

Enquiries regarding this Agenda:
Amy Bryant (01284) 757100

Cabinet

***Wednesday 25 June 2008 at 5.00 pm
in the Council Chamber, Borough Offices, Angel Hill, Bury St Edmunds***

CONSTITUTION: *Leader of the Council: Councillor John Griffiths
Joint Deputy Leaders of the Council: Councillors Nigel Aitkens and
Sara Mildmay-White*

<i>Councillors:</i>		<i>Portfolios:</i>
Nigel Aitkens	-	Economy and Asset Management
Lynsey Alexander	-	Culture and Sport
Terry Clements	-	Transport and Planning
Paul Farmer	-	Resources and Efficiency
John Griffiths	-	Rural Affairs and External Relationships
Sara Mildmay-White	-	Community
David Ray	-	Performance and Organisational Development
Peter Stevens	-	Environment and Street Scene

QUORUM: *Three Members*

***Please switch off mobile phones during the
meeting, unless exceptional circumstances
require otherwise.***

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

To confirm the minutes of the meetings held on 7 May and 21 May 2008 (copies attached).

3. Declarations of Interests

Members are reminded of their responsibility to declare any personal or prejudicial interest which they have in any item of business on the Agenda ***no later than when that item is reached*** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

Part 1 – Public

(Forward Plan reference (where applicable) shown in brackets)

Corporate Priority: Raising corporate standards and efficiency

4. Annual Cabinet Report

Cabinet Member – John Griffiths;

Contact Officer – Mike Dawson

Telephone: 01284-757060

e-mail: mike.dawson@stedsbc.gov.uk

Summary and reasons for recommendation:

- (1) On 4 June and 18 June 2008 respectively, the Policy Development and the Overview and Scrutiny Committees received the Cabinet's Annual Report, as required by the Constitution.
- (2) The report reviewed achievements in 2007/2008 and outlined the Cabinet's plans for 2008/2009. The Leader of the Council presented the report to both Committees. Subject to their own comments, both Committees were supportive of the Cabinet's draft commitments for 2008/2009 noting, in particular, the close relationship with the committees own work programmes.
- (3) The Committees questioned the Leader in depth on progress made against the 2007/2008 priorities, and also on the content of the report. The report has been updated in light of these comments and feedback from officers and a final revised version **will follow this agenda as Report Z56**.

Recommendation:

The Cabinet are **RECOMMENDED** to approve Report Z56 as its Annual Report for 2007/2008 and priorities for 2008/2009.

5. Report from the Overview and Scrutiny Committee: 4 June 2008

Chairman – Mark Ereira-Guyer;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

e-mail: adriana.stapleton@stedsbc.gov.uk

Report **Z57** attached.

Summary and reasons for recommendation:

On 4 June 2008, the Overview and Scrutiny Committee considered the following items:-

- (a) Annual Report of the Cabinet 2007/2008;
- (b) Cabinet Forward Plan – June to September 2008;
- (c) Approval of 2008/2009 Work Programme; and
- (d) Nominations to Suffolk Joint Scrutiny Committees.

Recommendation:

Nominations to Suffolk Joint Scrutiny Committees

That full Council appoint Councillor Thorndyke to the Suffolk Joint Emergency Planning Unit Scrutiny Working Party for 2008/2009 (with Councillor Oliver as substitute member), and Councillor Beckwith to the Suffolk Health Overview and Scrutiny Committee for 2008/2009.

6. Report of the Overview and Scrutiny Committee: BT Public Payphone Removal Consultation

Chairman – Mark Ereira-Guyer;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

e-mail: adriana.stapleton@stedsbc.gov.uk

Report **Z58** attached

Summary and reasons for recommendation:

On 2 April 2008 the Council received a notification of intent from British Telecommunications Plc (BT) to remove 42 public payphones within the Borough. Under the Communications Act 2003 the local authority must be notified and given the opportunity to agree or object to the removal of any of the payphones within the proposal. Any objection to a payphone removal is known as a local veto, and has to be justified, and BT has a right of appeal through the Competition Appeals Tribunal where unreasonable local vetoes have been made.

The Borough's responses on each payphone must be made public for a period of one month to allow for further consultation, and BT must be notified of the Council's response within 90 days of receipt of the formal notification.

