

Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Tuesday 16 December 2014
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 Head of Legal and Democratic Services 8 December 2014</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

Page No

1. Minutes

1 - 14

To confirm the minutes of the meeting held on 23 September 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 Head of Legal and Democratic Services (including apologies for absence)

Part 1 - Public

5. East of England Charter for Elected Member Development

Cabinet Member: David Ray Lead Officer: Karen Points

6. 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 15 December 2014.** The written notification should **detail the full question** to be asked at the meeting of the Council.)*

7. Schedule of Referrals from Cabinet and Democratic Renewal Working Party

15 - 40

Schedule attached as Report No: **COU/SE/14/001**

(A) Referrals from Cabinet: 21 October 2014

1. West Suffolk Local Code of Corporate Governance
Cabinet Member: Cllr David Ray

2. Anglia Revenues and Benefits Partnership:
Enforcement Agency
Cabinet Member: Cllr David Ray
3. Castle Manor Academy, Haverhill – Concept
Statement Cabinet Member: Cllr Terry Clements

(B) Referrals from Cabinet: 2 December 2014

1. Delivering a Sustainable Budget 2015-2016 and
Budget Consultation Results
Cabinet Member: Cllr David Ray
2. Accounting for a single West Suffolk staffing
structure and the move to a West Suffolk Cost
Sharing Model
Cabinet Member: Cllr David Ray
3. Local Council Tax Reduction Scheme and Technical
Changes 2015/2016
Cabinet Member: Cllr David Ray
4. Council Tax Base for Tax Setting Purposes
2015/2016 Cabinet Member: Cllr David Ray
5. Developing a Community Energy Plan
Cabinet Members: Cllrs David Ray and Peter Stevens
6. Public Service Village Phase II, Olding Road, Bury St
Edmunds
Cabinet Member: Cllr Terry Clements
7. West Suffolk Data Protection Policy
Cabinet Member: Cllr David Ray

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

1. Polling District Review
Cabinet Member: Cllr David Ray
2. Community Governance Review
Cabinet Member: Cllr David Ray

8. Review of Constitution

41 - 56

Report No. **COU/SE/14/002**

Cabinet Member: Cllr David Ray

Lead Officer: Joy Bowes

9. 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.

10. 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 | 57 - 62 |
| Report No. COU/SE/14/003
Cabinet Member: Cllr John Griffiths | |
| (b) Report from the Deputy Leader and Portfolio Holder for Health and Communities | 63 - 66 |
| Report No. COU/SE/14/004
Cabinet Member: Cllr Sara Mildmay-White | |
| (c) Report from the Portfolio Holder for Waste and Property | 67 - 70 |
| Report No. COU/SE/14/005
Cabinet Member: Cllr Peter Stevens | |
| (d) Report from the Portfolio Holder for Housing | 71 - 76 |
| Report No. COU/SE/14/006
Cabinet Member: Cllr Anne Gower | |
| (e) Report from the Portfolio Holder for Resources and Performance | 77 - 84 |
| Report No. COU/SE/14/007
Cabinet Member: Cllr David Ray | |

- (f) Report from the Portfolio Holder for Economic Growth** **85 - 88**
 Report No. **COU/SE/14/008**
 Cabinet Member: Cllr Alaric Pugh
- (g) Report from the Portfolio Holder for Planning and Regulation** **89 - 94**
 Report No. **COU/SE/14/009**
 Cabinet Member: Cllr Terry Clements
- (h) Report from the Portfolio Holder for Leisure, Culture and Heritage** **95 - 102**
 Report No. **COU/SE/14/010**
 Cabinet Member: Cllr Sarah Stamp
- (i) Report from the Chairman of the Overview and Scrutiny Committee** **103 - 106**
 Report No. **COU/SE/14/011**
 Chairman: Cllr Ian Houlder
- (j) Report from the Chairman of the Performance and Audit Scrutiny Committee** **107 - 112**
 Report No. **COU/SE/14/012**
 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 | Jim Thorndyke | 2 October 2014
6 November 2014 |
| Licensing and Regulatory Committee | Frank Warby | 29 September 2014 |

Part 2 – Exempt

NONE

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MINUTES OF ST EDMUNDSBURY BOROUGH COUNCIL

Minutes of the Meeting of the Council held on Tuesday 23 September 2014 at 7.00pm in the Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds.

PRESENT:

The Mayor (Councillor R D Everitt) (in the Chair)

Councillors:

Beckwith	Mrs Hind	Mrs Richardson
Mrs Broughton	P J Hopfensperger	Mrs Rushbrook
Brown	Mrs R V Hopfensperger	Mrs Rushen
Buckle	Houlder	Simner
Ms Byrne	Mrs Levack	Springett
Chung	Marks	Mrs Stamp
Clements	Nettleton	P A Stevens
Clifton-Brown	Oliver	Thorndyke
Mr Cox	Pugh	Mrs P Wade
French	Ray	Ms Wakelam
Mrs Gower	Mrs Rayner	A Whittaker
Griffiths	Redhead	

36. **Prayers**

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

37. **Minutes**

In respect of the minute 26(C)(3) for the meeting held on 30 June 2014, Councillor Mrs Rayner's declared pecuniary interest should have stated that it was her husband who owned a share in a business that was located outside of the proposed Cumulative Impact Area of Abbeygate Ward.

Subject to the above amendment, the minutes of the meeting of Council held on 30 June 2014 were confirmed as a correct record and signed by the Mayor.

38. **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 30 June 2014.

39. **Announcements from the Leader of the Council**

Councillor Griffiths, Leader of the Council, informed members that the Local Enterprise Partnerships (New Anglia, and Greater Cambridgeshire

and Peterborough) had secured funding for the Epicentre Innovation Centre in Haverhill.

St Edmundsbury and Forest Heath councils had reached the finals in three out of 12 national awards for efficiency, employment and ICT.

And finally, both councils had been jointly awarded the Charter for Elected Member Development following a recent formal and final assessment; this was the first time the Charter had been awarded to two councils jointly.

40. **Announcements from the Head of Legal and Democratic Services and Apologies for Absence**

Apologies for absence were received from Councillors Cockle, Farmer, Farthing, McManus, Mrs Mildmay-White, Spicer, F Warby, Mrs P Warby and Mrs D Whittaker.

41. **Declarations of Interest**

Members' declarations of interest are recorded under the item to which the declaration relates.

42. **Public Question Time**

Mr Simon Harding of Bury St Edmunds asked a number of questions and the following answers were given:

A feasibility study would be carried out on the location for the Waste Transfer Station, Household Recycling Station, lorry park and council depot. This would culminate in a report identifying the potential savings that could be made by looking at the council estate as a whole. Local authorities were being encouraged by government to draw all areas of public delivery into one area.

The portfolio holder for Waste and Property supported Mr Harding's suggestion of improvements to Skinner Street with a wheelie bin compound and encouraging shop owners to have entrances and window displays. He agreed that Skinner Street had tremendous potential and character and this should be preserved. He would keep Mr Harding informed of any developments.

Mr Harding asked about disabled access to Cupola House; this had the support of Norman Tebbit and David Ruffley MP. He informed the Council that architects had drawn up plans that showed that efficient access could be installed using 21st century equipment. The Leader responded that Mr Harding had been given an answer to this question when he asked it at a previous council meeting. The council were supportive of enabling access for the disabled but that it was challenging to provide such access at Cupola House.

A written answer would be provided on the suggestion to incorporate the depot, enlarged waste transfer station and household recycling station into the existing lorry park and land at Rougham Hill that were owned by the Council.

Mr Harding then asked a number of questions that were either outside of the remit of the borough council or related to events which had not yet happened, and therefore answers could not be provided. These questions were on the following topics:

- the role of the Dean of the Cathedral;
- the judicial review on the waste transfer station;
- the disposal of rubbish by Cupola House;
- the closure of Skinner Street to vehicles following the re-opening of Cupola House;
- the proposed closure of the Records Office;
- the location of the Cullum collection and Bury Psalter collection.

The Leader reminded Mr Harding that he could contact Portfolio Holders or staff direct with his questions.

43. **Schedule of Referrals from Cabinet**

The Council considered the Schedule of Referrals contained within Report F120 (previously circulated).

(A) Referrals from Cabinet: 2 September 2014

(A)(1) Annual Treasury Management 2013/2014

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

RESOLVED:

That the Annual Treasury Management Report for 2013/2014, attached as Appendix 1 to Report F69, be approved.

(A)(2) Eastern Relief Road, Bury St Edmunds

Councillor Griffiths, Leader of the Council, introduced this item and drew relevant issues to the attention of the Council. The Eastern Relief Road (ERR) would open up 68 hectares of employment land; land for about 500 homes; a secondary school site; leisure and community opportunities; and motorist facilities associated with the A14. He acknowledged the support that had been received from New Anglia Local Enterprise Partnership (NALEP) and Suffolk County Council (SCC).

It was proposed that subject to due diligence procedures, the Borough Council allocated £3 million in its Capital Programme to

be used to bring forward the ERR. The £3 million would include the original £2.5 million loan previously agreed in 2010 with developer, Churchmanor plus a further capital allocation of £0.5 million.

Price Waterhouse Coopers (PwC) had been instructed by the Borough Council to enable the Council to be assured that it had carried out due diligence and that it received the best return on its investment. A further report would be taken to Cabinet on 21 October 2014 which would provide a project update and the details of advice received from PwC. This would not need to be reported back to Council.

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

RESOLVED:

That, subject to the Section 151 and Monitoring Officers being satisfied with the outcome of due diligence, the original £2.5 million loan to Churchmanor be changed to a capital investment along with an additional £0.5 million to be allocated to the Eastern Relief Road (ERR) project in St Edmundsbury Borough Council's (SEBC) capital programme, funded from capital receipts.

(A)(3) Kedington Development Brief

Councillor Clements, Portfolio Holder for Planning and Regulation, confirmed that the Development Brief included 30% affordable housing. Councillor Clements moved the motion to adopt the Development Brief, this was seconded by Councillor Cox, and duly carried, it was

RESOLVED:

That, the Development Brief for development of the site at Land at The Orchard, Land off Mill Road, Kedington, as set out in Appendix A of Report F91, be adopted as non-statutory planning guidance.

(B) Referrals from Cabinet: 16 September 2014 (Extraordinary meeting)

(B)(1) West Suffolk Housing Strategy

Councillor Gower, Portfolio Holder for Housing, introduced this report on the West Suffolk Housing Strategy which had been the result of 12 months of hard work by officers and the working group and there had been a number of opportunities for members to make comments. Although the strategy provided a menu of options it did not include the detail for any funding as this would need to be approved by Council. Some concern was raised that the New Homes bonus would not be hypothecated into building affordable homes. Councillor Ray, Portfolio Holder for Resources and Performance confirmed that the New Homes Bonus had been placed into reserves whilst options were considered as to where to spend it to achieve the Council's overall priorities. Any recommendations and decisions from these considerations would be brought forward as appropriate.

Councillor Gower moved the motion to adopt the West Suffolk Housing Strategy, this was seconded by Councillor Rushen, and duly carried, it was

RESOLVED:

That the West Suffolk Housing Strategy, as contained in Appendix A to Report F115, be adopted.

(B)(2) Bury St Edmunds Vision 2031, Haverhill Vision 2031, Rural Vision 2031: Planning Inspector's Report and Adoption

Councillor Clements informed members that the three Vision 2031 recommendations would be considered separately. There had been three rounds of consultation and much member involvement and this had resulted in positive changes culminating in the Planning Inspector finding the documents sound. Councillor Clements wished to thank officers for their work.

(a) Bury St Edmunds Vision 2031

(Councillor Mrs Broughton declared a Pecuniary Interest in this item as her husband had a beneficial interest in land referred to in the Bury St Edmunds Vision 2031 document. She left the room during the consideration of this item.)

Councillor Clements, Portfolio Holder for Planning and Regulation, introduced this item. He confirmed that SCC would continue to be lobbied for a transport and travel infrastructure plan; this was raised as a concern by a number of members.

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

RESOLVED: That

- (1) In respect of Bury St Edmunds Vision 2031 (Report F108), the following documents be adopted:
 - (a) Bury St Edmunds Vision 2031 (Appendix B to Report F108);
 - (b) Vision 2031 Policies Map (Borough Map, Policies Map Book and Bury St Edmunds Inset Maps 1 and 2) (Appendix C to Report F108), subject to the adjustment of inset map boundaries 47 – Stanton and 48 – Stanton Shepherd’s Grove on the Borough Map, to reflect the areas shown on the respective inset maps; and subject to the removal of text ‘BV16’ on allocation BV14d (British Sugar) and amendment of the map key to read ‘British Sugar – Areas North of Compiegne Way (BV16);
 - (c) Habitat Regulations Screening Assessment for Bury St Edmunds Vision 2031 (Appendix D to Report F108); and
 - (d) Sustainability Appraisal for Bury St Edmunds Vision 2031, (Appendix E to Report F108).

(b) Haverhill Vision 2031

Members again raised concerns over the lack of a sustainable transport plan. Councillor Clements agreed that it was an ideal opportunity for SCC to work in partnership with ONE Haverhill as part of the master-planning process to draw up a sustainable transport plan for Haverhill.

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

RESOLVED: That

- (2) In respect of Haverhill Vision 2031 (Report F109), the following documents be adopted:
 - (a) Haverhill Vision 2031 (Appendix B to Report F109);
 - (b) Vision 2031 Policies Map (Borough Map, Policies Map Book and Haverhill Inset Maps 3 and 4) (Appendix C to Report F109), subject to the adjustment of inset map boundaries 47 – Stanton and 48 – Stanton Shepherd’s Grove on the Borough Map, to reflect the areas shown on the respective inset maps; and subject to the removal of text ‘BV16’ on

- allocation BV14d (British Sugar) and amendment of the map key to read 'British Sugar – Areas North of Compiegne Way (BV16);
- (c) Habitat Regulations Screening Assessment for Haverhill Vision 2031 (Appendix D to Report F109); and
 - (d) Sustainability Appraisal for Haverhill Vision 2031, (Appendix E to Report F109).

Rural Vision 2031

Councillor Griffiths informed the Council that adequate transport plans were equally as important for rural areas as they were for urban areas, but that members should still support the Vision 2031 documents.

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

RESOLVED: That

- (2) In respect of Rural Vision 2031 (Report F110), the following documents be adopted:
 - (a) Rural Vision 2031 (Appendix B to Report F110) subject to the amendment of the foreword on page three so the last sentence of the second paragraph reads 'As well as Rural Vision 2031...';
 - (b) Vision 2031 Policies Map (Borough Map, Policies Map Book and Haverhill Inset Maps 3 and 4) (Appendix C to Report F110), subject to the adjustment of inset map boundaries 47 – Stanton and 48 – Stanton Shepherd's Grove on the Borough Map, to reflect the areas shown on the respective inset maps; and subject to the removal of text 'BV16' on allocation BV14d (British Sugar) and amendment of the map key to read 'British Sugar – Areas North of Compiegne Way (BV16);
 - (c) Habitat Regulations Screening Assessment for Rural Vision 2031 (Appendix D to Report F110); and
 - (d) Sustainability Appraisal for Rural Vision 2031, (Appendix E to Report F110).

44. **Bridging Loan to the Samaritans**

(Councillor Chung declared a local non-Pecuniary Interest in this item as Chair of Samaritans and remained in the meeting for the consideration of this item.)

Councillor Ray, Portfolio Holder for Resources and Performance introduced this item and moved the motion to approve a bridging loan for The Samaritans to enable them to move from their existing premises for operational reasons. Because they operated a 24/7 service, they would need the new premises to open on the day the old one closes. They had approached the Council as they had been unsuccessful in securing an affordable loan from local banks and a number of private funding sources.

Report F121 explained why the loan was required, how it complied with the loan policy and that the proposed interest rate was sufficient to cover the setting up costs and provide a return that was better than on the open market.

Councillor Wakelam was concerned that the proposed interest rate was a commercial rate and subsequently moved an amendment to the motion, which was duly seconded by Councillor Brown, requesting that the loan should be interest free.

A debate was then held on the amendment to the motion. In response to the amendment, Councillor Ray explained that by providing a loan without charging interest, the Council would incur not only the setting up costs but also the loss of interest on the loan amount. The proposed rate of 3% was not a commercial rate and was less than that charged for a bridging loan from a bank. Following a debate, the amendment was put to the vote and lost.

The debate then continued on the substantive motion which was then seconded by Councillor Hind, and duly carried, it was

RESOLVED:

That, subject to the appropriate level of due diligence being undertaken by the Chief Finance Officer, a bridging loan of £150,000 be approved to the Bury St Edmunds branch of The Samaritans, for a period of up to six months, at an interest rate of 3% above bank base rate.

45. **Review of Constitution**

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

Report F122 updated members on the work that had been done towards creating a new Constitution. The overall aim was to produce constitutions for both authorities that were, in the main, the same. This would help to provide a single way of working and it would provide the opportunity to bring the documents up to date, to be shorter, more concise, more flexible, and promote democracy and transparency.

The report sought endorsement from members of a number of emerging ideas and broad principles (Appendix 1 to Report F122). Firmer proposals would be reported back to Council in December 2014.

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

RESOLVED:

Members note the progress that has been made in developing principles for the new constitution and endorse the content of Appendix 1 to Report F122 as the basis for working up firmer proposals to be brought to the next Council meeting.

46. Motion on Notice

Councillor Mrs Hind had given notice under paragraph 12.1 of the Council Procedure Rules of the following motion:

'That the Council resolves to vigorously pursue from developers a commitment to provide at least 30% affordable housing and will only accept non-compliance where substantive costs have been incurred in making a site fit for purpose, for example where it has been necessary to remove contamination.'

In introducing the motion, Councillor Hind expressed her concern that the Council was accepting less than 30% affordable housing from developers despite the commitment in the Housing Strategy and that the commitment may only be aspirational.

The motion was duly seconded by Councillor Ms Wakelam.

In accordance with paragraph 12.5 of the Council Procedure Rules, contained in Part 4 of the Constitution, this matter was referred to the appropriate forum for consideration as it would potentially involve the Council in expenditure not included in the approved revenue or capital budget. The appropriate forum for this matter to be referred to was the Sustainable Development Working Party.

No discussion was therefore held on this item.

47. Question on Notice

Councillor Nettleton had given notice under paragraph 11.2 of the Council Procedure Rules of the following question to Councillor Stamp, Portfolio Holder for Leisure, Culture and Heritage:

'Who took the decision to close the Tourist Information Centre at 6 Angel Hill, and when was this decision taken?'

The Portfolio Holder responded that the decision taken in March was an officer delegated decision and had the full support of the Portfolio Holder. This had been explained in writing to the Member in April.

Councillor Nettleton then asked the Portfolio Holder why the decision had been taken in haste, and whether it would have been better to take the decision through a more democratic process perhaps with a public consultation?

In response, Councillor Stamp explained that the decision had first been discussed in 2011 and therefore had not been made in haste. She concurred that perhaps there could have been more consultation but that it was still the right decision.

48. Planning Shared Service Additional Resource Requirements: Use of Chief Executive's Urgency Powers

The Council received and noted the use of the Chief Executive's Urgency Powers to provide extra capacity within the Planning Shared Service in order to meet significant increase in demand, previously circulated as Report F123.

Concern was raised about the use of Urgency Powers and the Portfolio Holder for Resources and Planning explained that a Joint Cabinet briefing had agreed that the matter was urgent so that recruitment could begin immediately.

49. Report on Special Urgency

(Councillor Cockle left the meeting at the beginning of this item.)

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.

50. Reports and Questions

(a) Report from the Leader of the Council: Councillor Griffiths
(Report F124)

With reference to paragraph 1.9 of Report F124, and in light of recent filming of council and committee meetings by a member of the public, Councillor Nettleton suggested that the Council could film meetings which could then be made available to the public on our website. Councillor Griffiths agreed that this was a sensible suggestion and that this would be investigated further by officers.

(Councillor Nettleton left the meeting at the conclusion of this item and did not return.)

- (b) Report from the Cabinet Member for Health and Communities Portfolio: Councillor Mrs Mildmay-White (Report F125)

In the absence of Councillor Mrs Mildmay-White, Councillor Griffiths accepted the praise given to the Families and Communities team for the organisation of the annual Crucial Crew event. He also gave assurance that, although the 'On the Spot' sessions in rural areas had been cancelled, the funding would be safeguarded for future events.

