

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>																
<b>Date:</b>	<b>Tuesday 18 October 2016</b>																
<b>Time:</b>	<b>5.00 pm</b>																
<b>Venue:</b>	<b>Conference Chamber West (F1R09)</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU																
<b>Membership:</b>	<p style="text-align: center;"><b>Leader</b> John Griffiths</p> <p style="text-align: center;"><b>Deputy Leader</b> Sara Mildmay-White</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b><u>Councillor</u></b></th> <th style="text-align: left;"><b><u>Portfolio</u></b></th> </tr> </thead> <tbody> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Alaric Pugh</td> <td>Planning and Growth</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<b><u>Councillor</u></b>	<b><u>Portfolio</u></b>	Robert Everitt	Families and Communities	Sara Mildmay-White	Housing	John Griffiths	Leader	Ian Houlder	Resources and Performance	Alaric Pugh	Planning and Growth	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																
<b>Quorum:</b>	Three Members																
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>																

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# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	Members of the public who live or work in the Borough 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.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	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.	

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# Agenda

## Procedural Matters

**1. Apologies for Absence**

**2. Minutes**

**1 - 14**

To confirm the minutes of the meetings held on 6 and 20 September 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 Borough 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.

**5. Report of the Overview and Scrutiny Committee:  
14 September 2016**

**15 - 20**

Report No: **CAB/SE/16/046**

Chairman: Diane Hind

Lead Officer: Christine Brain

**6. Report of the Anglia Revenues and Benefits Partnership  
Joint Committee: 20 September 2016**

**21 - 26**

Report No: **CAB/SE/16/047**

Portfolio Holder: Ian Houlder

Lead Officer: Jill Korwin

- 7. Report of the Performance and Audit Scrutiny Committee: 21 September 2016** **27 - 32**  
Report No: **CAB/SE/16/048**  
Chairman: Sarah Broughton      Lead Officer: Christine Brain
- 8. Recommendation of the Performance and Audit Scrutiny Committee: 21 September 2016: Arrangements for Appointment of External Auditors** **33 - 36**  
Report No: **CAB/SE/16/049**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 9. Recommendation of the Grant Working Party: 5 September 2016 - Rural Initiatives Grant Scheme** **37 - 40**  
Report No: **CAB/SE/16/050**  
Portfolio Holder: Robert Everitt      Lead Officer: Davina Howes
- 10. Recommendation of the Sustainable Development Working Party: 6 October 2016 - Article 4 Direction: Clare Conservation Area** **41 - 44**  
Report No: **CAB/SE/16/051**  
Portfolio Holder: Alaric Pugh      Lead Officer: Steven Wood
- 11. Decisions Plan: 1 October 2016 to 31 May 2017** **45 - 62**  
To consider the most recently published version of the Cabinet's Decisions Plan  
  
Report No: **CAB/SE/16/052**  
Portfolio Holder: John Griffiths      Lead Officer: Ian Gallin
- 12. Revenues Collection Performance and Write Offs** **63 - 66**  
Report No: **CAB/SE/16/053**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 13. Exclusion of Press and Public**  
To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**Part 2 - Exempt**

- 14. Exempt Item: Enterprise Zones at Haverhill Research Park, Haverhill, and Suffolk Business Park, Bury St Edmunds (para 3) 67 - 180**

Exempt Report No: **CAB/SE/16/054**  
Portfolio Holder: Alaric Pugh  
Lead Officers: Steven Wood and Andrea Mayley

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

- 15. Exempt Appendices: Revenues Collection Performance and Write-Offs (paras 1 and 2) 181 - 186**

Exempt Appendices 1, 2 and 3 to Report No: **CAB/SE/16/053**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann

*(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual 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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# 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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# Informal Joint Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Notes** of informal discussions of the SEBC/FHDC **Cabinets** held on **Tuesday 20 September 2016 at 6.00 pm** in the **Council Chamber, District Offices, College Heath Road, Mildenhall, IP28 7EY**

**Present:**                      **Councillors**

Forest Heath District Council (FHDC)

James Waters (in the Chair for the informal discussions)

Andy Drummond  
Stephen Edwards

Robin Millar  
Lance Stanbury

St Edmundsbury Borough Council (SEBC)

Robert Everitt  
John Griffiths  
Ian Houlder  
Sara Mildmay-White

Alaric Pugh  
Jo Rayner  
Peter Stevens

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

- (1) Consideration of: Approach to Delivering a Sustainable Medium Term Financial Strategy 2016-2020; Four-Year Settlement Offer from Central Government; and Economic Development and Growth Funding Requests.

