

Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Tuesday 24 February 2015
Time:	7.00 pm
Venue:	Conference Chamber West Suffolk House Western Way Bury St Edmunds
Membership:	<p>All Councillors</p> <p>You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.</p> <p><i>Joy Bowes</i></p> <p>Joy Bowes Acting Solicitor to the Councils 16 February 2015</p>
<p>The Meeting will be opened with Prayers by the Mayor's Chaplain, Reverend Canon Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral. (<i>Note: Those Members not wishing to be present for prayers should remain in the Members' Breakout Area and will be summoned at the conclusion of prayers.</i>)</p>	
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.
Committee administrator:	<p>Fiona Osman Democratic Services Manager Tel: 01284 757105 Email: fiona.osman@westsuffolk.gov.uk</p>

Agenda

Procedural Matters

Part 1 - Public

Page No

1. Minutes

1 - 14

To confirm the minutes of the meeting held on 16 December 2014 (copy attached).

2. Mayor's communications

3. Announcements (if any) from the Leader of the Council or Members of the Cabinet

4. Apologies for Absence

To receive announcements (if any) from the Acting Solicitor to the Councils (including apologies for absence).

5. Public Participation

(Section 9 of the Council Procedure Rules)

To hear and answer any questions from members of the public in the public gallery who are residents of the Borough.

(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Council will proceed to the next business.

*Each such person will be allowed up to a total of **five minutes for their question to be put and answered.** One further question will be allowed arising directly from the reply, **provided that the original time limit of five minutes is not exceeded.***

***Written questions** may be submitted by members of the public to the Head of Legal and Democratic Services **no later than 10.00 am on Monday 23 February 2015.** The written notification should **detail the full question** to be asked at the meeting of the Council.)*

6. Schedule of Referrals from Cabinet and Joint Development Management Policies Committee

15 - 30

Schedule attached as Report No. **COU/SE/15/001**

(A) Referrals from Cabinet: 10 February 2015

1. Annual Treasury Management and Investment Strategy 2015/2016, Treasury Management Code of Practice, and April – December 2014 Performance Report

Cabinet Member: Cllr David Ray

2. Budget and Council Tax Setting: 2015/2016 and Medium Term Financial Strategy
See Agenda Item 8.
Cabinet Member: Cllr David Ray
3. West Suffolk Homelessness Strategy
Cabinet Member: Cllr Anne Gower
4. Pension Discretions Policy
Cabinet Member: Cllr David Ray
5. West Suffolk Shop Front and Advertisement Design Guide
Cabinet Member: Cllr Terry Clements

(B) Referrals from Cabinet: 24 February 2015 (Special Meeting)

1. Suffolk Business Park Land Assembly
Cabinet Member: Cllr John Griffiths
2. Eastern Relief Road (ERR), Bury St Edmunds
Cabinet Member: Cllr John Griffiths

(C) Referrals from Joint Development Management Policies Committee: 11 February 2015

1. Joint Development Management Policies Document: Planning Inspector's Report and Adoption
Cabinet Member: Cllr Terry Clements

7. Mayoralty 2015/2016

To receive the informal report of the Chairman of the Mayoral Advisory Committee.

8. Budget and Council Tax 2015/2016

31 - 98

Report No: **COU/SE/15/002**

Cabinet Member: Cllr David Ray Lead Officer: Rachael Mann

Members are reminded that in accordance with regulations introduced last year, there will be a recorded vote on this item.

9. Amendments to Constitution, date of Annual Council 2015 and Programme of Meetings for 2015/2016

99 - 106

Report No: **COU/SE/15/003**

Cabinet Member: Cllr David Ray Lead Officer: Joy Bowes

10. Question on Notice

Councillor David Nettleton has given notice under paragraph 11.2 of the Council Procedure Rules of the following question to Councillor Griffiths, Leader of the Council:-

'As part of the council's 'Think Asia: Think Hong Kong' strategy, is any thought given to the 'one person, one vote' protest movement in Hong Kong as the Communist Chinese government in Beijing seeks to dictate who can or cannot stand for election to the Legislative Council?'

Paragraph 11.5 of the Council Procedure Rules states that:-

'Every question will be answered without discussion. The Member who is asked the question may decline to answer or may ask another Member to answer but that Member may also decline to answer. An answer may take the form of:-

- (a) a direct oral answer summarised in the minutes;*
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or*
- (c) where the reply cannot conveniently be given orally at the meeting, a written answer sent by the appropriate officer and/or relevant Member to all Members within 10 working days of the Council meeting'.*

Paragraph 11.6 states that:-

'A Member asking a question under paragraph 11.2 or 11.3 of these Rules may ask one supplementary question, without notice, of a Member to whom the first question was asked. The supplementary question must arise directly from the original question or the reply'.

11. Report on Special Urgency

Part 4, Access to Information Procedural Rules, of the Constitution (paragraphs 17.3.1 and 17.3.2) requires the Leader of the Council to submit quarterly reports to the Council on the executive decisions taken, if any, in the circumstances set out in Rule 16, Special Urgency, in the preceding three months.

Accordingly, the Leader of the Council reports that no executive decisions have been taken under the Special Urgency provisions of the constitution.

12. Reports and Questions

(Note: Council Procedure Rule 11.1 of the Constitution requires that:

- (a) The time limit for all questions and answers under this item is one and a half hours; and***
- (b) A maximum of 7 minutes to be initially allocated to each report and questions on that report (to include up to two minutes if necessary for the report writer to present their report). After every report has been received, the Mayor will determine if further questions can be put to the relevant Member(s) in the balance of the hour and a half left available for this session.)***

(a) Report from the Leader of the Council

Cabinet Member: Cllr John Griffiths

This report will be circulated to all members before the meeting.

(b) Report from the Deputy Leader and Portfolio Holder for Health and Communities 107 - 110

Report No. **COU/SE/15/004**

Cabinet Member: Cllr Sara Mildmay-White

(c) Report from the Portfolio Holder for Waste and Property 111 - 114

Report No. **COU/SE/15/005**

Cabinet Member: Cllr Peter Stevens

(d) Report from the Portfolio Holder for Housing 115 - 118

Report No. **COU/SE/15/006**

Cabinet Member: Cllr Anne Gower

(e) Report from the Portfolio Holder for Resources and Performance 119 - 126

Report No. **COU/SE/15/007**

Cabinet Member: Cllr David Ray

(f) Report from the Portfolio Holder for Economic Growth 127 - 130

Report No. **COU/SE/15/008**

Cabinet Member: Cllr Alaric Pugh

(g) Report from the Portfolio Holder for Planning and Regulation 131 - 134

Report No. **COU/SE/15/009**
Cabinet Member: Cllr Terry Clements

(h) Report from the Portfolio Holder for Leisure, Culture and Heritage 135 - 140

Report No. **COU/SE/15/010**
Cabinet Member: Cllr Sarah Stamp

(i) Report from the Chairman of the Overview and Scrutiny Committee 141 - 142

Report No. **COU/SE/15/011**
Chairman: Cllr Ian Houlder

(j) Report from the Chairman of the Performance and Audit Scrutiny Committee 143 - 146

Report No. **COU/SE/15/012**
Chairman: Cllr Sarah Broughton

(k) Questions to Chairmen of other Committees

Under this item, Members may ask the relevant Chairman questions relating to meetings of the following committees on the dates indicated:-

<u>Committee</u>	<u>Chairman</u>	<u>Date of Meeting</u>
Development Control Committee	Cllr Jim Thorndyke	4 December 2014 8 January 2015 5 February 2015
Licensing and Regulatory Committee	Cllr Frank Warby	There have been no meetings since the last Council meeting.

Part 2 – Exempt

NONE

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Council



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Council** held on
Tuesday 16 December 2014 at **7.00 pm** at the **Conference Chamber,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Mayor Robert Everitt

Deputy Mayor Patrick Chung

Trevor Beckwith	Paul Hopfensperger	Christopher Spicer
Tony Brown	Helen Levack	Sarah Stamp
Terry Buckle	Tim Marks	Peter Stevens
Terry Clements	Sara Mildmay-White	Jim Thorndyke
Robert Clifton-Brown	David Nettleton	Paula Wade
Paul Farmer	Alaric Pugh	Julia Wakelam
Jeremy Farthing	Dave Ray	Frank Warby
Anne Gower	Joanna Rayner	Patricia Warby
John Griffiths	Derek Redhead	Dorothy Whittaker
Diane Hind	Marion Rushbrook	Maureen Byrne
Beccy Hopfensperger	Angela Rushen	

By Invitation:

1. **Prayers**

The Mayor's Chaplain, Reverend Canon Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral, opened the meeting with prayers.

2. **Minutes**

The minutes of the meeting of Council held on 23 September 2014 were confirmed as a correct record and signed by the Mayor.

3. **Mayor's communications**

The Mayor reported on the civic engagements and charity activities which he, the Mayoress, Deputy Mayor and Deputy Mayoress had attended since the last meeting on 23 September 2014. He drew attention to two letters of thanks recently received from the Station Commander of Royal Air Force Honington and from a Parish Council.

4. **Announcements (if any) from the Leader of the Council or Members of the Cabinet**

Councillor John Griffiths, Leader of the Council, thanked all members, officers and staff for their efforts during the past year. Although it had been a challenging year, all had shown support and professionalism and he wished everyone a Happy Christmas.

5. **Apologies for Absence**

Apologies for absence were received from Councillors Sarah Broughton, Bob Cockle, Ian Houlder, Paul McManus, Stefan Oliver, Paul Simner, Clive Springett and Adam Whittaker.

6. **East of England Charter for Elected Member Development**

The Chairman of the East of England Local Government Association, Councillor Jackson presented Councillor David Ray with the Charter for Elected Member Development. As an assessor for the chartered member process, Councillor Jackson was fully aware of the amount of effort that had been undertaken both from members and officers in achieving this charter. The comments that had been made by the assessor team reflected this hard work and some of the key points made were:

- the councils recognised the value of member development and had given a high level of commitment;
- the Joint Member Development Group had a high profile and high calibre of members;
- the joint learning and development policy had a strong reference to member development;
- the shared culture and ways of working;
- high level of engagement with 67% of Training Needs Analysis being completed;
- councillors embraced e-learning and programmes were developed to reflect the different ways in which members learn.

In response Councillor David Ray thanked Councillor Richardson for the personal presentation and he expressed his thanks to officers and members who had contributed to this achievement.

7. **Public Participation**

There was no public participation.

8. **Schedule of Referrals from Cabinet and Democratic Renewal Working Party**

The Council considered the Schedule of Referrals contained within Report No. **COU/SE/14/001** (previously circulated).

(A) Referrals from Cabinet: 21 October 2014

1. West Suffolk Local Code of Corporate Governance

Councillor David Ray, Portfolio Holder for Resources and Performance, informed members that they were required to review and approve the Local Code of Corporate Governance annually. This was the first time a joint local code of governance had been produced and it had been reviewed by both the Performance and Audit Scrutiny Committee and by Cabinet.

On the motion of Councillor Ray, seconded by Councillor Mildmay-White, and duly carried, it was

RESOLVED:

That the West Suffolk Local Code of Corporate Governance, attached as Appendix A to Report F135, be adopted.

2. Anglia Revenues and Benefits Partnership (ARP): Enforcement Agency

Councillor Ray, Portfolio Holder for Resources and Performance, reported that the proposal from ARP was to establish an in-house Enforcement Agency which would provide the potential to ensure residents were treated fairly and fees were kept as low as possible, whilst retaining the income generated by the enforcement actions.

On the motion of Councillor Ray, seconded by Councillor Griffiths, and duly carried, it was

RESOLVED:

That, one of the two Directors, in consultation with the Portfolio Holder for Resources and Performance, be given delegated authority to introduce a shared Enforcement Agency for the Anglia Revenues Partnership (St Edmundsbury Borough Council, Forest Heath District Council, Fenland District Council, Breckland Council and East Cambridgeshire District Council) Waveney District Council and Suffolk Coastal District Council through discussion via the ARPO Operational Improvement Board, as outlined in Appendix A to Report F150, and detailed in the full business case appraisal presented to the Anglia Revenues and Benefits Partnership Joint Committee.

3. Castle Manor Academy, Haverhill - Concept Statement

The Haverhill Vision 2031 Local Plan document had allocated land owned by the Castle Partnership Academy for redevelopment of educational premises. Applications for planning permission would only be determined once a Masterplan has been approved and the Masterplan should be prepared in accordance with a Concept Statement for the site.

Extensive consultation had taken place during July and August 2014 and all responses had been taken into account.

On the motion of Councillor Clements, seconded by Councillor Gower, and duly carried, it was

RESOLVED:

That the draft Concept Statement for the Castle Manor Academy, Haverhill, as set out in Appendix A to Report F144, be adopted as non-statutory planning guidance.

(B) Referrals from Cabinet: 2 December 2014

4. Delivering a Sustainable Budget 2015-2016 and Budget Consultation Results

The report to Performance and Audit Scrutiny Committee (Report No. **PAS/SE/14/010**) provided information on the budget gap, budget assumptions and the methodology for securing a balanced budget for 2015/2016.

A range of measures were considered to bring down the initial budget gap of £1.5 million. Those that were appropriate went out to extensive public consultation and were then taken into account in the recommendations to Cabinet from the Performance and Audit Scrutiny Committee, as detailed in Report No. **CAB/SE/14/004**.

The recommendations would reduce the budget gap to £180k for the next financial year.

In response to questions, the Portfolio Holder for Resources and Performance confirmed that neither of the proposals for the bus station nor for the council building houses, were being considered at this stage but when it was appropriate, they would come back for member approval.

On the motion of Councillor Ray, seconded by Councillor Rushen, and duly carried, it was

RESOLVED:

That, taking into account the public consultation results outlined in Appendix A to Report No. **PAS/SE/14/010**:

- (a) the proposals, as detailed in Table 2 at paragraph 1.5.1 of Report No. **PAS/SE/14/010**, be included; and
- (b) the proposals, as detailed in paragraph 1.5.2 of Report No. **PAS/SE/14/010**, be removed.

5. Accounting for a single West Suffolk Staffing structure and the move to a West Suffolk Cost Sharing Model

The basis for sharing costs used a complicated and labour intensive formula which looked at the baseline position in 2012. This proposal suggested adopting a much simpler method; tests showed that this produced very

similar results but was less time consuming. ARP used a similar system successfully and found that this provided clarity to all partners.

On the motion of Councillor Ray, seconded by Councillor Marks, and duly carried, it was

RESOLVED:

That

- (1) as part of the 2015/16 budget setting process and subject to external audit support, the proposed cost sharing model for income and employee costs, as detailed in Tables 2 and 3 and at paragraph 2.17 of Report No. **PAS/SE/14/006**, be approved: and
- (2) the proposed model, as detailed in tables 2 and 3 and at paragraph 2.17 of Report No. **PAS/SE/14/006** be reviewed annually as part of the budget setting process with any necessary amendments to the model (in order to secure delivery against the principles set out in paragraph 2.12 of Report No. **PAS/SE/14/006**), be reported through to Performance and Audit Scrutiny Committee in the autumn.

6. Local Council Tax Reduction Scheme (LCTRS) and Technical Changes 2015/2016

The LCTRS was introduced in April 2013 and could be adjusted on an annual basis if required. No changes had been made after the first year as at the time of consideration, data was only available for part of that year. The Portfolio Holder for Resources and Performance reminded members that the scheme was designed to be cost neutral following a 10% reduction in central government funding and Cabinet had recommended to continue the LCTRS in its current form.

In respect of the technical changes, based on the overall findings of the first year review outlined in Sections 2 and 3 of Report No. **CAB/SE/14/007**, it was recommended to:

- remove the current 5% discount for second home owners;
- change the Class C empty property to one week exemption followed by 100% charge; and
- continue the empty homes technical changes as per the current year's 2015/2015 scheme.

On the motion of Councillor Ray, seconded by Councillor F Warby, and duly carried, it was

RESOLVED: That

- (1) no change be made to the current Local Council Tax Reduction Scheme for 2015/2016; and
- (2) the 5% second homes discount be removed from 1 April 2015; and

- (3) a change to a one week exemption for Class C empty property from 1 April 2015 be approved, subject to the conditions contained in Table 2 of paragraph 6.1 of Report No. **CAB/SE/14/007**, as amended to replace 30% with 10% [discount for a twelve month period], in the first row, second column.

7. Council Tax Base for Tax Setting Purposes 2015/2016

(Councillor Farmer declared a local non-pecuniary interest in this item, and remained in the meeting for its consideration.)

A revised Appendix 2 (copy attached) was tabled at the meeting. This revised table included changes made to 7 parishes and to the total number of Band 'D' dwellings in the borough.

In response to questions, the Portfolio Holder for Resources and Performance confirmed that:

- the Council Tax bands are set nationally but all members are able to lobby for change;
- ARP do not have a contractual service level for collection rates but aim to collect as much as possible;
- there is no mechanism for refunding any extra council tax collected above the predicted rates, just as there is no mechanism to collect any under achievement in council tax collection from the town and parish councils ;
- towns and parishes would be notified the following day regarding the amended Appendix 2.

On the motion of Councillor Ray, and subject to the amendments as shown in **bold** below, seconded by Councillor Clements, and with the majority in favour and two abstentions, (or duly carried) it was

RESOLVED: That

- (1) the tax base for 2015/2016, for the whole of St Edmundsbury is ~~34,839.29~~ **35,058.08** equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No. **CAB/SE/14/008 as amended**; and
- (2) the tax base for 2015/2016 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in **the amended** Appendix 2.

8. Developing a Community Energy Plan

Report No. **CAB/SE/14/009** summarised the business case and made recommendations regarding the viable options which would establish a long term energy investment plan which, with support for improved community energy efficiency, would form the West Suffolk Councils' Community Energy Plan.

Appendices A and B to Report No. **COU/SE/14/001** gave more detail on the four recommendations which can be summarised as follows:

- (a) providing help to businesses to improve their energy efficiency;
- (b) improving council efficiency by installing solar panels and water efficiency measures on council owned properties;
- (c) working with local business to launch a 'rent-a-roof' scheme;
- (d) identifying sites for larger solar and renewable energy schemes.

Attention was drawn to a typographical error contained in the table in Option 1 of Appendix A – the totals should read as follows:

- Income/savings in Year 1 - £7,000
- Income/savings in Year 10 - £10,000
- Estimated CO₂ saving – 7 tonnes

Some concern was raised regarding the impact on elderly and vulnerable residents that were affected by increasing energy bills which could be due, in part, to subsidies being paid for green energy. It was also suggested that the focus should be on energy efficiency measures such as insulation and double glazing.

In response to questions, the Portfolio Holders for Resources and Performance and for Waste and Property, confirmed that:

- West Suffolk had a well-established fuel poverty programme;
- the Council would look for a target return on investment of 10% or more; this target rate of return would be guaranteed for the life of the scheme;
- the landscape should be protected from the over-zealous use of solar farms whilst taking advantage of schemes on brownfield sites;
- the council would be working with partners across Suffolk where appropriate;
- changes to building regulations meant that new houses needed to be increasingly energy efficient.

On the motion of Councillor Ray, seconded by Councillor Stevens, and with the majority in favour and five against, it was

RESOLVED:

(1) The following be allocated:

- (a) £15,000 to continue the West Suffolk Greener Business Grant in support of energy efficiency improvements, as outlined in paragraphs 1.1.4 and 1.1.5 of Report No. **CAB/SE/14/009**;
- (b) £85,500 to improve business resource efficiency and install the next phase of solar schemes on Council property (Option 1), as outlined in Appendix A to Report No. **CAB/SE/14/009**;
- (c) as part of the 2015/2016 budget setting process, £1.62 million over three years to develop rent-a-roof solar schemes in partnership with local businesses (Option 3), as outlined in Appendix A to Report No. **CAB/SE/14/009**; and
- (d) as part of the 2015/2016 budget setting process, £50,000 to cover the identification, detailed feasibility and associated community engagement activities in support of potential sites for

larger scale solar and renewable energy generation technologies (Option 5) where supported and/or led by communities in the Borough, as outlined in paragraph 1.3.5 to Report No. **CAB/SE/14/009**.

9. Public Service Village Phase II. Olding Road, Bury St Edmunds

The Public Service Village concept was approved and adopted by the Council in 2006. Phase I has been successfully completed by the construction and occupation of West Suffolk House. There was now the opportunity and an improving economic climate for the Council to progress Phase II of the project.

The next stage would be to review the adopted Masterplan and bring it up to date, and to put in place resources to help deliver the project.

Cllr Stevens responded to comments and questions regarding the provision of additional car parking, the level of car parking charges at the Public Service Village, the impact on traffic management and the potential to consider a district heating system as part of the project.

On the motion of Councillor Clements, seconded by Councillor Stevens, and duly carried, it was

RESOLVED: That

- (1) the Masterplan for the Public Service Village, Bury St Edmunds (2006), be reviewed; and
- (2) £100,000 be allocated from earmarked reserves (invest to save) to support the appointment of project management, legal, masterplanning and property expertise, as detailed in Section 1.4 of Report No. **CAB/SE.14/010**.

10. West Suffolk Data Protection Policy

The joint policy outlined the principles of the Data Protection Act 1998 and gave guidance on how the requirements of the Act applied to the work of the Councils. The Portfolio Holder for Resources and Performance drew members attention to paragraph 4.8 of the joint policy, which provided useful guidance for councillors.

On the motion of Councillor Ray, seconded by Councillor Mildmay-White, and duly carried, it was

RESOLVED:

That the West Suffolk Data Protection Policy, provided as Report No. **CAB/SE/14/014**, be adopted.

(C) Referrals from the Democratic Renewal Working Party: 18 November 2014

11. Polling District Review

(Councillor Farmer declared a local non-pecuniary interest in this item, and remained in the meeting for the consideration of this item.)

The Electoral Registration and Administration Act 2013 required every Council to conduct a review during the 16 months beginning 1 October 2013. Representations had been received regarding two borough wards:

- (a) Risbygate Ward – to create a new polling district to allow additional electors in Risbygate to poll at the Seventh Day Adventist Church; and to create a new polling district with a new polling station to reduce the number of voters polling at the Quaker Meeting House.
- (b) St Olaves Ward – to split the existing polling district into two separate polling districts and create a new polling station for electors residing on the Mildenhall Road estate.

On the motion of Councillor P Warby, seconded by Councillor Nettleton, and duly carried, it was

RESOLVED:

That the Schedule of Polling Districts be amended to reflect the following changes:

- (1) move electors from Station Hill, Tayfen Road (part of) and Tayfen Terrace from Risbygate Part Two to Risbygate Part One;
- (2) split Risbygate Part Two into two polling districts with the dividing line being Spring Lane and the Nature Reserve between Spring Lane and Beetons Way.
- (3) split St Olaves into two polling districts, with the dividing line to include all properties along Northumberland Avenue.

12. Community Governance Review

(Councillor Farmer declared a local non-pecuniary interest in this item, and remained in the meeting for the consideration of this item.)

(Councillor R Hopfensperger left the meeting at the beginning of this item and did not return.)

The Chairman of the Democratic Renewal Working Party explained that the review would take account of planned growth around the Borough's two main towns, the request of Cllr Beckwith to consider creating a Moreton Hall parish and also any further requests subsequently received from parishes. The budget for the review would be in the region of £5,000.

On the motion of Councillor P Warby, seconded by Councillor Mildmay-White, and duly carried, it was

RESOLVED:

The Council undertakes a Community Governance Review; and for that purpose:

- (a) initial consideration and targeted consultation with Borough Councillors, parish and town councils, the County Council, neighbouring councils, Members of Parliament and other community organisations (e.g. residents' associations) be undertaken to inform the preparation of Terms of Reference for the Review, taking into account the requests already received and the advice contained in Report **COU/SE/14/001** about future growth areas;
- (b) the Democratic Renewal Working Party be requested to consider the outcome of that consultation and report back to Council at its scheduled meeting in June/July 2015;
- (c) a budget of £5,000 be allocated for the review ; and
- (d) the review timetable set out in Appendix A to Report **COU/SE/14/001** be approved, recognising that it will commence in 2015 and will not conclude before the May 2015 election.

9. **Review of Constitution**

The Portfolio Holder for Resources and Governance introduced this report and reminded members that the Joint Constitution Review Group, consisting of eight members (four from each council) had been set up in the summer. The purpose of the review was to modernise and streamline the constitution and, where possible, to make them the same for both councils.

Members had been invited to a workshop on 10 September 2014 and a brief statement of principles was approved at the last Council meeting on 23 September 2014. Subsequently more detail had been added and circulated to all members for further comments.

Councillor Ray explained that members of Forest Heath District Council had deferred their decision on the principles at 4.3 and 4.4 of Appendix A. The principle at 4.3 only applied to Forest Heath, but the principle at 4.4, limiting questions and motions on notice to one per member, applied to both councils. A report with further information on these two principles would be taken to their next Council meeting in February.

Concern was raised by some members about the proposed removal of reports from individual Portfolio Holders from the council agenda. In response, Councillor Ray explained that members would have up to three alternative ways of questioning portfolio holders at meetings (in addition to contacting them outside of meetings) if reports were removed from council agendas:

- the Leader would still present a written report, to encompass all areas of the council, at the beginning of the agenda;
- Portfolio Holders would be invited to attend scrutiny meetings at least annually as a formal agenda item and members would have the opportunity to ask questions;
- the first agenda item at Cabinet meetings would be an open forum, when members could ask questions.

The Monitoring Officer informed members that, as sections of the constitution were drafted, they would be sent out circulated for comments which would then be reviewed by the Joint Constitution Review Group before the proposed joint council meeting.

In response to questions, Councillor Ray:

- agreed that the Job Description should be amended in the first paragraph to read `...your political party, if applicable...`
- explained that the authority delegated to the Monitoring Officer would be clearly defined and would only apply to changes to statutory responsibilities and staffing structures. Any other changes would require Council approval.

On the motion of Councillor Ray, seconded by Councillor Nettleton, and with the majority in favour and four against, it was

RESOLVED: That:

- (1) the principles set out in the final column of Appendix A to **COU/SE/14/008** be approved; and
- (2) the principles that the constitution be only as long as necessary and the same for Forest Heath and St Edmundsbury unless differences are essential be approved; and
- (3) delegated authority be given to the Monitoring Officer, in consultation with the Joint Constitution Review Group, to draw up a new Constitution based on the above principles; and
- (4) delegated authority be given to the Monitoring Officer, in consultation with the Head of Paid Service, to amend the Scheme of Delegation to Officers from time to time to reflect changes in statutory responsibilities, staffing structures and so on, so long as those changes do not materially affect the constitution; and
- (5) the new constitution be brought to a joint meeting of both councils for adoption on a date before 7 May 2015; and
- (6) the Ward Councillor Job Description be approved for distribution to prospective borough/district council candidates.

10. **Report on Special Urgency**

The Council received and noted a narrative item, as required by the Council's Constitution, in which the Leader of the Council reported that at the time the Council agenda was published, no executive decisions had been taken under the special urgency provisions of the Constitution.

11. Dispensation: Councillor McManus

The Council considered a narrative item which explained that Councillor Paul McManus had been unable to attend Council meetings since 30 June 2014 due to ill health. Section 85(1) of the Local Government Act 1972 provided that failure to attend for six consecutive months would lead to a Councillor ceasing to be a member of the authority unless, before the end of that six-month period, the authority approved the reason for non-attendance.

On the motion of Councillor Farthing, seconded by Councillor Thorndyke, and with the majority in favour and one against, it was

RESOLVED:

That the non-attendance of Councillor Paul McManus at meetings for a period in excess of six consecutive months by reason of ill health be approved, in accordance with Section 85(1) of the Local Government Act 1972.

Reports and Questions

12. Report from the Leader of the Council

(Councillor Redhead left the meeting at the beginning of this item and did not return.)

Some members commented on Section 2.5 of the report which stated that Councillor Griffiths had given a 'lukewarm' response to the suggestion that West Suffolk Councils consider taking over parking enforcement.

In response, Councillor Griffiths stated he would provide a written answer as there were a number of reasons for this.

13. Report from the Deputy Leader and Portfolio Holder for Health and Communities

(Councillor P Hopfensperger declared a non-pecuniary interest in this item as his business is related to health and wellbeing.)

Councillor Mildmay-White drew members' attention to Section 5 of her report and urged councillors to use their locality budgets by engaging with their communities and locality officers.

The following topics were the subject of questions put to Councillor Mildmay-White, who duly responded:

- Section 1.1 of the report reported on obesity in children and the added complication of type two diabetes. Councils focus was to promote exercise and eat less, in other words promote an active and healthy lifestyle.
- The On the Spot service (Section 3.2) in rural areas had not been provided in 2014 as a replacement officer could not be found at very short notice by the contractor following a resignation.

14. Report from the Portfolio Holder for Waste and Property

No questions were raised.

15. Report from the Portfolio Holder for Housing

Councillor Gower reported that a letter had been received from Eric Pickles, MP, regarding available funding for violence against women and children and that, with Women's Aid, it was hoped that a bid for funding could be submitted.

In addition, Barnado's had recently launched a campaign called 'Beyond Care' which was aimed specifically at local councils that councillors could sign up to.

In response to a question on standards of housing and specifically problems with Houses of Multiple Occupancy in Haverhill, Councillor Gower stated that, when informed about substandard accommodation, officers would respond as quickly as possible with inspections to ensure they are brought up to standard.

16. Report from the Portfolio Holder for Resources and Performance

(Councillor Griffiths left the meeting at the beginning of this item and did not return.)

No questions were raised.

17. Report from the Portfolio Holder for Economic Growth

(Councillor D Whittaker left the meeting during the consideration of this item and did not return.)

The following topics were the subject of questions put to Councillor Pugh, who duly responded:

- The Christmas Fayre had again been a success and it was acknowledged that, although it did not benefit all businesses, it did put Bury St Edmunds on the map. The market development plans would be looking at improving key features of our towns and markets.
- The free parking after 3pm in Haverhill was aimed at increasing parking at quieter times rather than providing free parking when it was busy.

18. Report from the Portfolio Holder for Planning and Regulation

The following topics were the subject of questions put to Councillor Clements, who duly responded:

- members would be kept informed of changes to the planning process when more detail becomes available (section 1.3);
- information would be sent to councillors, and training arranged, following the legislation on prior applications which came into force in April 2014. Parishes would also receive a briefing in the new year.

19. **Report from the Portfolio Holder for Leisure, Culture and Heritage**

Although the woodland work (see section 5.1) was welcomed, it was pointed out that many of the problems were self-inflicted by the use of wrong species of trees to provide instant screening which then grow too tall and need to be managed.

20. **Report from the Chairman of the Overview and Scrutiny Committee**

In the absence of the Chairman of the Overview and Scrutiny Committee, the Deputy Chairman, Councillor Hind introduced this report.

There was a brief discussion regarding the recommendation to Cabinet regarding the review of 'A' Boards (section 2.7 of the report). This would be clarified at the Overview and Scrutiny Committee meeting the following day.

