

# Confirmed

Minutes of a Meeting of **Shadow Council** held in the **Champion Suite, High Lodge Leisure Limited, Haw Wood, Hinton, near Darsham** on **Monday 3 September 2018** at **6:30pm**

## **Members present:**

P Ashdown, E Back, M Barnard, D Beavan, M Bee, J Bidwell, S Bird, C Blundell, N Brooks, S Burroughes, P Byatt, A Cackett, G Catchpole, M Cherry, Y Cherry, L Coulam, J Craig, M Deacon, P Dunnett, J Fisher, J Ford, S Gallant, S Geater, T Goldson, L Gooch, A Green, J Groom, T-J Haworth-Culf, C Hedgley, R Herring, G Holdcroft, C Hudson, M Jones, J Kelso, M Ladd, S Lawson, P Light, G Lynch, F Mortimer, T Mortimer, S Mower, J Murray, M Newton, L Nicholls, K Patience, M Pitchers, B Provan, C Punt, D Ritchie, C Rivett, K Robinson, P Rous, M Rudd, D Savage, A Smith, L Smith, C Topping, M Vigo di Gallidoro, N Webb, S Woods.

## **Officers present:**

K Abbott (Democratic Services Business Manager), S Baker (Chief Executive), D Knight (Head of Customer Services), A Jarvis (Strategic Director), H Javadi (Chief Finance Officer), N Khan (Strategic Director), S Lewis (Business Solutions Manager, ICT), H Slater (Head of Legal and Democratic Services and Monitoring Officer), S Taylor ( Finance Manager), N Wotton (Democratic Services Manager)

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The Chief Executive opened the Meeting.

### **1. Election of the Chairman of the East Suffolk Shadow Authority**

On the proposition of Councillor Herring, seconded by Councillor Bee, it was

#### **RESOLVED:**

That Councillor Goldson be elected as the Chairman of the East Suffolk Shadow Authority.

### **2. Election of the Vice Chairman of the East Suffolk Shadow Authority**

On the proposition of Councillor Bee, seconded by Councillor Herring, it was

#### **RESOLVED:**

That Councillor Burroughes be elected as Vice Chairman of the East Suffolk Shadow Authority.

### **3. Election of the Leader of the East Suffolk Shadow Authority**

On the proposition of Councillor Bee, seconded by Councillor Holdcroft it was

#### **RESOLVED:**

That Councillor Herring be elected as Leader of the East Suffolk Shadow Authority.

#### **4. Election of the Deputy Leader of the East Suffolk Shadow Authority**

Councillor Herring, seconded by Councillor Rudd, nominated Councillor Bee for election as Deputy Leader of the East Suffolk Shadow Authority. Councillor Byatt, seconded by Councillor Deacon, nominated Councillor M Cherry for election as Deputy Leader of the East Suffolk Shadow Authority.

An open vote, by show of hands, of those present was held. The proposition of Councillor Herring, that Councillor Bee be so elected, was supported by 39 Members and the proposition of Councillor Byatt, that Councillor M Cherry be so elected, was supported by 10 Members.

On the proposition of Councillor Herring, seconded by Councillor Rudd, it was

#### **RESOLVED:**

That Councillor Bee be elected as Deputy Leader of the East Suffolk Shadow Authority.

#### **5. Apologies for Absence**

Apologies for absence were received from Councillors C Block, M Bond, J Ceresa, A Cooper, P Coleman, G Elliott, A Fryatt, T Gandy, R Kerry, D McCallum, P Mulcahy, C Poulter, J Smith, K Springall, S Webb, R Whiting and N Yeo.

Councillor Geater arrived at approximately 7pm.

#### **6. Declarations of Interest**

The Chairman asked the Monitoring Officer to provide some brief advice on this matter to Members.

The Monitoring Officer reminded Members to make Declarations of Interest which were relevant to their individual Registers of Interests held by Suffolk Coastal or Waveney District Councils, respectively, and pertinent to items on the Agenda.

#### **7. Minutes**

#### **RESOLVED:**

That the Minutes of the Meeting held on 4 June 2018 be confirmed as a correct record and signed by the Chairman.

#### **8. Announcements**

The Chairman advised that he had no announcements.

The Leader of the Shadow Authority informed those present that the Chief Finance Officer, Mrs Javadi, had resigned from her position and would be taking up a new role with Lewes and Eastbourne District Council. The Leader paid tribute to Mrs Javadi and praised her major role in the Councils' shared services agenda, the two accommodation projects, Felixstowe Spa Gardens,

the preparatory work for key leisure developments, the garden waste scheme, and in leading Suffolk's pooling arrangements for the Business Rate Retention pilot. The Leader commended Mrs Javadi's work in the last eight years and stated that the current favourable financial position of both Councils was, in no small measure, due to her hard work. On behalf of Councillors, the Leader thanked Mrs Javadi and wished her continued success in her new role; Mrs Javadi was applauded by all those present.

