

Enquiries regarding this Agenda:  
Steven Lincoln (01284) 757108

# ***Cabinet***

***Wednesday 16 February 2011 at 5.00 pm  
in the Conference Room West (F1R09), West Suffolk House, Western Way,  
Bury St Edmunds***

**CONSTITUTION:**     *Leader of the Council: Councillor John Griffiths  
Deputy Leader of the Council: Councillor Sara Mildmay-White*

<b><i>Councillors:</i></b>		<b><i>Portfolios:</i></b>
Lynsey Alexander	-	Culture and Sport
Terry Clements	-	Transport and Planning
Robert Everitt	-	Bury St Edmunds and Community
Anne Gower	-	Haverhill and Housing
John Griffiths	-	Resources and Efficiency, Rural Affairs and External Relationships
Sara Mildmay-White	-	Economy and Asset Management
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 meeting held on 19 January 2011 (copy 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. Report of the Performance and Audit Scrutiny Committee: 24 January 2011**

*Chairman – John Hale;*

*Contact Officer – Adriana Stapleton*

*Telephone: 01284-757613*

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

Report **B450** attached.

#### Summary and reasons for recommendation:

On 24 January 2011 the Performance and Audit Scrutiny Committee considered the following items:-

- (1) Key Performance Indicators: Third Quarter 2010/2011;
- (2) Treasury Management Performance and Annual Treasury Management and Investment Strategy 2011/2012;
- (3) Audit Commission: Presentation of 2009/2010 Annual Audit Letter;
- (4) Anti-Money Laundering Policy, Revised National Fraud Initiative Strategy and Third Quarter Internal Audit Progress Report;
- (5) Budget Monitoring Report: 1 April to 31 December 2010; and
- (6) Corporate Risk Register: Quarterly Monitoring Report.

#### Recommendation:

The Cabinet is requested to **NOTE** the report of the Overview and Scrutiny Committee.

#### **5. Report of the Performance and Audit Scrutiny Committee: Treasury Management Performance and Annual Treasury Management and Investment Strategy 2011/2012**

*Cabinet Member – John Griffiths;*

*Contact Officer – Liz Watts*

*Telephone: 01284-757252*

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

Report **B451** attached.

#### Summary and reasons for recommendation:

As at the end of December 2010 interest earned during the first 9 months of the financial year amounted to £0.410m against the profiled budget for the period of £0.445m, a budgetary deficit of £35,000. The under achievement of interest on investments during this period was due primarily to the continuation of historically low interest rates.

The Annual Treasury Management and Investment Strategy Statements for 2011/2012 and Prudential Indicators had also been initially discussed by the Sub-Committee, which recommended them for approval and the full Committee endorsed this recommendation.

Recommendation:

The Annual Treasury Management and Investment Strategy 2011/2012 and Prudential Indicators, as detailed in Appendix 2 to Report B410, be approved.

**6. Report of the Performance and Audit Scrutiny Committee: Anti-Money Laundering Policy (Feb11/22), Revised National Fraud Initiative Strategy (Feb11/21) and Third Quarter Internal Audit Progress Report**

*Cabinet Member – John Griffiths;*

*Contact Officer – Jon Snares*

*Telephone: 01284-757239*

*e-mail: jon.snares@stedsbc.gov.uk*

Report **B452** attached.

Summary and reasons for recommendations:

Committee Report B439 is in three parts. Firstly, the Committee was asked to recommend approval of an Anti-Money Laundering Policy, which would ensure the Council complied with all relevant legal and regulatory requirements provided for by the UK's anti-terrorist financing and anti money laundering regimes.

The second part of the report provided an update on progress made in relation to actions arising from the National Fraud Initiative (NFI) Strategy and the updating of the Strategy in line with new guidance from the Audit Commission. The Strategy ensured that the Council had the correct procedures in place to meet changes in legislation in relation to data matching and the prevention and detection of fraud.

Finally, the report provided the third quarterly Internal Audit progress report, which was intended to update Members on work undertaken within the third quarter of the financial year and the progress made in achieving the audit plan presented at the Committee's meeting in April 2010. A summary of Internal Audit reports issued in 2010/2011 was discussed.

Recommendations:

- (a) The Anti-Money Laundering Policy, as set out in Annex A of Report B439, be adopted and communicated to all staff and Members; and
- (b) revised National Fraud Initiative Strategy 2010/2011, as set out in Annex B of Report B439, be endorsed.

## 7. Budget and Council Tax Setting: 2011/2012

*Cabinet Member – John Griffiths;*

*Contact Officer – Liz Watts*

*Telephone: 01284-757252*

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

Report **B453** attached.

### Summary and reasons for recommendations:

The Cabinet is required to consider the budget for the Authority and recommend to the Council the level of Council Tax required to fund this budget.