- (c) Report from the Cabinet Member for the Waste and Property Portfolio: Councillor Stevens (Report F126)

In response to a question, Councillor Stevens confirmed that the installation of a litter bin in Jubilee Plaza would be raised with the lead officer.

- (d) Report from the Cabinet Member for the Housing Portfolio: Councillor Mrs Gower (Report F127)

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

- (1) With reference to 4.3 of the report, the money from the sale of 10 Well Street would go into the council's capital funding reserve, If a scheme were to come forward for the purchase of a property, there would be money available for this.
- (2) With reference to 6.1 of the report, Suffolk County Council would not consider any extension to the permit allowing gypsies and travellers to remain at the temporary site on Orttewell Road, even if they did not obtain planning permission for their application at a site on Rougham Hill.
- (3) With reference to 1.1 of Report F127, further information regarding the transfer of Chalkstone community centre would be provided.

- (e) Report from the Cabinet Member for the Resources and Performance Portfolio: Councillor Ray (Report F128)

Councillor Ray drew attention to the following:

- (1) 1.3.1 of Report F128 - the audit of the Statement of Accounts was nearly complete; the council had received an unqualified opinion;
- (2) 1.4.1 of Report F128 - a briefing would be held to update members on the results of the budget consultation exercise;
- (3) 6.4 of Report F128 - Charter for Member Development had been awarded jointly to both authorities and he thanked the Member Development team for their hard work.
- (4) The Council had been shortlisted for awards in the following two categories:

- Most successful targeted approach to a workforce demographic
- Best use of benefits to drive business strategy

No questions were asked.

(f) Report from the Cabinet Member for the Economic Growth Portfolio: Councillor Pugh (Report F129)

Councillor Pugh announced that the Business Festival, due to take place in October, had now been extended to all of West Suffolk. In response to a question, he confirmed that a Business Fact Pack would be launched next month.

(g) Report from the Cabinet Member for the Planning and Regulation Portfolio: Councillor Clements (Report F130)

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

- (1) Councillor Clements agreed to review the report mentioned with regard to an innovative way of dealing with rubbish in Skinner Street
- (2) A written response would be provided in reference to the cladding works carried out by Havebury Housing in Haverhill

(h) Report from the Cabinet Member for Leisure, Culture and Heritage Portfolio: Councillor Mrs Stamp (Report F131)

Councillor Mrs Stamp informed members of a correction to Report F131 at paragraph 5.1 which should have said 'Cladding and new flumes project Bury Leisure Centre'.

Councillor Mrs Stamp agreed to investigate providing a Donations Box for East Town Park (see 1.3 of her report).

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

Written responses would be provided to the following questions:

- (1) How long it would take to get the additional inscriptions included on the World War 1 commemoration plaques in East Town Park?
- (2) Who is responsible for Sturmer Arches?
- (3) When will the all-weather pitch be upgraded to 3g?

(4) Are there long term plans to improve the swimming pool at Bury Leisure Centre so that it is fit for purpose and has 8 lanes rather than 6?

(i) Report from the Chairman of the Overview and Scrutiny Committee: Councillor Houlder (Report F132)

No questions were asked.

(j) Report from the Chairman of the Performance and Audit Scrutiny Committee: Councillor Mrs Broughton (Report F133)

No questions were asked.

(v) Questions to the Chairmen of other Committees

The Chairman of Development Control Committee confirmed that the committee had been due to review the changes to the administration of the Committee's functions in June after six months operation. He reported that this would be complete before Christmas.

51. **Minutes**

The exempt minutes of the meeting of Council held on 30 June 2014 were confirmed as correct records and signed by the Mayor.

52. **Conclusion of Business**

The meeting concluded at 10.14 pm.

MAYOR

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Schedule of Referrals from Cabinet and Democratic Renewal Working Party	
Report No:	COU/SE/14/001 [to be completed by Democratic Services]	
Report to and date/s:	Council	16 December 2014
Documents attached:	<p>Appendix A to Report No: CAB/SE/14/009: Outline of the options considered to form part of the West Suffolk Community Energy Plan</p> <p>Appendix B to Report No: CAB/SE/14/009: Summary of the options appraisal of a range of renewable energy generation opportunities</p> <p>Appendix C – St Olaves - Polling District split into Parts 1 and 2</p> <p>Appendix D – Risbygate – Polling District 2 split into 2, 3 and 4</p> <p>Appendix E – CGR Timetable – Illustrative Timetable for a Community Governance Review</p>	

(A) Referrals from Cabinet: 21 October 2014

1. West Suffolk Local Code of Corporate Governance

Decisions Plan Reference: Oct14/12
Cabinet Member: Cllr David Ray

Report F147
(Performance and Audit Scrutiny Committee Report F135)

RECOMMENDED:

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

The Local Code of Corporate Governance sets out the principles of how the Council will ensure compliance with statutory requirements and best practice guidance on corporate governance. Whilst the adoption of a Local Code is not a statutory requirement in itself, it represents best practice

and is a key element of the Council's overarching governance arrangements and its commitment to good corporate governance.

The Code is subject to annual review to ensure it remains up to date. Minor adjustments have been made to the document, at Appendix A to Report F135, to reflect it is now a joint West Suffolk Local Code of Corporate Governance between St Edmundsbury Borough and Forest Heath District Councils.

2. Anglia Revenues and Benefits Partnership: Enforcement Agency

Decisions Plan Reference: N/A
Cabinet Member: Cllr David Ray

**Report F150
(Anglia Revenues and
Benefits Partnership
Joint Committee
exempt report – 11
September 2014)**

RECOMMENDED:

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 ARP 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.

Part 3 of the Tribunals, Courts and Enforcement Act 2007 was introduced in April 2013 which has changed the basis of enforcement fees (previously known as bailiff fees) to mean that debtors incur far greater fees if their debts are passed to enforcement agencies; rising from £42.50 after two visits to £310.00 if a first visit is needed.

The Anglia Revenue and Benefits Partnership Joint Committee's proposal to establish an in-house Enforcement Agency, as outlined in Appendix A to Report F150, will provide the potential to ensure that residents are treated fairly where enforcement is necessary, and fees are kept as low as possible, whilst retaining the income generated by enforcement actions for the Council Tax payers of the partner authorities.

A detailed analysis has assessed the potential benefits of a shared in-house Enforcement Agency, which will offer the potential of a shared income in excess of £150,000 per annum from fees. The full business case, presented to the Joint Committee, is deliberately cautious and so the potential income could be significantly greater than forecast.

3. Castle Manor Academy, Haverhill – Concept Statement

Decisions Plan Reference: Oct14/06
Cabinet Member: Cllr Terry Clements

**Report F152
(Sustainable
Development Working
Party Report F144)**

RECOMMENDED:

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.

Policy HV16 of the Haverhill Vision 2031 Local Plan document allocates land at Eastern Avenue and Park Road, Haverhill (known as Castle Manor Academy and owned by the Castle Partnership Academy) for expansion and redevelopment of educational premises. Applications for planning permission will only be determined once a Masterplan has been approved and that Masterplan should be prepared in accordance with a Concept Statement for the site.

Extensive consultation on the draft Concept Statement took place during July and August 2014 in accordance with the Council's adopted Statement of Community Involvement.

The following significant changes have been made to the document following public consultation:

- (a) the Concept Statement has been amended to clearly show the boundaries of the site;
- (b) the Concept Statement has been amended to reflect the extent of vegetation along the Local Wildlife Site;
- (c) specific reference to nature conservation has been added to the text;
- (d) unnecessary jargon has been removed from the text;
- (e) protection of the playing fields now makes reference to Sport England's Policy 'A Sporting Future for the Playing Fields of England'; and
- (f) reference is made to the need to identify any potential contamination, archaeological sites and to provide a surface water strategy to prevent flooding.

(B) Referrals from Cabinet: 2 December 2014

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

Cabinet Member: Cllr David Ray

***Report No:
CAB/SE/14/004
(Performance and
Audit Scrutiny
Committee Report No:
PAS/SE/14/010)***

RECOMMENDED:

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.***

St Edmundsbury 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, we have to make difficult financial decisions.

The Medium Term Financial Strategy (MTFS), approved by full Council on 25 February 2014 (Report E293), sets out the current and future financial pressures and challenges facing St Edmundsbury. Our MTFS document also sets out the approach that St Edmundsbury Borough Council will take to the sound management of its finances over the next two years.

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.

Following extensive public consultation on a number of proposals for potential inclusion in the budget for 2015/2016, the Cabinet supported the recommendations of the Performance and Audit Scrutiny Committee, as detailed in Report No: CAB/SE/14/004.

2. Accounting for a single West Suffolk staffing structure and the move to a West Suffolk Cost Sharing Model

Cabinet Member: Cllr David Ray

***Report No:
CAB/SE/14/006
(Performance and
Audit Scrutiny
Committee Report No:
PAS/SE/14/006)***

RECOMMENDED: 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 Table 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.**

The Cabinet considered the recommendations of the Performance and Audit Scrutiny Committee arising from Report No: PAS/SE/14/006, which informed Members of the:

- (i) allocation of the single staffing structure across the West Suffolk partnership between Forest Heath District Council and St Edmundsbury Borough Council has to date been driven by the level of savings generated from the baseline position back in 2012; and
- (ii) a new approach to cost sharing for West Suffolk which recognises the shared nature of much of West Suffolk's service delivery and recognises that the Councils remain separate legal entities. The West Suffolk cost sharing model must therefore be transparent and comply with external audit requirements.

A new cost sharing model will deliver the following benefits to West Suffolk:

- (a) a simpler cost sharing model that is easy to communicate and understand;
- (b) an automated system of recharging for costs that continually gives a true reflection of service demand for both Councils;
- (c) an open and transparent mechanism which more easily enables the cost of a service to be shown for Forest Heath, St Edmundsbury and combined for West Suffolk; and
- (d) real time information available for costs throughout the financial year to allow budgets to be managed and monitored and for faster decisions to be made based on the most accurate and informative data.

3. Local Council Tax Reduction Scheme and Technical Changes 2015/2016

Cabinet Member: Cllr David Ray

Report No:
CAB/SE/14/007

RECOMMENDED: That

- (1) no change be made to the current Local Council Tax Reduction Scheme for 2015/2016;**
- (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.**

The Cabinet was provided with an overview of the first year review (2013/2014) on the new Local Council Tax Reduction Scheme (LCTRS) and the technical changes on some empty properties and second homes, introduced from 1 April 2013, and it accordingly resolved to note the findings.

The above recommendations are provided by the Cabinet on the 2015/2016 LCTRS and the technical changes from 1 April 2015.

The recommended continuation of the current schemes covered in Report No: CAB/SE/14/007, is intended to continue to deliver a 'cost neutral scheme' against the original 10% Government grant reduction. The impact of the 2015/2016 24% reduction in Central Government grant is therefore required to be addressed elsewhere and will form part of the Council's wider Medium Term Financial Strategy review and 2015/2016 budget setting process.

Based on the overall findings of the first year review outlined in Sections 2 and 3 of the Cabinet report, and the monitoring information for 2014/2015 contained at Appendix A of that report, the Cabinet's recommendation is to continue the LCTR scheme in its current form, including applying the current 2014/2015 level of applicable amounts # within the LCTRS, for 2015/2016.

An applicable amount is the amount that the Government says that a family needs to live on each week. When your applicable amount has been calculated it is then compared with your income to work out the council tax reduction entitlement for which you are eligible.

Due to the fact that the LCTRS is not changing this year there is no requirement to undertake specific consultation.

In respect of the technical changes, based on the overall findings of the first year review outlined in Sections 2 and 3 of the Cabinet report, and the

monitoring information for 2014/2015 contained at Appendix A of that report, the recommendation is to:

- Remove the current 5% discount for second home owners (this brings us in line with many other ARP partners);
- change the Class C empty property to one week exemption followed by 100% charge; and
- to continue the empty homes technical changes as per the current year's 2014/2015 scheme.

The recommendation provided above refers to Table 2 of Report 6.1 of Report No: CAB/SE/14/007, and for ease of reference, this is reproduced below (with the amendment to the typographical error in the first row, second column):

Table 2

Discounts/exemptions	2015/2016
Class A, empty, unfurnished and undergoing major repairs to render habitable (formally exempt Class A)	10% discount for a twelve month period
Empty, substantially unfurnished properties, which have been so for less than one week since the property was last occupied. For the purposes of determining when the property was last occupied, any period of less than 6 weeks within which the property was occupied will be disregarded. (formally exempt Class C)	Proposal for one week exemption followed by a 100% charge (Conditions detailed to the left)
Second homes	Proposal to charge 100%
Empty homes premium (property empty for more than 2 years)	Pay 150%

For information, attention was drawn at the Cabinet meeting to an additional typographical error contained in paragraph 3.2 of Report No: CAB/SE/14/007, whereby the in-year collection rate was 98.4% and not 97.12%, as printed.

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

Cabinet Member: Cllr David Ray

Report No:
CAB/SE/14/008

RECOMMENDED: That

- (1) the tax base for 2015/2016, for the whole of St Edmundsbury is 34,839.29 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/14/008; 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 Appendix 2.

The Council Tax Base of the Council is the total taxable value at a point in time of all the domestic properties in its area, projected changes in the property base and the estimated collection rate.

The total taxable value referred to above is arrived at by each dwelling being placed in an appropriate valuation band determined by the Valuation Office, with a fraction as set by statute being applied in order to convert it to a Band 'D' equivalent figure. These Band 'D' equivalent numbers are then aggregated at a district wide level and are also sub totalled for parishes. This has to be done by the council responsible for sending the bills out and collecting the Council Tax ('the billing authority'). In two tier areas, district councils fulfil this function.

The Council Tax Base is used in the calculation of Council Tax. Each authority divides its total Council Tax required to meet its budget requirements by the Tax Base of its area to arrive at a Band 'D' Council Tax.

The Band 'D' Properties figure as at 6 October 2014 of 35,281.1 as quoted in the CTB1 Tax Base Return form attached at Appendix 1 to Report No: CAB/SE/14/008, has been updated as at 6 November 2014 to allow for:

- (a) technical changes outlined in Report No: CAB/SE/14/007; and
- (b) potential growth in the property base during 2015/2016 taken from an average of the housing delivery numbers for those sites within the local plan and those that have planning permission, adjusted for an assumed level of discounts/exemptions within that growth of property base.

An allowance is then made for losses on collection, which assumes that overall collection rates will be maintained at approximately 98%. In addition to this collection rate change, an adjustment has been made to allow for the collectability of the council tax arising from the Local Council Tax Support scheme, which has been assessed at 90%. The resulting Tax Base for Council Tax collection purposes has been calculated as 34,839.29 which is an increase of 114.29 on the previous year.

The tax base figures provided within Appendix 2 of the report have been communicated to town and parish councils so they can start to factor these into their budget setting process.

5. Developing a Community Energy Plan

Cabinet Members: *Cllrs David Ray and
Peter Stevens*

Report No:
CAB/SE/14/009

RECOMMENDED: That

- (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.**

Report No: CAB/SE/14/009 summarises the business case and makes recommendations regarding the viable options which, if approved, would establish for the first time a long term energy investment plan generating stable revenue and energy cost savings for the Council alongside its existing support for improved community energy efficiency. This would form the West Suffolk Councils' Community Energy Plan.

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. Since its launch in 2011, the West Suffolk Greener Business Grant has contributed to the improvement in efficiency of 62 businesses in West Suffolk from a pot of £60,000 provided by West Suffolk Local Strategic Partnership. The fund has been used by businesses to match-fund either their own capital or other funds, for example Grants for Growth funded by the European Regional Development Fund.

As part of the broader support to business in the Community Energy Plan, it is proposed that the Council allocates £15,000 to top up the grant pot. A similar amount will be sought from Forest Heath District Council so that the grant can continue to be offered to help cut local business costs which in turn will support our strategic priority to stimulate economic growth across West Suffolk.

To assist Members with the consideration of recommendations (1) (b) to (d) inclusive above, Appendices A and B to Report No: CAB/SE/14/009 are attached to this report. These provide an outline of the options considered and a summary of the options appraisal.

The Cabinet has not only put forward the above recommendations but resolved to support the development of a West Suffolk Community Energy Plan and support the appraisal of other energy-related options set out in the report with a view to receiving further investment proposals.

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

Cabinet Member: *Cllr Terry Clements
(but the majority of other portfolio holders
are involved in the process)*

Report No:
CAB/SE/14/010

RECOMMENDED: 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 CAB/SE/14/010.**

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. The improving economic climate and the possible relocation of the Council's depot together with a change of ownership of the DHL logistics building, present an opportunity for the Council to progress Phase II of the project.

To do this the Council will need to review the adopted Masterplan to bring it up to date with the changes since 2006 and to put in place resources to help deliver this ambitious plan. £100,000 has therefore been requested to be allocated towards the appointment of specialist resources to help formulate the project and ensure that the Council obtains Best Consideration.

7. West Suffolk Data Protection Policy

Cabinet Member: Cllr David Ray

Report No:
**CAB/SE/14/0014 and
narrative item**

RECOMMENDED:

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

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

The joint policy (based on that previously adopted by Forest Heath District Council) outlines the principles of the Data Protection Act 1998 and identifies how both Forest Heath District Council and St Edmundsbury Borough Council (jointly referred to as West Suffolk Councils throughout the policy) comply with the Data Protection Act. It aims to give guidance on how the requirements of the Act apply to the work of the Councils.

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

1. Polling District Review

Cabinet Member: Cllr David Ray

Report No:
DRW/SE/14/001

RECOMMENDED:

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 to the rear of Northumberland Avenue*

The Electoral Registration and Administration Act 2013 requires every Council to conduct a review of polling districts during the 16 months beginning 1 October 2013. The most efficient and cost effective time to make any changes is when the newly updated register is published on 1 December.

A letter outlining the review process, and a background document, were circulated to Borough Councillors, County Councillors, Chairmen of Parish Councils, Party Agents and Acting Returning Officers of the West Suffolk and South Suffolk constituencies. A link was also put on the home page of the Council's website alerting visitors to the site that the review was taking place.

Representations had been received for St Olaves and Risbygate Wards:

(1) St Olaves Ward consisted of one polling district and one polling station located at the New Bury Community Centre. The proposals received both suggested splitting this ward into two polling districts and having a second polling station at a variety of different locations. Officers were minded not to recommend this proposal as the current polling station was already located centrally in the polling district (but see below). (See map at Appendix C to COU/SE/14/001)

(2) Risbygate Ward consisted of two polling districts and two polling stations. The first proposal was to create a new polling district called Risbygate Part Three and move electors in Station Hill, part of Tayfen Road and Tayfen Terrace from Risbygate Part Two into this new area. The electors in this new area would poll with those in Risbygate Part One at the Seventh Day Adventist Church. (See map at Appendix D to COU/SE/14/001)

The current polling station in Risbygate Part Two (the Quaker Meeting House) was often required to hold two polling stations due to the number of electors and there had previously been concerns regarding access and parking. A further proposal was therefore to split Risbygate Part Two into two polling districts, creating a new polling district, Risbygate Part Four. The only cost implication would be room hire for an additional polling station. Officers did recommend these proposals be adopted. (See map at Appendix B)

In considering both areas, members supported the proposals in respect of Risbygate Ward. In relation to St Olaves Ward, the Working Party noted that, while they recommended different solutions, both representations received had highlighted the need for two polling stations. Since at most elections the polling station at the Newbury Community Centre was split into two stations, with two sets of staff, members therefore felt that, as with Risbygate Ward, there would only be a small cost implication of splitting the polling district into two. Councillor Nettleton had suggested that the dividing line should follow the line of

Northumberland Avenue, including properties on both sides of the road. He had previously had discussions with local residents and was confident that his proposal would receive their approval since it reflected a reasonable boundary between the Mildenhall Hall Road and Howard Estates. However, he offered to contact the two residents' associations before the matter was considered at full Council in December, and a positive response has been received from both.