The Leader also informed those present that Mr Knight, the Councils' Head of Customer Services, would shortly be leaving the Council, after four years, to take up a new position at Cheltenham Borough Council. The Leader congratulated Mr Knight on his many achievements at East Suffolk including improved internal and external communications, design initiatives and the proposed logo and branding identity for the new Council. The Leader wished Mr Knight every success in his new role; Mr Knight was applauded by all those present. The Cabinet Members for Customers, Communities and Leisure (SCDC) and Customer Services (WDC) wished to echo the Leader's comments and both praised Mr Knight for his work and achievements.

The Leader referred to the continuing work of the Shadow Authority in the next few months, much of which was being led through the various Member Working Groups and their related work-streams. In particular, the Leader referred to the Boundary Commission's decision on the final warding arrangements for the new East Suffolk Council anticipated in the late Autumn and the setting of a shadow budget to ensure the necessary resources to deliver all services. The Leader said both existing Councils had excellent accounts and were moving towards the new Council from excellent financial positions. He added that a new, more-accessible Constitution for the new Council would be ready by the end of the year and, following the opportunity to review the two existing documents, new approaches had been identified, where possible.

## **9. Questions from Members**

No Questions from Members had been received.

## **10. Notices of Motion**

No Notices of Motions had been received.

## **11. Appointment of an Interim Chief Finance Officer**

The Council received report **REP2 (SH)** by the Leader and the Deputy Leader of the Shadow Authority. The report was introduced by the Leader of the Shadow Authority who reminded Members that, at its earlier meeting held on 4 June 2018, it had designated Mrs Javadi as the Interim Chief Finance Officer for the Shadow Period in accordance with Article 9(1) of the East Suffolk (Local Government Changes) Order 2018. As a result of Mrs Javadi's recent resignation, it was now necessary to appoint an Interim Chief Finance Officer to act during the Shadow Period and until such time as the post was recruited to on a permanent basis. It was recommended that Mr Simon Taylor, who currently acted as Deputy Section 151 Officer, be appointed from the date that Mrs Javadi left the Councils' employment and until such time as a permanent appointment to the position was made.

The Chairman invited questions.

Councillor Byatt asked if there was an indicative date for the appointment of a permanent Chief Finance Officer and also what arrangements were in place to fill Mr Taylor's role to ensure sufficient capacity. The Leader of the Shadow Authority said the Chief Executive Officer would be responsible for ensuring appropriate arrangements were in place. The Chief Executive Officer reassured Members that Ms Lorraine Rogers would be assuming the role of Deputy Section 151 Officer. The Chief Executive Officer also advised that each individual Council, at its next meeting, would be asked to approve Mr Taylor's interim appointment; he added that the permanent appointment of the right standard of candidate would be made as soon as possible.

There being no matters raised for debate, the Chairman moved to the recommendations. It was Proposed by the Leader, Seconded by the Deputy Leader and by a unanimous vote

**RESOLVED:**

1. That the East Suffolk Shadow Authority agreed to designate Mr Simon Taylor as the Interim Chief Finance Officer from the date when Mrs Javadi left the Councils' employment until such time as a permanent replacement for the Chief Finance Officer was appointed by all three Authorities - Suffolk Coastal District Council, Waveney District Council and the East Suffolk Shadow Authority.
2. That the East Suffolk Shadow Authority agreed not to appoint to the permanent position of Chief Finance Officer for the East Suffolk Council from 1 April 2019 onwards, until such time as the vacancy created by Mrs Javadi's departure was filled on a permanent basis.

**12. Proposed Shadow Executive Procedure Rules**

The Council received report **REP3 (SH)** by the Leader and the Deputy Leader of the Shadow Authority. The report was introduced by the Leader of the Shadow Authority who referred Members to the proposed Shadow Executive Procedure Rules previously considered by the Member Programme Board in August 2018. The Member Programme Board recommended the consideration and adoption of the proposed Rules in order that the Shadow Executive might fulfil its functions and conduct its proceedings in relation to the formation of the new Council. The Leader emphasised the importance of the proposed Shadow Executive Procedure Rules to ensure good governance and robust decision-making.

There being no questions or matters raised for debate, the Chairman moved to the recommendation. It was Proposed by the Leader, seconded by the Deputy Leader and by a unanimous vote

**RESOLVED:**

That the Shadow Authority adopt the Shadow Executive Procedure Rules set out in Appendix A of the report (REP3 (SH)).

