

Cabinet



Forest Heath
District Council

Title:	Agenda												
Date:	Tuesday 27 October 2015												
Time:	6.00 pm (or immediately following the Extraordinary (Informal Joint) Cabinet, whichever is the later)												
Venue:	Council Chamber District Offices College Heath Road Mildenhall												
Membership:	<p>Leader James Waters</p> <p>Deputy Leader Robin Millar</p> <table border="0"> <thead> <tr> <th>Councillor</th> <th>Portfolio</th> </tr> </thead> <tbody> <tr> <td>David Bowman</td> <td>Operations</td> </tr> <tr> <td>Stephen Edwards</td> <td>Resources and Performance</td> </tr> <tr> <td>Andy Drummond</td> <td>Leisure and Culture</td> </tr> <tr> <td>Robin Millar</td> <td>Families and Communities</td> </tr> <tr> <td>James Waters</td> <td>Planning and Growth</td> </tr> </tbody> </table>	Councillor	Portfolio	David Bowman	Operations	Stephen Edwards	Resources and Performance	Andy Drummond	Leisure and Culture	Robin Millar	Families and Communities	James Waters	Planning and Growth
Councillor	Portfolio												
David Bowman	Operations												
Stephen Edwards	Resources and Performance												
Andy Drummond	Leisure and Culture												
Robin Millar	Families and Communities												
James Waters	Planning and Growth												
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 - 12

To approve as a correct record the minutes of the Cabinet meetings held on 1 September 2015 (Informal Joint with SEBC Cabinet) and 15 September 2015 (copies 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 who live or work in the District are invited to put one question/statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

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

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

5. Report from the Anglia Revenues and Benefits Partnership: 17 September 2015

13 - 18

Report No: **CAB/FH/15/049**

Portfolio Holder: Stephen Edwards Interim Lead Officer: Davina Howes

6. Report from the Overview and Scrutiny Committee: 10 September 2015

19 - 24

Report No: **CAB/FH/15/050**

Chairman of the Committee: Simon Cole
Lead Officer: Christine Brain

7. Report from the Performance and Audit Scrutiny Committee: 24 September 2015 25 - 30

Report No: **CAB/FH/15/051**

Portfolio Holder: Stephen Edwards

Chairman of the Committee: Colin Noble Lead Officer: Christine Brain

8. Recommendation of the Performance and Audit Scrutiny Committee: 24 September 2015 - Delivering a Sustainable Budget 2016-2017 31 - 34

Report No: **CAB/FH/15/052**

Portfolio Holder: Stephen Edwards

Lead Officer: Joanne Howlett

Chairman of the Committee: Colin Noble

9. Approval of Community Chest Funding - Transitional Year 2015-2016 35 - 40

Report No: **CAB/FH/15/053**

Portfolio Holder: Robin Millar

Lead Officer: Davina Howes

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

Cabinet Member: James Waters Lead Officer: Steven Wood

Summary and Reason for Recommendation:

Section 4.3 of the West Suffolk Contract Procedure Rules state that: Between £50,001 and the EU Threshold any exemption must be approved by the Officer and Head of Service in consultation with the Head of Resources and Performance. The Officer must produce evidence to support the request for any exemption and the Head of Service shall prepare a report for the next Cabinet to support the action taken, hence this agenda item.

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

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

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

standardisation;

on the basis that:

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

Recommendation:

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

11. Decisions Plan: October 2015 to May 2016 **41 - 54**

Report No: **CAB/FH/15/054**

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

Portfolio Holder: James Waters

Lead Officer: Ian Gallin

12. Revenues Collection and Performance Write-Offs **55 - 58**

Report No: **CAB/FH/15/055**

Portfolio Holder: Stephen Edwards

Lead Officer: Joanne Howlett

13. 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

14. Exempt Appendix 1: Revenues Collection Performance and Write-Offs (paras 1 and 2) **59 - 60**

Exempt Appendix 1 to Report No: **CAB/FH/15/055**

Portfolio Holder: Stephen Edwards

Lead Officer: Joanne Howlett

(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)

Informal Joint Cabinet



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

Present: Councillors

St Edmundsbury Borough Council (SEBC)

John Griffiths (in the Chair for the informal discussions)

Robert Everitt

Ian Houlder

Sara Mildmay-White

Alaric Pugh

Joanna Rayner (present for the informal discussions only)

Peter Stevens

In attendance:

John Burns

Susan Glossop

Forest Heath District Council (FHDC)

David Bowman

Andy Drummond

Stephen Edwards

James Waters

In attendance:

Andrew Appleby

Colin Noble

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

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

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

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

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

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

1. **Open Forum**

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

2. **Public Participation**

No members of the public were in attendance.

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

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

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

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

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

Councillor Stephen Edwards, FHDC Cabinet Member for Resources and

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

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

2. **West Suffolk Investment Framework**

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

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

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

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

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

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

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

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 1 September 2015 at **6.33 pm** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman James Waters (Leader of the Council) (in the Chair)

David Bowman
Stephen Edwards

Andy Drummond

In attendance:
Andrew Appleby

Colin Noble

92. **Apologies for Absence**

An apology for absence was received from Councillor Robin Millar.

93. **Open Forum**

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

94. **Public Participation**

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

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

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/15/038, *West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020*, it was proposed, seconded and,

RECOMMENDED TO COUNCIL:

That subject to updates and amendments by the Leaders, as detailed in paragraphs 13 and 14 of Report No: CAB/FH/15/038, the:

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

96. West Suffolk Investment Framework

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/15/039, *West Suffolk Investment Framework*, it was proposed, seconded and,

RECOMMENDED TO COUNCIL:

That the West Suffolk Investment Framework attached at Attachment A to Report No: CAB/FH/15/039, be approved: and

RESOLVED:

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

The meeting concluded at 6.36pm

Signed by:

Chairman

This page is intentionally left blank

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 15 September 2015 at 6.00 pm at the **Council Chamber, District**
Offices, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

Chairman James Waters
Vice Chairman Robin Millar

David Bowman
Andy Drummond
Stephen Edwards

By Invitation:

Simon Cole (Chairman of the Overview and Scrutiny
Committee)

In attendance:

Andrew Appleby

97. **Apologies for Absence**

There were no apologies for absence.

98. **Minutes**

The minutes of the Cabinet meeting held on 14 July 2015 were unanimously accepted as an accurate record and signed by the Leader.

