

Cabinet



Forest Heath
District Council

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| Title: | Agenda |
| Date: | Tuesday 2 June 2015 |
| Time: | 6.00 pm |
| Venue: | Council Chamber District Offices College Heath Road Mildenhall |
| | The Constitution of the Cabinet is to be announced under items 4 and 5 on the agenda of the Annual Council Meeting on 27 May 2015. As this Cabinet agenda was prepared prior to the Annual Meeting, it reflects the 2014/2015 portfolios. |
| Membership: | <p>Leader To be elected at Annual Council on 27 May 2015</p> <p>Deputy Leader To be announced</p> <p>Councillor Portfolio</p> <p>Leader Economic Development and Tourism Deputy Leader/Environment and Waste Planning, Housing and Transport Resources, Governance and Performance Health, Leisure and Culture Families and Communities</p> |
| Interests – Declaration and Restriction on Participation: | Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest. |
| Quorum: | Three Members |
| Committee administrator: | Sharon Turner FHDC Cabinet Officer/Committee Administrator Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk |

Agenda

Page No

Procedural Matters

Part 1 - Public

1. Apologies for Absence

2. Minutes

1 - 10

To approve as a correct record the minutes of the Cabinet meetings held on 17 March 2015 (Extraordinary meeting) and 31 March 2015 (attached).

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

5. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 19 March 2015

11 - 16

Report No: **CAB/FH/15/021**

Cabinet Member: Portfolio Holder for Resources, Governance and Performance

Lead Officer: Liz Watts

6. Recommendations of the Local Plan Working Group: 22 April 2015

17 - 20

Report No: **CAB/FH/15/022**

Cabinet Member: Rona Burt, (Outgoing) Portfolio Holder for Planning, Housing and Transport and (Outgoing) Chairman of the Local Plan Working Group

Lead Officer: Marie Smith

KEY DECISIONS

- 7. Revenues Collection and Performance Write-Offs** **21 - 24**
Report No: **CAB/FH/15/023**
Cabinet Member: Portfolio Holder for Resources, Governance and Performance
Lead Officer: Rachael Mann

NON KEY DECISIONS

- 8. West Suffolk Joint Pay Policy Statement 2015/2016** **25 - 38**
Report No: **CAB/FH/15/024**
Cabinet Member: Portfolio Holder for Resources, Governance and Performance
Lead Officer: Karen Points

- 9. Annual Review and Appointment of the Cabinet's Working Group, Joint Committees/Panels and Other Groups** **39 - 62**
Report No: **CAB/FH/15/025**
Cabinet Member: Leader of the Council
Lead Officers: Fiona Osman and Joy Bowes

- 10. Decisions Plan: June 2015 to May 2016** **63 - 78**
Report No: **CAB/FH/15/026**

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

Cabinet Member: Leader of the Council
Lead Officer: Ian Gallin

- 11. Exclusion of the 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

KEY DECISIONS

- 12. Revenues Collection Performance and Write-Offs (paras 1 and 2) 79 - 84**

Appendix 1, 2 and 3 to Report No: CAB/FH/15/023

Cabinet Member: Portfolio Holder for Resources, Governance and Performance

Lead Officer: Rachael Mann

(This item is to be considered under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as it contains information relating to an individual(s) and information which is likely to reveal the identity of an individual)

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

Extraordinary Informal Joint Cabinet



Notes of a informal discussions of the SEBC/FHDC **Cabinets** held on **Tuesday 17 March 2015 at 6.05 pm** in the **Council Chamber**, District Offices, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Forest Heath District Council (FHDC)

James Waters (in the Chair for the informal discussions)

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| Rona Burt | Robin Millar |
| Stephen Edwards | Nigel Roman |
| Warwick Hirst | |

St Edmundsbury Borough Council (SEBC)

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|--------------------|---------------|
| Terry Clements | Alaric Pugh |
| Anne Gower | Dave Ray |
| John Griffiths | Sarah Stamp |
| Sara Mildmay-White | Peter Stevens |

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

- (1) West Suffolk Annual Report 2014/2015; and
- (2) Universal Credit Delivery Partnership Agreement.

All Members of St Edmundsbury Borough Council's Cabinet had been invited to attend Forest Heath District 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 Forest Heath District Council welcomed all those present to the District Offices and the Services Manager (Legal) advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

SEBC's Cabinet noted that under its Constitution, FHDC permitted public participation during its Cabinet meetings. Therefore, for the purpose of facilitating this Constitutional requirement, it was proposed that public speaking should be permitted prior to the start of the informal discussions to enable any questions/statements to be considered by both Cabinets as the outcome may inform the decisions taken during the separate formal

meetings. On this occasion however, no members of the public were in attendance.

Each report was then considered in the order listed on the agenda.

1. **West Suffolk Annual Report 2014/2015**

The Cabinets were presented with the West Suffolk Annual Report 2014/2015.

The West Suffolk Annual Report, attached as Appendix A, highlighted the key activities and developments that had been achieved over the financial year 2014/2015, with regard to the priorities set out in the West Suffolk Strategic Plan 2014/2016.

Councillors Griffiths and Waters, Leaders of the Councils, drew relevant issues to the attention of both Cabinets, including that the Report contained a number of case studies and examples from West Suffolk to illustrate the achievements described. These had been carefully drawn from a range of localities and service areas, and clearly demonstrated the range of activities undertaken by the councils to deliver our shared vision and priorities.

On 12 March 2015, the report was presented to an informal meeting of the Forest Heath and St Edmundsbury Overview and Scrutiny Committees, where a number of suggestions had been recommended to amend the document. These were tabled during these informal discussions, with a minor amendment to the text suggested for adding to Page 19 of the Annual Report, as follows:

Page 7 of the Annual Report, add: *'We are delighted that the New Anglia Local Enterprise Partnership is providing £7 million of funding for a new Engineering Centre at West Suffolk College, which was supported by St Edmundsbury Borough Council. The new centre will provide high quality, fit for purpose accommodation for Engineering, Mathematics, Computing, Advanced Manufacturing and New Technologies. West Suffolk College has recently seen an increase in demand for engineering and manufacturing courses and the new centre will help ensure that future generations have suitable skills for employers in the local area and beyond.'*

Page 16 of the Annual Report, add: *A group, with an independent chairperson, involving residents, the management of Newbury Community Centre, St Edmundsbury Borough Council, Suffolk County Council and Havebury Housing Partnership are working together to deliver a proposed new Newbury Community Centre in Bury St Edmunds. A feasibility study is being carried out by a local architects' practice to consider various options for the scheme which will be completed by spring 2015. There will be further community consultation once the feasibility study is complete which will build on the views of local residents at a well attended consultation evening in October 2014, with the current aim of transferring to a replacement facility by 2019 (with no gap in provision).*

Page 17 of the Annual Report, under the subheading 'Local Community Initiatives' add: *'A number of projects and initiatives have taken place during the year and below are some examples from across West Suffolk.'*

Page 18 of the Annual Report, under 'Stanton' amend paragraph to read: *'Council staff were made aware that the lack of bus service between Shepherds Grove and Bury St Edmunds meant that residents of Shepherds Grove either had a very short or very long stay in the town, which was not suitable for users. As a result we worked with Shepherds Grove Residents' Association, local residents, Simonds buses and Suffolk County Council to provide an additional stop at Shepherds Grove, Stanton in the afternoon. This addition to the service has been well used and appreciated by residents.'*

Page 19 of the Annual Report, add: *'West Suffolk's two leisure trusts, Abbeycroft Leisure and Anglia Community Leisure, have agreed to merge in April. The new organisation will be called Abbeycroft Leisure and the merger will create a more efficient service that will benefit the health and wellbeing of visitors and residents across West Suffolk.'*

Page 20 of the Annual Report, add: *'Forest Heath was pleased to receive funding through the Heritage Lottery 'Breaking New Ground' landscape partnership scheme to provide family fun days in Brandon Country Park, aimed at encouraging families to enjoy the Brecks. In February half term 2014 we held a Winter Fun event which involved fire lighting, arts and crafts, family walks, bird boxes and den building. This was a very successful event which involved 16 families including 27 children. A further three events will be funded included an Enchanted Forest weekend in August 2016. We will update on these future events in due course.'*

Page 26 of the Annual Report, under 'Developing West Suffolk's planning policies' amend sentence to read: *'The documents, for Bury St Edmunds, Haverhill and the rural areas, provide certainty for where development will or will not take place and the infrastructure required to support the growth.'*

Page 26 of the Annual Report, under 'Infrastructure Delivery' amend sentence to read: *'The councils are constantly seeking and demanding that the required infrastructure is secured and delivered as part of all new developments.'*

Page 28 of the Annual Report, case study on affordable homes amend sentence to read: *'The Hastoe Housing Scheme in Church Lane is a project led by the parish council and involving Forest Heath and Community Action Suffolk.'*

The Cabinets commended the content of the Annual Report, and duly accepted the proposed changes to the document, as detailed above.

2. **Universal Credit Delivery Partnership Agreement**

The Cabinets were presented with a proposed Universal Credit Delivery Partnership Agreement.

Both Forest Heath District and St Edmundsbury Borough Councils were in the first tranche of the roll out of Universal Credit (UC) for single claimants in April 2015. Prior to the implementation of UC, councils were required to sign a Delivery Partnership Agreement with the Department of Work and

Pensions (DWP). The purpose of this Agreement was to establish what local authorities were required to deliver in order to ensure a joined up and coherent journey between services for the claimant. This was an interim arrangement to support the initial roll out of UC but would be subject to review as and when full UC was available to all, including families and couples. The Councils' Delivery Partnership Agreement was attached to the report as Appendix A.

An amended version of Recommendation (2), had previously been circulated by email to both Cabinets for consideration, which read:

(2) agrees the broad content of the Universal Credit Delivery Partnership Agreement attached at Appendix A to Report No: CAB/SE/15/019 [CAB/FH/15/016] and delegates authority to the Head of Families and Communities, in consultation with the Portfolio Holder for Resources, [Governance] and Performance to make final amendments to this document;

Councillors Edwards and Ray, Portfolio Holders for Resources, [Governance] and Performance, drew relevant issues to the attention of the Cabinets.

On the conclusion of the informal joint discussions, the Chairman formally opened the meeting of Forest Heath District Council's Cabinet at 6.09 pm in the Council Chamber. On conclusion of that meeting, the Leader of St Edmundsbury Borough Council (SEBC) formally opened the meeting as Chairman of SEBC's Cabinet at 6.11pm.

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 17 March 2015 at **5.30 pm** in the **Council Chamber, District**
Offices, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman James Waters (Leader of the Council)

Vice Chairman Nigel Roman (Deputy Leader of the Council)

David Bowman

Warwick Hirst

Rona Burt

Robin Millar

Stephen Edwards

46. **Apologies for Absence**

No apologies for absence were received.

