

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda																
Date:	Tuesday 8 September 2015																
Time:	5.00 pm																
Venue:	Conference Chamber West (F1R09) West Suffolk House Western Way Bury St Edmunds																
Membership:	<p style="text-align: center;">Leader John Griffiths</p> <p style="text-align: center;">Deputy Leader Sara Mildmay-White</p> <table border="0"> <tr> <td style="vertical-align: top;">Councillor</td> <td style="vertical-align: top;">Portfolio</td> </tr> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Alaric Pugh</td> <td>Planning and Growth</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </table>	Councillor	Portfolio	Robert Everitt	Families and Communities	Sara Mildmay-White	Housing	John Griffiths	Leader	Ian Houlder	Resources and Performance	Alaric Pugh	Planning and Growth	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																
Quorum:	Three Members																
Committee administrator:	Claire Skoyles SEBC Cabinet Officer/Committee Administrator Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk																

Agenda

Page No

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 12

To confirm the minutes of the meeting held on 23 June 2015 (copy attached).

Part 1 - Public

3. Open Forum

At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

4. Public Participation

Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

NON-KEY DECISIONS

5. West Suffolk Operational Hub

Report No: **CAB/SE/15/050 TO FOLLOW**
Cabinet Member: Peter Stevens Lead Officer: Mark Walsh

6. The Future of Organic Waste in Suffolk

Report No: **CAB/SE/15/051 TO FOLLOW**
Cabinet Member: Peter Stevens Lead Officer: Mark Walsh

13. Exemption to Contract Procedure Rules

Cabinet Member: Jo Rayner Lead Officer: Mark Walsh

Summary and Reason for Recommendation:

Ground Works: Priors Play Park

Section 4.3 of the Contract Procedure Rules state: Between £50,001 and the EU Threshold any exemption must be approved by the Officer and Head of Service in consultation with the Head of Resources and Performance. The Officer must produce evidence to support the request for any exemption. The Head of Service shall prepare a report for the next Cabinet to support the action taken. The exemption, being a Contracting Decision, the reason for it (together with support evidence) shall be forwarded to the Head of Resources and Performance.

This exemption was exercised on 10 August 2015 for a contract to the value of £81,837 to T Farrow Construction for the installation of a retaining wall and ground works associated with the relocation of a multi-use ball court on the Priors Estate, Bury St Edmunds. Three quotes were received via the online Suffolk Sourcing System, all of which were competitive thus demonstrating value for money. As the quotes received were above £50,001 an exemption was requested from the Head of Resources and Performance to enable the appointment of T Farrow Construction.

The exemption was made on the basis that there was:

- Unforeseen works where delay will adversely impact on the service delivery of the council.

Delays in procuring this first stage element of the project (the Priors Estate Play Area refurbishment) will result in significant delays in the installation of the new play area and associated fencing works, which have already been procured using an approved framework contract and quotation system.

Recommendation:

The Cabinet is requested to **NOTE** this exemption to the Contract Procedure Rules.

14. Decisions Plan: September 2015 to May 2016

39 - 62

To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/SE/15/058**

Cabinet Member: John Griffiths Lead Officer: Ian Gallin

15. Revenues Collection Performance and Write-Offs 63 - 66

Report No: **CAB/SE/15/059**

Cabinet Member: Ian Houlder Lead Officer: Rachael Mann

16. Exclusion of Press and Public

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Part 2 - Exempt

17. Exempt Appendices: Revenues Collection Performance and Write-offs 67 - 70

Exempt Appendices to Report No: **CAB/SE/15/059**

Cabinet Member: Ian Houlder Lead Officer: Rachael Mann

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

18. Exempt Minutes: 23 June 2015 71 - 72

To confirm the exempt minutes of the meeting held on 23 June 2015 (copy attached.)

(These exempt minutes are to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as they contain information relating to the financial and business affairs of a particular organisation.)

(No representations have been received from members of the public regarding these items being held in private.)

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Tuesday 23 June 2015 at 5.00 pm in the **Conference Chamber West,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman John Griffiths (Leader of the Council) (in the Chair)
Vice Chairman Sara Mildmay-White (Deputy Leader)

Robert Everitt
Ian Houlder
Alaric Pugh

Joanna Rayner
Peter Stevens

By Invitation:

Sarah Broughton

(Chairman of the Performance and Audit
Scrutiny Committee)

Diane Hind

(Chairman of the Overview and Scrutiny
Committee)

In attendance:

Carol Bull
Becca Hopfensperger

Susan Glossop
David Nettleton

77. **Apologies for Absence**

No apologies for absence were received.

78. **Minutes**

The minutes of the meeting held on 28 May 2015 were confirmed as a correct record and signed by the Chairman.

79. **Open Forum**

No non-Cabinet Members in attendance wished to speak under this item.

80. **Public Participation**

Mr Simon Harding, of Bury St Edmunds asked a question connected with mileage for net freighter, bulker and empty heavy goods vehicles travelling to and from a potential waste transfer station site at Rougham Hill, Bury St

Edmunds being less than the preferred option of a site at Hollow Road Farm, Bury St Edmunds.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, stated that Mr Harding was comparing the proposed site at Hollow Road Farm with an alternative site at Rougham Hill, a site which would not provide sufficient space to co-locate the facilities of a waste transfer station, combined depot and household waste and recycling centre (HWRC). A holistic approach was being undertaken regarding the future handling of waste in west Suffolk and the site at Hollow Road Farm was presently the preferred option for optimum delivery of services, efficiencies and savings. Comparing mileage for a transfer station and HWRC only at Rougham Hill was difficult without understanding where a combined depot would be located.

Mr Harding then asked a supplementary question arising directly from Councillor Stevens' reply which provided further details of mileage calculations within various scenarios, if waste freighters were to access sites at either Rougham Hill or Hollow Road Farm.

In response, Councillor Stevens agreed that Mr Harding's calculations were probably correct, however, he re-emphasised the need to adopt a holistic approach for the future of waste services, which included seeking an optimum solution for achieving efficiencies and savings for the residents of West Suffolk.

Ms Valerie Legg, of Bury St Edmunds asked a question connected with the seven bullet points listed in favour of the Hollow Road Farm site contained the Council's public consultation document and whether the present site at Rougham Hill could be expanded and amalgamated with an adjacent brownfield site to provide a suitable option.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, stated that it was not just a question of utilising an adjacent brownfield site; a wider vision was required for ensuring the achievement of best value from a site for service delivery and the making of optimum savings.

81. Petition: Proposed Siting of West Suffolk Operational Hub at Hollow Road Farm, Bury St Edmunds

Ms Sarah Bartram of Fornham St Martin, presented paper and online petitions, containing a total of 844 signatures on behalf of residents in Fornham St Martin, Great Barton and Bury St Edmunds. The petition was against the Councils' preferred location of the proposed West Suffolk Operational Hub (WSOH) at Hollow Road Farm, Bury St Edmunds.

In accordance with the Council's Constitution, Ms Bartram addressed the Cabinet for no more than three minutes, detailing the reasons why she and the petitioners were against the proposed siting of the WSOH at Hollow Road Farm and the action sought from the Council to satisfactorily mitigate their concerns.

Councillor John Griffiths, Leader of the Council, thanked Ms Bartram for presenting the petition, which had been submitted in response to the pre-

planning application consultation where feedback had been sought on initial plans and proposals for development. He drew attention to one of the recommendations contained in Report No: CAB/SE/15/040 presented as Item 10 on this Cabinet agenda, which sought for further consultation to be undertaken and for this to include the site selection process, ahead of any planning application for the site at Hollow Road Farm being submitted. Councillor Griffiths proposed that Item 10 should be considered next on the agenda and this was agreed.

Councillor Peter Stevens, Portfolio Holder for Operations, then duly acknowledged receipt of the petition from Ms Bartram. He responded to Ms Bartram explaining that councillors believed many of the concerns were without solid basis and it was acknowledged that further information would be provided to address these concerns as there appeared to remain a lack of understanding about the proposals and the modern treatment of waste. Petitioners were urged to undertake a tour of the Energy from Waste facility at Great Blakenham which may alter their present perception. Subject to approval of the recommendations contained in Report No: CAB/SE/15/040, the next round of pre-application consultation would provide details of the other potential sites investigated; the site selection criteria and the process for selection, and more detailed information on the benefits to be achieved from a co-located facility. This again, may help petitioners draw alternative conclusions about the preferred option of Hollow Road Farm.

Councillor Griffiths continued by responding to other specific issues raised in the petition.

(With the agreement of the Chairman, the following items were considered in a different order to that published in the agenda.)

82. **West Suffolk Operational Hub**

The Cabinet considered Report No: CAB/SE/15/040 (previously circulated), which sought approval for further consultation to be undertaken to include site selection before any planning application was made to potentially locate the West Suffolk Operational Hub at the currently preferred site of Hollow Road Farm, Bury St Edmunds. The Cabinet was also asked to recommend to full Council, approval of additional funding to enable the project to progress.

