

Cabinet



Forest Heath
District Council

Title:	Agenda												
Date:	Tuesday 13 September 2016												
Time:	6.00 pm												
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><u>Councillor</u></th> <th><u>Portfolio</u></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>Lance Stanbury</td> <td>Planning and Growth</td> </tr> </tbody> </table>	<u>Councillor</u>	<u>Portfolio</u>	David Bowman	Operations	Stephen Edwards	Resources and Performance	Andy Drummond	Leisure and Culture	Robin Millar	Families and Communities	Lance Stanbury	Planning and Growth
<u>Councillor</u>	<u>Portfolio</u>												
David Bowman	Operations												
Stephen Edwards	Resources and Performance												
Andy Drummond	Leisure and Culture												
Robin Millar	Families and Communities												
Lance Stanbury	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 Democratic Services Officer (Cabinet) Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk												

Public Information



Forest Heath

District Council

Venue:	District Offices College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	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.	
Attendance at meetings:	The District 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.	
Public speaking:	Members of the public who live or work in the District are invited to put one question or 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 time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	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). 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.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 24

To approve as a correct record the minutes of the Cabinet meetings held on:

- (a) 14 June 2016
- (b) 29 June 2016 (Extraordinary meeting)
- (c) 19 July 2016
(copies attached).

Part 1 - Public

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 time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

5. Report of the Overview and Scrutiny Committee: 9 June 2016

25 - 30

Report No: **CAB/FH/16/032**

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

	<i>Page No</i>
<p>6. Report of the Overview and Scrutiny Committee: 21 July 2016</p> <p>Report No: CAB/FH/16/033</p> <p>Chairman of the Committee: Simon Cole Lead Officer: Christine Brain</p>	31 - 36
<p>7. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 21 June 2016</p> <p>Report No: CAB/FH/16/034</p> <p>Portfolio Holder: Stephen Edwards Lead Officer: Jill Korwin</p>	37 - 42
<p>8. Report of the Performance and Audit Scrutiny Committee: 27 July 2016</p> <p>Report No: CAB/FH/16/035</p> <p>Portfolio Holder: Stephen Edwards</p> <p>Chairman of the Committee: Louis Busuttil Lead Officer: Christine Brain</p>	43 - 46
<p>9. Recommendations of the Performance and Audit Scrutiny Committee: 27 July 2016 - Annual Treasury Management Report 2015/2016 and Investment Activity (1 April to 30 June 2016)</p> <p>Report No: CAB/FH/16/036</p> <p>Portfolio Holder: Stephen Edwards</p> <p>Chairman of the Committee: Louis Busuttil Lead Officer: Rachael Mann</p>	47 - 50
<p>10. West Suffolk Joint Pay Policy Statement 2016/2017</p> <p>Report No: CAB/FH/16/037</p> <p>Portfolio Holder: Stephen Edwards Lead Officer: Karen Points</p>	51 - 64
<p>11. Recommendations of the West Suffolk Joint Staff Consultative Panel: 25 July 2016 - West Suffolk Human Resources Policies</p> <p>Report No: CAB/FH/16/038</p> <p>Portfolio Holder: Stephen Edwards Lead Officer: Karen Points</p> <p>Chairman of the Panel: Mark Johnson (Employees' Side)</p>	65 - 68
<p>12. Decisions Plan: September 2016 to May 2017</p> <p>Report No: CAB/FH/16/039</p> <p>To consider the most recently published version of the Cabinet's Decisions Plan</p> <p>Portfolio Holder: James Waters Lead Officer: Ian Gallin</p>	69 - 82

13. Revenues Collection and Performance Write-Offs

83 - 86

Report No: **CAB/FH/16/040**

Portfolio Holder: Stephen Edwards

Lead Officer: Rachael Mann

14. 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

15. Exempt Appendices 1 and 2: Revenues Collection and Performance Write-Offs (paras 1 and 2)

87 - 90

Exempt Appendices 1 and 2 to Report No: **CAB/FH/16/040**

Portfolio Holder: Stephen Edwards

Lead Officer: Rachael Mann

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

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

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(Informal Joint) Cabinet



Forest Heath
District Council

Notes of informal discussions of the SEBC/FHDC **Cabinets** held on
Tuesday 14 June 2016 at 5.30 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	Alaric Pugh
Ian Houlder	Jo Rayner
Sara Mildmay-White	Peter Stevens

In

attendance: Susan Glossop
Diane Hind (Chairman of SEBC Overview and Scrutiny Committee)
Beccy Hopfensperger
Paul Hopfensperger
David Nettleton
Clive Pollington

Forest Heath District Council (FHDC)

David Bowman	Lance Stanbury
Stephen Edwards	James Waters
Robin Millar	

In

attendance: Louis Busuttill (Chairman of FHDC Performance and Audit Scrutiny Committee)
Simon Cole (Chairman of FHDC Overview and Scrutiny Committee)

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

- (1) West Suffolk Operational Hub
- (2) Draft West Suffolk Annual Report 2015/2016
- (3) Introduction of Charging for a Pre-Application Advice Planning Service
- (4) Norfolk/Suffolk and Cambridgeshire/Peterborough Devolution: Update

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 Chairman and Leader of St Edmundsbury Borough Council, welcomed all those present to West Suffolk House and the interim Service Manager (Legal and Democratic Services) 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 the discussions held during these agenda items may have some bearing on the decisions taking 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**

It was agreed that the non-Cabinet Members in attendance that wished to speak on Item 5. *West Suffolk Operational Hub*, would be invited to do so once the item was reached. No other issues were raised by non-Cabinet Members under this item in relation to Items 6. to 8. of the agenda.

2. **Public Participation**

The following questions and statements were put and answered during this item. All were questions/statements in connection with the proposed West Suffolk Operational Hub (WSOH):

1. Simon Harding of Bury St Edmunds, asked a question in relation to advantages of the proposed Hollow Road Farm site in comparison to the Rougham Hill site when considering economic, environmental and safety issues.

In response, Councillor Peter Stevens, SEBC's Portfolio Holder for Operations stated that the land adjacent to the existing Household Waste and Recycling Centre (HWRC) was not large enough for a WSOH. The proposed use of Rougham Hill would require a split site leaving the HWRC where it was and developing a joint depot and waste transfer station on land nearby. Under the Options Assessment contained in Report No: CAB/SE/16/024, this was Option 5. The proposal, for the reasons set out in the report and its appendices, was Option 4, which was to co-locate the waste management facilities on one site.

Mr Harding was also advised of details of where financial comparisons and the environmental appraisal could be found within the report; and that should approval be given to proceed to the planning application stage of the project, traffic, highways and safety implications for the site would be presented at that time.

In response to his supplementary question, Mr Harding was informed that planning permission was granted to Suffolk County Council for a waste transfer station at a site at Rougham Hill, Bury St Edmunds.

2. Adrian Graves of Great Barton, asked a question in connection with the Council's approval of developments that he considered to contravene local planning policies; the Borough Council being both the developer for the WSOH proposal and Local Planning Authority; and whether this (and other schemes mentioned) should be/have been determined by an independent third party authority.

In response, Councillor John Griffiths, SEBC's Leader of the Council informed Mr Graves that the schemes referred to in his question satisfactorily accorded with adopted policies. The case for the WSOH was different, but not unprecedented, and Mr Graves was provided with a quote from case law where the merits of a proposal outweighed the policies of the local development plan. In response to Mr Graves' second point, Councillor Griffiths stated that the Council's function as Local Planning Authority operated independently from its function of service provider.

3. Philip Reeve, Chairman of Great Barton Parish Council, sought reassurance that Forest Heath District Council (FHDC), as one of the partners involved in the WSOH project, was fully engaged with residents most closely affected by the proposed location for the WSOH. He asked whether he may be given the opportunity to address FHDC's Council at its meeting on 29 June 2016.

In response, Councillor David Bowman, FHDC's Portfolio Holder for Operations stated that FHDC had been a fully engaged partner in the project from the outset and during the public consultation. While not constitutionally correct to allow a person who neither resided nor worked in the District, it may be possible, subject to the agreement of the Chairman, to enable Mr Reeves to speak at FHDC's Council meeting.

Councillor Reeve thanked Councillor Bowman for the potential opportunity to address FHDC's Council on 29 June 2016.

4. Howard Quayle, Chairman of Fornham All Saints Parish Council, made a statement in connection with financial aspects of the proposed WSOH and why he considered Option 4 was not the best option for the public purse. He requested further information regarding the justification for this Option and urged the Cabinet to reject the proposal on the grounds that Option 5 was workable, well-supported and financially sound.

In response, Councillor John Griffiths, SEBC's Leader of the Council stated that the Options had been analysed against a range of criteria, as detailed in the comprehensive report.

Councillor Peter Stevens, SEBC's Portfolio Holder for Operations added that West Suffolk was faced with significant levels of growth over the coming years and therefore investment in the best facilities that secured the future in terms of efficient and cost effective service delivery for the

taxpayer was being sought. A written reply would be provided to Mr Quayle to definitively address the detailed points he raised.

3. **West Suffolk Operational Hub (Report Nos: CAB/FH/16/023 and CAB/SE/16/024)**

The Cabinets considered the above reports, which sought approval for a number of recommendations for progressing the proposed West Suffolk Operational Hub project.

The Chairman introduced the item and informed that the Cabinets had previously agreed to waive their executive powers which meant that all five recommendations contained in the report would be referred to the Councils for approval.

The following documents were attached to the report:

Appendix A: Consultation Report

Appendix B: Identification and Assessment of Potential Options and Sites (updated since the first round of consultation)

Appendix C: Sustainability Appraisal (updated since the first round of consultation)

Councillor Peter Stevens, SEBC's Portfolio Holder for Operations, drew relevant issues to the attention of both Cabinets. He stated that following concerns raised during the first consultation on this project, a commitment had been made to re-consult. A new consultation was subsequently carried out between 8 January and 19 February 2016, which included placing documentation that had supported the development of a WSOH in the public domain for scrutiny and comment, and also that suggestions for alternative sites to locate a potential WSOH had been sought.

Councillor Stevens acknowledged the extensive work undertaken by respondents to produce the quality of comments received during the second round of consultation, and he thanked those that had responded accordingly. He particularly recognised the concerns raised by residents to the north of Bury St Edmunds on the proposed site of Hollow Road Farm and also made reference to those that had shown support for the proposals. Each response had been carefully considered and answered, with some suggestions being acted upon, for example by adding an extra traffic criterion for assessing potential options.

