

# East Suffolk Shadow Authority

## SHADOW COUNCIL

Monday 4 June 2018

### CREATION OF A SHADOW AUTHORITY (REP1 (SH))

#### EXECUTIVE SUMMARY

1. At the date of writing this report, The East Suffolk (Local Government Changes) Order 2018 is due to be made on 24 May 2018, and come into force on 25 May 2018. The Order establishes a Shadow Authority which will remain in place until East Suffolk Council takes on full responsibility for local government matters on 1 April 2019. The Order requires the Shadow Authority to take certain steps at its first meeting, which will take place on 4 June 2018. This report describes the steps which must be taken at the Shadow Authority's first meeting, and makes the necessary recommendations to put those steps in place. It also describes the Shadow Authority's other functions.

Is the report Open or Exempt?	Open
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<b>Wards Affected:</b>	All
<b>Cabinet Members</b>	Cllrs Mark Bee and Ray Herring

<b>Supporting Officer:</b>	Hilary Slater Head of Legal and Democratic Services (Suffolk Coastal and Waveney District Councils) 01394 444336 Hilary.slater@eastssuffolk.gov.uk
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## **1 INTRODUCTION**

- 1.1 The East Suffolk (Local Government Changes) Order 2018 (“the Changes Order”), at the time of writing, is due to be made on 24 May 2018 and come into force on 25 May 2018. A copy of the Changes Order is attached to this report as Appendix A.
- 1.2 Under the Changes Order, on 1 April 2019, a new, non-metropolitan district in the county of Suffolk will be constituted, whose area will be co-terminous with that of Suffolk Coastal District Council (SCDC) and Waveney District Council (WDC). The name of that new district is “East Suffolk”. It will consist of 55 Councillors elected to the Wards set out in the Schedule to the Changes Order.
- 1.3 Also on 1 April 2019, Suffolk Coastal and Waveney districts will be abolished as local government areas. SCDC and WDC will be wound up and dissolved. The term of office of persons serving as councillors of SCDC and WDC immediately before 1 April 2019 ends on that date. Casual vacancies which arise after 30 September 2018 and before 1 April 2019 on either SCDC or WDC cannot be filled, pending the local government elections to the East Suffolk Council on 2 May 2019.
- 1.4 From the day on which the Changes Order comes into force, there will be a “Shadow Period” which ends on the fourth day after the elections to be held on 2 May 2019. During the Shadow Period, East Suffolk Council is the Shadow Authority. The members of the Shadow Authority are the persons who, on the day that the Changes Order comes into force, are the councillors of SCDC and the councillors of WDC. They are to be the members of the Shadow Authority throughout the Shadow Period, notwithstanding the dissolution of SCDC and WDC on 1 April 2019.
- 1.5 The Changes Order requires the Proper Officer of SCDC and WDC to convene the first meeting of the Shadow Authority not later than 14 days after the coming into force of the Changes Order. The purpose of this report is to describe the steps which must be taken at the Shadow Authority’s first meeting in accordance with the provisions of the Changes Order and invites members to take those steps. The other functions, duties and powers of the Shadow Authority and Shadow Executive are also described in this report.
- 1.6 The Shadow Authority does not have the full powers of a local authority at this stage and its functions are limited to those set out in the Changes Order. Certain powers are reserved to the Shadow Authority, but the Changes Order provides that all powers which are not required either by it, or any other statute, to be reserved to the Council, are to be delegated to the Shadow Executive. Therefore, the Shadow Executive will have most of the day to day responsibilities for the implementation of the new Council.
- 1.7 A further order, which will transfer the functions of the Port Health Authority and Southwold Harbour to East Suffolk Council, will be prepared by the Government in due course. An up-date on that order will be provided when more information is available.

## **STEPS TO BE TAKEN AT THE FIRST MEETING OF THE SHADOW AUTHORITY**

### **2 THE SHADOW AUTHORITY**

- 2.1 The Shadow Authority consists of 90 Councillors, being all of the Members of Suffolk Coastal District Council and all of the Members of Waveney District Council. They will serve as Members of the Shadow Authority until the fourth day after the elections to East Suffolk Council, which will take place on 2 May 2019.

### **3 DUTIES OF THE SHADOW AUTHORITY-CREATION OF SHADOW EXECUTIVE, ELECTION OF LEADER AND DEPUTY LEADER**

- 3.1 The Changes Order provides that, at its first meeting, the Shadow Authority must create a leader and cabinet executive (i.e. the Shadow Executive), within the meaning of Part 1A of the Local Government Act 2000. The Shadow Executive is to consist of-
- 3.2 The two persons who are for the time being the leaders of SCDC and WDC
- 3.3 Eight persons nominated by SCDC, each of whom is for the time being a member of that Council and
- 3.4 Eight persons nominated by WDC, each of whom is for the time being a member of that Council.
- 3.5 At its first meeting, the Shadow Authority must elect the leader and deputy leader of the Shadow Executive from among the members of the Shadow Executive.
- 3.6 SCDC and WDC must co-operate with the establishment of the Shadow Executive.
- 3.7 The persons who, immediately before 1 April 2019, are the members of the Shadow Executive, shall continue as members of that executive, and on and after 1 April 2019, shall be the members of the East Suffolk Council's executive until the end of the Shadow Period, notwithstanding the dissolution on that date of SCDC and WDC, by whom they were nominated. If a member of the Shadow Executive, as constituted, ceases to be a member of that executive before the end of the Shadow Period, the East Suffolk Council may nominate another member of the Council to be a member of its executive.
- 3.8 The leader of SCDC is Councillor Ray Herring and the leader of WDC is Councillor Mark Bee, both of whom sit on the Shadow Executive by virtue of paragraph 8(2)(a) of the Changes Order.
- 3.9 On 24 May 2018, SCDC made its nominations to the Shadow Executive. (Report CL11-18 refers). The eight persons nominated by SCDC to sit on the Shadow Executive are the Members for the time being of SCDC's Cabinet.
- 3.10 On 16 May 2018, WDC made its nominations to the Shadow Executive (Report REP1825 refers). The eight persons nominated by WDC to sit on the Shadow Executive are the Members for the time being of WDC's Cabinet.
- 3.11 The Shadow Authority must then elect the Leader and Deputy Leader of the Shadow Executive from the members of the Shadow Executive. It is proposed that the leadership and deputy leadership of the Shadow Executive will be rotated every three months during the Shadow Period.

### **4 DUTIES OF THE SHADOW AUTHORITY – APPOINTMENT OF INTERIM STATUTORY OFFICERS**

- 4.1 Article 9 of the Changes Order states that at the first meeting of the Shadow Authority, it must designate, on an interim basis, an officer of the SCDC/WDC to be
  - Interim Head of Paid Service
  - Interim Monitoring Officer
  - Interim Chief Finance Officer

- 3.2 The Shadow Authority may, at any time before 1 April 2019, appoint a person to become, on and after that date, the East Suffolk Council Monitoring Officer, Chief Finance Officer and the Council's Head of Paid Service (Article 9(2)).
- 3.3 If the power conferred by Article 9(2) is not exercised before 1 April 2019, the person who is, on that date, the interim monitoring officer, interim chief finance officer, or interim head of paid service, is responsible for performing, in relation to East Suffolk Council, those functions, until the person to discharge those duties is appointed and takes up that appointment (Article 9(3)).
- 3.4 The Shadow Authority may appoint (say) the interim monitoring officer to be East Suffolk Council's Monitoring Officer. The same applies in respect of the Interim Chief Finance Officer and Interim Head of Paid Service (Article 9(3)).
- 3.5 The Head of the Paid Service for both SCDC and WDC is Stephen Baker, the Chief Executive Officer for both SCDC and WDC. Stephen Baker has been the shared Chief Executive since 2008 and has worked across both Councils since then. Similarly, Hilary Slater has worked across both Councils as the Head of Legal and Democratic Services since 2010, and has been the Monitoring Officer for SCDC since 2004, and for WDC since January 2017. Homira Javadi has worked across both Councils since 2010 and has been the Chief Finance Officer for both Councils since May 2014.
- 3.6 Although there are two sovereign Councils presently, there is one officer corps, working across both Councils. The statutory posts reflect this, with one officer holder filling each statutory post, for both Councils. The staff who work for SCDC and WDC currently are employed by one or other of the Councils. With the creation of the East Suffolk Council, the staff will transfer to the employment of the new Council, under arrangements which apply the principles set out in the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE).
- 3.7 As the statutory officers serve both SCDC and WDC, now, and given that TUPE will apply to all of the staff affected by the transfer of functions from SCDC/WDC to the East Suffolk Council, it is recommended that Stephen Baker be appointed as the Interim Head of Paid Service, Hilary Slater be appointed as the Interim Monitoring Officer and Homira Javadi be appointed as the Interim Chief Finance Officer.
- 3.8 Also, that they be appointed to become, on 1 April 2019, the East Suffolk Council Head of Paid Service, the East Suffolk Council Monitoring Officer and the East Suffolk Council Chief Finance Officer.