99. **Open Forum**

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

100. **Public Participation**

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

101. **West Suffolk Operational Hub**
(Repot No CAB/FH/15/040)

The Portfolio Holder for Operations presented this report which sought approval for a further period of pre-planning applications consultation and also recommended to Council, the approval of a further total allocation of £220,000 (£112,000 FHDC and £108,000 SEBC) funding to enable the project to progress.

A second six-week pre-application consultation was planned which would make further documents available for public scrutiny. These documents included a sustainability appraisal, the case for co-locating facilities into a single site, site selection criteria and the process to-date of site review and selection. This background detail would provide further opportunity for interested parties to consider putting forward credible, available alternative sites.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The contents of Report No CAB/FH/15/040, be noted.
2. A further six-week period of public pre-application consultation be approved, to give an opportunity for suggestions for alternative sites and provide information for public scrutiny including the:
 - (i) case for a shared waste hub.
 - (ii) site selection criteria.
 - (iii) process of site selection.
 - (iv) sustainability appraisal

and

RECOMMENDED TO COUNCIL: (14 October 2015)

That:-

3. Funding of £220,000 (£112,000 FHDC and £108,000 SEBC), as detailed in Section 3 of Report No CAB/FH/15/040, be approved and for this to be allocated from the respective Council's Strategic Priorities and Medium Term Financial Strategy reserve to enable the project to progress.

(Note: Council approval is needed for Resolution 3. above before Resolution 2. above can be implemented).

102. **The Future of the Organic Waste Service in West Suffolk
(Report No CAB/FH/15/041)**

The Portfolio Holder for Operations presented this report which sought approval for changes to the current brown bin collection scheme in West Suffolk, which was in response to revisions to the organic waste service provided across Suffolk.

The report provided background information and how the Suffolk Waste Partnership, which co-ordinated, managed and integrated waste collection and disposal services across the county, had been considering options for the future of organic waste service for the past two/three years, including the reasons for this change.

Option 3 was the preferred option of Officers, which was to introduce an annual subscription charge and exclude food/kitchen waste, which would potentially generate an income to ensure that the service was cost neutral. If the brown bin scheme continued in its current format, West Suffolk would be faced with an estimated budget increase of £498,000 per year, in comparison to current costs. This amount would need to be found in savings from elsewhere, with potential impacts on services across the Councils.

As part of delivering Option 3, Officers would prepare detailed costs, a revised policy, method of delivery and mobilisation plan. It was expected that a revised scheme would commence in April 2016 or at an agreed date, thereafter.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (14 October 2015)

That:-

1. The exclusion of food/kitchen waste from the brown bin scheme – to commence following procurement of the new treatment contract, be agreed.
2. A subscription charge of between £35 and £50 per year for the brown bin service, as detailed in Section 1.4.3 to 1.4.8 of Report No CAB/FH/15/041 be introduced.
3. A future report be received outlining the results of the procurement exercise and the Suffolk Waste Partnership's agreed actions, to deliver Resolutions 1. and 2. above.

103. **Report from the Anglia Revenues and Benefits Partnership Joint Committee: 10 June 2015
(Report No CAB/FH/15/042)**

The Cabinet received and noted this report which provided an outline of the issues discussed by the Anglia Revenues and Benefits Partnership Joint Committee at its meeting held on 10 June 2015.

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

- (1) Fraud.
- (2) 2014-15 Year End Out-turn and Approval of the Small Bodies Return.
- (3) Performance Report.
- (4) ARP Website.
- (5) ARP Risk Register.
- (6) Bailiff Update.
- (7) ARP Trading Company Restructure.
- (8) Welfare Reform.
- (9) Forthcoming Issues.

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

With the vote being unanimous, it was

RESOLVED:

That the contents of the report be noted.

104. Report from the Performance and Audit Scrutiny Committee: 30 July 2015 (Report No CAB/FH/15/043)

The Cabinet received and noted this report which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 30 July 2015. The first four items were considered jointly with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee:

- (1) Balanced Scorecard and Quarter 1 Performance Report 2015-2016.
- (2) West Suffolk Risk Management Approach and Principles.
- (3) West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2015.
- (4) Work Programme Update.
- (5) Financial Performance Report (Revenue and Capital) – Quarter 1 (April to June 2015)
- (6) Annual Treasury Management Report 2014-2015.

The Portfolio Holder for Resources and Performance, drew relevant items to the attention of the Cabinet, including that separate reports would be considered next on this Cabinet agenda in respect of Items (2) and (6) above.

With the vote being unanimous, it was

RESOLVED:

That the content of the report be noted.

105. Recommendation of the Performance and Audit Scrutiny Committee - 30 July 2015: West Suffolk Risk Management Approach and Principles (Report No CAB/FH/15/044)

The Cabinet considered this report which sought approval for the West Suffolk Risk Management Approach and Principles.

The Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the document, which was attached as Appendix 1 to Report No CAB/FH/15/044, was a new positive approach to risk, based on context, proportionality, judgement and evidence based decision-making that was considered on a case-by-case basis.

Appendix 2 was a flowchart which provided a summary of the various tools and documents that supported this evidence-based approach. It was these documents and tools that would enable the Council to achieve a learning

culture which supported staff and Members, enabling managed risk-taking through positive relationships.

The Performance and Audit Scrutiny Committee had scrutinised both Appendix 1 and 2 in detail and had recommended that these be adopted.

With the vote being unanimous, it was

RESOLVED:

That the West Suffolk Risk Management Approach and Principles, attached at Appendix 1 and the Supporting Flowchart attached at Appendix 2 to Report No PAS/FH/15/017, be adopted.

106. Recommendation of the Performance and Audit Scrutiny Committee - 30 July 2015: Annual Treasury Management Report 2014-2015 (Report No CAB/FH/15/045)

The Cabinet considered this report which sought approval for the Annual Treasury Management Report for 2014-2015.

The Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the Annual Treasury Management Report for 2014-2015, (attached at Attachment 1 to Report No PAS/FH/15/021) which summarised the interest earned during 2014-2015 on the various treasury investments held by the Council; investment activity during the year and the investments held as at 31 March 2015.

The budgeted income from investments in 2014-2015 was £372,418, interest actually earned during the year totalled £472,511, an overachievement of £100,093. The overachievement was mainly due to increased cash flow/money available for investment as a result of the timing of large value transactions (such as NNDR receipts and payments and capital programme).