21. **Report from the Chairman of the Performance and Audit Scrutiny Committee**

In the absence of the Chairman of the Performance and Audit Scrutiny Committee, the Deputy Chairman, Councillor P Warby introduced this report.

A written response would be given in response to a question on what negotiations were entered into to ensure that the fees from Ernst and Young were kept as low as possible.

22. **Questions to Chairmen of other Committees**

No questions were raised.

The Meeting concluded at 10.12 pm

Signed by:

Chairman

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Schedule of Referrals from Cabinet and Joint Development Management Policies Committee	
Report No:	COU/SE/15/001	
Report to and date:	Council	24 February 2015
Documents attached:	Appendix A: Cabinet Report No: CAB/SE/15/017 – Special Meeting 24 February 2015	

(A) Referrals from Cabinet: 10 February 2015

1. Annual Treasury Management and Investment Strategy Statements

Cabinet Member: *Cllr David Ray*

Report No:
CAB/SE/15/003
(Treasury
Management Sub-
Committee Report No:
TMS/SE/15/002)

RECOMMENDED: That

- (1) the Annual Treasury Management and Investment Strategy Statements 2015/2016, as contained in Appendix 1 to Report TMS/SE/15/002, be adopted; and**
- (2) the Head of Resources and Performance, in consultation with the Portfolio Holder for Resources and Performance and the Chairman of Treasury Management Sub-Committee, be given delegated authority to make amendments to the Treasury Management Investment Strategy, taking into account advice of the Council's Treasury Management Advisors in response to changes to credit ratings resulting from**

the implied removal of sovereign support in the Bank of England's 'bail-in' regulations.

The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management requires that, prior to the start of the financial year that Council formally approves an Annual Treasury Management and Investment Strategy, setting out the Council's treasury management policy and strategy statements for the forthcoming year.

The proposed Annual Treasury Management and Investment Strategy Statements 2015/2016 (including treasury related prudential indicators) was attached as Appendix 1 to Report TMS/SE/15/002. The Cabinet had noted that no major changes had been made to the Strategy since it was presented to the Treasury Management Sub-Committee on 20 January 2014.

The Cabinet also noted that the Treasury Management Code of Practice had been updated accordingly, to reflect the proposed Annual Treasury Management and Investment Strategy Statements 2015/2016. No major changes had been made to the Code of Practice since it was presented to the Sub-Committee on 20 January 2014.

However, subsequent to the above, on 10 February 2015, the Cabinet was informed that the Council's Treasury Management Advisors had advised that since the Bank of England announced 'bail-in' regulations in late 2014 which implied removal of sovereign support for banks, rating agencies may recalculate credit ratings. As the implications of this for the Council need to be considered, this has resulted in proposing the additional recommendation provided above to allow amendments to be made to the Treasury Management Investment Strategy, as necessary.

2. Budget and Council Tax Setting: 2015/2016 and Medium Term Financial Strategy

Cabinet Member: Cllr David Ray

Report No:
CAB/SE/15/005

The recommendations emanating from the Cabinet's consideration of this report are contained within Report No: COU/SE/15/002, 'Budget and Council Tax Setting: 2015/2016 and Medium Term Financial Strategy', for consideration as Agenda Item 8 on this full Council agenda.

3. West Suffolk Homelessness Strategy

Cabinet Member: Cllr Anne Gower

Report No:
CAB/SE/15/008

RECOMMENDED:

That the West Suffolk Homelessness Strategy 2015-2018, as contained in Appendix A to Report No: CAB/SE/15/008, be adopted.

The Homelessness Strategy sets out how St Edmundsbury Borough and Forest Heath District councils, along with their partners, will address and prevent homelessness over the next three years, ensuring that there is sufficient suitable temporary accommodation and support for those who are homeless or threatened with homelessness.

The Homelessness Act 2002 requires all councils to produce a Homelessness Strategy at least every five years, which must:

- (1) address the causes of homelessness in the area;
- (2) introduce initiatives to prevent homelessness wherever possible;
- (3) provide sufficient temporary accommodation for those households that are or may become homeless; and
- (4) ensure that appropriate support is available for people who have previously experienced homelessness in order to prevent it happening again.

Report CAB/SE/15/008 sets out the revisions made to the Strategy following a six week stakeholder and public consultation from 10 December 2014, ending on 21 January 2015.

4. Pension Discretions Policy

Cabinet Member: Cllr David Ray

Report No:
CAB/SE/15/010

RECOMMENDED:

That the Pensions Discretion Policy, as contained in Appendix A to Report No: CAB/SE/15/010, be approved.

The Local Government Pension Scheme (LGPS) changed to a career average ('CARE' – career average revalued earnings) scheme in April 2014. The new pension regulations gave employers a number of discretionary options. We are required to agree and publish our decisions in relation to these discretions in a written Statement of Policy that has to be approved by Full Council.

Appendix A attached to Report No: CAB/SE/15/010 contained the Pension Discretions Policy, with a summary of the recommended discretions contained in Appendix B.

5. West Suffolk Shop Front and Advertisement Design Guide

Cabinet Member: Cllr Terry Clements

Report No:
CAB/SE/15/013
(Sustainable
Development Working
Party Report No:
SDW/SE/15/003)

RECOMMENDED: That

- (1) the West Suffolk Shop Front and Advertisement Design Guide with suggested amendments, as contained in Appendix A to Report SDW/SE/15/003 be adopted as a Supplementary Planning Document subject to it being noted in the Glossary on page 28 in respect of the second item 'Building of Local Interest', reference to 'Birmingham' be deleted and 'the areas' inserted therefor; and**
- (2) the Head of Planning and Growth be given delegated authority to edit/insert appropriate images as part of the final document publishing process.**

The West Suffolk Shop Front and Advertisement Design Guide (SFDG) has been drafted as a Supplementary Planning Document (SPD) to support the policies of each local planning authority's (LPA) Core Strategy and the Development Management Policies Local Plan Document which in themselves relate to all three priorities contained within the West Suffolk Strategic Plan, (2014-2016).

This Supplementary Planning Document (SPD) will provide detailed guidance on the design of new and replacement shop fronts throughout West Suffolk. The guidance covers matters such as general design principles; materials and colour; signage and lighting; blinds and canopies; and security measures for retail and other commercial properties.

Public and stakeholder consultation took place between 24 November 2014 and 9 January 2015. The consultation was carried out in line with the adopted Joint Statement of Community Involvement.

Nine responses were received to the consultation. The comments have been summarised in Report No: SDW/SE/15/003 followed by a suggested Council response and amendment.

(B) Referrals from Cabinet: 24 February 2015 (Special Meeting)

(This section (B) has been compiled before the special meeting of the Cabinet on 24 February 2015 and is based on the recommendations contained within

the relevant report. Any amendments made by the Cabinet to the recommendations will be notified following the meeting of the Cabinet and will be tabled at the meeting of the Council held that same evening.)

1. Suffolk Business Park Land Assembly

Cabinet Member: Cllr John Griffiths

Report No:
CAB/SE/15/016

Recommendations emanating from this report will be referred to full Council at a special meeting of Council on 25 March 2015, and therefore do not require consideration at this meeting.

2. Eastern Relief Road, Bury St Edmunds: Update

Cabinet Member: Cllr John Griffiths

Report No:
CAB/SE/15/017

RECOMMENDED: That

- (1) subject to the approval of full Council and the satisfaction of the Section 151 and Monitoring Officers, a commitment be made to the full £4,528,871 million programme of works for the provision of electricity to serve Suffolk Business Park, including an immediate financial allocation of £356,186 currently due on 27 February 2015, as detailed in Section 3 of Report No: CAB/SE/15/017;**
- (2) subject to the approval of full Council and the satisfaction of the Section 151 and Monitoring Officers, delegated authority be given to the Head of Planning and Growth in consultation with the Leader of the Council to enter into an agreement or agreements to be entered into by St Edmundsbury Borough Council (SEBC) and the developer/landowner to enable the development of Suffolk Business Park and Eastern Relief Road to enable SEBC to realise a return on its investment in line with the principles approved in the Medium Term Financial Strategy; and**
- (3) Council be asked to approve the financial allocation of £150,000 towards the costs of specialist advice for this project from reserves.**

For ease of reference, a copy of the full Cabinet report (CAB/SE/15/017) is attached as Appendix A to this report. Council is also requested to note that Cabinet has also been asked in Report No: CAB/SE/17/017 to:

'Approve the amendment and clarification of resolutions (1) and (2) at its meeting on 2 September 2014 (minute 42 refers) in accordance with paragraphs 3.2 and 3.3 of Report No: CAB/SE/15/017.'

(C) Referrals from the Joint Development Management Policies Committee: 11 February 2015

1. Joint Development Management Policies Document: Planning Inspector's Report and Adoption

Cabinet Member: Cllr Terry Clements

Report No:
JDM/JT/15/001

RECOMMENDED:

That the following documents attached to Report No: JDM/JT/15/001, be adopted:

- (1) The Joint Development Management Policies Document (Appendix B);***
- (2) Habitats Regulations Screening Assessments for Joint Development Management Policies Document, (Appendix C);***
- (3) Sustainability Appraisal for Joint Development Management Policies Document, (Appendix D); and***
- (4) St Edmundsbury Borough Policies Map and Inset Maps 1-4 (Appendix E)***

Officers further RECOMMEND that the following appendices attached to the Sustainability Appraisal for the Joint Development Management Policies Document (Appendix D to Report No: JDM/JT/15/001) be approved:

Appendix G – Summary of Assessment of alternatives to the Joint Development Management Document Policies; and

Appendix H – Assessment of reasonable alternatives to the policies set out in the Joint Development Management Policies Document.

National legislation and the National Planning Policy Framework (NPPF) set out a requirement for Councils to maintain an up to date set of local Planning policies for their areas. For St Edmundsbury, the Replacement Local Plan was adopted in 2006 and provides planning policy until 2016 or until superseded by national or more up to date local policy. St Edmundsbury commenced the preparation of a new Local Plan in 2008 with the preparation of the Core Strategy which was adopted in December 2010. Following this, three site allocation documents, Vision 2031, were adopted in September 2014. For Forest Heath, a number of policies have been retained from the Local Plan, (1995). Subsequent to

the adoption of the 1995 Local Plan, the Council prepared, published and ultimately adopted its Core Strategy in May 2010.

Following the adoption of both authorities' Core Strategies, work commenced in 2011 on a joint document of Development Management Policies following the work already undertaken separately in the two authorities. Two consultations held in early and late 2012 were undertaken leading to approval from both Councils in 2013 to submit the document for examination (Papers D309 (St Edmundsbury) and COU13/617 (Forest Heath) refer). The document, together with all of the comments received during the final round of consultation, was submitted to the Secretary of State for examination by an independent Planning Inspector on 13 December 2013.

Examination hearings into certain matters were called and conducted by the Inspector during July 2014. During this time objectors were able to put to the Inspector why they considered the Joint Development Management Policies Document should be changed. Following the hearings, the Inspector asked that his recommended main modifications be the subject of public consultation. The Councils conducted this consultation for period of six weeks ending in November 2014.

The Inspector examining the Joint Development Management Policies Document produced a report (dated 21 January 2015) with an appendix setting out main modifications he recommends to make the document sound and legally compliant. A copy of the Inspector's report is attached at Appendix A to Report No: JDM/JT/15/001.

On 28 January 2015, Forest Heath District Council's Local Plan Working Group and St Edmundsbury Borough Council's Sustainable Development Working Party considered the Inspector's report and the documents proposed for adoption, and no changes were made to the recommendations.

The Joint Development Management Policies Committee has formally noted the recommendations of the Forest Heath Local Plan Working Party, and the St Edmundsbury Sustainable Development Working Party to accept the main modifications set out in the Inspector's report (Appendix A) dated 21 January 2015 in their entirety, and has proposed four recommendations, as detailed above.

Following the meeting of the Joint Development Management Policies Committee, officers have identified that two appendices, already published in the public domain and attached for completeness to the Sustainability Appraisal for the Joint Development Management Policies Document (Appendix D) also require approval, namely:

Appendix G – Summary of Assessment of alternatives to the Joint Development Management Document Policies; and

Appendix H – Assessment of reasonable alternatives to the policies set out in the Joint Development Management Policies Document.

These can be found online at:

http://www.westsuffolk.gov.uk/planning/Planning_Policies/local_plans/jointdevelopmentmanagementpoliciesdocument.cfm

These additional recommendations are therefore included for consideration above.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Eastern Relief Road, Bury St Edmunds: Update	
Report No:	CAB/SE/15/017	
Report to and date/s:	Cabinet (Special)	24 February 2015
	Council	24 February 2015
Portfolio holder:	Cllr John Griffiths Leader of the Council Tel: 01284 757001 Email: john.griffiths@stedsbc.gov.uk	
Lead officer:	Steven Wood Head of Planning and Growth Tel: 01284 757306 Email: steven.wood@westsuffolk.gov.uk	
Purpose of report:	To provide an update with regard to the Eastern Relief Road project since the last reports (Papers F97 and F120 refer) dated 2 and 23 September 2014 were presented to Cabinet and Council; to ask for authority to forward fund electricity costs up to £4.5m; to request delegated authority to enter into legal agreement(s); and to ask for authority to fund specialist advice of £150,000 in relation to the total project.	

<p>Recommendations:</p>	<p>It is <u>RECOMMENDED</u> that:</p> <p>(1) subject to the approval of full Council and the satisfaction of the Section 151 and Monitoring Officers, a commitment be made to the full £4,528,871 million programme of works for the provision of electricity to serve Suffolk Business Park, including an immediate financial allocation of £356,186 currently due on 27 February 2015, as detailed in Section 3 of Report No: CAB/SE/15/017;</p> <p>(2) Cabinet approves the amendment and clarification of resolutions (1) and (2) at its meeting on 2 September 2014 (minute 42 refers) in accordance with paragraphs 3.2 and 3.3 of Report No: CAB/SE/15/017;</p> <p>(3) subject to the approval of full Council and the satisfaction of the Section 151 and Monitoring Officers, delegated authority be given to the Head of Planning and Growth in consultation with the Leader of the Council to enter into an agreement or agreements to be entered into by St Edmundsbury Borough Council (SEBC) and the developer/landowner to enable the development of Suffolk Business Park and Eastern Relief Road to enable SEBC to realise a return on its investment in line with the principles approved in the Medium Term Financial Strategy; and</p> <p>(4) Council be asked to approve the financial allocation of £150,000 towards the costs of specialist advice for this project from reserves.</p>
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>Key Decision in part, however, the majority of decisions require full Council approval.</p>

Consultation:		<p>The development of the Eastern Relief Road and Suffolk Business Park is a long established policy of SEBC. Most recently the Vision 2031 documents confirm the allocation of the residential, commercial and leisure/community uses along with the ERR and junction 45 of the A14 Trunk Road upgrade.</p> <p>In June 2010 the Masterplan for the extension to Suffolk Business Park was adopted following the due consultation phase.</p> <p>A series of meetings have also been held with Rougham Parish Council; Moreton Hall Residents' Association; and local business representative organisations.</p>	
Alternative option(s):		<p>Not to commission the electricity works would result in a delay to the programme such that electricity may not be available in time for the first occupiers of the school, residences or commercial land.</p> <p>To delay the works would adversely affect the programme as above and may result in an increase in costs.</p> <p>Not to secure specialist advice would put the Council at risk of legal challenge and may result in the Council not achieving best consideration for its finances.</p>	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • As detailed in the report	
Are there any staffing implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Time and resources of existing staff to enable the project to progress	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • As detailed in the report	
Are there any equality implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • As detailed in the report	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Growing Places Fund application is refused	Low	Early consultation with GPF officers. We could seek an alternative loan fund or make use of Council balances	Low
Taylor Wimpey is unable to provide its £1.4m contribution	Medium	Include a mechanism in the legal agreement to enable the funding to be recovered anyway.	Low

The costs increase throughout the programme or costs exceed the estimates	Low	Fix the prices in the legal agreement with the electricity provider.	Low
The commercial lets do not come forward within the timescale to repay the loan	Medium	Engage a commercial developer to promote the land.	Low
Ward(s) affected:	All Wards		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Report F97 to Cabinet: 2 September 2015 Report F120 to Council: 23 September 2015 Suffolk Business Park Masterplan dated June 2010		
Documents attached:	None		

Key issues and reasons for recommendation(s)

1. Background

- 1.1 Report F97 "Eastern Relief Road, Bury St Edmunds" made recommendations to Cabinet which were approved by Cabinet on 2 September and then full Council on 23 September 2014. Council resolved that there be an allocation of £3m of investment into the Eastern Relief Road. Cabinet had resolved (Minute 42 resolutions (1) and (2) that a further report be brought back regarding delegated authority to enter into legal agreement(s) with the developer/landowner(s); and also resolved that delegated authority be given to enable officers to enter into a £3m loan agreement for electricity infrastructure works. This report seeks to provide Members with an update regarding the Cabinet resolutions detailed above.

2. Legal Agreements

- 2.1 It was envisaged that a report would be brought back to Cabinet on 21 October 2014, providing an update regarding the legal agreements necessary between SEBC and landowners. It has taken longer than anticipated to progress the legal agreements and therefore this report seeks to address this matter.
- 2.2 The Council is in the process of agreeing the "heads of terms" of an agreement to detail the return for its £3m investment (as approved by Council on 23 September 2014) in line with the principles approved in the Medium Term Financial Strategy. The heads of terms seek to provide an agreed way for parties to enter into joint working arrangements and often include commercially sensitive information including the mechanism for payments relating to land acquisition and upfront infrastructure costs. Following the approval of the heads of terms there may be subsequent legal agreements to deal with specific elements of the development. It is requested that subject to the satisfaction of the Section 151 and Monitoring Officers, delegated authority be given to the Head of Planning and Growth in consultation with the Leader of the Council to enter into an agreement or agreements relating to the development of Suffolk Business Park/Eastern Relief Road.

3. Electricity Infrastructure Funding

- 3.1 Minute 42 from the Cabinet meeting on 2 September 2014 records the following resolution:

Subject to the Section 151 and Monitoring Officers being satisfied with the outcome of the due diligence referred to in (1) above, delegated authority be given to the Head of Economic Development and Growth in consultation with the Leader of the Council, to make an application to and enter into a loan arrangement with the New Anglia Local Enterprise Partnership for £3 million from its Growing Places Fund to enable the electricity infrastructure works to be commissioned as detail in Section 4.9 of Report F97.

- 3.2 For the avoidance of doubt, Council is asked to amend this delegation to refer to the Head of Planning and Growth (in consultation with the Leader of the Council) as the post of the Head of Economic Development and Growth no longer exists.

- 3.3 Further, Cabinet is requested to increase the amount of the loan from the £3m agreed in September 2014 to £4,528,871m. This is to ensure that the total costs of the electricity infrastructure works can be covered by the loan. It is anticipated that Taylor Wimpey will contribute a further £1.4m in relation to the residential development.
- 3.4 An application for £4,528,871m of Growing Places Fund towards electricity infrastructure works has been sent to New Anglia Local Enterprise Partnership (NALEP). NALEP has indicated that it hopes to be able to determine this application at its next Board meeting on 20 March 2015.
- 3.5 NALEP's Growing Places Fund is an allocation of funding set aside by the LEP to provide loan funding to help stalled and delayed infrastructure projects. NALEP states that the government's aim for the Growing Places Fund is to address constraints on otherwise viable schemes that are not able to proceed without targeted investment in pieces of infrastructure which unlock development.
- 3.6 Early discussions with officers at NALEP have indicated that the electricity infrastructure funding for Suffolk Business Park is the type of project that would be likely to be funded under the GPF programme. The fact that NALEP would effectively be entering into a loan arrangement with SEBC is also an advantage as it removes most of the necessary due diligence work that the LEP is required to undertake when lending to a private body/company/individual.
- 3.7 Interest rates for the loan will be calculated by the LEP on the basis of who they are lending to, for how long and the risk level involved. If the loan application is approved the offer letter will set out the level of interest payable and the terms of the loan.
- 3.8 It is proposed that the loan (including interest charges) would be repaid either from the commercial lets as they come forward for Suffolk Business Park or by the commercial developer who will be appointed to bring the land forward. Traditionally, such a commercial developer would raise finance for the upfront costs associated with providing services to the site; this includes the internal access road, utilities etc.
- 3.9 In the meantime, the electricity provider has set out the programme of expenditure required to secure the electricity supply. There are two issues relating to this. Firstly, the first two payments on the programme of expenditure are required by 27 February 2015 i.e. before the NALEP loan has been confirmed or paid. Secondly, the electricity provider requires a commitment to the programme of works and therefore a commitment to fund these works to enable it to commence. Officers are working with the electricity provider to change the date of the first two payments until after 20 March 2015 so that there is certainty about the loan arrangement. However the worst case scenario is that the payments will be required by 27 February.
- 3.10 The total cost of the electricity infrastructure works is £4,628,871. Taylor Wimpey has already paid £100,000 in the form of a refundable deposit. Taylor Wimpey has allocated a further £1.4m towards electricity infrastructure which, on the current programme, would be payable from July 2015. This would leave a figure of £3,128,871 to be funded.

- 3.11 The electricity works are proposed to be phased and therefore the provider would also require payments to be provided in stages. The first payment of £100,000 has already been paid by Taylor Wimpey. The second payment amounts to £129,786 and is required to be paid by 27 February 2015 (as a worst case). The third payment of £226,400 is required in Quarter 2 of 2015. These two outstanding payments equate to £356,186 which Council is being asked to approve immediately. This sum can be paid from the existing £3m allocation of funding approved by Council on 23 September 2014 (referred to above in paragraph 1.1) if the loan from NALEP had yet to be remitted to the Council.
- 3.12 By the time the fourth payment is required (Quarter 3 2015) the loan from New Anglia may be in place or Taylor Wimpey may be able to contribute from its £1.5m total allocation. There is a risk that NALEP either does not approve the Growing Places Fund application or that it is not in place in time. There is also the risk that Taylor Wimpey would not be in a position to commit any of the £1.5m of its funding. In this instance, SEBC would be committed to the total £4.5m cost of the infrastructure works subject to the satisfaction of the Section 151 and Monitoring Officers. This total cost is recoverable from the occupants of the commercial space as it comes forward over time. The usual contractual provision is that infrastructure costs are the first elements to be repaid.
- 3.13 Officers are commissioning consultants to ensure that the costs and timings set out by the electricity providers are appropriate for the proposed development in the area. The consultants will also help to frame any agreement with the electricity provider to ensure that the funding provided can be recovered by future developments, outside of our control and the beyond the land owned by Taylor Wimpey. The commercial land owned by Taylor Wimpey is to be the subject of an agreement between SEBC and Taylor Wimpey and therefore the commercial lets on this part of the site will be within our control and we will be able to recover our costs from this part of the site.
- 3.14 To enable the electricity works to be secured, Members are requested to commit to the programme of electricity works at a cost of £4.5m and to authorise the temporary forward funding of payments totalling £356,186 to be repaid when the loan is in place.

4. Specialist advice

- 4.1 There are a number of areas of specialist advice that are required in connection with this project to make sure that SEBC is working within the law and maximising its best consideration. The following table sets out the requirement and cost of each element. Fee proposals are awaited in the case of electricity advice, land referencing and VAT advice however the total request for this advice is a maximum of £150,000.

No.	Responsibility	Cost
1.	Commercial structure; Stamp Duty Land Tax	£50k
2.	Specialist legal advice	£50k
3.	Land Acquisition advice (see report *)	£14k
4.	Land valuation	£4k
5.	Electricity advice	TBC
6.	Land Referencing	TBC
7.	VAT	TBC
Total		£150k

5. Finance/Budget/Resource Implications

- 5.1 In the worst case scenario, if Members are minded to agree the recommendations above, SEBC will need to commit a total of £4.5m towards this project within its capital programme. Officers are working with the electricity supplier to extend the deadline for the first payments so that there is certainty of the loan from NALEP before SEBC commits to the £4.5m programme of works.
- 5.2 SEBC will be taking responsibility for repaying the Growing Places Fund loan including the interest payments. The funding for the electricity works is required in phases and would be paid back as and when the development comes forward.
- 5.3 The specialist advice fees are a necessary element of the process of investing in a complex matter such as this project. The costs can be paid out of Council reserves in the first instance however there may be opportunities to capitalise these costs as the project progresses. The external support is required to provide specialist support to ensure the Council achieves a commercial consideration for our investment. These costs are typical costs associated with this type of development and with the exception of the land acquisition costs (which will be recoverable by the development), will be set against the investment return achieved from Suffolk Business Park.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Budget and Council Tax Setting: 2015/16 and Medium Term Financial Strategy	
Report No:	COU/SE/15/002 [to be completed by Democratic Services]	
Decisions plan reference:	Feb15/01	
Report to and date/s:	Council	24 February 2015
Portfolio holder:	David Ray Portfolio Holder for Resources and Performance Tel: 01359 250912 Email: david.ray@stedsbc.gov.uk	
Lead officer:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	This report sets out details of the Council's proposed revenue and capital budgets for 2015/16. The Council is required to consider the 2015/16 budget for the authority and to set the level of Council Tax required to fund this budget.	
Recommendations:	<p>It is <u>RECOMMENDED</u> that:-</p> <p>(1) Having taken into account the information received by Cabinet on 10 February 2015 (report CAB/SE/15/005) including the Report by the Head of Resources and Performance (S151 Officer) set out in Attachment C, together with the up to date information and advice contained in this report, the level of Band D Council Tax for 2015/2016 be set at £175.23.</p>	

- (2) Subject to (1) above, the following formal Council Tax resolution be adopted:-**
- i. The revenue and capital budget for 2015/2016 attached at Attachment A, and as detailed in Attachment D, Appendices 1-5 and Attachment E, be approved;**
 - ii. The MTFs projected budget position for 2016/17 to 2018/19, as detailed in Attachment D Appendix 1, be noted;**
 - iii. A general fund balance of £3 million be agreed to be maintained, as detailed in paragraph 1.8.2;**
 - iv. The statutory calculations under Section 30 to 36 of the Local Government Finance Act 1992, attached as Attachment H, be noted;**
 - v. The Suffolk County Council and Suffolk Police Authority precepts issued to St Edmundsbury Borough Council, in accordance with Section 40 of the Local Government Finance Act 1992 and outlined at paragraphs 3.5 and 3.6 below, be noted;**
 - vi. In accordance with Section 30(2) of the Local Government Finance Act 1992, the amounts shown in Schedule D of Attachment G be agreed as the amount of Council Tax for the year 2015/2016 for each of the categories of dwellings shown; and**
 - vii. The Head of Resources and Performance be authorised to amend where necessary the amounts in Attachment G and H in accordance with any changes notified by Suffolk County Council and/or Suffolk Police Authority, to the provisional precepts.**
- (3) The Head of Resources and Performance, in consultation with the Portfolio Holder for Performance and Resources, be authorised to transfer any surplus on the 2014/2015 revenue budget to the Invest to Save Reserve as detailed in paragraph 1.8.4, and to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3) as deemed appropriate throughout the year.**

	<p>(4) That the use of the Council’s discretionary power (S47 Local Government Finance Act) to provide the transitional relief be approved and delegated authority be given to the Head of Resources and Performance, in consultation with the Portfolio Holder for Resources and Performance, to determine the final guidelines for the operation of the transitional relief for 2015/16 and 2016/17 following the current scheme and guidance issued by Government, as set out in paragraphs 1.4.3 to 1.4.7 below.</p>
Key Decision:	<p><i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input checked="" type="checkbox"/> No, it is not a Key Decision - <input type="checkbox"/></p>
Consultation:	<ul style="list-style-type: none"> As detailed in the body of this report
Alternative option(s):	<ul style="list-style-type: none"> The council is legally required to set a balanced budget.
Implications:	
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> As detailed in the body of this report </p>
<p><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Staffing implications are considered as part of any proposed structure changes. </p>
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> </p>
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> As detailed in the body of this report </p>
<p><i>Are there any equality implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> To be considered as part of implementation of service changes </p>
Risk/opportunity assessment:	<p>A risk assessment is included at Attachment C as part of the report by the Head of Resources and Performance (Chief Finance Officer). The Head of Resources and Performance’s conclusion is that overall the estimates are robust, taking into account known risks and mitigating strategies and the reserves are adequate for the 2015/16 budget plans. Cabinet and Council are advised to have regard to this report when making their decisions on the 2015/16 budget.</p>

Ward(s) affected:	All Wards
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	<p>PAS/SE/14/010 Delivering a Sustainable Budget 2015-16 and Budget Consultation Results -26 November 2014</p> <p>PAS/SE/15/005 Budget Monitoring 1 April 2014 – 31 December 2014 -29 January 2015</p> <p>CAB/SE/15/005 Budget and Council Tax Setting: 2015/16 and Medium Term Financial Strategy -10 February 2015</p> <p>West Suffolk Medium Term Financial Strategy http://www.westsuffolk.gov.uk/Council/Finance_and_Statistics/upload/MediumTermFinancialStrategy2014-16.pdf</p>
Documents attached:	<p>Attachment A – Revenue Budget Summary Attachment B – Summary of major budget changes Attachment C – Report by the Head of Resources and Performance Attachment D (not attached) – Medium Term Financial Strategy (MTFS) http://www.westsuffolk.gov.uk/Council/Finance_and_Statistics/upload/MediumTermFinancialStrategy2014-16.pdf Appendix 1 - 5 Year Revenue Budget Appendix 2 – 5 Year Capital Budget Appendix 3 – Earmarked Revenue Reserves Appendix 4 – Prudential Code for Capital Finance Appendix 5 – Scenario Planning and Sensitivity Analysis Attachment E – Strategic Priorities and Medium Term Financial Strategy (MTFS) Reserve Attachment F – CLG Transitional Relief guidance Attachment G – Council Tax Schedules Attachment H – Council Tax Resolution</p>

1. Key issues and reasons for recommendation(s)

1.1 Local government funding

1.1.1 The financial landscape for central government funding remains one of uncertainty. The December Autumn Statement outlined further reductions in the Local Government Department spending, with the medium term projections being subject to confirmation by any new administration from May 2015. Further and potentially steeper reductions appear highly likely.

1.2 Local Government Finance Settlement 2015/2016

1.2.1 The Local Government Finance Settlement was announced on 18 December 2014. This only covered 2015/2016, unlike the previous year which provided us with a two-year funding settlement. Pressure is mounting on any incoming government to commit to earlier settlement announcements and to multi-year settlements as local authorities are no longer in the realms of making annual savings, but rather implementing long term strategies to meet the financial future of continued austerity. To do this with little or no knowledge of the long term settlement is extremely difficult.

1.2.2 The Council's total formula grant for 2015/2016 (including Revenue Support Grant, Baseline Funding from retained business rates, Local Services Support Grant and Council Tax Freeze grant) is £4.168m. The Borough has seen a 49.8% cumulative cut in revenue support grant funding over the two years from 2013/2014 to 2015/2016.

1.3 The Government's Council Tax freeze and referendum requirements 2015/2016

1.3.1 The Government has once again offered to subsidise all councils which agree to freeze council tax levels by providing a grant equivalent to 1% council tax increase for one year only. The impact (financial contribution from central government) of accepting the council tax freeze grant is shown in Table 1 overleaf.

