

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda																
Date:	Tuesday 20 October 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																

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 16

To confirm the minutes of the meetings held on 1 September (Informal Joint with FHDC Cabinet) and 8 September 2015 (copies 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.

5. Recognition of former Cabinet Members

The following former Councillors and Cabinet Members were not eligible to receive Long Service Awards at full Council on 22 September 2015. However, the Cabinet considers separate formal acknowledgement should be given by the Cabinet for their contribution to the work of the Borough Council's executive through their roles as Portfolio Holders. Accordingly, the following motions will be moved individually by the Leader, and upon individual approval of each resolution by the Cabinet, the Leader will then present a framed copy of such resolution to the former Member concerned:

That, in recognition of eight years of dedicated public service by

ANNE GOWER

as an elected Member of the Council for Haverhill North Ward, and in acknowledgement of her contribution to the work of the Borough Council, including her appointment as a Portfolio Holder from 2010 to 2015, and her service to the community and fulfilment of the duties and responsibilities of a Councillor, the Cabinet hereby record its thanks and deep appreciation.

That, in recognition of eleven years of dedicated public service by

DAVID ALAN RAY

as an elected Member of the Council for Barningham Ward, and in acknowledgement of his contribution to the work of the Borough Council, including his appointment as a Portfolio Holder from 2007 to 2015, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Cabinet hereby record its thanks and deep appreciation.

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|-----------|---|----------------|
| 6. | Report of the Anglia Revenues and Benefits Partnership Joint Committee: 17 September 2015 | 17 - 22 |
| | Report No: CAB/SE/15/060
Cabinet Member: Ian Houlder Lead Officer: Davina Howes | |
| 7. | Report of the Performance and Audit Scrutiny Committee: 23 September 2015 | 23 - 28 |
| | Report No: CAB/SE/15/061
Chairman: Sarah Broughton Lead Officer: Christine Brain | |
| 8. | Recommendations from the Performance and Audit Scrutiny Committee - 23 September 2015: Delivering a Sustainable Budget 2016/2017 | 29 - 34 |
| | Report No: CAB/SE/15/062
Cabinet Member: Ian Houlder Lead Officer: Joanne Howlett | |
| 9. | 2016/2017 Budget Setting - Bury St Edmunds Bus Station Information Building | 35 - 46 |
| | Report No: CAB/SE/15/063
Cabinet Member: Robert Everitt Lead Officer: Davina Howes | |

10. Enterprise Zones 47 - 54

Report No: **CAB/SE/15/064**

Cabinet Member: Alaric Pugh Lead Officers: Steven Wood and
Andrea Mayley

11. Transfer of Street Lighting Columns to Suffolk County Council 55 - 62

Report No: **CAB/SE/15/065**

Cabinet Member: Peter Stevens Lead Officers: Mark Walsh and
Michael Linsdell

12. Recommendations from the Grant Working Party - 16 September 2015: Community Chest Funding - Transitional Year (2015/2016) 63 - 66

Report No: **CAB/SE/15/066**

Cabinet Member: Robert Everitt Lead Officer: Davina Howes

13. Recommendations from the Sustainable Development Working Party: 8 October 2015 67 - 74

Report No: **CAB/SE/15/067**

Cabinet Member: Alaric Pugh Lead Officer: Steven Wood

(a) Hopton Development Brief

(b) Draft Concept Statement: Park Farm, Ingham

14. Review of Cabinet Area Working Parties

Cabinet Member: John Griffiths Lead Officer: Alex Wilson

Summary and Reason for Recommendation:

As discussed at Cabinet on 26 May 2015, informal consultation over the summer about the future of the Area Working Parties has identified the need for some further discussions with partners in respect of potential alternative arrangements. The matter will also be discussed at the Parish and Town Council Conference on 12 October 2015 which is after the publication of this agenda. Accordingly, this matter will be deferred until the next ordinary meeting of Cabinet on 8 December 2015.

Recommendation:

The Cabinet is requested to **NOTE** the above update on the Review of the Cabinet Area Working Parties.

15. Exemption to Contract Procedure Rules: Planning and Licensing IT Maintenance and Support Systems

Cabinet Member: Alaric Pugh Lead Officer: Steven Wood

Summary and Reason for Recommendation:

Planning and Licensing IT Maintenance and Support Systems

Section 4.3 of the West Suffolk Contract Procedure Rules state that: 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 and the Head of Service shall prepare a report for the next Cabinet to support the action taken, hence this agenda item.

The exemption, being a Contracting Decision on this occasion, the reason for it (together with support evidence) has been forwarded to the Head of Resources and Performance.

This exemption was exercised on 6 October 2015 for a contract to IDOX Systems Company valued at £49,000 each year for three years for the renewal of the maintenance and system support contract for the Lalpac and Uniform suite. The system supports the service delivery of Planning, Local Land Charges, Building Control and Licensing systems for both St Edmundsbury Borough Council and Forest Heath District Council. IT have been able to achieve a £40,000 saving from the previous maintenance and system support costs, which represents value for money. The exemption was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules:

- *The items to be supplied consist of goods or services which are currently in use and are required for the purposes of standardisation;*

on the basis that:

- the current contract expiring on the 23 October 2015 and taking advantage of a price reduction; and
- the critical nature of these systems to the services listed.

Recommendation:

The Cabinet is requested to **NOTE** this exemption to the West Suffolk Contract Procedure Rules, as contained in the Constitution.

- 16. Decisions Plan: October 2015 to May 2016** **75 - 96**
To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/SE/15/068**
Cabinet Member: John Griffiths Lead Officer: Ian Gallin
- 17. Revenues Collection Performance and Write-Offs** **97 - 100**
Report No: **CAB/SE/15/069**
Cabinet Member: Ian Houlder Lead Officer: Joanne Howlett
- 18. 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 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

- 19. Exempt Appendices: Revenues Collection Performance and Write-offs (paras 1 and 2)** **101 - 106**
Exempt Appendices 1 and 2 to Report No: **CAB/SE/15/069**
Cabinet Member: Ian Houlder Lead Officer: Joanne Howlett

(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.)
- 20. Exempt Appendix: 2016/17 Budget Setting - Bury St Edmunds Bus Station Information Building (para 3)** **107 - 108**
Exempt Appendix to Report No: **CAB/SE/15/063**
Cabinet Member: Robert Everitt Lead Officer: Davina Howes

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

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

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Informal Joint Cabinet

Notes of a informal discussions of the SEBC/FHDC **Cabinets** held on **Tuesday 1 September 2015** at **6.00 pm** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: Councillors

St Edmundsbury Borough Council (SEBC)

John Griffiths (in the Chair for the informal discussions)

Robert Everitt

Ian Houlder

Sara Mildmay-White

Alaric Pugh

Joanna Rayner (present for the informal discussions only)

Peter Stevens

In attendance:

John Burns

Susan Glossop

Forest Heath District Council (FHDC)

David Bowman

Andy Drummond

Stephen Edwards

James Waters

In attendance:

Andrew Appleby

Colin Noble

Prior to the formal meeting, informal discussions took place on the following two substantive items:

- (1) West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020; and
- (2) West Suffolk Investment Framework.

All Members of Forest Heath District Council's Cabinet had been invited to attend St Edmundsbury Borough Council's offices to enable joint informal discussions on the reports to take place between the two authorities prior to seeking formal approval at their respective separate Cabinet meetings immediately following the informal discussions.

The Leader of St Edmundsbury Borough Council welcomed all those present to West Suffolk House and the Services Manager (Legal) advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

Under their Constitutions, both Cabinets listed as standing agenda items: an Open Forum, which provided the opportunity for non-Cabinet Members to

discuss issues with Cabinet, and also: public participation, which provided the opportunity for members of the public to speak. Therefore, as any matters arising from discussions held during these agenda items may have some bearing on the decisions taken during the separate formal meetings, non-Cabinet Members and members of the public were invited to put their questions/statements prior to the start of the joint informal discussions.

1. **Open Forum**

SEBC Councillor John Burns asked a question in connection with the Borough Council considering investing in the construction of smaller, light industrial units in Haverhill and around the Borough as part of its investment strategy. In response, Councillor Alaric Pugh, SEBC Portfolio Holder for Planning and Growth, explained that both Councils already had these types of units across West Suffolk, including units of different sizes in Haverhill. If the Haverhill Town Centre Masterplan was approved by SEBC full Council on 22 September 2015, this would create further opportunities for investment, thus promoting the generation of jobs and growth.

2. **Public Participation**

No members of the public were in attendance.

3. **West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020**

The Cabinets were presented with the draft West Suffolk Strategic Plan 2016-2020 (Appendix A) and draft Medium Term Financial Strategy 2016-2020 (Appendix B).

Members recalled that the first West Suffolk Strategic Plan for 2014 to 2016 was adopted by both FHDC and SEBC Councils in February 2014. This Strategic Plan centred on three priorities as set out in the report. During the last 18 months, the Councils had been working to deliver these priorities and embedding them into the West Suffolk culture. Work had also been undertaken to ensure links between the West Suffolk Strategic Plan and the financial framework, in particular the Medium Term Financial Strategy (MTFS).

In order to strengthen those links and ensure that the West Suffolk spending plans, resource commitments and delivery plans were intrinsically connected, the development of the revised West Suffolk Strategic Plan had been linked with the MTFS. The MTFS would continue to remain based around the six themes contained in the 2014-2016 version, as outlined in the report.

The draft Plan and MTFS 2016-2020 would require some updating as set out in the report, following adoption by both FHDC and SEBC Councils on 16 and 22 September 2015 respectively. It was therefore recommended that both Leaders be given delegated authority to make the required revisions to ensure the document was as up-to-date as possible when it came into effect in April 2016.

Councillor Stephen Edwards, FHDC Cabinet Member for Resources and

Performance drew relevant issues to the attention of both Cabinets. In response to a question, Councillor Edwards explained that whilst the Councils had made significant savings in previous years, particularly through the shared service agenda, greater emphasis would be placed on income generation as it was becoming increasingly difficult to achieve a sustainable budget over the coming years.

The Cabinets commended the officers for the content of both documents, and duly accepted the recommendations.

2. **West Suffolk Investment Framework**

The Cabinets were presented with a proposed new West Suffolk Investment Framework.

The West Suffolk Investment Framework, attached as Attachment A, had been produced to support staff and Members throughout the initial development stages to the decision making process for the Councils' key strategic projects, particularly those that required the Councils to invest. It also supported the Councils' compliance with the 'The Prudential Code for Capital Finance in Local Authorities'.

At the early stages of each of the key projects, the desired outcome(s) could be achieved through a number of different options which needed to be investigated further. It also needed to be ascertained whether each of the projects were deliverable and represented value for money for tax payers before significant capital sums were committed and potentially placed at risk. It was therefore important that feasibility funding was made available at the early stages of the business case development to unlock the projects, realise their investment potential and whether they should proceed to the development of a full business case.

Attachment B provided a summary of the feasibility funding approved to date across West Suffolk, including the expected capital budget and return over time. The expected returns from the key strategic projects were fundamental to delivering a sustainable medium term financial position for the Councils.

Councillor Ian Houlder, SEBC Portfolio Holder for Resources and Performance drew relevant issues to the attention of both Cabinets. Members acknowledged the range of strategic projects set out in Attachment B and commended the significant amount of work being undertaken to progress these projects.

(FHDC Councillor Colin Noble arrived during the consideration of this item.)

On the conclusion of the informal joint discussions at 6.24pm, the Chairman then formally opened the meeting of St Edmundsbury Borough Council's Cabinet at 6.30 pm in the Conference Chamber. On conclusion of that meeting, the Leader of Forest Heath District Council (FHDC) formally opened the meeting as Chairman of FHDC's Cabinet at 6.33pm.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Tuesday 1 September 2015 at **6.30 pm** in the **Conference Chamber, 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
Peter Stevens

In attendance:

John Burns

Susan Glossop

95. **Apologies for Absence**

An apology for absence was received from Councillor Joanna Rayner.

96. **Open Forum**

This item had already been considered during the informal discussions (Item 1 above refers.)

97. **Public Participation**

This item had already been considered during the informal discussions (Item 2 above refers.) No members of the public were in attendance.

98. **West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/15/048, *West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020*, it was proposed, seconded and,

RECOMMENDED TO COUNCIL:

That subject to updates and amendments by the Leaders, as detailed in paragraphs 13 and 14 of Report No: CAB/SE/15/048, the:

- (1) West Suffolk Strategic Plan 2016-2020; and**
- (2) West Suffolk Medium Term Financial Strategy 2016-2020, be adopted.**

99. West Suffolk Investment Framework

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/15/049, *West Suffolk Investment Framework*, it was proposed, seconded and,

RECOMMENDED TO COUNCIL:

That the West Suffolk Investment Framework attached at Attachment A to Report No: CAB/SE/15/049, be approved; and

RESOLVED:

That the feasibility funding schedule attached at Attachment B, be noted.

The meeting concluded at 6.33 pm

Signed by:

Chairman

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Tuesday 8 September 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
Susan Glossop
Beccy Hopfensperger

David Nettleton
Sarah Stamp

100. **Apologies for Absence**

No apologies for absence were received.

101. **Minutes**

The public and exempt minutes of the meeting held on 23 June 2015 were confirmed as a correct record and signed by the Chairman.

102. **Open Forum**

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

103. **Public Participation**

Mr Adrian Graves of Great Barton, asked a question connected with the nature, content and volumes of waste streams to be handled through the

Waste Transfer Station element of the proposed West Suffolk Operational Hub (WSOH), regardless of its ultimate location.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, stated that due to the detailed nature of his question which sought a significant amount of specific and factual information, he would supply Mr Graves with a written reply.

In response to Mr Graves' supplementary question, Councillor Griffiths, Leader of the Council, agreed that significant development, transport, infrastructure and policy changes that affected the lives of people living in and around Bury St Edmunds needed to be considered within the context of their impact on each other and should not be dealt with on a piecemeal basis. Councillor Griffiths added that this view extended to working with partners in both the public and private sector on such issues affecting those within West Suffolk, Suffolk and across boundaries.

Ms Sarah Bartram of Fornham St Martin asked a question in connection with the pre-planning application consultation for the WSOH.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, stated that the Council was not obliged to publish every public response to the pre-application consultation in full as it was not a planning application. Responses to the consultation, which had been undertaken by the partner councils in their role as scheme developers to encourage community engagement and involvement to help shape and inform the preparation of any future planning application, were summarised and published on the WSOH website.

Mr John Corrie of Bury St Edmunds, asked a three-fold question in connection with the draft Masterplan for the South East Bury St Edmunds strategic development site.

