

# Forest Heath District Council

**MINUTES** of the **CABINET** held at the District Offices, College Heath Road, Mildenhall on Tuesday 6 November 2012 at 6.00pm.

## **PRESENT:**

Councillors:

J E Waters (Leader)	S J Edwards
N A Roman (Deputy Leader)	W Hirst
Mrs R E Burt	R J Millar

Councillors C Noble and T Simmons were also in attendance.

Also in attendance:

N Baker, Head of Planning and Regulatory Services  
J Bowes, Head of Legal and Democratic Services  
I Gallin, Chief Executive  
P Gudde, Environment Manager  
P Heard, Legal Services Manager  
R Mann, Head of Resources and Performance  
A Wilson, Director  
H Hardinge, Committee Administrator

## **APOLOGIES**

Apologies for absence were received from Councillor D W Bowman.

### 270. **PUBLIC PARTICIPATION**

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

### 271. **CONFIRMATION OF MINUTES**

The minutes of the meeting held on 2 October 2012 were unanimously accepted by the Cabinet as an accurate record and signed by the Leader.

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

The minutes of the following meetings were received:

Shared Services Steering Group	30 August 2012
Anglia Revenues & Benefits Partnership Joint Committee	13 September 2012
West Suffolk Joint Emergency Planning Panel	9 October 2012

273. **WEST SUFFOLK JOINT EMERGENCY PLANNING PANEL – 9 OCTOBER 2012 – MINUTE NO 7. COMMUNITY PREPAREDNESS (REPORT NO D157)**

Members were requested to note an amendment to this item, in that the penultimate paragraph had been amended to read:

*"In addition, the Learning & Development Section had also arranged an Emergency Planning training session for District and Borough Councillors on 22 October 2012. As space was available the invitation had now been extended by Portfolio Holders Councillor R D Everitt and Councillor R J Millar to Parish and Town Councillors. The meeting was to be held at Forest Heath District Council from 5pm to 7pm."*

274. **APPROVAL OF MINUTES**

With the vote being unanimous, it was

**RESOLVED:**

That the minutes of the respective Steering Group, Joint Committee and Panel be approved, as amended, and that authority is hereby given for such action to be taken as necessary to give effect thereto.

**KEY DECISIONS**

275. **TRANSFORMING CUSTOMER ACCESS (I) TARGET OPERATING MODEL FOR WEST SUFFOLK AND; (II) SUFFOLK COUNTY COUNCIL'S PUBLIC ACCESS ARRANGEMENTS POST-2014 (REPORT NO CAB12/037)** (Key Decision Reference NOV12/11)

The Cabinet Member for Families and Communities informed those present that a significant amount of work had been undertaken by Officers throughout both Councils to identify what a new approach to customer access would mean for the delivery of Forest Heath District Council and St Edmundsbury Borough Council services.

A Target Operating Model (TOM) had been developed to provide the mechanism by which services could ensure that their transformational redesign was consistent with the councils' customer access vision and Cabinet was being asked to endorse this way forward.

In addition to this, Suffolk County Council had also been considering its options for delivering public access when its contract with Customer Service Direct (CSD) ended in April 2014. As part of this consideration, the County Council was keen to explore opportunities for joining up customer access across the public sector.

Accordingly a District Integration Model had been produced, which Cabinet was also being asked to approve, in principle, subject to the consideration of a detailed business case.

Further to questions raised with regard to the activity data collected from both authorities, the Director explained that some of the figures were subject to further refinement to enable direct comparisons between the two Councils.

Lastly, in response to a query from a fellow Portfolio Holder, the Cabinet Member for Families and Communities advised that a detailed timetable for rollout of the TOM was to be devised and he would ensure that all Councillors were provided with this for their reference.

With the vote being unanimous, it was

**RESOLVED:**

That:-

1. The Target Operating Model, as contained in Appendix A of Report No CAB12/037, be approved as a basis for transforming customer access and service delivery across West Suffolk; and
2. Suffolk County Council's District Integrated Model for public access, as outlined in Appendix B of Report No CAB12/037, be agreed in principle, with a view to a detailed business case being developed for further consideration by Forest Heath District Council and St Edmundsbury Borough Council at a later date.

276. **TREASURY MANAGEMENT MONITORING REPORT (REPORT NO CAB12/038)** (Key Decision Reference NOV12/08)

The Cabinet Member for Resources, Governance and Performance presented Cabinet with a review of the Treasury Management activities for the period April to September 2012 for noting and recommending on to Council.

The Cabinet Member explained that the special meeting of Council scheduled for 14 November 2012, at which this report was due to be considered, had been cancelled and the Treasury Management report was now to be presented to the Council meeting on 12 December 2012.

With the vote being unanimous, it was

**RECOMMENDED:**

That:-

1. The 2012/2013 Treasury Management Report be noted; and
2. The 2012/2013 Treasury Management Report be referred to Council for consideration at the meeting on 12 December 2012.