1.3.2 It should be noted that accepting successive years' council tax freeze grants provides only a short term solution and has a cumulative detrimental impact on the Council's finances as year on year council tax levels fail to rise in line with inflation. This impact has already been factored into the Medium Term Financial Strategy (MTFS).

1.3.3 The Government has stated that any increase of 2% or more in council tax would trigger a local referendum, as was the case in 2014/15, giving the local electorate the opportunity to approve or veto the increase. For information - a 2% increase in an average Band D property for St Edmundsbury Borough Council would equate to income of approximately £132,000 for 2015/16.

Table 1: Impact of accepting council tax freeze grant

Council tax freeze grant	2011/ 2012 £000	2012/ 2013 £000	2013/ 2014 £000	2014/ 2015 £000	2015/ 2016 £000
Grant awarded in 2011/12*	167	167	167	167	167
Grant awarded in 2012/13*	n/a	168	0	0	0
Grant awarded in 2013/14*	n/a	n/a	67	67	67
Grant awarded in 2014/15*	n/a	n/a	n/a	61	66
Grant offered in 2015/16					66
Total grant received if we freeze council tax in 2015/2016	167	335	234	295	366

* Grant awarded in 2011/12, 2013/14 and 2014/15 now forms part of the formula grant

- 1.3.4 Should Cabinet and Full Council decide to set a 0% increase on council tax, the Borough Council will have frozen council tax for six out of the last seven years, as set out in Table 2.

Table 2: St Edmundsbury - Council Tax level since 2009/2010

	2009 /2010	2010 /2011	2011 /2012	2012 /2013	2013 /2014	2014 /2015	2015 /2016
Council tax increase	0%	1.9%	0%	0%	0%	0%	0% (proposed)

1.4 **Business rates**

1.4.1 **Business rates retail relief 2015/2016**

The Government has continued, as announced in the Autumn Statement 2014, to offer support for business rate bills in 2015/16 by offering small business rate relief for an extra year, a 2% cap on the inflation increase for the second consecutive year and increased temporary discounts for shops, pubs and restaurants (with rateable values below £50,000) from £1,000 to £1,500.

- 1.4.2 Business rates retail relief was introduced from April 2013 by the Borough Council in line with Government's guidelines and expectations, as detailed in Cabinet Report E272 'Budget and Council Tax Setting 2014-15 and MTFS 2014-16'. The Autumn Statement 2014 has proposed to increase the total relief from £1,000 a year to £1,500. The implementation of this change is covered under the existing delegations to the Head of Resources and Performance given by Council at the Budget Setting last year (Minute 76)

and will be implemented in time for 2015/16 business rate bills using the revised figure.. The changes are cost neutral as the Government will fully reimburse local authorities for the local share of the discretionary relief using a grant under section 31 of the Local Government Act 2003.

Business rates transitional relief 2015/2016 to 2016/2017

- 1.4.3 Until recently a Non-Domestic Valuation List was valid for five years after which time a re-valuation exercise was carried out to re-assess the Rateable Value based on the rental value of the premises. The Government always ensure a zero impact of a re-valuation nationally by adjusting the rate in the pound, however locally there are always 'gainers' and 'losers'.
- 1.4.4 In order to restrict the impact of the re-valuation on business a Transitional Relief scheme was introduced by Central Government to last 5 years. The scheme was self-financing nationally and meant that a cap was placed on increases and decreases in bills above a certain percentage. This percentage increased year on year so that over time the full rates bill was being paid. The cost of this scheme was borne by the Government.

Current situation

- 1.4.5 The re-valuation that was due in April 2015 has been postponed until April 2017; however the transitional scheme, contained in statute, will end on 31 March 2015 to coincide with the original re-valuation cycle. In order to continue to support businesses the Government has decided to extend transitional relief for properties under £50,000 RV; however they are going to achieve this through use of an authority's discretionary powers to grant a Local Discount under section 47 of the Local Government Finance Act rather than through Regulation.
- 1.4.6 The Scheme guidance has been issued by Department for Communities and Local Government (DCLG) setting out the eligibility criteria for relief, based on the existing scheme; however as this is a discretionary power, a local scheme should be adopted.
- 1.4.7 Any relief granted under these provisions will be fully funded by Central Government through a grant under Section 31 of the Local Government Finance Act 2003 so there is no financial impact on the Council. The number of properties which will fall under these provisions is likely to be minimal as in most cases transitional relief has already been phased out. State Aid rules will also apply.

1.5 Setting the budget – 2015/16

- 1.5.1 The Council continues to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending. In this context, and like many other councils, difficult financial decisions have to be made. The Council has an excellent track record of achieving substantial year-on-year budget savings and generating new income.

- 1.5.2 The approach for delivering the 2015/16 budget has been that the Council's resources for 2015/16 should be allocated according to its strategic priorities. In practice, this meant prioritising the projects, actions and themes outlined in the West Suffolk Strategic Plan for 2014-16, as well as the essential work that the Council needs to do, including statutory functions.
- 1.5.3 The process of allocating resources according to priorities and essential services has helped to identify areas of the Council's work which could either be scaled back or where further opportunities for generating more income could be pursued. The process then focused on non-priority areas, and challenged whether the Council should continue with the activities at all, or in their current form, in order to ensure they provided value for money to council tax payers.
- 1.5.4 It should also be noted that savings achieved through sharing services with Forest Heath District Council have to date been predominately delivered through the joining up of services and staff structures. During September business partners and advisors from the Resources and Performance team held a number of budget challenge meetings with heads of service and portfolio holders. The focus of these meetings was to review all supplies, service and income budgets across West Suffolk. This review took into account previous spending patterns, but more importantly what the projected spending and income requirement under a shared service for 2015/16 would look like. The challenge meetings also provided the opportunity to consider potential contractual savings as a result of joining up contracts across West Suffolk.
- 1.5.5 A significant number of the proposals generated from the process outlined in paragraphs 1.5.3 and 1.5.4 above are relatively straightforward to implement with minimal impact on service delivery as these items fall mainly in the categories of contract, supplies and service efficiencies, further shared service savings and income generation opportunities from making better use of council assets.
- 1.5.6 However, other proposals require more detailed analysis in order to develop options and to provide clarity as to the potential savings/income. Indeed, some proposals required input from users and the public and were therefore explored as part of this year's budget consultation carried out over the summer of 2014.
- 1.5.7 The purpose of the budget consultation was to inform the budget setting process and help councillors to make decisions about the 2015/16 budget. It was also used to gauge public opinion on the main savings/income generating options and to test views on a range of issues relating to the council priorities and themes in the MTFs, such as channel shift, families and communities and our commercial approach.
- 1.5.8 The exercise included three public focus groups and three town and parish council focus groups. This provided qualitative feedback which helped to shape the content of the public survey. Quantitative information came from sending the survey to 3,000 randomly-selected households across the borough.

- 1.5.9 The results of this budget consultation assisted members of the Performance and Audit Scrutiny Committee in November 2014 (report PAS/SE/14/010 'Delivering a Sustainable Budget 2015-16 and Budget Consultation Results') with their recommended saving proposals through to Cabinet and Full Council on 16 December 2014 (report COU/SE/14/012). These savings proposals are included within the proposed budget for 2015/2016 as contained at Attachment A, and have been summarised in Attachment B for ease of reference.
- 1.5.10 The Performance and Audit Scrutiny Committee has a key role in the scrutiny of the budget process and proposals for achieving a balanced budget. At the January 2015 meeting the committee received report PAS/SE/15/005, which detailed the remaining saving/income proposals required in order for a balanced budget to be achieved. The complete list presented to Performance and Audit in November and January has been summarised in Attachment B for ease of reference.
- 1.5.11 Attachment A is the revenue budget summary, which provides an overview of the proposed net service expenditure, (net revenue position after income, expenditure and recharges) for 2015/2016. The total proposed net revenue expenditure in 2015/2016 is £12.757 million.

1.6 **Capital programme**

- 1.6.1 The capital expenditure of the Council has an impact on the revenue budget and is part of the overall preparation of the revenue proposals for the coming year.
- 1.6.2 It is estimated that £8.832 million will be spent on capital programme schemes during 2015/2016 which are to be funded by a combination of grants and contributions (£2.214 million), earmarked revenue reserves (£3.209 million) and the useable capital receipts reserve (£3.409 million).

1.6.4 **Table 3: Planned capital expenditure over four years to 2018/2019**

	2015/16 millions	2016/17 millions	2017/18 millions	2018/19 millions	Total
Gross capital expenditure	£8.832	£6.266	£2.234	£1.384	£18.716
Funded by:					
Grants and contributions	£2.214	£0.250	£0.250	£0.834	£3.548
Earmarked revenue reserves	£3.209	£2.216	£1.434	£ Nil	£6.859
Capital receipts reserve	£3.409	£3.800	£0.550	£0.550	£8.309
Total	£8.832	£6.266	£2.234	£1.384	£18.716

1.6.3 Looking ahead, the total value of the capital programme over the next four years is approximately £18.716 million. Attachment D, Appendix 2 shows the planned capital expenditure in financial year 2015/2016 and future years, together with information on the funding of that expenditure (that is, grants and contributions, use of earmarked revenue reserves and useable capital receipts reserve) and is summarised in Table 3 on the previous page.

1.7 **Disposal of assets**

1.7.1 Part of the funding arrangements for the capital programme is the disposal of surplus assets. The Council has an agreed programme of asset disposals, which has already been affected by the national economic situation. Table 4 is a summary estimate of the likely level of income from asset disposals over the period 2015/2016 to 2018/2019.

1.7.2 **Table 4: Estimated income from asset disposals 2015/2016 to 2018/2019**

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
Estimated income from asset disposals –Council share of Right to Buy receipts	£408,000	£408,000	£408,000	£408,000

1.7.3 The above capital programme and asset disposals programme will, in the short to medium term, reduce the Borough Council’s useable capital receipts reserves from £12.7 million to £6.0 million. However, this approach still does not address the funding of longer term requirements for major capital repairs to key Borough Council assets including, for example, the £11 million for major repairs and refurbishment of the Borough Council’s two leisure centres. Consideration of the affordability of these major capital expenditure proposals, including options for funding, will need to be included in the options and investment appraisals for these projects.

1.7.4 The Council has a number of projects on the horizon that have the potential to require significant capital investment, such as the Public Sector Village (PSV) Phase II (Cabinet report CAB/SE/14/010) and the potential relocation of the Depot facilities to a new Shared Facility (Cabinet report F51). Consideration of the affordability of these major capital expenditure proposals, including options for funding, will need to be included in the options and investment appraisals for these projects and will be subject to Full Council decisions.

1.7.5 The calculation of interest income used in the MTF5 is based on the use of existing and anticipated capital expenditure and receipts. Changes in the level and timing of these cashflows have a direct impact on investment returns and revenue funding requirements. However, the Interest Equalisation Reserve does allow for some change in the budgeted levels of income from interest to be accommodated. The Prudential Code for Capital

Finance and matters relating to the affordability of the Capital Programme are addressed in Attachment D, Appendix 4. The revenue cost of the capital programme is achievable without significant council tax rises provided the savings indicated in the MTFs and set out in Attachment D, Appendix 1 are implemented.

1.8 **Revenue reserves and balances**

General Fund

- 1.8.1 The revenue budget, Attachment A, based on current budget projections, shows a balanced budget position for 2015/2016. However, many of the assumptions supporting the budget projections for 2015/2016 (and future years) are subject to significant uncertainty. This includes assumptions regarding:
- (a) sustainability of income stream estimates (including commercial property rental income and planning income);
 - (b) impact of Business Rates Retention scheme and Suffolk pooling arrangements;
 - (c) impact of the Local Council Tax Reduction Scheme; and
 - (d) pay inflation and employer's pension liabilities.
- 1.8.2 The Borough Council holds General Fund balances as a contingency to cover the cost of unexpected expenditure during the year. The Borough Council agreed as part of 2014/2015 budget process and development of the MTFs to hold a General Fund balance at the level of £3 million, which is 24% of the 2015/2016 net expenditure. As in previous years, the Borough Council can use balances above this minimum to support revenue expenditure and to reduce the level of council tax.
- 1.8.3 The recommended level of general fund balance has been established by taking into account the following:
- (a) allowance for a working balance to cushion the impact of any unexpected events or emergencies;
 - (b) the new risks placed at a local level under the new business rates retention scheme, such as appeals;
 - (c) the addition of greater income targets linked to being more commercial and the selling of councils' services; and
 - (d) other risks detailed in the Scenario Planning and Sensitivity Analysis provided at Attachment D, Appendix 5.
- 1.8.4 The budget monitoring report to the Performance and Audit Scrutiny Committee on 29 January 2015 (Report PAS/SE/15/005 refers) included an estimate of the year end budget underspend of £108,000. It is proposed to transfer the final year-end surplus in its entirety to the Council's Invest to Save reserve to support the Council share of the cost of change associated with the current leadership and service management restructure.

Earmarked reserves

- 1.8.5 At the end of the 2015/2016 financial year the Council will have an estimated £10.971 million in earmarked reserves. The current level of earmarked reserves and contributions during 2015/2016 has been

reviewed and where appropriate annual contributions have been adjusted. Attachment D, Appendix 3, provides details of the proposed contributions to, and projected expenditure from, Earmarked reserves during 2015/2016.

Strategic priorities and MTFS Reserve

- 1.8.6 This reserve will act as a one-off fund to provide the financial capacity, either through direct investment (revenue and/or capital) or through servicing external borrowing, for the West Suffolk authorities to drive forward the delivery of a sustainable Medium Term Financial Strategy (MTFS) and the West Suffolk Strategic Plan priorities.
- 1.8.7 The Council received a total New Homes Bonus (NHB) grant of £0.268 million in 2011/2012, £0.559 million in 2012/13, £0.757 million in 2013/2014, £0.888 million in 2014/15 and expects to receive £1.219 million in 2015/2016. These NHB allocations have all been put into this Strategic Priorities and MTFS reserve.
- 1.8.8 No assumptions have been made with regard to NHB allocations beyond 2015/2016 as there is a likelihood that future payments of the NHB will be funded at a national level by cutting our funding elsewhere, such as top-slicing revenue support grant or by retaining a proportion of business rate monies that otherwise would be retained locally.
- 1.8.9 The 2015/16 budget and MTFS includes a number of proposed draws on this reserve, some of which are still to be quantified and will require further reports to Full Council. Attachment E summarises the proposed draws on this reserve as part of the 2015/16 budget.

Adequacy of reserves

- 1.8.10 Section 25 of the Local Government Act 2003 requires the Section 151 Officer (Head of Resources and Performance) to report to Council, as part of the tax setting report, her view of the robustness of estimates and the adequacy of reserves. The Council is required to take these views into account when setting the council tax at its meeting on 24 February 2015. The full statement is attached in Attachment C.
- 1.8.11 In summary, the Section 151 Officer's overall assessment is that the estimates are robust (taking into account known risks and mitigating strategies) and reserves are adequate for the 2015/2016 budget plans.

2. Medium Term Financial Strategy (MTFS)

- 2.1 It should be noted that by 2018/2019 the projected budget gap amounts to £2.5 million for St Edmundsbury (that is, £1.3 million 2016/2017, £0.8 million 2017/2018, and £0.4 million 2018/2019). Should any of the assumptions within the MTFS change significantly, the gap would also change.
- 2.2 The six themes within our agreed MTFS (link below) relate to areas of the West Suffolk councils' business which will support sustainability in a more financially constrained environment.

The themes are:

- aligning resources to the councils' strategic plan and essential services;
- continuation of the shared services agenda and transformation of service delivery;
- behaving more commercially;
- encouraging more use of digital forms of customer access;
- taking advantage of new forms of local government finance (for example, business rate retention); and
- considering new funding models (for example, becoming as an investing authority).

2.3 Some of the budget consultation areas (discussed as part of the Performance and Audit Scrutiny Report PAS/SE/14/010), such as the Bury St Edmunds bus station building and investing in housing, still require further work and are likely to be the subject of individual business cases over the coming months. These areas are likely to inform the Council's 2016/17 budget.

3. Calculation of the Council Tax

3.1 At its meeting on 10 February, the Cabinet recommended a freeze in St Edmundsbury's Council Tax for 2015/2016 of £175.23 for Band D properties.

3.2 The Council Tax is set for a Band D property and then adjusted for the other Council Tax bandings. The number of Band D equivalent properties (the Tax Base) is the national benchmark and for St Edmundsbury, the number of Band D equivalents for 2015/16 is 35,058.08 (compared to 34,725 for 2014/2015).

3.3 Since the meeting of Cabinet on 10 February, the precepts of the other organisations have been received and these are detailed below and in the schedules at Attachment G and Attachment H.

3.4 The parish councils have set their own council tax requirements for 2015/16. These are detailed at Attachment G, Schedule A. The total Parish and Town Councils precepts for 2015/2016 amount to £1,658,461 which results in an average Band D parish council tax of £47.31.

3.5 Suffolk County Council met on 12th February 2015 and set its precept at £39,493,978.86 resulting in a Band D council tax of £1,126.53, no change from 2014/15.

3.6 Suffolk Police Authority is due to notify the Council of its precept requirement by the end of February 2015. Provisional figures have been included within this report based on an assumed precept of £5,963,379.41 and Band D council tax of £170.10, a 2% increase on the 2014/15 figure of £166.77.

- 3.7 Based on the provisional figures above, the proportions of an average 2015/2016 council tax bill will be:
 Suffolk County Council: 74.2%
 St Edmundsbury Borough Council: 11.5%
 Suffolk Police Authority: 11.2%
 Parish/Town Council: 3.1%
- 3.8 There are a number of statutory calculations that follow from this budgetary decision and these are detailed in Attachment H.
- 3.9 If the formal Council Tax Resolution below is approved, the total Band D Council Tax will be as follows:

	2014/15 £	2015/16 £	Increase %
St Edmundsbury Borough Council	175.23	175.23	0.00%
Suffolk County Council	1,126.53	1,126.53	0.00%
Suffolk Police Authority	166.77	170.10	2.00%
Sub-Total	1,468.53	1,471.86	0.23%
Town and Parish average	45.70	47.31	3.52%
Total	1,514.23	1,519.17	0.33%

4. Legal implications

- 4.1 The Local Government Act 2003 imposed duties on local authorities in relation to financial management which covers the following areas:
- (a) A power for the Secretary of State to determine a minimum reserve level for local authorities by regulations. The Government has indicated that their preference is to keep this power in reserve.
 - (b) Section 25 of the Act places a requirement on the S151 Officer to report on the adequacy of reserves and robustness of budget estimates as part of the authority's annual budget setting process. The Council is required to take these views into account when setting the Council Tax at its meeting on 25 February 2014. This is included as Attachment C of the report.
 - (c) Sections 28 and 29 of the Act place a statutory duty on local authorities to monitor their budgets and take such action as considered necessary in the case of overspends and shortfalls of income.
 - (d) Section 30 of the Act relates to the provisions preventing local authorities entering into agreements following a Section 114 Report which a S151 Officer must produce when it appears that expenditure of the authority in a financial year is likely to exceed the resources available to meet the expenditure. No such report has been produced for St Edmundsbury this year.

St Edmundsbury Borough Council - Revenue Budget Summary

Service	Ref.No.	2013/14 Actual	2014/15 Budget	2015/16 Budget
Net Service Expenditure (net revenue position after income, expenditure and recharges) by Service Area				
Net expenditure/(net income)				
Services				
Head of Resources & Performance	1	153,587	433,396	1,086,551
Head of HR and Democratic Services	2	1,235,889	1,299,141	1,207,167
Head of Families and Communities	3	574,089	666,290	1,032,211
Head of Planning and Growth	4	2,170,111	1,784,500	1,320,996
Head of Operations	5	7,505,677	7,124,323	7,028,228
Head of Housing	6	1,544,777	1,424,099	1,081,854
Total Net Expenditure excluding Parishes	7	13,184,130	12,731,749	12,757,007
Transfer to / (from) General Fund Balance	8	202,672	(460,000)	0
BUDGET REQUIREMENT EXCLUDING PARISHES	9	13,386,802	12,271,749	12,757,007
GRANTS AND COUNCIL TAX REQUIREMENT				
Collection Fund Deficit / (Surplus) - Council Tax	10	30,172	83,000	(167,300)
Collection Fund Deficit / (Surplus) - Business Rates	11	0	(40,074)	240,000
Government Support				
Formula Grant - Revenue Support Grant	12	(3,178,463)	(2,381,349)	(1,594,413)
Formula Grant - Business Rate Retention Scheme	13	(2,114,311)	(2,155,499)	(2,196,687)
Business Rates Retention Scheme - Local Share of Growth	14	(525,051)	(392,000)	72,000
Business Rates Retention Scheme - Share of Suffolk Pooling Benefit	15	0	(45,000)	(127,000)
Business Rates Retention Scheme - Renewable Energy	16	(35,841)	0	(427,000)
Business Rates Retention Scheme - S31 Grants	17	(373,442)	0	(751,000)
Local Services Support Grant	18	(50,000)	(49,252)	(49,062)
Efficiency Support for Services in Sparse Areas	19	0	(17,714)	(28,901)
Council Tax Freeze Grant - 2011/12	20	(167,239)	(166,545)	(166,490)
Council Tax Freeze Grant - 2013/14	21	(67,519)	(67,191)	(67,191)
Council Tax Freeze Grant - 2014/15	22	0	(60,849)	(65,429)
Council Tax Freeze Grant - 2015/16	23	0	0	(65,967)
New Homes Bonus		(828,042)	(894,414)	(1,219,085)
Totals	23	6,077,066	6,084,862	6,143,482
Amount met from Collection Fund				
St Edmundsbury Borough Council	24	6,077,066	6,084,862	6,143,482
Parish Councils	25	1,493,828	1,587,004	1,587,004
Total met from Collection Fund	26	7,570,894	7,671,866	7,730,486
Working Balances				
Opening General Fund Balance	27	3,376,383	3,579,055	3,165,055
Transfers to General Fund	28	202,672	(414,000)	0
General Fund Balance carried forward:	29	3,579,055	3,165,055	3,165,055

Service	Ref.No.	2013/14 Actual	2014/15 Budget	2015/16 Budget
<u>Head of Resources & Performance</u>				
General Fund		(2,483,300)	(1,811,827)	(1,713,665)
Resources & Performance*		(122,531)	0	0
Internal Audit*		(13,312)	0	0
ICT*		64,828	(30,000)	0
Anglia Revenues Partnership		59,792	0	0
Council Tax Administration		740,242	899,444	456,277
Business Rate Administration		14,710	123,250	(9,704)
Grants to Organisations		554,911	521,533	224,537
Housing Benefits		604,276	314,822	456,579
Housing Act Advances		258	250	0
Emergency Planning		39,596	43,250	35,250
Corporate Expenditure		865,802	682,088	1,659,281
Non-Distributed Costs		301,352	235,650	217,000
Non-Distributed Costs - Cost of Unused Assets		30,993	33,600	41,100
Interest Transactions		(504,030)	(578,664)	(280,104)
Head of Resources & Performance Totals:	1	153,587	433,396	1,086,551
<u>Head of HR and Democratic Services</u>				
Human Resources & Payroll*		60,371	11,809	3,900
Central Training Services*		(19,480)	(1,142)	0
Health & Safety*		(2,527)	15,000	0
Legal Services*		(100,014)	(371)	0
Electoral Registration		123,784	123,115	117,452
Election Expenses		77,352	67,285	114,419
Democratic Services		555,778	551,150	507,246
Members Expenses		416,128	402,234	346,570
Mayoralty & Civic Functions		124,497	130,061	117,580
Head of HR and Democratic Services Totals;	2	1,235,889	1,299,141	1,207,167
<u>Head of Families and Communities</u>				
Customer Services *		23,606	515	0
Policy*		(35,461)	0	0
Communications*		11,949	24,400	0
Website and Intranet		0	0	43,931
Bus Stations		257,004	254,473	247,642
Concessionary Transport		4,258	3,650	5,110
Community Development		197,575	270,058	332,845
Community Chest - Families & Communities		0	0	294,250
Community Centres		115,158	113,194	108,433
Head of Families and Communities Totals:	3	574,089	666,290	1,032,211
<u>Head of Planning and Growth</u>				
Land Charges		(62,706)	(68,810)	(121,950)
Prevention of Pollution		258,867	33,956	145,440
Environmental Management		34,580	42,489	13,828
Drinking Water Quality		6,835	7,089	6,024
Climate Change		44,207	93,275	92,131
Licensing		34,206	(103,248)	15,103
Hackney Carriage & Private Hire Licensing		31,846	(20,988)	(57,340)
Food Safety		173,451	161,941	104,169
Health & Safety at Work Act/Enforcement		127,150	115,241	102,831
Home Energy Conservation		56,043	62,400	6,200
Development Control		983,220	570,302	(118,593)
Planning Policy		124,740	628,433	595,546
Local Plan		91,867	(52,450)	(10,280)
Building Control		68,619	81,820	(87,268)
Planning & Regulatory Support		(15,578)	0	348,110
Economic Development & Growth		(60,020)	123,992	272,797
Strategic Tourism & Markets		255,730	115,508	42,768

Service	Ref.No.	2013/14 Actual	2014/15 Budget	2015/16 Budget
Bury Christmas Fayre		4,088	(6,450)	(28,520)
Park & Ride		3,967	0	0
Vibrant Town Centres		9,000	0	0
Head of Planning and Growth Totals:	4	2,170,112	1,784,500	1,320,996
Head of Operations				
Ex-1090 Section (13/14 only)		(33,565)	0	0
Offices: West Suffolk House*		(399,205)	0	0
Offices: Haverhill House*		9,930	0	0
Courier & Postal Service*		(26,508)	0	0
Printing & Copying Service*		(3,055)	0	0
Property Services*		41,423	0	0
Estates Management*		(39,992)	0	0
CCTV & Support*		8,403	0	0
Leisure Services Management & Support		8,712	7,038	238,667
Leisure Promotion		104	182,940	146,666
Leisure - Commercial Activities		(163,786)	34,770	(209,231)
Arboriculture (Tree Maintenance Works)		268,690	270,721	275,888
Other Parks and Play Provision		517,949	470,760	507,314
Abbey Gardens		383,739	340,787	366,704
Nowton Park		212,809	205,959	202,429
East Town Park		132,318	132,962	131,477
Clare Country Park		(24,514)	447	1,379
Children's Play Areas		158,303	159,479	147,471
Arts, Heritage & Cultural Services		242,485	251,274	144,009
Moyse's Hall Museum		306,112	275,518	441,333
West Stow Country Park		332,608	234,162	124,260
West Stow ASVT Operating Account		0	0	1,270
Heritage Outreach Services		9,735	18,500	4,510
Heritage Sites & Monuments		6,800	8,950	9,718
West Front Houses		59,928	60,700	63,842
Sports & Leisure Centres		1,142,914	1,194,068	1,175,401
Sports Development & Community Recreation		265,438	169,789	14,081
Leisure & Sports		0	0	49,900
Cemeteries & Closed Churchyards		249,381	232,958	228,874
Allotments		2,803	1,850	610
The Apex		1,423,000	1,177,565	1,391,162
The Athenaeum		138,010	117,125	94,781
The Guildhall, Bury St Edmunds		31,693	40,000	41,606
Tourist Information Centres		174,543	166,279	99,686
Shopmobility		34,646	27,100	18,288
Bury Festival		70,405	66,747	36,630
Depots		16,543	55,767	17,422
Vehicle Workshop		27,250	30,694	0
Pool Cars		1,790	0	13,250
Vehicle Workshop Trading Account - FHDC		(2,948)	0	36,030
Public Conveniences		165,530	188,567	188,101
CCTV		281,292	310,603	270,487
Green Travel Plan		336,849	13,000	(16,480)
Street Banners & Displays		(2,860)	3,162	3,423
Street Cleansing		1,274,816	1,349,704	1,325,264
Refuse Collection (Black Bin)		1,020,541	992,806	948,271
Recycling Collection (Blue Bin)		513,285	653,193	597,439
Compostable Collection (Brown Bin)		414,510	381,241	352,615
Bulky, Fridges, Metal & Scrap Collection		121,937	120,758	116,484
Clinical & Hazardous Waste Collection		40,056	27,224	20,013
Multi-Bank Recycling Sites		(5,736)	6,817	31,048
Trade Waste		(156,269)	(43,143)	(5,052)
Grounds Maintenance Operatives*		115,754	90,423	17,423
Tree Maintenance Operatives*		0	0	0
Waste & Cleansing Operatives*		(9,449)	(2,595)	(52,268)
District Highways Services		483,356	390,702	515,342
Street Furniture		190,056	208,383	196,496

Service	Ref.No.	2013/14 Actual	2014/15 Budget	2015/16 Budget
Land Drainage & Associated Works		10,538	15,900	9,690
Off Street Car Parks		(1,440,233)	(1,938,721)	(1,949,043)
Industrial & Business Units		(660,883)	(630,303)	(539,831)
Town Centres & Shops		(732,241)	(808,930)	(750,758)
Markets		(40,062)	(139,377)	(65,863)
Head of Operations Totals:	5	7,505,677	7,124,323	7,028,228
Head of Housing				
Housing Development & Strategy		251,253	121,406	205,274
Housing Business & Partnerships		14	80,998	26,547
Homelessness		252,408	278,603	236,598
Housing Advice & Choice Based Lettings		367,392	434,027	235,627
Housing Renewals		567,087	232,208	70,773
Pest Control		14,550	9,650	0
Burial of the Dead		6,548	17,212	49,949
Gypsies & Travellers		11,110	30,962	35,575
Other Public Health Services		61,165	210,183	221,511
Communicable Disease Control		13,250	8,850	0
Head of Housing Totals:	6	1,544,777	1,424,099	1,081,854

* These cost centres are recharged out

Summary of major budget changes

The following table details the major changes, as reported in Performance and Audit Scrutiny Reports **PAS/SE/14/010** and **PAS/SE/15/005**, from the current budget process between the original 2015/16 forecast budget and the final proposed 2015/16 budget.