In response, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth stated that the consultation on the draft Masterplan had been undertaken by the developers and they had accorded with common practice and not published the responses to the consultation in full; however, it could be evidenced that changes had been made to the draft in response to the consultation. A Gypsy and Traveller site had been recommended to be reinstated in the draft Masterplan which was contained in the original draft; however, a Masterplan was illustrative only and could be modified through any future planning applications. There were no immediate plans to relocate the lorry park.

Mr Howard Quayle of Fornham St Martin, asked a question on the budget and detailed expenditure to date for the West Suffolk Operational Hub project.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, stated that the current budget and a detailed breakdown of expenditure would be provided in a written reply.

Mr Clive Harridge, a representative of Hopkins Homes and Pigeon Investments and developers for the South East Bury St Edmunds strategic

site, provided a statement on the draft Masterplan they had prepared for that location. Issues addressed included: the consultation process; the developers' intention to remove reference to a Gypsy and Traveller site from the Masterplan; references to housing and self-build housing in the Masterplan at the site of the existing lorry park, however it was not the purpose of the Masterplan to identify a new location for the lorry park; the anticipated low flood risk in this location; and the intended provision of 30% affordable housing.

104. **West Suffolk Operational Hub**

The Cabinet considered Report No: CAB/SE/15/050 (previously circulated), which sought approval for a further period of pre-planning application consultation and also to recommend to full Council, the approval of a further total allocation of £220,000 (£112,000 FHDC and £108,000 SEBC) funding to enable the project to progress.

Councillor Peter Stevens, Portfolio Holder for Operations drew relevant issues to the attention of the Cabinet, including that a second six-week pre-application consultation was planned which would make further documents available for public scrutiny. These documents included a sustainability appraisal, the case for co-locating facilities into a single site, site selection criteria and the process of site review and selection. This background detail would provide further opportunity for interested parties to consider putting forward credible, available alternative sites.

Councillors Beccy Hopfensperger and Sarah Broughton, Ward Members for Fornham and Great Barton Wards respectively, both addressed the Cabinet on the proposals. Both welcomed the additional period of consultation; however concern was expressed that the Hollow Road Farm site remained identified in the report as the 'preferred' location, and therefore they hoped that the analysis of the outcomes of the new consultation and any potentially credible sites would genuinely be considered. The topic of Report No: CAB/SE/15/051, considered next on the agenda was also considered to be inter-linked and how the implications of those changes, if approved, would impact on the operation of the proposed WSOH.

Recognition was given to separating the pre-application consultation and any planning application for a specific site, emphasising that they were two distinctly separate elements to the project. The Cabinet acknowledged that due to the significance of this project for West Suffolk, it was fundamental that the best possible, available, cost effective and efficient site was selected. Should the full site selection criteria and other documentation as set out in the recommendation be made public, people would have a greater understanding of the process undertaken to conclude a preference. If an alternative, credible, available site was identified through the new consultation, this would be investigated further.

RESOLVED: That

- (1) the contents of Report No: CAB/SE/15/050, be noted;

- (2) approval is given for a further six-week period of public pre-application consultation that will give an opportunity for suggestions for alternative sites and provide information for public scrutiny including the:
- (i) case for a shared waste hub;
 - (ii) site selection criteria;
 - (iii) process of site selection;
 - (iv) sustainability appraisal; and

RECOMMENDED TO COUNCIL: That

- (3) funding of £220,000 (£112,000 FHDC and £108,000 SEBC), as detailed in Section 3 of Report No: CAB/SE/15/050, be approved, and for this to be allocated from the respective Council's Strategic Priorities and Medium Term Financial Strategy reserve to enable the project to progress.**

105. The Future of the Organic Waste Service in West Suffolk

The Cabinet considered Report No: CAB/SE/15/051 (previously circulated), which sought approval for changes to the current brown bin collection scheme in West Suffolk, which was in response to revisions to the organic waste service provided across Suffolk.

The report provided background information and how the Suffolk Waste Partnership, which co-ordinated, managed and integrated waste collection and disposal services across the county, had been considering options for the future of organic waste service for the past 2-3 years, including the reasons for this change. Specific options for the future of West Suffolk's brown bin scheme and the implications relating to each were considered in detail. Option 3 was the preferred option of officers, which would be to introduce an annual subscription charge and exclude food/kitchen waste, which would potentially generate an income to ensure that the service was cost neutral. The justification for the proposal was provided in the report.

Councillor Peter Stevens, Portfolio Holder for Operations, drew relevant issues to the attention of the Cabinet. He explained that the service would be provided on an opt-in basis at a cost of approximately £1.35 per collection, which was value for money when compared to the cost of a bulky goods collection at £35 a time.

The Cabinet acknowledged that this was difficult decision to make; however if the scheme was to continue in its current format, West Suffolk would be faced with an estimated budget increase of approximately half a million pounds per year in comparison to current costs. If not implemented, savings would therefore need to be found from elsewhere with potential impacts on services across the two West Suffolk councils.

Members also recognised that it was not conducive to potentially increase Council Tax by approximately 6% to continue the existing service. Such an increase would command a referendum and consideration would therefore need to be given to the potential cost implications of that.

RECOMMENDED TO COUNCIL: That

- (1) the exclusion of food/kitchen waste from the brown bin scheme - to commence following procurement of the new treatment contract, be agreed;**
- (2) a subscription charge of between £35 and £50 per year for the brown bin service, as detailed in Section 1.4.3 to 1.4.8 of Report No: CAB/SE/15/051, be introduced; and**
- (3) a future report be received outlining the results of the procurement exercise and the Suffolk Waste Partnership's agreed actions to deliver recommendations 1 and 2 above.**

(Councillor Becca Hopfensperger left the meeting at the conclusion of this item.)

106. Report of the Overview and Scrutiny Committee: 22 July 2015

The Cabinet received and noted Report No: CAB/SE/15/052 (previously circulated), which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 22 July 2015:

- (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.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that a Member of the Performance and Audit Scrutiny Committee would also be appointed to the Review of Car Parking task and finish group.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, stated that he had vehemently supported the Council's bids for funding from the On-Street Parking Account, which included £25,000 to implement verge parking in Skyliner Way, Bury St Edmunds.

107. Report from the Anglia Revenues and Benefits Partnership Joint Committee: 10 June 2015

The Cabinet received and noted Report No: CAB/SE/15/053 (previously circulated) which provided an outline of the issues discussed by the Anglia Revenues and Benefits Partnership Joint Committee at its meeting held on 10 June 2015.

On 10 June 2015, the Anglia Revenues and Benefits Partnership Joint Committee considered the following substantive items of business:

- (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.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet.

108. Report of the Performance and Audit Scrutiny Committee: 30 July 2015

The Cabinet received and noted Report No: CAB/SE/15/054 (previously circulated), which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 30 July 2015. The first four items were considered jointly with Forest Heath's Performance and Audit Scrutiny Committee:

- (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;
- (6) Financial Performance Report (Revenue and Capital) Quarter 1 – 2015-16; and
- (7) Annual Treasury Management Report 2014-2015 and Investment Activity 1 April – 30 June 2015.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee, drew relevant items to the attention of the Cabinet, including that separate reports would be considered next on this Cabinet agenda in respect of Items (2) and (7) above.

109. Recommendations of the Performance and Audit Scrutiny Committee: 30 July 2015 - West Suffolk Risk Management Approach and Principles

The Cabinet considered Report No: CAB/SE/15/055 (previously circulated), which sought approval for the West Suffolk Risk Management Approach and Principles.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the document, which was attached as Appendix 1 to Report No: PAS/SE/15/018, was 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.

Appendix 2 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.

The Performance and Audit and Scrutiny Committee had scrutinised both Appendix 1 and 2 in detail and made a recommendation of adoption, which was supported by the Cabinet.

RESOLVED:

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.

110. **Recommendations of the Performance and Audit Scrutiny Committee: 30 July 2015 - Annual Treasury Management Report 2014/15 and Investment Activity 1 April to 30 June 2015**

The Cabinet considered Report No: CAB/SE/15/056 (previously circulated), which sought approval for the Annual Treasury Management Report for 2014-2015.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the Annual Treasury Management Report for 2014-2015, which was attached at Appendix 1 to Report No: TMS/SE/15/004, 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.

Overall investment activity for 2014/2015 was outlined in Report No: CAB/SE/15/056, including that the average rate of return on investments was 0.75% against a budgeted rate of return of 1.5%. Investment activity from 1 April to 30 June 2015 was also noted.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee highlighted that whilst it was disappointing that investments did not average a budgeted return of 1.5%, this was consistent with national local authority investment performance.

RECOMMENDED TO COUNCIL:

That the Annual Treasury Management Report for 2014-2015, attached as Appendix 1 to Report No: TMS/SE/15/004, be approved.

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

111. Recommendations from the Sustainable Development Working Party: 3 September 2015

The Cabinet considered Report No: CAB/SE/15/057 (previously circulated) which presented the recommendations of the Sustainable Development Working Party emanating from its meeting on 3 September 2015.

On 3 September 2015, the Sustainable Development Working Party considered the following substantive items of business:

- (1) Haverhill Town Centre: Masterplan;
- (2) North-East Haverhill: Masterplan; and
- (3) South-East Bury St Edmunds Strategic Site: Masterplan.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that the first two Masterplans were inter-dependent for the future growth of the town; and following a detailed discussion at the meeting of the Sustainable Working Party, it had been recommended to reinstate the site for the proposed Gypsy and Traveller accommodation as originally proposed in the earlier draft Masterplan.

The Cabinet was satisfied that all three documents had been subject to robust consultation processes and accorded with the Vision 2031 Development Plan document and the Council's Protocol for Preparing Masterplans.

(a) Haverhill Town Centre: Masterplan

RECOMMENDED TO COUNCIL:

That the Masterplan for Haverhill Town Centre, as contained in Appendix A to Report SDW/SE/15/007, be adopted as a Supplementary Planning Document.

(b) North East Haverhill: Masterplan

RECOMMENDED TO COUNCIL:

That the Masterplan for North East Haverhill, as contained in Appendix A to Report SDW/SE/15/008, be adopted as non-statutory planning guidance.

(c) South East Bury St Edmunds Strategic Development Site: Masterplan

RECOMMENDED TO COUNCIL:

That the Masterplan for the South East strategic land allocation, as contained in Appendix A to Report SDW/SE/15/009, be adopted as

non-statutory planning guidance, subject to the reinstatement of the site of the proposed Gypsy and Traveller accommodation as originally proposed in the earlier draft Masterplan.

112. Exemption to Contract Procedure Rules

The Cabinet received and noted a narrative item which provided an exemption to the Contract Procedure Rules of the Constitution, relating to the undertaking of ground works in preparation for the installation of new play equipment on the Priors Estate, Bury St Edmunds.

Councillor Joanna Rayner, Portfolio Holder for Leisure and Culture drew relevant issues to the attention of the Cabinet.

The exemption, as set out in the agenda, was duly noted by the Cabinet.

113. Decisions Plan: September 2015 to May 2016

The Cabinet considered Report No: CAB/SE/15/058 (previously circulated), which was the Cabinet Decisions Plan covering the period September 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.

114. Revenues Collection Performance and Write-Offs

The Cabinet considered Report No: CAB/SE/15/059 (previously circulated) which provided the collection data in respect of Council Tax and National Non-Domestic Rates and sought approval for the write-off of debts as contained in the Exempt Appendices.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the current collection performance, as set out in Section 3 of the report.

RESOLVED:

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 £4,143.55; and
- (2) Exempt Appendix 2: Housing Benefit Overpayments £2,517.50

115. Exclusion of Press and Public

See minute 116 below.

116. Exempt Appendices: Revenues Collection Performance and Write-offs

The Cabinet considered Exempt Appendices 1 and 2 to Report No: CAB/SE/15/059 (previously circulated), however no reference was made to specific detail and therefore this item was not held in private session.

117. **Exempt Minutes: 23 June 2015**

No reference was made to specific detail of the exempt minutes, therefore this item was not held in private session.

The exempt minutes of the meeting held on 23 June 2015 were confirmed as a correct record under Minute 101 above and signed by the Chairman.

The meeting concluded at 6.23 pm

Signed by:

Chairman

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 17 September 2015	
Report No:	CAB/SE/15/060	
Report to and date:	Cabinet	20 October 2015
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@westsuffolk.gov.uk	
Interim Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk	
Purpose of report:	<p>On 17 September 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) Performance Report; (2) Moving to a Single Member Joint Committee; (3) Welfare Reform Update; (4) Enforcement Agency Update; and (5) 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/15/060 being the report of the Anglia Revenues and Benefits Partnership Joint Committee, including the decision taken under delegated authority, as detailed in Section 1.2, with regard to Moving to a Single Member Joint Committee.	
Key Decision:	<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>	
<i>(Check the appropriate box and delete all those that do not apply.)</i>		

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:	
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 reports of ARP Joint Committee at link provided under 'Background papers'
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 reports of ARP Joint Committee at link provided under 'Background papers'
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 reports of ARP Joint Committee at link provided under 'Background papers'
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 reports of ARP Joint Committee at link provided under 'Background papers'
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 reports of ARP Joint Committee at link provided under 'Background papers'
Risk/opportunity assessment:	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
See reports of ARP Joint Committee at link provided under 'Background papers'	
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 – 17 September 2015
Documents attached:	None

1. Key issues

1.1 Performance Report (Agenda Item 5)

1.1.1 The Joint Committee had received and noted the Operational Performance Report as at 31 July 2015. The report details ARP's key achievements in respect of Benefits News; Council Tax News; NDR news; HBOP News; Performance Targets; Projects; Learning and Support; Website and Imaging System (EDMS). This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/ieListDocuments.aspx?Mid=3456&x=1>

1.1.2 Members had noted that targets had been met by all partner authorities with all indicators annotated green as at 31 July 2015, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s36124/ARP%20Balanced%20scorecard%202015-16%20-%20July%202015%20FINAL.pdf>

1.1.3 The above report provides further information on indicators relevant to each partner authority, which are grouped under the following headings:

- (a) Financial: Collection, Budget Management
- (b) Customer: Customer Satisfaction, Channel Shift
- (c) Internal Process: Collection, Fraud
- (d) Learning and Growth: Performance Management

1.1.4 In respect of financial performance as at 31 August 2015, the Joint Committee noted that there was currently an underspend of £41,923 against budget, which was attributed to high turnover in staff during the first quarter of 2015/2016.

1.1.5 A detailed discussion had been held on the ARP Fraud Team's successful investigations and their relationship with the Single Fraud Investigation Service.

1.2 Moving to a Single Member Joint Committee

1.2.1 Members had considered a report which sought approval for changes to the membership arrangements for the Joint Committee.

