

Enquiries regarding this Agenda:  
Claire Skoyles (01284) 757176

# ***Cabinet***

***Wednesday 28 March 2012 at 5.00 pm  
in the Conference Chamber 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>                      |
|----------------------------|---|--|
| Terry Clements             | - | Planning and Transport                         |
| Robert Everitt             | - | Tourism and Community Services                 |
| Anne Gower                 | - | Housing, Licensing and<br>Environmental Health |
| John Griffiths             | - | Corporate and Rural Affairs                    |
| Sara Mildmay-White         | - | Culture and Sport                              |
| David Ray                  | - | Performance and Resources                      |
| Peter Stevens              | - | Environment and Waste<br>Management            |

**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 meetings held on 1 February and 15 February 2012 (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. Report of the Overview and Scrutiny Committee: 29 February 2012**

*Chairman – David Nettleton;*

*Contact Officer – Adriana Stapleton*

*Telephone: 01284-757613*

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

Report **C411** attached.

#### **Summary and reasons for recommendation:**

On 29 February 2012 the Overview and Scrutiny Committee considered the following items:-

- (1) Update on the impact of the West Suffolk Local Strategic Partnership;
- (2) Corporate Plan 2012-2016;
- (3) Tenancy Strategy;
- (4) Article 4 Direction Task and Finish Group – Progress Report;
- (5) Footways in St Edmundsbury;
- (6) Cabinet Forward Plan – March to June 2012; and
- (7) Work Programme – Update.

#### **Recommendation:**

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

#### **5. Corporate Plan 2012-2016 (Apr12/10)**

*Cabinet Member – David Ray;*

*Contact Officer – Davina Howes*

*Telephone: 01284-757070*

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

Report **C412** attached.

#### **Summary and reasons for recommendations:**

The Council has had a Corporate Plan since 2003. Whilst the Plan has been subject to an annual review, the same four corporate priorities have remained in place. Following the Borough Council's elections in May 2011, it was identified that a review of the Corporate Plan and priorities was necessary due to a number of factors, not less because of the Council's more limited budget, increased focus in localism and the ending of the major capital programme.

Work has been undertaken to develop a new Corporate Plan and a draft was presented to the Overview and Scrutiny Committee on 29 February 2012 as part of the consultation exercise. Following adoption of the Corporate Plan 2012-2016, it will be subject to an annual review, which will report on progress made against the priorities, commitments and actions to propose any necessary

amendments in light of changes in circumstances. The action plan section of the document will enable the Council to measure progress and achievements.

Recommendations:

Subject to the approval of full Council:-

- (1) the Corporate Plan 2012-2016, as contained in Appendix A to Report C412, be adopted; and
- (2) the Policy, Performance and Customer Service Manager, in consultation with the Portfolio Holder for Performance and Resources be authorised to make any minor typographic, factual, spelling and grammatical changes to the Plan, as required.

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

**6. Tenancy Strategy (Apr12/08)**

*Cabinet Member – Anne Gower;*

*Contact Officer – Carole Herries*

*Telephone: 01284-757603*

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

Report **C413** attached.

Summary and reasons for recommendations:

The Localism Act 2011 requires, as part of the social housing tenure reforms, that all local authorities prepare and publish a Tenancy Strategy setting out the matters which the registered providers of social housing for its district are to 'have regard to' in formulating their own tenancy policies.

Having worked with key registered provider partners and following an extensive consultation exercise, a draft Tenancy Strategy has been produced for adoption. The draft Strategy was considered by the Overview and Scrutiny Committee on 29 February 2012 as part of the consultation exercise.

Recommendations:

Subject to the approval of full Council:-

- (1) the Tenancy Strategy, as contained in Appendix A to Report C413, be adopted; and
- (2) the Head of Environmental Health and Housing, in consultation with the Portfolio Holder for Housing, Licensing and Environmental Health, be authorised to make any minor typographic, factual, spelling and grammatical changes to the document provided they do not materially affect the substance or meaning of the Strategy.

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

**7. Recommendations from the Joint Staff Consultative Working Party: 10 February 2012 (Apr12/02)**

*Cabinet Member – David Ray;*

*Contact Officer – Louise Hammond*

*Telephone: 01284-757008*

*e-mail: louise.hammond@stedsbc.gov.uk*

Report **C414** attached.

Summary and reasons for recommendation:

On 10 February 2012 the Joint Staff Consultative Working Party considered the following items:-

- (1) Shared Services Update;
- (2) Anglia Revenues Partnership: Update; and
- (3) Apprenticeship Agreement.