47. **Public Participation**

No members of the public were in attendance.

48. **West Suffolk Annual Report 2014/2015**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/15/015, *West Suffolk Annual Report 2014/2015*, it was proposed, seconded and,

RESOLVED:

That the West Suffolk Annual Report 2014/2015, as contained in Appendix A to Report No: CAB/FH/15/015, as amended to incorporate the revisions recommended by both Overview and Scrutiny Committees and the further amendment to the new paragraph added to Page 19 of the document, as contained in the minutes of the Extraordinary Cabinet meeting held on 17 March 2015, be approved.

49. **Universal Credit Delivery Partnership Agreement**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/FH/15/016, *Universal Credit Delivery Partnership Agreement*, it was proposed, seconded and,

RESOLVED: That

- (1) the phase one implementation of Universal Credit across West Suffolk be noted;
- (2) the broad content of the Universal Credit Delivery Partnership Agreement attached at Appendix A to Report No: CAB/FH/15/016 be agreed and delegated authority be given to the Head of Families and Communities, in consultation with the Portfolio Holder for Resources, Governance and Performance to make final amendments to this document;
- (3) delegated authority be given to the Head of Families and Communities, in consultation with the Portfolio Holder for Resources and Performance, to negotiate the costs being sought from the Department for Work and Pensions to support the implementation of Universal Credit (Appendix A, Schedule Two); and
- (4) it be noted that review periods will be arranged with the Department of Work and Pensions in order to assess the actual impact of Universal Credit in the area.

50. **Urgent Business**

There were no items of Urgent Business raised.

The meeting concluded at 6.13 pm

Signed by:

Chairman

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 31 March 2015 at **6.00 pm** at the **Council Chamber, District**
Offices, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

Leader James Waters
Deputy Leader Nigel Roman

Rona Burt

Stephen Edwards

In attendance: Colin Noble
Tony Simmons

51. **Apologies for Absence**

Apologies for absence were received from Councillors D W Bowman, W Hirst and R J Millar.

52. **Public Participation**

There were no questions/statements from members of the public.

53. **Minutes**

The minutes of the Cabinet meeting held on 17 February 2015 were unanimously accepted as an accurate record and signed by the Leader.

54. **Minutes of Joint Committees, Working Groups and Other Groups**

The minutes of the following Joint Panels and Working Group were received:

- (a) West Suffolk Joint Staff Consultative Panel – 26 January 2015
- (b) Local Plan Working Group – 28 January 2015
- (c) West Suffolk Joint Emergency Planning Panel – 12 February 2015
- (d) West Suffolk Joint Health and Safety Panel – 16 February 2015

Items the subject of formal report or proposition were as follows:-

(a) **West Suffolk Joint Staff Consultative Panel - 26 January 2015**

There were no items the subject of formal report/proposition.

(b) **Local Plan Working Group - 28 January 2015**

Minute Number 6 - Revised Local Development Scheme Programme Chart – January 2015 (Report No LOP/FH/15/002)

The recommendations listed under this minute had been previously determined by Cabinet on 17 February 2015 (Report No CAB/FH/15/012 refers).

(c) **West Suffolk Joint Emergency Planning Panel - 12 February 2015**

There were no items the subject of formal report/proposition.

(d) **West Suffolk Joint Health and Safety Panel - 16 February 2015**

There were no items the subject of formal report/proposition.

55. **Approval of Minutes**

It was moved, duly seconded and unanimously

RESOLVED:

That the minutes of the respective Joint Panels and Working Group, be approved and that authority is hereby given for such action to be taken, as necessary, to give effect thereto.

56. **Revenues Collection and Performance Write-Offs (Report No CAB/FH/15/017)**

The Cabinet Member for Resources, Governance and Performance presented this report, which sought approval for the write-off of uncollectable amounts in respect of Business Rates. The specific reasons for recommending these write-offs, was included within the exempt Appendix 1 to Report No CAB/FH/15/017.

The Cabinet Member also reported on the collection rates for Business Rates and Council Tax, as set out in paragraphs 3.2 and 3.3 of the report.

With the vote being unanimous, it was

RESOLVED:

That the write-off of the amounts detailed in the exempt Appendix to Report No CAB/FH/15/017, be approved as follows:

1. Exempt Appendix 1: Business Rates totalling £69,855.80.

57. **Sponsorship and Advertising Policy for West Suffolk
(Report No CAB/FH/15/018)**

The Cabinet Member for Resources, Governance and Performance presented this report which explained that this draft Policy set out the definitions, general principles and procedures for entering into agreements for sponsorship and advertising, so as to maintain propriety and transparency within the Council.

The draft Policy, was attached at Appendix 1 to Report No CAB/FH/15/018.

With the vote being unanimous, it was

RESOLVED:

That the Sponsorship and Advertising Policy for West Suffolk, as contained in Appendix 1 to Report No CAB/FH/15/018, be approved.

58. **West Suffolk Safeguarding Policy - Guidelines for Working with
Children, Young People and Vulnerable Adults
(Report No CAB/FH/15/019)**

The Head of Housing presented this report (on behalf of the Cabinet Member for Families and Communities) which set out an updated and revised Safeguarding Policy and Guidelines for working with children, young people and vulnerable adults, to ensure compliance with the new duties placed upon the Council by the Care Act 2014.

The revised Policy was attached as Appendix A to Report No CAB/FH/15/019).

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL:

That, the revised Safeguarding Policy and Guidelines for working with Children, Young People and Vulnerable Adults, as set out in Appendix A to Report No CAB/FH/15/019, be adopted.

59. **Policy for Providing Loans to External Organisations
(Report No CAB/FH/15/020)**

The Cabinet Member for Resources, Governance and Performance presented this report, which explained that the Council had provided loans to external organisations for a number of reasons, including promotion of economic development and enhancement of sports, leisure or community facilities within the district. At present, there was no set criteria or policy for the granting of these loans, as each proposed, was judged on its own merits.

The proposed Policy (as set out at Appendix 1) was based on a similar policy adopted by St Edmundsbury Borough Council (SEBC), following extensive research of policies operated by other local authorities, advice from an expert in the field and scrutiny by SEBC's Overview and Scrutiny Committee.

The adoption of this Policy would support the Council in the adoption of suitable risk-based policy, to which Councillors could refer when considering any future loan application.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL:

That the Policy for Granting Loans to External Organisations, as set out in Appendix 1 to Report No CAB/FH/15/020, be adopted.

60. Urgent Business

There were no items of Urgent Business raised.

61. Exclusion of the Press and Public

Refer to Minute Number 62. Below.

62. Revenues Collection Performance and Write-Offs (paras 1 and 2)

The Cabinet considered Exempt Appendix 1 to Report No CAB/FH/15/017, however, as no reference was made to specific detail, this item was not held in private session.

The Meeting concluded at 6.10 pm

Signed by:

Chairman

Cabinet



Forest Heath
District Council

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| Title of Report: | Report of the Anglia Revenues and Benefits Partnership Joint Committee: 19 March 2015 | |
| Report No: | CAB/FH/15/021 | |
| Report to and date: | Cabinet | 2 June 2015 |
| Portfolio holder: | To be confirmed at the Annual Council meeting on 27 May 2015 | |
| Lead officers: | Liz Watts Director Tel: 01284 757252 Email: liz.watts@westsuffolk.gov.uk | |
| | Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk | |
| Purpose of report: | <p>On 19 March 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) SFIS and Counter Fraud; (3) Enforcement Agency Update; (4) Electronic Document Management System; (5) Universal Credit; (6) Forthcoming Issues; (7) Strategic Review; and (8) Risk Based Verification. <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/FH/15/021, being the report of the Anglia Revenues and Benefits Partnership 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> | | |

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| <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> | |
| <p>Consultation:</p> | <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers' |
| <p>Alternative option(s):</p> | <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers' |
| <p>Implications:</p> | |
| <p>Are there any financial implications? <i>If yes, please give details</i></p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers' |
| <p>Are there any staffing implications? <i>If yes, please give details</i></p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers' |
| <p>Are there any ICT implications? <i>If yes, please give details</i></p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers' |
| <p>Are there any legal and/or policy implications? <i>If yes, please give details</i></p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers' |
| <p>Are there any equality implications? <i>If yes, please give details</i></p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers' |
| <p>Risk/opportunity assessment:</p> <p>See reports of ARP Joint Committee at link provided under 'Background papers'</p> | <p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p> |
| <p>Ward(s) affected:</p> | <p>All Ward/s</p> |
| <p>Background papers: <i>(all background papers are to be published on the website and a link included)</i></p> | <p>Breckland DC Website: Reports of the Anglia Revenues and Benefits Partnership Joint Committee – 19 March 2015</p> |
| <p>Documents attached:</p> | <p>None</p> |

1. Key issues

1.1 Performance Report (Agenda Item 5)

1.1.1 The Joint Committee had received and noted a Performance Report as at 31 January 2015. The report detailed ARP's key achievements in respect of Benefits News; Council Tax News; NDR news; HBOP News; Performance Targets; Projects; Learning and Support; and Customer Survey. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s34538/ARP%20Performance%20Report%20to%20Jan%2031%202015.pdf>

1.1.2 In respect of operational performance, a discussion was held on the performance targets for 2015/2016 and the level in which they had been recommended by officers to be set. Members had considered that in view of the current over-achievement that this should be reflected in the targets; however, officers had considered that with the introduction of Welfare Reform and other changes, it was important to acknowledge the challenging times ahead. Members subsequently agreed that the same targets for 2014/2015 should therefore be maintained but be reviewed mid-year.

1.1.3 Discussions were also held on the Customer Survey; Balanced Scorecard; and the existing ARP website.

1.1.4 The Joint Committee **RESOLVED that the performance targets for 2015/2016 be the same as for 2014/2015 and be brought back to the Committee mid-year for review.**

1.1.5 In respect of financial performance as at 31 January 2015, the Joint Committee noted that the total partnership costs were currently showing a £139,468 (1.43%) underspend against the approved 2014/2015 total budget of £9,724,807. The savings from the business cases for Fenland DC, and Suffolk Coastal and Waveney DCs joining a single officer core had been reflected in the budgets and outturn figures. The variances on individual budgets were explained.

1.1.6 In addition, a table was shown which provided an indication of the repayment to each authority if the Joint Committee wished to redistribute the forecast saving against budget. The alternative was to retain any surplus in reserves to fund future projects. St Edmundsbury's share from 2014/2015 amounted to £18,139. Members considered the total savings should be retained for the time being to potentially fund future projects. Some projects may however, require separate authority approval, and this would need to be determined depending on the spending requirements set by each authority.