1.2.2 As the partnership had expanded to seven this had impacted on the membership for the Joint Committee, which under the current arrangements enabled a total of 14 Members (plus substitute Members) to sit on the Joint Committee. It was therefore considered that to avoid the potential negative effect on performance often associated with committees/boards of ten members or more, whether the Joint Committee should move to an arrangement of a single Member and two substitutes per authority, with the option for one of the substitutes to attend and take part in debate (but not vote). It was also considered whether paired councils (those formally sharing services) should choose to send only one Member to meetings who could cast a vote for each council.

1.2.3 Members considered this was a pragmatic approach regarding the future governance of the Joint Committee; however it was considered that although some partners were formally sharing services, each council should continue to have separate votes.

1.2.4 The Joint Committee **recommended to the Partnering Authorities:**

That the Joint Committee moves to a single Member and two substitutes per authority, with the option for one of the substitutes to attend and take part in debate (but not vote).

1.2.5 On 28 May 2015, during consideration of the 'Annual Review of Cabinet Working Parties, Joint Committees/Panels and Other Groups: 2015/2016' report (Report No: CAB/SE/15/032 refers), the Cabinet resolved that:

'...the potential requirement to only have one full Member representative from each of the Councils represented on the Anglia Revenues and Benefits Partnership Joint Committee, as set out in Section 1.5.2 of Report No: CAB/SE/15/032, be noted. Any required changes to the Council's representation on the Joint Committee be delegated to the Service Manager (Legal) and the Leader of the Council to action accordingly.'

1.2.6 As delegated authority has already been granted to make changes to the Council's representation on the Joint Committee, there is no requirement to seek separate approval of the recommendation provided in 1.2.4 above. The equivalent was also resolved by Forest Heath District Council's (FHDC) Cabinet on 2 June 2015 and therefore action will be taken to implement the changes to the membership from the Borough Council and FHDC before the Joint Committee's next meeting in December 2015, in accordance with the resolution provided in 1.2.5 above.

1.3 **Welfare Reform Update (Agenda Item 7)**

1.3.1 The Joint Committee had received and noted a verbal update on welfare reform.

1.3.2 The update included information on:

- (a) the impact following the introduction of Universal Credit to five of the partnering authorities;
- (b) Pension Housing Benefit migration; and
- (c) changes as a result of the Budget announcements in July 2015.

1.4 **Enforcement Agency Update (Agenda Item 8)**

1.4.1 The Joint Committee had received and noted a verbal update on the recently established ARP Enforcement Agency.

1.4.2 The update included information on:

- (a) the operation of the Enforcement Team since June 2015 following the appointments of a Manager and Compliance Team;
- (b) the rolling-out of intensive training to enable the Compliance Team to gain certification, which will allow them to make home visits;
- (c) that since the first letters had been issued in July 2015, £125,000 had been successfully collected and arrangements were being made to collect further outstanding debt; and
- (d) performance statistics will be produced to enable comparisons to be made against the private companies previously appointed for debt collection.

1.4.3 The Joint Committee was pleased to note the performance to date and how the concept of having its own Enforcement Agency was proving successful. Given that there will be a possibility of commissioning the service to other providers during 2016, Members and officers were encouraged to promote the service.

1.5 **Forthcoming Issues (Agenda Item 9)**

1.5.1 The Joint Committee had been informed that the Service Delivery Plan and Risk Management report would be presented to the next meeting.

1.5.2 As she would soon be leaving the organisation to take up the post of Chief Executive for East Hertfordshire District Council, the work of the Director for the West Suffolk councils was formally acknowledged and commended.

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 23 September 2015	
Report No:	CAB/SE/15/061	
Report to and date:	Cabinet	20 October 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 23 September 2015, the Performance and Audit Scrutiny considered the following items:</p> <ol style="list-style-type: none"> (1) Ernst and Young – Presentation of 2014/2015 ISA 260 Annual Results Report to those Charged with Governance; (2) West Suffolk Annual Governance Statement 2014/2015; (3) 2014/2015 Annual Statement of Accounts; (4) Delivering a Sustainable Budget 2016/2017; and (5) Work Programme Update. <p>A separate report is included on this Cabinet agenda for Item (4) above.</p>	

Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/15/061, being the report of the Performance and Audit Scrutiny 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"/> Report for information only.	
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:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please see background papers.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please see background papers.
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please see background papers
<i>Are there any legal and/or policy implications?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please see background papers.
<i>Are there any equality implications? 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 **Ernst and Young – Presentation of 2014-2015 ISA 260 Annual Results Report to those Charged with Governance (Report No: PAS/SE/15/023)**

- 1.1.1 Prior to considering the 2014-2015 Statement of Accounts, the Committee received a presentation from Neil Harris (Director) and Mary Springer (Auditor) from Ernst and Young (EY) on the results of EY's work to date. A copy of the Audit Committee summary was attached as [Appendix A](#).
- 1.1.2 Attached at [Appendix B](#) was a Letter of Representation on behalf of the Council, in connection with the audit and financial statement for the year 31 March 2015. The Head of Resources and Performance advised the Committee that during the time of the audit, auditors were unable to obtain a third party confirmation of £3m investment with Ulster Bank. Therefore, an additional paragraph was to be included in the Letter of Representation, to read as follows:
- Specific Disclosure – I confirm that an Investment of £3m with Ulster Bank, for which auditors were unable to obtain third party confirmation, existed at 31 March 2015.*
- 1.1.3 Mr Harris confirmed that all work on the audit of the Council's 2014-2015 financial statements had been concluded and no further errors had been identified. EY was currently working on closing down the audit files, which meant EY was not able to issue an unqualified opinion and certificate until Friday 25 September 2015, on both the Council's 2014-2015 financial statements and arrangements for securing economy, efficiency and effectiveness in its use of resources. However, he reassured Members that EY endeavours to conclude its audit work by the date of the Committee. He then drew the Committee's attention to a couple of key areas contained within Appendix A, and Members asked questions to which Mr Harris duly responded.
- 1.1.4 The Committee **noted** the unqualified opinion of the Financial Statements for 2014-2015, and the Value for Money Conclusions stating that the Council had proper arrangements in securing economy, efficiency and effectiveness in the use of resources (page 3 of Appendix A), issued by the Auditor.
- 1.1.5 Following the resolution of the Committee, the Letter of Representation on behalf of the Council was **approved**, before the Audit Director issued his opinion and conclusion.

1.2 **West Suffolk Annual Governance Statement 2014-2015 (Report No: PAS/SE/15/024)**

- 1.2.1 The Committee received Report No: PAS/SE/15/24, which sought Members' approval of the West Suffolk Annual Governance Statement (AGS) 2014-2015, attached as [Appendix A](#). The AGS is designed to provide stakeholders of the Council with the assurance that the Council has operated within the law and that the Council has met the requirements of the Accounts and Audit Regulations 2015.

- 1.2.2 The AGS was prepared by the Officer Governance Group and was presented as a joint statement for St Edmundsbury Borough Council and Forest Heath District Council to reflect both councils working together and sharing services across West Suffolk.
- 1.2.3 The Committee was advised that no significant governance issues had been raised, but the AGS recognised the work of the planning and regulatory service and the additional resources deployed to the service during 2014-2015.
- 1.2.4 The AGS for 2014-2015, attached as Appendix A to Report No: PAS/SE/15/024 was **approved** for signing by the Chief Executive and the Leader of the Council.
- 1.3 **2014-2015 Annual Statement of Accounts (Report No: PAS/SE/15/025)**
- 1.3.1 The Committee scrutinised the 2014-2015 Statement of Accounts as contained within Report No: PAS/SE/15/025. Approval was sought for the accounts attached as [Appendix A](#), in accordance with the powers delegated to it under the Council's Constitution. Attached as [Appendix B](#) was a schedule of payments which had been made to Councillors during the financial year.
- 1.3.2 The attached Statement of Accounts (Appendix A) had been amended (as appropriate) to take on board issues raised by the audit process up to the date of distribution. Only minor presentational changes are now required prior to the signing of the accounts.
- 1.3.3 The Committee scrutinised the draft accounts and the Members' payments and asked questions to which officers provided responses. The Committee then **resolved**: That
- (i) The 2014-2015 Statement of Accounts, attached as Appendix A to Report No: PAS/SE/15/025 be **approved** in accordance with the powers delegated to it under the Council's Constitution.
 - (ii) The Chairman of the Performance and Audit Scrutiny Committee signs the certification of the 2014-2015 Statement of Accounts on behalf of the Committee.
 - (iii) The Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Performance, be given delegated authority to make any presentational and non-material changes to the Statement of Accounts that may be required up to the date of publication.
- 1.4 **Work Programme Update (Report No: PAS/SE/15/027)**
- 1.4.1 The Committee received its Work Programme which provided information on current items scheduled to be presented to the Committee during 2015-2016.
- 1.4.2 The Committee **noted** its Work Programme, subject to the inclusion of a report on setting proposed fees for Brown Bins at its November 2015 meeting.

2. Background Papers

- 2.1.1 Report [PAS/SE/15/023](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – Presentation of 2014-2015 ISA 260 Annual Results Report to those Charged with Governance
- 2.1.2 Report [PAS/SE/15/024](#) to the Performance and Audit Scrutiny Committee: West Suffolk Annual Governance Statement 2014-2015
- 2.1.3 Report [PAS/SE/15/025](#) to the Performance and Audit Scrutiny Committee: 2014-2015 Annual Statement of Accounts
- 2.1.4 Report [PAS/SE/15/027](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendation of the Performance and Audit Scrutiny Committee: 23 September 2015 – Delivering a Sustainable Budget 2016/2017	
Report No:	CAB/SE/15/062	
Report to and dates:	Cabinet	20 October 2015
	Council	17 November 2015 or 18 December 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 Officers:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
	Joanne Howlett Acting Head of Resources and Performance Tel: 01284 757264 Email: joanne.howlett@westsuffolk.gov.uk	
Purpose of report:	On 23 September 2015, the Performance and Audit Scrutiny Committee considered Report No: PAS/SE/15/026 , which updated Members on progress made towards delivering a balanced budget for 2016-2017.	

Recommendation:	It is <u>RECOMMENDED</u> that the proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/SE/15/026, be included, in securing a balanced budget for 2016/2017.		
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"/> As it is a full Council decision		
Consultation:	<ul style="list-style-type: none"> See Report No: PAS/SE/15/026 		
Alternative option(s):	<ul style="list-style-type: none"> See Report No: PAS/SE/15/026 		
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 Report No: PAS/SE/15/026 	
<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 Report No: PAS/SE/15/026 	
<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 Report No: PAS/SE/15/026 	
<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 Report No: PAS/SE/15/026 	
<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 Report No: PAS/SE/15/026 	
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)
	Low/Medium/ High*		Low/Medium/ High*
See Report No: PAS/SE/15/026			
Wards affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		COU/SE/15/002 - Budget and Council Tax Setting 2015/16 CAB/SE/15/048 - West Suffolk Strategic Plan and Medium Term Financial Strategy	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Future budget pressure and challenges

- 1.1.1 St Edmundsbury Borough Council continues to face considerable financial challenges as a result of increased cost and demand pressures and constraints on public sector spending. In this context, and like many other councils, St Edmundsbury has to make difficult financial decisions.
- 1.1.2 The Medium Term Financial Strategy 2014-2016, approved by full Council on 24 February 2015 (Report COU/SE/15/002 refers) sets out the current and future financial pressures and challenges facing St Edmundsbury.
- 1.1.3 Report No: PAS/SE/15/026 provided the Performance and Audit Scrutiny Committee with information on the budget gap, budget assumptions, proposed timetable and the methodology for securing a balanced budget 2016/2017.
- 1.1.4 **Extract from Report No: PAS/SE/15/026**

5. Budget proposals for 2016-2017

5.1 The Performance and Audit Scrutiny Committee is asked to support and recommend to Cabinet the **inclusion of the following proposals**, as detailed in Table 2 below, in order to progress securing a balanced budget for 2016-2017.

Table 2: Budget proposals for 2016/17

Description	2016/17 £'000 Pressure/ (Saving)
Budget gap	1,903
Budget saving proposals	
<i>Income generation - ARP Bailiffs and trading company services</i>	(36)
<i>Income generation - Asset lease for Nowton Park (Cottage)</i>	(14)
<i>Income generation - Catering and events at West Stow</i>	(30)
<i>Income generation - Street Cleansing</i>	(7)
<i>Income generation - Tree Maintenance</i>	(10)
<i>Income generation - Vehicle Workshop</i>	(45)
<i>Income generation - Waste Services</i>	(98)
<i>Income generation and reduction in bed and breakfast costs linked to investment - Report XXX</i>	(105)
<i>Income generation - Internal Audit</i>	(10)
<i>Income generation/efficiencies - Apex</i>	(30)
<i>Budget assumption change - 1% for pay inflation</i>	(70)
<i>Budget assumption change for car parking to reflect current volumes</i>	(100)
<i>Business Process Re-Engineering - release of staffing capacity following efficiencies created through process redesign</i>	(163)
<i>Contract efficiencies including ICT supplies and services</i>	(98)

<i>Contract efficiencies through Facilities Management joint venture - part year savings</i>	(32)
<i>Further staffing changes including service changes and vacancy management</i>	(147)
<i>Mitigate Building Control overspend/reduction income through increasing market share, changes in fee levels</i>	(85)
<i>Reduction in Legal professional fees</i>	(7)
<i>Reduction in Leisure Trust Management fee - subject to negotiations with Abbeycroft Leisure</i>	(25)
<i>Reduction in Victory Ground grant in line with previous committee report</i>	(8)
<i>Remaining community centre transfers as identified in previous Cabinet report B12</i>	(50)
<i>Increased occupancy and share running costs of Haverhill Office</i>	(20)
<i>Supplies and services savings, including around 5% reduction on all supplies and services budgets</i>	(209)
<i>Continue with the Local Council Tax Support Grant level - phasing out by April 2017 (25% for 2016/17) - no financial impact as already budgeted - see paragraph 5.2 below.</i>	-
Remaining Budget Gap *	504

* *Proposals for the remaining balance will be presented to this committee in November 2015 as an update report. Meanwhile we believe there is still a considerable amount of work required for the 2016/17 budget to be achievable, as such a number of additional budget saving proposals will be considered as separate reports over the coming months through full council.*

5.2 *Councillors will recall that back in September 2013 (Report E52) St Edmundsbury Borough Council agreed to continue to support the Borough's town and parish councils in respect of the Council Tax Support Grant, introduced by the Government to help offset money towns and parishes could lose through council tax benefit changes. The Council Tax Support Grant is included but not ring fenced in the Government's overall funding to borough and district councils who must then decide whether, and how much, to pass on to town and parish councils.*

1.1.5 The Committee was further asked to consider proposals for continuing the current scheme of gradually phasing out the Local Council Tax Support Grant by April 2017, and the continuation of the Rural Initiative Grant Scheme for the four year period 2016-2020, through reallocating the underspend of the previous Rural Action Plan.

