

# Forest Heath District Council

**MINUTES** of the **CABINET** held at the District Offices, College Heath Road, Mildenhall on Tuesday 29 May 2012 at 6.00pm.

## **PRESENT:**

Councillors:

J E Waters (Leader)  
N A Roman (Deputy Leader)  
D W Bowman

Mrs R E Burt  
S J Edwards  
W Hirst

Councillors T J Huggan, M J Jefferys, C Noble and N Williams were also in attendance.

Also in attendance:

N Baker, Head of Planning  
D Beighton, Principal Planner  
A Claydon, Strategic Director (Resources)  
I Gallin, Chief Executive  
P Harvey, Service Manager (Corporate Development)  
P Heard, Legal Services Manager  
K Marley, Head of Environmental Services  
N McCurdy, Strategic Director (Services)  
S Phelan, Head of Community Services  
L Pope, Head of Finance, ICT, Internal Audit and Procurement  
J Rees, Head of Corporate Development  
H Hardinge, Committee Administrator

## **APOLOGIES**

Apologies for absence were received from Councillor R J Millar.

### 007. **PUBLIC PARTICIPATION**

There were no questions/statements from members of the public.

### 008. **MINUTES OF JOINT COMMITTEES, WORKING GROUPS AND OTHER GROUPS**

The minutes of the following Joint Committees, Working Groups and other Groups were received:

Youth Provision Working Group	20 March 2012
Mildenhall Regeneration Working Group	26 March 2012
Red Lodge Working Group	13 April 2012

Crime Reduction Working Group	24 April 2012
Anglia Revenues and Benefits Partnership Joint Committee	8 March 2012
West Suffolk Waste and Street Scene Services Joint Committee	23 March 2012
Joint Consultative Working Group	23 April 2012
Shared Services Steering Group	20 April 2012

Items the subject of formal report or proposition were as follows:-

009. **ANGLIA REVENUES AND BENEFITS PARTNERSHIP JOINT COMMITTEE – 8 MARCH 2012**

Councillor S J Edwards asked that it be noted that he had not been in attendance at the meeting despite being listed under those present in the minutes.

010. **JOINT CONSULTATIVE WORKING GROUP – 23 APRIL 2012 – MINUTE NO 242. 'JOINT WORKING WITH CANCER OR CRITICAL ILLNESS POLICY' (REPORT NO JCC12/063X) (CONFIDENTIAL)**

Members were requested to note the recommendations listed under this item, as it was subject to a further report which was to be presented to Cabinet at their meeting on 3 July 2012.

011. **SHARED SERVICES STEERING GROUP – 20 APRIL 2012 – MINUTE NO 033. 'ENVIRONMENTAL HEALTH SHARED SERVICE – TRANSITIONAL BUSINESS CASE' (REPORT NO SSG12/015) (CONFIDENTIAL)**

Members were requested to note the recommendations listed under this item, as it was subject to a further report later on the agenda (Report No CAB12/005).

012. **SHARED SERVICES STEERING GROUP – 20 APRIL 2012 – MINUTE NO 034. 'HOUSING SHARED SERVICE – TRANSITIONAL BUSINESS CASE' (REPORT NO SSG12/016) (CONFIDENTIAL)**

Members were requested to note the recommendations listed under this item, as it was subject to a further report later on the agenda (Report No CAB12/006).

013. **APPROVAL OF MINUTES**

With the vote being unanimous, it was

**RESOLVED:**

That the minutes of the respective Joint Committees, Working Groups and other Groups be approved, as amended, and that authority is hereby given for such action to be taken as necessary to give effect thereto.

**KEY DECISIONS**

014. **STRATEGIC PLAN 2012 – 2016 (REPORT NO CAB12/001)** (Forward Plan Reference MAY12/01)

Following public consultation, the Leader of the Council presented the Council's new Strategic Plan and the associated detailed action plans directly linked to achieving the outcomes sought against each of the Council's priority and objection areas over the period 2012 – 2016.

Members were advised that the Plan had been previously considered and recommended for approval by the Overview & Scrutiny Committee at their meeting on 24 May 2012.

With the vote being unanimous, it was

**RECOMMENDED:**

That:-

1. Cabinet note progress since the Council report in 2011; and
2. The 2012 – 2016 priorities, key objectives and fully funded delivery plan be endorsed and recommended to Council as the Council's Strategic Plan for the next four years.

015. **CORE STRATEGY POLICY CS7 SINGLE ISSUE REVIEW 'ISSUES AND OPTIONS' (REGULATION 18) CONSULTATION** (Forward Plan Reference MAY12/02)

The Cabinet Member for Planning, Housing and Transport explained that as a result of the High Court's challenge of the Council's adopted Core Strategy (May 2010) the Council was obliged to revisit those parts of the Core Strategy that were 'quashed' by way of a process termed a 'Single Issue Review'.

Accordingly, the report before Members set out the first step in this planning process, and which had been previously considered and recommended for approval by the Local Development Framework Working Group at their meeting on 8 May 2012.