## **5 OTHER DUTIES AND FUNCTIONS OF THE SHADOW AUTHORITY**

- 5.1 Article 10 of the Changes Order provides that the Shadow Authority must formulate proposals for –
- a) the executive arrangements that are to be operated by East Suffolk Council;
  - b) the code of conduct to be adopted by East Suffolk Council; and
  - c) the scheme of members' allowances to be adopted by East Suffolk Council.
- 5.2 Article 11 of the Changes Order provides that the Shadow Authority must prepare, keep under review, and revise as necessary an Implementation Plan. The Implementation Plan must include such plans and timetables as the Authority considers necessary for the effective, efficient and timely discharge of its functions. The Implementation Plan must also include such budgets and plans as the Authority considers necessary or desirable to

facilitate the economic, effective, efficient and timely discharge, on or after 1 April 2019, of the functions that, before that date, are the District Councils' functions.

- 5.3 Article 13 of the Changes Order provides that the Shadow Authority must take all practicable steps as are necessary or expedient to –
- a) commence and sustain its running as a Shadow Authority;
  - b) prepare the Authority for the assumption, as East Suffolk Council, of local government functions and full local authority powers on 1 April 2019;
  - c) prepare any budgets or plans required by East Suffolk Council when those functions are assumed; and
  - d) liaise with Suffolk County Council and the District Councils to ensure continuity of the delivery of public services on and after 1 April 2019.
- 5.4 It will be noted that Article 16 of the Changes Order provides that expenditure properly incurred by the Shadow Authority before 1st April 2019 is to be divided among, and paid by, the SCDC and WDC in such proportion as they agree.
- 5.5 Article 18 of the Changes Order provides that the functions conferred on the Shadow Authority by or under the Changes Order are to be delegated to, and discharged by, the Shadow Executive. The Shadow Executive is responsible for most of the day to day actions leading to the implementation of the new Council.
- 5.6 The Shadow Authority needs to agree the Implementation Plan, therefore, and delegate the functions conferred on it by Article 11 of the Changes Order to the Shadow Executive. Therefore, the Shadow Executive is responsible for keeping the Implementation Plan under review, and revising it, as necessary.
- 5.7 By virtue of Article 19 of the Changes Order, there is a duty on the Shadow Executive, not later than 21 days after the Changes Order coming into force, to form a team of officers, the "Central Implementation Team", for the purposes of assisting the Shadow Executive and, if so required, the Shadow Authority. The Shadow Executive will form the Central Implementation Team at its first meeting, also on 4 June 2018.
- 5.8 Other steps which the Shadow Authority must take include electing a Chairman and Vice-Chairman of the Authority and maintaining a constitution. These points are dealt with in greater detail below. Also, the Shadow Authority must formulate proposals for the scheme of members' allowances to be adopted by the East Suffolk Council.

## **6 ELECTION OF CHAIRMAN-VICE CHAIRMAN**

- 6.1 Article 20 of the Changes Authority provides that certain provisions of the Local Government Act 1972 apply to the Shadow Authority, even though it does not have the functions and full powers of a local authority. The applied provisions include section 3 of that Act.
- 6.2 Section 3 provides that the chairman of a principal council shall be elected annually by the council from among the councillors. It further provides that a member of the executive of a principal council may not be elected as the chairman of the council.
- 6.3 It will be necessary, therefore, for the Shadow Authority to elect a chairman and the chairman will hold office until a new chairman is elected by East Suffolk Council in 2019. It is proposed that, at the Shadow Authority's first meeting, nominations for chairman of

the Shadow Authority will be sought and each nomination will have to be seconded. The election of the chairman will then take place between the seconded nominees.

- 6.4 In accordance with section 3 of the Local Government Act 1972, as applied by article 17(1) of the East Suffolk (Local Government Changes) Order(the Changes Order), the election of a Chairman of the Shadow Authority will be the first item on the agenda for the Shadow Authority meeting on 4 June 2018,
- 6.5 Article 20 of the Changes Order also applies section 5 of the Local Government Act 1972 to the Shadow Authority, and the provision to elect a Vice-Chairman. It will be necessary, therefore, for the Shadow Authority to elect a Vice-Chairman of the East Suffolk Council, at its first meeting.
- 6.6 In accordance with section 5 of the Local Government Act 1972, as applied by article 17(1) of the East Suffolk (Local Government Changes) Order(the Changes Order), the election of the Vice-Chairman of the Shadow Authority will be the second item on the agenda for the Shadow Authority meeting on 4 June 2018.
- 6.7 It is proposed that the Chairman and the Vice Chairman of the Shadow Authority rotate on a three monthly basis between a Member of the Shadow Authority who is an elected Member of SCDC, and a Member of the Shadow Authority who is an elected Member of WDC

## **7 MAINTENANCE OF A CONSTITUTION**

- 7.1 By article 8(7) of the Changes Order, certain provisions of Part 1A of the Local Government Act 2000 – which concerns the arrangements for local authority governance in England – have effect in relation to the Shadow Authority.
- 7.2 Part 1A includes section 9P (local authority constitution) which requires a local authority to maintain a constitution and ensure that it is available for inspection by members of the public. Under section 9P, the authority must supply a copy to anybody who requests one, upon payment of a reasonable fee. The constitution is to include the standing orders, a copy of the authority’s code of conduct, such information as the Secretary of State may direct and such other information as the authority considers appropriate.
- 7.3 Since section 9P has effect in relation to the Shadow Authority, the Authority is required to maintain a constitution and ensure it is available for inspection. It is proposed that the set of standing orders, based on those currently used by SCDC and WDC, which are similar, be adopted, together with the Suffolk Code of Conduct, which is the code of conduct currently used by SCDC and WDC. The following documents, which will form the Shadow Authority’s constitution at this stage, are attached as appendices. Further documents will be developed in due course:
- a) Appendix B – draft Council Procedure Rules
  - b) Appendix C – Suffolk Code of Conduct

## **8 IMPLEMENTATION PLAN AND CENTRAL IMPLEMENTATION TEAM**

- 8.1 By virtue of Article 19 of the Changes Order, there is a duty on the Shadow Executive, within 21 days of the Changes Order coming into force, to form a Central Implementation Team of District Council Officers to assist the Shadow Executive and, if necessary, the Shadow Authority, for instance, with making all necessary preparations in advance of the establishment of East Suffolk Council on 1 April 2019.

- 8.2 An Officer Programme Team already exists to carry out this function with a comprehensive implementation plan in place. The Team consists of –
- Nick Khan – Programme Sponsor and Lead Officer  
 Sandra Lewis – Programme Manager  
 Other members of staff also part of the Programme Team:  
 Hilary Slater, Homira Javadi, Darren Knight, Ann Carey and Karen Cook.
- 8.3 The Officer Programme Team currently reports to a Member Programme Board which is supported by five Member Working Groups to make recommendations to both the Shadow Executive and the Shadow Council.
- 8.4 It is proposed that the Shadow Executive will be asked at its first meeting, also on 4 June 2018, to form the Central Implementation Team from the Officer Programme Team.
- 8.5 The Shadow Authority must approve the Implementation Plan, which is attached to this report as Appendix D.

## **9 FUTURE MEETINGS OF SHADOW AUTHORITY**

- 9.1 It is proposed that the Shadow Authority meets every three months, to agree certain matters only it can determine under the Changes Order and other statutory requirements. It is proposed that the Shadow Executive, if possible, meets immediately after the Shadow Authority meetings, for convenience. It is proposed that the actual dates for the Shadow Authority meetings and the Shadow Executive meetings be agreed by the Interim Head of Paid Service, in consultation with the Chairman of the Shadow Authority and the Leader of the Shadow Executive.
- 9.2 The matters which will require decisions from the Shadow Authority are as follows;-
- Formulation of proposals for a Constitution to be adopted by the East Suffolk Council from 6 May 2019
  - Formulation of proposals for the Scheme of Members' Allowances to be adopted by the East Suffolk Council from 6 May 2019.
  - Formulation of proposals for the executive arrangements to be operated by the East Suffolk Council
  - Formulation of proposals for the code of conduct to be adopted by the East Suffolk Council
  - Setting of Fees and Charges for East Suffolk Council for 2019/2020
  - Setting of HRA and Capital Programme for East Suffolk Council for 2019/2020
  - Setting of Council Tax for East Suffolk Council for 2019/2020
  - Setting of Budget for East Suffolk Council for 2019/2020

## **10 OTHER CONSIDERATIONS – SCRUTINY COMMITTEE**

- 10.1 Article 8(7) of the Changes Order gives effect to the provisions of Part 1A of the 2000 Act to the extent that they relate to a leader and cabinet executive. Part 1A includes sections 9F to 9FE which concern scrutiny committees. Section 9F requires local authorities, which are operating executive arrangements, to set up a scrutiny committee. So, the Shadow Authority will need to establish a scrutiny committee.



