

Minutes of a Meeting of the **Shadow Cabinet** held in the **Champion Suite, High Lodge Leisure Limited, Haw Wood, Hinton, near Darsham** on **Monday 4 June 2018** at **8.35pm**

Members present:

M Bee (Leader of the Shadow Authority), R Herring (Deputy Leader of the Shadow Authority), A Fryatt, S Gallant, T-J Haworth-Culf, G Holdcroft, M Ladd, S Lawson, C Poulter, C Punt, D Ritchie, C Rivett, M Rudd and A Smith.

Other Members present:

S Burroughes, A Cooper, P Dunnett, J Fisher, S Geater, G Lynch, and C Topping.

Officers present:

S Baker (Chief Executive), K Cook (Democratic Services and Cabinet Business Manager), A Jarvis (Strategic Director), H Javadi (Chief Finance Officer and S151 Officer), N Khan (Strategic Director), S Lewis (Business Solutions Manager), M Makin (Democratic Services Business Manager), H Slater (Head of Legal and Democratic Services) and N Wotton (Democratic Services Manager).

1. Apologies for Absence

Apologies for absence were received from Councillors G Catchpole, R Kerry and B Provan.

2. Declarations of Interest

The Leader then invited Members to declare any interests. No declarations were made.

3. Announcements

Leader of the Shadow Authority

The Leader took the opportunity to thank the Members present for their contributions during the first Shadow Authority meeting, which took place earlier in the evening.

Chief Executive

The Chief Executive thanked Members for their kind words of acknowledgement regarding the hard work already undertaken by officers, in respect of the creation of a new Council for East Suffolk. Their comments were much appreciated and it was noted that the hard work would continue until the new Council was established and beyond.

4. Formation of Central Implementation Team and Responsibility for Implementation Plan

The Leader invited the Head of Legal & Democratic Services to present the report on the formation of the Central Implementation Team and the responsibility for the Implementation Plan.

Mrs Slater reported that at the first Shadow Authority meeting earlier that evening, the Shadow Authority had, within Recommendation 9 of the report, approved the Implementation Plan and had delegated 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 Cabinet. The Shadow Cabinet was also required to form a Central Implementation Team to facilitate the work regarding the Implementation Plan.

Mrs Slater then drew Members' attention to the number of appendices which were attached the report, which included: The Programme Structure, Member Working Groups, Implementation Plan Overview, Full Implementation Plan and Key Risks.

The Leader advised that there was currently one Waveney District Council vacancy on the Shadow Cabinet. This vacancy would continue in the short term and it was hoped that the matter would be resolved shortly.

Questions

Councillor Gallant sought reassurance that the large number of work streams for East Suffolk Council were all on track to meet their deadlines, as a number of meetings had been postponed or even cancelled in recent weeks. It was reported that although there had been some slippage, the programme of work had been planned to allow for unavoidable delays. The work streams were subject to prioritisation and all statutory matters would be completed as required, however there was a process of rolling alignment between the 2 councils, and some matters could be dealt with after May 2019. The new Council for East Suffolk currently involved 256 individual work streams and confidence was high that the Council would meet as many of those targets as possible, however there was no room for complacency. Colleagues from other Councils in the UK, who were also seeking to create new Councils, had approached the Implementation Team for advice and it was noted that they had made far less progress to date, in comparison.

Councillor Ladd asked for clarification about how staff had been kept apprised of developments, as there would be significant changes for some, caused by the creation of the new Council. The Chief Executive advised that staff were broadly excited about the new Council and the recent staff briefings had been well received. Reassurance had been provided to staff regarding the TUPE process and there would be no changes to their terms and conditions of service. The two Councils were already aligned in terms of staffing contracts and so the TUPE process of transferring staff to the new Council would be seamless for them. It was conceded that there would be a period of change, as staff would be working for one Council not two, however May 2019 should be seen as the start of a new era, not the end. The amount of change and the high profile of the work undertaken so far was attracting new staff to join the Council from afar, as the ground breaking work underway would enhance their career. The Leader confirmed that the Councils should take the opportunity to promote the work being undertaken wherever possible, which would raise the profile of the districts. He felt that staff

were already working with the same positive attitude and culture and that the democratic process was finally catching up. Councillor Holdcroft reported that significant changes could cause staff to lack focus, however he had not seen any sign of that happening at either Council, indeed staff were committed to their roles and trusted Councillors and Senior Officers with the task in hand.