Description	2015/16 £'000 Pressure/ (Saving)
Budget gap	1,500
<i>Budget saving proposals</i>	
Budget challenge days – including supplies and service efficiencies identified through shared services	(128)
Change recycling bin collection days	(135)
Contract efficiencies through new banking arrangements	(16)
Contract efficiencies through waste tipping arrangements	(78)
Further shared service staffing structural savings, includes increase in planning and enforcement staff linked to report F123	(60)
Grants and contributions review	(54)
Income generation - Apex sales (net income)	(50)
Income generation – CCTV expansion business case	(40)
Income generation - Tree services	(10)
Income generation - Vehicle workshop	(26)
Income generation - Waste and street cleansing services	(50)
Income – Additional planning fee income linked to report F123.	(208)
Income through Business Rate Retention Scheme – S31 grants compensating for the central Government’s imposed inflation cap on business rates (announced December 2013) and retention of renewable energy business rates growth under the new scheme.	(621)
Reduction in bed and breakfast accommodation costs	(15)
Further reduction in business mileage	(10)
Reduction in Mayoralty budget	(5)
Reduction in printing costs for officer committee papers	(16)
Office space partnership –more efficient use of existing sites	(25)
West Suffolk Letting Partnership income generation	(8)
Removal of Discretionary Rate Relief budget (now part of Business Rates Retention Scheme)	(118)
Reduction in external audit fees	(31)
Waste management back office support and in-cab technology efficiency savings	(26)
Remaining community centre transfers as identified in previous Cabinet report E154 – part year saving	(25)
	2015/16

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Description	£'000 Pressure/ (Saving)
Income through being an investing authority as per Cabinet report CAB/SE/14/009	(19)
Net reduction in Abbeycroft management fee following final negotiations (includes allowance for increased sports development role and management of major sporting events)*	(28)
Reduction in Housing Benefit Payment assumptions and subsidy arrangements	(66)
Additional council tax income following approved tax base increase for council tax setting purposes, cabinet report CAB/SE/14/008	(33)
Changes to Formula Grant – provisional settlement	(25)
Remaining leisure income target	(66)
Other minor budget changes	(4)
<i>Additional budget pressures</i>	
Reduction in interest income assumption to 0.9% following external advice from Sector our Treasury Advisors	210
Reduction in leisure income budgets to bring in line with last three years average level, predominately linked to Moyses Hall	65
Reduction in market toll income budget to bring in line with current year forecasts	40
Contractual increases – inflation linked	25
Increase in bad debt provision	30
Increase in utilities and business rates – inflation linked	65
Net effect of council tax freeze for 2015/16 – budget assumption only – Subject to Full Council at its meeting of 24 February 2015	61
Final Budget Gap	0

*While still a net reduction overall, the 2015/16 management fee includes provision not only for the trust taking on an increased strategic sports development role (to complement the Councils' recent management restructuring) but also for a £15,000 fund to allow the Council (working with Abbeycroft) to continue to support the staging of major sporting events in the Borough when opportunities arise to do so, given the success (and return on investment) of cycle races and athletics events in recent years. The management fee will also be subject to a complete review in 2015/16 to reflect the proposed merger of Abbeycroft and ACL, and the opportunity this offers to develop a new long-term partnership agreement.

**Adequacy of Reserves and robustness of budget estimates
Report by the Head of Resources and Performance (S151 Officer)**

1. Introduction

Section 25 of the Local Government Act 2003 requires the Section 151 Officer/Chief Financial Officer (Head of Resources and Performance) to formally report to Council as part of the tax setting report her view of the robustness of estimates and the adequacy of reserves. The Council is required to take these views into account when setting the Council Tax at its meeting on 24 February 2015.

2 Financial Controls

- 2.1 St Edmundsbury Borough Council operates a comprehensive and effective range of financial management policies. These are contained in the Financial Procedure Rules, which form part of the Council's Constitution. This Constitution is available on the council's internet and intranet.
- 2.2 The Council conducts an annual review of the effectiveness of the system of internal control and reports on this in the Annual Governance Statement.
- 2.3 The Council continues to implement effective risk management policies, identifying corporate, operational and budget risks and mitigating strategies. Capital projects are subject to a comprehensive work plan which includes detailed risk management strategies. The Council operates a monthly Programme Board which monitors the progress of capital and revenue projects.
- 2.4 The internal and external audit functions play a key role in ensuring that the Council's financial controls and governance arrangements are operating satisfactorily.
- 2.5 This is backed up by the review processes of Cabinet, with the Performance and Audit Scrutiny Committee undertaking the role of the Council's Audit Committee.

3 Adequacy of Reserves

Unallocated general reserve

- 3.1 This statement focuses upon the unallocated general reserve. The minimum prudent level of reserves that the Council should maintain is a matter of judgement and cannot be judged merely against the current risks facing the Council as these can and will change over time.
- 3.2 The consequences of not keeping a prudent minimum level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

3.3 CIPFA (Chartered Institute of Public Finance and Accountancy) have issued a notification from the LAAP (Local Authority Accounting Panel) stating that there should be no imposed limit on level or nature of balances required to be held by an individual Council (except under section 26 where this has been imposed by ministers).

3.4 When setting the minimum level of reserves, the Section 151 Officer has taken into account strategic, operational and financial risks when recommending the minimum level of unallocated General Fund reserves. These include:

- Economy measures and service reductions always contain some degree of uncertainty as to whether their full effects will be achieved;
- The effect of the macro-economy on St Edmundsbury Borough Council, and subsequent loss of income from Council Tax and from fees and charges;
- The delivery of all savings targets;
- The new risks placed at a local level under the new business rates retention scheme i.e. appeals;
- The addition of greater income targets linked to being 'more commercial' and the selling of council services; and
- Unforeseeable events such as major inclement weather (floods etc) which may require urgent, material spending to be incurred;
- Risks in relation to litigation;
- Risks of grants being introduced or removed mid year, requiring authority contributions;
- The need to retain a general contingency to provide for unforeseen circumstances; and
- Other risks detailed in the Scenario Planning and Sensitivity Analysis provided at Attachment D, Appendix 5.

As a consequence, it is recommended that the general fund reserve continues at a minimum of £3m.

3.5 If an event occurs that is so serious it depletes the Council reserves to below the limit of £3m, then the Council will take appropriate measures to raise the general fund reserve to the desired level as soon as possible without undermining service provision.

Other Reserves

The Council has a variety of other reserves which are earmarked for specific purposes. The significant items to be drawn out as part of the 2015/16 budget setting process are:

- Statutory reserves utilised to create a rolling balancing three year cost neutral service
Building Control Reserve
- Reserves expected to be utilised/committed to support the strategic objectives and medium term financial strategy (MTFS) of the Council
Delivering the Strategic Priorities and MTFS Reserve

- Invest to Save Reserve - created as part of the 2012/13 budget process to be utilised/committed to support the delivery of the shared service agenda and saving requirements of the Council.
- Asset Management Reserve utilised to fund the council's Asset Management Plan.
- Vehicle, Plant and Equipment Reserve utilised to fund the councils' replacement plan for these assets.

4 Robustness of Estimates

4.1 The treatment of inflation and interest rates

The 2015/16 pay award for staff has been awarded at 2.2% from 1st January 2015. Non pay related budgets have not been inflated unless there is a contractually committed rate of inflation where services can demonstrate a requirement to do so to maintain service delivery levels. The average rate of return on Council investments for 2015/16 has been assumed at 0.9%. Increases for fees and charges have been set in line with inflation where appropriate.

4.2 Savings proposals

The Council continues to face a budget gap beyond 2015/16 and into the medium and longer term. Broadly, the Council will need to have savings proposals totalling £2.5m over the period 2016/17 to 2018/19. Work is underway to close the medium to longer term budget gap emerging beyond 2015/16.

4.3 Budget and Financial management

St Edmundsbury has a good record of budget and financial management. All relevant reports to Cabinet and Committee have their financial effects identified and the Leadership Team keeps any emerging budget pressures under review during the year. Monthly reports are received by the Leadership Team and quarterly reports to the Performance and Audit Scrutiny Committee detail both budgetary and performance indicators.

The Council has a number of demand led budgets and historically it has been able to manage changes in demand to ensure a sound financial standing at the end of the financial year.

4.4 Adequacy of insurance and risk management

Strategic risk management is embedded throughout the Council to ensure that all risks are identified, mitigated and managed appropriately. The Council's insurance arrangements are in the form of external insurance premiums and internal funds to self insure some items. The Councils' insurance arrangements will be subject to a formal procurement process during 2015/16.

5 Risk Assessment

A risk assessment is included at Attachment D, Appendix 5 as part of the Scenario and Sensitivity Analysis. All areas will be monitored by the Chief Finance Officer but they are the culmination of individual managers' responsibilities and combine to establish overall corporate responsibility.

6 Conclusion

- (1) Overall, the estimates are robust, taking into account known risks and mitigating strategies and the reserves are adequate for the 2015/16 budget plans.**
- (2) Cabinet and Council are asked to have regard to this report when making their decisions on the 2015/16 budget.**

Rachael Mann
Head of Resources and Performance
January 2015

SEBC MEDIUM TERM FINANCIAL STRATEGY

Description	Item	2013/14 Actual £'000	2014/15 Forecast Position £'000	2015/16 Total Budget £'000	2016/17 Projected Budget £'000	2017/18 Projected Budget £'000	2018/19 Projected Budget £'000
Net Service Expenditure before Interest	1	13,692	13,243	12,999	12,649	13,414	13,931
Interest received on investment of cash balances	3	(511)	(558)	(243)	(353)	(438)	(533)
Net Expenditure after Interest and Capital	4	13,181	12,685	12,756	12,296	12,976	13,398
Savings Required:							
2015/16	5	0	0	0	0	0	0
2016/17	6	0	0	0	(1,315)	(1,315)	(1,315)
2017/18	7	0	0	0	0	(756)	(756)
2018/19	8	0	0	0	0	0	(413)
Transfer to/(from) General Fund Balance	9	203	(460)	0	0	0	0
Additional net planning budget under CEO special powers			46				
Budget Requirement (excluding Parishes)	10	13,384	12,271	12,756	10,981	10,905	10,914
Collection Fund Deficit/(Surplus) - Council Tax	11	30	83	(167)	0	0	0
Collection Fund Deficit/(Surplus) - Business Rates	12	0	(40)	240	0	0	0
Formula Grant - Revenue Support	13	(3,178)	(2,381)	(1,594)	(1,212)	(872)	(611)
Council Tax Freeze Grant - Prior Years (Revenue Support)	14	0	0	0	(296)	(296)	(296)
Council Tax Freeze Grant (Prior Years)	15	(167)	(234)	(299)	0	0	0
Council Tax Freeze Grant (Current Year)	16	(67)	(61)	(66)	0	0	0
Formula Grant - Business Rate Retention Scheme	17	(2,114)	(2,155)	(2,197)	(2,247)	(2,300)	(2,353)
Business Rates Retention Scheme - Local Share of Growth	18	(525)	(392)	72	(505)	(519)	(533)
Business Rates Retention Scheme - Share of Suffolk Pooling	19	0	(45)	(127)	(130)	(133)	(136)
Business Rates Retention Scheme - Renewable Energy	20	(36)	0	(427)	(261)	(267)	(273)
Business Rates Retention Scheme - S31 Grants	21	(373)	0	(751)	0	0	0
Local Services Support Grant	22	(49)	(49)	(49)	0	0	0
Efficiency Support for Services in Sparse Areas	23	0	(18)	(29)	0	0	0
New Homes Bonus Grant	24	(828)	(888)	(1,219)	0	0	0
New Homes Bonus Topslice: Returned Funding	25	0	(6)	0	0	0	0
Amount to be charged to Council Taxpayers	26	6,077	6,085	6,143	6,330	6,518	6,712
Council Tax Base	27	34,681	34,725	35,058	35,394	35,734	36,077
Council Tax at Band D (£ p)	28	£175.23	£175.23	£175.23	£178.83	£182.41	£186.06
Budgeted Increase Year on Year (%)	29	0.0%	0.0%	0.0%	2.0%	2.0%	2.0%
Budgeted Increase Year on Year (£ p)	30	£0.00	£0.00	£0.00	£3.60	£3.58	£3.65
Total Council Tax Generated Excluding Parishes	31	6,077	6,085	6,143	6,330	6,518	6,712

General Fund

Balance as at 1 April	32	3,376	3,579	3,165	3,165	3,165	3,165
Transfer to / (from) Reserve	33	203	(414)	0	0	0	0
Closing Balance as at 31 March	34	3,579	3,165	3,165	3,165	3,165	3,165
Net Expenditure for General Fund purposes	35	13,181	12,685	12,756	12,296	12,976	13,398
General Fund balance as % of Net Expenditure	36	27.15%	24.95%	24.81%	25.74%	24.39%	23.62%

Earmarked Reserves

Balance as at 1 April	37	10,548	12,614	12,779	10,971	9,360	8,982
Contributions to / (from) Reserves	38	2,066	165	(1,808)	(1,611)	(378)	401
Closing Balance as at 31 March	39	12,614	12,779	10,971	9,360	8,982	9,383

Capital Receipts

Balance as at 1 April	40	13,822	14,762	12,703	9,702	6,310	6,168
Movement in the year	41	940	(2,059)	(3,001)	(3,392)	(142)	(142)
Closing Balance as at 31 March	42	14,762	12,703	9,702	6,310	6,168	6,026

Investment Balances (average in year)	43		(32,600)	(28,408)	(24,376)	(22,534)	(21,820)
Interest Rates	44		0.50%	0.90%	1.50%	2.00%	2.50%

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St Edmundsbury 2015/2016 Capital Programme

**Appendix 2 to ATTACHMENT D
COU/SE/15/002**

Project Description	Category	Project Sponsor	Account Code	Project Code	2014-15 Revised Budget	2015-16 Budget	2016-17 Budget	2017-18 Budget	2018-19 Budget	Total Budget (over 5 years)	5 Year Programme Financing				Total
											Capital Receipts	Revenue Reserves	Government Grants	S106	
Bury Town Football - Relocation Scheme	SEBC ASSET	M Walsh	C9999	S1003	0	1,627,000	0	0	0	1,627,000	963,000	0	580,000	84,000	1,627,000
Environmental Improvement Works, Risbygate Street	SEBC ASSET	M Walsh	C9999	S1050	0	72,000	0	0	0	72,000	58,000	0	14,000	0	72,000
St Andrews St South access arrangements	SEBC ASSET	M Walsh	C9999	S1040	35,000	0	0	0	0	35,000	35,000	0	0	0	35,000
Peach Maltings	SEBC ASSET	M Walsh	C9999	S1051	0	51,000	0	0	0	51,000	0	0	0	51,000	51,000
Haverhill Plaza	SEBC ASSET	M Walsh	C9999	S1022	5,000	0	0	0	0	5,000	5,000	0	0	0	5,000
Hollands Road Employment Units	SEBC ASSET	M Walsh / A Mayley	C9999	S1044	27,000	0	0	0	0	27,000	27,000	0	0	0	27,000
Children's Play Equipment - Haverhill Recreation Ground	SEBC ASSET	M Walsh	C9999	S1025	64,000	0	0	0	0	64,000	0	64,000	0	0	64,000
Parks Infrastructure	SEBC ASSET	M Walsh	C9999	S1027	29,000	0	0	0	0	29,000	0	29,000	0	0	29,000
Cycle Stands Cattle Market	SEBC ASSET	M Walsh	C9999	S1052	0	5,000	0	0	0	5,000	0	0	0	5,000	5,000
Gypsy and traveller site	SEBC ASSET	S Phelan	C9999	S1042	0	589,000	0	0	0	589,000	0	0	589,000	0	589,000
Haverbury - Bury Road, Chedburgh	SEBC ASSET	S Phelan	C9999	S1053	0	400,000	0	0	0	400,000	400,000	0	0	0	400,000
Millfields Way, Haverhill	SEBC ASSET	S Phelan	C9999	S1029	96,000	0	0	0	0	96,000	0	0	0	96,000	96,000
Purchase of Lake Avenue HMO	SEBC ASSET	S Phelan	C9999	S1046	200,000	0	0	0	0	200,000	0	38,000	0	162,000	200,000
Provision of Affordable Housing	SEBC ASSET	S Phelan	C9999	S1054	104,000	0	0	0	0	104,000	57,000	0	0	47,000	104,000
Weston biomass boiler	SEBC ASSET	M Walsh / S Wood	C9999	S1063	0	140,000	0	0	0	140,000	0	140,000	0	0	140,000
Haverhill depot water borehole	SEBC ASSET	M Walsh	C9999	S1064	21,000	0	0	0	0	21,000	0	21,000	0	0	21,000
Vehicle & Plant Purchases	VP&E	M Walsh	C9999	S1038	392,000	1,565,000	1,342,000	310,000	0	3,609,000	0	3,609,000	0	0	3,609,000
CCTV Cameras and Server	VP&E	M Walsh	C9999	S1047	272,000	0	0	0	0	272,000	0	272,000	0	0	272,000
Suffolk Business Park Investment	GROWTH AREA	S Wood / A Mayley	C9999	S1008	2,621,000	0	0	0	0	2,621,000	500,000	0	2,121,000	0	2,621,000
Growth Area Initiatives	GROWTH AREA	S Wood	C9999	S1055	0	88,000	0	0	0	88,000	0	0	88,000	0	88,000
Haverhill Railway Walks, Education	GROWTH AREA	S Wood	C9999	S1056	27,000	0	0	0	0	27,000	0	0	27,000	0	27,000
High Street Haverhill Improvements	GROWTH AREA	S Wood	C9999	S1007	0	693,000	0	0	0	693,000	0	0	693,000	0	693,000
Millfields Way, Haverhill - Housing Scheme	GROWTH AREA	S Wood	C9999	S1066	85,000	0	0	0	0	85,000	0	0	85,000	0	85,000
Lark Valley Path	GROWTH AREA	S Wood	C9999	S1030	27,000	0	0	0	0	27,000	0	0	27,000	0	27,000
Rural Initiatives Grant Scheme	GRANT	D Howes	C5000	S1035	152,000	0	0	0	0	152,000	111,000	41,000	0	0	152,000
Empty Homes Grants to Private Owners	GRANT	S Phelan	C5000	S1057	0	71,000	0	0	0	71,000	71,000	0	0	0	71,000
Private Sector Disabled Facilities Grants	DFG/DH	S Phelan	C5000	S1000	400,000	500,000	500,000	500,000	500,000	2,400,000	1,150,000	0	1,250,000	0	2,400,000
Private Sector Renewal Grants	DFG/DH	S Phelan	C5000	S1001	200,000	300,000	300,000	300,000	300,000	1,400,000	1,400,000	0	0	0	1,400,000

St Edmundsbury 2015/2016 Capital Programme

Appendix 2 to ATTACHMENT D
COU/SE/15/002

Project Description	Category	Project Sponsor	Account Code	Project Code	2014-15 Revised Budget	2015-16 Budget	2016-17 Budget	2017-18 Budget	2018-19 Budget	Total Budget (over 5 years)	5 Year Programme Financing				Total
											Capital Receipts	Revenue Reserves	Government Grants	S106	
Asset Management Plan											0				0
Major Planned Building Works	AMP	M Walsh	C9999	S0002	0	717,000	250,000	250,000	250,000	1,467,000	1,467,000	0	0	0	1,467,000
HH Office Improvements	AMP	M Walsh	C9999	S1012	33,000	0	0	0	0	33,000	33,000	0	0	0	33,000
Bury Leisure Centre Flumes & Cladding	AMP	M Walsh	C9999	S1013	518,000	0	0	0	0	518,000	432,000	86,000	0	0	518,000
The Apex - Improvements	AMP	M Walsh	C9999	S1004	18,000	0	0	0	0	18,000	18,000	0	0	0	18,000
Bury Cemetery Buildings	AMP	M Walsh	C9999	S1058	70,000	0	0	0	0	70,000	70,000	0	0	0	70,000
Bury Leisure Centre - All Weather Pitch	AMP	M Walsh	C9999	S1059	0	150,000	0	0	0	150,000	0	150,000	0	0	150,000
Haverhill Leisure Centre - All Weather Pitch	AMP	M Walsh	C9999	S1060	200,000	0	0	0	0	200,000	0	200,000	0	0	200,000
New Moreton Hall Park	AMP	M Walsh	C9999	S1026	160,000	0	0	0	0	160,000	0	160,000	0	0	160,000
Leisure Asset Management Scheme	AMP	M Walsh	C9999	S0003	78,000	324,000	334,000	334,000	334,000	1,404,000	0	1,404,000	0	0	1,404,000
CRM Project	SOFTWARE	D Howes	C9999	S1018	170,750	0	0	0	0	170,750	170,750	0	0	0	170,750
Rent Roof	SEBC ASSET	M Walsh / S Wood				540,000	540,000	540,000		1,620,000		1,620,000			1,620,000
Feasibility Studies	SEBC ASSET	R Mann			0	100,000	0	0	0	100,000	0	100,000	0	0	100,000
Invest to Save Projects	SEBC ASSET	R Mann			0	500,000	0	0	0	500,000	0	500,000	0	0	500,000
PENDING ITEMS											0				0
The size and delivery of options contained in the housing strategy document	PENDING	S Phelan	C9999	S1061	0	0	3,000,000	0	0	3,000,000	3,000,000	0	0	0	3,000,000
West Stow Investment opportunities	PENDING	M Walsh / R Mann	C9999	S1065	0	400,000	0	0	0	400,000	400,000	0	0	0	400,000
					6,004,750	8,832,000	6,266,000	2,234,000	1,384,000	24,720,750	10,367,750	8,434,000	5,474,000	445,000	24,720,750

Reserve Details	2014/15 Opening Balance	2014/15 Contribution to Reserve	2014/15 Contribution from Reserve	2014/15 Forecast Adjustmts	2014/15 Forecast Movement	2015/16 Opening Balance	2015/16 Contribution to Reserve	2015/16 Contribution from Reserve	2016/17 Opening Balance	2016/17 Contribution to Reserve	2016/17 Contribution from Reserve
Strategic Priorities and MTFS	1,577,149	888,497	-122,370	-21,000	745,127	2,322,276	1,219,085	-1,547,500	1,993,861		-697,500
Invest to Save Reserve	1,101,367	9,870	-97,250	0	-87,380	1,013,987	0	-6,500	1,007,487		0
Risk/Recession Reserve	35,000	0	-4,100	0	-4,100	30,900	64,000	-1,100	93,800		0
BRR Equalisation Reserve	488,493	0	0	0	0	488,493	175,000	-240,000	423,493		0
Self Insured Fund	454,833	50,000	0	0	50,000	504,833	0	0	504,833		0
Computer & Telephone Equipment Reserve	103,057	48,100	0	0	48,100	151,157	73,000	0	224,157	73,000	0
Office Equipment Reserve	987,592	99,300	0	-272,000	-172,700	814,892	39,800	0	854,692	39,800	0
Section 106 - Public Service Village	65,298	0	-37,400	0	-37,400	27,898	0	-24,750	3,148		-3,148
HB Equalisation Reserve	1,606,812	0	0	0	0	1,606,812	0	-86,570	1,520,242		-86,570
Special Pension Reserve	316,945	0	0	0	0	316,945	0	0	316,945		0
Interest Equalisation Reserve	227,408	0	0	0	0	227,408	0	0	227,408		0
Professional Fees Reserve	0	0	0	0	0	0	65,000	0	65,000	65,000	0
Vehicle & Plant Renewal Fund	1,863,615	662,425	0	-392,000	270,425	2,134,040	600,000	-1,565,000	1,169,040	600,000	-1,342,000
Wheeled Bins	74,615	80,750	-58,400	0	22,350	96,965	80,700	-58,400	119,265	80,700	-58,400
BR-Building Repairs Reserve - Leisure	607,638	305,000	0	-762,637	-457,637	150,001	324,000	-474,000	1	334,000	-334,000
BR-Building Repairs Reserve - Other	1,053,923	1,045,700	-1,234,500	134,497	-54,303	999,620	1,018,050	-1,200,576	817,094	1,008,050	-1,234,500
BR-Bunting Road Service	11,779	0	0	0	0	11,779	0	0	11,779		0
BR-Leased Flats Management	33,957	0	0	0	0	33,957	0	0	33,957		0
Commuted Maintenance Reserve	828,869	0	-108,900	0	-108,900	719,969	0	-108,900	611,069		-108,900
M-Gershom Parkington Bequest	519,654	0	-4,800	0	-4,800	514,854	8,300	-4,800	518,354	8,300	-4,800
M-Others	65,279	0	0	0	0	65,279	0	0	65,279		0
The Apex Reserve	32,580	0	0	0	0	32,580	0	0	32,580		0
Abbey Gardens Donation	20,927	0	0	0	0	20,927	0	0	20,927		0
Cemetery & Gravestone Provision	5,239	0	0	0	0	5,239	0	0	5,239		0
Rural Areas Action Plan	90,818	0	0	-41,000	-41,000	49,818	0	0	49,818		0
Planning Reserve	313,578	0	-101,600	0	-101,600	211,978	0	-101,600	110,378	90,000	-70,000
EI-Historic Building Grants	621	0	0	0	0	621	0	0	621		0
S106 Monitoring Officer Reserve	0	0	0	75,000	75,000	75,000	55,000	-54,870	75,130	55,000	-55,000
Economic Development Reserve (LABGI)	40,974	0	-5,000	0	-5,000	35,974	0	-5,000	30,974		0
Election Reserve	84,786	30,000	0	0	30,000	114,786	30,000	-80,000	64,786	30,000	0
St Edmundsbury Totals:	12,612,806	3,219,642	-1,774,320	-1,279,140	166,182	12,778,988	3,751,935	-5,559,566	10,971,357	2,383,850	-3,994,818

St Edmundsbury Borough Council 2015-16 - Reserves

Reserve Details	2017/18 Opening Balance	2017/18 Contribution to Reserve	2017/18 Contribution from Reserve	2018/19 Opening Balance	2018/19 Contribution to Reserve	2018/19 Contribution from Reserve	2018/19 Closing Balance
Strategic Priorities and MTFS	1,296,361		-540,000	756,361		0	756,361
Invest to Save Reserve	1,007,487		0	1,007,487		0	1,007,487
Risk/Recession Reserve	93,800		0	93,800		0	93,800
BRR Equalisation Reserve	423,493		0	423,493		0	423,493
Self Insured Fund	504,833		0	504,833		0	504,833
Computer & Telephone Equipment Reserve	297,157	73,000	0	370,157	73,000	0	443,157
Office Equipment Reserve	894,492	39,800	0	934,292	39,800	0	974,092
Section 106 - Public Service Village	0		0	0		0	0
HB Equalisation Reserve	1,433,672		-86,570	1,347,102		-86,570	1,260,532
Special Pension Reserve	316,945		0	316,945		0	316,945
Interest Equalisation Reserve	227,408		0	227,408		0	227,408
Professional Fees Reserve	130,000	65,000	0	195,000	65,000	0	260,000
Vehicle & Plant Renewal Fund	427,040	600,000	-310,000	717,040	600,000	0	1,317,040
Wheeled Bins	141,565	80,700	-58,400	163,865	80,700	-58,400	186,165
BR-Building Repairs Reserve - Leisure	1	334,000	-334,000	1	334,000	-334,000	1
BR-Building Repairs Reserve - Other	590,644	1,008,050	-1,234,500	364,194	1,008,050	-1,234,500	137,744
BR-Bunting Road Service	11,779		0	11,779		0	11,779
BR-Leased Flats Management	33,957		0	33,957		0	33,957
Commuted Maintenance Reserve	502,169		-108,900	393,269		-108,900	284,369
M-Gershom Parkington Bequest	521,854	8,300	-4,800	525,354	8,300	-4,800	528,854
M-Others	65,279		0	65,279		0	65,279
The Apex Reserve	32,580		0	32,580		0	32,580
Abbey Gardens Donation	20,927		0	20,927		0	20,927
Cemetery & Gravestone Provision	5,239		0	5,239		0	5,239
Rural Areas Acton Plan	49,818		0	49,818		0	49,818
Planning Reserve	130,378	90,000	-30,000	190,378	90,000	-100,000	180,378
EI-Historic Building Grants	621		0	621		0	621
S106 Monitoring Officer Reserve	75,130	55,000	-55,000	75,130	55,000	-55,000	75,130
Economic Development Reserve (LABGI)	30,974		0	30,974		0	30,974
Election Reserve	94,786	30,000	0	124,786	30,000	0	154,786
St Edmundsbury Totals:	9,360,389	2,383,850	-2,762,170	8,982,069	2,383,850	-1,982,170	9,383,749

St EDMUNDSBURY BOROUGH COUNCIL
PRUDENTIAL INDICATORS 2015/2016

1. Background

- 1.1 Each year the Council sets an annual budget, which details the revenue and capital resources required to meet its priorities for service delivery. Under the provisions of The Local Government Act 2003, local authorities are able to make their own decisions about how much they wish to borrow to pay for capital investment providing they assess the borrowing to be affordable, prudent and sustainable. In addition to complying with the Act they must comply with:
- a. the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003; and
 - b. the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Prudential Code for Capital Finance in Local Authorities.
- 1.2 The Prudential Code was developed by the Chartered Institute of Public Finance and Accounting (CIPFA) to assist local authorities in taking their decisions.
- 1.3 The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. The Secretary of State has issued guidance on Minimum Revenue Provision and local authorities are required to "have regard" to such Guidance under section 21(1A) of the Local Government Act 2003.
- 1.4 The prudential indicators contained within this paper are based on the current revenue and capital budget proposals within the main 2015/16 Budget and Council Tax setting report. Any additional capital investment, above those contained within the capital programme at Appendix 2, will require the prudential indicators as detailed below being reviewed.

2. Prudential Indicators

Objectives

- 2.1 The key objectives are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability. To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets the indicators that must be used, and the factors that must be taken into account.
- 2.2 These targets are known as the "Prudential Indicators" and particular indicators will be used to separately assess:

- Management of capital expenditure
- Affordability
- Prudence
- Management of external debt
- Treasury Management

Process and Governance

- 2.3 The Prudential Code sets out a clear governance procedure for the setting and revising of prudential indicators. This is done by the same body that takes the decisions for the local authority's budget – Full Council. The Chief Finance Officer (the Head of Resources and Performance) is responsible for ensuring that all matters required to be taken into account are reported to full Council for consideration, and for establishing procedures to monitor performance.
- 2.4 In setting the indicators due regard was paid to the following matters:
- affordability, e.g. implications for Council Tax
 - prudence and sustainability, e.g. implications for external borrowing
 - value for money, e.g. option appraisal
 - stewardship of assets, e.g. asset management planning
 - service objectives, e.g. strategic planning for the authority
 - practicality, e.g. achievability of forward plan
- 2.5 Set out below are the indicators for 2014/2015 and beyond. For each indicator, the CIPFA requirements of the code are set out in bold italics. An explanation is provided, unless the indicator and limits are completely self explanatory.
- 2.6 The figures used to compile the indicators which are detailed in this report are based on the latest five year capital programme.

3. Prudential Indicators 2014/15 – 2017/18

Management of Capital Expenditure Prudential Indicators

Estimates of Capital Expenditure

3.1 The local authority will make reasonable estimates of the total of capital expenditure that it plans to incur during the forthcoming financial year and at least the following two financial years. These prudential indicators shall be referred to as:

'Estimate of total capital expenditure to be incurred in years 1, 2 and 3.'

- 3.2 In addition to the approved capital programme the estimates of capital expenditure include any capital expenditure that is estimated, might (depending on option appraisals) or will be dealt with as other long term liabilities.
- 3.3 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable and affordable limits and, in particular, to consider

the impact on Council Tax. The following indicator is an assessment of the forward capital programme and in line with Budget approvals.