- 10.2 In practice, many of the matters that would ordinarily be subject to scrutiny will remain the responsibility of SCDC or WDC until 1 April 2019, and the scrutiny function would be provided by the respective Council's Scrutiny Committees. However, it is important that the Shadow Executive has appropriate Scrutiny mechanisms to enhance the accountability and transparency of its decision making, particularly in relation to the formulation of the budget for the new Council.
- 10.3 Accordingly, it is proposed that there be a Shadow Scrutiny Committee formed, in relation to the functions carried out by the Shadow Executive. The Shadow Scrutiny Committee will comprise of 14 Members of the Shadow Authority, seven of whom must be drawn from the membership of the Overview and Scrutiny Committee of WDC and seven of whom must be drawn from the membership of the Scrutiny Committee of SCDC. The Chairman of SCDC's Scrutiny Committee, and the Chairman of WDC's Overview and Scrutiny Committee will nominate the seven Members from their respective Committees to sit on the Shadow Scrutiny Committee, for each of its meetings.
- 10.4 The role of the Shadow Authority Scrutiny Committee will be to carry out the functions set out in s21 of the Local Government Act 2000 and to conduct its proceedings in accordance with Shadow Scrutiny Procedures Rules which will be required to be agreed by the Member Programme Board and the Shadow Authority shortly.

## **11 ARRANGEMENTS UNDER THE LOCALISM ACT 2011**

- 11.1 The Shadow Authority is required to have a Code of Conduct as part of its constitution, and under the terms of the Localism Act 2011. It is proposed that the Shadow Authority adopts the Suffolk Code of Conduct, which is used currently by SCDC and WDC. A copy of the Suffolk Code is attached as Appendix C to this report.
- 11.2 The Localism Act provides that there must be "arrangements" in place for dealing with complaints that the Code of Conduct has been breached. There may be complaints made, for example, that a Member of the Shadow Authority has breached the Suffolk Code whilst acting in their capacity as a Shadow Authority Member. Where such complaints are received, they must be assessed, in the first instance, by the Interim Monitoring Officer, acting in consultation with an independent person appointed by the Council.
- 11.3 It is proposed that the Shadow Authority adopts the same arrangements as those used by SCDC and WDC for dealing with complaints that their authorities' Code of Conduct has been breached. These are set out in Reports CL16/12 and CL22/12 to SCDC's Council on 24 May and 26 July 2012, and REP746 and REP870 to WDC's Council on 23 May 2012 and 25 July 2012. This will allow the Interim Monitoring Officer to use the Independent Persons jointly appointed by both WDC and SCDC, should any complaints be received against Members of the Shadow Authority that they may have breached the Suffolk Code, whilst acting in their capacity as a Member of the Shadow Authority.
- 11.4 The Localism Act 2011 also requires that the Shadow Authority, as part of its arrangements for dealing with complaints, appoints at least one "Independent Person" with whom the Monitoring officer can consult, about complaints received. It is suggested that Dr Peck, and Mr Urey, the two Independent Persons appointed by both WDC and SCDC, be appointed as Independent Persons by the Shadow Authority, for the purposes of the Localism Act 2011.
- 11.5 Should such complaints be received, investigated and as result, findings of breach of the Code of Conduct are made, the investigatory report relating to the breaches needs to be considered by a Committee. Under the arrangements used currently by SCDC and WDC,

their respective Audit and Governance Committees consider such investigatory reports. They are infrequent. There have been two such reports presented to the SCDC Audit and Governance Committee since 2012, and none to WDC's.

- 11.6 If there is a complaint against a Member of the Shadow Authority, that they have breached the Suffolk Code whilst acting in that capacity, during the Shadow Period, which is referred for investigation, rather than set up an Audit and Governance Committee of the Shadow Authority for this purpose, it is proposed that they be referred to a hearings panel. The hearings panel would be politically balanced, and set up at that time by the Shadow Authority. It is proposed that it will consist of six Members of the Shadow Authority, three of whom are Members of WDC, nominated by the Leader of WDC, and three of whom are Members of SCDC, nominated by the Leader of SCDC.

## **12 FORMULATION OF MEMBERS' ALLOWANCES FOR THE EAST SUFFOLK COUNCIL**

- 12.1 The SA must formulate proposals for a scheme of Members' allowances for adoption by the ESC. The Local Government (Members' Allowances) (England) Regulations 2003 (the 2003 Regulations) usually apply in the formulation of such a scheme. The 2003 Regulations require the appointment of an Independent Remuneration Panel (IRP) to make recommendations as to the contents of any such scheme of allowances to be adopted.
- 12.2 In formulating proposals for the East Suffolk Council to adopt as a scheme of allowances, it would be of assistance if the SA asked an IRP to consider this. If there was an IRP to put forward proposals to the SA, it would provide some element of independence and review, before those proposals, if acceptable, were then proposed to the ESC.
- 12.3 SCDC and WDC have a jointly appointed IRP. Five Members were appointed, following a recruitment process which was advertised locally, in 2014 (SCDC Report CL21/14 in September 2014 and WDC Report REP1129, also of September 2014, refer). Recent reviews have been carried out of SCDC's Members' Allowances Scheme (in May 2016, Report CL10/16 refers), and of WDC's, in January 2018 (Report REP1696 refers). Both Schemes are now similar.
- 12.4 The SA needs to formulate proposals for a new scheme, for the ESC. It is working to a tight timeframe, to carry out a comprehensive review, and to have a completely new Scheme in place for the ESC to adopt, after it comes into existence on 1.4.19.
- 12.5 It is suggested that it may be difficult for the IRP to carry out this task, without knowing what the role of an East Suffolk Councillor will involve, in any detail, or, without hearing from those newly elected Councillors, about how they are going about their important, new work, to represent their now larger wards.
- 12.6 Therefore, it is proposed that the joint SCDC-WDC IRP be asked to carry out a light touch review of both the SCDC and the WDC Schemes, to enable the SA to formulate proposals to put forward to the East Suffolk Council, at its first and annual meeting in May 2019. This will be a short-term review/scheme, until such time as the new Council can begin its work. Only then will its Members have some experience of their new wards, and know their new roles, which they can talk to a subsequent IRP about, in a meaningful way.
- 12.7 It is proposed that Karen Forster, Sandra Cox and Ivor Holden, Members of the SCDC-WDC IRP, be asked to consider the schemes used currently by both SCDC and WDC, to compare them, and to carry out a light touch review. Further, that they be asked to formulate some proposals for consideration by the SA, which, in turn, if acceptable, can be put to the ESC for adoption at its first meeting. Later in 2019, it is anticipated that the

East Suffolk Council will commission an in depth review, its newly elected Members having had some experience of their new wards, and the new Council, which they can address a newly appointed IRP about.

## RECOMMENDATIONS

1. That the Shadow Authority adopts the Leader and cabinet executive within the meaning of Part1A of the Local Government Act 2000, in accordance with article 8(1) of the Changes Order.
2. That the Shadow Authority notes that the Shadow Executive will consist of the Leader of Suffolk Coastal District Council, Cllr Ray Herring, and the Leader of Waveney District Council, Cllr Mark Bee, together with eight persons nominated by Suffolk Coastal District Council who are the Cabinet Members for the time being of that Council, together with eight persons nominated by Waveney District Council, who are the Cabinet Members for the time being of that Council and who, at the date that the Changes Order came into force, are:

### Suffolk Coastal DC nominees

Councillor Geoff Holdcroft  
Councillor Tony Fryatt  
Councillor Steve Gallant  
Councillor TJ Haworth-Culf  
Councillor Richard Kerry  
Councillor Carol Poulter  
Councillor Andy Smith  
Councillor Stuart Lawson

### Waveney DC nominees

Councillor Stephen Ardley  
Councillor Graham Catchpole  
Councillor Michael Ladd  
Councillor Bruce Provan  
Councillor Chris Punt  
Councillor David Ritchie  
Councillor Craig Rivett  
Councillor Mary Rudd

3. That the Shadow Authority elects a Leader of the Shadow Executive from amongst the Members of the Shadow Executive, in accordance with article 8(3) of the Changes Order.
4. That the Shadow Authority elects a Deputy Leader of the Shadow Executive from amongst the Members of the Shadow Executive, in accordance with Article 8(3) of the Changes Order.
5. That the Shadow Authority designates the following Officers as Interim Statutory Officers for the Shadow Period, in accordance with Article 9(1) of the Changes Order:  
  
Interim Head of Paid Service – Stephen Baker  
Interim Monitoring Officer – Hilary Slater  
Interim Chief Finance Officer – Homira Javadi
6. That the Shadow Authority appoints the Interim Statutory Officers to become the East Suffolk Council Head of Paid Service, the East Suffolk Council Monitoring Officer and the East Suffolk Council Chief Finance Officer on 1 April 2019 and after, in accordance with Article 9(2) of the Changes Order.
7. That the Shadow Authority adopts the Shadow Council Procedure Rules and Suffolk Code of Conduct as set out in Appendix B and Appendix C respectively.
8. That future meetings of the Shadow Authority be held at 6.30pm at High Lodge, Darsham or at such other time or place as the Interim Head of Paid Service shall agree with the Chairman of the Shadow Authority and that the Interim Head of the Paid Service be given delegated authority, acting in consultation with the Chairman of the Shadow Authority, to agree and publicise a calendar of meetings for the Shadow Authority.
9. That the Shadow Authority approves the Implementation Plan attached as Appendix D to this report and delegates the functions conferred on it by Article 11 of the Changes Order to keep

the Implementation Plan under review and make any changes to it, as necessary, to the Shadow Executive.

