

# East Suffolk Shadow Authority

Agenda  
Item  
15

## SHADOW COUNCIL

Monday 3 December 2018

### ADOPTION OF EAST SUFFOLK COUNCIL POLICIES (REP 13(SH))

#### EXECUTIVE SUMMARY

1. This report proposes the adoption of existing Suffolk Coastal District Council (SCDC) and Waveney District Council (WDC) policies and guidance as East Suffolk Council (ESC) policies.
2. This report also requests that in order to prepare those policies for publication as ESC documents, delegated authority be given to the Officers of the Shadow Authority to make any necessary consequential, grammatical or formatting changes to those documents – these will be minor changes that make no change to the intent or substance of the policy.

Is the report Open or Exempt?	Open
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Wards Affected:	All
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Cabinet Member:	Councillor Mark Bee and Councillor Ray Herring
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Supporting Officer:	Stephen Baker Chief Executive <a href="mailto:stephen.baker@eastsuffolk.gov.uk">stephen.baker@eastsuffolk.gov.uk</a>
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## **1 INTRODUCTION**

- 1.1 When the ESC comes into existence, on 1 April 2018, it will take on all of the statutory functions previously exercised by SCDC and WDC. This is by virtue of The Local Government (Boundary Changes) Regulations 2018 (known as the ‘Consequential Order’), which was laid in Parliament on 2 November 2018 and which came into force on 26 November 2018.
- 1.2 Also, under the terms of the Consequential Order, anything which, immediately before the 1 April 2019, was done, or in the process of being done by, or in relation to, SCDC or WDC, or the Shadow Authority, in exercise of a statutory function, may be continued by, or in relation to, the ESC. This would include the bringing of court proceedings, appeals etc.
- 1.3 In order to carry out these statutory functions, the ESC will need a full suite of policies and guidance under which it may operate from 1 April 2019, when it comes into existence.
- 1.4 Therefore, it is necessary for the Shadow Authority to consider the policies which SCDC and WDC have, currently, and to ensure that those documents are ready to be used by the ESC immediately after its creation on 1 April 2019.
- 1.5 The majority of the policies by which SCDC and WDC operate are already presented as joint policies or may only apply to a specific geographical area.
- 1.6 This report seeks authority to make the necessary grammatical/formatting changes to existing policies which are to transfer to the ESC, so that they can be prepared for publication on the ESC website (and in other formats) from 1 April 2019.

## **2 ADOPTION OF EAST SUFFOLK COUNCIL POLICIES**

- 2.1 Delegated authority is sought so that all existing policies and documents can be amended to ensure that they are grammatically correct for use by the ESC. Members should note that in making this request, no fundamental changes to the content of any previously adopted policy will be made – these are minor changes that make no change to the intent or substance of the policy. The changes will be grammatical or to reformat them, only. All existing policies will be reviewed to:-
  - (a) Update logo/branding to the new ESC logo/branding;
  - (b) Change wording from SCDC or WDC to ESC;
  - (c) Remove any references to SCDC or WDC or geographical areas unless necessary due to local differences in policy;
  - (d) Change the reference from the word ‘councils’ to ‘council’;
  - (e) Change any other plurals as necessary, such as Leader(s), Cabinet(s);
  - (f) Ensure the policies read correctly and refer to the ESC.
- 2.2 The Member Programme Board reviewed a list of all existing policies to which this applies at their meeting on 12 January 2018 and recommended that this approach be taken.
- 2.3 It is proposed that this approach be taken in respect of all existing policies and any policies agreed by SCDC or WDC up to 1 April 2019 to ensure a smooth transition to the ESC.

- 2.4 It is proposed that a statement be inserted on the East Suffolk website, now, to show the intention of converting all existing policies to ESC policies and enable the web team to begin working on publishing the relevant content, in the background.
- 2.5 It is proposed that the Shadow Authority formally adopts all existing policies, subject to the grammatical/formatting changes, in preparation for 1 April 2019.
- 2.6 This still allows for the ESC to review and amend any policy once it comes into existence, as it considers appropriate, after 1 April 2019.

### **3 FINANCIAL AND GOVERNANCE IMPLICATIONS**

- 3.1 There are no financial implications to this proposal, however, it does ensure that the ESC has the necessary policies in place, in order to carry out its functions effectively. .

### **4 EQUALITY IMPACT ASSESSMENTS**

- 4.1 This report has been prepared having taken into account the fact that all policies have been adopted previously by SCDC and WDC under their normal procedures. This would include the carrying out of an Equality Impact Assessment, where required. These proposals will not change the content of any of the policies, but will simply convert the documents to an ESC format for formal adoption by the Shadow Council. As no changes will be made to the substantive content of the policies, it is not considered that an equality impact assessment for what are, essentially, typographical changes, is required.

### **5 CONSULTATION**

- 5.1 Any consultation necessary for the making of the existing policies would have already been carried out by SCDC or WDC when they adopted them.

### **6 OTHER OPTIONS CONSIDERED**

- 6.1 The Shadow Authority could adopt each policy, individually, in turn, but this would take considerable time and is not necessary given that the changes are grammatical in nature, and the policies have been adopted already by SCDC or WDC.

### **7 REASON FOR RECOMMENDATION**

- 7.1 To enable the ESC to function from 1 April 2019 with the necessary policies in place, and to present a single, prepared approach from the start.

## **RECOMMENDATIONS**

1. That the Shadow Authority adopts all of the existing policies and guidance documents prepared, adopted or held by Suffolk Coastal District Council and Waveney District Council as East Suffolk Council policies and guidance.
2. That the Officers of the Shadow Authority be given delegated authority to make all necessary grammatical or formatting changes required to all of the existing policies and guidance documents prepared, adopted or held by Suffolk Coastal District Council and Waveney District Council to convert them to East Suffolk Council policies/guidance.
3. That the making of the necessary changes to the East Suffolk website be commenced, in order to prepare for the publication of the East Suffolk council policies and guidance on 1 April 2019.

**BACKGROUND PAPERS** (List below those documents for which the report author has materially relied upon to produce the report and which are available for the public to view – Do NOT include documents which contain ‘exempt’ information)

**Please note that copies of background papers have not been published on the Council’s website but copies of the background papers listed below are available for public inspection free of charge by contacting the relevant Council Department.**

Date	Type	Available From
26/11/18	The Local Government (Boundary Changes) Regulations 2018	<a href="http://www.legislation.gov.uk/uksi/2018/1128/contents/made">http://www.legislation.gov.uk/uksi/2018/1128/contents/made</a>