Indicator 1	2014/15 £000 Approved	2014/15 £000 Revised	2015/16 £000 Budget	2016/17 £000 Indicative	2017/18 £000 Indicative
Expenditure	12,012	6,004	8,832	6,266	2,234

Financed by:	2014/15 Approved	2014/15 Revised	2015/16 Budget	2016/17 Indicative	2017/18 Indicative
Capital Receipts	7,788	2,059	3,409	3,800	550
Government Grants	2,510	2,510	2,214	250	250
Donations	0	0	0	0	0
Other Grants	0	0	0	0	0
Revenue Reserves	1,714	1,435	3,209	2,216	1,434
Total	12,012	6,004	8,832	6,266	2,234

Affordability Indicators

- 3.4 The fundamental objective in the consideration of affordability of the authority's capital plans is to ensure that the proposed investment is sustainable throughout the period under review, which must cover at least three years from 2014/2015 onwards. In essence, to consider its impact on the authority's 'bottom line' Council Tax. Affordability is ultimately judged by the impact the capital investment plans have on the revenue budget and Council Tax levels.
- 3.5 In considering the affordability of the plans it is necessary to consider all the resources available, together with those estimated to be available during the programme period.
- 3.6 There are various prudential indicators of affordability but the key ones are as set out below.

Estimates of ratio of financing costs to net revenue stream

- 3.7 *The local authority will estimate for the forthcoming financial year and following two financial years the ratio of financing costs to net revenue stream.***
- 3.8 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs:

Indicator 2	2014/15 Approved	2014/15 Revised	2015/16 Budget	2016/17 Indicative	2017/18 Indicative
Ratio %	(4%)	(2%)	(3%)	(3%)	(4%)

NB: In circumstances where interest costs on borrowing are greatly exceeded by interest and investment income the ratio of financing costs to the net revenue stream will be negative. This reflects the fact that the authority is making a contribution to the income and expenditure account via its investment income stream.

Estimates of Incremental impact on capital investment decisions on the Council Tax

3.9 This shows the potential impact of approved capital investment decisions on the Council Tax and allows for the existing and proposed capital plans.

3.10 This calculation shall be undertaken for the forthcoming and following two financial years or longer timeframe if required to capture the full year effect of capital investment decisions. This prudential indicator is referred to as:

'Estimates of the incremental impact of the new capital investment decisions on the Council Tax'

Incremental Impact of Capital Investment Decisions					
Indicator 3	2014/15 Approved	2014/15 Revised	2015/16 Budget	2016/17 Indicative	2017/18 Indicative
Increase in Band D Council Tax	£0.00	£0.00	£0.10	£1.29	£0.00

Prudence - Estimates of Capital Financing Requirement (CFR)

3.11 The local authority will make reasonable estimates of the total capital financing requirement at the end of the forthcoming financial year and the following two years. These prudential indicators shall be referred to as:

'Estimate of capital financing requirement as at the end of years 1, 2 and 3.

3.12 The capital financing requirement can simply be understood as the Council's underlying need to borrow money long term. It does not necessarily mean that borrowing will be undertaken. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing. It is an aggregation of the amounts shown for Investment Property, Non-Current and Intangible assets, the Revaluation Reserve, the Capital Adjustment Account and any other balances treated as capital expenditure.

The indicator takes account of the borrowing requirement and the minimum revenue provision.

Estimate of Capital Financing Requirements					
Indicator 4	2014/15 £000 Approved	2014/15 £000 Revised	2015/16 £000 Budget	2016/17 £000 Indicative	2017/18 £000 Indicative
CFR	(833)	(833)	(833)	(833)	(833)

- 3.13 The forecast capital financing requirement reflects the changes to the overall capital programme, including pending projects.
- 3.14 The negative indicator reflects the fact that the Council has no requirement to borrow in order to finance its current capital spending plans over the period of the Medium Term Financial Strategy.

Management of External Debt Prudential Indicators

3.15 The local authority will set for the forthcoming financial year and at least the following two financial years a prudential limit for its total external debt, gross of investments, separately identifying borrowing from other long term liabilities. This prudential indicator shall be referred to as:

'Authorised limit for external debt = authorised limit for borrowing + authorised limit for other long term liabilities for years 1, 2 and 3.'

- 3.16 The recommended Authorised Limit for External Debt:

Authorised Limit of External Debt			
Indicator 5	2015/16 £000 Budget	2016/17 £000 Indicative	2017/18 £000 Indicative
Authorised Limit	1,111	1,111	1,111

- 3.17 This limit represents the maximum amount the Council may borrow at any point in the year. It has to be at a level the Council considers is 'prudent'. It is ultra vires to exceed the authorised limit, and therefore the limits are set so as to avoid circumstances in which the Council would need to borrow more money than this limit.
- 3.18 It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.

3.19 Other long term liabilities include items that would appear on the balance sheet of the Council that are related to borrowing. For example, the capital cost of leases would be included.

Operational Boundary

3.20 The local authority will also set for the forthcoming financial year and the following two years an operational boundary for its total external debt, gross of investments, separately identifying borrowing from other long term liabilities. This prudential indicator shall be referred to as the:

Operational Boundary = operational boundary for borrowing + operational boundary for other long term liabilities for years 1, 2 and 3'

3.21 The operational boundary is a measure of the most money the Council would normally borrow at any time during the year. The code recognises that circumstances might arise when the boundary might be exceeded temporarily, but suggest a sustained or regular pattern of borrowing above this level ought to be investigated, as a potential symptom of a more serious financial problem. Any movement between these separate limits will be reported to the next available Council.

3.22 The recommended operational boundary for external debt is:

Operational Boundary for External Debt			
Indicator 6	2015/16	2016/17	2017/18
	£000	£000	£000
	Budget	Indicative	Indicative
Operational Boundary	1,000	1,000	1,000

3.23 The Council’s actual external debt, borrowings, at 31 December 2014 amounted to **ZERO**. There were no other long term liabilities.

4. Treasury Management Prudential Indicators

4.1 The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. Treasury Management Practices (TMPs) have been established by the Head of Resources and Performance and are kept up to date. The first prudential indicator in respect of treasury management is that the local authority has adopted the CIPFA Code is therefore met.

Interest Rate Exposure

4.2 The local authority will set, for the forthcoming year and the following two years, upper limits to its exposures to the effects of changes in interest rates. These prudential indicators will relate to both fixed interest rates and variable interest rates and will be referred to respectively as the upper limits on fixed and variable interest rate exposures.

Upper limits on fixed and variable rate exposures

4.3 These two indicators on the following page, allow the Council to manage the extent to which it is exposed to changes in interest rates. Such decisions will ultimately be determined by expectations of anticipated interest rate movements as set out in the Council’s Treasury Management Strategy. In circumstances where interest costs on borrowing are greatly exceeded by interest and investment income the upper limit for fixed and variable interest rate exposure will be negative.

Upper Limit for Fixed & Variable Rate Exposure			
Indicator 7	2015/16 Budget	2016/17 Indicative	2017/18 Indicative
Upper Limit for Fixed Interest Rate Exposure (as a % of total investments)	100%	100%	100%

Indicator 8			
Upper Limit for Variable Interest Rate Exposure (as a % of total investments)	60%	60%	60%

4.4 The upper limits on interest rate exposures can be expressed either as absolute amounts or as percentages.

Prudential limits for the maturity structure of borrowing

4.5 The local authority will set for the forthcoming year both upper and lower limits with respect to the maturity structure of its borrowing, calculated as follows:

- (a) Amount of projected borrowing that is fixed rate maturing in each period.

4.6 Expressed as a Percentage of total projected borrowing that is fixed rate at the start of the period where the periods in question are:

- ***Under 12 months.***
- ***12 months and within 24 months.***
- ***24 months and within 5 years.***
- ***5 years and within 10 years.***
- ***10 years+***

4.7 All Councils undertaking borrowing need to ensure that the maturity structure of its borrowing is both prudent and affordable. This indicator highlights the

existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates, and is designed to protect against excessive exposure to interest rate changes in any one period, in particular in the course of the next ten years.

4.8 The proposed prudential limits are as follows:

Period (years)	Lower Limit	Upper Limit
Under 12 months	0%	100%
1 – 2 years	0%	0%
2 – 5 years	0%	0%
5 – 10 years	0%	0%
Over 10 years	0%	0%

4.9 The profiled limits set out above apply to the start of each financial year within the period 2014/15 to 2018/19.

Total Principal Sums invested for longer than 364 days

4.10 Where a local authority invests, or plans to invest, for periods longer than 364 days, the local authority will set an upper limit for each financial year period for the maturing of such investments. The prudential indicators will be referred to as prudential limits for principal sums invested for periods longer than 364 days.

Period (years)	Upper limit £M
31/3/2015	20
31/3/2016	20
31/3/2017	20
31/3/2018	20
31/3/2019	20

5. Minimum Revenue Policy – Annual Policy Statement

5.1 This system for establishing the Minimum Revenue Provision (MRP) has been radically revised by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [SI 2008/414], (“the 2008 Regulations”) in conjunction with the publication by the Department for Communities and Local Government of detailed MRP guidance.

5.2 All Local Authorities are required to establish annually their policy regarding Minimum Revenue Provision for the forthcoming year.

5.3 With the revision of the original arrangements the Department for Communities and Local Government have issued guidance to complement the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [SI 2008/414], (“the 2008 Regulations”).

5.4 Local Authorities are obliged to have regard to this guidance which provides for four ready-made options which are consistent with the statutory duty to make

prudent Minimum Revenue Provision. The broad aim of the prudent provision is to ensure that debt is repaid over a period which is commensurate with that over which the capital expenditure provides benefit.

Method	Explanation
<u>Supported debt</u>	
Option 1	MRP is equal to the amount determined in accordance with the former regulations 28 and 29 of the 2003 Regulations, as if they had not been revoked by the 2008 Regulations.
Option 2	The Capital Financing Requirement (CFR) method MRP is equal to 4% of the non-housing CFR at the end of the preceding financial year.
<u>Unsupported debt</u>	
Option 3	Where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be determined by reference to the life of the asset.
a)	Equal instalment method MRP is the amount given by the following formula: (Capital expenditure in respect of the asset less total provision made before the current financial year), divided by the estimated life of the asset.
b)	Annuity Method MRP is the principal element for the year of the annuity required to repay over the asset life the amount of capital expenditure financed by borrowing or credit arrangements.
Option 4	Depreciation method Charging MRP in accordance with the standard rules for depreciation accounting. (If only part of the expenditure on the asset was financed by debt, the depreciation provision is proportionately reduced.)

5.5 St Edmundsbury Borough Council has no Capital Financing Requirement and therefore does not require a Minimum Revenue Provision

5.6 The MRP included in the revenue estimates is as follows:

MRP estimates	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
MRP	(0)	(0)	(0)	(0)

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St Edmundsbury Borough Council Risk Area	2015/16 Impact £000s	2015/19 MTFS Impact £000s
<p><u>Pay Inflation</u> The Council's MTFS currently assumes a 2.2% pay inflationary increase for 2015/16, and a 2% inflationary increase for 2016/17 - 2018/19 An annual 1% increase in pay inflation over what is already assumed in the MTFS would result in an additional £521k pressure on the Council's finances.</p>	124	521
<p><u>Employers Pensions</u> The Council's MTFS currently assumes the following Employers' Pension Contribution Rates: 2015/16 - 23.7% 2016/17 - 25.7% 2017/18 - 27.7% 2018/19 - 29.7% An increase of 1% to the contributions on top of that already budgeted would result in an additional pressure of £473k on the Council's MTFS.</p>	118	473
<p><u>Industrial Unit Rental Income</u> The Council's MTFS currently allows for no increase in Industrial Unit income. If income from Industrial Unit Rents falls by 10% this would put an additional £771k pressure on the MTFS.</p>	224	771
<p><u>Commercial Income</u> The Council's MTFS currently includes a number of initiatives in line with the commercial agenda, however there is a risk associated with the achievement of these targets. If commercial income were to fall short of the anticipated levels by 10%, this would have a £200k detrimental effect across the Council's MTFS.</p>	50	200
<p><u>Planning Income - 1</u> The Council's budgets have been updated to reflect an increase in Planning Application Fees which has been kept at a constant level across the MTFS. Building Control and Land Charges income have been inflated in line with the agreed assumptions. There is, however, a risk that the desired levels of income may not be achieved. If Planning income levels were to drop by 10%, this would have a £482k detrimental impact on the Council's MTFS.</p>	120	482
<p><u>Planning Income - 2</u> The Council's Planning Application Income has been updated to allow for increased service demand, and this has subsequently been reflected in the resourcing of the service. If these projected increased Planning income levels were to drop by 10%, this would have a £166k detrimental impact on the Council's MTFS. If this eventuality were to occur, however, then service resourcing levels would be assessed and amended accordingly.</p>	42	166

St Edmundsbury Borough Council Risk Area	2015/16 Impact £000s	2015/19 MTFS Impact £000s
<p>Transfer of Waste Station The Council's budgets are currently based around using 3 waste sites for tipping in West Suffolk. This will be reducing to 1 or 2 sites from late 2015/16.</p> <p>The impact of this change is yet to be determined, however a business case is being put together to assess the options and their likely effects on the Council's finances. At this stage it is difficult to quantify the likely savings or costs, however it has been identified as a risk area.</p>	N/A	N/A
<p>Interest Receipt Rates The Council's current assumptions around interest receipts are as follows: 2015/16 – 0.90% 2016/17 – 1.50% 2017/18 – 2.00% 2018/19 – 2.50% A 0.5% reduction in each of these figures would result in approximately £486k pressure on the Council's MTFS.</p>	142	486
<p>Government Grant The Council's MTFS currently assumes cumulative reductions in formula grant funding of 24% for 2016/17, 28% for 2017/18 and 30% for 2018/19 An additional reduction of 2% per annum for each of these years would result in a £74k cost to the Council's MTFS position.</p>	0	74
<p>Revenue Support Grant The MTFS currently assumes that Revenue Support Grant will be reduced each year with a view to it ceasing in 2020/21. If this is brought forward by a year, then the effect on the Council's current MTFS will be an additional £213k cost.</p>	0	213
<p>Council Tax Increases The MTFS currently assumes a Council Tax freeze for 2015/16 and an increase of 2% from 2016/17 onwards. A freeze on Council Tax in 2016/17 would create an additional pressure of £122k in that year and a pressure of £748k across the MTFS.</p>	0	748
<p>Business Rate Retention The Business Rates Retention Scheme commenced from 1 April 2013. Under the new scheme, the Council benefits from a proportion of the additional business rates generated through economic growth in its area. Conversely the risks inherent in such a scheme have now been passed down to local authorities and as such the Council could suffer from an economic decline or the cessation of business from one of its major business ratepayers. A 1% decrease in the business rates collectable across the Borough/District would result in additional pressure on the MTFS of around £181k per year.</p>	159	637

St Edmundsbury Borough Council Risk Area	2015/16 Impact £000s	2015/19 MTFS Impact £000s
<p>Council Tax Localisation The level of Council Tax receipts in the MTFS are based upon collection rates of 98% for Council Tax and 90% for the additional income generated from changes to the discounts scheme. A fall of 1% in both of these collection rates would have a detrimental effect of £252k across the Council's MTFS.</p>	63	252
<p>Housing Benefit Subsidy The MTFS currently assumes a 99% subsidy rate within the budgets. A 1% reduction in this subsidy rate for the Council for each year would result in an additional £1,298k pressure on the Council's MTFS position.</p>	311	1,298
TOTALS (£000s):	1,353	6,321

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Delivering our Strategic Priorities and MTFS Reserve

This reserve will act as a one off fund to provide the financial capacity, either through direct investment – revenue and/or capital or through servicing external borrowing, for the West Suffolk authorities to drive forward the delivering of a sustainable Medium Term Financial Strategy (MTFS) and the delivery of the new Strategic Plan.

In 2013/14 the Council commissioned an Empty Homes report in the sum of £0.016m in order to assist with maximising the number of empty homes brought back into circulation, which was funded from the New Homes Bonus (NHB). To date the only other draw on this reserve (following a formal council decision) is detailed in exempt paper D227 on the Haverhill Research Park where £0.11m of NHB was ring-fenced to offer financial support for an anchor tenant at the research park. The £0.110m remains allocated within the reserve until such time as it is drawn down.

The table below summarises the proposed funding from this reserve as part of the 2015/16 budget process.

Area	One-Off Funding	Annual Funding that spans more than one year	Comments
The range and delivery of options contained in the housing strategy document	TBC (£3m included as a pending item in the Councils capital programme, funded from capital receipts)	TBC	In progress, following adoption of the West Suffolk Housing Strategy, report F115. £3m included as a pending item in the Councils capital programme, funded from capital receipts, however this pending item is still subject to a full council decision.
Developing a Community Energy Plan	£0.085m invest to save on next phase of solar for council properties. £50k for larger scale solar and renewable energy generation technologies	Annual funding of £0.54m for rent a roof solar. Total of £1.62m (2015/16 to 2017/18)	As detailed in Cabinet report CAB/SE/14009 Developing a Community Energy Plan
Capital Invest to Save Fund	£0.5m		Invest to Save reserve to support capital projects that have an invest to save / invest to earn outcome. Fund allocation will be subject to a report (a) through to Cabinet.

ATTACHMENT E

Feasibility budgets for key capital projects	£0.1m		Feasibility fund for commissioning external support and expert advice for future capital projects. Fund allocation to be delegated to the Head of Resources and Performance in consultation with the Portfolio Holder for Resources and Performance. Spend to be reported through to Performance and Audit Scrutiny Committee as part of the quarterly budget monitoring report
Continuation of Locality Budgets		Annual funding of £112.5k. <i>Total of £225k (2015/16 and 2016/17)</i>	First year review of Locality Budgets and new approach to grants to be considered at Cabinet on 24 March 2015, via Grant Panel.
Part funding of commissioning pot - community chest (new approach to Grants)		Annual funding of £55k. <i>Total of £110k (2015/16 and 2016/17)</i>	Funding for 2015/16 and 2016/17 Locality Budgets and part funding for Community Chest (new approach to Grant), future years included in base budget.
Investing in the continuation of the shared service agenda and transformation of service delivery	TBC	TBC	In progress as part of the delivery of the Medium Term Financial Strategy.

The proposals outlined in the above table result in an uncommitted balance of £0.656m in the Strategic Priorities/MTFS reserve to be used to fund or facilitate those items in the table that are currently not quantified, in particular the range and delivery of options contained in the housing strategy document.



Department for
Communities and
Local Government

Business Rates

Extension of Transitional Relief for small and medium
properties - Guidance



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Extension of Transitional Relief for small and medium properties - Guidance

About this guidance

1. This guidance is intended to support local authorities in administering the extension of transitional relief for small and medium properties announced in the Autumn Statement on 3 December 2014. This Guidance applies to England only.
2. This guidance sets out the detailed criteria which central government will use to determine funding relief for properties falling out of transition to higher bills in 2015/16. The Guidance does not replace existing legislation on any other relief.
3. Enquiries on this measure should be addressed to:
ndr@communities.gsi.gov.uk

Introduction

4. The transitional relief scheme was introduced in 2010 to help those ratepayers who were faced with higher bills. The scheme ends on 31 March 2015 and as a result a small number of ratepayers will face a jump to their full rates bill from 1 April 2015.
5. The government announced in the Autumn Statement on 3 December 2014 that it will extend to March 2017 the current transitional relief scheme for properties with a rateable value up to and including £50,000.
6. This document provides guidance to authorities about the operation and delivery of the policy. The number of ratepayers affected in each local authority is very small (typically below 100) and the government recognises that authorities may choose to explore manual solutions to calculate the relief. If as a result authorities are unable to include the award of relief in bills for the beginning of 2015/16 then they are encouraged to inform the ratepayers affected that relief is available.

Section 1:

Extension of Transitional Relief

How will the relief be provided?

7. As this is a measure for 2015-16 and 2016-17, the government is not changing the legislation around transitional relief. Instead the government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities that use their discretionary relief powers, under section 47 of the Local Government Finance Act 1988, as amended¹, to grant relief. It will be for individual local billing authorities to adopt a local scheme and decide in each individual case when to grant relief under section 47. Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). In view of the fact that such expenditure can be reimbursed, the government expects local government to grant discretionary relief to qualifying ratepayers.
8. Central government will reimburse billing authorities and those major precepting authorities within the rates retention system for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this guidance.

Which properties will benefit from relief?

9. Properties that will benefit are those with a rateable value up to and including £50,000 who would have received transitional relief in 2015/16 or 2016/17 had the existing transitional relief scheme continued in its current format. In line with the existing thresholds in the transitional relief scheme, the £50,000 rateable value threshold should be based on the rateable value shown for 1/4/10 or the substituted day in the cases of splits and mergers.
10. This policy applies to transitional relief only (i.e. those moving to higher bills).
11. As the grant of the relief is discretionary, authorities may choose not to grant the relief if they consider that appropriate, for example where granting the relief would go against the authority's wider objectives for the local area. We would encourage councillors to be consulted on the final scheme that the local authority adopts, so there is a clear line of accountability.

How much relief will be available?

12. The government will fund Localism Act discounts to ensure eligible properties receive the same level of protection they would have received had the transitional

¹ Section 47 was amended by the Localism Act 2011

relief scheme extended into 2015/16 and 2016/17. The transitional relief scheme should be assumed to remain as it is in the current statutory scheme² except that:

- a. the cap on increases for small properties (with a rateable value of less than £18,000/£25,500 in London) in both 2015/16 & 2016/17 should be assumed to be 15% (before the increase for the change in the multiplier)³, and
 - b. the cap on increases for other properties (up to and including £50,000 rateable value) in both 2015/16 and 2016/17 should be assumed to be 25% (before the increase for the change in the multiplier)⁴.
13. As explained above, the scheme applies only to properties up to and including £50,000 rateable value based on the value shown for 1/4/10 or the substituted day in the cases of splits and mergers. Changes in rateable value which take effect from a later date should be calculated using the normal rules in the transitional relief scheme⁵. For the avoidance of doubt, properties whose rateable value is £50,000 or less on 1 April 2010 (or the day of merger) but increase above £50,000 from a later date will still be eligible for the relief. Where necessary the Valuation Office Agency will continue to issue certificates for the value at 31 March 2010⁶ or 1 April 2010⁷. The relief should be calculated on a daily basis.
14. A detailed explanation and illustration of how the relief (and the associated section 31 grant) should be calculated is at Annex A.

Recalculations of relief

15. As with the current transitional relief scheme, the amount of relief awarded should be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.
16. The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059)⁸ require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, local authorities may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

² As prescribed in the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2009 No. 3343.

³ Specifically, X in regulation 8(3) for the years commencing 1 April 2015 and 1 April 2016 should be assumed to be 115. Q should be assumed to be 1.019.

⁴ Specifically X in regulation 8(2) for years commencing 1 April 2015 and 2016 should be assumed to be 125. Q should be assumed to be 1.019.

⁵ i.e. "N over J" for reductions or "N minus J" for increases.

⁶ Regulations 15 or 16, SI 2009 No. 3342.

⁷ Regulation 14 SI 2009 No.3343.

⁸ The Non-Domestic Rating (Discretionary Relief) Regulations 1989 No. 1059.

17. Therefore, when making an award for the extension of transitional relief, local authorities should ensure in the conditions of the award that the relief can be recalculated in the event of a change to the rating list for the property concerned (retrospective or otherwise). This is so that the relief can be re-calculated if the rateable value changes.

State Aid

18. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However the extension of transitional relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)⁹.
19. The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2)¹⁰) and the requirement to convert the aid into Euros¹¹.
20. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation). Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance¹².

How will the relief work in Enterprise Zones?

21. Where an eligible property is also eligible for Enterprise Zone relief, then Enterprise Zone relief should be granted and this will be funded under the rates retention scheme by a deduction from the central share. Local authorities should not claim funding for the extension of transitional relief on properties which would otherwise qualify for Enterprise Zone government funded relief.
22. If a property in an Enterprise Zone is not eligible for Enterprise Zone relief, or that relief has ended, the extension of transitional relief may be granted in the normal way, and this would be reimbursed by grant under section 31 of the Local Government Act 2003.

⁹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

¹⁰ The 'New SME Definition user guide and model declaration' provides further guidance:

http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

¹¹ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

¹² Detailed State Aid guidance can also be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15277/National_State_Aid_Law_Requirements.pdf

Section 2:

Calculation for the extension of transitional relief

Calculating the extension of transitional relief where other reliefs apply

Under the existing statutory transition scheme which ends on 31 March 2015, transitional relief is measured before all other reliefs. But the extension of transitional relief into 2015/16 and 2016/17 will be delivered via section 47 of the Local Government Finance Act 1988 (as amended by the Localism Act) which is measured after other reliefs (including other Localism Act delivered reliefs such as retail relief).

Therefore, for the purposes of awarding relief and claiming section 31 grant, authorities should measure the extension of transitional relief after all other reliefs. To do this authorities will need to:

- Step 1: identify those eligible properties which would have qualified for transitional relief in 2015/16,
- Step 2: calculate the actual rates bill for those properties in 2015/16 after all other reliefs assuming transitional relief has ended,
- Step 3: calculate the rates bill for those properties in 2015/16 after all other reliefs assuming transitional relief continued (in line with the assumptions in this guidance), and
- Step 4: calculate the difference between stage 2 and 3 and award a Localism Act discount to that value.

Authorities will be asked to report the cost of extending the transitional relief scheme using this methodology from which the associated section 31 grant will be calculated (using the appropriate local share).

Example

If a ratepayer would have been eligible for transitional relief of 25% caps in 2015/16 then their bill is calculated as follows (ignoring inflation):

	Step 1	Step 2	Step 3	Step 4
	2014/15	2015/16	2015/16	2015/16
Bill before any reliefs	10,000	10,000	10,000	10,000
Transitional relief (had the original scheme continued)	-4,000	n/a	-2,500	n/a
Net bill before Localism Act discount	6,000	10,000	7,500	10,000
Localism Act discount (to give effect to transitional relief)	n/a	n/a	n/a	-2,500
Net rates bill	6,000	10,000	7,500	7,500

For illustration we have assumed the multiplier does not change between years.

This is the simple case. The value of the transitional relief had the scheme continued is £2,500. In practice extending transitional relief will be achieved by awarding a Localism Act discount which is calculated at the end of the bill. But because there are no other reliefs the value of the discount to ensure in practice transitional relief continues is also £2,500.

But if, for example, the same ratepayer would otherwise have fallen out of transitional relief in 2015/16 also receives 80% charitable mandatory relief then their bill is calculated as follows (ignoring inflation):

	Step 1	Step 2	Step 3	Step 4
	2014/15	2015/16	2015/16	2015/16
Bill before any reliefs	10,000	10,000	10,000	10,000
Transitional relief (had the original scheme continued)	-4,000	n/a	-2,500	0
Net bill before Charitable relief or Localism Act discount	6,000	n/a	7,500	10,000
Charitable Relief	-4,800	-8,000	-6,000	-8,000
Localism Act discount (to give effect to transitional relief)	0	0	0	-500
Net rates bill	1,200	2,000	1,500	1,500

For illustration we have assumed the multiplier does not change between years.

In the above example, whilst the reported cost of transitional relief in 2015/16 would still have been £2,500 had the scheme continued in its current form, this is measured before all other reliefs. In practice extending transitional relief will be achieved by awarding a Localism Act discount which is calculated after all other reliefs. So the value of the discount to ensure in practice transitional relief continues is £500.