Councillor Peter Stevens, Portfolio Holder for Operations, drew relevant issues to the attention of the Cabinet. He explained that although not a statutory requirement, pre-planning application consultation started on 6 March 2015 and due to the large response received, the original one month consultation period was extended to 20 April 2015. The report summarised that 640 responses had been received during the period, 84% of which were objections, which included a paper petition containing 555 signatures and an online petition of 283 signatures as at 30 April 2015 (see minute 81 above.) Further detail on the responses received during the pre-application consultation period were contained in Appendix A.

Having received and analysed the responses received, the proposals were being further developed to take into account the issues that had been raised. It was also clear from the responses received that further information was

required on the justification for a single site Operational Hub comprising a waste transfer station, combined depot and Household Waste and Recycling Centre, and also the process adopted for reviewing potential sites which had concluded that the Hollow Road Farm site was the preferred option. Consideration was therefore given to recommend that further consultation should be undertaken to include the site selection process, ahead of the submission of any planning application.

Councillor Stevens added that in order to progress the project and develop a full business case in autumn 2015, further funding from the West Suffolk councils of £180,000 would be required. This was to be divided with £98,000 from Forest Heath District Council and £82,000 from St Edmundsbury Borough Council, as detailed further in the report.

Councillors Beccy Hopfensperger and Sarah Broughton, Ward Members for Fornham and Great Barton Wards respectively, both addressed the Cabinet on the proposals. Whilst both Members recognised the need for a single site for the Operational Hub, they both expressed their serious concerns for locating the development at Hollow Road Farm and provided detailed reasons why they considered the site was unsuitable.

The Cabinet acknowledged the strength of feeling against the preferred location that had emerged from the pre-application consultation and supported the recommendation as outlined above to carry out further consultation, including the process for site selection. The optimum solution for the treatment of waste in West Suffolk was the ultimate objective (as detailed further in minutes 80 and 81 above), therefore it was important that the issues raised were properly addressed and mitigated.

Members also supported recommending to Council the allocation of additional funding, as set out in the recommendation below.

RESOLVED: That

- (1) the contents of this report and the summarised feedback from pre-application consultation be noted;
- (2) further pre-application consultation to include the site selection be approved; and

RECOMMENDED TO COUNCIL:

- (3) **funding of £180,000, as detailed in Section 4 of Report No: CAB/SE/15/040, be approved (£98,000 FHDC and £82,000 SEBC). To be funded from each authority's Strategic Priorities and Medium Term Financial Strategy reserve.**

(Councillors Carol Bull and Beccy Hopfensperger left the meeting at the conclusion of this item.)

83. Report from the Performance and Audit Scrutiny Committee: 4 June 2015

The Cabinet received and noted Report No: CAB/SE/15/036 (previously circulated), which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 4 June 2015. The first seven items were considered jointly with Forest Heath's Performance and Audit Scrutiny Committee:

- (1) Internal Audit Annual Report 2014/2015 and Outline Internal Audit Plan 2015/2016;
- (2) West Suffolk Annual Governance Statement 2013/2014 Action Plan Update;
- (3) Key Performance Indicators and Quarter 4 Performance Report 2014/2015;
- (4) Performance Management Report 2015/2016;
- (5) West Suffolk Strategic Risk Register Quarterly Report – March 2015;
- (6) Biannual Corporate Complaints and Compliments Digest;
- (7) Work Programme Update;
- (8) Ernst and Young – Certification Report 2013/2014;
- (9) Ernst and Young – Presentation of External Audit Plan and Fees 2014/2015 and 2015/2016 Indicative Fees;
- (10) Financial Outturn Report (Revenue and Capital) 2014/2015; and
- (11) Decision Relating to Complaint to Local Government Ombudsman.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee, drew relevant items to the attention of the Cabinet, including that the Committee was pleased to endorse the conclusion drawn in respect of the annual review of the effectiveness of the internal audit for 2014/2015.

84. Report from the Overview and Scrutiny Committee: 10 June 2015

The Cabinet received and noted Report No: CAB/SE/15/037 (previously circulated), which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 10 June 2015:

- (1) Joint Anglia Revenues Partnership Debt Management and Recovery Policy;
- (2) Review of Christmas Fayre;
- (3) Decisions Plan: June 2015 to May 2016; and

- (4) Work Programme Update, Re-appointments to Task and Finish Groups and Suffolk Health Scrutiny Committee

Members noted that separate report would be considered next on this Cabinet Agenda in respect of Item (1) above.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that she was looking forward to Portfolio Holders presenting an account of his or her portfolio on a rotational basis, and to answer questions of the Committee, in accordance with the requirements of the new Constitution.

A discussion was also held on the membership of the task and finish groups appointed by the Committee.

85. Recommendations of the Overview and Scrutiny Committee: 10 June 2015 - Joint ARP Debt Management and Recovery Policy

The Cabinet considered Report No: CAB/SE/15/038 (previously circulated), which sought approval for a joint Anglia Revenues and Benefits Partnership (ARP) Debt Management and Recovery Policy.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the draft policy set out the mechanism for billing; and the collection and recovery of Council Tax, Non-Domestic Rates and Housing Benefits Overpayments across West Suffolk and the wider ARP.

The policy document, which was attached as Appendix A, replaced previous policies of the ARP and updated the content to reflect changes to recent enforcement legislation.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, explained that the Committee had scrutinised the draft policy and proposed an addition, whereby reference should be included on how to access debt advice and counselling when sending out the first reminder for non-payment of Council Tax and non-domestic rates. This was accepted by the Cabinet.

Having taken each of the relevant partner authorities' revisions into account, the amended draft policy would be presented to the Anglia Revenues and Benefits Partnership Joint Committee for consideration by all seven partners prior to its final approval.

RESOLVED:

That the Joint ARP Debt Management and Recovery Policy set out in Appendix A to Report No: OAS/SE/15/006 be approved, subject to reference being included on how to access debt advice and counselling when sending out the first reminder for non-payment of Council Tax and non-domestic rates.

86. West Suffolk Sundry Debt Management and Recovery Policy

The Cabinet considered Report No: CAB/SE/15/039 (previously circulated), which sought approval for a new West Suffolk Sundry Debt Management and Recovery Policy.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the draft policy set out the mechanism for invoicing, collection and recovery of sundry debts across Forest Heath District and St Edmundsbury Borough Councils (West Suffolk).

The policy document, which was attached as Appendix A, replaced previous policies of the two councils by bringing them together into a single document, and updating the content to reflect the changes introduced by the single financial management system. This policy excluded the activities and debt of the Council through its revenues and benefits services by Anglia Revenues Partnership – this was the subject of a separate policy (Report No: CAB/SE/15/038 refers).

The new draft also placed greater emphasis on pre-payment for services using online methods, in light of the Councils' channel shift agenda and proposed roll out of more self-service payment options.

A discussion was held on the recovery of sundry debts from customers within the 'won't pay' category as opposed to those that genuinely 'can't pay'.

RESOLVED:

That the West Suffolk Sundry Debt Management and Recovery Policy, contained in Appendix A to Report No: CAB/SE/15/039, be approved.

87. Suffolk Business Park/Eastern Relief Road, Bury St Edmunds: Update

The Cabinet received and noted Report No: CAB/SE/15/041 (previously circulated), which provided an update on progress on the Suffolk Business Park and Eastern Relief Road project.

Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of the Cabinet. He reminded Members that on 25 March 2015, Council approved the use of the it's compulsory purchase powers to progress the Eastern Relief Road and Suffolk Business Park project. Since the Council had published its intention to consider the use of compulsory purchase powers, this had acted as a catalyst for more positive dialogue with partners, including that after several invitations from the Borough Council, the landowner of the parcel of land subject to the compulsory purchase order (CPO), Rougham Estates, had agreed to meet with officers. It was the intention that these negotiations would continue with the hope that the parties would reach agreement without resorting to the use of CPO powers. It was important however, that the CPO process should continue in parallel so that the powers would be in place, should the need arise.

Councillor Griffiths highlighted a minor amendment to the title of the CPO, which required the insertion of the word '*and*', as shown in bold below:

'The St Edmundsbury Borough Council (Suffolk Business Park **and** Infrastructure) Compulsory Purchase Order 2015'

Planning permission for the precise alignment of the Eastern Relief Road was granted on 8 August 2014 (Planning reference number DC/14/0328/FUL). Members noted that there was a previous consent for the Eastern Relief Road granted in February 2014 for a slightly different alignment. The alignment that was being progressed (and which was the subject of the CPO) was that which was granted planning permission on 8 August 2014 and not as described in previous reports presented to Cabinet and Council on 24 February, 24 March and 25 March 2015.

Members also noted the current position regarding the electricity infrastructure funding and works; and other associated CPO costs as set out in the report.

(Councillor Sarah Broughton left the meeting at the conclusion of this item.)