All Members of St Edmundsbury Borough Council's Cabinet had been invited to attend Forest Heath District Council's Offices to enable joint informal discussions on the report 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 Forest Heath District Council, welcomed all those present to the District Offices 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**

There were no non-Cabinet Members in attendance.

2. **Public Participation**

There were no members of the public in attendance.

3. **Consideration of: Approach to Delivering a Sustainable Medium Term Financial Strategy 2016-2020; Four-Year Settlement Offer from Central Government; and Economic Development and Growth Funding Requests. (Report Nos: CAB/FH/16/041 and CAB/SE/16/045)**

The Cabinets considered the above reports, which sought approval for a number of recommendations relating to:

- (a) seeking support for the Councils' approach to delivering a medium term financial strategy 2016-2020;
- (b) whether the Councils should accept the Government's offer of a four-year finance settlement; and
- (c) whether funding requests should be allocated to projects being worked on by the Economic Development and Growth service.

The following documents were attached to the report:

Appendix 1: Report No: OAS/FH/16/022\* and its appendices:

- Appendix A: DCLG multi-year settlement and efficiency plan letter
- Appendix A Annex 1: Conditions of multi-year settlement
- Appendix B: Visual document for MTFS themes and approach
- Appendix C: MTFS work packages

Appendix 2: Economic Development and Growth area funding requests

*\* or OAS/SE/16/022 as appropriate to each authority*

The Cabinets noted the background which had led to the adoption of the current West Suffolk Medium Term Financial Strategy (MTFS) and its six themes, as listed in paragraph 1.4 of the report. Members also noted the financial challenges for 2017/2018 onwards, including the current medium term budget gaps, and the likelihood of a shift in emphasis from implementing cost reduction initiatives towards behaving more commercially and considering new funding models. Focus should also be given to taking



advantage of new forms of local government finance, through business rates, for example. In response to such financial challenges and changes, a proposed approach to delivering a sustainable MTFS for 2017-2020, was set out in Section 2. Whilst it would not remove the need for an annual savings programme, this approach proposed to ensure resources were available at the appropriate time to deliver the range of projects (both operational and those being developed through the behaving more commercially agenda) and therefore West Suffolk's strategic priorities.

Consideration was then given to a proposal to accept the four-year settlement offer from Central Government as this option was expected to be neutral in terms of its impact on existing financial projections and financial strategy. It would also give more certainty for financial planning purposes. Anticipated consequences of rejecting the Government's offer were provided in paragraph 4.3.

Appendix 2 set out funding requirements to progress the Economic Development and Growth (ED&G) projects currently being worked on by FHDC and SEBC. The Cabinets were asked to consider recommending approval to their own Council for its share of the total allocation that was required to fund these projects. Subject to approval, £391,500 would be allocated by FHDC and £250,500 allocated by SEBC, with each sum being met from the respective authority's Strategic Priorities and MTFS Reserves.

Councillor Ian Houlder, SEBC's Portfolio Holder for Resources and Performance, drew relevant issues to the attention of both Cabinets, including that the Overview and Scrutiny Committees had previously considered the topics outlined in (a) and (b) above and subject to the correction of the following typographical error, both Committees had recommended approval of the three recommendations contained in the report under Part (A):

Recommendation (A)(3) be amended to read:

*That the Council's existing Medium Term Financial Strategy (MTFS) document and the approach paper (Report No: OAS/FH/16/022\*) be recognised as the Council's Efficiency Plan, for the purposes of accepting any four-year Finance Settlement under ~~(1)~~ (2) above.*

*\* or OAS/SE/16/022 as appropriate to each authority*

Councillor Stephen Edwards, FHDC's Portfolio Holder for Resources and Performance, drew attention to additional matters to the attention of the Cabinets, including providing justification for the proposed funding allocations for the ED&G projects outlined in Appendix 2, with particular emphasis placed on being able to progress FHDC's Local Plan, as highlighted in section 2.4.

Councillor Alaric Pugh, SEBC's Portfolio Holder for Planning and Growth, supported Councillor Edwards' comments and placed emphasis on the importance of investing in the ED&G projects, delivery of which would support West Suffolk's 'increased opportunities for economic growth' strategic priority.

Both Cabinets supported approval of the recommendations set out in (A)(1), (2) and (3) and (B).

On the conclusion of the informal joint discussions at 6.19 pm, the Chairman then formally opened the meeting of Forest Heath District Council's Cabinet at 6.20 pm in the Council Chamber.

Minutes of Cabinet overleaf.....

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 20 September 2016 at 6.21 pm** in the **Council Chamber, District**  
**Offices, College Heath Road, Mildenhall, IP28 7EY**

Present: **Councillors**

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

Robert Everitt	Joanna Rayner
Ian Houlder	Peter Stevens
Alaric Pugh	

245. **Apologies for Absence**

No apologies for absence were received.

