

**Legal and Democratic Services**

**Joy Bowes**

*Head of Legal and Democratic Services*



*St Edmundsbury*  
BOROUGH COUNCIL

**Democratic Services**

West Suffolk House

Western Way

Bury St Edmunds

Suffolk IP33 3YU

Telephone (01284) 757105

E-mail: [democratic.services@stedsb.gov.uk](mailto:democratic.services@stedsb.gov.uk)

Website: <http://www.stedmundsbury.gov.uk>

Enquiries regarding this Agenda:  
Claire Skoyles (01284) 757176

## **Cabinet**

**Tuesday 11 February 2014 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.***

**FIRE SAFETY**

**In the event of a fire during this meeting the Fire Warden responsible for the evacuation of the Meeting Room is the Democratic Services Representative who is normally the person indicated above.**

# ***Agenda***

## **Procedural Matters**

**1. Apologies for Absence**

**2. Minutes**

To confirm the minutes of the meeting held on 10 December 2013  
**(Page 1)** (copy 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)**

**4. Report of the Overview and Scrutiny Committee: 22 January 2014**

*Chairman – Ian Houlder; Lead Officer – Christine Brain*

Report **E267** attached. **(Page 17)**

**5. Recommendations of the Overview and Scrutiny Committee:  
West Suffolk Strategic Plan 2014/2016 and Medium Term  
Financial Strategy 2014/2016 (Feb14/12) and (Feb14/07)**

*Cabinet Members – John Griffiths; Lead Officers – Davina Howes;  
and David Ray and Rachael Mann*

Report **E268 TO FOLLOW**

**6. Report of the Performance and Audit Scrutiny Committee:  
29 January 2014**

*Chairman – Sarah Broughton; Lead Officer – Christine Brain*

Report **E269** attached. **(Page 23)**

- 7. Recommendation of the Performance and Audit Scrutiny Committee: Annual Treasury Management and Investment Strategy Statements 2014/2015 (Feb14/06)**

*Cabinet Member – David Ray;                      Lead Officer – Rachael Mann*

Report **E270** attached. **(Page 29)**
- 8. Recommendations of the Performance and Audit Scrutiny Committee: Treasury Management Code of Practice (Feb14/06)**

*Cabinet Member – David Ray;                      Lead Officer – Rachael Mann*

Report **E271** attached. **(Page 33)**
- 9. Budget and Council Tax Setting 2014/2015 and Medium Term Financial Strategy ((Feb14/09) and (Feb14/07))**

*Cabinet Member – David Ray;                      Lead Officer – Rachael Mann*

Report **E272** attached. **(Page 37)**
- 10. Policy to Discharge Homelessness Duties through the Private Rented Sector (Feb14/19)**

*Cabinet Member – Anne Gower                      Lead Officer – Simon Phelan*

Report **E273** attached. **(Page 101)**
- 11. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 12 December 2013**

*Cabinet Member – David Ray;                      Lead Officer – Rachael Mann*

Report **E274** attached. **(Page 125)**
- 12. Report of the West Suffolk Waste and Street Scene Services Joint Committee: 17 January 2014**

*Cabinet Member – Peter Stevens;                      Lead Officer – Mark Walsh*

Report **E275** attached. **(Page 131)**

**13. Report of the Shared Offices Joint Committee: 24 January 2014**

*Cabinet Members – Peter Stevens; Lead Officer – Mark Walsh  
and David Ray*

Report **E276** attached. (**Page 135**)

**14. Recommendations from the West Suffolk Joint Staff  
Consultative Panel: 16 January 2014 (Feb14/25)**

- (a) Joint Travel Policy and Procedure**
- (b) Joint Maternity and Paternity Leave and Pay Policy and Procedure**
- (c) Joint Organisational Change and Redundancy Policy and Procedure**

*Cabinet Member – David Ray; Lead Officer – Karen Points*

Report **E277** attached. (**Page 143**)

**15. Recommendations from the Licensing and Regulatory  
Committee: 21 January 2014: Guidance Policy on Criminal  
Convictions (Feb14/27)**

*Cabinet Member – Terry Clements; Lead Officer – Tom Wright*

Report **E278** attached. (**Page 161**)

**16. Recommendations from the Sustainable Development Working  
Party: 4 February 2014**

- (a) Joint Statement of Community Involvement (SCI):  
Adoption (Feb14/21)**
- (b) Moreton Hall, Bury St Edmunds Masterplan (Feb14/13)**
- (c) Vision 2031: Infrastructure Delivery Plans (Nov13/12)**

*Cabinet Member – Terry Clements; Lead Officer – Ian Poole*

*(Report E279 has been compiled before the meeting of the Sustainable Development Working Party on 4 February 2014 and is based on the recommendations contained within the report. Any amendments made by the Working Party to the recommendations will be notified prior to the meeting of Cabinet.)*

Report **E279** attached. (**Page 165**)

**17. Recommendations from the Grant Working Party: 5 February 2014: Arts and Sports Revenue Support Grants (Feb14/22)**

*Cabinet Member – Robert Everitt;      Lead Officer – Neil Anthony*

*(Report E has been compiled before the meeting of the Grant Working Party on 5 February 2014 and is based on the recommendations contained within the report. Any amendments made by the Working Party to the recommendations will be notified prior to the meeting of Cabinet.)*

Report **E280** attached. **(Page 171)**

**18. Recommendations from the West Suffolk Joint Growth Steering Group: 20 January 2014: Terms of Reference (Feb14/26)**

*Cabinet Members – Alaric Pugh and      Lead Officers – Andrea Mayley; and  
Terry Clements;                                  Ian Poole*

Report **E281** attached. **(Page 175)**

**19. West Suffolk Six Point Plan for Jobs and Growth (Dec 13/06)**

*Cabinet Member – Alaric Pugh                  Lead Officer – Andrea Mayley*

Report **E282** attached. **(Page 179)**

**20. Greater Cambridge Greater Peterborough (GCGP) and New Anglia Local Enterprise Partnerships (NALEP) Strategic Economic Plans (Feb14/14)**

*Cabinet Member – John Griffiths              Lead Officer – Andrea Mayley*

Report **E283** attached. **(Page 205)**

**21. Revenue Collection Performance and Write-Offs (Feb14/18)**

*Cabinet Member – David Ray                  Lead Officer – Rachael Mann*

Report **E284** attached. **(Page 341)**

\*\*\*\*\*

**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 published on 13 January 2014, 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.

<b>Details of representations received</b>	<b>Borough Council’s response</b>
None received	Not required

\*\*\*\*\*

**Part 2 – Private**

**22. Revenues Collection Performance and Write-Offs (Feb14/18)**

*Cabinet Member – David Ray; Lead Officer – Rachael Mann*

Exempt Appendices 1,2,3 and 4 to Report **E284** attached. **(Page 345)**

*(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 identify of an individual.)*

**23. Greater Cambridge Greater Peterborough (GCGP), and New Anglia Local Enterprise Partnerships (NALEP) Strategic Economic Plans (Feb14/14)**

*Cabinet Member – John Griffiths; Lead Officer – Andrea Mayley*

Exempt Appendix A (GCGP SEP) to Report **E283** attached. **(Page 357)**

*(This exempt appendix is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial and business affairs of a particular organisation.)*

**24. Bringing the Tree Maintenance Contract Back In House  
(Feb14/23)**

*Cabinet Members – Sarah Stamp and Peter Stevens;      Lead Officers – Neil Anthony and Mark Walsh*

Exempt Report **E285** attached. **(Page 405)**

*(This exempt report is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial and business affairs of a particular organisation.)*