


---

# Council



St Edmundsbury  
BOROUGH COUNCIL

|  |   |
|--|---|
| <b>Title:</b>  | <b>Agenda</b>   |
| <b>Date:</b>   | <b>Tuesday 7 July 2015</b>  |
| <b>Time:</b>   | <b>7.00 pm</b>  |
| <b>Venue:</b>  | <b>Conference Chamber<br/>West Suffolk House</b><br>Western Way<br>Bury St Edmunds  |
| <b>Membership:</b>   | <b>All Councillors</b><br><br>You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.<br><br><br><br><b>Ian Gallin</b><br><b>Chief Executive</b><br><b>29 June 2015</b>   |
| The Meeting will be opened with Prayers by the Mayor's Chaplain, Reverend Canon Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral.<br><i>(Note: Those Members not wishing to be present for prayers should remain in the Members' Breakout Area and will be summoned at the conclusion of prayers.)</i> |   |
| <b>Interests – Declaration and Restriction on Participation:</b>   | 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. |
| <b>Committee administrator:</b>  | <b>Fiona Osman</b><br>Service Manager (Democratic Services and Elections)<br><b>Tel:</b> 01284 757105<br><b>Email:</b> <a href="mailto:fiona.osman@westsuffolk.gov.uk">fiona.osman@westsuffolk.gov.uk</a>   |

---

---

# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

|   |  |   |
|---|--|---|
| <b>Venue:</b>   | <b>West Suffolk House</b><br>Western Way<br>Bury St Edmunds<br>Suffolk, IP33 3YU   | Tel: 01284 757105<br>Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a><br>Web: <a href="http://www.stedmundsbury.gov.uk">www.stedmundsbury.gov.uk</a> |
| <b>Access to agenda and reports before the meeting:</b> | Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.  |   |
| <b>Attendance at meetings:</b>                          | The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.  |   |
| <b>Public questions:</b>                                | <p>At ordinary meetings of the Council, members of the public who live or work in the Borough may put questions about the work of the Council to members of the Cabinet or any Committee. 30 minutes will be set aside for this. 30 minutes will also be set aside for questions at extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.</p> <p>Written questions, detailing the full question to be asked, may be submitted by members of the public to the Service Manager (Democratic Services &amp; Elections) no later than 10.00 am on the previous working day to the meeting of the Council.</p> |   |
| <b>Disabled access:</b>                                 | <p>West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.</p> <p>Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.</p>  |   |
| <b>Induction loop:</b>                                  | An Induction loop is available for meetings held in the Conference Chamber.  |   |
| <b>Recording of meetings:</b>                           | <p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>   |   |

---

# **Agenda**

## **Procedural Matters**

### **Part 1 - Public**

**Page No**

**1. Minutes**

To confirm the minutes (copies attached) of the meetings of the Council held on:-

**(a) Council - 24 February 2015**

**1 - 10**

**(b) Special Council - 25 March 2015**

**11 - 16**

**(c) Annual Council - 19 May 2015**

**17 - 22**

**2. Mayor's announcements**

**3. Apologies for Absence**

**4. Declarations of interests**

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

**5. Leader's Statement**

Report No. **COU/SE/15/020 TO FOLLOW**

(Council Procedure Rules 8.1 – 8.3) Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.

A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.

**6. Public Participation**

*(Section 6 of the Council Procedure Rules)* Members of the public who live or work in the Borough are invited to put one question of not more than five minutes duration.

*(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Council will proceed to the next business.*

*Each person may ask **one** question only. A total of **five minutes will be allowed for the question to be put and answered.** One further question will be allowed arising directly from the reply, **provided that the original time limit of five minutes***

**is not exceeded.**

**Written questions** may be submitted by members of the public to the Service Manager (Democratic Services and Elections) **no later than 10.00 am on Monday 6 July 2015.** The written notification should **detail the full question** to be asked at the meeting of the Council.)

**7. Referrals report of recommendations from Cabinet, Anglia Revenues and Benefits Partnership Joint Committee and Democratic Renewal Working Party** **23 - 42**

Report No. **COU/SE/15/021**

**(A) Referrals from Cabinet: 24 March 2015**

1. West Suffolk Safeguarding Policy – Guidelines for Working with Children, Young People and Vulnerable Adults

**Cabinet Member:** Cllr Sara Mildmay-White

**(B) Referrals from Cabinet: 28 May 2015**

1. West Suffolk Joint Pay Policy Statement 2015/2016

**Cabinet Member:** Cllr Ian Houlder

**(C) Referrals from Cabinet: 23 June 2015**

1. West Suffolk Operational Hub

**Cabinet Member:** Cllr Peter Stevens

2. Culford Park Management Plan

**Cabinet Member:** Cllr Alaric Pugh

3. Station Hill Development Area, Bury St Edmunds: Masterplan

**Cabinet Member:** Cllr Alaric Pugh

4. West Suffolk Hospital, Bury St Edmunds: Masterplan

**Cabinet Member:** Cllr Alaric Pugh

5. West Suffolk Facilities Management

**Cabinet Member:** Cllr Peter Stevens

6. Provision of Temporary Accommodation in Bury St Edmunds  
(See Exempt Appendix A at agenda item 17)

**Cabinet Member:** Cllr Sara Mildmay-White

**(D) Referrals from Anglia Revenues and Benefits Partnership Joint Committee: 10 June 2015**

1. ARP Trading Company Restructure

**Cabinet Member:** Cllr Ian Houlder

**(E) Referrals from Democratic Renewal Working Party: 17 June 2015**

1. Community Governance Review – Terms of Reference

**Chairman of the Working Party:** Cllr Patsy Warby

2. Members' Allowance Scheme and Independent Remuneration Panel

**Chairman of the Working Party:** Cllr Patsy Warby

**8. Annual Scrutiny Report: 2014/2015**

**43 - 58**

*Paragraph 7.5.1 of Article 7 of the Council's Constitution requires that 'The Overview and Scrutiny Committee and Performance and Audit Scrutiny Committee must report annually to the full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate'.*

Report **COU/SE/15/022** attached.

**9. Representation on Suffolk Health Overview and Scrutiny Committee**

The Council is asked to nominate one Member and, if required, one substitute Member to serve on the County's Health Overview and Scrutiny Committee. This Member should ideally be from the Borough Council's Overview and Scrutiny Committee, although this is not essential as the necessary training will be given by the County Council.

Given the willingness of Councillor Tim Marks to sit on this joint body, the Committee has nominated him for 2015/2016.

The Council is **RECOMMENDED** that Councillor Tim Marks be nominated as the Borough Council's representative on the Suffolk Health Overview and Scrutiny Committee.

**10. Revised constitutions update** **59 - 62**

Report No: **COU/SE/15/023**

**Cabinet Member:** Cllr Ian Houlder      **Lead Officer:** Joy Bowes

Appendix 1 **TO FOLLOW**

**11. Senior Officer Employment** **63 - 70**

Report No: **COU/SE/15/024**

**Cabinet Member:** Cllr Ian Houlder      **Lead Officer:** Joy Bowes

**12. Questions to Chairmen**

| <b>Committee</b>                         | <b>Chairman</b>      | <b>Dates of meetings</b>   |
|--|----------------------|----------------------------|
| Overview and Scrutiny Committee          | Cllr Diane Hind      | 10 June 2015               |
| Performance and Audit Scrutiny Committee | Cllr Sarah Broughton | 4 June 2015                |
| Development Control Committee            | Cllr Jim Thorndyke   | 4 June 2015<br>2 July 2015 |
| Licensing Committee                      | Cllr Frank Warby     | 30 June 2015               |

**13. Question on Notice**

Councillor Nettleton has given notice under paragraph 8.4 of the Council Procedure Rules of the following question to Councillor Griffiths, Leader of the Council:-

*'There were no printing services at Mildenhall covering SEBC and FHDC from Tuesday 30 June to Friday 3 July. Why?'*

**Paragraph 8.5** of the Council Procedure Rules states that:-

*'Every question on notice will be answered without discussion. The member who is asked the question on notice may ask another member to answer. An answer may take the form of:-*

- (a) a direct oral answer summarised in the minutes;*
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or*
- (c) where the reply cannot conveniently be given orally at the meeting, a written answer sent by the appropriate officer and/or relevant Member to all Members within five working days of the Council meeting'.*

**Paragraph 8.7** states that:-

*'A Member asking a question on notice under paragraph*

*8.4 may ask one supplementary question, without notice, of a member to whom the first question was asked. The supplementary question must arise directly from the original question or the reply. The total time allowed for each question, including any supplementary question, to be put and answered will be ten minutes.'*

#### **14. Report on Special Urgency**

Part 4, Access to Information Procedural Rules, of the Constitution (paragraph 18.3) requires the Leader of the Council to submit quarterly reports to the Council on the Executive decisions taken (if any) in the circumstances set out in Rule 17, Special urgency in the preceding three months.

Accordingly, the Leader of the Council reports that no executive decisions have been taken under the Special Urgency provisions of the constitution.

#### **15. Exclusion of Press and Public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the 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**

#### **16. Property in Jubilee Walk, Haverhill**

**71 - 78**

Exempt Report No: **COU/SE/15/025**

Cabinet Member: Cllr Peter Stevens    Lead Officer: Michael Lindsdell

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

**17. Provision of Temporary Accommodation in Bury St Edmunds**

**79 - 80**

Report No: **COU/SE/15/021**

Cabinet Member: Cllr Sara Mildmay-White    Lead Officer: Simon Phelan

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