Although the interest earned during the year was over budget, the continuing low base rate and subsequent low rates of return available in the marketplace had had an impact of the level of income from investments during 2014-2015, compared to various years.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (14 October 2015)

That the Annual Treasury Management Report 2014-2015, attached as Attachment 1 to Report No PAS/FH/15/021, be approved.

107. Decisions Plan: September 2015 to May 2016 (Report No CAB/FH/15/046)

The Cabinet considered Report No CAB/FH/15/046, which was the Cabinet Decisions Plan covering the period September 2015 to May 2016.

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

108. **Revenues Collection and Performance Write-Offs
(Report No CAB/FH/15/047)**

The Portfolio Holder for Resources and Performance presented this report, which sought approval for the write-off of uncollectable amounts in respect of Council Tax, Business Rates and Housing Benefit overpayments.

The Portfolio Holder also referred to paragraphs 3.2 and 3.3 of the report which set out the collection rates for both National Non Domestic Rates (NNDR) and Council Tax as at 31 August 2015 and congratulated the ARP Team on these collection rates, which were on target.

With the vote being unanimous, it was

RESOLVED:

That the write-off of the amounts detailed in the exempt Appendices to Report No CAB/FH/15/047, be approved as follows:

1. Exempt Appendix 1: Council Tax totalling £11,296.31.
2. Exempt Appendix 2: Business Rates totalling £8,425.09.
3. Exempt Appendix 3: Housing Benefit Overpayments totalling £18,375.05.

109. **Exclusion of the Press and Public**

See Minute No 110. below.

110. **Exempt Appendices: Revenues Collection Performance and Write-Offs
(paras 1 and 2) (Report No CAB/FH/15/047)**

The Cabinet received Exempt Appendices 1, 2 and 3 to Report No CAB/FH/15/047. However, as not reference was made to specific detail, this item was not held in private session.

The Meeting concluded at 6.25 pm

Signed by:

Chairman

Cabinet



Forest Heath

District Council

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 17 September 2015	
Report No:	CAB/FH/15/049	
Report to and date:	Cabinet	27 October 2015
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: stephen.edwards@westsuffolk.gov.uk	
Interim Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk	
Purpose of report:	<p>On 17 September 2015 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:</p> <ol style="list-style-type: none"> (1) Performance Report; (2) Moving to a Single Member Joint Committee; (3) Welfare Reform Update; (4) Enforcement Agency Update; and (5) Forthcoming Issues. <p>This report is for information only. No decisions are required by the Cabinet.</p>	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the content of Report No: CAB/FH/15/049 being the report of the Anglia Revenues and Benefits Partnership Joint Committee, including the decision taken under delegated authority, as detailed in Section 1.2, with regard to Moving to a Single Member Joint Committee.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<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>	

Consultation:	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Alternative option(s):	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Implications:	
Are there any financial implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Are there any staffing implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Are there any ICT implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Are there any legal and/or policy implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Are there any equality implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Risk/opportunity assessment: See reports of ARP Joint Committee at link provided under 'Background papers'	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
Ward(s) affected:	All Ward/s
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Breckland DC Website: Reports of the Anglia Revenues and Benefits Partnership Joint Committee – 17 September 2015
Documents attached:	None

1. Key issues

1.1 Performance Report (Agenda Item 5)

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

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

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

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

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

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

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

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

1.2 Moving to a Single Member Joint Committee

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

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

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

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

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

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

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

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

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

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

1.3.2 The update included information on:

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

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

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

1.4.2 The update included information on:

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

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

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

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

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

This page is intentionally left blank

Cabinet



Forest Heath
District Council

Title of Report:	Report from the Overview and Scrutiny Committee: 10 September 2015	
Report No:	CAB/FH/15/050	
Report to and date:	Cabinet	27 October 2015
Chairman of the Committee:	Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead Officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 10 September 2015, the Overview and Scrutiny Committee considered the following reports: (1) Presentation by the Cabinet Member for Planning Growth; (2) Presentation on the Role of Newmarket Vision and Discover Newmarket; (3) Local Air Quality Strategy Progress Report 2014-2015; (4) Decisions Plan: September 2015 to May 2016; and (5) Work Programme Update.	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/FH/15/050, being the report of the Overview and Scrutiny Committee.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
Consultation:	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> • See reports listed in Section 2 below
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	Please see background papers.
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendation

1.1 Presentation by the Cabinet Member for Planning and Growth (Report No: OAS/FH/15/008 and Verbal)

1.1.1 As set out in the Council's Constitution, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to attend to given an account of his or her portfolio and to answer questions from the Committee.

1.1.2 Report OAS/FH/15/008 set out the overall responsibilities of the Cabinet Member of Planning and Growth who had been invited to the meeting to discuss his portfolio.

1.1.3 The Committee discussed the presentation and asked a number of questions of the Cabinet member to which comprehensive responses were provided. In particular discussions were held on:

- The size of the Portfolio for Planning and Growth
- Economic Develop (public transport; attracting businesses to the area)
- Industrial units (types)

The Committee congratulated the Enforcement Team on the work being carried out in driving down the backlog in older cases.

1.1.4 There being no decision required, the Committee **noted** the contents of the presentation.

1.2 Presentation on the Role of Newmarket Vision and Discover Newmarket (Verbal)

1.2.1 The Committee received a presentation on Newmarket Vision, which provided a broad overview on its role. The Cabinet Member for Families and Communities explained the role of the Steering Group, which was established to keep the whole project on track by supporting the four delivery groups in delivering the 45 agreed actions as quickly as possible.

1.2.2 Members were advised that the Steering Group was currently looking at the role of the steering group and delivery groups, its achievements and its own structure going forward with a focus on being more of an enabler rather than an authorising body.

1.2.3 Members discussed the presentation in detail and asked a number of questions of the Cabinet Member and officers who provided comprehensive responses. In particular discussions were held on:

- Newmarket Neighbourhood Plan
- Benefits from Newmarket Vision
- The importance of engagement
- A suggestion to review the position of the Newmarket Vision Group and consider establishing Working Groups.

The Cabinet Member acknowledged that there had been some criticism of the Newmarket Vision and that he was very keen to address these. However, there were 111 people actively involved in Newmarket Vision, largely people from Newmarket who wanted to play an active role in shaping their community. He reiterated that the Steering Group was currently looking at changes to its structure going forward, and would be happy to update the Committee in six months on progress.

