

Enquiries regarding this Agenda:
Claire Skoyles (01284) 757176

Cabinet

**Tuesday 9 July 2013 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

Councillors:

Terry Clements
Robert Everitt
Anne Gower
John Griffiths
Sara Mildmay-White
Alaric Pugh
David Ray
Sarah Stamp
Peter Stevens

Portfolios:

- Planning and Regulation
- Communities
- Housing
- Leader
- Deputy Leader
- Economic Growth
- Resources and Performance
- Heritage, Arts and Culture
- Waste and Property

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 15 May 2013 (Special Meeting) and 22 May 2013 (copies attached).

3. Declarations of Interests

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary 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

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

Corporate Priority: Working together for an efficient Council

4. Report of the Overview and Scrutiny Committee: 3 June 2013

Chairman – Ian Houlder;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

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

Report **E50** attached.

Summary and reasons for recommendation:

On 3 June 2013 the Overview and Scrutiny Committee considered the following items:

- (1) Annual Report: 2012/2013;
- (2) Decisions Plan: June 2013 to May 2014;
- (3) Monitoring the Western Suffolk Community Safety Partnership;
- (4) Housing Reforms: Review of Tenancy Strategy;
- (5) Report of the Educational Attainment Task and Finish Group; and
- (6) Work Programme Update and Appointments to Task and Finish Groups and Suffolk Health Scrutiny Committee.

Recommendation:

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

5. Annual Report 2012/2013 (Jul13/03)

Cabinet Member – John Griffiths;

Contact Officer – Davina Howes

Telephone: 01284-757070

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

Report **E51** attached.

Summary and reasons for recommendation:

The Annual Report highlights the key activities and developments that have been achieved against the Cabinet's priorities as detailed in the 2012/2016 Corporate Plan. The Annual Report also sets out the

Cabinet's Portfolio Holders and their respective responsibilities for 2013/2014.

On 3 June 2013, the Overview and Scrutiny Committee was presented with the report by the Leader of the Council. He provided an overview of the progress made in 2012/2013 and comprehensively responded to questions raised.

When considering the report, the Overview and Scrutiny Committee broadly supported it and suggested some additions, which have been incorporated.

Recommendation:

The Cabinet's Annual Report 2012/2013, as contained in Appendix A to Report E51, be approved.

6. Level of Council Tax Support Grant to Town/Parish Councils, and SEBC Revenue Grant Scheme for Parish Councils for 2014/2015 onwards (Jul13/06)

Cabinet Member – David Ray;

Contact Officer – Rachael Mann

Telephone: 01638-719245

e-mail: rachael.mann@westsuffolk.gov.uk

Report **E52** attached.

Summary and reasons for recommendation:

This paper seeks to establish the level of council tax support grant to town/parish councils and St Edmundsbury Borough Council's (SEBC) grant scheme for parish councils (Parish Revenue Grant Scheme) for 2014/2015 onwards.

This paper has been prepared taking into account the significant financial challenges faced by the Council, like most others, over its current Medium Term Financial Strategy. For SEBC alone, the annual savings target for 2015/2016 is expected to be in the region of £1.7m, that is over and above the savings to be achieved through sharing services with Forest Heath District Council (FHDC). Shared services alone may not address the saving requirements for next year's budget and therefore local savings are also expected to be developed in order to achieve a balanced budget for 2014/2015.

Recommendations:

Subject to the approval of full Council:

- (1) the Council Tax Support Grant for Parish/Town Councils be phased out over a four year period at a 25% reduction each year starting in 2014/2015 (year one being 2013/2014);
- (2) the basis for the parish revenue support grant calculation for 2014/2015 onwards be calculated on the previous year's precept

level, rather than the forthcoming year's estimated precepts, as outlined in Section 4.24 of Report E52;

- (3) the Parish Revenue Grant Scheme be phased out over a four year period with a 25% reduction in the funding 'pot' each year starting in 2014/2015 (year one being 2013/2014);
- (4) the first two years' reduction amounts arising from the Parish Revenue Grant Scheme, as outlined in (3) above, be retained and for Cabinet to determine its use within the rural areas, possibly through a further amount for the established Rural Initiatives Grant Scheme; and
- (5) delegated authority be given to the Head of Resources and Performance in consultation with the Portfolio Holder for Resources and Performance to finalise the designs for both the Council Tax Support Grant Scheme and the Parish Revenue Grant Scheme following the Parish Conference in Autumn 2013, subject to there being no detrimental impact on the Council's Medium Term Financial Strategy beyond that allowed for in recommendations (1) and (3) above.