2. Community Governance Review (CGR)

Cabinet Member: Cllr David Ray

Report No:
DRW/SE/14/002

RECOMMENDED:

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

- a. Council confirms that 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. Council requests the Democratic Renewal Working Party to consider the outcome of that consultation and report back to Council at its scheduled meeting in June/July 2015;**
- c. Council allocates a one-off budget of £5,000 for the consultation and publicity elements of the review.**
- d. Council agrees the review timetable set out in Appendix E recognising that it will commence in 2015 and will not conclude before the May 2015 election.**

Councillor Beckwith had submitted a Motion on Notice to the Council meeting on 30 June 2014 which had been referred for further consideration to this Working Party. His proposal was to create a new Moreton Hall Prish within part of the current Bury St Edmunds Parish. Haverhill Town Council had also asked the Council to look at parish boundaries in reference to growth in and around Haverhill under Vision 2031, and a number of similar requests had been received from parish councils around Bury St Edmunds affected by growth. The last review had been conducted in 2010-2011.

In supporting a Borough-wide CGR members of the Working Party considered a number of options for the method of consultation and unanimously agreed that the review should be web-based and widely publicised, with appropriate organisations and representatives being

targeted for involvement, and parish and town councils being encouraged to publicise it to their own electors. Individual letters would not be sent to every household. Responses from electors would primarily be made online and collated electronically. However residents would be able to respond by post and communities would also to organise collective means of responding if they wished. It was clarified that, if an online survey was used, respondents would be asked to identify which parish or part of a town they currently lived in, so that top level (but anonymous) information could be provided to the Working Party on what proportion of residents in a certain area had responded and how. Although significantly cheaper than some of the options put forward to the Working Party, this method of consultation would have some costs, and the Working Party noted these would be reflected in the updated recommendations made to full Council and set out below.

Although the purpose of a review would be to consider the three issues that had already put forward, there would be opportunity for interested parties to propose other issues for consideration. The Working Party would then consider all proposals and set the scope for the review.

The paper also proposed a timetable for the CGR which is reproduced as Appendix E to this report for information. It was noted that the implementation date of any changes would be a matter to be determined later, although the normal practice was to align this to a scheduled election date, i.e. 2019.

Appendix A – Outline of the options considered

Option 1: Developing more solar on Council property

Council properties have been identified which could accommodate the next phase of solar installations. At the same time, an energy efficiency improvement has been identified for which there is no funding in the Council’s Property Maintenance programme. A “without commitment” procurement process has been undertaken; the financial and carbon savings are set out in Table 1.

Site/item	Capital investment	Annual income/Savings for the Council ¹		IRR for the Council	Estimated value to the tenant(s) (Year 1)	Estimated CO ₂ saving
		Year 1	Year 10			
21-27 Hollands Road, Haverhill Solar PV ²	£64,500	£5,000	£7,500	9.6%	£850	7 tonnes
Haverhill Depot Water efficiency	£21,000	£2,000	£2,500	7%	N/A	N/A
Total	£85,500	£8,500	£12,000		£850	9 tonnes

Option 2: Developing a “rent-a-roof” solar scheme for homes



Larger housing developers are arguing that renewables jeopardise the viability of development. A potential solution could be that the local authorities in effect rent the roof space to install solar panels on new built homes, taking the Feed-In Tariff while the homeowner saves energy so reducing their bill.

Economies of scale would be achieved and much of the procurement risk would be transferred since it would be for the developer, rather than the Council, to use its buying power and supply chain. The Councils would also have the ability potentially to set local employment conditions by negotiation with the developers.

To date, informal discussions have been held with, amongst others a major utility connection company a local housing association and a local authority already offering the scheme to its residents, to understand whether a model is viable.

¹ The Feed-In Tariff is index linked over 20 years.

² In addition to the financial returns for the Council, it will be possible to offer any generated electricity to the tenant under contract at a cheaper rate than they currently pay for grid supplied electricity.

Option 3: Developing a “rent-a-roof” solar scheme for local business



One of the barriers to businesses installing renewable energy technologies is access investment capital. Using its prudential borrowing, the Councils could work with local businesses by investing in a solar installation on their building. The Council would receive the Feed-in Tariff and the business would be supplied the generated electricity at a cheaper rate through some form of roof rental agreement.

The rent-a-roof offer would be open to all businesses across the district although to ensure value for money, it would be necessary to apply eligibility criteria. This would include technical criteria relating to the size, type and design of the host building and criteria regarding the ownership of the building and business electricity use.

Market research has shown that there is interest from businesses, although this may be limited by technical aspects, like business energy profile and building characteristics, the appetite of the key decision makers in the business and the level of financial return that could be offered.

Based on the appraisal, it is considered that the equivalent of three to five medium scale (150KWp) schemes could be progressed a year. For budgeting purposes, it has been assumed that the equivalent of three medium scale schemes could be advanced each year over a three year period. The predicted financial investment and returns are set out below.

Year	No. of schemes developed each year	Capital investment	IRR	Annual income for the Council	
				Year 1	Year 10
1	3	£540,000	9.75%	£48,000	£67,000
2	3	£540,000	9.75%	£48,000	£67,000
3	3	£540,000	9.75%	£48,000	£67,000
Total	9	£1.62 million	9.75%	£144,000	£201,000

Option 4: Brokering investment in renewable energy on behalf of local communities

Community energy schemes are one of the most effective ways of getting people engaged with energy issues. Energy companies are starting to offer support to communities to develop a package of energy-related benefits.

One company, OVO Energy³, offers four key elements to energy projects developed for the benefit of the local community:

- energy supply - set up their own supply business, from front to back office, from trading to marketing
- smart metering - customers will be able to see real time energy usage, which can be used to compare portfolios of homes to identify the most energy efficient or inefficient properties
- energy efficiency – companies are offering funding through the Energy Companies Obligation
- Power generation - can buy energy from local generators.

This offer is available to local authorities; appropriately scaled schemes have yet to be identified. Option 4 may, when fully evaluated, allow the Council establish an electricity tariff offer to local residents.

Option 5: Other renewable energy technologies

Initial work is underway and, where viable, proposed schemes will be brought forward for consideration.

³ <http://www.ovenergy.com/blog/2013/11/community-owned-energy/#sthash.EnTW0x2D.dpuf>

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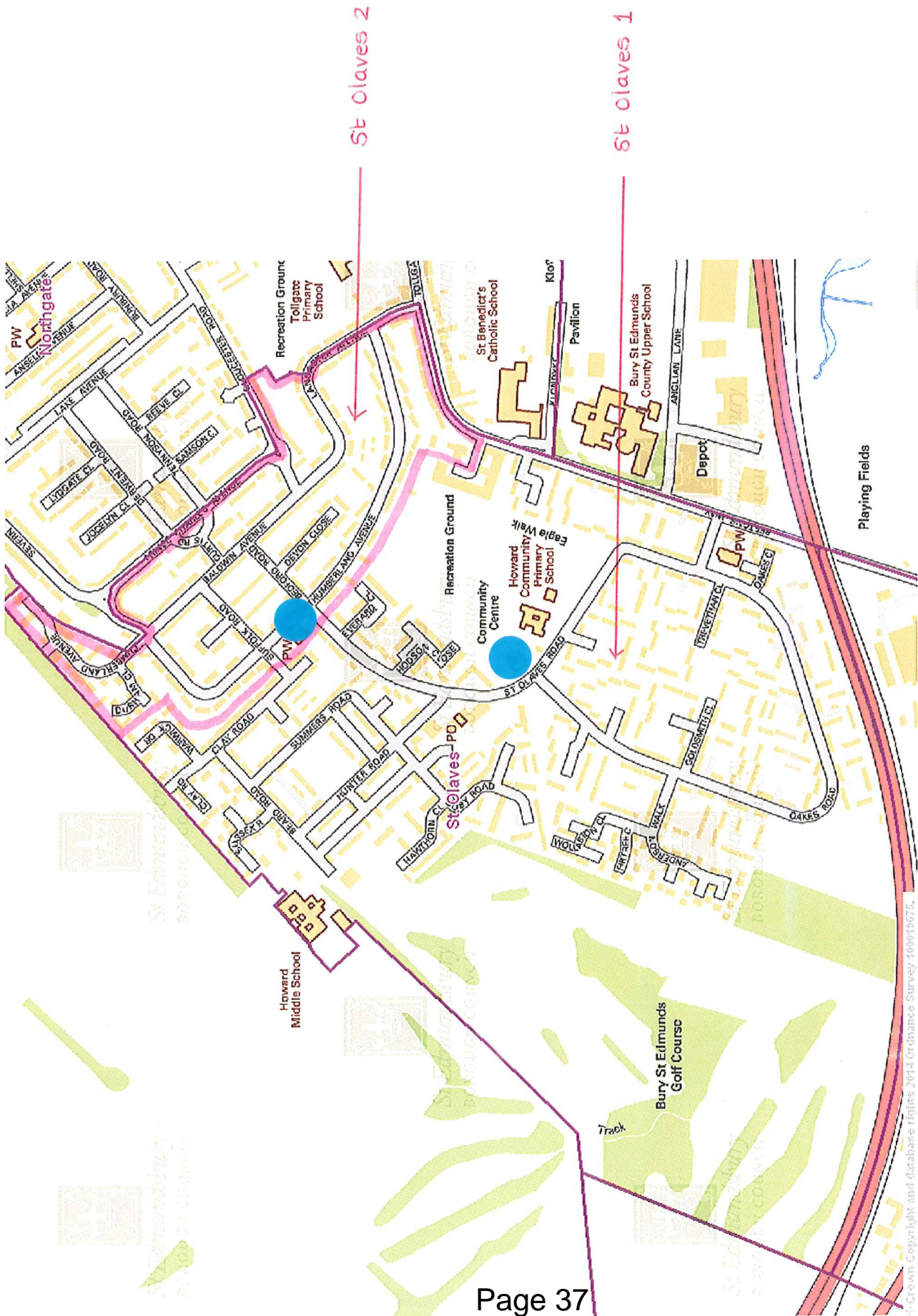
Appendix B – Summary of the options appraisal

	Work stream	Evaluation	Key risks	Recommendation/reason
1	Developing more solar on Council property	<p>VIABLE PROJECT</p> <p>The project is technical feasible and predicted to deliver a viable rate of return as well as benefitting tenants with cheaper electricity.</p> <p>Subject to approval the work would be programmed for completion by March 2015.</p> <p>Sites proposed:</p> <ul style="list-style-type: none"> • The Apex, Bury St Edmunds • Hollands Road Business Units, Haverhill <p>In addition, there is an invest-to-save opportunity by improving water efficiency at Haverhill Depot</p>	<p>Failure to gain political support</p> <p>Poor performance of system</p> <p>Failure to complete all permissions and approvals</p> <p>Feed-In Tariffs not secured/or delayed</p> <p>Financial returns not achieved</p>	<p>Recommendation: Cabinet seeks Council approval to invest £104,500 to improve energy efficiency and install the next phase of solar schemes on Council property.</p> <p>Reason: To generate an investment return and deliver energy savings</p>
2	Developing a "rent-a-roof" solar scheme for homes	<p>VIABLE PROJECT TO BE DETERMINED</p> <p>Further research required. Initial findings indicate that new build development could be potentially viable but existing homes not.</p> <p>Discussions with a housing developer and utilities infrastructure provider suggest that a viable model could be developed which would generate acceptable investment returns for the Council while giving households the generated electricity at no cost.</p>	<p>No market demand.</p> <p>Failure to negotiate legal permissions</p> <p>Financial model does not stand up following market testing.</p> <p>Failure to gain political support</p>	<p>Recommendation: A further report be considered by Cabinet following further research and market testing by your officers</p> <p>Reason: To fully understand the approach and its merits</p>
3	Developing a "rent-a-roof" solar scheme for local	<p>VIABLE PROJECT</p> <p>Potential market would be owner occupiers of larger sized industrial buildings in the</p>	<p>Failure to gain political support</p> <p>Not gaining permission to</p>	<p>Recommendation Cabinet seeks approval to invest £1.62 million over three years to install solar on eligible local</p>

	business	<p>Borough.</p> <p>Feasibility and soft market testing has been undertaken completion. A small potential market exists in the Borough based around free installation of solar PV by the Councils offering either a rental payment or discounted electricity for the building owner.</p> <p>Initial interest has been shown by three third parties with large scale opportunities.</p>	<p>lease the roof</p> <p>Capital costs above target price for PV</p> <p>Poor performance of system</p>	<p>businesses</p> <p>Reason To generate an investment return and support local economic growth</p>
4	Brokering investment in renewable energy on behalf of local communities	<p>VIABILITY TO BE DETERMINED Initial investigation has shown that the principle opportunity centres on selling electricity to a licensed electricity company.</p> <p>The Council would need to develop a portfolio of generating sites for it to be worthwhile progressing this opportunity.</p> <p>Further investigation is still required to confirm or understanding across the market.</p>	<p>No market demand.</p> <p>Financial model does not stand up following market testing.</p> <p>Failure to gain political support</p>	<p>Recommendation: A further report be considered by Cabinet following further research and market testing by your officers</p> <p>Reason: To fully understand the approach and its merits</p>
6	Other renewable technology opportunities	<p>VIABILITY TO BE DETERMINED</p> <p>Biomass heating/Anaerobic Digestion: Further investigation is still required to confirm opportunities and understanding across the market. Further investigation is still required to confirm or understanding across the market.</p> <p>Renewable Heating and Power: The Public Service Village 2 (PSV2) project has been identified as a major significant opportunity to invest with partners in renewable energy to develop a site which is</p>	<p>No market demand or viable feedstock</p> <p>Financial model does not stand up following market testing.</p> <p>Failure to gain political support</p>	<p>Recommendation:</p> <p>a) A further report on the opportunities be considered by Cabinet following further research and market testing by your officers</p> <p>b) A bid be submitted to the Government’s Heat Networks Delivery Unit and any findings be incorporated into the business case for the PSV2 project</p> <p>Reason: To fully understand the approach</p>

	<p>both self-sustaining in energy and generates a viable rate of return using the Feed-In Tariff and Renewable Heat Incentive.</p> <p>Further feasibility is required. The Government is currently offering support funding for feasibility studies via its Heat Networks Delivery Unit. The latest tranche of funding is available based on competitive applications</p>		<p>and the merits of Renewable Heat</p>
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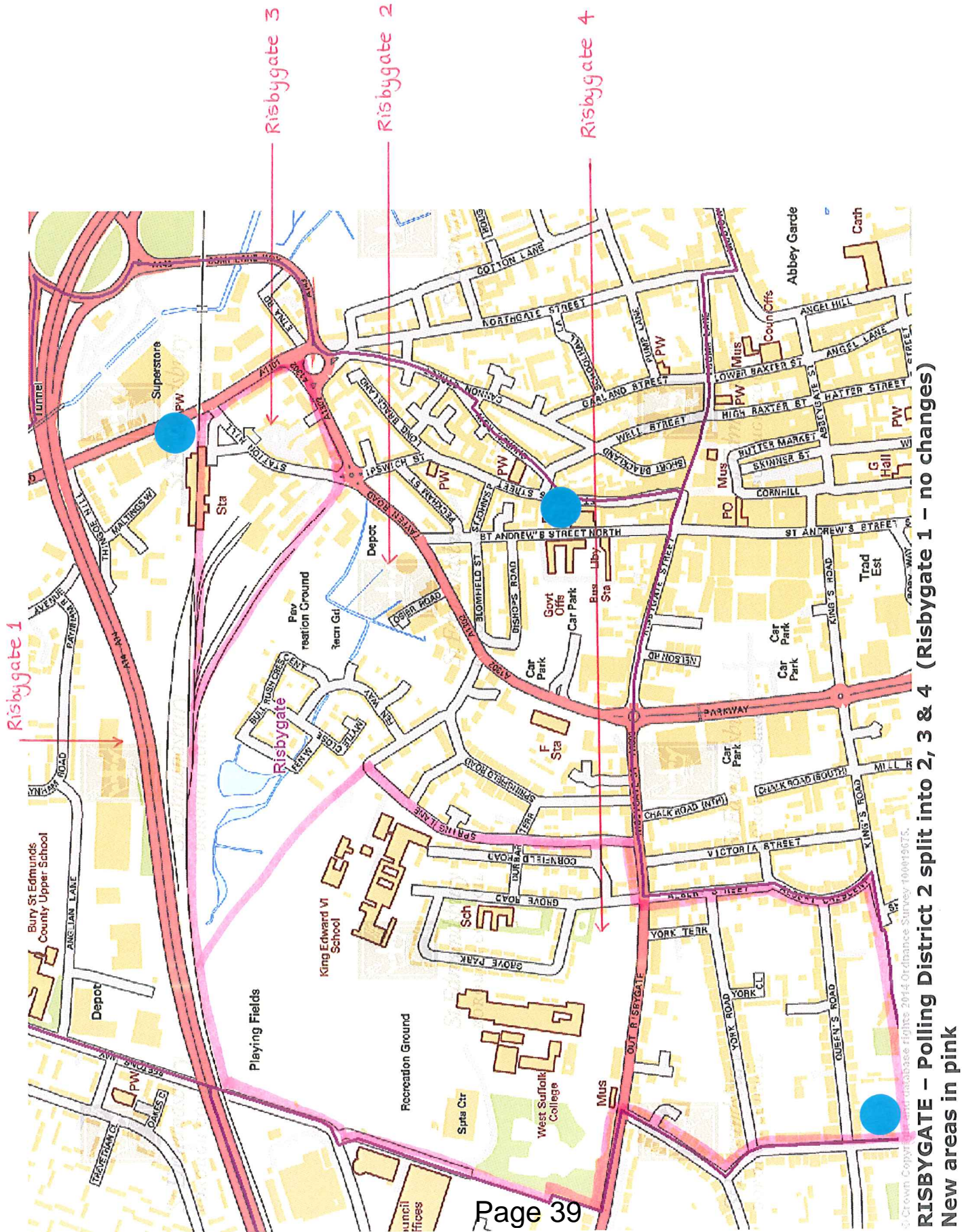
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ST OLAVES - Polling District split into Pts 1 & 2
New areas in pink

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Illustrative Timetable for A Community Governance Review

Stage	Action	Timeline	Outline of Action
1	Report to full Council	December 2014	Consider recommendation from this Working Party to carry out a review and consult on terms of reference
2	Targeted consultation on terms of reference	January to March 2015	Submissions invited from community groups and representatives regarding terms of reference for review
3	Working Party meeting	April 2015	Working Party considers consultation and proposes detailed terms of Reference
4	Report to full Council	June/July 2015	Council approves principle of review and its terms of reference.
5	Publish terms of reference	July 2015	Council publishes terms of reference and notifies stakeholders of the commencement of the review
6	Invite initial submissions	July to October 2015	Initial submissions invited. <ul style="list-style-type: none"> • Consultation with parish councils and residents • Consultations with parish and borough councillors • Local groups and interested parties to be consulted • Information pack to be sent as requested Representations/proposals to be sent to Borough Council.
7	Consider Submissions	October/ November 2015	Working Party considers submissions and prepares draft recommendations for report to Council (December 2015.)
8	Publish and consult upon draft recommendations	January to April 2016	Publish draft recommendations for further consultation.
9	Make final recommendations	May/June 2016	Consider further submissions and prepare final recommendations for report to council (June/July 2016).
10	Publish final recommendations	July 2016	Publish final recommendations and make Order

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Council

Title of Report:	Review of Constitution	
Report No:	COU/SE/14/008 [to be completed by Democratic Services]	
Decisions plan reference:		
Report to and date/s:	Joint Constitution Review Group	26 November 2014
	Council	16 December 2014
Portfolio holder:	David Ray Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: Stephen.edwards@forest-heath.gov.uk	
Lead officer:	Joy Bowes Monitoring Officer Tel: 01284 757141 Email: joy.bowes@westsuffolk.gov.uk	
Purpose of report:	To approve the principles on which to base the drafting of a new constitution.	
Recommendation:	<p>It is <u>RECOMMENDED</u> that:</p> <ul style="list-style-type: none"> (1) the principles set out in the final column of Appendix A be approved; and (2) Council approve the principles that the constitution be only as long as necessary, and the same for Forest Heath and St Edmundsbury unless differences are essential; 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 	

	<p>statutory responsibilities, staffing structures and so on, so long as those changes do not materially affect the constitution; and</p> <p>(5) the new constitution be brought to a joint meeting of both councils for adoption on a date before 7 May 2015;</p> <p>(6) the Ward Councillor Job Description be approved for distribution to prospective borough/district council candidates.</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 checked="" type="checkbox"/></p>
<p>Consultation:</p>	<p>The principles have been drafted by the Joint Constitution Review Group comprising four members each of Forest Heath and St Edmundsbury Councils. Consultation was undertaken at a member forum on 10 September 2014 and emerging principles approved at the September and October meetings of both councils. Subsequently all members and senior officers of both councils were invited to comment on draft recommendations.</p>
<p>Alternative option(s):</p>	<p>The alternative is to leave both constitutions as they are, or to make piecemeal changes. This does not address the risk of duplication or error that arises from officers working to two frameworks for decision making, nor does it assist with the councils' ambition to work more closely together.</p>
<p>Implications:</p>	
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> •
<p><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> •
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> •
<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"/></p> <ul style="list-style-type: none"> • In order to give legal effect to the constitution it will need to be formally adopted by resolution of council.
<p><i>Are there any equality implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> •

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)
Failure to create a form of constitution that is acceptable to both councils	Medium	Adherence to the principles agreed by both councils. Drafting to be tested by the Working Group and published for comment by all members as it progresses.	Low
Failure to adopt a constitution which is fit for purpose	Medium	Examine best practice and establish the councils' needs through the Review Group and consultation.	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 No. F52 – Alignment of Constitutions – Joint Task and Finish Group – Council 30 June 2014 Report No. F122 – Review of Constitution – Council – 23 September 2014	
Documents attached:		<i>(Please list any appendices.)</i> Appendix A – Schedule of Recommendations Appendix B – Ward Councillor Job Description	

1. Key issues and reasons for recommendation(s)

1.1 Constitution

- 1.1.1 Recognising that having one set of rules to follow would benefit members and officers, at their meetings in June and July this year the councils set up a Joint Constitution Review Group to establish the framework for a new constitution. The Group met over the summer to work up some principles which were tested with the wider membership at a forum on 10 September. After this, initial recommendations from the Group were put out to all members and senior officers for consultation, with the Group considering the feedback and drawing up its final recommendations at a meeting on 26 November.
- 1.1.2 The opportunity has been taken to recommend basic design principles for the constitution. The constitution should be the same for both councils, with exceptions only if necessary to meet local needs, because this removes the risk of following the wrong procedure. It should be concise, removing any sections that are obsolete, so that what it does contain is relevant. Flexibility on delegations to officers is proposed to recognise the changes or additions to responsibilities that need to be made in response to changes in job descriptions and staffing structures.
- 1.1.3 The principles are important in terms of the next stage of the process, which is to develop a detailed new constitution. If, having tested the principles through the drafting of a new constitution, the Review Group wishes to revise the principles this will be highlighted when it makes its final proposals.
- 1.1.4 It is proposed to consider and adopt the new constitution at a joint meeting. As well as being an example of working together, this enables any proposed amendments to be debated in one forum.