Recommendation:

**Apprenticeship Agreement**

The Apprenticeship Agreement, as contained in Appendix A of Report C347, be formally approved by UNISON and St Edmundsbury Borough Council.

**8. Report from the Shared Offices Joint Committee (formerly West Suffolk House Joint Committee): 16 March 2012 (Apr12/03)**

*Cabinet Member – John Griffiths*

*Contact Officer – Ivan Sams*

*Telephone: 01284-757304*

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

Report **C415** attached.

Summary and reasons for recommendation:

On 16 March 2012 the Shared Offices Joint Committee considered the following items:-

- (1) Haverhill Council Offices: Operating Agreement;
- (2) Haverhill Council Offices: Proposals for External and Internal Signs;
- (3) Report of the West Suffolk House Building Manager; and
- (4) Items of Interest.

Recommendation:

The Cabinet is required to **NOTE** this report from the Shared Offices Joint Committee.

**9. Recommendations from the Shared Services Steering Group:  
24 February 2012 (Apr12/04)**

*Cabinet Member – John Griffiths*

*Contact Officer – Louise Hammond  
Telephone: 01284-757008  
e-mail: louise.hammond@stedsbcc.gov.uk*

Report **C416** attached.

Summary and reasons for recommendations:

On 24 February 2012 the Shared Services Steering Group considered the following items:-

- (1) Shared Services Project Update;
- (2) Planning Shared Service – Timeline and Process;
- (3) Environmental Health and Housing Shared Service Business Cases;
- (4) Customer Access Project Update;
- (5) Internal Audit Shared Service – Business Case;
- (6) Shared Property Service – Review of Business Case;
- (7) Suffolk County Council Future Back Office Requirements (FBOR) Project;  
and
- (8) Shared Services Project Board: Notes.

Recommendations:

**(a) Planning Shared Service: Timeline and Process**

The Planning Shared Service timeline and consultative process, as outlined in Appendices 1 and 2 to Report SSG12/007, be approved.

**(b) Environmental Health and Housing Shared Service Business Cases**

The production of first business cases for each Environmental Health and Housing Service, outlining the transitional structures and early savings ahead of full transformational change, as detailed in Report SSSG12/008, be supported.

**(c) Customer Access Project Update**

- (1) The proposed Customer Access Model, as detailed in Appendix 3 to Report SSG12/009, to be used to underpin the development of a new joint Customer Access Strategy, be adopted;
- (2) the Customer Access Project Group undertake the following work to inform the development of the Strategy:-
  - (a) to commission a half day Ignite-run Customer Journey Workshop for Members from both Councils;
  - (b) to explore best practice approaches adopted by other councils;

- (c) the proposed ICT solutions for the delivery of customer access across both Councils be presented to the Shared Services Steering Group in June 2012; and
- (d) to develop a Customer Access Strategy for consideration by the Shared Services Steering Group in April 2012.

**(d) Internal Audit Shared Services: Full Business Case**

The full Business Case for a shared Internal Audit Service for Forest Heath District Council and St Edmundsbury Borough Council, as contained in the Exempt Appendix to Report SSG12/010, be approved.

**(e) Shared Property Service: Review of Business Case**

The establishment of a shared Property Service Team between Forest Heath District Council and St Edmundsbury Borough Council, as detailed in the full Business Case (Exempt Appendix 1 to Report SSG12/011) and reviewed as detailed in the Summary of History and Changes (Exempt Appendix 2); Proposed 2011/2012 Costs and Savings (January 2012, Version 2) - Exempt Appendix 3) and a revised Staffing Structure (Exempt Appendix 4), be approved.

**10. Administrative Arrangements for the ONE Haverhill Community Grant Fund (Apr12/13)**

*Cabinet Member – Anne Gower*

*Contact Officer – Alex Wilson*

*Telephone: 01284-757695*

*e-mail: alex.wilson@stedsbcc.gov.uk*

Summary and reasons for recommendations:

Through the budget-setting process Cabinet and Council have accepted the recommendations of the Grant Working Party of 6 December 2011 in relation to the establishment of a £50,000 per annum Community Grants Fund for Haverhill. As outlined in Report C253 the fund will run from 1 April 2012 to 31 March 2016 and will be administered by the ONE Haverhill Board.

To ensure that funding can be allocated for projects in Spring 2012, the Board has already opened an applications process and have accepted the offer of the Town Council to act as banker on behalf of the Board. The criteria for the grants adopted by the Board are contained in **Paper C417**. The Board intends to allocate grants in tranches during 2012/2013.

