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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 6 September 2016** at **5.00 pm** in the **Conference Chamber West,**  
**West Suffolk House,** Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** John Griffiths (Leader of the Council) (in the Chair)  
**Vice Chairman** Sara Mildmay-White (Deputy Leader)

Ian Houlder  
Alaric Pugh

Joanna Rayner

**By Invitation:**

Sarah Broughton

(Chairman of the Performance and Audit  
Scrutiny Committee)

Diane Hind

(Chairman of the Overview and Scrutiny  
Committee)

**In attendance:**

Susan Glossop

Clive Pollington

231. **Apologies for Absence**

Apologies for absence were received from Councillors Robert Everitt and Peter Stevens.

232. **Minutes**

The minutes of the meetings held on 14 June, 28 June (Extraordinary meeting) and 19 July 2016 were confirmed as correct records and signed by the Chairman.

233. **Open Forum**

No non-Cabinet Members in attendance wished to speak.

234. **Public Participation**

There were no members of the public in attendance.

**235. Report of the Overview and Scrutiny Committee: 8 June 2016**

The Cabinet received and noted Report No: CAB/SE/16/035, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 8 June 2016:

- (1) Draft West Suffolk Annual Report 2015/2016;
- (2) Presentation by the Leader of the Council on his portfolio holder responsibilities;
- (3) New Housing Development Sites Joint Task and Finish Group - Update;
- (4) Decisions Plan – June 2016 to May 2017; and
- (5) Work Programme and Re-Appointments to Task Groups and Suffolk County Council’s Health Scrutiny Committee.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that the Committee had welcomed the opportunity to scrutinise the draft West Suffolk Annual Report and thanked the Leader of the Council for his extremely informative presentation.

The Leader added that a meeting on the latest situation regarding the devolution proposals was being held with East Anglian Leaders on 7 September 2016, the principal outcomes of which would be fed into the joint Overview and Scrutiny *‘What will Devolution mean for West Suffolk?’* workshop, arranged for 8 September 2016.

**236. Report of the Overview and Scrutiny Committee: 20 July 2016**

The Cabinet received and noted Report No: CAB/SE/16/036, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 20 July 2016:

- (1) Presentation by the Portfolio Holder for Housing;
- (2) Dog Fouling in West Suffolk;
- (3) Review and Revision of the Constitution – Quarterly Report;
- (4) Directed Surveillance Authorised Applications (Quarter 1);
- (5) Decisions Plan – July 2016 to May 2017; and
- (6) Work Programme Update.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that the Committee had received an update on actions currently being taken to help tackle dog fouling in West Suffolk and next steps that had been requested of the Head of Operations to take forward, as detailed in paragraph 1.2.5 of Report No: CAB/SE/16/036.

Councillor Hind also thanked Councillor Sara Mildmay-White, Portfolio Holder for Housing for her detailed presentation and that she shared one of Councillor Mildmay-White’s priorities regarding the creation of more affordable housing.

**237. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 21 June 2016**

The Cabinet received and noted Report No: CAB/SE/16/037, which informed the Cabinet of the following items discussed by the Anglia Revenues and Benefits Partnership Joint Committee on 21 June 2016:

- (1) Performance Report;
- (2) Risk Register;
- (3) Medium Term Financial Plan; and
- (4) Opportunities for ARP.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the Joint Committee had received the annual performance monitoring report for the Anglia Revenues and Benefits Partnership (ARP) for 2015/2016, and whilst it had been a challenging year, ARP was in an extremely good position moving into 2016/2017.

**238. Report of the Performance and Audit Scrutiny Committee: 27 July 2016**

The Cabinet received and noted Report No: CAB/SE/16/037, which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 27 July 2016:

- (1) Balanced Scorecard and Quarter 1 Performance Report 2016/2017;
- (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2016;
- (3) Work Programme Update;
- (4) Annual Performance Report for The Apex;
- (5) Financial Performance Report (Revenue and Capital) Quarter 1 – 2016/2017; and
- (6) Annual Treasury Management Report 2015/2016 and Investment Activity 1 April – 30 June 2016.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Cabinet including that the first three items listed above had been considered jointly with Forest Heath District Council's Performance and Audit Scrutiny Committee.