1.2 **Performance and Audit Scrutiny Committee**

1.2.1 The Performance and Audit Scrutiny Committee scrutinised the report in detail and asked a number of questions to which officers duly responded. In particular, discussions were held on the proposed vacancy savings assumptions; transport fuel assumptions; building control fee levels and future proposals and assumptions regarding fees and charges for brown bins.

- 1.2.2 The Performance and Audit Scrutiny Committee **noted** the budget assumptions, timetable and progress made to date on delivering a balanced budget for 2016-2017.
- 1.2.3 The Performance and Audit Scrutiny Committee 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:	2016/2017 Budget Setting – Bury St Edmunds Bus Station Information Building	
Report No:	CAB/SE/15/063	
Report to and date:	Cabinet	20 October 2015
Portfolio holder:	Robert Everitt Portfolio Holder for Families and Communities Tel: 01284 769000 Email: robert.everitt@stedsbc.gov.uk	
Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk	
Purpose of report:	To invest in the reconfiguration of the Bury St Edmunds bus station information building to realise revenue savings and additional income.	
Recommendation:	It is RECOMMENDED that a £39,500 capital investment, as detailed in Section 1 of Report No: CAB/SE/15/063, funded from the 2015/2016 capital invest to save budget, to reconfigure the bus station information building to release revenue savings and additional income, be approved.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>(a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:</p> <p>(i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or</p> <p>(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;</p>	

	(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 [the] Constitution.
<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:	<ul style="list-style-type: none"> • St Edmundsbury staff employed at the Bury St Edmunds bus station building. • Suffolk County Council as the transport authority and provider of real time technology. • Consultation with bus station users and public was carried out in 2014 as part of the budget setting survey. • Further engagement with bus station and shopmobility users following Cabinet decision.
Alternative option(s):	<ul style="list-style-type: none"> • Letting the whole building to a third party - a market engagement exercise was carried out in 2014 to establish interest in the letting of the entire building. However, no viable arrangement was identified. • Retain the current layout and staffing arrangements – this will not release revenue savings. In addition, staff would be employed to provide information which is available via real time technology. • Close the bus station information building – This would achieve the most significant savings. However, this is not felt to be a suitable option given the importance that bus station customers place on the availability of public toilets and a sheltered waiting area.
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> An investment of £39,500 to reconfigure the building to provide a more flexible space and increase opportunities for income. See section 4 and Exempt Appendix C for further detail.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Following the reconfiguration of the building, St Edmundsbury staff will no longer be present on site (although note Facilities Management staff will continue regular visits to clean the public toilets). Further information contained in paragraph 4.3 and 5.7 below.

<i>Are there any ICT implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Real time technology system, which is the responsibility of Suffolk County Council 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
<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"> Some shopmobility scooters are currently hired from the bus station. The bookings for the scooters are taken at the Apex and this arrangement will continue. Negotiations are taking place with a local organisation near to the bus station regarding the continued provision of scooters in that location. 	
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)
Income not generated in the lettable space as anticipated.	Medium	Effective marketing undertaken. Savings still achieved even with zero income. Modifying the building allows the council to continue to provide a waiting area for customers whilst increasing potential income.	Low
Increased possibility of anti-social behaviour due to no council staff being on site.	High	Improved CCTV system and monitoring including four new digital cameras and external monitoring. Regular checks undertaken by Facilities Management staff as per current arrangement. Responsible person available on site when lettable space rented.	Medium
Commercial provider would require planning permission to change the use of the bus station building	Medium	There are no planning conditions which restrict the use of the bus station. However, change of use may be required for the lettable area depending on the potential tenant.	Low

Review of shopmobility provision due to no staff being on site.	Medium	Apex staff remain responsible for the shopmobility service. Negotiations ongoing with a local partner to provide the service near to the bus station.	Low
Loss of existing income from sale of National Express and other coach tickets	Medium	Tickets could be sold from other sites, such as the Apex, or by other partners. Ticket income is immaterial compared to the potential savings that will be delivered through the changes recommended in this report.	Low
Ward(s) affected:		All wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		Appendix A – Existing floor plan Appendix B – Revised floor plan Exempt Appendix C – potential income figures	

1. Key issues and reason for recommendation

- 1.1 St Edmundsbury Borough Council is required to make significant savings in 2016/17 and the bus station information building in Bury St Edmunds is an area where savings could potentially be made and/or revenue generated. Following a market engagement exercise in 2014, the current situation at the Bury St Edmunds bus station has been reviewed and there is potential for the council to invest in building modifications and upgrades to achieve budget savings and additional income.
- 1.2 It is recommended that **£39,500** capital funding be invested to make modifications to the bus station building. This will enable the customer information service to be removed and the building reconfigured into three separate areas: (i) café kiosk and waiting area; (ii) public toilets; and (iii) lettable space. This reconfiguration will have the potential to deliver a significant budget saving and generate an annual income from a café kiosk and lettable space.
- 1.3 If the request for funding is approved, staff will engage with the customers affected by the project to ensure there is minimum disruption as a result of the changes to the bus station building. It is important to note that these changes will have no impact on the running of the bus services, access to the public toilets or waiting area, all of which will be retained.
- 1.4 It is anticipated that, subject to Cabinet approval, the changes to the building will commence in early January and be completed by April 2016. The building will remain open during this time and staff will be available to support customers during the transition period.
- 1.5 Whilst there is no requirement for planning permission relating to these modifications, for transparency it is recommended that the council seek a certificate of lawful development. This can be sought subject to Cabinet approval of the recommendation in this report. The lettable area may then require a change of use and this would be applied for by any future tenant.

2. Reason for the project proposal

- 2.1 The council owns the bus station building in Bury St Edmunds. The bus station building, completed in 1996, is open between 8am and 6pm on Monday to Saturday and offers shelter, public toilets and the shopmobility service. Council staff (3.63 FTE), who are a mixture of full time and part time, provide information relating to the local and National Express bus services and assistance with other public queries.
- 2.2 Research has shown that bus stations are often owned by shopping centres, bus service providers or county councils. There are some examples where a bus

station is owned by a district council but it is not common for one to be involved in the day to day running of the facility.

- 2.3 The council is required to make significant budget savings in 2016/17 and the bus station information building in Bury St Edmunds is an area where potential savings could be made and/or revenue generated.
- 2.4 In late 2014 the Portfolio Holder agreed for staff to undertake a market engagement exercise with community groups and commercial providers with the aim of entering into contract negotiations with a suitable partner. Several expressions of interest were received from commercial providers, community groups and not-for-profit organisations but unfortunately none materialised into a lease agreement for the bus station information building.
- 2.5 Subsequent to the unsuccessful negotiations for a lease agreement for the entire bus station building, the council has explored alternative options for budget savings from the bus station.
- 2.6 Developments in transport information technology have provided the borough council with an opportunity to review the current use of the building and the way that information is provided to customers. Suffolk County Council has informed us that it plans to install real time technology by December 2015, enabling easy access to bus timetable information for customers.
- 2.7 Given the above, it is recommended that the building be reconfigured into three separate areas with further modifications, as follows:
 - a) external modifications to the building to allow direct external access to the public toilets, rather than through the waiting area;
 - b) internal modifications to split the bus station into lettable space and a waiting area to include a café kiosk;
 - c) installation of Real Time Information screens and removing the staffed customer enquiry desk (Suffolk County Council is responsible for the cost and delivery of the real time technology); and
 - d) CCTV upgrade to allow external monitoring from CCTV control room.
- 2.8 The existing floor plan is attached at Appendix A and the proposed new floor plan is attached at Appendix B.
- 2.9 The modifications impact only on the operation of the bus station information building; they would not affect bus service operators using the bus station. The modifications allow for the public toilets to be retained and access to a waiting area, albeit slightly smaller than the existing space.

3. Invest to save – benefits

- 3.1 The council has set a long term ambition of reversing its current reliance on grants and taxes and instead becoming more reliant on self-generated income. Investing in this opportunity will enable the council to make good commercial use of an asset and achieve a new income stream whilst retaining public access to the building.
- 3.2 This invest to save opportunity also supports the council's Target Operating Model for customers as it will encourage visitors to the bus station to self-serve and use the available technology for the bus timetable.
- 3.3 The council will work with local businesses and advertise the benefits of letting both the café kiosk and larger lettable area. In addition, discussions are ongoing regarding the provision of shopmobility scooters from a location near to the bus station. It should be noted that the Apex will remain the primary location for the shopmobility service.

4. Financial assessment

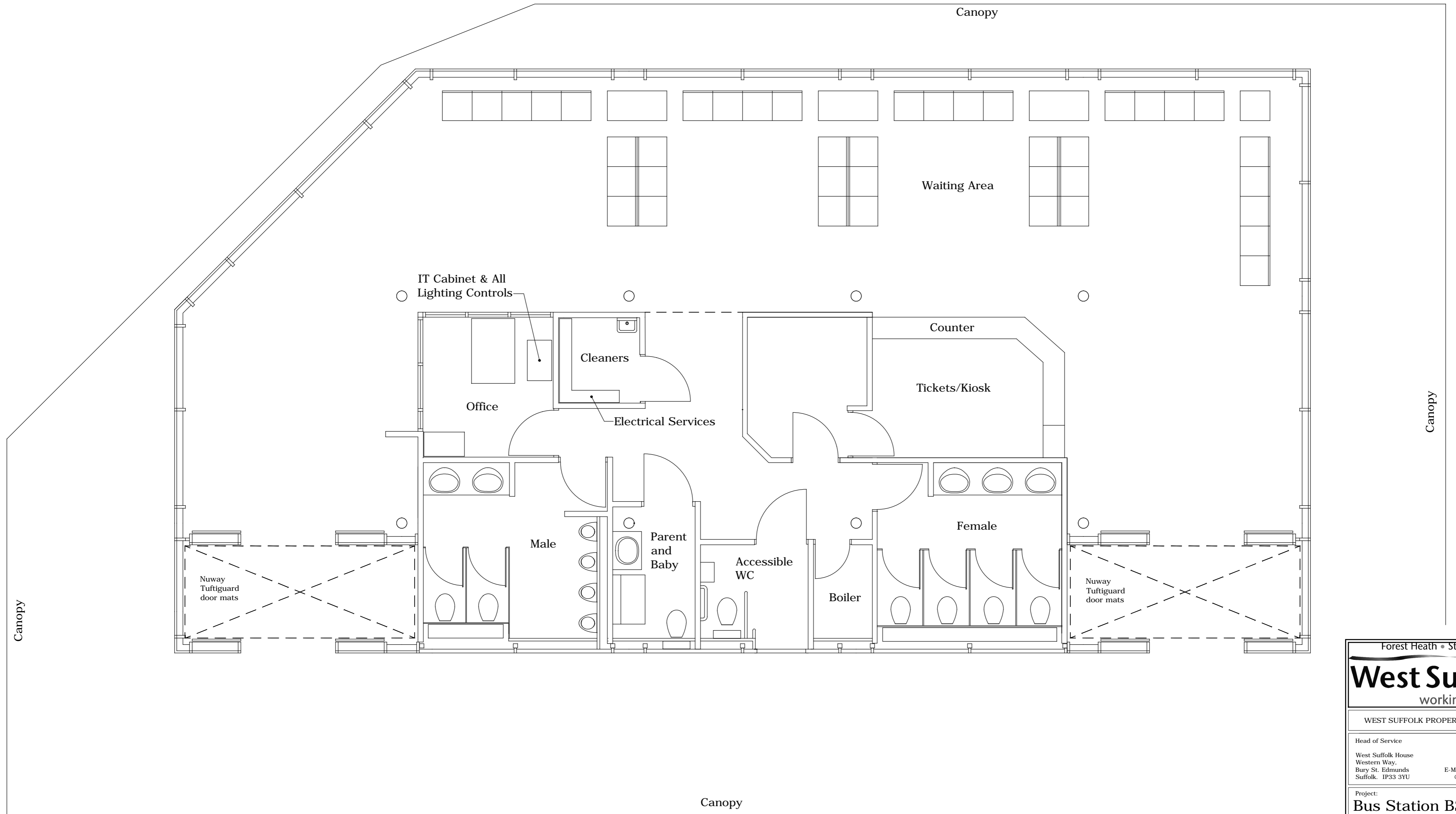
- 4.1 Given the need to negotiate with future potential tenants, inclusion of potential income streams from the lettable spaces in a public document would fetter the achievement of best value. Therefore the existing and current future potential costs and income are contained in Exempt Appendix C attached.
- 4.2 To make the revenue savings, the council will need to commit to the following capital investment and possible cost of change, redundancy costs (worse case scenario).
 - Capital investment for internal and external modifications to the building - £39,500
 - Cost of change, including redundancy costs (not including pension capital costs) - £46,000
- 4.3 In terms of the above redundancy costs, this is included as a worse case scenario, as staff may be identified at risk of redundancy as a result of this proposal. However, at this stage no staff are at risk: the council will seek to redeploy the staff in accordance with the Organisation Change and Redundancy Policy to mitigate the risk of redundancy. If cost of change is required to be funded, it is assumed that this will be funded from the council's invest to save reserve in line with existing delegations.
- 4.4 The capital investment costs include a small contingency to allow for additional unforeseen or unpredictable costs related to the project. No allowance has been made for the removal of the existing bus station customer counter which will remain as per the design. Furthermore, no allowance has been included for

temporary toilets to be hired as it is expected that works can be carried out with minimum disruption to existing services.

5. Next steps and timescales

- 5.1 Property Services calculate that, subject to councillor approval, all of the works listed above could be completed in approximately eight to ten weeks, phased to enable the building and services to remain open for the duration. It is recommended that, subject to Cabinet approval, building works commence in early January 2016 to avoid any disruption during the busy Christmas period. Analysis of bus station and shopmobility use shows that January and February are the quietest time of the year in terms of usage.
- 5.2 As noted above, whilst planning permission is not required for the proposed building modifications, to ensure complete transparency a certificate of lawful development will be sought, subject to Cabinet approval of the recommendation in this report.
- 5.3 Further negotiations with a local partner to provide the shopmobility scooters will continue. A communications plan will be implemented to ensure that bus station users are aware of the proposed changes and that support is in place to help during the transition period. Advertising and negotiations relating to the lettable space and café kiosk will commence.
- 5.4 Early discussions with Unison have taken place in relation to staff. Formal consultation will commence with Unison immediately after this paper has been considered, with the intention of mitigating any risk of redundancy as far as possible.