88. Confirmation of Article 4 Direction for Bury St Edmunds

The Cabinet considered Report No: CAB/SE/15/042 (previously circulated), which sought approval for the confirmation of a new Article 4 Direction covering the two conservation areas in Bury St Edmunds.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that the proposed new Direction had been subject to public consultation and cancelled the previous ones that had applied to the Bury St Edmunds Town Centre and Victoria Street Conservation Areas. The Direction included restrictions applying to all individual properties where relevant and also proposed to remove permitted development rights relating to the installation of microgeneration equipment (solar panels and photovoltaic cells) due to the potential impact such equipment could have on the character and appearance of the conservation area.

The Cabinet supported the confirmation of the Article 4 Direction.

RESOLVED:

That the Article 4 Direction for Bury St Edmunds made on 25 March 2015, as contained in Appendix 1 to Report No: CAB/SE/15/042, be confirmed.

89. Recommendations of the Sustainable Development Working Party: 18 June 2015

The Cabinet considered Report No: CAB/SE/15/043 (previously circulated) which presented the recommendations of the Sustainable Development Working Party emanating from its meeting on 18 June 2015.

On 18 June 2015, the Sustainable Development Working Party considered the following substantive items of business:

- (1) Culford Park Management Plan;
- (2) Station Hill Development Area, Bury St Edmunds: Master Plan; and
- (3) West Suffolk Hospital, Bury St Edmunds: Masterplan.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that a detailed discussion had particularly been held by the Working Party on the proposed masterplan for the Station Hill Development Area. Members of the Working Party had considered that with the three additions provided in Recommendation (2) of Report No: CAB/SE/15/043, these would strengthen the quality and robustness of the masterplan.

In respect of the draft masterplan for West Suffolk Hospital, Members acknowledged that this was an interim masterplan which needed to address five main areas for development on the current hospital site. It was limited in what it was seeking to set out and the Trust was currently doing a strategic piece of work to understand the cost and advantages of either moving to the western side of Bury St Edmunds or redeveloping their current site, the results of which would be known in early 2016. If the Trust decided to remain on their current site any major redevelopment would require a new masterplan.

(a) **Culford Park Management Plan**

RECOMMENDED TO COUNCIL:

That the Culford Park Management Plan, as contained in Appendices 1 and 2 to Report No: SDW/SE/15/004, be adopted as a Supplementary Planning Document.

(b) **Station Hill Development Area, Bury St Edmunds: Masterplan**

RECOMMENDED TO COUNCIL:

That the Masterplan for the Station Hill Development Area, Bury St Edmunds land allocation, as contained in Appendix A to Report Ref: SDW/SE/15/005, be adopted as non-statutory planning guidance, subject to amendments being made to the document to:

- (i) **provide greater clarity about the intended illustrative nature of the plans contained therein;**
- (ii) **include relevant references to the Joint Development Management Policies document adopted in February 2015; and**
- (iii) **delegated authority be given to the Head of Planning and Growth, in consultation with the Chairman of the Sustainable**

Development Working Party and the Ward Members for the Station Hill Development Area, to satisfactorily resolve the issues raised by Pigeon Investment Management Ltd in their letter of objection received immediately prior to the meeting of the Working Party held on 18 June 2015.

(c) **West Suffolk Hospital, Bury St Edmunds: Masterplan**

RECOMMENDED TO COUNCIL:

That the Masterplan for the West Suffolk Hospital, as contained in Appendix A to Report No: SDW/SE/15/006, be adopted as non-statutory planning guidance.

90. **Decisions Plan: June 2015 to May 2016**

The Cabinet considered Report No: CAB/SE/15/044 (previously circulated), which was the Cabinet Decisions Plan covering the period June 2015 to May 2016.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet; however, no further information or amendments were requested on this occasion.

91. **West Suffolk Facilities Management**

The Cabinet considered Report No: CAB/SE/15/045 (previously circulated), which sought approval for establishing a joint venture (JV) company with Eastern Facilities Management Services (EFMS) Ltd.

Councillor Peter Stevens, Portfolio Holder for Operations, drew relevant issues to the attention of the Cabinet, including that a review of Facilities Management (FM) services at Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) had been undertaken, which had highlighted an opportunity to standardise FM services into a single arrangement across West Suffolk. Four options had been considered to bring the FM arrangements together, as outlined in section 2.3 of the report. Option four had been recommended as the preferred way forward and the report provided details of the implications should this option be adopted.

The following appendices were attached the report:

Appendix A:	West Suffolk sites where FM services were delivered
Appendix B:	Advantages and disadvantages of options considered
Appendix C:	EFMS Capability Statement
Exempt Appendix D:	Costs and savings
Exempt Appendix E:	EFMS Credit reference

The specific content of Exempt Appendices D and E were not discussed in public, therefore there was no requirement to move into private session at this stage.

Following due consideration, the Cabinet considered Option four should be progressed as recommended. The proposal would not only enable potential savings of 12.6% against the current costs of FM services across FHDC and SEBC but also provided an exciting opportunity for the West Suffolk councils to deliver their FM services through this commercial enterprise.

RECOMMENDED TO COUNCIL: That

- (1) the contents of Report No: CAB/SE/15/045 be noted;**
- (2) approval is given to establish a Joint Venture Company with Eastern Facilities Management Services (EFMS) Ltd for the delivery of Facilities Management services at Forest Heath District Council and St Edmundsbury Borough Council; and**
- (3) delegated authority be given to the Head of Operations, in consultation with the Head of Resources and Performance, the Service Manager (Legal) and respective Portfolio Holders for Operations to finalise and confirm the outstanding legal and governance matters outlined herein at 3.11 to 3.15 and 3.21 of Report No: CAB/SE/15/045, before signing contracts to establish the new Joint Venture company with EFMS.**

92. Exclusion of Press and Public

It was proposed, seconded and

RESOLVED:

That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of the Act.

93. Exempt Appendices: West Suffolk Facilities Management

The specific content of Exempt Appendices D and E to Report No: CAB/SE/15/045 were not considered in private session.

94. Provision of Temporary Accommodation in Bury St Edmunds

The Cabinet considered Exempt Report No: CAB/SE/15/046 (previously circulated) in connection with the provision of temporary accommodation in Bury St Edmunds.

RECOMMENDED TO COUNCIL:

As set out in Exempt Report No: CAB/SE/15/046.

The meeting concluded at 6.25 pm

Signed by:

Chairman

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Overview and Scrutiny Committee: 22 July 2015	
Report No:	CAB/SE/15/052	
Report to and date:	Cabinet	8 September 2015
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead Officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 22 July 2015, the Overview and Scrutiny Committee considered the following items: (1) Review of Car Parking; (2) Dog Fouling in West Suffolk; (3) On-Street Parking – Skyliner Way, Bury St Edmunds: Update; (4) Directed Surveillance Authorised Applications (Quarter 1) – Verbal Report; and (5) Work Programme Update.	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/15/052, being the report of the Overview and Scrutiny Committee.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	

Consultation:		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Alternative option(s):		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any legal and/or policy implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
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)
See Reports listed under background papers below			
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report OAS/SE/15/010 – Review of Car Parking Report OAS/SE/15/011 – Dog Fouling in West Suffolk Report OAS/SE/15/012 – On-Street Parking – Skyliner Way, Bury St Edmunds: Update Report OAS/SE/15/012 – Appendix – Map Skyliner Way Verbal Report – Directed Surveillance Authorised Applications (Quarter 1) Report OAS/SE/15/013 – Work Programme Update	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Review of Car Parking (Report No: OAS/SE/15/010)

1.1.1 The Committee received Report No: OAS/SE/15/010, which sought the establishment of a Review Group and adopt the Terms of Reference to conduct a review of car parks in the Borough.

1.1.2 A full review of car parking was timely given that the Borough Council, in partnership with Our Bury St Edmunds had commissioned a study to review:

- (1) current car parking occupancy across the Borough;
- (2) short-term capacity issues and long-term parking solutions/interventions;
- (3) the impact of Pay on Exit/Automated Number Plate Recognition systems on capacity and operation of car parks; and
- (4) the financial implications for the car parking service arising from the implementation of either a Pay on Exit or Automated Number Plate Recognition operation.

1.1.3 It was proposed that a Review Group be established comprising five Members from the Overview and Scrutiny Committee, including a representative from the Performance and Audit Scrutiny Committee to oversee the review of car parks. The Lead Officer for the review would be the Car Parks Manager, supported by officer representation from Finance, Economic Development and Growth, and Operations.

The proposed Terms of Reference for the Review Group were to:

- (1) Evaluate the current performance including usage; the location and condition of the car parks; the quality of service delivery; the issue of fines; car park incentive schemes and customer feedback.
- (2) Consider current levels of occupancy; future capacity projections and any interventions as required.
- (3) Assess the conclusions of the study on both the merit and business case for the implementation of Pay on Exit/Automated Number Plate Recognition operation systems.
- (4) Review car park tariffs for the period of the Medium Term Financial Strategy, backed by consultation.
- (5) Identify changes and amendments needed to the Traffic Road Order.