As the transfer of the funding to a third party managing agent (in this case, Haverhill Town Council) was not addressed in Report C253, it is suggested that this situation is regularised through the necessary delegated authority to officers. This will enable the release of sufficient funds to the 'banker' at appropriate times in accordance with the instructions of the ONE Haverhill Board.

Recommendations:

- (1) the guidelines and criteria for the ONE Haverhill Community Grants Fund, as set out in Paper C417, be endorsed; and

- (2) for the life of the funding, and within the budgetary allocation for 2012/2013, the Corporate Director for Community Services and/or the Chief Finance Officer, be authorised to make the necessary transfers of funds to any body the ONE Haverhill Board nominates to manage and/or act as banker for the Haverhill Community Grants Fund, at the intervals specified by the ONE Haverhill Board.

**11. Recommendations from the Central Safety Working Party:  
26 March 2012 (Apr12/09)**

*Cabinet Member – David Ray;*

*Contact Officer – Martin Hosker*

*Telephone: 01284-757010*

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

Report **C418 TO FOLLOW**

Summary and reasons for recommendations:

On 26 March 2012 the Central Safety Working Party will consider the following items:-

- (1) Minutes: Joint Health and Safety Group;
- (2) Incidents involving Employees and Incidents involving Members of the Public;
- (3) Joint Health and Safety Policy: New Instruction on Event Safety;
- (4) Terms of Reference: West Suffolk Joint Health and Safety Panel;
- (5) Health and Safety Training; and
- (6) Health and Safety News.

Recommendations:

Recommendations emanating from this meeting of the Working Party will follow as Report C418.

**12. Recommendations from the West Suffolk Joint Emergency Planning Panel: 16 February 2012 (Apr12/11)**

*Cabinet Member – Robert Everitt;*

*Contact Officer – Geoff Rivers*

*Telephone: 01284-757009*

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

Report **C419** attached.

Summary and reasons for recommendations:

On 16 February 2012 the West Suffolk Joint Emergency Planning Panel considered the following items:-

- (1) Terms of Reference: West Suffolk Joint Emergency Planning Panel;
- (2) Business Continuity;
- (3) Community Preparedness;
- (4) Emergency Planning and Responses; and
- (5) Joint Emergency Planning Unit Performance and Capability Assessment.

Recommendations:

**(a) Terms of Reference: West Suffolk Joint Emergency Planning Panel**

In relation to Paragraph 6 of the Terms of Reference and the frequency of meetings of the Joint Panel, i.e. every 6 months, this be amended by the addition of 'or as appropriate'.

**(b) Community Preparedness**

Members of both Councils promote the opportunity for communities to obtain the Local Emergency Kit by raising awareness of it at Town/Parish Council meetings attended by them with a view to encouraging greater participation.

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

**13. Recommendations from the Sustainable Development Working Party: 13 March 2012 (Apr12/05)**

*Cabinet Members – Terry Clements and Peter Stevens; Contact Officer – Sandra Pell  
Telephone: 01284-757302  
e-mail: sandra.pell@stedsbc.gov.uk*

Report **C420** attached.

Summary and reasons for recommendations:

On 13 March 2012 the Sustainable Development Working Party considered the following items:-

- (1) Achieving Energy Improvements in St Edmundsbury;
- (2) Design Brief for Redevelopment of Stourmead Close, Kedington; and
- (3) Design Brief for Redevelopment of Westfield Primary School, Haverhill.

Recommendations:

**(a) Achieving Energy Improvements in St Edmundsbury**

The Council:-

- (1) continues to work with its local authority partners to run an enhanced time-limited domestic insulation campaign across Suffolk making use of all channels of media, both mass and targeted, and working with selected insulation installers which can access funding; and
- (2) investigates the various options to deliver the Green Deal utilising the experience of existing energy and climate-related programmes in Suffolk and beyond to deliver best value for the Council, its residents and local businesses.



**(b) Design Brief for Redevelopment of Stourmead Close, Kedington**

Council be recommended to adopt the Design Brief for the development of the land at Stourmead Close, Kedington, as contained in Appendix A to Report C391, as non-statutory guidance for the determination of future planning applications.

**(c) Design Brief for Redevelopment of Westfield Primary School, Haverhill**

Council be recommended to adopt the Design Brief for the development of the land at Westfield Primary School, Manor Road, Haverhill, as contained in Appendix A to Report C392, as non-statutory planning guidance for the determination of future planning applications.

**14. Recommendations from the Rural Area Working Party:  
14 March 2012 (Apr12/06)**

*Cabinet Member – John Griffiths;      Contact Officer – Alex Wilson  
Telephone: 01284-757695  
e-mail: alex.wilson@stedsbc.gov.uk*

Report **C421** attached.