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Existing Floor Plan
Scale 1:50

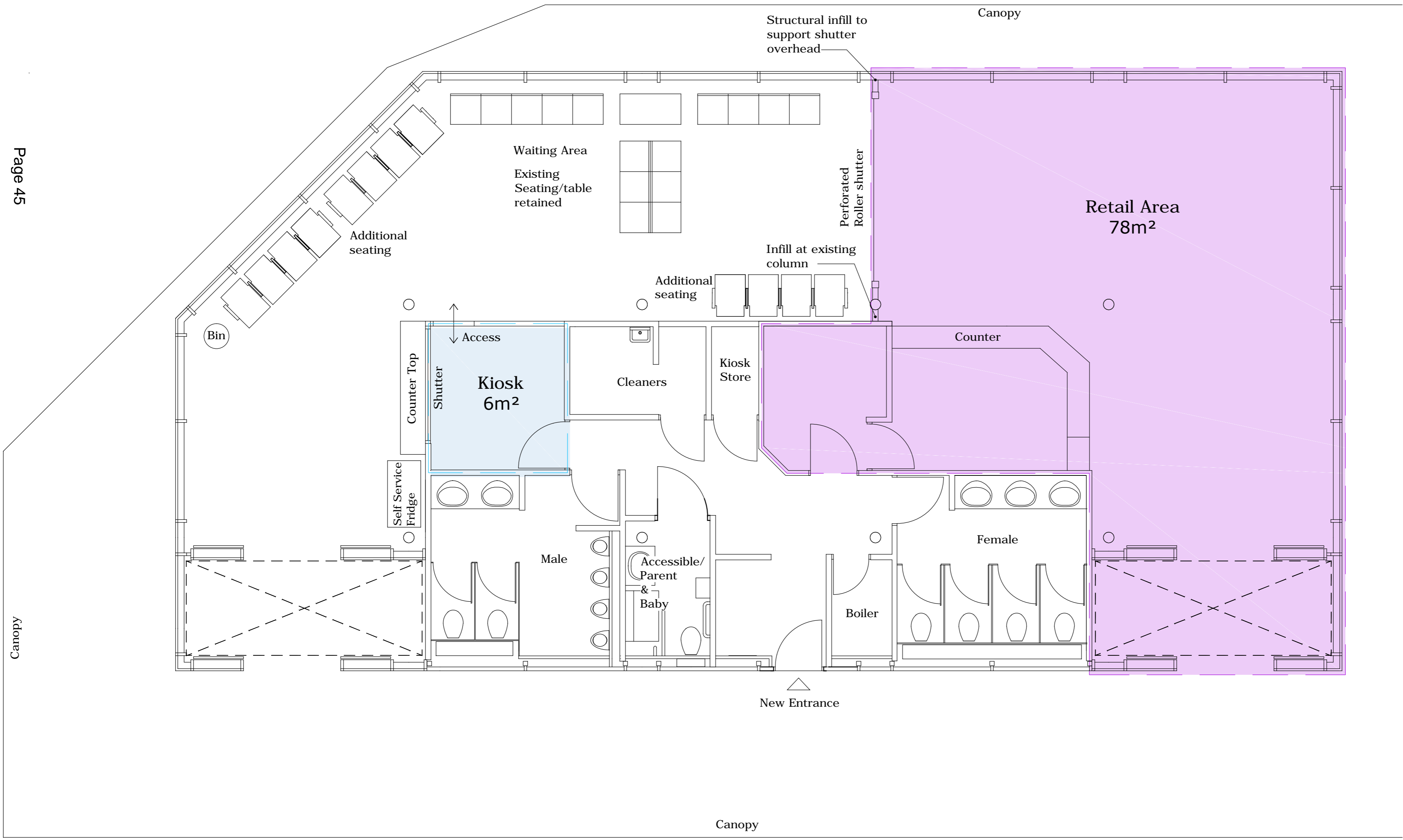
Forest Heath • St Edmundsbury		
West Suffolk working together		
WEST SUFFOLK PROPERTY SERVICES		
Head of Service		Mark Walsh
West Suffolk House	Tel: 01284 763233	
Western Way	Fax: 01284 757386	
Bury St. Edmunds	E-Mail: property.services	
Suffolk. IP33 3YU	@westsuffolk.gov.uk	
Project: Bus Station BSE		
Title: Existing Floor Plan		
Scale: 1:50	Drawing Size: A2	
Date: 27 MAR 15	Drawn By: KLS	Appr By:
File No.:	Drawing No.:	Revision:
	001	

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Notes

1. Lighting and suspended ceiling to be renewed.
2. All IT & Light Controls to be moved out of Kiosk.
3. Intruder System renewed to suit.
4. New CCTV.
5. Consideration of fire separation required.
6. Access doors to be reconfigured.
7. Consideration of electrical alterations required.
8. Consideration of kiosk fit-out required.



Page 45

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REVISIONS	
A	AMENDMENT TO SEATING ARRANGEMENT
B	AMENDMENT TO SEATING ARRANGEMENT

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West Suffolk

working together

WEST SUFFOLK PROPERTY SERVICES

Head of Service Mark Walsh

West Suffolk House Tel: 01284 763233
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 Suffolk, IP33 3YU @westsuffolk.gov.uk

Project:
Bus Station BSE

Title:
Proposed Floor Plan

Scale: 1:50	Drawing Size: A2
Date: 14 APR 15	Drawn By: KLS
File No.:	Revision: B

Proposed Floor Plan
 Scale 1:50

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Enterprise Zones	
Report No:	CAB/SE/15/064	
Report to and dates:	Cabinet	20 October 2015
	Council	17 November 2015
Portfolio holder:	Councillor Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930 460899 Email: alaric.pugh@stedsbc.gov.uk	
Lead officer:	Steven Wood Head of Planning and Growth Tel: 01284 757306 Email: steven.wood@westsuffolk.gov.uk	
Purpose of report:	<p>Local Enterprise Partnerships (LEPs) were recently invited by central Government to make an application into the latest Enterprise Zone bidding round which closed on 18 September 2015.</p> <p>This paper provides an update regarding the approach taken by our two LEPs, Greater Cambridge Greater Peterborough and New Anglia, in response to this invitation. It also details the site submissions agreed by officers at this time and an explanation of the reasoning behind these decisions.</p> <p>The report also seeks delegated authority to pursue the next stages of the decision making process in the event that one or both of the LEPs are successful in their application.</p>	
Recommendations:	<p>(1) Cabinet is asked to <u>NOTE</u> that at this time, Local Enterprise Partnerships (LEPs) are awaiting a decision by central Government regarding the award of Enterprise Zone status. The latest bidding round is once again a competitive process and Government will decide which applications are successful.</p> <p>It has been made clear to both LEPs that, in the event that either of their applications are successful, that the sites submitted within St</p>	

	<p>Edmundsbury will still require consideration by full Council.</p> <p>(2) It is therefore <u>RECOMMENDED</u> that subject to the approval of full Council due to the potential financial implications of a successful Enterprise Zone bid, as detailed in Section 2 of Report No: CAB/SE/15/064, the S151 and Monitoring Officers be given delegated authority to pursue the Enterprise Zone discussions further in the event that either or both bids submitted by the Local Enterprise Partnerships are successful.</p>
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>As the decision requires full Council approval.</p>
<p>Consultation:</p>	<p>None</p>
<p>Alternative option(s):</p>	<p>The alternative option is that neither Haverhill Research Park nor land at Suffolk Business Park is included within a LEP wide Enterprise Zone.</p> <p>This decision would mean that Business Rates growth achieved on these sites in future would remain as is, within the Suffolk Business Rates Pool.</p> <p>The economic benefits of Enterprise Zones would not be realised in West Suffolk and Suffolk Business Park and Haverhill Research Park may have to compete with sites in the region with Enterprise Zone status.</p>
<p>Implications:</p>	
<p>Are there any financial implications? <i>If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> As detailed in the report.
<p>Are there any staffing implications? <i>If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> Possible time and resources of existing staff to enable the project to progress.
<p>Are there any ICT implications? <i>If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none">
<p>Are there any legal and/or policy implications? <i>If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> As detailed in the report.
<p>Are there any equality implications? <i>If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

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)
Reduction in Business Rates income	Low	Confirmation of final NNDR offer to be agreed.	
Reduction in Planning Fee's	Low	Possible reduction in fee's counterbalanced by NNDR share.	
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		None	

Key issues and reasons for recommendation(s)

1. Background

- 1.1 Established in 2012, Enterprise Zones (EZ) are at the heart of the Government's long term economic plan, supporting businesses to grow. EZs are effectively designated commercial areas of land that offer incentives to businesses, which in turn increase the likelihood of bringing forward commercial development sooner than would otherwise be achieved. EZ status is granted for an initial 25 years period.
- 1.2 Businesses basing themselves on Enterprise Zones can access a number of benefits such as up to 100% business rate discount worth up to £275,000 per business over a five year period (central Government reimburse the billing authority).
- 1.3 Local Authorities (LAs) are encouraged to introduce streamlined planning processes on EZs, for example, through Local Development Orders (LDO) that grant Permitted Development Rights for certain development (such as new industrial buildings or changing how existing buildings are used) within specified areas, or through a Planning Performance Agreement over the 25 year term of the EZ.
- 1.4 Previously successful EZs have also had Government support to unblock any barriers to delivery, such as Department for Transport support on transport infrastructure, Defra support on addressing environmental issues and UK Trade and Investment (UKTI) advice on marketing to international investors. EZs are considered important to attracting foreign investment into the country, bringing jobs and businesses across England.
- 1.5 Statistics provided in support of EZs highlight that, since 'their start in April 2012' (there are currently 24 areas with EZ status, including Alconbury and Great Yarmouth & Lowestoft in the East) 'they have laid down the foundations for success for 540 businesses, attracting over £2.2 billion pounds of private sector investment, building world class business facilities and transport links and attracting 19,000 jobs. Momentum is now building across the programme and many zones are poised for substantial development in the coming months and years'.
- 1.6 Of the existing 24 Enterprise Zones, the first 10 had been directly awarded to the largest cities outside London. A further 12 were awarded through a competition (including Alconbury and Great Yarmouth & Lowestoft Enterprise Zones, the latter which is focussed on the energy sector). Two more were awarded to areas to compensate for economic shocks.
- 1.7 In addition to these 24 Enterprise Zones, the Government announced earlier this year the creation of 17 Food Enterprise Zones (FEZs). Whilst FEZs will not offer business rates incentives they will offer LDOs, streamlining planning procedures for businesses that meet the zone's criteria. Mid Suffolk Planning Authority (Gipping Valley) and Babergh Planning Authority (Orwell food cluster) were two areas awarded FEZ status.

- 1.8 Enterprise Zone status is for 25 years. All business rates growth generated by the Enterprise Zone over the 25 year period is kept by the relevant Local Enterprise Partnership – (discussed in more detail below).
- 1.9 In the emergency budget (July 2015) Chancellor George Osborne announced plans to create further Enterprise Zones, and a new bidding round was officially launched on 15 July 2015.:
- 1.10 Local Enterprise Partnerships were again asked to lead the bidding process and the management of the zones. The deadline for completion and submission of bids was Friday 18 September 2015. Announcements on the success of bids are expected in autumn 2015 with the new EZs due to be operational from April 2016.
- 1.11 This latest round differs from the previous Enterprise Zone bidding rounds in that Government expressed its desire to bring forward a range of different sites across smaller towns and rural places, as opposed to single, larger sites.

The criteria used to judge the latest round of submissions will focus on locations that offer:

- (1) **Delivery of strong economic growth.** Proposals must have: a clear strategy, aligned with the LEPs Strategic Economic Plans; a strong commercial proposition; and a strong location drawing on local assets or infrastructure.
- (2) **Strong value for money.** Proposals must show: Economic Benefits exceed costs – the cost of creating the zones should deliver a positive return; activity generated is genuinely additional, so doesn't just support jobs that would have happened anyway or have just been moved from other locations; and that the proposal delivers wider economic benefits beyond the zone itself.
- (3) **Implementation.** Sites should be clear and ready for occupiers (clear sites without existing buildings make the impacts easier to measure); no complicated land issues e.g. infrastructure, remediation etc; clear support from local partners – LAs and landowners; and clear arrangements for managing the zone.

2. Our Approach: Assessment and Submission

- 2.1 At the end of July 2015 both the Greater Cambridge Peterborough Enterprise Partnership (GCGP) and the New Anglia Local Enterprise Partnership (NALEP) approached the LAs within their geographic boundaries for discussions on suitable commercial sites.
- 2.2 Sites that met the above criteria were assessed, both internally by officers (taking into account the impacts and benefits from a change/increase in the business rates collected), and then externally by agents appointed by the LEPs, for suitability against this criteria. Support was also sought from the relevant landowners.

- 2.3 Following this assessment, an initial agreement was reached with both LEPs to include sites from St Edmundsbury within the current bidding round. GCGP has included land at Haverhill Research Park (HRP) within its bid, whilst NALEP has included 14 hectares of land at Suffolk Business Park (SBP) within their bid.

From a West Suffolk perspective, land at Red Lodge was withdrawn from latter stage discussions on the advice of the land agent, as it is effectively 'under offer'.

- 2.4 It was made clear to both LEPs that because of the likely financial implications of a successful EZ bid (detailed below), that approval by full Council is necessary.
- 2.5 Further, point 1 of the EZ criteria looks to align this round of EZs with the aims and ambitions of the LEP's Strategic Economic Plans. Whilst HRP fits well with the themes embodied within the GCGP bid (expand the benefits of Cambridge i.e. technology, innovation etc), we have also expressed to NALEP our reluctance to accept any restriction on the types of businesses that may wish to locate at Suffolk Business Park, because of the interest that is being shown in the park. Whilst we agree with the sectoral focus proposed by NALEP we would not want to jeopardise any of the current discussions that are taking place with employers.

3. What are the potential benefits and implications of EZ status for West Suffolk Councils (WSC) and St Edmundsbury Borough Council (SEBC)?