246. **Open Forum**

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

247. **Public Participation**

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

248. **Consideration of: Approach to Delivering a Sustainable Medium Term Financial Strategy 2016-2020; Four-Year Settlement Offer from Central Government; and Economic Development and Growth Funding Requests**

**(Report No: CAB/SE/16/045)**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/16/045, it was proposed, seconded and

**RECOMMENDED TO COUNCIL:**

**That**

- (A) Subject to the correction of a typographical error, as indicated in (A) (3) below, the following recommendations considered by the Overview and Scrutiny Committee on 14 September 2016, as set out in Report No: OAS/SE/16/022, be approved:**
- (1) The approach to delivering a sustainable medium term financial strategy 2016 -2020 as set out in Report No: OAS/SE/16/022, be supported.**
  - (2) Government's offer of a four-year Finance Settlement be accepted, and the Head of Resources and Performance (Chief Financial Officer) be authorised to advise Government of Council's decision.**
  - (3) That the Council's existing Medium Term Financial Strategy (MTFS) document and the approach paper (Report No: OAS/SE/16/022) be recognised as the Council's Efficiency Plan, for the purposes of accepting any four-year Finance Settlement under ~~(1)~~ (2) above.**
- (B) Approval be given to an allocation of £250,500 from its Strategic Priorities and MTFS Reserves, as SEBC's share towards funding the in-year (and in some cases future years) Economic Development and Growth funding requests outlined in Appendix 2 to Report No: CAB/SE/16/045.**

The meeting concluded at 6.22 pm

**Signed by:**

**Chairman**

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Report of the Overview and Scrutiny Committee: 14 September 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/046</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	18 October 2016
<b>Chairman of the Committee:</b>	Diane Hind Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 01284 706542 <b>Email:</b> <a href="mailto:diane.hind@stedsbc.gov.uk">diane.hind@stedsbc.gov.uk</a>	
<b>Lead Officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	<p>On 14 September 2016, the Overview and Scrutiny Committee considered the following items:</p> <ol style="list-style-type: none"> <li>(1) Presentation by the Portfolio Holder for Planning and Growth;</li> <li>(2) Approach to Delivering a Sustainable Medium Term Financial Strategy 2016-2020 and Consideration of the Four-Year Settlement Offer from Central Government;</li> <li>(3) Final Report of the New Housing Development Sites Joint Task and Finish Group;</li> <li>(4) Decisions Plan: September 2016 to May 2017; and</li> <li>(5) Work Programme Update.</li> </ol> <p>(Recommendations emanating from Item <b>(2)</b> above were considered by Cabinet during its joint meeting with Forest Heath District Council's Cabinet on 20 September 2016, and were subsequently approved by Council on 27 September 2016.)</p>	

<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report No: CAB/SE/16/046, being the report of the Overview and Scrutiny Committee.</b>		
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> 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.		
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>		
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>		
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>
<i>Are there any <b>equality</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>
<b>Risk/opportunity assessment:</b> <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Reports listed under background papers below			
<b>Wards affected:</b>	All Wards		
<b>Background papers:</b>	Please see background papers, which are listed at the end of the report.		
<b>Documents attached:</b>	None		

## **1. Key issues and reasons for recommendation**

### **1.1 Presentation by the Portfolio Holder for Planning and Growth (Report No: OAS/SE/16/021 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/SE/16/021 sets out the overall responsibilities of Councillor Alaric Pugh, Portfolio Holder for Planning and Growth who had been invited to the meeting to discuss his portfolio.
- 1.1.3 Members discussed the presentation in detail and asked questions of the Portfolio Holder for Planning and Growth and officers, to which comprehensive responses were provided. In particular, detailed discussions were held on, and responses provided on the Vision 2031 document and whether housing figures would need to be amended; whether there were plans in place to provide affordable homes for lower paid workers; the shortage of commercial land; taxi licensing and how the system worked; Houses in Multiple Occupation and enforcement; conservation and the deterioration of listed buildings across the Borough, for example the Corn Exchange building in Haverhill; the new pre-application advice service; growth in rural areas with regards to looking where industrial sites could be located across the Borough; IT issues with the Planning Portal and devolution.
- 1.1.4 In response to a question raised, the Cabinet Member for Planning and Growth agreed to arrange a briefing for Members updating them on the A1307, which ran between Haverhill and Cambridge.
- 1.1.5 There being no decision required, the Committee **noted** the contents of the presentation.