Councillor Stevens concluded his introduction by thanking the Head of Operations and the Project Team for the significant work involved in reaching this stage; and reiterated that subject to approval of both Councils (the other project partner, Suffolk County Council, already had the necessary approval and delegations in place), the project would then progress to the submission of a detailed planning application, which would be subject to further public consultation.

Mark Walsh, Head of Operations was invited to speak. He provided comprehensive details on:

- (a) the number and quality of responses received during the consultation, as provided in Appendix A;
- (b) the merits of co-locating a depot, waste transfer station and Household Waste and Recycling Centre (HWRC) (Option 4) compared to leaving the existing HWRC at Rougham Hill and combining a depot and transfer station on another site (Option 5), which included the findings of the financial analysis of the options;
- (c) the process undertaken during the assessment of the 33 suggested sites, and how Hollow Road Farm remained the strongest option by some margin when considered against 27 separate criteria;
- (d) the transparency of the practices used and the reasoning behind the scores applied during the site assessment process, as shown in Appendices A and B;
- (e) the financial impact of the project, as detailed in section 6 of the report in terms of operational savings, additional income, the capital requirements and the potential cost of borrowing; and
- (f) reasons why the status quo was not sustainable.

Councillor David Bowman, FHDC's Portfolio Holder for Operations, drew attention to additional matters to the attention of the Cabinets, including that this project had created an opportunity for increased collaborative partnership working across Forest Heath District, St Edmundsbury Borough and Suffolk County Councils. He demonstrated his support for the proposals for a WSOH, particularly as it would enable each partnering council to provide cost effective, modern waste services for the taxpayer; and at a site at Hollow Road Farm, that despite being under significant challenge and scrutiny, he considered remained the best option for securing the future of waste management services.

Councillor Beccy Hopfensperger (SEBC), Ward Member for Fornham Ward, was invited to speak and expressed concerns regarding the proposal to site a WSOH at Hollow Road Farm. She referred to the strength of feeling that had been communicated to her from residents in her ward in objection to the proposed site and provided data that had arisen from the consultation that she felt supported a decision not to site co-located facilities at Hollow Road Farm. Reference was also made to alternative sites that she considered would provide better accommodation for a WSOH; and the financial impact of the proposals.

Councillor Paul Hopfensperger (SEBC) made reference to data arising from the consultation and also expressed concerns regarding the proposal to site a WSOH at Hollow Road Farm. He considered the site at Land to the south of West Suffolk Crematorium, which scored +1 in the assessment against qualitative criteria detailed in Appendix B, in comparison to +7 for the Hollow Road Farm site, was more suitable, principally because it was located further away from residential dwellings.

In response to the above scoring process, Councillor Paul Hopfensperger was informed that the scores were the same for both Hollow Road Farm and Land to south of West Suffolk Crematorium, except for the following where the latter site scored lower, as detailed in Appendix B:

- (a) suitability of the local road network;
- (b) visual impact;
- (c) light pollution; and
- (d) because the site was a large east/west orientated site meaning it could be more exposed to the prevailing wind, particularly when compared to Hollow Road Farm which was well-screened along its western boundary.

Councillor Simon Cole, Chairman of FHDC's Overview and Scrutiny Committee, commended the detail of the documentation provided and recognised the benefits of siting a WSOH at Hollow Road Farm.

A detailed discussion was held and the Cabinets duly acknowledged the concerns of residents located in the vicinity of the proposed site, and also the representations made by Councillor Beccy Hopfensperger and Paul Hopfensperger. However, the Cabinets considered the consultation, site assessment and financial assessment processes had been extremely thorough, comprehensive and transparent. The partnering councils were required to consider the optimum, most cost effective and viable option for delivering future waste management services for the whole of West Suffolk, and both Cabinets agreed that this would be achieved by siting a WSOH at Hollow Road Farm. All Cabinet Members present therefore unanimously supported the proposals contained in the report.

4. **Draft West Suffolk Annual Report 2015/2016 (Report Nos: CAB/FH/16/024 and CAB/SE/16/025)**

The Cabinets considered the above reports, which sought approval for the draft West Suffolk Annual Report 2015/2016.

The draft, which was attached as Appendix A, had previously been considered by FHDC and SEBC's Overview and Scrutiny Committees on 8 June and 9 June 2016 respectively. Both Committees had recommended a few minor textual amendments and these were tabled for consideration and accepted.

Councillors John Griffiths (SEBC) and James Waters (FHDC) drew relevant issues to the attention of the Cabinets, including that the Annual Report highlighted the key activities and developments that had been achieved over the financial year 2015/2016, with regard to the priorities set out in the West Suffolk Strategic Plan 2014-2016.

The Cabinets commended the Annual Report and acknowledged the hard work of councillors and officers regarding their roles in working towards achieving the Councils' strategic priorities, as identified in the Report.

(SEBC Councillors Beccy and Paul Hopfensperger left the meeting during the consideration of this item.)

5. **Introduction of Charging for a Pre-Application Advice Service
(Report Nos: CAB/FH/16/025 and CAB/SE/16/026)**

The Cabinets considered the above reports, which sought approval for the introduction of a new service that involved charging for pre-planning application advice.

Councillors Lance Stanbury (FHDC) and Alaric Pugh (SEBC) drew relevant issues to the attention of the Cabinets, including that where customers required what was to be classified as 'professional advice', it was proposed that this would now be chargeable. A Charging Schedule had been developed and this was contained in the amended version of Appendix 1 attached to the report, which had been circulated to Members following the publication of the agenda and papers for this meeting.

The proposed Charging Schedule outlined the fees applicable for the various levels of advice and guidance a customer may request, and reflected the same exemptions for charges already laid down in the nationally set fee regulations for planning applications.

Members noted that charging for pre-application advice was now recommended as good practice by the LGA Planning Advisory Service, and that many other local planning authorities in this region already provided this chargeable service. The fees proposed by the West Suffolk authorities were broadly in line with those charged in the region and would provide another source of income for each council, estimated values of which were provided in the report.

Unanimous support was shown for the proposals.

6. **Norfolk/Suffolk and Cambridgeshire/Peterborough Devolution**

The Cabinets received and noted an update on the current situation in respect of the Norfolk and Suffolk Devolution proposals.

It was now expected that Cambridgeshire and Peterborough would be subject to a separate devolution deal; however, Suffolk Public Sector leaders were meeting on 15 June 2016 to agree the final shape of a Norfolk and Suffolk deal to be proposed to Government and to consider the Governance Review and Governance Scheme.

Following that meeting, the text of the deal document and the proposed governance arrangements, and covering report would be circulated to all St Edmundsbury Borough and Forest Heath District Councillors for their consideration at meetings on 28 and 29 June 2016 respectively and, subject to the agreement of the Councils, the Governance Review and Scheme would then be subject to public consultation.

Due to the challenging nature of the timetable and the process, it had not been possible for the process to be completed in order for the matter to be considered by the Cabinets at this meeting, therefore a formal discussion and any decision taken by Cabinets on the detail would have been premature.

On the conclusion of the informal joint discussions at 6.50 pm, the Chairman then formally opened the meeting of Forest Heath District Council's Cabinet at 6.58 pm in Room GFR14.

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 14 June 2016 at **6.58 pm** in **Room GFR14**, West Suffolk House,
Western Way, Bury St Edmunds, IP33 3YU

Present: **Councillors**

Chairman James Waters (Leader of the Council)
Vice Chairman Robin Millar (Deputy Leader)

David Bowman
Stephen Edwards

Lance Stanbury

By Invitation:

Simon Cole

(Chairman of the Overview and Scrutiny
Committee)

Louis Busuttil

(Chairman of the Performance and Audit
Scrutiny Committee)

197. **Apologies for Absence**

Apologies for absence were received from Councillor Andy Drummond.

198. **Minutes**

The minutes of the meeting held on 17 May 2016 were unanimously confirmed as a correct record and signed by the Chairman.

199. **Open Forum**

This item had already been considered during the informal discussions in relation to Items 5. to 8. on the agenda (Item 1. above within the notes of the informal discussions refers).

No non-cabinet Members in attendance wished to speak on Items 9. and 10.

200. **Public Participation**

This item had already been considered during the informal discussions in relation to Items 5. to 8. on the agenda (Item 2. above within the notes of the informal discussions refers).

No members of the public in attendance wished to speak on Items 9. and 10.

201. **West Suffolk Operational Hub (Report No: CAB/FH/16/023)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/16/023 (*West Suffolk Operational Hub*), it was proposed, duly seconded and with the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (29 June 2016)

That:-

1. The content of Report No CAB/FH/16/023 and its Appendices be noted.
2. The progression of a project to deliver a West Suffolk Operational Hub (Option 4) be approved.
3. The preparation and submission of a detailed planning application for a West Suffolk Operational Hub on land at Hollow Road Farm, be approved.
4. A gross capital budget of £3.5m (after the St Edmundsbury Borough Council contribution) to the Council's Capital Programme for 2016/2017, funded in line with paragraphs 6.10 to 6.21 of Report No CAB/FH/16/023, be approved.
5. The Council's Section 151 Officer to make the necessary changes to the Council's 2015/2016 prudential indicators as a result of recommendation 4. above.

202. **Draft West Suffolk Annual Report 2015/2016 (Report No: CAB/FH/16/024)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/16/024 (*Draft West Suffolk Annual Report 2015/2016*), it was proposed, seconded and with the vote being unanimous, it was

RESOLVED:

That the West Suffolk Annual Report 2015/2016, as contained in Appendix A to Report No CAB/FH/16/024, be approved (as amended), to incorporate the revisions recommended by St Edmundsbury Borough and Forest Heath District Councils' Overview and Scrutiny Committees (as tabled at the Cabinet meeting held on 14 June 2016).

(The revisions proposed by the Overview and Scrutiny Committees are attached to these minutes).

203. **Introduction of Charging for a Pre-Application Advice Planning Service (Report No: CAB/FH/16/025)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/16/025) (*Introduction of Charging for a Pre-application Advice Planning Service*), it was proposed, seconded and with the vote being unanimous, it was

RESOLVED:

That:-

1. The principle of charging for pre-application advice, as set out in Report No CAB/FH/16/024, be approved.
2. The charging schedule, as set out in Appendix 1 (as amended), be implemented on 4 July 2016.
3. The scale of charges be reviewed annually in accordance with the Fees and Charges Policy.

204. **Norfolk, Suffolk and Cambridgeshire Devolution - Update (Verbal)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on this item, Members noted that no decision was required to be made and, therefore, no resolution had been recorded.