1.1.4 The Review Group would present its findings to the Overview and Scrutiny Committee on 11 November 2015. Any recommendations agreed by the Committee would then be considered by the Performance and Audit Scrutiny Committee as part of the budget setting process.

1.1.5 The Committee considered the report in detail and asked a number of questions to which officers duly responded, and **RESOLVED that:**

- (1) **the Terms of Reference for a review of car parking be adopted; and**
- (2) **Councillors John Burns, Susan Glossop, Paul Hopfensperger, Angela Rushen and Jim Thorndyke be nominated to sit on the Car Park Review Group.**

1.2 **Dog Fouling in West Suffolk (Report No: OAS/SE/15/011)**

1.2.1 The Committee received Report No: OAS/SE/15/011, which provided an overview of dog fouling within West Suffolk. The report included information on the general issue of dog fouling (national and West Suffolk perspective); why it was difficult to fine offenders; current Council initiatives in West Suffolk (proactive and reactive work); changes in legislation, such as the requirement for dogs to be micro-chipped by April 2016; and options and actions available to the Council to combat dog fouling.

1.2.2 There were a number of tools available to and used by the Council to change what was in essence a behavioural issue. This included an extensive network of bins and signs supported by both educational and enforcement activity. However, dog fouling was a localised issue and tended to be dealt with through targeted actions and working with the local community. In order to support this moving forward, the report included a number of additional actions would be taken.

1.2.3 The Committee considered the report in detail and asked a number of questions to which officers duly responded. In particular discussions were held on:

- the low number of dog fouling incidents reported and suggested a simple reporting method on the website to enable the community to report incidents with the ability to upload the location of the incident;
- the lack of enforcement and Fixed Penalty Notices;
- the proposed banner campaign for football pitches and suggest including rugby pitches;
- sponsorship of 'dog poop' bags with the sponsors and Council's logo and suggested these could be dispensed alongside dog bins;
- a publicity campaign to identify dog fouling hot spot areas in West Suffolk; and
- the DNA testing being piloted by Barking and Dagenham Borough Council.

1.2.4 For **NOTING** by Cabinet, the Committee recommended:

- (1) That the Head of Operations be asked to investigate further the following initiatives to combat dog fouling in West Suffolk:
 - (i) investigate introducing "Paws on Patrol" in West Suffolk;
 - (ii) produce reporting guidance for staff;
 - (iii) investigate a banner campaign for football pitches with Suffolk Football Association;

- (iv) launch a "Clean It Up" campaign in October 2015;
 - (v) introduce a Public Spaces Protection Orders for dog fouling offences across West Suffolk;
 - (vi) consider a Fixed Penalty Notice reward scheme across West Suffolk for reported dog fouling offences; and
 - (vii) introduce a publicity campaign by carrying out a survey to identify dog fouling hot spot areas in West Suffolk.
- (2) That Streetkleen Bio Limited be invited to give a presentation on their PooPrints DNA program at a future Joint Overview and Scrutiny meeting with Forest Heath District Council.

1.3 **On-Street Parking – Skyliner Way, Bury St Edmunds: Update (Report No: OAS/SE/15/012)**

- 1.3.1 The Committee received Report No: OAS/SE/15/012, which updated Members on progress made on a number of options explored to see whether improvements could be made to alleviate the parking issues in Skyliner Way, Bury St Edmunds, following consideration of this item on 22 April 2015. At that meeting the Committee acknowledged that it would be expensive to create a layby, but felt that this was the most viable option and that any parking restrictions should not be implemented until all options for a layby had been exhausted.
- 1.3.2 The Western Area Highways Manager (Suffolk County Council) (SCC) updated the Committee on the findings from the feasibility study into the current depth of various utility services, which would impact on costs in creating a layby.
- 1.3.3 The Highway Authority did not regard the provision of parking as part of its function, but would endeavour to manage such parking as could be permitted on the highway. As a result, it did not provide any direct funding for provision of parking places. However the Borough Council had been invited to submit bids to the On-Street Parking Account held by the Highway Authority. Bids had to be submitted by 31 July 2015. Whilst the emphasis was for bids for the provision of off-street car parks, there was no reason why the Borough Council should not submit a bid to implement verge parking in Skyliner Way.
- 1.3.4 The Committee considered the report in detail and asked a number of questions to which officers duly responded.
- 1.3.5 For **NOTING** by Cabinet, the Committee recommended that the Head of Operations, on behalf of the Borough Council be asked to submit a bid of £25,000 to the On-Street Parking Account held by the Highways Authority by 31 July 2015, to implement verge parking in Skyliner Way, Bury St Edmunds.

1.4 **Directed Surveillance Authorised Applications (Quarter 1) (Verbal)**

- 1.4.1 The Committee received a verbal report from the Council's Monitoring Officer, which outlined the Authorisations of Directed Surveillance under the Regulation of Investigatory Powers Act (RIPA); including the process in place on the use of RIPA. Members were advised that local authorities had to obtain authorisation for directed surveillance from a magistrate and that the purpose of it was to gather information that could lead to a court case.

1.4.2 There being no decision required, the Committee **NOTED** the verbal update by the Monitoring Officer and that in Quarter 1 of 2015-2016, no such surveillance had been authorised.

1.5 **Work Programme Update (Report No: OAS/SE/15/013)**

1.5.1 The Committee received Report No: OAS/SE/15/013, which provided an update on the current status of the Committee's Work Programme and the Task and Finish Groups appointed by the Committee.

1.5.2 Members were reminded to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny. This enabled suggestions received to be initially considered by the Committee at each meeting and if accepted included within its forward work programme.

1.5.3 The Chairman advised Members that the Portfolio Holder for Operations had accepted the Committee's invitation and would be in attendance on 11 November 2015 to give a short presentation/account of his portfolio.

1.5.4 The Committee considered the report and there being no decision required, **NOTED** the items currently expected to be presented to the Committee during 2015-2016.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 10 June 2015	
Report No:	CAB/SE/15/053	
Report to and date:	Cabinet	8 September 2015
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@westsuffolk.gov.uk	
Lead officers:	Liz Watts Director Tel: 01284 757252 Email: liz.watts@westsuffolk.gov.uk	
	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	<p>On 10 June 2015 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:</p> <ol style="list-style-type: none"> (1) Fraud; (2) 2014-15 Year End Out-turn and Approval of the Small Bodies Return; (3) Performance Report; (4) ARP Website; (5) ARP Risk Register; (6) Bailiff Update; (7) Arp Trading Company Restructure; (8) Welfare Reform; and (9) Forthcoming Issues. <p>This report is for information only. No decisions are required by the Cabinet.</p>	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the content of Report No: CAB/SE/15/053, being the report of the Anglia Revenues and Benefits Partnership Joint Committee.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
Consultation:	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Alternative option(s):	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Risk/opportunity assessment: See reports of ARP Joint Committee at link provided under 'Background papers'	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
Ward(s) affected:	All Ward/s
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Breckland DC Website: Reports of the Anglia Revenues and Benefits Partnership Joint Committee – 10 June 2015 Report No: COU/SE/15/021 - SEBC Council: 7 July 2015
Documents attached:	None

1. Key issues

1.1 Fraud (Agenda Item 6)

1.1.1 The Joint Committee had received and noted an update on the Single Fraud Investigation Service (SFIS) and how, apart from Waveney and Suffolk Coastal District Councils who would be affected in May 2016, all existing fraud staff in scope would TUPE transfer to the Department for Work and Pensions from 1 September 2015.

1.1.2 Discussions had been ongoing with the County Councils regarding the retention of a fraud team to investigate non-Benefit fraud and whether they would be willing to contribute a funding allocation.

1.2 2014-15 Year End Out-turn and Approval of the Small Bodies Return (Agenda Item 7)

1.2.1 The Joint Committee had considered a report which sought approval for the accounts by the end of June 2015. This was the final year that the small bodies return would need to be completed, for the reasons set out in the report.

1.2.2 Appendix A provided details of the Partnership's budget out-turn and variances in 2014/2015. There had been a surplus of £110,274 and the Joint Committee had previously approved the retention of this to enable the development of the proposed trading company. In addition, the Partnership had received grants during 2014/2015, £631,145 of which had remained unspent at year end. It was agreed that this should also be retained in reserve, a proportion of which would be allocated to the development of the new ARP website.

1.2.3 Together with the Annual Governance Statement, the Annual Return attached as Appendix B was considered and approved.

1.2.4 The Joint Committee **RESOLVED that:**

- (1) the accounting statement for the year ended 31 March 2015 be approved;**
- (2) the annual governance statement be approved;**
- (3) the 2014-15 out-turn position be noted; and**
- (4) the internal audit report and review of governance arrangements be noted.**

1.3 Performance Report (Agenda Item 8)

1.3.1 The Joint Committee had received and noted the Performance Report as at 30 April 2015. The report detailed ARP's key achievements in respect of Benefits News; Council Tax News; NDR news; HBOP News; Performance Targets; Projects; Learning and Support; and Customer Survey. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s35267/ARP%20Performance%20Report%20to%20April%2030%202015.pdf>

and

- 1.3.2 Members had noted that targets had been met by all partner authorities with all indicators annotated green. This raised a question in respect of whether the targets were sufficiently challenging and a discussion was held on obtaining benchmarking information from the Chartered Institute of Public Finance and Accountancy (CIPFA) to enable comparisons to be undertaken with the performance of other authorities; however it had initially indicated that all seven partner authorities would be charged for this information. Negotiations were continuing to mitigate this as well as looking at other means of obtaining benchmarks.
- 1.3.3 Discussion had also been held on the results of the customer survey, which had indicated customers' desire to move towards utilising more electronic methods of communication; however online services perhaps needed to be more user-friendly.

