

Enquiries regarding this Agenda:
Steven Lincoln (01284) 757108

Cabinet

***Wednesday 27 April 2011 at 5.00 pm
in the Lounge, Athenaeum, Angel Hill, Bury St Edmunds***

**** PLEASE NOTE THE VENUE ****

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

<i>Councillors:</i>		<i>Portfolios:</i>
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 communication
devices 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 16 March 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 Overview and Scrutiny Committee: 20 April 2011

Chairman – David Lockwood;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

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

Report **B582 TO FOLLOW**.

Summary and reasons for recommendation:

On 20 April 2011 the Overview and Scrutiny Committee will consider the following items:-

- (1) Annual Report of the Cabinet 2010/2011 and Corporate Plan 2011/2012;
- (2) Cabinet Forward Plan: April to July 2011;
- (3) Monitoring the West Suffolk Community Safety Partnership;
- (4) Quarter 4 Directed Surveillance Authorised Applications; and
- (5) Work Programme.

Recommendation:

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

5. Cabinet Annual Report 2010/2011 and Corporate Plan 2011/2012 (May11/06)

Cabinet Member – John Griffiths;

Contact Officer – Geoff Rivers

Telephone: 01284-757009

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

Report **B562** attached.

Summary and reasons for recommendation:

On 20 April 2011, the Overview and Scrutiny Committee will receive the Cabinet's Annual Report, as required by the Constitution.

The Annual Report reviews achievements in 2010/2011. Unlike previous years the Annual Report does not set out the commitments and key activities for the next year (2011/2012) as this will be the responsibility of the new administration following the elections on 5 May 2011. Similarly, there are sections of the Corporate Plan which cannot be updated until after the elections.

The Leader of the Council will present the report to the Committee and the Committee's comments on the document will be reported to the Cabinet.

Recommendation:

Subject to the comments received from the Overview and Scrutiny Committee, the Cabinet is recommended to **APPROVE** Report B562 as its Annual Report for 2010/2011.

6. Performance and Audit Scrutiny Committee 26 April 2011: Council Improvement Plan (May11/04)

Cabinet Member – John Griffiths;

Contact Officer – Davina Howes

Telephone: 01284-757070

e-mail: davina.howes@stedsbc.gov.uk

Report **B567** attached.

Summary and reasons for recommendation:

On 26 April 2011 the Performance and Audit Scrutiny Committee will consider the following items:-

- (1) Key Performance Indicators: Fourth Quarter 2010/2011;
- (2) Council Improvement Plan;
- (3) Biannual Corporate Complaints and Compliments Digest;
- (4) Audit Commission Presentation of Audit Plan: Audit 2010/2011;
- (5) Annual Internal Audit Report 2010/2011 and Outline Audit Plan 2011/2012;
- (6) Budget Monitoring Report: 1 April 2010 to 28 February 2011;
- (7) International Financial Reporting Standards (IFRS) Preparations;
- (8) Corporate Risk Register: Quarterly Monitoring Report; and
- (9) Annual Procurement Report 2010-2011.

As the Committee will meet one day before Cabinet the 'usual' report will not be produced for this meeting of the Cabinet. However, attached to this agenda is a copy of the report to the Committee on the Council Improvement Plan (Report B567). As this report is 'linked' to the Cabinet Annual Report 2010/2011 (agenda item 5 above) the Cabinet will be informed of any comments made by the Committee.

In April 2010 Cabinet approved the Council Improvement Plan for 2010/2011. This Plan brings together a range of actions to help the Council achieve further improvements in its performance. Attached as Appendix A to Report B567 is an end of year progress report on the implementation of the Council's Improvement Plan for 2010/2011.

Recommendation:

The Cabinet is requested to **CONSIDER** any comments received from the Performance and Audit Scrutiny Committee on the Council Improvement Plan.

**7. Recommendations from Grant Working Party: 31 March 2011
(May11/01)**

Cabinet Member – Robert Everitt;

Contact Officer – Cathy Manning

Telephone: 01284-757002

e-mail: cathy.manning@stedsb.gov.uk

Report **B583** attached.

Summary and reasons for recommendations:

On 31 March 2011 the Grant Working Party considered the following item:-

- (1) Review of the Grant Terms and Conditions for the Recreation, Village Halls and Play Area Grant Scheme and the Rural Areas Community Initiatives Fund.

Recommendations:

Review of the Grant Terms and Conditions for the Recreation, Village Halls and Play Area Grant Scheme (RVHPAGS) and the Rural Areas Community Initiatives Fund (RACIF): Single Rural Grant Scheme

- (1) Applications to the Rural Areas Community Initiative Fund (RACIF) and the Recreation, Village Halls and Play Area Grant Scheme (RVHPAGS) be hereafter invited and considered by the Cabinet, through its Grant Working Party, under one 'umbrella' Rural Initiatives Grants scheme;
- (2) a single combined application form, as set out in Appendix B of Report B583, be introduced with immediate effect;
- (3) as detailed in Section 5.1 of Report B529, the email voting system currently used by the Grant Working Party be retained for the awarding of grants up to £5,000, and extended to be applicable to both the RVHPAGS and the RACIF rural grant schemes (and any successor rural grant schemes operated by the Cabinet);
- (4) subject to the approval of the full Council:-
 - (a) the Council's Grants Policy be amended as set out in Appendix A to Report B583; and
 - (b) the Corporate Director for Community, in consultation with the Portfolio Holder with responsibility for grants, be authorised to make minor typographic, grammatical and/or factual changes to the Council's Grants Policy before it is re-published, and to keep it updated in relation to any future changes made by Cabinet in relation to its own delegated decision-making powers to officers in consultation with the Grant Working Party.

