



Forest Heath District Council

Cabinet Decisions Notice (Published: Thursday 16 July 2015)

The following decisions were taken by the Cabinet on **Tuesday 14 July 2015** and, if not called in by Councillors, will come into operation on Thursday 23 July 2015. A decision may be called in, in accordance with the Procedure Rules contained within Part 4 of the Council's Constitution, by five Councillors submitting the required call-in request form to the Head of HR, Legal and Democratic Services (e-mail: committees@forest-heath.gov.uk) **by 5.00 pm on Wednesday 22 July 2015**.

Should you have a query regarding any of the decisions taken, 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. Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format firstname.surname@forest-heath.gov.uk. Contact may also be made via Democratic Services, Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Agenda Item and Report No.	Declarations of Interest/Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 5 CAB/FH/15/027	None	<u>Report from the Performance and Audit Scrutiny Committee: 4 June 2015</u> RESOLVED: That the content of the report be noted.	This report set out the decisions which had been made by the Performance and Audit Scrutiny Committee at their meeting on 4 June 2015.	The Performance and Audit Scrutiny Committee had considered the options in detail at their meeting on 4 June 2015.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518 <u>Chairman of the Committee:</u> Cllr Colin Noble 07545 423795 <u>Officer:</u> Christine Brain Scrutiny Officer 01638 719729
Item No. 6 CAB/FH/15/028	None	<u>Report from the Overview and Scrutiny Committee: 11 June 2015</u> RESOLVED: That the content of the report be noted.	This report set out the decisions which had been made by the Overview and Scrutiny Committee at their meeting on 11 June 2015.	The Overview and Scrutiny Committee had considered the options in detail at their meeting on 11	<u>Chairman of the Committee:</u> Cllr Simon Cole 07974 443762

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				June 2015.	<u>Officer:</u> Christine Brain Scrutiny Officer 01638 719729
Item No. 7 CAB/FH/15/029	None	<u>Single Issue Review (SIR) of Core Strategy Policy CS7 and Site Specific Allocations (SSA) Local Plan - Consultation Documents</u> RESOLVED: That:- 1. Progress made to the Core Strategy Single Issue Review (CS SIR) and Site Allocations (SSA) Issues and Options Local Plan Documents, be endorsed. 2. The Core Strategy Single Issue Review (SIR) (Working Paper 1) and the Site Specific Allocations (SSA) Issues and Options (Working Paper 2) Local Plan Documents, Tables of Proposed Material Amendments (Working Papers 3 and 4) and accompanying Strategic Environmental Assessment (SEA)/Sustainability Appraisal (SA), together with supporting documents, be approved for public consultation. 3. The Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth, be authorised to make any minor typographical, factual, spelling and grammatical changes to these	This report set out the recommendations from the Local Plan Working Group at their meeting on 30 June 2015.	The Local Plan Working Group had considered the options at their meeting on 30 June 2015.	<u>Portfolio Holder:</u> Cllr James Waters 07771 621038 <u>Chairman of the Working Group:</u> Cllr Rona Burt 01638 712309 <u>Officer:</u> Marie Smith Service Manager (Planning Strategy) 01638 719260

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		documents, provided that it does not materially affect the substance or meaning.			
Item No. 8 CAB/FH/15/030	None	<u>West Suffolk Operational Hub</u> RESOLVED: That:- 1. The contents of the report and the summarised feedback from pre-application consultation be noted. 2. Further pre-application consultation to include the site selection be approved.	The Cabinet agreed that having noted the feedback received in response to the pre-application consultation on the proposed siting of the West Suffolk Operational Hub, further consultation should take place before any planning application was made and that this should include the process for site selection. The Cabinet were also informed that as St Edmundsbury Borough Council did not approve the funding of £180,000 (£98,000 (FHDC) and £82,000 (SEBC)) at their meeting on 7 July 2015, Recommendation (3) of this Cabinet report was withdrawn.	Four options had previously been considered and compared against the status quo, as outlined in Section 1.3.8 of Report No CAB/FH/15/001 considered on 17 February 2015. Option 2 was preferred and reasons for rejecting the other options were outlined in Section 1.3.9.	<u>Portfolio Holder:</u> Cllr David Bowman 07711 593737 <u>Officer:</u> Mark Walsh Head of Operations 01284 757300
Item No. 9 CAB/FH/15/031	None	<u>Mildenhall Hub Project</u> RESOLVED: That:- 1. The initial conclusions from due diligence of the Business Case and next steps for the project, as outlined in Report No CAB/FH/15/031, be approved. 2. A single-site scheme be the Council's preferred option for consulting on the Mildenhall Hub	The Cabinet considered this report which updated on progress with the Mildenhall Hub and identified the next steps required.	The business case for the Mildenhall Hub had looked at currently available options, including the maintaining of existing service locations. Consultation on the Local Plan would also examine site options. Doing nothing was	<u>Portfolio Holder:</u> Cllr James Waters 07771 621038 <u>Officer:</u> Alex Wilson Director 01284 757695