205. **Report of the Performance and Audit Scrutiny Committee: 25 May 2016 (Report No: CAB/FH/16/026)**

Councillor Louis Busuttil, Chairman of the Performance and Audit Scrutiny Committee presented this report which informed the Cabinet of the following items discussed by the Committee on 25 May 2016:

- (1) Internal Audit Report (2015/2016) and Outline Internal Audit Plan (2016/2017).
- (2) Balanced Scorecard and Performance Report Quarter 4.
- (3) West Suffolk Strategic Risk Register Quarterly Report – March 2016.
- (4) Work Programme Update.
- (5) Ernst and Young – Certification of Claims and Returns Annual Report (2014/2015).
- (6) Ernst and Young – Presentation of External Audit Plan and Fees 2015/2016 and 2016/2017 Indicative Fees.
- (7) Financial Outturn Report (Revenue and Capital) 2015/2016.

Councillor Busuttill also drew relevant issues to the attention of the Cabinet, including that the first four items had been considered jointly with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee.

It was proposed, seconded and with the vote being unanimous, it was

RESOLVED:

That the contents of Report No: CAB/FH/16/027 be noted.

206. **Decisions Plan: 1 June 2016 to 31 May 2017 (Report No: CAB/FH/16/027)**

The Cabinet considered Report No: CAB/FH/16/027, which was the Cabinet Decisions Plan covering the period June 2016 to May 2017.

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

The Meeting concluded at 7.02 pm

Signed by:

Chairman

(Minute Number 202.)

Draft West Suffolk Annual Report 2015/16

(Report numbers: CAB/FH/16/024 and CAB/SE/16/025)

Amendments recommended by:

- **St Edmundsbury Borough Council Overview and Scrutiny Committee:
8 June 2016 (Report Number: OAS/SE/16/013); and**
- **Forest Heath District Council Overview and Scrutiny Committee:
9 June 2016 (Report Number: OAS/FH/16/014)**

- Page 6, in the infographic that states: 'We have invested £96,900 in small businesses across West Suffolk since our **Small Business Grant** schemes began', add the statistic: '*Since 2011, a total of £61,000 has been invested in Forest Heath, helping support businesses with a collective turnover of around £2.1 million a year*'.

- Page 9, third paragraph on Solar for Business, amend to read: '*This scheme also has an impact on our finances; during 2015/16 we invested £620,000 on 16 solar for businesses properties which are projected to return an average annual income for the councils of £82,900. This represents an annual return on investment of more than 10%. This scheme is part of the West Suffolk Community Energy Plan which plans to invest £1.62 million in energy efficiency schemes over the next 3 years. The council receives a return on their financial investment and it supports local business through lower energy bills, improving their building, saving money, cutting energy use and reducing CO2 emissions.*'

- Page 11, change the photograph of Mildenhall.

- Page 16, change second sentence under 'Organic Waste' to: '*Due to changes in funding arrangements we had to make changes to the way we provide this service and offer a new subscription for a garden waste collection service to those households.*'

- It was agreed that an executive summary of the Annual Report be prepared, which would be useful for Members to share with Parish Councillors.

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Extraordinary Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Extraordinary Cabinet** held on
Wednesday 29 June 2016 at **7.22pm** at the **Council Chamber, District
Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman James Waters

Vice Chairman Robin Millar

David Bowman

Stephen Edwards

Andy Drummond

Lance Stanbury

207. **Apologies for Absence**

There were no apologies for absence.

208. **Norfolk and Suffolk Devolution Agreement (Report No: CAB/FH/16/028)**

The Cabinet considered Report No: CAB/FH/16/028, which sought an endorsement of the recommendations considered by Council in respect of the Norfolk and Suffolk Devolution Agreement contained in Report No: COU/FH/16/012.

Although approved by Council on 29 June 2016 at its meeting immediately preceding this meeting, the decisions taken on the Norfolk and Suffolk Devolution Agreement were technically considered to be executive decisions, hence Cabinet's separate consideration.

The Cabinet subsequently endorsed all eight recommendations previously considered and resolved by Council in Report No: COU/FH/16/012, as reproduced in Report No: CAB/FH/16/028.

With the vote being unanimous, it was

RESOLVED:

That:-

The following recommendations approved by Council on 29 June 2016, in respect of the Norfolk and Suffolk Devolution Agreement contained in Report No: COU/FH/16/012, be endorsed:

1. That the Authority endorses the signing of the Norfolk and Suffolk Devolution Agreement by the Leader.

2. That, on the basis of the Governance Review, and having regard to any impact on equalities explored in the Equalities Impact Assessment (EqIA), the Authority concludes that the establishment of a Mayoral Combined Authority for Norfolk and Suffolk is the option which most fully permits the effective discharge of the functions that Government is prepared to devolve to this area.
3. That the Authority endorses and supports the publication of the draft Scheme for a Norfolk and Suffolk Mayoral Combined Authority as attached to this report for consultation purposes, subject to such final revisions as may be approved by the Chief Executive in consultation with the Leader, and prior to the commencement of the formal consultation exercise. Such formal consultation, on the Scheme, to commence once all Norfolk and Suffolk Councils have considered the matters in this report and, in any event, no later than the 4 July 2016. In the event that a Constituent Authority named in the attached Scheme does not agree to endorse the Deal Agreement and/or the Scheme, the Authority authorises, through its Chief Executive the relevant changes to be made to the Deal Agreement, the Scheme and the Governance Review to reflect that Authority's non-participation.
4. That the outcome of the consultation exercise is submitted to the Secretary of the State by the Chief Executive, in consultation with the Leader, by early September.
5. That Council meets by no later than 28 October 2016 to consider giving consent to an Order establishing a Mayoral Combined Authority for Norfolk and Suffolk.
6. Insofar as any of the matters referred to in Report No: COU/FH/16/012 concern the discharge of functions ancillary to the endorsing and signing of the Norfolk and Suffolk Devolution Agreement and the publication of the Scheme, authority is delegated to the Chief Executive in consultation with the Leader, to take all necessary steps and actions to progress the recommendations detailed in this report.
7. Negotiations on the Deal agreement have only recently been concluded and the Review and Scheme have been subject to last minute change. In the event that additional powers are required by the Combined Authority to deliver the Deal Agreement, authority is delegated to the Chief Executive, in agreement with the other Chief Executives across Norfolk and Suffolk to make the necessary changes to the Scheme.
8. That further reports are presented to the Authority as appropriate as the Devolution process develops.

The Meeting concluded at 7.23 pm

Signed by:

Chairman

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Informal Joint Cabinet



Forest Heath
District Council

Notes of informal discussions of the SEBC/FHDC **Cabinets** held on **Tuesday 19 July 2016** at **6.00 pm** in the **Conference Chamber West, 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

Joanna Rayner

Peter Stevens

In attendance: Susan Glossop

Forest Heath District Council (FHDC)

David Bowman

Andy Drummond

Stephen Edwards

Robin Millar

Lance Stanbury

In attendance: Simon Cole
Victor Lukaniuk

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

- (1) West Suffolk: Promoting Physical Activity
- (2) Review of the Terms of Reference of the Joint Member Development Group

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 Interim Service Manager (Legal and Democratic Services) 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 the 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**

No non-Cabinet Members in attendance wished to speak under this item in relation to Items 4. and 5. of the agenda.

2. **Public Participation**

There were no members of the public in attendance who wished to speak under this item in relation to Items 4. and 5. of the agenda.

3. **West Suffolk: Promoting Physical Activity (Report Nos: CAB/SE/16/033 and CAB/FH/16/029)**

The Cabinets were presented with this report which set out a framework to enable and encourage people to lead active lives and increase activity levels across West Suffolk. This would lead to the development of area plans which would help identify gaps and prioritise actions in line with the Councils' and its partners, priorities to increase opportunities for people to take part in physical activity. This framework would build on the work undertaken by 4Global, to help shape West Suffolk into a place that would achieve the aim to increase physical activity, therefore, improving the health and wellbeing of its residents.

Within this framework there was also the intention to develop an Open Space, Sport and Recreation Supplementary Planning Document (SPD) for West Suffolk as a whole. This would also informed how the local area was shaped to support both Councils' aims to enable and encourage people to lead more active lives.

Councillors Joanna Rayner (SEBC) and Andy Drummond (FHDC), Portfolio Holders for Leisure and Culture, also drew relevant issues to the attention of both Cabinets.

Councillor Robin Millar (FHDC) referred to Appendix A and, in particular, to the column entitled '*Children with excess weight (Year 6)*' and queried the figure in relation to the '*All Saints Ward, Newmarket*' of '*28.8%*', as to whether this figure this should actually be classified as '*Green*' as the figure was '*Better than Suffolk*' which was '*30.5%*'. The Portfolio Holders acknowledged this query and confirmed that this would be clarified accordingly.

4. **Review of the Terms of Reference of the Joint Member Development Group (Report Nos: CAB/SE/16/034 and CAB/FH/16/030)**

The Cabinets were presented with this report which was requesting the Joint Member Development Group (JMDG) review their Terms of Reference (and to make any necessary amendments) to reflect the evolving role of Members, as Leaders, in the current and future challenging and changing times.

The report explained that the JMDG had provided a programme developed, in part, from a training needs analysis completed annually, that aimed to equip and develop members for their roles. This had been recognised as being successful and effective at the time of the joint award of the Charter for Elected Member Development in September 2014. However, given that this was two years ago, there must not be complacency and the Councils should continue to aspire improvement in the work undertaken.

Councillors Stephen Edwards (FHDC) and Ian Houlder (SEBC), Portfolio Holders for Resources and Performance, also drew relevant issues to the attention of both Cabinets.

On the conclusion of the informal joint discussions at 6.15 pm, the Chairman then formally opened the meeting of Forest Heath District Council's Cabinet at 6.18 pm in the Conference Chamber West.

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 19 July 2016 at **6.18 pm** at the **Council Chamber, District**
Offices, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

Chairman Robin Millar (Deputy Leader)

David Bowman
Andy Drummond

Stephen Edwards
Lance Stanbury

In attendance:

Simon Cole
Victor Lukaniuk

209. **Apologies for Absence**

Apologies for absence were received from Councillor James Waters.

210. **Open Forum**

This item had already been considered during the informal discussions in relation to Items 4. and 5. On the agenda (Item 1. above within the notes of the informal discussions refers).

No non-Cabinet Members in attendance wished to speak on Item 6.

211. **Public Participation**

This item had already been considered during the above informal discussions in relation to Items 4. and 5. on the agenda (Item 2. above within the notes of the informal discussion refers).

There were no members of the public in attendance who wished to speak under this item in relation to Item 6 of the agenda.