### **1.2 Final Report of the New Housing Development Sites Joint Task and Finish Group (Report No: OAS/SE/16/023)**

- 1.2.1 The Committee received Report No: OAS/SE/16/023, which provided the findings and recommendations of the New Housing Development Sites Joint Task and Finish Group.
- 1.2.2 The Joint Task and Finish Group (the Group) was formed in March 2013, to look into the problems of adoption sometimes encountered on larger housing developments, and related to both open space and highways matters. Problems had been encountered in the past when houses were occupied before the promised open space or access roads had been completed and adopted.
- 1.2.3 The Group considered ways in which the Development Management Service and other corporate teams (such as Parks), and Suffolk County Council Highways could work smarter together to avoid these problems in the future with major housing schemes.

- 1.2.4 Both Cambridgeshire County Council and Northamptonshire County Council had protocols in place to ensure that suitable planning conditions were imposed with major developments to ensure that phasing of streets and adoptions were controlled through the planning process. In addition, Central Government recommended the use of similar standard conditions where appropriate.
- 1.2.5 The use of such conditions needed to be agreed with Suffolk County Council (SCC), as Highways Authority. SCC had indicated that they would be amenable in using such conditions, subject to all other Suffolk authorities signing up to their use. The use of such conditions was generally seen as good practice and other colleagues in Suffolk were also informally amenable to their use.
- 1.2.6 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.
- 1.2.7 The Group concluded that the introduction of standard conditions regarding adoption would improve the situation currently encountered and the good practice pre-application advice and the development team approach would also provide benefits in addressing the concerns raised by the Group.
- 1.2.8 The Committee **RECOMMENDS that the Head of Operations be asked to progress with Suffolk County Council and the other Suffolk Authorities the introduction of standard conditions regarding highway adoption.**
- 1.2.9 The above recommendation is required to be **noted** by the Cabinet.
- 1.3 **Decisions Plan: September 2016 to May 2017 (Report No: OAS/SE/16/024)**
- 1.3.1 The Committee considered the latest Decisions Plan, covering the period September 2016 to May 2017. Members reviewed the Decisions Plan in detail and asked questions to which responses were provided. There being no decision required, the Committee **noted** the contents of the Decisions Plan.
- 1.4 **Work Programme Update (Report No: OAS/SE/16/025)**
- 1.4.1 The Committee received and **noted** Report No: OAS/SE/16/025, which provided an update on the current status of the Committee's Work Programme and the Task and Finish Groups appointed by the Committee.
- 1.4.2 The Chairman updated the Committee on the Bus Station in Bury St Edmunds, following a meeting with the Portfolio Holder for Families and Communities and the Head of Families and Communities. It was agreed that a future report on the Bus Station would be presented to the Committee once negotiations had concluded with a tenant for the front part of the Bus Station.



## **2. Background Papers**

- 2.1.1 [Report No: OAS/SE/16/021](#) to the Overview and Scrutiny Committee: Presentation by the Portfolio Holder for Planning and Growth
- 2.1.2 [Report No: OAS/SE/16/023](#) to the Overview and Scrutiny Committee: Final Report of the New Housing Development Sites Joint Task and Finish Group
- 2.1.2 [Report No: OAS/SE/16/024](#) to the Overview and Scrutiny Committee: Decisions Plan: September 2016 – May 2017
- 2.1.2 [Report No: OAS/SE/16/025](#) to the Overview and Scrutiny Committee: Work Programme Update

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# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Report of the Anglia Revenues and Benefits Partnership Joint Committee: 20 September 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/047</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	18 October 2016
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@westsuffolk.gov.uk	
<b>Lead officer:</b>	Jill Korwin Director <b>Tel:</b> 01284 757252 <b>Email:</b> jill.korwin@westsuffolk.gov.uk	
<b>Purpose of report:</b>	<p>On 20 September 2016 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:</p> <ol style="list-style-type: none"> <li>(1) Performance Report;</li> <li>(2) Welfare Reform Update;</li> <li>(3) ARP Health and Safety Policy;</li> <li>(4) ARP Transformation Programme;</li> <li>(5) Forthcoming Issues; and</li> <li>(6) Exempt: Commercial and Partnership Update.</li> </ol> <p>This report is for information only. No decisions are required by the Cabinet.</p>	
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the content of Report No: CAB/SE/16/047 being the report of the Anglia Revenues and Benefits Partnership Joint Committee.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b><u>do not</u></b> 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>	

<b>Consultation:</b>	<ul style="list-style-type: none"> <li>See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
<b>Implications:</b>	
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>equality</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
<b>Risk/opportunity assessment:</b>	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
See reports of ARP Joint Committee at link provided under 'Background papers'	
<b>Ward(s) affected:</b>	All Ward/s
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>	Breckland DC Website: <a href="http://democracy.breckland.gov.uk/ie/ListDocuments.aspx?CID=109&amp;MId=3820&amp;Ver=4">http://democracy.breckland.gov.uk/ie/ListDocuments.aspx?CID=109&amp;MId=3820&amp;Ver=4</a>
<b>Documents attached:</b>	None