1.1.7 The Joint Committee **RESOLVED that:**

- (1) the savings be retained in reserves for the time being; and**
- (2) each authority to check what their approval for spend requirements would be.**

1.2 **SFIS and Counter Fraud (Agenda Item 6)**

- 1.2.1 The Joint Committee had considered a report which provided background to the Single Fraud Investigation Service (SFIS), which was currently being set up by the Department of Work and Pensions (DWP) and Her Majesty's Revenues and Customs (HMRC). Housing benefit fraud investigation and prosecution work would be transferred to this new service from 1 September 2015.
- 1.2.2 This provided ARP with an opportunity to use residual funding to establish a non-housing benefit fraud investigation service and the main preceptors (i.e. not Waveney or Suffolk Coastal District Councils) would be approached to contribute to that. Options were set out in the report and the aim was for the service to be cost neutral.
- 1.2.3 Authority to establish such a service would be required from each of the five partner authorities involved.
- 1.2.4 The Joint Committee **RESOLVED that:**
- (1) the report be noted;**
 - (2) authority be delegated to the Operational Improvement Board (OIB) to negotiate a contribution from the major preceptors; and**
 - (3) authority be delegated to the OIB to retain a permanent Counter Fraud Team subject to approval where necessary from the Partner Councils of the ARP.**

1.3 **Enforcement Agency Update (Agenda Item 7)**

- 1.3.1 The Joint Committee had received and noted a report which provided an update on the introduction of an Enforcement Agency.
- 1.3.2 Members noted that the tender process for the required computer system was almost complete and staff recruitment would be undertaken during April and May 2015, with a view to administrative staff being in post by the end of May 2015 and Enforcement Officers by the end of June.
- 1.3.3 Discussions had been held on the enforcement process; the statutory fees to be charged; and the features of the computer systems from suppliers that had submitted tenders.

1.4 **Electronic Document Management System (Agenda Item 8)**

- 1.3.1 The Joint Committee had considered a business case for a shared Electronic Document Management System for the Anglia Revenues Partnership.
- 1.3.2 Currently, two document management systems were used which meant that resilience for sharing information across authorities was restricted. A business case for a shared Electronic Document Management System, as attached at Appendix A to the report, had therefore been prepared. It was anticipated that the benefits of one centralised system would provide staff savings and bring financial return after three years.

1.3.3 Discussion was held on the initial set-up costs and whether a full procurement exercise would be required to purchase the system.

1.3.4 The Joint Committee **RESOLVED that:**

- (1) the report be noted;**
- (2) Option 1 in the business case, to move all Councils to one document imaging system, be approved; and**
- (3) authority be delegated to the Operational Improvement Board to procure a shared document management system in accordance with the business case.**

1.4 **Universal Credit (Agenda Item 9)**

1.4.1 The Joint Committee had received and noted a verbal update on the current situation regarding Universal Credit.

1.4.2 Members noted that:

- (a) the aim of Universal Credit (UC) was to provide greater fairness and to replace the six existing benefits and credits with one monthly payment;
- (b) UC did not include the Local Council Tax Reduction Scheme;
- (c) UC was being introduced in stages and from February 2015, that had been accelerated for delivery to new, single claimants only;
- (d) Councils were required to sign a Partnership Agreement with the DWP. Prior to 'going live', a Data Sharing Agreement would also need to be agreed;
- (e) DWP had estimated that it would take between two and six hours per person to process each claim, therefore negotiations had been held with third parties to provide personal budgeting support to try and alleviate this; and
- (f) pilot schemes operated in other parts of the country had reportedly stated that UC was working well.

1.5 **Forthcoming Issues (Agenda Item 10)**

1.5.1 The Joint Committee had received and noted an outline plan for developing a brochure for ARP and how it could be used. A detailed proposal would be provided to a future meeting.

1.6 **Strategic Review (Agenda Item 12)**

1.6.1 The Joint Committee had considered an update on the strategic review and considered a number of recommendations, as set out in the exempt report.

1.6.2 Work was progressing well and recommendations for the Partner Authorities to consider would be presented to a future meeting of the Joint Committee, in respect of developing the existing trading arm, namely Anglia Revenues

Partnership Trading (ARPT) as a limited company and how this could integrate with the existing Partnership.

- 1.6.3 The Joint Committee **RESOLVED to agree the recommendations in the exempt report at paragraphs 4.13 to 4.18.**

1.7 **Risk Based Verification (Agenda Item 14)**

- 1.7.1 The Joint Committee had considered the Housing Benefit Risk Based Verification Policy which was presented as an exempt report. The Policy would be reviewed annually.

- 1.7.2 The Joint Committee **RESOLVED that:**

- (1) the report be noted;**
- (2) the review of the Housing Benefit Risk Based Verification Policy for 2013/2014 and 2014/2015 for Breckland Council, East Cambridgeshire District Council, Forest Heath District Council and St Edmundsbury Borough Council, be approved.**

2. **Minutes**

- 2.1 For further information on the items detailed above, see the [minutes](#) (click on link) of the Anglia Revenues and Benefits Partnership Joint Committee meeting held on 19 March 2015.

Cabinet



Forest Heath
District Council

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|---|---|-------------|
| Title of Report: | Recommendations of the Local Plan Working Group: 22 April 2015 | |
| Report No: | CAB/FH/15/022 | |
| Report to and date: | Cabinet | 2 June 2015 |
| (Outgoing) Portfolio Holder and (Outgoing) Chairman of the Working Group: | Rona Burt Portfolio Holder for Planning, Housing and Transport Tel: 01638 712309 Email: rona.burt@forest-heath.gov.uk | |
| Lead officer: | Marie Smith Service Manager (Planning Strategy) Tel: 01638 719260 Email: marie.smith@westsuffolk.gov.uk | |
| Purpose of report: | On 22 April 2015, the Local Plan Working Group considered the following substantive item of business: (1) Regulation 18 Stage 'Further Issues and Options' Single Issue Review (SIR) and Site Specific Allocations (SIR) Local Plan Documents - Progress | |
| Recommendation: | It is <u>RECOMMENDED</u> that: (1) Progress made to the Core Strategy Single Issue Review (SIR) and Site Specific Allocations (SSA) Further Issues and Options Local Plan Documents be endorsed; and (2) The Core Strategy Single Issue Review (SIR) and Site Specific Allocations (SSA) Further Issues and Options Local Plan Documents be prepared alongside the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) and 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"/> | |

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| <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.</i> | | | |
| Consultation: | | • See Report No: LOP/FH/15/004 | |
| Alternative option(s): | | • See Report No: LOP/FH/15/004 | |
| Implications: | | | |
| <i>Are there any financial implications? If yes, please give details</i> | | See Report No: LOP/FH/15/004 | |
| <i>Are there any staffing implications? If yes, please give details</i> | | See Report No: LOP/FH/15/004 | |
| <i>Are there any ICT implications? If yes, please give details</i> | | See Report No: LOP/FH/15/004 | |
| <i>Are there any legal and/or policy implications? If yes, please give details</i> | | See Report No: LOP/FH/15/004 | |
| <i>Are there any equality implications? If yes, please give details</i> | | See Report No: LOP/FH/15/004 | |
| Risk/opportunity assessment: | | <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i> | |
| Risk area | Inherent level of risk (before controls) | Controls | Residual risk (after controls) |
| See Report No: LOP/FH/15/004 | | | |
| Ward(s) affected: | | All Wards | |
| Background papers: <i>(all background papers are to be published on the website and a link included)</i> | | Local Plan Working Group: 22 April 2015 (Agenda Papers) | |
| Documents attached: | | None | |

1. Regulation 18 Stage 'Further Issues and Options' Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan Documents - Progress

- 1.1 It had been previously agreed to proceed with a 'combined' Single Issue Review (SIR) and Site Specific Allocation (SSA) Local Plan document. However, at this stage, the documents need to be advanced separately to allow the emerging SIR to influence the content of the draft SSA (Local Plan Working Group: 16 October 2014 and Cabinet: 9 December 2014).
- 1.2 Working Paper 1 attached to Report No: LOP/FH/15/004 is a technical report considering housing distribution options that represents the first stage of preparing the Forest Heath Core Strategy Policy CS7 Single Issue Review (Further) Issues and Options (2nd Regulation 18 stage) Consultation Document. This document looks at the level of housing to be provided within the district to 2031 and possible options for its distribution between towns and villages.
- 1.3 The Working Group considered the content of Working Paper 1 and Members expressed their general support for the options contained within. Whilst considering Distribution Option 6 (*Sustainable distribution in accordance with spatial strategy*), Members requested as to whether specific reference should also be made to the constraints of the horseracing industry. Officers initially stated that, in their view, the horseracing industry would not be considered as a disadvantage to this option, but agreed to consider this further.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

- 1.4 A Sustainability Appraisal (SA) is a tool for appraising policies to ensure they reflect sustainable development objectives. Sustainability Appraisals are required for all local development documents. Strategic Environmental Assessment (SEA) is a procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.
- 1.5 Consultants have been appointed to undertake the SA and SEA work in relation to the emerging SIR and SSA consultation documents. This work has not been completed and the Working Group noted that Working Paper 1 may be subject to amendment on receipt of the appraisals. The SA and SEA process cannot be prejudged especially in relation to the assessment of options and reasonable alternatives in the SIR. A full report setting out the findings of the SA and SEA and the proposed SIR and SSA Regulation 18 consultation documents will be presented to the Cabinet in June/July 2015.

The Next Steps

- 1.6 Following approval of the consultation documents by the Cabinet, it is envisaged that consultation on the SIR and SSA documents will take place for a minimum of six weeks commencing in June/July 2015 for consideration and amendments made where appropriate. The Site Specific Allocations Local Plan Document will undergo a further Regulation 18 consultation in November/December 2015 putting forward the Councils preferred sites and

other land use allocations.

1.7 The Local Development Scheme anticipates the following timeline:

- Pre Submission (Regulation 19) consultation for both documents taking place in April/May 2016
- Submission to the Secretary of state in July 2016
- Examination in Public in November 2016, and
- Adoption in 2017.

Cabinet



Forest Heath
District Council

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| Title of Report: | Revenues Collection Performance and Write-Offs | |
| Report No: | CAB/FH/15/023 | |
| Report to and date: | Cabinet | 2 June 2015 |
| Portfolio holder: | To be confirmed at the Annual Council meeting on 27 May 2015 | |
| Lead officer: | Rachael Mann Head of Resources and Performance Telephone: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk | |
| Purpose of report: | To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices. | |
| Recommendation: | The write-off of the amounts detailed in the exempt appendices to this report be approved, as follows: 1. Exempt Appendix 1: Council Tax totalling £4,506.78 2. Exempt Appendix 2: Business Rates totalling £84,870.46 3. Exempt Appendix 3: Housing Benefit Overpayments totalling £7,953.64 | |
| 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)(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> | |
| <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: | 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 | |

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| 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) |
| | Low/Medium/ High* | | Low/Medium/ High* |
| 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 will be affected | |
| Background papers: <i>(all background papers are to be published on the website and a link included)</i> | | None | |
| Documents attached: | | <ol style="list-style-type: none"> 1. Exempt – Appendix 1 – Council Tax write offs 2. Exempt – Appendix 2 - Business Rates write offs 3. Exempt – Appendix 3 – Housing Benefit Overpayments write offs | |

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

3. Financial implications and collection performance

- 3.1 Provision is made in the accounts for non recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 1.
- 3.2 As at 30 April 2015, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (as the billing Authority) is £22.59m per annum. The collection rate as at 30 April 2015 was 11.80% against a profiled target of 11.80%
- 3.3 As at 30 April 2015, the total Council Tax billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (includes the County, Police and Parish precept elements) is just over £25m per annum. The collection rate as at 30 April 2015 was 10.44% against a profiled target of 11.08%.