**13. Shadow Scrutiny Committee: Proposed Terms of Reference and Procedure Rules**

The Council received report **REP4 (SH)** by the Leader and the Deputy Leader of the Shadow Authority. The report was introduced by the Deputy Leader of the Shadow Authority who

reminded Members that, at its earlier meeting on 4 June 2018, the Shadow Authority had agreed to establish a Shadow Scrutiny Committee comprising 14 members of the Shadow Authority, seven from the existing Scrutiny/Overview and Scrutiny Committees of both Councils. The Deputy Leader advised that the proposed Terms of Reference and Scrutiny Procedure Rules for the Shadow Scrutiny Committee were considered by the Member Programme Board when it met in June 2018. The Member Programme Board recommended that both the Terms of Reference and the Scrutiny Procedure Rules be considered and adopted in order that appropriate scrutiny mechanisms could be applied in relation to the formation of the new Council.

The Chairman invited questions.

Councillor Byatt suggested that when the Shadow Scrutiny Committee was established it should have, as its Vice Chairman, a member of an opposition party and he referred to this being the current practice at Suffolk Coastal District Council. The Deputy Leader replied that this would be a matter for the first meeting of the newly established Committee to determine.

There being no further questions or matters raised for debate, the Chairman moved to the recommendation. It was Proposed by the Deputy Leader, Seconded by the Leader and by a unanimous vote

**RESOLVED:**

That the Shadow Authority adopt the Shadow Scrutiny Terms of Reference and Procedure Rules as set out in Appendix A and Appendix B, respectively, of the report REP4 (SH)).

**14. Formation of a Shadow Member Development Steering Group and the Member Development Charter Plus Award**

The Council received report **REP5 (SH)** by the Leader and Deputy Leader of the Shadow Authority. The report was introduced by the Deputy Leader of the Shadow Authority who welcomed the wish of both existing Councils to apply the Charter Plus Award to the new Council and the commitment to pursue a strategic approach to the learning and development needs of Councillors. The Deputy Leader outlined some of the areas of work the Shadow Member Development Steering Group would be asked to progress, including Councillors' role descriptions, a "Be a Councillor" event in 2018, the development of locality arrangements, personal development plans for all Councillors and the refresh of these in 2019, the establishment of a change management programme to support the transition to the new Council, a Members' mentor programme and the overall encouragement of a more outward-looking approach including involvement in peer reviews. The Deputy Leader emphasised the need to have these areas of work in place as quickly as possible so that an induction programme as well as a member development programme could be in place for the 2019/20 Municipal Year.

The Chairman invited questions.

Councillor A Smith asked for additional detail and clarity on the recommendation that Member involvement in peer reviews be encouraged. The Deputy Leader said this proposed that the new Council work with other authorities for mutual learning opportunities.

There being no further questions or matters raised for debate, the Chairman moved to the recommendations. It was Proposed by the Deputy leader, Seconded by the Leader and by unanimous vote

**RESOLVED:**

1. That a Shadow Member Development Steering Group be established and consist of the following nominees from the Political Groups: Councillors – R Herring, G Holdcroft, S Harvey, G Lynch, C Block, M Bee, P Byatt, G Elliott, F Mortimer and C Rivett;
2. That the Shadow Member Development Steering Group hold its first meeting on Tuesday 25 September 2018 at 5pm.
3. That, amongst other things, the Shadow Member Development Steering Group consider holding a “Be a Councillor” event in 2018, prepare the Member Induction Programme and the Member Development Programme for 2019/20 for the East Suffolk Council.

**15. New Brand Identity for East Suffolk Council**

The Council received report **REP5 (SH)** by Councillor Haworth-Culf, the Cabinet Member with responsibility for Communities, Leisure and Customers (SCDC) and Councillor Rivett, the Cabinet Member with responsibility for Customer Services (WDC), respectively. The two Cabinet Members had also been the joint lead Councillors on the Communications and Branding Member Working Group. Councillor Rivett introduced the report which presented the proposed new brand identity and logo for the East Suffolk Council, outlined the design process which had been undertaken by the Member Working Group as well as the rationale for a new brand identity and logo. Councillor Rivett said the proposed design was simple and so had the flexibility to be used for different purposes with ease. Councillor Rivett also referred the Shadow Council to the design process and design considerations, as detailed at paragraph 3.1 of the report, and which the Member Working Group had followed in order to develop the proposed design.

Examples of the proposed brand identity and logo were revealed during the Meeting.



There were no questions. During debate, Councillor Byatt welcomed the new design and the work undertaken by the Member Working Group. Councillor M Cherry considered the design to be bland and not sufficiently eye-catching. In response, Councillor Rivett referred to the versatility of the proposed design which he said would enable its use across multiple platforms.

There being no further matters raised for debate, the Chairman moved to the recommendation.  
It was Proposed by Councillor Rivett, Seconded by Councillor Haworth-Culf and by majority vote

**RESOLVED:**

That Shadow Council approved the new brand identity and logo for East Suffolk Council.

The Meeting concluded at 7.21pm