- 3.1 Financial - WSCs are signed up to the Suffolk Business Rates Pool (SBRP) sharing agreement. Under normal circumstances new business rates income is shared 50% to central Government, 40% to the billing authority and 10% to the county council. If this is "growth" then the billing authority is allowed to keep 50% of its share (representing 20% of the total business rates income) and the remainder is paid into the Suffolk Pool. Through the pooling arrangements, it is estimated that the WSCs will receive a further share amounting to a further 6% of the total rate income. (Total of 26%).
- 3.2 In contrast, EZ status (which is for a 25 year period) means that whilst the billing authority retains 100% of NNDR1 EZ income (outside of the SBRP), there is an implicit assumption that this is passed on completely to the LEP. It is then for LEPs and partners to identify the best way to reinvest any benefits from business rates growth to meet local needs. Both GCGP and NALEP have different approaches as to how they will share the business rate growth from an EZ.
- 3.3 The GCGP proposal is for LAs to retain 70% of business rate growth in the first 5 years, and then 50% of growth from years 6 to 25.
- 3.4 NALEP has proposed that LAs retain 10% of business rate growth, whilst 35% is ring fenced for investment in the EZ. The remaining 55% is paid to NALEP to create a fund to invest in development across the entire LEP area.
- 3.5 Importantly, NALEP has confirmed that they will not pursue any agreement on an EZ that is detrimental to the LA. Further discussions and agreement will,

therefore be required.

- 3.6 Depending on the final agreement re LDOs, there may be an impact in planning fee income. However, this impact can be balanced against the potential for increased retained NNDR.
- 3.7 Possible implications with regard to the Suffolk Pooling Agreement, though these are not fully known at this time.
- 3.8 Consideration may need to be given to the interaction between future business rates pooling arrangements and any changes to the business rates arrangements in Suffolk arising from the ongoing devolution discussions.
- 3.9 Further, the Government's recent announcement that from 2020 Councils will be handed the power to both set business rates, and to retain 100% of all locally raised business rates, will also need to be considered.
- 3.10 State Aid – EZs have to accord with State Aid. Projects will need to be State Aid compliant.

4. Modelling and outcome of the proposed SEBC sites

- 4.1 Currently both Haverhill Research Park and Suffolk Business Park are 'Greenfield' and undeveloped, therefore, no business rates are collected.
- 4.2 Officers have therefore modelled the likely impact upon business rates collection, based on assumed development scenario's modelled at both locations (on a net developable area), applying the percentage shares proposed by both LEPs.
- 4.3 The scenarios modelled included an assumed spread of building types (including light research laboratories, manufacturing laboratories, general commercial offices, large commercial offices/call centres, general factory/warehouse /storage, refrigerated warehouse/storage and light industrial units).
- 4.4 Points that we need to consider further:

The GCGP offer is greater than the current Suffolk Pool offer of 26%.
- 4.5 NALEP's current offer to us is less than the current Pool Offer though a further discussion with NALEP will take place in the event their bid is successful. However, NALEP has recognised the need to invest in the EZ sites, and there is likely to be a requirement that a proportion of rates retained from the GCGP offer is invested in the EZ site.

As mentioned above NALEP has confirmed the LA will not be worse off.

5. Current position and next steps

- 5.1 Government is to announce the successful bids in the 'autumn', no precise date given as yet.

- 5.2 In the event that either, or both, bids are successful, full Council approval for the inclusion of SEBC sites will be required (because of the possible financial impact on business rates and SEBC income from an EZ). Both LEPs are aware.
- 5.3 In conclusion, both HRP and SBP have been put forward by GCGP and NALEP respectively as part of their bids for EZ status. If EZ status is confirmed it is likely to kick start these Greenfield sites and offer additional support to help bring the sites forward.

The precise financial implications for the West Suffolk councils are still being worked through and will also depend upon the negotiations with NALEP.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Transfer of Street Lighting Columns to Suffolk County Council	
Report No:	CAB/SE/15/065	
Report to and date/s:	Cabinet	20 October 2015
	Extraordinary Council	17 November 2015
Portfolio holder:	Peter Stevens Portfolio Holder for Operations Tel: 07775 877000 Email: peter.stevens@stedsbc.gov.uk	
Lead officer:	Mark Walsh Head of Operations Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk	
Purpose of report:	<p>To advise on the opportunity of upgrading all street lighting assets currently owned by St Edmundsbury Borough Council (SEBC) to enable approximately half of the total to be adopted by the Suffolk County Council Highways Authority (SCC), thereby terminating future responsibility for the ongoing repair, maintenance and energy consumption of those units and reducing the cost of powering and maintaining the residual assets.</p> <p>To advise on the estimated costs of putting the relevant lights into a condition that will allow SCC to accept responsibility.</p> <p>To advise on the potential future revenue cost savings to SEBC.</p> <p>To recommend the upgrading of 3,027 street lighting assets to enable 1,547 units to be transferred to the Highway Authority and to reduce the costs of maintenance and power for the 1,481 lights that are retained by SEBC.</p> <p>This proposal comes at a capital cost of £1,810,000 but will reduce annual revenue costs by approximately £157,000 per year.</p>	

Recommendation:	<p>It is RECOMMENDED that subject to the approval of full Council:</p> <p>(1) the contents of Report No: CAB/SE/15/065 be noted; and</p> <p>(2) £1,810,000 of non-allocated capital be allocated to upgrade 3,027 St Edmundsbury Borough Council (SEBC) owned street lighting assets to enable 1,547 of them to be transferred and adopted by the Suffolk County Council Highway Authority and to reduce the cost to power and maintain the 1,481 lighting assets retained by SEBC (reducing annual SEBC revenue expenditure by £156,500 per annum).</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>As it is a full Council decision and not a Cabinet decision.</p>		
Consultation:	<ul style="list-style-type: none"> Leadership Team, Portfolio Holder, other Cabinet Members, Suffolk County Council Highway Authority 		
Alternative option(s):	<ul style="list-style-type: none"> Not to take the opportunities provided in the report, however, the annual revenue costs of approximately £157,000 per year will not be achieved. 		
Implications:			
Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See section 1.2 of report.
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none">
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none">
Are there any legal and/or policy implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none">
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none">
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See body of report.			
Ward(s) affected:		All Wards	
Background papers:		None.	
Documents attached:		Appendix A – SCC report on the Impact of Part Night Street Lighting on Crime and Road Accidents	

1. Key issues and reasons for recommendation(s)

1.1 Background

- 1.1.1 SEBC owns 3,028 electrical items of street furniture across the Borough (including assets due to be adopted as part of Section 38 developments). They are maintained under a service agreement with SCC who in turn also purchase and recharge for the energy consumed.
- 1.1.2 Of the various models of lighting units the majority are of a type where the lamps are no longer manufactured as they do not comply with EU requirements and spares are now virtually exhausted.
- 1.1.3 SEBC has committed to making all street lighting controllable in respect of timing and light level output. The current SEBC units do not generally offer the ability to switch or dim without modification.
- 1.1.4 A significant number of SEBC owned units are mounted on wooden poles and situated too close to overhead power lines to be maintained within current engineering recommendations (referred to as G39/1).
- 1.1.5 From site surveys and data extracted from SCC's street lighting asset management system (Mayrise) 1,547 assets are on the highway and meet the criteria as eligible to transfer to SCC. 1,481 would remain under SEBC ownership. The exemption criteria are:
- Assets that are within private roads or un-adopted highway
 - Assets relating to housing associations
 - Assets that are only for the illumination of Car Parks
 - Assets in subways
 - Assets that are for decorative purposes only i.e. festoon lighting
 - Assets that are for architectural purposes only, i.e. spot lights / up lighters / light stacks
 - Assets that are low level bollard lighting.

1.2 Financial

- 1.2.1 The estimated cost of upgrading and altering the 1,547 eligible assets to comply with G39 requirements and to reduce their future maintenance and energy consumption cost, and to fit Intelligent Lighting Systems (ILS) for timing control is £1,033,386. Say £1.03 million.
- 1.2.2 On completion of the work the 1,547 lighting assets would be transferred to the responsibility of SCC.
- 1.2.3 The estimated cost of altering / upgrading the remaining 1,481 assets to meet current guidance inclusive of G39 requirements, European Legislation (regarding lamp types with mercury content) and to generally upgrade the SEBC asset including supplying and, where the fitting permits, fitting the ILS would require an investment of £752,081 (say £752k)
- 1.2.4 The above figures do not include works to assets such as feeder pillars, uplighters, footway bollards etc. and do not include traffic management above

Chapter 8 signing and guarding. It is recommended to include a contingency sum of say £25,000 to cover those costs.

- 1.2.5 **The total required capital investment is £ 1,810,468 (£1.81m).**
- 1.2.6 2014/2015 expenditure on energy costs including SCC administration charges was £141,765. 2014/2015 maintenance costs including SCC admin charges were £55,962.
- 1.2.7 In calculating savings a 5% annual cost increase has been included for energy and maintenance.
- 1.2.8 It is not possible to allocate the costs to individual lighting assets, but in total the costs represent a current average of £65.30 per asset per annum.
- 1.2.9 The 1,547 units transferring to SCC will show a 100% saving in on maintenance and energy. £101,019 based on 2014/2015 costs. **Saving say £100,000 p.a.** and a payback period after year 8.
- 1.2.10 The 1,481 units to remain with SEBC will consume less electricity and require reduced maintenance. Units capable of accepting Part Night Control (ILS) will consume further reduced energy.
- 1.2.11 There are approximately 150 assets that may not accept ILS. They are:
- Concrete / metal bollard lighting units
 - Festoon lighting
 - Up lighters / spot lights
 - Subway Lighting.
- 1.2.12 Savings attributable to the 1,481 retained units are estimated as £21,000 p.a. for energy and £29,000 p.a. maintenance. **Total annual saving at current values is £50,000.**
- 1.2.13 If the Council elects to take advantage of the ILS and turn off lights during part of the night a **further £6,500 saving** is anticipated. The payback of costs to the retained assets varies between 10 years (with ILS) and 12 years (without ILS).
- 1.2.14 **Total annual saving is therefore £156,500 p.a. at current prices.**
- 1.2.15 At 8.65% the internal rate of return of the project is slightly below the target return set within the Council's Medium Term Financial Strategy of 10%, when appraised on the basis of being funded by prudential borrowing. However, due to reasons outlined in 1.1 above this is considered acceptable. Actual borrowing will only take place when the Council's treasury management activities identify such a need e.g. the Council's cash flow management activities project that an external cash injection is required to maintain the appropriate level of cash balances for the Council to operate and fulfil its budget and service delivery requirements.
- 1.2.16 The Council currently manages funds in excess of this and therefore external borrowing is not expected during the life of this project in isolation. The

Council also holds unallocated capital receipts in excess of this scheme and therefore it is proposed that the full 8.65% return value of this project is realised to support the general fund budget.

1.3 **Programme**

1.3.1 It is anticipated the works programme will be nine months from receipt of materials (with an additional six weeks for lantern deliveries). SCC will adopt transferable units upon satisfactory completion of works on a monthly basis as applications for payment are made by the contractor.

1.3.2 It is envisaged the work will be in two phases:

Phase 1: units that will transfer to SCC to enable SEBC to start making savings; and

Phase 2: units remaining with SEBC.

1.3.3 We have assumed a site start of January 2016 with all upgrades and transfers complete by October 2016.

1.4 **Part Night Lighting**

1.4.1 SCC will implement part time lighting to all transferred lights and the retained lights will be similarly equipped.

1.4.2 The estimated savings assume that SEBC accepts part night lighting but SEBC would have discretion over whether to also implement part night time lighting. We are informed that each individual light can be controlled separately and, if required, can be switched on again at very short notice.

1.4.3 SCC implemented part night lighting in 2011 and report that after minor public disquiet this has been well received and there are now considerably more complaints when lights are operating all night. In areas that are part night lit, this initiative has contributed to a reported reduction in crime in excess of 25% although there may be seasonal variations and other factors that influence these figures. SCC is gathering figures regularly to identify if there are any trends). Appendix A attached to this report outlines the preliminary findings of the impact of part night street lighting on crime and road accidents

1.5 **Parish owned and maintained street lights**

1.5.1 It is understood that there are a number of street lighting assets that are owned and operated by parish councils. These lights fall outside of the scope of this report and its recommendations. However, if the recommendations of this report are approved and the project moves forward, officers will investigate if this approach could benefit parish councils.

Impact of Part Night Street lighting on Crime and Road Accidents
 by Richard Calton, Business Development, March 2015

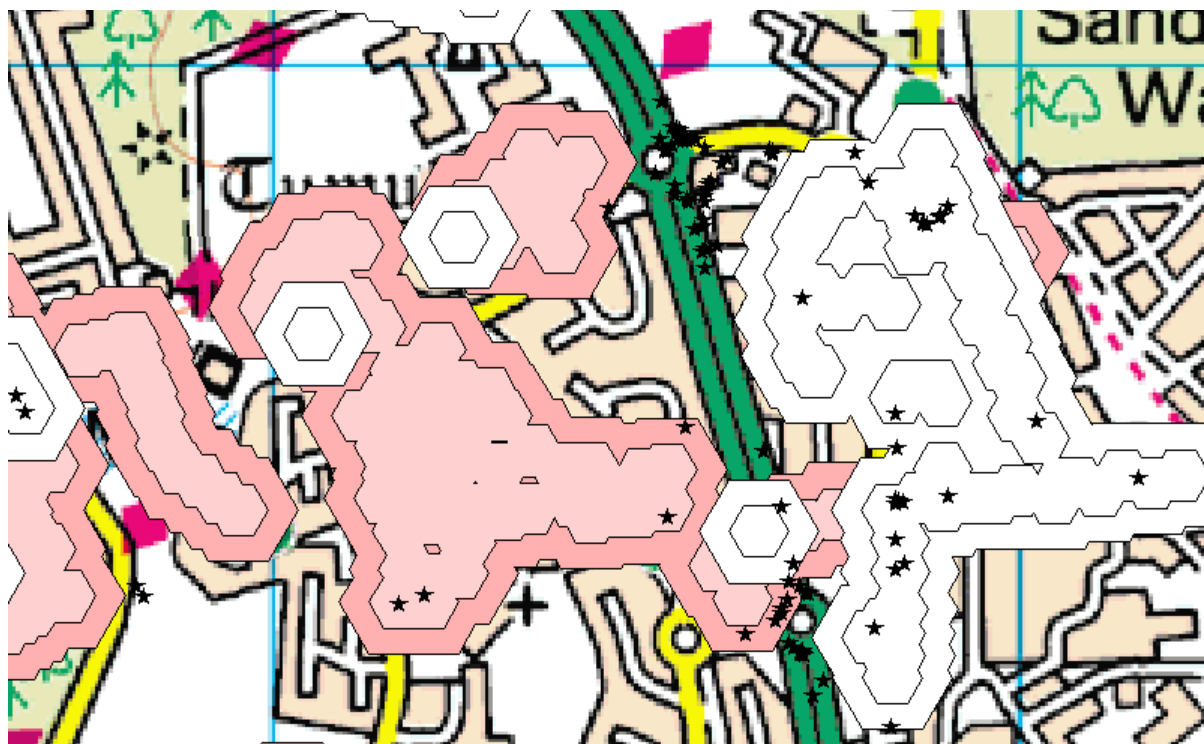
Summary

The following analysis is an extension of work carried out in 2013, showing the effect of the introduction of part-night street lighting on crime. As the 2013 analysis was carried only 8 months after implementation of the part-night street lighting scheme only a limited amount of data was available. The current analysis covers a full 2 years before and after introduction and has been extended to include road accidents.

