatives, neighbourhood plan groups and organisations will also be invited as and when appropriate.

Membership – 12

Cabinet Member with responsibility for
Planning and Coastal Management (Chair)

3 x Relevant Cabinet Members

2 x Chairman of Planning Committees
(Vice-Chairman to substitute if necessary)

2 x Planning Committee Members

Broads Authority Representative

3 x Other Members

Cabinet Member with responsibility for
Planning and Coastal Management –
Councillor David Ritchie

Cabinet Member with responsibility for
Housing – Councillor Richard Kerry
Cabinet Member with responsibility for
Economic Development – Councillor Craig
Rivett
Cabinet Member with responsibility for the
Environment – Councillor James Mallinder

Chairman of Planning Committee North –
Councillor Paul Ashdown (Vice-Chairman –
Councillor Jenny Ceresa)

Chairman of Planning Committee South –
Councillor Debbie McCallum (Vice-
Chairman – Councillor Stuart Bird)

Councillor Norman Brooks (North) and
Councillor Tony Cooper (South)

Councillor Andree Gee

Councillor Mike Deacon
Councillor Malcolm Pitchers
Councillor Kay Yule

2. Housing Benefits & Tenant Services Consultation Group

Terms of Reference:

The main purpose of the Housing Benefit & Tenant Services Consultation Group (HoBTS) is to act as a consultative forum:

- Advising on rent and tenancy agreement related documentation, including letters, statements, publicity material, Service Charters, etc;
- Promoting the interests of Council tenants in relation to relevant issues;
- Receiving feedback on the delivery of the Housing Service;
- Generating ideas and proposals which could lead to improvements in Tenant Services, Strategic Housing and the Revenues and Benefits Service;
- Consulting with tenants and service users on matters of concern to identify particular vulnerable tenants and tailor the service to meet their needs;
- Maintaining and developing effective partnership working;
- Encouraging the formation of neighbourhood Council tenants' associations, and supporting them when they are established;
- Hold separate focussed meetings on a range of housing services of interest to the group.

The Consultation Group has no decision making power but can vote on recommendations to be referred to the Portfolio Holder for Housing for information or action (to the Council's Cabinet members if necessary).

In addition, the group will be able to invite representatives from other statutory, voluntary and other organisations whose input would be beneficial, dependent upon the issues being discussed.

Meetings

The HoBTS will meet quarterly, providing there is sufficient business.

The Council's Head of Service for Housing and other officers will provide administrative support to the Group.

Equal Opportunities

The HoBTS will act without discrimination, prejudice or bias in any form for or against any individual, regardless of gender, age, race, politics, religion, physical ability or disability, sexual orientation or background.

<p><u>Membership:</u></p> <p>Cabinet Member with responsibility for Housing (who will also be Chairman of the Group)</p> <p>One Member of the Scrutiny Committee</p> <p>Four other Members</p>	<p>Councillor Richard Kerry</p> <p>Councillor Linda Coulam</p> <p>Councillor Mark Jepson Councillor Chris Mapey Councillor Keith Patience Councillor Keith Robinson</p>
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3. Member Development Steering Group

The Member Development Steering Group is comprised of Councillors from all political parties. The Group will ordinarily meet on a quarterly basis, subject to business, to agree and review training and development activities for Elected Members.

The purpose of the Steering Group is:

- To establish a comprehensive and robust Member Training and Development process/programme.
- To ensure that Member Development becomes part of the overall mainstream organisational development activities.

Terms of Reference:

- To champion and encourage Member development.
- To monitor and review the Strategy and associated documents/processes on an at least an annual basis.
- To shape and prioritise Member Development, e.g. New Member induction Programme, Prospective Councillor Events, training and development needs identified through MDP or other means etc.
- To oversee the development of a comprehensive Member Development Programme, that takes advantage of partnership opportunities with other local authorities and promotes best practice for the delivery of Member Development.
- To ensure that the Council provides Member Development that complies with the principles of the Charter and / or Charter Plus for Member Development.
- To encourage effective Member / officer working relationships and to ensure that all Councillor roles are explained clearly.
- To assist in the development of effective evaluation to ensure the effectiveness of the Member Development Programme and to make best use of resources.
- To maintain a dialogue with national and regional bodies supporting Member Development and to explore external sources of funding for Member Development.
- To receive regular update reports on Member Development within the Council, to review Member attendance at Member Development events and to retain an overview of the Member Development budget.
- To ensure equal access for all Councillors to training and development and to promote the use of information technology for and by Members.

<p><u>Membership:</u></p> <p>Leader of the Council (who will also be Chairman of the Steering Group)</p> <p>Main Opposition Group Leaders</p> <p>Four Members from the Conservative Group</p>	<p>Councillor Steve Gallant or the Deputy Leader and Cabinet Member with responsibility for Economic Development Councillor Craig Rivett in his absence</p> <p>Councillor Peter Byatt and Councillor David Beavan</p> <p>Councillor Paul Ashdown Councillor Chris Blundell Councillor Judy Cloke Councillor Chris Mapey</p>
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FULL COUNCIL

Wednesday, 25 May 2022

Subject	Appointments to Outside Bodies for 2022/23 (Non-Executive)
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Chris Bing Head of Legal and Democratic Services chris.bing@eastsoffolk.gov.uk 07442 405007

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:

Council is asked to consider Appointments to Outside Bodies (Non-Executive) for the 2022/23 Municipal Year, as outlined at Appendix A of this report.

Options:

The Council needs and wishes to engage and work with external organisations, including the Outside Bodies listed in Appendix A, to continue to deliver the priorities identified in the East Suffolk Strategic Plan.

Recommendations:

1. That Councillors be appointed to those Outside Bodies listed in Appendix A for the 2022/23 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 2022/23 Municipal Year, in consultation with the other Group Leaders.

Corporate Impact Assessment

Governance:

Appointments to Outside Bodies may be made under the general power in Section 2 of the Local Government Act 2000 – to do anything which is likely to promote the economic, social, or environmental wellbeing of the area, unless specifically prohibited.

The process of Council approving appointments to Outside Bodies, where the role relates to a Non-Executive function of the Council, adheres to the requirements of the Council's Constitution.

Details of the Council's representation on Outside Bodies are included on the Council's website.

Members appointed to Outside Bodies will be asked to present a short report to Full Council, at least once per year, on the work of the Outside Body.

ESC policies and strategies that directly apply to the proposal:

None.

Environmental:

None.

Equalities and Diversity:

None.

Financial:

Those Councillors formally appointed to external organisations as the Council's representative are able to claim travel expenses in accordance with the Members' Allowance Scheme. These costs can be met from existing resources.

Human Resources:

None.

ICT:

None.

Legal:

None.

Risk:

Members must consider the implications and responsibilities of being involved with Outside Bodies as they must continue to comply with the District Council's Code of Conduct when they are acting as a representative of the Council; comply with the Code of Conduct of the Outside Body they are appointed to if one exists; and declare a personal interest in any business of the District Council as necessary.

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 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
How does this proposal support the priorities selected? Councillors appointed to outside bodies are able to work to help address local issues and to achieve sustainable solutions. This will help to deliver a strong and sustainable local economy and help to improve the quality of life for everyone living and working in the District.			

Background and Justification for Recommendation

1 Background facts	
1.1	The Council appoints annually to a wide range of diverse Outside Bodies. The Council considers member representation on Outside Bodies when the role relates to a Non-Executive function carried out by the local authority; the Executive considers representation on Outside Bodies where the role relates to an Executive function of the local authority; and the Scrutiny Committee considers representation on Outside Bodies where the role relates to a Scrutiny function of the local authority.
1.2	Some appointments to Outside Bodies are made because of a statutory requirement to appoint one or more members to them. Most appointments to Outside Bodies are discretionary taking into consideration how representation on them adds value.
1.3	Appointment of members to Outside Bodies provides support to the organisation concerned and enables members to fulfil their community leadership roles.
1.4	Members appointed to Outside Bodies are able to work with and alongside local community groups, helping to empower them in terms of addressing local issues and delivering sustainable solutions.

2 Current position	
2.1	Members were last appointed to Outside Bodies (Non-Executive) 2021/22 by Full Council at its Annual meeting in May 2021.
2.2	A review of all the Outside Bodies appointments was undertaken in April 2022.
2.3	The following Outside Body (Non Executive) has been removed from the list: Felixstowe Forward – no longer in operation.

3 How to address current situation	
3.1	<p>Outside Bodies can gain a number of benefits from having a Council representative on them, which include:</p> <ul style="list-style-type: none"> • To represent the interests of the Council and to promote the strategic aims of its Strategic Plan; • To provide knowledge, skills and expertise which may not otherwise be available; • To provide local accountability or democratic legitimacy through the appointment of an elected representative; • To ensure that good relationships can be maintained with the body; • To deliver a partnership project that requires the input of other organisations or community groups; • To protect the Council's investments or assets i.e., if the Council has provided grant funding or provides funding for service delivery; • To lever in external funding which is not available to the Council on its own.
3.2	Taking account of all information provided within the report, Members are asked to consider the content of Appendix A.

4 Reason for recommendation	
4.1	To ensure that members are appointed to Outside Bodies (Non-Executive) for 2022/23.

Appendices

Appendices:	
Appendix A	Proposed list of appointments to Outside Bodies (Non-Executive) for 2022/23.

Background reference papers:	
None.	

APPOINTMENT TO OUTSIDE BODIES 2022/23 (NON-EXECUTIVE FUNCTIONS)

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE
Access and Amenity Fund		1	Cllr James Mallinder	Annual appointment
Anglia Revenues & Benefits Partnership Joint Committee (ARP)	4/5 per annum	1 2 Named Substitutes	Cllr Ed Back Cllr Steve Gallant – Substitute Cllr Maurice Cook – Substitute	Annual appointment
Alde and Ore Community Partnership		2	Cllr Russ Rainger Cllr Ray Herring	Annual appointment
Aldeburgh Community and Sports Trust		1	Cllr Tony Cooper	Annual appointment
Association of Suffolk Museums		1	Cllr Tony Cooper	Annual appointment
Broads Authority	Bi-monthly	1	Cllr Andrée Gee	Annual appointment

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE
Citizens' Advice for East Suffolk	3/4 per annum	1	Cllr Tony Cooper – Leiston	Annual appointments
Corton Poors Land Trust		1	Cllr Paul Ashdown	Annual appointment
Corton Alms House Charity		1	Cllr Paul Ashdown	Annual appointment
Disability Advice Service	12	1	Cllr Edward Thompson – East Suffolk	Annual appointments
(i) East Suffolk		1	Cllr Trish Mortimer – North East Suffolk	
(ii) North East Suffolk				
Disability Forums	4	1	Cllr Frank Mortimer – Northern	Annual appointments
(i) Northern		1	Cllr Edward Thompson – Southern	
(ii) Southern				

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE
East Suffolk Internal Drainage Board		6	Cllr Paul Ashdown Cllr Stuart Bird Cllr Alison Cackett Cllr Judy Cloke Cllr Ray Herring Cllr Peter Byatt	Annual appointment
East Suffolk Travel Association (ESTA)		1	VOTE REQUIRED Cllr Alison Cackett Cllr Louise Gooch	Annual appointment
East Suffolk Travel Association (ESTA) Management Committee		1	VOTE REQUIRED Cllr Alison Cackett Cllr Louise Gooch	Annual appointment
Fauconberge Educational Trust	2 or 3	1	Cllr Caroline Topping	Annual appointment

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE
Felixstowe Dock Local Authority Liaison Committee	2 per annum (March and September)	2	Cllr Mike Deacon Cllr Richard Kerry	Annual appointment
Felixstowe Travel Watch		1	Cllr Steve Wiles	Annual appointment
Greenways Countryside Project Joint Advisory Committee	2 per annum	2	Cllr James Mallinder Cllr Mark Newton	Annual appointment
Kyson (River Deben) Fairways Committee	5/6 per annum	1	Cllr Kay Yule	Annual appointment
Leiston Town Athletic Sports Ground Executive Committee	12 per annum	1	Cllr Russ Rainger	Annual appointment
Merchant Navy Welfare Board	2 per annum	1	Cllr Mike Deacon	Annual appointment
Pride in Beccles	Monthly	1	Cllr Sarah Plummer	Annual appointment

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE
Sparsity Partnership for Authorities Delivering Rural Services (SPARSE)	4 per annum	1	Cllr Chris Mapey	Annual appointment
Suffolk Coast Forum		2	Cllr David Ritchie Cllr Russ Rainger	Annual appointment
Suffolk Local Access Forum		1	Cllr James Mallinder	Annual appointment
Suffolk Police and Crime Panel	4 per annum (minimum)	2 2 Named Substitutes	Cllr Mark Jepson (Chairman) Cllr Tracey Green VOTE REQUIRED Cllr Keith Robinson Cllr Edward Back Cllr Tom Daly Cllr Ed Thompson Cllr Keith Patience Cllr Peter Byatt	Annual appointment

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE
Waveney, Lower Yare and Lothingland Internal Drainage Board	2 per annum	1	Cllr Peter Byatt	Annual appointment



FULL COUNCIL

Wednesday, 25 May 2022

Subject	PETITION FROM BEACH HUT OWNERS ON THE TERMINATION OF LICENCES AT THE SPA AREA, FELIXSTOWE
Report by	Cllr Steve Gallant
Supporting Officer	Laura Hack Delivery Manager Laura.hack@eastsuffolk.gov.uk 07719187965

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:	Eastern Felixstowe

Purpose and high-level overview

Purpose of Report:

1.1 Sarah Brewster-Scott has submitted a petition and in accordance with the Council's Constitution, any petition with 1200 signatures is referred to full Council for a debate.

The exact wording of the petition is:

"The beach has disappeared In front of the spa pavilion beach huts rather than find an acceptable resolution the council have terminated our licences. The beach huts have been in the same position for over 100 years and are oldest beach huts in the UK. normally for 6 months of the year the huts spend the winter on the promenade, now apparently due to supposed complaints we cannot stay on the prom."

There are many unanswered questions firstly why has nothing being done to rectify why the beach has washed away after £10 million was spent on groin works to hold the Beach in place.

Please support our plight in keeping part of our National Heritage otherwise 44 huts will be removed forever."

Options:

As per Section 9 of the East Suffolk Council Petition Scheme there are several courses of action available to the Full Council regarding the consideration of petitions, including but not limited to:

- Taking the action requested in the petition
- Undertaking research into the matters raised (this could include referring the matter to the relevant Cabinet Member or Officer of the Council)
- Holding a meeting with the petitioners
- Referring the petition to the Scrutiny Committee
- Holding a public meeting
- Holding an inquiry
- Providing a written response to the petition organiser setting out the authority's views on the request in the petition
- Considering the petition at a future Full Council meeting
- Calling for a referendum
- Undertaking any other course of action open to the authority that is specific to the subject of the petition.

Recommendation:

To consider a response to the petition submitted on behalf of the 44 beach hut owners at the Spa area of Felixstowe Prom.

Corporate Impact Assessment

Governance:

As per Section 9 of the East Suffolk Council Petition Scheme, the protocol for a petition containing more than 1200 signatures will automatically be referred to Full Council. This means that the petition will be considered at a meeting at which all Councillors can attend. The Council will then decide how the matter should best be considered.

ESC policies and strategies that directly apply to the proposal:

Not applicable at this stage

Environmental:

Not applicable at this stage.

Equalities and Diversity:

Not applicable at this stage

Financial:

Not applicable at this stage

Human Resources: Not applicable at this stage.
ICT: Not applicable at this stage
Legal: Not applicable at this stage
Risk: Not applicable at this stage

External Consultees:	N/A for the purposes of the report
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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 consideration of a petition of over 1200 signatures by Full Council is part of the governance procedures of the Council.			

Background and Justification for Recommendation

1 Background facts	
1.1	The Council issue over 980 licences to beach hut owners for their hut locations in Felixstowe. Huts are privately owned and can be sold by the owner; the licence is for the hut to be placed in a certain location. Hut locations are moved from time to time due to coastal forces, beach maintenance or development reasons. Currently licences are issued on a 3-year term. The 44 licence holders therefore make up 4.5% of the beach huts in the resort.
1.2	<p>The terms of the licence to occupiers are such that (Appendix A):</p> <p><i>5.3 The Council may terminate the Licence at any time by giving one month's notice to the Licensee, except that termination may be forthwith and without notice: -</i></p> <p><i>5.3.1 if the Licensee breaches any of the terms of the Licence;</i></p> <p><i>5.3.2 if the Council deems it necessary for safety or other reasons (in which event, if practicable and without obligation, the Council will use reasonable endeavours to offer the Licensee an alternative site).</i></p>
1.3	The Felixstowe promenade has Highway status and is maintained by Suffolk County Council to footpath standards. Beach huts at Pier South, Pier North and the Spa have a licence to be located on the beach, with positions on the beach shown by markers on the edge of the Prom but are moved to the Prom at the end of the season – between October and Easter each year for winter storage.
1.4	In July 2017, concerns were raised by the Felixstowe Beach Hut and Chalet Association of beach material being washed away under huts located directly in front of the Spa due to tidal erosion (between Groyne 105 and 106); subsequently 9 huts (numbers 32 to 40) were moved from the beach onto the Prom for the rest of the season due to the continued cliffing of the beach in this bay. One hut subsequently relocated to Manor End to occupy a vacant site.
1.5	In November 2017, a presentation was given to Cabinet members on the situation and potential options available, highlighting that the cost to replenish the beaches for huts at Pier South, Pier North and the Spa (85 in total) was on average £14-£17,000 a year.
1.6	On 6 Feb 2018, officers from the Coastal Management team undertook a site visit to Felixstowe beaches and determined that there was not enough beach material in situ available to create a sand platform for any of the huts at the Spa (totalling

	55) and the decision was made by the Leader and Deputy Leader to leave them on Prom temporarily until a solution could be determined.
1.7	On the 1 March 2018, the storm nicknamed 'Beast from the East' colluded with Storm Emma scouring beaches further at the Spa area to a drop of circa 2 m's from the top of the Prom, exposing concrete and metal structures from WW2. Hut licence holders were written to explaining the situation.
1.8	16 March 2018, officers from the Council met with representatives from the FBH&CA to discuss the issues and potential solutions. The Association were informed that other sites were being explored to move huts to on a permeant basis. Subsequent meetings to explore options with the Association were had throughout 2018.
1.9	20 November 2018, a face-to-face meeting was organised at the Orwell Hotel in Felixstowe to which hut licence holders of the Spa and Pier North were invited. This meeting set out the process for relocation of the huts and stated that the Council was operating a cost-neutral position on the creation of new sites. A letter was subsequently sent to hut licence holders offering 7 opinions and asking them to rank their preferences. These ranged from moving to Manor End, Pier South or The Dip, to be sited on wooden platforms or the potential relocation to an accessible 'beach village' or new development at Clifflands. The final option was the termination of licences. Hut owners ranked wooden platforms and Pier South as the main opinions considered. The 'beach village' was ranked in 6 th place by the majority of licence holders, with termination of licences in 7 th place.
1.10	Planning permission was received for The Dip location (DC/18/0273/FUL) to create space for 16 beach huts. These were a mixture of new huts (to be sold to pay for the works) and the relocation of existing huts from the Spa. One hut initially took up this offer to move from the Spa Pavilion.
1.11	Council officers worked with a structural engineer to put together a proposal for wooden platforms at the Spa location over summer 2019. Consultation plans were presented to hut licence holders at a face-to-face meeting held at Felixstowe Town Hall on the 6 June 2019. Costings for the proposal were budgeted at circa £500,000.
1.12	A planning application (DC/18/0272/FUL)-was submitted to create a further 6 hut sites at Pier South, alongside the extension and strengthening of the concrete wall in this location. This was rejected by the Local Planning Authority Committee on the 25 June 2019.
1.13	A planning application in December 2019 to create 5 new hut spaces to the south of the current row at Manor End was submitted (DC/19/4811/FUL). This was granted and 4 huts have subsequently moved to this location.
1.14	Oct 2019 - Concerns over the business case for the timber platforms were raised internally, based on environmental issues, cost, life expectancy of the structure and access. Other solutions were discussed internally, with a trial scheme proposed for concrete retaining walls deemed the next solution to try out.
1.15	Feb 2020 - Hut licence holders were written to updating them on this situation citing in the letter that 'the scheme to build wooden platforms is deemed high risk, not simple to engineer, would be costly and only has a projected 20-year life span, with no guarantee of achieving planning permission'. The proposed bays for their location were also not the preferred ones of hut owners, many of whom expressed a wish, through the Association, to go back to their former locations.
1.16	In February 2020, a submission was made to Planning (DC/20/0953/FUL) for a trial scheme for concrete platforms. This proposed to undertake an engineering trial

	<p>over the summer period using two of the existing bays that beach huts at the Spa area had been formerly placed on. The proposal for the trial was an experimental design, building up a concrete retaining wall behind which sand will be infilled and levelled and huts could be placed onto.</p> <p>The wall was proposed to be made of interlocking concrete demountable blocks, approximately 2000 mm square by 1000 mm deep built two blocks high with staggered centres. The costings for the trial were circa £131,000 ex VAT with the cost of the whole scheme circa £407,000 and a further annual cost of removing the blocks for the winter £156,000.</p> <p>Although the trial received planning permission, due to COVID and the subsequent lockdowns, the concrete could not be manufactured as all, but essential, businesses halted manufacture.</p>
1.17	<p>8 Feb 2021</p> <p>Felixstowe beachfront was hit by Storm Darcy and the beach material scoured. It was determined through discussions between SMT and Coastal Management that the beach platform trial should not go ahead as the area experienced substantial falls in beach levels, meaning that there was not enough material in the area for the depth required to insert the platforms.</p> <p>A letter was sent to hut licence holders explaining the situation and noting that, <i>'East Suffolk Council does not own the land beyond the low tide mark so possible solutions, such as beach replenishment and/or alterations/extensions to groins are dependent on third party support and priorities, together with an assessment of the financial viability and likely longevity of any such scheme.'</i></p> <p><i>All the Spa huts currently in situation on the promenade will remain on the promenade at this time, this however has always been considered a temporary solution. ESC is actively reviewing all options.'</i></p>
1.18	<p>In April 2021, an options paper was presented to Leader and Deputy leader on other possible solutions for the location of the Spa beach huts and a presentation was then given to representatives of the Association for their comments.</p>
1.19	<p>29 July 2021</p> <p>A face-to-face meeting with hut licence holders was organised at Trinity Park, led by the Leader of the Council. The options discussed with the Association were presented to licence holders and four sites were put forward. It was stated at the meeting that if these final options did not come to fruition, the Council's only option was to terminate licences on 31 March 2022.</p>
1.20	<p>9 September 2021, a representative of the Association requested an informal meeting with the Leader to discuss a range of issues around the huts at the Spa and in particular the planning application some members of the Association wished to put forward, which would see niches created in the Prom wall for circa 20 huts to remain in this location.</p>
1.21	<p>October – December 2021 four applications for new hut site locations were submitted to Planning:</p> <ul style="list-style-type: none"> • DC/21/5479/FUL - Beach Platform South Beach Felixstowe • DC/21/5102/FUL - Area on beach materials seawards in front of prom and steps at Clifflands Cliff Road Felixstowe

	<ul style="list-style-type: none"> • DC/21/5174/FUL - Area Between Front Row Of Beach Huts At Golf Road Car Park Golf Road Felixstowe • DC/21/4756/FUL - Beach Hut Area South Seafront Langer Road Felixstowe
1.22	<p>14 Feb 2022</p> <p>Termination letters and notices were sent to the 44 beach hut site licence holders for their current licences at the Spa. Hut owners were informed that alternative sites were being taken forward to Planning and that licences in respect of huts currently at this location would not continue beyond the end of March 2022.</p> <p>It was acknowledged that the outcome of these applications was yet to be determined but, if successful, the huts can then be moved, and new licences issued for the new locations.</p>
1.23	<p>7 March 2022</p> <p>Planning committee refused two of the four sites submitted - DC/21/5174/FUL and DC/21/4756/FUL. This left 30 new hut locations available.</p> <p>Hut owners were formally asked to put a preference for one of the new locations available and empty their huts ready to move by the 25 April.</p>
1.24	<p>24 March 2022</p> <p>Petition received by the Council.</p>

2 Current position

2.1	<p>There are several significant reasons why the huts are only temporality sited at their current location. While the huts have stood for many years on the Prom temporarily in the winter months they have, until the beach erosion issue arose, always been moved back onto the beach for the 'season'. Additionally, in recent years the number of visitors to the resort has risen considerably, particularly since COVID19 and with ongoing development and investment, the popularity of the town is set to increase further. The Prom is an important feature and pedestrian route that enables large numbers of people to traverse up and down the length of the seafront, both on foot and bicycle. The beach huts significantly restrict the width of the Prom which, from its own observations and the comments of others, the Council feels presents restricts the enjoyment of other Prom users and presents a health and safety issue. This situation is exacerbated in the summer months when hut users are more likely to sit outside their huts and can become a major concern when there are events on or close to the Prom.</p> <p>While there have been a small number of 'formal complaints', the Council is aware from local commentators and through its own observations that the restricted access (sometimes down to c2m) along the Prom reduces the enjoyment and on occasion the safe passage of cyclists, people in wheelchairs and parents with pushchairs or escorting small children. The latter inevitably get caught up in the squeeze causing concern and reducing what should be an enjoyable experience.</p> <p>There is a major concern when during local events the restrictions created by the beach huts on the Prom pushes crowds towards the open seawall edge. The Council is not aware of any 'fall' incident to date – but with the rising popularity of the town is now concerned about the risk of such an occurrence. It is also worth noting that the Prom has highway status and in addition to use by cyclists etc. access is required by service and cleaning vehicles and mechanised equipment. As</p>
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	noted in legal documentation, it has been accepted by the Felixstowe Beach Hut and Chalet Association that beach huts temporarily placed on the Prom cannot stay in their current position permanently.
2.2	At the current time, 44 beach huts are on the Prom at the Spa without a licence. Invoices for 2022/23 have not been issued. This is a deficit of circa £23,420 for the Council in licence fees.
2.3	30 new hut sites have been identified and licence holders have been asked their preferences and reasons for these for the 30 sites, with consideration to health and personal circumstances.
2.4	The Felixstowe Beach Hut and Chalet Association have served the Council with an application for a Judicial Review, submitted 4 May 2022.

3 How to address current situation

3.1	To be debated by Full Council
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4 Reason/s for recommendation

4.1	As per paragraph 9 of protocol
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Appendices

Appendices:

Appendix A	Felixstowe Beach Hut example licence
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EAST SUFFOLK COUNCIL

BEACH HUT SITES IN FELIXSTOWE LICENCE AND CONDITIONS OF HIRE

For Site

THIS LICENCE is made on

BETWEEN

(1) East Suffolk Council of East Suffolk House, Riduna Park, Station Road, Melton, Suffolk, IP12 1RT
and

(2)

1. Introduction

1.1 The Council owns land adjacent to the sea at Felixstowe and has agreed that the Licensee may erect, maintain and use a beach hut on part of that land subject to the terms of this Licence.

2. Definitions and Interpretation

2.1 In this Licence, unless the context otherwise allows or implies, the following words shall have the meanings given to them:-

Council East Suffolk Council (or any statutory successor in title taking over the functions or liabilities of the Council)

Hut The Licensee's beach hut.

Licence Fee The relevant sum* for that year (**exclusive of VAT**) payable by the Licensee from the table below in accordance with Clause 4 below

**Please note that the quoted licence fee is exclusive of VAT as the rate to be applied will be that which is applicable on the date the annual invoice is raised which may vary.*

	2021/22	2022/23	2023/24
Site Fee (excluding VAT)			
*Oversize Surcharge Fee if applicable (excluding VAT)			
TOTAL (excluding VAT)			

*Oversize Surcharge is where the site exceeds 2.13m width x 2.43m depth

Licence Period 1 April 2021 until 31 March 2024 or until the Licence is terminated in accordance with the terms given in Clause 5 below

Licensee The person whose name and address is given at (2) above

Permitted Hours 0500 hours to 2400 hours on any day

Permitted Use The erection and maintenance of the Hut on the Site, and use of the Hut during the Permitted Hours

Land belonging to the Council at Felixstowe

Site No.

At

Measuring metres wide x metres deep

2.2 In this Licence, unless the context otherwise allows or implies, words in the singular include the plural and vice versa, and reference to any gender includes any other gender.

3. Particulars

3.1 In consideration of the Licence Fee, the Council permits the Licensee to use the Site for the Permitted Use during the Licence Period subject to the terms of this Licence.

4. Licence Fee

4.1 Unless otherwise agreed in writing by the Council, the Licensee shall pay the Licence Fee which includes any properly chargeable VAT subject to production by the Council of a valid VAT invoice to the Council for the Licence Period prior to 1 April of the relevant year, as set out in the table in Clause 2.1. No part of the Licence Fee for the year will be refunded save as provided by Clause 6.3 below (see also Clause 4.4 and 4.5 below).

4.2 If the Hut is larger than the standard hut size (see Clause 9.1.1 below), the Licensee shall pay an additional licence fee surcharge, which if applicable is included in the table in Clause 2.1

4.3 The hut measurements quoted on the licence are taken from information provided by existing licence holders and measurements made by East Suffolk Council. The Licensee shall be responsible for checking the measurement and reporting any discrepancy. The Council will reserve the right to have a tolerance of +/- 2cm. Any agreed changes to the sizes will be updated on the system and reflected in the next annual invoice. No refunds will be given for changes to hut sizes in the course of the year.

4.4 If the owner replaces a Hut that is larger than the standard hut size (see Clause 9.1.1 below) with a standard size Hut then no part of the Licence Fee for the year will be refunded save as provided by Clause 6.3 below (see also Clause 4.1). For subsequent years during the Licence Period, the Licence may be amended and a new Licence issued, subject to an administration fee with the Licence Fee recalculated to reflect the standard hut size.

4.5 Should the Licensee dispose of the Hut during the Licence Period, the Licensee shall be responsible for ensuring that a Change of Ownership Form (available from www.eastsuffolk.gov.uk) is properly completed and returned to the Council. Pending the grant of a new licence to the new owner of the Hut, the Licensee shall remain bound by the terms of this Licence. The Council shall be under no obligation to grant a new Licence to the new owner of the Hut. It will be assumed that the pro rata'd licence fee for the remaining part of the Financial Year (1 April - 31 March) will be included in the hut sale price. [The new owner will be charged an administration fee in respect of the new Licence.]

5. Termination

- 5.1 The Licensee may terminate the Licence at any time by giving notice in writing to the Council (to take effect forthwith unless the Licensee advises the Council of a specific future effective date).
- 5.2 The Licence shall terminate immediately: -
- 5.2.1 if the Licensee fails to pay the Licence Fee by the due date (subject to the prior written agreement of the Council to alternative payment provisions);
 - 5.2.2 upon the death or bankruptcy of the Licensee, or upon his becoming incapable by reason of mental disorder of managing and administering his property and affairs.
- 5.3 The Council may terminate the Licence at any time by giving one month's notice to the Licensee, except that termination may be forthwith and without notice: -
- 5.3.1 if the Licensee breaches any of the terms of the Licence;
 - 5.3.2 if the Council deems it necessary for safety or other reasons (in which event, if practicable and without obligation, the Council will use reasonable endeavours to offer the Licensee an alternative site).
- 5.4 Upon termination of the Licence, the Licensee (or his personal representatives) shall either:-
- 5.4.1 remove the Hut from the Site and leave the Site in a clean and tidy condition to the satisfaction of the Council; or
 - 5.4.2 enter into a new licence provided by the Council .
- 5.5 Following termination of the Licence, if Clause 5.4 is not actioned, the Council at its sole discretion reserves the right to take any of the following actions:-
- 5.5.1 to remove the Hut (and its contents, if any) from the Site;
 - 5.5.2 to store the Hut (and its contents, if any) (without liability for safe-keeping) pending disposal or collection by the Licensee;
 - 5.5.3 to dispose of the Hut (and its contents, if any);
 - 5.5.4 to sell the Hut (and its contents, if any);
 - 5.5.5 to clean and reinstate the Site;
 - 5.5.6 to recover the reasonable costs of any of the above from the Licensee or from the proceeds of sale.

6. Site Disruption

- 6.1 The Council does not warrant that the Site is or will remain suitable for the Permitted Use. The Licensee must rely on his own inspection. The Licensee acknowledges that the Site is in an environment that the Council cannot control and may be subject to change by storm, wind, waves, tide or other elements. The Council reserves the right in circumstances of health and safety reasons to remove the hut with immediate effect.
- 6.2 In the event that the Hut is moved by storm, wind, waves, tide, etc, the Council reserves the right to undertake any works necessary to reinstate the Site and/or to replace the Hut in its correct position within the Site, and the Licensee shall reimburse the Council upon demand the costs of such works.
- 6.3 If the Licensee is denied access to the Site by the Council through no fault of the Licensee for a continuous period exceeding 4 weeks, the Licensee may claim a pro rata refund of the Licence Fee. Any such claim must be supported by substantive facts.

7. Use of the Site

- 7.1 Except as set out herein, use of the Site is entirely at the risk of the Licensee and **the Licensee is recommended to take out public liability insurance**. The Licensee shall indemnify and keep indemnified the Council in respect of all damages, losses, claims, proceedings, costs, fees and expenses that may arise from the grant of this Licence including but not limited to: -
- 7.1.1 those arising from the death of or injury to any person on the Site (except where such death or personal injury is caused by the negligence of the Council or its employees).
- 7.1.2 those arising from the loss of or damage to any real or personal property on the Site.
- 7.2 The Licensee shall not have the use of more than one site at any time.
- 7.3 The Licensee shall not make any temporary or permanent alterations or structural additions (e.g. connection to electricity supply, balconies, fences, steps, ladders, etc) to the Site or its surrounding area. Any encroachment beyond the Site will be considered a trespass upon the Council's land. Should any works to the Site or its surrounding area be necessary as a result of any unauthorised action by the Licensee, the costs of such works shall be reimbursed by the Licensee to the Council upon demand.
- 7.4 The Licensee shall not obstruct passageways between the huts, walkways, steps or the area surrounding the Site in any way.
- 7.5 The Site shall be kept clean and tidy. All rubbish and refuse (including washing up water etc) shall be removed and properly disposed of.
- 7.6 When not in use, the Licensee's personal possessions shall be either secured within the Hut or removed from the Site. The Council shall not be held responsible in any way for the safety or security of the Licensee's personal possessions.
- 7.7 The Licensee shall not cause any nuisance or annoyance to occupiers of adjacent huts or to users of the surrounding area. Failure to follow the licence conditions may result in licences being terminated.
- 7.8 The Licensee shall not do any act, matter or thing in breach of any statute, law or byelaw affecting the Site.

8. Use of the Hut

- 8.1 The Hut shall at all times belong to the Licensee.
- 8.2 The Licensee shall affix the number of the Site to the front outside wall of the Hut.
- 8.3 Subject to any permitted temporary hiring of the Hut, as referred to in 8.4 hereof, the Hut shall be for the private use of the Licensee during the Permitted Hours only. The Hut shall not be used or occupied outside of the Permitted Hours and shall be securely locked outside the Permitted Hours.
- 8.4 No business use shall take place on or from the Hut or Site, provided that this shall not prohibit the temporary hiring of the Hut for non-business purposes. A notice bearing the name, address, and contact details of the Licensee may be displayed on the Hut inviting applications for its hire or sale. No other notices, advertisements, etc, shall be displayed on the outside of the Hut: any such notices shall be removed by the Council.
- 8.5 Should the Hut be subject to temporary hire, this shall be for non-business purposes, and is restricted to no more than 20 weeks per annum. The number of adults visiting the Hut at any one time shall not be greater than 6. It is the Licensee's responsibility to make any authorised user of the hut fully aware of the terms within the beach hut licence (in particular clause 7.7), and to ensure that these are

monitored and adhered to at all times. Any breach of licence conditions may result in the licence being revoked.

- 8.6 The Licensee shall ensure that the Hut is at all times safe, secure, sound, wind and watertight and safely secured to the ground on such part of the Site that the Council shall specify.

9. Hut Specification

- 9.1 Unless otherwise agreed in writing by the Council, Licensee shall ensure that the Hut conforms with the following specification: -

9.1.1 The standard hut size is 2.13m (width) x 2.43m (depth) x 1.80m (height to eaves). If a new or replacement hut is placed on the Site, or if repairs or alterations are made to an existing standard sized hut, the Licensee shall ensure that the Hut does not exceed the standard size. No structural additions to the exterior of the Hut (e.g. connection to electricity supply, balconies, fences, steps, ladders, etc) shall be permitted.

9.1.2 The hut shall be placed within the Site against the right-hand boundary (when facing the sea) of the Site.

9.1.3 There shall be a clear space of 10 centimetres between the ground of the Site and the underside of the floor of the Hut.

9.1.4 The Hut shall at all times be kept in good and substantial repair and decorative order to the Council's reasonable satisfaction. The Hut shall be constructed of wood and the exterior shall be painted using good quality pastel-shade of paint or stained with a natural or coloured wood stain.

9.1.5 There shall be no side door to the Hut.

9.1.6 The Licensee shall take all necessary precautions against fire. No petrol or other inflammable substances shall be stored in the Hut other than butane gas cylinders. Where butane gas cylinders are used or stored, adequate ventilation must be provided at low level and a dry powder fire extinguisher, not less than 1 kg, shall be kept in a fully operational condition in the Hut. When not in use, butane gas cylinders shall be turned off at the main valve of the gas cylinder. Butane gas cylinders should be removed from the Hut when the Hut is not used for any period of time (e.g. during the winter months).

9.1.7 The ventilator or ventilators shall be constructed to the Council's reasonable satisfaction to prevent rubbish or other matter being put through them.

9.1.8 The written consent of the Council must be obtained prior to the replacement of an old hut with a new hut on the Site, such consent not to be unreasonably withheld.

10. General

10.1 This Licence is personal to the Licensee and is not assignable or transferable.

10.2 Where the Licensee is more than one person the obligations of the Licensee shall be joint and several. The Licence shall be held by no more than two named persons.

10.3 This Licence is not and shall not be construed as a tenancy. This Licence does not give the right of exclusive occupation of the Site and the Council reserves the right at all times for its officers, servants and agents to enter the Site for its own purposes, including inspection of the Site and of the Hut.