1.2.4 There being no decision required, the Committee **noted** the contents of the presentation on Newmarket Vision, subject to an update being provided in six months.

1.3 **Local Air Quality Strategy Progress Report 2014-2015 (Report No: OAS/FH/15/009)**

1.3.1 The Committee considered Report No: OAS/FH/15/009 which reported on work undertaken during 2014-2015 to meet the Local Air Quality Regulations across West Suffolk.

1.3.2 The Committee asked a number of questions to which responses were provided. In particular, discussions were held on:

- The improvement of the air quality in the High Street, Newmarket.
- The effects on air quality from aviation and agricultural activities.
- Whether air quality had an effect on the racing industry.
- Air quality in Brandon following the completion of the A11.

1.3.3 There being no decision required, the Committee **noted** the contents of the report.

1.4 **Decisions Plan: September 2015 to May 2016 (Report No: OAS/FH/15/010)**

1.4.1 The Committee considered the latest Decisions Plan, covering the period September 2015 to May 2016. Members reviewed the Decisions Plan in detail and asked a number of questions to which the Director duly responded.

1.4.2 The Committee considered the Decisions Plan and suggested more publicity was needed in promoting the Community Chest Grant Funding. There being no decision required, the Committee **noted** the contents of the Decisions Plan.

1.5 **Work Programme Update (Report No: OAS/FH/15/011)**

1.5.1 The Overview and Scrutiny Committees has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

1.5.2 The Committee considered the rolling work programme and **noted** the annual items expected to be presented to the Committee during 2015/2016, subject to earlier discussions to include an update on Newmarket Vision in six months time.

2. Background Papers

- 2.1.1 Report [OAS/FH/15/008](#) to the Overview and Scrutiny Committee: Presentation by the Cabinet Member for Planning and Growth
- 2.1.2 Report [OAS/FH/15/009](#) to the Overview and Scrutiny Committee: Local Air Quality Strategy Progress Report 2014-2015
- 2.1.3 Report [OAS/FH/15/010 - Appendix 1](#) to the Overview and Scrutiny Committee: Decisions Plan September 2015 to May 2016
- 2.1.4 Report [OAS/FH/15/011](#) to the Overview and Scrutiny Committee: Work Programme Update

This page is intentionally left blank

Cabinet



Forest Heath
District Council

Title of Report:	Report from the Performance & Audit Scrutiny Committee: 24 September 2015	
Report No:	CAB/FH/15/051	
Report to and date:	Cabinet	27 October 2015
Portfolio Holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: stephen.edwards@forest-heath.gov.uk	
Chairman of the Committee:	Colin Noble Chairman of the Performance and Audit Scrutiny Committee Tel: 07545 423795 Email: colin.noble@forest-heath.gov.uk	
Lead Officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 24 September 2015, the Performance and Audit Scrutiny Committee considered the following items:</p> <ol style="list-style-type: none"> (1) Ernst and Young – Presentation of 2014-2015 ISA 260 Annual Results Report to those Charged with Governance; (2) West Suffolk Annual Governance Statement 2014-2015; (3) 2014-2015 Annual Statement of Accounts; (4) Delivering a Sustainable Budget 2016-2017; (5) Annual Corporate Environmental Performance 2014-2015; and (6) Work Programme Update <p>A separate report is included on this Cabinet agenda for Item (4) above.</p>	

Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report No CAB/FH/15/051, being the report of the Performance and Audit Scrutiny Committee.
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
Consultation:	<ul style="list-style-type: none"> See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> See reports listed in Section 2 below
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	Please see background papers.
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendation

1.1 Ernst and Young – Presentation of 2014-2015 ISA 260 Annual Results Report to those Charged with Governance (Report No: PAS/FH/15/022)

- 1.1.1 Prior to considering the 2014-2015 Statement of Accounts, the Committee received a presentation from Neil Harris (Director), Melanie Richardson (Audit Manager) and Mary Springer (Auditor) from Ernst and Young (EY) on the results of EY's work to date. A copy of the Audit Committee summary was attached as Appendix A.
- 1.1.2 Attached at Appendix B was a Letter of Representation on behalf of the Council, in connection with the audit and financial statement for the year 31 March 2015.
- 1.1.3 Mr Harris confirmed that all work on the audit of the Council's 2014-2015 financial statements had been completed and no further errors had been identified. EY would be issuing an unqualified opinion and certificate on Friday 25 September 2015, on both the Council's 2014-2015 financial statements and arrangements for securing economy, efficiency and effectiveness in its use of resources. He then drew the Committee's attention to a couple of key areas contained within Appendix A, and Members asked questions to which Mr Harris duly responded.
- 1.1.4 The Committee **noted** the unqualified opinion of the Financial Statements for 2014-2015, and the Value for Money Conclusions stating that the Council had proper arrangements in securing economy, efficiency and effectiveness in the use of resources (page 3 of Appendix A), issued by the Auditor.
- 1.1.5 Following the resolution of the Committee, the Letter of Representation on behalf of the Council was **approved**, before the Auditor Director issued his opinion and conclusion.

1.2 West Suffolk Annual Governance 2014-2015 (Report No: PAS/FH/15/023)

- 1.2.1 The Committee received Report No: PAS/FH/15/023, which sought Members approval of the West Suffolk Annual Governance Statement (AGS) 2014-2015, attached as Appendix A. The AGS is designed to provide stakeholders of the Council with the assurance that the Council has operated within the law and that the Council has met the requirements of the Accounts and Audit Regulations 2015.
- 1.2.2 The AGS was prepared by the Officer Governance Group and was presented as a joint statement for Forest Heath District Council and St Edmundsbury Borough Council to reflect both councils working together and sharing services across West Suffolk.
- 1.2.3 The Committee was advised that no significant governance issues had been raised, but the AGS recognised the work of the planning and regulatory service and the additional resources deployed to the service during 2014-2015.

