

Cabinet



Forest Heath
District Council

Title:	Agenda																
Date:	Tuesday 9 December 2014																
Time:	6.00 pm																
Venue:	Council Chamber District Offices College Heath Road Mildenhall																
Membership:	<p style="text-align: right;">Leader James Waters</p> <p style="text-align: right;">Deputy Leader Nigel Roman</p> <table><thead><tr><th>Councillor</th><th>Portfolio</th></tr></thead><tbody><tr><td>David Bowman</td><td>Economic Development and Tourism</td></tr><tr><td>Rona Burt</td><td>Planning, Housing and Transport</td></tr><tr><td>Stephen Edwards</td><td>Resources, Governance and Performance</td></tr><tr><td>Warwick Hirst</td><td>Health, Leisure and Culture</td></tr><tr><td>Robin Millar</td><td>Families and Communities</td></tr><tr><td>Nigel Roman</td><td>Deputy Leader/Environment and Waste</td></tr><tr><td>James Waters</td><td>Leader</td></tr></tbody></table>	Councillor	Portfolio	David Bowman	Economic Development and Tourism	Rona Burt	Planning, Housing and Transport	Stephen Edwards	Resources, Governance and Performance	Warwick Hirst	Health, Leisure and Culture	Robin Millar	Families and Communities	Nigel Roman	Deputy Leader/Environment and Waste	James Waters	Leader
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																
Quorum:	Three Members																
Committee administrator:	Sharon Turner FHDC Cabinet Officer/Committee Administrator Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk																

Agenda

Page No

Procedural Matters

Part 1 - Public

1. Apologies for Absence

2. Public Participation

Members of the public are invited to put questions/statements of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only.

3. Minutes

1 - 8

To approve as a correct record the minutes of the Cabinet meeting held on 28 October 2014 (herewith).

4. Minutes of Joint Committees, Working Groups and Other Groups

To receive and consider the recommendations arising from the proceedings of the following (herewith):

(a) Local Plan Working Group - 16 October 2014

9 - 14

(b) West Suffolk Joint Emergency Planning Panel - 29 October 2014

15 - 18

(c) West Suffolk Joint Health and Safety Panel - 10 November 2014

19 - 22

KEY DECISIONS

5. Houses in Multiple Occupation (HMO) Guidance and Standards

23 - 38

Report No: **CAB/FH/14/001**

Cabinet Member: Rona Burt

Lead Officer: Simon Phelan

6. Recommendation of the Performance and Audit Scrutiny Committee - 26 November 2014: West Suffolk Fees and Charges Policy

39 - 42

Report No: **CAB/FH/14/002**

Cabinet Member: Stephen Edwards

Chairman of the Performance and Audit Scrutiny Committee: Colin Noble
Lead Officer: Rachael Mann

NON KEY DECISIONS

- | | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 7. | West Suffolk Homelessness Strategy 2015 - 2018 | 43 - 68 |
| | Report No: CAB/FH/14/003
Cabinet Member: Rona Burt | Lead Officer: Simon Phelan |
| 8. | Local Government Ombudsman Complaint Upheld - October 2014 | 69 - 78 |
| | Report No: CAB/FH/14/004
Cabinet Member: Rona Burt | Lead Officer: Andy Newman |
| 9. | Recommendation of the Performance and Audit Scrutiny Committee: 26 November 2014: Delivering a Sustainable Budget 2015-2016 and Budget Consultation Results | 79 - 84 |
| | Report No: CAB/FH/14/005
Cabinet Member: Stephen Edwards
Chairman of the Performance and Audit Scrutiny Committee: Colin Noble
Lead Officer: Rachael Mann | |
| 10. | Recommendation of the Performance and Audit Scrutiny Committee - 26 November 2014: Accounting for a Single West Suffolk Staffing Structure and the Move to a West Suffolk Cost Sharing Model | 85 - 92 |
| | Report No: CAB/FH/14/006
Cabinet Member: Stephen Edwards
Chairman of the Performance and Audit Scrutiny Committee: Colin Noble
Lead Officer: Rachael Mann | |
| 11. | Local Council Tax Reduction Scheme and Technical Changes 2015/2016 | 93 - 102 |
| | Report No: CAB/FH/14/007
Cabinet Member: Stephen Edwards
Lead Officers: Rachael Mann and Paul Corney | |
| 12. | Council Tax Base for Tax Setting Purposes 2015/2016 | 103 - 114 |
| | Report No: CAB/FH/14/008
Cabinet Member: Stephen Edwards | Lead Officer: Rachael Mann |

13. Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan (LP) - Assessment of Reasonable Alternatives **115 - 126**

Report No: **CAB/FH/14/009**

Cabinet Member: Rona Burt

Lead Officer: Steven Wood

14. Developing a Community Energy Plan **127 - 146**

Report No: **CAB/FH/14/010**

Cabinet Member: Stephen Edwards

Lead Officer: Peter Gudde

15. Newmarket Market Licence Regulations **147 - 182**

Report No: **CAB/FH/011**

Cabinet Member: David Bowman

Lead Officer: Liz Watts

16. Mildenhall Hub Project **183 - 198**

Report No: **CAB/FH/14/012**

Cabinet Member: James Waters

Lead Officer: Alex Wilson

17. West Suffolk Joint Emergency Planning Panel - Amendments to the Panel's Terms of Reference

Cabinet Member: Robin Millar

Lead Officer: Alan Points

Amendments to Terms of Reference

Summary and reasons for recommendation

On 29 October 2014, the West Suffolk Joint Emergency Planning Panel considered a substantive item relating to proposed amendments to its Terms of Reference to reflect the change in officer responsibility for Emergency Planning; to empower the Vice-Chairman to act in the Chairman's absence and to clarify that the emergency planning arrangements apply across the area of both authorities.

It is proposed that the existing paragraph 2.7 of the Terms of Reference, which reads as follows:

'At the discretion of the Chairman, in the event that either:

(a) an emergency event arises which affects the area of either authority, or

(b) the risk of an emergency that affects the area of either authority is assessed as significant by Suffolk County Council's Head of Emergency Planning,

an extraordinary meeting of the Panel may be called.'

be amended to:

*'At the discretion of the Chairman, **or if absent the Vice-Chairman**, in*

the event that either:

- (a) *an emergency event arises which affects the area of either authority, or both authorities, or*
- (b) *the risk of an emergency that affects the area of either authority, **or both authorities**, is assessed as significant by the **District Emergency Planning Officer**,*

an extraordinary meeting of the Panel may be called.'

Recommendation

It is **RECOMMENDED** that paragraph 2.7 of the Terms of Reference for the West Suffolk Joint Emergency Planning Panel be amended in accordance with the above.

18. West Suffolk Data Protection Policy

199 - 218

Report No: **CAB/FH/14/013**

Cabinet Member: Stephen Edwards

Lead Officer: Joy Bowes

Summary and Reason for Recommendation

Compliance with the Data Protection Act is monitored and enforced by the Information Commissioner's Office (ICO). The ICO has the power to impose fines of up to £500,000 for a serious breach of one or more of the data protection principles and where the breach is likely to cause substantial damage or distress. This is in addition to any penalties imposed by the courts against individuals who unlawfully breach the DPA. ICO guidance therefore stresses that it is vital for all Council employees, members and contractors to understand the importance of protecting personal data; that they are familiar with the organisation's security policy; and that they put its security procedures into practice.

This joint policy, attached as Report No: **CAB/FH/14/013** (based on that previously adopted by Forest Heath District Council) outlines the principles of the Data Protection Act 1998 (DPA) and identifies how both Forest Heath District Council and St Edmundsbury Borough Council (jointly referred to as West Suffolk Councils throughout the policy) comply with the Data Protection Act. It aims to give guidance on how the requirements of the Act apply to the work of the Councils.

Recommendation

It is **RECOMMENDED** that, subject to approval by full Council, the Data Protection Policy, provided as Report No CAB/FH/14/000, be adopted.

19. Review of the Decisions Plan

219 - 238

Report No: **CAB/FH/14/014**

Cabinet Member: James Waters

Lead Officer: Ian Gallin

20. Urgent Business

Such other business, which in the opinion of the Leader and as set out Paragraphs 15 and 16 of Part 4E of the Access to Information Rules, should be considered as a matter of urgency to be specified in the minutes.