- 10.4 The Council reserves the right to vary the terms of this Licence at any time. Written notice of any such variation shall be sent to the Licensee.
- 10.5 Any notices to be served by the Council on the Licensee shall be deemed to be properly served if sent by pre-paid post or e-mail addressed to him at the address given above unless the Licensee advises the Council in writing of an alternative address.
- 10.6 In the event of termination, this Licence shall terminate absolutely but without prejudice to any claim the Council may then have against the Licensee.
- 10.7 Notwithstanding any other provision of this Licence, nothing in this Licence confers or purports to confer any right to enforce any of its terms on any person who is not a party to it.
- 10.8 Any dispute regarding interpretation of these terms shall be determined by the Council at its sole discretion.
- 10.9 This licence revokes and supersedes any previous licence between the Council and the Licensee in respect of the Site.
- 10.10 This Licence shall be interpreted in accordance with English Law and subject to the jurisdiction of the English Courts.
11. Special Conditions
- 11.1 *For Sites located between the Spa Pavilion Theatre and Arwela Road, Felixstowe*
Dogs are not allowed on the beach between the Spa Pavilion Theatre and Arwela Road between 1 May and 30 September and are therefore prohibited from any Hut on that stretch of beach or its foreshore during that period.
- 11.2 *For Sites located between Arwela Road and Cobbolds Point, Felixstowe (excluding hut sites 158-207 Undercliff Road East which are permanently sited behind the Promenade)*
- 11.2.1 The Licensee shall remove the Hut at their own expense from the Site during the week of 30th September and place it neatly and without causing damage on the Promenade. Any requirements of Suffolk County Council (as the Highways Authority) must be followed in relation to consideration of the safety and convenience of other users of the promenade. The Hut shall be returned to the Site-during the week of 1st April or Easter (whichever is the earlier)
- 11.2.2 Should the Licensee fail to move the Hut in accordance with the preceding sub-clause, the Council reserves the right to do so and recover the reasonable costs of so doing from the Licensee.
12. National Non-Domestic or Business Rates (NNDR)
- 12.1 The Licence Fee does not include NNDR which will be charged separately.
- 12.2 The Licensee shall be responsible for payment of NNDR chargeable on the Hut.
- 12.3 The Council reserved the right to exchange personal data and other information concerning use of the Hut and the Site between its NNDR and Asset Management sections and also in the case of emergencies Suffolk Constabulary.
- 12.4 Please note that, on sale of the Hut, the sale price must not include all or any part of the NNDR charge

IN WITNESS whereof the parties hereto have signed the day and year first written

SIGNED FOR THE COUNCIL by

Alistair Bissett

Duly authorised on behalf of the Council
in the presence of :-

Jane Allitt

Witness Signature

SIGNED BY the said (Print Name of 1st Licence Holder)

.....

Signature

in the presence of:-

Witness Signature

Witness Name

Witness Address

.....

SIGNED BY the said (Print Name of 2nd Licence Holder if in joint names)

.....

Signature

in the presence of:-

Witness Signature

Witness Name

Witness Address

.....



FULL COUNCIL

Wednesday, 25 May 2022

Subject	Changes to the Financial Procedure Rules
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources Councillor Edward Back Assistant Cabinet Member for Resources
Supporting Officer	Brian Mew Chief Finance Officer Brian.mew@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:	None

Purpose and high-level overview

Purpose of Report:

To enable Full Council to approve proposed changes to the Financial Procedure Rules in the Council's Constitution following their consideration and recommendation by the Audit and Governance Committee and Cabinet.

Options:

The Financial Procedure Rules (FPR) provide the framework for the financial administration of the Council with a view to ensuring that financial matters are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge. The Chief Finance Officer is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval.

In determining the approach to giving clarity to the rules in areas that tend to have alternate interpretations, consideration has been given to either:

- a. Adding further wording to the constitution.
- b. Introducing financial guidelines (required by the current FPR)

To avoid the FPR becoming excessively detailed and ensuring that the FPR covers the key principles and the framework for financial management in the Council, rather than detailed processes, the approach chosen has been to introduce guidelines that give effect to the FPR but do not change the FPR.

Recommendation/s:

That Full Council approve the proposed changes to the Financial Procedure Rules.

Corporate Impact Assessment

Governance:

The proposed changes are primarily aimed at simplification; greater operational relevance; increased accountability; and enhanced compliance with best practice, including the CIPFA Financial Management Code.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Council Strategic Plan

Medium Term Financial Strategy

General Fund Budget and Capital Programme

Housing Revenue Account and Housing Capital Programme

Financial Procedure Rules

Environmental:

There are no direct environmental impacts of this proposal.

Equalities and Diversity:

No impacts

Financial:

The changes will foster active budget management and use of virement to efficiently direct Council resources where they are most required thereby increasing financial sustainability. All resources required to implement the proposed changes are within existing revenue budgets.

Human Resources:

Successful implementation of the proposed changes and supporting Financial Guidelines will require increased awareness of budget responsibilities. The proposals and guidelines are intended to provide greater clarity to staff on their duties. Staff statutory responsibilities have not changed because of the proposals, and no contractual changes are required in respect of terms and conditions.

A series of half day sessions are being planned to communicate the changes along with financial management refresher sessions to ensure the new procedures are embedded Council-wide.

ICT:

Current processes will need to be enhanced in some areas to ensure effective implementation and embedding in the authority. In particular, the upgrade of the council's Financial Management System, Navision, to Business Objects during 2022/23 will facilitate this.

Legal:

The proposed changes to the financial procedure rules have taken into account consultation with the Head of Legal and Democratic Services as well as with input from external legal advisors on the proposed principles for governance and transacting with our companies.

Risk:

The proposed changes include amendments to financial thresholds. This will naturally give greater financial responsibility to budget managers than is currently the case and the Internal Audit team have identified that some of the changes may increase risks associated with financial governance and oversight at Management level.

To mitigate against this risk, the applicability of these amended thresholds has been restricted only to financial management decisions that do not increase the Council's financial commitment during the MTFS period. Hence financial decisions which budget holders are permitted to take are strictly in fulfilment of their delegated responsibilities and within existing council resources, and to the extent that they do not increase the net resource requirement.

The training and development plan for budget holders will mitigate the increased risk identified by the Internal Audit review.

The financial threshold for key decisions to be referred to the Cabinet remains the same at £250,000.

Finally, the Internal Audit review also highlighted that “there are also benefits in reducing the volume of items to be considered by senior management, allowing the opportunity to focus on high-value strategic matters only”.

External Consultees:	External legal advisors provided advice on principles of governing and transacting with East Suffolk owned companies to align them with the Companies Act 2006.
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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 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 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 checked="" 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 proposed changes are primarily aimed at simplification; greater operational relevance; increased accountability; and enhanced compliance with best practice, including the CIPFA Financial Management Code, enhancing and strengthening Corporate Governance in the Council.

Background and Justification for Recommendation

1 Background facts	
1.1	<p>The purpose of the constitution as defined in part 1, paragraph 1.2. - is “...to ensure that the Council's decision-making and governance arrangements help the Council to achieve its aims, objectives, and priorities effectively and efficiently”.</p> <p>Existing provisions in the constitution in Part 3, paragraph 1.2.6. – also state that “The CFO is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval. An annual review shall be undertaken”.</p>
1.2	In October 2019, CIPFA published the Financial Management Code (FM Code), presented to A&G in December 2021, which provides guidance for good and sustainable financial management in local authorities and will provide assurance that authorities are managing resources effectively.
1.3	The FM Code applies a principle-based approach. It does not prescribe the financial management processes that local authorities should adopt. Instead, the code requires that a local authority demonstrates that its processes satisfy the principles of good financial management for an authority of its size, responsibilities, and circumstances.

2 Current position	
2.1	In addition to the introduction of the FM Code, the Council’s circumstances, and levels of activity in a range of areas have changed significantly following becoming one council three years ago. Any review and revision of the FPR inevitably involves some routine tidying up of the document, however in response to these key developments, the three most significant areas of changes to the FPR – Revenue Budget Monitoring, Capital Programme Monitoring, and ESC companies - are referred to in section 3 below.

3 How to address current situation	
	<p>Revenue Budget Monitoring</p> <p><u>Virements (Budget Transfers)</u></p>
3.1	A “whole service” approach is proposed in respect of allocating existing budget commitments, whereby, for example, Heads of Service and Budget managers will be able to move existing budgets around as required for service delivery, provided they do not create additional budget commitments or significantly change ESC

services and policy. The proposed virement (budget transfer) thresholds that give effect to this approach are shown below:

Virement Scheme Approver Thresholds - Summary of Para 3.1.19 – 3.1.21		
Approver	Individual Threshold	Cumulative threshold
Budget holder	up to £50,000	N/A
Head of service	up to £100,000	N/A
Portfolio holder and Section 151 Officer	£100,001 - £250,000	£250,000 per portfolio
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A

3.2 Guidelines

Guidelines have been produced using simple wording and decision flow trees to provide clear guidance to staff in applying Budget Management rules.

3.3 Grant Funding

The proposed changes encourage a long-term view in accepting grants and clarify budget managers' existing delegated authority to accept grants that are in line with strategic priorities and have net zero financial commitment outside the council's existing budgets. All grant funding that requires additional net budgets or which significantly change services and/or policies will continue to require Cabinet approval up to the cumulative £1m threshold and Council approval beyond that threshold.

3.4 Earmarked Reserves

The proposals provide clearer rules on delegated authority for the allocation of earmarked reserves, the officers that can approve this use, including a definitive list of general reserves, the use of which still require Cabinet and/or Council approval.

3.5 Supplementary Estimates

The proposals are intended to streamline the approval, monitoring, and reporting of supplementary estimates. This includes guidance to officers in the financial guidelines to equip them to consider alternatives before requiring supplementary budgets. The thresholds for these are presented below and are in accordance with the current Constitution thresholds for Significant items:

Supplementary Budget Thresholds		
Approver	Collective Threshold	Cumulative Threshold
Portfolio holder and Section 151 Officer	Up to £250,000	£250,000
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A

	Capital Programme Monitoring
3.6	The FPR now also references the Capital Programme guidelines that have been drafted by Finance in consultation with the Asset Management Group (AMG).
3.7	There will now be an explicit requirement in the capital programme guidelines for officers to adopt the project management framework, including a need to prepare an options appraisal for all new projects for AMG consideration prior to presenting to Cabinet and Council.
3.8	A requirement is now also included for AMG to conduct post implementation reviews of significant capital programmes (Over £250,000 spend) to foster organisation wide learning on programme management and project delivery. There is also intended to be Cabinet review of these post implementation reports, especially where there is significant divergence from approved capital programme.
3.9	Principles for monitoring and transacting with ESC Companies The proposals introduce principles for designing sustainable services to and from companies; including clearer responsibilities for Heads of Service for council services contracted out to companies. These should ensure control is retained over statutory services, whilst ensuring that trading entities do not receive unusually favourable arrangements stifling the ability of local businesses to compete.
3.10	The proposals include basic principles for Council companies to align annual business planning and periodic performance reporting timelines to the Council. They are also intended to create the base for company governance arrangements to be designed in line with Companies Act 2006. <i>NOTE: These do not represent the governance arrangements of Council companies. Each company governance arrangement will be contained in their articles of association and ESC's shareholder or membership agreement with each of them. These documents will be presented along with papers relating to those companies as required.</i>
3.11	The Audit and Governance Committee considered and approved the proposed changes to Financial Procedure Rules at its meeting on 14 March 2022, and Cabinet also considered and approved the proposed changes at its meeting on 5 April 2022.

4 Reason/s for recommendation	
4.1	To enable Full Council to approve the proposed changes to the Financial Procedure Rules.
4.2	The recommendations are considered to strike an important balance between the ability of officers to deliver services within delegated authorities, whilst ensuring effective and appropriate financial management, governance, and oversight.

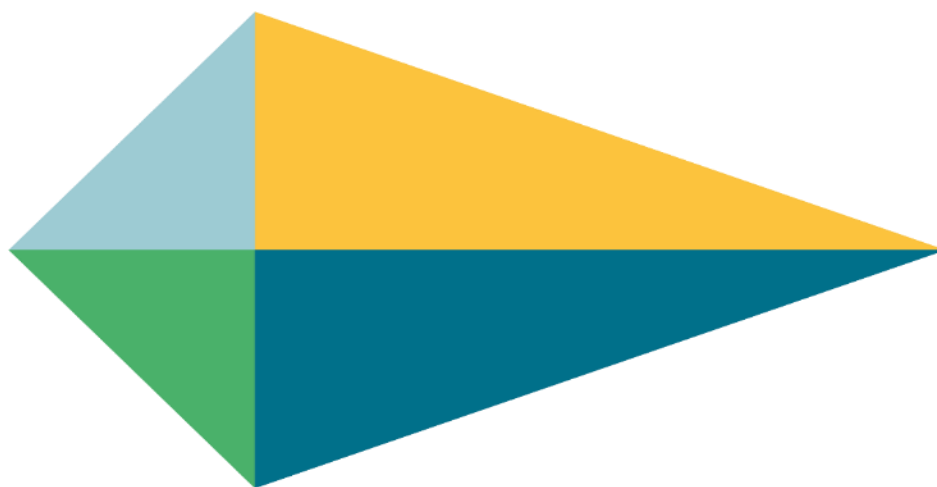
Appendices

Appendices:

Appendix A	East Suffolk Council Constitution_ Financial Procedure Rules Proposed Version incorporating proposed changes (to be dated 25 May 2022)
Appendix B	East Suffolk Council Constitution_ Financial Procedure Rules Version dated 14 October 2021

Background reference papers:

Date	Type	Available From
13 December 2021	Audit & Governance Committee - CIPFA Financial Management Code	CMIS



EASTSUFFOLK
C O U N C I L

FINANCIAL PROCEDURE RULES

Version dated: 25 May 2022

Finance Procedure Rules

1. Introduction

1.1 ROLE OF CHIEF FINANCE OFFICER (CFO)

- 1.1.1 Section 151 of the [Local Government Act 1972](#) states, “every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs”.
- 1.1.2 The Officer designated by East Suffolk Council as having the statutory responsibility set out in Section 151 of the 1972 Act is the “Chief Finance Officer and Section 151 Officer” (“the CFO”).
- 1.1.3 The Chief Finance Officer will appoint a deputy and keep them briefed on emerging issues. The Deputy will act in place of the Chief Finance Officer if the Chief Finance Officer is absent or unable to act due to conflict or other relevant issues.

1.2 FINANCIAL PROCEDURE RULES

- 1.2.1 The Financial Procedure Rules provide the framework for the financial administration of the Council with a view to ensuring that financial matters are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge. The [Financial Guidelines](#) provide more detailed and operational considerations which give meaning to the Financial Procedure Rules.
- 1.2.2 All financial decisions and decisions with financial implications must have regard to proper financial control. Any doubt as to the appropriateness of a financial proposal or correctness of a financial action must be clarified in advance of the decision or action with the CFO.
- 1.2.3 [Financial Guidelines](#) and other financial instructions may be issued and updated from time to time by the CFO, where assistance is needed with the interpretation of Financial Procedure Rules.
- 1.2.4 Failure to observe Financial Procedure Rules (including existing [financial guidelines](#) and financial instructions), may result in action under the Council’s disciplinary procedures.
- 1.2.5 These Financial Procedure Rules should be read in conjunction with the [Contract Procedure Rules](#) and the [Scheme of Delegation](#).
- 1.2.6 The CFO is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval. An annual review of the FPR and Financial Guidelines shall be undertaken.
- 1.2.7 The CFO is also responsible for reporting, where appropriate, breaches of the Financial Procedure Rules to the Council and/or to the Cabinet. The CFO is authorised to temporarily suspend Financial Procedure Rules in exceptional circumstances, and where such a suspension is authorised, a written record shall be kept of the reasons for this.

- 1.2.8 Strategic Directors and Heads of Service are responsible for ensuring that all staff in their Directorates/Services are aware of the existence and content of the Financial Procedure Rules and that they comply with them.

1.3 RESPONSIBILITIES

To the Council

- 1.3.1 Elected Members and employees of the Council are responsible for ensuring that they use the resources and assets entrusted to them in a responsible and lawful manner. They should strive to achieve value for money and avoid legal challenge to the Council.
- 1.3.2 These responsibilities apply equally to Members and employees when representing the Council on outside bodies.

Personal

- 1.3.3 Any person charged with the use or care of Council resources and assets should make themselves aware of the Council's requirements under the Financial Procedure Rules. If anyone is in any doubt as to their obligations, then they should seek advice. Unresolved questions of interpretation should be referred to the CFO.
- 1.3.4 All officers of ESC are collectively responsible for the security of the of the Council's property and for ensuring integrity accuracy, probity, and value for money in the use of resources.
- 1.3.5 All employees must report immediately to their manager, supervisor, or other responsible senior Officer any illegality, impropriety, serious breach of procedure or serious deficiency in the provision of services that they suspect or become aware of. Employees can do this without fear of recrimination providing they act in good faith via the Council's Whistle Blowing Policy. In such circumstances managers must record and investigate such reports and take appropriate action. Compliance with the Council's Anti-Fraud and Corruption Strategy and the [Code of Conduct for Officers](#) is mandatory for all Officers.

Chief Finance Officer

- 1.3.6 Section 114 of the [Local Government Finance Act 1988](#) requires the CFO to report to Council, Cabinet and External Auditor if the Council or one of its Officers:
- Has made, or is about to make, a decision which involves or would involve the authority incurring unlawful expenditure;
 - Has taken, or is about to take, unlawful action which has resulted or would result in a loss or deficiency to the Council; or
 - Is about to make an unlawful entry in the Council's accounts.
- 1.3.7 Section 114 of the 1988 Act also requires:
- The CFO to nominate a properly qualified member of staff to deputise should they be unable to perform the duties under section 114 personally; and
 - The Council to provide the CFO with sufficient staff, accommodation, and other resources – including legal advice where this is necessary – to carry out the duties under Section 114.

1.3.8 The CFO has a range of general responsibilities, which underpin an overriding responsibility to ensure the proper administration of the financial affairs of the Council. These include:

- Setting financial management standards and to monitor compliance with them;
- Ensuring proper professional practices are adhered to, and to act as head of profession in relation to the standards, performance and development of finance staff throughout the Council;
- Advising on the key strategic controls necessary to secure sound financial management; and
- Ensuring that financial information is available to enable accurate and timely monitoring and reporting of financial and non-financial performance indicators.

1.3.9 Reference to the CFO includes those authorised by them to undertake the various functions concerned.

Strategic Directors/Heads of Service

1.3.10 Strategic Directors and Heads of Service are responsible for ensuring that the Financial Procedure Rules are observed throughout all areas under their control and shall:

- Provide the CFO with such information and explanations as the CFO feels is necessary to meet their obligations under the Financial Procedure Rules;
- Consult with the CFO and seek approval on any matter liable to affect the Council's finances materially, before any commitments are incurred;
- Ensure that executive Members are advised of the financial implications of all significant proposals and that the financial implications have been agreed by the CFO;
- Inform the CFO of failures of financial control resulting in additional expenditure or liability, or loss of income or assets;
- Wherever any matter arises which may involve irregularities in financial transactions, consult with the CFO and, if a serious irregularity is confirmed, the matter shall be reported to the Chief Executive, appropriate Cabinet Member, and the HR & Workforce Development Manager; and
- Ensure the legality of their Directorate/Service's actions.

1.3.11 Strategic Directors and Heads of Service are also responsible for:

- Promoting the financial management standards set by the CFO in their departments and to monitor adherence to the standards and practices, liaising as necessary with the CFO; and
- Promoting sound financial practices in relation to the standards, performance, and development of staff in their service areas.

1.3.12 Reference to the Strategic Directors/ Head of Service includes those authorised by them to undertake the various functions concerned. Strategic Directors/Heads of Services will designate budget holders within their service to carry out day to day financial management within their areas of responsibility. Service managers with access to approval of financial commitments on the financial management system are considered budget holders within their areas of responsibility.

2. Financial Planning

2.1 BUDGETING

a) Budget Format

The budget format determines the level of detail to which financial control and management will be exercised. The format shapes how the rules around virement operate, the operation of cash limits and sets limits at which funds may be reallocated.

CFO Responsibilities

- 2.1.1 Advise Cabinet on the format and content of the budget to be approved by Council.

Strategic Directors/ Heads of Service Responsibilities

- 2.1.2 Comply with budgetary guidance provided by CFO including those documented in the [Financial Guidelines](#).

b) Budget and Medium-Term Planning

The Council is a complex organisation responsible for delivering a wide variety of services. It needs to plan effectively and to develop systems to enable scarce resources to be allocated in accordance with carefully weighted priorities. The budget is the financial expression of the Council's plans and policies.

The revenue budget must be constructed to ensure that resource allocation properly reflects the service plans and priorities of Council. Budgets (spending plans) are needed so that the Council can plan, authorise, monitor, and control the way money is allocated and spent. It is illegal for a Council to budget for a deficit.

Medium-term planning involves a cycle in which managers develop their own plans in conjunction with the CFO. As each year passes, another future year will be added to the Medium-Term Financial Strategy (MTFS). This ensures that the Council is always preparing for events in advance.

CFO Responsibilities

- 2.1.3 Prepare and submit reports on revenue budget forecasts to Cabinet, including resource constraints set by Government. Reports should take account of medium-term forecasts, where appropriate.
- 2.1.4 Determine detailed form of revenue budgets and the methods for preparation, consistent with the budget approved by Council, and after consultation with Cabinet, Strategic Directors and Heads of Service.
- 2.1.5 Prepare and submit reports to Cabinet on aggregate spending plans of service areas and on the resources available to fund them, identifying, where appropriate, implications for the level of taxation to be levied.
- 2.1.6 Advise on the medium-term and long-term financial implications of service decisions and alternative options.
- 2.1.7 Work with Strategic Directors and Heads of Service, and all Council Officers, to identify opportunities to improve economy, efficiency, and effectiveness,

encouraging good practice financial appraisals of development or savings options, and in developing the financial aspects of service planning.

- 2.1.8 Advise Council on Cabinet proposals in accordance with responsibilities under Section 151 of the [Local Government Act 1972](#).

Strategic Directors/Heads of Service Responsibilities

- 2.1.9 Prepare detailed draft revenue budgets in consultation with the CFO, for submission to Cabinet and approval by Council.
- 2.1.10 Integrate financial and budget plans into service planning, so that budget plans can be supported by financial and non-financial performance measures.
- 2.1.11 When drawing up draft revenue budgets, have regard to spending/income patterns and pressures, volatility to external influences, legal requirements, policy requirements, initiatives already underway and external grants and contributions.

c) Capital Programme

Capital expenditure involves acquiring or enhancing fixed assets with long-term value to the Council, such as land, buildings, and major items of plant, equipment or vehicles. Capital assets shape the way services are delivered in the long term and create financial commitments for the future in the form of financing costs and revenue running costs.

Capital expenditure must form part of an investment strategy and must be carefully prioritised and scrutinised in order to maximise the benefit of scarce resources.

CFO Responsibilities

- 2.1.12 Prepare capital budgets jointly with Strategic Directors/Heads of Service and report them to Cabinet for approval. The Cabinet will make recommendations on the capital budgets and on any associated financing requirements to Council. Cabinet Member approval is required where a Strategic Director/Head of Service proposes to bid for or exercise additional borrowing, not anticipated in the Capital Programme (extra borrowing will create future commitments to financing and capital repayment costs).
- 2.1.13 Prepare and submit reports to Cabinet on projected income, expenditure and resources compared with approved budgets.
- 2.1.14 Issue guidance on capital schemes [processes](#), and controls e.g. revenue costs, project appraisal techniques. The definition of capital will be determined by the CFO, having regard to government regulations and accounting requirements.
- 2.1.15 Obtain Cabinet authorisation for individual schemes where estimated expenditure exceeds Capital Programme provision by more than £50,000.

Strategic Directors/Heads of Service Responsibilities

- 2.1.16 Comply with guidance on capital projects and controls issued by CFO.
- 2.1.17 Develop and implement asset management plans in conjunction with CFO.
- 2.1.18 Ensure that all capital projects are strategically aligned and have undergone a robust appraisal, including economic and financial appraisal in the manner prescribed in the [Financial Guidelines](#). Ensure that the project appraisal has been approved by Financial and Legal Services, before being presented and discussed

by the appropriate management group (and before inclusion in the Capital Programme).

- 2.1.19 Prepare regular reports reviewing Capital Programme provisions for their services, and prepare a quarterly return of estimated final costs of schemes in the approved Capital Programme for inclusion in the quarterly financial monitoring reports to management.
- 2.1.20 Ensure adequate records are maintained for all capital contracts.
- 2.1.21 In consultation with the CFO, accelerate the progress of a scheme by deferring the start of another scheme in that year's programme or, if delays are occurring generally, may bring forward a scheme programmed to start in a later year.
- 2.1.22 Proceed with projects only when there is adequate provision in the Capital Programme, following Cabinet or Council approval, and with the agreement of the CFO where required. Cabinet can approve projects up to a value of £1,000,000 (General Fund) and £1,000,000 (Housing Revenue Account) in any one financial year. Projects that breach the £1,000,000 limits – either alone or cumulatively – require Council approval.
- 2.1.23 Prepare and submit quarterly reports, jointly with the CFO, to Cabinet, of any variation in contract costs greater than £50,000. The Cabinet may meet cost increases of the project by virement from identified savings arising from other projects within the capital programme.
- 2.1.24 Follow the appropriate project management framework in the initiation and delivery of significant capital projects. Prepare and submit post implementation reports, jointly with the CFO, to Cabinet on completion of schemes where the final expenditure varies from the approved budget by more than £50,000. Prepare post implementation reports, on completion of all capital schemes with capital spend over £250,000 through the life of the project for review by the Strategic Plan Financial Sustainability Theme Group.
- 2.1.25 Ensure credit arrangements, such as leasing agreements over the de-minimus level (£10,000), are not entered into without prior CFO approval, who will need to undertake an assessment of the type of lease arrangement being entered into. Where the lease is considered to be capital expenditure, it will go through the Capital Programme approval [process](#) established by the CFO.
- 2.1.26 Consult with the CFO and seek Cabinet approval where Strategic Director/Head of Service proposes to bid for Government funding to support expenditure that has not been included in current year's Capital Programme.

2.2 MAINTENANCE OF RESERVES

The Council must decide the minimum level of General Reserves it wishes to maintain before it can decide the level of Council Tax. Reserves are maintained as a matter of prudence. They enable the Council to provide for unexpected events and thereby protect it from overspending, should such events occur. There are also reserves earmarked for specific purposes.

CFO Responsibilities

- 2.2.1 To advise Cabinet and/or Council on prudent levels of reserves for the Council, and to take account of the advice of [CIPFA](#) in this matter.

Strategic Directors/Heads of Service Responsibilities

- 2.2.2 To ensure that reserves are used only for the purposes for which they were intended.

3. Financial Management

3.1 MANAGING INCOME & EXPENDITURE

a) Budget Monitoring and Control

Proper budget management ensures that – once the budget has been approved by Council – allocated resources are used for their intended purposes and are properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism that calls to account, managers responsible for defined elements of the budget.

By continuously identifying and explaining variances against budget targets, the Council can identify changes in trends and resource requirements at the earliest opportunity. The Council itself operates within an annual revenue limit, approved when setting the annual budget. To ensure that the Council does not overspend in total, each service is required to manage its own income and expenditure within the budget allocated to it. For the purposes of budgetary control by managers, a budget will usually be the planned income and expenditure excluding support and capital charges, for a department.

CFO Responsibilities

- 3.1.1 Submit reports to Cabinet and Council, in consultation with the relevant Strategic Director/Head of Service, where a Strategic Director/Head of Service's expenditure and resources are significantly outside the approved budgets under their control.
- 3.1.2 Prepare and submit quarterly reports on the Council's projected income and expenditure compared with the budget to the Cabinet.
- 3.1.3 Establish an appropriate framework of budgetary management and control that ensures that:
- Budget management is exercised within the approved budget unless Cabinet approves a supplementary estimate;
 - Each Strategic Director/Head of Service/ Budget Holder has timely information on income and expenditure on each budget which is sufficiently detailed to enable managers to monitor their budgetary responsibilities;
 - As a minimum, quarterly updates are held between a Head of Service, budget holder and their Finance representative;
 - All Officers responsible for income and expenditure, comply with the relevant guidance and the Financial Procedure Rules;
 - Each cost centre has a single named manager, designated by the relevant Strategic Director/Head of Service. As a general principle, budgetary responsibility should be aligned as closely as possible to the decision-making processes that commit expenditure; and

- Significant variances from approved budget are investigated and reported by budget holders monthly and advised to the Strategic Management Team and Cabinet.

3.1.4 Administer the Council's Scheme of Virement (refer to Section 3B below).

Strategic Directors/Heads of Service Responsibilities

- 3.1.5 Consult with CFO on any matter which is liable materially to affect the finances of the Council before any provision or other commitment is incurred and before reporting to Members.
- 3.1.6 Maintain budgetary control within their services, in adherence to the principles above, and to ensure that all income and expenditure is properly recorded and accounted for.
- 3.1.7 Ensure that an accountable budget holder is identified for each item of income and expenditure under the control of the Strategic Director/Head of Service (grouped together in a series of department codes). Budget responsibility should be aligned as closely as possible to the decision-making that commits the expenditure.
- 3.1.8 Ensure that spending remains within the service's overall budget limit, and that individual budget heads are not overspent, by monitoring and taking appropriate corrective action where significant variations from the approved budget are forecast and to report these to the CFO. This regulation shall also apply to any action or decision, which will give rise to a reduction in income.
- 3.1.9 Ensure that a monitoring process is in place to review performance levels in conjunction with the budget and is operating effectively within the guidelines set down by the CFO.
- 3.1.10 Obtain prior approval by Council or Cabinet (refer to Section 3E below) for new proposals outside of the budget and policy framework, of whatever amount, that:
- Create financial commitments in the current year and future years;
 - Change existing policies, initiate new policies, or cease existing policies; or
 - Materially extends or reduces Council services.
- 3.1.11 Ensure compliance with Scheme of Virement (refer to Section 3B below).
- 3.1.12 Consult with the relevant Strategic Director/Head of Service, where it appears that a budget proposal, including a virement proposal, may impact on another service area or another Strategic Director/Head of Service's service activity, prior to any action being taken.

Budget Holder Responsibilities

- 3.1.13 Budget holders must ensure that:
- All expenditure is incurred or committed in accordance with the FPR, the Procurement Procedure Rules and all guidance notes produced by the CFO, including the appropriate levels of internal and external approval;
 - Planned and actual expenditure takes full account of the need to achieve value for money in terms of economy, efficiency and effectiveness;
 - They meet with the designated finance business partners regularly;
 - Forecasting of expenditure against budget is robust and where a budget allocation is no longer fully needed or where there is a risk of overspending this is reported promptly to the financial planning team; and

- Information must be supplied promptly to the Financial Planning team as required to enable budgets to be compiled and periodic account close procedures to be completed.
- Detailed considerations for budget managers are included in the [Financial Guidelines](#).

b) Virement

A Virement is the transfer between existing budgets that enables Cabinet, Strategic Directors, Heads of Service, and their staff, to manage budgets with a degree of flexibility within the overall budget and policy framework determined by the Council, and therefore to optimise the use of resources.

- 3.1.14 The Scheme of Virement is administered by the CFO. Administrative guidelines for effecting virements are detailed in the [Financial Guidelines](#).
- 3.1.15 Virement does not create additional overall budget liability and should not be used to create additional budget demand in future years.
- 3.1.16 Virement is not allowed:
- From capital financing charges, interest credits, council tax and housing benefit payments and projects financed by external grants and contributions, corporate finance costs (e.g., bank charges), precepts etc. or internal recharges (e.g. departmental support service recharges); or
 - For a transfer of resources between funds (e.g., between the General Fund and the HRA and or any other earmarked fund); or
 - For creating income and corresponding expenditure budgets (Use supplementary budgets in **section f** for this purpose)
- 3.1.17 Virement is only allowed from employee costs with the approval of the CFO and after consideration of the overall budget position on employees since the budget anticipates savings on employee budgets from natural staff turnover, and virements on employee costs could create permanent expenditure commitments.

CFO Responsibilities

- 3.1.18 Prepare – jointly – with the relevant Strategic Director/Head of Service a report to Cabinet on proposed virements, where required under the Scheme.

Virement Scheme Approver Thresholds - Summary of Para 3.1.19 – 3.1.21		
Approver	Individual Threshold	Cumulative threshold
Budget holder	up to £50,000	N/A
Head of service	up to £100,000	N/A
Portfolio holder and Section 151 Officer	£100,001 - £250,000	£250,000 per portfolio
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A

Strategic Directors/Heads of Service Responsibilities

- 3.1.19 Strategic Directors/Heads of Service may exercise virement on budgets under their control for gross amounts up to £100,000 within Departmental budgets or between Departmental budgets within the same Service budget (any combination

thereof), following consultation with the CFO and subject to the conditions in paragraphs 3.1.20 to 3.1.24 below.

- 3.1.20 Amounts greater than £100,000 require Portfolio Holder approval, following a joint report by the CFO and the Strategic Director/Head of Service, which must specify the proposed expenditure and the source of funding, and must explain the implications in the current and future financial year. Each Cabinet Member has a cumulative limit of £250,000 per financial year.
- 3.1.21 Amounts greater than £250,000 require Cabinet approval. The Cabinet has a cumulative limit of £1,000,000 per financial year. Amounts greater than £1,000,000 require Council approval.
- 3.1.22 Virements relating to a specific financial year, should not be made after 31st March in that year.
- 3.1.23 Where an approved budget is a lump-sum budget or contingency intended for allocation during the year, its allocation will not be treated as a virement, provided that:
- The amount is used in accordance with the purposes for which it has been established; and
 - Cabinet has approved the basis and the terms, including financial limits, on which it will be allocated. Individual allocations more than the financial limits should be reported to the Cabinet.
- 3.1.24 All Virements will be recorded in a way prescribed by the Chief Finance Officer who will arrange for Virements to be incorporated into subsequent financial monitoring report to the Cabinet. See [Financial Guidelines](#) for the latest documentation requirements.

Budget Holder Responsibilities

- 3.1.25 Officers with budget holder responsibilities may exercise virement on budgets under their control for gross amounts up to £50,000 within assigned Departmental budgets only, following consultation with the CFO and subject to the conditions in paragraphs 3.1.19 to 3.1.24 above.

c) Year-End Balances

<p>The treatment of year-end balances is administered by the CFO within guidelines set by the Council. The rules below cover arrangements for the transfer of resources between accounting years, i.e. a carry-forward.</p>
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Year-End Balances ('carry forwards')

- 3.1.26 The Scheme of Carry-Forwards is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.27 The rules cover arrangements for transferring resources between accounting years (i.e. carry-forwards).

CFO Responsibilities

- 3.1.28 Administer the Scheme of Carry-Forwards within guidelines approved by Council:
- Underspent Capital budgets at year-end will be carried forward in the Capital Programme automatically unless no longer required

- Underspent Revenue budgets up to £30,000 on individual budgets may be carried forward with CFO approval
- Underspent Revenue budgets in excess of £30,000 on individual budgets may be carried forward with Cabinet approval
- All underspent Revenue budgets approved to be carried forward will be retained in an earmarked reserve.

3.1.29 Report jointly with relevant Strategic Director/Head of Service on all material overspends and underspends on service budgets carried forward to the Cabinet and to Council.

Strategic Directors/Heads of Service Responsibilities

- 3.1.30 Underspends on service budgets up to £30,000 under the control of the Strategic Director/Head of Service may be carried forward with prior CFO approval. Underspends over £30,000 require Cabinet approval.
- 3.1.31 Take account of Capital underspends carried forward into the following years Capital Programme.

d) Use of Earmarked Reserves

Earmarked reserves are funds and balances set aside for specific purposes and can arise from specific external funding (i.e., funding with restricted use) or year-end balances brought forward. A general reserve for which the council has broad discretion over use is excluded from this segment and is covered by the provisions in section f. For the avoidance of doubt, a list of all earmarked reserves specifying who can request their use is included in the [Financial Guidelines](#). Anything not on the list is a general reserve, the use of which is a supplementary estimate.

- 3.1.32 Budget changes to be funded by earmarked reserves must be aligned with the purpose for which the earmarked reserve was created.
- 3.1.33 The CFO will ensure that proposed use of earmarked funding or reserve is aligned with the purpose of such earmarked funding or reserve.
- 3.1.34 The CFO has the authority to change the designation of earmarked reserves if it is determined that the funds are no longer required for the purpose for which the reserve was created and there is no further obligation to an external party who may have provided the initial funding held in the reserve.
- 3.1.35 Reserves Unmarked by the CFO will generally be applied to meet deficits in the general fund budget.

e) Emergency Expenditure

The Council needs a procedure in place for meeting immediate needs if an emergency arises in the district. Further guidance is provided in the [Financial Guidelines](#).

- 3.1.36 The Chief Executive and CFO shall have authority to approve expenditure on items essential to meet immediate needs created by an emergency or which is subject to Section 138 of the Local Government Act 1972, subject to a subsequent report to Cabinet and/or Council depending on whether or not the expenditure can be met within the current budget framework.

- 3.1.37 The Leader or Deputy Leader (having received report from Chief Executive and CFO), shall have power to incur expenditure essential to meet immediate needs created by an emergency, or which is referable to Section 138 of the Local Government Act 1972 (or subsequent legislation) which is not otherwise authorised, or where it is necessary in the Council interest to settle legal proceedings. A subsequent report shall be submitted to Cabinet and/or Council, depending on whether the expenditure can be met within the current budget framework.
- 3.1.38 The CFO will ensure – retrospectively – the submission of a claim for reimbursement under the “Bellwin Scheme” for any eligible emergency costs incurred i.e. costs incurred on, or in connection with, immediate actions to safeguard life and property or to prevent suffering or severe inconvenience as a result of a disaster or emergency in the district. Grant is limited by Section 155 of the Local Government and Housing Act 1989 and local authorities are expected to have budgeted for a certain amount of emergency expenditure (the ‘threshold’).

f) Supplementary Budget

Supplementary budget is a budget through which changes are made in respect of receipts or payments or which either no provision is available or the provision available is inadequate in the current year’s budget. Further guidance is provided in the [Financial Guidelines](#). The supplementary budget process will also apply to the approval of budget proposals for creating or extending services which will be funded by anticipated income.

- 3.1.39 The supplementary budget is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.40 Supplementary budget typically creates additional overall budget liability in exceptional cases which are not emergencies (See **Section e** for emergency expenditure rules).
- 3.1.41 The CFO/Strategic Directors/Heads of Service/Budget holder must have considered virements and alternative measures to meet a service need and found them insufficient before resorting to initiating a supplementary budget.
- 3.1.42 The following approval limits will apply to the net supplementary budget (i.e., after considering the expected income or other funding):

Supplementary Budget Threshold		
Approver	Collective¹ Threshold	Cumulative Threshold
Portfolio holder and Section 151 Officer	Up to £250,000	£250,000
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A

¹ Individual portfolio holders can approve Supplementary Budgets of up to £250,000 in their portfolios, but within an overall cumulative limit of £250,000 for all portfolio holders. Above this cumulative threshold all Supplementary Budgets will need to be approved by Cabinet.