7. Report of the Shared Offices Joint Committee: 7 June 2013

*Cabinet Members – Peter Stevens
and David Ray;*

*Contact Officer – Mark Walsh
Telephone: 01284-757300
e-mail: mark.walsh@westsuffolk.gov.uk*

Report **E53** attached.

Summary and reasons for recommendation:

On 7 June 2013 the Shared Offices Joint Committee considered the following items:

- (1) West Suffolk House and Haverhill House: Building Manager's Report; and
- (2) Items of Interest.

Recommendation:

The Cabinet is requested to **NOTE** the content of the report of the Shared Offices Joint Committee.

8. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 13 June 2013

Cabinet Member – David Ray;

*Contact Officer – Rachael Mann
Telephone: 01638-719245
e-mail: rachael.mann@westsuffolk.gov.uk*

Report **E54** attached.

Summary and reasons for recommendation:

On 13 June 2013 the Anglia Revenues and Benefits Partnership Joint Committee considered the following items:

- (1) ARP Monitoring Officer;
- (2) Fraud;
- (3) Performance Report;
- (4) Final Accounts 2012/2013;
- (5) Budget Surplus 2012/2013;
- (6) ARP Performance Management;
- (7) Welfare Reform; and
- (8) ARP Implementation Plan.

Recommendation:

The Partnership Agreement dated 23 November 2012, be amended to delete paragraph 3.24.

Corporate Priority: Working together for prosperous and environmentally-responsible communities

9. Report of the West Suffolk Waste and Street Scene Services Joint Committee: 14 June 2013

Cabinet Member – Peter Stevens;

Contact Officer – Mark Walsh

Telephone: 01284-757300

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

Report **E55** attached.

Summary and reasons for recommendation:

On 14 June 2013 the West Suffolk Waste and Street Scene Services Joint Committee considered the following items:

- (1) Service Level Agreements 2013/2014;
- (2) Review of Waste Management Performance 2013;
- (3) Fleet Replacement Programme 2013/2014;
- (4) Future Legislative and Policy Drivers Affecting Waste Management; and
- (5) Update on the Procurement of Waste Transfer and Recycling Facilities.

Recommendation:

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

10. Recommendations from the Sustainable Development Working Party: 27 June 2013 (Jul13/04) and (Jul13/07)

*Cabinet Members – Terry Clements
and Peter Stevens;*

Contact Officer – Nicola Baker

Telephone: 01284-757306

e-mail: nicola.baker@westsuffolk.gov.uk

Report **E56** attached.

Summary and reasons for recommendations:

On 27 June 2013 the Sustainable Development Working Party considered the following items:

- (1) Cambridge Sub-Region Strategic Housing Market Assessment and Memorandum of Co-operation;
- (2) Draft Joint Statement of Community Involvement;
- (3) Joint Forest Heath District Council and St Edmundsbury Borough Council Local Development Scheme; and
- (4) Joint Affordable Housing Supplementary Planning Document.

Recommendations:

(a) Cambridge Sub-Region Strategic Housing Market Assessment and Memorandum of Co-operation

- (1) the content of the Strategic Housing Needs Assessment update, contained in Appendix A to Report E43, and the Population, Housing and Employment Forecasts: Technical Report, contained in Appendix B, be noted; and
- (2) the Borough Council agrees to the position as set out in the Memorandum of Co-operation, as detailed in Appendix C to Report E43, in line with the provisions of the Localism Act 2011 and the Duty to Co-operate.

(b) Joint Forest Heath District Council and St Edmundsbury Borough Council Local Development Scheme

The Joint Local Development Scheme, as contained in Appendix A to Report E45, with the minor amendment to Page 15 to reflect that consultation on the Vision 2031 documents will take place during June and July 2013, be approved and published.