Recommendations:

- (a) that the draft response to BT's notification of intent to remove 42 public payphones within the Borough, as set out in Report Z22, be published for one month as the Council's draft decision on each of the payphones concerned; and
- (b) that, following the required one-month publication of the Council's draft decision, the Cabinet make a final decision, taking into account any responses received to the draft decision, at its meeting on 30 July 2008, and forward this to BT as this Council's final response to its consultation.

7. Report of the Policy Development Committee: 18 June 2008

Chairman – Ian Houlder;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

e-mail: adriana.stapleton@stedsbc.gov.uk

Report **Z59 TO FOLLOW.**

Summary and reasons for recommendation:

On 18 June 2008, the Policy Development Committee considered the following items:-

- (1) Annual Report of the Cabinet 2007/2008;
- (2) Cabinet Forward Plan – June to September 2008;
- (3) Approval of 2008/2009 Work Programme;
- (4) Reappointment to Panels and Working Groups;
- (5) Review of Annual Reporting and Corporate Planning Cycle;
- (6) Corporate Asset Management Plan and Capital Management Strategy;
- (7) Single Equality Scheme;
- (8) Delivery of a Sustainable Budget 2009/2010;
- (9) Minutes of the Service Delivery Review Panel: 6 May 2008; and
- (10) Asset Management Plan and Capital Management Strategy – Performance Management and Implementation Plans

Recommendation:

The report of the Policy Development Committee be **NOTED**.

8. Report of the Policy Development Committee: Single Equality Scheme (Jun08/15)

Cabinet Member – David Ray;

Contact Officer – Claire Gayfer

Telephone: 01284-757614

e-mail: claire.gayfer@stedsbc.gov.uk

Report **Z60 TO FOLLOW**.

9. Report of the Policy Development Committee: Annual Reporting and Corporate Planning Cycle (Jun08/19)

Cabinet Member – David Ray;

Contact Officer – Mike Dawson

Telephone: 01284-757060

e-mail: mike.dawson@stedsbc.gov.uk

Report **Z61 TO FOLLOW**.

10. Report of the Policy Development Committee: Corporate Asset Management Plan (AMP) and Capital Management Strategy

Cabinet Member – Nigel Aitkens;

Contact Officer – Betty Albon

Telephone: 01284-757307

e-mail: betty.albon@stedsbc.gov.uk

Report **Z62 TO FOLLOW**.

11. Report of the Policy Development Committee: Asset Management Plan (AMP) and Capital Management Strategy - Performance Management and Implementation Plans (Jun08/14)

Cabinet Member – Nigel Aitkens;

Contact Officer – Betty Albon

Telephone: 01284-757307

e-mail: betty.albon@stedsbc.gov.uk

Report **Z63 TO FOLLOW**.

12. Planning Services Reserve Fund Expenditure 2008/2009 and 2009/2010 (Jun08/05)

Cabinet Member – Terry Clements;

Contact Officer – Patsy Dell

Telephone: 01284-757302

e-mail: patsy.dell@stedsbc.gov.uk

Report **Z64** attached.

Summary and reasons for recommendations:

Cabinet approval is sought for the investment of the Planning Services Reserve funds for 2008/2009 and 2009/2010 and to advise Cabinet of future implications of the reduction of this reserve fund.

Recommendation:

That the Planning Services Reserve Fund and Growth Areas funding, where appropriate, be used to finance the items set out in paragraph 4.12 to Report Z64.

13. Proposed Amalgamation of Central Safety and Joint Staff Consultative Panels (Jun08/06/07)

Cabinet Member – David Ray;

Contact Officer – Martin Hosker/

Louise Hammond

Telephone: 01284-757010/757008

e-mail: martin.hosker@stedsbc.gov.uk/

louise.hammond@stedsbc.gov.uk

Report **Z65 TO FOLLOW**.

14. Use of Resources Assessment (Jun08/10)

Cabinet Member – Paul Farmer;

Contact Officer – Liz Watts

Telephone: 01284-757252

e-mail: liz.watts@stedsbc.gov.uk

Report **Z66** attached.

Summary and reasons for recommendations:

As part of the Comprehensive Performance Assessment (CPA) framework and forthcoming Comprehensive Area Assessment (CAA), all Councils are required to carry out an annual Use of Resources Assessment. The Assessment looks at how well the Council manages and uses its financial resources. The purpose of the report was to outline the arrangements for the 2007 Use of Resources Assessment and to seek the Cabinet's approval of the value for money element.