## **1. Key Issues**

### **1.1 Performance Report (Agenda Item 5)**

#### **(a) Operational Performance**

1.1.1 The Joint Committee had received and noted the Operational Performance Report as at 31 August 2016. The report details ARP's key achievements in respect of Benefits and Fraud Performance, including performance against the national figures regarding Benefits performance and ARP Fraud Targets (more detail below); Revenues Performance and Support Performance, including Imaging System (EDMS) and ICT upgrade. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s40207/ARP%20Strategic%20Managers%20Highlight%20report%20September2016%20V2.pdf>

1.1.2 Output in respect of Benefits performance regarding the processing of new claims and change of circumstances is currently exceeding the national figures published by the DWP.

1.1.3 As previously reported, the Benefits and Fraud team exceeded the anticipated performance targets contained in the business case approved by the Joint Committee in 2015/2016, in respect of identifying and preventing fraud in four specific areas (as outlined in the report), which in turn leads to an increase in Council Tax income. Targets for 2016/2017 had been agreed by the Joint Committee in March 2016 and performance has continued to exceed expectations. Accordingly, revised targets were proposed for the remainder of 2016/2017, as contained in the report, which had been agreed.

1.1.4 Referring to Support performance, the first stage of aligning daily incoming documents to one single set of document types on the Imaging System for all seven partners has successfully been completed.

#### **(b) Financial Performance**

1.1.5 In respect of the financial performance report, the Joint Committee had noted the healthy position as at 31 August 2016, which showed a current underspend of £219,064 against budget. The reasons for the specific variances are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s40167/ARP%20Management%20Accounts%20201617%20August%20-%20to%20Committee%20Services%2006.09.16.pdf>

1.1.6 The Enforcement Agency is presently exceeding expectations and progressing well.

1.1.7 An update had also been provided on committed expenditure for the Transformation Programme (see Section 1.4 below)

(c) Balanced Scorecard

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 30 June 2016, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s40196/ARP%20Balanced%20Scorecard%202016-17%20-%20June%202016%20002.pdf>

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

1.2 **Welfare Reform Update (Agenda Item 6)**

1.2.1 The Joint Committee had received and noted an update on the topic of welfare reform, which included:

- (a) **Universal Credit:** The current position regarding the timeline to move to the live operation of the full service.
- (b) **Discretionary Housing Payment:** Spend continues to be within the recently increased grant provided by the DWP, which is designed to help customers remain in their homes or to move to affordable and sustainable accommodation.
- (c) **Benefit Cap:** The maximum family income before the Benefit Cap applies will reduce from November 2016 from £26,000 to £20,000 (£13,400 for single adults with no children). A rollout programme for each local authority, however, is yet to be announced.
- (d) **Social Rented Sector Rent Restrictions:** New social sector tenancies entered into after April 2016, will, after April 2018 have their Housing Benefit subject to and restricted to the Local Housing Allowance (LHA), which is the level of rent set in the private sector. Rates that will apply to the partner authorities, and confirmation of any excluded groups, were yet to be received, however it is expected that supported accommodation will be exempt for a further year.

1.3 **ARP Health and Safety Policy (Agenda Item 7)**

1.3.1 The Joint Committee had considered a single Health and Safety Policy, which would be applicable to all authorities within the Partnership.

1.3.2 The draft policy had been produced with guidance from Martin Hosker, Health and Safety Manager for the West Suffolk councils and Health and Safety Officer for ARP, in conjunction with ARP management and partners.

1.3.3 The policy is required by the ARP Partnership Agreement to cover the statutory responsibilities of employers and employees for Health and Safety at Work. It details the responsibilities of the authorities managing each of the four base sites of ARP employees at Breckland House in Thetford, Fenland Hall in March, Melton Hill in Woodbridge and The Marina in Lowestoft.

1.3.4 Further details are provided in the report at:

<http://democracy.breckland.gov.uk/documents/s40199/Joint%20Committee%20Report%20ARP%20Health%20and%20Safety%20Policy%20-%20draftv3.pdf>

1.3.5 The Joint Committee **RESOLVED: That**

**(1) delegated authority be given to the Health and Safety Officer to make minor amendments, including legislative updates that do not change the Policy materially; subject to the agreement of the Anglia Revenues Partnership Management; and**

**(2) the revised Health and Safety Policy be approved; subject to it being reviewed by the Joint Committee at two year intervals.**

#### 1.4 **The Anglia Revenues Partnership (ARP) Transformation Programme (Agenda Item 8)**

1.4.1 The Joint Committee had considered a report, which provided an update on progress in respect of the Transformation Programme and had sought its approval, as contained in [Appendix A](#) attached to the report.