Councillor Smith raised a note of caution and advised against standardisation for the sake of it. He urged that systems and processes, wherever possible, be organised in order to retain local emphasis. The Deputy Leader agreed that different solutions were needed for different locations and cited positive examples of current schemes in operation including Lowestoft Rising, Felixstowe Forward and Leiston Together. He reported that it was important to seek local views on matters and it was hoped that Community Partnership Boards would be established to help facilitate a localised approach for the new Council. It was noted that matters such as car parking prices should not be standardised and a mixture of approaches would be required, which would be reflected in the new Council. The Chief Executive provided reassurance that the Council would develop a single culture, however it would build its service around the customer. The Council had the ability to take risks and to think differently and it would continue to do so, in order to meet future challenges and respond to local circumstances.

The Leader stated that a timetable of dates for future Shadow Authority and Shadow Cabinet meetings needed to be established in order to assist the work towards the new Council. It was confirmed that work was currently underway in this respect and dates for future meetings would be circulated shortly. The difficulties associated in deciding upon dates which all Councillors could attend were duly noted.

The Deputy Leader queried whether the Shadow Authority and Shadow Cabinet would have a separate budget or whether the funding required would be absorbed jointly from Suffolk Coastal District Council and Waveney District Council funds. The Business Solutions Manager reported that paragraph 4.1 of report (REP2 (SH)) explained that any expenditure properly incurred by the Shadow Authority before 1 April 2019, would be divided among and paid by, Suffolk Coastal District Council and Waveney District Council, in such proportion that they agree.

There being no further questions from the Shadow Cabinet, the Leader asked if there were any questions from other Members present.

Councillor Burroughes requested further information on what could be done to raise public awareness of what was happening regarding the new Council, as despite the Councils' efforts, some people were unaware of developments. The Leader reported that the Comms and Branding Member Working Group were looking into this matter. When the new Council came into being, everything would need to be updated with the new logo including the website and all signage. There was also an additional section on the East Suffolk website regarding the work to date and the Shadow arrangements.

Councillor Burroughes reported that many Parish Councillors were interested in developments and were looking forward to the creation of the new Council. However, some Parish Councils had queried the costs involved in the transformation and re-branding and he asked whether it would be possible for District Councillors to be given some standard wording, so that they could

respond directly to these queries. The Leader reported that a Member Briefing or Briefing Note could be provided in this respect, however the Councils were not being profligate and had saved significant sums of money by working in partnership over the last few years.

Councillor Rivett reported that he was a Member of the Comms and Branding Working Group and he then provided an update on their work to date. It was noted that the Working Group was on schedule to meet all of its deadlines. It was currently in the process of finalising the logo for the new Council and there were 2 options to choose from. News articles were planned to keep local residents apprised of developments and the new website was also being designed. Further work was underway to create new civic regalia and reassurance was provided that all the related expenses would be reasonable and justifiable in this respect. Members were also pleased that note that it was also anticipated that the Comms and Branding work would come in on budget, as planned.

Councillor Haworth-Culf reported that there were some people who did not choose to engage with their local Councils at all, despite all efforts being made to provide accessible information. The Deputy Leader confirmed that there would be more work undertaken to engage with the public and to publicise the savings made by the partnership working. The ongoing partnership and creation of a new Council were part of a 10 year process which was coming to its natural conclusion. The Deputy Leader confirmed that there would be more work undertaken to engage with the public to publicise the savings made by partnership working.

There being no further questions the recommendations within the report were duly proposed by the Leader and seconded by the Deputy Leader and it was unanimously

RESOLVED

1. That a Central Implementation Team be formed, consisting of:
Nick Khan – Programme Sponsor and Lead Officer
Sandra Lewis – Programme Manager
Hilary Slater, Homira Javadi, Darren Knight, Ann Carey and Karen Cook – Key Work Stream Leads
2. That the Implementation Plan, as set out in Appendix C and D to the report, and the Shadow Cabinet's responsibility for keeping the Implementation Plan under review and revising it as necessary, be noted.
3. That regular reports on the progress of the Implementation Plan be received at future Shadow Cabinet meetings.

The Meeting concluded at 9.25pm.