In response to a question, the Cabinet Member explained that the consultation document set out three options for growth and sought views on each of these, as well as any other evidenced options that may be put forward. She encouraged everyone to take part in this important conversation.

With the vote being unanimous, it was

**RESOLVED:**

That the Forest Heath Single Issue Review of Core Strategy Policy CS7 'Issues and Options', (Regulation 18), document be approved for public consultation.

016. **LOCAL DEVELOPMENT FRAMEWORK – JOINT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT** (Forward Plan Reference MAY12/03)

The Cabinet Member for Planning, Housing and Transport presented the draft Supplementary Planning Document (SPD) which had been developed jointly with St Edmundsbury Borough Council to provide guidance for the public, developers, landowners, consultants and Local Authority staff. The SPD would assist in providing clear and consistent advice to all parties involved in the delivery of affordable housing through the planning system.

Approval was sought for the document to be subjected to an eight-week consultation period commencing in June 2012, the results of which will be taken into account in producing any further versions, for final adoption in October 2012.

With the vote being unanimous, it was

**RESOLVED:**

That the Joint Affordable Housing Supplementary Planning Document be approved for consultation.

017. **FINANCIAL OUTTURN 2011/2012 – REVENUE AND CAPITAL (REPORT NO CAB12/004)** (Forward Plan Reference MAY12/04)

The Cabinet Member for Resources, Governance and Performance requested Cabinet to carry out a review of the financial outturn for 2011/2012 and recommended any relevant actions onto Council.

He explained that it had been a challenging year for the Council in view of the current economic climate but despite this Forest Heath had managed to deliver considerable savings and consistently demonstrated value for money.

He thanked all staff from across the Council and his fellow Members for their efforts in achieving the savings to date.

With the vote being unanimous, it was

**RECOMMENDED:**

That:-

1. The 2011/2012 revenue and capital budget outturn positions be noted;
2. The actions as detailed in Appendix B of Report No CAB12/004, and the transfers of £114k and £84k to the Risk and Recession Reserve, in line with previously approved performance reports, be approved;
3. The overall net revenue outturn for 2011/2012, currently at £115k, be approved for transfer into the Council's General Fund balance; and
4. The carry forward of capital budget from 2011/2012 to 2012/2013, as detailed in Appendix C, be approved.

018. **ENVIRONMENTAL HEALTH SHARED SERVICE – TRANSITIONAL STRUCTURE (REPORT NO CAB12/005)** (Forward Plan Reference MAY12/05)

The Cabinet Member for Environment and Waste sought endorsement of the transitional structure for Environmental Health as part of the ongoing shared services agenda with St Edmundsbury Borough Council.

He explained that the structure had been previously considered by the Shared Services Steering Group at their meeting on 20 April 2012 and the recommendations put forward would enable early transition of separate services into one, which would assist in providing a flexible workforce across West Suffolk with sufficient resilience to enable sufficient staff time to be allocated to the strategic priorities.

The Cabinet Member also invited the Head of Community Services to inform Cabinet of the work being undertaken in respect of the associated Customer Access Strategy.

With the vote being unanimous, it was

**RESOLVED:**

That the transitional structure for Environmental Health, as recommended by the Shared Services Steering Group on 20 April 2012, be supported.

019. **HOUSING SHARED SERVICE – TRANSITIONAL STRUCTURE (REPORT NO CAB12/006)** (Forward Plan Reference MAY12/06)

The Cabinet Member for Planning, Housing and Transport sought endorsement of the transitional structure for the Housing Service as part of the ongoing shared services agenda with St Edmundsbury Borough Council.

She explained that the structure had been previously considered and recommended for approval by the Shared Services Steering Group at their meeting on 20 April 2012.

With the vote being unanimous, it was

**RESOLVED:**

That the transitional structure for Housing Services, as recommended by the Shared Services Steering Group on 20 April 2012, be supported.

**NON KEY DECISIONS**

020. **APPOINTMENT OF THE CABINET'S WORKING GROUPS, JOINT COMMITTEES/PANELS AND STEERING GROUP (REPORT NO CAB12/007)** (Forward Plan Reference MAY12/07)

The Legal Services Manager explained that following the introduction of the revised arrangements for the administration of a Leader/Cabinet political management structure the Cabinet was now required to review and confirm the membership of its

Working Groups, Joint Committees/Panels and Steering Group for the year 2012/2013.

Cabinet was advised that the Conservative Group was yet to have finalised some of its required nominations, accordingly; so as to prevent meetings taking place without adequate representation, the Legal Services Manager proposed that Delegated Authority be given to himself, in consultation with the Leader, to finalise the relevant Conservative appointments prior to the next meeting of the Cabinet.