1.2 Ward Councillor Job Description

- 1.2.1 As part of the preparations for next May's district and borough elections, information will be sent to prospective candidates which will include a brief Job Description (JD) setting out the expectations of the role. The Group recommends the format attached at Appendix B which takes elements from the St Edmundsbury Frontline Councillor JD, work done on a draft JD for Forest Heath, government guidance and examples from other authorities.

Constitution review –Schedule of Recommendations

	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>bold italics</i>)
1.	Meetings			
1.1	<p>Terms of Reference should be signed off by either Cabinet or Council but committees can propose any changes to their TORs.</p> <p>Committees should have freedom over their ways of working including the timings of meetings.</p>	<p>Should it be clear whether it is cabinet or council, so as not to be ambiguous? Will it vary according to committee or will the JCRG recommend one or the other?</p> <p>What input will officers have to this and how will the public be made aware?</p>	<p>This will depend on whether the committee is appointed by the Cabinet or by the Council.</p> <p><i>Members and the public would be informed about timings of meetings in the usual way.</i></p>	<p>Terms of Reference should be signed off by either Cabinet or Council <i>where appropriate</i> but committees can propose any changes to their TORs.</p> <p>Committees should have freedom over their ways of working including the timings of meetings.</p>
Page 27	<p>Recommend that each Chairman remains 'in post' until the first meeting of the new civic year.</p>	<p>What flexibility is there for someone who is taken ill or has a change in circumstances?</p>	<p>The Vice Chairman can stand in or a temporary Chairman appointed as required.</p>	<p>Recommend that each Chairman <i>and Vice Chairman</i> remains 'in post' until the first meeting of the new civic year. <i>[Except for those committees whose Chairmen and VCs are appointed at the Annual Meeting]</i></p>
1.3	<p>It is recommended that public speaking/questions be allowed at all open meetings. The proposed procedure for all meetings EXCEPT Full Council and Regulatory committees is:</p>		<p>No changes required.</p>	<p>It is recommended that public speaking/questions be allowed at all open meetings. The proposed procedure for all meetings EXCEPT Full Council and Regulatory committees is:</p>

	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>bold italics</i>)
	be limited to those of the public.			
1.4	Last agenda item is to confirm the date of the next meeting – this could be extended to include any proposals for future agenda items.		No changes required.	Last agenda item is to confirm the date of the next meeting – this could be extended to include any proposals for future agenda items.
1.5	<p>Recommended, subject to:</p> <ul style="list-style-type: none"> • DCC papers still to be provided in hard copy; • training for all councillors in May/June 2015; • thorough testing of technology to ensure it is robust; <p>Paper copies to be available for the public at meetings, but we will actively promote the modern.gov app allowing them to access papers electronically.</p>	<p>What happens if the laptop/ipad goes down and you can't access papers? I personally prefer to write on a hard copy and refer during the meeting. Also what happens if there is a late paper?</p>	<p>No changes to Recommendations</p> <p>Members may print committee papers if they wish to do so. Late papers would be available electronically in the same way as agendas.</p> <p><i>Noted.</i></p>	<p>Recommended, subject to:</p> <ul style="list-style-type: none"> • DCC papers still to be provided in hard copy; • training for all councillors in May/June 2015; • thorough testing of technology to ensure it is robust; <p>No recommendation.</p>
2. How we exercise our functions				
2.1	Unless a decision is required urgently, matters discussed at informal Cabinet briefings shall be referred to the appropriate scrutiny committee for consideration		No changes required.	Unless a decision is required urgently, matters discussed at informal Cabinet briefings shall be referred to the appropriate scrutiny committee for consideration

	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>bold italics</i>)
Page 50	before a recommendation is made to Cabinet/Council. Democratic Services co-ordinate the timings of meetings to allow items discussed at Cabinet briefings to then be considered by a committee (normally a scrutiny committee) before being formally referred to Cabinet.	This could be difficult – even more so if there is more flexibility over timings/dates	<i>Officers would use reasonable endeavours to timetable meetings to give effect to this.</i>	before a recommendation is made to Cabinet/Council. Democratic Services co-ordinate the timings of meetings to allow items discussed at Cabinet briefings to then be considered by a committee (normally a scrutiny committee) before being formally referred to Cabinet.
	2.2 Having openness about, and early notification of, future business, especially items that are not for the decisions plan, subject to <ul style="list-style-type: none"> • clarity about, and emphasis on the importance of, maintaining confidentiality • making best use of new committee system so forthcoming business is as accessible as possible 	There needs to be training on exactly what constitutes confidentiality and how emails are dealt with when passing on.	<i>Noted and this will be included in Member Induction Training.</i> No changes required.	Having openness about, and early notification of, future business, especially items that are not for the decisions plan, subject to <ul style="list-style-type: none"> • clarity about, and emphasis on the importance of, maintaining confidentiality • making best use of new committee system so forthcoming business is as accessible as possible
2.3	Recommend that delegations to officers of specific tasks allow flexibility to achieve the aim subject to: <ul style="list-style-type: none"> • Keeping within budget (to 	Should this include 'in consultation with the S151 officer'? Also this should refer to the overall budget not just individual service area	See changes.	Recommend that delegations to officers of specific tasks allow flexibility to achieve the aim subject to: <ul style="list-style-type: none"> • Keeping within budget (to

	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>bold italics</i>)
	<p>be defined)</p> <ul style="list-style-type: none"> Keeping PHs informed. 	<p>budgets.</p>		<p>be defined <i>in the report</i>)</p> <ul style="list-style-type: none"> Keeping PHs informed <i>Consultation with the S151 Officer</i>
2.4	<p>Recommend that for consistency, PHs at both authorities should have powers to make decisions individually, subject to:-</p> <ul style="list-style-type: none"> this being exceptional and within defined parameters PHs must consult with member of Leadership Team and or Leader of Council before exercising this power. 	<p>Not clear on this – doesn't this remove the need for PHs?</p>	<p>No – this is referring to PHs making a decision and therefore does not remove the need for PHs.</p>	<p>Recommend that for consistency, PHs at both authorities should have powers to make decisions individually, subject to:-</p> <ul style="list-style-type: none"> this being exceptional and within defined parameters PHs must consult with member of Leadership Team and or Leader of Council before exercising this power.
3.	Making decisions and holding the Executive to account			
3.1	<p>Recommended, subject to</p> <ul style="list-style-type: none"> This being a scheduled agenda item Each PH to attend at least once per year on a rotational basis PH to attend appropriate scrutiny committee dependent on Portfolio 	<p>What happens when a PH is on another committee or on SCC business or TC business?</p> <p>Ensure this is linked to the removal of PH reports at SEBC.</p>	<p><i>A programme for PHs to attend appropriate scrutiny committee meetings would be scheduled in advance and would take into consideration the availability of a PH.</i></p> <p><i>Noted.</i></p>	<p>Recommended, subject to</p> <ul style="list-style-type: none"> This being a scheduled agenda item Each PH to attend at least once per year on a rotational basis PH to attend appropriate scrutiny committee dependent on Portfolio

	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>bold italics</i>)
3.2	The PH will answer questions from members at the scrutiny committee.	Are they given prior notice of the questions?	<i>This would not be a requirement. The PH can always offer to provide a written answer if it is not possible to answer at the meeting.</i>	The PH will answer questions from members at the scrutiny committee.
3.3	Officers to be reminded that anything that is sent to Parish Clerks should also be copied to relevant Ward members.		<i>Noted.</i>	No recommendation.
3.4	Recommend that Cabinet hold regular 'open forums' for questions and discussions for 15 minutes at the beginning of each Cabinet meeting.	Do we want notice of questions or make references to written answers if appropriate?	<i>The 'open forum' would be an agenda item but notice of questions would not be required.</i>	Recommend that Cabinet hold <i>regular</i> 'open forums' for questions and discussions for <i>up to</i> 15 minutes at the beginning of each Cabinet meeting.
3.5	Recommend as good practice that more use should be made of Task and Finish groups to go into detail before recommendations are put to Cabinet.		<i>Noted.</i>	Recommend as good practice that more use should be made of Task and Finish groups to go into detail before recommendations are put to Cabinet.
3.6	Recommend that there are properly constituted Joint Scrutiny Meetings that are able to look at joint issues.		No changes required.	Recommend that there are properly constituted Joint Scrutiny Meetings that are able to look at joint issues.

3.4
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	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>italics</i>)
	There should also be provision to hold Joint Cabinet meetings that are able to take collective decisions.			There should also be provision to hold Joint Cabinet meetings that are able to take collective decisions.
4. Full Council				
4.1	<p>Recommendation:</p> <ul style="list-style-type: none"> • Dispense with PH reports and start each meeting with Leader’s report on which members can ask questions. • A limit of 5 minutes for each question to be asked and answered, with a supplementary if there is time • Overall time limit of 30 minutes • PHs can answer if appropriate 	I welcome the opportunity to be questioned on my PH report and find it a good way to engage the wider council members but if the feeling is that they are not working then I will go with the majority.	<p>If the proposal that PHs attend Scrutiny to be questioned on their portfolios is accepted, this will be a more effective way of holding them to account.</p> <p>No changes required.</p> <p>No changes required.</p> <p>No changes required.</p>	<p>Recommendation:</p> <ul style="list-style-type: none"> • Dispense with PH reports and start each meeting with Leader’s report on which members can ask questions. • A limit of 5 minutes for each question to be asked and answered, with a supplementary if there is time • Overall time limit of 30 minutes • PHs can answer if appropriate
4.2	<p>Public questions to follow Leader’s report. Procedure to be as follows:</p> <ul style="list-style-type: none"> • Retain time limits of 5 minutes per question, 30 minutes overall 	Is there now a limit on questions from one person, or is this not possible?	<p>Yes this is part of the recommendation.</p> <p>No changes required.</p>	<p>Public questions to follow Leader’s report. Procedure to be as follows:</p> <ul style="list-style-type: none"> • Retain time limits of 5 minutes per question, 30 minutes overall

	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>italics</i>)
Page 54	<ul style="list-style-type: none"> • Publish any questions that are answered in writing on the intranet and website • Public questions should not be limited to agenda items • One question per person Meeting layouts to be reviewed both to consider public speaking and to ensure access to sufficient power sockets for members' tablets/laptops.	This needs to include testing for wi-fi connections.	No changes required. No changes required. No changes required. <i>Officers will keep the practical issues under review.</i>	<ul style="list-style-type: none"> • Publish any questions that are answered in writing on the intranet and website • Public questions should not be limited to agenda items • One question per person Meeting layouts to be reviewed both to consider public speaking and to ensure access to sufficient power sockets for members' tablets/laptops.
	Instead of going through all minutes, FHDC full Council receive a 'Referrals Report' containing recommendations from Cabinet/Committees, which can reference the full reports where required.	Is this to be adopted in the same way at SEBC?	Yes. No changes required.	Instead of going through all minutes, FHDC full Council receive a 'Referrals Report' containing recommendations from Cabinet/Committees, which can reference the full reports where required.
4.4	Questions and motions by members to be at the end of the agenda.	Again if these are issues where the public are concerned they would have to sit through the whole meeting before this is aired.	However the agenda is configured, there may be occasions when items of public interest are at the end. If the recommendation to remove PH reports from SEBC Council agenda is accepted, meetings should be shorter. No changes required.	Questions and motions by members to be at the end of the agenda.

	Joint Constitution Review Group Recommendations	Feedback and Comments from Members and Joint Leadership Team	Joint Constitution Review Group Responses (items for noting are in <i>italics</i>)	Final Recommendations (changes to original recommendations are in <i>bold italics</i>)
	These should be limited to one each per member per meeting.	Why?	This is not considered unduly restrictive. It would be up to a member to ask another member to put his/her second or subsequent motion/question.	These should be limited to one each per member per meeting.

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Ward Councillor

1. Overview

As a councillor, you will be expected to balance the needs and interests of your local area, your residents and voters, community groups, local businesses, your political party and the council.

First and foremost, you will represent your ward, engaging with residents and groups on a wide range of different issues and taking on an important community leadership role. At the council, you will contribute to the development of policies and strategies, including budget-setting. You may also be involved in taking decisions on planning or licensing applications.

2. Representing the local area

- 2.1 Represent effectively the interests of the Ward for which you were elected and deal with constituents' enquiries and representations, fairly and without prejudice.
- 2.2 Champion the causes which best relate to the interests and sustainability of the community and campaign for improvements in the quality of life of the community in terms of diversity, safety, well-being, economy and environment.
- 2.3 Use local knowledge in the development of council policies, including listening to the needs of local people and taking their views into account when considering policy proposals and decision-making.
- 2.4 Ensure that local people are informed about:
 - Services in their area
 - Decisions that affect them
 - The reasons why decisions were taken by the council
 - The rights of your constituents.
- 2.5 Represent the authority to the community and the community to the authority, through the various forums available.
- 2.6 Respond promptly and fully to any consultation regarding matters within your ward
- 2.7 Know your Ward, and be aware of its particular qualities, advantages and problems.

- 2.8 Know and work with representatives of local organisations, interest groups and businesses.
- 2.9 Encourage people in your ward to participate in the democratic decision-making process by engaging with consultations etc.

3. Participating in the work of the council

- 3.1 Participate effectively as a member of full Council and any committee, group or other forum to which you are appointed.
- 3.2 Contribute actively to the formation and scrutiny of the council's priorities, budget, strategies and service delivery.
- 3.3 Develop and maintain a working knowledge of the council's services, management arrangements, powers/duties and constraints and develop good working relationships with the council's officers.
- 3.4 Fulfil the statutory and locally determined requirements of an elected member, including compliance with all relevant codes of conduct and protocols.
- 3.5 Represent the council on outside bodies to which it appoints you.
- 3.6 As you are able, assist the Mayor or Chairman in promoting the civic life of the council.
- 3.7 Participate in the scrutiny of the services and policies of the council and their effectiveness in meeting the strategic objectives of the council and the needs of its residents
- 3.8 Maintain and develop your skills by participating in the Member Development Programme and attending the training offered. Ensure you have relevant IT skills to enable you to make use of the council's systems.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr John Griffiths Leader of the Council	
Report No:	COU/SE/14/003 [to be completed by Democratic Services]	
Report to and date/s:	Council	16 December 2014
Portfolio includes:	<ul style="list-style-type: none"> • Leadership of the Council • Corporate Planning • External Relations 	<ul style="list-style-type: none"> • Shared Services • Strategic Economic Development (LEPs) • Communications

1. Leadership of Council

1.1 The future (financial and otherwise)

While matters of a financial nature are covered in more detail in the Portfolio Holder for Resource's report, I would like to take this opportunity to thank councillors, and staff, for all their commitment and continuing efforts to deliver excellent services with diminishing resources. How to do things differently, behave in a more commercial manner, increase income, generate growth, and cut costs is a challenge that every council faces – but I think we are facing this particularly well here in West Suffolk.

As expected the Chancellor of Exchequer George Osborne confirmed in his Autumn Statement on 3 December 2014 that local services will not face additional cuts next year (2015/16), on top of those already announced. However further reductions are inevitable as the Government still needs to make substantial savings in public spending. By not announcing yet further cuts next year the Chancellor has at least acknowledged that councils are more than doing their bit to help balance the country's books.

I also welcome the Government's commitment to give local authorities multi-year budgets so that we can at least plan for future reductions in our central Government funding. And as always St Edmundsbury is ahead of the game having already put into operation work not only on the next financial year's budget, but on how we are going to tackle future financial challenges as well.

2. Strategic Economic Development

2.1 Business rates level playing field

St Edmundsbury and Forest Heath councils have been lobbying the Government not only for a review of business rates generally but for a change to the laws governing licensing of premises so we can have the power to refuse licences to business people who have not paid their business rates.

I was therefore pleased that the Local Government Association saw the sense of what we were saying here in West Suffolk and incorporated the idea in their submission to Chancellor of Exchequer for inclusion in his Autumn Statement. As a result, it was good to hear in the Chancellor's speech that the structure of business rates will be reviewed and that he will be issuing a discussion paper on the nature and scale of business rates avoidance. We should now have a real opportunity to demonstrate that the current situation is simply unfair to hardworking business men and women, especially those in smaller businesses, who reliably and honestly pay their share of the tax.

Business rates are a major challenge for our businesses (and High Streets) and there will always be businesses who unfortunately, and sometimes through no fault of their own, go out of business and, as a result, we cannot collect an outstanding debt. However, our case has always been that there are some business people who seem to use non-payment of business rates as standard working practice, placing a greater tax burden on every one else. I await with interest some improvement and reforms as a result of this discussion paper, and how quickly we can implement any changes to the law.

2.2 Our Bury St Edmunds

I am pleased to hear that local town centre businesses have voted to support Our Bury St Edmunds for another five-year term. This is a glowing endorsement of the successes that the BID has built during its first term. The success of Bury St Edmunds is frequently reported both locally and nationally and the way that town centre businesses have worked alongside the borough council to develop the car parking offer, stage hugely attractive events such as the recent Christmas Fayre and Christmas lights switch-on, and simply come together for the common good shows just what can be achieved through excellent partnership working.

2.3 Business Festival 2014

I am delighted to report on another successful West Suffolk Business Festival. I once again had the pleasure of opening the festival at the Menta Trade Fair and Food & Drink Expo, and also to close the event at the Business Awards. Both events took place at The Apex.