277. **AIR QUALITY MANAGEMENT AREA ACTION PLAN FOR NEWMARKET (REPORT NO CAB12/039)** (Key Decision Reference SEP12/01)

The Cabinet Member for Environment and Waste advised Cabinet that an Air Quality Management Area (AQMA) was declared along the High Street and Old Station Road in Newmarket on 6 April 2009, due to slightly elevated levels of nitrogen dioxide believed to be produced by road traffic.

Following further detailed investigations and extensive monitoring, an Air Quality Action Plan (AQAP) had been produced, with the aim of reducing nitrogen dioxide levels within the AQMA, in accordance with the Council's statutory responsibilities.

The Cabinet Member advised that the AQAP had been previously presented to the Overview & Scrutiny Committee on 27 September 2012 who had asked that the following issues be considered by Cabinet:

- a. Parking restrictions (one side) in Old Station Road, Newmarket;
- b. Interactive bus timetables to be included in Section 106 agreements;
- c. Raising with Government the need for improving the rail links at Chippenham junction at the Newmarket side by doubling the rail tracks; and
- d. When taxis are sitting in the ranks in Newmarket, waiting for fares, the engines are to be switched off.

The Leader informed those present that it had been agreed for item d. (above) to be raised with the Forest Heath Taxi Representatives at their next meeting with the Licensing Committee.

Cabinet Members applauded and welcomed the introduction of the AQAP for Newmarket.

With the vote being unanimous, it was

**RESOLVED:**

That the Air Quality Area Action Plan for Newmarket, attached as an Appendix to Report No CAB12/039, be approved.

**NON KEY DECISIONS**

278. **LOCAL AIR QUALITY STRATEGY (REPORT NO CAB12/040)** (Key Decision Reference JUL12/07)

The Cabinet Member for Environment and Waste informed Cabinet that in September 2007 the Council approved its first Local Air Quality Strategy to provide the best practicable protection to human health and the environment through effective local air quality management.

The 2007 strategy had now come to an end and the revised strategy builds upon this work and outlines how the Council would manage local air quality in Forest Heath and deliver our statutory responsibilities.

Members were advised that the revision of the 2007 strategy was considered to be the best option due to the time it would take to draft a West Suffolk strategy; therefore, the revised strategy offered an interim solution although it was intended to produce a West Suffolk Strategy in the future.

The Cabinet Member explained that the revised strategy had been previously considered by the Overview & Scrutiny Committee at their meeting on 26 July 2012, who had endorsed the document.

The Leader was pleased to note that a detailed air quality assessment was being undertaken in Brandon and he enquired as to the timescale associated with this.

The Environment Manager advised that was ongoing with an initial report anticipated during the early part of 2013.

With the vote being unanimous, it was

**RESOLVED:**

That the revised Local Air Quality Strategy, attached as an Appendix to Report No CAB12/040, be approved.

279. **DELIVERING A SUSTAINABLE BUDGET 2013/2014 (REPORT NO CAB12/041)** (Key Decision Reference SEP12/02)

The Cabinet Member for Resources, Governance and Performance set out the context of the 2013/2014 budget for the information of Cabinet.

Cabinet Members asked that their thanks be extended to staff across the Council for their efforts in delivering savings.

With the vote being unanimous, it was

**RESOLVED:**

That progress on delivering a balanced budget for 2013/2014 be noted.

280. **REVIEW OF CONSTITUTION AND GOVERNANCE ARRANGEMENTS (REPORT NO CAB12/042)** (Key Decision Reference NOV12/10)

The Legal Services Manager presented this report which provided the opportunity for Cabinet to comment on and inform the review of the Leader and Cabinet model of governance, required by Council to be undertaken 6 months after its introduction in May 2012.

The recommendation was made so that Cabinet could formulate any views for inclusion in the report of the review to Council on 12 December 2012.

The Officer explained that 12 Members had responded to the review which included all 7 Cabinet Members. Heads of Service and Service Managers had also contributed to the review.

Attention was drawn to Paragraph 4.5 of Report No CAB12/042 and the reference therein to remove the requirement to audio/visually record all meetings of the Council, in order to allow greater flexibility to the layout and location of meetings.

It had also been agreed that a full 12 month review would take place in May 2013; in the meantime Officers would continue to work towards aligning the governance arrangements between that of the District Council and St Edmundsbury Borough Council.

Cabinet welcomed the review and the report before them and asked that their thanks be extended to the Chairmen of the Overview & Scrutiny Committee and the Performance & Audit Committee for consistently attending and contributing towards meetings of the Cabinet.

With the vote being unanimous, it was

**RECOMMENDED:**

That:-

1. The outcome of the review of the Leader and Cabinet model of governance be noted; and
2. Cabinet indicated no further views for inclusion in the report to Council on 12 December 2012.

281. **REVIEW OF THE LIST OF KEY DECISIONS (REPORT NO CAB12/043)**

The Legal Services Manager asked Cabinet to review the list of Key Decisions to be considered by Forest Heath District Council for the period November 2012 to May 2013.

With the vote being unanimous, it was

**RESOLVED:**

That the list of Key Decisions, for the period November 2012 – May 2013, attached as an Appendix to Report No CAB12/043, be noted.

The meeting closed at 6.40pm.