Setting the budget for 2011/2012 has been a challenging process, due to the public sector funding cuts and the resulting pressures which this has placed on the Council.

The proposed 2011/2012 budget is £12.141m compared to the 2010/2011 budget of £13.690m. Efficiency savings and increased income of £1.9m have been delivered as part of the 2011/2012 budget. There has been a limited amount of growth.

The Council is approaching completion of a major programme of capital investment across the Borough, and it is estimated that £2.485m will be spent on this programme during 2011/2012.

### Recommendations:

That, subject to the approval of full Council, :-

- (i) the revenue budget attached as Appendix A, together with the additional revenue requirements ('growth bids') summarised as Appendix C and the efficiency (Dynamic Review – Innovation, Value and Enterprise (DR-IVE)) savings and new income detailed at Appendix D be approved;
- (ii) the revised capital programme attached as Appendix B, including minor changes noted at 4.5.2, be approved;
- (iii) having taken into account the conclusions of the Chief Finance Officer's report including the Risk Assessment attached at Appendix F, together with the Medium Term Financial Strategy (MTFS) attached at Appendix E and all the other information contained in this report, Cabinet establish the level of council tax for 2011/2012;
- (iv) the Chief Finance Officer, in consultation with the Leader or Portfolio Holder for Resources, be authorised to transfer any surplus on the 2010/2011 revenue budget to the General Fund, and to vire funds between existing Earmarked Reserves (as set out at Appendix G) as deemed appropriate throughout the year.

**8. Asset Management Plan: Council Offices, Haverhill (Feb11/16)**

*Cabinet Member – Sara Mildmay-White; Contact Officer – Betty Albon  
Telephone: 01284-757307  
e-mail: betty.albon@stedsbcc.gov.uk*

Report **B454** attached.

Summary and reasons for recommendations:

The Borough Council has been taking part in a county-wide Single Public Sector Estate (SPSE) study which seeks to identify under utilised property and consolidate space requirements across the public sector. This approach is in line with the priority objective of the Government to achieve co-location across the public sector agencies.

The Council Offices, Haverhill could be more effectively used if they are retained as the customer hub for public services at Haverhill, providing a single point of contact solution for both the public sector and a range of complementary voluntary services.

A joint business plan has been prepared with Suffolk County Council for shared ownership, using the 'West Suffolk House model'. Ownership of the offices would be shared between the Borough and County Councils, and revenue and capital costs of refurbishing, running and repairing the building split 50:50.

Recommendations:

- (1) The Borough Council implements the 'West Suffolk House model' of shared ownership with Suffolk County Council for the Council Offices, Haverhill as outlined in Report B454; and
- (2) the occupiers be public sector and voluntary organisations.

**9. Recommendations from Shared Services Steering Group: 21 January 2011 (Feb11/17)**

*Cabinet Member – John Griffiths; Contact Officer – Geoff Rivers  
Telephone: 01284-757009  
e-mail: geoff.rivers@stedsbcc.gov.uk*

Report **B455** attached.

Summary and reasons for recommendations:

On 21 January 2011 the Shared Services Steering Group considered the following items:-

- (1) ICT Business Case;
- (2) Protocol for Sharing Costs and Benefits;
- (3) Project Update;
- (4) Communications Update;
- (5) Shared Services Project Board: Notes; and
- (6) Leisure Trust Update.

Recommendations:

**(1) Protocol for Sharing Costs and Benefits**

- (a) The contents of Report B430 be approved as the basis for determining the most appropriate cost and benefits sharing model for each shared service; and
- (b) the Chief Finance Officer of each authority be tasked to follow the approved 'protocols for sharing costs and benefits' when determining the appropriate sharing models for each service stream, which are to be detailed in each service stream's full business case.

**(2) ICT Business Case**

The Full Business Case for a shared ICT Service to be established between St Edmundsbury Borough Council and Forest Heath District Council, as detailed in Exempt Appendix A to Report B429, be approved, incorporating the:-

- (a) creation of a single ICT service, headed up by a single ICT Manager, serving both authorities;
- (b) creation of a new shared ICT infrastructure to form the foundations on which business applications for other service areas can be built;
- (c) establishment of a new single ICT support team to serve the two sites; and
- (d) convergence of user ICT applications as shared services business cases are constructed for other service areas.

**(3) Leisure Trust Update**

- (1) The recommendations in section 6 of Exempt Report B435 be endorsed; and
- (2) a further report be presented in six months on the further progress achieved.

**Corporate Priority: Improving the safety and well being of the community**

**10. Recommendations from Licensing and Regulatory Committee:  
10 January 2011 (Feb11/15)**

*Cabinet Member – Robert Everitt;*

*Contact Officer – Hilary Workman*

*Telephone: 01284-757113*

*e-mail: hilary.workman@stedsbc.gov.uk*

Report **B456** attached.