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Parish	Parish Spending Requirement						Less Support Grant		Parish Precept £	Tax Base	Band D Parish/ Town Council Tax £
	Grants Paid £	S137 Spend £	Administration Costs £	Other Costs £	Use of Reserves £	Total Requirement £	Parish Revenue £	Local Council Tax £			
Ampton, Timworth & Livermere	-	-	-	-	-	-	-	-	-	48.01	-
Bardwell	-	400	5,713	5,071	(1,155)	10,029	922	106	9,001	285.06	31.58
Barnardiston	-	-	-	-	-	-	-	-	-	56.80	-
Barnham	600	200	2,500	3,200	-	6,500	546	102	5,852	225.89	25.91
Barningham	-	200	10,250	12,250	-	22,700	2,144	821	19,735	317.33	62.19
Barrow cum Denham	-	-	12,036	13,464	-	25,500	2,394	965	22,141	625.48	35.40
Barton, Great	1,375	240	23,777	7,368	-	32,760	2,175	538	30,047	927.63	32.39
Bradfield Combust with Stanningfield	-	-	5,578	7,675	(19)	13,234	1,040	369	11,825	213.56	55.37
Bradfield St Clare	-	-	1,020	880	-	1,900	194	51	1,655	67.73	24.44
Bradfield St George	-	100	5,350	300	-	5,750	435	189	5,126	146.88	34.90
Bradley, Great	-	20	2,830	6,750	-	9,600	942	187	8,471	156.04	54.29
Bradley, Little	-	-	-	-	-	-	-	-	-	19.63	-
Brockley	-	-	3,630	9,246	(3,630)	9,246	1,124	122	8,000	125.39	63.80
Cavendish	-	500	10,200	14,600	-	25,300	2,745	568	21,987	414.99	52.98
Chedburgh	100	200	4,375	5,405	(400)	9,680	914	59	8,707	249.57	34.89
Chevington	400	200	4,700	1,600	-	6,900	325	100	6,475	266.12	24.33
Clare	8,225	3,500	25,821	68,710	(9,537)	96,719	5,762	4,552	86,405	768.03	112.50
Coney Weston	-	17	2,565	1,723	-	4,305	279	33	3,993	162.70	24.54
Cowlinge	-	25	2,000	9,345	-	11,370	957	33	10,380	131.21	79.11
Culford	1,716	252	3,159	713	-	5,840	316	22	5,502	179.07	30.73
West Stow	900	132	1,655	374	-	3,061	166	-	2,895	73.60	39.33
(Wordwell	109	16	201	45	-	371	20	-	351	8.43	41.64
Denston	104	-	96	-	200	400	7	-	393	54.00	7.28
Depden	-	-	2,565	135	-	2,700	212	33	2,455	79.82	30.76
Euston	1,200	100	100	300	-	1,700	42	4	1,654	58.89	28.09
Fakenham Magna	-	-	1,656	1,399	-	3,055	258	44	2,753	59.20	46.50
Flempton-cum-Hengrave	100	-	1,720	2,500	(1,000)	3,320	340	-	2,980	132.08	22.56
Fornham All Saints	280	3,400	7,516	5,420	-	16,616	1,005	812	14,799	295.34	50.11
Fornham St Martin-cum-St Genevieve	600	200	9,075	10,125	-	20,000	1,742	416	17,842	482.05	37.01
Hargrave	-	10	1,600	2,500	-	4,110	64	136	3,910	113.69	34.39
Hawkedon	250	-	282	200	(450)	282	32	-	250	64.32	3.89
Hawstead	-	300	5,695	4,800	(2,795)	8,000	790	206	7,004	130.82	53.54
Hepworth	-	1,030	2,170	1,000	-	4,200	277	134	3,789	206.91	18.31
Honington-cum-Sapiston	1,300	5,645	4,955	4,495	-	16,395	806	555	15,034	289.18	51.99
(Hopton	-	280	3,858	3,855	(500)	7,493	690	328	6,475	242.49	26.70
(Knettishall	-	20	150	135	-	305	29	16	260	10.49	24.79
(Horringer	4,000	1,000	8,220	8,560	-	21,780	1,597	173	20,010	404.10	49.52
(Ickworth	-	-	330	-	-	330	25	9	296	9.11	32.49
Total Carried Forward	21,259	17,987	177,348	214,143	(19,286)	411,451	31,316	11,683	368,452	8,101.64	45.48

Parish	Parish Spending Requirement					Total Requirement	Less Support Grant		Parish Precept	Tax Base	Band D Parish/Town Council Tax
	Grants Paid	S137 Spend	Administration Costs	Other Costs	Use of Reserves		Parish Revenue	Local Council Tax			
	£	£	£	£	£	£	£	£	£	£	
Hundon	200	500	5,287	8,389	(833)	13,543	1,302	457	11,784	431.72	27.30
Ingham	150	180	2,798	1,250	(300)	4,078	317	87	3,674	157.57	23.32
(Ixworth cum Ixworth Thorpe	-	1,500	16,315	26,685	-	44,500	4,444	1,662	38,394	748.08	51.32
Kedington	3,500	100	24,375	43,450	-	71,425	4,769	1,282	65,374	623.67	104.82
Lackford	-	500	4,865	935	-	6,300	404	-	5,896	103.75	56.83
Lidgate	-	325	4,445	1,480	(286)	5,964	482	106	5,376	98.57	54.54
Livermere, Great	-	100	2,665	2,640	(374)	5,031	502	360	4,169	72.99	57.12
Market Weston	-	700	2,635	1,142	-	4,477	306	86	4,085	95.74	42.67
Nowton	100	-	1,770	870	(2,000)	740	213	-	527	68.87	7.65
Ousden	-	205	4,238	2,280	(1,190)	5,533	493	174	4,866	113.26	42.96
Pakenham	1,845	200	5,398	6,100	(363)	13,180	1,057	302	11,821	333.59	35.44
Poslingford	-	-	1,878	2,000	-	3,878	370	98	3,410	83.77	40.71
Rede	-	-	346	1,144	-	1,490	157	12	1,321	50.20	26.31
Risby	-	100	6,560	4,960	(1,897)	9,723	971	302	8,450	268.47	31.47
Rushbrook with Rougham	790	1,300	8,480	2,950	(1,020)	12,500	897	398	11,205	395.29	28.35
The Saxhams	-	-	1,700	3,300	-	5,000	505	-	4,495	127.54	35.24
Stansfield	-	50	3,851	1,323	(353)	4,871	408	150	4,313	85.31	50.56
Stanton	-	200	9,600	49,800	-	59,600	5,762	2,388	51,450	823.18	62.50
Stoke By Clare	-	1,500	5,500	8,000	(2,071)	12,929	1,283	188	11,458	216.92	52.82
Stradishall	-	100	4,765	2,650	(1,000)	6,515	617	210	5,688	151.45	37.56
Thelnetham	-	-	1,000	800	-	1,800	166	24	1,610	97.97	16.43
Thurlow, Great	100	100	2,200	2,500	-	4,900	413	15	4,472	82.43	54.25
Thurlow, Little	850	300	3,067	2,420	-	6,637	545	208	5,884	104.05	56.55
Troston	-	-	3,805	4,195	-	8,000	745	-	7,255	269.59	26.91
Westley	-	-	1,492	200	-	1,692	112	-	1,580	96.82	16.32
Whelnetham, Great/Little	-	300	3,650	3,806	-	7,756	701	210	6,845	365.58	18.72
Whepstead	1,801	-	6,929	-	-	8,730	663	22	8,045	208.35	38.61
Wickhambrook	1,250	300	12,575	17,465	-	31,590	2,995	953	27,642	464.47	59.51
Withersfield	217	-	3,355	4,500	(1,400)	6,672	628	180	5,864	203.26	28.85
Wixoe	-	-	-	135	-	135	125	10	-	65.98	-
Wratting, Great	600	7	4,360	100	-	5,067	357	115	4,595	85.22	53.92
Wratting, Little	-	-	-	-	-	-	-	-	-	65.58	-
Total of Parishes	32,662	26,554	337,252	421,612	(32,373)	785,707	64,025	21,682	700,000	15,260.88	45.87
Town Councils:											
Bury St Edmunds						181,950	-	9,662	172,288	12,762.10	13.50
Haverhill						850,640	-	64,467	786,173	7,035.10	111.75
Total of Parish and Town Councils	32,662	26,554	337,252	421,612	(32,373)	1,818,297	64,025	95,811	1,658,461	35,058.08	47.31

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1. Grouped parishes which levy a precept are shown bracketed together.
2. Grouped parishes which precept as a group are shown on one line.

Basic Amounts of Council Tax in those parts of the area to which Special Items relate

PART OF THE COUNCIL'S AREA	Valuation Band D £ p	PART OF THE COUNCIL'S AREA	Valuation Band D £ p
Bardwell	206.81	(Knettishall	200.02
Barnham	201.14	(Horringer	224.75
Barningham	237.42	(Ickworth	207.72
Barrow cum Denham	210.63	Hundon	202.53
Barton, Great	207.62	Ingham	198.55
Bradfield Combust with Stanningfield	230.60	(Ixworth cum Ixworth Thorpe	226.55
Bradfield St Clare	199.67	Kedington	280.05
Bradfield St George	210.13	Lackford	232.06
Bradley, Great	229.52	Lidgate	229.77
Brockley	239.03	Livermere, Great	232.35
Bury St Edmunds	188.73	Market Weston	217.90
Cavendish	228.21	Nowton	182.88
Chedburgh	210.12	Ousden	218.19
Chevington	199.56	Pakenham	210.67
Clare	287.73	Poslingford	215.94
Coney Weston	199.77	Rede	201.54
Cowlinge	254.34	Risby	206.70
(Culford	205.96	Rushbrook with Rougham	203.58
(West Stow	214.56	The Saxhams	210.47
(Wordwell	216.87	Stansfield	225.79
Denston	182.51	Stanton	237.73
Depden	205.99	Stoke By Clare	228.05
Euston	203.32	Stradishall	212.79
Fakenham Magna	221.73	Thelnetham	191.66
Flempton-cum-Hengrave	197.79	Thurlow, Great	229.48
Fornham All Saints	225.34	Thurlow, Little	231.78
Fornham St Martin-cum-St Genevieve	212.24	Troston	202.14
Hargrave	209.62	Westley	191.55
Haverhill	286.98	Whelnetham, Great/Little	193.95
Hawkedon	179.12	Whepstead	213.84
Hawstead	228.77	Wickhambrook	234.74
Hepworth	193.54	Withersfield	204.08
Honington-cum-Sapiston	227.22	Wixoe	175.23
(Hopton	201.93	Wrating, Great	229.15

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Basic Amounts of Council Tax in respect of Different Valuation Bands

AUTHORITY	VALUATION BANDS							
	A £ p	B £ p	C £ p	D £ p	E £ p	F £ p	G £ p	H £ p
Suffolk County Council	751.02	876.19	1,001.36	1,126.53	1,376.87	1,627.21	1,877.55	2,253.06
Suffolk Police Authority	113.40	132.30	151.20	170.10	207.90	245.70	283.50	340.20
St. Edmundsbury Borough Council	116.82	136.29	155.76	175.23	214.17	253.11	292.05	350.46
Ampton, Timworth & Livermere	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bardwell	21.05	24.56	28.07	31.58	38.60	45.62	52.63	63.16
Barnardiston	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Barnham	17.27	20.15	23.03	25.91	31.67	37.43	43.18	51.82
Barningham	41.46	48.37	55.28	62.19	76.01	89.83	103.65	124.38
Barrow cum Denham	23.60	27.53	31.47	35.40	43.27	51.13	59.00	70.80
Barton, Great	21.59	25.19	28.79	32.39	39.59	46.79	53.98	64.78
Bradfield Combust with Stanningfield	36.91	43.07	49.22	55.37	67.67	79.98	92.28	110.74
Bradfield St Clare	16.29	19.01	21.72	24.44	29.87	35.30	40.73	48.88
Bradfield St George	23.27	27.14	31.02	34.90	42.66	50.41	58.17	69.80
Bradley, Great	36.19	42.23	48.26	54.29	66.35	78.42	90.48	108.58
Bradley, Little	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Brockley	42.53	49.62	56.71	63.80	77.98	92.16	106.33	127.60
Bury St Edmunds	9.00	10.50	12.00	13.50	16.50	19.50	22.50	27.00
Cavendish	35.32	41.21	47.09	52.98	64.75	76.53	88.30	105.96
Chedburgh	23.26	27.14	31.01	34.89	42.64	50.40	58.15	69.78
Chevington	16.22	18.92	21.63	24.33	29.74	35.14	40.55	48.66
Clare	75.00	87.50	100.00	112.50	137.50	162.50	187.50	225.00
Coney Weston	16.36	19.09	21.81	24.54	29.99	35.45	40.90	49.08
Cowlinge	52.74	61.53	70.32	79.11	96.69	114.27	131.85	158.22
(Culford	20.49	23.90	27.32	30.73	37.56	44.39	51.22	61.46
(West Stow	26.22	30.59	34.96	39.33	48.07	56.81	65.55	78.66
(Wordwell	27.76	32.39	37.01	41.64	50.89	60.15	69.40	83.28
Denston	4.85	5.66	6.47	7.28	8.90	10.52	12.13	14.56
Depden	20.51	23.92	27.34	30.76	37.60	44.43	51.27	61.52
Euston	18.73	21.85	24.97	28.09	34.33	40.57	46.82	56.18
Fakenham Magna	31.00	36.17	41.33	46.50	56.83	67.17	77.50	93.00
Flempton-cum-Hengrave	15.04	17.55	20.05	22.56	27.57	32.59	37.60	45.12
Fornham All Saints	33.41	38.97	44.54	50.11	61.25	72.38	83.52	100.22
Fornham St Martin-cum-St Genevieve	24.67	28.79	32.90	37.01	45.23	53.46	61.68	74.02
Hargrave	22.93	26.75	30.57	34.39	42.03	49.67	57.32	68.78
Haverhill	74.50	86.92	99.33	111.75	136.58	161.42	186.25	223.50
Hawkedon	2.59	3.03	3.46	3.89	4.75	5.62	6.48	7.78
Hawstead	35.69	41.64	47.59	53.54	65.44	77.34	89.23	107.08
Hepworth	12.21	14.24	16.28	18.31	22.38	26.45	30.52	36.62
Honington-cum-Sapiston	34.66	40.44	46.21	51.99	63.54	75.10	86.65	103.98
(Hopton	17.80	20.77	23.73	26.70	32.63	38.57	44.50	53.40
(Knettishall	16.53	19.28	22.04	24.79	30.30	35.81	41.32	49.58
(Horringer	33.01	38.52	44.02	49.52	60.52	71.53	82.53	99.04
(Ickworth	21.66	25.27	28.88	32.49	39.71	46.93	54.15	64.98
Hundon	18.20	21.23	24.27	27.30	33.37	39.43	45.50	54.60
Ingham	15.55	18.14	20.73	23.32	28.50	33.68	38.87	46.64
(Ixworth cum Ixworth Thorpe	34.21	39.92	45.62	51.32	62.72	74.13	85.53	102.64
Kedington	69.88	81.53	93.17	104.82	128.11	151.41	174.70	209.64
Lackford	37.89	44.20	50.52	56.83	69.46	82.09	94.72	113.66
Lidgate	36.36	42.42	48.48	54.54	66.66	78.78	90.90	109.08
Livermere, Great	38.08	44.43	50.77	57.12	69.81	82.51	95.20	114.24
Market Weston	28.45	33.19	37.93	42.67	52.15	61.63	71.12	85.34
Nowton	5.10	5.95	6.80	7.65	9.35	11.05	12.75	15.30
Ousden	28.64	33.41	38.19	42.96	52.51	62.05	71.60	85.92
Pakenham	23.63	27.56	31.50	35.44	43.32	51.19	59.07	70.88
Poslingford	27.14	31.66	36.19	40.71	49.76	58.80	67.85	81.42
Rede	17.54	20.46	23.39	26.31	32.16	38.00	43.85	52.62
Risby	20.98	24.48	27.97	31.47	38.46	45.46	52.45	62.94
Rushbrook with Rougham	18.90	22.05	25.20	28.35	34.65	40.95	47.25	56.70
The Saxhams	23.49	27.41	31.32	35.24	43.07	50.90	58.73	70.48
Stansfield	33.71	39.32	44.94	50.56	61.80	73.03	84.27	101.12
Stanton	41.67	48.61	55.56	62.50	76.39	90.28	104.17	125.00
Stoke By Clare	35.21	41.08	46.95	52.82	64.56	76.30	88.03	105.64
Stradishall	25.04	29.21	33.39	37.56	45.91	54.25	62.60	75.12
Thelnetham	10.95	12.78	14.60	16.43	20.08	23.73	27.38	32.86
Thurlow, Great	36.17	42.19	48.22	54.25	66.31	78.36	90.42	108.50
Thurlow, Little	37.70	43.98	50.27	56.55	69.12	81.68	94.25	113.10
Troston	17.94	20.93	23.92	26.91	32.89	38.87	44.85	53.82
Westley	10.88	12.69	14.51	16.32	19.95	23.57	27.20	32.64
Whelnetham, Great/Little	12.48	14.56	16.64	18.72	22.88	27.04	31.20	37.44
Whepstead	25.74	30.03	34.32	38.61	47.19	55.77	64.35	77.22
Wickhambrook	39.67	46.29	52.90	59.51	72.73	85.96	99.18	119.02
Withersfield	19.23	22.44	25.64	28.85	35.26	41.67	48.08	57.70
Wixoe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wratting, Great	35.95	41.94	47.93	53.92	65.90	77.88	89.87	107.84
Wratting, Little	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Amount of Aggregate Council Tax for the year for each category of dwellings

PARISH/TOWN AREA	VALUATION BANDS							
	A £ p	B £ p	C £ p	D £ p	E £ p	F £ p	G £ p	H £ p
Ampton, Timworth & Livermere	981.24	1,144.78	1,308.32	1,471.86	1,798.94	2,126.02	2,453.10	2,943.72
Bardwell	1,002.29	1,169.34	1,336.39	1,503.44	1,837.54	2,171.64	2,505.73	3,006.88
Barnardiston	981.24	1,144.78	1,308.32	1,471.86	1,798.94	2,126.02	2,453.10	2,943.72
Barnham	998.51	1,164.93	1,331.35	1,497.77	1,830.61	2,163.45	2,496.28	2,995.54
Barningham	1,022.70	1,193.15	1,363.60	1,534.05	1,874.95	2,215.85	2,556.75	3,068.10
Barrow cum Denham	1,004.84	1,172.31	1,339.79	1,507.26	1,842.21	2,177.15	2,512.10	3,014.52
Barton, Great	1,002.83	1,169.97	1,337.11	1,504.25	1,838.53	2,172.81	2,507.08	3,008.50
Bradfield Combust with Stanningfield	1,018.15	1,187.85	1,357.54	1,527.23	1,866.61	2,206.00	2,545.38	3,054.46
Bradfield St Clare	997.53	1,163.79	1,330.04	1,496.30	1,828.81	2,161.32	2,493.83	2,992.60
Bradfield St George	1,004.51	1,171.92	1,339.34	1,506.76	1,841.60	2,176.43	2,511.27	3,013.52
Bradley, Great	1,017.43	1,187.01	1,356.58	1,526.15	1,865.29	2,204.44	2,543.58	3,052.30
Bradley, Little	981.24	1,144.78	1,308.32	1,471.86	1,798.94	2,126.02	2,453.10	2,943.72
Brockley	1,023.77	1,194.40	1,365.03	1,535.66	1,876.92	2,218.18	2,559.43	3,071.32
Bury St Edmunds	990.24	1,155.28	1,320.32	1,485.36	1,815.44	2,145.52	2,475.60	2,970.72
Cavendish	1,016.56	1,185.99	1,355.41	1,524.84	1,863.69	2,202.55	2,541.40	3,049.68
Chedburgh	1,004.50	1,171.92	1,339.33	1,506.75	1,841.58	2,176.42	2,511.25	3,013.50
Chevington	997.46	1,163.70	1,329.95	1,496.19	1,828.68	2,161.16	2,493.65	2,992.38
Clare	1,056.24	1,232.28	1,408.32	1,584.36	1,936.44	2,288.52	2,640.60	3,168.72
Coney Weston	997.60	1,163.87	1,330.13	1,496.40	1,828.93	2,161.47	2,494.00	2,992.80
Cowlinge	1,033.98	1,206.31	1,378.64	1,550.97	1,895.63	2,240.29	2,584.95	3,101.94
(Culford	1,001.73	1,168.68	1,335.64	1,502.59	1,836.50	2,170.41	2,504.32	3,005.18
(West Stow	1,007.46	1,175.37	1,343.28	1,511.19	1,847.01	2,182.83	2,518.65	3,022.38
(Wordwell	1,009.00	1,177.17	1,345.33	1,513.50	1,849.83	2,186.17	2,522.50	3,027.00
Denston	986.09	1,150.44	1,314.79	1,479.14	1,807.84	2,136.54	2,465.23	2,958.28
Depden	1,001.75	1,168.70	1,335.66	1,502.62	1,836.54	2,170.45	2,504.37	3,005.24
Euston	999.97	1,166.63	1,333.29	1,499.95	1,833.27	2,166.59	2,499.92	2,999.90
Fakenham Magna	1,012.24	1,180.95	1,349.65	1,518.36	1,855.77	2,193.19	2,530.60	3,036.72
Flempton-cum-Hengrave	996.28	1,162.33	1,328.37	1,494.42	1,826.51	2,158.61	2,490.70	2,988.84
Fornham All Saints	1,014.65	1,183.75	1,352.86	1,521.97	1,860.19	2,198.40	2,536.62	3,043.94
Fornham St Martin-cum-St Genevieve	1,005.91	1,173.57	1,341.22	1,508.87	1,844.17	2,179.48	2,514.78	3,017.74
Hargrave	1,004.17	1,171.53	1,338.89	1,506.25	1,840.97	2,175.69	2,510.42	3,012.50
Haverhill	1,055.74	1,231.70	1,407.65	1,583.61	1,935.52	2,287.44	2,639.35	3,167.22
Hawkedon	983.83	1,147.81	1,311.78	1,475.75	1,803.69	2,131.64	2,459.58	2,951.50
Hawstead	1,016.93	1,186.42	1,355.91	1,525.40	1,864.38	2,203.36	2,542.33	3,050.80
Hepworth	993.45	1,159.02	1,324.60	1,490.17	1,821.32	2,152.47	2,483.62	2,980.34
Honington-cum-Sapiston	1,015.90	1,185.22	1,354.53	1,523.85	1,862.48	2,201.12	2,539.75	3,047.70
(Hopton	999.04	1,165.55	1,332.05	1,498.56	1,831.57	2,164.59	2,497.60	2,997.12
(Knettishall	997.77	1,164.06	1,330.36	1,496.65	1,829.24	2,161.83	2,494.42	2,993.30
(Horringer	1,014.25	1,183.30	1,352.34	1,521.38	1,859.46	2,197.55	2,535.63	3,042.76
(Ickworth	1,002.90	1,170.05	1,337.20	1,504.35	1,838.65	2,172.95	2,507.25	3,008.70
Hundon	999.44	1,166.01	1,332.59	1,499.16	1,832.31	2,165.45	2,498.60	2,998.32
Ingham	996.79	1,162.92	1,329.05	1,495.18	1,827.44	2,159.70	2,491.97	2,990.36
(Ixworth cum Ixworth Thorpe	1,015.45	1,184.70	1,353.94	1,523.18	1,861.66	2,200.15	2,538.63	3,046.36
Kedington	1,051.12	1,226.31	1,401.49	1,576.68	1,927.05	2,277.43	2,627.80	3,153.36
Lackford	1,019.13	1,188.98	1,358.84	1,528.69	1,868.40	2,208.11	2,547.82	3,057.38
Lidgate	1,017.60	1,187.20	1,356.80	1,526.40	1,865.60	2,204.80	2,544.00	3,052.80
Livermere, Great	1,019.32	1,189.21	1,359.09	1,528.98	1,868.75	2,208.53	2,548.30	3,057.96
Market Weston	1,009.69	1,177.97	1,346.25	1,514.53	1,851.09	2,187.65	2,524.22	3,029.06
Nowton	986.34	1,150.73	1,315.12	1,479.51	1,808.29	2,137.07	2,465.85	2,959.02
Ousden	1,009.88	1,178.19	1,346.51	1,514.82	1,851.45	2,188.07	2,524.70	3,029.64
Pakenham	1,004.87	1,172.34	1,339.82	1,507.30	1,842.26	2,177.21	2,512.17	3,014.60
Poslingford	1,008.38	1,176.44	1,344.51	1,512.57	1,848.70	2,184.82	2,520.95	3,025.14
Rede	998.78	1,165.24	1,331.71	1,498.17	1,831.10	2,164.02	2,496.95	2,996.34
Risby	1,002.22	1,169.26	1,336.29	1,503.33	1,837.40	2,171.48	2,505.55	3,006.66
Rushbrook with Rougham	1,000.14	1,166.83	1,333.52	1,500.21	1,833.59	2,166.97	2,500.35	3,000.42
The Saxhams	1,004.73	1,172.19	1,339.64	1,507.10	1,842.01	2,176.92	2,511.83	3,014.20
Stansfield	1,014.95	1,184.10	1,353.26	1,522.42	1,860.74	2,199.05	2,537.37	3,044.84
Stanton	1,022.91	1,193.39	1,363.88	1,534.36	1,875.33	2,216.30	2,557.27	3,068.72
Stoke By Clare	1,016.45	1,185.86	1,355.27	1,524.68	1,863.50	2,202.32	2,541.13	3,049.36
Stradishall	1,006.28	1,173.99	1,341.71	1,509.42	1,844.85	2,180.27	2,515.70	3,018.84
Thelnetham	992.19	1,157.56	1,322.92	1,488.29	1,819.02	2,149.75	2,480.48	2,976.58
Thurlow, Great	1,017.41	1,186.97	1,356.54	1,526.11	1,865.25	2,204.38	2,543.52	3,052.22
Thurlow, Little	1,018.94	1,188.76	1,358.59	1,528.41	1,868.06	2,207.70	2,547.35	3,056.82
Troston	999.18	1,165.71	1,332.24	1,498.77	1,831.83	2,164.89	2,497.95	2,997.54
Westley	992.12	1,157.47	1,322.83	1,488.18	1,818.89	2,149.59	2,480.30	2,976.36
Whelnetham, Great/Little	993.72	1,159.34	1,324.96	1,490.58	1,821.82	2,153.06	2,484.30	2,981.16
Whepstead	1,006.98	1,174.81	1,342.64	1,510.47	1,846.13	2,181.79	2,517.45	3,020.94
Wickhambrook	1,020.91	1,191.07	1,361.22	1,531.37	1,871.67	2,211.98	2,552.28	3,062.74
Withersfield	1,000.47	1,167.22	1,333.96	1,500.71	1,834.20	2,167.69	2,501.18	3,001.42
Wixoe	981.24	1,144.78	1,308.32	1,471.86	1,798.94	2,126.02	2,453.10	2,943.72
Wratting, Great	1,017.19	1,186.72	1,356.25	1,525.78	1,864.84	2,203.90	2,542.97	3,051.56
Wratting, Little	981.24	1,144.78	1,308.32	1,471.86	1,798.94	2,126.02	2,453.10	2,943.72

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PROVISIONAL COUNCIL TAX RESOLUTION

Council Tax Resolution – An Explanation

The Council Tax resolution has to be very precise legally and so has to quote the sections of the appropriate Acts of Parliament. The following is a simplified explanation of each of the significant parts of the resolution:

- (1)(a) the number of Band D equivalent properties to be used in the calculation of the Council Tax;
- (2) the Council Tax Requirement, excluding parish precepts;
- (3)(a) the Council's budgeted gross expenditure, including parish precepts and special expenses;
- (3)(b) the Council's budgeted income;
- (3)(c) the Council's Budget Requirement, including parish precepts;
- (3)(d) the average band D Council Tax being levied in the district, for the Council and all the parishes;
- (3)(e) the amount of parish precepts and special expenses;
- (3)(f) the headline Council Tax amount for the Council. This is the amount required to fund this Council's general expense services that cover the whole district.

For those areas that raise a parish precept, the figure in Schedule B of Attachment G shows the Council's band D equivalent Council Tax figure inclusive of the relevant parish precept;

The figures in Schedule C of Attachment G shows the amount of the Council Tax for each of the valuation bands, by County, Police, Borough and Parish, and

Schedule D of Attachment G shows the total aggregate Council Tax for each of the valuation bands, (i.e. inclusive of County, Police, Borough and Parish precepts).

The Council is recommended to resolve as follows:

1. It be noted that the Council calculated the Council Tax Base 2015/16:-
 - (a) for the whole Council area as 35,058.08 [Item T in the formula in Section 33(1) of the Local Government Finance Act 1992, as amended (the "Act")]; and
 - (b) for dwellings in those parts of its area to which one or more special items relate as in the attached Schedule A of Attachment G,
2. That the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Town and Parish precepts) is £6,143,482
3. The following amounts be now calculated by the Council for the year 2015/16 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-
 - (a) £65,936,681, being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) of the Act taking into account all precepts issued to it by Town and Parish Councils.
 - (b) £51,521,213, being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) of the Act.
 - (c) £14,415,468, being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 32(4) of the Act as its Budget requirement for the year. (Item R in the formula in Section 33(1) of the Act).
 - (d) £222.54, being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year (including Town and Parish).
 - (e) £1,658,461, being the aggregate amount of all special items (Town and Parish precepts) referred to in Section 34(1) of the Act (as per the attached Schedule A of Attachment G).
 - (f) £175.23, being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Town and Parish precept relates.

- (g) the figures in Schedule B of Attachment G , being the amounts given by adding to the amount at 3(f) above the amounts of the special item relating to dwellings in those parts of the Council's area mentioned above divided, in each case, by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate; and
 - (h) the figures in Schedule C of Attachment G , being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which, in that proportion, is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.
4. The Council's basic amount of Council Tax for 2015/16 is not excessive in accordance with principles approved under Section 54(2) Local Government Finance Act 1992.

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Amendments to Constitution: date of Annual Council 2015 and approval of schedule of meetings for 2015/16	
Report No:	COU/SE/15/003 [to be completed by Democratic Services]	
Decisions plan reference:		
Report to and date/s:	Council	24 February 2015
Portfolio holder:	David Ray Portfolio Holder for Resources and Performance Tel: 01359 250912 Email: david.ray@stedsbc.gov.uk	
Lead officer:	Joy Bowes Acting Solicitor to the Councils Tel: 01284 757141 Email: joy.bowes@westsuffolk.gov.uk	
Purpose of report:	To seek an amendment to the Constitution to enable approval of the date for the Annual Council meeting in 2015 and the programme of meetings for 2015/16.	
Recommendation:	<p>Council:</p> <p>It is <u>RECOMMENDED</u> that:</p> <p>(1) the Constitution be amended at Part 4, Council Procedure Rule 1.1.1 and 1.1.2 (k) as detailed in Appendix 1 to this report; and</p> <p>(2) the date for the next Annual meeting of the Council be confirmed as Tuesday 19 May 2015;</p> <p>(3) the programme of meetings for 2015/16 as detailed in Appendix 2 to this report be approved.</p>	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
<i>The key decision made as a result of this report will be published within 48 hours and cannot be actioned until seven working days have elapsed. This item is included on the Decisions Plan.</i>			
Consultation:	<ul style="list-style-type: none"> All members were consulted by email. 		
Alternative option(s):	<ul style="list-style-type: none"> The Annual meeting of the Council could be held on the date specified by the Constitution, but this would clash with Suffolk County Council's Annual Meeting. Members had previously agreed that this should be avoided. As in previous years, approval of the meeting dates for the forthcoming civic year could be sought at the Annual Meeting in May. However, this is a barrier to forward planning and transparency particularly with regard to those meetings that take place soon after the Annual Meeting. 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 		
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 		
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 		
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> In order to give legal effect to the proposed changes to the constitution they will need to be formally adopted by resolution of council. 		
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> Having more notice of forthcoming meetings may enable members of the public to participate more easily in the democratic process. 		
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Changes are not approved	Medium	Report clearly explains the reasons for the proposed changes and the benefits for members and the public.	Low

Ward(s) affected:	All Wards
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	
Documents attached:	<i>(Please list any appendices.)</i> Appendix 1 – Amendments to the Constitution Part 4 – Council Procedure Rules Appendix 2 – Programme of meetings for 2015/16

1. Key issues and reasons for recommendation(s)

1.1 Background

1.1.1 A review of the constitution is currently taking place and it is intended that the new constitution will be approved by Council at a Joint Meeting (with Forest Heath District Council) to be held on **25 March 2015**.

1.1.2 This paper sets out two amendments to the current constitution (which would be incorporated into the new version), that Council will be asked to approve at its meeting on **24 February 2015**. This will enable confirmation of the date for the Annual Meeting of the Council, and approval of the programme for ordinary meetings of the council.

1.2 Amendments to the Constitution

1.2.1 Due to a clash with the Annual Meeting of Suffolk County Council, members have previously decided that it is undesirable to schedule the Annual Meeting of this Council for the second Thursday following the four yearly elections, as required by Council Procedure Rule 1.1.1. In order for the Annual Meeting to be held on an alternative date, Council will need to approve a change to the constitution. The proposed change, detailed in **Appendix 1** to this report, will allow for some flexibility for setting the date of the Annual Meeting in future. The proposed new wording is taken from Schedule 12 of the Local Government Act 1972.

1.2.2 The programme of ordinary meetings cannot be published on the website until it has been approved by Council. At present, Council Procedure Rule 1.1.2 (k) requires that approval be given at the Annual Meeting, which means the dates will not be available to the public until late May. The proposed change, detailed in **Appendix 1** to this report, will allow for the programme of meetings to be approved at an earlier council meeting.

1.2.3 To ensure openness and transparency, and allow the public, members and officers to plan for the year ahead, it is proposed that these amendments to the constitution be approved at the February meeting.

1.3 Date for the Annual meeting of the Council 2015

1.3.1 For the reasons set out above in paragraph 1.2.1, it is proposed that the Annual Meeting be held on **Tuesday 19 May 2015**. This confirms the date that members were informally advised to diarise at the Council meeting held on 30 June 2014.