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Cabinet



Forest Heath
District Council

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| Title of Report: | West Suffolk Joint Pay Policy Statement 2015/2016 | |
| Report No: | CAB/FH/15/024 | |
| Report to and dates: | Cabinet | 2 June 2015 |
| | Council | 15 July 2015 |
| Portfolio holder: | To be confirmed at the Annual Council meeting on 27 May 2015 | |
| Lead officer: | Karen Points Head of HR, Legal & Democratic Services Tel: 01284 757015 Email: karen.points@westsuffolk.gov.uk | |
| Purpose of report: | <p>Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement annually.</p> <p>A Joint Pay Policy Statement for 2015/16 has been produced, reflecting the shared workforce, and the single Pay and Reward Strategy now in place for the two West Suffolk Councils.</p> <p>The Joint Pay Policy Statement for 2015/16 being recommended for adoption by both Councils is attached at Appendix 1. This incorporates the outcomes of the 2013 collective agreement which established a modern reward framework for our integrated workforce.</p> | |
| Recommendation: | It is <u>RECOMMENDED</u> that subject to the approval of full Council, the West Suffolk Joint Pay Policy Statement for 2015/2016 contained in Appendix 1 to Report No: CAB/FH/15/024, be approved. | |
| 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> | |
| <p><i>(Check the appropriate box and delete all those that do not apply.)</i></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> | | |

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| Consultation: | <ul style="list-style-type: none"> Whilst there is no requirement to consult on this statement, it has been shared with Unison | | |
| Alternative option(s): | <ul style="list-style-type: none"> None | | |
| Implications: | | | |
| Are there any financial implications? <i>If yes, please give details</i> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| Are there any staffing implications? <i>If yes, please give details</i> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| Are there any ICT implications? <i>If yes, please give details</i> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| Are there any legal and/or policy implications? <i>If yes, please give details</i> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| Are there any equality implications? <i>If yes, please give details</i> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| 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) |
| Legal Risk of non-compliance | Low | Formal approval by Cabinet 2015 | Low |
| Transparency/reputational risk | Low | Formal approval as above, annual reviews, and transparency through website | Low |
| Ward(s) affected: | | N/A | |
| Background papers: <i>(all background papers are to be published on the website and a link included)</i> | | N/A | |
| Documents attached: | | Appendix 1: West Suffolk Joint Pay Policy Statement 2015/2016 | |

1. Key issues and reasons for recommendation(s)

- 1.1 The Act and supporting guidance provides details of matters that must be included in this statutory pay policy, but, also, emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be approved formally by Full Council each year. The statement can be amended in year, must be published on the Council's website and must be complied with when setting the terms and conditions of Chief Officers.
- 1.2 This Pay Policy Statement includes a policy on:-
 - (a) the level and elements of remuneration for Chief Officers (senior staff);
 - (b) the remuneration of the lowest paid employees;
 - (c) the relationship between the remuneration of the highest and lowest paid employees; and
 - (d) other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.
- 1.3 This Pay Policy Statement is a joint statement with Forest Heath District Council, which covers our integrated workforce and Leadership Team.
- 1.4 The Code of Practice for Local Authorities on Data Transparency provides guidance on good practice in this area. The Council's approach to data transparency is to establish the Council as an open and transparent Council that, in time, not only embraces the principles of the Code, but, publishes all information that is likely to be of benefit to the communities and economy of our area.
- 1.5 Data can already be access through the "open data" link on our website. The Pay Policy Statement is published in that section annually.

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West Suffolk Councils Joint Pay Policy Statement 2015/2016

1. Introduction

- 1.1 Both Councils recognise that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay policies and structures in order to address local priorities and to compete in the local labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. The Councils' ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the West Suffolk Councils are able to retain their current high performance levels and ensure that West Suffolk Services are protected during this continuing period of economic uncertainty.
- 1.4 In June 2013 a single pay and reward strategy was secured through collective agreement with Unison for all staff, except the Leadership Team, whose pay had been brought together in October 2012.
- 1.5 This Joint Pay Policy Statement has been produced for the Year 2015-16.

2. Legislation

- 2.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement annually.
- 2.2 The Act, and supporting statutory guidance, provides details of matters that must be included in this statutory pay policy, but, also, emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement is approved formally by full Council annually. It must be published on the Council's website and be complied with when setting the terms and conditions of Chief Officer employees.
- 2.3 In October 2014 the Department for Communities and Local Government (DCLG), issued a Transparency Code for all public sector bodies. This code required us to publish specific data on our website from February 2015. We have published data on how we organise our structures, our senior salaries for those whose

remuneration is at least £50,000; the pay multiple and any trade union facility time given. The code was issued to as part of a drive to increase local accountability, giving local people the opportunity to contribute to the local decision making process and help shape their public services.

3. Scope

3.1 This Pay Policy Statement includes:-

- (a) the level and elements of pay for each Chief Officer;
- (b) the pay of the lowest paid employees;
- (c) the relationship between the pay of Chief Officers and other officers; and
- (d) other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

3.2 Remuneration in this context is defined widely to include not just pay, but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

4. Principles

4.1 The following principles were agreed with Unison to guide the development of the single pay and reward policy.

- Single terms and conditions across both workforces
- Affordable: within the Mid Term Financial Strategy (MTFS)
- Attractive: to recruit and retain
- Responsible: maintains reputation
- Legal: satisfies equality requirement
- Fair: minimises risk of challenge
- Drives: new organisational values
- Rewards excellent performance
- Manages unacceptable performance; and
- Capable of achieving collective agreement

4.2 The remuneration of Chief Officers has been agreed outside of the collective agreement process and in regard to pay; local arrangements are in place, as agreed by Councils in 2012, when the joint Chief Executive and the Leadership Team were appointed.

5. Senior Pay

5.1 In this policy the senior pay group covers posts in the top three tiers of the organisation. These include the Chief Executive, Directors and Heads of Service.

5.2 The Council currently has the following number of posts at this level, 1 x Chief Executive, 2 x Directors, 6 x Heads of Service.

5.3 The management structure of the Councils can be found on the Councils website and on the intranet.

5.4 Chief Executive

- (a) The salary for this joint post was established when the joint Chief Executive was appointed in April 2012, at a range £105,000 - £115,000. This is a local grade which was established in February 2012, following an analysis of the degree of responsibility in the role, the downward movement in market rates, benchmarking with other comparators and the ability to recruit and retain an exceptional candidate. This was increased by 1% in April 2013, (£106,050 - £116,150).
- (b) An appraisal and review of the Chief Executive took place in November 2013. The current salary (as at 1/3/15) of the Chief Executive, is at the midpoint of the band. There have been no additional bonuses, performance, honoraria or ex-gratia payments made.
- (c) Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives National Conditions, apart from those determined locally, as detailed in this policy.
- (d) The employment costs (salary and on-costs) of the Chief Executive are shared between Forest Heath District Council and St Edmundsbury Borough Council, which significantly reduces the cost of employing a Chief Executive for each Council.

5.5 Directors and Heads of Service

- (a) The salary for these posts has been established as a local grade following an analysis of the degree of responsibility, using the LGA national recommended job evaluation scheme for senior posts. The posts fall within the following ranges and incremental points:-

| Chief Officer Role | £ | £ | £ |
|---------------------|--------|--------|--------|
| Director | 77,417 | 79,997 | 82,578 |
| Head of Service HS1 | 56,772 | 59,353 | 61,933 |
| Head of Service HS2 | 61,933 | 64,514 | 67,094 |
| Head of Service HS3 | 67,094 | 69,675 | 72,255 |

An additional payment of £5,000 per year is payable to those undertaking the statutory Monitoring Officer and Section 151 roles.

- (b) There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, emergency call rota, etc, paid to these senior staff, as they are

expected to undertake duties outside their contractual hours and working patterns without additional payment.

- (c) Other terms and conditions are as prescribed by the NJC for Local Authority Services apart from those terms agreed locally, as detailed in this policy.
- (d) The employment costs (salaries and on-costs) of the Directors and Heads of Service are shared between Forest Heath District Council and St Edmundsbury Borough Council, which reduces the cost of employing the Leadership Team to each Council.
- (e) It is important to ensure that our Leadership Team salaries remain competitive and are set at a level that will continue to attract highly effective and experienced applicants for these roles in the challenging local government labour market. It will be important at the point the economy starts to grow, and competition for leadership roles intensifies, to keep under review the pay policy for this group.

5.6 Additional Fees

- (a) The fees payable to the Returning Officer are set by statute for national elections, and are paid by central government. Fees are, also, payable to the Councils' Returning Officer for local elections. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

6. Pay Structure

- 6.1 The pay structure for all contractual employees, except those staff in the senior posts detailed above, is established using NJC for Local Authorities Services National Pay Spine from spinal column point 9 (£14,075 per annum) to spinal column point 58 (£53,935 per annum). The lowest paid contractual employee will be paid at spinal point 9, at a full time equivalent basic pay rate of £14,075 per annum. This is within Grade A of the locally agreed pay structure, which ranges from Grade A to I.
- 6.2 Employees who have satisfactorily completed the six months probation period are currently paid £7.88 per hour (equivalent rate of £15,207 per annum) which is in line with the current National Living Wage (outside London) of £7.85 per hour.

6.3 The detailed structure is shown below:

| Band Name | Min SCP | Max SCP | Min (£) | Max (£) | Span (£) | Span (increments) |
|------------------|----------------|----------------|----------------|----------------|-----------------|--------------------------|
| A | 9 | 11 | 14,075 | 15,207 | 1,132 | 2 |
| B | 11 | 15 | 15,207 | 16,572 | 1,365 | 4 |
| C | 15 | 22 | 16,572 | 20,253 | 3,681 | 7 |
| D | 21 | 27 | 19,742 | 23,698 | 3,956 | 6 |
| E | 27 | 33 | 23,698 | 28,746 | 5,048 | 6 |
| F | 35 | 41 | 30,178 | 35,662 | 5,484 | 6 |
| G | 41 | 47 | 35,662 | 41,140 | 5,478 | 6 |
| H | 47 | 53 | 41,140 | 47,677 | 6,537 | 6 |
| I | 53 | 58 | 47,677 | 53,935 | 6,258 | 5 |

6.4 All posts, other than the senior posts, are evaluated using the NJC Job Evaluation Scheme, which is recognised by employers and trades unions nationally. This Scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements.