212. **West Suffolk: Promoting Physical Activity (Report No: CAB/FH/16/029)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/16/029, it was proposed, seconded and with the vote being unanimous, it was

RESOLVED:

That the West Suffolk: Promoting Physical Activity Framework, as set out in Appendix A to Report No CAB/FH/16/029, be approved (with clarification on whether the figure for '*Children with excess weight (Year 6)*' in relation to the '*All Saints Ward, Newmarket*' of '*28.8%*', should be classified as '*Green*'.)

213. **Review of the Terms of Reference of the Joint Member Development Group (Report No: CAB/FH/16/030)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/16/030, it was proposed, seconded and with the vote being unanimous, it was

RESOLVED:

That the Joint Member Development Group reviews their Terms of Reference and programme to reflect the evolving role of members as Leaders in challenging and changing times, based on the structure outlined within Report No CAB/FH/16/030.

214. **A11 Growth Corridor - Feasibility Study (Report No: CAB/FH/16/031)**

Councillor Lance Stanbury, Portfolio Holder for Planning and Growth, presented this item which set out the findings of the Feasibility Study into the delivery of an A11 Growth Corridor and to seek the authority to continue work, in partnership with other relevant local authorities, towards its establishment.

As part of the scope of the Feasibility Study, the Partner Councils (ie Breckland Council, Forest Heath District Council and South Norfolk District Council), had proposed 25 sites, along the A11, for the consultants to evaluate. These were assessed on a "multi-criteria basis", including:

- *Deliverability* – how easy was it to develop the site given existing constraints?
- *Suitability* – was the site suitable for development?
- *Achievability* – would the site be developed?; did it have planning permission?; was it readily available for immediate occupation?
- *Contribution* – would the site help to transform the Corridor to meet the draft vision?

The outcome of this evaluation was that 11 sites (the detail of these sites were set out in the Exempt Appendix 2 to the report) had been shortlisted to make a significant contribution to economic growth along the A11. Three sites of these sites were also likely to make a very significant contribution to the overall criteria. These sites were set out in Table 1 of paragraph 1.2.2 of the report.

Therefore, the Cabinet were asked to support and endorse the findings of the Feasibility Study and agree to embark on the next delivery stage of bring the project to life. The Leaders of both South Norfolk District Council and

Breckland Council had indicated their support for the findings of the Study and had agreed to move towards a partnership phase. Conversations had also been progressing with East Cambridgeshire District Council and Cambridge City Council to see whether they would also support the establishment of an A11 economic growth corridor.

It was proposed, seconded and with the vote being unanimous, it was

RESOLVED:

That:-

1. The work undertaken to-date to develop an A11 Growth Corridor project, be noted.
2. The key findings of the Feasibility Study be endorsed.
3. Authority be delegated to the Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth, to enter into legal agreements to establish suitable governance for the project and to with Partners to bring the project forward.

215. Exclusion of the Press and Public

See Minute No. 216. below.

216. A11 Growth Corridor - Feasibility Study (para 3) (Exempt Appendix 2 to Report No: CAB/FH/16/031)

The Cabinet considered Exempt Appendix 2 to Report No: CAB/FH/16/031. However, as no 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 Overview and Scrutiny Committee: 9 June 2016	
Report No:	CAB/FH/16/032	
Report to and date:	Cabinet	13 September 2016
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 Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 9 June 2016, the Overview and Scrutiny Committee considered the following items: (1) Transport Links for Rural Villages in Forest Heath; (2) Draft West Suffolk Annual Report (2015-2016) (3) Presentation by the Leader of the Council on his Portfolio Holder responsibilities; (4) Newmarket Vision Update; (5) New Housing Development Sites Joint Task and Finish Group – Update; (6) Decisions Plan: June 2016 to May 2017; and (7) Work Programme and Re-Appointments to Task Groups / SCC Health Scrutiny.	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/FH/16/032, 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"/> Report for information only.	
Consultation:		<ul style="list-style-type: none"> • See Reports listed under background papers below 	
Alternative option(s):		<ul style="list-style-type: none"> • See Reports listed under background papers below 	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
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 Transport Links for Rural Villages in Forest Heath (Report No: OAS/FH/16/013)

1.1.1 The Committee received Report No: OAS/FH/16/013, which reminded members that in January 2016, it resolved to include in its forward work programme a member suggestion on transport links for rural villages in Forest Heath. The Committee had acknowledged that the District Council was not the responsible authority for transport and suggested before contacting various bus and rail operators that Suffolk County Council be invited to a future meeting of the Committee to listen to its concerns regarding transport issues in Red Lodge and to answer questions from the Committee.

1.1.2 Mr Phill Magill (Passenger and Transport Operations Manager) from Suffolk County Council was in attendance to answer questions. Mr Magill advised that SCC had a duty to assess the need for transport, but there was no duty to provide. SCC held regular liaison meetings with various bus companies across and outside of Suffolk. It was currently working towards a Quality Bus Partnership with certain standards set, such as better co-ordinated timings and multi-use tickets. SCC monitored transport provision and looked at the unmet need, which could be brought to the attention of transport providers at the liaison meetings. However, bus timings were set by the schools and where the peak demand was. In between these times, buses were expected to connect with other service providers. He also explained the developer contributions from Section 106 monies and the percentage allocated towards pump priming transport provision.

1.1.3 The Committee asked a number of questions of Mr Magill, to which comprehensive responses were provided. In particular, discussions were held on the changes in social needs; ticket machines and real-time information; connecting communities; public transport apps and the possibility of creating a website to enable users to discuss their public transport requirements. Members also questioned what influence the District Council could bring to bear, with SCC in understanding and improving rural transport.

1.1.4 The Committee considered the next steps and suggested inviting Stephenson's Coach Company and Abellio Greater Anglia to a future meeting of the Committee, and **RESOLVED that:**

1) The Overview and Scrutiny Committee works in consultation with the Cabinet Member for Planning and Growth in improving, where possible, transport links in Forest Heath; and

2) The Overview and Scrutiny Committee invites Stephenson's coach company and Abellio Greater Anglia to a future meeting of the Committee so as to gain a better understanding of the challenges faced by each service around public transport connectivity.

1.2 **Draft West Suffolk Annual Report (2015-2016) (Report No: OAS/FH/16/014)**

- 1.2.1 The Constitution requires that the Overview and Scrutiny Committee receives reports from the Leader of the Council or representatives of Cabinet, either prior to the commencement of each financial year or at its first meeting after each Annual Council meeting on the Cabinet's priorities and its performance in the previous year.
- 1.2.2 The Leader of the Council attended the meeting of the Overview and Scrutiny Committee and presented the Annual Report, which outlined the Draft West Suffolk Annual Report (2015-2016). The Annual Report for the third time had been written as a joint West Suffolk document and was before the Overview and Scrutiny Committees for their comments.
- 1.2.3 The Leader highlighted relevant issues to the attention of the Committee. In particular, the continued success of the locality budget scheme.
- 1.2.4 Members examined the document in detail and asked a number of questions of the Leader and officers, to which comprehensive responses were provided. Comments and suggestions were made by the Committee on the draft Annual Report, which officers agreed to incorporate into the final document.

1.3 **Presentation by the Leader of the Council on his Portfolio Responsibilities (Report No: OAS/FH/16/015 and Verbal)**

- 1.3.1 As set out in the Council's Constitution, at every ordinary Overview and Scrutiny Committee meeting at least one Cabinet Member shall be invited to attend to give an account of his or her portfolio and to answer questions from the Committee.
- 1.3.2 Report No: OAS/FH/16/015 set out the overall responsibilities of Councillor James Waters, Leader of the Council who had been invited to the meeting to discuss his portfolio as Leader.
- 1.3.3 Members discussed the presentation in detail and asked questions of the Leader of the Council and officers, to which comprehensive responses were provided. In particular, discussions were held on the two devolution deals/proposed mayor(s) / Local Enterprise Partnerships and supporting members.
- 1.3.4 There being no decision required, the Committee **noted** the contents of the presentation.

1.4 **Newmarket Vision Update (Report No: OAS/FH/16/016)**

- 1.4.1 In September 2015, the Committee received an initial report which summarised the future work the groups intended to undertake. The Cabinet Member for Families and Communities presented Report No: OAS/FH/16/016, which updated members on the progress made by the Newmarket Vision delivery groups since September 2015.

- 1.4.2 The partners in the Vision Group met on 21 April 2016 to reflect on the progress that had been made since the Vision was launched and what the groups should be focusing on moving forward. The structure of the group (Appendix 1 to the report) was set up not as a decision making traditional hierarchy but rather as an enabling structure.
- 1.4.3 Members discussed the report and asked a number of questions to which comprehensive were provided. In particular discussions were held on the work being undertaken by the Traffic/Highways Delivery Group; ongoing parking issues in Newmarket; and how the Newmarket Vision was established.
- 1.4.4 The Committee **noted** the contents of the report.

1.5 **New Housing Development Sites Joint Task and Finish Group – Update**

- 1.5.1 The Committee was advised that since the last meeting of the Joint Task and Finish Group in December 2015, the Service Manager for Planning-Development had been working with Suffolk authorities to come to an agreement on the wording of highways conditions designed to address the adoptions issues which often arise on new housing developments/estates.
- 1.5.2 The Committee was further advised that the Service manager had not been able to finalise the work with Suffolk Highways due to recent staff changes, but was actively pursuing the finalisation of this work and planned to report back to the next Overview and Scrutiny Committee on 21 July 2016.
- 1.5.3 The Committee **noted** the contents of the update.

1.6 **Decisions Plan: June 2016 to May 2017 (Report No: OAS/FH/16/017)**

- 1.6.1 The Committee considered the latest Decisions Plan, covering the period June 2016 to May 2017. Members reviewed the Decisions Plan in detail and asked questions to which responses were provided.
- 1.6.2 There being no decision required, the Committee **noted** the contents of the Decisions Plan.

1.7 **Work Programme and Re-Appointments to Task Groups / SCC Health Scrutiny (Report No: OAS/FH/16/018)**

1.7.1 **Task and Finish Groups**

The Committee considered the current Joint Task and Finish Group running, being the New Housing Development Sites (Joint Scrutiny Review). The Joint Task and Finish Group had been set up with St Edmundsbury's Overview and Scrutiny Committee to *"Jointly review the unacceptable length of time taken by housing developers to bring highways, footpaths and community facilities (landscaping/open-space/drainage/sustainable urban drainage) up to adoption standards on new developments"*.