1.4.2 Following approval of the Service Delivery Plan by the Joint Committee in December 2015, work had commenced by the Operational Improvement Board on developing a proposed Transformation Programme.

1.4.3 The overarching purpose of the programme will be to secure continued and improved delivery of excellent services to customers whilst creating efficiencies that make savings equivalent to the estimated loss of grant funding previously allocated by Central Government.

1.4.4 A part of the overall strategy also relates to achieving efficiencies in respect of whether ARP work can be identified as potential trading opportunities which can be brought forward (subject to approval) on a commercial basis through the ARP trading company.

1.4.5 The Transformation Programme has taken the actions in the Service Delivery Plan and built them and additional actions into the following three strands:

- Reduction in Avoidable Contact and Automation of Processes (Digital)
- Commercial, Partnership and Trading Opportunities
- Organisational Vision and Development

1.4.6 Further details regarding the elements of the above three strands are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s40200/Joint%20Committee%20Transformation%20Programme%20Report%20draft.pdf>

1.4.7 The Joint Committee had also noted the means of resourcing the proposed Transformation Programme, as outlined in the report, which will be funded from the Partnership's previously approved investment fund.

1.4.8 The Joint Committee **RESOLVED: That**

**(1) the progress in respect of the Transformation Programme be noted; and**

**(2) the Transformation Programme at Appendix A be approved.**

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

1.5.1 No issues had been reported on this occasion.

1.6 **Exempt Item: Commercial and Partnership Update (Agenda Item 12)**

1.6.1 The Joint Committee had been informed that another authority has delegated its enforcement service to the ARP Enforcement Agency, starting from mid-October 2016.

1.6.2 Another authority has approached ARP regarding the delegation of the management of its service to the ARP under a partnership agreement. Formal consideration and approval will be sought from the Joint Committee at its next meeting on 6 December 2016.

1.7 **Minutes**

1.7.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 20 September 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/g3820/Printed%20minutes%2020th-Sep-2016%2010.00%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>



# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Report of the Performance and Audit Scrutiny Committee: 21 September 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/048</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	18 October 2016
<b>Portfolio Holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsbc.gov.uk">ian.houlder@stedsbc.gov.uk</a>	
<b>Chairman of the Committee:</b>	Sarah Broughton Chairman of the Performance and Audit Scrutiny Committee <b>Tel:</b> 01284 787327 <b>Email:</b> <a href="mailto:sarah.broughton@stedsbc.gov.uk">sarah.broughton@stedsbc.gov.uk</a>	
<b>Lead Officer:</b>	Christine Brain Scrutiny Officer <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	On 21 September 2016, the Performance and Audit Scrutiny Committee considered the following items: <ol style="list-style-type: none"> <li>(1) Ernst and Young – Presentation of 2015-2016 ISA 260 Annual Results Report to those Charged with Governance;</li> <li>(2) West Suffolk Annual Governance Statement 2015-2016;</li> <li>(3) 2015-2016 Annual Statement of Accounts;</li> <li>(4) Arrangements for Appointment of External Auditors;</li> <li>(5) Decision Relating to Complaint to the Local Government Ombudsman; and</li> </ol>	

	(6) Work Programme Update.  A separate report is included on this Cabinet agenda for Item <b>(4)</b> above.
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/16/048, being the report of the Performance and Audit Scrutiny Committee.</b>
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> 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.
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>See reports listed in Section 2 below.</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>See reports listed in Section 2 below</li> </ul>
<b>Implications:</b>	
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
<i>Are there any <b>legal and/or policy</b> implications?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>equality</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<b>Risk/opportunity assessment:</b>	Please see background papers.
<b>Ward(s) affected:</b>	Please see background papers.
<b>Background papers:</b>	Please see background papers, which are listed at the end of the report.
<b>Documents attached:</b>	None

## **1. Key issues and reasons for recommendation**

### **1.1 Ernst and Young – Presentation of 2015-2016 ISA 260 Annual Results Report to those Charged with Governance Report No: PAS/SE/16/018)**