- 1.2.4 The AGS 2014-2015, attached as Appendix A to Report No: PAS/FH/15/023 was **approved** for signing by the Chief Executive and the Leader of the Council.
- 1.3 **2014-2015 Annual Statement of Accounts (Report No: PAS/FH/15/024)**
- 1.3.1 The Committee scrutinised the 2014-2015 Statement of Accounts as contained with Report No: PAS/FH/15/024. Approval was sought for the accounts attached as Appendix A, in accordance with the powers delegated to it under the Council's Constitution.
- 1.3.2 The attached Statement of Accounts (Appendix A) had been amended (as appropriate) to take on board issues raised by the audit process up to the date of distribution. Only minor presentational changes are now required prior to the signing of the accounts.
- 1.3.3 The Committee scrutinised the draft accounts and asked questions to which officers provided responses. The Committee then **resolved**: That
- (i) The 2014-2015 Statement of Accounts, attached as Appendix A to Report No: PAS/FH/15/024 be **approved** in accordance with the powers delegated to it under the Council's Constitution.
 - (ii) The Chairman of the Performance and Audit Scrutiny Committee signs the certification of the 2014-2015 Statement of Accounts on behalf of the Committee.
 - (iii) The Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Performance, be given delegated authority to make any presentational and non-material changes to the Statement of Accounts that may be required up to the date of publication.
- 1.4 **Annual Corporate Environmental Performance 2014-2015 (Report No: PAS/FH/15/026)**
- 1.4.1 The Committee received and **noted** Report No: PAS/FH/15/026, which set out the Annual Environmental Statement covering environmental performance in 2014-2015 (Appendix A). The Statement covered the operations of both Forest Heath District Council and St Edmundsbury Borough Council and the leisure trusts in West Suffolk in respect of energy and water consumption and renewable energy regeneration.
- 1.4.2 By delivering improved environmental performance across West Suffolk, both Councils continue to fulfil both their statutory and policy responsibilities set out in the West Suffolk Sustainability Strategy, and support for the shared strategic vision "*Working together, Forest Heath and St Edmundsbury Councils will support communities to create the best possible future for people in West Suffolk*".
- 1.4.3 The Committee scrutinised the West Suffolk Environmental Statement 2014-2015, and asked a number of questions, to which officers duly responded. In particular discussions were held on the rent a roof scheme and renewable

energy generation, which it was reported would continue to make long term savings for the Council.

1.5 **Work Programme Update (Report No: PAS/FH/15/027)**

- 1.5.1 The Committee received and **noted** its Work Programme, which provided information on current items scheduled to be presented to the Committee during 2015-2016.

2. Background Papers

- 2.1.1 Report PAS/FH/15/022 to the Performance and Audit Scrutiny Committee: Ernst and Young – Presentation of 2014-2015 ISA 260 Annual Results Report to those Charged with Governance
- 2.1.2 Report PAS/FH/15/023 to the Performance and Audit Scrutiny Committee: West Suffolk Annual Governance Statement 2014-2015
- 2.1.3 Report PAS/FH/15/024 to the Performance and Audit Scrutiny Committee: 2014-2015 Annual Statement of Accounts
- 2.1.4 Report PAS/FH/15/026 to the Performance and Audit Scrutiny Committee: Annual Corporate Environmental Performance 2014-2015
- 2.1.5 Report PAS/FH/15/027 to the Performance and Audit Scrutiny Committee: Work Programme Update

This page is intentionally left blank

Cabinet



Forest Heath

District Council

Title of Report:	Recommendation of the Performance and Audit Scrutiny Committee: 24 September 2015 – Delivering a Sustainable Budget 2016-2017	
Report No:	CAB/FH/15/052	
Reports to and dates:	Cabinet	27 October 2015
	Council	9 December 2015
Portfolio Holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: stephen.edwards@forest-heath.gov.uk	
Chairman of the Committee:	Colin Noble Chairman of the Performance and Audit Scrutiny Committee Tel: 07545 423795 Email: colin.noble@forest-heath.gov.uk	
Lead Officer:	Joanne Howlett Acting Head of Resources and Performance Tel: 01284 757264 Email: joanne.howlett@westsuffolk.gov.uk	
Purpose of report:	On 24 September 2015, the Performance and Audit Scrutiny Committee considered Report No: PAS/FH/15/025 , which updated members on progress made towards delivering a balanced budget for 2016-2017.	
Recommendation:	It is <u>RECOMMENDED</u> that the proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/FH/15/025, be included, in securing a balanced budget for 2016-2017.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i>			
Consultation:		• See Report No: PAS/FH/15/025	
Alternative option(s):		• See Report No: PAS/FH/15/025	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/15/025	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/15/025	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/15/025	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/15/025	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/15/025	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
See Report No: PAS/FH/15/025			
Wards affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		COU/FH/15/004 – Budget and Council Tax Setting 2015/16 CAB/FH/15/038 – West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Future budget pressure and challenges

- 1.1.1 Forest Heath continues to face considerable financial challenges as a result of increased cost and demand pressures and constraints on public sector spending. In this context, and like many other councils, we have to make difficult financial decisions.
- 1.1.2 The Medium Term Financial Strategy 2014-2016, approved at Full Council on 27 February 2015 (Report COU/FH/15/004) sets out the current and future financial pressures and challenges facing Forest Heath.
- 1.1.3 Report No: PAS/FH/15/025 provided the Performance and Audit Scrutiny Committee with information on the budget gap, budget assumptions, proposed timetable and the methodology for securing a balanced budget 2016-2017.
- 1.1.4 **Extract from Report No: PAS/FH/15/025**

5. Budget proposals for 2016-2017

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

Table 2: Budget proposals for 2016/17

Description	2016/17 £'000 Pressure/ (Saving)
Budget gap	1,058
<i>Budget saving proposals</i>	
Income generation - ARP bailiffs and trading company services	(27)
Income generation - Street Cleansing	(4)
Income generation - Further third party occupancy at College Heath Road offices	(10)
Income generation - Waste Services	(53)
Income generation - Internal Audit	(5)
Income generation/efficiencies - Use of Guineas Office Newmarket	(20)
Income generation/efficiencies - Use of Brandon Office	(9)
Budget assumption change - 1% for pay inflation	(30)
Budget assumption change for car parking to reflect current and future volumes in Newmarket	(23)
Business Process Re-Engineering - release of staffing capacity following efficiencies created through process redesign	(88)
Contract efficiencies including ICT supplies and services	(60)
Contract efficiencies through Facilities Management joint	(8)

venture - part year savings	
Further staffing changes including service changes and vacancy management	(47)
Mitigate Building Control overspend/reduction income through increasing market share, changes in fee levels	(46)
Reduction in Legal professional fees	(4)
Reduction in Leisure Trust Management fee - subject to negotiations with Abbeycroft Leisure	(50)
Review of previously unallocated grant funding	(51)
Supplies and services savings, including around 5% reduction on all supplies and services budgets	(52)
Continue with the Local Council Tax Support Grant level - phasing out by April 2017 (25% for 2016/17) - no financial impact as already budgeted	-
Remaining Budget Gap *	471

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

5.2 *Councillors will recall back in July 2013 (Report COU13/633) Forest Heath District Council agreed to continue to support the District's town and parish councils in respect of the Council Tax Support Grant, introduced by the Government to help offset money towns and parishes could lose through council tax benefit changes. The Council Tax Support Grant is included but not ring fenced in the Government's overall funding to borough and district councils who must then decide whether, and how much, to pass on to town and parish councils.*

1.1.5 The Committee was further asked to consider proposals for continuing the current scheme of gradually phasing out the Local Council Tax Support Grant by April 2017.