1.7.2 The Committee **RESOLVED that Councillor Ruth Bowman and Bill Sadler be re-appointed to the New Housing Development Sites Joint Task and Finish Group.**

1.7.3 Suffolk County Council Health Scrutiny

The Committee considered the report and nominated Councillor Christine Mason as the District Council's nominated representative and Councillor John Bloodworth as the nominated substitute on the Suffolk Heath Scrutiny Committee for 2016-2017. The Committee **RECOMMENDS that full Council be asked to confirm the appointment of Councillor Christine Mason as the representative and Councillor John Bloodworth as the Substitute representative to the Suffolk Health Scrutiny Committee for 2016-2017.**

1.7.4 Work Programme Update

The Committee received and **noted** Report No: OAS/FH/16/018, which provided an update on the current status of the Committee's Work Programme for 2016-2017.

2. Background Papers

2.1.1 [Report No OAS/FH/16/013](#): Transport Links for Rural Villages in Forest Heath

2.1.2 [Report No OAS/FH/16/014](#) & [Appendix A](#): Draft West Suffolk Annual Report (2015-2016)

2.1.3 [Report No OAS/FH/16/015](#): Presentation by the Leader of the Council on his Portfolio Responsibilities

2.1.4 [Report No OAS/FH/16/016](#) & [Appendix 1](#): Newmarket Vision

2.1.6 [Report No OAS/FH/16/017](#) & [Appendix 1](#): Decisions Plan: June 2016 – May 2017

2.1.7 [Report No OAS/FH/16/018 & Appendix 1](#); & [Appendix 2](#): Work Programme and Re-Appointment to Task Groups / SCC Health Scrutiny

Cabinet



Forest Heath
District Council

Title of Report:	Report of the Overview and Scrutiny Committee: 21 July 2016	
Report No:	CAB/FH/16/033	
Report to and date:	Cabinet	13 September 2016
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 Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 21 July 2016, the Overview and Scrutiny Committee considered the following items: (1) Presentation by the Lead Portfolio Member for Housing; (2) Review and Revision of the Constitution - Quarterly Report; (3) Directed Surveillance Authorised Applications (Quarter 1); (4) Decisions Plan: July 2016 to May 2017; and (5) Work Programme Update and Suggestion for Scrutiny.	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/FH/16/033, 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"/> Report for information only.	

Consultation:		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Alternative option(s):		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
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 Lead Portfolio Member for Housing (Report No: OAS/FH/16/018 and Verbal)

- 1.1.1 As set out in the Council's Constitution, at every ordinary Overview and Scrutiny Committee meeting at least one Cabinet Member shall be invited to attend to give an account of his or her portfolio and to answer questions from the Committee.
- 1.1.2 Report No: OAS/FH/16/018 sets out the overall responsibilities of Councillor Sara Mildmay-White, Lead Member for Housing who had been invited to the meeting to discuss her portfolio.
- 1.1.3 Members discussed the presentation in detail and asked questions of the Lead Member for Housing and officers, to which comprehensive responses were provided. In particular detailed discussions were held on the affordable housing figures and starter homes; Barley Homes Group Limited and the number of sites they were proposing to develop; future housing stock; Home-link's new software operating system; houses in multiple occupation including the value of ward walks to identify properties; the lack of developers currently building houses and what could be done to stimulate building.
- 1.1.4 There being no decision required, the Committee **noted** the contents of the presentation.

1.2 Review and Revision of the Constitution (Quarterly Report) (Verbal)

- 1.2.1 As set out in the Council's Constitution, the Overview and Scrutiny Committee on a quarterly basis would receive a report from the Monitoring Officer setting out minor amendments made arising from changes to legislation, changes to staffing structures/job descriptions or changes in terminology.
- 1.2.4 The Committee was advised that in Quarter 1 no such amendments had been undertaken by the Monitoring Officer under delegated authority.

1.3 Directed Surveillance Authorised Applications (Quarter 1) (Verbal)

- 1.3.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 requires that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis. In June 2010 it was agreed that this requirement should be fulfilled by the Overview and Scrutiny Committee.
- 1.3.2 The Committee was advised that in Quarter 1, no such surveillance had been authorised.

1.4 Decisions Plan: July 2016 to May 2017 (Report No: OAS/FH/16/019)

- 1.4.1 The Committee considered the latest Decisions Plan, covering the period July 2016 to May 2017. Members reviewed the Decisions Plan in detail and asked questions to which responses were provided.

- 1.4.2 There being no decision required, the Committee **noted** the contents of the Decisions Plan.
- 1.5 **Work Programme Update and Suggestion for Scrutiny (Report No: OAS/FH/16/020)**
- 1.5.1 The Committee 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 a suggestion for scrutiny which had been submitted jointly by Councillor Chris Barker and Councillor Robin Millar, Portfolio Holder for Families and Communities proposing "*an investigation into the lack of parking enforcement*".
- 1.5.3 The Committee felt the current suggestion form was not currently focused enough and questioned whether the intention was just to focus on parking issues specifically in Newmarket.
- 1.5.4 A lengthy debate on the lack of parking enforcement was held, and taking into account information provided by Cllr Chris Barker at the meeting, the Committee **Resolved** that a reworded suggestion form be completed by Councillors Chris Barker, with help from Councillors Ruth Bowman and Brian Harvey so that the revised work programme suggestion contained more detail in relation to the issues faced in Newmarket.
- 1.5.5 The Committee also received and noted an update from the Service Manager (Planning -Development) on the current position of the New Housing Development Sites Joint Task and Finish Group. The update provided an overview; highways adoption/maintenance conditions; planning conditions and smarter corporate working.
- 1.5.6 The introduction of standard conditions regarding adoption would improve the situation the Council currently had and the good practice of pre-application advice and the development team approach would also provide benefits to address the concerns raised by the Joint Task and Finish Group.
- 1.5.7 Whilst the adoption conditions for Highways had yet to be agreed across the Suffolk Authorities, officers would continue to work to achieve this. A final report would be presented to the Committee once this had been achieved (or September 2016).
- 1.5.8 Finally, the Chairman informed members that following discussions held with the Chairman of St Edmundsbury's Overview and Scrutiny Committee on devolution it was agreed that a Joint Overview and Scrutiny meeting would be held on Tuesday 4 October 2016, at 6pm at West Suffolk House, Bury St Edmunds to consider the item.

2. Background Papers

- 2.1.1 [Report No OAS/FH/16/018](#): Presentation by the Lead Member for Housing
- 2.1.2 [Report No OAS/FH/16/019](#) & [Appendix 1](#): Decisions Plan: July 2016 – May 2017
- 2.1.3 [Report No OAS/FH/16/020](#): Work Programme Update and Suggestion for Scrutiny

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Cabinet



Forest Heath
District Council

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 21 June 2016	
Report No:	CAB/FH/16/034	
Report to and date:	Cabinet	13 September 2016
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: stephen.edwards@forest-heath.gov.uk	
Lead officer:	Jill Korwin Director Tel: 01284 757252 Email: jill.korwin@westsuffolk.gov.uk	
Purpose of report:	On 21 June 2016 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business: <ol style="list-style-type: none"> (1) Performance Report; (2) Risk Register; (3) Medium Term Financial Plan; and (4) Opportunities for ARP. <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/16/034 being the report of the Anglia Revenues and Benefits Partnership Joint Committee.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> 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? <i>If yes, please give details</i>	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? <i>If yes, please give details</i>	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? <i>If yes, please give details</i>	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? <i>If yes, please give details</i>	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? <i>If yes, please give details</i>	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: http://democracy.breckland.gov.uk/ie/ListDocuments.aspx?Cid=109&Mid=3819&Ver=4
Documents attached:	None

1. Key Issues

1.1 Performance Report (Agenda Item 7)

(a) Operational Performance

1.1.1 The Joint Committee had received and noted the Annual Report for Operational Performance which covered the period 1 April 2015 to 31 March 2016. The report details ARP's key achievements, activities and performance in 2015/2016 respect of:

- Understanding and reacting to welfare reform changes.
- The transfer of Housing Benefit Fraud to the Department of Work and Pensions (DWP) and the determination of what fraud services should be retained.
- The introduction of an in-house Enforcement Agency.
- Phase 2 of the integration of all seven partners to bring about equalisation of service provision.
- Development of a commercial strategy and trading arm for future growth and efficiencies.

1.1.2 The report concludes that 2015/2016 has been a very challenging and successful year. ARP is considered to be in a very good position moving into 2016/2017 to implement the strategies being formulated in the Transformation Programme.

1.1.3 This detailed report can be viewed as part of the reports pack on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/g3818/Public%20reports%20pack%2022nd-Mar-2016%2010.00%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=10>

1.1.4 Members were updated at the meeting on various topics, including that:

- the retention of an ARP Fraud Team (following the transfer of Housing Benefit Fraud Services to the DWP) had been extremely successful with targets for 2016/2017 having already been met, and therefore the targets would be reviewed soon.
- The in-house Enforcement Agency had by year end, generated a surplus of £277,000 which had far exceeded expectations.
- The project to implement a Document Imaging System with single access across all seven partners was moving to stage two. The migration of documents was reaching completion and with all sites aligned to the current working practices on the Imaging System, stage two would be undertaken to enhance the functionality of the system and the expansion of available of automation.
- Work was in progress to encourage more customers to use the services of the ARP Enforcement Agency.

(b) Financial Performance

1.1.5 Members had noted that with the exception of one, targets had been met by all partner authorities with the majority of indicators annotated green as at 31 March 2016, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s39174/Appendix%20A%20Annual%20report%20-%20ARP%20Balanced%20scorecard.pdf>

1.1.6 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

1.1.7 In respect of the financial report for the full financial year, the Joint Committee had noted the final out-turn position for 2015/2016 was a surplus of £370,821.

1.1.8 The Joint Committee had previously approved the contribution of the 2015/2016 surplus to the ARP Investment Fund. As at 31 January 2016, the surplus was expected to be in the region of £330,000, comprising £178,000 below budget spend and £155,000 of unspent grants. The new Enforcement Agency had however, performed exceptionally well, delivering a surplus of £277,000 in its first part year, and in addition to this, the partnership costs had come in under budget at the end of the year by £272,000. Further details of the out-turn and variances are shown in Appendix A attached to the Joint Committee report. After making the agreed contributions to the Investment Fund of previous underspends and unspent grants, a surplus of £371,000 had been achieved by the partnership.

1.1.9 The Joint Committee had noted that the partner authorities had been fully supportive of the ARP and were prepared to take risks in order to generate returns, therefore it had been recommended that this surplus of £371,000 achieved in 2015/16 be distributed back to the partners on the agreed gain share percentages. Specifically, Forest Heath would receive £40,236 from the share of the surplus.

1.1.10 The Joint Committee **RESOLVED: That**

(1) the report and appendix be noted; and

(2) the remaining surplus of £370,821 be distributed to partners based on the 2015/2016 gain share percentages.