1.4 **ARP Website (Agenda Item 9)**

- 1.4.1 The Joint Committee had considered a report which sought approval to redesign and update the ARP website.
- 1.4.2 It had been recommended that the new website should be based upon the website model launched by the two West Suffolk councils (St Edmundsbury Borough Council and Forest Heath District Council). This icon-based model of website would provide direct access for users to the correct payment engine.
- 1.4.3 Discussion was held on the expected operational costs for the new website, and whilst encouraging greater use of the online facilities, there remained a need to maintain face-to-face customer contact. Fast track access to the ARP website should also be provided from each Councils' own websites.
- 1.4.4 An additional recommendation was considered and approved in connection with the overall cost of the website refurbishment.
- 1.4.5 The Joint Committee **RESOLVED that:**
- (1) the engagement of an external design agency, at a cost in the order of £4,800 to design the style and layout of the new Anglia Revenues Partnership website with an ARP Intranet and Bailiff website, be approved;**
 - (2) the full re-write of all existing content be conducted by an external, well-qualified resource at a cost of £8,000 in order to provide a consistent, modern and easy-to-read interface with the public and an intranet for staff information;**
 - (3) Commonspot, in use by West Suffolk, be adopted as the content management system for the new Anglia Revenues Partnership website; and**
 - (4) the £40,300 overall cost of the refurbishment be approved.**

1.5 **ARP Risk Register (Agenda Item 10)**

- 1.5.1 The Joint Committee had received and noted the Anglia Revenues Partnership Risk Register, which was attached as Appendix A and would be presented to Members on a bi-annual basis. Appendix B provided the criteria used to apply a risk score to the ARP.
- 1.5.2 Discussion was held on a number of issues which might affect the risks identified by the Partnership including:
 - (a) the implementation of Universal Credit and the effect on the work of the Partnership;
 - (b) the relationship between Housing Benefit working age claimants and the Local Council Tax Reduction Scheme;
 - (c) the introduction of new initiatives such as the bailiff service and fraud work;
 - (d) whether ARP activities could be operated differently and that these should be considered by the Operational Improvement Board and options reported to the Joint Committee for discussion.

1.6 **Bailiff Update (Agenda Item 11)**

- 1.6.1 The Joint Committee had received and noted an update on the introduction of an Enforcement Agency.
- 1.6.2 The procurement of the computer software system had been successful with Whyte and Co's 'Enforcer' system being utilised by the ARP's Enforcement Agency for a one year contract with the option to extend for a further year. Work was underway to create the interfaces with the Partnership's other software.
- 1.6.3 An ARP Enforcement Agency website was being created and administrative staff had been recruited. The status at the time of the meeting was that the advertisement to recruit Enforcement Agents had been issued. Appropriate training for staff had been implemented.
- 1.6.4 The new Enforcement Agency service was expected to be delivered before the first courts for Council Tax and Business Rates in respect of the 2015/2016 annual bills. A timetable of implementation was provided in the report, with the first cases being handled in mid-July 2015.

1.7 **ARP Trading Company Restructure (Agenda Item 12)**

- 1.7.1 The Joint Committee had considered a report which sought to restructure the ARP trading company to open up shareholdings to the seven partner authorities of the ARP Joint Committee
- 1.7.2 East Cambs District Council had decided not to commit to the proposal at the present time and the recommendations were amended accordingly to reflect this decision.
- 1.7.3 The recommendations emanating from this report, as amended, were required

to be considered by the partner authorities and these were presented and approved by St Edmundsbury Borough Council's (SEBC) full Council on 7 July 2015 ([Report No: COU/SE/15/021](#) refers) A summary of the report to the Joint Committee was also contained in the report to SEBC's Council and is therefore not duplicated again here.

1.8 **Welfare Reform (Agenda Item 13)**

1.8.1 The Joint Committee had received and noted an update on welfare reform.

1.8.2 The update included information on:

- (a) ARP being live with single, working age claimants for Universal Credit, except for East Cambs DC and Fenland DC which would go live later in the year;
- (b) the Government's pledge to reduce benefits and introduce a new cap;
- (c) that in 2014/2015, the benefit cap and spare room subsidy had affected between 19 and 45 customers which amounted to a reduction of benefit payment of between £50 and £215 per week;
- (d) support offered to those in need that were affected by the reduction in single room subsidy;
- (e) the allocation of Discretionary Housing Grants in 2014/2015; and
- (f) the allocation of hardship payments, which were still being handled by ARP and not the DWP.

1.9 **Forthcoming Issues (Agenda Item 14)**

1.8.1 The Joint Committee had suggested that further work should now be undertaken to move towards the Joint Committee being represented by one Member from each partner authority instead of two, with each Member being given one vote.

1.8.2 In order to progress this, Members had requested a historical perspective on how the current arrangements had been adopted and asked the Operational Improvement Board to explore the possibility of seeking representation of one Member from each authority on the Joint Committee, with two Substitutes.

2. **Minutes**

2.1 For further information on the items detailed above, see the [minutes](#) (click on link) of the Anglia Revenues and Benefits Partnership Joint Committee meeting held on 10 June 2015.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 30 July 2015	
Report No:	CAB/SE/15/054	
Report to and date:	Cabinet	8 September 2015
Portfolio Holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Sarah Broughton Chairman of the Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead Officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 30 July 2015, the Performance and Audit Scrutiny Committee held an informal joint meeting with Members of Forest Heath's Performance and Audit Scrutiny Committee, and <u>considered the first four items jointly:</u></p> <ol style="list-style-type: none"> (1) Balanced Scorecard and Quarter 1 Performance Report 2015-2016; (2) West Suffolk Risk Management Approach and Principles; (3) West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2015; (4) Work Programme Update; (5) Annual Performance Report for The Apex; 	

	<p>(6) Financial Performance Report (Revenue and Capital) Quarter 1 – 2015-16; and</p> <p>(7) Annual Treasury Management Report 2014-2015 and Investment Activity 1 April – 30 June 2015.</p> <p>Separate reports are included on this Cabinet agenda for Items (2) and (7) above.</p>
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/15/054, being the report of the Performance and Audit Scrutiny Committee.
<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>Report for information only.</p>
Consultation:	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> • See reports listed in Section 2 below
Implications:	
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
Are there any legal and/or policy implications?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	Please see background papers.
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendation

1.1 Balanced Scorecard and Quarter 1 Performance Report 2015-16 (Report No: PAS/SE/15/017)

- 1.1.1 The Committee received Report No: PAS/SE/15/017, which set out the West Suffolk Balanced Scorecards being used to measure the Council's performance for 2015-2016 and an overview of performance against those indicators for the first quarter of 2015-2016. The six balanced scorecards (attached at Appendices A to F) were linked to the Head of Service areas, including the proposed performance measures, targets and quarter one data.
- 1.1.2 It was envisaged the Balanced Scorecard report would replace a number of existing reports that currently went to the Committee, such as the quarterly Key Performance Indicator (KPI) report, quarterly Strategic Risk Register report and the Bi-annual Corporate Complaints and Compliments report. It was also envisaged that the Balanced Scorecard approach would remove the need to report the current quarterly KPI (Appendix G) and the bi-annual corporate Complaints and Compliments report after quarter 1. From quarter 2, it was envisaged that the quarterly Strategic Risk Register report would no longer be required as this would be covered within the Balanced Scorecard from quarter 2.
- 1.1.3 Unless otherwise stated, all performance figures reported in the scorecards were from a West Suffolk perspective. Where the performance for either individual Council was significantly different from the West Suffolk figure details would be provided in the comments box.
- 1.1.4 Members scrutinised the balanced scorecards and asked questions to which officers duly responded.
- 1.1.5 There being no decision required, the Committee noted the performance indicators and targets being used to measure the Council's performance for 2015-2016; and reviewed the Balanced Scorecards for Quarter 1, 2015-2016.

1.2 West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2015 (Report No: PAS/SE/15/019)

- 1.2.1 The Committee received and noted the first quarterly risk register monitoring report in respect of the West Suffolk Strategic Risk Register. The Register was updated regularly by the Risk Management Group and at its recent meeting the Group reviewed the target risk, the risk level where the Council aimed to be, and agreed a current risk assessment. These assessments formed the revised West Suffolk Risk Register (Appendix 1). Some individual controls and actions had been updated and those which were not ongoing and had been completed by June 2015 had been removed from the Register.
- 1.2.2 There had been no new risks or amendments made to any existing risk and no new risks had been closed since the Strategic Risk Register was last report to the Committee.
- 1.2.3 Members considered the report and did not raise any issues.