6.5 All employees receive the national NJC cost of living award. On 1st January 2015 the national pay award was agreed as part of a two-year pay deal for the period 1 April 2014 – 31 March 2016 and included (for scp 11 and above) a 2.2% pay increase, payable from 1 January 2015, with no backdating for the period 1st April 2014 - 31st December 2014. Staff on scp 26 – 49 also received the NJC agreed one off lump sum (value £3 - £93).

6.6 Progression within the grade for all staff is subject to performance, which is assessed annually, in accordance with the performance review scheme, which came into effect in April 2014. The first performance assessment progression payments were effective from 1 October 2014.

6.7 There is no 'time served' progression at either Council.

7. Pay Protection

7.1 Pay protection is applied to employees who are placed in a grade, through restructuring or a re-evaluation of a post, where the maximum salary of that grade is lower than their current earnings, in accordance with the Organisational Change and Redundancy Policies current at the time. Employees' pay is frozen at this rate, (with no cost of living or incremental increase) for up to one year, or until the maximum of the new grade has caught up or overtaken the current earnings due to annual pay increases.

With effect from 1 April 2015, pay protection is limited to one year.

Note: Pay protection excludes market supplement pay, essential user travel allowance, overtime allowances: it applies to basic pay only. These items are not protected.

8. Allowances and Benefits in Kind

8.1 Allowances and benefits typically follow nationally agreed rates. However, there are a number of locally agreed allowances which are payable following the collective agreement. Some are subject to eligibility criteria, as follows:

- Essential car user allowance at nationally prescribed lump sum and HMRC mileage rates, and
- Access to a lease car or a lease car scheme, both under strict eligibility criteria and where favourable to the Council
- Casual user mileage allowance at HMRC rates.
- First Aid (an allowance paid to staff to act as First Aiders in the workplace).
- Reimbursement of one professional subscription fee if beneficial to the performance of the role.

9. Payments/Charges and Contributions

9.1 The new Local Government Pension Scheme (LGPS) was implemented with effect from 1 April 2014.

9.2 The new LGPS is a 'CARE' (career average revalued earnings) scheme rather than a Final Salary Pension Scheme.

9.3 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme in accordance with the following table:

| Local Government Pension Scheme – contribution bands with effect from 1 April 2015 Band | Salary Range | Contribution rate |
|---|---------------------|--------------------------|
| 1 | Up to -£13,600 | 5.5% |
| 2 | 13,601-£21,200 | 5.8% |
| 3 | £21,201-£34,400 | 6.5% |
| 4 | £34,401-£43,500 | 6.8% |
| 5 | £43,501-£60,700 | 8.5% |
| 6 | £60,701-£86,000 | 9.9% |
| 7 | £86,001-£101,200 | 10.5% |
| 8 | £101,201-£151,800 | 11.4% |

9.2 The Council makes employer's contributions into the scheme, which are reviewed every three years by the actuary. The current rate is 23.7% for St Edmundsbury and 24.7% for Forest Heath. This rate includes pension liabilities that have accrued over time, rather than

on the current workforce only. There are, also, on occasions, lump sum payments made into the pension scheme, as agreed with the actuary, to ensure the Suffolk LGPS is funded adequately.

- 9.3 All West Suffolk councils staff, who park at work at the offices at West Suffolk House, Bury St Edmunds, pay car parking charges, currently 80p per day.

10. Multipliers

- 10.1 The idea of publishing the ratio of the pay of an organisation's top earner to that of its median earner was recommended in order to support the principles of Fair Pay (The Hutton Review of Fair Pay in the Public Sector 2011), and transparency.

- 10.2 The single pay and reward strategy was based on modelling the joint workforce onto the new payline. In addition, the Chief Officers and staff are now in shared, joint roles. The data, therefore, reflects the joint workforce and, as such, is the same for both Councils. The Councils current ratio in respect of the pay of the median earner compared to the pay of the highest earner is 4.8:1 ie. the Chief Executive (top earner) earns 4.8 times as much as the Councils' median earner (£22,937 per annum).

- 10.3 The median salary has slightly increased since last year, from £22,443 per annum to £22,937 per annum (which reflects the National Pay Award). This compares with the median for Local Government nationally of £24,958 per annum.

- 10.3 These multipliers are monitored each year within the Pay Policy Statement. The ratio has decreased slightly (from 4.9:1) which is positive.

- 10.4 The ratio of the Councils' current highest paid employee (April 2014) to the lowest paid employee is 7.3:1.

The Hutton Review recommended that the average pay ratio between the chief executive of most public sector organisations and the lowest paid member of staff is below 12:1. By comparison, the average estimated top-to-bottom pay ratio in FTSE 100 companies (which disclosed data) was 262:1 in 2011 (source One Society – most recent data available).

We, therefore, compare very favourably to these statistics, although Hutton warned against the difficulty of making direct comparisons between authorities.

- 10.5 These figures do not reflect the actual basic salary cost to each Council, as for example, the Chief Officers' salaries are shared between the two councils.

11. Discretionary Payments

The policy for the award of any discretionary payments is the same for all staff, regardless of their pay level, up to a maximum of 104 weeks the following arrangements apply:

- 11.1 'Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.'

As of 1 April 2015, this provides an overall lump sum of 1.5 times the statutory redundancy payment multiplier based on actual weeks pay. This is payable to employees made redundant with two or more years local government service regardless of their age.

- 11.2 Severance payments under regulation 6.

Severance payments with a value above £100,000 will be approved by Full Council, in accordance with guidance from the Secretary of State under Section 40 of the Localism Act 2011. Contractual and pension entitlements are not included in this figure as part of a severance payment requiring such approval.

No severance payments are routinely made, but employees aged 55 and over, who are retiring early in the interests of efficiency, receive immediate payment of their pension benefits, with no additional years service or compensatory payments. This forms part of the rules of the LGPS and in accordance with the Pensions Discretions Policy. The capital cost of the early payment of pension benefits will be met by the Council, but all such early retirements are subject to the costs being met by savings within a three-year period.

- 11.3 Additional membership for revision purposes under regulation 12 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007.

None awarded.

- 11.4 Additional pension under regulation 13 of same legislation.

None awarded.

12. Decision Making

- 12.1 Decisions on remuneration are made as follows:-

- (a) Senior pay bands local level approved by Full Council;
- (b) Pay structure for all other posts approved by Full Council;

and

- (c) Performance progression, in accordance with the locally agreed scheme, and as approved by officers under existing delegated powers.

13. Disclosure

13.1 This Pay Policy Statement will be published on the Council’s website. In addition, numbers and details of posts paid above £50,000 are disclosed on the council’s website in the annual Statement of Accounts and as part of the requirements of the Transparency Code.

For further information please contact:-

Karen Points
 Head of Human Resources, Legal & Democratic Services
 April 2015

Comparison Data

| 2013/14 or 2014/15 (most recent information available) | Ratio to median | Ratio to Lowest paid employee |
|---|-----------------|-------------------------------|
| Ipswich | 4.6:1 | Not published |
| West Suffolk | 4.8:1 | 7.3:1 |
| Suffolk Coastal | 5.89:1 | 10.3:1 |
| Waveney | 6.28:1 | 10.3:1 |
| Suffolk County Council | 6:1 | 15:1 |
| Breckland | Not published | Not published |
| East Cambs | Not published | Not published |



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Cabinet



Forest Heath
District Council

| | | |
|----------------------------|--|-------------|
| Title of Report: | Annual Review and Appointment of the Cabinet's Working Group, Joint Committees/Panels and Other Groups | |
| Report No: | CAB/FH/15/025 | |
| Report to and date: | Cabinet | 2 June 2015 |
| Portfolio holder: | Leader of the Council <i>(Appointment of the Leader of the Council to be confirmed at the Annual Council meeting on 27 May 2015)</i> | |
| Lead officers: | Fiona Osman Service Manager (Democratic Services and Elections) Tel: 01284 757105 Email: fiona.osman@westsuffolk.gov.uk | |
| | Joy Bowes Service Manager (Legal) Tel: 01284 757141 Email: joy.bowes@westsuffolk.gov.uk | |
| Purpose of report: | The Cabinet is requested to review the membership and Terms of Reference of its Working Group, Joint Committees/Panels and other Groups for the year 2015/2016. The existing Terms of Reference (ToR) for each body are contained in Appendices A to E inclusive. Recommendations are contained within appropriate Sections of this report and further summarised in the recommendations listed below. | |

Recommendation:

It is RECOMMENDED:

- (1) That:**
 - (a) The Local Plan Working Group continues to operate at the present time in accordance with its current Terms of Reference, as detailed in Appendix A to Report No CAB/FH/15/025.**
 - (b) The Service Manager (Legal) be given delegated authority to appoint Members to the Local Plan Working Group, in line with the political balance requirements (see Section 1.4 below), on the basis of nominations from the Group Leaders.**
 - (c) The future direction of the Local Plan Working Group, as outlined in Section 1.2.3 of Report No CAB/FH/15/025, be noted.**
- (2) That:**
 - (a) The West Suffolk Joint Growth Steering Group, West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices B, C D and E to Report No CAB/FH/15/025 respectively.**
 - (b) The Service Manager (Legal) be given delegated authority to appoint Members and Substitute Members to the Joint Panels and Steering Group, as set out in Section 1.3.1, on the basis of political balance requirements, where appropriate (see Section 1.4) and on the nominations from the Group Leaders.**
 - (c) Meetings of the Joint Steering Group and Panels set out in Section 1.3.1 , continue to be scheduled as and when required, but with regard to the discussion outlined in Section 1.3.4.**

| | |
|--|--|
| | <p>(3) That:</p> <p>(a) The Service Manager (Legal) be given delegated authority to appoint two full Members and one substitute Member to the Anglia Revenues and Benefits Partnership Joint Committee, on the nomination of the Leader of the Council.</p> <p>(b) 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/FH/15/025, 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.</p> <p>(c) Following the adoption of the Joint Development Management Policies Document and subject to the approval of St Edmundsbury Borough Council, the Joint Development Management Policies Committee be disbanded, with any residual joint planning policy matters being taken through the West Suffolk Joint Growth Steering Group and Cabinet/Council.</p> <p>(4) That:</p> <p>(a) The Cabinet's existing informal Working Groups be retained as indicated in Section 1.6.2 of Report No CAB/FH/15/025.</p> <p>(b) Provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2015/2016.</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><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"> Consultation has been undertaken with the Leadership Team, Portfolio Holders and other Cabinet Members. | | |
| Alternative option(s): | <ul style="list-style-type: none"> Not to undertake a review. However it is considered sensible to review the purpose and remit of the Cabinet's Working Groups, Joint Committees/Panels and other Groups to ensure that they remain productive and in line with the Council's strategic priorities. | | |
| Implications: | | | |
| Are there any financial implications? If yes, please give details | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> The review has been undertaken within existing resources. Any changes required as a result of the review will also be borne from existing budgets. | |
| 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"/> | <ul style="list-style-type: none"> See Section 1.4 below | |
| Are there any equality implications? If yes, please give details | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | |
| 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) |
| Opportunities for joint working are missed | Medium | Consider the creation of joint committees, panels and working parties wherever possible. | Low |
| Duplication of effort between member bodies | Medium | Carry out an annual review of working parties, etc, to ensure that they are all still relevant and adding value and do not cross over with the activities or other bodies eg scrutiny committees or task and finish groups. | Low |
| The number of meetings and reviews cannot be accommodated with available member and officer time and resources. | High | Carry out an annual review to disband any groups no longer required and to optimise frequency of meetings. Keep under constant review. | Medium |
| 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: | Appendices A to E inclusive: Terms of Reference |

1. Key issues and reasons for recommendation(s)

1.1 Background

1.1.1 Under Article 6 (The Cabinet) (paragraph 6.6.2) of the Council's Constitution, it states that:

"The Cabinet may carry out its functions:

d. by delegating power to a joint committee, area committee or another local authority".