1.2 **ARP Risk Register (Agenda Item 8)**

1.2.1 The Joint Committee had received and noted the Anglia Revenues Partnership Risk Register, which was attached as Appendix A. Appendix B provided the criteria used to apply a risk score to the ARP.

- 1.2.2 Discussion was held on a number of issues which might affect the risks identified by the Partnership including:
- (a) the risks relating to Fraud and Error and the Local Council Tax Reduction Scheme remained on the risk matrix; however target scores had been met due to mitigating actions being put in place; and
 - (b) all risks were being well managed; however some were out the partnership's control, for example, the implications of the introduction of Universal Credit.
- 1.2.3 The Joint Committee **RESOLVED: That the contents of the report be noted and the Risk Register be agreed.**
- 1.3 **Medium Term Financial Plan (Agenda Item 9)**
- 1.3.1 The Joint Committee had received and noted a presentation on the Medium Term Financial Plan for ARP.
- 1.3.2 The presentation included:
- (a) statistical data of the ARP which included its annual turnover, number of account holders, number of transactions, benchmarking data and the geographical area the partnership covered;
 - (b) the quality of ARP and it's CIPFA score;
 - (c) details of the three themes of the Transformation Programme, which were Organisational Design, Digitalisation and Commercialisation; and
 - (d) seeking a steer from the Joint Committee regarding the future direction of ARP.
- 1.4 **Opportunities for ARP (Agenda Item 10)**
- 1.4.1 The Joint Committee had received and noted a presentation, which highlighted a number of opportunities if the partnership decided to trade new services to new customers.
- 1.4.2 Members had noted that should it come to fruition, devolution would provide many opportunities, but in the interim a steer was sought on developing a strategic approach for encouraging potential new customers to take up trading services of ARP and to promote wider engagement.
- 1.4.3 A report would be prepared by the Head of ARP in discussions with the Operational Improvement Board for consideration at a future meeting of the Joint Committee.
- 1.5 **Forthcoming Issues (Agenda Item 11)**
- 1.5.1 The Joint Committee had been informed that Julie Kennealy, Executive Director at Breckland Council would be leaving the organisation. Members had thanked her for her support and wished her well for the future.

1.6 **Minutes**

- 1.6.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 21 June 2016, the draft minutes of the meeting may be viewed on Breckland District Council's website at the following link:

<http://democracy.breckland.gov.uk/documents/g3819/Printed%20minutes%2021st-Jun-2016%2010.00%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>

Cabinet



Forest Heath
District Council

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 27 July 2016	
Report No:	CAB/FH/16/035	
Report to and date:	Cabinet	13 September 2016
Portfolio Holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: stephen.edwards@forst-heath.gov.uk	
Chairman of the Committee:	Louis Busuttil Chairman of the Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov..uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 27 July 2016, the Performance and Audit Scrutiny Committee held an informal joint meeting with members of St Edmundsbury’s Performance and Audit Scrutiny Committee, and <u>considered the first three items jointly:</u></p> <ol style="list-style-type: none"> (1) Balanced Scorecard and Quarter 1 Performance Report 2016-2017; (2) West Suffolk Strategic Risk Register Monitoring Report – June 2016; (3) Work Programme Update; (4) Financial Performance Report (Revenue and Capital) – Quarter 1 (April to June 2016); (5) Annual Treasury Management Report 2015-2016 and Investment Activity (April to June 2016). 	

	A separate report is included on this Cabinet agenda for Item (5) above.
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/FH/16/035, 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"/> Report for information only.
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?</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 Balanced Scorecard and Quarter 1 Performance Report 2016-2017 (Report No: PAS/FH/16/015)

- 1.1.1 The Committee received Report No PAS/FH/16/015, which set out the West Suffolk Balanced Scorecards being used to measure the Council's performance for 2016-2017 and an overview of performance against those indicators for the first quarter of 2016-2017. The six current balanced scorecards (attached at Appendices A to F to Report No: PAS/FH/16/000) were linked to the Heads of Service areas, which presented Quarter 1 2016-2017 performance.
- 1.1.2 Most indicators reported performance against an agreed target using a traffic light system with additional commentary provided for performance indicators below optimum performance.
- 1.1.3 Across all service balanced scorecards, there were indicators measuring the performance of the transactional finance functions. These were "% of non-disputed invoices paid within 30 days" and "% debt over 90 days old". In the previous financial year, against these indicators, almost all service areas had failed to meet the targets of more than 95% of non-disputed invoices paid within 30 days and less than 10% of debt over 90 days.
- 1.1.4 The finance and performance team had been working with service areas to try and improve performance against both of these measures. As a result of this, for the first time all six service areas achieved over 90% performance on invoices paid within 30 days for the month of June, with two service areas being over 95%.
- 1.1.5 No issues were required to be brought to the attention of Cabinet.

1.2 West Suffolk Strategic Risk Register Quarterly Report – June 2016 (Report No: PAS/FH/16/016)

- 1.2.1 The Committee received and noted the first quarterly risk register monitoring report in respect of the West Suffolk Strategic Risk Register. The Register was updated regularly by the Risk Management Group and at its recent meeting the Group reviewed the target risk, the risk level where the Council aimed to be, and agreed a current risk assessment. These assessments formed the revised West Suffolk Risk Register (Appendix 1). Some individual controls and actions had been updated and those which were not ongoing and had been completed by June 2016 had been removed from the Register.
- 1.2.2 The Group had considered new or amended risks, and felt that the Probability rating allocated to the Residual Risk of WS7, Poor Project Management, be increased from 2 to 3.
- 1.2.3 There had been no existing risk closed since the Strategic Risk Register was last report to the Committee.
- 1.2.4 Members were advised that at the time of writing the report the full impact of the decision to leave the EU was not known, minor amendments had been made to some of the existing actions and controls to address immediate

concerns. However, the Group would continue to monitor the situation as it developed over the next quarter, amending existing and / or adding new risks where necessary.

1.2.5 Members considered the report and did not raise any issues.

1.3 **Work Programme Update (Report No: PAS/FH/16/017)**

1.3.1 The Committee received and noted its Work Programme which provided items scheduled to be presented to the Committee during 2016.

1.4 **Financial Performance Report (Revenue and Capital) 2016-2017 – Quarter 1 (April to June 2016) (Report No: PAS/FH/16/018)**

1.4.1 The Committee received and noted Report No: PAS/FH/16/018, which set out the financial performance for the first quarter of 2016-2017 and forecasted outturn position for 2016-2017.

1.4.2 Attached at Appendix A and B to the report was details of the Council's revenue performance and year end forecasted outturn position. Explanations of the main year end over/(under) spends was set out within paragraph 1.2.3. Appendix C to the report set out the Council's capital financial position for the first three months of 2016-2017, which showed expenditure of £1,019,679. Finally, a summary of earmarked reserves was attached at Appendix D, along with the forecast year end position for 2016-2017.

1.4.3 The Resources and Performance Team would continue to work with Budget Holders to monitor capital spend and project progress closely for the remainder of the financial year and an updated position would be presented to the Committee on a quarter basis.

1.4.3 The Committee scrutinised the report and asked questions to which officers duly responded. In particular officers provided explanations on the variances set out in paragraph 1.2.3 and outlined the reasoning for these.

1.4.4 There being no decision required, the Committee noted the Quarter 1 performance and the 2016-2017 year end forecast financial position.

2. Background Papers

2.1.1 [Report No PAS/FH/16/015](#) & [Appendix A](#); [Appendix B](#); [Appendix C](#); [Appendix D](#); [Appendix E](#); [Appendix F](#) - Balanced Scorecards and Quarter 1 Performance Report 2016-2017

2.1.2 [Report No PAS/FH/16/016](#) & [Appendix 1](#) - West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2016

2.1.3 [Report No PAS/FH/16/017](#) - Work Programme Update

2.1.4 [Report No PAS/FH/16/018](#) & [Appendix A](#); [Appendix B](#); [Appendix C](#); [Appendix D](#) - Financial Performance Report (Revenue and Capital) 2016-2017 Quarter 1 – (April to June 2016)

Cabinet



Forest Heath
District Council

Title of Report:	Recommendations of the Performance and Audit Scrutiny Committee – 27 July 2016: Annual Treasury Management Report 2015-2016 and Investment Activity (1 April – 30 June 2016)	
Report No:	CAB/FH/16/036	
Report to and dates:	Cabinet	13 September 2016
	Council	28 September 2016
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: Stephen.edwards@forest-heath.gov.uk	
Chairman of the Committee:	Louis Busuttil Chairman of the Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov.uk	
Lead Officer:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	On 27 July 2016, the Performance and Audit Scrutiny Committee considered Report No: PAS/FH/16/019 , which provided information on the Council's Annual Treasury Management Report summarising the investments activities for the year 2015-2016; and provided a summary of the investment activities for the first three months of 2016-2017 financial year.	
Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of full Council, the Annual Treasury Management Report 2015-2016, attached as Attachment 1 to Report No: PAS/FH/16/019, be approved.	

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:		• See Report No: PAS/FH/16/019	
Alternative option(s):		• See Report No: PAS/FH/16/019	
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/16/019	
<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/16/019	
<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/16/019	
<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/16/019	
<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/16/019	
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/16/019			
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No PAS/FH/16/019 & Attachment 1 ; Appendix 1 ; Appendix 2 ; Appendix 3 ; Appendix 4 ; Appendix 5	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Annual Treasury Management Report 2015-2016

1.1.1 The Council's Annual Treasury Management Report for 2015-2016 attached as Attachment 1 to Report No: PAS/FH/16/019. The report included tables summarising the interest earned during 2015-2016 on the various treasury management investments held by the Council; investment activity during the year and investments held as at 31 March 2016.

1.1.2 The budgeted income from investments in 2015-2016 was £379,500, (average rate of return of 1.75%). Interest actually earned during the year totalled £417,402, an overachievement of £37,902. The overachievement was mainly due as a result of timing differences in the receipts and payment of National Non-Domestic Rates (NDR), an under spend on the Council's original capital programme and higher than predicted revenue reserve balances being held.

1.1.3 Although the base rate remained at 0.5% throughout the year, investment returns continued to be one to two basis points above or below base rate, depending on duration. New investments of one year or more were attracting returns of around 1%.

1.2 Investment Activity 1 April to 30 June 2016

1.2.1 The total amount invested at 1 April 2016 was £29.49m and at 30 June 2016 £30.70m. The increase in balances over this period was due primarily to timing differences in respect of the collection of local taxes; Council Tax and Non-Domestic Rates, and the payment of precepts i.e. to Suffolk County Council, Suffolk Police and central government.