1.2 **Performance and Audit Scrutiny Committee**

1.2.1 The Performance and Audit Scrutiny Committee scrutinised the report in detail and asked a number of questions to which officers duly responded. In particular discussions were held on the budget saving proposals relating to future staffing changes, including service changes and vacancy management; and the future expected level of public sector finances.

1.2.2 The Performance and Audit Scrutiny Committee **noted** the budget assumptions, timetable and progress made to date on delivering a balanced budget for 2016-2017.

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

Cabinet



Forest Heath
District Council

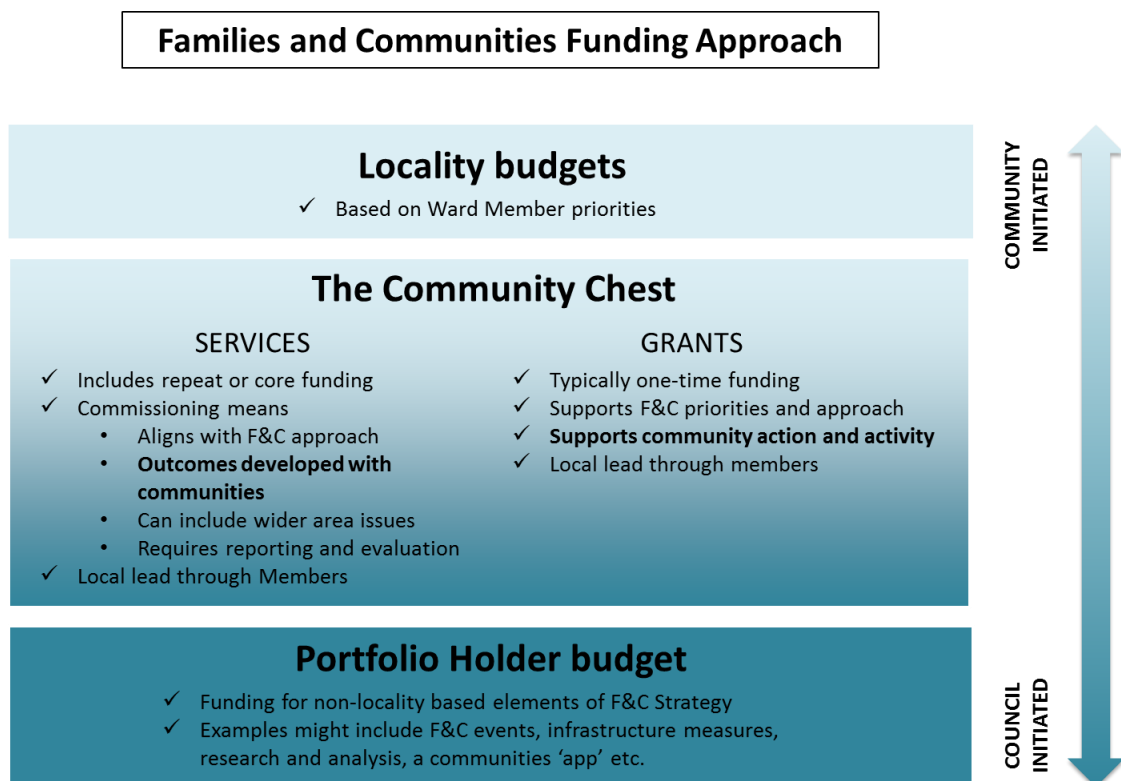
Title of Report:	Approval of Community Chest Funding – Transitional Year (2015 – 2016)	
Report No:	CAB/FH/15/053	
Report to and date:	Cabinet	27 October 2015
Portfolio holder:	Robin Millar Portfolio Holder for Families and Communities Tel: 07939 100937 Email: robin.millar@forest-heath.gov.uk	
Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk	
Purpose of report:	To update Councillors following the review of applications for Community Chest funding in the transitional year (2015 – 2016) and to recommend approval of funding allocations.	
Recommendation:	<p>It is <u>RECOMMENDED</u> that Cabinet approve the allocation of funding from the Community Chest as follows:</p> <ul style="list-style-type: none"> (i) Unit Twenty Three - £5,000 (ii) Suffolk West Citizens Advice Bureau - £23,286 (in two phases) (iii) Sharing Parenting -£23,214 (in two phases) (iv) Suffolk Digital Cinema Network - £5,500 	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<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:			
Alternative option(s):		<ul style="list-style-type: none"> The Council could choose not to provide any grant funding however it is recognised that some support to the Voluntary, Community and Social Enterprise Sector is required. The Community Chest also enables the council to commission services to support the delivery of its priorities, specifically those set out in its Families and Communities Strategy. 	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Funding for grants is contained within existing budgets. 	
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 checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> The council's approach to grants has been the subject of an Equality Impact Assessment and no negative consequences have been identified. 	
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)
Organisations are not aware of our approach to grants	Medium	Implement a wide ranging communications plan	Low
Requests for funding exceed the amount of money available	Medium	Eligibility criteria and an evaluation scoring matrix to be used to identify best fit and value for money	Low
Organisations do not have the capacity to respond to the council's approach to commissioning	Medium	Support provided to organisations and a phased approach to be taken to enable organisations to become familiar with the new approach	Low
Ward(s) affected:		All Ward/s	
Background papers:		None	
Documents attached:		None	

1. New approach to grant funding arrangements –Background

- 1.1 A key part of delivering West Suffolk’s second Strategic Plan priority (for 2014-16) of “*resilient families and communities that are healthy and active*” is to support a “*thriving voluntary sector and active communities who take the initiative to help the most vulnerable*”. This support takes many forms across the various areas of the council’s business. An important element is the financial support that the council gives to the Voluntary, Community and Social Enterprise Sector (VCSE) in the form of grant funding and commissioning.
- 1.2 Councillors approved the revised approach to grant funding from 2015 / 2016, with the establishment of a Community Chest.
- 1.3 The following diagram illustrates how grant funding now works. The funds may be given as grants (one off) or commissioned against agreed outcomes. The intention is to ensure that the (i) principle of grass roots and, community led action is supported and encouraged where possible; and (ii) the councillor’s role as a community leader is emphasised, which can only strengthen democratic engagement within the community.