- 1.1.1 Prior to considering the 2015-2016 Statement of Accounts, the Committee received a presentation from Mark Hodgson (Executive Director) and Mark Russell (Assistant Manager) from Ernst and Young (EY) on the results of EY's work to date. A copy of the Audit Results Report was attached as Appendix A.
- 1.1.2 Attached at Appendix B, was a Letter of Representation on behalf of the Council, in connection with the audit and financial statement for the year 31 March 2016.
- 1.1.3 Mr Hodgson confirmed that all work on the audit of the Council's 2015-2016 financial statements had been concluded and no further errors had been identified. EY issued an unqualified opinion and certificate on 21 September 2016, stating the Council had proper arrangements in securing economy, efficiency and effectiveness in its use of resources. He explained that the St Edmundsbury accounts were the first set of accounts to be signed off for 2015-2016, and were the best that he had seen so far this year.
- 1.1.4 He then drew the Committee's attention to a couple of key areas contained within Appendix A, and Members asked questions to which Mr Hodgson duly responded.
- 1.1.5 The Committee **noted** the unqualified opinion of the Financial Statements for 2015-2016, and the Value for Money Conclusions stating that the Council had proper arrangements in securing economy, efficiency and effectiveness in the use of resources (Appendix A), issued by the Auditor.
- 1.1.6 Following the resolution of the Committee, the Letter of Representation on behalf of the Council was **approved**, before the Executive Director (EY) issued his opinion and conclusion, and the Chief Finance Officer in consultation with the Chairman, was given delegated authority to conclude the signing of the accounts.

### **1.2 West Suffolk Annual Governance Statement 2015-2016 (Report No: PAS/SE/16/019)**

- 1.2.1 The Committee received Report No: PAS/SE/16/019, which sought Members' approval of the West Suffolk Annual Governance Statement (AGS) 2015-2016, attached as Appendix A. The AGS is designed to provide stakeholders of the Council with the assurance that the Council has operated within the law and that the Council has met the requirements of the Accounts and Audit Regulations 2015.
- 1.2.2 The AGS was prepared by the Officer Governance Group and was presented as a joint statement for St Edmundsbury Borough Council and Forest Heath District Council to reflect both councils working together and sharing services across West Suffolk.

- 1.2.3 The Committee was advised that the West Suffolk Annual Governance Statement had not changed materially since last year. Members considered the report and did not raise any issues.
- 1.2.4 The AGS for 2015-2016, attached as Appendix A to Report No: PAS/SE/16/019 was **approved** for signing by the Chief Executive and the Leader of the Council.
- 1.3 **2015-2016 Annual Statement of Accounts (Report No: PAS/SE/16/020)**
- 1.3.1 The Committee scrutinised the 2015-2016 Annual Statement of Accounts as contained within Report No: PAS/SE/16/020. Approval was sought for the accounts attached as Appendix A, in accordance with the powers delegated to it under the Council's Constitution. Attached as Appendix B was a schedule of payments which had been made to Councillors during the financial year.
- 1.3.2 The attached Statement of Accounts (Appendix A) had been amended (as appropriate) to take on board issues raised by the audit process up to the date of distribution. Only minor presentational changes are now required prior to the signing of the accounts.
- 1.3.3 The Committee scrutinised the draft accounts and the Members' payments and asked questions to which officers provided responses. The Committee then **resolved**: That
- 1) The 2015-2016 Statement of Accounts, attached as Appendix A to Report No: PAS/SE/16/020 be **approved** in accordance with the powers delegated to it under the Council's Constitution.
  - 2) The Chairman of the Performance and Audit Scrutiny Committee signs the certification of the 2015-2016 Statement of Accounts on behalf of the Committee.
  - 3) The Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Performance, be given delegated authority to make any presentational and non-material changes to the Statement of Accounts that may be required up to the date of publication.
- 1.4 **Decision Relating to Complaint to the Local Government Ombudsman (Report No: PAS/SE/16/022)**
- 1.4.1 The Committee received the above report which set out a complaint which had been referred to the Local Government Ombudsman in relation to the Local Planning Authorities decision not to re-consult on an application for a rear extension.
- 1.4.2 There being no decision required, the Committee **noted** the action taken by the Head of Planning and Growth to remedy the findings of the Local Government Ombudsman (LGO) and the proposed payment of £500 to settle the complaint.

1.5 **Work Programme Update (Report No: PAS/SE/16/023)**

- 1.5.1 The Committee received its Work Programme which provided information on current items scheduled to be presented to the Committee during 2016-2017.
- 1.5.2 There being no decision required, the Committee **noted** its Work Programme for 2015-2016.