- 1.3 **Work Programme Update (Report No: PAS/SE/15/020)**
- 1.3.1 The Committee received and noted its Work Programme which provided items scheduled to be presented to the Committee during 2015-2016.
- 1.4 **Annual Performance Report for The Apex (Report No: PAS/SE/15/021)**
- 1.4.1 The Committee received and Report No: PAS/SE/15/021, which set out The Apex's financial position for the year ending 2014-2015. The report included an executive summary, then details on The Apex's performance, Sodexo catering contract, analysis of budgets and conclusion.
- 1.4.2 The Apex budget for 2014-2015 had reduced from £742,250 to £671,840. Increased revenue had contributed to a positive variance of £74,732 against budget at the financial year-end and the outturn figure was £597,108, showing a reduction of £145,142 compared to the 2013-2014 budget.
- 1.4.3 The Apex continued to be a valuable community asset and more and more non-performance events were taking place which were open to the public. The Apex management team had been successful in reducing the subsidy over the last financial year, mainly due to increasing revenues from ticket sales.
- 1.4.4 The Committee scrutinised the annual performance report in detail and asked a number of questions to which the Portfolio Holder and officers duly responded. Questions and responses covered topics including the venues capacity; increasing the usage of the venue during the day and the progress made in reducing the Council's subsidy.
- 1.4.5 There being no decision required, the Committee noted the Annual Performance Report for The Apex.
- 1.5 **Financial Performance Report (Revenue and Capital) Quarter 1 – 2015-16 (Report No: PAS/SE/15/022)**
- 1.5.1 The Committee received Report No: PAS/SE/15/022, which set out the financial performance for the first quarter of the 2015-2016 and forecasted outturn position for 2015-2016.
- 1.5.2 Attached at Appendix A and B to the report was the current forecast position for the year end, which currently showed an underspend of £51,500. Appendix C set out the Council's capital financial position for the first three months of 2015-2016, which showed expenditure of £360,000. The Resources and Performance Team would continue to work with Budget Holders to monitor capital spend and project progress closely for the remainder of the financial year and an updated position would be presented to the Committee on a quarterly basis. Finally, a summary of the earmarked reserves was attached at Appendix D, along with the forecast year end position for 2015-2016.
- 1.5.3 The Committee scrutinised the report and asked questions to which officers duly responded. In particular discussions were held on the year end

variances over £25k in relation to Section 106 costs and building control income / planning income under-achievements to which responses were provided.

- 1.5.4 There being no decision required, the Committee noted the 2015-2016 year end forecast financial position.

2. Background Papers

- 2.1.1 Report No: [PAS/SE/15/017](#) to the Performance and Audit Scrutiny Committee: Balanced Scorecard and Quarter 1 Performance Report 2015-16
- 2.1.2 Report No: [PAS/SE/15/019](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2015
- 2.1.3 Report No: [PAS/SE/15/020](#) to the Performance and Audit Scrutiny Committee: Work Programme Update
- 2.1.4 Report No: [PAS/SE/15/021](#) to the Performance and Audit Scrutiny Committee: Annual Performance Report for The Apex
- 2.1.5 Report No: [PAS/SE/15/022](#) to the Performance and Audit Scrutiny Committee: Financial Performance Report (Revenue and Capital) Quarter 1 – 2015-2016

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendation of the Performance and Audit Scrutiny Committee: 30 July 2015 – West Suffolk Risk Management Approach and Principles	
Report No:	CAB/SE/15/055	
Report to and date:	Cabinet	8 September 2015
Portfolio Holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Sarah Broughton Chairman of the Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead Officer:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	To consider a new, positive approach to risk based on context, proportionality, judgement and evidence-based decision making that is considered on a case by case basis.	
Recommendation:	It is <u>RECOMMENDED</u> that, the West Suffolk Risk Management Approach and Principles, attached at Appendix 1 and the Supporting Flowchart attached at Appendix 2 to Report No: PAS/SE/15/018, be adopted.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i>			
Consultation:		• See Report No: PAS/SE/15/018	
Alternative option(s):		• See Report No: PAS/SE/15/018	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/15/018	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/15/018	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/15/018	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/15/018	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/15/018	
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)
See Report No: PAS/SE/15/018			
Wards affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No: PAS/SE/15/018 – West Suffolk Risk Management Approach and Principles Report No: F76 - West Suffolk Strategic Risk Register (including West Suffolk Toolkit) dated 31 July 2014 Report No: PAS/SE/15/010 - West Suffolk Strategic Risk Register Quarterly update - 4 June 2015 Report No: PAS/SE/15/009 – Performance management report 2015-16 – 4 June 2015	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Key Issues

A new approach to Risk

- 1.1.1 The Committee received Report No: PAS/SE/15/018, which set out a new, positive approach to risk based on context, proportionality, judgement and evidence-based decision making that was considered on a case by case basis.
- 1.1.2 The new approach to risk was based on seven core principles as detailed in Appendix 1 to Report No: PAS/SE/15/018.
- A positive approach;
 - Contextual decision making;
 - Informed risk-taking;
 - Proportionate;
 - Decision risks vs delivery risks;
 - A documented approach; and
 - Continuous improvement.

The new approach to risk commits staff and members to evidence-based decision making that is considered on a case by case basis, taking into account the seven principles set out above.

Evidence-based Risk Management

- 1.1.3 Attached at Appendix 2 to the report was a flowchart which provided a summary of the various tools and documents that supported this evidence-based approach. It was these documents and tools that would enable the Council to achieve a learning culture which supported staff and Members, enabling managed risk-taking through positive relationships.
- 1.1.4 The West Suffolk Strategic Risk Register already aligns the Council's new risk management approach and principles and would continue to remain a key evidence-based document for members. As the balanced scorecard was developed the strategic risk contained in the current register would start to become part of the Balanced Scorecard enabling another of the performance dependencies to be available within a single place for each service area for scrutiny.

Dissemination and implementation

- 1.1.5 Once scrutinised and agreed, it was intended that it underpinned all thinking about risk by Members and staff. A communication plan would be developed to ensure that all Members and staff were aware of the principles and the available tools. The new approach would be reviewed periodically to ensure it continued to be fit-for-purpose, and relevant to the new types of decisions that both councils were making.
- 1.1.6 The Performance and Audit Scrutiny Committee considered the report and has put forward a recommendation as set out on page one of this report.

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendation of the Performance and Audit Scrutiny Committee: 30 July 2015 - Annual Treasury Management Report 2014-2015 and Investment Activity (1 April – 30 June 2015)	
Report No:	CAB/SE/15/056	
Report to and date:	Cabinet	8 September 2015
	Council	22 September 2015
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Sarah Broughton Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead Officer:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	<p>On 30 July 2015, the Performance and Audit Scrutiny Committee considered Report No: TMS/SE/15/004, which had been scrutinised by the Treasury Management Sub-Committee on 20 July 2015.</p> <p>The report provided information on the Council's Annual Treasury Management Report summarising the investment activities for the year 2014-2015; and provided a summary of investment activities for the first three months of 2015-2016 financial year.</p>	

Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of full Council, the Annual Treasury Management Report for 2014-2015, attached as Appendix 1 to Report No: TMS/SE/15/004, be approved.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> • See Report No: TMS/SE/15/004 		
Alternative option(s):	<ul style="list-style-type: none"> • See Report No: TMS/SE/15/004 		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Report No: TMS/SE/15/004 	
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Report No: TMS/SE/15/004 	
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Report No: TMS/SE/15/004 	
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Report No: TMS/SE/15/004 	
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Report No: TMS/SE/15/004 	
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)
See Report No: TMS/SE/15/004			
Wards affected:	All Wards		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Report No: TMS/SE/15/004 Treasury Management Performance and Annual Treasury Management and Investment Strategy – 2013-2014 (Report No D252) and 2014-2015 (Report No E225)		
Documents attached:	None		

1. Key issues and reasons for recommendation

1.1 Key Issues

1.1.1 Following the Treasury Management Sub-Committee's consideration of Report TMS/SE/15/004, the Business Partner (Resources and Performance) verbally reported to the Performance and Audit Scrutiny Committee on the Sub-Committee's consideration of the report and recommendation.

1.2 Annual Treasury Management Report 2014-2015

1.2.1 The Council's Annual Treasury Management Report for 2014-2015 was attached at Appendix 1 to Report No: TMS/SE/15/004. The report included tables which summarised the interest earned during 2014-2015 on the various treasury investments held by the Council; investment activity during the year and the investments held as at 31 March 2015.

1.2.2 The budget income from investments in 2014-2015 was £572,000 (average rate of return 1.5%). Interest actually earned during the year totalled £326,628.53 (average rate of return 0.75%); an underachievement of £245,371.47. This was mainly due to the continuing low base rate of 0.5%, which affected the rates achieved when re-investing maturing investments.