- 3.1.43 All Supplementary budgets will be recorded in a way prescribed by the Chief Finance Officer who will arrange for the supplementary budgets to be incorporated into subsequent financial monitoring reports to the Cabinet. See [Financial Guidelines](#) for further guidance.

4. Financial Accounting

4.1 ACCOUNTING POLICIES

The CFO is responsible for preparing the Council's Statement of Accounts, in accordance with proper practices as set out in the format required by the [Code of Practice on Local Authority Accounting in the United Kingdom](#) (the Code) issued by (CIPFA/LASAAC), for each financial year.

CFO Responsibilities

- 4.1.1 Select suitable accounting policies and ensure they are applied consistently. Accounting policies are set out in the annual Statement of Accounts.

Strategic Directors/Heads of Service Responsibilities

- 4.1.2 Adhere to accounting policies, timetables and guidelines approved by the CFO.

4.2 ACCOUNTING RECORDS AND RETURNS

Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for the stewardship of public resources. The Council has a statutory responsibility to prepare an annual Statement of Accounts that give a "true and fair view" of the financial position and transactions of the Council.

The accounting records are subject to external audit. The audit provides assurance that the Statement of Accounts have been prepared properly, that proper accounting practices have been followed and that robust arrangements have been made for securing economy, efficiency, and effectiveness in the use of Council resources.

CFO Responsibilities

- 4.2.1 Determine the accounting procedures and records for the Council. Where these are maintained outside of Financial Services, the CFO should consult the Strategic Director/Head of Service concerned.
- 4.2.2 Arrange for the compilation of all accounts and accounting records under his or her direction.
- 4.2.3 Comply with the following principles when allocating accounting duties:
- Separating the duties of providing information about sums due to or from the Council and calculating, checking, and recording these sums from the duty of collecting or disbursing them; and
 - Employees with the duty of examining or checking the accounts of cash transactions must not themselves be engaged in these transactions.
- 4.2.4 Ensure that claims for funds, including grants, are made by the due date.
- 4.2.5 Make proper arrangements for the audit of the Council's Statement of Accounts in accordance with the latest Accounts and Audit (England) Regulations.

- 4.2.6 Prepare and publish the Statement of Accounts for each financial year in accordance with the statutory timetable, and present audited Statements for approval by the Audit and Governance Committee before 31st July each year. Submit provisional outturn results for financial year to Cabinet as soon as practicable.
- 4.2.7 Ensure the retention of financial documents in accordance with the Council's Document Retention Policy.
- 4.2.8 Undertake or receive monthly reconciliations for all fundamental IT financial systems and sign off as evidence of CFO's review.

Strategic Directors/Heads of Service Responsibilities

- 4.2.9 Consult and obtain the approval of the CFO before making changes to accounting arrangements, records, and procedures.
- 4.2.10 Comply with segregation of duties principles outlined in Paragraph 4.2.3 when allocating accounting duties.
- 4.2.11 Maintain records that provide a management trail, leading from income/expenditure source through to the accounting statements, and carry out regular monthly reconciliations of fundamental IT financial systems to the Council's corporate financial management information system.
- 4.2.12 Supply information required to enable the Statement of Accounts to be completed by the statutory deadline of 31st May each year and in accordance with guidelines issued by the CFO.

4.3 STATEMENT OF ACCOUNTS

The Council has a statutory responsibility to prepare its own Statement of Accounts, which give a "true and fair view" of the financial position and transactions of the Council.

The Audit & Governance Committee is responsible for approving the statutory annual Statement of Accounts.

CFO Responsibilities

- 4.3.1 Select suitable accounting policies and to apply them consistently.
- 4.3.2 Make judgements and estimates that are reasonable and prudent.
- 4.3.3 Ensure compliance the CIPFA/LASAAC Accounting Code of Practice.
- 4.3.4 Sign and date the Statement of Responsibilities with the Statement of Accounts, stating it gives a true and fair view of the financial position and transactions of the Council (including group financial statements where applicable) at the year ended 31st March.
- 4.3.5 Draw up the timetable for final accounts preparation and to advise Officers and external auditors accordingly.

Strategic Directors/Heads of Service Responsibilities

- 4.3.6 Comply with accounting guidance provided by the CFO and supply the CFO with information when required.

5. Risk Management and Control of Resources

5.1 RISK MANAGEMENT

All organisations, whether in the private or public sector, face risks to people, property, and continued operations. Risk is the chance or possibility of loss, damage, injury, or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk Management is the planned and systematic approach to the identification, evaluation, and control of risk. Its objectives are to secure the assets of the organisation and to ensure its continued financial and organisational well-being. In essence it is an integral part of good business practice.

Risk Management is concerned with evaluating the measures an organisation already has in place to manage perceived risks and then recommend the actions the organisation needs to take to control these risks effectively.

The Audit and Governance Committee monitors the effective development and operation of Risk Management, and it is the overall responsibility of Cabinet to approve the Risk Management Strategy, and to promote a culture of risk management awareness throughout the Council.

CFO Responsibilities

- 5.1.1 Develop and maintain a Risk Management Strategy.
- 5.1.2 Develop and maintain a Risk Register.
- 5.1.3 Develop and promote a proactive and positive corporate Risk Management culture, including awareness and the implementation and maintenance of Risk Management controls.
- 5.1.4 Include all appropriate employees in suitable Fidelity Guarantee insurance cover.
- 5.1.5 Arrange suitable corporate insurance cover, through external insurance and internal funding, and negotiate claims for losses in consultation with other Officers, and partner organisations, where necessary.

Strategic Directors/Heads of Service Responsibilities

- 5.1.6 Promote a proactive and positive Risk Management culture within service area, including raising awareness and the implementation and maintenance of Risk Management controls.
- 5.1.7 Show due regard to advice from specialist Officers (e.g. health and safety) and review risks through the Service Planning process at least quarterly.
- 5.1.8 Promptly notify CFO of all significant new risks, properties, vehicles or other assets that require insurance and of any alterations affecting existing insurances and to provide information when requested.
- 5.1.9 Immediately notify CFO of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required by the CFO or the Council's insurers.

- 5.1.10 Consult with the CFO and the Head of Legal and Democratic Services on the terms of any indemnity that the Council is requested (or has offered) to give.
- 5.1.11 Ensure that employees, or anyone covered by Council insurance, do not admit liability, or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.

5.2 INTERNAL CONTROLS

The Council is complex and beyond the direct control of individuals. It therefore requires internal controls to manage and monitor progress towards strategic objectives and to monitor compliance with statutory obligations.

The Council faces a wide range of financial, legal, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives. Internal controls are necessary to manage these risks and to protect the Council from the impact of uncertainties.

CFO Responsibilities

- 5.2.1 Assist the Council to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective and efficient operations, financial stewardship, probity and compliance with laws and regulations.
- 5.2.2 Ensure an effective internal audit function is resourced and maintained.
- 5.2.3 Ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control as required by professional standards and in line with CIPFA's Code of Practice.
- 5.2.4 Ensure an effective audit committee is developed and maintained.

Strategic Directors/Heads of Service Responsibilities

- 5.2.5 Manage processes to check that established controls are being adhered to and to evaluate their effectiveness, to be confident in the proper use of resources, achievement of objectives and management of risks.
- 5.2.6 Review existing controls in the light of changes affecting the Council and to establish and implement new ones in line with guidance from the CFO. Strategic Directors/Heads of Service should also be responsible for removing controls that are unnecessary or not cost or risk effective – for example, because of duplication.
- 5.2.7 Ensure Officers have a clear understanding of the consequences of lack of control.

5.3 AUDIT REQUIREMENTS

a) Internal Audit

The requirement for an internal audit function for local authorities is implied by Section 151 of the Local Government Act 1972, which requires that authorities "make arrangements for the proper administration of their financial affairs". More specific requirements are set out in the Accounts and Audit Regulations 2015, which require the Council to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Chief Executive

- 5.3.1 Ensure that the Head of Internal Audit has direct access to and freedom to report in his or her own name and without fear or favour to the Chief Executive and the CFO, the Cabinet and the Audit & Governance Committee, all levels of management, Officers and elected Members. This should include the ability to meet the Chairman of the Audit & Governance Committee alone (outside of the Committee meeting) and External Auditors to discuss significant concerns that they may have over the adequacy and effectiveness of internal controls and risk management activities.

CFO Responsibilities

- 5.3.2 Implement appropriate measures to prevent and detect fraud and corruption and ensure that effective procedures are in place to investigate promptly any identified fraud or irregularity.
- 5.3.3 Report to Cabinet requesting additional funding where insufficient internal audit resources have been identified.

Head of Internal Audit Responsibilities

- 5.3.4 Ensure that Internal Audit has unrestricted access to all information (including records, computer files, property, and personnel) and activities undertaken by the Council, and those of partner organisations and third-party service providers where contract terms include Internal Audit access rights.
- 5.3.5 Assisting the CFO in discharging their responsibilities under Section 151 of the Local Government Act 1972 in relation to internal controls.
- 5.3.6 Providing and maintaining an Internal Audit function which meets the requirements of the Public Sector Internal Audit Standards (PSIAS).
- 5.3.7 Developing and delivering an annual Audit Plan for the Council using a risk-based methodology. Following consultation with the Chief Executive Officer, CFO and SMT, the Head of Internal Audit will submit such plan to the Audit & Governance Committee for review and approval prior to the commencement of each financial year.
- 5.3.8 Providing an annual Internal Audit opinion, compliant with PSIAS requirements, which informs the Annual Governance Statement on how the Council's control environment, including risk management processes, accounting records, governance, and value for money arrangements, established by management, are operating within the Council.
- 5.3.9 Issuing other reports which provide assurance to the Chief Executive, CFO, Monitoring Officer, and the Strategic Management Team, and making recommendations for improvement.
- 5.3.10 Comply with any requests from the External Auditor or access to any information, files or working papers obtained or prepared during audit work that is required to discharge their responsibilities.
- 5.3.11 Reporting to the Chief Executive, CFO and the audit committee, if the Head of Internal Audit concludes that resources are insufficient.

Strategic Directors/Heads of Service Responsibilities

- 5.3.12 Ensure that Internal Audit are given access at all reasonable times to premises, human resources, documents, and assets that the auditors consider necessary for the purposes of their work.
- 5.3.13 Ensure that auditors are provided with any information and explanations that they seek in the course of their work.
- 5.3.14 Consider and respond promptly to recommendations/actions in Internal Audit reports.
- 5.3.15 Ensure that agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.
- 5.3.16 Notify the Head of Internal Audit immediately of any suspected fraud, theft, irregularity, improper use or misappropriation of Council property, assets or resources. Pending investigation and reporting, the Strategic Director/Head of Service should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.
- 5.3.17 Ensure that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Head of Internal Audit prior to implementation.

b) External Audit

The Local Audit and Accountability Act 2014 (“the Act”) sets out the framework for audit of local authorities. It replaces the provisions of the Audit Commission Act 1998 following the closure of the Audit Commission. The duties and responsibilities of external auditors are primarily set out in Part 5 of the Act and reflected in a Code of Audit Practice issued by the National Audit Office.

The Statement of Accounts is scrutinised by the external auditors, who must be satisfied that they give a “true and fair view” of the financial position and transactions of the Council (including any group financial statements where applicable) during the year and complies with all legal requirements.

CFO Responsibilities

- 5.3.18 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents, and assets that the external auditors consider necessary for the purposes of their work.
- 5.3.19 Ensure there is effective liaison between external and internal audit.
- 5.3.20 Work with the external auditor and advise Council, Cabinet and Strategic Directors/Heads of Service on their responsibilities in relation to external audit.

Strategic Directors/Heads of Service Responsibilities

- 5.3.21 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents, and assets which the external auditors consider necessary for the purposes of their work.
- 5.3.22 Ensure that all records and systems are up to date and available for inspection.

5.4 PREVENTING FRAUD AND CORRUPTION

The Council will not tolerate fraud and corruption in the administration of its responsibilities, whether from inside or outside the Council.

The Council's expectation of propriety and accountability is that Members and Officers at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures, and practices.

The Council also expects that individuals and organisations, including partner organisations, suppliers, contractors, and service providers with whom it comes into contact will act towards the Council with integrity and without thought or actions involving fraud and corruption.

Chief Executive Responsibilities

- 5.4.1 Maintain adequate and effective internal control arrangements.

CFO Responsibilities

- 5.4.2 Implement appropriate measures to prevent and detect fraud and corruption.

Head of Internal Audit Responsibilities

- 5.4.3 Develop and maintain a comprehensive Anti-Money Laundering Strategy.
- 5.4.4 Develop and maintain a comprehensive Anti-Fraud and Corruption Strategy.
- 5.4.5 Develop and maintain a Code of Corporate Governance; monitor and report on compliance to the Audit and Governance Committee. Non-compliant areas, or areas requiring improvement, to be included within an "Annual Statement of Assurances" prepared by the Chief Executive.
- 5.4.6 Report all suspected irregularities (as appropriate) to the Chief Executive, the CFO, and the Audit & Governance Committee.

Strategic Directors/Heads of Service Responsibilities

- 5.4.7 Ensure that all suspected irregularities are reported to the Head of Internal Audit without delay.
- 5.4.8 Instigate the Council's disciplinary procedures where the outcome of an audit investigation indicates improper behaviour.
- 5.4.9 Ensure that where financial impropriety is discovered, the CFO and Head of Internal Audit are informed as soon as possible, and where sufficient evidence exists to believe that a criminal offence may have been committed, the police are informed to determine with the Crown Prosecution Service whether any prosecution will take place.
- 5.4.10 Maintain corporate Register of Interests' for both councillors and Officers.

5.5 ASSETS

a) Security of Property

The Council holds assets in the form of property, vehicles, plant, software, equipment other items worth many millions of pounds. It is important that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up-to-date asset register is a prerequisite for proper fixed asset accounting and sound asset management.

CFO Responsibilities

- 5.5.1 Maintain an Asset Register in accordance with good practice for all fixed assets with a value more than £10,000. The function of the Asset Register is to provide the Council with information about fixed assets so that they are safeguarded, used efficiently and effectively, and maintained.
- 5.5.2 Receive and process information required for accounting, costing and financial records from each Strategic Director/Head of Service.
- 5.5.3 Ensure that assets are valued in accordance with the Code issued by (CIPFA/LASAAC).
- 5.5.4 Issue guidelines on best practice (*"Local Authority Assets: Disposal Guidance - DCLG March 2016"*) for asset disposals
- 5.5.5 Ensure appropriate accounting entries are made to remove the value of asset disposals from the Council's records, including the proceeds of sale where appropriate.
- 5.5.6 (Independently) review and authorise proposed stock write-offs (including obsolete and surplus stock) submitted by Strategic Directors/Heads of Service, within predetermined limits. Values in excess of predetermined limits should be forwarded for approval by the Portfolio Holder for Resources and/or Cabinet as appropriate.

Strategic Directors/Heads of Service Responsibilities

- 5.5.7 Notify the CFO immediately of any additions/disposals/variations to the Asset Register. Any use of property by a service area or establishment, other than for direct service delivery, should be supported by documentation identifying terms, responsibilities and duration of use.
- 5.5.8 Arrange for the valuation of assets for accounting purposes to meet requirements specified by the CFO.
- 5.5.9 Recommend surplus land and buildings for sale to the Asset Management Group (AMG), followed by a joint report prepared by the relevant Strategic Director/Head of Service and the CFO to Cabinet.
- 5.5.10 Follow best practice guidelines for asset disposals, issued by the CFO.
- 5.5.11 Ensure prospective occupiers of Council land are not allowed to take possession or enter until a lease or agreement (in a form approved by the Strategic Director/Head of Service in consultation with the Head of Legal and Democratic Services) has been established as appropriate.

- 5.5.12 Ensure security of buildings and other assets, including vehicles, plant, equipment, furniture, stock, stores and other property, within service area. Consult CFO where security is thought to be defective or where it is considered that special security arrangements may be needed.
- 5.5.13 Pass title deeds to Head of Legal and Democratic Services, for safe custody. The Head of Operations must keep a record of all properties owned by the Council, recording Portfolio, the purpose for which it is held, the location, the plan reference, purchase details, particulars of interest and rent payable, and particulars of tenancies granted.
- 5.5.14 Ensure that cash holdings on premises are kept within insurance limits (determined by CFO) and keys to safes and similar receptacles are carried on the person of those responsible at all times. Loss of any such keys must be reported to the CFO immediately.
- 5.5.15 Ensure all employees are aware of their personal responsibility to protect and retain the confidentiality of information, whether held in manual or computerised records. Information may be sensitive or privileged, or may possess some intrinsic value, and its disclosure or loss could result in a cost to the Council.

Inventories

- 5.5.16 Maintain an Inventory List within service area, recording descriptions of any furniture, fittings, equipment, plant, and machinery, with individual values of £75 or more. The Purchasing & Payables Manager must be notified if the value of a single item exceeds £10,000.
- 5.5.17 Carry out annual check of all significant inventory items to verify location, condition, and act in relation to surpluses or deficiencies, annotating the inventory accordingly. Portable items such as computers, cameras and video recorders should be identified with Council security markings.
- 5.5.18 Make sure that property is only used during Council business, unless the Strategic Director/Head of Service concerned has given permission otherwise.

Stocks and Stores

- 5.5.19 Make appropriate arrangements for the care and custody of stocks and stores within service area.
- 5.5.20 Maintain stocks at reasonable levels and ensure regular (minimum quarterly) independent physical stock checks. Stock discrepancies should be immediately investigated and pursued to a satisfactory conclusion.
- 5.5.21 Recommend stock write-offs (including obsolete and surplus stock) by submitting proposal in writing to CFO (seeking advice from purchasing advisors where appropriate).

b) Intellectual Property

Intellectual property is a generic term that includes inventions and writing. If these are created by the employee during employment, then, as a rule, they belong to the Council, not the employee.

Certain activities undertaken within the Council may give rise to items that may be patentable, for example, software development. These items are collectively known as intellectual property.

CFO Responsibilities

- 5.5.22 Develop and disseminate good practice through the Council's intellectual property procedures.

Strategic Directors/Heads of Service Responsibilities

- 5.5.23 Ensure that controls are in place to ensure that staff do not carry out private work in Council time and that Officers are aware of an employer's rights regarding intellectual property.

5.6 TREASURY MANAGEMENT, BANKING AND PETTY CASH

Millions of pounds pass through Councils' accounts each year. This has led to the establishment of CIPFA's "*Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*" (the Code).

The Code aims to provide assurance that Council money is effectively managed in a way that balances risk with return, with overriding consideration given to the security of capital sums.

Banking arrangements and petty cash should also be managed appropriately with key responsibilities confined to the CFO and a limited number of authorised individuals.

CFO Responsibilities

- 5.6.1 Undertaking borrowing and investment activities in full compliance with CIPFA's "*Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*." Any other lending or borrowing cannot be undertaken without the approval of Council, following consultation with the CFO.
- 5.6.2 Ensuring that all borrowing and investing activities are undertaken in the name of the Council (or nominee approved by Council), and detailed records/registers maintained, and appropriate arrangements are made for the safe custody of all securities and title deeds.
- 5.6.3 Arranging and administering banking arrangements, including negotiate banking arrangements, opening accounts, signing Direct Debit mandates, ordering cheque books, and arranging BACS payments.
- 5.6.4 Along with the Chief Executive, signing bank mandates authenticating the signatures of Officers designated as cheque signatories, and signatories for other instruments for the payment, collection, or transfers of monies. All cheques must bear the signature of two authorised Officers of the Council and dispatched directly from the CFO (or his or her staff) to payees.
- 5.6.5 Making arrangements with the bank for the issue of corporate Purchasing Cards.
- 5.6.6 Developing, maintaining, and disseminating a detailed Purchasing Card Policy, ensuring that all card holders sign their acceptance of its terms and conditions.
- 5.6.7 Developing and operating a Petty Cash Imprest system (including a set of CFO prescribed rules), which balances operational need with efficiency and appropriate cash control measures.

Strategic Directors/Heads of Service Responsibilities

- 5.6.8 Following instructions on banking and purchase cards issued by the CFO.
- 5.6.9 Utilising Purchasing Cards in accordance with the corporate Purchasing Card Policy. Cardholders must formally sign to indicate their acceptance of the Policy, prior to usage.
- 5.6.10 Ensure Trust Funds are held in the Council's name wherever possible. Officers acting as Trustees, due to their official position, must deposit securities etc. relating to the Trust with the CFO, unless the deed otherwise provides.
- 5.6.11 Ensure Trust Funds are operated within relevant legislation and the specific requirements for each Trust. The CFO must approve secure administration arrangements.
- 5.6.12 Ensure employees within service area operate Petty Cash Imprest system in compliance with CFO prescribed rules.

6. Financial Systems and Procedures

6.1 GENERAL

Service areas have many systems and procedures relating to the control of the Council's assets, including purchasing, costing and management systems. Service areas are increasingly reliant on ICT for their monetary management information. The information must therefore be accurate and the systems and procedures sound and well administered. They should contain controls to ensure that transactions are properly processed, errors detected promptly, and system reconciliations completed and evidenced monthly.

The CFO has a professional responsibility to ensure that Council financial systems are sound and should therefore be consulted at an early stage in the process prior to the implementation of any new developments or changes/upgrades to existing systems.

CFO Responsibilities

- 6.1.1 Make arrangements for the proper administration of the Council's financial affairs, including:
 - Issuing advice, guidance and procedures for Officers and others acting on the Council's behalf
 - Determining the accounting systems, form of accounts and supporting financial records
 - Establishing arrangements for audit of the Council's financial affairs
 - Approving any new financial systems to be introduced; and
 - Approving any changes to be made to existing financial systems.

Strategic Directors/Heads of Service Responsibilities

- 6.1.2 Comply with procedures and guidance issued by the CFO.
- 6.1.3 Ensure that accounting records are properly maintained and held securely.
- 6.1.4 Ensure that vouchers and documents with financial implications are not destroyed, except in accordance with arrangements set out in the approved Document Retention Policy.

- 6.1.5 Ensure that a complete management trail, allowing financial transactions to be traced from the accounting records to the original document, and vice versa, is maintained.
- 6.1.6 Incorporate appropriate controls to ensure that, where relevant:
 - All input is genuine, complete, accurate, timely and not previously processed
 - All processing is conducted in an accurate, complete and timely manner
 - Output from the system is complete, accurate and timely; and
 - Output is reconciled, at least monthly, to the Council's general ledger and signed off by the preparer and reviewer of the reconciliation.
- 6.1.7 Ensure that the organisational structure provides an appropriate segregation of duties to provide adequate internal controls and to minimise the risk of fraud or other malpractice.
- 6.1.8 Ensure there is a documented and tested disaster recovery plan to allow information system processing to resume quickly in the event of an interruption.
- 6.1.9 Ensure systems are documented and Officers trained in operations.
- 6.1.10 Consult with CFO before changing existing financial systems or introducing new financial systems.
- 6.1.11 Establish a scheme of delegation identifying Officers authorised to act upon the Strategic Director/Head of Service's behalf in respect of payments, income collection and placing orders, including variations, and showing the limits of their authority.
- 6.1.12 Supply lists of authorised Officers, with specimen signatures and delegated limits, to the CFO, together with any subsequent variations.
- 6.1.13 Ensure that effective contingency arrangements, including back-up procedures, exist for computer systems. Where possible, back-up information should be retained in a secure location, preferably off site or at an alternative location within the building.
- 6.1.14 Ensure that, where appropriate, computer systems are registered in accordance with data protection legislation and that staff are aware of their responsibilities under the legislation.
- 6.1.15 Ensure relevant standards and guidelines for computer systems issued by Strategic Directors/Heads of Service are observed.
- 6.1.16 Ensure computer equipment and software is protected from loss and damage through theft, vandalism etc.
- 6.1.17 Comply with the copyright, designs, and patents legislation. In particular, ensure that only software legally acquired and installed by the Council is used on its computers.

6.2 INCOME AND EXPENDITURE

a) Income

Income can be a vulnerable resource and effective income collection systems are necessary to ensure that all income due is identified, collected, receipted, and properly banked. It is preferable to obtain income in advance of supplying goods or services as this improves cash flow and avoids the time and cost of administering debts.

CFO Responsibilities

- 6.2.1 Agree arrangements for the collection of income due to the Council and approve the procedures, systems, and documentation for its collection.
- 6.2.2 Periodically issuing guidance on charging policy, including key principles on fees and charges (e.g., full cost recovery and benchmarking), taxation and inflationary assumptions.
- 6.2.3 Order and supply to service areas receipt forms, books or tickets and related items and satisfy themselves regarding control arrangements.
- 6.2.4 Agree the write-off of bad debts (in consultation with the relevant Strategic Director/Head of Service) up to £15,000 in value in each case and refer sums more than this limit, but up to £100,000, to the Cabinet Member for Resources for approval. Individual sums to be written off that exceed £100,000 require Cabinet approval.
- 6.2.5 Keep records of all sums written off and ensure appropriate accounting adjustments are made.
- 6.2.6 Ensure that refunds are not made for sums under £5.00, unless specifically requested by the individual.

Strategic Directors/Heads of Service Responsibilities

- 6.2.7 Establish charging policy for the supply of goods or services in accordance with guidance issued by the CFO, reviewing it regularly, in line with corporate policies.
- 6.2.8 Separate responsibility for identifying amounts due and responsibility for collection, as far as is practicable.
- 6.2.9 In consultation with the CFO, establish and initiate appropriate recovery procedures, including legal action where necessary, for debts that are not paid promptly.
- 6.2.10 Issue official receipts for all cash transactions (except where a legal document is the receipt for money received) and maintain other documentation for income collection where receipts are not required.
- 6.2.11 Ensure wherever practical that at least two employees are present when post is opened at a site where income is regularly received.
- 6.2.12 Securely hold receipts, tickets, and other records of income in accordance with Document Retention Policy.
- 6.2.13 Lock away all cash to safeguard against loss or theft, and to ensure security of cash handling.
- 6.2.14 Ensure income is paid promptly and fully into Council bank account in the form in which it is received. Appropriate details should be recorded to provide a full audit trail. Money collected and deposited must be reconciled to bank accounts monthly (minimum).
- 6.2.15 Ensure income received is not used to cash personal cheques or make any other payments.
- 6.2.16 Supply CFO with details relating to work done, goods supplied, services rendered or other amounts due, to enable the CFO to correctly record the sums due to the Council and to ensure accounts are sent out promptly. To do this, Strategic Directors and Heads of Service should use established debt recovery systems to monitor the recovery of income and flag up areas of concern to the CFO. Heads of Service have a responsibility to assist the CFO in collecting debts that they have

originated, by providing any further information requested by the debtor, and in pursuing the matter on the Council's behalf.

- 6.2.17 Keep a record of every transfer of money between employees of the Council. The receiving Officer must sign for the transfer and the transferor must retain a copy.
- 6.2.18 Recommend debts for write-off to the CFO and keep a record of all sums written off. Once raised, bona fide debts must not be cancelled, except by full payment or by formal write off. A credit note to replace a debt can only be issued to correct a factual inaccuracy or administrative error in the calculation and/or billing of the original debt, a waiver or reduction in charges.
- 6.2.19 Where delegated authority has been granted by the CFO, individuals can write-off bad debts up to their specified limit in each case (Note – delegated authority must be exercised in strict observance of 'separation of duties' principles; referred to above in Paragraph 6.2.8). Sums more than their limit must be referred to the CFO for approval, who in turn will seek Cabinet Member approval for write-off of bad debt exceeding £15,000 in line with Paragraph 6.2.4 above.
- 6.2.20 Notify CFO of outstanding income relating to the previous budget year as soon as possible after 31st March in line with timetable determined by the CFO, and not later than 10th April or nearest working day thereafter.

b) Ordering and paying for work, goods, and services

Public money should be spent with demonstrable probity and in accordance with Council policies. Councils have a statutory duty to achieve best value, in part through economy and efficiency. Council procedures should help to ensure that services obtain value for money from their procurement arrangements. These procedures should be read in conjunction with the Council's Contract Procedure Rules.

- 6.2.21 Officers and Members engaged in contractual or procurement decisions on behalf of the Council have a responsibility to declare links or personal interests that they may have with purchasers, suppliers and/or contractors, in accordance with appropriate codes of conduct.
- 6.2.22 Official orders must be issued for all work, goods, or services to be supplied to the Council, except anything listed in the purchase order exemption list approved by the Chief Finance Officer. Any order placed by telephone shall be confirmed by the issue of an official order within five working days.
- 6.2.23 Purchase orders must conform to guidelines approved by Council for the procurement of goods, services, and suppliers. Standard terms and conditions must not be varied without the prior CFO approval.
- 6.2.24 The normal payment method will be by BACS payment direct to the customer, drawn on the Council bank account, approved by the CFO. Direct debits will require prior CFO agreement, or a designated bank signatory, before any agreement is signed. Purchasing card payments may be made by Officers pre-authorised by the CFO and identified on the Authorised Signatory List. VAT receipts for all goods must accompany monthly statements submitted to the CFO. Spending limits will be set/approved the CFO.
- 6.2.25 Official orders must not be raised for personal or private purchases, nor must personal or private use be made of Council contracts.

CFO Responsibilities

- 6.2.26 Ensure Council financial systems and procedures are sound and properly administered, approving changes to existing systems (whether new systems or upgrades) before implementation.
- 6.2.27 Approve the form of official orders and associated terms and conditions.
- 6.2.28 Make payment from Council funds on Strategic Directors/Heads of Service authorisations that expenditure has been duly incurred in accordance with Financial Procedure Rules.
- 6.2.29 Make payment (irrespective of budget provision) where it is required by statute or court order.
- 6.2.30 Arrange for the keeping of a Contract Register where contracts provide for payment by instalments.
- 6.2.31 Make payments to contractors upon receipt of properly completed certificates from Strategic Directors/Heads of Service. Such payments must be entered and appropriately cross referenced in the Contract Register.
- 6.2.32 Provide advice and encouragement on making payments by the most economical means.

Strategic Directors/Heads of Service Responsibilities

- 6.2.33 The Head of Legal and Democratic Services will determine the form of contract to be used for building, constructional or engineering work.
- 6.2.34 Ensure that all contract variations are in writing and agreed before work on the variation commences.
- 6.2.35 Refer claims from contractors on matters not clearly within existing contract terms to Head of Legal and Democratic Services for consideration of Council liability and to the CFO for financial consideration before settlement is reached.
- 6.2.36 Take appropriate action, in consultation with Head of Legal and Democratic Services, in respect of any claim for liquidated and ascertained damages where contract completion is delayed. This provision will not apply if there are reasons qualifying for an extension.
- 6.2.37 Ensure that unique NAV generated official orders are used for all goods and services, other than the exceptions specified in Paragraph 6.2.22.
- 6.2.38 Ensure orders are only used for goods and services provided to the relevant service area. Members and Officers must not use official orders to obtain goods or services for private use. Neither may Officers place orders for goods or services for personal use using the Council's e-procurement system.
- 6.2.39 Ensure that only staff authorised by Strategic Directors/Heads of Service authorise orders and maintain an up-to-date list of such authorised staff, including specimen signatures, identifying the limits of their authority. The authoriser of the order should be satisfied that works, goods, supplies and services ordered are appropriate and needed, that there is adequate budgetary provision and that Contract Procedure Rules have been followed.
- 6.2.40 Ensure that works, goods, supplies, and services are checked on receipt to verify that they are in accordance with the order. This check should, where possible, be carried out by a different Officer from the authoriser of the order. Entries should then be made in inventories or stores records where appropriate.

- 6.2.41 Ensure payment is not made unless a proper VAT invoice has been received, checked, coded, and certified for payment.
- 6.2.42 Ensure a minimum of two authorised members of staff are involved in the ordering, receiving and payment process. If possible, a different Officer from the person who signed the order, and in every case, a different Officer from the person checking a written invoice, should authorise invoices.
- 6.2.43 Periodically review a list of their staff approved to authorise invoices. New authorising Officers, together with specimen signatures, and details of their authority limits, must be forwarded to the CFO.
- 6.2.44 Ensure that payments are not made on photocopied or faxed invoices, statements, or other documents. Any instances of these being rendered should be reported to the Head of Internal Audit. In exceptional circumstances, where payment is made against such a document, where properly authenticated, the transaction must be processed in accordance with CFO guidance.
- 6.2.45 Encourage suppliers to accept payment by the most economical means for the Council. Payments made by Direct Debit must have the prior approval of the CFO or an authorised bank signatory.
- 6.2.46 Ensure service area achieves value for money by taking appropriate steps to obtain competitive prices for works, goods, supplies and services of appropriate quality, in line with best practice guidelines issued by the CFO, consistent with best value principles and contained within the Contract Procedure Rules.
- 6.2.47 Utilise the Procurement Team in putting purchases, where appropriate, out to competitive quotation or tender. These will comply with Contract Procedure Rules.
- 6.2.48 Ensure that employees are aware of the Code of Conduct (Part 5 of the Constitution).
- 6.2.49 Ensure that loans, leases, or rental arrangements are not entered into without prior CFO agreement. This is to protect the Council against entering unapproved credit arrangements that might adversely affect financial standing and to ensure that value for money is being obtained.
- 6.2.50 Notify CFO of outstanding committed expenditure relating to previous budget year as soon as possible after 31st March in line with timetable determined by CFO and, in any case, not later than 10th April.
- 6.2.51 Regarding construction contracts and alterations to buildings and for civil engineering works, to document and agree with CFO the systems and procedures to be adopted in relation to all financial aspects, including certification of interim and final payments, checking, recording, and authorising payments, the system for monitoring and controlling capital schemes and the procedure for validation of subcontractors' tax status.
- 6.2.52 Notify the CFO immediately of any expenditure to be incurred as a result of statute/court order where there is no budgetary provision.
- 6.2.53 Ensure that all appropriate payment records are retained and stored for the defined period, in accordance with the Document Retention Policy.

c) **Payments to employees and Members**

Staff costs are the largest item of expenditure for most Council services. It is therefore important that payments are accurate, timely, made only where they are due for services to the Council and that payments accord with individuals' Contract of Employment. It is also important that all payments are accurately and completely recorded and accounted for and that Member allowances are authorised in accordance with the scheme adopted by Council.

CFO Responsibilities

- 6.2.54 Ensure appropriate arrangements are in place to control secure and reliable payment of salaries, wages, compensation, or other emoluments to existing and former employees, in accordance with procedures prescribed by them, on the due date.
- 6.2.55 Record and make arrangements for the accurate and timely payment of tax, pension contributions and other deductions and to complete all relevant HMRC returns.
- 6.2.56 Make arrangements for payment of all travel and subsistence claims or financial loss allowance.
- 6.2.57 Make arrangements for paying Members travel or other allowances upon receiving the prescribed documentation, duly completed, and authorised.
- 6.2.58 Provide advice and encouragement to secure payment of salaries by the most economical means.
- 6.2.59 Ensure that there are adequate arrangements for administering pension matters on a day-to-day basis.
- 6.2.60 Act as an advisor on areas such as taxation and monitoring of the Suffolk County Council Pension Fund, as appropriate.

Strategic Directors/Heads of Service Responsibilities

- 6.2.61 Ensure that appointments are made in accordance with the regulations of the Council and the approved Establishment List, grades, and scale of pay and that adequate budget provision is available.
- 6.2.62 Notify the Human Resources and Workforce Development Manager of all appointments, terminations or variations which may affect the pay or pension of an employee or former employee, in the form and to the timescale required by the Human Resources and Workforce Development Manager.
- 6.2.63 Ensure that adequate and effective systems and procedures are operated, so that:
 - Payments are only authorised to bona fide employees
 - Payments are only made where there is a valid entitlement
 - Conditions and contracts of employment are correctly applied; and
 - Employees' names listed on the payroll are checked at regular intervals to verify accuracy and completeness.
- 6.2.64 Provide and maintain an up-to-date list of the names of Officers authorised to complete and return records to the Human Resources and Workforce Development Manager, together with specimen signatures, where appropriate. The 'Yourself' HR system should contain update lists of Human Resources Officers and Officers authorised to approve timesheets and claims.

- 6.2.65 Ensure that payroll transactions are processed only through the payroll system. Strategic Directors and Heads of Service should consider the employment status of individuals employed on a self-employed consultant or subcontract basis and take advice from the Human Resources and Workforce Development Manager.
- 6.2.66 Approve travel and subsistence claims and other allowances, but only when they have been made through 'Oracle' or an approved travel expenses form and within three months of the travel or subsistence being incurred. Approval is taken to mean that journeys were authorised, and expenses properly and necessarily incurred, and that allowances are properly payable by the Council, ensuring that cost-effective use of travel arrangements is achieved. Consideration should be given to tax implications and that the Human Resources and Workforce Development Manager is informed where appropriate.
- 6.2.67 Ensure that the Human Resources and Workforce Development Manager is notified of the details of any employee benefits in kind, to enable full and complete reporting within the income tax self-assessment system.
- 6.2.68 Ensure that all appropriate payroll documents are retained and stored for the defined period in accordance with the Document Retention Policy.
- 6.2.69 The Human Resources and Workforce Development Manager to act as an advisor to Strategic Directors and Heads of Service on areas such as employment status, National Insurance and Pension Contributions, as appropriate.
- 6.2.70 Ensure that the staffing budget is an accurate forecast of staffing levels in accordance with the approved Establishment List and is equated to an appropriate revenue budget provision (including on-costs and overheads).
- 6.2.71 Ensure the Chief Executive (or the Officer delegated by them) has approved any changes in employment conditions where the full year cost of such changes would exceed £1,000.
- 6.2.72 Monitor staff activity to ensure adequate control over costs such as sickness, overtime, training, and temporary staff.
- 6.2.73 Ensure that the staffing budget is not exceeded without prior authority from the CFO / HR & Workforce Development Manager and that it is managed to enable the agreed level of service to be provided.
- 6.2.74 Ensure that the Human Resources and Workforce Development Manager and the CFO are immediately informed if the staffing budget is likely to be significantly overspent or underspent.

Member Responsibilities

- 6.2.75 Submit claims for Member travel and subsistence allowances monthly (or within three months of incurring the travel or subsistence) and, in any event, within one month of year end.

6.3 TAXATION

The Council is responsible for ensuring its tax affairs are in order. Tax issues are often complex and the penalties for incorrectly accounting for tax are severe. The creation and use of Local Authority Companies, has resulted in added Tax considerations, including Corporation Tax and different VAT rules. It is therefore particularly important for all Officers to be aware of their role.

CFO Responsibilities

- 6.3.1 Complete Council VAT returns and annual Partial Exemption calculations in accordance with HMRC timescales.
- 6.3.2 Discharge Tax related responsibilities for Council-owned companies, including all Corporation Tax and VAT duties and returns.
- 6.3.3 Provide details to the HMRC regarding the Construction Industry Scheme (CIS).
- 6.3.4 Maintain up-to-date guidance for Council employees on taxation issues.