The analysis shows a 26% decrease in crime within 40 metres of part-night street lighting during the hours of midnight to 5am and no significant change in road accidents.

Background

Part-night street lights are street lights which are switched off from midnight to 5:30am. In Suffolk part-night street lighting was introduced into selected areas over the period July 2011 to May 2012. This analysis consists of a before and after study of crime and road accidents in part-night street lighting areas. As crime and road accident numbers will change year on year data from areas where street lighting is left on all night is used as a base line.



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Figure 1 - identification of incidences within 40 and 80 metres of street lights

Methodology

For the analysis the numbers of reported crimes and road accidents for the two year period prior to the introduction of part night street lighting are compared with the same period following. Only crimes or road accidents reported during these windows are included and any incidences outside these windows or during the switch over period are excluded. The two year periods were chosen to take into account any seasonal variation in the crime or road accidents.

As the switch off was carried out zone by zone with the county split into 220 zones and all street lights within each zone switched off in a one week period all the data for crimes and road accidents for the 220 zones for the relevant periods were combined to give an overall figure for Suffolk.

Only those incidences where the time is known to within 3 hours and which have taken place within 40 or 80 metres of a street light are included. Within each zone there are some street lights which are not affected and remain on all night – these are used as the baseline.

Results – Impact on Crime Levels from Part Night Street Lighting

Table 1 and Table 2 show that crime levels within 40 or 80 metres of part-night street-lighting decreases between midnight and 5am, compared to the control group (those crimes committed within the same distance of an all-night street light). The greatest effect was observed within 40 metres of part-night street lighting with a 26% decrease and an 18% decrease within 80m.

The 4.5% increase in crime within 40 and 8.4% within 80 metres of part night street light areas during the rest of the day suggests crime migration, either to different times of the day or a different location.

Table 1 - % change in crime within 40m of a street light

	Part-night street light	All night street light (baseline)	Relative change in crime within 40m of a part-night street light
Midnight to 5am	-29.18%	-2.86%	-26.32%
Rest of the Day	-7.92%	-12.43%	4.5%

Table 2 - % change in crime within 80m of a street light

	Part- night street light	All-night street light (baseline)	Relative change in crime within 80m of a part-night street light
Midnight to 5am	-24.62%	-6.34%	-18.28%
Rest of the Day	-3.70%	-12.2%	8.4%

Results – Impact on Road Accidents from Part Night Street Lighting

Table 3 and Table 4 show that there is a slight increase in road accidents within 40 or 80 metre of part-night street lighting between midnight and 5am compared to the control group (those road accidents occurring within the same distance of an all-night street light). The change is not, however, significant due to the small numbers of road accidents involved.

Table 3 - Change in road accidents within 40m of a street light

	Part-night street light (before > after figures)	All night street light (baseline) (before > after figures)	Relative change in road accidents within 40m of a part- night street light
Midnight to 5am	(14>19)	(27>29)	+26.4%
Rest of the Day	(625>597)	911>929	-6.33

Table 4 - Change in road accidents within 80m of a street light

	Part- night street light (before > after figures)	All-night street light (baseline) (before > after figures)	Relative change in road accidents within 80m of a part- night street light
Midnight to 5am	(25>30)	34>40	+2%
Rest of the Day	987>922	1103>1090	-5.4%

Conclusions

This analysis covers a full two year period before and after the switch to part-night street lighting and reconfirms the 2013 finding that crime levels within 40 or 80 metres of a part-night street lighting have reduced since the introduction. When allowance is made for the general changes in crime using the control group for comparison the overall decrease in crime from part-night lighting is 26% within 40m, or 18% within 80 metres.

Impact on road accidents of part-night street lighting was analysed, again using a full 2 years period before and after switch off but the numbers of road accidents in Suffolk within 40 or 80 metres of part-night street lighting are too small to give significant results.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations from the Grant Working Party: 16 September 2015: Community Chest Funding – Transitional Year (2015/16)	
Report No:	CAB/SE/15/066	
Report to and date:	Cabinet	20 October 2015
Portfolio holder:	Robert Everitt Portfolio Holder for Families and Communities Tel: 01284 769000 Email: robert.everitt@stedsbc.gov.uk	
Chairman of the Working Party:	Angela Rushen Grant Working Party Tel: 01284 386647 Email: angela.rushen@stedsbc.gov.uk	
Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk	
Purpose of report:	On 16 September 2015, the Grant Working Party considered the following substantive items of business: (1) Rural Initiatives Grant Scheme: Update; and (2) Consideration of Community Chest Funding – Transitional Year (2015–2016) Recommendations emanating from (2) above are provided for Cabinet’s consideration below.	
Recommendations:	It is <u>RECOMMENDED</u> that: (1) the allocation of Community Chest funding for 2015/2016, as detailed in Report No: GWP/SE/15/003, be approved, namely:	

	<p>(a) Home Start: £5,000;</p> <p>(b) Suffolk Accident and Rescue Service: £1,500;</p> <p>(c) Suffolk West Citizens Advice Bureau: £17,500;</p> <p>(d) Catch 22, Suffolk Positive Futures: £8,902.50; and</p> <p>(2) no Community Chest funding for 2015/2016 be awarded to Unit Twenty Three.</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>The Decisions Plan (October 2015 to May 2016) had indicated that this would be a Key Decision; however, as the applications for grant funding will not exceed £50,000, this no longer constitutes a key decision.</p>		
<p><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></p>			
Consultation:	<ul style="list-style-type: none"> • See Report No: GWP/SE/15/003 		
Alternative option(s):	<ul style="list-style-type: none"> • See Report No: GWP/SE/15/003 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		See Report No: GWP/SE/15/003	
<i>Are there any staffing implications? If yes, please give details</i>		See Report No: GWP/SE/15/003	
<i>Are there any ICT implications? If yes, please give details</i>		See Report No: GWP/SE/15/003	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		See Report No: GWP/SE/15/003	
<i>Are there any equality implications? If yes, please give details</i>		See Report No: GWP/SE/15/003	
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: GWP/SE/15/003			
Ward(s) affected:		All Wards	
Background papers:		Grant Working Party: 16 September 2015 Report No: GWP/SE/15/003	
Documents attached:		None	

1. Consideration of Community Chest Funding – Transitional Year (2015–2016) (Report No: GWP/SE/15/003)

1.1 [Report No: GWP/SE/15/003](#) provided a number of applications submitted for Community Chest funding in the 2015/2016 transitional year.

1.2 The Community Chest fund had only been established this year, therefore funding for existing Service Level Agreements (SLAs) totalling £199,770 had moved into the Community Chest. All previous agreements had been honoured and these would finish at the end of March 2016. As such the remaining Community Chest funds available for the 2015/2016 transitional phase amounted to £56,850.

1.3 The following five applications totalling £44,728.50 were considered in turn:

- [Appendix 1:](#) Home Start – application for £5,000;
[Appendix 2:](#) Suffolk Accident and Rescue Service (SARS) – application for £1,500;
[Appendix 3:](#) Unit Twenty Three – application for £5,000;
[Appendix 4:](#) Catch 22, Suffolk Positive Futures – application for £8,902.50; and
[Appendix 5:](#) Suffolk West Citizens Advice Bureau – application for £24,326.

1.4 Home-Start

1.4.1 The Working Party fully supported this application with the majority of Members recognising the significant role this organisation played in supporting families to help themselves. The application was considered to meet the eligibility and selection criteria extremely well.

1.4.2 All agreed that the full amount of £5,000 should be granted.

1.5 Suffolk Accident and Rescue Service (SARS)

1.5.1 The Working Party considered that despite not quite meeting all of the eligibility criteria, the application should be fully supported as the service was considered to be extremely beneficial to those in urgent, critical need.

1.5.2 All agreed that the full amount of £1,500 should be granted.

1.6 Unit Twenty Three

1.6.1 Concern was expressed with this application with anomalies identified and clarification needing to be sought on a number of issues. Members considered the application lacked direction and focus, and may not be the most effective means of targeting young carers. Whilst it was acknowledged that young carers needed support, the Working Party felt that an application for practical support would be considered more favourably than this submission.

1.6.2 All agreed that the application for £5,000 should not be granted.

1.7 **Catch 22, Suffolk Positive Futures**

- 1.7.1 Some concern was expressed regarding the quality of the application, which appeared to contain anomalies, contradictions and lacked factual information. Members recognised the general substance of the work of this organisation, however the majority of Members required further detailed information to make an informed decision.
- 1.7.2 Councillor Margaret Marks fully supported the application and had particularly observed the benefits this organisation had made to young people in Haverhill.
- 1.7.3 As the majority of Members remained unable to make a decision on the application given the information provided, the following was agreed, that:
- (a) Catch 22, Suffolk Positive Futures, should be asked to supply a summary of what was currently being delivered together with an example model programme of what could be expected;
 - (b) the organisation should also be asked to condense its application by providing factual information only, together with giving clarity on the figures provided;
 - (c) as Councillor Marks had explained that the applicant had successfully worked in partnership with Abbeycroft Leisure in Haverhill, an endorsement expressing support for the application should be sought from Warren Smyth, Chief Executive of Abbeycroft Leisure; and
 - (d) following discussions with Abbeycroft Leisure and further information/clarification being sought on the application, delegated authority would be given to the Head of Families and Communities, in consultation with the Chairman and Vice Chairman of the Working Party to determine the level of grant (if any) to be recommended to Cabinet for approval.
- 1.7.4 The above actions have now taken place and it has subsequently been agreed that Catch 22, Suffolk Positive Futures, should be granted £8,902.50, as set out in the recommendation on page one of this report.

1.8 **Suffolk West Citizens Advice Bureau**

- 1.8.1 The Working Party considered this was a commendable project which would provide enhanced access to free advice; however some concern was expressed regarding the level of funding requested. A discussion was then held on the grants currently provided under the existing SLAs.
- 1.8.2 Having made further calculations on the level of grant that the Working Party considered was fair and equitable given the information available in the application, Members concluded that approximately three fifths of the application for £24,326 funding for this project should be awarded.
- 1.8.3 All agreed that £17,500 should be granted and that Suffolk West CAB should be asked to source the remaining funding of £6,826 from elsewhere.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations of the Sustainable Development Working Party: 8 October 2015	
Report No:	CAB/SE/15/067	
Report to and dates:	Cabinet	20 October 2015
	Extraordinary Council	17 November 2015 <i>(where applicable)</i>
Portfolio holder:	Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930 460899 Email: alaric.pugh@stedsbc.gov.uk	
Chairman of the Working Party:	Alaric Pugh Sustainable Development Working Party Tel: 07930 460899 Email: alaric.pugh@stedsbc.gov.uk	
Lead officer:	Steven Wood Head of Planning and Growth Tel: 01284 757306 Email: steven.wood@westsuffolk.gov.uk	
Purpose of report:	On 8 October 2015, the Sustainable Development Working Party considered the following substantive items of business: (1) Hopton Village Hall Site and Sarson's Field: Development Brief; and (2) Park Farm, Ingham: Concept Statement.	

Recommendations:	It is <u>RECOMMENDED</u> that: (1) <u>Hopton Village Hall Site and Sarson’s Field: Development Brief</u> subject to the approval of Full Council, the draft Development Brief for the Hopton Village Hall Site and Sarson’s Field, as contained in Appendix A to Report No: SDW/SE/15/012, be adopted as non-statutory planning guidance. (2) <u>Park Farm, Ingham: Concept Statement</u> the draft Concept Statement for Park Farm, Ingham, as contained in Appendix 1 to Report SDW/SE/15/013, be approved for public consultation.
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"/> As one is a full Council decision, and the other is for consultation only.
<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:	<ul style="list-style-type: none"> • See Reports: SDW/SE/15/012 to 013
Alternative option(s):	<ul style="list-style-type: none"> • See Reports: SDW/SE/15/012 to 013
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	See Reports: SDW/SE/15/012 to 013
<i>Are there any staffing implications? If yes, please give details</i>	See Reports: SDW/SE/15/012 to 013
<i>Are there any ICT implications? If yes, please give details</i>	See Reports: SDW/SE/15/012 to 013
<i>Are there any legal and/or policy implications? If yes, please give details</i>	See Reports: SDW/SE/15/012 to 013
<i>Are there any equality implications? If yes, please give details</i>	See Reports: SDW/SE/15/012 to 013

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: SDW/SE/15/012 to 013			
Ward(s) affected:		(1) Barningham (2) Fornham, Pakenham and Risby	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Sustainable Development Working Party: 8 October 2015 Reports: SDW/SE/15/012 to 013	
Documents attached:		None	

Key issues and reasons for recommendation(s)

1. **Hopton Village Hall Site and Sarson's Field: Development Brief (Report No: SDW/SE/15/012)**

1.1 Policy RV21 of the adopted Rural Vision 2031 document sets out that 3.25 hectares of land are allocated for residential, community and / or village hall facilities and open space on land to the south of Hopton. The Policy states that applications for planning permission on the site will only be determined once the development brief has been adopted by the local planning authority. Furthermore it sets out that the indicative capacity of the site is for 25 dwellings. However, if the new community and/ or village hall facilities were to be developed on the site of the existing village hall and playing field, a higher level of housing may be feasible, provided that appropriate contributions were secured towards the delivery of the new facilities. The Development Brief should set out the following:

- (i) Final housing numbers
- (ii) Land available for development
- (iii) Location and types of uses on site
- (iv) Access arrangements
- (v) Design and landscaping
- (vi) Proposal for influencing recreation in the surrounding area, to avoid a damaging increase in visitors to the Waveney/Little Ouse Valley Fens SAC.

1.2 The draft Development Brief, incorporating post-public consultation amendments was attached as [Appendix A to Report No: SDW/SE/15/012](#) and has been prepared by consultants acting on behalf of the landowner. It proposes 'around 37 dwellings' which means on face value an amount of development that is significantly in excess of the capacity of the site and contrary to planning policy. However the policy states that;

'if new community and or village hall facilities were to be developed on the site of the existing village hall and playing field, a higher level of housing may be feasible, provided that appropriate contributions were secured towards the delivery of the new facilities'.