It represents a simplified mix of funding types, with differing degrees of devolution to local communities.



1.4 In summary the three levels work as follows:

- (i) **Locality budgets:** Specific local priorities can be supported, especially where led by the Ward Councillor in their capacity as a community leader. These are awarded against set criteria. They are typically one-off grants.
- (ii) **Community Chest:** Other community and Councillor led initiatives that exceed Locality Budgets can be bid for from a Community Chest. These will be subject to criteria and process and signed off by the Portfolio Holder in conjunction with staff up to the value of the delegation powers, thereafter through the cabinet process. Requests over the Portfolio Holder delegation responsibility will also be considered by the Grant Working Party. Request for funding may be one-off grants, or revenue funds for services.
- (iii) **Portfolio Holder budget:** Offers a mechanism for addressing priorities that emerge, or to address issues that impact on a wider geographical scale than can be identified by a single community or Councillor. It also offers a potentially quicker decision which may benefit the applicant.

1.5 The funding for the existing Service Level Agreements (SLA) has been moved into the Community Chest. However it is important to note that previous agreements have been honoured, all of which finish at the end of March 2016. As such, the remaining Community Chest funds available for allocation in 2015/2016 is £57,000.

1.6 On the 22 June 2015, the Council launched its Community Chest fund and invited organisations to apply for this transitional year of funding. Closing date for applications was 31 July 2015. Five applications were received which requested £58,874.50 in total (out of the £57,000 available). Each application was assessed by the Portfolio Holder against the agreed Community Chest criteria.

1.7 The five applications are summarised below along with the Portfolio Holder recommendation for consideration by Cabinet:

- (i) **Unit Twenty Three** applied for £5,000 to support a tour of a powerful play developed by Young Carers and professional artists. The project intends to train Young Carers to facilitate post-show TalkOut workshops where young caring can be explored. Identified young carers will educate communities and develop skills, and unidentified young carers will be encouraged and enabled to access support.

It was felt that the application scored well on engaging with local people and building resilience, as well as peer to peer support amongst local young carers. It is recommended that an offer of **£5,000** be made available on condition of a confirmed programme of activities and that a clear methodology is in place to monitor the number of young carers identified as a result of this programme.

- (ii) **Suffolk West Citizens Advice Bureau (SWCAB)** applied for £20,494 to deliver outreach services to Lakenheath specifically aimed at supporting residents through a period of change with the closure of RAF Mildenhall and the expansion of RAF Lakenheath in the coming years.

It was felt that the project has great potential to support the community of Lakenheath. There are some concerns that work directly relating to the closure of RAF Mildenhall may be a little premature before a confirmed closure programme has been detailed. As such a request to SWCAB for a breakdown of costs between outreach work and direct work on the closure of RAF Mildenhall was made. This approach will allow for the infrastructure to be in place and ready for the work directly with those residents affected by the closure of RAF Mildenhall to be undertaken when necessary. It is recommended that a grant of **£16,521** be allocated to start this work.

It is further recommended that , a stage two allocation of £6,765 be retained in the Community Chest budget for allocation once further details of the base closure is available.

- (iii) **Sharing Parenting** applied for £20,658 to provide a parenting map for Forest Heath which will include training for parent support volunteers, a roadshow of parenting workshops and seminars, training programmes as well as a parenting conference for Forest Heath.

It was felt that this project has great potential in supporting parents and families across the district, although it is important to be clear on the precise needs from parents and families. As such it is proposed that a two phase approach to funding this project be adopted with stage one widening the parenting questionnaire, delivering a Dads' Parenting Course and delivering a Parenting Conference. It is therefore recommended that an initial **£9,483** be allocated to this project. The Parenting Map of support would follow as a stage two.

A stage two for this project would be likely to take place in the early Spring 2016 and has still to be costed but it is felt that the remaining funds be retained in the Community Chest budget for allocation once the foundation work has been undertaken and a second stage of delivery agreed. This could be up to a total of £13,731.

- (iv) **Suffolk Digital Cinema Network** applied for £5,500 to develop the Network across Forest Heath by attracting new members, developing and managing family screenings, intergenerational screenings and specialist screenings as well as developing a commercial arm of the organisation to assist with future sustainability.

It was felt that this project has the potential to create community assets, bring people together and be a platform for engagement and community action. It is recommended that **£5,500** be awarded to this project.

- (v) **Catch 22, Suffolk Positives Futures** sought £7,822.50 to support the delivery of a programme of sports sessions in Newmarket and Red Lodge. The sessions are designed to be an early intervention project, diverting young people into a worthwhile and constructive activity and not allowing boredom to set in and perhaps lead on into less desirable activities.

It is recommended that this application not be supported. Whilst there is little doubt that this project has value in terms of diversionary activity it could be seen as a step backwards in terms of direct delivery with limited community empowerment. It is recommended that this application is refused but that officers in the Families and Communities team work with Catch 22 to seek alternative, external funding sources.

- 1.8 Subject to Cabinet approval of the above, £36,504 of the £57,000 Community Chest Funding will be allocated. The remaining £20,496 will be set aside for phase two funding as follows: Shared Parenting (£13,731) and Suffolk West CAB (£6,765) on condition of the terms set out in paragraph 1.7 (ii) and (iii) above. Should these conditions not be met, any underspend in this budget will be retained and used to commission services to support the delivery of the Families and Communities Strategy.

Applications for 2016/17 community chest funding

- 1.9 The Community Chest budget for 2016 / 2017 is £185,240. The closing date for applications was 30 September 2015. The Portfolio Holder will make recommendations relating to this funding at the Cabinet meeting on 22 December 2015. This will ensure that organisations will be aware of funding arrangements well in advance of the next financial year.