Strategic Directors/Heads of Service Responsibilities

- 6.3.5 Ensure that the correct VAT liability is attached to all income due and that all VAT recoverable on purchases complies with HMRC regulations.
- 6.3.6 Ensure that, where construction and maintenance works are undertaken, the contractor fulfils the necessary CIS requirements.
- 6.3.7 Ensure that all persons employed by the Council are added to the Council's payroll and tax deducted from any payments, except where the individuals are bona fide self-employed or are employed by a recognised staff agency.
- 6.3.8 Follow the guidance on taxation issued by the CFO or the Human Resources and Workforce Development Manager in the Council's accounting guides and Basic guide to VAT.

6.4 TRADING ACCOUNTS AND BUSINESS UNITS (excluding Local Authority Companies)

Trading accounts and business units have been growing in importance for many years as local councils have progressively developed a more enterprising culture. Under proper accounting practices, Councils are required to keep trading accounts for services provided on a basis other than a straightforward recharge of cost in accordance with the Accounting Code of Practice. Not every trading account requires a separate company. These rules do not relate to companies running as separate legal entities and going concerns.

CFO Responsibilities

- 6.4.1 Advise on the establishment and operation of trading accounts and business units including the financial appraisal of proposed projects and trading opportunities.
- 6.4.2 Prepare income statements for trading units in accordance with relevant accounting practice.
- 6.4.3 Ensure compliance with all relevant extant tax legislation in respect of trading accounts, including the preparation of tax and other financial returns.
- 6.4.4 Arrange and maintain adequate insurance cover for business units and trading accounts, where appropriate.

Strategic Directors/Heads of Service Responsibilities

- 6.4.5 Follow CFO advice on the establishment and operation of trading accounts and business units.
- 6.4.6 Follow CFO advice on the establishment and proposed operating model of new business units and trading accounts. It is essential that the robustness of all new commercial proposals and significant expansion of existing business units is established through CFO input at the concept and development stage(s).

- 6.4.7 Ensure that appropriate accounting principles (as guided by the CFO) are applied in relation to Council trading accounts, including any tax implications, where applicable.
- 6.4.8 Ensure that each business unit prepares an annual business plan in time to incorporate the impact of their activities on the General Fund into Council budgets.
- 6.4.9 Review financial and non-financial performance of each business unit to ensure they continue to deliver on the Council's strategic priorities, and they remain financially sustainable. Ensure financial performance review reports are delivered in time to be presented alongside Council's annual outturn.

7. External Arrangements

7.1 PARTNERSHIPS

Partnerships can exist in many forms and play a key role in delivering community strategies and in helping to promote and improve the well-being of the area. East Suffolk Council works in partnership with others – public agencies, private companies, community groups and voluntary organisations. ESC's leadership role in partnerships is to bring together the contributions of the various stakeholders. We therefore need to deliver a shared vision of partnership services based on our strategic priorities.

- 7.1.1 A partner is defined as either:
 - (a) An organisation (private or public) undertaking, part funding or participating as a beneficiary in a project; or
 - (b) A body whose nature or status gives it a right or obligation to support the project.

CFO Responsibilities

- 7.1.2 Advise on effective controls and the key elements of entering any partnership – to ensure that resources are not wasted. Examples include, but are not limited to:
 - (a) A scheme appraisal for financial viability in both the current and future years, together with capital/revenue cash flow forecasts for at least three years
 - (b) Risk appraisal and management
 - (c) Resourcing, including taxation / VAT issues
 - (d) Audit, security, and control requirements
 - (e) Carry-forward arrangements; and
 - (f) Review annual business plan for financial sustainability.

- 7.1.3 Ensure that the partnership accounting and governance arrangements comply with all relevant regulations and codes of practice.

Strategic Directors/Heads of Service Responsibilities

- 7.1.4 Ensure that, before entering into any agreement with external bodies, an appraisal of the financial viability of the arrangement is prepared in consultation with the CFO and approved by the Cabinet.
- 7.1.5 Ensure that, before entering into agreements with external bodies, a risk management appraisal has been prepared for the CFO.
- 7.1.6 Ensure that arrangements are in place for cessation of a partnership, including an exit strategy.

- 7.1.7 Ensure that such agreements and arrangements are strategically aligned to the Council's strategic plan.
- 7.1.8 Ensure that all agreements and arrangements are properly documented.
- 7.1.9 Prepare an annual business plan for the partnerships which sit within their service areas.
- 7.1.10 Ensure collective decisions taken by partnerships are approved by the Council in accordance with its scheme of delegation and key decision threshold.
- 7.1.11 Maintain a register of all contracts entered in to with external bodies in accordance with the contract procedure rules.
- 7.1.12 Provide appropriate information to the CFO to determine any requirement for a note to be entered into the Council's Statement of Accounts in accordance with relevant accounting Codes of Practice is required.

7.2 EXTERNAL FUNDING

External funding is an important source of income; therefore, funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council. Councils are increasingly encouraged to provide seamless service delivery through working closely with communities, other agencies, and private service providers.

In some instances, although the scope for external funding has increased, such funding is linked to tight specifications and may not be flexible enough to link to the Council's overall corporate/spending plans.

Strategic Directors/Heads of Service Responsibilities

- 7.2.1 Review and document how each proposed funding bid aligns with the Council's strategic priorities and ensure that only funding that aligns with the Council's strategic priorities are pursued.
- 7.2.2 Evaluate the immediate, medium, and long-term budgetary impact of any proposed grant offer. Prepare a business case for all grant funded projects with match funding requirement over £100,000 in consultation with the Chief Finance Officer, for approval by as outlined in 7.2.3. Guidance is provided in the [Financial Guidelines](#) on match funding and other financial considerations. A [financial appraisal toolkit](#) is provided to aid the evaluation.
- 7.2.3 The net budget impact (i.e., cost of delivery over the MTFS less funding) of delivering the funded activity is to be considered in determining the appropriate approval required prior to the acceptance of external funding in line with the table below:

Approver	Threshold	Cumulative threshold
Virement rules in Section B and guidelines apply	Excluded funding	
Portfolio holder and Section 151 Officer	Up to £250,000	£250,000
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A
Excluded funding		
- Statutory or emergency requirements which the Government or related		

institution choose to fund. For example, funding received in response to national events and policies.

- Funding received that support capital schemes (or revenue budgets) already approved in the capital programme, as far as the funding requirements do not exceed our original capital and revenue commitments to the schemes. For example, flood defence.
- Funding that has no net capital or revenue cost impact on the council in the current and future periods except where the arrangement:
 - o Changes existing policies, initiate new policies, or cease existing policies; or

Materially extends or reduces Council services

- 7.2.4 Ensure that the CFO is consulted prior to the completion of all applications for external funding and is provided with a written copy of all grant approvals, together with grant and auditing conditions, and that all claims for funds are made in conjunction with Finance staff and submitted by the due date.
- 7.2.5 Agree all grant conditions with the Head of Legal and Democratic Services prior to accepting the grant/ funding.
- 7.2.6 Ensure that the project progresses in accordance with the agreed project and that all expenditure is properly incurred and recorded.
- 7.2.7 Records of achievements against key targets to be met must be maintained for both financial and non-financial indicators in the format required by the funding body.
- 7.2.8 Documentation must be made available for access by either internal and/or external audit where required.
- 7.2.9 Ensure that the retention and archiving of records complies with the conditions and requirements of the funding body.

CFO Responsibilities

- 7.2.10 Review proposed funding arrangements to satisfy that they comply with our financial sustainability strategic theme. Ensure that funding applications are approved appropriately based on the thresholds in the table above, subject to exclusions above.
- 7.2.11 Ensure that funding notified by external bodies is received and properly recorded in the Council's accounts.
- 7.2.12 Ensure that match-funding requirements are considered prior to entering into agreements and that future revenue budgets reflect these requirements.
- 7.2.13 Ensure that internal and external audit requirements are met.

7.3 LOCAL AUTHORITY COMPANIES

Councils are seeking ever more innovative ways to achieve financial sustainability, with legislative changes (notably the introduction of a “general power of competence” under Section 1 of the Localism Act 2011) aiding the proliferation of local authority trading companies.

The Council may choose to deliver some services through local authority companies.

Legislation also enables the Council to provide a range of services to others, including controlled companies. Such work may enable a service to maintain economies of scale and existing expertise. Whatever service delivery arrangements are used (either ‘in house’ or through a company), robust procedures should be in place to ensure that the risks associated with such work are minimised, and that such work is legal.

CFO Responsibilities

- 7.3.1 Advice on the establishment and design of operating model of **new** local authority companies. Review the business plans of all **new** company and business proposals (Or subsidiaries requiring **capital injection or loss cover** from the council).
- 7.3.2 Ensure compliance with all relevant extant companies and tax legislation in relation to the preparation of the Council’s Group accounts (consolidating the trading company financial results) and other financial returns.
- 7.3.3 Review financial performance of each local authority company periodically to ensure it remains financially sustainable for the council to retain its shareholding in/ membership of each company.
- 7.3.4 Review the annual business/ service plan of local authority companies to incorporate the impact of their activities on the General Fund into Council budgets.
- 7.3.5 Issue guidance about the financial aspects of services to be delivered by the council to its trading concerns and controlled companies (also known as related parties). Such guidance will be designed to ensure that the trading concern or controlled company is not subsidised by the Council and that all services, officer time and other support provided to the company is charged to the trade or company in accordance with the CIPFA Best Value Accounting Code of Practice.
- 7.3.6 Disseminate financial information that enables the relevant Strategic Director/Head of Service to monitor the cost of services delivered on the Council’s behalf by related parties.

Strategic Directors/Heads of Service Responsibilities

- 7.3.7 Follow CFO advice on the establishment and design of operating models of **new** local authority companies. It is essential that the robustness of all new company and business proposals (Or subsidiaries requiring capital injection from the council) is established through CFO input at the concept and development stage(s).

- 7.3.8 Ensure that each local authority company prepares an annual business/ service plan in time to incorporate the impact of their activities on the General Fund into Council revenue and capital budgets.
- 7.3.9 Provide appropriate information to CFO to determine any Accounting Code of Practice requirements.
- 7.3.10 Ensure operational and financial statements and related performance review reports of the companies are delivered in time to be presented alongside Council's annual outturn.

Services to companies

- 7.3.11 Ensure that proposals for the council to provide services to related parties are properly costed in advance in accordance with CFO guidance. It is essential that contracts are priced as though they were at arm's length and no contract is subsidised by the Council.
- 7.3.12 Ensure that – wherever possible – payment is received in advance of service delivery, but in any event, payments must be promptly paid in accordance with the contract.
- 7.3.13 Ensure service area has the appropriate expertise to deliver services to related parties. Consider conflict of interest in determining resource requirement for delivering services to related parties.
- 7.3.14 Ensure services provided to related parties do not adversely impact on services delivered for the Council.

Services to the council

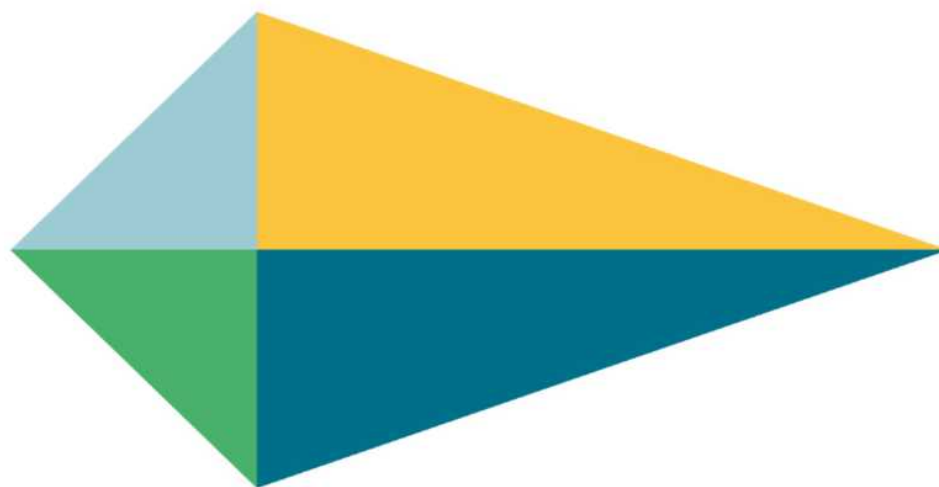
- 7.3.15 Ensure that contracts awarded to controlled companies by the Council are added to the contracts register in accordance with the contract procedure rules.
- 7.3.16 Where a controlled company delivers services for the council, the relevant head of service/ strategic director remains responsible for overseeing the contract and ensuring the arrangement continues to deliver value for money.

Overseeing a Trading Company - Directorships

- 7.3.17 The Council may choose to appoint representatives to the board of directors of its controlled trading company. A director's principal duty, under the relevant legislation e.g., the Companies Act 2006, is to the company. Members and officers who sit on a board of directors must be aware of the potential for conflicts of interest and therefore make themselves familiar with the applicable scheme of delegation and company law rules on conflict of interest
- 7.3.18 To avoid a conflict of interests arising in the roles of Chief Finance Officer and Monitoring Officer, neither the Chief Finance Officer, nor the Head of Legal and Democratic Services should become directors of a trading company.
- 7.3.19 Unless appointed to the board of directors of a trading company, members and officers must avoid becoming shadow directors of a trading company or compromising the governance arrangements of the trading company and/or the Council. Therefore, unless appointed to the board of directors, members and officers must not:
 - a) participate in board meetings of the company (except as observers)
 - b) take any decision on behalf of the company

c) require the trading company to clear or seek approval for its decisions with themselves (Save for reserved matters)

7.3.20 Oversight and control of the trading company should be exercised in accordance with its articles of association and shareholders' agreement.



EASTSUFFOLK
C O U N C I L

CONSTITUTION

Version dated: 21 October 2021

Finance Procedure Rules

1. Introduction

1.1 ROLE OF CHIEF FINANCE OFFICER (CFO)

- 1.1.1 Section 151 of the [Local Government Act 1972](#) states, “every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs”.
- 1.1.2 The Officer designated by East Suffolk Council as having the statutory responsibility set out in Section 151 of the 1972 Act is the “Chief Finance Officer and Section 151 Officer” (“the CFO”).
- 1.1.3 The Chief Finance Officer will appoint a deputy and keep them briefed on emerging issues. The Deputy will act in place of the Chief Finance Officer if the Chief Finance Officer is absent or unable to act due to conflict or other relevant issues.

1.2 FINANCIAL PROCEDURE RULES

- 1.2.1 The Financial Procedure Rules provide the framework for the financial administration of the Council with a view to ensuring that financial matters are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge. Financial Procedure Rules are not intended to constitute a set of detailed rules to respond to every contingency.
- 1.2.2 All financial decisions and decisions with financial implications must have regard to proper financial control. Any doubt as to the appropriateness of a financial proposal or correctness of a financial action must be clarified in advance of the decision or action with the CFO.
- 1.2.3 and other financial instructions may be issued from time to time by the CFO, where assistance is needed with the interpretation of Financial Procedure Rules.
- 1.2.4 Failure to observe Financial Procedure Rules (including any supplementary and financial instructions), may result in action under the Council’s disciplinary procedures.
- 1.2.5 These Financial Procedure Rules should be read in conjunction with the [Contract Procedure Rules](#) and the [Scheme of Delegation](#).
- 1.2.6 The CFO is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval. An annual review shall be undertaken.
- 1.2.7 The CFO is also responsible for reporting, where appropriate, breaches of the Financial Procedure Rules to the Council and/or to the Cabinet. The CFO is authorised to temporarily suspend Financial Procedure Rules in exceptional circumstances, and where such a suspension is authorised, a written record shall be kept of the reasons for this.
- 1.2.8 Strategic Directors and Heads of Service are responsible for ensuring that all staff in their Directorates/Services are aware of the existence and content of the Financial Procedure Rules and that they comply with them.

1.3 RESPONSIBILITIES

To the Council

- 1.3.1 Elected Members and employees of the Council are responsible for ensuring that they use the resources and assets entrusted to them in a responsible and lawful manner. They should strive to achieve value for money and avoid legal challenge to the Council.
- 1.3.2 These responsibilities apply equally to Members and employees when representing the Council on outside bodies.

Personal

- 1.3.3 Any person charged with the use or care of Council resources and assets should make themselves aware of the Council's requirements under the Financial Procedure Rules. If anyone is in any doubt as to their obligations, then they should seek advice. Unresolved questions of interpretation should be referred to the CFO.
- 1.3.4 All employees must report immediately to their manager, supervisor or other responsible senior Officer any illegality, impropriety, serious breach of procedure or serious deficiency in the provision of services that they suspect or become aware of. Employees are able to do this without fear of recrimination providing they act in good faith via the Council's Whistle Blowing Policy. In such circumstances managers must record and investigate such reports and take appropriate action. Compliance with the Council's Anti-Fraud and Corruption Strategy and the [Code of Conduct for Officers](#) is mandatory for all Officers.

Chief Finance Officer

- 1.3.5 Section 114 of the [Local Government Finance Act 1988](#) requires the CFO to report to Council, Cabinet and External Auditor if the Council or one of its Officers:
- Has made, or is about to make, a decision which involves or would involve the authority incurring unlawful expenditure;
 - Has taken, or is about to take, unlawful action which has resulted or would result in a loss or deficiency to the Council; or
 - Is about to make an unlawful entry in the Council's accounts.
- 1.3.6 Section 114 of the 1988 Act also requires:
- The CFO to nominate a properly qualified member of staff to deputise should they be unable to perform the duties under section 114 personally; and
 - The Council to provide the CFO with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under Section 114.
- 1.3.7 The CFO has a range of general responsibilities, which underpin an overriding responsibility to ensure the proper administration of the financial affairs of the Council. These include:
- Setting financial management standards and to monitor compliance with them;
 - Ensuring proper professional practices are adhered to, and to act as head of profession in relation to the standards, performance and development of finance staff throughout the Council;

- Advising on the key strategic controls necessary to secure sound financial management; and
- Ensuring that financial information is available to enable accurate and timely monitoring and reporting of financial and non-financial performance indicators.

1.3.8 Reference to the CFO includes those authorised by them to undertake the various functions concerned.

Strategic Directors/Heads of Service

1.3.9 Strategic Directors and Heads of Service are responsible for ensuring that the Financial Procedure Rules are observed throughout all areas under their control and shall:

- Provide the CFO with such information and explanations as the CFO feels is necessary to meet their obligations under the Financial Procedure Rules;
- Consult with the CFO and seek approval on any matter liable to affect the Council's finances materially, before any commitments are incurred;
- Ensure that executive Members are advised of the financial implications of all significant proposals and that the financial implications have been agreed by the CFO;
- Inform the CFO of failures of financial control resulting in additional expenditure or liability, or loss of income or assets;
- Wherever any matter arises which may involve irregularities in financial transactions consult with the CFO and, if a serious irregularity is confirmed, the matter shall be reported to the Chief Executive, appropriate Cabinet Member and the HR & Workforce Development Manager; and
- Ensure the legality of their Directorate/Service's actions.

1.3.10 Strategic Directors and Heads of Service are also responsible for:

- Promoting the financial management standards set by the CFO in their departments and to monitor adherence to the standards and practices, liaising as necessary with the CFO; and
- Promoting sound financial practices in relation to the standards, performance and development of staff in their service areas.

2. Financial Planning

2.1 BUDGETING

a) Budget Format

The budget format determines the level of detail to which financial control and management will be exercised. The format shapes how the rules around virement operate, the operation of cash limits and sets limits at which funds may be reallocated.

CFO Responsibilities

2.1.1 Advise Cabinet on the format and content of the budget to be approved by Council.

Strategic Directors/ Heads of Service Responsibilities

- 2.1.2 Comply with budgetary guidance provided by CFO.

b) Budget and Medium-Term Planning

The Council is a complex organisation responsible for delivering a wide variety of services. It needs to plan effectively and to develop systems to enable scarce resources to be allocated in accordance with carefully weighted priorities. The budget is the financial expression of the Council's plans and policies.

The revenue budget must be constructed so as to ensure that resource allocation properly reflects the service plans and priorities of Council. Budgets (spending plans) are needed so that the Council can plan, authorise, monitor and control the way money is allocated and spent. It is illegal for a Council to budget for a deficit.

Medium-term planning involves a cycle in which managers develop their own plans in conjunction with the CFO. As each year passes, another future year will be added to the Medium-Term Financial Strategy (MTFS). This ensures that the Council is always preparing for events in advance.

CFO Responsibilities

- 2.1.3 Prepare and submit reports on revenue budget forecasts to Cabinet, including resource constraints set by Government. Reports should take account of medium-term forecasts, where appropriate.
- 2.1.4 Determine detailed form of revenue budgets and the methods for preparation, consistent with the budget approved by Council, and after consultation with Cabinet, Strategic Directors and Heads of Service.
- 2.1.5 Prepare and submit reports to Cabinet on aggregate spending plans of service areas and on the resources available to fund them, identifying, where appropriate, implications for the level of taxation to be levied.
- 2.1.6 Advise on the medium-term implications of spending decisions and alternative options.
- 2.1.7 Work with Strategic Directors and Heads of Service, and all Council Officers, to identify opportunities to improve economy, efficiency and effectiveness, encouraging good practice financial appraisals of development or savings options, and in developing the financial aspects of service planning.
- 2.1.8 Advise Council on Cabinet proposals in accordance with responsibilities under Section 151 of the [Local Government Act 1972](#).

Strategic Directors/Heads of Service Responsibilities

- 2.1.9 Prepare detailed draft revenue budgets in consultation with the CFO, for submission to Cabinet and approval by Council.
- 2.1.10 Integrate financial and budget plans into service planning, so that budget plans can be supported by financial and non-financial performance measures.
- 2.1.11 When drawing up draft revenue budgets, have regard to spending/income patterns and pressures, volatility to external influences, legal requirements, policy requirements, initiatives already underway and external grants and contributions.

c) Capital Programme

Capital expenditure involves acquiring or enhancing fixed assets with long-term value to the Council, such as land, buildings, and major items of plant, equipment or vehicles. Capital assets shape the way services are delivered in the long term and create financial commitments for the future in the form of financing costs and revenue running costs.

Capital expenditure must form part of an investment strategy and must be carefully prioritised and scrutinised in order to maximise the benefit of scarce resources.

CFO Responsibilities

- 2.1.12 Prepare capital budgets jointly with Strategic Directors/Heads of Service and report them to Cabinet for approval. The Cabinet will make recommendations on the capital budgets and on any associated financing requirements to Council. Cabinet Member approval is required where a Strategic Director/Head of Service proposes to bid for or exercise additional borrowing, not anticipated in the Capital Programme (extra borrowing will create future commitments to financing costs).
- 2.1.13 Prepare and submit reports to Cabinet on projected income, expenditure and resources compared with approved budgets.
- 2.1.14 Issue guidance on capital schemes and controls e.g. revenue costs, project appraisal techniques. The definition of capital will be determined by the CFO, having regard to government regulations and accounting requirements.
- 2.1.15 Obtain Cabinet authorisation for individual schemes where estimated expenditure exceeds Capital Programme provision by more than 10% or £50,000 whichever is the lower (subject to minimum overspend of £5,000).

Strategic Directors/Heads of Service Responsibilities

- 2.1.16 Comply with guidance on capital projects and controls issued by CFO.
- 2.1.17 Develop and implement asset management plans in conjunction with CFO.
- 2.1.18 Ensure that all capital projects have undergone a robust appraisal which has been approved by Financial and Legal Services, before being presented and discussed by the appropriate management group.
- 2.1.19 Prepare regular reports reviewing Capital Programme provisions for their services. Also prepare a quarterly return of estimated final costs of schemes in the approved Capital Programme for submission to CFO.
- 2.1.20 Ensure adequate records are maintained for all capital contracts.
- 2.1.21 In consultation with the CFO, accelerate the progress of a scheme by deferring the start of another scheme in that year's programme or, if delays are occurring generally, may bring forward a scheme programmed to start in a later year.
- 2.1.22 Proceed with projects only when there is adequate provision in the Capital Programme, following Cabinet or Council approval, and with the agreement of the CFO where required. Cabinet can approve projects up to a cumulative value of £500,000 (General Fund) and £500,000 (Housing Revenue Account) in any one financial year. Projects that breach the £500,000 limits – either alone or cumulatively – require Council approval.
- 2.1.23 Prepare and submit reports, jointly with the CFO, to Cabinet, of any variation in contract costs greater than approved limits. The Cabinet may meet cost increases

of up to 5% of the project by virement from identified savings arising from other projects within the capital programme.

- 2.1.24 Prepare and submit reports, jointly with the CFO, to Cabinet on completion of schemes where the final expenditure varies from the approved budget by more or less than 10% or £50,000 whichever is the lower (subject to minimum overspend/underspend of £5,000).
- 2.1.25 Ensure credit arrangements, such as leasing agreements, are not entered into without prior CFO approval, who will need to undertake an assessment of the type of lease arrangement being entered into and, if applicable, approval of the scheme through the Capital Programme.
- 2.1.26 Consult with the CFO and seek Cabinet approval where Strategic Director/Head of Service proposes to bid for Government approvals to support expenditure that has not been included in current year's Capital Programme.

2.2 MAINTENANCE OF RESERVES

The Council must decide the minimum level of General Reserves it wishes to maintain before it can decide the level of Council Tax. Reserves are maintained as a matter of prudence. They enable the Council to provide for unexpected events and thereby protect it from overspending, should such events occur. There are also reserves earmarked for specific purposes.

CFO Responsibilities

- 2.2.1 To advise Cabinet and/or Council on prudent levels of reserves for the Council, and to take account of the advice of [CIPFA](#) in this matter.

Strategic Directors/Heads of Service Responsibilities

- 2.2.2 To ensure that reserves are used only for the purposes for which they were intended.

3. Financial Management

3.1 MANAGING INCOME & EXPENDITURE

a) Budget Monitoring and Control

Proper budget management ensures that – once the budget has been approved by Council – allocated resources are used for their intended purposes and are properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism that calls to account, managers responsible for defined elements of the budget.

By continuously identifying and explaining variances against budget targets, the Council can identify changes in trends and resource requirements at the earliest opportunity. The Council itself operates within an annual revenue limit, approved when setting the annual budget. To ensure that the Council does not overspend in total, each service is required to manage its own income and expenditure within the budget allocated to it. For the purposes of budgetary

control by managers, a budget will usually be the planned income and expenditure excluding support and capital charges, for a Department.

CFO Responsibilities

- 3.1.1 Submit reports to Cabinet and Council, in consultation with the relevant Strategic Director/Head of Service, where a Strategic Director/Head of Service's expenditure and resources are significantly outside the approved budgets under their control.
- 3.1.2 Prepare and submit quarterly reports on the Council's projected income and expenditure compared with the budget to the Cabinet.
- 3.1.3 Establish an appropriate framework of budgetary management and control that ensures that:
 - Budget management is exercised within the approved budget unless Cabinet approves a supplementary estimate;
 - Each Strategic Director/Head of Service has timely information on income and expenditure on each budget which is sufficiently detailed to enable managers to monitor their budgetary responsibilities;
 - As a minimum, quarterly updates are held between a Head of Service, budget holder and their Finance representative;
 - Expenditure is committed only against the approved budget cost centre;
 - All Officers responsible for income and expenditure, comply with the relevant guidance and the Financial Procedure Rules;
 - Each cost centre has a single named manager, designated by the relevant Strategic Director/Head of Service. As a general principle, budgetary responsibility should be aligned as closely as possible to the decision-making processes that commit expenditure; and
 - Significant variances from approved budget are investigated and reported by budget holders monthly and advised to the Strategic Management Team and Cabinet.
- 3.1.4 Administer the Council's Scheme of Virement (refer to Section 3B below).

Strategic Directors/Heads of Service Responsibilities

- 3.1.5 Consult with CFO on any matter which is liable materially to affect the finances of the Council before any provision or other commitment is incurred and before reporting to Members.
- 3.1.6 Maintain budgetary control within their services, in adherence to the principles above, and to ensure that all income and expenditure is properly recorded and accounted for.
- 3.1.7 Ensure that an accountable budget holder is identified for each item of income and expenditure under the control of the Strategic Director/Head of Service (grouped together in a series of department codes). Budget responsibility should be aligned as closely as possible to the decision-making that commits the expenditure.
- 3.1.8 Ensure that spending remains within the service's overall budget limit, and that individual budget heads are not overspent, by monitoring and taking appropriate corrective action where significant variations from the approved budget are

forecast and to report these to the CFO. This regulation shall also apply to any action or decision, which will give rise to a reduction in income.

- 3.1.9 Ensure that a monitoring process is in place to review performance levels in conjunction with the budget and is operating effectively within the guidelines set down by the CFO.
- 3.1.10 Obtain prior approval by Council or Cabinet (as appropriate) for new proposals outside of the budget and policy framework, of whatever amount, that:
- Create financial commitments in the current year and future years (Cabinet approval limit up to £500,000 cumulative in a single financial year individually for both General Fund and HRA , Council approval for higher amounts)
 - Change existing policies, initiate new policies or cease existing policies; and
 - Materially extends or reduces Council services.
- 3.1.11 Ensure compliance with Scheme of Virement (refer to Section 3B below).
- 3.1.12 Consult with the relevant Strategic Director/Head of Service, where it appears that a budget proposal, including a virement proposal, may impact on another service area or another Strategic Director/Head of Service's service activity, prior to any action being taken.

b) Virement

A Virement is the transfer between budgets that enables Cabinet, Strategic Directors, Heads of Service and their staff, to manage budgets with a degree of flexibility within the overall budget and policy framework determined by the Council, and therefore to optimise the use of resources.

- 3.1.13 The Scheme of Virement is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.14 Virement does not create additional overall budget liability and should not be used to create additional budget demand in future years.
- 3.1.15 Virement is not allowed:
- From capital financing charges, interest credits, council tax and housing benefit payments and projects financed by external grants and contributions, corporate finance costs (e.g. bank charges), precepts etc. or internal recharges (e.g. departmental support service recharges); or
 - For a transfer of resources between funds or Capital projects.
- 3.1.16 Virement is only allowed from employee costs with the approval of the CFO and after consideration of the overall budget position on employees, since the budget anticipates savings on employee budgets from natural staff turnover.

CFO Responsibilities

- 3.1.17 Prepare – jointly – with the relevant Strategic Director/Head of Service a report to Cabinet on proposed virements, where required under the Scheme.

Strategic Directors/Heads of Service Responsibilities

- 3.1.18 Strategic Directors/Heads of Service may exercise virement on budgets under their control for gross amounts up to £30,000 in total (cumulative within a single financial year), within Departmental budgets or between Departmental budgets within the same Service budget (any combination thereof), following the approval of the CFO and subject to the conditions in paragraphs 3.2.20 to 3.2.22 below.

- 3.1.19 Amounts greater than £30,000 require Portfolio Holder approval, following a joint report by the CFO and the Strategic Director/Head of Service, which must specify the proposed expenditure and the source of funding, and must explain the implications in the current and future financial year. Each Cabinet Member has a cumulative limit of £250,000 per financial year.
- 3.1.20 Amounts greater than £250,000 require Cabinet approval. The Cabinet has a cumulative limit of £500,000 per financial year. Amounts greater than £500,000 require Council approval.
- 3.1.21 Prior Cabinet approval is required for any virement where it is proposed to:
- vire between budgets of different accountable Cabinet Members; and
 - vire between budgets managed by different Strategic Directors/Heads of Service.
- 3.1.22 Virements relating to a specific financial year, should not be made after 31st March in that year.
- 3.1.23 Where an approved budget is a lump-sum budget or contingency intended for allocation during the year, its allocation will not be treated as a virement, provided that:
- The amount is used in accordance with the purposes for which it has been established; and
 - Cabinet has approved the basis and the terms, including financial limits, on which it will be allocated. Individual allocations in excess of the financial limits should be reported to the Cabinet.

c) Year-End Balances

The treatment of year-end balances is administered by the CFO within guidelines set by the Council. The rules below cover arrangements for the transfer of resources between accounting years, i.e. a carry-forward.

Year-End Balances ('carry forwards')

- 3.1.23 The Scheme of Carry-Forwards is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.24 The rules cover arrangements for transferring resources between accounting years (i.e. carry-forwards).

CFO Responsibilities

- 3.1.25 Administer the Scheme of Carry-Forwards within guidelines approved by Council:
- Underspent Capital budgets at year-end will be carried forward in the Capital Programme automatically unless no longer required
 - Underspent Revenue budgets up to £30,000 on individual budgets may be carried forward with CFO approval
 - Underspent Revenue budgets in excess of £30,000 on individual budgets may be carried forward with Cabinet approval
 - All underspent Revenue budgets approved to be carried forward will be retained in an earmarked reserve.

- 3.1.26 Report jointly with relevant Strategic Director/Head of Service on all material overspends and underspends on service budgets carried forward to the Cabinet and to Council.

Strategic Directors/Heads of Service Responsibilities

- 3.1.27 Underspends on service budgets up to £30,000 under the control of the Strategic Director/Head of Service may be carried forward with prior CFO approval. Underspends over £30,000 require Cabinet approval.
- 3.1.28 Take account of Capital underspends carried forward into the following years Capital Programme.

d) Emergency Expenditure

The Council needs a procedure in place for meeting immediate needs if an emergency situation arises in the district.

- 3.1.29 The Chief Executive and CFO shall have authority to approve expenditure on items essential to meet immediate needs created by an emergency or which is referable to Section 138 of the Local Government Act 1972, subject to a subsequent report to Cabinet and/or Council depending on whether or not the expenditure can be met within the current budget framework.
- 3.1.30 The Leader or Deputy Leader (having received report from Chief Executive and CFO), shall have power to incur expenditure essential to meet immediate needs created by an emergency, or which is referable to Section 138 of the Local Government Act 1972 (or subsequent legislation) which is not otherwise authorised, or where it is necessary in the Council interest to settle legal proceedings. A subsequent report shall be submitted to Cabinet and/or Council, depending on whether or not the expenditure can be met within the current budget framework.
- 3.1.31 The CFO will ensure – retrospectively – the submission of a claim for reimbursement under the “Bellwin Scheme” for any eligible emergency costs incurred i.e. costs incurred on, or in connection with, immediate actions to safeguard life and property or to prevent suffering or severe inconvenience as a result of a disaster or emergency in the district. Grant is limited by Section 155 of the Local Government and Housing Act 1989 and local authorities are expected to have budgeted for a certain amount of emergency expenditure (the ‘threshold’).

4. Financial Accounting

4.1 ACCOUNTING POLICIES

The CFO is responsible for preparing the Council’s Statement of Accounts, in accordance with proper practices as set out in the format required by the [Code of Practice on Local Authority Accounting in the United Kingdom](#) (the Code) issued by (CIPFA/LASAAC), for each financial year.

CFO Responsibilities

- 4.1.1 Select suitable accounting policies and ensure they are applied consistently. Accounting policies are set out in the annual Statement of Accounts.

Strategic Directors/Heads of Service Responsibilities

- 4.1.2 Adhere to accounting policies, timetables and guidelines approved by the CFO.

4.2 ACCOUNTING RECORDS AND RETURNS

Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for the stewardship of public resources. The Council has a statutory responsibility to prepare an annual Statement of Accounts that give a “true and fair view” of the financial position and transactions of the Council. The accounting records are subject to external audit. The audit provides assurance that the Statement of Accounts have been prepared properly, that proper accounting practices have been followed and that robust arrangements have been made for securing economy, efficiency and effectiveness in the use of Council resources.

CFO Responsibilities

- 4.2.1 Determine the accounting procedures and records for the Council. Where these are maintained outside of Financial Services, the CFO should consult the Strategic Director/Head of Service concerned.
- 4.2.2 Arrange for the compilation of all accounts and accounting records under his or her direction.
- 4.2.3 Comply with the following principles when allocating accounting duties:
- Separating the duties of providing information about sums due to or from the Council and calculating, checking and recording these sums from the duty of collecting or disbursing them; and
 - Employees with the duty of examining or checking the accounts of cash transactions must not themselves be engaged in these transactions.
- 4.2.5 Ensure that claims for funds, including grants, are made by the due date.
- 4.2.4 Make proper arrangements for the audit of the Council’s Statement of Accounts in accordance with the latest Accounts and Audit (England) Regulations.
- 4.2.6 Prepare and publish the Statement of Accounts for each financial year in accordance with the statutory timetable, and present audited Statements for approval by the Audit and Governance Committee before 31st July each year. Submit provisional outturn results for financial year to Cabinet as soon as practicable.
- 4.2.7 Ensure the retention of financial documents in accordance with the Council’s Document Retention Policy.
- 4.2.8 Undertake or receive monthly reconciliations for all fundamental IT financial systems and sign off as evidence of CFO’s review.

Strategic Directors/Heads of Service Responsibilities

- 4.2.9 Consult and obtain the approval of the CFO before making changes to accounting arrangements, records and procedures.
- 4.2.10 Comply with segregation of duties principles outlined in Paragraph 4.2.3 when allocating accounting duties.
- 4.2.11 Maintain records that provide a management trail, leading from income/expenditure source through to the accounting statements, and carry out

regular monthly reconciliations of fundamental IT financial systems to the Council's corporate financial management information system.

- 4.2.12 Supply information required to enable the Statement of Accounts to be completed by the statutory deadline of 31st May each year and in accordance with guidelines issued by the CFO.

4.3 STATEMENT OF ACCOUNTS

The Council has a statutory responsibility to prepare its own Statement of Accounts, which give a "true and fair view" of the financial position and transactions of the Council.

The Audit & Governance Committee is responsible for approving the statutory annual Statement of Accounts.

CFO Responsibilities

- 4.3.1 Select suitable accounting policies and to apply them consistently.
- 4.3.2 Make judgements and estimates that are reasonable and prudent.
- 4.3.3 Ensure compliance the CIPFA/LASAAC Accounting Code of Practice.
- 4.3.4 Sign and date the Statement of Responsibilities with the Statement of Accounts, stating it gives a true and fair view of the financial position and transactions of the Council (including group financial statements where applicable) at the year ended 31st March.
- 4.3.5 Draw up the timetable for final accounts preparation and to advise Officers and external auditors accordingly.

Strategic Directors/Heads of Service Responsibilities

- 4.3.6 Comply with accounting guidance provided by the CFO and supply the CFO with information when required.

5. Risk Management and Control of Resources

5.1 RISK MANAGEMENT

All organisations, whether in the private or public sector, face risks to people, property and continued operations. Risk is the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk Management is the planned and systematic approach to the identification, evaluation and control of risk. Its objectives are to secure the assets of the organisation and to ensure its continued financial and organisational well-being. In essence it is an integral part of good business practice. Risk Management is concerned with evaluating the measures an organisation already has in place to manage perceived risks and then recommend the actions the organisation needs to take to control these risks effectively.

The Audit and Governance Committee monitors the effective development and operation of Risk Management, and it is the overall responsibility of Cabinet to approve the Risk Management Strategy, and to promote a culture of risk management awareness throughout the Council.

CFO Responsibilities

- 5.1.1 Develop and maintain a Risk Management Strategy.
- 5.1.2 Develop and maintain a Risk Register.
- 5.1.3 Develop and promote a proactive and positive corporate Risk Management culture, including awareness and the implementation and maintenance of Risk Management controls.
- 5.1.4 Include all appropriate employees in suitable Fidelity Guarantee insurance cover.
- 5.1.5 Arrange suitable corporate insurance cover, through external insurance and internal funding, and negotiate claims for losses in consultation with other Officers, and partner organisations, where necessary.

Strategic Directors/Heads of Service Responsibilities

- 5.1.6 Promote a proactive and positive Risk Management culture within service area, including raising awareness and the implementation and maintenance of Risk Management controls.
- 5.1.7 Show due regard to advice from specialist Officers (e.g. health and safety) and review risks through the Service Planning process at least quarterly.
- 5.1.8 Promptly notify CFO of all significant new risks, properties, vehicles or other assets that require insurance and of any alterations affecting existing insurances and to provide information when requested.
- 5.1.9 Immediately notify CFO of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required by the CFO or the Council's insurers.
- 5.1.10 Consult with the CFO and the Head of Legal and Democratic Services on the terms of any indemnity that the Council is requested (or has offered) to give.
- 5.1.11 Ensure that employees, or anyone covered by Council insurance, do not admit liability or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.

5.2 INTERNAL CONTROLS

The Council is complex and beyond the direct control of individuals. It therefore requires internal controls to manage and monitor progress towards strategic objectives and to monitor compliance with statutory obligations.

The Council faces a wide range of financial, legal, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives. Internal controls are necessary to manage these risks and to protect the Council from the impact of uncertainties.

CFO Responsibilities

- 5.2.1 Assist the Council to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective and efficient operations, financial stewardship, probity and compliance with laws and regulations.
- 5.2.2 Ensure an effective internal audit function is resourced and maintained.
- 5.2.3 Ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control as required by professional standards and in line with CIPFA's Code of Practice.

- 5.2.4 Ensure an effective audit committee is developed and maintained.

Strategic Directors/Heads of Service Responsibilities

- 5.2.5 Manage processes to check that established controls are being adhered to and to evaluate their effectiveness, in order to be confident in the proper use of resources, achievement of objectives and management of risks.
- 5.2.6 Review existing controls in the light of changes affecting the Council and to establish and implement new ones in line with guidance from the CFO. Strategic Directors/Heads of Service should also be responsible for removing controls that are unnecessary or not cost or risk effective – for example, because of duplication.
- 5.2.7 Ensure Officers have a clear understanding of the consequences of lack of control.

5.3 AUDIT REQUIREMENTS

a) Internal Audit

The requirement for an internal audit function for local authorities is implied by Section 151 of the Local Government Act 1972, which requires that authorities “make arrangements for the proper administration of their financial affairs”. More specific requirements are set out in the Accounts and Audit Regulations 2015, which require the Council to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Chief Executive

- 5.1.1 Ensure that the Head of Internal Audit has direct access to and freedom to report in his or her own name and without fear or favour to the Chief Executive and the CFO, the Cabinet and the Audit & Governance Committee, all levels of management, Officers and elected Members. This should include the ability to meet the Chairman of the Audit & Governance Committee alone (outside of the Committee meeting) and External Auditors to discuss significant concerns that they may have over the adequacy and effectiveness of internal controls and risk management activities.

CFO Responsibilities

- 5.3.2 Implement appropriate measures to prevent and detect fraud and corruption and ensure that effective procedures are in place to investigate promptly any identified fraud or irregularity.
- 5.3.3 Report to Cabinet requesting additional funding where insufficient internal audit resources have been identified.

Head of Internal Audit Responsibilities

- 5.3.4 Ensure that Internal Audit has unrestricted access to all information (including records, computer files, property and personnel) and activities undertaken by the Council, and those of partner organisations and third party service providers where contract terms include Internal Audit access rights.
- 5.3.5 Assisting the CFO in discharging their responsibilities under Section 151 of the Local Government Act 1972 in relation to internal controls.

- 5.3.6 Providing and maintaining an Internal Audit function which meets the requirements of the Public Sector Internal Audit Standards (PSIAS).
- 5.3.7 Developing and delivering an annual Audit Plan for the Council using a risk based methodology. Following consultation with the Chief Executive Officer, CFO and SMT, the Head of Internal Audit will submit such plan to the Audit & Governance Committee for review and approval prior to the commencement of each financial year.
- 5.3.8 Providing an annual Internal Audit opinion, compliant with PSIAS requirements, which informs the Annual Governance Statement on how the Council's control environment, including risk management processes, accounting records, governance and value for money arrangements, established by management, are operating within the Council.
- 5.3.9 Issuing other reports which provide assurance to the Chief Executive, CFO, Monitoring Officer and the Strategic Management Team, and making recommendations for improvement.
- 5.3.10 Comply with any requests from the External Auditor or access to any information, files or working papers obtained or prepared during audit work that is required to discharge their responsibilities.
- 5.3.11 Reporting to the Chief Executive, CFO and the audit committee, if the Head of Internal Audit concludes that resources are insufficient.

Strategic Directors/Heads of Service Responsibilities

- 5.3.12 Ensure that Internal Audit are given access at all reasonable times to premises, human resources, documents and assets that the auditors consider necessary for the purposes of their work.
- 5.3.13 Ensure that auditors are provided with any information and explanations that they seek in the course of their work.
- 5.3.14 Consider and respond promptly to recommendations/actions in Internal Audit reports.
- 5.3.15 Ensure that agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.
- 5.3.16 Notify the Head of Internal Audit immediately of any suspected fraud, theft, irregularity, improper use or misappropriation of Council property, assets or resources. Pending investigation and reporting, the Strategic Director/Head of Service should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.
- 5.3.17 Ensure that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Head of Internal Audit prior to implementation.

b) External Audit

The Local Audit and Accountability Act 2014 ("the Act") sets out the framework for audit of local authorities. It replaces the provisions of the Audit Commission Act 1998 following the closure of the Audit Commission. The duties and responsibilities of external auditors are primarily set out in Part 5 of the Act and reflected in a Code of Audit Practice issued by the National Audit Office.

The Statement of Accounts is scrutinised by the external auditors, who must be satisfied that they give a “true and fair view” of the financial position and transactions of the Council (including any group financial statements where applicable) during the year and complies with all legal requirements.

CFO Responsibilities

- 5.3.18 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents and assets that the external auditors consider necessary for the purposes of their work.
- 5.3.19 Ensure there is effective liaison between external and internal audit.
- 5.3.20 Work with the external auditor and advise Council, Cabinet and Strategic Directors/Heads of Service on their responsibilities in relation to external audit.

Strategic Directors/Heads of Service Responsibilities

- 5.3.21 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents and assets which the external auditors consider necessary for the purposes of their work.
- 5.3.22 Ensure that all records and systems are up to date and available for inspection.

5.4 PREVENTING FRAUD AND CORRUPTION

The Council will not tolerate fraud and corruption in the administration of its responsibilities, whether from inside or outside the Council.

The Council’s expectation of propriety and accountability is that Members and Officers at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

The Council also expects that individuals and organisations, including partner organisations, suppliers, contractors and service providers with whom it comes into contact will act towards the Council with integrity and without thought or actions involving fraud and corruption.

Chief Executive Responsibilities

- 5.4.1 Maintain adequate and effective internal control arrangements.

CFO Responsibilities

- 5.4.2 Implement appropriate measures to prevent and detect fraud and corruption.

Head of Internal Audit Responsibilities

- 5.4.3 Develop and maintain a comprehensive Anti-Money Laundering Strategy.
- 5.4.4 Develop and maintain a comprehensive Anti-Fraud and Corruption Strategy.
- 5.4.5 Develop and maintain a Code of Corporate Governance; monitor and report on compliance to the Audit and Governance Committee. Non-compliant areas, or areas requiring improvement, to be included within an “Annual Statement of Assurances” prepared by the Chief Executive.
- 5.4.6 Report all suspected irregularities (as appropriate) to the Chief Executive, the CFO, and the Audit & Governance Committee.

Strategic Directors/Heads of Service Responsibilities

- 5.4.7 Ensure that all suspected irregularities are reported to the Head of Internal Audit without delay.
- 5.4.8 Instigate the Council's disciplinary procedures where the outcome of an audit investigation indicates improper behaviour.
- 5.4.9 Ensure that where financial impropriety is discovered, the CFO and Head of Internal Audit are informed as soon as possible, and where sufficient evidence exists to believe that a criminal offence may have been committed, the police are informed to determine with the Crown Prosecution Service whether any prosecution will take place.
- 5.4.10 Maintain corporate Register of Interests' for both councillors and Officers.

5.5 ASSETS

a) Security of Property

The Council holds assets in the form of property, vehicles, plant, software, equipment other items worth many millions of pounds. It is important that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up-to-date asset register is a prerequisite for proper fixed asset accounting and sound asset management.

CFO Responsibilities

- 5.5.1 Maintain an Asset Register in accordance with good practice for all fixed assets with a value in excess of £10,000. The function of the Asset Register is to provide the Council with information about fixed assets so that they are safeguarded, used efficiently and effectively, and adequately maintained.
- 5.5.2 Receive and process information required for accounting, costing and financial records from each Strategic Director/Head of Service.
- 5.5.3 Ensure that assets are valued in accordance with the Code issued by (CIPFA/LASAAC).
- 5.5.4 Issue guidelines on best practice (*"Local Authority Assets: Disposal Guidance - DCLG March 2016"*) for asset disposals
- 5.5.5 Ensure appropriate accounting entries are made to remove the value of asset disposals from the Council's records, including the proceeds of sale where appropriate.
- 5.5.6 (Independently) review and authorise proposed stock write-offs (including obsolete and surplus stock) submitted by Strategic Directors/Heads of Service, within predetermined limits. Values in excess of predetermined limits should be forwarded for approval by the Portfolio Holder for Resources and/or Cabinet as appropriate.

Strategic Directors/Heads of Service Responsibilities

- 5.5.7 Notify the CFO immediately of any additions/disposals/variations to the Asset Register. Any use of property by a service area or establishment, other than for direct service delivery, should be supported by documentation identifying terms, responsibilities and duration of use.
- 5.5.8 Arrange for the valuation of assets for accounting purposes to meet requirements specified by the CFO.

- 5.5.9 Recommend surplus land and buildings for sale to the Asset Management Group (AMG), followed by a joint report prepared by the relevant Strategic Director/Head of Service and the CFO to Cabinet.
- 5.5.10 Follow best practice guidelines for asset disposals, issued by the CFO.
- 5.5.11 Ensure prospective occupiers of Council land are not allowed to take possession or enter until a lease or agreement (in a form approved by the Strategic Director/Head of Service in consultation with the Head of Legal and Democratic Services) has been established as appropriate.
- 5.5.12 Ensure security of buildings and other assets, including vehicles, plant, equipment, furniture, stock, stores and other property, within service area. Consult CFO where security is thought to be defective or where it is considered that special security arrangements may be needed.
- 5.5.13 Pass title deeds to Head of Legal and Democratic Services, for safe custody. The Head of Operations must keep a record of all properties owned by the Council, recording Portfolio, the purpose for which it is held, the location, the plan reference, purchase details, particulars of interest and rent payable, and particulars of tenancies granted.
- 5.5.14 Ensure that cash holdings on premises are kept within insurance limits (determined by CFO) and keys to safes and similar receptacles are carried on the person of those responsible at all times. Loss of any such keys must be reported to the CFO immediately.
- 5.5.15 Ensure all employees are aware of their personal responsibility to protect and retain the confidentiality of information, whether held in manual or computerised records. Information may be sensitive or privileged, or may possess some intrinsic value, and its disclosure or loss could result in a cost to the Council.

Inventories

- 5.5.16 Maintain an Inventory List within service area, recording descriptions of any furniture, fittings, equipment, plant and machinery, with individual values of £75 or more. The Purchasing & Payables Manager must be notified if the value of a single item exceeds £10,000.
- 5.5.17 Carry out annual check of all significant inventory items to verify location, condition and take action in relation to surpluses or deficiencies, annotating the inventory accordingly. Portable items such as computers, cameras and video recorders should be identified with Council security markings.
- 5.5.18 Make sure that property is only used in the course of Council business, unless the Strategic Director/Head of Service concerned has given permission otherwise.

Stocks and Stores

- 5.5.19 Make appropriate arrangements for the care and custody of stocks and stores within service area.
- 5.5.20 Maintain stocks at reasonable levels and ensure regular (minimum quarterly) independent physical stock checks. Stock discrepancies should be immediately investigated and pursued to a satisfactory conclusion.
- 5.5.21 Recommend stock write-offs (including obsolete and surplus stock) by submitting proposal in writing to CFO (seeking advice from purchasing advisors where appropriate).

b) Intellectual Property

Intellectual property is a generic term that includes inventions and writing. If these are created by the employee during the course of employment, then, as a general rule, they belong to the Council, not the employee.

Certain activities undertaken within the Council may give rise to items that may be patentable, for example, software development. These items are collectively known as intellectual property.

CFO Responsibilities

- 5.5.22 Develop and disseminate good practice through the Council's intellectual property procedures.

Strategic Directors/Heads of Service Responsibilities

- 5.5.23 Ensure that controls are in place to ensure that staff do not carry out private work in Council time and that Officers are aware of an employer's rights with regard to intellectual property.

5.6 TREASURY MANAGEMENT, BANKING AND PETTY CASH

Millions of pounds pass through Councils' accounts each year. This has led to the establishment of CIPFA's "*Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*" (the Code).

The Code aims to provide assurance that Council money is properly managed in a way that balances risk with return, with overriding consideration given to the security of capital sums.

Banking arrangements and petty cash should also be managed appropriately with key responsibilities confined to the CFO and a limited number of authorised individuals.

CFO Responsibilities

- 5.6.1 Undertaking borrowing and investment activities in full compliance with CIPFA's "*Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*". Any other lending or borrowing cannot be undertaken without the approval of Council, following consultation with the CFO.
- 5.6.2 Ensuring that all borrowing and investing activities are undertaken in the name of the Council (or nominee approved by Council) and detailed records/registers maintained and appropriate arrangements are made for the safe custody of all securities and title deeds.
- 5.6.3 Arranging and administering banking arrangements, including negotiate banking arrangements, opening accounts, signing Direct Debit mandates, ordering cheque books and arranging BACS payments.
- 5.6.4 Along with the Chief Executive, signing bank mandates authenticating the signatures of Officers designated as cheque signatories, and signatories for other instruments for the payment, collection or transfers of monies. All cheques must bear the signature of two authorised Officers of the Council and dispatched directly from the CFO (or his or her staff) to payees.
- 5.6.5 Making arrangements with the bank for the issue of corporate Purchasing Cards.

- 5.6.6 Developing, maintaining and disseminating a detailed Purchasing Card Policy, ensuring that all card holders sign their acceptance of its terms and conditions.
- 5.6.7 Developing and operating a Petty Cash Imprest system (including a set of CFO prescribed rules), which balances operational need with efficiency and appropriate cash control measures.

Strategic Directors/Heads of Service Responsibilities

- 5.6.8 Following instructions on banking and purchase cards issued by the CFO.
- 5.6.9 Utilising Purchasing Cards in accordance with the corporate Purchasing Card Policy. Cardholders must formally sign to indicate their acceptance of the Policy, prior to usage.
- 5.6.10 Ensure Trust Funds are held in the Council's name wherever possible. Officers acting as Trustees, due to their official position, must deposit securities etc. relating to the Trust with the CFO, unless the deed otherwise provides.
- 5.6.11 Ensure Trust Funds are operated within relevant legislation and the specific requirements for each Trust. Secure administration arrangements must be approved by the CFO.
- 5.6.12 Ensure employees within service area operate Petty Cash Imprest system in compliance with CFO prescribed rules.

6. Financial Systems and Procedures

6.1 GENERAL

Service areas have many systems and procedures relating to the control of the Council's assets, including purchasing, costing and management systems. Service areas are increasingly reliant on ICT for their financial management information. The information must therefore be accurate and the systems and procedures sound and well administered. They should contain controls to ensure that transactions are properly processed, errors detected promptly and system reconciliations completed and evidenced monthly.

The CFO has a professional responsibility to ensure that Council financial systems are sound and should therefore be consulted at an early stage in the process prior to the implementation of any new developments or changes/upgrades to existing systems.

CFO Responsibilities

- 6.1.1 Make arrangements for the proper administration of the Council's financial affairs, including:
 - Issuing advice, guidance and procedures for Officers and others acting on the Council's behalf
 - Determining the accounting systems, form of accounts and supporting financial records
 - Establishing arrangements for audit of the Council's financial affairs
 - Approving any new financial systems to be introduced; and
 - Approving any changes to be made to existing financial systems.

Strategic Directors/Heads of Service Responsibilities

- 6.1.2 Comply with procedures and guidance issued by the CFO.
- 6.1.3 Ensure that accounting records are properly maintained and held securely.
- 6.1.4 Ensure that vouchers and documents with financial implications are not destroyed, except in accordance with arrangements set out in the approved Document Retention Policy.
- 6.1.5 Ensure that a complete management trail, allowing financial transactions to be traced from the accounting records to the original document, and vice versa, is maintained.
- 6.1.6 Incorporate appropriate controls to ensure that, where relevant:
 - All input is genuine, complete, accurate, timely and not previously processed
 - All processing is carried out in an accurate, complete and timely manner
 - Output from the system is complete, accurate and timely; and
 - Output is reconciled, at least monthly, to the Council's general ledger and signed off by the preparer and reviewer of the reconciliation.
- 6.1.7 Ensure that the organisational structure provides an appropriate segregation of duties to provide adequate internal controls and to minimise the risk of fraud or other malpractice.
- 6.1.8 Ensure there is a documented and tested disaster recovery plan to allow information system processing to resume quickly in the event of an interruption.
- 6.1.9 Ensure systems are documented and Officers trained in operations.
- 6.1.10 Consult with CFO before changing existing financial systems or introducing new financial systems.
- 6.1.11 Establish a scheme of delegation identifying Officers authorised to act upon the Strategic Director/Head of Service's behalf in respect of payments, income collection and placing orders, including variations, and showing the limits of their authority.
- 6.1.12 Supply lists of authorised Officers, with specimen signatures and delegated limits, to the CFO, together with any subsequent variations.
- 6.1.13 Ensure that effective contingency arrangements, including back-up procedures, exist for computer systems. Where possible, back-up information should be retained in a secure location, preferably off site or at an alternative location within the building.
- 6.1.14 Ensure that, where appropriate, computer systems are registered in accordance with data protection legislation and that staff are aware of their responsibilities under the legislation.
- 6.1.15 Ensure relevant standards and guidelines for computer systems issued by Strategic Directors/Heads of Service are observed.
- 6.1.16 Ensure computer equipment and software is protected from loss and damage through theft, vandalism etc.
- 6.1.17 Comply with the copyright, designs and patents legislation. In particular, ensure that only software legally acquired and installed by the Council is used on its computers.

6.2 INCOME AND EXPENDITURE

a) Income

Income can be a vulnerable resource and effective income collection systems are necessary to ensure that all income due is identified, collected, receipted and properly banked. It is preferable to obtain income in advance of supplying goods or services as this improves cash flow and avoids the time and cost of administering debts.

CFO Responsibilities

- 6.2.1 Agree arrangements for the collection of income due to the Council and approve the procedures, systems and documentation for its collection.
- 6.2.2 Periodically issuing guidance on charging policy, including key principles on fees and charges (e.g. full cost recovery and benchmarking), taxation and inflationary assumptions.
- 6.2.3 Order and supply to service areas receipt forms, books or tickets and similar items and satisfy themselves regarding control arrangements.
- 6.2.4 Agree the write-off of bad debts (in consultation with the relevant Strategic Director/Head of Service) up to £15,000 in value in each case and refer sums in excess of this limit, but up to £100,000, to the Cabinet Member for Resources for approval. Individual sums to be written off that exceed £100,000 require Cabinet approval.
- 6.2.5 Keep records of all sums written off and ensure appropriate accounting adjustments are made.
- 6.2.6 Ensure that refunds are not made for sums under £5.00, unless specifically requested by the individual.

Strategic Directors/Heads of Service Responsibilities

- 6.2.7 Establish charging policy for the supply of goods or services in accordance with guidance issued by the CFO, reviewing it regularly, in line with corporate policies.
- 6.2.8 Separate responsibility for identifying amounts due and responsibility for collection, as far as is practicable.
- 6.2.9 In consultation with the CFO, establish and initiate appropriate recovery procedures, including legal action where necessary, for debts that are not paid promptly.
- 6.2.10 Issue official receipts for all cash transactions (except where a legal document is the receipt for money received) and maintain other documentation for income collection where receipts are not required.
- 6.2.11 Ensure wherever practical that at least two employees are present when post is opened at a site where income is regularly received.
- 6.2.12 Securely hold receipts, tickets and other records of income in accordance with Document Retention Policy.
- 6.2.13 Lock away all cash to safeguard against loss or theft, and to ensure security of cash handling.
- 6.2.14 Ensure income is paid promptly and fully into Council bank account in the form in which it is received. Appropriate details should be recorded to provide a full audit trail. Money collected and deposited must be reconciled to bank account on a monthly basis (minimum).
- 6.2.15 Ensure income received is not used to cash personal cheques or make any other payments.

- 6.2.16 Supply CFO with details relating to work done, goods supplied, services rendered or other amounts due, to enable the CFO to record correctly the sums due to the Council and to ensure accounts are sent out promptly. To do this, Strategic Directors and Heads of Service should use established debt recovery systems to monitor the recovery of income and flag up areas of concern to the CFO. Heads of Service have a responsibility to assist the CFO in collecting debts that they have originated, by providing any further information requested by the debtor, and in pursuing the matter on the Council's behalf.
- 6.2.17 Keep a record of every transfer of money between employees of the Council. The receiving Officer must sign for the transfer and the transferor must retain a copy.
- 6.2.18 Recommend debts for write-off to the CFO and keep a record of all sums written off. Once raised, bona fide debts must not be cancelled, except by full payment or by formal write off. A credit note to replace a debt can only be issued to correct a factual inaccuracy or administrative error in the calculation and/or billing of the original debt, a waiver or reduction in charges.
- 6.2.19 Where delegated authority has been granted by the CFO, individuals can write-off bad debts up to their specified limit in each case (Note – delegated authority must be exercised in strict observance of 'separation of duties' principles; referred to above in Paragraph 6.2.8). Sums in excess of their limit must be referred to the CFO for approval, who in turn will seek Cabinet Member approval for write-off of bad debt exceeding £15,000 in line with Paragraph 6.2.4 above.
- 6.2.20 Notify CFO of outstanding income relating to the previous financial year as soon as possible after 31st March in line with timetable determined by the CFO, and not later than 10th April or nearest working day thereafter.

b) Ordering and paying for work, goods and services

Public money should be spent with demonstrable probity and in accordance with Council policies. Councils have a statutory duty to achieve best value, in part through economy and efficiency. Council procedures should help to ensure that services obtain value for money from their procurement arrangements. These procedures should be read in conjunction with the Council's Contract Procedure Rules.

- 6.2.21 Officers and Members engaged in contractual or procurement decisions on behalf of the Council have a responsibility to declare links or personal interests that they may have with purchasers, suppliers and/or contractors, in accordance with appropriate codes of conduct.
- 6.2.22 Official orders must be issued for all work, goods or services to be supplied to the Council, except for supplies of utilities, periodic payments such as rent or rates, corporate purchasing card purchases, petty cash purchases or other exceptions specified by the CFO. Any order placed by telephone shall be confirmed by the issue of an official order within 5 working days.
- 6.2.23 Purchase orders must conform to guidelines approved by Council for the procurement of goods, services and suppliers. Standard terms and conditions must not be varied without the prior CFO approval.
- 6.2.24 The normal payment method will be by BACS payment direct to the customer, drawn on the Council bank account, approved by the CFO. Direct debits will require prior CFO agreement, or a designated bank signatory, before any

agreement is signed. Purchasing card payments may be made by Officers pre-authorised by the CFO and identified on the Authorised Signatory List. VAT receipts for all goods must accompany monthly statements submitted to the CFO. Spending limits will be set/approved the CFO.

- 6.2.25 Official orders must not be raised for personal or private purchases, nor must personal or private use be made of Council contracts.

CFO Responsibilities

- 6.2.26 Ensure Council financial systems and procedures are sound and properly administered, approving changes to existing systems (whether new systems or upgrades) before implementation.
- 6.2.27 Approve the form of official orders and associated terms and conditions.
- 6.2.28 Make payment from Council funds on Strategic Directors/Heads of Service authorisations that expenditure has been duly incurred in accordance with Financial Procedure Rules.
- 6.2.29 Make payment (irrespective of budget provision) where it is required by statute or court order.
- 6.2.30 Arrange for the keeping of a Contract Register where contracts provide for payment by instalments.
- 6.2.31 Make payments to contractors upon receipt of properly completed certificates from Strategic Directors/Heads of Service. Such payments must be entered and appropriately cross referenced in the Contract Register.
- 6.2.32 Provide advice and encouragement on making payments by the most economical means.

Strategic Directors/Heads of Service Responsibilities

- 6.2.33 The Head of Legal and Democratic Services will determine the form of contract to be used for building, constructional or engineering work.
- 6.2.34 Ensure that all contract variations are in writing and agreed before work on the variation commences.
- 6.2.35 Refer claims from contractors on matters not clearly within existing contract terms to Head of Legal and Democratic Services for consideration of Council liability and to the CFO for financial consideration, before settlement is reached.
- 6.2.36 Take appropriate action, in consultation with Head of Legal and Democratic Services, in respect of any claim for liquidated and ascertained damages where contract completion is delayed. This provision will not apply if there are reasons qualifying for an extension.
- 6.2.37 Ensure that unique NAV generated official orders are used for all goods and services, other than the exceptions specified in Paragraph 6.2.22.
- 6.2.38 Ensure orders are only used for goods and services provided to the relevant service area. Members and Officers must not use official orders to obtain goods or services for private use. Neither may Officers place orders for goods or services for personal use using the Council's e-procurement system.
- 6.2.39 Ensure that only staff authorised by Strategic Directors/Heads of Service authorise orders and maintain an up-to-date list of such authorised staff, including specimen signatures, identifying the limits of their authority. The authoriser of the order should be satisfied that works, goods, supplies and services ordered are

appropriate and needed, that there is adequate budgetary provision and that Contract Procedure Rules have been followed.

- 6.2.40 Ensure that works, goods, supplies and services are checked on receipt to verify that they are in accordance with the order. This check should, where possible, be carried out by a different Officer from the authoriser of the order. Entries should then be made in inventories or stores records where appropriate.
- 6.2.41 Ensure payment is not made unless a proper VAT invoice has been received, checked, coded and certified for payment.
- 6.2.42 Ensure a minimum of two authorised members of staff are involved in the ordering, receiving and payment process. If possible, a different Officer from the person who signed the order, and in every case, a different Officer from the person checking a written invoice, should authorise invoices.
- 6.2.43 Periodically review a list of their staff approved to authorise invoices. New authorising Officers, together with specimen signatures, and details of their authority limits, must be forwarded to the CFO.
- 6.2.44 Ensure that payments are not made on photocopied or faxed invoices, statements or other documents. Any instances of these being rendered should be reported to the Head of Internal Audit. In exceptional circumstances, where payment is made against such a document, where properly authenticated, the transaction must be processed in accordance with CFO guidance.
- 6.2.45 Encourage suppliers to accept payment by the most economical means for the Council. Payments made by Direct Debit must have the prior approval of the CFO or an authorised bank signatory.
- 6.2.46 Ensure service area achieves value for money by taking appropriate steps to obtain competitive prices for works, goods, supplies and services of appropriate quality, in line with best practice guidelines issued by the CFO, consistent with best value principles and contained within the Contract Procedure Rules.
- 6.2.47 Utilise the Procurement Team in putting purchases, where appropriate, out to competitive quotation or tender. These will comply with Contract Procedure Rules.
- 6.2.48 Ensure that employees are aware of the Code of Conduct (Part 5 of the Constitution).
- 6.2.49 Ensure that loans, leases or rental arrangements are not entered into without prior CFO agreement. This is to protect the Council against entering into unapproved credit arrangements that might adversely affect financial standing and to ensure that value for money is being obtained.
- 6.2.50 Notify CFO of outstanding committed expenditure relating to previous financial year as soon as possible after 31st March in line with timetable determined by CFO and, in any case, not later than 10th April.
- 6.2.51 With regard to construction contracts and alterations to buildings and for civil engineering works, to document and agree with CFO the systems and procedures to be adopted in relation to all financial aspects, including certification of interim and final payments, checking, recording and authorising payments, the system for monitoring and controlling capital schemes and the procedure for validation of subcontractors' tax status.
- 6.2.52 Notify the CFO immediately of any expenditure to be incurred as a result of statute/court order where there is no budgetary provision.

- 6.2.53 Ensure that all appropriate payment records are retained and stored for the defined period, in accordance with the Document Retention Policy.

c) Payments to employees and Members

Staff costs are the largest item of expenditure for most Council services. It is therefore important that payments are accurate, timely, made only where they are due for services to the Council and that payments accord with individuals' Contract of Employment. It is also important that all payments are accurately and completely recorded and accounted for and that Member allowances are authorised in accordance with the scheme adopted by Council.

CFO Responsibilities

- 6.2.54 Ensure appropriate arrangements are in place to control secure and reliable payment of salaries, wages, compensation or other emoluments to existing and former employees, in accordance with procedures prescribed by them, on the due date.
- 6.2.55 Record and make arrangements for the accurate and timely payment of tax, pension contributions and other deductions and to complete all relevant HMRC returns.
- 6.2.56 Make arrangements for payment of all travel and subsistence claims or financial loss allowance.
- 6.2.57 Make arrangements for paying Members travel or other allowances upon receiving the prescribed documentation, duly completed and authorised.
- 6.2.58 Provide advice and encouragement to secure payment of salaries by the most economical means.
- 6.2.59 Ensure that there are adequate arrangements for administering pension matters on a day-to-day basis.
- 6.2.60 Act as an advisor on areas such as taxation and monitoring of the Suffolk County Council Pension Fund, as appropriate.

Strategic Directors/Heads of Service Responsibilities

- 6.2.61 Ensure that appointments are made in accordance with the regulations of the Council and the approved Establishment List, grades and scale of pay and that adequate budget provision is available.
- 6.2.62 Notify the Human Resources and Workforce Development Manager of all appointments, terminations or variations which may affect the pay or pension of an employee or former employee, in the form and to the timescale required by the Human Resources and Workforce Development Manager.
- 6.2.63 Ensure that adequate and effective systems and procedures are operated, so that:
- Payments are only authorised to bona fide employees
 - Payments are only made where there is a valid entitlement
 - Conditions and contracts of employment are correctly applied; and
 - Employees' names listed on the payroll are checked at regular intervals to verify accuracy and completeness.
- 6.2.64 Provide and maintain an up-to-date list of the names of Officers authorised to complete and return records to the Human Resources and Workforce Development Manager, together with specimen signatures, where appropriate.

The 'Yourself' HR system should contain update lists of Human Resources Officers and Officers authorised to approve timesheets and claims.

- 6.2.65 Ensure that payroll transactions are processed only through the payroll system. Strategic Directors and Heads of Service should give careful consideration to the employment status of individuals employed on a self-employed consultant or subcontract basis and take advice from the Human Resources and Workforce Development Manager.
- 6.2.66 Approve travel and subsistence claims and other allowances, but only when they have been made through 'Yourself' or an approved travel expenses form and within three months of the travel or subsistence being incurred. Approval is taken to mean that journeys were authorised and expenses properly and necessarily incurred, and that allowances are properly payable by the Council, ensuring that cost-effective use of travel arrangements is achieved. Due consideration should be given to tax implications and that the Human Resources and Workforce Development Manager is informed where appropriate.
- 6.2.67 Ensure that the Human Resources and Workforce Development Manager is notified of the details of any employee benefits in kind, to enable full and complete reporting within the income tax self-assessment system.
- 6.2.68 Ensure that all appropriate payroll documents are retained and stored for the defined period in accordance with the Document Retention Policy.
- 6.2.69 The Human Resources and Workforce Development Manager to act as an advisor to Strategic Directors and Heads of Service on areas such as employment status, National Insurance and Pension Contributions, as appropriate.
- 6.2.70 Ensure that the staffing budget is an accurate forecast of staffing levels in accordance with the approved Establishment List and is equated to an appropriate revenue budget provision (including on-costs and overheads).
- 6.2.71 Ensure the Chief Executive (or the Officer delegated by them) has approved any changes in employment conditions where the full year cost of such changes would exceed £1,000.
- 6.2.72 Monitor staff activity to ensure adequate control over costs such as sickness, overtime, training and temporary staff.
- 6.2.73 Ensure that the staffing budget is not exceeded without prior authority from the CFO / HR & Workforce Development Manager and that it is managed to enable the agreed level of service to be provided.
- 6.2.74 Ensure that the Human Resources and Workforce Development Manager and the CFO are immediately informed if the staffing budget is likely to be significantly overspent or underspent.

Member Responsibilities

- 6.2.75 Submit claims for Member travel and subsistence allowances on a monthly basis (or within three months of incurring the travel or subsistence) and, in any event, within one month of year end.

6.3 TAXATION

The Council is responsible for ensuring its tax affairs are in order. Tax issues are often very complex and the penalties for incorrectly accounting for tax are severe. It is therefore very important for all Officers to be aware of their role.

The Council's Commercial Investment Strategy, which includes the creation and use of Local Authority Trading Companies (LATC's), has resulted in added Tax considerations, including Corporation Tax and 'different VAT rules'.

CFO Responsibilities

- 6.3.1 Complete Council VAT returns and annual Partial Exemption calculations in accordance with HMRC timescales.
- 6.3.2 Discharge Tax related responsibilities for Council-owned trading companies (LATCs), including all Corporation Tax and VAT duties and returns.
- 6.3.3 Provide details to the HMRC regarding the Construction Industry Scheme (CIS).
- 6.3.4 Maintain up-to-date guidance for Council employees on taxation issues.

Strategic Directors/Heads of Service Responsibilities

- 6.3.5 Ensure that the correct VAT liability is attached to all income due and that all VAT recoverable on purchases complies with HMRC regulations.
- 6.3.6 Ensure that, where construction and maintenance works are undertaken, the contractor fulfils the necessary CIS requirements.
- 6.3.7 Ensure that all persons employed by the Council are added to the Council's payroll and tax deducted from any payments, except where the individuals are bona fide self-employed or are employed by a recognised staff agency.
- 6.3.8 Follow the guidance on taxation issued by the CFO or the Human Resources and Workforce Development Manager in the Council's accounting guides and Basic guide to VAT.

6.4 TRADING ACCOUNTS AND BUSINESS UNITS (including Local Authority Trading Companies)

Trading accounts and business units have been growing in importance for many years as local councils have progressively developed a more commercial culture. Under proper accounting practices, Councils are required to keep trading accounts for services provided on a basis other than a straightforward recharge of cost in accordance with the Accounting Code of Practice.

On-going reductions in Government support is further increasing the rate of 'council commercialisation'. Councils are seeking ever more innovative ways to achieve financial self-sufficiency, with legislative changes (notably the introduction of a "general power of competence" under Section 1 of the Localism Act 2011) aiding the proliferation of local authority trading companies.

CFO Responsibilities

- 6.4.1 Advise on the establishment and operation of trading accounts and business units.
- 6.4.2 Advise on the establishment and operation of local authority trading companies, including the professional financial appraisal of proposed commercial investments, projects and trading opportunities.
- 6.4.3 Prepare financial statements for local authority trading companies in accordance with relevant proper accounting practice.

- 6.4.4 Ensure compliance with all relevant extant companies and tax legislation in respect of local authority trading companies, including the preparation of taxation and other financial returns.
- 6.4.5 Arrange and maintain adequate insurance cover for local authority trading companies, where appropriate.

Strategic Directors/Heads of Service Responsibilities

- 6.4.6 Follow CFO advice on the establishment and operation of trading accounts and business units.
- 6.4.7 Follow CFO advice on the establishment and operation of local authority trading companies. In particular, it is essential that the robustness of all commercial proposals is established through CFO input at the concept and development stage(s).
- 6.4.8 Consult with the CFO where a business unit wishes to enter into a third-party contract where the contract expiry date exceeds the remaining life of their main contract with the Council. In general, such contracts should not be entered into unless they can be terminated within the main contract period without penalty.
- 6.4.9 Ensure that appropriate accounting principles (as guided by the CFO) are applied in relation to Council trading accounts, and statutory accounts required for trading companies, including any tax implications, where applicable.
- 6.4.10 Ensure that each business unit and trading company prepares an annual business plan.

7. External Arrangements

7.1 PARTNERSHIPS

Partnerships can exist in many forms and play a key role in delivering community strategies and in helping to promote and improve the well-being of the area. Councils are working in partnership with others – public agencies, private companies, community groups and voluntary organisations. Councils still deliver some services, but their distinctive leadership role is to bring together the contributions of the various stakeholders. They therefore need to deliver a shared vision of services based on user and community wishes.

Councils will mobilise investment, bid for funds, champion the needs of their areas and harness the energies of local people and community organisations. Councils will be measured by what they achieve in partnership with others.

Jointly Controlled Operations (JCO's) are activities undertaken by the Council in conjunction with partners that involve the use of assets and resources of the partners, rather than the establishment of a separate entity.

- 7.1.1 A partner is defined as either:
 - (a) An organisation (private or public) undertaking, part funding or participating as a beneficiary in a project; or
 - (b) A body whose nature or status gives it a right or obligation to support the project.

CFO Responsibilities

- 7.1.2 Advise on effective controls and the key elements of entering into any partnership – including JCO’s – to ensure that resources are not wasted. Examples include, but are not limited to:
- (a) A scheme appraisal for financial viability in both the current and future years, together with capital/revenue cash flow forecasts for at least three years
 - (b) Risk appraisal and management
 - (c) Resourcing, including taxation / VAT issues
 - (d) Audit, security and control requirements
 - (e) Carry-forward arrangements; and
 - (f) Ensure that an annual business plan is prepared.
- 7.1.3 Ensure that the partnership accounting and governance arrangements comply with all relevant regulations and codes of practice.

Strategic Directors/Heads of Service Responsibilities

- 7.1.4 Ensure that, before entering into any agreement with external bodies, including the terms of operation, the CFO is consulted and the Cabinet approval is obtained.
- 7.1.5 Maintain a register of all contracts entered in to with external bodies in accordance with procedures specified by the CFO.
- 7.1.6 Ensure that, before entering into agreements with external bodies, a risk management appraisal has been prepared for the CFO.
- 7.1.7 Ensure that arrangements are in place for cessation of a partnership, including an exit strategy.
- 7.1.8 Ensure that such agreements and arrangements do not impact adversely upon existing Council services.
- 7.1.9 Ensure that all agreements and arrangements are properly documented.
- 7.1.10 Provide appropriate information to the CFO to determine if any requirement for a note to be entered into the Council’s Statement of Accounts in accordance with relevant accounting Codes of Practice is required.

7.2 EXTERNAL FUNDING

External funding is an important source of income, but funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council. Councils are increasingly encouraged to provide seamless service delivery through working closely with communities, other agencies and private service providers.

In some instances, although the scope for external funding has increased, such funding is linked to tight specifications and may not be flexible enough to link to the Council’s overall corporate/spending plans.

CFO Responsibilities

- 7.2.1 Ensure that arrangements are approved in advance by Cabinet.
- 7.2.2 Ensure that funding notified by external bodies is received and properly recorded in the Council’s accounts.
- 7.2.3 Ensure that match-funding requirements are considered prior to entering into agreements and that future revenue budgets reflect these requirements.
- 7.2.4 Ensure that internal and external audit requirements are met.

Strategic Directors/Heads of Service Responsibilities

- 7.2.5 Ensure that the CFO is consulted prior to the completion of all applications for external funding and is provided with a written copy of all grant approvals, together with grant and auditing conditions, and that all claims for funds are made in conjunction with Finance staff and submitted by the due date.
- 7.2.6 Ensure that the project progresses in accordance with the agreed project and that all expenditure is properly incurred and recorded.
- 7.2.7 Records of achievements against key targets to be met must be maintained for both financial and Non-Financial indicators.
- 7.2.8 Documentation must be made available for access by either internal and/or external audit where required.
- 7.2.9 To ensure that the retention and archiving of records complies with the conditions and requirements of the funding body.

7.3 WORKING FOR THIRD PARTIES

Legislation has enabled the Council to provide a range of services to other bodies for some time. Such work may enable a unit to maintain economies of scale and existing expertise. More recently, the Council has adopted a Commercial Investment Strategy which means that such services will increasingly be delivered through local authority trading companies.

Whatever service-delivery arrangements are used (either 'in house' or through a company), robust procedures should be in place to ensure that any risks associated with such work are minimised, and that such work is legal.

CFO Responsibilities

- 7.3.1 Advise on appropriate service delivery arrangements for third party working proposals.
- 7.3.2 Where work is to be delivered through a trading company, ensure compliance with Section 6.4 of these Rules (paragraphs 7.3.3 to 7.3.5 apply to in-house service delivery arrangements only).
- 7.3.3 Issue guidance with regard to the financial aspects of third-party contracts.
- 7.3.4 Provide financial information in order for the relevant Strategic Director/Head of Service to monitor the contract.
- 7.3.5 Arrange and maintain adequate insurance cover for third party contracts through corporate policy, where appropriate.

Strategic Directors/Heads of Service Responsibilities

- 7.3.6 Follow CFO advice on appropriate service delivery arrangements for third party working proposals.
- 7.3.7 Where work is to be delivered through a trading company, ensure compliance with Section 6.4 of these Rules (paragraphs 7.3.8 to 7.3.14 apply to in-house service delivery arrangements only).
- 7.3.8 Ensure that potential proposals are properly costed in advance in accordance with CFO guidance. It is essential that no contract is subsidised by the Council.
- 7.3.9 Ensure Cabinet approval is obtained before negotiations are concluded to work for third parties.

- 7.3.10 Maintain third party contracts register in accordance with procedures specified by CFO and ensure all contracts are properly documented.
- 7.3.11 Ensure that – wherever possible – payment is received in advance of service delivery, but in any event, payments must be promptly paid in accordance with the contract.
- 7.3.12 Ensure service area has the appropriate expertise to undertake the contract.
- 7.3.13 Ensure contracts do not adversely impact on services provided for the Council.
- 7.3.14 Provide appropriate information to CFO to determine any Accounting Code of Practice requirements.



FULL COUNCIL

Wednesday, 25 May 2022

Subject	Community Governance Review – East Suffolk
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Stephen Baker Chief Executive Electoral Registration Officer Stephen.Baker@eastsuffolk.gov.uk 01394 444378 Karen Last Electoral Services Manager Karen.Last@eastsuffolk.gov.uk 01394 444324

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 purpose of this report is to ask Council to approve the draft recommendations to be put forward for consultation as part of the district-wide Community Governance Review (CGR)

At its meeting on 26 January 2022, Council approved the Terms of Reference for the CGR. Stage one of the CGR invited submissions to be put forward on future governance arrangements for towns and parishes in accordance with the terms of reference for the review.

The CGR Member Working Group met to consider the submissions received and to agree draft recommendations for consultation.

There will be a consultation period on the draft recommendations from 30 May to 8 July. Following the consultation period, there will be two months for the Member Working Group to consider the comments received, undertake any additional consultation if necessary, and to draft the final recommendations. The final recommendations will be considered by Council at its meeting in September 2022.

The draft recommendations can be found in Appendix A.

A full summary of responses can be found in Appendix B.

Options:

1. To conduct a consultation on the draft recommendations as agreed by the Member Working Group. This will enable any changes to be included in the revised register on 1 December 2022 and for amended governance arrangements to be in place for elections in May 2023, subject to Local Government Boundary Commission for England consent.
2. To amend the draft recommendations prior to consultation. Changes to the draft recommendations may impact on the timeline. A delay in the timeline could result in final recommendations being approved too late for re-publishing the register and for implementing changes for local elections in May 2023.

Recommendation/s:

1. Council agrees the draft recommendations, as set out in Appendix A to this report, be approved by Council for consultation.
2. Council agrees that the Community Governance Review Member Working Group be authorised to amend draft recommendations and re-consult where necessary.
3. Council agrees that the Chief Executive be asked to write to the Local Government Boundary Commission for England (LGBCE) to request their support with any consequential changes to district warding arrangements ahead of the elections in May 2023.

Corporate Impact Assessment

Governance:

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and Guidance on CGRs issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010.

The Draft recommendations will be considered by Council prior to a further consultation stage and the final recommendations will need to be approved by Council prior to the Re-Organisation order being made.

The Community Governance Review Member Working Group has agreed the draft recommendations to be taken to Council and will consider responses to the consultation prior to agreeing the final recommendations for Council to approve.

ESC policies and strategies that directly apply to the proposal:

None

Environmental:

None

Equalities and Diversity:

No impacts

Financial:

Under the Local Government and Public Involvement in Health Act 2007, local authorities have responsibility for undertaking CGRs. The process is prescribed and involves officer time and other associated costs. These costs will be met from within existing budgets.

Human Resources:

None

ICT:

None

Legal:

Under the Local Government and Public Involvement in Health Act 2007, local authorities have responsibility for undertaking CGRs.

Electoral arrangements put in place by the Local Government Boundary Commission (LGBCE) for England as part of the District and County review are protected for five years and will require the consent of the LGBCE before any Re-Organisation Order can be made.

Risk:

The Chief Executive will write to the LGBCE detailing proposed changes to protected arrangements, if any, to request consent. The LGBCE will consider the request and will seek to ensure that the proposals do not conflict with the original recommendations of their electoral reviews, and that they are fair and reasonable. If consent is not granted, those changes to electoral arrangements cannot be made.

External Consultees:	<p>As part of each stage of the CGR, proportionate consultation will be undertaken with stakeholders and those with an interest, including but not limited to:</p> <ul style="list-style-type: none"> • Local Government Electors / district residents • Suffolk County Council • Town and Parish Councils • Parish Meetings • District Councillors • County Councillors • Members of Parliament • Suffolk Association of Local Councils
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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? Community Governance Reviews provide councils with an opportunity to review and make changes to community governance arrangements to ensure that town and parish councils provide for cohesive communities, improved community engagement, better local democracy and result in improved effective and convenient delivery of local services.			

Background and Justification for Recommendation

1 Background facts	
1.1	The Local Government and Public Involvement in Health Act 2007 transferred full responsibility for parish reviews, now called Community Governance Reviews, to principal councils in England.
1.2	East Suffolk Council has a duty to keep parish arrangements under review and it is considered good practice for a full CGR of parish arrangements to be undertaken every 10 to 15 years.

2 Current position	
2.1	At its meeting on 26 January 2022, the Council agreed to commence a district-wide Community Governance Review.
2.2	Stage one of the CGR invited initial submissions to be put forward on future arrangements in accordance with the terms of reference for this review.
2.3	A Member Working Group was established to consider the submissions and to agree draft recommendations for Council to approve for consultation.

3 How to address current situation										
3.1	Approving the draft recommendations for consultation will afford the Council an opportunity to review parish arrangements to ensure that parish and town councils and parish meetings provide for cohesive communities, improved community engagement, better local democracy and result in improved effective and convenient delivery of local services.									
3.2	<p>The indicative timeline and key stages of the CGR are:</p> <table><tr><th>Stage</th><th>Action</th><th>Dates</th></tr><tr><td>Commencement</td><td>Terms of Reference approved by Council.</td><td>26 January 2022</td></tr><tr><td>Stage One</td><td>Consultation with Stakeholders – initial submissions invited on future arrangements.</td><td>Feb-April 2022</td></tr></table>	Stage	Action	Dates	Commencement	Terms of Reference approved by Council.	26 January 2022	Stage One	Consultation with Stakeholders – initial submissions invited on future arrangements.	Feb-April 2022
Stage	Action	Dates								
Commencement	Terms of Reference approved by Council.	26 January 2022								
Stage One	Consultation with Stakeholders – initial submissions invited on future arrangements.	Feb-April 2022								

	Stage Two	1. Consideration of submissions received. 2. Draft recommendations prepared.	April – May 2022
	Stage Three	Draft recommendations to be considered by Council and approved for further consultation.	25 May 2022
	Stage Four	1. Consultation with Stakeholders on draft recommendations. 2. Final recommendations prepared.	30 May – 8 July July – September
	Stage Five	Final recommendations to be considered by Council with resolution to make a Re-organisation Order.	28 September 2022
	Completion	Re-organisation Order made.	October 2022
3.3	It should be noted that any Order made following a CGR should, for administrative and financial reasons, take effect on 1 April following the date on which the Order is made. Electoral arrangements will come into force at the first scheduled elections following the date on which the Order is made.		

4 Reason/s for recommendation	
4.1	The stage one consultation period invited submissions to be put forward on future local governance arrangements. The Member Working Group has considered those submissions and agreed draft recommendations which should now be put forward for consultation.
4.2	The CGR process, including consultation stages, is prescribed within the Local Government and Public Involvement in Health Act 2007.

Appendices

Appendices:	
Appendix A	Draft Recommendations
Appendix B	Full summary of responses to stage one consultation

Background reference papers:		
Date	Type	Available From
31.03.2010	Guidance on Community Governance Reviews	Guidance on community governance reviews (publishing.service.gov.uk)

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
1	Framlingham Town Council	Framlingham	Increase number of seats on Framlingham Town Council from 11 to 13
Proposal of CGR Member Working Group			
<p>The seats on Framlingham Town Council should be increased from 11 to 13 seats.</p> <p>Framlingham Town Council was uncontested in 2015 and 2019.</p> <p>Framlingham Town Council currently has 8 councillors out of a possible 11.</p> <p>Elector/Councillor Ratio – December 2021 – 299.8 : 1</p> <p>Predicted Elector/Councillor Ratio (2026) with 13 councillors: 257.6 : 1</p>			
Reasons for recommendation:			
<p>The member working group felt that with more councillors to share the burden of responsibility, more candidates could be attracted to the role of Framlingham Town Councillor.</p> <p>The recommendation has local support – suggestion submitted by Framlingham Town Council.</p>			

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
2	Great Bealings Parish Council	Great Bealings	Reduce number of seats on Great Bealings Council from 8 to 7
Proposal of CGR Member Working Group			
<p>The seats on Great Bealings Parish Council should be reduced from 8 to 7 seats.</p> <p>Great Bealings Parish Council was uncontested in 2015 and 2019.</p> <p>Great Bealings Parish Council currently has 7 councillors out of a possible 8.</p> <p>Elector/Councillor Ratio – December 2021 – 28 : 1</p> <p>Predicted Elector/Councillor Ratio (2026) with 7 councillors: 32 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Great Bealings Parish Council.</p> <p>The seat has remained vacant since July 2021.</p>			

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
3	Great Glemham Parish Council	Great Glemham	Reduce number of seats on Great Glemham Council from 12 to 9
Proposal of CGR Member Working Group			
<p>The seats on Great Glemham Parish Council should be reduced from 12 to 9 seats.</p> <p>Great Glemham Parish Council was uncontested in 2015 and 2019.</p> <p>Great Glemham Parish Council currently has 9 councillors out of a possible 12.</p> <p>Elector/Councillor Ratio – December 2021 – 14.6 : 1</p> <p>Predicted Elector/Councillor Ratio (2026) with 9 councillors: 19.4 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Great Glemham Parish Council.</p> <p>Seats have remained vacant since 2019.</p>			

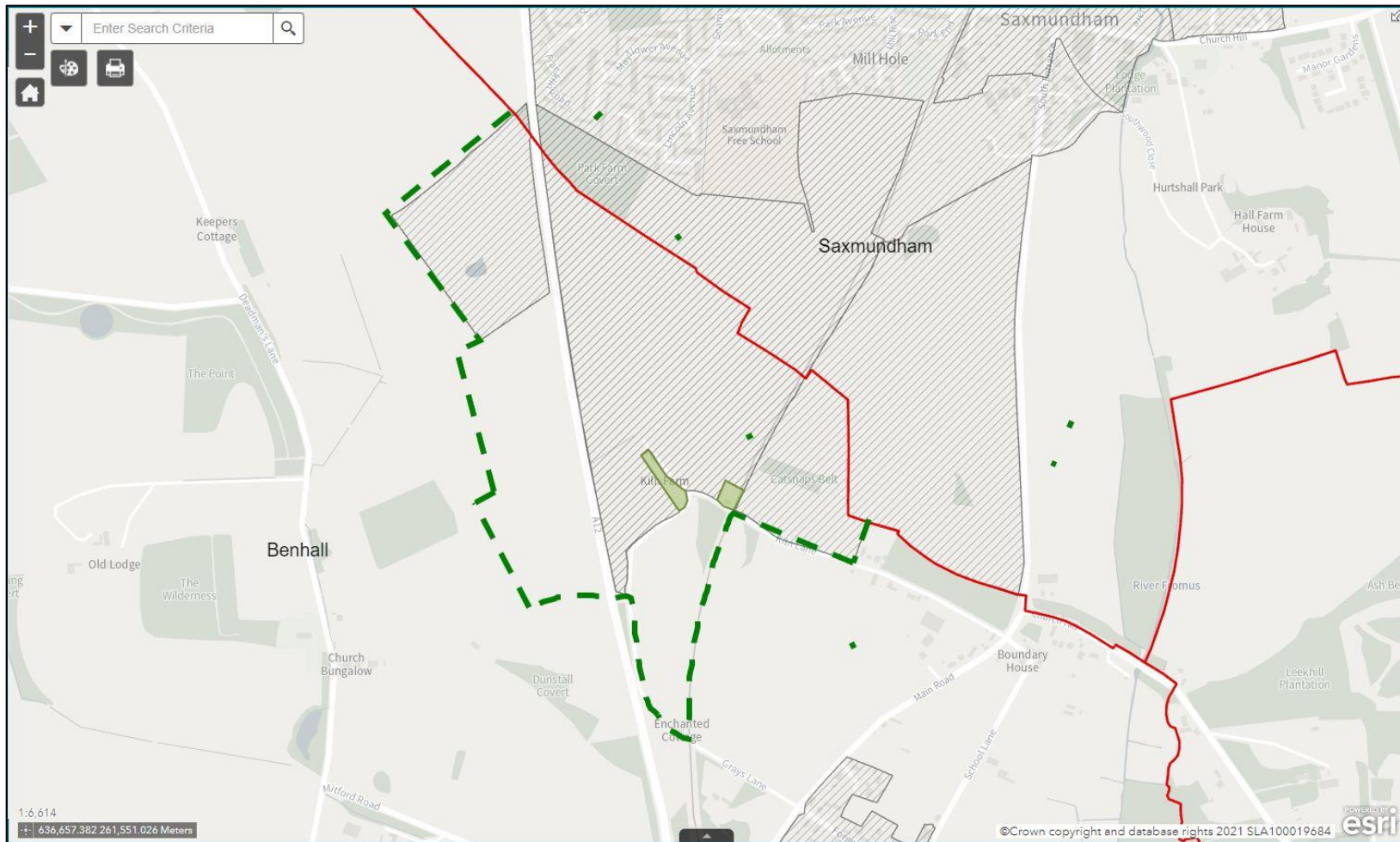
No.	Area or properties under review	Parishes directly affected	Draft Recommendation
4	Kesgrave Town Council	Kesgrave	Reduce number of seats on Kesgrave Town Council from 16 to 14
Proposal of CGR Member Working Group			
<p>The seats on Kesgrave Town Council should be reduced from 16 to 14 seats.</p> <p>Kesgrave Town Council was uncontested in 2015 and 2019.</p> <p>Kesgrave Town Council currently has 10 councillors out of a possible 16.</p> <p>Elector/Councillor Ratio – December 2021 – Kesgrave East – 620.8 : 1 Kesgrave West – 677.6 : 1</p> <p>Predicted Elector/Councillor Ratio (2026) with 14 councillors: Kesgrave East – 709.4 : 1 Kesgrave West – 748.7 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Kesgrave Town Council.</p> <p>Seats have remained vacant since 2019.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>Kesgrave Town Council Parish Wards will change as a consequence of the County Council electoral review.</p>			

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
5	Purdis Farm Part of Brightwell, Foxhall & Purdis Farm grouped Parish Council	Purdis Farm	Reduce number of seats for Purdis Farm on Brightwell, Foxhall & Purdis Farm Parish Council from 7 to 6
Proposal of CGR Member Working Group			
<p>The seats for Purdis Farm on Brightwell, Foxhall & Purdis Farm Parish Council should be reduced from 7 to 6 seats.</p> <p>Purdis Farm was uncontested in 2015 and 2019.</p> <p>Purdis Farm currently has 3 councillors out of a possible 7.</p> <p>Elector/Councillor Ratio – December 2021 – 226.9 : 1</p> <p>Predicted Elector/Councillor Ratio (2026) with 6 councillors: 264.7 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Brightwell, Foxhall and Purdis Farm Parish Council.</p> <p>Seats have remained vacant since 2019.</p>			

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
6	Sotterley Part of Shadingfield, Sotterley, Willingham & Ellough grouped Parish Council	Sotterley	Reduce number of seats for Sotterley on Shadingfield, Sotterley, Willingham & Ellough Parish Council from 4 to 2.
Proposal of CGR Member Working Group			
<p>The seats for Sotterley on Shadingfield, Sotterley, Willingham & Ellough Parish Council should be reduced from 4 to 2 seats.</p> <p>Sotterley was uncontested in 2015 and 2019.</p> <p>Sotterley currently has 3 councillors out of a possible 4.</p> <p>Elector/Councillor Ratio – December 2021 – 23.8 : 1</p> <p>Predicted Elector/Councillor Ratio (2026) with 6 councillors: 47.5 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Shadingfield, Sotterley, Willingham & Ellough Parish Council.</p> <p>Reducing the seats will result in a more equitable representation for the electors of the grouped parishes.</p>			

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
7	South Saxmundham Garden Neighbourhood development area	Benhall and Saxmundham	Boundary move between Benhall and Saxmundham – the new South Saxmundham Garden Neighbourhood development to be wholly situated within Saxmundham parish.
Proposal of CGR Member Working Group			
<p>See Map 1</p> <p>The boundary between Benhall and Saxmundham should be moved resulting in the whole of the South Saxmundham Garden Neighbourhood development sitting wholly in Saxmundham.</p> <p>The boundary should move as per the green dashed line on Map 1.</p> <p>Three properties currently in Benhall will transfer into the parish of Saxmundham.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Benhall Parish Council and Saxmundham Town Council.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>The current District ward boundary between Saxmundham and Aldeburgh & Leiston follows the parish boundary and as such will need to be altered.</p>			

Map 1 – Benhall and Saxmundham boundary

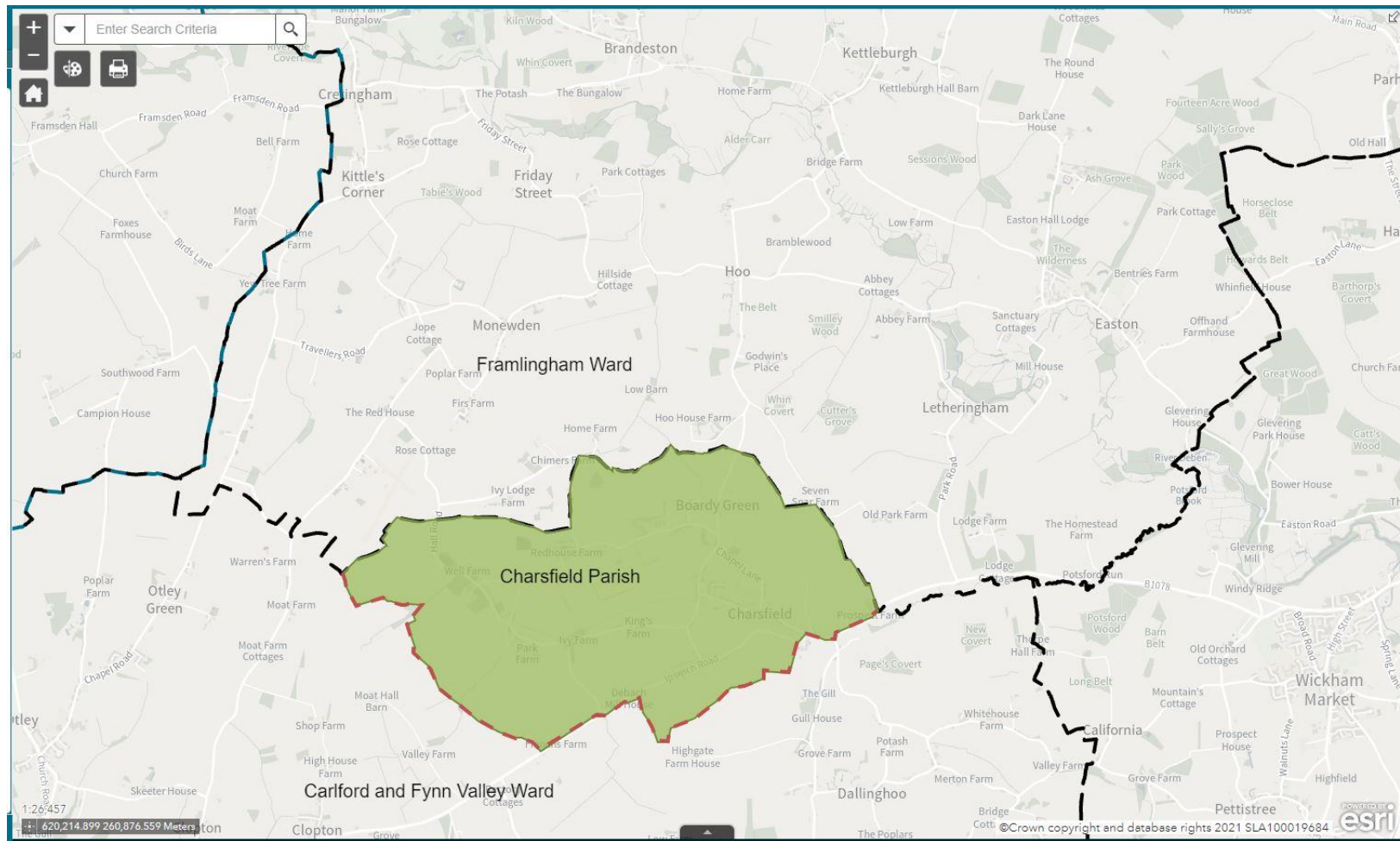


Current Parish and District boundary _____

Draft recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
8	Charsfield Parish	Charsfield	District boundary move between Framlingham and Carlford & Fynn Valley – Charsfield Parish to transfer from Carlford & Fynn Valley ward to Framlingham ward.
Proposal of CGR Member Working Group			
<p>See Map 2</p> <p>The district boundary between Framlingham and Carlford & Fynn Valley should be moved resulting in Charsfield transferring from Carlford & Fynn Valley to Framlingham ward.</p> <p>Approximately 288 current electors.</p> <p>The boundary should move as per the red dashed line on Map 2.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Charsfield Parish Council. The District Councillor confirmed that there was support from the electorate to make this change.</p> <p>Charsfield is in the Mid Loes Benefice. The other parishes in the Mid Loes Benefice in East Suffolk are all in the Framlingham district ward and a monthly magazine is delivered free to all residents in the Mid Loes Benefice. Charsfield Parish Council feels that Charsfield has no historical connection and does not identify with any of the larger, more urban elements within Carlford & Fynn Valley. They Parish Council feel that their residents identify far more with Framlingham.</p> <p>LGBCE consent will be required for this recommendation.</p>			

Map 2 – Charsfield Parish

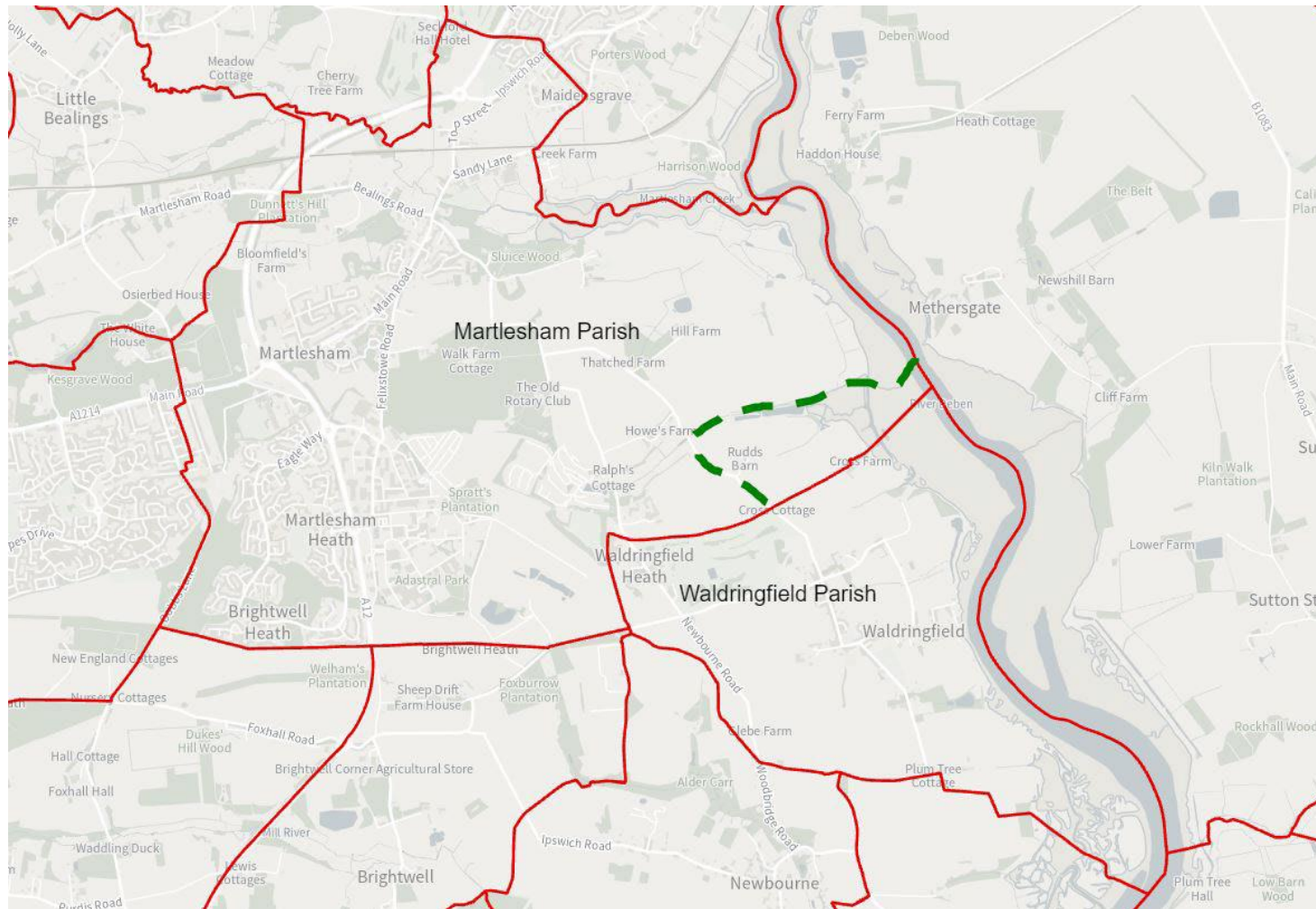


Current District boundary - - - - -

Draft recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
9	Rudds Barn, Martlesham	Martlesham and Waldringfield	Parish boundary move between Martlesham and Waldringfield – Rudds Barn to be transferred from the parish of Martlesham to the parish of Waldringfield.
Proposal of CGR Member Working Group			
<p>See Map 3</p> <p>The parish boundary between Martlesham and Waldringfield should be moved resulting in one property, Rudds Barn, transferring from Martlesham to Waldringfield parish.</p> <p>Approximately 2 electors.</p> <p>The boundary should move as per the green dashed line on Map 3.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by the owners of Rudds Barn. Martlesham Parish Council have no objections to the proposal.</p> <p>The homeowners feel that Rudds Barn lies in a rural area that identifies more closely with the small rural parish of Waldringfield that it does with Martlesham. The property is much closer to the centre of Waldringfield and as such, people consider that the property is in Waldringfield. The suggested boundary follows natural features (road and stream) and would only affect one property, Rudds Barn.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>The current District ward boundary between Martlesham & Purdis Farm and Orwell & Villages follows the parish boundary and as such will need to be altered.</p>			

Map 3 – Rudds Barn

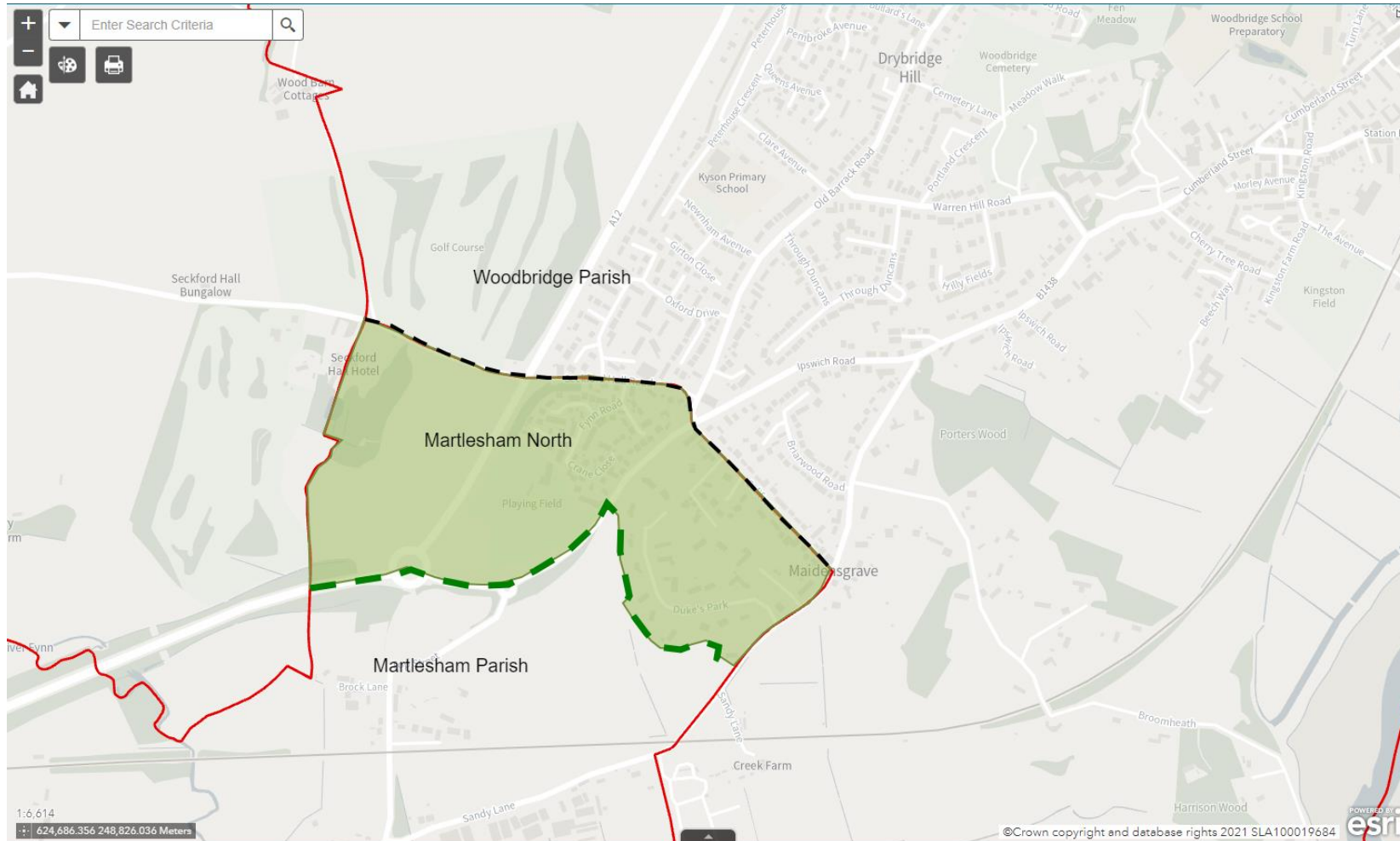


Current Parish and District boundary ———

Draft recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
10	Martlesham North Parish Ward	Martlesham and Woodbridge	The residents of Martlesham North Parish Ward should be consulted to see whether they feel that the boundary between Martlesham and Woodbridge should be moved resulting in those residents transferring from Martlesham to Woodbridge.
Proposal of CGR Member Working Group			
<p>See Map 4</p> <p>The electors of Martlesham North Parish Ward (shown green on Map 4) should be consulted to see whether they feel that the boundary between Martlesham and Woodbridge should be moved resulting in those electors transferring from Martlesham to Woodbridge parish.</p> <p>Approximately 260 electors.</p> <p>If agreed, the boundary should move as per the green dashed line on Map 4.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Martlesham Parish Council and supported by Woodbridge Town Council.</p> <p>Martlesham North was excluded from the Martlesham Neighbourhood area and already lies within the same District Ward and County Division as Woodbridge.</p>			

Map 4 – Martlesham North

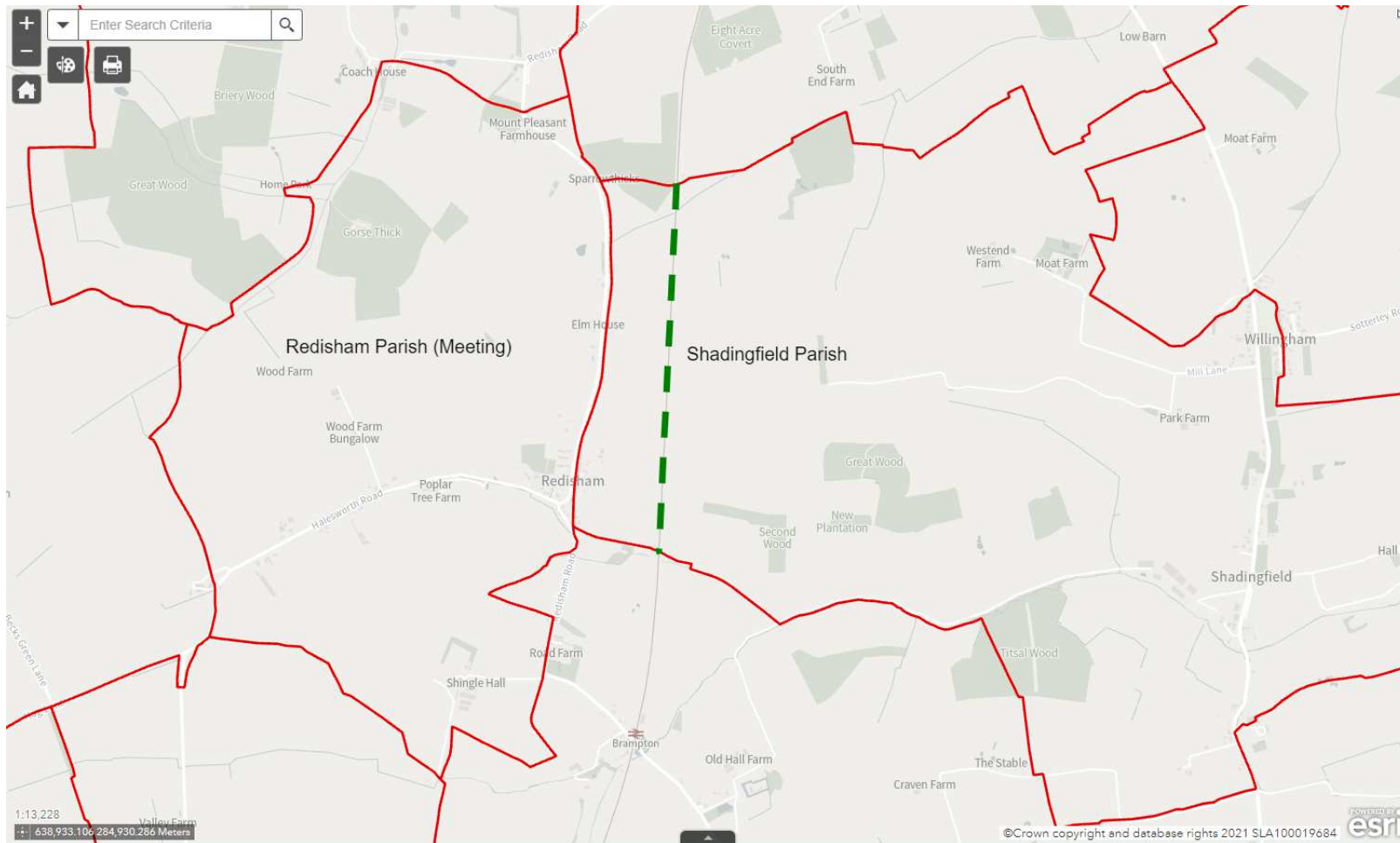


Current Parish boundary - - - - -

Potential new boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
11	Properties in Shadingfield addressed as Redisham or Redisham Corner.	Redisham and Shadingfield	Parish boundary move between Redisham and Shadingfield – properties in Shadingfield to be transferred from the parish of Shadingfield to the parish of Redisham.
Proposal of CGR Member Working Group			
<p>See Map 5</p> <p>The parish boundary between Redisham and Shadingfield should be moved resulting in thirteen properties, transferring from Shadingfield to Redisham parish.</p> <p>Approximately 20 electors.</p> <p>The boundary should move as per the green dashed line on Map 5.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Redisham Parish Meeting and Shadingfield, Sotterley, Willingham and Ellough Parish Council. A number of residents have been contacted and are in favour of the proposal.</p> <p>The boundary will be moved to follow the railway line.</p>			

Map 5 – Redisham and Shadingfield

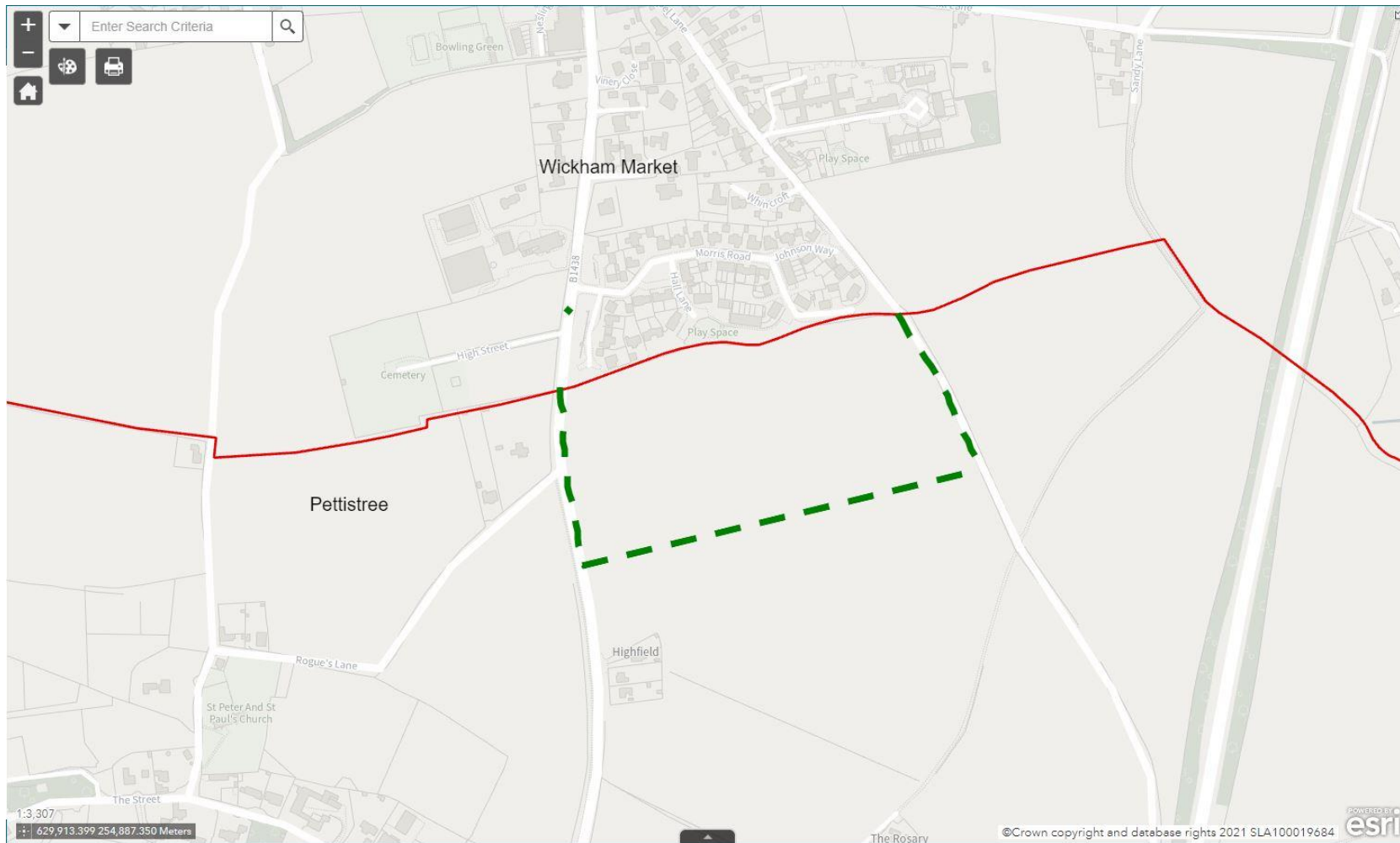


Current Parish boundary ———

Draft recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
12	Wickham Gate development area	Wickham Market and Pettistree	Boundary move between Wickham Market and Pettistree – the new Wickham Gate development to be wholly situated within Wickham Market parish.
Proposal of CGR Member Working Group			
<p>See Map 6</p> <p>The boundary between Wickham Market and Pettistree should be moved resulting in the whole of the Wickham Gate development sitting wholly in Wickham Market.</p> <p>The boundary should move as per the green dashed line on Map 6.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Wickham Market and Pettistree Parish Council.</p> <p>The development abuts Wickham Market and over half a mile from the centre of Pettistree. Pettistree is a rural parish and residents of Wickham Gate will look towards Wickham Market for all amenities.</p>			

Map 6 – Wickham Gate

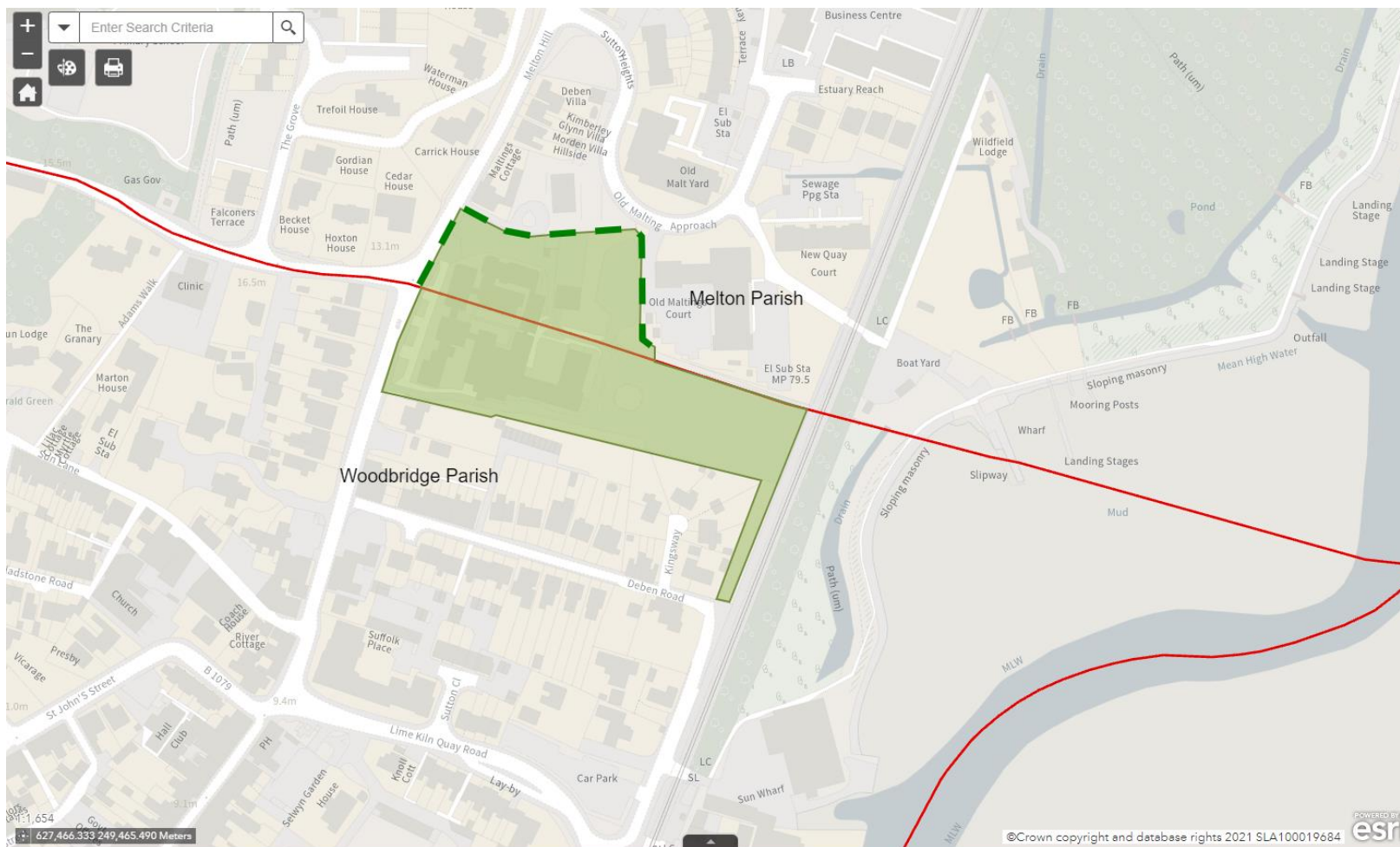


Current Parish boundary ———

Draft recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Draft Recommendation
13	Melton Hill Development area	Melton and Woodbridge	Boundary move between Melton and Woodbridge – the new Melton Hill development to be wholly situated within Woodbridge parish.
Proposal of CGR Member Working Group			
<p>See Map 7</p> <p>The boundary between Melton and Woodbridge should be moved resulting in the whole of the Melton Hill development sitting wholly in Woodbridge.</p> <p>The boundary should move as per the green dashed line on Map 7.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – Melton Parish Council and Woodbridge Town Council responses suggested that the development should be wholly situation in either Melton or Woodbridge.</p> <p>The majority of the existing buildings are in the parish of Woodbridge. Residents are likely to look towards Woodbridge for shops and other local amenities. The previous Council Offices that occupied the area had a Woodbridge address.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>The current District ward boundary between Melton and Woodbridge follows the parish boundary and as such will need to be altered.</p> <p>Parish Wards will be created for Melton as a consequence of the County Council review which will also need to be altered.</p>			

Map 7 – Melton Hill

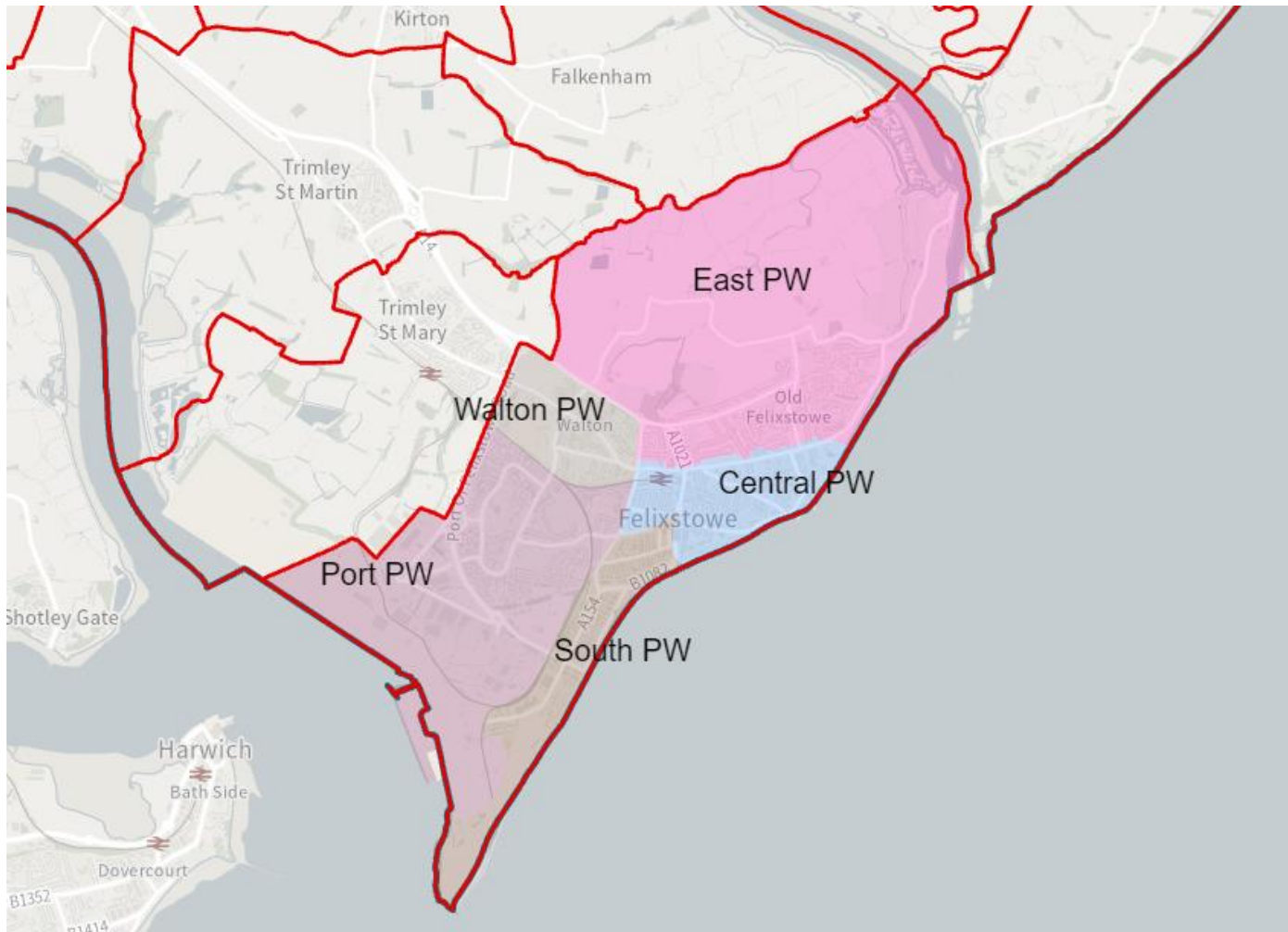


Current Parish boundary ———

Draft recommendation to change boundary - - - - -

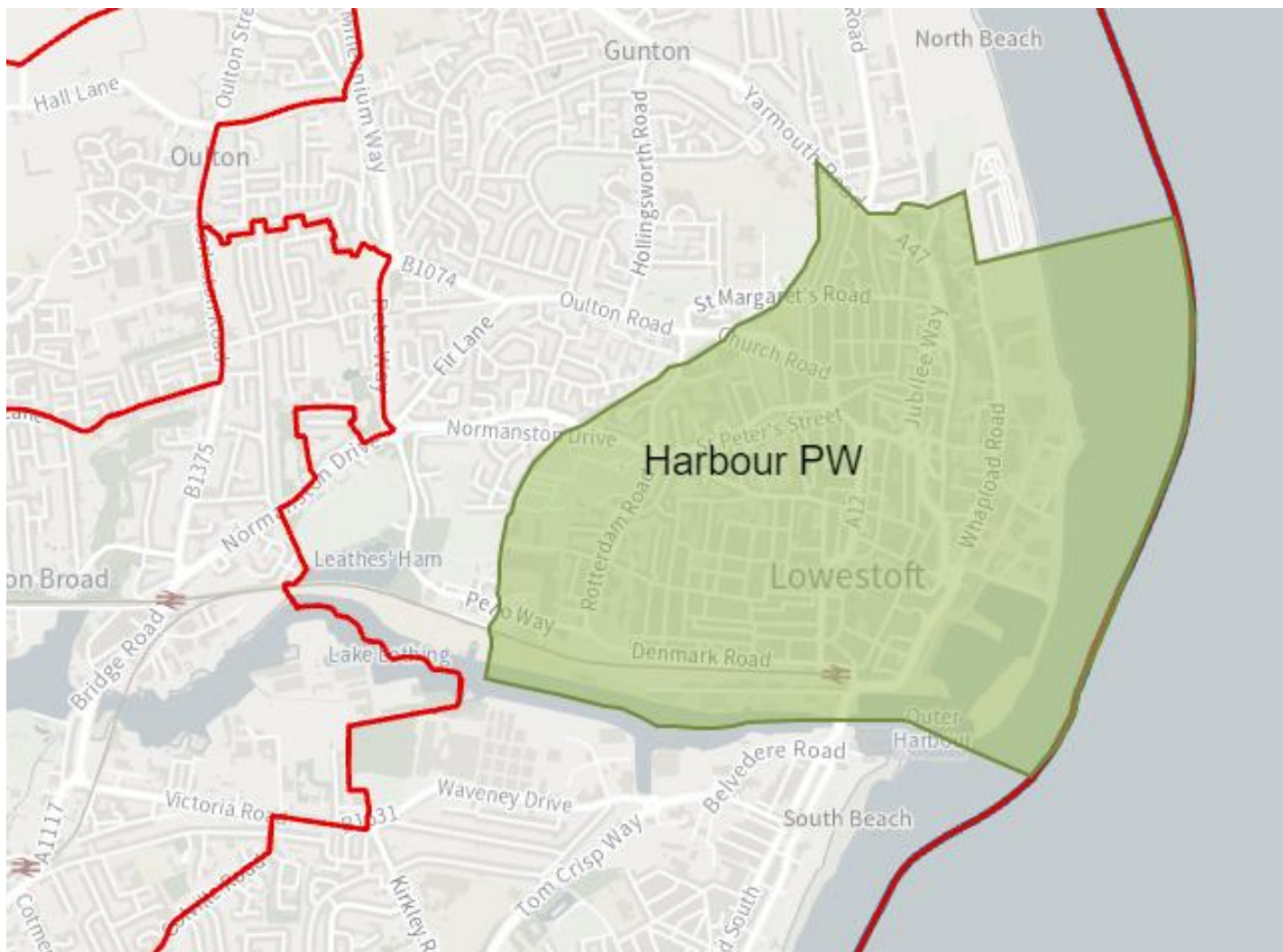
No.	Area or properties under review	Parishes directly affected	Draft Recommendation
14	Felixstowe	Felixstowe	The consequential changes to Parish Wards from the County Council review should take effect for the elections in May 2023 (brought forward from 2027)
Proposal of CGR Member Working Group			
<p>See Map 8</p> <p>The consequential changes to Parish Wards from the County Council review should be brought forward to take effect from May 2023.</p> <p>The revised parish wards contribute to more effective and convenient governance.</p> <p>The Parish Wards for Felixstowe would be as follows:</p> <p>Central – 3 Councillors East – 3 Councillors Port – 5 Councillors South – 2 Councillors Walton – 3 Councillors</p>			
Reasons for recommendation:			
<p>The recommendation allows for more effective and convenient local governance.</p> <p>The new parish wards are due to take effect from 2027, this proposal makes no changes to the LGBCE recommendations, just brings the effective date forward to the 2023 local elections.</p> <p>LGBCE consent will be required for this recommendation.</p>			

Map 8 – Felixstowe Parish Wards



No.	Area or properties under review	Parishes directly affected	Draft Recommendation
15	Lowestoft Harbour Parish Ward	Lowestoft	The consequential changes to Parish Wards from the County Council review result in a large Harbour Parish Ward – this should be split into two parish wards to contribute to more effective and convenient governance from 2027.
Proposal of CGR Member Working Group			
See Map 9			
The consequential changes to Parish Wards from the County Council review should be altered when they come into effect in 2027.			
The consequential changes from the County Council review have resulted in a large single parish ward for the Harbour area. This parish ward should be split into two parish wards resulting in more effective and convenient local governance.			
The LGBCE proposed Parish Wards for Lowestoft in 2027 are as follows:			
Elmtree – 2 Councillors			
Gunton – 1 Councillor			
Harbour – 5 Councillors			
Kirkley – 3 Councillors			
Normanston – 1 Councillor			
Pakefield – 2 Councillors			
Pakefield Park – 1 Councillor			
St Margaret’s East – 2 Councillors			
St Margaret’s West – 1 Councillor			
Tom Crisp – 1 Councillor			
Uplands – 1 Councillor			
A review will be carried out by the Electoral Services Team at East Suffolk to identify the most appropriate split of Harbour parish ward. The split will provide for one parish ward with 2 Councillors and one parish ward with 3 Councillors.			
Reasons for recommendation:			
The recommendation allows for more effective and convenient local governance.			
Splitting Harbour Parish Ward would result in more manageable and cost effective by-elections for Lowestoft Town Council.			
The new parish wards are due to take effect from 2027, this proposal makes no changes to the effective date.			
LGBCE consent will be required for this recommendation.			

Map 9 – Lowestoft Harbour Parish Ward



Community Governance Review 2021-2022 - Draft Recommendations - Summary

Draft Recommendation 1 - Increase number of seats on Framlingham Town Council from 11 to 13.

Draft Recommendation 2 - Reduce number of seats on Great Bealings Parish Council from 8 to 7.

Draft Recommendation 3 - Reduce number of seats on Great Glemham Parish Council from 12 to 9.

Draft Recommendation 4 - Reduce number of seats on Kesgrave Town Council from 16 to 14. (LGBCE consent required)

Draft Recommendation 5 - Reduce number of seats for Purdis Farm on Brightwell, Foxhall & Purdis Farm Parish Council from 7 to 6.

Draft Recommendation 6 - Reduce number of seats for Sotterley on Shadingfield, Sotterley, Willingham & Ellough Parish Council from 4 to 2.

Draft Recommendation 7 – Boundary change between Benhall and Saxmundham – *See Map 1 (Appendix A)* (LGBCE consent required)

Draft Recommendation 8 – Boundary change between Carlford & Fynn Valley district ward and Framlingham district ward (Charsfield) –
See Map 2 (Appendix A) (LGBCE consent required)

Draft Recommendation 9 – Boundary change between Martlesham and Waldringfield – *See Map 3 (Appendix A)* (LGBCE consent required)

Draft Recommendation 10 – Consultation with residents regarding boundary change between Martlesham and Woodbridge – *See Map 4 (Appendix A)*

Draft Recommendation 11 – Boundary change between Shadingfield and Redisham – *See Map 5 (Appendix A)*

Draft Recommendation 12 – Boundary change between Wickham Market and Pettistree – *See Map 6 (Appendix A)*

Draft Recommendation 13 – Boundary change between Woodbridge and Melton – *See Map 7 (Appendix A)* (LGBCE consent required)

Draft Recommendation 14 – Consequential changes to Felixstowe Town Council Parish Wards resulting from County Council review to take effect for local elections in 2023 instead of 2027 – *See Map 8 (Appendix A)* (LGBCE consent required)

Draft Recommendation 15 – Consequential changes to Lowestoft Town Council Parish Wards resulting from County Council review to be amended to split the Harbour Parish ward into 2 for 2027 – *See Map 9 (Appendix A)* (LGBCE consent required)

Aldeburgh

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	14	2023	144.5	2023	144.5	Aldeburgh & Leiston	Aldeburgh & Leiston

Comments

No comments received.

Draft recommendations

No changes.

Alderton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	370	41.1	370	41.1	Deben	Wilford

Comments

No comments received.

Draft recommendations

No changes.

Aldringham Cum Thorpe

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	693	77	715	79.4	Aldeburgh & Leiston	Aldeburgh & Leiston

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

All Saints and St Nicholas, St Michael and St Peter South Elmham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
All Saints and St Nicholas South Elmham	Grouped Parish Council	4	111	27.8	111	27.8	Bungay & Wainford	Bungay
St Michael South Elmham		1	45	45	45	45		
St Peter South Elmham		1	24	24	24	24		

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ashby, Herringfleet & Somerleyton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	12	336	28	413	34.4	Lothingland	Oulton

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Badingham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	403	44.8	403	44.8	Framlingham	Framlingham & Wickham Market

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	423	60.4	513	73.3	Beccles & Worlingham	Beccles & Kessingland

Comments

No comments received.

Draft recommendations

No changes.

Barsham & Shipmeadow

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Barsham	Grouped Parish Council	5	170	34.0	170	34.0	Bungay & Wainford	Bungay
Shipmeadow		3	104	34.7	104	34.7		

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	8	253	31.6	269	33.6	Deben	Wilford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Beccles

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Centre	Warded Parish Council	4	2,053	513.3	2,400	600.0	Beccles & Worlingham	Beccles & Kessingland
Common		4	2,084	521.0	2,119	529.8		
Darby		4	1,900	475.0	1,900	475.0		
Rigbourne		4	2,033	508.3	2,033	508.3		

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		35		35		Wrentham, Wangford & Westleton	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Benhall	Grouped Parish Council	8	498	62.3	566	70.8	Aldeburgh & Leiston	Saxmundham & District
Sternfield		2	93	46.5	93	46.5		

Comments

1. Request from Benhall PC to move the parish boundary between Benhall and Saxmundham – the new South Saxmundham Garden Neighbourhood development to be situated wholly within the Saxmundham parish area.

Supported by Benhall Parish Council and Saxmundham Town Council.

Draft recommendations

1. Based on the comments received from Benhall Parish Council and Saxmundham Town Council, the recommendation is to move the boundary between Saxmundham and Benhall.

Three properties currently within Benhall parish will become part of Saxmundham parish area. See Map 1 – Appendix A

LGBCE Consent required.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	173	19.2	173	19.2	Rendlesham & Orford	Saxmundham & District

Comments

No comments received.

Draft recommendations

No changes.

Blundeston & Flixton (East)

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Blundeston	Grouped Parish Council	9	1035	115.0	1232	136.9	Lothingland	Oulton
Flixton (East)		2	36	18.0	36	18.0		

Comments

No comments received.

Draft recommendations

No changes.

Blyford & Sotherton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Blyford	Grouped Parish Council	4	80	20.0	80	20.0	Halesworth & Blything	Halesworth
Sotherton		3	72	24.0	72	24.0		

Comments

1. Request from elector to consider changes to the current grouping of Blyford & Sotherton.

Suggestion of Holton & Blyford,

Suggestion of Sotherton & Wangford with Henham or Uggeshall or Westhall.

Not supported by Blyford & Sotherton Parish Council.

Draft recommendations

1. No changes to existing grouping arrangements – no support for grouping changes from the Parish Council.

Blythburgh with Bulcamp & Hinton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	269	38.4	269	38.4	Wretham, Wangford & Westleton	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Boulge

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		14		14		Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	6	124	20.7	124	20.7	Deben	Wilford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Bramfield & Thorington

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Bramfield	Grouped Parish Council	9	293	32.6	293	32.6	Wrentham, Wangford & Westleton	Blyth Estuary
Thorington		2	49	24.5	49	24.5		

Comments

No comments received.

Draft recommendations

No changes.

Brampton with Stoven

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	8	357	44.63	393	49.13	Halesworth & Blything	Bungay

Comments

No comments received.

Draft recommendations

No changes.

Brandeston

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	235	33.6	235	33.6	Framlingham	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Bredfield

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	270	38.6	288	41.1	Carlford & Fynn Valley	Carlford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Brightwell, Foxhall & Purdis Farm

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBC review 2021)
Brightwell	Grouped Parish Council	1	46	46.0	46	46.0	Martlesham & Purdis Farm	Rushmere St Andrew
Foxhall		5	240	48.0	240	48.0		
Purdis Farm		7	1,588	226.9	1,588	226.9		

Comments

1. Request to reduce seats at **Purdis Farm** from 7 to 6.

Purdis Farm was uncontested in 2015 and 2019 and currently has 4 vacancies. Electors per councillor if reduced – 264.7

Requested / supported by Brightwell, Foxhall & Purdis Farm Parish Council.

2. Request from Martlesham Parish Council to move the boundary between Brightwell and Martlesham. Brightwell Lakes development to be wholly situated in Martlesham.

Boundary change not supported by Brightwell, Foxhall & Purdis Farm Parish Council.

Draft recommendations

1. Based on the comments received during the stage 1 consultation, and the election statistics above, the recommendation is to reduce the number of seats for Purdis Farm from 7 to 6.
2. The Parish Council does not support the boundary change which would result in the 'Brightwell Lakes' development being situated wholly within the Martlesham Parish. The recommendation is **no change** to the boundary between the parishes of Martlesham and Brightwell. See Map 11 – Appendix B

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	265	37.9	265	37.9	Deben	Wilford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Bruisyard

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Bruisyard	Parish Council	7	127	18.1	127	18.1	Framlingham	Framlingham & Wickham Market

Comments

No comments received.

Draft recommendations

No changes.

Bucklesham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Bucklesham	Parish Council	7	449	64.1	505	72.1	Orwell & Villages	Martlesham

Comments

No comments received.

Draft recommendations

No changes.

Bungay

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	15	3955	263.7	4217	281.1	Bungay & Wainford	Bungay

Comments

No comments received.

Draft recommendations

No changes.

Burgh

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		79		79		Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Butley, Capel St Andrew & Wantisden

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Butley	Grouped Parish Council	6	150	25	150	25	Deben	Wilford
Capel St Andrew		2	59	29.5	59	29.5	Deben	
Wantisden		1	19	19	19	19	Rendlesham & Orford	

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	337	48.1	337	48.1	Wickham Market	Framlingham & Wickham Market

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Carlton Colville

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	12	6529	544.1	6619	551.6	Carlton Colville	Carlton Colville

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	288	41.1	353	50.4	Carlford & Fynn Valley	Carlford

Comments

1. Request from Charsfield PC to move the district boundary between Framlingham ward and Carlford & Fynn Valley ward to include Charsfield in the Framlingham district ward.

Charsfield is in the Mid Loes Benefice. The other parishes in the Mid Loes Benefice in East Suffolk are all in the Framlingham district ward and a monthly magazine is delivered free to all residents in the Mid Loes Benefice. Charsfield Parish Council feels that Charsfield has no historical connection and does not identify with any of the larger, more urban elements within Carlford & Fynn Valley. The Parish Council feel that their residents identify far more with Framlingham.

Requested / supported by Charsfield Parish Council and a number of electors from the parish.

Draft recommendations

1. Based on the comments received from Charsfield Parish Council, the recommendation is to move the district boundary between Carlford & Fynn Valley ward and Framlingham ward to include Charsfield in the Framlingham district ward. See Map 2 – Appendix A

LGBCE Consent required.

Chediston, Linstead Magna & Linstead Parva

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Chediston	Grouped Parish Council	7	185	26.4	185	26.4	Kelsale & Yoxford	Halesworth
Linstead Magna		1	41	41	41	41		
Linstead Parva		2	60	30	60	30		

Comments

No comments received.

Draft recommendations

No changes.

Chillesford

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		80		94		Rendlesham & Orford	Saxmundham & District

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Clopton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	262	37.4	262	37.4	Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Cookley & Walpole

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Cookley	Grouped Parish Council	5	76	15.2	76	15.2	Kelsale & Yoxford	Halesworth
Walpole		7	218	31.1	218	31.1		

Comments

No comments received.

Draft recommendations

No changes.

Corton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	1,218	135.3	1,329	147.7	Lothingland	Oulton

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		15		15		Wrentham, Wangford & Westleton	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Cransford

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		71		71		Framlingham	Framlingham & Wickham Market

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	274	39.1	274	39.1	Kelsale & Yoxford	Halesworth

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Cretingham, Monewden & Hoo

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Cretingham	Grouped Parish Council	4	174	43.5	174	43.5	Framlingham	Carlford
Monewden		3	113	37.7	113	37.7		
Hoo		2	64	32	64	32		

Comments

No comments received.

Draft recommendations

No changes.

Dallinghoo

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		80		80		Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	341	37.9	485	53.9	Wrentham, Wangford & Westleton	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Debach

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		30		30		Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Dennington

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	441	49	441	49	Framlingham	Framlingham & Wickham Market

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		87		87		Wrentham, Wangford & Westleton	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	353	39.2	353	39.2	Framlingham	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	301	43.0	301	43.0	Framlingham	Carlford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	290	41.4	401	57.3	Deben	Wilford

Comments

No comments received.

Draft recommendations

No changes.

Farnham & Stratford St Andrew

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Farnham	Grouped Parish Council	4	92	23	92	23	Wickham Market	Saxmundham & District
Stratford St Andrew		4	160	40	160	40		

Comments

No comments received.

Draft recommendations

No changes.

Felixstowe

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Felixstowe Coastal	Warded Town Council	8	10,111	1,263.9	10,734	1,341.8	Eastern Felixstowe	Felixstowe Clifflands
Felixstowe Marshes		1	416	416.0	738	738		
Felixstowe Port		4	5,595	1,398.8	5,595	1,398.8	Western Felixstowe	Felixstowe Maritime
Felixstowe Walton		3	3,158	1,052.7	3,398	1,132.7		

Comments

- Response from Felixstowe Town Council requesting that the boundary between Felixstowe and Trimley St Mary is moved so that the North Felixstowe Garden Neighbourhood development site which currently straddles Felixstowe and Trimley St Mary is wholly situated in Felixstowe.
See Map 10 - Appendix B

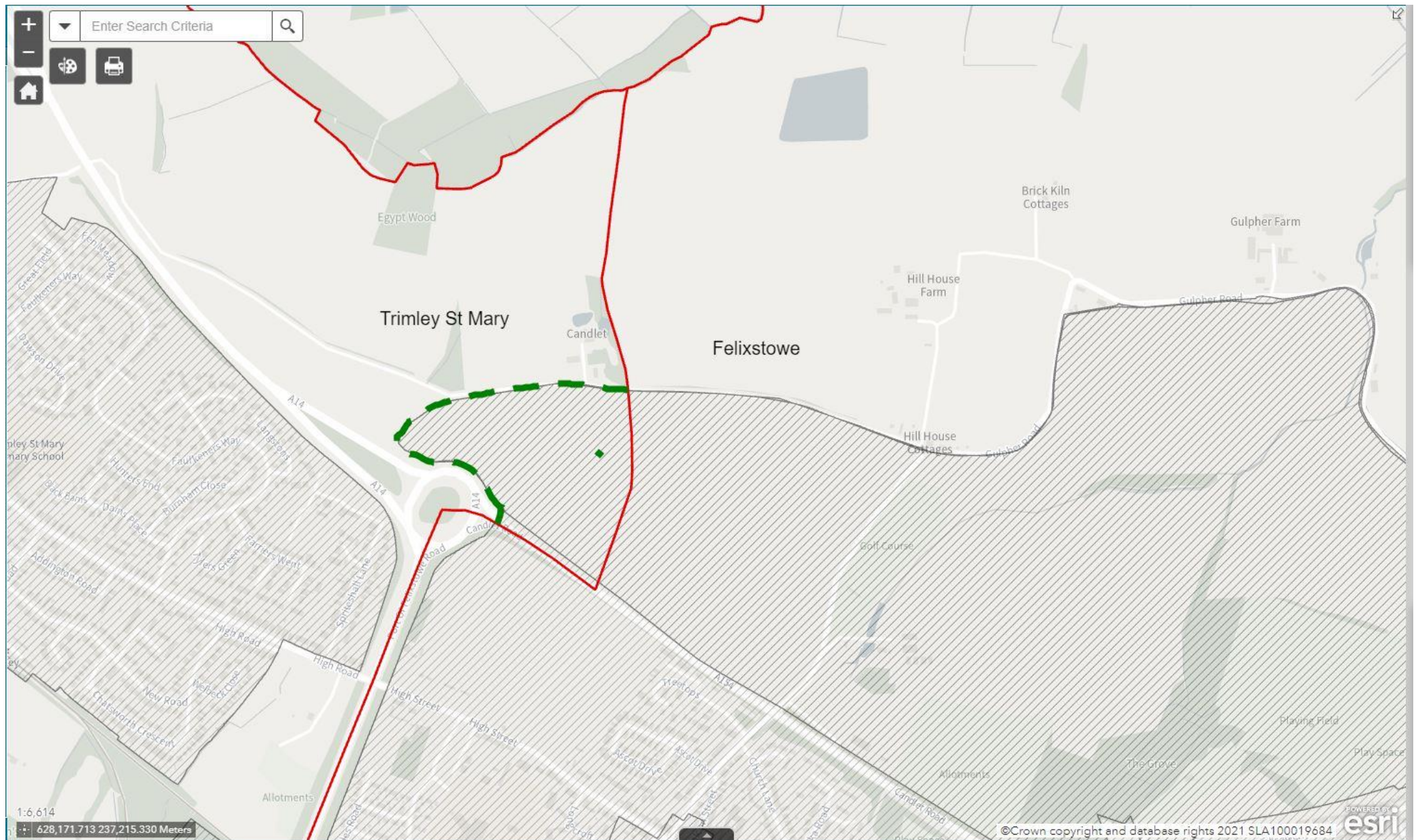
Trimley St Mary Parish Council do not support this suggestion.
- East Suffolk Council Electoral Services Team believe that the consequential parish ward arrangements (as a result of the County Council review) should take effect from 2023 (scheduled for 2027) to contribute to effective and convenient governance in Felixstowe.

Draft recommendations

- No change to the boundary – Trimley St Mary do not support that suggestion from Felixstowe Town Council.
- Based on the comments received from East Suffolk Council Electoral Services Team, the recommendation is that the consequential changes to parish wards (as a result of the LGBCE County Council review) take effect from elections in 2023 (brought forward from 2027). See Map 8 – Appendix A**

LGBCE Consent required.

MAP 10 – Felixstowe / Trimley St Mary



Flixton (West), St Cross South Elmham & St Margaret South Elmham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Flixton (West)	Grouped Parish Council	4	141	35.3	141	35.3	Bungay & Wainford	Bungay
St Cross South Elmham		3	85	28.3	85	28.3		
St Margaret South Elmham		3	75	25.0	75	25.0		

Comments

No comments received.

Draft recommendations

No changes.

Framlingham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	11	3,298	299.8	3,349	304.5	Framlingham	Framlingham & Wickham Market

Comments

1. Request to increase seats from 11 to 13.

Framlingham was uncontested in 2015 (10 candidates) and 2019 (11 candidates) and currently has vacancies. Electors per councillor if increased – 257.6

Requested / supported by Town Council

Draft recommendations

1. Based on the comments received during the stage 1 consultation, the recommendation is to increase the number of seats on Framlingham Town Council from 11 to 13.

Friston

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	287	31.9	287	31.9	Aldeburgh & Leiston	Aldeburgh & Leiston

Comments

No comments received.

Draft recommendations

No changes.

Frostenden, Uggeshall & South Cove

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Frostenden	Grouped Parish Council	7	152	21.7	152	7	Wrentham, Wangford & Westleton	Blyth Estuary
Uggeshall		4	134	33.5	134	4		
South Cove		1	16	16	16	1		

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	579	82.7	579	82.7	Carlton Colville	Beccles & Kessingland

Comments

No comments received.

Draft recommendations

No changes.

Great Bealings

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	8	224	28.0	224	28.0	Carlford & Fynn Valley	Carlford

Comments

1. Request to reduce seats from 8 to 7.

Great Bealings was uncontested in 2015 and 2019 and currently has a vacancy. Electors per councillor if decreased – 32.0

Requested / supported by Parish Council

Draft recommendations

1. Based on the comments received during the stage 1 consultation, and the election statistics above, the recommendation is to reduce the number of seats on Great Bealings Parish Council from 8 to 7.

Great Glemham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	12	175	14.6	175	14.6	Framlingham	Framlingham & Wickham Market

Comments

1. Request to reduce seats from 12 to 9.

Great Glemham was uncontested in 2015 and 2019 and currently has 3 vacancies. Electors per councillor if decreased – 19.4

Requested / supported by Parish Council

Draft recommendations

1. Based on the comments received during the stage 1 consultation, and the election statistics above, the recommendation is to reduce the number of seats on Great Glemham Parish Council from 12 to 9.

Grundisburgh & Culpho

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Grundisburgh	Grouped Parish Council	12	1,272	106	1384	115.3	Carlford & Fynn Valley	Carlford
Culpho		1	42	42	42	42		

Comments

No comments received.

Draft recommendations

No changes.

Hacheston

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	295	42.1	311	44.4	Wickham Market	Framlingham & Wickham Market

Comments

No comments received.

Draft recommendations

No changes.

Halesworth

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	12	4,071	339.3	4,423	368.6	Halesworth & Blything	Halesworth

Comments

No comments received.

Draft recommendations

No changes.

Hasketon

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	339	48.4	339	48.4	Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		25		25		Orwell & Villages	Martlesham

Comments

No comments received.

Draft recommendations

No changes.

Henstead with Hulver Street

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	284	40.1	284	40.1	Wrentham, Wangford & Westleton	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Heveningham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	93	13.3	93	13.3	Kelsale & Yoxford	Halesworth

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	1,054	95.8	1,081	98.3	Deben	Wilford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	666	95.1	690	98.6	Halesworth & Blything	Halesworth

Comments

1. Request from elector to consider changes to the current grouping of Blyford & Sotherton.

Suggestion of Holton & Blyford,

Suggestion of Sotherton & Wangford with Henham or Uggeshall or Westhall.

Not supported by Blyford & Sotherton Parish Council.

Draft recommendations

1. No changes to existing grouping arrangements – no support for grouping changes from Blyford & Sotherton Parish Council.

Homersfield

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	5	129	25.8	129	25.8	Bungay & Wainford	Bungay

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Huntingfield

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	139	19.9	139	19.9	Kelsale & Yoxford	Halesworth

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	84	12.0	84	12.0	Rendlesham & Orford	Saxmundham & District

Comments

1. Request from elector to consider creating a grouping arrangement for Iken Parish Council with adjoining parish council/s.

Members of the Council are currently appointed by East Suffolk Council – this arrangement will end with the Parish Council elections in May 2023.

Iken Parish Council does not support a grouping arrangement.

Draft recommendations

1. No changes. No support for a grouping arrangement from the Parish Council.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	234	33.4	234	33.4	Bungay & Wainford	Bungay

Comments

No comments received.

Draft recommendations

No changes.

Ilketshall St John

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		16		16		Bungay & Wainford	Bungay

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	5	142	28.4	142	28.4	Bungay & Wainford	Bungay

Comments

No comments received.

Draft recommendations

No changes.

Ilketshall St Margaret

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		42		42		Bungay & Wainford	Bungay

Comments

No comments received.

Draft recommendations

No changes.

Kelsale Cum Carlton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	13	819	63	882	67.8	Kelsale & Yoxford	Saxmundham & District

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
East Kesgrave	Town Council	8	4,966	620.8	4,966	620.8	Kesgrave	Kesgrave
West Kesgrave		8	5,421	677.6	5,421	677.6		Kesgrave / Rushmere St Andrew

Comments

1. Request to reduce seats from 16 to 14.

Kesgrave was uncontested in 2015 and 2019 and currently has 6 vacancies. Electors per councillor if decreased – East – 709.4 West – 748.7

Requested / supported by Parish Council

Draft recommendations

1. Based on the comments received during the stage 1 consultation, and the election statistics above, the recommendation is to reduce the number of seats on Kesgrave Town Council from 16 to 14.

LGBCE Consent required.

Kessingland

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	13	3,540	272.3	3,540	272.3	Kessingland	Beccles & Kessingland

Comments

No comments received.

Draft recommendations

No changes.

Kettleburgh

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	8	201	25.1	228	28.5	Framlingham	Carlford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Kirton & Falkenham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Kirton	Grouped Parish Council	9	980	108.9	980	108.9	Orwell & Villages	Martlesham
Falkenham		2	166	83	166	83		

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	656	72.9	656	72.9	Aldeburgh & Leiston	Aldeburgh & Leiston

Comments

No comments received.

Draft recommendations

No changes.

Leiston-cum-Sizewell

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	15	4,399	293.3	4,867	324.5	Aldeburgh & Leiston	Aldeburgh & Leiston

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	5	50	10.0	50	10.0	Framlingham	Carlford

Comments

1. Suggestion from SALC to look at governance arrangements in Letheringham and to consider creating a grouping arrangement for Letheringham Parish Council with adjoining parish council.

Letheringham PC is currently unable to operate as it has no councillors. The Monitoring Officer of East Suffolk Council is using Section 91 of Local Government Act 1972 to appoint councillors – report to Council in May 2022.

Easton Parish Council does not support a grouping arrangement.

Draft recommendations

1. No changes as part of CGR. East Suffolk Council to appoint councillors to enable Letheringham PC to conduct business.

Levington & Stratton Hall

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Levington Stratton Hall	Grouped Parish Council	6 1	203 18	33.8 18.0	203 18	33.8 18.0	Orwell & Villages	Martlesham

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Little Bealings

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	359	51.3	359	51.3	Carlford & Fynn Valley	Carlford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Little Glemham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	146	20.9	146	20.9	Wickham Market	Framlingham & Wickham Market

Comments

No comments received.

Draft recommendations

No changes.

Lound

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Lound	Parish Council	7	278	39.7	278	39.7	Lothingland	Oulton

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Elmtree	Warded Town Council	3	5,859	1,953.0	5,859	1,953.0	Carlton & Whitton	Carlton & Whitton / Carlton Colville
Gunton		1	2,593	2,593.0	2,631	2,631.0	Gunton & St Margarets	Gunton
Harbour & Normanston		6	11,328	1,888.0	11,455	1,909.2	Harbour & Normanston	Harbour / Oulton Broad & Normanston
Kirkley		3	5,722	1,907.3	5,790	1,930.0	Kirkley & Pakefield	Kirkley & Pakefield
Pakefield		3	4,847	1,615.7	4,847	1,615.7	Kirkley & Pakefield	Kirkley & Pakefield / Carlton & Whitton
St Margarets East		2	4,829	2,414.5	4,872	2,436.0	Gunton & St Margarets	Gunton
St Margarets West		1	794	794.0	794	794.0	Oulton Broad	Oulton
Tom Crisp		1	538	538.0	538	538.0	Carlton & Whitton	Carlton & Whitton

Comments

1. East Suffolk Council Electoral Services Team believe that there should be an amendment to the consequential parish ward arrangements (as a result of the County Council review) The new Harbour Parish Ward should be split into two wards to contribute to effective and convenient governance in Lowestoft. This change should take effect from 2027.

Draft recommendations

1. Based on the comments received from East Suffolk Council Electoral Services Team, the recommendation is that the consequential changes to parish wards (as a result of the LGBCE County Council review) should be altered from 2027 resulting in the new Harbour Parish Ward being split into two wards).
See Map 9 - Appendix A. LGBCE Consent required.

Marlesford

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	186	26.6	186	26.6	Wickham Market	Framlingham & Wickham Market

Comments

No comments received.

Draft recommendations

No changes.

Martlesham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Martlesham	Warded Parish Council	13	4,261	327.8	4,553	350.2	Martlesham & Purdis Farm	Martlesham
Martlesham North		1	264	264.0	264	264.0	Woodbridge	Woodbridge
Martlesham West		1	189	189.0	189	189.0	Kesgrave	Kesgrave

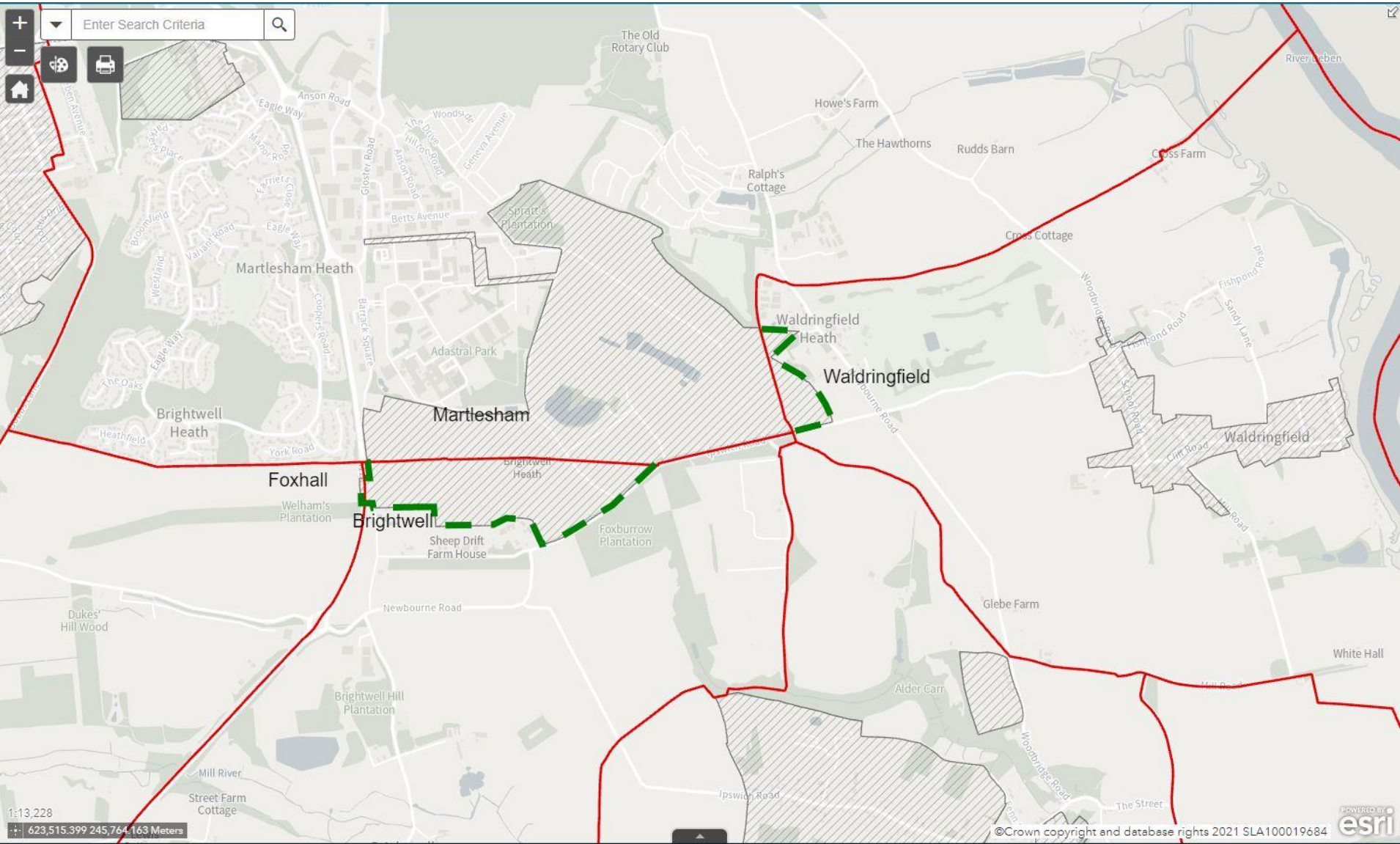
Comments

1. Response from Martlesham Parish Council to move the boundary between Martlesham and Brightwell and Martlesham and Waldringfield resulting in the Brightwell Lakes development being wholly situated in Martlesham. Brightwell Parish Council do not support this proposal. Waldringfield have suggested no changes to boundaries. See Map 11 - Appendix B
2. Response from Martlesham Parish Council suggesting that the residents of Martlesham North should be consulted on whether the boundary between Martlesham and Woodbridge should be altered resulting in the area currently 'Martlesham North' becoming part of Woodbridge. Woodbridge support this suggestion. See Map 4 - Appendix A
3. Response from the owners of Rudds Barn to move the boundary between Martlesham and Waldringfield resulting in Rudds Barn moving from Martlesham Parish to Waldringfield Parish. Martlesham PC have no objections to this suggestion. See Map 3 - Appendix A
4. Deben Avenue (Martlesham West) to remain in Martlesham – All responses in support

Draft recommendations

1. No changes – Brightwell Parish Council do not support the boundary change proposal. Waldringfield suggested no change in boundaries.
2. **Based on comments from Martlesham Parish Council and Woodbridge Town Council, the recommendation is that the residents of Martlesham North are consulted on whether the boundary between Woodbridge and Martlesham should be altered. See Map 4 - Appendix A**
3. **Based on comments from the homeowners and Martlesham Parish Council, the recommendation is that the boundary between Martlesham and Waldringfield is altered resulting in Rudd's Barn transferring from Martlesham Parish to Martlesham Parish. LGBCE Consent Required. See Map 3 - Appendix A**

MAP 11 – Brightwell Lakes



Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	15	3,599	239.9	3,663	244.2	Melton	Wilford / Woodbridge

Comments

1. Response from Melton PC and a number of residents requesting that the boundary between Melton and Woodbridge is moved so that the Melton Hill development site which currently straddles Melton and Woodbridge is wholly situated in one or other of the parishes.

Woodbridge Town Council submitted a similar response; the Melton Hill development site should be wholly situated in either Woodbridge or Melton.

Draft recommendations

1. Based on the comments received from Melton PC and Woodbridge TC the recommendation is to move the boundary between Woodbridge and Melton, resulting in the Melton Hill development site to be wholly situated in the Woodbridge Parish. See Map 7 – Appendix A

LGBCE Consent required.

Mettingham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	158	22.6	158	22.6	Bungay & Wainford	Bungay

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Middleton cum Fordley

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	324	36	324	36	Aldeburgh & Leiston	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Mutford

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	413	59	424	60.6	Carlton Colville	Beccles & Kessingland

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	630	70	630	70	Orwell & Villages	Martlesham

Comments

No comments received.

Draft recommendations

No changes.

Newbourne

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	218	24.2	218	24.2	Orwell & Villages	Martlesham

Comments

No comments received.

Draft recommendations

No changes.

North Cove

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	354	50.6	354	50.6	Beccles & Worlingham	Beccles & Kessingland

Comments

No comments received.

Draft recommendations

No changes.

Orford & Gedgrave

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Orford	Grouped Parish Council	11	496	45.1	508	46.2	Rendlesham & Orford	Saxmundham & District
Gedgrave		1	34	34.0	34	34.0		

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	587	65.2	681	75.7	Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Oulton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Oulton West	Parish Council (Warded)	9	3,438	382	4,123	458.11	Oulton Broad	Oulton
Oulton East		1	353	353	353	353	Gunton & St Margarets	Gunton

Comments

No comments received.

Draft recommendations

No changes.

Oulton Broad

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Oulton Broad North	Parish Council (Warded)	7	4,891	698.7	5,005	715.0	Oulton Broad	Oulton / Oulton Broad & Normanston
Oulton Broad South East		3	1,603	534.3	1,603	534.3	Oulton Broad	Oulton Broad & Normanston
Oulton Broad South West		2	1,567	783.5	1,567	783.5	Carlton & Whitton	Carlton & Whitton

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	224	32.0	248	35.4	Framlingham	Framlingham & Wickham Market

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	10	440	44.0	440	44.0	Kelsale & Yoxford	Halesworth

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	145	20.7	403	57.6	Wickham Market	Framlingham & Wickham Market

Comments

1. Response from Pettistree PC and Wickham Market PC requesting that the boundary between Pettistree and Wickham Market is moved so that the Wickham Gate development sits wholly situated in Wickham Market parish.

Draft recommendations

1. Based on the comments received from Pettistree PC and Wickham Market PC the recommendation is to move the boundary between Pettistree and Wickham Market, resulting in the Wickham Gate development site to be wholly situated in the Wickham Market Parish. See Map 6 – Appendix A

Playford

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	189	27	189	27	Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		12		12		Deben	Wilford

Comments

No comments received.

Draft recommendations

No changes.

Redisham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		58		58		Bungay & Wainford	Bungay

Comments

1. Request from Redisham Parish Meeting and Shadingfield, Sotterley, Willingham and Ellough Parish Council that the boundary between Shadingfield and Redisham is moved to include the properties in Shadingfield parish that are West of the railway line into Redisham Parish. A number of the residents have been contacted by Shadingfield, Sotterley, Willingham and Ellough Parish Council and are in favour of the proposal.

Draft recommendations

1. Based on the comments received from Redisham Parish Meeting and Shadingfield, Sotterley, Willingham and Ellough Parish Council, the recommendation is to move the boundary between Shadingfield and Redisham to the railway track. See Map 5 – Appendix A

Rendham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	8	205	25.6	205	25.6	Framlingham	Saxmundham & District

Comments

No comments received.

Draft recommendations

No changes.

Rendlesham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	2,246	204.1	2,350	213.6	Rendlesham & Orford	Wilford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	12	2,161	180.1	2,341	195.1	Southwold	Blyth Estuary

Comments

1. Suggestion from Reydon PC, the Southwold & Reydon Society and a number of electors to merge Reydon Parish Council and Southwold Town Council.

Southwold Town Council does not support a merger. A number of electors and the County Councillor for the area also submitted responses against the proposal from Reydon PC.

Draft recommendations

1. No changes. Reydon PC and Southwold PC to remain independent councils.

Ringsfield & Weston

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Ringsfield	Grouped Parish Council	5	266	53.2	266	53.2	Bungay & Wainford	Bungay
Weston		4	170	42.5	170	42.5		

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Rumburgh

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	261	37.3	280	40.0	Bungay & Wainford	Bungay

Comments

No comments received.

Draft recommendations

No changes.

Rushmere

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		33		33		Wrentham, Wangford & Westleton	Beccles & Kessingland

Comments

No comments received.

Draft recommendations

No changes.

Rushmere St Andrew

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Rushmere St Andrew Beech	Parish Council (Warded)	2	668	334	668	334	Kesgrave	Rushmere St Andrew
Rushmere St Andrew Tower		10	3,526	352.6	3,604	360.4	Rushmere St Andrew	Rushmere St Andrew
Rushmere St Andrew Village		3	935	311.7	935	311.7	Carlford & Fynn Valley	Carlford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	11	3,251	295.5	3,392	308.4	Saxmundham	Saxmundham & District

Comments

1. Request from Saxmundham TC to move the parish boundary between Saxmundham and Benhall – the new South Saxmundham Garden Neighbourhood development to be situated wholly within the Saxmundham parish area.

Supported by Saxmundham Town Council and Benhall Parish Council.

Draft recommendations

1. Based on the comments received from Saxmundham Town Council and Benhall Parish Council, the recommendation is to move the boundary between Saxmundham and Benhall.

Three properties currently within Benhall parish will become part of Saxmundham parish area. See Map 1 – Appendix A

LGBCE Consent required.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	305	43.6	305	43.6	Framlingham	Framlingham & Wickham Market

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Shadingfield, Sotterley, Willingham & Ellough

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Shadingfield	Grouped Parish Council	3	145	48.3	145	48.3	Bungay & Wainford	Bungay
Sotterley		4	95	23.8	95	23.8		
Willingham		3	116	38.7	135	45.0		
Ellough		2	30	15.0	30	15.0		

Comments

1. Request to reduce seats at **Sotterley** from 4 to 2.

Sotterley was uncontested in 2015 and 2019 and currently has one vacancy. Electors per councillor if reduced – 47.5

Requested / supported by Parish Council.

2. Request from Shadingfield, Sotterley, Willingham and Ellough Parish Council and Redisham Parish Meeting that the boundary between Shadingfield and Redisham is moved to include the properties in Shadingfield parish that are West of the railway line into Redisham Parish. A number of the residents have been contacted by the Parish Council and are in favour of the proposal.

Draft recommendations

1. Based on the comments received during the stage 1 consultation, and the election statistics above, the recommendation is to reduce the number of seats for Sotterley from 4 to 2.
2. Based on the comments received from the Parish Council and Redisham Parish Meeting, the recommendation is to move the boundary between Shadingfield and Redisham to the railway track. See Map 5 – Appendix A

Shottisham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	131	18.7	131	18.7	Deben	Wilford

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	170	24.3	170	24.3	Kelsale & Yoxford	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	556	50.5	556	50.5	Aldeburgh & Leiston	Saxmundham & District

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Southwold

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Town Council	12	834	69.5	834	69.5	Southwold	Blyth Estuary

Comments

1. Suggestion from Reydon PC, the Southwold & Reydon Society and a number of electors to merge Reydon Parish Council and Southwold Town Council.

Southwold Town Council does not support a merger. A number of electors and the County Councillor for the area also submitted responses against the proposal from Reydon PC.

Draft recommendations

1. No changes. Reydon PC and Southwold PC to remain independent councils.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	162	23.1	162	23.1	Halesworth & Blything	Halesworth

Comments

No comments received.

Draft recommendations

No changes.

St James South Elmham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Meeting		162		162		Bungay & Wainford	Bungay

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Sudbourne

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	264	37.7	264	37.7	Rendlesham & Orford	Saxmundham & District

Comments

No comments received.

Draft recommendations

No changes.

Sutton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	271	30.1	271	30.1	Deben	Wilford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Sutton Heath

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	745	82.8	745	82.8	Deben	Wilford

Comments

No comments received.

Draft recommendations

No changes.

Swefling

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	166	23.7	166	23.7	Framlingham	Saxmundham & District

Comments

Response(s) received – suggested no changes necessary – keen to retain the spelling of the Parish Council – Swefling Parish Council (not Sweffling).

Draft recommendations

No changes.

Theberton & Eastbridge

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	251	27.9	251	27.9	Aldeburgh & Leiston	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Trimley St Martin

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	1,666	151.5	2,025	184.1	Orwell & Villages	Walton & Trimleys

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	2,985	271.4	3,075	279.5	Orwell & Villages	Walton & Trimleys

Comments

1. Response from Felixstowe Town Council requesting that the boundary between Felixstowe and Trimley St Mary is moved so that the North Felixstowe Garden Neighbourhood development site which currently straddles Felixstowe and Trimley St Mary is wholly situated in Felixstowe.

See Map 10 – Appendix B

Trimley St Mary Parish Council do not support this suggestion.

Draft recommendations

1. No changes – Trimley St Mary do not support the suggestion from Felixstowe Town Council.

Tuddenham St Martin

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	8	310	38.8	355	44.4	Carlford & Fynn Valley	Carlford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	448	49.8	448	49.8	Rendlesham & Orford	Saxmundham & District

Comments

No comments received.

Draft recommendations

No changes.

Ubbeston

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	5	77	15.4	77	15.4	Kelsale & Yoxford	Halesworth

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	726	66.0	726	66.0	Wickham Market	Framlingham & Wickham Market

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	293	41.9	293	41.9	Southwold	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	394	43.8	394	43.8	Orwell & Villages	Martlesham

Comments

1. Response from Martlesham Parish Council to move the boundary between Martlesham and Brightwell and Martlesham and Waldringfield resulting in the Brightwell Lakes development being wholly situated in Martlesham. Brightwell Parish Council do not support this proposal. Waldringfield have suggested no changes to boundaries. See Map 11 – Appendix B
2. Response from the owners of Rudds Barn to move the boundary between Martlesham and Waldringfield resulting in Rudds Barn moving from Martlesham Parish to Waldringfield Parish. Martlesham PC have no objections to this suggestion. See Map 3 – Appendix A

Draft recommendations

1. No change – the proposal from Martlesham Parish Council is not supported by all councils affected by the boundary change.
2. **Based on the comments received from Martlesham Parish Council and the owners of Rudds Barn, the recommendation is to move the boundary between Martlesham and Waldringfield. LGBCE Consent Required. See Map 3 – Appendix A**

Wangford with Henham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	10	471	47.1	471	47.1	Wrentham, Wangford & Westleton	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.

Wenhaston with Mells Hamlet

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	699	63.5	699	63.5	Halesworth & Blything	Halesworth

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Westerfield

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	408	58.3	592	84.6	Carlford & Fynn Valley	Carlford

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	292	41.7	324	46.3	Halesworth & Blything	Bungay

Comments

No comments received.

Draft recommendations

No changes.

Westleton

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	390	35.5	410	37.3	Wrentham, Wangford & Westleton	Blyth Estuary

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Wickham Market

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	13	1,830	140.8	1,830	140.8	Wickham Market	Framlingham & Wickham Market

Comments

1. Response from Wickham Market PC and Pettistree PC requesting that the boundary between Wickham Market and Pettistree is moved so that the Wickham Gate development sits wholly situated in Wickham Market parish.

Draft recommendations

1. Based on the comments received from Wickham Market PC and Pettistree PC the recommendation is to move the boundary between Wickham Market and Pettistree, resulting in the Wickham Gate development site to be wholly situated in the Wickham Market Parish.
See Map 6 – Appendix A

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	7	230	32.9	230	32.9	Halesworth & Blything	Halesworth

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Witnesham & Swilland

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Witnesham	Grouped Parish Council	11	714	64.9	809	73.5	Carlford & Fynn Valley	Carlford
Swilland		4	140	35.0	140	35.0		

Comments

No comments received.

Draft recommendations

No changes.

Woodbridge

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
Woodbridge Farlingaye	Warded Town Council	4	1,563	390.8	1,600	400.0	Woodbridge	Woodbridge
Woodbridge Kyson		4	1,559	389.8	1,559	389.8		
Woodbridge Riverside		4	1,385	346.3	1,385	346.3		
Woodbridge Seckford		4	1,639	409.8	1,676	419.0		

Comments

- Response from Woodbridge Town Council requesting that the boundary between Woodbridge and Melton is moved so that the Melton Hill development site which currently straddles Melton and Woodbridge is wholly situated in one or other of the parishes.

Melton Parish Council and a number of residents submitted a similar response; the Melton Hill development site should be wholly situated in either Melton or Woodbridge.
- A response from Martlesham PC suggested consulting with the residents of Martlesham North Parish Ward to see whether the boundary between Woodbridge and Martlesham should be moved, resulting in the current Martlesham North Parish ward transferring to the parish of Woodbridge. Woodbridge support this proposal from Martlesham PC.

Draft recommendations

- Based on the comments received from Woodbridge TC and Melton PC the recommendation is to move the boundary between Woodbridge and Melton, resulting in the Melton Hill development site to be wholly situated in the Woodbridge Parish. See Map 7 – Appendix A LGBCE consent required.
- Based on the comments received from Martlesham PC and Woodbridge TC, the recommendation is that the residents of Martlesham North should be consulted on whether they think the boundary between Martlesham and Woodbridge should be moved. See Map 4 – Appendix A

Worlingham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	9	2,954	328.2	2,954	328.2	Beccles & Worlingham	Beccles & Kessingland

Comments

Response(s) received – suggested no changes necessary.

Draft recommendations

No changes.

Wrentham

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	13	808	67.3	875	67.3	Wrentham, Wangford & Westleton	Blyth Estuary

Comments

1. Request from resident to reduce seats from 13 to 10.

Wrentham was uncontested in 2015 and 2019 and currently has one vacancy. Electors per councillor if decreased – 87.5

Wrentham Parish Council do not support the reduction in councillors.

Draft recommendations

1. No changes – reduction in councillors not supported by the Parish Council.

Ward Name (if applicable) or Parish Name (if part of group)	Type of Parish Council or Meeting	Number of Councillors	Electorate at 1 December 2021	Electors per councillor at 1 December 2021	Predicted electorate 2026	Predicted number of electors per councillor 2026	District Ward	County Division (following LGBCE review 2021)
	Parish Council	11	632	57.5	632	57.5	Kelsale & Yoxford	Blyth Estuary

Comments

No comments received.

Draft recommendations

No changes.



FULL COUNCIL

Wednesday, 25 May 2022

Subject	Cabinet Members' Report and Outside Bodies Representatives' Report to Council
Report by	Councillor Steve Gallant Leader of the Council

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 of Report: To receive the Cabinet Members' Report and the Outside Bodies Representatives' Report to Council, for information.	
Options: Not applicable.	

Cabinet Members' Reports to Council

Cabinet Member:	Councillor David Ritchie – Cabinet Member with responsibility for Planning and Coastal Management
Contact Details:	david.ritchie@eastsuffolk.gov.uk Tel: 01986 783889

Sustainable Construction Supplementary Planning Document (SPD)

The Sustainable Construction SPD was adopted by the Council at Cabinet in April 2022. The Sustainable Construction SPD contains comprehensive planning guidance on sustainable construction issues within a single document. It has been prepared to support the implementation of policies relating to sustainable construction in the adopted Suffolk Coastal and Waveney Local Plans. The SPD provides guidance on a range of environmental topics including water efficiency and management, energy efficiency, carbon reduction, different construction methods, the reuse and responsible resourcing of materials, reducing waste, the design and orientation of buildings and the integration of nature into developments. The SPD also provides a useful sustainable development checklist and standard condition wording for planning decision notices.

The [Sustainable Construction SPD](#) complements the [Environment Guidance Note](#) and supports the Council's vision of building the right environment for East Suffolk. The Environmental Guidance Note was adopted by the Council in November 2020. It is short document that offers clear, concise information on a range of key environmental issues. The guidance helps those seeking to mitigate the impact of construction on climate change, but its guidance is broader than the Local Plan policies and does not have the statutory weight of an SPD.

The SPD does not add new policies but rather seeks to provide guidance that will help with the implementation of relevant policies in the Suffolk Coastal and Waveney Local Plans. The SPD is a material consideration in the determination of planning applications. The SPD has been published on the Council's website and publicised on the Council's social media, via direct notifications to those on the planning policy mailing list and through a press release.

Outside Bodies Representatives' Reports

Local Government Association: Special Interest Group Nuclear Legacy Advisory Forum (NuLeAF)	
Representative:	Councillor Craig Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development
Contact Details:	craig.rivett@eastsuffolk.gov.uk Tel: 07931 341440

Please see the attachment at Appendix A.

Suffolk Waste Partnership Members' Group, the Access and Amenity Fund and the Galloper Wind Farm Funding Panel	
Representative:	Councillor James Mallinder, Cabinet Member with responsibility for the Environment
Contact Details:	james.mallinder@eastsuffolk.gov.uk Tel: 07810 815879

Suffolk Waste Partnership Members' Group

As Chair of the Suffolk Waste Partnership, I attended the April meeting which was packed with information which you can imagine covered all things waste.

Our thoughts and options are slowly forming in regard to new collection methods and objectives, but we are in limbo until the UK government pass secondary legislation and we have a full understanding about what we will need to collect and how. Our big fear is there will be big statutory demands but no funding - we will see.

I am disappointed to report that although the UK government are looking at deposit return schemes, it appears to be only based on plastic bottles, not glass - this is very disappointing.

Options continue to be discussed on collection but there is a consensus that sorting at the depots is preferable to household sorting, to limit contamination and to also limit additional bins required per household. More plastic bins cluttering up our busy streets does nothing for civic pride and we need to question the environmental impact of more plastic.

The Partnership is very environmentally focused and we have reservations about collecting all these waste streams but we will have little control over the final destination. I personally feel there is no point outsourcing our carbon footprint and waste to other countries, we need to think about impacts through the chain.

All services are working as expected, although there is still a discussion over hours of opening for the recycling centres and whether there should be booking or no booking in order to attend.

I will endeavour to keep the council updated on all new developments

AONB Grant Giving Boards

I sit on the AONB grant giving boards - Galloper Wind Farm Fund Panel and Amenity and Accessibility Fund (AAF). I focus on inclusiveness and make sure any grants offered will make the biggest impact.

I also sit on our Greenprint Nature First Grants Panel, which focusses very much on supporting our communities and delivering our message of when we work together we will make a big difference.

Fauconberge Educational Trust	
Representative:	Councillor Caroline Topping
Contact Details:	caroline.topping@eastsoffolk.gov.uk Tel: 07825 421117

The Trust meets four times a year constitutionally, but has extra meetings if required. I have attended all meetings and during COVID these have been electronic.

Personally I have asked the Group to update its constitution from helping young people up to the age of 16 to uplift this to 18, in line with the Government requirement of education, etc until 18 so those going into further education can also be helped.

We have financed school uniform, which continues to be very expensive, but we signpost people in the first instance to the very good Uniform Bank at St Lukes Church and there is a uniform bank at Beccles Community Hub. We have also helped with laptops.

At our next meeting we are intending to scrutinise ourselves and see how we are performing and if we spend our money well.

Appendices

Appendices:	
Appendix A	Nuleaf update from Councillor Rivett

Background reference papers:	
None.	

Forum.



Image courtesy of NDA

Welcome

Here is a summary of what has been hitting the headlines, recently issued reports, consultations in progress, forthcoming meeting dates and other items of note. This is a monthly service which we are providing to those of our members who financially support our work.

Dates for your diary

The next meeting of Nuleaf's Radioactive Waste Planning Group will take place online on 28th April 10.30 – 12.00. The meeting will include a discussion on topics to cover at a proposed meeting to discuss Emergency Planning which will take place later in the year. This meeting is open to officers from all Nuleaf member authorities.



After a gap of two years, NDA intends to hold a Stakeholder Summit in Edinburgh on **7th and 8th September**. Travel and accommodation will be funded, and we would ask that you hold these dates in your diary pending further information being available.

Nuleaf is looking at holding the June Steering Group meeting in person. We had hoped to visit Hinkley Point but have been advised that this is not practical at present. We are currently in discussions with Magnox about visiting Berkeley, which is one of their 'lead and learn' sites for the rolling decommissioning programme. Further details will be circulated in due course, but in the meantime we would ask that you hold **15th and 16th June** in your diaries. We also hope to be able to provide some funding towards travel and accommodation costs.

If you wish to attend any of the above meetings, please contact catherine.draper@nuleaf.org.uk.

One NDA

NDA has published [responses to the comments received](#) on its draft Business Plan for 2022-25. You can also access the [final Business Plan document](#) on NDA's website.

Following a change of approach, MOD is now considering transferring the [Vulcan nuclear submarine support base](#) in Scotland to the NDA for decommissioning. The move has received cautious support from the Dounreay Stakeholder Group Chair.

NDA has published its group [gender pay gap report](#) which covers the period 2020-21, prior to the formation of Nuclear Transport Solutions and Nuclear Waste Services.

NDA has also published its first [Sustainability Strategy](#). The strategy focuses on delivering sustainable socio-economic outcomes for nuclear communities through decommissioning practices, care for the environment and cultural change.

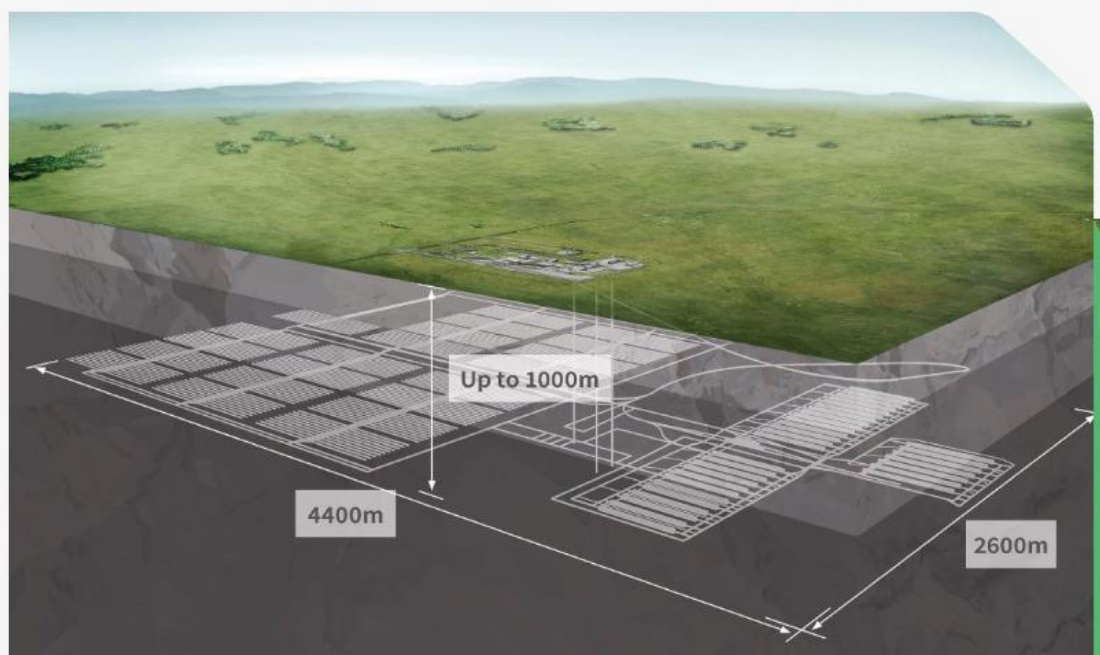


Image courtesy of NWS.

Nuclear Waste Service update

Three local community projects in the Mid Copeland Community Partnership area have been awarded funds from the GDF Community Fund. A pot of up to £1 million is available to communities engaged in the GDF siting process. Funds can be used to support the local economy, improve community well-being or enhance the local environment.

The Low Level Waste Repository has published the latest edition of its newsletter *On the Level*.

Waste from Winfrith site has been transferred to the Low Level Waste Repository (LLWR) following a period of storage at Harwell which allowed the waste to decay from Intermediate Level Waste (ILW) to Low Level Waste (LLW) categorisation. These will now be placed into vaults for disposal at LLWR.



International

Nuleaf's Executive Director Philip Matthews attended the annual meeting of the EURAD Programme in Paris on the 28th to 30th March. Due to Covid, this was the first in person meeting of the programme, which has been running for two years.

The meeting heard from the EU Commission, the IAEA and a range of national programmes on the progress being made in the development of repositories for Higher Activity radioactive Waste (HAW). EURAD is a multinational research programme involving waste management organisations, technical support bodies, research institutions and civil society representatives. More information can be found at www.ejp-eurad.eu

NWMO, the organisation tasked with finding a site for geological disposal in Canada, has published its [Annual Report](#). Over the past year boreholes have been drilled at the sites shortlisted for the repository, and work was undertaken to prepare for full-scale emplacement trials which will take place this year. The organisation was also again able to meet in person with the communities around the sites following a hiatus due to Covid.

Nuleaf update

Since we last published this newsletter we have posted the following items on our website:

- [Papers](#) for the Steering Group meeting held on 9th March 2022
- [Presentation](#) by Jamie Reed, Director of Social Impact, NDA
- [Minutes](#) from the Steering Group meeting held on 8th December 2021
- [Minutes](#) from the 2021 AGM

Keep up-to-date



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[linkedin.com/groups/4580995](https://www.linkedin.com/groups/4580995)