10. That the Shadow Authority appoints a Shadow Scrutiny Committee which shall be politically balanced, and shall consist of fourteen (14) Members of the Shadow Authority, seven(7) of whom shall be drawn from the membership of Suffolk Coastal District Council's Scrutiny Committee, nominated by the Chairman of Suffolk Coastal's Scrutiny Committee, and seven of whom shall be drawn from the membership of Waveney District Council's Overview and Scrutiny Committee, nominated by the Chairman of Waveney District Council's Overview and Scrutiny Committee, and that terms of reference and Scrutiny Procedure Rules for it be considered at the next meeting of the Member Programme Board, and Shadow Authority, for adoption by the Shadow Authority.
11. That the Shadow Authority adopts the same arrangements as those used currently by Suffolk Coastal District Council and Waveney District Council for dealing with complaints that Members of the Shadow Authority, whilst acting in that capacity, may have breached the Suffolk Code of Conduct.
12. That the Shadow Authority appoints Dr Andrew Peck and Mr Michael Urey as their Independent Persons for the purposes of the Localism Act 2011.
13. In the event that there are complaints that a Member of the Shadow Authority, whilst acting in that capacity, may have breached the Suffolk Code of Conduct, and those complaints are referred for investigation, a hearings panel be appointed at that time by the Shadow Authority to consider any findings of breach of the Suffolk Code which may arise, the hearings panel to be politically balanced and to consist of three (3) Members of Suffolk Coastal District Council nominated by the Leader of Suffolk Coastal District Council and three (3) Members of Waveney District Council nominated by the Leader of Waveney District Council.

**APPENDICES (List the title of each separate Appendix below)**

<b>Appendix A</b>	The East Suffolk (Local Government Changes) Order 2018 (to follow)
<b>Appendix B</b>	Draft Shadow Council Procedure Rules
<b>Appendix C</b>	Shadow Authority Code of Conduct
<b>Appendix D</b>	Implementation Plan

**BACKGROUND PAPERS** - None

**APPENDIX A**

**The East Suffolk (Local Government Changes) Order 2018**

To follow once final signed document available

## **APPENDIX B**

### **LOCAL GOVERNMENT ACT 2000 CONSTITUTION OF EAST SUFFOLK SHADOW COUNCIL – DRAFT SHADOW COUNCIL PROCEDURE RULES**

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#### **COUNCIL PROCEDURE RULES**

##### **1. FIRST MEETING OF THE SHADOW COUNCIL**

###### **1.1 Timing and Business**

The first meeting will:

- (i) elect the Chairman of the Shadow Council;

- (ii) elect the Vice-Chairman of the Shadow Council;
- (iii) receive any announcements from the Chairman;
- (iv) approve the executive arrangements and note the members of the Shadow Executive;
- (v) elect the Leader of the Shadow Executive;
- (vi) elect the Deputy Leader of the Shadow Executive;
- (vii) appoint a Shadow Scrutiny Committee;
- (viii) designate the interim statutory officers (Head of Staff, Monitoring Officer, Chief Finance Officer);
- (ix) adopt a Members' Code of Conduct and arrangements for dealing with breaches of the Code of Conduct;
- (x) approve a programme of ordinary meetings of the Shadow Council for the year; and
- (xi) consider any other business set out in the notice convening the meeting.

## 2. ORDINARY MEETINGS

Ordinary meetings of the Shadow Council will take place in accordance with a programme to be agreed by the Shadow Council.

Ordinary meetings will:

- (i) elect a person to preside if the Chairman and Vice-Chairman are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the Chairman and Leader;
- (v) deal with any statutory business (including any review of the allocation of seats in accordance with the political balance rules);
- (vi) deal with any business from the last Shadow Council meeting;
- (vii) receive reports, minutes and any recommendations from the Shadow Executive and the Shadow Council's committees and receive questions and answers and any comments on any such matters;
- (viii) consider motions under Rule 9 in the order received;
- (ix) consider any other business specified in the summons to the meeting, including consideration of proposals from the Shadow Executive in relation to the Shadow Council's budget and policy framework and any reports of the Shadow Scrutiny committee for debate;
- (x) receive questions from Members in accordance with Rule 8.

The order of business, subject to any statutory provision, may be varied by the Chairman at his/her discretion, or by resolution passed on a motion moved and seconded and put without discussion.

## 3. EXTRAORDINARY MEETINGS

### 1. Calling extraordinary meetings

Those listed below may request the Interim Head of Staff to call Shadow Council meetings in addition to ordinary meetings:

(i) The Shadow Council by resolution;

(ii) The Chairman of the Shadow Council;

(iii) The Interim Monitoring Officer; or

(iv) Any ten members of the Shadow Council if they have signed a requisition presented to the Chairman of the Shadow Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

## 2. Business

The business shall be restricted to such items contained in the agenda for the meeting.

## 4. TIME AND PLACE OF MEETINGS

The time and place of meetings will be determined at the first meeting of the Shadow Council and notified in the summons.

## 5. NOTICE OF SUMMONS TO MEETINGS

The Interim Head of Paid Service will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Interim Head of Paid Service will send a summons signed by him or her by post to every member of the Shadow Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

## 6. CHAIRMAN OF MEETING

The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to committee and sub-committee meetings, references to the chairman also include the chairman of committees and sub-committees.

## 7. QUORUM

The quorum of a meeting will be one quarter (23) of the whole number of members (90). If the meeting lacks a quorum at any stage, its business will be adjourned to an agreed date and time or to the next ordinary meeting.

## 8. QUESTIONS BY MEMBERS

1. On reports or minutes of the executive or committees, a member of the Shadow Council may ask the Leader, a Shadow Executive member, or the chairman of a committee (or of a body referred to in Rule 8 (2)), any question without notice upon an item of the report of the Leader or Shadow Executive member or minutes of a committee when that item is being received or under consideration by the Shadow Council.

### 2. Questions on notice at full Council

Subject to Rule 8 (3), a member of the Shadow Council may ask:

- the Chairman



- a member of the Shadow Executive
- the chairman of any committee or sub-committee

a question on any matter in relation to which the Shadow Council has powers or duties.

### 3. Notice of questions

A member may only ask a question under Rule 8 (2) if either:

(a) They have given written notice of the question to Interim Head of Paid Service no later than midday ten working days before the day of the meeting or;

(b) The question relates to urgent matters, they have the consent of the Chairman (or other member) to whom the question is to be put and the content of the question is given to the Interim Head of Paid Service by 9.00 am on the day of the meeting.

### 4. Response

An answer may take the form of:

(i) A direct oral answer;

(ii) Where the desired information is in a publication of the Shadow Council or other published work, a reference to that publication; or

(iii) Where the reply cannot be conveniently given orally, a written answer either circulated at the meeting or circulated later to the questioner. Each question shall be put and answered in turn without discussion.

### 5. Supplementary question

A member asking a question under Rule 8 (2) may ask one supplementary question without notice of the member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

## 9. MOTIONS ON NOTICE

### 1. Notice

Except for motions which can be moved without notice under Rule 10, written notice of every motion, signed by the member of the Shadow Council, must be delivered to the Interim Head of Paid Service not later than 10 clear working days before the date of the meeting. These will be entered in a book open to public inspection.

### 2. Motions set out in agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

### 3. Scope

Motions must be about matters for which the Shadow Council has responsibility.

## 10. AUTOMATIC REFERENCE TO SHADOW EXECUTIVE OR A COMMITTEE

If the subject matter of the motion is within the remit of the Shadow Executive or a committee, upon being moved and formally seconded, it shall stand referred without discussion to the Shadow Executive or such committee as the Shadow Council may determine. The Shadow Council may permit a motion to be dealt with at the meeting at which it is brought forward, provided that the subject matter is urgent or that it is appropriate to deal with the matter and it does not seek to determine a matter which is the responsibility of the Shadow Executive, subject to proper information regarding the matters referred to above.

## 11. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) to appoint a chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate committee or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- (g) to withdraw or amend a motion;
- (h) to proceed to the next business;
- (i) 'that the question be now put';
- (j) to adjourn a debate;
- (k) to adjourn a meeting;
- (l) to extend the time limit for speeches;
- (m) to suspend a particular council procedure rule;
- (n) to exclude the public and press in accordance with the provisions of the Local Government Act 1972;
- (o) to not hear further a member named under Rule 18.3 or to exclude them from the meeting under Rule 18.4; or (p) to give the consent of the Shadow Council where its consent is required by this Constitution.