Forest Heath District Council

CAB/FH/15/054

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 October 2015 to 31 May 2016

Publication Date: 28 September 2015

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

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

Members of the public may wish to:

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

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via 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
Item deferred from 15/09/15	Home-Link Lettings Policy This item has been removed from the Decisions Plan for the present time and will be reinstated once the review of the Policy is timetabled to be undertaken.			Cabinet	Not applicable	Simon Phelan Head of Housing 01638 719440		
27/10/15 (Joint consideration with SEBC Cabinet)	Local Housing Development Company The Cabinet will be asked to recommend to Council the business case for a wholly Council owned (St Edmundsbury Borough, Forest Heath District and Suffolk County Council) Housing Company.	Paragraph 3	(R) - Council 17/11/15	Cabinet/ Council	Not applicable	Simon Phelan Head of Housing 01638 719440	All Wards	Exempt 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	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	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
	outstanding debts detailed in the exempt Appendices							
27/10/15	Community Chest Grant Funding (1) The Cabinet will be asked to consider applications for Community Chest funding for the transitional year 2015/2016.	Not applicable	(KD)	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
27/10/15	Delivering a Sustainable Budget 2016/2017 The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2016/2017.	Not applicable	(R) - Council 17/11/15 or 9/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/10/15	<p>Right to Challenge Parking Policies</p> <p>The Cabinet will be asked to consider and recommend to Council, that as part of the changes required to its Petition Scheme, to reflect a duty which gives local residents and businesses the right to challenge parking policies set out in Traffic Regulation Orders (TROs), that these Orders also be reviewed annually by the Overview and Scrutiny Committee.</p>	Not applicable	(R) - Council 17/11/15	Cabinet/ Council	David Bowman Operations 07711 593737	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council
24/11/15 (Joint consideration with SEBC Cabinet)	<p>West Suffolk Joint Statement of Principles in accordance with the Gambling Act 2005</p> <p>The Cabinet will be asked to consider recommendations of the Licensing Committee in respect of seeking approval for a new Joint</p>	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	James Waters Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Recommendations from the Licensing Committee to Cabinet and Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Statement of Principles, which has been produced jointly with Forest Heath District Council. It will require Council approval.							
24/11/15 (Joint consideration with SEBC Cabinet)	<p>Housing Assistance Policy and Application Guidance</p> <p>The Cabinet will be asked to consider the Housing Assistance Policy, which has been reviewed in line with the Housing Strategy. It also contains some changes to the way that Forest Heath District Council and St Edmundsbury Borough Council allocates grants for making improvements/adaptions to houses.</p>	Not applicable	(KD)	Cabinet	Not applicable	<p>Simon Phelan, Head of Housing 01638 719440</p> <p>Andrew Newman Service Manager (Housing Standards) 01638 719276</p>	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
24/11/15 (Deferred from 01/09/15) (Joint consideration with SEBC Cabinet)	Office Accommodation Appraisal The Cabinet will be asked to consider an appraisal of West Suffolk Councils' own office accommodation needs to inform detailed planning of the Mildenhall Hub and Public Service II projects through an Office Accommodation Plan.	Not applicable	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518 David Bowman Operations 07711 593737	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet
24/11/15 (Joint consideration with SEBC Cabinet)	Discretionary Rate Relief Guidelines The Cabinet will be asked to recommend to Council, the approval of new guidelines for granting discretionary rate relief, which would provide an opportunity to align with other members of the Anglia Revenues and Benefits Partnership and provide clarity of the qualifying criteria and potential savings.	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
24/11/15	<p>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017</p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2016/2017, prior to seeking its approval by full Council.</p>	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
24/11/15	<p>Tax Base for Council Tax Setting Purposes 2016/2017</p> <p>The Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2016/2017, prior to seeking its approval by Council.</p>	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
22/12/15	<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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
22/12/15	<p>Community Chest Grant Funding (2)</p> <p>The Cabinet will be asked to consider applications for Community Chest funding for the year 2016/2017</p>	Not applicable	(KD) but also subject to budget setting process for 2016/2017	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
22/12/15 (Deferred from 15/09/15)	<p>West Suffolk Joint Sports Facility and Playing Pitch Strategy</p> <p>The Cabinet will be asked to adopt a West Suffolk Joint Sports Facility and Playing Pitch Strategy, which has been produced with St Edmundsbury Borough Council.</p>	Not applicable	(KD)	Cabinet	Andy Drummond Leisure and Culture 01638 666888	Mark Walsh Head of Operations 01638 757300 Damien Parker Leisure and Cultural Services Operational Manager 01284 757090	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
10/02/16	<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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
10/02/16	<p>Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2016/2017, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
10/02/16	<p>Budget and Council Tax: 2016/2017</p> <p>The Cabinet will be asked to consider the proposals for the 2016/2017 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Reports to Cabinet and Council
10/02/16	<p>Mildenhall Hub - Development Brief and Project Proposals</p> <p>The Cabinet will be asked to consider and recommend to Council the final Development Brief and detailed project proposals for the Mildenhall Hub.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	James Waters Planning and Growth 07771 621038	Alex Wilson Director 01284 757695	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
05/04/16	<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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
17/05/16	<p>Community Chest Grant Funding (3)</p> <p>The Cabinet will be asked to consider applications for the remaining Community Chest funds for the year 2016/2017.</p>	Not applicable	(KD)	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

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

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

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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

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

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

NOTE 2: KEY DECISION 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

(a) Membership of the Cabinet and their Portfolios:

<u>Cabinet Member</u>	<u>Portfolio</u>
James Waters	Leader of the Council; Planning and Growth
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance

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

Page 54

Fiona Osman
Service Manager (Democratic and Elections)
Date: 28 September 2015

Cabinet



Forest Heath
District Council

Title of Report:	Revenues Collection Performance and Write-Offs	
Report No:	CAB/FH/15/055	
Report to and date:	Cabinet	27 October 2015
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Telephone: 01638 660518 Email: stephen.edwards@forest-heath.gov.uk	
Lead officer:	Joanne Howlett Acting Head of Resources and Performance Telephone: 01284 757264 Email: joanne.howlett@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
Recommendation:	<p>The write-off of the amounts detailed in the exempt Appendix to this report be approved, as follows:</p> <p>1. Exempt Appendix 1: Business Rates totalling £2,671.15.</p>	
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 be 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	
Implications:		
<p>Are there any financial implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • 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:		1. Exempt – Appendix 1 – Business Rate 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 September 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 September 2015 was 56.06% against a profiled target of 56.93%.
- 3.3 As at 30 September 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 £26m per annum. The collection rate as at 30 September 2015 was 56.41% against a profiled target of 56.36%.

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank