



# Forest Heath District Council

## Cabinet Decisions Notice (Published: Friday 12 February 2016)

The following decisions were taken by the Cabinet on **Wednesday 10 February 2016** and, if not called in by Councillors, will come into operation on Monday 22 February 2016. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council's Constitution, by at least five Councillors submitting the required call-in request form to the Head of HR, Legal and Democratic Services (e-mail: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)) by **5.00 pm on Friday 19 February 2016**.

Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk). Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format [firstname.surname@forest-heath.gov.uk](mailto:firstname.surname@forest-heath.gov.uk). Contact may also be made via Democratic Services, Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Agenda Item and Report No.	Declarations of Interest/ Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 5 CAB/FH/16/001	None	<u>Report from the Overview and Scrutiny Committee: 14 January 2016</u>  RESOLVED:  That the contents of the report be noted.	The report set out the decisions which had been made by the Overview and Scrutiny Committee at their meeting on 14 January 2016.	The Overview and Scrutiny Committee had considered the options in detail at their meeting on 14 January 2016.	<u>Chairman:</u> Cllr Simon Cole 07974 443762  <u>Officer:</u> Christine Brain Scrutiny Officer 01683 719729
Item No. 6 CAB/FH/16/002	None	<u>Report from the Anglia Revenues and Benefits Partnership Joint Committee: 7 December 2015 and 12 January 2016</u>  RESOLVED:  That the contents of the report be noted.	The report set out the decisions which had been made by the Anglia Revenues and Benefits Partnership Joint Committee at their meetings on 7 December 2015 and 12 January 2016.	The Anglia Revenues and Benefits Partnership Joint Committee had considered the options in detail at their meetings on 7 December 2015 and 12 January 2016.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518  <u>Officer:</u> Jill Korwin Director 01284 757252

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Item No. 7 CAB/FH/16/003	None	<u>Report from the Performance and Audit Scrutiny Committee: 28 January 2016</u>  RESOLVED:  That the contents of the report be noted.	The report set out the decisions which had been made by the Performance and Audit Scrutiny Committee at their meeting on 28 January 2016.	The Performance and Audit Scrutiny Committee had considered the options in detail at their meeting on 28 January 2016.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518  <u>Chairman:</u> Cllr Colin Noble 07545 423795  <u>Officer:</u> Christine Brain Scrutiny Officer 01638 719729
Item No. 8 CAB/FH/16/004	None	<u>Recommendations of the Performance and Audit Scrutiny Committee: 28 January 2016 - Annual Treasury Management and Investment Strategy Statements 2016/2017 and Treasury Management Code of Practice</u>  RECOMMENDED TO COUNCIL (24 February 2016):  That:- 1. The Annual Treasury Management and Investment Strategy Statements 2016/2017, as set out in Appendix 1 and 2 to Report No PAS/FH/16/007, be adopted.  2. The Treasury Management Code of Practice 2016/2017, as contained in Appendix 3 and 4 to Report No PAS/FH/16/007, be approved.	The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management required that, prior to the start of the financial year, that Council formally approved an Annual Treasury Management and Investment Strategy, setting out the Council's treasury management policy and strategy statements for the forthcoming year.	Options for the management of Council investments are formally considered within the Annual Treasury Management and Investment Strategy.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518  <u>Chairman:</u> Cllr Colin Noble 07545 423795  <u>Lead Officer:</u> Joanne Howlett Acting Head of Resources and Performance 01284 757264

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Item No. 9 CAB/FH/16/005	None	<p><u>Budget and Council Tax Setting: 2016/2017 and Medium Term Financial Strategy</u></p> <p>RECOMMENDED TO COUNCIL (24 February 2016):</p> <p>That:-</p> <ol style="list-style-type: none"> <li>1. The revenue and capital budget for 2016/2017 attached at Attachment A and as detailed in Attachment D, Appendix 1-5 of Report No Cab/FH/16/005, be approved.</li> <li>2. Having taken into account the conclusions of the Head of Resources and Performance's report on the adequacy of reserves and the robustness of budget estimates (Attachment C) and the Medium Term Financial Strategy (MTFS) (Attachment D), particularly the Scenario Planning and Sensitivity Analysis (Attachment D and Appendix 5) and all other information contained in this report, Cabinet recommends a 0% increase in Council Tax for 2016/2017 (the level of Band D Council Tax for 2016/2017 be set at £137.43).</li> <li>3. The Head of Resources and Performance, in consultation with the Portfolio Holder for Resources and Performance, be authorised to transfer any surplus from the 2015/2016 revenue budget to the Invest to Save Reserve as detailed</li> </ol>	Cabinet was required to recommend to Council the budget for the authority and the level of Council Tax required to fund the budget. In 2016/2017, the Cabinet has recommended a 0% increase in Council Tax, with the level of Band D Council Tax for 2016/2017 set at £137.43.	Other options have been considered and rejected to ensure the Council met its statutory requirements of setting a balanced budget for 2016/2017.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518</p> <p><u>Officer:</u> Joanne Howlett Acting Head of Resources and Performance 01284 757264</p>

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		<p>in paragraph 1.9.4, and to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3) as deemed appropriate throughout the year.</p> <p>4. 100% disregard of War Pension's, War Widower's Pensions and Armed Forces Compensation Payments or any other successor scheme, be approved in the calculation of Housing Benefit, as set out in paragraphs 1.4.3 to 1.4.5 below.</p> <p>5. The revised Minimum Revenue Provision policy, as set out in section 1.8 and Attachment D Appendix 4, is adopted.</p> <p>6. Where the Council has usable capital receipts that are not needed for other purposes, delegated authority be given for the Section 151 Officer to apply, where prudent to do so, some or all of it to meet capital expenditure incurred in the current year or previous years under paragraph 23 of Section 21(1B) of the Local Government Act 2003, to reduce or eliminate any MRP that might need to be set aside. Subject to the year-end outturn, unallocated usable capital receipts are used to meet the full CFR value during 2015/2016, thus eliminating the need for an MRP charge in 2016/2017 and until such time that the CFR calculation</p>			

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		requires one.			
Item No. 10 CAB/FH/16/006	None	<p><u>Recommendations of the West Suffolk Joint Growth Steering Group: 26 January 2016 - Mildenhall Hub: Development Brief</u></p> <p>RESOLVED:</p> <p>That the draft Development Brief be approved for public consultation, subject to the final content being amended to:</p> <ol style="list-style-type: none"> <li>1. Reflect the comments of the West Suffolk Joint Growth Steering Group, with approval of the final text to be undertaken in consultation with the Portfolio Holder for Planning and Growth and the Ward Members for the Market Ward (Mildenhall).</li> <li>2. Add an Executive Summary, for circulation to the Members of the West Suffolk Joint Growth Steering Group for comment, prior to the Development Brief going out to public consultation.</li> </ol>	<p>The purpose of a Development Brief was to set out the planning issues and constraints and provided guidance as to what would need to be addressed in bringing the site forward for development in a cohesive and phased manner to meet the future demands for public services in Mildenhall. This was a separate process, independent to the actual Business Case for the Hub, which was the subject of a separate report on the Cabinet agenda (Report No CAB/FH/16/007).</p>	None considered.	<p><u>Portfolio Holder:</u> Cllr James Waters 07771 621038</p> <p><u>Chairman:</u> Cllr David Bowman 07711 593737</p> <p><u>Officer:</u> Chris Rand Principal Planning Officer (Major Projects) 01284 757352</p>
Item No. 11 CAB/FH/16/007	None	<p><u>Mildenhall Hub Project - Update and Next Steps</u></p> <p>RECOMMENDED TO COUNCIL (24 February 2016):</p> <p>That:-</p> <ol style="list-style-type: none"> <li>1. Progress on the Mildenhall Hub project and the next steps set out</li> </ol>	<p>This report updated the Cabinet on the Mildenhall Hub project, including a revised business case and also sought approval to move to the next (design) stage of the project, subject to the outcome of the public consultation on the separate Development Brief.</p>	The 2014 Hub business case had examined over ten different options.	<p><u>Portfolio Holder:</u> Cllr James Waters 07771 621038</p> <p><u>Officer:</u> Alex Wilson Director 01284 757695</p>

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		<p>in Section 1.6 of Report No CAB/FH/16/007 be noted and approved; specifically that</p> <ol style="list-style-type: none"> <li>2. The updated 2015 business case be approved for use in the design stage of the project, alongside any adopted Development Brief.</li> <li>3. The Director, in consultation with the Leader, be authorised to negotiate, prepare and sign a partnership agreement for the project, provided it is consistent with the business case and the framework set out in this report.</li> <li>4. A further budget of £100,000, be funded from the Delivering the Strategic Priorities and MTFS Reserve, to meet Forest Heath's share of project management and development costs, be approved; and</li> <li>5. The Director be authorised to approve spending from this budget, in consultation with the Leader.</li> </ol>			
<p>Item No. 12 CAB/FH/16/008</p>	<p>None</p>	<p><u>Home-Link Lettings Policy</u></p> <p>RESOLVED:</p> <p>That the revised Home-Link Lettings Policy, as contained in Appendix A to Report No CAB/FH/16/008, be approved.</p>	<p>Home-Link was the Choice Based Lettings (CBL) scheme for the Cambridgeshire and West Suffolk Housing sub-region. Each Local Authority had its own Lettings Policy and was responsible for implementing any changes to that Policy. Many elements of the Lettings Policy had been agreed across the sub-region and they</p>	<p>To continue with the current Lettings Policy. This would mean the Council's Policy would not be in line with other councils within the Home-Link scheme. The Policy would also be out-of-date</p>	<p><u>Shared Portfolio Holder with SEBC:</u> Cllr Sara Mildmay-White 01359 270580</p> <p><u>Officer:</u> Simon Phelan Head of Housing</p>

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			cannot be amended without agreement of all local authorities across the sub-region. The Cabinet considered the proposed changes as set out in Report No CAB/FH/16/008 to be acceptable.	and could allow people to access housing who shouldn't due to loopholes not being closed.	01638 719440
Item No. 14 CAB/FH/16/010	None	<u>Revenues Collection and Performance Write-Offs</u>  RESOLVED:  That the write-off of the amounts detailed in the exempt Appendix to Report No CAB/FH/16/010 be approved, as follows:  1. Exempt Appendix 1: Business Rates totalling £13,643.47.	The total amounts detailed in the decision will be written-off. Detailed reasons for the decisions were included in Exempt Appendix 1 attached to the report.	The Council currently used the services of the ARP Enforcement Agency to assist in the collection of business rates and also had online tracing facilities. It was not considered appropriate to pass the debt onto another agency. In the event that a written-off debt became recoverable, the amount was written back on and enforcement procedures were re-established.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 07711 457657  <u>Officer:</u> Joanne Howlett Acting Head of Resources and Performance 01284 757264

Karen Points  
Head of HR, Legal and Democratic Services  
12 February 2016