## 12. RULES OF DEBATE

### 1. No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

### 2. Right to require motion in writing

Unless notice of the motion has already been given, the Chairman will require it to be written down and handed to him/her before it is discussed.

### 3. Secunder's speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

#### 4. Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes in the case of the mover of a motion and 3 minutes in all other cases without the consent of the Chairman.

#### 5. When a member may speak again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) To speak once an amendment is moved by another member;
- (b) To move a further amendment if the motion has been amended since he/she last spoke;
- (c) If his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) In exercise of right to reply;
- (e) On a point of order;
- (f) By way of personal explanation.

#### 6. Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
  - (i) To refer the matter to an appropriate committee or individual for consideration or reconsideration;
  - (ii) To leave out words;
  - (iii) To leave out words and insert or add others; or
  - (iv) To insert or add words.

But no amendment may be moved which would have the effect as voting against the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

#### 7. Alteration of motion

With the consent of the Shadow Council, a Member may alter a motion of which notice has been given or (with the consent of the seconder) alter a motion which he/she has moved, subject to such alterations being ones which could be made as amendments.

#### 8. Withdrawal of motion

A member may withdraw a motion, which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

#### 9. Right of reply

(a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

(b) If an amendment is moved, the mover of the original motion has the right of reply at the close the debate on the amendment, but may not otherwise speak on it.

(c) The mover of an amendment has the right of reply at the close of the debate on the amendment prior to the right of reply of the mover of the original motion under (b) above.

(d) No right of reply shall normally exceed one minute in length.

#### 10. Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

(a) To withdraw a motion;

(b) To amend a motion;

(c) To proceed to the next business;

(d) That the question be now put;

(e) To adjourn a debate;

(f) To adjourn a meeting;

(g) To suspend these Rules in accordance with Rule 19 (1) below.

(h) To exclude the public and press in accordance with the Access to Information Rules; and

(i) To not hear further a member named under Rule 17 (3) or to exclude them from the meeting under Rule 17 (4).

#### 11. Closure motions

(a) A member may move, without comment, the following motions at the end of a speech of another member:

(i) To proceed to the next business;

(ii) That the question be now put;

(iii) To adjourn a debate; or

(iv) To adjourn a meeting.

(b) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

(c) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

(d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right to reply.

## 12. Point of order

A member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the chairman on the matter will be final.

## 13. Personal explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

## 13. PREVIOUS DECISIONS AND MOTIONS

### 1. Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of the Shadow Council within the past six months cannot be moved unless the notice of motion is signed by at least one quarter (23) of the members of the Shadow Council.

### 2. Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Shadow Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least one quarter of members of the Shadow Council (23). Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

### 3. Recommendation of the Executive or a Committee

The provisions of 1 and 2 above shall not apply where the motion is moved as a recommendation of the Shadow Executive or a committee.

## 14. VOTING

### 1. Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put. Subject to 13.2 below, each member shall be entitled to one vote only, notwithstanding that he/she may be a member of more than one local authority.

### 2. Chairman's casting vote

If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

### 3. Show of hands

Unless a secret ballot is held under Rule 13.4 or a recorded vote is demanded under Rule 13.5, the chairman will take the vote by a show of hands, or if there is no dissent, by the affirmation of the meeting.

### 4. Secret Ballot

A secret ballot will be held to elect or appoint the Chairman and Vice-Chairman of the Shadow Council where more than one person is nominated. If a secret ballot is held and no person receives more than half of the votes cast, the name of the person with the least number of votes will be withdrawn. Further ballots will be held until one person receives a clear majority.

### 5. Recorded vote

Where a member, supported by a six other members present, requests, a vote shall be taken by roll call and recorded. Such record shall include those who vote for and against the issue and those who abstain.

### 6. Right to require individual vote to be recorded

Where any member requests it immediately after a vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

### 7. Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## 15. MINUTES

### 1. Signing the minutes

The Chairman will sign the minutes of the proceedings at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as an accurate record. The only part of the minutes that can be discussed is their accuracy.

### 2. No requirement to sign minutes of previous meeting at an extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41 (1) and (2) of schedule 12 relating to signing of minutes.

### 3. Form of minutes

Minutes will contain all motions and amendments in the exact form and order as put to the meeting.

## 16. EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the provisions in the Local Government Act 1972 about the exclusion of the public, or on Rule 19 (Disturbance by Public).

## 17. MEMBERS' CONDUCT

### 1. Standing to speak

When a member speaks at full Shadow Council they must stand and address the meeting through the Chairman. If more than one member stands, the Chairman will ask one to speak and the others must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

## 2. Chairman Standing

When the Chairman stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

## 3. Member not to be heard further

If a member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

## 4. Member to leave the meeting

If the member continues to behave improperly after such a motion is carried, the Chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## 5. General disturbance

If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks necessary.

## 18. DISTURBANCE BY PUBLIC

### 1. Removal of member of the public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

### 2. Clearance of part of a meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared, and may adjourn the meeting for 15 minutes or other suitable period.

## 19. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

### 1. Suspension

All of these Council Rules of Procedure except Rules 13.6, 14.2, 16.2, 16.5 and 17.1 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Shadow Council are present. Suspension can only be for the duration of the meeting.

### 2. Amendment

Any motion to add, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Shadow Council.

## 20. COMMITTEES: APPOINTMENT AND CONSTITUTION

1. At its first meeting the Shadow Council will appoint a Scrutiny Committee and agree the size of that body.

2. Such appointments will normally continue for the life of the Shadow Council except where:

(a) The Shadow Council is required, or decides, to review the allocation of seats between political groups on any forum; or

(b) The political group to whom a seat has been allocated wishes to vary the appointment.

3. Where a review referred to in paragraph 20.2 above is necessary, the Interim Monitoring Officer will submit a report to the Shadow Council showing the allocation of seats to best meet the statutory requirements in order to permit the Shadow Council to agree the allocation of seats to political groups.

4. The appropriate group leader or deputy group leader will notify the Interim Monitoring Officer by formal notice of any changes in membership of any committee or outside body for report to the next meeting of the Shadow Council for information. Such notice shall be handed to the Interim Monitoring Officer or his/her nominee prior to the commencement of the forum in question to enable it to have effect for that meeting.

## 21. APPLICATION TO THE SHADOW EXECUTIVE, COMMITTEES AND SUB-COMMITTEES

1. All of the Council Rules of Procedure apply to meetings of full Shadow Council.

2. The Shadow Executive has its own Procedure Rules.

3. The Council Rules of Procedure shall also apply to committees as appropriate.

4. A member of the Shadow Council who is not otherwise entitled to speak at a committee shall be entitled to do so (but not to vote) at a meeting of the committee other than the Shadow Executive:

(a) with the agreement of the Chairman given prior to the commencement of the meeting; or

(b) in any other case where the Chairman considers that there are special circumstances.

5. A member who is not a member of the Shadow Executive will not normally be entitled to speak at meetings of the Shadow Executive.



## APPENDIX C

### Suffolk Local Code of Conduct

“Council” in this Code refers to the Shadow Council of East Suffolk Council

In accordance with S 26 to 37 of the Localism Act 2011 the Council (on 4 June 2018) resolved to adopt the Suffolk Local Code of Conduct for the purposes of discharging its duty to promote and maintain high standards of conduct within its area.

Until otherwise amended or replaced by a decision of the Council, the Suffolk Local Code of Conduct set out below shall hereafter apply to all elected members and any co-opted members entitled to vote on any decisions of the Council or its committees, sub committees or joint committees when acting in their capacity as a member of the Council.

#### Preamble

The Suffolk Local Code of Conduct shall be interpreted in accordance with the following 7 principles of public life identified by the Committee on Standards in Public Life chaired by Lord Nolan:

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

#### SUFFOLK LOCAL CODE OF CONDUCT

1. You must treat others with respect.

2. You must not —

(1) do anything which may cause your council to breach any of the Council’s duties under the Equality Act 2010

(2) bully any person;

(3) intimidate or attempt to intimidate any person who is or is likely to be—

(a) a complainant,

(b) a witness, or

(c) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her council's code of conduct; or

(4) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your council.

3. You must not —

(1) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(a) you have the consent of a person authorised to give it;

(b) you are required by law to do so;

(c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(d) the disclosure is reasonable, in the public interest, made in good faith and in compliance with the reasonable requirements of the council; or

(2) prevent another person from gaining access to information to which that person is entitled by law

4. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or council into disrepute.

5. You —

(1) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(2) must, when using or authorising the use by others of the resources of your council—

(a) act in accordance with your council's reasonable requirements;

(b) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(3) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

6. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your Council's Interim Chief Finance Officer; or

(b) your Council's Interim Monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

6. (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your council.