1.2.3 To help alleviate the impact, the Council in February 2005 established the Interest Equalisation Earmarked Reserves to help smooth out fluctuations in returns. As at 31 March 2015 the remaining balance of the reserve was £187,265.88.

1.3 Investment Activity 1 April to 30 June 2015

1.3.1 The total amount invested at 1 April 2015 was £40.05m and at 30 June 2015 £45.45m. The increase in balances over this period was due primarily to timing differences in respect of the collection of local taxes; Council Tax and Non-Domestic Rates, and the payment of precepts i.e. to Suffolk County Council, Suffolk Police and central government.

1.3.2 The 2015-2016 Annual Treasury Management and Investment Strategy (Report E225 refers) sets out the Council's projections for the current financial year. The budget for investment income in 2015-2016 was £255,850, which was based on a 0.90% target average of return on investments

1.3.3 As at the end of June 2015, interest actually earned during the first quarter of the financial year amounted to £83,868 against a profiled budget for the period of £63,962; a budgetary surplus of £19,906. The budgetary surplus was due to higher cash balances than projected during the period. However, the underlying reduction in the interest rates achieved was primarily due to the continuing low Bank of England base rate and subsequent poor investment rates being offered by the banks, building societies and financial institutions and falling rates being offered on call accounts/notice accounts.

1.3.4 The Sub-Committee had scrutinised the Annual Treasury Management Report 2014-2015 and the Investment Activity for 1 April to 30 June 2015 in detail asking questions of officers as necessary. The Sub-Committee suggested that

a short paragraph on Sector's views/opinions on the financial market should be included in future quarterly Treasury Management reports.

- 1.3.5 The Performance and Audit Scrutiny Committee considered the report and has put forward a recommendation as set out on page one of this report.



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/15/058

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 September 2015 to 31 May 2016

Publication Date: 31 July 2015

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2016. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
01/09/15 Page 40	<p>West Suffolk Joint Health and Safety Panel Terms of Reference The Portfolio Holder for Resources and Performance will be asked to consider proposed amended wording to clarify some aspects of its Terms of Reference, as proposed by the Panel at their meeting on 15 June 2015.</p> <p><i>(The Portfolio Holder's report is attached to this Decisions Plan)</i></p>	Not applicable	(D)	Portfolio Holder for Resources and Performance	Ian Houlder Resources and Performance 01284 810074	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All	Recommendations from the West Suffolk Joint Health and Safety Panel to the Portfolio Holder for a decision.
01/09/15	<p>West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020 The Cabinet will be asked to recommend to full Council revised versions of the West Suffolk Strategic Plan and Medium Term Financial Strategy since their original adoption in 2014. The documents,</p>	Not applicable	(R) – Council 22/09/15	Cabinet/ Council	John Griffiths Leader of the Council 07958 700434 Ian Houlder Resources and Performance 01284 810074	Davina Howes Head of Families and Communities 01284 757070 Rachael Mann Head of Resources and Performance 01638 719245	All	Report to Cabinet with recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
01/09/15	<p>which have been produced jointly with Forest Heath District Council, have been updated within existing frameworks and reflect minor changes to legislation or local government funding arrangements and now cover the period 2016-2020.</p>							
01/09/15	<p>Investment Framework and Feasibility Funding The Cabinet will be asked to consider an Investment Framework, which includes the process for accessing feasibility funding, which will support staff and Members throughout the initial development stages to the decision making stages of key strategic projects within St Edmundsbury Borough and Forest Heath District Councils.</p>	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
08/09/15 Page 12	Home-Link Lettings Policy The Cabinet will be asked to recommend to Council, revisions to the Policy which was adopted in 2013 by both Forest Heath District Council and St Edmundsbury Borough Council.	Not applicable	(R) – Council 22/09/15	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440 Tony Hobby Service Manager (Housing Options) 01638 719348	All Wards	Report to Cabinet, with recommendations to Council
08/09/15	West Suffolk Joint Sports Facility and Playing Pitch Strategy The Cabinet will be asked to adopt a West Suffolk Joint Sports Facility and Playing Pitch Strategy, which has been produced with Forest Heath District Council.	Not applicable	(KD)	Cabinet	Joanna Rayner Leisure and Culture 07872 456836	Mark Walsh Head of Operations 01284 757300 Damien Parker Leisure and Cultural Services Operational Manager 01284 757090	All Wards	Report to Cabinet
08/09/15	Haverhill Town Centre Masterplan The Cabinet will consider the recommendations of the Sustainable Development Working Party in respect of	Not applicable	(R) - Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Haverhill East; Haverhill North; Haverhill South; Haverhill	Recommendations from the Sustainable Development Working Party to Cabinet and

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	recommending to full Council the adoption of the Haverhill Town Centre Masterplan.						West	Council.
08/09/15 (Deferred from 23 June 2015)	Public Service Village Phase II: Progression to Next Stage The Cabinet will receive an update on the Public Service Village Phase II project and will be asked to recommend to full Council that a further forward funding allocation to progress the project be approved.	Not applicable	(R) - Council 22/09/2015	Cabinet/ Council	John Griffiths Leader of the Council 07958 700434	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet with recommendations to Council.
08/09/15 (Deferred from 10 February 2015)	Erskine Lodge, Great Whelnetham Development Brief The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the adoption of the Development Brief for	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Horringer & Whelnetham	Recommendations of the Sustainable Development Working Party to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Erskine Lodge in Great Whelnetham.							
08/09/15 (Deferred from 2 Dec 2014) Page 44	South East Bury St Edmunds Masterplan The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the South East Bury St Edmunds Masterplan.	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate ; Eastgate; Minden; Moreton Hall; Northgate; Risbygate; Rougham; Southgate; St Olaves; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet and Council.
08/09/15 (Deferred from 2 Dec 2014)	Hopton Development Brief The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking adoption of the Development Brief for Hopton.	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Barningham	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
08/09/15 (Deferred from 23	Land to East of Barrow Hill, Barrow Development Brief The Cabinet will be asked	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Barrow	Recommendations of the Sustainable Development

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
June 2015)	to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the adoption of the Development Brief for Land to East of Barrow Hill, Barrow.							Working Party to Cabinet and Council.
Proposed to Council on 22 Sept 2015 (Deferred from 23 June 2015)	Leisure Development Proposals for West Stow Country Park: Outcome of 'Application to Bid' Process The Portfolio Holder will be asked to make recommendations to full Council, following consideration of the outcomes from the 'Application to Bid' process for leisure development proposals for West Stow Country Park.	Paragraph 3	(R) to Council – 22/09/2015	Portfolio Holder for Leisure and Culture/ Council	Joanna Rayner Leisure and Culture 07872 456836	Richard Hartley Commercial Manager 01284 757055	All Wards	Exempt Report to Council with recommendations of the Portfolio Holder for Leisure and Culture.
08/09/15	West Suffolk Risk Management Approach	Not applicable	(D)	Cabinet	Ian Houlder Resources and	Rachael Mann Head of	All Wards	Recommendations of the

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 46	<p>and Principles The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee in respect of seeking approval for a new approach to risk based on context, proportionality, judgement and evidence-based decision making, which is also being considered by Forest Heath District Council.</p>				Performance 01284 810074	Resources and Performance 01638 719245		Performance and Audit Scrutiny Committee to Cabinet.
08/09/15	<p>North East Haverhill Masterplan The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking adoption for the Masterplan for North East Haverhill.</p>	Not applicable	(R) – Council 22/09/2015	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	All Haverhill Wards and area	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
08/09/15	<p>Revenues Collection Performance and Write-Offs The Cabinet will be asked</p>	Paragraphs 1 and 2	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance	All Wards	Report to Cabinet with exempt appendices.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	to consider writing off outstanding debts detailed in the exempt appendices.					01638 719245		
08/09/15 Page 47	Suffolk Waste Partnership – Organic Waste Options The Cabinet will be asked to recommend to Council options for the handling of organic waste, which will also be subject to approval of the authorities that comprise the Suffolk Waste Partnership.	Paragraph 3	(R) to Council – 22/09/15	Cabinet/ Council	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet with exempt appendices and recommendations to Council.
08/09/15	West Suffolk Operational Hub The Cabinet will be asked to consider and potentially make recommendations to Council depending on the amount in respect of seeking approval for additional funding to progress the West Suffolk Operational Hub project. This is in addition to previous approval given to going out to consultation	Not applicable	(KD) or possibly (R) to Council 22/09/15 <i>(Recommendations to Council to be confirmed.)</i>	Cabinet/ possibly Council <i>(Recommendations to Council to be confirmed.)</i>	Peter Stevens Operations 07775 877000	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet with possible recommendations to Council. <i>(Recommendations to Council to be confirmed.)</i>