1.1.2 Under Article 10 (Joint Arrangements and Working Groups) of the Council's Constitution, it states that:-

"10.2 Joint Arrangements

10.2.3 the Cabinet may only appoint Cabinet Members to a joint committee and those Members need not reflect the political balance of the Council as a whole."

"10.3 Working Groups

10.3.1 The Council, Cabinet or Committees may appoint from time to time such working groups as they think fit, including joint working groups with St Edmundsbury Borough Council...."

1.1.3 Under the arrangements for the administration of a Leader/Cabinet political management structure, the following Working Group, Joint Committees/Panels and other Groups, either report to the Cabinet or exercise Executive functions:

(a) Exercise Executive functions on behalf of the Cabinet

- Anglia Revenues and Benefits Partnership Joint Committee
- Joint Development Management Policies Committee

(b) Report to the Cabinet

- Local Plan Working Group
- West Suffolk Joint Emergency Planning Panel
- West Suffolk Joint Health and Safety Panel
- West Suffolk Joint Growth Steering Group
- Other informal working groups, as detailed in Section 1.6 below

1.1.4 The Cabinet is requested to review the membership and the terms of reference for its Working Group, Joint Committees/Panels and other Groups for the year 2015/2016 as set out below.

1.2 Current Working Groups and Panels: District Council Membership only

1.2.1 The following Cabinet Working Group currently operates in accordance with the Appendix A attached:

| FHDC Working Group | Members | Terms of Reference |
|---|----------------|---------------------------|
| Local Plan Working Group <i>(Membership is appointed with regard to the political balance – see Section 1.4 below)</i> | 9 | Appendix A |

- 1.2.2 As the Council’s Local Plan Documents (Core Strategy Single Issue Review (Policy CS7 Housing) and Site Specific Allocations) are not due for adoption until May 2017, it is recommended that the Local Plan Working Group continues to operate and meetings be arranged as substantive business dictates.
- 1.2.3 Following adoption of these Documents, it will be the intention to disband both the St Edmundsbury Borough Council’s Sustainable Development Working Party (SDWP) and the Local Plan Working Group, as common joint planning policies would develop through the West Suffolk Joint Growth Steering Group, as a West Suffolk Local Plan, as previously agreed by both Cabinets (see Appendix A for Terms of Reference and Section 1.3.2 below).

1.2.4 It is **RECOMMENDED** that:

- (a) **The Local Plan Working Group continues to operate at the present time in accordance with its current Terms of Reference, as detailed in Appendix A to Report No CAB/FH/15/025.**
- (b) **The Service Manager (Legal) be given delegated authority to appoint Members to the Local Plan Working Group, in line with the political balance requirements (see Section 1.4 below), on the basis of nominations from the Group Leaders.**
- (c) **The future direction of the Local Plan Working Group, as outlined in Section 1.2.3 of Report No CAB/FH/15/025, be noted.**

1.3 **Current Joint Panels and Steering Group: Joint Membership with St Edmundsbury Borough Council**

1.3.1 The following Joint Panels and Steering Group have been established with St Edmundsbury Borough Council:

| Joint Panels and Steering Group | District Council Members | Substitutes | Terms of Reference |
|--|---------------------------------|--------------------|---------------------------|
| West Suffolk Joint Growth Steering Group (<i>Membership is appointed with regard to the political balance – see Section 1.4 below</i>) | 6 | 2 | Appendix B |
| West Suffolk Joint Emergency Planning Panel | 4 | 1 | Appendix C |
| West Suffolk Joint Health and Safety Panel | 3 | 1 | Appendix D |
| West Suffolk Joint Staff Consultative Panel | 3 | 2 | Appendix E |

1.3.2 **West Suffolk Joint Growth Steering Group**

This Steering Group continues to operate with its role developing, particularly given its close association with all three West Suffolk Strategic Priorities and its flexibility to be able to co-opt external representatives to assist it with specific issues or to provide particular areas of expertise. In addition, all common

West Suffolk planning policies across the two districts will eventually be developed via this Group (see Section 1.2.3 above).

1.3.3 West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and West Suffolk Joint Staff Consultative Panel

It is suggested that these Panels continue to operate to consider policy matters for recommending to Cabinet/Council for approval, in accordance with the remit of each Panel's Terms of Reference.

1.3.4 Where recommendations to Cabinet and/or Council are not required, it is suggested that greater use of electronic means is exercised to keep Members informed of issues that would usually be noted by these Joint Panels. With greater emphasis now placed on Members' use of electronic devices, such information can be accessed more easily by e-mail, within dedicated areas on the new emerging intranet, or via the existing Members' News.

1.3.5 The meetings for the above Joint Steering Group and Panels are scheduled as and when required as substantive business dictates and it is being suggested that this arrangement continues to operate for 2015/2016. However, subject to the agreement of the relevant Chairman of each of the Joint Steering Groups and Joint Panels, this does not preclude Members suggesting that meetings be convened to discuss a specific topic that may arise from information provided electronically.

1.3.6 It is **RECOMMENDED** that:

(a) The West Suffolk Joint Growth Steering Group, West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices B, C, D and E to Report No CAB/FH/15/025 respectively.

(b) The Service Manager (Legal) be given delegated authority to appoint Members and Substitute Members to the Joint Panels and Steering Group, as set out in Section 1.3.1 above, on the basis of political balance requirements, where appropriate (see Section 1.4 below) and on the nominations from the Group Leaders.

(c) Meetings of the Joint Steering Group and Panels set out in Section 1.3.1, continue to be scheduled as and when required, but with regard to the discussion outlined in Section 1.3.4.

1.4 Political Balance

1.4.1 The formula for the allocation of seats to the political groups of the Council will not be approved until the Annual Meeting of Council on 27 May 2015. It is therefore suggested that the allocation of seats to the Working Group/Steering Group that have historically been calculated with regard to the political balance be considered following this meeting and appointments made under delegation, as reflected in the recommendations set out in Sections 1.2.4 and

1.3.6 above.

1.5 **Joint Committees**

1.5.1 To comply with the Constitution, the Council's Joint Committees exercise executive functions on behalf of the Cabinet. Forest Heath District Council's membership of the Joint Committees indicated in Sections 1.5.2 and 1.5.3 below are therefore required to comprise Cabinet Members:

| Joint Committee | FHDC Full Members | FHDC Substitutes |
|--|-------------------|------------------|
| Anglia Revenues and Benefits Partnership Joint Committee | 2 | 2 |
| Joint Development Management Policies Committee | 3 | 2 |

1.5.2 **Anglia Revenues and Benefits Partnership Joint Committee**

The membership of the Anglia Revenues and Benefits Partnership Joint Committee currently comprises two Members and two Substitutes appointed from each of the Councils represented on the Partnership (Forest Heath District Council, St Edmundsbury Borough Council, Breckland Council, East Cambridgeshire District Council, Fenland District Council, Suffolk Coastal District Council and Waveney District Council). The Partnership has agreed that only one Substitute Member is now required to be appointed from each of the Councils represented on the Partnership. During 2015/2016, the Joint Committee may also decide to only have one Member representative from each of the Councils represented on the Partnership.

1.5.3 **Joint Development Management Policies Committee**

Adoption of the Joint Development Management Policies Document was undertaken by both Forest Heath District Council and St Edmundsbury Borough Council in February 2015, therefore, it is suggested that this Committee can now be disbanded, with any residual joint planning policy matters being taken through the West Suffolk Joint Growth Steering Group and Cabinet/Council.

1.5.4 It is **RECOMMENDED** that:

- (a) **The Service Manager (Legal) be given delegated authority to appoint two Full Members and one substitute Member to the Anglia Revenues and Benefits Partnership Joint Committee, on the nomination of the Leader of the Council.**
- (b) **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/FH/15/025, 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.**
- (c) **Following the adoption of the Joint Development Management Policies Document and subject to the approval of St Edmundsbury**

Borough Council, the Joint Development Management Policies Committee be disbanded, with any residual joint planning policy matters being taken through the West Suffolk Joint Growth Steering Group and Cabinet/Council.

1.6. **Other Informal Working Groups**

1.6.1 The Cabinet also sets up from time to time informal Member/Officer Working Groups to consider specific issues usually on a task-and-finish basis and often as joint groups with St Edmundsbury Borough Council. These groups make recommendations directly to Cabinet or the appropriate Committee in the form of reports and it is proposed that the practice of setting up such informal groups to look at specific issues should continue as required, provided there are resources available to support them.

1.6.2 In relation to the groups currently operating, the situation going into 2015/2016 is as follows:

(a) **Joint Diversity Working Party:** This informal Working Party was established with St Edmundsbury Borough Council in April/May 2013 to replace the pre-existing separate groups looking at equality and diversity issues. It will continue to be needed for the foreseeable future. **Retain.**

(b) **Joint Member Learning and Development Group:** This is a joint group with St Edmundsbury Borough Council which was established in December 2012 as an informal group to contribute to and support member development opportunities. It will continue to be needed for the foreseeable future. **Retain.**

1.6.3 It is **RECOMMENDED** that:

(a) **The Cabinet's existing informal Working Groups be retained as indicated in Section 1.6.2 of Report No CAB/FH/15/025.**

(b) **Provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2015/2016.**



Forest Heath
District Council

Local Plan Working Group: Terms of Reference

Terms of Reference

1. To consider the appropriate issues and to advise the Cabinet in relation to the Local Plan Review process, with the aim of producing an appropriate Local Plan (and related documentation).