8. Recommendations from Shared Services Steering Group: 30 March and 20 April 2011 (May11/05)

Cabinet Member – John Griffiths;

Contact Officer – Geoff Rivers

Telephone: 01284-757009

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

(a) 30 March 2011

Report **B584** attached.

Summary and reasons for recommendations:

On 30 March 2011 the Shared Services Steering Group considered the following items:-

- (1) Project Update;
- (2) Protocol for Policy Development;
- (3) Shared Services Project Board: Notes;
- (4) Waste Management Services Integration;
- (5) Property Services: Business Case; and
- (6) Learning and Development Service: Business Case.

Recommendations:

(1) Protocol for Policy Development

The draft protocol for policy development, attached as Appendix 1 to Report B531, amended to include reference to the involvement of Members in the development process, be endorsed as the way forward for establishing a framework for the development of joint policy documents between Forest Heath District Council and St Edmundsbury Borough Council.

(2) Learning and Development Service: Business Case

The full business case for a shared Learning and Development Service be established between St Edmundsbury Borough Council and Forest Heath District Council, as detailed in Exempt Appendix A to Report B536.

(b) 20 April 2011

Report **B585 TO FOLLOW**.

Summary and reasons for recommendations:

On 20 April 2011 the Shared Services Steering Group will consider the following items:-

- (1) Project Update;
- (2) Agreements;
- (3) Shared Services Project Board: Notes;
- (4) Property Services: Business Case; and
- (5) Payroll Service: Options and Business Case.

Recommendations:

Recommendations emanating from this meeting will follow in Report B585.

9. West Suffolk House Joint Committee: 18 March 2011 (May11/08)

Cabinet Member – David Ray;

Contact Officer – Ivan Sams

Telephone: 01284-757304

e-mail: ivan.sams@stedsbc.gov.uk

Report **B586** attached.

Summary and reasons for recommendation:

On 18 March 2011, the West Suffolk House Joint Committee considered the following items:-

- (1) First Aid at Work: West Suffolk House;
- (2) Report of the West Suffolk House Building Manager;
- (3) West Suffolk House Facilities Management Services and Catering Service Key Performance Indicators;
- (4) Review of the Operating Agreement;
- (5) West Suffolk House Building Manager: Terms of Operating Agreement; and
- (6) Items of Interest.

Recommendation:

The Cabinet is required to **NOTE** this report from the West Suffolk House Joint Committee.

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

10. Safeguarding Children Policy (May11/10)

Cabinet Member – Robert Everitt;

Contact Officer – Carole Herries

Telephone: 01284-757603

e-mail: carole.herries@stedsbc.gov.uk

Report **B587** attached.

Summary and reasons for recommendation:

Section 11 of the Children Act 2004 places a statutory duty on district councils and other organisations to make arrangements to safeguard and promote the welfare of children. The Council has already developed a Safeguarding Children Policy which was originally recommended by Cabinet and approved by full Council on 4 April 2006 (Minute 108(A)(2) refers).

The Safeguarding Children Policy has been regularly reviewed and updated since then, and this report is the latest review and update of the Policy.

Recommendation:

Subject to the approval of full Council, the updated Safeguarding Children Policy attached as Appendix 1 to Report B587 be approved.

11. Supported Housing Scheme: Beetons Cottages, Bury St Edmunds (May11/11)

Cabinet Member – Anne Gower;

*Contact Officer – Carole Herries
Telephone: 01284-757603
e-mail: carole.herries@stedsb.gov.uk*

Report **B588** attached.

Summary and reasons for recommendations:

Havebury Housing Partnership (Havebury) propose to purchase No 2 Beetons Cottages, Bury St Edmunds, which is currently empty. In addition they are also committed to purchasing No1 Beetons Cottage when this becomes vacant in the future. Both properties are currently owned by the Council and provide bungalow accommodation. They will both require substantial refurbishing to make them suitable for providing supported accommodation for five residents with severe learning disabilities, three in one dwelling and two in the other. It is proposed that there will be 24 hour care and support in both residences.

Recommendations:

- (a) An allocation of up to £75,000 from the Council's Affordable Housing capital budget to be committed to enable the delivery of this scheme;
- (b) that the £75,000 allocation be subject to being drawn down within 12 months from the date of this meeting; otherwise the allocation be withdrawn and can be reallocated to another affordable housing scheme within the Borough; and
- (c) that if the scheme ceases to operate and Havebury Housing Partnership choose to dispose of the properties within five years the allocation of £75,000 be repayable in full.