1.2.2 The 2016-2017 Annual Treasury Management and Investment Strategy (report PAS/FH/16/007 refers) sets out the Council's projections for the current financial year. The budget for investment income in 2016-2017 was £347,000 which was based on a 1.50% target average rate of return on investments.

1.2.3 As at the end of June 2016, interest actually earned during the first quarter of the financial year amounted to £79,527 against a profiled budget for the period of £86,750; a budget deficit of £7,223. The budget deficit was due to the continuing low Bank of England base rate and subsequent poor investment rates being offered by the banks, building societies and financial institutions and falling rates being offered on call accounts/notice accounts.

1.2.4 The Committee was advised that following the vote in favour of leaving the European Union in the referendum held on 23 June 2016, markets around the world were still coming to terms with the immediate reaction to the news and markets remained volatile. The treasury team would continue to closely monitor the situation and provide updated information as it became available.

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

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Cabinet



Forest Heath
District Council

Title of Report:	West Suffolk Joint Pay Policy Statement 2016/17	
Report No:	CAB/FH/16/037	
Report to and dates:	Cabinet	13 September 2016
	Council	28 September 2016
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	
Lead officer:	Karen Points Head of HR, Legal & Democratic Services Tel: 01284 757015 Email: karen.points@westsuffolk.gov.uk	
Purpose of report:	<p>Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement annually.</p> <p>A Joint Pay Policy Statement for 2016/17 has been produced, reflecting the shared workforce, and the single Pay and Reward Strategy now in place for the two West Suffolk Councils.</p> <p>The Joint Pay Policy Statement for 2016/17 being recommended for adoption by both Councils is attached at Appendix 1. This incorporates the outcomes of the 2013 collective agreement which established a modern reward framework for our integrated workforce.</p>	
Recommendation:	It is <u>RECOMMENDED</u> that subject to the approval of full Council, the West Suffolk Joint Pay Policy Statement for 2016/17, as contained in Appendix 1 to Report No: CAB/FH/16/037, be approved.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> 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"> Whilst there is no requirement to consult on this statement, it has been shared with Unison 	

Alternative option(s):		<ul style="list-style-type: none"> None as the Localism Act 2011 requires local authorities to produce a Pay Policy Statement annually 	
Implications: None			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Legal Risk of non-compliance	Low	Formal approval by Cabinet 2016	Low
Transparency/reputational risk	Low	Formal approval as above, annual reviews, and transparency through website	Low
Ward(s) affected:		N/A	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		N/A	
Documents attached:		Appendix 1: West Suffolk Joint Pay Policy Statement	

1. Key issues and reasons for recommendation

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

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West Suffolk Councils Joint Pay Policy Statement 2016/2017

1. Introduction

- 1.1 Both Councils recognise that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay policies and structures in order to address local priorities and to compete in the local labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. The Councils' ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the West Suffolk Councils are able to retain their current high performance levels and ensure that West Suffolk Services are protected during this continuing period of economic uncertainty.
- 1.4 In June 2013 a single pay and reward strategy was secured through collective agreement with Unison for all staff, except the Leadership Team, whose pay had been brought together in October 2012.
- 1.5 This Joint Pay Policy Statement has been produced for the Year 2016-17.

2. Legislation

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

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

- 2.4 From April 2016, the government introduced a new mandatory national living wage (NLW) for workers aged 25 and above, initially set at £7.20 – a rise of 50p relative to the current National Minimum Wage (NMW) rate.
- 2.5 The National Minimum Wage will continue to apply for those aged 18 to 24 (age 18-20 £5.30 and age 21–24 £6.70).

3. Scope

3.1 This Pay Policy Statement includes:-

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

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

4. Principles

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

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

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

5. Senior Pay

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

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

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

5.4 Chief Executive

(a) The salary for this joint post was established when the joint Chief Executive was appointed in April 2012, at a range £105,000 - £115,000. This is a local grade which was established in February 2012, following an analysis of the degree of responsibility in the role, the downward movement in market rates, benchmarking with other comparators and the ability to recruit and retain an exceptional candidate. This was increased by 1% in April 2013, (£106,050 - £116,150).

(b) An appraisal and review of the Chief Executive took place in November 2013. The current salary (as at 1/3/16) of the Chief Executive, is at the midpoint of the band (£111,050). There have been no additional bonuses, performance, honoraria or ex-gratia payments made.

(c) Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives National Conditions, apart from those determined locally, as detailed in this policy.

(d) The employment costs (salary and on-costs) of the Chief Executive are shared between Forest Heath District Council and St Edmundsbury Borough Council, which significantly reduces the cost of employing a Chief Executive for each Council.

5.5 Directors and Heads of Service

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

Chief Officer Role	£	£	£
Director	78,191	80,797	83,404
Head of Service HS1	57,340	59,947	62,552
Head of Service HS2	62,552	65,159	67,765

Head of Service HS3	67,765	70,372	72,978
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An additional payment of £5,000 per year is payable to those undertaking the statutory Monitoring Officer and Section 151 roles.

- (b) There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, emergency call rota, etc, paid to these senior staff, as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.
- (c) Other terms and conditions are as prescribed by the NJC for Local Authority Services apart from those terms agreed locally, as detailed in this policy.
- (d) The employment costs (salaries and on-costs) of the Directors and Heads of Service are shared between Forest Heath District Council and St Edmundsbury Borough Council, which reduces the cost of employing the Leadership Team to each Council.
- (e) It is important to ensure that our Leadership Team salaries remain competitive and are set at a level that will continue to attract highly effective and experienced applicants for these roles in the challenging local government labour market. It will be important at the point the economy starts to grow, and competition for leadership roles intensifies, to keep under review the pay policy for this group.

5.6 **Additional Fees**

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

6. **Pay Structure**

- 6.1 The pay structure for all contractual employees, except those staff in the senior posts detailed above, is established using NJC for Local Authorities Services National Pay Spine from spinal column point 9 (£14,975 per annum) to spinal column point 58 (£54,474 per annum). The lowest paid contractual employee will be paid at spinal point 9 (£7.76 per hour), at a full time equivalent basic pay rate of £14,975 per annum. This is within Grade A of the locally

agreed pay structure, which ranges from Grade A to I. Casual staff, aged 25 and over, will be paid at the National Living Wage of £7.20 per hour. Under age 25 will be paid the national minimum wage of £6.70 per hour.

Employees who have satisfactorily completed the six months probation period are currently paid £8.04 per hour (equivalent rate of £15,507 per annum).

6.2 The detailed structure is shown below:

Band Name	Min SCP	Max SCP	Min (£)	Max (£)	Span (£)	Span (increments)
A	9	11	14,975	15,507	532	2
B	11	15	15,507	16,772	1265	4
C	15	22	16,772	20,456	3684	7
D	21	27	19,939	23,935	3996	6
E	27	33	23,935	29,033	5098	6
F	35	41	30,480	36,019	5539	6
G	41	47	36,019	41,551	5532	6
H	47	53	41,551	48,154	6603	6
I	53	58	48,154	54,474	6320	5

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

6.5 All employees receive the national NJC cost of living award. On 16 May 2016 the national pay award was agreed as part of a two year deal for the period 1 April 2016 – 30 March 2018. The two year deal was 1% increase for each year during the period (1 April 2016 and 1 April 2017).

6.6 Progression within the grade for all staff is subject to performance, which is assessed annually, in accordance with the performance review scheme, which came into effect in April 2014.

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

7. Pay Protection

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

the new grade has caught up or overtaken the current earnings due to annual pay increases.

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

8. Allowances and Benefits in Kind

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

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

9. Payments/Charges and Contributions

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

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

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

Local Government Pension Scheme – contribution bands with effect from 1 April 2011 Band	Salary Range	Contribution rate
1	Up to -£13,600	5.5%
2	13,601-£21,200	5.8%
3	£21,201-£34,400	6.5%
4	£34,401-£43,500	6.8%
5	£43,501-£60,700	8.5%
6	£60,701-£86,000	9.9%
7	£86,001-£101,200	10.5%
8	£101,201-£151,800	11.4%

- 9.2 The Council makes employer's contributions into the scheme, which are reviewed every three years by the actuary. The current rate being paid is 25.7% for St Edmundsbury and 27% for Forest Heath. This rate includes pension liabilities that have accrued over time as well as contingency for the future, rather than on the current workforce only. There are, also, on occasions, lump sum payments made into the pension scheme, as agreed with the actuary, to ensure the Suffolk LGPS is funded adequately.
- 9.3 All West Suffolk councils staff, who park at work at the offices at West Suffolk House, Bury St Edmunds, pay car parking charges, currently 80p per day.

10. Multipliers

- 10.1 The idea of publishing the ratio of the pay of an organisation's top earner to that of its median earner was recommended in order to support the principles of Fair Pay (The Hutton Review of Fair Pay in the Public Sector 2011), and transparency.
- 10.2 The single pay and reward strategy was based on modelling the joint workforce onto the new payline. In addition, the Chief Officers and staff are in shared, joint roles. The data, therefore, reflects the joint workforce and, as such, is the same for both Councils. The Councils current ratio in respect of the pay of the median earner compared to the pay of the highest earner is 4.7:1 ie. the Chief Executive (top earner) earns 4.7 times as much as the Councils' median earner (£23,698 per annum).
- 10.3 The median salary has slightly increased due to pay progression and the national pay award. This compares with the median for Local Government nationally of £25,520 per annum.
- 10.3 These multipliers are monitored each year within the Pay Policy Statement. The ratio has decreased slightly (from 4.8:1) which is positive.
- 10.4 The ratio of the Councils' current highest paid employee (April 2016) to the lowest paid employee is 7.1:1.

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

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

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

11. Discretionary Payments

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

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

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

- 11.2 Severance payments under regulation 6.

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

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

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

None awarded.

- 11.4 Additional pension under regulation 13 of same legislation.

None awarded.

12. Decision Making

12.1 Decisions on remuneration are made as follows:-

- (a) Senior pay bands local level approved by Full Council;
- (b) Pay structure for all other posts approved by Full Council;
- (c) Performance progression, in accordance with the locally agreed scheme, and as approved by officers under existing delegated powers.