The Business Festival continues to go from strength to strength and this year was titled 'Going for growth'. The festival ran over a 10-day period with events organised by more than 20 different partner organisations. The highlights of this year's programme included the Menta Trade Fair; a Business Breakfast with the Bank of England, who shared their views on the economy; InDigital

Connect, which is seeking to establish a regional digital hub; as well as business funding workshops that were held across West Suffolk. Forest Heath District Council and St Edmundsbury Borough Council jointly sponsored the West Suffolk Award for International Trade and we were very pleased to present the award to Andrew Denny of Denny Bros/Fix-a-Form International.

2.4 Visit by the Hong Kong Trade Development Council

On Monday 17 November we (Cllrs, Chung, Pugh, Everitt and I) welcomed representatives from the Hong Kong Trade Development Council (HKTDC) to Bury St Edmunds. David Marsden, Director, UK, Benelux & Ireland, and two members of his team were shown the unique selling points of West Suffolk, followed by a lunch at West Suffolk College. Andrew Denny, Managing Director of Fix-a-Form International opened his doors for a tour of one of West Suffolk's leading businesses, and the day concluded with a tour of Bury St Edmunds town centre.

Following the visit the HKTDC have offered to host a business event in Bury St Edmunds in 2015, around the time of the Chinese New Year, and we look forward to developing further a mutually beneficial relationship for both Hong Kong and West Suffolk.

2.5 Transport investment

Alongside our very lukewarm response (to put it mildly!) to the suggestion that West Suffolk councils consider taking over parking enforcement, I am currently in a dialogue with Suffolk County Council about income it receives from on-street car parking here. I have asked for a meeting to discuss the investment Suffolk County Council makes, and intends to make, in the borough and indeed across West Suffolk, as a result of this income and have asked them to identify which transport initiatives they intend to fund.

3. Communications

- 3.1** Shared services continues apace and November saw us take that extra step launching the new shared West Suffolk website. This has been designed with the customer in mind, rather than structured for the councils' convenience so we have tried to avoid local government language and focused on clear and easy-to-find information. We've managed to halve the number of pages that were on the old St Edmundsbury website and make the information clearer. More than half of the people accessing our website do so from tablets and smartphones (and that percentage is increasing) so the website has also been designed to work well on those devices.

The feedback we have had since the website was launched has been positive and reflects the huge amount of work put in by those who managed the project, designed the website and wrote the content – a terrific team effort. I would also like to thank those councillors who helped us to test the website before it was launched, especially those who identified any gaps or usability issues so we could quickly make the necessary changes. We continue to monitor the website very closely because encouraging people to access information and carry out transactions online is central to our service delivery, especially in a world where people expect to be able to do this any time of day and any day of the week.

We still have lots of work to do on the site and will add more improvements, such as online forms and mapping functions over the next few months, but I can confidently say we have made a good start.

4. External Relations

- 4.1** New Anglia LEP held its first Innovation Expo at BT's Headquarters, Martlesham on 20 November. There were 45 exhibitors and 500 people registered to attend. This occasion was used to launch New Anglia's new Digital Growth Advisors who will work alongside the team of the current seven growth advisors. Ten thousand Broadband Basics for Business leaflets have been printed and our Economic Development team will be distributing these among our local businesses.

Also in November New Anglia sent a small delegation, including local MPs, to meet the Transport Secretary Patrick McLoughlin at Westminster. New Anglia made the case for £476m of investment into the rail infrastructure in Essex, Norfolk and Suffolk. This plea also included improvement in rolling stock to be included in the new franchise tender in 2015.

Meanwhile, negotiations to deliver the projects here which the LEP is supporting – such as the Eastern Relief Road in Bury and the Business Park in Haverhill – continue apace.

5. Shared Services

- 5.1** In West Suffolk we have again been leading the way when it comes to fully sharing services and co-locating with other public and voluntary services. We have a strong focus on 'no boundaries' and this applies not just to working across (and indeed beyond) the whole of St Edmundsbury and Forest Heath, but with other organisations. Both councils share our buildings with a range of other organisations such as the county council, Citizens Advice Bureaux, Department of Work and Pensions, West Suffolk Clinical Commissioning Group – and more. The advantage this gives is not only closer working relationships but much better, joined up and cost-effective services.

So the announcement in November that a bid for by the Suffolk Public Sector Leaders' group (SPLS) for £3.35 million Government funding to invest in new ways of collaborative working, reduce costs and generate benefits for residents across the whole of Suffolk was well deserved and excellent news. The SPLS brings together leaders from borough, district and county councils as well as members from NHS England and Suffolk Police, among others. We all face the same financial challenges and need to further transform the way we work. This Government Transformation Challenge Award funding means we will be in an even better position to meet current and future challenges, and to achieve more for our communities with fewer resources.

At the time of the announcement, my counterpart in Forest Heath, Cllr James Waters, and I stated: "We are delighted that DCLG shares our ambition to improve the way the public sector works in Suffolk for the benefit of residents and businesses and, as West Suffolk councils, we look forward to playing our part in that. Existing initiatives like the innovative Mildenhall Hub, the integration of council and health teams at West Suffolk House and our joint

Families and Communities Strategy show we are already thinking along these lines, but we know there is lots more to do, and can't wait to get started."

Not all partnerships are easy, whether it's due to different forms of governance, funding methods, priorities or other reasons. But what we all have in common is the need to service our public in the best, most effective and efficient, way we can. We have already shown, through our work together as West Suffolk councils, just what can be achieved by working together. This TCA award now takes us on to a bigger stage, with the opportunity for greater influence, innovative investments and better services for those people we serve and represent.

In conclusion, may I take this opportunity to thank members and staff for all their efforts over the past year. It has been challenging, but I think 'challenge' is now a constant in our lives. Your commitment to excellent service, as well as your support and professionalism in the delivery of the services our residents need and deserve, is what makes St Edmundsbury, and West Suffolk, so special. Thank you to everyone, and I wish you all a very happy, peaceful and healthy Christmas and New Year.

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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/14/004 [to be completed by Democratic Services]	
Report to and date/s:	Council	16 December 2014
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 Since September this year I have been the West Suffolk councils' representative on the Suffolk Health and Wellbeing Board, taking over from Cllr Warwick Hirst at Forest Heath. In October, Cllr Alan Murray took over as Chair of the Board. Cllr Murray is also the County Council Cabinet Member for Health and Adult Care, so this will help to ensure co-ordination between the councils and health authorities.

The Board has continued to work towards delivering its priorities which are: (i) every child in Suffolk has the best start in life; (ii) healthy environment; (iii) older people in Suffolk have a good quality of life and (iv) improving mental health and wellbeing. Key issues explored at the last Board meeting include the development of an integrated service pilot in Sudbury (GPs, social workers and other agencies working together); the bid for £50 million funding from the Better Care fund; and an overview of the recently published Suffolk Public Health report. This report finds, amongst other issues, that 20% of children are obese by age four, and 30% by age 10 and 11. This obesity adds to long term complications, such as type two diabetes. As councils we must ensure that our children have an understanding of the importance of an active and healthy lifestyle.

- 1.2 In November the first West Suffolk Health and Wellbeing Forum took place. This forum has operated in Forest Heath for more than 10 years and has been extended to include St Edmundsbury. The forum meets three times a year and will rotate around Forest Heath and St Edmundsbury bringing together a wealth of health knowledge and experience across the two areas. It will be continuing to work towards ensuring that good quality health and social care services are provided in the area. At the Forum it was agreed that the forum would concentrate on a theme each meeting; Obesity, Mental Health, Dementia and Falls prevention, have all been identified as potential topics for the future. Live Well Suffolk and Suffolk Family Carers gave informative presentations on their services and Cllr David Bimson gave an update of Care UK and the closing of Mildenhall lodge, which has led to the delay of the opening of the Cleves Place, Haverhill, which has been postponed for three months to March 2015.
- 1.3 A new grant scheme encouraging people to get active and enjoy Suffolk's natural environment was announced by Suffolk's Public Health team. 'Getting Suffolk Moving' is a £100,000 budget to which the county's voluntary groups and community organisations can apply to fund projects to promote walking, gardening, volunteering, swimming and anything else that boosts physical activity in the outdoors. The scheme is open to bids via Suffolk Community Foundation, of up to £5,000, but larger amounts may be considered where projects can demonstrate exceptional contributions to increase daily activity. This closes on the 2 February 2015 and councillors are encouraged to raise awareness of this scheme amongst community and voluntary groups.
- 1.4 I attended the Council of Governors of West Suffolk Hospital Trust meeting on 13 November 2014. This was the first meeting for the new Chief Executive, Steven Dunn. The Secretary of State for Health, Jeremy Hunt, has launched a new patient safety programme. There will be a network of 15 Patient Safety Collaboratives to focus on improving safety and empowering patients, carers and staff. Their remit will be to highlight, challenge and implement local improvements in patient care. Each collaborative will be funded for the next five years by NHS England.

Locally, WSHT has a new £2.1 million project to further improve the MRI service for patients including the installation of a second machine and refurbishment of the existing scanner. Demand for MRI scans has risen by more than 60% over the past 5 years and the department are now scanning more than 10,000 patients every year.

This month WSHT welcomed 20 registered nurses from Portugal and active nurse recruitment continues. There are two documents I would recommend councillors to read if interested in health issues;

- NHS Five Year Forward View
- Director of Public Health, Suffolk County Council annual report: Start here: an early years compendium for Suffolk

2. Community Centre Transfers

2.1 Westbury Community Centre

The transfer continues to progress toward the completion date of April 2015. Staff are working hard with the Trustees of the organisation to ensure that the centre is in the best possible position for the future.

2.2 Newbury Community Centre

In the New Year a Feasibility Study will be commissioned that will consider the various options on the site that is available for redevelopment. I look forward to bringing further news on this exciting project as it develops.

2.3 Chalkstone Community Centre

The River of Life Church is currently in negotiations regarding the transfer of the Chalkstone Community Centre in Haverhill. The consultation with local residents of Chalkstone estate, existing customers, community groups and local members will take place in December. It is anticipated that the centre will be transferred by the summer 2015.

3. **Youth development**

- 3.1 Since my last portfolio holder report, we have seen the 16th BurySOUND event. BurySOUND is East Anglia's most well known battle of the bands competition, endeavouring every year to uncover and promote some of the best up and coming young bands. Twelve bands played over three heats at the Hunter Club, Bury St Edmunds and the judges five favourites went through to the final held at the Apex. The final of BurySOUND was attended by over 300 people at the Apex and received some positive national radio coverage this year. All of the artists were said to have performed exceptionally well, with this year's winners being The Virtues rock band from West Suffolk.
- 3.2 The On the Spot Outreach service in Haverhill continues to operate delivered by our partners, Suffolk YMCA. The service is continually achieving high numbers; up to 60 young people per night especially on Friday evening.

4. **Community Safety**

4.1 Anti-Social Behaviour, Crime and Policing Act 2014 - Reform of Anti-social Behaviour powers

The Anti-Social Behaviour Crime and Policing Act 2014 came into force in October 2014. The Act has streamlined existing tools and powers to make them easier to use and has extended the statutory partners who are able to enforce them. It also includes two new measures which are designed to provide victims and communities a say in the way anti-social behaviour is dealt with:

- The 'community trigger' provides the victim the ability to demand action, starting with a review of their case, where the locally defined threshold is met.
- The 'community remedy' provides victims a say in the out of court punishment of perpetrators for low level crime and anti-social-behaviour. This remedy is only available to the Police.

The community trigger provides victims and communities the right to request a review of their case and bring agencies together to take a joined up, problem solving approach to find a solution. Anyone who feels that they are affected by anti-social behaviour will be able to use the community trigger to request a review of their case if they feel that agencies have not taken action in respect of their complaint.

The legislation allows for a locally defined threshold which cases will need to meet in order to activate the trigger. There has been wide consultation across Suffolk with other districts and boroughs, the Police and the Police and Crime Commissioner, in order to determine a common trigger across Suffolk.

The community trigger can be requested if:

- an individual (or community) has reported an antisocial behaviour issue or concern to the council, Police and/or registered housing provider (social landlord) on three separate occasions relating to that same ASB issue and or concern;
- in the last six months and an individual or community requests a review of that process;
- the issue or concern affects more than five households or business premises.

More information regarding the community trigger is available at:

http://www.westsuffolk.gov.uk/community/crime_and_safety/antisocialbehaviourandnuisance.cfm

- 4.2 In my previous report to Full Council I noted that the Western Suffolk Community Safety Partnership requested to hear directly from the community about the community safety issues which concern them and are prepared to help to address. At its meeting in October, two community projects from Forest Heath were nominated, one was accepted for support and the other was signposted as to where they could get support. In both these cases members of the community were concerned with aspects of safety and wanted to own and solve the issue. Elected members are central to this new way of working; as community leaders you are in an excellent position to hear exactly what the community safety concerns are in your areas and how the community can assist in resolving them.

5. **Neighbourhood working and locality budgets**

- 5.1 As at the end of November, 68 applications had been supported with £33,183.68 allocated to a wide range of community activities. The average payment currently stands at £488 per project with nearly 30% of the allocated annual budget of £112,500.00 being committed so far this year.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Peter Stevens Waste and Property Portfolio	
Report No:	COU/SE/14/005 [to be completed by Democratic Services]	
Report to and date/s:	Council	16 December 2014
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 Success at National Awards for Fly-tipping campaign

Over the summer the Suffolk Waste Partnership launched "Operation Tip Off" which included multi-agency crack down days to identify and discourage potential fly-tippers and a communications campaign to encourage members of the public to use reputable companies for waste collection. The campaign was recognized as a best practice approach to working in partnership at the prestigious national Chartered Institution of Waste Management awards held in November.

The campaign is continuing with further stop and search events to be held in early December.

In addition there was a successful prosecution against DE Panels Ltd who was fined £500 and ordered to pay costs of £612.50 and a victim surcharge of £50 for allowing waste paint in their control to be transferred to a third party who fly tipped it.

1.2 Launch of new recycling service

The new contract with Viridor Materials Recycling Facility (MRF) started on 1 November 2014. Residents can now recycle aerosols, books, metal pots and saucepans and cartons in their blue bins. This is in addition to plastic bottles, tubs and trays, paper, cardboard, cans, foil and textiles that were collected under the previous contract. Information leaflets detailing the changes have been sent to all households across Suffolk featuring Bernie the bin man. There

is also an informative website and video which at the time of preparing this report has had over 12,000 views on YouTube.

1.3 Community Action

We engaged with members of the public at a recycling roadshow outside Moyse's Hall in Bury St Edmunds to answer questions and give information about the new recycling service. Feedback from residents on the new service and the promotional material produced has been very positive.

Officers have also been engaging with staff at RAF Honington to encourage better recycling behavior. At a meeting with Group Captain Miller and 140 RAF officers, we gave information about the local recycling scheme and explained what happened to the materials collected and their economic and environmental value.

Support has been given to the Priory School in Bury St Edmunds following their success in a competition to win a specialist composting bin for food waste. They are currently measuring the amount of food waste they can put into the bin and results about how much waste has been diverted from disposal will be reported back.

Working in Partnership with the local police, Councillors Patrick Chung and Sarah Stamp and local schools, officers organized the hugely successful Southgate Community litter pick. Approximately 20 bags of litter were collected by the volunteers.

2. Environmental Management

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

The Borough Council is a founder member of the Suffolk Climate Change Partnership which formed in 2009. The Partnership works to support Suffolk's communities, businesses and residents to realise the economic benefits of reducing energy consumption, adapt to the future impacts of climate change and reduce carbon emissions.

Project work has provided direct financial benefits of more than £675,000 to residents, businesses and communities in the Borough over the last five years. One of the Partnership's services provides resource efficiency audits for Suffolk's small and medium-sized businesses and social enterprises. The audits give the business an overview of the size and cost of its carbon footprint and makes recommended prioritised actions for reducing energy spend and carbon emissions.

Since the service began in 2008, there have been 78 business audits in the Borough identifying more than £453,000 of potential annual energy savings and 2,994 tonnes of carbon emissions.

The annual cost to the Council of this and other services provided by the Partnership is £12,857.

3. **Property & Asset Management**

Lettings have recently been agreed for two vacant industrial units in Bunting Road at Moreton Hall. This has reduced the number of vacant industrial units in Bury St Edmunds to three whilst units in Haverhill remain fully let.

We have agreed new terms for the continued occupation of Nowton Nursery and this new arrangement has included the ancillary occupation of the Gardener's Cottage.

In terms of private retail lettings within Bury, Paddy and Scotts have opened their new coffee shop on Abbeygate Street in premises formerly occupied by the West Cornwall Pasty Company, whilst Hart Estate Agents have established themselves at 59 Cornhill. Building work continues to progress on the conversion of the former Collis & Sons jewellers in Abbeygate Street.

4. **Rural Affairs**

Rural Initiative Grants Scheme (RIGS) 2014 / 2015

At the time of writing, 27 November 2014, a total of £38,762 had been allocated to rural projects across the Borough through the Rural Initiative Grants Scheme. Projects were mainly focused on enhancing village play facilities and other rural community facilities. The following areas have all been supported by this grant: Stanton Church Rooms, Rougham Playing field Association, Barrow Village Hall, Wickhambrook First Responders, Bardwell Playing Field Association and Cavendish Cricket Club. There is £67,444 remaining for other Rural Initiative Grant Schemes.

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Anne Gower Portfolio Holder for Housing	
Report No:	COU/SE/14/006 [to be completed by Democratic Services]	
Report to and date/s:	Council	16 December 2014
Portfolio includes:	<ul style="list-style-type: none"> • Haverhill • Strategic Housing • Homelessness 	<ul style="list-style-type: none"> • Social Care • Gypsies and Travellers

1. Housing Investment Appraisal

- 1.1 The recently adopted West Suffolk Housing Strategy set ambitions about taking a more proactive and commercial approach to exploring a range of options to support the delivery of all types of housing over the coming years. Like a number of other councils we have now started to work with our partners to explore a range of new approaches, such as providing loans to Registered Providers, purchasing properties to use as temporary accommodation or developing open market housing for sale to cross-subsidise affordable housing. As part of this work we have commissioned GVA Financial to undertake an option appraisal on the range of approaches, once this work has been completed a full business case will be produced for Cabinet to consider and recommend onto Council.
- 1.2 I also attend attended a workshop on the 29 October 2014, along with Forest Heath Cabinet Members Rona Burt and Stephen Edwards, to explore the potential for local authorities across Norfolk and Suffolk to work together to attract institutional investors to support the development of private rented accommodation. While we are at the early stages of this work, there may be the potential to build one or two bed accommodation that would not only help to meet the increasing demand, but also generate a revenue income for the council. Further information on this initiative will be presented to Council as it develops.

2. Housing Profiling Information

- 2.1 As a result of the rural profiling work we piloted, working with the Cambridge Housing Sub Region the information has been developed further. The profiling information now covers all parishes and wards. Hopefully this will be an invaluable planning tool which is also available as an interactive map. The data

can be found on Cambridge Insight website at:

<http://www.cambridgeshireinsight.org.uk/interactive-maps/housing>

3. William Flack Place Whepstead Official Opening

- 3.1 I was pleased to attend the opening of the latest rural exception scheme in Whepstead along with the ward member, Cllr Rushen. The scheme has been named after Private William Flack who was the first Suffolk Regiment fatality of the Great War. There are 10 new homes including a bespoke bungalow designed to accommodate a family with multiple disabilities. This exception scheme will help meet local housing need ensuring families can remain in the village and was warmly received by everyone I spoke to on the day.

4. Homelessness

- 4.1 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.
- 4.2 The Council is currently refurbishing a House in Multiple Occupation in Lake Avenue, Bury St Edmunds to use as temporary accommodation which will provide 5 rooms for single homeless people that the Council otherwise would accommodate in Bed & Breakfast. This should be ready for occupation in February 2015. In addition the Council is actively looking at other options to eliminate completely the use of Bed & Breakfast.
- 4.3 A review of homelessness in the Borough has been undertaken and its results used to inform the forthcoming West Suffolk Homelessness Strategy. The Strategy is currently out for consultation and will come before Council in February 2015.