Membership

2. To comprise 9 Members – politically balanced.

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West Suffolk Joint Growth Steering Group: Terms of Reference

Terms of Reference

1. To advise the Cabinets of Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) on:
 - (a) creating the conditions to encourage and support sustainable growth across the whole of the West Suffolk area;
 - (b) common planning policy affecting both districts; and
 - (c) monitoring the delivery of the West Suffolk Six Point Plan for Jobs and Growth.
2. The Steering Group comprises 12 Members, six from each Council. The Chairmanship and Vice-Chairmanship will rotate annually between the two Councils.
3. Membership of the Steering Group to be politically balanced, and each Council must ensure that its Development Control Committee and planning policy bodies (the Local Development Framework Working Group in the case of FHDC and the Sustainable Development Working Party in the case of SEBC) are represented, alongside Members of the two Cabinets.
4. Two Substitute Members be appointed to each 'side' of the Group in accordance with the political balance of each authority.
5. The quorum of the Steering Group be specifically defined as three Councillors from each Council (six in total).
6. The Group is given the flexibility to directly co-opt up to two voting or non-voting external representatives to its membership, in such a manner as it sees fit.
7. Meetings will be governed by normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.
8. Frequency of meetings would initially be quarterly, but this be reviewed in the light of workload.

Version approved by SEBC's Cabinet: 11 February 2014 (minute 95 refers)

Version approved by FHDC's Cabinet: 18 February 2014 (minute 897 refers)

West Suffolk Joint Emergency Planning Panel: Terms of Reference

1. The Panel's membership will be drawn from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
2. The Panel will consider both authorities' emergency preparedness arrangements and who can provide guidance to support the development of executive action by officers of both authorities in times of emergency:
 - 2.1 To provide a group of members who can develop an enhanced level of understanding of emergency planning issues.
 - 2.2 To provide a forum for the discussion of emergency preparedness issues.
 - 2.3 To provide policy guidance on emergency planning arrangements to ensure alignment with corporate policies and direction.
 - 2.4 To provide a link with other members to promote resilience within communities
 - 2.5 To be authorised by both Cabinets to make recommendations directly to the Emergency Planning Officer on means to promote both emergency preparedness and community resilience within existing policies and budgets.
 - 2.6 To make recommendations to both FHDC and SEBC's Cabinets about policies and actions required to develop and maintain effective emergency preparedness arrangements and ensure that the authorities can support the emergency services and communities during emergencies.
 - 2.7 To assist both FHDC and SEBC's Cabinets with the dissemination of information to other members during an emergency.

- 2.8 At the discretion of the Chairman, in the event that either:
- (a) an emergency event arises which affects the area of either authority, or
 - (b) the risk of an emergency that affects the area of either authority is assessed as significant by Suffolk County Council's Head of Emergency Planning, an extraordinary meeting of the Panel may be called.

3. Membership

- 3.1 To comprise 8 members, 4 from each authority.
- 3.2 Each authority may nominate one substitute member who may attend in the absence of any member of their authorities.
- 3.3 A quorum will be three, with at least one member present from each authority.
- 3.4 At the discretion of the Chairman, members of either Council who are not members of the panel may be invited to attend/speak.

4. Chairmanship

- 4.1 The Panel will elect a Chairman and Vice-Chairman from its membership. The Vice-Chairman will be from the opposite authority to the Chairman.
- 4.2 Except if agreed otherwise, the Chairmanship will rotate between the two authorities on a two yearly basis (i.e. 4 programmed meetings).

5. Meetings

- 5.1 Meetings will be hosted alternately at the offices of the two Councils, unless an alternative location is agreed by the panel.

6. Meeting Frequency

- 6.1 Every 6 months, or as appropriate.

Version approved by SEBC's Cabinet: 22 May 2013 (minute 6 (5)(a)refers)
Version approved by FHDC's Cabinet: 14 May 2013 (minute 586 (6)(b) refers)

West Suffolk Joint Health and Safety Panel: Terms of Reference

1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
- 1.2 The Panel will consider both authorities' health and safety arrangements and provide guidance to support the development of executive action by officers of both authorities, including policy guidance.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding of health and safety matters.
- 1.4 To make recommendations to the Cabinets and/or officers of both authorities about policies and actions required to develop and maintain effective health and safety arrangements.

2. Constitution

- 2.1 The West Suffolk Joint Health and Safety Panel shall comprise 12 Members. Three Councillors from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC), to be the 'employers' side'. Six members of staff from across the two authorities to be the 'employees' side', drawn from the officer Joint Health and Safety Group.
- 2.2 A substitute Member from each authority on the employer's side and two substitutes from the employees' side to provide a total of six full members and two substitute members on each 'side' shall be permitted.
- 2.3 It shall be the Health and Safety Manager's duty to attend and advise the Panel.
- 2.4 The Panel shall appoint a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

- 2.5 The Panel may invite attendance of any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration.

3. Terms of Reference

- 3.1 The Panel shall keep under review all matters relating to the health, safety and welfare of the Councils' employees, and to the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.
- 3.2 To review and monitor the Joint Health and Safety Policy and recommend amendments to the Officers and/or Cabinet of both authorities in accordance with their respective schemes of delegation. Specifically, the Panel will work directly with the Health and Safety Manager to review and implement revisions to the operational instructions and annexes contained in Part 5 of the Policy ("Arrangements") under his/her delegated authority to make such changes.
- 3.3 Without prejudice to the foregoing terms, items for particular consideration may include:-
- (a) the study of accidents and diseases, and in particular those notifiable to the Health and Safety Executive;
 - (b) considering and making recommendations in respect of items submitted by the staff Joint Health and Safety Group;
 - (c) consideration of reports and information from the Inspectors of the Health and Safety Executive;
 - (d) consideration of reports submitted by Safety Representatives;
 - (e) the development of safety procedures and safe systems of work;
 - (f) recommending and monitoring the effectiveness of employee safety training;
 - (g) the presentation of publicity on safety matters; and
 - (h) inspecting or arranging for an inspection of any particular area or activity.

4. Arrangements and Procedures

- 4.1 Meetings shall normally be held three times a year but, exceptionally, the Chairman may decide, after consultation with the Health and Safety Manager, to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 4.2 Agendas shall be prepared by the Democratic Services Section, after discussion with the Health and Safety Manager, and shall be made available at least five days before the meeting.
- 4.3 The quorum for the Joint Health and Safety Panel shall be four, comprising at least two employee representatives, and two Members, one from each authority.
- 4.4 Voting shall be by a show of hands and simple majority.
- 4.5 The report from the Joint Health and Safety Panel to the respective Cabinets shall be by way of presentation of the minutes or in a format agreed by the Cabinet.

Version approved by FHDC's Cabinet: 1 April 2014

Version approved by SEBC's Cabinet: 20 May 2014

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West Suffolk Joint Staff Consultative Panel: Terms of Reference

1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC). The definition of 'staff' includes all groups of employees covered by the National Joint Council for Local Government Services.
- 1.2 The Panel will consider both authorities' staffing arrangements and provide a regular forum to secure the largest measure of agreement between the Councils as employers and Trade Union employees regarding matters directly affecting employment by the Councils.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding on staffing matters.
- 1.4 To make recommendations to the Cabinets of both authorities about policies and actions required to develop and maintain effective employee/employer arrangements.

2. Constitution

- 2.1 The Joint Staff Consultative Panel shall comprise 12 Members. Three Councillors from both FHDC and SEBC, which desirably reflects the political balance of each Council, to be the 'employers' side.
- 2.2 Six members of staff from across the two authorities to be the 'employees' side', nominated by the Trade Unions recognised by the Authorities in accordance with the formula set out below:-
 - (a) employee representatives appointed by each of the Trade Unions recognised by the authorities should be on a proportional basis to the total number of employees within the individual union compared to the total Trade Union membership; and
 - (b) each Trade Union recognised by the Authority shall have a minimum of one seat.

- 2.3 The Trade Unions recognised by the Authorities shall represent all Council employees. This will include raising issues on behalf of non-Trade Union members, should they be requested.
- 2.4 In the event of any failure to appoint/elect the number of representatives provided for by this Constitution, such failure to appoint/elect shall not invalidate the decisions of the Panel.
- 2.5 Two substitute Members shall be permitted from each authority on the 'employer's side' and four substitutes shall be permitted from the 'employees' side' to provide a total of 6 full Members and 4 substitute Members on each 'side'.
- 2.6 It shall be the duty of a senior Human Resource Officer to attend and advise the Panel.
- 2.7 The Panel shall elect a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side. The Chairman of the Panel shall be rotated on an annual basis between the Employees' and Employers' side. The Chairman of the meeting shall not have a casting vote.
- 2.8 The Panel may invite attendance by any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration. In addition, the Employee side may arrange for the attendance of a Trade Union official at any meeting of the Panel, subject to the prior agreement of the Chairman and Vice Chairman.

3. Terms of Reference

- 3.1 To establish and maintain methods of negotiation and consultation, to consult on matters affecting the employment of all groups of employees of the Councils, with a genuine commitment to seek consensus and enter into agreements, as appropriate.
- 3.2 These matters may include such subjects as:-
 - (a) application or implementation of National Agreements;
 - (b) application or implementation of Local Agreements or local conditions of service;
 - (c) productivity or performance arrangements;
 - (d) issues referred to the Panel by the Trade Unions as provided for by the formal 'Consultation Procedures' (Employment Restructuring & Redundancy);
 - (e) working conditions;

- (f) welfare and health of employees;
 - (g) personnel procedures including recruitment, sickness, discipline and handling of grievances and redundancies;
 - (h) training & development of employees;
 - (i) equality issues; and
 - (j) any issue referred to the Joint Staff Consultative Panel by the Cabinets.
- 3.3 Issues affecting individuals (e.g. pay, discipline) are excluded from consideration unless they represent matters of principle which are of general application to employees.

4. Authority of the Panel

- 4.1 Decisions of the Joint Staff Consultative Panel shall be in accordance with the voting arrangements set out in paragraph 5.4 below and shall be subject to the approval of the Cabinets, as provided for by the Councils' Schemes of Delegation.

5. Arrangements and Procedures

- 5.1 Meetings shall normally be held quarterly but, exceptionally, the Chairman may decide, after consultation with a Senior Human Resources Officer to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 5.2 Agendas shall be prepared by the appropriate Committee Services Section, after discussion with a Senior Human Resources Officer, Chairman and Vice Chairman, and shall be circulated at least five working days before the meeting.
- 5.3 The quorum for the Joint Staff Consultative Panel shall be four, comprising at least two Employee representatives and two Members, one from each authority.
- 5.4 Voting shall be by a show of hands and simple majority. No motion shall be regarded as carried unless it has been approved by a majority of Employer representatives and a majority of Employee representatives present and voting.
- 5.5 The report from the Joint Staff Consultative Panel to the respective Cabinets shall be by way of presentation of the minutes/draft minutes or by way of a brief report in a format agreed by the Cabinet.