13. Disclosure

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

For further information please contact:-

Karen Points
 Head of Human Resources, Legal & Democratic Services
 April 2016

Comparison Data

2015/16 or most recent information available	Ratio to median	Ratio to Lowest paid employee
Ipswich	4.7:1	5:1
West Suffolk	4.8:1	7.1:1
East Suffolk	5.89:1	10.3:1
Suffolk County Council	6:1	9.7:1
Breckland	Not published	10:1
East Cambs	Not published	8:1

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Cabinet



Forest Heath
District Council

Title of Report:	Recommendations of the West Suffolk Joint Staff Consultative Panel: 25 July 2016 – West Suffolk Human Resources Policies	
Report No:	CAB/FH/16/038	
Report to and date:	Cabinet	13 September 2016
Portfolio holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	
Chairman of the Panel:	Mark Johnson (Employees' Side) Tel: 01284 757051 Email: mark.johnson@westsuffolk.gov.uk	
Lead officer:	Karen Points Head of HR, Legal and Democratic Services Tel: 01284 757015 Email: karen.points@westsuffolk.gov.uk	
Purpose of report:	On 25 July 2016, the West Suffolk Joint Staff Consultative Panel considered the following substantive items of business: <ol style="list-style-type: none"> (1) Human Resources Policies; and (2) Workforce Data. <p>Recommendations for Cabinet consideration emanated from Item (1) above.</p>	
Recommendation:	<p>It is <u>RECOMMENDED</u> that subject to the addition of a paragraph to the Workplace Wellbeing Strategy to explain the role of the Workplace Wellbeing Charter, the following West Suffolk Human Resources Policies, as contained in Appendices 1 to 4 respectively to Report No: JSP/JT/16/003, be approved:</p> <ul style="list-style-type: none"> • Workplace Wellbeing Strategy 2016-2019; • Mental Health at Work Policy 2016; • Mentoring Policy 2016; and • Mediation Policy 2016 	

Key Decision:	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	• See Report No JSP/JT/16/003		
Alternative option(s):	• See Report No JSP/JT/16/003		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		• See Report No JSP/JT/16/003	
<i>Are there any staffing implications? If yes, please give details</i>		• See Report No JSP/JT/16/003	
<i>Are there any ICT implications? If yes, please give details</i>		• See Report No JSP/JT/16/003	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		• See Report No JSP/JT/16/003	
<i>Are there any equality implications? If yes, please give details</i>		• See Report No JSP/JT/16/003	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No JSP/JT/16/003			
Ward(s) affected:		None directly	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No: JSP/JT/16/003 Appendix 1: Workplace Wellbeing Strategy 2016-2019 Appendix 2: Mental Health at Work Policy 2016 Appendix 3: Mentoring Policy 2016 Appendix 4: Mediation Policy 2016	
Documents attached:		None	

1. West Suffolk Human Resources Policies (Report No: JSP/JT/16/003)

- 1.1 The Human Resources Service had been working on new policies and strategies for West Suffolk, in accordance with current employment legislation and good practice. Policies and procedures were also written with ACAS best practice in mind.

The following documents are attached as Appendices to Report No JSP/JT/16/003:

Appendix 1: Workplace Wellbeing Strategy
Appendix 2: Mental Health at Work Policy
Appendix 3: Mediation Policy
Appendix 4: Mentoring Policy

- 1.2 The Workplace Wellbeing Strategy is the overarching strategy which encompasses the West Suffolk Authorities' commitment to the health and wellbeing of staff through a range of initiatives. The Mental Health At Work, Mentoring and Mediation policies underpin the commitment and strengthen the approach to the wellbeing of the West Suffolk Councils' staff and were stand-alone documents specific to their content.
- 1.3 The Leadership Team and Unison have had involvement in the development of the documents. Consultation continued at the West Suffolk Joint Staff Consultative Panel, with Portfolio Holders and finally with Cabinets, who are now being asked to approve the final versions on the recommendation of the Panel.

Where minor statutory changes are made subsequently, in consultation with Unison, policies will be amended.

- 1.4 The West Suffolk Joint Staff Consultative Panel recommended approval of all four documents, subject to a paragraph being added to the Workplace Wellbeing Strategy to explain the role of the Workplace Wellbeing Charter.

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Forest Heath District Council

Report No: CAB/FH/16/039

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 September 2016 to 31 May 2017

Publication Date: 15 August 2016

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 2017. 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
13/09/16 <i>(Deferred from 14/06/16)</i>	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
13/09/16	West Suffolk Joint Pay Policy Statement 2016/2017 The Cabinet will be asked to recommend to full Council, approval of the Pay Policy Statement for 2016/2017, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet, with recommendations to Council
13/09/16	West Suffolk HR Policies The Cabinet will be asked to consider the recommendations of the West Suffolk Joint Staff Consultative Panel in respect of seeking	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Recommendations from the West Suffolk Joint Staff Consultative Panel 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
	approval for new West Suffolk HR policies and/or amendments to existing policies. Approval of these new policies/amendments will also be sought from St Edmundsbury Borough Council.							
13/09/16	Annual Treasury Management Report 2015/2016 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management Report for 2015/2016.	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the Performance and Audit Scrutiny Committee to Cabinet and Council
20/09/16	Review of the Medium Term Financial Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the Overview and 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
	recommend to full Council, approval of the Medium Term Financial Strategy following its review. This has been jointly produced with St Edmundsbury Borough Council.							
24/10/16	Norfolk and Suffolk Devolution Agreement Following a period of consultation, the Cabinet will be asked to endorse the decisions of Council regarding the provision of consent to an Order establishing a Mayoral Combined Authority for Norfolk and Suffolk.	Not applicable	Technically (KD). (However, recommendations will also be considered by Council on 24/10/16).	Cabinet (also considered by Council on 24/10/16)	James Waters Leader of the Council 07771 621038	Ian Gallin Chief Executive 01284 757001	All Wards	Report to Cabinet (same report for Council)
25/10/16	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	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
25/10/16	Delivering a Sustainable Budget 2017/2018 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 2017/2018.	Not applicable	(R) - Council 21/12/16	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
25/10/16	Forest Heath Local Plan The Cabinet will be asked to approve the Forest Heath Core Strategy Single Issue Review (Regulation 19) and the Site Allocations Local Plan submission drafts for public consultation.	Not applicable	(D)	Cabinet	Lance Stanbury Cabinet Member for Planning and Growth 07970 947704	Steven Wood Head of Planning and Growth 01284 757306 Ann-Marie Howell Principal Planning Officer 01284 757342	All Wards	Recommendations of the Local Plan Working Group to Cabinet
25/10/16	West Suffolk Gypsy and Traveller Accommodation Assessment (GTAA) The Cabinet will be asked to consider the adoption of	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 sara.mildmay-white@stedsbcc.	Simon Phelan Head of Housing 01638 719440	All Wards	Recommendations 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
	the results of the GTAA undertaken on behalf of the Council, by Opinion Research Services (OPS) which provides a robust and credible evidence base which can be used to aid the implementation of Development Plan policies and the provision of new Gypsy and Traveller pitches and Travelling Showpeople plots for the period up to 2036.				gov.uk			
01/11/16	<p>Appointment of External Auditors</p> <p>The Cabinet will be asked to recommend to Council the appointment of external auditors for both Forest Heath District and St Edmundsbury Borough Councils. The Performance and Audit Scrutiny Committees of both Councils will have previously considered this matter.</p>	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report 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
13/12/16 (Deferred from 13/09/16)	Mildenhall Hub: Business Case The Cabinet will be asked to consider and recommend to Council, the Business Case for the Mildenhall Hub Project.	Paragraph 3	(R) - Council 21/12/16	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	Great Heath; Market	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
13/12/16	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018 The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax Technical Changes for 2017/2018, prior to seeking its approval by Council.	Not applicable	(R) - Council 21/12/16	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
13/12/16	Council Tax Base for Tax Setting Purposes 2017/2018 The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the	Not applicable	(R) - Council 21/12/16	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
	Council Tax Base for the financial year 2017/2018.							
13/12/16	Applications for Community Chest Grant Funding 2017/2018 The Cabinet will be asked to consider applications for the Community Chest funding for 2017/2018.	Not applicable	(KD) - Applications for the 2018/2019 year and beyond are also subject to the budget setting process	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
13/12/16 <i>(Deferred from 20/09/16)</i>	Housing Development Company - Barley Homes (Group) Ltd - Initial Five Year Business Plan The Cabinet will be asked to make recommendations to full Council, in respect of approving funding to implement the initial five year Business Plan for the Council's wholly owned Housing Development Company: Barley Homes (Group) Ltd.	Paragraph 3	(R) - Council 21/12/16	Cabinet/ Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the Overview and 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
14/02/17	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
14/02/17	Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2017/2018, which must be undertaken before the start of each financial year.	Not applicable	(R) - Council 22/02/17	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
14/02/17	Budget and Council Tax 2017/2018 The Cabinet will be asked to consider the proposals	Not applicable	(R) - Council 22/02/17	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
	for the 2017/2018 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.							
04/04/17 <i>(Deferred from 01/11/16)</i>	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	Possibly (R) - Council 26/04/17	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
16/05/17	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.							

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

- 089624 pages
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;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

(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 (Membership amended from 1 December 2015 to one Member/two Substitutes per Authority)

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 Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Michael Wassell	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Geoff Holdcroft	Cllr Sara Mildmay-White	Cllr Sue Allen
Cllr Ellen Jolly	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Letitia Smith

Steven Boyle
Interim Service Manager (Legal and Democratic Services)
Date: 15 August 2016

Cabinet



Forest Heath
District Council

Title of Report:	Revenues Collection Performance and Write-Offs	
Report No:	CAB/FH/16/040	
Report to and date:	Cabinet	13 September 2016
Portfolio holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Telephone: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	
Lead officer:	Rachael Mann Head of Resources and Performance Telephone: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
Recommendation:	<p>The write-off of the amounts detailed in the exempt appendices to this report be approved, as follows:</p> <ol style="list-style-type: none"> 1. Exempt Appendix 1 – Housing Benefit Overpayment totalling £9,812.86. 2. Exempt Appendix 2 – FHDC Debtor write-off totalling £2,971.92. 	
Key Decision:	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<p><i>(Check the appropriate box and delete all those that do not apply.)</i></p> <p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>		
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:			
Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See paragraphs 3.1 to 3.3	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
Are there any equality implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Council applies to everyone in the area. 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
Ward(s) affected:		All wards will be affected	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		<ol style="list-style-type: none"> 1. (Exempt) Appendix 1 - Housing Benefit Overpayment totalling £9,812.86 2. (Exempt) Appendix 2 – FHDC Debtor write-off Total £2,971.92 	

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 currently uses the services of the ARP Enforcement Agency to assist in the collection of 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 Appendix 1 and 2.
- 3.2 As at 31 July 2016, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (as the billing Authority) is £24m per annum. The collection rate as at 31 July 2016 was 36.95% against a profiled target of 36.82%.
- 3.3 As at 31 July 2016, 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 £27.5m per annum. The collection rate as at 31 July 2016 was 38.07% against a profiled target of 38.61%.

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

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