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	on the site selection criteria and process for site selection. This will also be subject to approval by Forest Heath District Council.							
Autumn 2015 (Deferred from 21 Oct 2014)	Local Housing Investment Options The Cabinet will be asked to recommend to Council the business cases for a wholly Council owned Housing Company.	Paragraph 3	(R) - Council	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All Wards	Exempt Report to Cabinet with recommendations to Council.
20/10/15 (Deferred from 23 June 2015)	Review of Cabinet Area Working Parties Following its annual review of Working Parties, Panels, Groups etc in May 2015, the Cabinet will be asked to consider a subsequent review of the future of the Area Working Parties.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council Tel: 07958 700434	Alex Wilson Director Tel: 01284 757695	All Wards	Report to Cabinet.
20/10/15 (Deferred from 8 Sept)	Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions	Not applicable	(R) - Council 15/12/2015	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Tom Wright Business Regulation and Licensing Manager	All Wards	Recommendations from the Licensing and Regulatory

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
2015)	The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.					01638 719223		Committee to Cabinet and Council.
20/10/15 (Deferred from 8 Sept 2015)	Delivery of Haverhill Town Centre Masterplan: Post Adoption The Cabinet will be asked to consider how the Council proposes to deliver the actions contained in the final adopted Haverhill Town Centre Masterplan.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Haverhill East; Haverhill North; Haverhill South; Haverhill West	Report to Cabinet.
20/10/15 (Deferred from 2 Sept 2014)	North East Bury St Edmunds Masterplan Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate Eastgate; Fornham; Great Barton; Minden;	Recommendations from the Sustainable Development Working Party

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 50	requested that the Transport Assessment which will accompany the forthcoming planning application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the recommendations from the SDWP relating to this issue.						Moreton Hall; Northgate Risbygate Southgate; Westgate	to Cabinet.
20/10/15 (Deferred from 10 February 2015)	Review of Pedestrianisation of Abbeygate Street, Bury St Edmunds The Portfolio Holder will be asked to provide a response to Suffolk County Council's forthcoming review of the pedestrianisation scheme in Abbeygate Street, Bury St Edmunds.	Not applicable	(D)	Portfolio Holder for Operations	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	Abbeygate	Report to Portfolio Holder for a decision.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
20/10/15	Delivering a Sustainable Budget 2016/2017 The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2016/2017.	Not applicable	(R) – Council 17/11/15 or 8/12/15	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
20/10/15 (Deferred from 10 Dec 2013)	Street Vending Policy The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee in terms of seeking approval for a revised Street Vending Policy.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Tom Wright Business Regulation and Licensing Manager 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet.
20/10/15 (Deferred from 2 Dec 2014)	Definitions and provisions made for political parties and pressure groups in revised Market Licence Regulations With the exception of the	Not applicable	(D)	Cabinet	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 52	topics listed above, approval was given by Cabinet for revised Market Regulations on 2 September 2014. The Cabinet will be asked to consider a further report on these topics for appropriate wording to be incorporated as an amendment to the approved Market Regulations.							
20/10/15	Revenues Collection Performance and Write-Offs The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
20/10/15	Community Chest Grant Funding (1) The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for	Not applicable	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations of the Grant Working Party to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Community Chest funding for the 2015/2016 transitional year.							
24/11/15 Page 53	West Suffolk Joint Statement of Principles in accordance with the Gambling Act 2005 The Cabinet will be asked to consider recommendations of the Licensing and Regulatory Committee in respect of seeking approval for a new Joint Statement of Principles, which has been produced jointly with Forest Heath District Council. It will require full Council approval.	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Tom Wright Business Regulation and Licensing Manager 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet and Council.
24/11/15	Housing Assistance Policy and Application Guidance The Cabinet will be asked to consider the Housing Assistance Policy, which has been reviewed in line with the Housing Strategy. It also contains some changes to the way St	Not applicable	(KD)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All Wards	Report to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Edmundsbury Borough and Forest Heath District Councils allocate grants for making improvements/adaptations to houses.							
24/11/15 (Deferred from 1 Sept 2015)	Office Accommodation Appraisal The Cabinet will be asked to consider an appraisal of West Suffolk councils' own office accommodation needs to inform detailed planning of the Mildenhall Hub and Public Service II projects through an Office Accommodation Plan.	Not applicable	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074 Peter Stevens Operations 01787 280284	Alex Wilson Director 01284 757695	All	Report to Cabinet.
08/12/15 (Deferred from 8 Sept 2015)	Wickhambrook Development Brief The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking adoption the Wickhambrook Development Brief.	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Wickham -brook	Recommendations of the Sustainable Development Working Party to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
08/12/15 (Deferred from 10 February 2015)	Public Service Village (PSV) Phase Two – Revisions to Existing Masterplan The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the revisions to the existing PSV Masterplan.	Not applicable	(R) - Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Minden; Risbygate; St Olaves	Recommendations from the Sustainable Development Working Party to Cabinet and Council.
08/12/15	Revenues Collection Performance and Write-Offs The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
08/12/15	Community Chest Grant Funding (2) The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding	Not applicable	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations of the Grant Working Party to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	for the 2016/2017 year.							
08/12/15 Page 56	Local Council Tax Reduction Scheme and Technical Changes 2016/2017 The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Technical Changes for 2016/2017 prior to seeking its approval by full Council.	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
09/02/16	Revenues Collection Performance and Write-Offs The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
09/02/16	Budget and Council Tax: 2016/2017 The Cabinet will be asked to consider the proposals for the 2015/2016 budget and Medium Term Financial Strategy, prior to its approval by full	Not applicable	(R) – Council 23/02/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Reports to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.							
09/02/16 Page 57	Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2016/2017, which must be undertaken before the start of each financial year.	Not applicable	(R) – Council 23/02/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
29/03/16	Revenues Collection Performance and Write-Offs The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
24/05/16	Revenues Collection Performance and Write-	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and	Rachael Mann Head of	All Wards	Report to Cabinet with

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Offs The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.				Performance 01284 810074	Resources and Performance 01638 719245		exempt appendices.

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

Cabinet Member	Portfolio
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Councillor Ellen Jolly	Councillor David Ambrose-Smith	Councillor John Clark	Councillor Stephen Edwards	Councillor Richard Kerry	Councillor Ian Houlder	Councillor Sue Allen
Councillor Michael Wassell	Councillor Lis Every	Councillor Chris Seaton	Councillor James Waters	Councillor Geoff Holdcroft	Councillor Sara Mildmay-White	Councillor Mike Barnard
Substitute Breckland Cabinet Member	Substitute East Cambridgeshire District Council Cabinet Member	Substitute Fenland District Council Cabinet Member	Substitute Forest Heath District Council Cabinet Member	Substitute Suffolk Coastal District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member	Substitute Waveney District Council Cabinet Member
Councillor Charles Carter	To be confirmed	To be confirmed	Vacancy	To be confirmed	Vacancy	To be confirmed

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Revenues Collection Performance and Write-Offs	
Report No:	CAB/SE/15/059	
Report to and date:	Cabinet	8 September 2015
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Lead officer:	Rachael Mann Head of Resources and Performance Tel: (01638) 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
Recommendation:	It is RECOMMENDED that the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/15/059, be approved, as follows: (1) Exempt Appendix 1: Council Tax totalling £4143.55; and (2) Exempt Appendix 2: Housing Benefit Overpayments £2517.50	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.	
Alternative option(s):	See paragraphs 2.1 and 2.2	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See paragraphs 3.1 to 3.3	
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	

<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Council applies to everyone in the area. 	
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)
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
Ward(s) affected:		All wards are affected.	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		Exempt Appendix 1: Council Tax Exempt Appendix 2: Housing Benefit Overpayments	

1. Key issues and reasons for recommendations

- 1.1 The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures.
- 1.2 When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Head of Resources and Performance for debts up to £2,499.99 or by Cabinet for debts over £2,500.00.
- 1.3 It is best practice to monitor the recovery procedures for outstanding debts regularly and, when appropriate, write off irrecoverable debts.
- 1.4 Provision for irrecoverable debts is included both in the Collection Fund and the General Fund and writing off debts that are known to be irrecoverable ensures that staff are focussed on achieving good collection levels in respect of the recoverable debt.

2. Alternative options

- 2.1 The Council has appointed a firm of bailiffs to assist in the collection business rates and Council Tax and also has on line tracing facilities. It is not considered appropriate to pass the debts on to another agency.
- 2.2 It should be noted that in the event that a written-off debt become recoverable, the amount is written back on, and enforcement procedures are re-established. This might happen, for example, if someone has gone away with no trace, and then they are unexpectedly 'found' again, through whatever route.

3. Financial implications and collection performance

- 3.1 Provision is made in the accounts for non recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 1 and 2.
- 3.2 As at 31 July 2015, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (as the billing Authority) is nearly £48.6 million per annum. The collection rate as at 31 July 2015 was 39.43% against a profile of 36.37%.
- 3.3 As at 31 July 2015, the total Council Tax billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (includes the County, Police and Parish precept elements) is just under £54.2 million per annum. The collection rate as at 31 July 2015 was 39.42% against a profiled target of 39.57%.

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of the Local Government Act 1972.

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