5.6 If the Panel is unable to agree and no local settlement can be achieved, the matter may be referred by either side to the Cabinets.

Approved by SEBC's Cabinet: 25 July 2012 (minute 26 refers)

Approved by FHDC's Cabinet: 31 July 2012 (minute 133 refers)

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Forest Heath District Council

CAB/FH/15/026

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 June 2015 to 31 May 2016

Publication Date: 1 May 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 Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

| 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 |
|---|---|--|--|---|--|---|-----------------------|--|
| 02/06/15 | Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices. | Paragraphs 1 and 2 | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Report to Cabinet, with exempt appendices |
| 02/06/15 | Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan - Reasonable Alternatives Consultation The Cabinet will be asked to approve the documentation in relation to the consultation on the District's ability to deliver more housing, resulting in an uplift in the affordable housing provision. | Not applicable | (D) | Cabinet | Cabinet Member for Planning, Housing and Transport | Steven Wood Head of Planning and Growth 01284 757306 | All Wards | Report to Cabinet |
| 02/06/15 (brought forward from 09/06/15) | Joint Pay Policy Statement 2015/2016 The Cabinet will be asked to recommend to full Council, approval of the | Not applicable | (R) - Council 15/07/15 | Cabinet/ Council | Cabinet Member for Resources, Governance and Performance | Karen Points Head of HR, Legal and Democratic Services 01284 757015 | 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 |
|--|--|--|--|--|--|--|-----------------------|--|
| | Pay Policy Statement for 2015/2016, which has been jointly produced with St Edmundsbury Borough Council. | | | | | | | |
| 02/06/15 | Review and Appointment of the Cabinet's Working Group, Joint Committees/Panels and Other Groups The Cabinet will be asked to consider a review of its Working Group, Joint Committees/Panels and other Groups and make appropriate appointments accordingly. | Not applicable | (D) | Cabinet | Leader of the Council | Karen Points Head of HR, Legal and Democratic Services 01284 757015 | All Wards | Report to Cabinet |
| 10/06/15 (Deferred from 19/03/15) | Anglia Revenues and Benefits Partnership Strategic Review As part of its Strategic Review, the Anglia Revenues and Benefits Partnership Joint Committee will be asked to consider options and | Not applicable | (R) - Council 15/07/15 | Anglia Revenues and Benefits Partnership Joint Committee | Cabinet Member for Resources, Governance and Performance | Liz Watts Director 01284 757252 | All Wards | Recommendations from the Anglia Revenues and Benefits Partnership Joint Committee 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 |
|------------------------|---|---|--|--|--|---|----------------|---|
| | the potential role of Anglia Revenues Partnership Trading (ARPT) as a limited company and how this could integrate with the existing Partnership. Its recommendations would be forwarded to the relevant partner authorities for consideration accordingly. | | | | | | | |
| 14/07/15 | Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices | Paragraphs 1 and 2 | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Report to Cabinet, with exempt appendices |
| 14/07/15 | Debt Management: Shared Recovery Policy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and the Anglia Revenues and Benefits Partnership (ARP) Joint | Not applicable | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Recommendations from the Overview and Scrutiny Committee and ARP Joint Committee 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 |
|------------------------|--|---|--|--|--|--|----------------|--|
| | Committee in respect of seeking approval for a shared recovery policy applicable for all seven ARP Partners. | | | | | | | |
| 14/07/15 | West Suffolk Sundry Debt Management and Recovery Policy The Cabinet will be asked to consider a new West Suffolk Sundry Debt Management Policy, which reflects revised practices that have been adopted in this area as a result of shared services across Forest Heath District Council and St Edmundsbury Borough Council and the implementation of the shared financial system. | Not applicable | (D) | Cabinet | Cabinet Member for Resources, Governance and Performance | Joanne Howlett Service Manager (Finance and Performance) 01284 757264 | All Wards | Report to Cabinet |
| 14/07/15 | West Suffolk Operational Hub: Business Case The Cabinet will be asked to consider and make | Paragraph 3 | (R) - Council 15/07/15 | Cabinet/ Council | Leader of the Council | Mark Walsh Head of Operations 01284 757300 | 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 |
|------------------------|---|---|--|--|--|--|----------------|--|
| | recommendations to Council in respect of seeking approval for the business case for the West Suffolk Operational Hub (Waste) at Hollow Road Farm, Bury St Edmunds. This will also be subject to approval by Suffolk County Council and St Edmundsbury Borough Council. | | | | | | | |
| 14/07/15 | <p>Suffolk Waste Partnership - Organic Waste Options</p> <p>The Cabinet will be asked to recommend to Council, options for the handling of organic waste, which will also be subject to approval of the authorities that comprise the Suffolk Waste Partnership.</p> | Paragraph 3 | (R) - Council 15/07/15 | Cabinet/ Council | Deputy Leader and Cabinet Member for Environment and Waste | Mark Walsh Head of Operations 01284 757300 | All Wards | Report to Cabinet, with recommendations to Council |
| 14/07/15 | <p>Facilities Management Joint Venture Company</p> <p>The Cabinet will be asked to recommend to Council</p> | Paragraph 3 | (R) - Council 15/07/15 | Cabinet | Cabinet Member for Resources, Governance and Performance | Mark Walsh Head of Operations 01284 757300 | 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 |
|---|--|--|--|---|--|---|-----------------------|----------------------------------|
| | proposals for a Facilities Management Joint Venture Company, which is also being considered by St Edmundsbury Borough Council. | | | | | | | |
| 14/07/15 (Deferred since 28/10/14) | Housing Investment Options: Housing Company The Cabinet will be asked to consider the current situation regarding the establishment of a Housing Company with St Edmundsbury Borough Council, prior to the full business case being presented later in 2015. | Paragraph 3 | (D) | Cabinet | Cabinet Member for Planning, Housing and Transport | Simon Phelan Head of Housing 01638 719440 | All Wards | Report to Cabinet |
| 14/07/15 (Deferred from 02/06/15) | Mildenhall Hub Project The Cabinet will consider the results of the initial due diligence of the Mildenhall Hub Business Case and, if applicable, identify preferred options for the next stages of the project. | Not applicable | (KD) | Cabinet | Leader of the Council | 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 |
|---|---|--|--|---|--|---|-----------------------|--|
| 15/09/15 | Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices. | Paragraphs 1 and 2 | (KD) | Forest Heath Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Report to Cabinet, with exempt appendices |
| 15/09/15 (Deferred since 28/10/14) | Housing Investment Options: Housing Company The Cabinet will be asked to recommend to Council the business case for a wholly Council owned Housing Company. | Paragraph 3 | (R) - Council 14/10/15 | Cabinet/ Council | Cabinet Member for Planning, Housing and Transport | Simon Phelan Head of Housing 01638 719440 | All Wards | Report to Cabinet, with recommendations to Council |
| 27/10/15 | Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices. | Paragraphs 1 and 2 | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Report to Cabinet, with exempt appendices |

| Expected Decision Date | Subject and Purpose of Decision | Reason for taking item in private (see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details | Lead Officer Contact Details | Wards Affected | Documents to be submitted |
|-------------------------------|---|--|--|---|--|---|-----------------------|---|
| 22/12/15 | Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices. | Paragraphs 1 and 2 | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Report to Cabinet, with exempt appendices |
| 10/02/16 | Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices. | Paragraphs 1 and 2 | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Report to Cabinet, with exempt appendices |
| 05/04/16 | Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices. | Paragraphs 1 and 2 | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | Rachael Mann Head of Resources and Performance 01638 719245 | All Wards | Report to Cabinet, with exempt appendices |

| Expected Decision Date | Subject and Purpose of Decision | Reason for taking item in private (see Note 1 for relevant exempt paragraphs) | Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions) | Decision Taker (see Note 3 for membership) | Portfolio Holder Contact Details | Lead Officer Contact Details | Wards Affected | Documents to be submitted |
|------------------------|--|---|--|--|--|---|----------------|---|
| 17/05/16 | <p>Revenues Collection and Performance Write-Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.</p> | Paragraphs 1 and 2 | (KD) | Cabinet | Cabinet Member for Resources, Governance and Performance | 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.
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 DEFINITIONS

Key decisions are:

- (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

NOTE: The tables in (a), (b) and (c) below, list the current Leader, Deputy Leader, Portfolio Holders and their respective portfolios. This information is subject to change, following the District Council elections on 7 May 2015 and the election of the Leader of the Council and appointment of the Cabinet at the Annual Meeting of Council on 27 May 2015.

(a) Membership of the Cabinet and their Portfolios:

| <u>Cabinet Member</u> | <u>Portfolio</u> |
|----------------------------|--|
| Councillor James Waters | Leader of the Council; No portfolio |
| Councillor Nigel Roman | Deputy Leader of the Council; Environment and Waste |
| Councillor Stephen Edwards | Resources, Governance and Performance |
| Councillor David Bowman | Economic Development and Tourism |
| Councillor Mrs Rona Burt | Planning, Housing and Transport |
| Councillor Warwick Hirst | Health, Leisure and Culture |
| Councillor Robin Millar | Families and Communities |

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

| Full Breckland Cabinet Member | Full East Cambridgeshire District Council Cabinet Member | Full Fenland District Council Cabinet Member | Full Forest Heath District Council Cabinet Member | Full Suffolk Coastal District Council Cabinet Member | Full St Edmundsbury Borough Council Cabinet Member | Full Waveney District Council Cabinet Member |
|--|---|---|--|---|---|---|
| Councillor Michael Wassell | Councillor David Ambrose-Smith (Vice Chairman) | Councillor John Clark | Councillor Stephen Edwards | To be confirmed | Councillor David Ray | To be confirmed |
| Councillor Ellen Jolly (Chairman) | Councillor Lis Every | Councillor Chris Seaton | Councillor Nigel Roman | To be confirmed | Vacancy | To be confirmed |
| 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 Elizabeth Gould | Vacancy | Councillor Ralph Butcher | Councillor James Waters | To be confirmed | Councillor Terry Clements | To be confirmed |
| Vacancy | Vacancy | Vacancy | Vacancy | To be confirmed | Councillor John Griffiths | To be confirmed |

(c) **Membership of the Joint Development Management Policies Committee (Forest Heath District Council and St Edmundsbury Borough Council):**

| Full Forest Heath District Council Cabinet Member | Full St Edmundsbury Borough Council Cabinet Member |
|---|--|
| Councillor Rona Burt Councillor David Bowman Councillor Warwick Hirst | Councillor Terry Clements Councillor Anne Gower Councillor Peter Stevens |
| Substitute Forest Heath District Council Cabinet Member | Substitute St Edmundsbury Borough Council Cabinet Member |
| Councillor Robin Millar Councillor James Waters | Councillor John Griffiths Councillor David Ray |

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by Bowes
Service Manager (Legal)
Date: 1 May 2015

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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