Corporate Priority: Securing a Sustainable and Attractive Environment

12. Recommendations from Sustainable Development Working Party: 12 April 2011 (May11/07)

Cabinet Member – Terry Clements;

*Contact Officer – Sandra Pell
Telephone: 01284-757302
e-mail: sandra.pell@stedsb.gov.uk*

Report **B589** attached.

Summary and reasons for recommendations:

On 12 April 2011 the Sustainable Development Working Party considered the following items:-

- (1) St Edmundsbury Local Development Framework: Draft Supplementary Planning Document – Development Design and Impact;

- (2) Joint Suffolk Section 106 Supplementary Planning Document;
- (3) Air Quality Management and New Development Draft Supplementary Planning Document;
- (4) Declaration on Adapting to Climate Change by Suffolk's Local Authorities; and
- (5) Investigating Decentralised Energy in Bury St Edmunds.

Recommendations:

(1) St Edmundsbury Local Development Framework: Draft Supplementary Planning Document – Development Design and Impact

The draft Supplementary Planning Document on Development Design and Impact, as contained in Appendix A to Report B554, be the subject of consultation for a period of six weeks.

(2) Joint Suffolk Section 106 Supplementary Planning Document

The content of paragraph 3.3 of Report B555 forms the basis of representations to be submitted to Suffolk County Council in relation to the Joint Suffolk Section 106 Supplementary Planning Document consultation.

(3) Air Quality Management and New Development Draft Supplementary Planning Document

The content of paragraph 3.2 of Report B556 forms the basis of representations to be submitted to Suffolk County Council in relation to the Air Quality Management and New Development Supplementary Planning Document consultation.

(4) Declaration on Adapting to Climate Change by Suffolk's Local Authorities

- (1) The Council continues to embed adaptation to climate change within its strategies, policies and practices and have in place an effective action plan which it will deliver in conjunction with all local authorities within Suffolk; and
- (2) the Council sign the formal declaration on Adapting to Climate Change as attached as Annex 1 to Report B557.

13. Recommendations from Haverhill Area Working Party: 24 March 2011 (May11/03)

Cabinet Member – Anne Gower;

Contact Officer – Geoff Rivers

Telephone: 01284-757009

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

Report **B590** attached.

Summary and reasons for recommendations:

On 24 March 2011 the Haverhill Area Working Party considered the following items:-

- (1) ONE Haverhill: Update;
- (2) Haverhill Town Centre Management: Town Centre Management Activities to June 2011;
- (3) Haverhill Town Centre Management: Use of New Haverhill Photographic Resource;
- (4) Haverhill Town Centre Management: Update on Haverhill Shopper Survey 2010;
- (5) Environmental Enhancements: High Street, Haverhill; and
- (6) Conservation Area Partnership Scheme, Haverhill: Update.

Recommendations:

(1) ONE Haverhill: Update

- (1) Three Members be nominated to sit on the ONE Haverhill Board following the forthcoming Borough Council elections in May 2011, as detailed in Section 2.4 of Report B524; and
- (2) the Cabinet reviews how the Haverhill Area Working Party and ONE Haverhill might work together in the future.

(2) Haverhill Town Centre Management: Update on Haverhill Shopper Survey 2010

- (1)
 - (a) The offer of a student placement from Kent Business School (KBS) to undertake a professionally designed and conducted survey in Haverhill Town Centre by a specifically selected student proposed by KBS, as detailed in Section 3.13 of Report B527, be accepted; and
 - (b) any expenses incurred by the student be reclaimable up to a maximum of £1,000 and funded from the original previously approved Haverhill Town Centre Management budget; and
- (2) the Haverhill Town Centre Manager be authorised, in consultation with the Chairman and Vice Chairman of the Haverhill Area Working Party, to establish a programme of actions from the information emanating from the Haverhill Shopper Survey 2010, such as, regular shopper consultation; training programmes; collective marketing initiatives etc.

(3) Environmental Enhancements: High Street, Haverhill

The terms of reference for the Environmental Enhancement Scheme for High Street, Haverhill, as detailed in Appendix A to Report B528, be approved.

14. Recommendations from West Suffolk Waste and Street Scene Services Joint Committee: 31 March 2011 (May11/02)

Cabinet Member – Peter Stevens;

Contact Officer – Mark Walsh

Telephone: 01284-757300

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

Report **B591** attached.

Summary and reasons for recommendation:

On 31 March 2011 the West Suffolk Waste and Street Scene Services Joint Committee considered the following items:-

- (1) Joint Service Plan 2011/2012;
- (2) Cleansing Review;
- (3) Service Level Agreements;
- (4) Service Level Agreements: Rural Channel Sweeping Service;
- (5) Inter Authority Agreement;
- (6) Household Waste Recycling Centres; and
- (7) West Suffolk Waste and Street Scene Partnership – Progress of Business Plan Toward Single Service.

Recommendation:

The Cabinet is requested to **NOTE** the report from the meeting of the West Suffolk Waste and Street Scene Services Joint Committee held on 31 March 2011.

Part 2 – Private

NONE