5. Home Link Statistics

- 5.1 The Home Link Statistics are provided at Appendix A. In October there were a total of 227 new St Edmundsbury Home-link applications. Typically an average around 150 new applications a month are received. I raised my concern about the increase and analysis of the applicants did not identify any particular reason. Any change in the rate of new applicants will be monitored to see if a trend emerges.

6. Private Sector Housing

- 6.1 We have aligned our Guidance & Standards for Houses in Multiple Occupation (HMO) into one document, approved at Cabinet on 2 December 2014, forming the basis for our future approach in this sector across West Suffolk. It will ensure a consistent implementation of the risk based inspection programme, standards and licence fee, applicable to larger HMOs. The Housing Strategy recognises the need for this type of accommodation and, through this document we will work with Landlords to achieve the required standards, using our enforcement powers as necessary to safeguard residents.

- 6.2 Under the Empty Home Strategy we are undertaking a project to bring identified homes back into use, prioritising properties that are of value to the authority in terms of accommodating those in housing need. We will be taking a pro-active multi-service approach, through enforcement actions and financial assistance as appropriate, and the highest priority properties may be subject to enforced sale or compulsory purchase. We have signed up to the Empty Homes Agency campaign, to pledge our support to reduce the number of long-term empty homes to tackle housing need. Our current strategy and plans will enable us to actively commit to this campaign, whilst potentially increasing the existing housing in West Suffolk. As ever we welcome information about empty properties across the Borough.

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APPENDIX A

Home-Link Statistics	SEBC	FHDC	SEBC	FHDC	SEBC	FHDC	SEBC	FHDC	SEBC	FHDC	SEBC	FHDC
Date	01-Jun-14		01-Jul-14		01-Aug-14		01-Sep-14		01-Oct-14		01-Nov-14	
Band A	241	60	249	67	267	71	253	69	228	65	258	71
Band B	463	361	467	376	474	370	497	381	495	383	529	381
Band C	448	335	465	354	471	361	487	371	468	371	507	380
Band D	578	397	601	406	603	417	614	427	588	434	664	450
Band D*	28	8	28	8	29	10	30	12	31	12	32	14
Total	1758	1161	1810	1211	1844	1229	1881	1260	1810	1265	1990	1296
Homeseeker	1230	822	1261	856	1292	868	1318	895	1269	889	1405	912
Transfer	524	339	539	354	538	361	552	364	531	374	576	381
1 Bedroom	891	610	908	641	931	638	952	666	930	672	1016	696
2 Bedroom	634	405	657	421	667	439	675	432	634	429	697	434
3 Bedroom	165	115	178	114	179	113	184	124	182	124	205	125
4 Bedroom	54	26	54	28	52	31	53	30	49	32	56	34
5 Bedroom	12	4	11	6	12	7	14	7	13	7	13	6
Single	729	475	743	500	762	502	779	527	756	529	824	543
Couple	268	191	269	202	277	205	277	201	271	199	298	208
Family with children	721	462	755	476	759	490	775	499	739	506	818	509
Other household types	40	33	43	33	46	32	50	33	45	31	50	36
Statutory Homeless	63	9	65	11	66	8	54	11	51	7	47	9
Homeless Prevention	59	44	61	45	59	44	61	50	56	53	68	48
Homeless Other	37	6	42	9	42	13	43	15	45	15	45	16
Over 65s	220	145	224	156	227	158	233	159	232	162	255	165

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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/14/007 [to be completed by Democratic Services]	
Report to and date/s:	Council	16 December 2014
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, eight months on and users are now more familiar with the system and helpdesk calls have significantly reduced. However, we have identified a number of improvements which will make full use of the functionality of the system.

1.1.2 The implementation project team are now preparing to work on phase 2, as well as general functionality improvements. This also includes use of the Agresso module that can capture the 2015/16 budgets and Medium Term Financial Strategy, improved in year forecasting, and developing and rolling out dashboards (a single page, real-time user interface, showing a graphical presentation of the current status of tasks and/or performance) and reports.

1.2 Budget outturn and statement of accounts – 2013/14

1.2.1 The 2013/14 annual statement of accounts was presented at the September Performance and Audit Scrutiny Committee. Since then the audit has been concluded with no significant changes required and Ernst and Young have issued an unqualified opinion on the financial statements.

1.3 2015/16 Budget and Budget Consultation

- 1.3.1 A considerable amount of work has already begun on identifying potential savings and income generation ideas in order to secure a balanced budget for 2015/16 and prepare for 2016/17. The approach has been that the council's resources for 2015/16 should be allocated according to their strategic priorities; this has helped to identify areas of the council's work which could either be scaled back or where further opportunities for the generation of income could be pursued.
- 1.3.2 Discussions with Heads of Service, Service Managers and Business Partners have taken place to review the 2015/16 supplies and services budgets taking a zero based budget approach and exploring further savings as a result of shared services. These savings have been captured as part of the budget setting process and have been reported to members along with the other local savings at the November Performance and Audit Scrutiny Committee.
- 1.3.3 However, other proposals required 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 exercise. Details of this have also been reported to members at the November Performance and Audit Scrutiny Committee.
- 1.3.4 Further progress reports on delivering a balanced budget and proposals for the remaining budget gap will be presented to Performance and Audit Scrutiny Committee in January.

2. Behaving more commercially

- 2.1 Work is continuing with raising awareness of commercial behaviours across West Suffolk and thinking about how they can be embedded into both day to day work and specific projects. A managers' forum took place on Thursday 27 November where managers had the opportunity to think through some real-life scenarios similar to those considered at the Members' Forum on behaving more commercially in July.
- 2.2 A number of projects across the council are already embedding more commercial behaviours, for example, renewable energy generation, investment in housing development and health and safety training.

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 8.6 days as at the end of July 2014 and 9.5 days for Council Tax Reductions, both within the target. These figures are all actual days not working days.

- 3.2.2 On-line claims continue to increase. In this financial year to date 606 new benefit claim forms have been received on line, and a total of 6231 forms across Benefits, Council tax and NNDR, and comments on the use of the on line 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 are ongoing with Suffolk County Council (SCC), housing associations and other agencies to help the understanding of each others work and awareness of our mutual customers' needs. For instance, ARP attended a SNAP (Support and Advice Project) meeting in Bury St Edmunds and hosted a Housing Association forum in October.

3.3 **Revenues**

- 3.3.1 Collection rates are as follows:

	Collected by 31/10/14	Target to 31/10/14	Comparator figure for to 31/10/13
Council Tax Net Liability: £53,768,101	67.87%	68.31%	68.19%
NNDR (Business Rates) Net liability: £47,465,972	66.67%	66.75%	70.51%

- 3.3.2 Council Tax collection for the year remains slightly lower than at the same point last year. Collection on cases where residents were previously on 100% benefit is significantly lower than on general cases (47.2%). Those on full CTS collection is also substantially lower than among other groups (41.5%). 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.
- 3.3.3 The Council Tax team will shortly undertake 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 but only marginally below target. The introduction of 12 monthly instalments has contributed to this reduction in performance 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, circa £70,000 per annum for St Edmundsbury. This complements the work of the Fraud team to ensure that where fraud is detected, monies are recovered.

4. Information and Communication Technology (ICT)

- 4.1 The following ICT transformation projects have recently gone live:
- Single shared main website - the old Forest Heath and St Edmundsbury domain names have now been redirected to the new www.westsuffolk.gov.uk website.
 - Committee minutes system - phase 1 of this was launched with the new website. Meeting papers can be viewed on the new website via this new system.
 - New licensing public access system - the old system has had to be replaced due to concerns around reliability and data security.
- 4.2 Further projects currently in progress include:
- Asidua CCP Customer Relationship Management system (implementation stage)
 - Single shared intranet (design stage)
 - Single shared Waste Management System (procurement stage)
 - Geographical Information System - GIS (implementation stage)
 - Elections Management System (implementation stage)
- 4.3 Work to migrate Revenues and Benefits services from Fenland District Council into ARP has now been successfully completed.

5. Internal Audit

5.1 Corporate Work

- 5.1.1 Internal Audit has continued to assist with corporate projects and work in this area has most recently included assisting with the following:
- Reviewing financial aspects of renewable energy investment options;
 - Housing Investment Project Group – a group of officers looking at investment options, for future consideration by Cabinet, to support and increase the delivery of housing across West Suffolk;
 - Risk Management Working Group – a group of officers reviewing West Suffolk’s approach to risk management (see also 5.4 below).

5.2 Statutory Internal Audit Plan

- 5.2.1 Progress on the core financial systems / fundamental review work audits, as well as other audit responsibilities, is in line with expectations and therefore it is currently expected that the Audit Plan will be completed on time, enabling a robust annual audit opinion to be delivered in the 2014/15 Annual Internal Audit Report.

5.3 Probity

- 5.3.1 The West Suffolk Anti-Fraud and Anti-Corruption Policy, drafted by Internal Audit, has recently been approved and adopted. This Policy was last reviewed by both councils in 2011 and was reviewed again this year to ensure it continues to reflect best practice, legislation and shared services arrangements. The main change in updating the Strategy (re-named as a Policy) was to include a section on social housing fraud in recognition of the Prevention of Social Housing Fraud Act 2013 which as well as creating new criminal offences in this area gave greater powers to local authorities to investigate social tenancy fraud through better access to data from banks and utility companies.

5.4 Risk Management

- 5.4.1 West Suffolk's approach to risk management is currently being reviewed by an officer group to ensure that risk management continues to be fit for purpose and takes full account of different ways of working within West Suffolk, including the behaving more commercially initiative.
- 5.4.2 This review will look at the processes for identifying, recording, assessing, monitoring and managing risks and consider any ways in which these processes could be further improved to ensure that the risk management approach can be applied to any situation, will not restrict innovation, and supports sensible and calculated risk-taking.

6. Human Resources

- 6.1 The Human Resources, Learning and Development and Health and Safety teams continue to support a range of organisations and partners through significant organisational change.
- 6.2 Following our successful internship programme this year, which concluded with a presentation to Councillor Mark Bee and other invited guests at Endeavour House at the end of September 2014, we are now leading the intern recruitment for 2015, in conjunction with the Suffolk County Council 'Raising the Bar/Rising High' initiative. We are developing 12 new intern roles for Suffolk undergraduates across a range of services.
- 6.3 Our apprentice programme continues to grow, reflecting our organisation design principles, which include reviewing vacant posts, where possible, to identify career and apprentice pathways and opportunities. We currently employ 19 apprentices, and have continued to support the transition from apprentice to permanent employee where the opportunity arises and across a range of services.
- 6.4 In November 2014, our new West Suffolk Performance Review Scheme has completed its first annual cycle and enabled us to effectively discuss with our staff our expectations with regard to the outcomes and behaviours we need, and support them in meeting those expectations.
- 6.5 The Workforce Strategy was approved at Cabinet in October. This strategy sets out how we will recruit and develop our workforce and work with our

communities to make sure that we have the people, the skills and the behaviours we need to make sure that the priorities in the Councils' strategic Plan are delivered. The key areas that we focus on are: Skills and Behaviours Development, Recruitment and Retention, Pay, Reward and Recognition, Well-being and Engagement, and Performance and Change. Actions and outcomes have been identified that will enable us to continue to build a professional, resilient and committed single workforce.

- 6.6 We have, also, implemented two new joint policies – the Adoption Policy and the Flexible Working Policy.
- 6.7 The recent restructure of the Joint Leadership team has been completed and appointments made. We continue to review the capacity and structure of the leadership and management of the Councils to make sure that we provide visible leadership, lead from the front, and have the people in place who can work collaboratively in the local public sector networks to secure the best outcomes for our area, whilst building a corporate, commercially astute and project-centred culture, delivering our services whilst influencing the outcomes we desire for our communities.
- 6.8 Service Manager and Business Partner Forums continue to develop the capacity and understanding at this level across the organisation and involve this key group in successful organisation development, and transformational change. The most recent session involved and enabled discussion with regard to 'Behaving More Commercially' and what that means for us in our day-to-day roles. The forums enable middle managers to share best practice and network together as they deal with operational matters in their services.
- 6.9 We have had 78 of our Service Managers and Business Partners, and the Leadership Team involved, to-date, in the "Go Make a Difference" accelerated change programme. October saw the end of the first 90-day challenges undertaken by Service and Operations Managers, as part of this programme. Outcomes include increased collaborative working, better strategic thinking and structured planning, increased confidence and keen focus on outcomes. Those Heads of Service involved in the subsequent 90-day challenges reported that this "snapshot" deep into the organisation was illuminating and engaging, enabling them to ensure connections and delivery across a breadth and depth of activities was taking place, as well as alignment to the strategic priorities. Next steps are to embed the techniques and disciplines throughout the organisation, with an on-going series of 90-day challenges from October 2014 to February 2015, and a series of one-day classroom sessions for managers and team leaders with 30-day challenges, all supported by internal coaching.

7. Health and Safety

- 7.1 The Health and Safety team continues to support the Anglia Revenues Partnership and has delivered an on-line training package for the partnership. The Health and Safety Policy (issue 3) has been reviewed and approved.

8 Member Development (September 2014 – December 2014)

- 8.1 Following some months of planning and preparation in September 2014, we achieved re-accreditation of the Charter for Elected Member Development. Forest Heath and St Edmundsbury is the first partnership of Councils to be awarded the Charter, reflecting our effective shared approach to the development of our Members. The team of assessors praised West Suffolk for its comprehensive member development programme, our 'next generation leadership development', as well as our culture change journey.
- 8.2 Work continues in line with recommendations made to focus now on an effective and comprehensive 'New Member Induction Programme' ready for the May 2015 Elections.
- 8.3 On 22 September 2014, in the Jubilee Centre, Mildenhall, Members were introduced to "Transformational Thinking" by Dr David J Hall, Chief Executive Officer, The Ideas Centre Group. The session was well received. Dr Hall delivered an interesting and thought-provoking introduction to creative thinking, and made no charge to the Councils for the session, at which new techniques for problem solving were explained and practised.
- 8.4 Forthcoming events for 2015 will continue to be publicised in Members' News on a weekly basis.

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Alaric Pugh Economic Growth Portfolio	
Report No:	COU/SE/14/008	
Report to and date/s:	Council	16 December 2014
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. Economic Development and Growth

1.1 West Suffolk Joint Growth Steering Group

The group met for a special meeting in October and received a presentation from Suffolk County Council (SCC) on their Skills Strategy. As part of the 'Raising The Bar' and other related agenda, SCC has joined up sets of skills interventions that start with young people still at school right up to skills for people in the workplace. This was adjudged a very joined up piece of work and the Group is looking for opportunities to help disseminate this effective work.

1.2 Apple Day and Christmas Fayre

We held an Apple Day on 18 October 2014 – lots of stalls took part with Apple promotions and tastings. There was also entertainment for children, apple pie making, apple bobbing and apple puppet making workshops and the event seemed to be very well received.

The Bury St Edmunds Christmas Fayre consolidated its position as one of the regions foremost seasonal events with another record year. Attendance has substantially exceeded previous years and the Thursday evening community night also saw an increase in attendance, which was particularly pleasing because it shows that there is still growing local support for the event.

The visitors it brings to our traders' doorsteps contribute upwards of £750,000 to the local economy. The warmer weather this year encouraged people to spread out and experience more of the town. We had visitors from as far as

Southampton and the Midlands and while the parking and park and ride operations were busy, they did their job admirably and kept traffic flowing.

1.3 Our Bury St Edmunds

I am extremely pleased that the Business Improvement District (BID) in Bury St Edmunds has been voted in for a second 5 year term. Approximately £300,000 is available each year for OurBuryStEdmunds (the BID) from local businesses and the income is spent on marketing; events; business support; and the environment. Over the first five years the BID has worked hard to support local businesses by endeavouring to make Bury St Edmunds a great place to visit and to do business. I am looking forward to continuing to be involved with the Board and lending appropriate support where we can.

1.4 Haverhill Masterplan

In my role as Chair of the ONE Haverhill Town Centre Masterplanning Core Group, I am pleased to report that progress continues towards developing the Haverhill Masterplan. It is anticipated that consultants will be appointed before the end of the year; the consultants will work closely with borough council officers and ONE Haverhill. The intention is for an inception and governance meeting with the consultants to take place early in 2015.

1.5 Strategic Tourism

I am pleased to be able to say that a plan is underway which will see businesses and organisations work together to determine the long term strategy for tourism in Bury St Edmunds. OurBuryStEdmunds and Bury St Edmunds Town Council have both agreed to fund £3,000 each towards the creation of a Destination Management Plan for Bury St Edmunds, with St Edmundsbury Borough Council meeting the remaining £9,000 of the costs. The money is being used to pay for an independent assessment of the value of tourism to Bury as it stands now, followed by a Destination Management Plan which will include recommendations for how to deliver growth in tourism; this work is due to be completed in Spring 2015. This work will in turn trigger the creation of a Destination Management Organisation (DMO), a new partnership made up of local businesses and organisations which will set out a plan for how it wants to grow the area's tourism for the future.

The DMO will not only coordinate tourism activities, bring together resources and expertise, but will also provide the long term strategic direction for tourism in Bury including the creation of a strong and vibrant brand identity. A major emphasis will be not just on attracting tourists to Bury, but attracting them for longer, increasing their stay, their experience, their spending, and brand loyalty. The commercial strategy will also see the partners on the DMO work to redress an imbalance in tourism seasonality, so that the town attracts a strong number of visitors throughout the whole year, rather than a concentrated number in the summer months and around the Christmas Fayre. A DMO scheme in County Durham has seen a 13 per cent increase in the tourism economy.

1.6 Visit Suffolk

Visit Suffolk's 'TheOtherSide' campaign has been the latest tourism success. The Visit Suffolk website won 'Best tourism board website' at the national TravelMole Awards, being victorious over Yorkshire and Bath. Takemetosuffolk.com underwent a facelift to incorporate more visual assets to engage and inspire even more visitors to come to Suffolk. This included twenty short films on Suffolk folklore, mysteries and legends, one of which was focussed on witchcraft in Bury St Edmunds. Planning is well underway for Visit Suffolk's 2015 promotional activity which will incorporate a strong commercial role.

This is testament to the excellent work that Visit Suffolk has done for tourism in the county.

1.7 Showcasing the Economy

Showcasing the Local Economy project is one of the component parts of the Raising the Bar Agenda for Suffolk.

The objective of this project is to provide an online "portal" to allow Young People to engage with Careers Education, Information, Advice and Guidance relating to jobs and careers. In addition it is also intended that it will provide content (supplied by local Suffolk Businesses) about which employers offer opportunities in the selected areas of interest and further information about the training needs and remuneration etc. associated with such jobs. The information would also include where and when the opportunities might be and any recruitment events or work experience opportunities that Employers (across the whole of the County) might be offering.

The County Council Skills team, with the support of the District and Borough officers have now reached agreement, in principle, with a charitable Trust based on the Suffolk-Norfolk border who have been working in this area for some time, to work on the development of an online platform to deliver the Showcasing the Local Economy project which it is hoped will be available in September 2015 in time for the next academic year.

1.8 Haverhill Chamber of Commerce

We have just entered into a "Contract for Services" agreement with Haverhill Chamber of Commerce which will enable us to work closely with the Chamber to increase its membership and to improve communications between its members and ourselves. This is part of our aim to improve engagement with businesses and enables us to understand more closely the issues faced and support needed by our local businesses.

1.9 Small Business Saturday

Small Business Saturday was held on 6 December this year. The aim of this national campaign is simply to support small independent businesses and traders primarily by online and social media campaigning. I helped publicise this initiative with our local businesses and reminded local people that it is down to each of us individually to support our retailers and other local businesses.

2. Parking Services

Demand at the Borough's car parks has increased significantly over the summer and into the autumn. The number of parking events has risen by approximately 3% in the first 9 months of the calendar year in comparison to 2013. A total of 1,777,861 parking events have been recorded with an average increase of 1,300 per week.

Christmas is an extremely important period for the vitality of our town centres, and the Borough Council is again supporting our local traders by encouraging more footfall at certain periods during the week. The 'Free from 3' offer has been extended to every Thursday evening in Bury St Edmunds until Christmas. We are offering free parking after 3pm in Haverhill every day from the 13th to 24th December 2014, as a pilot this year.