Recommendations:

- (1) It be noted that the Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Efficiency, prepare and submit to the Audit Commission, the returns for the Council's Use of Resources Comprehensive Performance Assessment relating to financial reporting, financial management, financial standing and internal control (parts 1-4).

- (2) The self-assessment for the value for money element of the Use of Resources Assessment (part 5), attached as Appendix A to Report Z66, be approved and the Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Efficiency, be authorised to carry out final editing, make any minor amendments required and submit it to the Audit Commission, together with any other background information and evidence required.

15. Grant Panel: 10 June 2008 (Jun08/18)

*Cabinet Member – Paul Farmer;
Sara Mildmay-White*

*Contact Officer – Mike Dawson
Telephone: 01284-757060
e-mail: mike.dawson@stedsbc.gov.uk*

Report **Z67** attached.

Summary and reasons for recommendations:

On 10 June 2008, the Grant Panel considered the following items:-

- (a) Applications for Project Funding: 2008/2009;
- (b) Applications for Discretionary Rate Relief: Implications for the Grant Panel; and
- (c) Financial Arrangements for Grants.

Recommendations:

Financial Arrangements for Grants

In anticipation that the allocation for 2008/2009, including the amounts brought forward from previous financial years, be fully utilised, consideration be given that as part of the budget setting process, that provision be made in the 2009/2010 budget for the allocation of funding to the Rural Village Halls, Play Schemes and Rural Initiatives Grant Scheme and the Rural Areas Community Initiatives Fund.

Applications for Project Funding: 2008/2009

That, the following grants be awarded in 2008/2009:-

- (a) Rural Areas Community Initiatives Fund

(Although considered in respect of the Rural Village Halls, Play Schemes and Rural Initiatives Grant Scheme, the Panel has recommended that the funding for the following application is allocated from the Rural Areas Community Initiatives Fund.)

- (1) up to a maximum of £3,000 be awarded to Coney Weston Parish Council towards the modernisation and equipping of a new village play area, subject to match funding being confirmed.

- (b) Rural Village Halls, Play Schemes and Rural Initiatives Grant Scheme
- (1) £10,000 be awarded to Great Barton Pathway towards the cost of exterior fixtures, fittings and the landscaping of the new nursery school in Great Barton, subject to the remainder of match funding being raised;
 - (2) delegated authority be given to the Corporate Director for Community to approve the Cavendish Pre-school's application for a grant of £7,035 towards upgrading the Jubilee Room of Cavendish Memorial Hall, subject to:-
 - (i) further research and consultation being undertaken with the Cavendish Pre-School and the Cavendish Memorial Hall's Management Committee regarding outstanding issues identified at the meeting of the Grant Panel on 10 June 2008; and
 - (ii) consultation with full Members (and substitutes, if appropriate) of the Grant Panel using the 'fast-track' e-mail system that usually is applied to the Rural Areas Community Initiatives Fund Scheme, as detailed in Appendix A to the Grants Policy; and
 - (3) £7,500 be awarded to Rougham Acorns and Woodlands Limited towards the completion of their pre-school building.

Applications for Discretionary Rate Relief: Implications for the Grant Panel

Following a detailed discussion, as outlined in italics below, the Panel **RECOMMENDED** that:-

- (a) the changes to the Council's policy on granting top up discretionary rate relief, be re-considered by the Policy Development Committee, in respect of the implications for the Grant Panel, with particular reference to the following:-
 - (1) due to the significant number of applications received for top up discretionary rate relief, that an alternative method for the consideration of applications other than by the Grant Panel be considered;
 - (2) the draft Top Up Discretionary Rate Relief Scoring Matrix (Appendix D to Report Y282) be amended and simplified to enable applications to be considered more efficiently and to ensure fairness and transparency; and
 - (3) consideration be given to replacing the sliding scale of granting up to 20% with the standard 20% discretionary top up relief.