1.4 Programme of council meetings for 2015/16

1.4.1 The council is invited to approve the programme of council meetings for 2015/16 attached as **Appendix 2**.

Amendments to the Constitution

Current	Amendment
<p><u>Part 4 – Rules of Procedure</u></p> <p><u>4a – Council Procedure Rules</u></p> <p>1. ANNUAL MEETING OF THE COUNCIL</p> <p>1.1 Timing and Business</p> <p>1.1.1 The timing of the Annual Meeting of the Council will be established by the Head of Legal and Democratic Services, following consultation with the Leader of the Council and the Chairman of the Mayoral Advisory Committee, the meeting to be held on the second Thursday following the four yearly elections, or if there are no elections, the third Thursday in May.</p>	<p><u>Part 4 – Rules of Procedure</u></p> <p><u>4a – Council Procedure Rules</u></p> <p>1. ANNUAL MEETING OF THE COUNCIL</p> <p>1.1 Timing and Business</p> <p>The Annual Meeting of the Council will be held:</p> <p>1.1.1 in a year of ordinary elections of councillors to the council on such day within the twenty-one days immediately following the day of retirement of councillors as the council may fix;</p> <p>1.1.2 in any other year, on such day in the month of March, April or May as the council may fix;</p> <p>1.1.3 at such hour as the council may fix.</p>
<p><u>Part 4 – Rules of Procedure</u></p> <p><u>4a – Council Procedure Rules</u></p> <p>1. ANNUAL MEETING OF THE COUNCIL</p> <p>1.1.2 At the Annual Meeting, the Council will:-</p> <p>(k) approve a programme of ordinary meetings of the Council and Committees for the year;</p>	<p><u>Part 4 – Rules of Procedure</u></p> <p><u>4a – Council Procedure Rules</u></p> <p>1. ANNUAL MEETING OF THE COUNCIL</p> <p>1.1.2 At the Annual Meeting, the Council will:-</p> <p><i>To delete (k)</i></p>

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DRAFT Calendar of Meetings 2015-2016

APPENDIX 2

	Normal Day	Time	2015								2016				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
SEBC Cabinet	Tues	5.00 pm	26	23			8	20		8		9	29		24
Joint FHDC/SEBC Cabinet*	Tues	6.00pm		9(iii)			1(iii)		24(iii)				1(iv)		
SEBC Full Council	Tues	7.00 pm	19(i)	16**	7		22	13**	17**	15	26**	23(ii)	15**	19**	19(i)
SEBC Overview & Scrutiny	Wed	4.00 pm		10	22		9		11		13		9	20	
SEBC Performance & Audit Scrutiny	Wed	4.30 pm					23								
Joint FHDC/SEBC Perf & Audit Scrutiny*	Wed/ Thurs	5.00 pm		4(iii)	30(iv)				25(iii)		28(iv)			27(iii)	
SEBC Development Control	Thu	10.00 am		4	2	6	3	1	5	3	7	4	3	7	4(vi)
SEBC Licensing & Regulatory full	Tues	5.00 pm		30			29			1		2		26	
West Suffolk Jt Standards Cttee	Mon	6.00pm		15(iii)						14(iv)					
Member Development Sessions	Various	5.30 / 6.00pm	(v)	(v)	(v)		21	21	23	16	21	17	14	18	26

Notes

- (i) Mayor Making/Annual Meeting of the Council (SEBC meeting time TBC)
- (ii) Budget setting meeting, FHDC's meeting on a Friday at 4.00pm instead of the usual Wednesday
- (iii) Meeting at West Suffolk House
- (iv) Meeting at District Offices
- (v) Member induction sessions to be scheduled, following the District/Borough elections on 7 May 2015, dates to be advised

* Joint Cabinet and Joint Performance & Audit Scrutiny Committee are subject to being formally constituted by both authorities' Councils

** Provisional dates for special meetings of full Council if required

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Sara Mildmay-White Deputy Leader and Portfolio Holder for Health and Communities	
Report No:	COU/SE/15/004 [to be completed by Democratic Services]	
Report to and date/s:	Council	24 February 2015
Portfolio includes:	<ul style="list-style-type: none"> • Health and Wellbeing • Bury St Edmunds • Community Safety • Youth Provision/Children and Young People 	<ul style="list-style-type: none"> • Community Development • Third Sector/Localism • Equalities • CCTV • Emergency Planning

1. Health and Wellbeing

- 1.1 At its meeting in January, the Health and Wellbeing Board discussed a wide range of issues and progress made towards the delivery of its strategic outcomes. To support the Board's focus on promoting healthy lifestyles, we received a presentation on the plans for the Suffolk Year of Cycling campaign. The campaign will be launched in March and will run for 12 months and aims to encourage more people to cycle. This campaign coincides well with the launch of the Women's Tour in June in Bury St Edmunds.
- 1.2 Also on the agenda for discussion at the Health and Wellbeing Board was dementia and the Board members' role in promoting and leading dementia friendly communities. The vision for dementia friendly communities is to help people and their families carers who are experiencing dementia to feel healthy, well supported and safe at home. At West Suffolk we are already taking steps to become a dementia friendly employer, including providing training for our customer service and housing staff. We are also already an accredited Mindful Employer which means we have an agreed approach to all with mental health issues.

- 1.3 The next West Suffolk Health and Wellbeing Forum will be held in March and will include a presentation from a representative from Care UK about improvements to care homes in West Suffolk.
- 1.4 Following its successful launch in 2013, a revised version of the Haverhill Health Services Directory has recently been published by the West Suffolk Clinical Commissioning Group (CCG) and One Haverhill, with financial support from St Edmundsbury. The purpose of the Health Services Directory is to access the correct local healthcare services. Information is provided on GP surgeries, out-of-hours GP and dental services, clinics, dentists, community pharmacies and other services. Copies of the directory are available from various outlets in the town and can be viewed at:
<http://www.westsuffolkccg.nhs.uk/yourhealth/health-service-guides/>

2. Community safety

- 2.1 Following changes to funding arrangements, discussions have been taking place about community safety and the role of the Community Safety Partnerships across Suffolk. This has involved liaison with stakeholders including the county council, public health, Suffolk Family Focus, the police, fire and rescue, and the Police and Crime Commissioner. Discussions have focused on how Community Safety Partnerships can monitor and influence matters concerning local communities, whilst also managing a strategic response to wider issues such as sexual exploitation, youth and gang violence and domestic abuse. A county-wide workshop is being held on 23 February to discuss these matters further.

3. Children and young people

- 3.1 The Apex Youth Board has been established to increase opportunities for young people to get involved in the arts and creative industries. The Board's first meeting was held in January and included discussions about the programming of events and idea about the type of events young people would like to see at the Apex.

4. Community Centre transfers

4.1 Chalkstone Community Centre

- 4.1.1 The River of Life Church has undertaken consultation on the Chalkstone estate, enabling residents to express their views on the future of the community centre. There were opportunities for people to convey specific ideas on how the centre may be improved and the kind of activities that could be developed in the future. A postal questionnaire was sent to over 500 residences, contact was made with both local stakeholders and centre users. There was press and media coverage and an open evening at the centre where residents were invited to meet River of Life representatives to discuss the project. The results of the consultation will inform the development of the

business plan and it is anticipated that the centre will be transferred by the summer 2015.

4.2 **Leiston Centre**

4.2.1 Since August 2013, Haverhill Town Council has been providing caretaking, booking and management services for the Leiston Centre, as well as being the licensee. The Town Council and the Borough are now in a position to progress to a full transfer of the centre, subject to the usual development of a business plan. As the Town Council is experienced in running community buildings it already has much of the documentation and planning needed for a transfer. Subject to the business case, the intention is that centre would be transferred to the Town Hall Arts Centre Trust to provide protection for the asset. The charitable aims of the Trust will be amended to reflect the Trust's holding of a broader range of community buildings.

4.3 **Westbury Community Centre**

4.3.1 Westbury Community Centre transfer is progressing well and is on target for completion in Spring 2015. The management committee at the centre has worked hard to progress the transfer and have now completed the separation between the Westbury Community Centre and Westbury Social Club.

4.4 **Newbury Community Centre**

4.4.1 We continue to work alongside the Newbury Community Centre Management Committee to consider future options for this centre. An architectural feasibility study is now being commissioned to support the centre's development.

5. **Neighbourhood working**

5.1 The Families and Communities Team continue to work alongside councillors and partners in the community on a range of projects. An example of some of this work is outlined below.

5.2 Plans are coming into fruition for a collaborative project on the Nowton Estate surrounding a community garden. The request had been made via the chair of the Nowton and Neighbourhood Residents Association. The area in question is a green space on the estate that has in the past attracted some anti-social behaviour issues in the form of street drinking. Through the proactive approach of the community the Resident's Association is proposing to enhance the space to become a community garden and be more appealing for community use. This is to be achieved with the support of Councillor Stamp, Councillor Chung and locality budget funding, the Families and Communities Advisor and Park Ranger Service. Timescales have been set in place for the project to be underway in time for the spring.

- 5.3 Councillor Julia Wakelam and Councillor David Nettleton have been working together to establish interest from the community in bringing together a Friends group for Tayfen Nature Reserve. A leaflet inviting people to register their interest in supporting a group was delivered by the Councillors in December to approximately 600 properties in the immediate area. This was supported with press coverage in the town. An overwhelming response was received and an initial meeting took place in January. Over 30 people attended and the agenda included information from Councillors, Borough Council officers and Abbey Gardens Friends. At the end of the meeting eight people came forward to look into forming an official Friends group.
- 5.4 Following a meeting with Councillor Byrne, Councillor Andre from Haverhill Town Council and staff from the Borough a provisional date has been set for a clean up event on the Clements estate in Haverhill in April. Families and Communities staff have also continued to support the Haverhill Masterplan project.
- 5.5 Staff are working with organisers of the Magna Carta Festival in Clare, with funding applications to support the delivery of the event which takes place on June 2015. The festival will include a variety of activities for both local people and visitors and will include a colourful pageant through the town.

6. Locality budgets

- 6.1 We are almost at the end of the first year of our Locality Budget Scheme. I am delighted with the range of projects and communities that have been supported through the use of this funding. As promised when we implemented the scheme, I am conducting a review to understand how it has operated and to identify any improvements. Staff have already been in touch with each councillor to get their feedback which has been very useful and I would like to thank councillors who took the time to provide such considered responses. This feedback will form part of the review which will be considered by Cabinet in March so that the scheme can be ready to launch for the new intake of councils after the election.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Peter Stevens Waste and Property Portfolio	
Report No:	COU/SE/15/005 [to be completed by Democratic Services]	
Report to and date/s:	Council	24 February 2015
Portfolio includes:	<ul style="list-style-type: none"> • Rural Areas • Waste • Street Scene 	<ul style="list-style-type: none"> • Grounds Maintenance • Environmental Management • Property and Asset Management

1. Waste and Street Scene Services

1.1 Operations

1.1.1 Operational staff worked hard over the Christmas period to make sure the extra waste generated by families over the festivities was collected. This included working over three weekends to catch up after the bank holidays, so our thanks must go to them for maintaining high levels of service.

1.1.2 Work is underway to make the collection of brown bins more efficient, which result in savings of £135 000. Working with the council's GIS team using mapping information on our rounds, Officers have identified that by redesigning the routes the brown bin collection vehicles take one vehicle can be removed from the road. The changes will affect approximately 25 000 homes who will be informed by addressed letters delivered the week commencing 23 February. Further information showing the areas affected will be placed on the website and the changes will come in to place the week commencing 9 March 2015.

1.2 Enforcement

1.2.1 Officers have continued with their award winning project – "Operation tip-off" working with the Police to identify vehicles illegally transporting waste across the borough. These offenders are most likely candidates to fly-tip waste, so this proactive work will get the message out that illegal operators are not welcome in Suffolk.

1.3 **Community Action**

- 1.3.1 Officers have been working with the probation service to improve the appearance of Kempson and Dettingen Way in Bury St Edmunds. Over eight sessions during December and January, probationers spent 280 hours edging paths, pruning hedges and trees and litter picking. 26 bags of litter were cleared along with over 6 skips worth of green waste.
- 1.3.2 Community groups have started getting ready for the annual Suffolk Spring Clean by booking litter picking equipment through council Officers. Any group wishing to arrange a litter pick in their local area can call and book equipment such as litter picking sticks, gloves, high-vis vests and hoops and also arrange for the waste to be collected afterwards through our waste and street scene services team.
- 1.3.3 Talks have been given at three schools within the borough to educate children on the process involved in recycling all of the materials we collect through the blue bin scheme. Two of the schools have eco-clubs who showed particular interest in the work officers do.
- 1.3.4 Lastly, just before Christmas Officers arranged for 2 pallets of soft toys to be delivered to the YMCA in Haverhill. The toys had been collected from service families moving house and were donated in time to be redistributed before Christmas.

2. Environmental Management

2.1 **Support to improve energy efficiency, save money and reduce community carbon emissions**

- 2.1.1 Improvements in energy efficiency deliver immediate savings generally with short financial paybacks. In addition, achieving certain levels of building energy efficiency is a requirement for the highest renewable energy tariffs.
- 2.1.2 With Forest Heath District Council, we launched the West Suffolk Greener Business Grant in 2011 to support local businesses to become more energy efficient. Since the launch of the Greener Business Grant, we have helped 51 local organisations in the Borough improve their energy efficiency delivering predicted annual energy savings of £57,000 and over £880,000 lifetime savings.
- 2.1.3 From a total grant pot award of £44,000, this demonstrates excellent value for money. The Council agreed in December 2014 to top up the grant pot by £15,000 to allow us to support more businesses in the Borough.

3. Property & Asset Management

3.1 Estates Management

3.1.1 Haverhill - In Strasbourg Square Haverhill, on the Chalkstone estate, a regeneration project is under way to provide much needed improvements to the safety and aesthetics of the original 1970's square around the parade of shops which should be finished by the summer. The Chalkstone and Leiston Community centers are currently the subject of a proposed community asset transfers to the River of Life Church and the Town Council respectively. The Commercial units on Hollands road remain fully let and further commercial development activity is anticipated on the nearby Haverhill Business park with the disposal of the remaining parcels of land coming forward.

3.1.2 Bury St Edmunds - An empty retail unit at 99 Risbygate street has attracted much interest and it is anticipated that a new tenant will take occupation at the end of February.

The temporary relocation of the popular scout and guide shop from the Guildhall to a more accessible location with car parking at Lake Avenue has been confirmed as permanent .

Generally it has been announced that scaffolding which has covered Cupola House for the last 3 years since a devastating fire took hold will be reduced in size shortly to give some relief to the tenants in the Buttermarket and improve the vista generally.

4. Rural Affairs

4.1 Rural Initiative Grant Scheme (RIGS)

4.1.1 Applications for this grant may be made throughout the year, although an individual organisation cannot re-apply for funding from the council within two years of a grant being awarded for up to £4,000 and three years for grants approved between £4,001 and 10,000. All applications are considered by the Grant Working Party which will normally consider grants through an email voting system.

4.1.2 Funding allocated for financial year 2014/15 is as follows:

Organisation	Activity	Funding Approved
Lidgate Parish Council	Play facilities	£2,909.00
Barrow Village Hall	Play facilities	£10,000.00
Barrow Archery Club	Community activities	£1,500.00
Great Barton Parish Council	New village sign	£2,000.00
Honington and Sapiston Village Hall	New kitchen	£6,303.00
Rougham Playing Field Association	Defibrillator	£948.00

Organisation	Activity	Funding Approved
Bradfield St Clare Village Hall	Improved community facilities	£450.00
All Saints Church Rooms, Stanton	Improved community facilities	£2,185.00
Bradfield Combust Village Hall	Exterior restoration	£4,000.00
Pakenham Parish Council	Defibrillator	£500.00

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Cabinet Member Report for Housing Portfolio	
Report No:	COU/SE/15/006 [to be completed by Democratic Services]	
Report to and date/s:	Council	24 February 2015
Documents attached:	<i>(Please list any appendices.)</i>	

**Report by Cllr Anne Gower
Housing Portfolio includes:**

- Haverhill
- Strategic Housing
- Homelessness
- Social Care
- Gypsies and Travellers

1. Affordable Housing Workshop for West Suffolk Members

- 1.1 A workshop was organised seeking clarity on how the process of negotiating s106 applications work, the complexities around viability and how this affects the delivery of affordable housing within West Suffolk.
- 1.2 External speakers were invited to the event from the HCA, the National House Builders Federation and the Cambridge Sub-Regional Housing Board. The workshop explored in detail the mechanisms required to develop a housing scheme, the role of the developer and influences within the private market.
- 1.3 Following this workshop Cllr Burt and I felt that a more practical workshop should be offered to further examine why on occasions we are not achieving our affordable housing targets and whether there is anything we can do to ensure we meet our affordable housing policies. It is intended to hold a session in Mildenhall on the 2 March 2015 at 5pm looking at a case study which will allow us to explore and examine how the various contributions impact upon the numbers of affordable housing delivered.

2. New Developments within St Edmundsbury

2.1 Greenwoods Close, Haverhill

- 2.1.1 The new scheme at Greenwood Close, Haverhill, developed by Havebury Housing has provided 13 affordable homes. There is a good mix of two and three bedroom properties plus a bespoke adapted bungalow. This scheme will be officially opened on 4 March 2015.

2.2 Millfields Way Haverhill

- 2.2.1 The newly completed Millfields Way scheme has provided 6 rented and 5 shared ownership homes in Haverhill built by Orbit on land previously owned by St Edmundsbury. These homes include 2 bespoke bungalows for families with disabilities and all homes are built to lifetime homes standards allowing these homes to be adapted in the future should this be required.

3. Homelessness

- 3.1 The number of homeless households that the Council is accommodating in Bed & Breakfast remains at between 8 and 12, and is likely to remain at this level until there is an increase in provision of temporary accommodation.
- 3.2 The Council has completed the refurbishment of a House in Multiple Occupation in Lake Avenue, Bury St Edmunds to use as temporary accommodation. This will provide 5 rooms for single homeless people that the Council otherwise would accommodate in Bed & Breakfast. The first tenants will be moving in at the beginning of March. In addition to the savings generated by using less Bed & Breakfast the Council will receive an income from leasing the property to a Managing Agent, Anglia Care Trust.
- 3.3 Cabinet has recommended the Council approves that the West Suffolk Homelessness Strategy 2015-2018 is adopted, which sets out how West Suffolk will work to address homeless issues over the next three years.

4. Home Link Statistics

- 4.1 We regularly monitor application data to see if any trends emerge. This quarter there had been a small increase in the number of applicants in the highest priority need band but this has now fallen back to October 2014 levels.

Home-Link Statistics	SEBC	FHDC	SEBC	FHDC	SEBC	FHDC	STEDS	FHDC	STEDS	FHDC	STEDS	FHDC
Date	01-Sep-14		01-Oct-14		01-Nov-14		01-Dec-14		01-Jan-15		01-Feb-15	
Band A	253	69	228	65	258	71	267	71	242	53	228	35
Band B	497	381	495	383	529	381	534	373	517	289	526	292
Band C	487	371	468	371	507	380	505	380	448	281	463	292
Band D	614	427	588	434	664	450	673	463	623	360	648	394
Band D*	30	12	31	12	32	14	35	14	31	11	32	12
Total	1881	1260	1810	1265	1990	1296	2014	1301	1861	994	1897	1025
Homeseeker	1318	895	1269	889	1405	912	1418	918	1317	698	1345	738
Transfer	552	364	531	374	576	381	587	382	536	294	545	287
1 Bedroom	952	666	930	672	1016	696	1024	691	952	507	978	512
2 Bedroom	675	432	634	429	697	434	707	446	643	362	647	376
3 Bedroom	184	124	182	124	205	125	214	124	195	91	199	100
4 Bedroom	53	30	49	32	56	34	52	34	55	29	56	33
5 Bedroom	14	7	13	7	13	6	14	5	13	4	15	3
Single	779	527	756	529	824	543	832	540	770	395	790	398
Couple	277	201	271	199	298	208	302	209	274	160	281	170
Family with children	775	499	739	506	818	509	828	518	766	407	776	430
Other household types	50	33	45	31	50	36	52	35	50	26	50	28
Statutory Homeless	54	11	51	7	47	9	50	9	42	9	46	6
Homeless Prevention	61	50	56	53	68	48	68	47	73	37	74	31
Homeless Other	43	15	45	15	45	16	45	17	42	15	40	13
Over 65s	233	159	232	162	255	165	255	164	222	109	232	108
Over 65 Band A	Figures not recorded at this time								30	9	27	1
Over 65 Band B	Figures not recorded at this time								60	32	62	30

All applications were reviewed 29.12.14

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Dave Ray Portfolio Holder for Resources and Performance	
Report No:	COU/SE/15/007 [to be completed by Democratic Services]	
Report to and date/s:	Council	24 February 2015
Portfolio includes:	<ul style="list-style-type: none"> • Legal and Democratic • Elections • Finance • Internal Audit • ICT • Risk Management 	<ul style="list-style-type: none"> • Performance Management • Human Resources and Organisational Development • Health and Safety • Procurement • Customer Access

1. Resources and Performance

1.1 Agresso Project Phase 2

1.1.1 The Shared Agresso Business World Financial Management System (FMS) went live 1 April 2014 as scheduled, ten months on and users are now more familiar with the system and helpdesk calls have significantly reduced. We continue to identify numerous improvements which will help make full use of the functionality of the system, and work continues on implementing these.

1.2 Performance Management

1.2.1 Key Performance Indicators (KPIs) continue to be used in service areas to report data against agreed targets and to provide a measure of performance against our strategic priorities.

1.2.2 The third quarter's figures for 2014/15 were reported to the Performance and Audit Scrutiny Committee in January 2015. Of the 27 St Edmundsbury Borough Council (SEBC) KPIs, 11 were on or significantly above target, 4 were below target but within tolerated levels and 2 were significantly below target. The other 10 KPIs are for information only and have no target associated with them.

1.3 Budget Monitoring

- 1.3.1 Budget monitoring continues to be undertaken on a monthly basis. The third quarter's figures were reported to the Performance and Audit Scrutiny Committee in January 2015.
- 1.3.2 The forecast outturn position for the year end is showing a revenue under spend of £108,000. The Council's capital financial position for the first nine months of 2014/15 shows expenditure of £1,692,000.

1.4 2015/16 Budget Setting

- 1.4.1 A considerable amount of work has been done on identifying potential savings and income generation ideas in order to secure a balanced budget for 2015/16 and prepare for 2016/17 onwards. A balanced budget for 2015/16 is being proposed along with a council tax freeze for the fifth year running (six out of the last seven years).
- 1.4.2 Full details of the 2015/16 budget will be reported to full Council as part of the budget setting paper in February 2015.

2. Behaving more commercially

- 2.1 Work is continuing to raise awareness of how all teams can behave more commercially in their daily business, as well as in major projects. A "lunch and learn" session for staff on Behaving more Commercially was held on 7 January 2015.

3. ARP Strategic Review

- 3.1 Following the addition of three new partners a full restructure across the seven partners has taken place and will see significant savings.

3.2 Benefits

- 3.2.1 Housing Benefit claims and changes of circumstances for St Edmundsbury were being processed on average within 7 days as at the end of December 2014 and 7.9 days for Council Tax Reductions, both within the target. These figures are all actual days not working days.
- 3.2.2 Online claims continue to increase. In this financial year to date 765 new benefit claim forms have been received online, and a total of 8211 forms across Benefits, Council tax and NNDR, and comments on the use of the online forms is very positive.
- 3.2.3 On request, landlords can have the records of their payments/schedules sent via e-mail instead of by post so they receive them quicker and have less paperwork.
- 3.2.4 Regular liaison meetings continue with our stakeholders including Suffolk County Council, housing associations and other agencies to help the understanding of each others' work and awareness of our mutual customers'

needs. We continue to have discussions with the DWP concerning partial Universal Credit implementation scheduled for April 2015.

3.2.5 The Fraud team successfully investigated and prosecuted a claimant in December, resulting in an 18 month custodial sentence for failing to declare a partner was living with him and that she was in full time work. This related to a period over ten years causing overpaid Benefit totalling £81,000. The case was reported in the local press and the staff Wavelength publication. The Fraud team are in the process of implementing software to assist with data gather to detect and prosecute fraudulent activity.

3.3 Revenues

3.3.1 Collection rates are as follows:

	Collected by 31/01/15	Target to 31/01/15	Comparator figure to 31/01/14
Council Tax Net Liability: £53,824,111	95.67%	96.47%	96.24%
NNDR (Business Rates) Net liability: £47,393,939	92.56%	92.62%	96.54%

3.3.2 Council Tax collection for the year remains slightly lower than at the same point last year. This is affected by the gradual movement of some Council tax payers to 12 monthly instalments rather than ten. Collection on cases where residents were previously on 100% benefit is significantly lower than on general cases (59.5%). Those on full CTS collection is also substantially lower that among other groups (54.3%). Collection is particularly difficult from these groups where previously there was no liability for Council Tax. The recovery team continue to work with residents to help them meet payments without incurring additional recovery costs where possible.

The Council Tax team are currently undertaking a review of all single person discounts to maximise the tax base.

3.4 Business Rates

3.4.1 National Non Domestic Rates (NNDR) collection is below last year's rate and slightly below target for the current financial year. The introduction of 12 monthly instalments has contributed to this reduction in performance compared to the previous year but the collection rate should recover in the last two months of the year and is being monitored closely.

3.4.2 The Business Rates team is working with other services within the Council to ensure that all business intelligence is shared with the business rates team to ensure all potential changes to the business rates database are reflected in our records at the earliest opportunity.

3.5 Collection of Housing Benefit Overpayments

3.5.1 The Overpayment Collection team has over the past 18 months worked on improving processes and methods of recovery. This has resulted in an increase in monies recovered; £181,000 has been collected in the current financial year. This complements the work of the Fraud team to ensure where fraud is detected, monies are recovered.

4. Information and Communication Technology (ICT)

4.1 ICT provision for councillors, May 2015 – after the May elections councillors will have a range of ICT options to support a move towards paperless working. The aim is to enable councillors to bring their chosen device to meetings and access papers using the new online committee system Modern Gov. Training sessions are planned to support councillors, and individual support will be given where necessary by the ICT team. Apart from being efficient, accessing committee and other papers through electronic devices will deliver savings through cutting postage and paper.

4.2 Members will be able to choose from the following options:-

- Council supplied device; 11" tablet, 14" laptop or 15" laptop;
- Use a personal iPad/iPhone, android tablet/phone or windows mobile tablet or phone with the Council's new Bring Your Own Device App.

4.3 Ongoing works by the ICT team include:-

- ensuring the wireless connectivity in meeting rooms, including the Council chambers, can support all councillors using ICT devices;
- liaising with Property Services on providing suitable power for both corporate and personal devices in the rooms.

4.4 ICT will be running drop in sessions at the Members' induction days to demonstrate the devices and explain the advantages and disadvantages of the devices. This will enable councillors to make informed decisions on which device is best for them.

4.5 Public Services Network Compliance - The Council's annual ICT Health Check took place in January and initial feedback indicates an improvement of ICT security since the last test. There are several pieces of work that are due for completion before the Council needs to submit its return to the Cabinet Office in June. This includes the replacement of any Windows 2003 Servers by its End of Life date April this year. No major problems are anticipated with this year's return.

4.6 Following the successful proposal to extend the ICT support we provide to Abbeycroft Leisure and to the Anglia Community Leisure, ICT have begun scoping of the work to merge the two Trusts ICT systems.

4.7 Other Projects currently in progress include:

- Asidua CCP Customer Relationship Management system (implementation stage)
- Single shared intranet (implementation stage)
- Single shared Waste Management System (procurement stage)
- Geographical Information System - GIS (implementation stage)

- Elections Management System (implementation stage)
- Additional Video Conferencing facilities to allow for Video conferencing between Bury St Edmunds, Mildenhall and ARP Thetford

5. Statutory Internal Audit Plan

5.1 Work on the fundamental systems audits continues to progress well and the work contained within the annual audit plan for 2014/15 remains on track for timely completion. The audits fully complete or nearing completion for 2014/15 include payroll, treasury management, council tax, non-domestic rates, housing and council tax benefits, and cash handling.

5.2 Corporate Work

- 5.2.1 Internal Audit's involvement in corporate project work has recently included:
- a review of the West Suffolk Councils' fees and charges resulting in a West Suffolk Fees & Charges Policy being produced, and approved by Cabinet in December 2014;
 - continued involvement in the business process re-engineering (BPR) team which is reviewing and redesigning service processes in order to deliver improvements across West Suffolk;
 - assisting in reviewing financial aspects of renewable energy investment options;
 - participation in the Housing Investment Project Group – a group of officers looking at investment options, for consideration by Cabinet, to support and increase the delivery of housing across West Suffolk; and
 - assisting in reviewing West Suffolk's current approach to risk management.

5.3 Probity

5.3.1 The National Fraud Initiative (NFI) results were released on 29th January 2015. A total of 977 matches occurred for St Edmundsbury with 185 of these being high priority matches (as defined by NFI) and work has already commenced in reviewing these. This is in addition to the 28 matches released on 19th January 2015 matching Housing Benefit Claims and Resident Parking Permit holders to Deceased Persons.

5.4 Other Work

- 5.4.1 Internal Audit has recently carried out a review of the income collection processes for markets and provided recommendations to further improve the controls in this area.
- 5.4.2 Fee earning work undertaken on behalf of other organisations is nearing completion. This work includes:
- council tax, non-domestic rates, housing and council tax benefits audits on behalf of East Cambridgeshire DC and Breckland Council;
 - additional audits to those above undertaken on behalf of East Cambridgeshire DC as part of an annual agreement with that council;
 - grant verification work on behalf of Suffolk County Council; and
 - financial vetting work on a non St Edmundsbury project.

6. Customer Access

- 6.1 The customer access project has continued to progress. The customer service team now delivers a range of services across both councils. Regular liaison meetings are scheduled with the services throughout the year and refresher training for all customer service staff. Recent service integrations to the customer service team have included Public Health and Housing in November, Phase 2 of Waste Management in December, Elections in January and Parking Permits to follow in February.
- 6.2 Performance remains high with on average 90% of all calls answered is being achieved. From April to the end of December, over 107,000 phone calls were received and 95,000 visitors have been received across all West Suffolk offices.
- 6.3 It is important that we measure the quality of customer experience alongside the volume of queries so developing customer satisfaction measures is an area we will progress over the next few months.
- 6.4 The team has already introduced customer excellence standards training for all customer service staff and it is anticipated that this will be rolled out to all staff in the near future.
- 6.5 Universal Credit will be partially introduced across West Suffolk in April and the customer service team is working closely with the Jobcentre, ARP and colleagues in housing to ensure that the council is prepared and able to advise customers affected by the change. At this stage, Universal Credit will only affect a small number of people in the area. However, it is important to ensure that we understand its impact and provide support and assistance where necessary.

7. Human Resources, Legal & Democratic Services

- 7.1 The newly formed Human Resources, Legal and Democratic Services team continues to support the services within West Suffolk Councils, underpinned by the business partner model. Within the team, we also continue to support a range of external partners throughout their organisational change and their day to day operations.
- 7.2 Our Leadership Team consists of our first two levels of management, our directors and heads of service. This is a small, more strategic focused leadership team. We have created a distinct third tier of management at Service Manager Level, who will deputise for their Heads of Service. We are in the process of appointing those officers to the new roles which will be responsible for the day-to-day operations of each of their services. This structure will enable us to create more capacity at the leadership level and empower Service Managers to lead on service delivery, with a clear understanding of how operations deliver the West Suffolk councils' vision and priorities. The Service Manager level will also encourage greater cross-boundary working and accountability, enabling a cohesive and consistent approach to service delivery across our Councils.