Car park management is important this time of year and in addition to the extended 'Free from 3' promotions, that encourage people into our towns at less busy periods, we are actively promoting Olding Road in Bury as a free Park and Walk car park at weekends. Social Media is being used to encourage users to park early or late in the day, and provide up to the minute car parking capacity information.

The Council's pay and display car parks in Haverhill have been independently inspected by the police and parking specialist. The inspection considers the level of safety, cleanliness, quality of signage, frequency of patrols and uniformed attendants, and maintenance within our car parks. These five car parks were again recognised for their high quality of management and were each awarded the ParkMark award.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Cllr Terry Clements Planning and Regulation Portfolio	
Report No:	COU/SE/14/009 [to be completed by Democratic Services]	
Report to and date/s:	Full Council	16 December 2014
Portfolio includes:	<ul style="list-style-type: none"> • Planning (Development Control) • Planning Policy • Building Control 	<ul style="list-style-type: none"> • Vision 2031 • Environmental Health (excluding Environmental Management) • Licensing

1. Planning Services

1.1 Planning Policy

The adoption of Vision 2031 at the last meeting of the Council has placed the Council in a strong position to manage the delivery of growth while protecting our rich and diverse natural and historic environment. A number of developers are now starting to bring forward sites that are allocated in Vision 2031 and, on those sites that require masterplans and development briefs, developers are being encouraged to involve Members in the consultation process.

The Planning Inspectorate's examination of Joint Development Management Policies local plan document is ongoing. The six weeks consultation on the Inspector's recommended Main Modifications to the policies ended on 27 November and the comments are being considered by him prior to issuing his report. It is still hoped that the final document can be brought to the February meeting of the Council for adoption.

Public consultation is currently taking place on the Draft West Suffolk Shop Front and Advertisement Design Guidance. The document in itself will not be a part of the formal development plan, but it will inform and be a material consideration in the determination of planning applications. Consultation on the document runs for seven weeks and ends on 9 January 2015.

1.2 Planning Applications

As illustrated in the table below, the total number of planning applications being

determined by the Council continues to show an upward trend compared with the downturn in 2009/10. In particular, the monthly average for the number of major applications determined is the highest for eight years and this demand shows signs of continuing as sites allocated in Vision 2031 start to come forward.

YEAR:	Total	MAJORS	Total of All App. Types determined or withdrawn	Monthly average	Monthly average - majors
April 07-08	1378	36	2703	225.3	3.0
April 08-09	1253	33	2302	191.8	2.8
April 09-10	1028	20	1453	121.1	1.7
April 10-11	1015	18	1455	121.3	1.5
April 11-12	1056	34	1480	123.3	2.8
April 12-13	988	28	1675	139.6	2.3
April 13-14	964	27	1731	144.3	2.3
April 2014 to date	641	26	1238	154.8	3.3

1.3 Government Policy Changes

At the beginning of December the government announced immediate changes to the National Planning Guidance removing the requirement for developers of sites of 10 or less new homes to make contributions to the provision of affordable housing and “tariff” style contributions. In rural areas, the government has stated that local authorities have the ability to reduce this threshold to 5 homes. The government has stated that it intends to amend the National Planning Policy Framework to incorporate these changes. Officers are seeking further advice as to the status of this change to the Guidance ahead of amendments to the NPPF and the impact of this change on the borough.

The Government has also announced that they will take further measures to speed up the “end-to-end planning process”, including:

- taking forward measures to ensure that the principle of development need only be established once, to give greater certainty and allow locally-supported development to proceed more quickly;
- taking steps to speed up section 106 negotiations, including revised guidance, consulting on a faster process for reaching agreement, and considering how timescales for agreement could be introduced, and improving transparency on the use of section 106 fund; and
- keeping the speed of decisions on major applications under review, with the minimum performance threshold increasing to 50% of major

decisions on time as performance continues to improve.

I will ensure Members are kept informed of the introduction of these changes as and when appropriate.

2. Environment Team

2.1 Fuel poverty and affordable warmth

Through its participation in the Suffolk Climate Change Partnership, the Borough Council has been able to support Suffolk's communities, businesses and residents to realise the economic benefits of reducing energy consumption, adapt to the future impacts of climate change and reduce carbon emissions.

Project work has provided direct financial benefits of more than £675,000 to residents, businesses and communities in the Borough over the last five years.

As of the Partnership's services, vulnerable households have received energy efficiency advice and support to reduce household bills through the Suffolk Warm Homes Healthy People programme.

Since its launch in January 2012, Warm Homes Healthy People has supported 135 households in the Borough with a fully-funded independent energy survey as well as offering practical help and advice around the installation of measures to improve home heating, from small energy efficiency improvement jobs to emergency boiler repairs. Referrals were also made to installers for loft and cavity wall insulation using utility company funding to the value of £48,606.

The annual cost to the Council of this and other services provided by the Partnership is £12,857.

3. Business Regulation and Licensing

3.1 Allergens

From 13 December 2014, all food businesses (e.g. restaurants, takeaways, bakeries and delicatessens) must declare any of 14 identified allergenic ingredients which are used in non-prepacked or loose foods that are sold or provided. The EU Food Information for Consumers Regulation (No. 1169/2011) lays down rules for the new requirements.

The 14 common allergens are:

- cereals containing gluten
- crustaceans
- eggs
- fish
- peanuts
- soybeans
- milk
- nuts: declaration of almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut and macadamia nut (also known as Queensland nut)

- celery
- mustard
- sesame
- sulphur dioxide or sulphites (where added is present at more than 10mg/kg)
- lupin
- molluscs
-

Across West Suffolk it is estimated that nearly three quarters of the 1800 food establishments will be affected by the new rules. Officers carrying out routine food hygiene interventions have been raising allergen awareness at all opportunities during the last few months to support as many businesses as possible in complying with the new rules. The Council has the power to enforce, not the duty as this lies with Trading Standards at Suffolk County Council, however officers are working in partnership and have significantly more face to face contact with the affected businesses through food hygiene interventions.

3.2 Renewal arrangements for personal licences due to expire in early 2015

Currently individuals are not required to have a personal licence to be employed in a pub or other business that sells alcohol. Premises licensed to sell alcohol must have a designated premises supervisor, who holds a personal licence. The single exception is a community premises that has successfully applied to dis-apply the DPS requirement under the Licensing Act 2003. Anyone who does not hold a personal licence must be authorised to sell alcohol by a personal licence holder. There is no such requirement for the supply of alcohol in a members' club. Personal licences allow the individual to sell alcohol on behalf of any business that has a premises licence or a club premises certificate. The relationship is similar to the way that a driving licence permits the driving of any car.

The Government is aiming to remove the requirement for personal licence holders to renew them every 10 years through the Deregulation Bill, which is currently before Parliament. The first personal licences were granted in February 2005 and St. Edmundsbury BC have issued 1,090 to date. However, the Bill is unlikely to receive Royal Assent before February 2015, the ten year renewal date for the first licences. To ensure that personal licence holders are not disadvantaged by this position, the Government have stated that they will introduce new arrangements, through secondary legislation, to cover those affected.

3.3 The potential for social media and analytics to predict food related infectious diseases

The Annual Science Report 2013/14 from the Food Standards Agency (FSA) has revealed some interesting research which supports planned increase usage of social media for intelligence gathering. It tested the potential for social media and web data to give advance warning of the start of the seasonal peak of norovirus cases seen each winter.

Working with the FSA foodborne disease division and the FSA's social media manager, Twitter content was investigated and the most common keywords

used to describe symptoms of norovirus were pinpointed. Aggregated data on the number of times these keywords were used on Twitter and Google search each week were examined, and correlated to the laboratory-confirmed norovirus cases for the same periods. Some interesting patterns and correlations between tweets and laboratory report data were identified. Whilst the FSA report provides significantly more detail, the research does indicate that there is potential for Twitter in particular, to provide an early alert to predict an escalation in laboratory reports in any given week.

The FSA's digital team will now focus their social media listening on the best performing keywords and further refine the research alongside existing surveillance mechanisms to see if a similar approach could be applied in other areas to help highlight emerging risks and to gather intelligence.

The publication of this research will greatly assist in preparing the West Suffolk Business Regulation resources in readiness for handling the emerging risks and investigating outbreaks of disease. Furthermore it sets the foundation for increased social media usage by the service to not only support business growth and provide key messages but also to help in identifying potential problems for investigation and resolution locally.

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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/14/010 [to be completed by Democratic Services]	
Report to and date/s:	Council	16 December 2014
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

Halloween

The recent Halloween event hosted at East Town Park attracted an estimated 3,000 attendees.

The Pumpkin carving events hosted by Park Rangers at Abbey Gardens, East Town Park and Nowton Park proved popular with over 130 pumpkins having been carved by eager participants.

Promotion of Events

All the council managed park events are now advertised on 'What's on in West Suffolk'.

Link: <http://www.whatsonwestsuffolk.co.uk>

1.2 Projects

Abbey Gardens - Peace Garden

A charity, which was specifically created to raise funds to enhance the garden area where the Holocaust Memorial Day service is held annually, has achieved its aim of raising £10,000. Works on the new garden area commenced just after the Christmas Fayre and

the garden will be completed in time for the Holocaust Memorial Day service on Tuesday 27 January 2015.

Sale of firewood – 44 loads of firewood have been sold by the Ranger team based at Nowton Park generating £3,500 worth of income.

2. Heritage Services

2.1 Moyses Hall

The Sci-Fi exhibition (25 October to 9 November 2014) which was launched by Dave Prowse, the original Darth Vader, was a great success this year. The exhibition and associated events attracted over 3,500 attendees, nearly 1,000 up on last year. Most of the props and exhibits for the Sci-Fi exhibition were lent/donated by local enthusiasts.

2.2 West Stow

Work on the sunken house has progressed well and has received some positive publicity. The roof of the new sunken house is scheduled to be thatched with locally sourced gorse early in the New Year.

Visitor figures to the Village are up on the previous three years. School group visits are at a five year high- In November 2013 there were 754 children that visited and in November 2014 there were 2200.

Also, the very successful Brecks Building Skills at West Stow are proving a success, with 6 courses running from October to April, each with 50 attendees. Currently all but one session is fully booked (around 300 people).

Four ticketed events are planned for next year which should guarantee greater footfall, these being;

- (i) Ring Quest – 14-22 February 2014
- (ii) Brecks Festival – 5-6 April 2014
- (iii) Dragons Festival – 20-21 June 2014
- (iv) British Warrior through time – 28-29 August 2014

These pre-booked ticketed events will be supplemented by a series of smaller scale non pre-booked events.

The Breck's festival is being sponsored (£10,000) via the Breck's 'Breaking New Ground' Heritage lottery fund.

West Stow has hosted a number of very popular traditional craft training days this year. These craft training days have also been

sponsored by the Breck's 'Breaking New Ground' Heritage lottery fund.

2.3 **Staff**

Sylvia Cox has now been appointed to replace Dr Keith Cunliffe as the Borough's Heritage Officer (Collections).

3. **Tourism (Destinations & Events)**

- 3.1 The Heritage & TIC Operations Manager has been helping to coordinate training and networking sessions for the Cathedral's Volunteers. More formalised training for all tourism staff and volunteers, known as 'Welcome Host Gold', is scheduled to take place in February and this will provide participants with the opportunity to gain a nationally recognised City and Guilds qualification - available through the Regional Tourist Board Partnership. We hope to get 16 people from our tourist information points around Bury St Edmunds through the training.

The improved tourism service is working well with TIPs such as the Cathedral and Smiths Row reporting an increased footfall since the service began. All signage is now in place and custom built display racks for leaflets and merchandise have now been installed at The Apex.

The 2015 visitor accommodation guide for West Suffolk has been prepared and just over £5,000 of advertising income has been generated through this initiative.

4. **Public Halls**

4.1 **The Apex**

Box office sales from the Apex continue to increase. A new marketing supplement has been produced and 82,000 of these have been distributed via EADT and The Mercury newspapers. The bulk of the cost associated with producing this supplement has been offset by the advertising that appears in the publication. Following its publication there was an immediate uplift in sales and particularly pleasing were the number of new customers. Last year, during the week of 19–27 November 2014, 179 new customers bought tickets. Following the launch of the supplement this increased to 393 during the same week this year.

The Apex Gallery space continues to add diversity in its offering and a recent print workshop exhibition from Gainsborough House has added value. A number of prints were sold and The Apex received a healthy commission on sales. In addition to raising additional income for The Apex this event also prompted some very positive feedback.

The Christmas programme at The Apex remains full and a sell-out show "Father Christmas needs a wee" prompted the scheduling of a second show which, at the time of preparing this report, has 75% of tickets sold.

New and more renowned acts are being attracted to The Apex including Andy Parsons, Gervase Phinn, Count Arthur Strong, Kate Rusby and Ruby Turner. Monty Don is visiting us on 23 January 2014. Bury Sound Unplugged continue to attract young people into the bar area and offers local, young talent a chance to perform. In 2015 there will be new themes developed and in developing the use of other spaces when not used there will be a new Sunday Brunch offering in the lounge area, with newspapers, and a chance to enjoy the relaxed vibe. This will be supported by a small Jazz set.

In the New Year we will also be partnering with the Bury Free Press to produce a further supplement which again we anticipate will maintain ticket sales.

4.2 **The Athenaeum**

Sodexo report that their Website promoting the Athenaeum is averaging almost 250 unique visitors per week.

Link:

<http://www.prestigevenuesandevents.sodexo.com/venues/56/the-athenaeum/>

A Wedding Fair hosted at the Athenaeum by Sodexo on 2 November 2014 resulted in four wedding bookings for 2015/2016.

Public satisfaction with Sodexo's services in the Athenaeum remains high:

Conf and events	Ave 94.2% (Sodexo ave 89)
Showround	Ave 89.2% (Sodexo ave 86.7)
Online	Ave 91% (Sodexo ave 89.3)

5. **Projects**

5.1 **Tree works in the Moreton Hall area**

As part of this years scheduled tree work programme, there are a number of woodland projects being progressed in the Moreton Hall area. This work includes;

The Bedingfield Road woodland: extension of the woodland walk (approximately 1 mile) which now links up to and around Raedwald

Drive. The Nowton Park Volunteer's helped spread the woodchips to create the walk and cleared a large amount of litter from the woods.

Mount Road: Work is nearing completion on the Mount Road hedge/tree belt. This involves the reduction in height of the hedge, thinning of the tree belt and clearance of neighbouring property boundaries.

Moreton Hall cycle way: Work is currently underway to thin out the woodland. The work involves thinning out of the densely planted tree belts which are located either side of the cycle path, improving sightlines and clearance of street lights.

Heldhaw Road open space: This work involves the removal of a number of poplars that are leaning in the direction of the road. The removal of these trees will enable the remaining trees (Pine, Oak and silver birch) to grow to their full potential. The Old hedge around the playing fields will be restored and any gapped up.

Other Moreton Hall sites: Works have also been completed at Natters Wood, Layhill, Daisy Avenue and Tassel road. All of which have been positively received by local residents.

6. Sport

6.1 Haverhill Leisure Centre

Abbeycroft Leisure has invested £70,000 in a new range of fitness equipment at Haverhill Leisure Centre. This investment has been made in response to increasing demand for facilities but also provides a more diverse offering for customers, which means that they are able to enjoy functional training to further enhance their overall health and wellbeing.

6.2 Partnership with West Suffolk College

There has been an extension to the fitness facilities at Bury St Edmunds Leisure Centre through a partnership between Abbeycroft Leisure and West Suffolk College. This new facility enables the college to move elements of their sports and leisure curriculum into a fitness facility that is designed for their needs. In addition to this, the facility is open to customers in the evening and at weekends. This has kick-started a broader partnership with the college and which aims to capitalise on other opportunities linked to learning and development.

6.3 **Inspire Me Campaign**

Abbeycroft Leisure's Inspire Me Campaign has recruited another 9 cover stars. Each of the cover stars have an inspiring a story about how physical activity has had an impact on their lives. These individuals are true role models and look to inspire others to engage in physical activity and lead a healthier lifestyle. All of the cover star stories can be found at <http://www.acleisure.com/active-bury-st-edmunds/inspire-me-cover-stars-bury.html>

6.4 **Go Run for Fun**

Abbeycroft Leisure worked in partnership with Suffolk County Council and King Edwards School to bring the "Go Run for Fun" event to West Suffolk Athletics Arena. 100 children aged 5-11 took part in an event that aims to promote running. All of the children took part in the warm up, a 2km run and warm down. The event created a fun environment where they could enjoy taking part. This activity is part of a broad network of events that are operating around the country to promote athletics.

6.5 **Playing Pitch and Built Facilities Strategy**

A study into the current provision of facilities for sport in West Suffolk commenced in November. This work will examine the demand and supply for all playing pitches and sports and leisure facilities in the area. The work will also aim to identify the future demand, taking into account population, growth and demographic profiles to ensure that the future needs of the community for leisure and sport can be identified.

Notes:

The stone paving will be 50mm thick and will be placed on a shallow (75mm max) sub-base of type 1 mot hogging. These will be close jointed to minimise the need for a mortar joint.

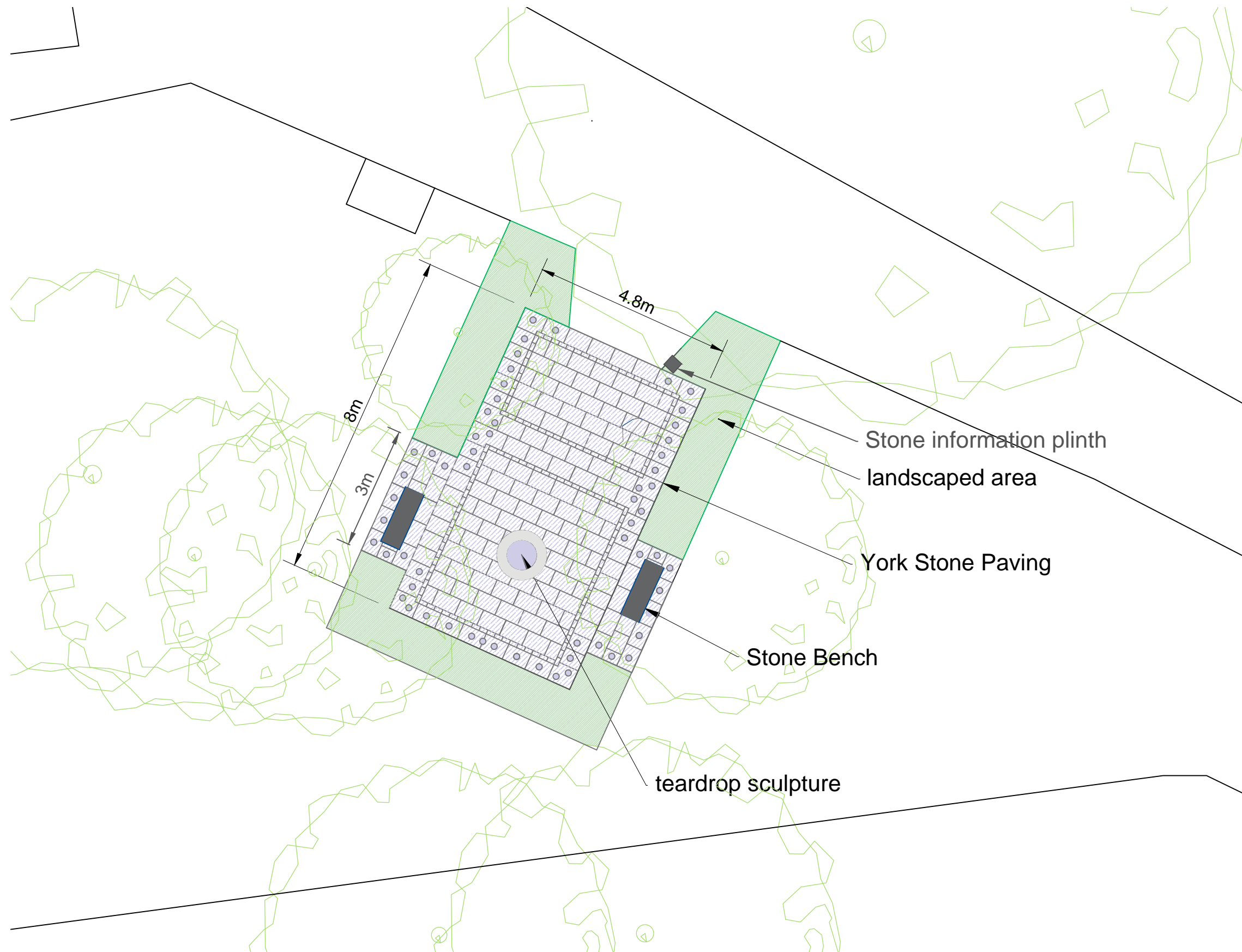
Set within the outer row of paving shall be 57 round smooth pebbles of an approximate size of 100mm diameter. These will be set into holes which will be drilled into the paving and fixed into place with mortar.