Councillor Broughton congratulated the Portfolio Holder for Leisure and Culture and the officers involved for another positive annual performance monitoring report for The Apex and that the Committee had considered the public venue had been a good investment for the town. In response, Councillor Joanna Rayner, Portfolio Holder stated that the Council would continue to explore opportunities to help reduce the subsidy and suggestions to support this would be welcomed for consideration by The Apex Performance Panel.

239. **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)**

The Cabinet considered Report No: CAB/SE/16/039, which sought approval for the Annual Treasury Management Report for 2015/2016.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the Annual Treasury Management Report for 2015/2016, which was attached at Appendix 1 to Report No: TMS/SE/16/003, summarised the interest earned during 2015/2016 on the various treasury investments held by the Council; investment activity during the year and the investments held as at 31 March 2016.

Overall investment activity for 2015/2016 was outlined in Report No: CAB/SE/16/039, including that the average rate of return on investments was 0.769% against a budgeted rate of return of 1.5%. This was an over achievement of interest of £146,000, but an under achievement of 0.731% on average rate of return. This was primarily due to higher cash balances being held during the year than originally budgeted for. Investment activity from 1 April to 30 June 2016 was also noted.

Recognition was given to those involved in the production of the Annual Treasury Management Report 2015/2016.

**RECOMMENDED TO COUNCIL:**

**That the Annual Treasury Management Report for 2015-2016, attached as Appendix 1 to Report No: TMS/SE/16/003, be approved.**

240. **Newbury Community Centre Project**

The Cabinet considered Report No: CAB/SE/16/040, which sought approval for a number of recommendations which would help enable the Newbury Community Centre Project to progress.

In the absence of Councillor Robert Everitt, Portfolio Holder for Families and Communities, the Chairman invited Alex Wilson, Director, to draw relevant issues to the attention of the Cabinet.

Mr Wilson explained that the existing Newbury Community Centre was owned by the Borough Council but was managed by the Newbury Community Association (NCA). A project board, largely comprising members nominated by the NCA, including Borough Councillors Patrick Chung and Paul Hopfensperger, had been established to oversee the delivery of a new replacement centre. Once the centre had been replaced, it was envisaged that ownership would be fully transferred to the NCA, in a similar manner to other community centre transfers that had been previously undertaken in the Borough, as set out in the existing Memorandum of Understanding signed by the Borough Council, NCA and other partners.

The project was now looking to commit to a delivery mechanism, and the preferred option of the project board was to work in partnership with Suffolk County Council (SCC) on a combined regeneration of the community centre, children's centre and soon to be vacated school (Howard Primary) site. This would provide a new community facility, open space and housing. Although viability had yet to be confirmed, this option had the potential to deliver a centre, at no additional cost to the Borough Council taxpayer.

To enable the proposed scheme, which was being developed by SCC's appointed social investment company, Cornerstone Property Assets Limited, and had been the subject of a community consultation, the Borough Council would need to enter into a mutually beneficial land-swap agreement with SCC, as the intention would be to rebuild the community centre of part of the former school site. Educational covenants on the school site would also need to be released by the Borough Council.

Should the Cabinet approve the proposed land-swap and release of the covenants, the Borough Council would not play any direct role in the delivery of the proposed scheme. Members noted that should they approve the recommendations, this would also be without prejudice to the Council's separate roles as Local Planning Authority (LPA) and Housing Authority.

The required legal agreements and negotiations that needed to be in place to cover land ownership/use issues and the release of existing s106 funding that was already available for allocation towards this scheme, were also noted.

Councillor Sara Mildmay-White, Portfolio Holder for Housing considered that this was an excellent scheme in principle; however some concern was expressed regarding the fact that the outcome of viability tests were not yet known which may impact on the percentage of affordable housing provided on the site. In response, Members were informed that the level of affordable housing provided was a matter for the LPA to determine.

RESOLVED That:

- (1) progress with the Newbury Community Centre Project be noted;
- (2) without prejudice to the Council's role as Local Planning Authority, and subject to obtaining relevant planning consent the principle of swapping land, releasing covenants on the school site and allocating existing Section 106 funding to enable a joint redevelopment scheme with neighbouring landowners, which will include a new community centre and public open space, be approved;
- (3) subject to the conditions set out in paragraphs 1.2.7 and 1.2.8 of Report No: CAB/SE/16/040, and in consultation with the Portfolio Holder, Head of Resources and Performance and Monitoring Officer, the Director be authorised to:
  - (i) negotiate, sign and implement the terms of any legal agreements needed to cover the Council's executive functions in relation to facilitating such a scheme; and

- (ii) implement the Council's previous decision to transfer ownership of the centre to the Newbury Community Association under the terms of the existing Memorandum of Understanding.