- 7.3 The shared services agenda has seen an increase in creative ways of working. Maximising the best use of staff time is essential. There has been a need for greater increase of effective working arrangements including dual office base contracts, flexible working, home working and home enabled, combinations of office/home working, and a range of different working patterns in order to deliver services. Other initiatives, such as video conferencing between locations, are being expanded to enable meetings to be held at various locations, bringing together teams through technology rather than travel. This is underpinned by our mileage reduction plan, setting a target of reducing travel by 10%. Our main focus has been and continues to be maximising our opportunities and focusing on output and outcomes.
- 7.4 From 2 February 2015, we have been required to publish our data on our website. This was a requirement from the DCLG, who issued a Transparency Code in October 2014, which requires all local authorities to be open about their data. We have published HR data on how we organise our structures, our senior salaries, pay multiple, and trade union facility time.
- 7.5 The code was issued as part of a drive to increase local accountability, giving local people the opportunity to contribute to the local decision-making process and help shape their public services.
- 7.6 We have introduced a new scheme which provides our staff with the opportunity to volunteer for activities either linked to their normal role or outside their role. There are no boundaries to the scheme and all reasonable requests will be considered to enable our staff to seek out new skills and experiences whilst making valuable contributions to our communities. Both individual and team requests will be considered on the basis of worthwhile activities that have a benefit to the community and/or provide an opportunity for team building and forging strong working relationships to benefit our service delivery.
- 7.7 The new committee management system (modern.gov) was launched in November 2014 and, although there have been some minor implementation issues, the system has already made the production and publication of committee agendas much easier and quicker. The next step will be to enable 'paperless' meetings where agendas and reports can be accessed electronically; full training and support will be given to all members after the election.

8. Health and Safety

- 8.1 Again, a very busy period providing support/advice on various Health & Safety issues, including accident/incident investigations, both for West Suffolk and Anglia Revenue Partnership.
- 8.2 Following the major overhaul of the Health and Safety training modules on the intranet, the updated system was rolled out at the end of 2014, and 72% of staff have completed the training so far. We are monitoring the training and addressing any issues with relevant line managers.
- 8.3 Christmas Fayre 2014 was another outstanding success. Each year the Fayre has grown in size and popularity since its inception in 2004. This year the event was held on the 27-30 November 2014, it was estimated that over 120,000 visitors enjoyed the three and half day event, with over 300 stall-

holders spread over different venues around the town including Angel Hill, Abbey Gardens, Athenaeum, The Apex, Hatter Street, Cathedral, Moyses Hall, Charter Square and the Cornhill/Butter Market. The Health and Safety team advises on all relevant matters including writing the Event Safety Plan, makes sure that risk assessments are in place, and are present both in the control room and around the Fayre itself.

- 8.4 We are currently undertaking a health and safety review of the event to make the necessary recommendations to ensure events continue safely.
- 8.5 We are now looking at future events such as the Woman's Tour of Britain cycle event, for which we are working in partnership with Abbeycroft Leisure and other stakeholders to ensure its safe delivery.

9. Member Development (December 2014 – February 2015)

- 9.1 In December the respective Councils were presented with the Charter for Elected Member Development.
- 9.2 Planning work continues to ensure that an effective induction programme is in place for new council members following the elections in May.
- 9.3 Two 'prospective member' events are scheduled for February 2015. These sessions will aim to provide information for those considering standing for election as District or Borough councillor in May 2015.
- 9.4 Whilst feedback from members given at each event is generally very positive, the value of the events would be greater if more members attended events regularly. 96 West Suffolk member attendances across 7 events since April 2014 equates to 13.7 members at each event. 71% of St Edmundsbury members have attended at least one event. The Front-line sessions achieved the best level of attendance, followed by the Development Control session in December 2014 at West Suffolk House with attendance of 16 members.
- 9.5 At the request of members, another Development Control session to deal specifically with Town and Country Planning General Permitted Development Order (GPDO) Regulations was delivered on 27 January 2015. February 2015 will see a session on Local Government Finance and in March 2015, David McGrath, an external trainer, will be delivering a session on 'Handling Challenging People and Situations'. The last Member Development session prior to the election will be a Front-line style session at the Athenaeum covering issues raised by Overview and Scrutiny.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Pugh Portfolio Holder for Economic Growth	
Report No:	COU/SE/15/008 [to be completed by Democratic Services]	
Report to and date/s:	Council	24 February 2015
Portfolio includes:	<ul style="list-style-type: none"> • Economic Development • Town Centre Management • Markets 	<ul style="list-style-type: none"> • Tourism • Car Parking • Transport

1. Inward Investment Packs

- 1.1 A key part of the Economic Development and Growth Team's Six Point Plan for Jobs and Growth is to encourage inward investment. With this in mind, I am delighted to announce that a West Suffolk inward investment pack has now been produced. The pack, titled "West Suffolk business fact pack; promoting growth, relocation and start-ups", includes invaluable information on lifestyle, education, housing, infrastructure, together with town profiles and business case studies – all to show potential investors that choosing West Suffolk is a sound business decision. The pack will be a 'living' document that will be updated regularly, with the opportunity for more business case studies to be added.
- 1.2 The pack will be officially launched on 26 February 2015 at a Hong Kong trade council business event at the Athenaeum – what better occasion to launch this than at this key event designed to forge international trade links between prosperous West Suffolk and the financial powerhouse that is Hong Kong. The pack will then be launched later in the day to members of the West Suffolk Business Forum.

2. Strategic Tourism

- 2.1 Work is well underway towards developing a long term strategy for tourism in Bury St Edmunds. A core group has been set up to oversee this project and representatives on the group include the Angel Hotel, Bury Tourism Group, Bury St Edmunds Town Council, Our Bury St Edmunds, St Edmundsbury Borough Council; Visit Suffolk.

- 2.2 The first meeting of the group was a success, and it is evident that there is a real desire for better coordination and working in partnership for the good of the town. The consultants appointed to eventually produce a Destination Management Plan are currently carrying out research to develop a baseline data report (this is essentially an audit of what the current tourism offer is in and around Bury St Edmunds). Several consultation workshops with stakeholders are being delivered throughout the day on 24 February 2015 at Moyses Hall.

3. Haverhill Masterplan

- 3.1 Good progress continues to be made on the Haverhill Masterplan, which is being overseen by the masterplanning core group of ONE Haverhill that I chair.
- 3.2 Experts in masterplanning, David Lock Associates (DLA) were appointed in late December 2014. A productive inception meeting with DLA, ONE Haverhill masterplanning core group members and officers took place in early January 2015; DLA explained how impressed they were to see such a coordinated approach at an inception meeting, with so many representatives of Haverhill speaking of their desire to work together for the good of Haverhill.
- 3.3 DLA are currently working on the baseline data, and this will be followed by Issues and Options consultation starting in March.

4. Markets – NABMA Award

- 4.1 In the run up to Christmas, Bury market on Wednesday and Saturday and Haverhill's Saturday market were full and many stalls have continued throughout January. Bury market now has an alcohol licence which has enabled the market to have regular stalls selling local beer and European wine to take away.
- 4.2 Haverhill market has won the 'Best Love Your Local Market Event' for their Youth Market at the recent NABMA awards. The judges praised the community support and the commitment from the local authority to involve young people in their markets.

5. Car Parking

- 5.1 The Borough Council has commissioned Alpha Car Parking consultancy to identify and project future demands on car parking capacity in Bury St Edmunds. This information will not only inform us on future car parking provision over the medium and long term, but will also make recommendations on the car parking management tools at our disposal. The study will be completed by the end of May and will include a full business case setting out the full financial implications arising from the possible introduction of Pay on Exit and ANPR management systems.

5.2 I am pleased to confirm that following an inspection by the Police and a parking specialist on Parkway, St Andrews and School Yard West in Bury St Edmunds, each car park was awarded 'Park Mark' for levels of safety, cleanliness, quality of signage, frequency of patrols and overall maintenance.

6. West Suffolk Business Forum

6.1 I was really pleased to attend the latest West Suffolk Business Forum to present to the group the newly launched West Suffolk Inward Investment pack. The pack was one of the items on a broad agenda which also included presentations from Ourburystedmunds, the New Anglia Growth Hub and Suffolk Chamber of Commerce. Developing links with Hong Kong, the Bury St Edmunds Destination Management Order, The Home of Horseracing Project, Haverhill Masterplan and this year's Business Festival were amongst the items discussed.

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Clements Portfolio Holder for Planning and Regulation	
Report No:	COU/SE/15/009 [to be completed by Democratic Services]	
Report to and date/s:	Council	24 February 2015
Portfolio includes:	<ul style="list-style-type: none"> • Planning (Development Management) • Planning Policy • Building Control • Vision 2031 	<ul style="list-style-type: none"> • Environmental Health (excluding Environmental Management) • Licensing

1. Planning Policy

- 1.1 The Planning Inspector's Report into the examination of the Joint Development Management Policies Document was received on the 21 January 2015. The report concluded that, provided a number of modifications are made to it, the document is sound. The final document is brought forward to tonight's meeting of the Council for adoption, and is being brought to Forest Heath's Council meeting for adoption on 27 February 2015. The adoption of this document will put an essential part of the development plan for the area in place. It will place both St Edmundsbury and Forest Heath in a very strong position to provide guidance on the delivery and management of development in West Suffolk.
- 1.2 The West Suffolk Shop Front and Advertisement Design Guidance is also brought forward to tonight's meeting of Council for adoption. Whilst the document in itself will not be a part of the formal development plan, it will inform and be a material consideration in the determination of planning applications and will provide detailed guidance on the design of new and replacement shop fronts throughout West Suffolk.

2. Building Control

- 2.1 Suffolk District and Borough Councils have been discussing the various possibilities available to begin to solve the challenges we are all experiencing in retaining and recruiting well qualified Building Control Officers. It is believed (although not tested via any business case) that joining up into a Suffolk wide Building Control Partnership will provide a more resilient and stronger service.

There are also a number of private/public partnerships which are being considered.

- 2.2 The preferred option will be put to members soon. In the meantime, however, we are advertising for staff to replace those who have left and are about to leave. As part of the partnership working we are using services being provided by Mid-Suffolk and Ipswich supported by agency staff to help us maintain our service while we go through the option appraisal.

3. Development Management

- 3.1 The section's performance record was updated at the January meeting of the Joint Performance and Audit Committee and it was very pleasing to note that there has been an improvement in performance with targets for determining applications either being met or being very close to being achieved – this resulted in no failing targets to report for the last quarter. There is still a long way to go in improving and consolidating performance across the board but the section is pleased to start to see the results of their hard work over some very difficult months.
- 3.2 The section is currently undergoing a Business Process Re-Engineering exercise to fine tune their internal processes and better inform how a new piece of software called Enterprise will be used in the future – this is a very helpful piece of kit which is a Task Manager and should improve efficiency and resource management and monitoring.
- 3.3 There was a Joint Member Development Session on 27 January 2015 dealing with the complex issue of recent permitted development changes and prior notification applications – for any Members interested who were not able to attend, the PowerPoint from the workshop and the hand-outs (containing lots of useful information) are available on GOLD.
- 3.4 The software that the public use to access details about planning applications is up and running. This allows people to track individual applications that they are particularly interested in. Notes of how to sign up to this are available in the hand-outs as detailed above from 27 January 2015. Planning staff will be helping to deliver Member training sessions after the elections which will include the Public Access/ICT programme and the usual Development Management sessions.
- 3.5 Finally, the section's new Enforcement team is taking shape – Andy Smith joined at the beginning of February as the Principal Enforcement Officer, Sara Rampley joined as an Enforcement Officer in January and interviews are taking place on 12 February 2015 for the remaining vacant post (Senior Enforcement Officer). Andy is concentrating on getting to grips with the caseload, drawing back cases from the Council's interim consultants and working on the section's Enforcement Plan.

4. Environment Team

4.1 Fuel poverty and affordable warmth

- 4.1.1 With our local authority partners in Suffolk, we have secured £100,000 for an innovative project to improve energy efficiency and tackle fuel poverty in the County, as part of the National Grid Energy Efficiency Innovation Award scheme. The bid was submitted as part of the work done through Suffolk Energy Action Link, the Suffolk local authority consortium, which targets home energy efficiency.
- 4.1.2 The bid was one of only five successful applications to the £400,000 fund to support major innovations to tackle fuel poverty and deliver energy efficiency solutions in disadvantaged communities. The funding will deliver a pilot project that will deliver energy efficiency benefits to a park home site in the Borough, with potential roll-out to other residential park home sites in the County.

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Sarah Stamp Portfolio Holder for Leisure, Culture and Heritage	
Report No:	COU/SE/15/010 [to be completed by Democratic Services]	
Report to and date/s:	Council	24 February 2015
Portfolio includes:	<ul style="list-style-type: none"> • Arts and Culture • Festivals and Events • Heritage Services • Parks and open Spaces 	<ul style="list-style-type: none"> • Public Halls • Sport • Tourism (Destinations and Events)

1. Parks and Open Spaces

1.1 Events & Activities

- 1.1.1 Over the Christmas period, many took advantage of the range of festive activities available in the parks. At Nowton Park and East Town Park in Haverhill, popular ranger events included a visit to Father Christmas, Christmas Wreath making, workshops to make reindeer food and the traditional New Year's Day Treasure Hunt.
- 1.1.2 Holocaust Memorial Day service – I was proud to attend the Holocaust Memorial Day service in the Abbey Gardens, on Tuesday 27 January 2015. This years' service, which also celebrated the opening of the new garden area, coincided with the 70th anniversary of the liberation of Auschwitz. Reverend Canon Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral, delivered the service in partnership with Rabbi Danny Rich, Chief Executive of Liberal Judaism.
- 1.1.3 A stainless steel teardrop sculpture stands a metre and a half tall at the centre of the new garden, surrounded by 57 cobble stones - one for each of the 57 Jews murdered in Bury St Edmunds on Palm Sunday in 1190 - and two benches to allow visitors a place for quiet reflection. Thank you to all Councillors who supported this well attended and poignant event.

- 1.1.4 For all current events please refer to the following link:
<http://www.whatsonwestsuffolk.co.uk>

1.2 **Projects**

1.2.1 **Play area refurbishments - 2014-15**

- Haverhill Recreation ground Play area (Haverhill)
Part SEBC capital - Part Sct. 106.
Construction currently underway – To be completed by the end of the current financial year.
- Quendon Place (Haverhill)
Funded entirely from Sct.106 funding
Construction currently underway – To be completed by the end of the current financial year.
- Flying Fortress Park (BSE)
Funded entirely from sct. 106 receipts.
New MUGA already installed.
New play area currently out to tender should be opening summer 2015.

1.2.2 **Play area refurbishments planned 2015-16**

- Nowton Pit (Bury St Edmunds) - move play area from base of steep slope, install new equipment, install a new path to link play area, car-park and residential estate.
- Allington Walk (Haverhill) - remove existing play equipment, locate new equipment within a fenced in area, installation of a new access path, re-fence & mark out a Multi Use Games Area (MUGA).
- Priors Play area (Bury St Edmunds) - MUGA to move 90 degrees, to enable easier access to a new younger children's play area, installation of new play equipment and boundary fencing.

2. **Heritage Services**

2.1 **Magna Carta Lecture by Prof David Carpenter**

- 2.1.1 There was a full house in Moyses Hall Undercroft for Professor David Carpenter's recent lecture on the role of Bury St Edmunds in the story of the Magna Carta. Professor Carpenter's research clearly links the Barons attending a meeting in the town in late 1214 to the eventual signing of the Magna Carta in 1215.

2.2 **Museum Exhibitions for 2015**

- 2.2.1 New displays open in early February- the 'Horace Barker Signature Exhibition' in the Great Hall is a broad display of the items the museum cares for, showing the diverse nature of collecting from the original opening in 1899. Barker's current ancestors have loaned new images and items belonging to the longest serving Moyses Hall curator (1899-1932).

2.2.2 The Great Hall will be revamped with the addition of a small gallery called 'The Avenue'. An original Tudor door and fireplace will be exposed. The Avenue will host a variety of exhibitions starting with Sybil Andrews Prints in February leading onto the Mayoralty Display in March and then the WW1 Display for the summer.

2.2.3 The Avenue will also act as a new entrance into the Gershom Parkington Room where the Gershom Parkington world class clock collection is displayed. Currently around 70% of the collection's clocks are on display with a further seven long case clocks and other items being added in August. A new interactive computer system, funded from grant money, is also being provided.

2.3 **West Stow**

2.3.1 Alan Jones, a Master Thatcher, arrived in January to start work on thatching of the new sunken house. This new house is part of the celebrations associated with 50 years of archaeology at West Stow and will replace the existing version which was built in 1974. The building should be completed by the end of February.

2.3.2 Alan will be presenting a lecture entitled 'an introduction to early thatching techniques' at West Stow in February for 30 people (bookings available through The Apex)

2.3.3 School visits to West Stow increased considerably in 2014 with over 440 children visiting the newly created winter programme in December. The new programme provides indoor sessions as well as visits out to the Anglo Saxon village. The increase is due in part to changes in the national curriculum and teacher's confidence in the winter programme we are now providing. January schools numbers were 639 pupils, compared to 199 in the same period for 2013.

2.3.4 West Stow Country Park is also reapplying for Green Flag status again this year having successfully retained the accreditation for a number of years.

2.4 **Heritage outreach**

2.4.1 Care Home Visit - As part of the Heritage Services outreach programme, Ron Murrell has visited The Martin's Care home to further forge the links established with the home, including last summer's 70's project. Ron has provided a variety of talks to the residents on themes such as WW1. As well as promoting the merits of the town's museum to the residents' and their families the visits have also enabled the service to record some of the resident's accounts of the past. This aural history has helped bring to life some of the exhibitions hosted in Moyse's Hall Museum.

2.4.2 Gainsborough Fine Art Exhibition - In an attempt to increase footfall, Museums throughout Suffolk are now working more closely

together to promote one another's exhibits. A joint exhibition to celebrate the works of renowned Suffolk artists is being held in Gainsborough House Museum, Sudbury from June to October. Art from our own collections alongside others from Newmarket National Horse Racing Museum will form part of this celebration of art. The concept is for a travelling exhibition to each partner in the coming years.

3. Tourism (Destinations & Events)

- 3.1 In preparation for the tourist season, further training sessions have been held for staff and volunteers working in the towns tourism points. Tours of Moyse's Hall and The Apex have given those involved a better understanding of the towns offer. Welcome Host Gold training for 16 members on the 5th February will continue to strengthen the tourism offer for the coming season.
- 3.2 The London Excursions, Tourism and Travel show was attended by two members of staff from The Apex who helped market and promote the virtues of West Suffolk to the shows audience.

4. Public Halls – The Apex

- 4.1 Box office sales from The Apex continue to increase.
- In December 2014, The Apex sold 6,024 tickets to a value of £101,061.50. Comparing this directly with December 2013, this is an increase of 1,688 tickets and an increased box office income of £28,723.00.
 - Likewise January 2015's figures are up on the same time last year, with the box office sales generating £116,214.50 of income (6,545 tickets) compared to £76,650.70 (4,841 tickets) in January 2014. This is an increase of £39,563.80 and 1,704 ticket sales.
 - At the end of January 2015 the cumulative box office income totalled £950,230.60. This is an increase of £251,806.92 compared to the end of January 2014, at which point box office income totalled £698,423.68.
 - In the 2014 calendar year, The Apex attracted 11,940 new first time bookers. This compares to 8,328 in 2013.
 - So far in 2015, The Apex has achieved 10 sell out shows in January and February.
- 4.2 Social media - The Apex Facebook page now has over 2,570 likes – an increase of 13.5% from 6 months ago.
- The Apex Twitter account now has over 3,200 Twitter followers – an increase of 19.8% from 6 months ago.
 - The Apex e-mailing list now has over 16,000 email addresses of customers who have opted in to hear from us – an increase of 12.5% from 6 months ago.

- Our monthly eNewsletter has an average Open Rate of 38.6% (compared to a UK average of 22.9%).
- Our monthly eNewsletter has an average Unique User Click-Through Rate of 4.7% (compared to a UK average of 3.3%).
- Our monthly eNewsletter has an average Unsubscribe Rate of 0.08% (compared to a UK average of 0.53%).

4.3 Website

- www.theapex.co.uk's average monthly Unique Users is 14,020 so far this financial year, compared to 8,230 last financial year.
- www.theapex.co.uk's average monthly Sessions is 47,307 so far this financial year, compared to 28,028 last financial year.
- www.theapex.co.uk's average monthly Page Views is 133,786 this financial year, compared to 97,416 last financial year.

5. **Leisure**

5.1 **The Friends Life Women's Tour 2015**

5.1.1 After last year's successful hosting of the final leg of the Friends Life Women's Tour, St Edmundsbury Borough Council have worked with Abbeycroft Leisure and Suffolk County Council to bring the start of the Friends Life Women's Tour 2015 to Bury St Edmunds. The Grand Depart will take place on Wednesday 17th June and will see the world's best female cyclists leave Angel Hill and take a route to Aldeburgh. In addition to the start, a riders presentation evening will take place on the evening of the 16th June where riders and teams will be showcased at a free event.

5.1.2 Securing this high profile event creates the opportunity to promote cycling as an everyday activity and assists in improving the physical activity levels of local residents and therefore a wide range of community activity is being developed to ensure that residents get the opportunity to engage in cycling. This includes the continuation of the Women on Wheel Cycle Ride in aid of St Nicholas Hospice, for which I am proud to be an Ambassador and have even promised to take part! This event will take place on the 5th July and it is expected that the event will see a strong take up.

5.2 **Stand Tall**

5.2.1 A new initiative called stand tall is now being delivered across St Edmundsbury. The project aims to assist young people with Mental Health Issues through the provision of access to a number of sessions that use boxing themed activity to promote self-confidence and a supportive environment to take part in exercise. The project is being delivered in Bury St Edmunds and Haverhill and is supported by the West Suffolk Clinical Commissioning Group and a number of other stakeholders who are assisting refer young people into the programme. Indicative outcomes are good with all participants showing increased physical activity and 80% showing improved mental wellbeing. This programme is being supported by

funding from Sport England as part of the "Get Healthy, Get into Sport" initiative that was submitted as a broader bid linked to the Most Active County Initiative.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Ian Houlder Chairman of Overview and Scrutiny Committee	
Report No:	COU/SE/15/011	
Report to and date	Council	24 February 2015

This report covers the meeting of the Committee held on 17 December 2014.

17 December 2014

1. Car Park Tariffs 2015-16

- 1.1 The Overview and Scrutiny Committee received a report which referred to Cabinet Report D223 (12 December 2012), which recommended that the Committee receives a report each year outlining any recommendations from Officers for changes to car park tariffs including supporting evidence and justification for changes. The resulting recommendations would be considered by the Performance and Audit Scrutiny Committee as part of the budget setting process on 29 January 2015.
- 1.2 Members were informed of the proposed recommendations and justifications, which was in line with the Overview and Scrutiny Committee's review carried out in 2012.
- 1.3 The Committee examined the proposed recommendations in detail. In particular discussions were held on:
 - (1) The current "Free from 3" parking initiative which had been introduced as a trial in an attempt to increase footfall and revenue to traders in Bury St Edmunds and Haverhill on quieter trading days and was not intended for busy days. Members representing Haverhill felt that the "Free from 3" was not making a difference in increasing footfall on Fridays and suggested that this be reviewed as part of the full parking review in June 2015.
 - (2) The National Standard used in calculating the number of disabled spaces required. The Car Parks Manager informed Members he was happy to

visit car parks and work with ward members who had particular concerns about disabled parking.

- (3) The cost of using Ringo, which would be reviewed alongside the tariff structures for 2015.
- (4) The talks taking place between the Council and West Suffolk College in promoting public transport to students to resolve parking issues since the College had introduced charging.

1.4 The Committee endorsed the proposed recommendations, which would be presented to the Performance and Audit Scrutiny on 29 January 2015.

2. Work Programme Update and Suggestions for Scrutiny

2.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

2.2 The Committee at its meeting considered two suggestion for scrutiny review forms proposing a:

- (1) Review of Shared Services to ensure no negative impact on users and that the joint service was fit for purpose; and
- (2) Review of the Leader and Cabinet Model of St Edmundsbury Borough Council.

2.3 A lengthy debate on the two issues was held, and taking into account information provided during the meeting by members, the Portfolio Holder for Resources and Governance and officers, the Committee resolved that:

- (1) A Member Learning and Development Session on the Shared Services model and corporate working practices be arranged to take place prior to the elections in May 2015; and
- (2) The operation of the Leader and Cabinet Model be incorporated within the Member Learning and Development Session to be arranged to take place prior to the elections in May 2015 in respect of the issues arising from the two scrutiny suggestions.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Sarah Broughton Chairman of Performance and Audit Scrutiny Committee	
Report No:	COU/SE/15/012	
Report to and date	Council	24 February 2015

This report covers the meeting of the Committee held on 29 January 2015.

29 January 2015

1. Key Performance Indicators & Quarter 3 Performance Report 2014-15

- 1.1 Members considered the third quarterly report for 2014/15, covering the period April to December 2014 for both Forest Heath District Council and St Edmundsbury Borough Council, together with a combined performance for West Suffolk, where relevant. A total of 27 indicators for St Edmundsbury were reported this quarter, of which 11 were green, 4 were amber, 2 were red and 10 were data only indicators. For West Suffolk there were a total of 19 indicators, of which 7 were green, 4 were amber, 1 were red and 7 were data only indicators.
- 1.2 Members discussed a number of indicators and asked questions to which officers duly responded. In particular, discussions were held on the new and existing businesses benefiting from the Council's Business Grant scheme and the number of planning enforcement cases closed.

2. West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2014

- 2.1 The Committee received and noted the third quarterly risk register monitoring report in respect of the West Suffolk Strategic Risk Register, which had been prepared following a review by the Risk Management Group. No new risks had been identified and no risk had been amended or closed. However, some individual controls and actions had been updated and those which were not ongoing had been completed by December 2014 had been removed from the Register.
- 2.2 Members discussed some of the risks in this quarter's report, but did not make any suggestions for amendments to the Register on this occasion.

3. Financial Performance Report (Revenue and Capital) Quarter 3 (2014/15)

- 3.1 The Committee received the quarterly monitoring report which informed Members of the Councils capital financial position for the first nine months of 2014/15 and highlighted significant variances. The latest Revenue Budget Summary indicated a current underspend of £502,000, with a forecast position for the year end showing an underspend of £108,000. In terms of the Council's Capital financial position the first nine months showed an expenditure of £1,692,000.
- 3.2 Members scrutinised the report and asked questions to which responses were provided. In particular discussions were held on the Council's capital programme and the future planning of projects.

4. Delivering a Sustainable Budget 2015-16 - Update

- 4.1 The Committee received and noted the update report on progress made towards delivering a balanced budget for 2015/16. Additional pressures and the progress made to date in achieving the 2015/16 savings target was set out in Table 1 of the report. These were now being incorporated into the budgets, over and above those items brought to the Committees' attention in November 2014, as part of Report PAS/SE/14/010.
- 4.2 The report also informed the Committee on the Overview and Scrutiny Committee's consideration of the Annual Car Park Tariffs report (OAS/SE/14/001), at its meeting on 17 December 2014. The Committee had noted the proposed recommendations for inclusion in the Delivering a Sustainable Budget 2015/16 Update Report to the Performance and Audit Scrutiny Committee (Paragraph 1.3.2 of Report No: PAS/SE/15/005), as part of the budget setting process.
- 4.3 The Performance and Audit Scrutiny Committee scrutinised the report and asked a number of questions to which officers duly responded, and recommended that the Car Park Tariffs for 2015/16, as set out in Paragraph 1.3.2 of Report No: PAS/SE/15/005 be approved, as part of the budget setting process for 2015/16.

5. Treasury Management Report 2014/15 – Investment Activity 1 April to 31 December 2014

- 5.1 The Treasury Management Sub-Committee met on 19 January 2015 and considered the above report, which summarised the Treasury Management activity for the first nine months of the 2014/15 financial year.
- 5.2 The Sub-Committee was advised that interest earned during the first nine months of the financial year amounted to £0.261m against the profiled budget for the period of £0.444m; a budgetary deficit of £0.183m. This was due to a lower average rate of interest than projected during the period. The reduction in the average interest rate was primarily due to the continued low bank base rate of 0.50%, which in turn had seen a reduction in the interest rates on the Council's call accounts and fixed term investments. In the current economic

climate it is considered likely that the current low rates will continue for the remainder of this year.

- 5.3 The Sub-Committee had scrutinised the content of the report, asking questions of officers as necessary. Discussions were held on the investment activity and the increase in balances as at 31 December 2014; the Council's potential future borrowing requirements; links to the use of treasury management investment balances and cash flow planning. No issues or recommendations were brought to the attention of the Performance and Audit Scrutiny Committee on this occasion.

6. Annual Treasury Management and Investment Strategy Statements 2015/16

- 6.1 The Treasury Management Sub-Committee met on 19 January 2015 and considered Report TMS/SE/15/002, which provided information on the proposed Treasury Management and Investment Strategy Statements 2015/2016 (including treasury related prudential indicators).
- 6.2 No major changes had been made to the Strategy since it was presented to the Sub-Committee on 20 January 2014. The Sub-Committee was also advised that the Treasury Management Code of Practice had been updated accordingly, to reflect the proposed Annual Treasury Management and Investment Strategy Statements 2015/16. No major changes had been made to the Code of Practice since it was presented to the Sub-Committee on 20 January 2014.
- 6.3 The Sub-Committee had examined the report in detail and was pleased to note that based on the current economic climate that the interest rate projected in 2015/16 had been revised down from 1.50% to 0.90%.
- 6.4 The Performance and Audit Scrutiny Committee considered the report and recommended that the Annual Treasury Management and Investment Strategy Statements 2015/16, attached as Appendix 1 to Report TMS/SE/15/002, be approved through Cabinet and Full Council.

7. Update on procurement exercise for external fund manager to support treasury management activities

- 7.1 The Treasury Management Sub-Committee met on 19 January 2015 and considered Report TMS/SE/15/003, which provided options around the timing for the procurement exercise for external fund managers to support the Council's treasury management activities. The Sub-Committee was advised that the current contract with Sector for Treasury Management advice was extendable until March 2017, and could be terminated on 31 March 2015.

- 7.3 The report summarised two potential options on the timing for a procurement exercise for the appointment and use of an external fund manager:

Option A: A procurement exercise commences during the last quarter of 2014/15, following the approval of the Council's spending plans as part of the 2015/16 budget and council tax setting reports at the end of February 2015.

Option B: A procurement exercise commences during the summer of 2015, allowing for further opportunity to consider the business cases for some potentially significant investment opportunities such as PSVII, Waste Transfer Site and Investing in Housing within the Borough and the Council's overall spending plans.

7.4 The Treasury Management Sub-Committee had examined the options in detail and recommended to the Performance and Audit Scrutiny Committee, that Option B, as detailed in paragraph 1.2.1 of Report TMS/SE/15/003, be approved.