Summary and reasons for recommendation:

**Sex Entertainment Licences: Regulation of Lap Dancing and Other Sexual Entertainment Venues**

The increase nationally in the number of lap dancing clubs since the implementation of the Licensing Act 2003 has become a concern for many local communities.

The Government had responded to proposals for further controls to be introduced specific to lap dancing clubs and similar premises, by introducing legislation relating to such licensing contained in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by Section 27 of the Policing and Crime Act 2009.

If the Council adopts the additional powers it will be able to require premises in the Borough that provide 'relevant entertainment' prescribed in the legislation, such as lap dancing, to obtain a sex establishment licence.

Recommendation:

That, subject to the approval of full Council, additional powers relating to the licensing of sexual entertainment venues, as contained in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by Section 27 of the Policing and Crime Act 2009 and outlined in Section 5 of Report B393, be adopted with a first appointed date of 1 April 2011.

**Corporate Priority: Securing a Sustainable and Attractive Environment**

**11. West Suffolk Waste and Street Scene Services Joint Committee:  
14 January 2011 (Feb11/08)**

*Cabinet Member – Peter Stevens; Contact Officer – Mark Walsh  
Telephone: 01284-757300  
e-mail: mark.walsh@stedsb.gov.uk*

Report **B457** attached.

Summary and reasons for recommendation:

On 14 January 2011 the West Suffolk Waste and Street Scene Services Joint Committee considered the following items:-

- (1) Joint Service Plan 2011/2012;
- (2) Progress on Delivering the 2010/2011 Joint Waste Service Plan;
- (3) Cleansing Review;
- (4) Joint Branding;
- (5) Re-Use of Wheeled Bins Policy;
- (6) Response to the Government's Consultation on the Controlled Waste Regulations 1992 and the implications for Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC);
- (7) Bank Holiday Arrangements (2011/2012); and
- (8) Update on the Inter Authority Agreement.

Recommendation:

The Cabinet is requested to **NOTE** the report of the West Suffolk Waste and Street Scene Services Joint Committee.

## 12. Home Renewal Energy Grant Update

*Cabinet Member – Peter Stevens;      Contact Officer – Peter Gudde*  
*Telephone: 01284-757042*  
*e-mail: peter.gudde@stedsbc.gov.uk*

### Summary and reasons for recommendation:

On 24 June 2009 the Cabinet, on recommendation from the Sustainable Development Panel, approved the Home Renewable Energy Grant Scheme with a budget of £10,000 (minute 19 refers). The Borough Council has now awarded its twentieth Home Renewable Energy Grant with predicted CO<sub>2</sub> savings of approximately 370 tonnes over the lifetime of the installations. The grant has supported a mix of renewable heat and electricity generation.

On 15 September 2010 the Cabinet approved a second tranche of £10,000 which will focus on renewable heat generation since electricity generation is now supported by the feed-in tariff (minute 53 refers).

A query has been raised which requires clarification, namely that the grant will not be awarded retrospectively. This was not specifically mentioned when this scheme was approved in June 2009 but was implicit.

### Recommendation:

The Cabinet is asked to **APPROVE** an amendment to the Home Renewable Energy Grant Scheme to clarify that grants will not be awarded retrospectively.

\*\*\*\*\*

### **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 paragraphs 1, 2 and 3 of Part 1 of Schedule 12(A) of the Act.

\*\*\*\*\*



## Part 2 – Private

### Corporate Priority: Raising Corporate Standards and Efficiency

#### **13. Revenues Collection Performance and Write Offs**

*Cabinet Member – John Griffiths;*

*Contact Officer – Liz Watts*

*Telephone: 01284-757252*

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

Report **B458** 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 £1,500) or by Cabinet (for debts over £1,500).

The reasons for recommending the write offs are included in the Exempt Appendix attached to this report.

#### Recommendations:

- (1) The levels of collection performance achieved, as set out in Section 7 of Report B458, be noted; and
- (2) the write off of fourteen Sundry Debt accounts totalling £15,564.11, detailed in Exempt Appendix 1 to Report B458, be approved.

### Exempt Papers relating to previous items

#### **14. Exempt Appendix: Revenues Collection Performance and Write Offs**

*Cabinet Member – John Griffiths*

*Contact Officer – Liz Watts*

*Telephone: 01284-757252*

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

Exempt Appendix 1 to Report **B458** attached (Agenda item 13 above).

#### **15. Exempt Appendix: Recommendations from Shared Services Steering Group: 21 January 2011 (Feb11/17)**

*Cabinet Member – John Griffiths*

*Contact Officer – Geoff Rivers*

*Telephone: 01284-757009*

*e-mail: geoff.rivers@stedsbc.gov.uk*

Exempt Appendix A to Report **B455** attached. (Agenda item 9 above.)