Summary and reasons for recommendations:

On 14 March 2012 the Rural Area Working Party considered the following items:-

- (1) Review of Year One of the current Rural Action Plan;
- (2) Rural Profiling Project; and
- (3) Rural Area Working Party Work Programme.

Recommendations:

**Rural Profiling Project**

- (1) The draft project brief, as contained in Appendix A to Report C394, be approved subject to the amendment of Section 5.3 of the first bullet point in the second paragraph to read 'focus groups to help develop understanding of aspirations and fit with national/local policies'; and
- (2) agreement be given for a pilot scheme to be implemented which will be funded from the £10,000 already approved for carrying out housing needs survey work.

**15. Reports from the West Suffolk Waste and Street Scene Services Joint Committee: 27 January 2012 and 23 March 2012 (Apr12/07)**

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

**(a) 27 January 2012**

Report **C422** attached.

Summary and reasons for recommendation:

On 27 January 2012 the West Suffolk Waste and Street Scene Services Joint Committee considered the following items:-

- (1) Procurement of Waste Transfer and Recycling Services;
- (2) Vehicle Procurement Programme; and
- (3) Options for Diverting Organic Waste.

Recommendation:

The Cabinet is required to **NOTE** this report from the West Suffolk Waste and Street Scene Services Joint Committee.

**(b) 23 March 2012**

Report **C423 TO FOLLOW**

Summary and reasons for recommendation:

On 23 March 2012 the West Suffolk Waste and Street Scene Services Joint Committee will consider the following items:-

- (1) Progress on Delivering the 2011/2012 Joint Waste Service Plan and Review of Performance;
- (2) Joint Service Plan 2012/2013;
- (3) Amending the Powers of Local Authorities Regarding Presentation of Waste for Collection: Response to Government's Consultation;
- (4) Proposed Improvements for the Provision of Litter and Dog Bins;
- (5) Suffolk Waste Partnership (SWP) Textiles Project; and
- (6) Suffolk Waste Partnership discussions to Agree Future Cost and Governance Arrangements: Update.

Recommendation:

Report C423 will follow, which may or may not contain recommendations for consideration by the Cabinet.

**16. Borough Council Owned Property Accessible to the Public: Inspection and Maintenance Management (Apr12/12)**

*Cabinet Member – Terry Clements; Contact Officer – Ivan Sams  
Telephone: 01284-757304  
e-mail: ivan.sams@stedsbc.gov.uk*

Summary and reasons for recommendation:

Following the cessation of the Highway Agency Agreement with Suffolk County Council (SCC) in April 2011, officers have continued to inspect car parks, footways and areas owned by St Edmundsbury Borough Council in order to identify defects and ensure there are no dangers to members of the public through trip hazards.

Inspections together with frequencies and response times for correcting defects to the above have mirrored those previously set by SCC; however, it is important standards are set by this Council for reviewing its own assets.

Accordingly, maintenance and intervention criteria relating to the inspection of Borough Council owned property accessible to the public have been incorporated into a draft Inspection and Maintenance Management document, as set out in **Paper C424**, for adoption.

Recommendation:

The Inspection and Maintenance Management document relating to the inspection of Borough Council owned property accessible to the public, as contained in Paper C424, be approved.

\*\*\*\*\*

**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 and 2 of Part 1 of Schedule 12(A) of the Act.

\*\*\*\*\*

**Part 2 – Private**

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

**17. Revenues Collection Performance and Write-offs**

*Cabinet Member – David Ray;*

*Contact Officer – Liz Watts*

*Telephone: 01284-757252*

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

Report **C425** attached.

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 specific reasons for recommending each write off are included in Exempt Appendices 1, 2 and 3.

The Collection Data in respect of Council Tax, National Non Domestic Rates and Sundry Debts is shown in Section 8 of this report.

Recommendations:

The write off of the amounts detailed in the exempt appendices to Report C425, be approved as follows:-

Exempt Appendix 1: 6 accounts for Council Tax totalling £18,319.34;  
Exempt Appendix 2: 12 accounts for Business Rates totalling £144,655.15; and  
Exempt Appendix 3: 3 Housing Benefit overpayments totalling £5,664.33.

**Exempt Papers relating to previous item**

**18. Exempt Appendices: Revenues Collection Performance and Write Offs**

*Cabinet Member – David Ray*

*Contact Officer – Liz Watts*

*Telephone: 01284-757252*

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

Exempt Appendices 1, 2 and 3 to Report **C425** attached.