(c) Joint Affordable Housing Supplementary Planning Document

Subject to the approval of full Council, the Joint Affordable Housing Supplementary Planning Document, as contained in Appendix B to Report E46, as amended to include the list of minor amendments tabled at the meeting of the Sustainable Development Working Party on 27 June 2013, be adopted.

11. Asset Management Plan (AMP) and Capital Strategy Performance Management and Implementation Plans (Jul13/01)

Cabinet Member – Peter Stevens;

Contact Officer – Mark Walsh

Telephone: 01284-757300

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

Report **E57** attached.

Summary and reasons for recommendations:

This paper presents the annual report on the performance of the Asset Management Plan (AMP) for 2012/2013 and proposals for implementation in 2013/2014.

The AMP facilitates the Council to achieve its strategic aims by working towards an ideal and sustainable property portfolio to meet service delivery needs.

Recommendations:

- (1) the outcomes and performance of the Asset Management Plan and the Implementation Programmes 2012/2013, as detailed throughout Section 4 of Report E57, be noted;
- (2) the Implementation Programmes 2013/2014, as detailed in Section 4.4 of Report E57, be approved; and
- (3) the Asset Management Plan Action Plan 2013, as detailed in Appendix 1 to Report E57, be approved.

Corporate Priority: Working together for an efficient Council

12. Revenues Collection Performance and Write Offs (Jul13/02)

Cabinet Member – David Ray;

Contact Officer – Rachael Mann

Telephone: 01638-719245

e-mail: rachael.mann@westsuffolk.gov.uk

Report **E58** attached.

Summary and reasons for recommendation:

As at 31 May 2013 the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (SEBC) (as the billing Authority) is nearly £46.25 million per annum and the collection rate is 22.32%. The end of year target for collection is 99.0%.

As at 31 May 2013 the total Council Tax billed by Anglia Revenues Partnership on behalf of SEBC (includes the County, Police and Parish precept elements) is just under £52.96 million per annum and the collection rate is 20.71%. The end of year target for collection is 98.50%.

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 Head of Resources and Performance (for debts up to £1,499.99) or by Cabinet (for debts over £1,500).

The specific reasons for recommending each write off are included in Exempt Appendices 1, 2, 3 and 4.

The Collection Data in respect of Council Tax and National Non Domestic Rates is shown in Section 4 of the report.

Recommendations:

The write off of the amounts detailed in the exempt appendices to Report E58, be approved as follows:

- Exempt Appendix 1: 9 accounts for Council Tax totalling £18,641.21;
- Exempt Appendix 2: 5 accounts for Business Rates totalling £17,771.14;
- Exempt Appendix 3: 2 Housing Benefit overpayment totalling £4538.88; and
- Exempt Appendix 4: 4 Sundry Debtors accounts totalling £14557.11.

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 the relevant paragraphs of Part 1 of Schedule 12(A) of the Act, as indicated against each item of business to be transacted in private. It is considered the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

As detailed on the Notice of an intended Key Decision and a matter which may be considered at a Private Meeting published on 10 June 2013, it invited members of the public to submit representations in relation to why meetings to consider items listed in the agenda intended for consideration in private should be open to the public.

Details of representations received	Borough Council's response
None received	Not required

Part 2 – Private

Corporate Priority: Working together for an efficient Council

Exempt Papers relating to previous item

13. Exempt Appendices: Revenues Collection Performance and Write Offs (Jul13/02)

Cabinet Member – David Ray;

Contact Officer – Rachael Mann

Telephone: 01638-719245

e-mail: rachael.mann@westsuffolk.gov.uk

Exempt Appendices 1, 2, 3 and 4 to Report **E58** attached.

(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual.)

Corporate Priority: Working together for prosperous and environmentally-responsible communities

Exempt Papers relating to previous item

14. Exempt Appendices: Asset Management Plan (AMP) and Capital Strategy Performance Management and Implementation Plans (Jul13/01)

Cabinet Member – Peter Stevens;

Contact Officer – Mark Walsh

Telephone: 01284-757300

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

Exempt Appendices 2 and 3 to Report **E57** attached.

(These exempt appendices are to be considered in private under paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual, information which is likely to reveal the identity of an individual and information relating to the financial or business affairs of particular organisations.)