16. Diversion Incentive Fund

Cabinet Member – Peter Stevens;

Contact Officer – Mark Walsh

Telephone: 01284-757300

e-mail: mark.walsh@stedsbc.gov.uk

Summary and reasons for recommendations:

In February this year Suffolk County Council made available funding of £1.5 million through the Diversion Incentive Fund to assist Suffolk Waste Collection Authorities in the diversion of biodegradable municipal waste from landfill. The County Council invited all Suffolk Waste Collection Authorities to bid for capital projects that will divert additional biodegradable municipal waste from landfill. On 12 March this committee approved the submission of applications to Suffolk County Council's Diversion Incentive Fund (Paper Y649 refers).

Suffolk County Council has agreed to provide capital funding for St Edmundsbury to implement projects aimed at increasing the diversion of biodegradable waste from landfill.

Bid 1 - Expansion of brown bin scheme and trade dry recyclable collection

The bid sought financial support to purchase a vehicle that would be used to collect dry recyclable material from trade waste customers and to collect brown bins from new properties.

The County Council have agreed to provide funding of £276,695 to purchase a vehicle and the trade waste and brown bins. The income from trade waste fees and recycling credits should allow the operation of the vehicle to become self-financing by April 2009. £10,000 is needed this year to operate the vehicle. This can be financed from within existing Waste Management budgets.

Bid 2 - Litter bins for dry recyclables material

The bid sought funding of £13,200 to purchase multi-compartment litter bins for the collection of mixed dry recyclable material on the street.

The County Council have agreed to cover the full cost of the litter bins.

Recommendations:

- (1) Accept the offer of £276,695 from Suffolk County Council for bid 1, implement the project and finance the operation of the vehicle through existing budgets until April 2009; and
- (2) Accept the offer of £13,200 from Suffolk County Council to introduce dry recyclable litter bins in key locations across the Borough.

Corporate Priority: Improving the Safety and Well Being of the Community

17. Boundary Committee Review of Suffolk (Jun08/11)

Cabinet Member – John Griffiths;

Contact Officer – Mike Dawson

Telephone: 01284-757060

e-mail: mike.dawson@stedsb.gov.uk

Report **Z68** attached.

Summary and reasons for recommendations:

The report to Council on 8 April 2008 put in place arrangements to respond to issues arising from the review. To avoid the need for special meetings of Cabinet or Council over the summer Report Z68 sought to put in place arrangements for the sign-off of the financial workbook and the nomination of councillors to any external working groups which may need to be formed.

Recommendations:

- (1) To note that full Council on 8 April 2008 gave the Chief Executive, in consultation with the Leader of the Council, the delegated authority to respond to issues arising from the review, which would include input into the assumptions needed to complete the financial workbook. This would be done in consultation with the Cabinet, and the St Edmundsbury Councillor Reference Group.
- (2) That the Leader of the Council be given delegated authority to nominate to any joint working group of councillors which might be convened to facilitate the completion of the financial workbook and the assumptions which underlie it.
- (3) To give delegated authority to the Chief Executive, in consultation with the Leader of the Council, to sign-off St Edmundsbury Borough Council's contribution to the financial workbook.

**EXEMPT INFORMATION – EXCLUSION OF PUBLIC
TERMS OF FORMAL RESOLUTION**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12(A) of the Act.

Part 2 – Private

**Corporate Priority: Raising Corporate Standards and
Efficiency**

18. Revenues Collection Performance

Cabinet Member – Paul Farmer;

Contact Officer – Liz Watts

Telephone: 01284-757252

e-mail: liz.watts@stedsbc.gov.uk

Report **Z69** attached.

Summary and reasons for recommendations:

The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures. When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Chief Finance Officer (for debts up to £750) or by Cabinet (for debts over £750).

The reasons for recommending the write offs are included in Exempt Appendix 1. The Collection Data in respect of Sundry Debts are shown in Section 8 of the report.

Recommendations:

The levels of collection performance achieved, as set out in Section 8 to Report Z69, be noted; and

The write-off of the amounts detailed in the exempt appendix to Report Z69 - 5 accounts for sundry debts totalling £8,408.64 (Exempt Appendix 1) be approved. No business rates or council tax debts have been put forward for write-off on this occasion.

Exempt Papers relating to previous item

19. Exempt Appendices: Revenues Collection Performance

Cabinet Member – Paul Farmer

Contact Officer – Liz Watts

Telephone: 01284-757252

e-mail: liz.watts@stedsbc.gov.uk

Exempt Appendix 1 to Report **Z69** attached.