## 7. Registration of interests

7.1. You must register within 28 days of becoming a member of the Council (and notify the Council's Interim Monitoring Officer of any changes within 28 days) any Disclosable Pecuniary Interests (DPIs) you may have for publication in the Register of Members' Interests. (See Appendix A to this Code.)

7.2. You may not at any time discharge any function or participate in any Council business or discussions, or vote on any issues that relate to or concern any of your DPIs where you are aware that you have a relevant DPI. You may not remain in the chamber or meeting room or in the public gallery when any matter that relates to any of your DPI is under discussion or debate unless you have requested and obtained a written dispensation from your Council's Interim Monitoring Officer in advance of the relevant meeting.

7.3. You must register within 28 days of becoming a member of the Council (and notify your Interim Council's Monitoring Officer of any changes within 28 days) any non statutory Local Non Pecuniary Interests (LNPIs) set out in Appendix A to this code but you may participate in any discussions or debates relating to or concerning any of your LNPIs after the date of registration.

7.4. You must declare any DPIs or LNPIs to a meeting where business is relevant to those interests, including those interests that are already registered with the Interim Monitoring Officer or where registration is pending.

7.5. You must register, within 28 days, any gifts and hospitality received by you in accordance with the instructions issued within your Council by the Interim Monitoring Officer.

7.6. The Council's Register of Interests will be available for inspection at the Council offices during normal office hours, and will be published on the Council's webpages.

## 8. Sensitive Interests

You may also apply to your Council's Interim Monitoring officer for non publication of the full details of any of your DPIs or LNPIs where you reasonably believe that publication of the details of a particular DPI or LNPI could result in your being subjected to violence or intimidation. In considering such applications the Interim Monitoring Officer shall have regard to any representations made by you in determining whether he or she considers the relevant DPI or LNPI should be treated as a Sensitive Interest and excluded from the published version of the Register of Members' Interests.

## Appendix A

### Part 1

#### Description of categories of Disclosable Pecuniary Interests

You have a Disclosable Pecuniary Interest in any business of the Council if it is of a description set out in 1 - 7 below and is either:

(a) An interest of yours

(b) An interest of your spouse or civil partner

(c) An interest of a person with whom you are living as husband and wife or as civil partners

and, in the case of paragraphs (b) and (c), you are aware that they have the interest.

In these descriptions the term “relevant person” is used to mean you as member and any such person as set out in paragraphs (b) and (c)

1 Any employment, office, trade, profession or vocation carried on for profit or gain.

2 Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 other than from a registered political party.

3 Any beneficial interest in securities of a body where -

(1) that body (to your knowledge) has a place of business or land in the area of the Council

and

(2) either:

(a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

4 Any contract which is made between the relevant person, or a body in which they have a beneficial interest, and the Council-

(1) under which goods or services are to be provided or works are to be executed; and

(2) which has not been fully discharged.

5 Any beneficial interest in any land in the Council’s area.

6 Any tenancy where to your knowledge (a) the landlord is the Council and (b) the tenant is a body in which a relevant person has a beneficial interest.

7 Any licence (alone or jointly with others) to occupy land in the Council’s area for a month or longer.

## Part 2

### Description of categories of Local Non Pecuniary Interests

(1) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;

(2) Any body-

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

of which you are a member or in a position of general control or management;

(3) Any person from whom you have received a gift or hospitality with an estimated value of at least £25.

## APPENDIX D

### IMPLEMENTATION PLAN OVERVIEW

	Lead Workstream	Member Working Group	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
<b>Overall Programme Comms</b>	Customer Services	Comms & Branding														
<b>Branding &amp; Logo for East Suffolk</b>	Customer Services	Comms & Branding														
<b>Ward boundary review</b>	Legal&Dem Services	Electoral Review														
<b>Agree HRA &amp; Capital Programme</b>	Finance	Finance														
<b>Set a single Council Tax</b>	Finance	Finance														
<b>Agree General Fund Budget</b>	Finance	Finance														
<b>Issue Council Tax/NNDR bills</b>	Revs & Bens	<i>Operational</i>														
<b>Publish new Electoral Register</b>	Legal&Dem Services	<i>Operational</i>														
<b>New Constitutional arrangements</b>	Legal&Dem Services	Constitution & Governance														
<b>Essential policy/service alignment</b>	Various	Policy & Service Alignment														
<b>ICT system changes</b>	ICT	<i>Operational</i>														
<b>TUPE exercise &amp; Payroll changes</b>	HR	<i>Operational</i>														
<b>Elections to new Council</b>	Legal&Dem Services	<i>Operational</i>														
<b>Celebration event</b>	Customer Services	Comms & Branding														

Note; Each Service Area of the Council is responsible for a work stream of work packages to be implemented to enable the formation of the new Council, please see full implementation plan at Appendix D

## APPENDIX D continued – FULL IMPLEMENTATION PLAN

### Key

	Work packages to be dealt with at Member Working Group / Member Programme Board
	Operational work packages, Officer-led
	Existing joint policies/strategies already in place, subject to name change/adoption only

### Full implementation plan of work packages (sorted by Workstream):

WPref	Key Task (Work Package)	Lead Workstream	Required Completion Date
ES008	Public Space Protection Orders – aligning the approach taken	Communities	TBA
ES009	Localism Act/Community Rights – align the member approval process and approach, particularly Right to Bid	Communities	Mar-19
ES010	Enabling Communities – align task group approach (only SCDC currently)	Communities	Mar-19
ES011	Health & well-being – board membership and links to the two separate Sustainability and Transformation Partnerships	Communities	Mar-19
ES001	Place Based Initiatives – review in terms of alignment (Lowestoft Rising, Leiston Together, Felixstowe Forward) and justification in relation to other larger settlements in East Suffolk	Communities	Mar-19
ES012	Community Grants – aligning Enabling Communities Budgets/Exemplar Grants/Community Enabling Grants (part of discussion about Community Partnership Boards)	Communities	Jan-19
ES006	Community Safety – ensuring consistency across one district	Communities	Apr-19
ES007	Anti-social behaviour – aligning discharge of specific duties	Communities	Apr-19
ES013	Suffolk Family Focus – align work (currently delivered only in SCDC area)	Communities	Apr-19
ES002	o Enabling Communities Strategy	Communities	Apr-19
ES003	o ASB Policy	Communities	Apr-19
ES004	o Social Value Policy	Communities	Apr-19
ES005	o Equality and Diversity Policy	Communities	Apr-19
ES016	Single Twitter and Facebook accounts	Customer Services	Apr-19
ES017	One Comms Team Structure	Customer Services	Apr-19
ES021	Align differences in service delivery, such as Norse implications	Customer Services	Apr-19
ES014	Contact Number	Customer Services	Sep-18
ES015	Style guide for East Suffolk	Customer Services	Mar-19
ES018	Branding & Logo for East Suffolk	Customer Services	Sep-18
ES019	Signage changes around district	Customer Services	Mar-19
ES020	Corporate Publications (Coastline/In Touch etc)	Customer Services	Mar-19
ES027	Heritage and legacy of previous authorities	Customer Services	Apr-19
ES028	Celebration event	Customer Services	Jun-19
ES191	Civic regalia - design and make	Customer Services	Mar-19
ES232	Overall Programme Comms	Customer Services	ongoing
ES022	o Complaints, Comments and Compliments Policy	Customer Services	Apr-19
ES023	o Customer Alert List	Customer Services	Apr-19
ES024	o Unreasonably Persistent Complainants Policy	Customer Services	Apr-19
ES025	o Access and Customer Strategy	Customer Services	Apr-19
ES026	o Social Media Policy	Customer Services	Apr-18
ES231	Generic notification on demise of old councils	Customer Services	Dec-18
ES037	Notifying previous Funders of new authorities	Eco Development	Apr-19
ES035	Sustainable Town & Village Economies	Eco Development	Mar-19