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		<p>project.</p> <p>3. A budget of £50,000, funded from the Delivering the Strategic Priorities and Medium Term Financial Strategy (MTFS) Reserve, to meet Forest Heath's share of initial project management and development costs, be approved.</p> <p>4. The Director be authorised to approve spending from this budget in consultation with the Leader.</p>		not an option, since some of the buildings were in need of replacement and improvement.	
Item No. 10 CAB/FH/15/032 (with Exempt Appendices)	None	<p><u>West Suffolk Facilities Management</u></p> <p>RECOMMENDED TO COUNCIL:</p> <p>That:-</p> <p>1. The contents of Report No CAB/FH/15/032 be noted.</p> <p>2. Approval be given to establish a Joint Venture Company with Eastern Facilities Management (EFMS) Ltd for the delivery of Facilities Management services at Forest Heath District Council and St Edmundsbury Borough Council.</p> <p>3. Delegated authority be given to the Head of Operations, in consultation with the Head of Resources and Performance, the Service Manager (Legal) and respective Portfolio Holders for Operations to finalise and confirm the outstanding legal</p>	The Cabinet considered the options for the future provision of Facilities Management (FM) services at Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC). It had recommended to Council that the most appropriate option was to establish an arms-length joint venture company with Eastern Facilities Management Services (EFMS).	The options considered and rejected were contained in Section 2.3 of Report No CAB/FH/15/032 and also in Appendix B.	<p><u>Portfolio Holder:</u> Cllr David Bowman 07711 593737</p> <p><u>Officer:</u> Mark Walsh Head of Operations 01284 757300</p>

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		and governance matters outlined herein at 3.11 to 3.15 and 3.21 of Report No CAB/FH/15/032, before signing contracts to establish the new Joint Venture company with EFMS.			
Item No. 11 CAB/FH/15/033 (with Exempt Appendices)	None	<u>Revenues Collection and Performance Write-Offs</u> RESOLVED: That the write-off of the amounts detailed in the exempt Appendices 1 and 2 to Report No CAB/FH/15/033, be approved as follows: 1. Exempt Appendix 1: Business Rates totalling £36,545.23 2. Exempt Appendix 2: Sundry Debts totalling £4,129.57	The total amounts detailed in the decision have been written off. Detailed reasons for the decisions were included in Exempt Appendix 1 and 2, attached to the report.	The Council had appointed a firm of bailiffs to assist in the collection of Business Rates and Council Tax and also had online tracing facilities. It was not considered appropriate to pass the debt onto another agency. In the event that a written-off debt became recoverable, the amount was written back on and enforcement procedures were re-established.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 07711 457657 <u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245
Item No. 12 CAB/FH/15/034	None	<u>Joint ARP Debt Management and Recovery Policy</u> RESOLVED: That the Joint ARP Debt Management and Recovery Policy as set out in Appendix A to Report No CAB/FH/15/034, be approved.	The Cabinet considered this report which created a Policy which reflected practices that had been adopted in this area as a result of Shared Services across the Anglia Revenues Partnership and the addition of three new partners.	Continuing with separate policies would not be efficient given the shared provision of Revenues collection across the partnership. A policy was needed in this area in order to	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518 <u>Officer:</u> Jo Andrews Strategic Revenues Manager, ARP 01842 756490 jo.andrews@

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				make clear to customers what the recovery process entailed.	angliarevenues.gov.uk
Item No. 13 CAB/FH/15/035	None	<p><u>West Suffolk Sundry Debt Management and Recovery Policy</u></p> <p>RESOLVED:</p> <p>That the West Suffolk Sundry Debt Management and Recovery Policy, contained in Appendix A to Report No CAB/FH/15/035, be approved.</p>	The Cabinet agreed that the document clearly set out the policy in relation to the invoicing, collection and recovery of sundry debts across Forest Heath District and St Edmundsbury Borough Councils (West Suffolk) and replaced the previous policies of the two Councils, by bringing them together into a single document. This content was also updated to reflect the changes introduced by the single financial management system.	<p>Continuing with two separate policies would not be appropriate given the shared financial management system that had been implemented.</p> <p>A policy was needed in this area in order to make clear to customers what entering into agreements with the Councils entailed.</p>	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518</p> <p><u>Officer:</u> Jo Howlett Service Manager (Finance and Performance) 01284 757264</p>

Karen Points
Head of HR, Legal and Democratic Services
16 July 2015