With the vote being unanimous, it was

**RESOLVED:**

That:-

1. Local Development Framework Working Group (Local Plan Working Group):
  - a. The change of name of the Local Development Framework Working Group to the Local Plan Working Group, be confirmed, with the Council being recommended to make the necessary amendments to the Council's Constitution;
  - b. The membership of the Local Plan Working Group for 2012/2013 be confirmed as 9 Members: 8 Conservatives / 1 Opposition Group.
  - c. Councillor M J Jefferys be the representative for the Opposition Group.
  - d. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the 8 Conservative Members to the Working Group and to elect the Chairman and appoint the Vice Chairman for 2012/2013.
2. Joint Consultative Working Group:
  - a. The membership of the Joint Consultative Working Group for 2012/2013 be confirmed as 6 Members: 5 Conservatives / 1 Opposition Group.
  - b. Councillor N Williams be the representative for the Opposition Group.
  - c. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the 5 Conservative Members to the Working Group.
3. West Suffolk Joint Health and Safety Panel (formerly Safety Working Group):
  - a. The Terms of Reference for the West Suffolk Joint Health and Safety Panel, attached as an Appendix to Report No CAB12/007, be approved with the Council being recommended to make the necessary amendments to the Council's Constitution;
  - b. The membership of the West Suffolk Joint Health and Safety Panel for 2012/2013 be confirmed as 3 Members and 1 Substitute.
  - c. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the Members to the Panel.

4. Anglia Revenues and Benefits Partnership Joint Committee:
  - a. The Forest Heath District Council membership of the Anglia Revenues and Benefits Partnership Joint Committee for 2012/2013 be confirmed as 2 Members and 2 Substitutes – Cabinet Members:  
Members: S J Edwards and R J Millar  
Substitutes: N A Roman and J E Waters
5. Joint Development Management Policies Committee:
  - a. The Forest Heath District Council membership of the Joint Development Management Policies Committee for 2012/2013 be confirmed as 3 Members and 2 Substitutes – Cabinet Members.
  - b. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the Members to the Panel.
6. West Suffolk Waste and Street Scene Services Joint Committee:
  - a. The Forest Heath District Council membership of the West Suffolk Waste and Street Scene Services Joint Committee for 2012/2013 be confirmed as 2 Members and 2 Substitutes – Cabinet Members:  
Members: S J Edwards and N A Roman
  - b. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the Substitute Members to the Panel.
7. West Suffolk Joint Emergency Planning Panel:
  - a. The Forest Heath District Council membership of the West Suffolk Joint Emergency Planning Panel for 2012/2013 be confirmed as 4 Members and 1 Substitute.
  - b. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the Members to the Panel.
8. Forest Heath District Council and St Edmundsbury Borough Council Shared Services Steering Group:
  - a. The Forest Heath District Council membership of the Shared Services Steering Group for 2012/2013 be confirmed as 3 Members and 1 Substitute.
  - b. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the Members to the Steering Group.
9. Forest Heath Health and Wellbeing Forum
  - a. Delegated Authority be given to the Legal Services Manager, in consultation with the Leader, to appoint the Members to the Forum.

021. **TO UNDERTAKE A REVIEW OF THE CONSTITUTION OF THE OVERVIEW & SCRUTINY COMMITTEE (REPORT NO CAB12/008)** (Forward Plan Reference MAY12/08)

The Leader of the Council explained that following a request by the Opposition Group to increase their representation on the Overview & Scrutiny Committee, the Council resolved on 9 May 2012 that there should be a review of the Committee's membership to enable openness and transparency in the scrutiny arrangements for

the new Cabinet and Leader Model of governance, without the constraints of compliance with the political balance rules.

Accordingly, he sought approval for it to be recommended to Council that the Overview & Scrutiny Committee be not politically balanced and that its membership be increased to 10 Members.

With the vote being unanimous, it was

**RECOMMENDED:**

That the Overview & Scrutiny Committee be not politically balanced and that the membership be increased from 9 to 10 Members; to comprise 8 Members of the Conservative Group and 2 Members of the Opposition Group.

022. **REVIEW OF THE FORWARD PLAN OF KEY DECISIONS (REPORT NO CAB12/009)**

The Leader of the Council asked Cabinet to review the Forward Plan of Key Decisions for the period May 2012 to March 2013.

With the vote being unanimous, it was

**RESOLVED:**

That the Forward Plan of Key Decisions, for the period May 2012 – March 2013, attached as an Appendix to Report No CAB12/009, be noted.

023. **EXCLUSION OF THE PRESS AND PUBLIC**

With the vote being unanimous, it was

**RESOLVED:**

That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**NON KEY DECISIONS**

024. **MINUTES OF THE ASSET MANAGEMENT GROUP MEETINGS HELD ON 14 MARCH AND 24 APRIL 2012 (PARA 3)**

Cabinet was requested to note the minutes of the Asset Management Group meetings held on 14 March and 24 April 2012.



With the vote being unanimous, it was

**RESOLVED:**

That the minutes of the meetings of the Asset Management Group held on 14 March and 24 April 2012 be noted.

The meeting closed at 6.25pm.