**241. West Suffolk Joint Pay Policy Statement 2016/2017**

The Cabinet considered Report No: CAB/SE/15/041, which presented the West Suffolk Joint Pay Policy Statement 2016/2017.

Section 38/11 of the Localism Act 2011 required local authorities to produce a Pay Policy Statement annually. Councillor Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet. He stated that a Joint Pay Policy Statement for 2016/2017, attached as Appendix 1 to the report had been produced, that reflected a shared workforce and the single Pay and Reward Strategy in place for St Edmundsbury Borough and Forest Heath District Councils. It also incorporated the outcomes of the 2013 collective agreement which established a modern reward framework for the integrated workforce.

**RECOMMENDED TO COUNCIL:**

**That the West Suffolk Joint Pay Policy Statement for 2016/2017, as contained in Appendix 1 to Report No: CAB/SE/16/041, be approved.**

**242. Recommendations from the West Suffolk Joint Staff Consultative Panel: 25 July 2016 - West Suffolk HR Policies**

The Cabinet considered Report No: CAB/SE/16/042, which sought approval for four new West Suffolk Human Resource (HR) Strategy/Policies.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance drew relevant issues to the attention of the Cabinet, including that on 25 July 2016, the West Suffolk Joint Staff Consultative Panel had considered the content of the following documents, as attached to 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

The Workplace Wellbeing Strategy was the overarching strategy which encompassed the West Suffolk authorities' commitment to the health and wellbeing of staff through a range of initiatives. The other three policies underpinned the commitment and strengthened the wellbeing of the West Suffolk councils' staff. The Panel had recommended approval of all four documents, which had been prepared in accordance with current employment legislation and good practice, subject to a paragraph being added to the Workplace Wellbeing Strategy to explain the role of the Workplace Wellbeing Charter.

The Cabinet congratulated the HR team for producing the comprehensive documents, which provided extensive information on the subject matter and the means of accessing help in the respective areas.

In response to a question, the Cabinet was informed that once adopted by both authorities, the strategy and policies would be internally publicised for access by staff, as required.

RESOLVED:

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 Resource Policies, as contained in Appendices 1 to 4 respectively to Report No: JSP/JT/16/003, be approved:

- Workplace Wellbeing Strategy 2016-2019;
- Mental Health at Work Policy 2016;
- Mentoring Policy 2016; and
- Mediation Policy 2016.

**243. Recommendations from the Sustainable Development Working Party: 14 July 2016 - Cavendish Road, Clare Development Brief**

The Cabinet considered Report No: CAB/SE/16/043, which sought approval for a new Development Brief for Land at Cavendish Road, Clare.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that on 14 July 2016, the Sustainable Development Working Party had considered Report No: SDW/SE/16/007, which had contained the draft Development Brief as Appendix A.

The draft Development Brief had been prepared by consultants acting on behalf of Land Charter Homes. Public consultation was carried out between 9 May and 5 June 2016. Officers were satisfied that the draft Development Brief had been prepared in accordance with the Vision 2031 Development Plan, Core Strategy and the Council's Protocol for Preparing Development Briefs. A request had been made for the Council to adopt the Development Brief as informal planning guidance.

The Sustainable Development Working Party had supported the proposals contained in the draft Development Brief and commended the early initiative taken by the developers to satisfy a requirement that there needed to be enhancements to pedestrian and cyclist access to and from the site. The expeditious response and assistance given by Highways Officers towards meeting this need and providing a solution was similarly felt to be exemplary.

Councillor Pugh, who was also Ward Member for Clare, reiterated these comments to the Cabinet, adding that the proposals contained in the draft Development Brief were welcomed by the community.

**RECOMMENDED TO COUNCIL:**

**That the Development Brief for Land at Cavendish Road, Clare, as contained in Appendix A to Report No: SDW/SE/16/007, be adopted as non-statutory planning guidance.**

**244. Decisions Plan: September 2016 to May 2017**

The Cabinet considered Report No: CAB/SE/16/044, which was the Cabinet Decisions Plan covering the period September 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 5.33 pm

**Signed by:**

**Chairman**

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