1.3 The parish have for many years had aspirations to expand village hall provision. In this instance the developers have stated that they are seeking to give the Parish Council a sum of money towards enhanced village facilities with the delivery of 37 residential dwellings (with 30% being affordable). The Parish Council have stated that they feel that this is an appropriate sum of money. The Council's Quantity Surveyors have confirmed that they believe that this sum could provide a community centre extension of circa 125 – 175m² which is broadly the size of village hall extension that has been explored. This sum is considered to be an 'appropriate contribution' and satisfies officers that the additional dwellings are acceptable. The Development Brief would not secure this sum and as such no figure is quoted in the Development Brief. It would be for a Section 106 agreement with a future planning application to secure the payment.

- 1.4 The Parish Council and many residents within the village are extremely keen for the village to retain its GP Surgery. The draft Development Brief allocates a site for a new GP surgery. This would be located directly to the east of the school playing field and south of the village hall and car park on the existing village playing field. Discussions are ongoing between the GP's, NHS England and the Village Trust on the potential move of the surgery. The decision on this will be made later this year or early next year. The draft Development Brief allocates a site, access arrangements and parking for a new surgery and that is all it is required to do.
- 1.5 The draft Development Brief sets out that the doctor's car park to the south of the village hall site will only be accessible from the new access onto Bury Road. A new car park which would be available to both the doctors surgery, parents for the school and the village hall is proposed to the south of the village hall which would be accessed from the existing Thelnetham Road access and existing car park for the village hall. The only link between the residential site and the village hall site would be a pedestrian cycle link. Cars would not be able to drive directly from one site to the other. This arrangement and the additional car parking is considered acceptable from the Highway Authority's perspective.
- 1.6 The primary purpose for the allocation requiring a Development Brief is because the site is located within 400metres of the Weston Fen Site of Special Scientific Interest (SSSI), which is a component of Waveney and Little Ouse Valley Fens Special Area of Conservation (SAC) and as such the allocation has the potential to cause harm to this European Designation (SAC). The Council during the drafting of the Rural Vision 2031 document engaged with the Suffolk Wildlife Trust and Natural England and whilst both these organisations did not object to the allocation, the Policy requirement for a Development Brief was because these two separate bodies highlighted that appropriate mitigation must be understood and secured which would ensure that no material harm to the SSSI or SAC occurred as a result of the residential development. To overcome recreational harm e.g. dog walking the draft Development Brief identifies in detail a walking route away from The Fen. The draft Development Brief sets out that Sustainable Urban Drainage principles will be used to ensure the volume of water entering the SAC is not likely to change and the quality of water leaving the site is still at acceptable standards. The Council has carried out an Habitats Regulations Assessment (HRA) screening for the draft Development Brief to assess the mitigation and determine if this is sufficient to protect The Fen. The Council has consulted Natural England on this HRA and they have confirmed that owing to the mitigation measures, as detailed above ,they have no objection to the Council adopting the draft Development Brief as informal planning guidance.
- 1.7 The scheme results in the loss of playing field/ public open space. However the scheme proposes a new significantly larger playing field very close to the existing provision which more than adequately replaces the loss of the existing playing field and creates additional open space which more than serves the proposed residential scheme.
- 1.8 The adopted policy states that a new scheme should allow for the potential expansion of the primary school. This scheme does not do that. However Suffolk County Council at the time of the drafting of the Rural Vision 2031

considered that necessary and that position has now changed. The County Council have confirmed that they do not object to the school not being able to expand as shown in the draft Development Brief.

- 1.9 Lastly, the scheme highlights areas where strategic landscaping is necessary. Of particular note is the southern boundary where strategic landscaping is concerned. This boundary is important because it will become the new edge to the village and views from the countryside into the residential development will be particularly sensitive.
- 1.10 Public consultation on the draft Development Brief was carried out in summer/autumn 2014. A request has been made for the Council to adopt the draft Development Brief as informal planning guidance.
- 1.11 The Development Brief Statement of Community Involvement was attached as [Appendix B to Report No: SDW/SE/15/012](#). Officers are satisfied that the draft Development Brief has broadly been prepared in accordance with the Vision 2031 Development Plan document, Core Strategy Development Plan Document and the Council's Protocol for Preparing Development Briefs.
- 1.12 Hopton is located in the Borough's Barningham Ward and the County Council's Blackthorpe Division. Both the respective Ward Member and the County Councillor were in attendance at the meeting and expressed support for the content of the Development Brief.

2. Park Farm, Ingham: Concept Statement (Report No: SDW/SE/15/013)

- 2.1 The adopted Rural Vision 2031 Local Plan document identifies 86 hectares of land at Park Farm, Ingham for leisure, recreation and tourism development. The site is currently a sand and gravel quarry which has recently completed extraction activities and is being restored to arable farmland, species rich grassland and a series of open water lakes. The Rural Vision 2031 Local Plan document identifies that the restoration has brought forward the opportunity for the creation of recreational, leisure and tourism facilities serving both the locality and the wider area.
- 2.2 The allocation will not only bring economic and community benefits to the area, but it will also help mitigate potential effects on the Breckland Special protection Area (SPA) by providing an alternative visitor attraction that can absorb the pressure of visitors to the area.
- 2.3 The policy requires the prior preparation and adoption of a masterplan for the site before applications for planning permission will be determined. The masterplan will be based upon a Concept Statement approved by the Council.
- 2.4 A draft Concept Statement for the site has been prepared for public consultation by a consultant acting on behalf of the landowner and in partnership with Officers of the Council.
- 2.5 The adopted protocol covering the preparation of Concept Statements requires Cabinet's approval to undertake consultation. The consultation would involve those individuals and organisations normally consulted as part of the planning

application process. At the end of the consultation period, any changes required to the draft would be made prior to the Council formally approving it as planning guidance. At that stage the Concept Statement can be used to inform the preparation of a masterplan for the site.

- 2.6 The site is located to the north of Bury St Edmunds between the villages of Fornham St Martin, Culford and Ingham. It is bound by roads on three sides, with the A134 to the east, the B1106 to the west and an unclassified County Highway to the north. It is a former quarry which was used for the extraction of sand and gravel that is now being restored. Tree belts which were planted within and around the area in the late 1980's to help screen extraction activities have now matured.
- 2.7 Vehicular access to the site is achieved from the unclassified road to the north via a junction with the A134 which was upgraded to accommodate the vehicles associated with mineral extraction activities. There is currently no public access to the land and no footpaths cross the site.
- 2.8 Attached as [Appendix 1 to Report No: SDW/SE/15/013](#) is the draft Concept Statement for the allocated site. The statement sets out the planning issues and constraints and provides guidance as to what will need to be addressed in the subsequent Masterplan.
- 2.9 Subject to the draft Concept statement being approved, public consultation will take place for a four week period. The consultation will be carried out in accordance with the Council's adopted Statement of Community Involvement. All responses to the consultation exercise will be reported back to the Working Party and, if necessary, a modified version of the document will be put forward for final adoption by the Council as planning guidance.

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St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/15/068

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 October 2015 to 31 May 2016

Publication Date: 18 September 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
Page 16	Home-Link Lettings Policy This item has been removed from the Decisions Plan for the present time and will be re-added once the review of the Policy is timetabled to be undertaken.				Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440 Tony Hobby Service Manager (Housing Options) 01638 719348		
	20/10/15 2016/17 Budget Setting - Bury St Edmunds Bus Station Information Building The Cabinet will be asked to commit capital funding for alterations to the information building at the Bury St Edmunds bus station	Paragraph 3	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report with exempt appendix to Cabinet.
20/10/15 (Deferred from 23 June 2015)	ITEM NOW DEFERRED TO 8/12/15 Review of Cabinet Area Working Parties Following its annual review of Working Parties, Panels, Groups etc in May 2015,	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958 700434	Alex Wilson Director 01284 757695	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
	the Cabinet will be asked to consider a subsequent review of the future of the Area Working Parties.							
Page 77	<p>Public Service Village Phase II: Progression to Next Stage</p> <p>This item has been removed from the Decisions Plan as funding needed to progress the project has been allocated under officer delegated authority and therefore a decision of Cabinet is no longer required.</p>				John Griffiths Leader of the Council 07958 700434	Steven Wood Head of Planning and Growth 01284 757306		
20/10/15	<p>Delivering a Sustainable Budget 2016/2017</p> <p>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.</p>	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.

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
(Deferred from 10 Dec 2013)	Street Vending Policy This item has been removed from the Decisions Plan for the present time and will be re-added once the review of the Policy is timetabled to be undertaken.				Alaric Pugh Planning and Growth 07930 460899	Tom Wright Business Regulation and Licensing Manager 01638 719223		
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 Community Chest funding for the 2015/2016 transitional year.	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.
20/10/15	Upgrading and Transfer of SEBC Street Lighting	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Peter Stevens Operations	Mark Walsh 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
Page 79	Stock (where possible) to Suffolk County Council The Cabinet will be asked to consider recommending to full Council a capital allocation for the upgrading and transfer of SEBC-owned street lighting stock (where possible) in order to reduce ongoing revenue liabilities.				01787 280284	Operations 01284 757300		recommendations to Council.
20/10/15	ITEM NOW DEFERRED TO 8/12/15 Suffolk Business Park/Eastern Relief Road: Update The Cabinet will receive an update on the Suffolk Business Park/Eastern Relief Road project and may be asked to make recommendations to Council to enable the project to progress.	Not applicable	(R) – Council 17/11/15	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..
20/10/15	Hopton Development Brief	Not applicable	(R) – Council 17/11/15	Cabinet/ Council	Alaric Pugh Planning and	Steven Wood Head of Planning	Barningham	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
(Deferred from 2 Dec 2014)	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.				Growth 07930 460899	and Growth 01284 757306		Sustainable Development Working Party to Cabinet and Council.
20/10/15	Draft Concept Statement: Park Farm, Ingham The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the draft Concept Statement for Park Farm, Ingham for consultation.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Risby	Recommendations of the Sustainable Development Working Party to Cabinet.
27/10/15 (Deferred from 21 Oct 2014)	Local Housing Development Company The Cabinet will be asked to recommend to Council the business cases for a wholly Council owned (St Edmundsbury Borough,	Paragraph 3	(R) - Council 17/11/15	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All Wards	Report with exempt appendices to Cabinet with recommendations to Council.

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	Forest Heath District and Suffolk County Council) Housing Company.							
Prior to Council on 17 Nov 2015 (Deferred from 23 June 2015)	ITEM NOW DEFERRED TO 15/12/15 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 – 17/11/15	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.
24/11/15	West Suffolk Joint Statement of Principles in accordance with the Gambling Act 2005 The Cabinet will be asked to consider	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

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Page 82	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.							Cabinet and Council.
24/11/15	<p>Housing Assistance Policy and Application Guidance</p> <p>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 Edmundsbury Borough and Forest Heath District Councils allocate grants for making improvements/adaptations to houses.</p>	Not applicable	(KD)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All Wards	Report to Cabinet.
24/11/15 (Deferred)	<p>Office Accommodation Appraisal</p> <p>The Cabinet will be asked</p>	Not applicable	(KD)	Cabinet	Ian Houlder Resources and Performance	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet.

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from 1 Sept 2015)	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.				01284 810074 Peter Stevens Operations 01787 280284			
24/11/15 (Brought forward from 15/12/15)	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017 The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 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.
24/11/15	Tax Base for Council Tax Setting Purposes 2016/2017 The Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2016/2017 prior to seeking its	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.

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	approval by full Council.							
24/11/15 Page 84	Discretionary Rate Relief Guidelines The Cabinet will be asked to recommend to full Council, the approval of new guidelines for granting discretionary rate relief, which would provide an opportunity to align with other members of the Anglia Revenues and Benefits Partnership, and provide clarity of the qualifying criteria and potential savings.	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.
8/12/15 (Deferred from 2 Sept 2014)	North East Bury St Edmunds Masterplan: Transport Assessment Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning application should firstly	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; Moreton Hall; Northgate Risbygate Southgate; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet.

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Page 8	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.							
08/12/15 (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 Erskine Lodge in Great Whelnetham.	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	Horringer & Whelnetham	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
08/12/15	Land to East of Barrow Hill, Barrow	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and	Steven Wood Head of Planning	Barrow	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
(Deferred from 23 June 2015)	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 Land to East of Barrow Hill, Barrow.				Growth 07930 460899	and Growth 01284 757306		Sustainable Development Working Party to Cabinet and Council.
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.
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	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

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	recommendations of the Sustainable Development Working Party in respect of seeking approval for the revisions to the existing PSV Masterplan.							to Cabinet and Council.
8/12/15 (Deferred from 8 Sept 2015)	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
8/12/15 (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.

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08/12/15 (Deferred from 10 February 2015) Page 88	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.
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	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 2016/2017 year.							
08/12/15 Page 89	Tayfen Road, Bury St Edmunds: Masterplan The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of recommending to full Council the adoption of an updated and amended Masterplan document for the Tayfen Road site, which is allocated for development by the Bury St Edmunds Vision 2031 Area Action Plan.	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	Risbygate	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
09/02/16 (Deferred from 8 Sept 2015)	Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding	Not applicable	(R) - Council 23/02/16	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.

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	proposed revised licensing conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.							
09/02/16 (Deferred from 2 Dec 2014)	<p>Definitions and provisions made for political parties and pressure groups in revised Market Licence Regulations</p> <p>With the exception of the 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.</p>	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
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 Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	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.
09/02/16	Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice The Cabinet will be asked to recommend to 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	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
	Council the approval of the Treasury Management and Investment Strategy 2016/2017, which must be undertaken before the start of each financial year.							
29/03/16 Page 92	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-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.

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) **TO BE AMENDED FOLLOWING JOINT COMMITTEE'S RECOMMENDATION TO MOVE TO SINGLE MEMBER JOINT COMMITTEE**

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/15/069	
Report to and date:	Cabinet	20 October 2015
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Lead officer:	Joanne Howlett Acting Head of Resources and Performance Tel: 01284 757264 Email: joanne.howlett@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:	The write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/15/069 be approved, as follows: (1) Exempt Appendix 1: Business Rates totalling £111,783.35 (2) Exempt Appendix 2: Housing Benefit Overpayments £3,444.54	
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 checked="" type="checkbox"/> No, it is not a Key Decision - <input 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:	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:		

Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See paragraphs 3.1 to 3.3	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
Are there any equality implications? If yes, please give details		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: Business Rates Exempt Appendix 2: Housing Benefit Overpayments	

1. Key issues and reasons for recommendation(s)

- 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 currently uses the services of the Anglia Revenues and Benefits Partnership Enforcement Agency to assist in the collection of 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 30 September 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 30 September 2015 was 58.77% against a profile of 56.74%.
- 3.3 As at 30 September 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 30 September 2015 was 58.03% against a profiled target of 58.42%.

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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