The stone paving shall be Natural Cut English Riven York Stone with sawn sides

The band details shown shall also be of Riven York Stone

The teardrop sculpture shall be mounted on a stone plinth of 100mm thickness which is to be set over the paving. There will be a concrete foundation to the thickness of 300mm under the area of the stone plinth. There shall be a 12mm thick plate set under the paving to which an anchor rod is attached. This is held into the concrete foundation with 20mm studding bolts. The stone plinth shall have a hole drilled out the middle for the anchor rod to go through. This rod then attaches to the Teardrop Sculpture.

The stone information plinth shall be mounted on a shallow concrete footing onto which there will be studding bolts or similar which can be anchored into the concrete footing to receive the plinth.



Forest Heath • St Edmundsbury
West Suffolk
 working together

West Suffolk - working in partnership
 Forest Heath District Council St Edmundsbury Borough Council
www.westsuffolk.gov.uk www.stedmundsbury.gov.uk

SITE: Abbey Gardens
Peace Garden

TITLE: Hard Landscaping Detail

SCALE AT A3: 1:100	DATE: Oct 14	DRAWN: R Davis	CHECKED:
PROJECT NO:	DRAWING NO: 1001	REVISION: 1	

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Ian Houlder Chairman of Overview and Scrutiny Committee	
Report No:	COU/SE/14/011	
Report to and date/s:	Council	16 December 2014

This report covers the meetings of the Committee held on 3 September 2014 and 22 October 2014.

3 September 2014

1. Update on On-Street Parking, Skyliner Way, Bury St Edmunds

- 1.1 The Committee received Report F102, which reminded Members of a Councillor Call for Action request brought to the Committee on 3 March 2010, highlighting on-street parking problems in Skyliner Way, Bury St Edmunds. The solution provided at that time by Councillor Beckwith was to provide additional off-street parking at the commercial premises or to create a full-length layby along Skyliner Way. The report provided an analysis of the problem of vehicles parking in Skyliner Way, Bury St Edmunds and confirmed that the appropriate parking standards had been applied to the development in the area at the time permissions were granted.
- 1.2 Suffolk County Council (SCC), as the Highway Authority had introduced some parking restrictions to help with the movement of traffic but admitted that there were limitations to what could be achieved within the present highway layout. SCC is currently reviewing the county-wide parking standards for residential properties in view of the changes in national guidance.
- 1.3 The Committee considered the report in detail and asked a number of questions to which the Western Area Highways Manager (Suffolk County Council) and the Head of Planning and Regulatory Services duly responded. In particular, discussions included the continued expansion of the Suffolk Business Park; the development of a further 500 houses, a new school and football club in the area; on-street parking and the risk of disbursement into residential areas; the parking needs of employees and how many required parking; how many cars

parked along Skyliner Way; what powers had the Planning Authority in placing demands on businesses for parking; freighter lorries parking in the evenings along Skyliner Way instead of using the lorry park and creating a full length layby.

1.4 The Committee suggested a number of potential solutions, such as looking into accessing funds from the SCC On-Street Parking Account for a layby in Skyliner Way; persuading businesses to lease out any free parking spaces they had to other businesses and looking into land availability for a future car park in the area, which would generate revenue.

1.5 The Committee recommended that:

(1) the Head of Planning and Regulatory Services vigorously examines all opportunities to alleviate parking issues in Skyliner Way, Bury St Edmunds by working closely with colleagues at Suffolk County Council Highways Authority to address current and future parking issues by:

(i) exploring the provision of a layby along Skyliner Way and submits a bid for funding from the Suffolk County Council Highways Authority On-Street Parking Account;

(ii) exploring opportunities for businesses to lease their free parking spaces to other businesses;

(iii) exploring with Suffolk County Council land availability for developing a new car park in the area;

(iv) exploring other funding opportunities available to the Council; and

(2) the Committee receives quarterly updates on progress.

2. Work Programme Update

2.1 Members considered its work programme and it was suggested that the Committee might wish to consider scrutinising the Cabinet System (Leader and Executive model); how it is operating and the role of Members across the Council as a number of councils are moving from the Cabinet System back to a Committee System.

2.2 It was further suggested that the Committee might also wish to consider scrutinising Shared Services by looking at each department individually.

2.3 The Committee **noted** its current work programme and the Scrutiny Officer agreed to provide Members with the Work Programme Suggestion Form for completion to enable Members to provide further information on their suggested topic areas for future consideration by the Committee.

22 October 2014

2. Outdoor Advertisements and Signs, St Edmundsbury Borough

- 2.1 The Committee received report F155 (previously circulated), which reminded Members of the findings from the Task and Finish Group set up by the Committee on 16 November 2011 to look at the issue of advertising boards on the highway ("A" Boards). The Committee had recommended that a permit scheme for "A" Boards should be implemented by an amendment to the Street Vending scheme to include "A" Boards and planters. Having now explored the practicalities of implementing the scheme, the Cabinet had asked that the Overview and Scrutiny Committee be re-consulted on the way forward, through report F155.
- 2.2 Report F155 informed the Committee that, following a review of the proposals, its aspirations in relation to "A" Boards might be better achieved through the use of the Outdoor Advertisement Regulations 2007. The Head of Planning and Regulatory Services already had the power to use the Regulations and could use them to achieve the original objectives of the Committee. It was explained that the Street Vending Policy would not offer an appropriate level of control or status in law, and that it would have added another element that businesses would have had to apply through to get an advert agreed.
- 2.4 The Committee considered the report in detail and asked a number of questions to which the Head of Planning and Regulatory Services duly responded. In particular discussions included the work that had previously been carried out by the Overview and Scrutiny Task and Finish Group; the safety issues around "A" Boards sited on pavements; how the consultation on the Regulations would be undertaken with relevant retailers, Chambers of Commerce; Ward Members, Town and Parish Councils etc.; and the process involved in applying for a permit from the Suffolk County Council Highways Authority.
- 2.5 Members suggested that a section could also be included in the West Suffolk Shop Front and Advertisement Design Guidance, which was about to go out to consultation. The Head of Planning and Regulatory Services explained that this document was a local planning document and agreed that a "rider" could be included setting out what retailers should and should-not do with regards to the design and size of "A" Boards.
- 2.6 Members were also concerned about the various stages/organisations that retailers had to go through in order to apply for an "A" Board and felt that clear guidance should be produced on how the process would work.
- 2.7 The Committee recommended to Cabinet:
- that in view of the Committee's wish to achieve the original objectives of its review of "A" Boards as quickly as possible:
- 1) the approach of using the Outdoor Advertising Regulation 2007 to control the use of "A" Boards throughout the Borough, be approved;
 - 2) the Street Vending Policy be amended by deleting the section relating to "A" Boards; and

- 3) the Council produces and publishes clear guidance to businesses on how the Outdoor Advertising Regulations would work in practice, including partnership working with the Highways Authority.

3. Quarter 2 Directed Surveillance Authorised Applications

- 3.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 requires that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis. In June 2010 it was agreed that this requirement should be fulfilled by the Overview and Scrutiny Committee.
- 3.2 The Monitoring Officer advised that in Quarter 2 no such surveillance had been authorised.

4. Work Programme Update

- 4.1 Members considered its current work programme and were advised that a completed work programme suggestion form had been received suggesting a review of Shared Services as a whole, rather than by individual departments as originally suggested.
- 4.2 This would be included on the Committee's agenda for 17 December 2014, for further consideration. Appropriate officers and Portfolio Holder(s) would also be invited to attend the meeting to aid the Committee's discussions.
- 4.3 There being no decision required, the Committee **noted** the current work programme.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report by Cllr Sarah Broughton Chairman of Performance and Audit Scrutiny Committee	
Report No:	COU/SE/14/012	
Report to and date:	Council	16 December 2014

This report covers the meeting of the Committee held on 24 September 2014 and 26 November 2014.

24 September 2014

1. Ernst and Young – Presentation of 2013-2014 ISA 260 Annual Governance Report to those Charged with Governance

- 1.1 Prior to considering the 2013/2014 Statement of Accounts, the Committee received a presentation from Neil Harris (External Audit Director) and Melanie Richardson (External Audit Manager) from Ernst and Young (EY) on the results of EY's work to date. A copy of the Audit Committee summary was appended to Report F134 as Attachment 1 and provided at Attachment 2, was a Letter of Representation on behalf of the Council, in connection with the audit and financial statement for the year ended 31 March 2014.
- 1.2 Mr Harris confirmed that all work on the audit of the Council's 2013/2014 financial statements had been completed and no further errors had been identified. Therefore, EY would be issuing an unqualified opinion and certificate by the deadline of 30 September 2014, on both the Council's 2013/2014 financial statements and arrangements in securing economy, efficiency and effectiveness in its use of resources.
- 1.3 The Committee noted the unqualified opinion on the Financial Statements for 2013/2014, and the Value for Money conclusion, and Resolved: That the Letter of Representation on behalf of the Council be approved, before the Audit Director issued his opinion and conclusion.

2. Local Code of Corporate Governance / Annual Governance Statement 2013-2014

- 2.1 The Committee received report F135, which included a revised West Suffolk Local Code of Corporate Governance (Appendix A) and the Annual Governance Statement for 2013-2014 (Appendix B).

Local Code of Corporate Governance

- 2.2 The Local Code of Corporate Governance sets out the principles of how the Council ensures compliance with statutory requirements and best practice guidance on corporate governance. Whilst the adoption of a Local Code is not a statutory requirement it represents best practice and is a key element of a councils overarching governance arrangements and its commitment to good corporate governance. The Local Code of Corporate Governance was subject to annual review to ensure it remained up to date. Minor adjustments had been made to the document (Appendix A) to Report F135, which now reflected a joint West Suffolk Local Code of Corporate Governance between St Edmundsbury Borough Council and Forest Heath District Council.
- 2.3 The Committee scrutinised the revised joint West Suffolk Local Code of Corporate Governance and recommended that subject to the approval of full Council, the West Suffolk Local Code of Corporate Governance as contained in Appendix A to Report F135, be adopted.

Annual Governance Statement 2013-2014

- 2.4 Report F135 (Appendix B) sought Members approval of the Annual Governance Statement (AGS) for 2013-2014. The AGS was designed to provide stakeholders of the Council with the assurance that the Council has operated within the law and that the Council has met the requirements of the Accounts and Audit Regulations 2011. This year, the Annual Governance Statement was prepared by a Joint Governance Group and was presented as a joint statement for St Edmundsbury Borough Council and Forest Heath District Council to reflect both councils working together and sharing services across West Suffolk.
- 2.5 The Legal Services Manager drew the Committee's attention to page 13 of Appendix B, paragraph 10.3, which highlighted a small number of areas where improvements could be made. Members were advised that these were included in the Council's Corporate Project Plan and would be subject to management and Member scrutiny, as appropriate.
- 2.6 The Committee Resolved: That the Annual Governance Statement for 2013-2014, attached as Appendix B to Report F135, be approved for signing by the Chief Executive and the Leader of the Council.

3. 2013-2014 Annual Statement of Accounts

- 3.1 Following the presentation from EY, the Committee scrutinised the 2013-2014 Statement of Accounts as contained within Report F136 (Appendix 1), which sought Members approval of the accounts in accordance with the powers delegated to it under the Council's Constitution. Attached at Appendix 2 was a schedule of payments made to Members.

- 3.2 The Committee scrutinised the draft accounts and Members' payments and asked questions to which officers duly responded. The Committee then resolved: That
- (i) The 2013/2014 Statement of Accounts, be approved in accordance with the powers delegated to it under the Council's Constitution;
 - (ii) The Chairman of the Performance and Audit Scrutiny Committee signs the certification of the 2013/2014 Statement of Accounts on behalf of the Committee; and
 - (iii) The Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Performance, be given delegated authority to make any presentational and non-material changes to the Statement of Accounts that may be required up to the date of publication.

26 November 2014

1. Mid-year Internal Audit Progress Report 2014/15

- 1.1 The Committee received and noted the report, which advised Members of the work of the Internal Audit Section for the first half of 2014/2015 (Appendix A), including the variety of corporate projects and activities which were supported through the work of the team. The report also included an update on progress made against the 2014/15 Internal Audit Plan previously approved by the Committee in May 2014.

2. Key Performance Indicators and Quarter 2 Performance Report 2014-15

- 2.1 Members considered the second quarterly report for 2014/15, covering the period April to September 2014 for both Forest Heath and St Edmundsbury Borough Council, together with a combined performance for West Suffolk, where relevant. A total of 24 indicators for St Edmundsbury were reported this quarter, of which 9 were green, 3 were amber, 4 were red and 8 were data only indicators. For West Suffolk there were a total of 21 indicators, of which 7 were green, 3 were amber, 4 were red and 7 were data only indicators.
- 2.2 Members discussed a number of indicators, with particular emphasis on those showing 'red' under the traffic light system, and asked questions on a number of areas in the report, to which officers duly responded. In particular, discussions were held on the major and other planning indicators; the percentage of industrial units vacant; the time taken to make decisions on homelessness applications; the percentage return on the investment of the council's reserves and balances and the collection of council tax.
- 2.3 Members again raised the issue of enforcement and suggested the inclusion of an indicator for monitoring enforcement. This would enable Members to understand how the service area was working and help Members to support officers with improving enforcement performance. The Head of Planning and Growth duly responded and it was agreed that further details on enforcement performance would be provided to Members.

3. West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2014

- 3.1 The Committee received and noted the second 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 identified and no risks had been amended or closed. However, some individual controls and actions had been updated and those which were not ongoing and had been completed by September 2014 had been removed from the Register.
- 3.2 The Committee discussed some of the risks in this quarter's report, but did not make any suggestions for amendments to the Register on this occasion.

4. Biannual Corporate Complaints and Compliments Digest

- 4.1 Twice yearly the Committee receives an overview of the quantity and range of corporate complaints and compliments received during 1 April to 30 September 2014, which the Committee uses to monitor the Council's effectiveness at responding to and learning from any mistakes which had been made. The report for the first time included information relating to Forest Heath District Council and St Edmundsbury Borough Council working together across West Suffolk, with data provided for the individual councils as appropriate.
- 4.2 Across both councils, 26 corporate complaints and 59 compliments had been received, and data for the individual councils was provided. The report provided a breakdown of the corporate complaints, including outcomes and lessons learned and also highlighted the compliments that had been received across the authority during the reporting period and outlined the Service or individuals who received them.
- 4.3 Members expressed their pleasure in the number of compliments received in the reporting period to date.

5. West Suffolk Fees and Charges Policy

- 5.1 The Committee received report PAS/SE/14/005, informing Members of a Draft West Suffolk Fees and Charges Policy (Appendix B) to create a single, clear and consistent approach to formulating, agreeing and reviewing the fees and charges set by the West Suffolk councils.
- 5.2 The Committee scrutinised the Draft Policy and recommended that the West Suffolk Fees and Charges Policy as contained in Appendix B to Report PAS/SE/14/006, be approved.

6. Accounting for a single West Suffolk staffing structure and the move to a West Suffolk Cost Sharing Model

- 6.1 The Committee received report PAS/SE/14/006, which informed Members of the:
- i) allocation of the single staffing structure across the West Suffolk partnership between Forest Heath District Council and St Edmundsbury Borough Council

has to date been driven by the level of savings generated from the baseline position back in 2012; and

- ii) a new approach to cost sharing for West Suffolk which recognises the shared nature of much of West Suffolk's service delivery and recognises that the councils remain separate legal entities. The West Suffolk cost sharing model must therefore be transparent and comply with external audit requirements.

6.2 The Committee scrutinised the report in detailed and asked a number of questions to which responses were duly provided, and recommended that:

- a) subject to the approval of full Council, 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 Table 2 and 3 and at paragraph 2.17 of Report PAS/SE/14/006, be approved.
- b) the proposed model, as detailed in Table 2 and 3 and at paragraph 2.17 of Report 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 PAS/SE/14/006), be reported through to Performance and Audit Scrutiny Committee in the Autumn.

7. Ernst and Young Presentation of Annual Audit Letter 2013/14

7.1 The Committee received and noted Report PAS/SE/14/008 which updated Members on the outcome of the annual audit of 2013/14 financial statements by Ernst and Young (the Council's external auditors) as detailed in their Annual Audit Letter for 2013/14, attached as Appendix A to the report. The letter confirmed the completion of the audit of the 2013/14 financial statements.

7.2 The report set out the final fee of £60,356 for work carried out, which included two small additional sums totalling £2,900. The first additional sum of £2,000 reflected work undertaken by Ernst and Young over and above that planned and the second sum of £900 was an Audit Commission variation to the base scale fee to reflect the extra audit procedures required nationally.

7.3 Both additional fees had been agreed with the Section 151 Officer.

8. Financial Performance Report (Revenue and Capital) Quarter 2 – 2014-15

8.1 The Committee received the quarterly monitoring report which informed Members of the Councils capital financial position for the first six months of 2014/15 and highlighted significant variances. The latest Revenue Budget Summary indicated a current underspend of £90,200, with a forecast position for the year end showing an underspend of £290,500.

8.2 In terms of the Council's Capital financial position the first six months showed an expenditure of £1,137,000. The Council had received £92,500 in capital receipts in the period to 30 September 2014, and the revenue reserves

summary showed an opening balance of £12,612,806 with a forecast closing balance of £13,113,628.

9. Delivering a Sustainable Budget 2015-16 and Budget Consultation Results

- 9.1 The Committee received Report PAS/SE/14/010, which set out the context of the 2015/16 budget process, including a summary of the budget consultation focus group results and the proposed saving and income generation items for delivering a balanced budget for 2015/16. The budget gap for the years 2015/16 to 2017/18 were set out in the report, including the current budget assumptions for the 2015/16 and for the period of the Medium Term Financial Strategy. The key budget assumptions continued to be reviewed as more accurate information became available.
- 9.2 The report also included the initial results of the budget consultation exercise (Appendix A), which was carried out over the summer in order to inform the budget setting process and help councillors to make decisions about the 2015/16 budget.
- 9.3 The Committee scrutinised the consultation results in detail and asked questions to which responses were provided,
- 9.4 The Committee **noted** the progress made on delivering a balanced budget for 2015/16, and recommended that taking into account the public consultation results outlined in Appendix A to Report PAS/SE/14/010, Cabinet:
- 1) includes the proposals, as detailed in Table 2 at paragraph 1.5.1 of Report PAS/SE/14/010; and
 - 2) removes the proposals, as detailed in paragraph 1.5.2 of Report PAS/SE/14/010

10. Mid-year Treasury Management Report 2014/15 Investment Activity 1 April to 30 September 2014

- 10.1 The Treasury Management Sub-Committee met on 17 November 2014 and considered the above report, which summarised the Treasury Management activity for the first six months of the 2013/14 financial year.
- 10.2 The Sub-Committee was advised that interest earned during the first six months of the financial year amounted to £0.176m against the profiled budget for the period of £0.264m; a budgetary deficit of £0.088m. This was due to a lower rate of interest than projected during the period. The reduction in the interest rates was primarily due to the continued low Bank of England base rate and subsequent poor investment rates being offered by the banks and building societies and financial institutions. In the current economic climate it is considered likely that the current low rates will continue for the remainder of this year.
- 10.3 The Sub-Committee had scrutinised the content of the report, asking questions of officers as necessary. There were no issues or recommendations needed to be brought to the attention of the Performance and Audit Scrutiny Committee on this occasion.