WPref	Key Task (Work Package)	Lead Workstream	Required Completion Date
ES029	o East Suffolk Growth Plan	Eco Development	Mar-19
ES030	o Lake Lothing & Outer Harbour AAP	Eco Development	Mar-19
ES031	o Lowestoft Transport & Infrastructure Plan	Eco Development	Mar-19
ES032	o Enterprise Zone Delivery Plan	Eco Development	Mar-19
ES033	o CCT Economic Plans for Felixstowe, Deben Peninsula, Leiston, Southwold, Lowestoft	Eco Development	Mar-19
ES034	o East Suffolk Tourism Strategy	Eco Development	Mar-19
ES038	Food Safety - single statutory LAEMS returns	Env Services	Jul-18
ES039	Health & Safety - single statutory LAE1 returns	Env Services	Jul-18
ES040	Air Quality - single AQR to DEFRA	Env Services	Jun-18
ES041	Port Health Statutory Instrument - include in Parliamentary Order	Env Services	Jan-18
ES042	Port Health - operational implications of retaining 'Suffolk Coastal Port Health Authority'	Env Services	Apr-19
ES043	Dog Controls - area based differences	Env Services	2020
ES044	PHILIS - licensing changes	Env Services	Apr-19
ES046	Suffolk Climate Change Partnership - discuss implications at partnership	Env Services	Apr-19
ES045	Contaminated Land Strategy - create single strategy for East Suffolk	Env Services	Dec-18
ES047	o Health & Safety Policy	Env Services	Apr-19
ES048	o Environmental Policy	Env Services	Apr-19
ES049	o Joint Emergency Response Plan	Env Services	Apr-19
ES050	o Business Continuity Plan	Env Services	Apr-19
ES051	o Compliance and Enforcement Policy	Env Services	Apr-19
ES263	FSA re-issue of 'unique approval numbers' for food businesses in WDC & SCDC	Env Services	TBC
ES072	Setting a single Council Tax	Finance	Feb-19
ES064	Decisions of financial expenditure between April 2018 and March 2019	Finance	Mar-18
ES061	Financial Procedure Rules	Finance	Mar-19
ES052	Single Navision Financial system	Finance	Jan-19
ES056	Final Accounts for old authorities	Finance	Jun-19
ES057	New invoices to be designed/templated/issued	Finance	Jan-19
ES058	Single Financial Asset Register	Finance	Oct-19
ES059	New VAT number	Finance	Jan-19
ES036	Local Discretionary Business Rate Relief	Finance	Jan-19
ES062	Align Treasury Management & Investment Policy/Strategy	Finance	Jan-19
ES063	Decide upon Petty Cash Policy	Finance	Apr-19
ES074	New Homes Bonus - review how we use it	Finance	Jan-19
ES066	New Nav database (for budget)	Finance	Sep-18
ES069	Notify all suppliers of new authority details	Finance	Apr-19
ES071	Financial Reporting - alignment of meetings and responsibilities	Finance	Mar-19
ES053	Agree Fees & Charges	Finance	Dec-18
ES054	Agree HRA and Capital Programme	Finance	Jan-19
ES055	Agree General Fund Budget	Finance	Feb-19
ES065	New Bank Account inc Payment cards	Finance	Jan-19
ES067	New Insurance Policy	Finance	Apr-18
ES068	New Treasury Management Contract	Finance	Apr-18
ES070	Alignment of Payment Terms ie instalment fees	Finance	Mar-19
ES060	Performance reporting - alignment of KPIs	Finance	Jul-19
ES073	MTFS	Finance	Jan-19
ES274	Amalgamated demographic data and impact	Finance	



WPreRef	Key Task (Work Package)	Lead Workstream	Required Completion Date
ES076	Update Gateway to Homechoice website	Housing	Apr-19
ES077	Reviews/Appeals - North and South Welfare panels	Housing	Apr-19
ES078	Housing allocations - WDC is a stockholder - Local Lettings Policies	Housing	Apr-19
ES079	SLAs with Social Landlords - review and update	Housing	Apr-19
ES080	Part 7 Statutory Homelessness - align service/Gov statistical return	Housing	Apr-19
ES081	Homeless Reduction Act 2017 - new software will need to be merged	Housing	Apr-19
ES082	Standard letter templates to be aligned - Uniform	Housing	Apr-19
ES085	Scheme of Delegation - Housing	Housing	Mar-19
ES075	Part 6 Housing Act 1996 Housing Register - two registers to become one	Housing	Apr-19
ES099	Inform all tenants of new landlord name and address	Housing	Apr-19
ES083	Renovation Grants - different grant maxima/single policy	Housing	Apr-19
ES084	Empty Homes - aligning differing options such as PS leasing	Housing	TBA
ES086	Homeless Strategy - currently two strategies, one to be produced	Housing	Apr-19
ES087	o Rent Arrears Policy & Rent collection Strategy	Housing	TBA
ES088	o Tenant Consultation and Participation Policy	Housing	TBA
ES089	o Former Tenant Credits Policy/Formal Tenants Arrears Policy	Housing	TBA
ES090	o Use of Communal Rooms Policy	Housing	TBA
ES091	o Mutual Exchanges Policy	Housing	TBA
ES092	o Exchange of Contracts Policy	Housing	TBA
ES093	o Void Management Policy	Housing	TBA
ES094	o Succession to a Tenancy Policy	Housing	TBA
ES095	o Assignment Policy	Housing	TBA
ES096	o Transfer Applications Policy	Housing	TBA
ES097	o G2H Allocations Policy	Housing	TBA
ES098	o Strategic Tenancies	Housing	TBA
ES251	Civil penalties	Housing	Mar-19
ES252	Regulatory Reform Order policy for disabled facilities grants	Housing	Mar-19
ES253	HMO policy	Housing	Mar-19
ES254	Enforcement Protocol	Housing	Mar-19
ES104	Pension fund changes	HR	Sep-18
ES100	iTrent HR and Payroll database changes	HR	Apr-19
ES101	Joint Union consultation	HR	Apr-19
ES102	TUPE exercise	HR	Apr-19
ES105	Staff engagement inc survey	HR	Apr-19
ES106	Payroll changes - two payrolls to one	HR	Apr-19
ES107	HMRC - amalgamate PAYE accounts	HR	Apr-19
ES108	Implications from Apprenticeship levy	HR	Apr-19
ES103	Pension discretions review	HR	Sep-18
ES109	o Disclosure and Barring Service Policy and Procedures	HR	Apr-19
ES110	o Recruitment of Ex-offenders policy	HR	Apr-19
ES111	o Recruitment Policy	HR	Apr-19
ES112	o Relocation Scheme	HR	Apr-19
ES113	o Code of Conduct	HR	Apr-19
ES114	o Policy on Political Restrictions	HR	Apr-19
ES115	o Probation Policy	HR	Apr-19
ES116	o Bullying and Harassment Policy	HR	Apr-19
ES117	o Disciplinary Procedure	HR	Apr-19
ES118	o Grievance Procedure	HR	Apr-19
ES119	o Performance Improvement Procedure	HR	Apr-19
ES120	o Organisational Design Changes - Managers Guidelines	HR	Apr-19

WPref	Key Task (Work Package)	Lead Workstream	Required Completion Date
ES121	o Annual Leave Policy	HR	Apr-19
ES122	o Buying of Annual Leave Policy	HR	Apr-19
ES123	o Maternity, Paternity, Adoption, Parental, Maternity Support and Shared Parental Policy	HR	Apr-19
ES124	o Guide to Paid and Unpaid Leave	HR	Apr-19
ES125	o Travel, Driving and Subsistence Policy	HR	Apr-19
ES126	o Drugs and Alcohol Misuse Policy	HR	Apr-19
ES127	o Smoke Free Policy	HR	Apr-19
ES128	o Stress Management Policy	HR	Apr-19
ES129	o Managing Sickness Absence Policy	HR	Apr-19
ES130	o Home and Mobile Working Policy	HR	Apr-19
ES131	o Flexible Working Guidance and Options	HR	Apr-19
ES132	o Redundancy Policy	HR	Apr-19
ES133	o Retirement Policy	HR	Apr-19
ES259	Trade Union SLA's (regarding DOCAS) needs to reflect new Council	HR	Apr-19
ES260	Advise Wrightway Health to amend all literature sent out to reflect East Suffolk Council	HR	Apr-18
ES261	Childcare voucher changes - review effects TUPE to a new employer will have to employees	HR	Apr-19
ES267	Creation and distribution of new ID badges and lanyards	HR	TBC
ES268	Establish implications of the merger on pension auto enrolment responsibilities	HR	Apr-19
ES264	Amendments to Disclosure and Barring services registration to reflect one council	HR	Apr-19
ES134	New Committee Management System inc paperless meetings	ICT	May-18
ES135	Single LLPG/addressing gazetteer	ICT	Aug-18
ES136	New Elections Software system	ICT	Mar-19
ES137	ARP/Capita new database for Revs and Bens	ICT	Oct-18
ES138	New e-Payment Portal solution	ICT	Apr-19
ES139	Uniform System changes	ICT	Apr-19
ES140	TLC System changes	ICT	Apr-19
ES141	Single Asset Mgmt/Land Terrier	ICT	Apr-19
ES142	Single Corporate GIS system and layers	ICT	Apr-19
ES143	East Suffolk website update all pages	ICT	Apr-19
ES144	E-Forms and Service alignment	ICT	Apr-19
ES145	Planning Processes alignment	ICT	Apr-19
ES146	Planning Portal update	ICT	Apr-19
ES147	Implement any telephony changes due to contact number changes	ICT	Apr-19
ES148	Single Royal Mail and other postal contracts	ICT	Apr-19
ES152	Novation of ICT contracts and licenses	ICT	Apr-19
ES153	Re-tender MFD contract as a single contract	ICT	Jun-19
ES154	Implement webcasting	ICT	Sep-18
ES155	Alignment of Reference Numbers - Ctax/NNDR/HB/HousingRents/ECNs etc	ICT	Sep-18
ES199	Align Garden Waste service - project management	ICT	May-18
ES149	o ICT Security Policy	ICT	Apr-19
ES150	o ICT Strategy	ICT	Apr-19
ES151	o Digital Strategy	ICT	Apr-19
ES255	Adjustments to post and scanning	ICT	Mar-19
ES256	Housing Business Improvement Programme	ICT	Apr-19
ES257	PSMA/DEC licence	ICT	Apr-19

WPref	Key Task (Work Package)	Lead Workstream	Required Completion Date
ES270	Merging of Vodafone contracts into the Refresh Project	ICT	Apr-19
ES166	Notifying Public Sector Internal Audit Standard compliance of new council	Internal Audit	Apr-19
ES167	National Fraud Initiative - sharing of data - notifying and agreeing new council	Internal Audit	Apr-19
ES156	o Anti Bribery Policy & Procedures	Internal Audit	Apr-19
ES157	o Anti Money Laundering Policy	Internal Audit	Apr-19
ES158	o Data Protection Policy	Internal Audit	Apr-19
ES159	o Whistleblowing Policy	Internal Audit	Apr-19
ES160	o Internal Audit Charter	Internal Audit	Apr-19
ES161	o Code of Corporate Governance	Internal Audit	Apr-19
ES162	o Fraud & Corruption Response & Investigation Plan	Internal Audit	Apr-19
ES163	o RIPA (Covert Surveillance)	Internal Audit	Apr-19
ES164	o Fraud & Corruption Management Strategy	Internal Audit	Apr-19
ES165	o Protective Marking Policy	Internal Audit	Apr-19
ES227	Single Legal Address and Postal address for East Suffolk	Legal&Dem Services	Jan-18
ES170	Schedule of Meetings for Shadow Authority inc timings	Legal&Dem Services	Apr-18
ES172	Agree role and support for new Chairman	Legal&Dem Services	Apr-19
ES177	Schedule of meetings for new Council inc timings	Legal&Dem Services	May-19
ES178	Plan introduction of Member Development Charter	Legal&Dem Services	May-19
ES226	Shadow Authority arrangements	Legal&Dem Services	Jul-18
ES193	Agree new Portfolios	Legal&Dem Services	Apr-18
ES169	Agree One Constitution	Legal&Dem Services	Apr-18
ES175	Plan new Member induction programme	Legal&Dem Services	May-19
ES176	Committee Structure / terms of reference for each	Legal&Dem Services	Apr-18
ES195	Agree Rules of Debate	Legal&Dem Services	Mar-19
ES196	Agree Members Code of Conduct	Legal&Dem Services	Mar-19
ES197	Agree Access to Information Rules	Legal&Dem Services	Mar-19
ES198	Agree Executive Procedure Rules including Key Decision Threshold	Legal&Dem Services	Mar-19
ES218	Compare Existing Constitutions	Legal&Dem Services	Jan-18
ES219	Agree Budget & Policy Framework Rules including Policy Framework documents	Legal&Dem Services	Mar-19
ES220	Agree Officer Employment Procedure Rules	Legal&Dem Services	Mar-19
ES221	Agree Scrutiny Procedure Rules	Legal&Dem Services	Mar-19
ES222	Agree Officers Code of Conduct	Legal&Dem Services	Mar-19
ES223	Agree Officer-Member Protocol	Legal&Dem Services	Mar-19
ES224	Agree Code of Good Practice in Planning/Rights of Way	Legal&Dem Services	Mar-19
ES225	Agree Scheme of Delegation	Legal&Dem Services	Mar-19
ES182	Boundary Commission Review	Legal&Dem Services	Apr-19
ES184	Align Licensing policies for Street Trading, Sex Shops/Venues and Pleasure Boats	Legal&Dem Services	Apr-19
ES185	Align Taxi tariffs	Legal&Dem Services	Apr-19
ES168	Draft Order – input to DCLG	Legal&Dem Services	Apr-18
ES171	Standardise agenda/minutes/etc.	Legal&Dem Services	May-18
ES173	One Democratic Services team structure	Legal&Dem Services	Apr-19
ES174	Changes to conference rooms to accommodate new Council	Legal&Dem Services	Apr-19
ES179	Single ERO address	Legal&Dem Services	May-18
ES180	Publishing new Electoral Register	Legal&Dem Services	Mar-19
ES181	Align elections printing	Legal&Dem Services	Jan-19
ES183	Elections to new Council	Legal&Dem Services	May-19
ES186	Deal with rolling licences issued prior to creation of new Council	Legal&Dem Services	Apr-19

WPref	Key Task (Work Package)	Lead Workstream	Required Completion Date
ES187	Changes to Legal Case Management system to cater for one authority	Legal&Dem Services	Apr-19
ES189	Parking Orders in name of new Council	Legal&Dem Services	Apr-19
ES190	Land Registry changes	Legal&Dem Services	Apr-19
ES192	Procure new East Suffolk seal for Legal use	Legal&Dem Services	Apr-19
ES258	New Member marketing plan	Legal&Dem Services	Feb-19
ES271	Election Fees alignment and Polling District Review	Legal&Dem Services	TBA
ES206	Contract Procedure Rules	Operations	Mar-19
ES201	Vehicle and Fleet provision for Waveney/Suffolk Coastal Norse	Operations	Apr-19
ES202	Car Parking Orders - inc tariffs, ECNs, residents/Season tickets, and Strategy	Operations	Apr-19
ES204	Standardise Norse contract and service provision	Operations	Apr-19
ES200	FM Maintenance - align delivery	Operations	Apr-19
ES203	Provision of Leisure Services inc Leisure Strategy	Operations	Mar-18
ES188	Contract novation/assignment – all contracts and leases etc	Operations	Apr-19
ES194	New Terms and Conditions	Operations	Oct-18
ES205	Southwold Harbour Statutory Instrument - include in Parliamentary Order	Operations	Mar-18
ES207	Out of Hours service - alignment	Operations	TBA
ES269	Alignment of green bin policy: food waste	Operations	Apr-19
ES228	Delegated authority in period between March - June 2019	Planning	Feb-19
ES208	Planning Policy documents - Local Plan	Planning	TBA
ES209	CIL arrangements and charge rates - new R123 list	Planning	TBA
ES210	Other DPD and SPD documents	Planning	TBA
ES211	Neighbourhood Plan Support	Planning	Post 2019
ES212	Planning Committee Structure	Planning	Mar-19
ES213	Scheme of Delegation - Planning	Planning	Mar-19
ES214	Determine what happens to applications submitted to old councils NYD	Planning	Jan-19
ES215	Changes to all templates and wording within Uniform - BC and DC	Planning	Mar-19
ES216	S106 Agreements - enacting requirements following demise of councils	Planning	Sep-19
ES217	Appeals - how these are dealt with after demise of councils	Planning	Mar-19
ES229	Partnership changes - Building Control effects on IBC	Planning	Mar-19
ES230	Partnership changes - Coast Protection	Planning	Mar-19
ES262	Local Validation Requirements – create single document	Planning	TBC
ES273	Local Plans ICT solutions – single approach (CDPsmart and INOVEM)	Planning	TBA
ES245	Revs & Bens Policy alignment - CTax discounts & NNDR	Revs & Bens	TBA
ES233	Merge two Academy databases into one	Revs & Bens	TBA
ES234	Changes to Property referencing/Account references	Revs & Bens	TBA
ES235	Civica EDMS changes to reflect new council	Revs & Bens	TBA
ES236	VOA Website to be updated	Revs & Bens	TBA
ES237	Payment - sort out DDs / Payment cards / other payment types	Revs & Bens	Jan-19
ES238	Debts - raising of debts effective prior to 1st April 2019	Revs & Bens	TBA
ES239	New templates for bills / letters etc	Revs & Bens	Nov-18
ES240	Self Service - single portal for Revs and Bens (Connect and Serve)	Revs & Bens	TBA
ES241	DWP - changes to new authority for data access/licences/account codes	Revs & Bens	TBA
ES242	ARP Website - updating to reflect new council	Revs & Bens	TBA
ES243	One Step - Enforcement system changes to reflect new council	Revs & Bens	TBA
ES244	Landlord referencing - check for overlapping numbers	Revs & Bens	TBA

<b>WPreRef</b>	<b>Key Task (Work Package)</b>	<b>Lead Workstream</b>	<b>Required Completion Date</b>
ES246	Annual Returns for NDR1/NDR3/Subsidy	Revs & Bens	Oct-18
ES247	NNDR Government Funding - confirmation for following years	Revs & Bens	TBA
ES248	Fraud - new arrangements with DWP	Revs & Bens	Apr-19
ES249	ARP Governance to be reviewed	Revs & Bens	Apr-19
ES250	Issue new bills as new authority - CTax/NNDR	Revs & Bens	Feb-19
ES265	Capita Digital Forms and Robotics	Revs & Bens	TBA
ES266	Housing benefit subsidy return	Revs & Bens	TBA