**2. Background Papers**

- 2.1.1 [Report No: PAS/SE/16/018](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – Presentation of 2015-2016 ISA 260 Annual Results Report to those Charged with Governance
- 2.1.2 [Report No: PAS/SE/16/019](#) to the Performance and Audit Scrutiny Committee: West Suffolk Annual Governance Statement 2015-2016
- 2.1.3 [Report No: PAS/SE/16/020](#) to the Performance and Audit Scrutiny Committee: 2015-2016 Annual Statement of Accounts
- 2.1.4 [Report No: PAS/SE/16/022](#) to the Performance and Audit Scrutiny Committee: Decision Relating to Complaint to the Local Government Ombudsman
- 2.1.5 [Report No: PAS/SE/16/023](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendation of the Performance and Audit Scrutiny Committee: 21 September 2016: Arrangements for Appointment of External Auditors</b>	
<b>Report No:</b>	<b>CAB/SE/16/049</b>	
<b>Report to and dates:</b>	<b>Cabinet</b>	18 October 2016
	<b>Council</b>	20 December 2016
<b>Portfolio Holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 07597 961069 <b>Email:</b> <a href="mailto:ian.houlder@stedsbc.gov.uk">ian.houlder@stedsbc.gov.uk</a>	
<b>Chairman of the Committee:</b>	Sarah Broughton Chairman of Performance and Audit Scrutiny Committee <b>Tel:</b> 01284 787327 <b>Email:</b> <a href="mailto:sarah.broughton@stedsbc.gov.uk">sarah.broughton@stedsbc.gov.uk</a>	
<b>Lead Officer:</b>	Rachael Mann Head of Resources and Performance <b>Tel:</b> 01638 719245 <b>Email:</b> <a href="mailto:rachael.mann@westsuffolk.gov.uk">rachael.mann@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	On 21 September 2016, the Performance and Audit Scrutiny Committee considered Report No: <a href="#">PAS/SE/16/021</a> , which asked Members to consider the options available for appointing External Auditors in time to make the first appointment by 31 December 2017, following the closure of the Audit Commission, and the end of the transitional arrangements.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that subject to the approval of full Council, Option 3, to 'opt-in' to the sector led body (Public Sector Audit Appointments Limited (PSAA)) for the independent appointment of the Council's External Auditor, beginning with responsibilities for the financial year 2018-2019, as set out in Report No: PAS/SE/16/021, be approved.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> 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"/>	
<b>Consultation:</b>		• See Report No: PAS/SE/16/021	
<b>Alternative option(s):</b>		• See Report No: PAS/SE/16/021	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/16/021	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/16/021	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/16/021	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/16/021	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/16/021	
<b>Risk/opportunity assessment:</b> <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Report No: PAS/SE/16/021			
<b>Wards affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		<a href="http://www.psa.co.uk/supporting-the-transition/procurement-and-appointment-of-auditors/">http://www.psa.co.uk/supporting-the-transition/procurement-and-appointment-of-auditors/</a>	
<b>Documents attached:</b>		None	



## **1. Key issues and reasons for recommendation**

- 1.1 The Committee received Report No: PAS/SE/16/021, which asked the Committee to consider options available for appointing External Auditors in time to make a first appointment by 31 December 2017, following the closure of the Audit Commission, and the end of the transitional arrangements.
- 1.1.2 It was the Council's statutory responsibility to appoint a local auditor to audit its 2018-2019 accounts by 31 December 2017. In meeting this statutory responsibility the Council could choose one of the following options:
- 1) Establish a stand-alone Auditor Panel to make the appointment on behalf of the Council;
  - 2) Commence work on exploring the establishment of local joint procurement arrangements with neighbouring authorities; or
  - 3) Use an existing independent panel of the Authority (this would only be applicable where a suitably constituted plan already existed).
- 1.1.3 The report set out in detail the advantages and disadvantages for each of the three options; risk management; legal and financial implications.
- 1.1.4 The Council had until December 2017 to make an appointment, which meant one of the three options would need to be in place by Spring 2017, in order that the contract negotiation process could be carried out during 2017.
- 1.1.5 The Committee was advised that Option 3 would provide for better economies of scale in keeping audit fees down, and having a Suffolk Wide auditor.
- 1.2 **Performance and Audit Scrutiny Committee**
- 1.2.1 The Performance and Audit Scrutiny Committee scrutinised the report in detail and asked a number of questions to which officers duly responded.
- 1.2.2 The Performance and Audit Scrutiny Committee has put forward a recommendation as set out on page one of this report.

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# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendation of the Grant Working Party: 5 September 2016 – Rural Initiatives Grant Scheme</b>	
<b>Report No:</b>	<b>CAB/SE/16/050</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	18 October 2016
<b>Portfolio holder:</b>	Robert Everitt Portfolio Holder for Families and Communities <b>Tel:</b> 01284 769000 <b>Email:</b> <a href="mailto:robert.everitt@stedsbc.gov.uk">robert.everitt@stedsbc.gov.uk</a>	
<b>Chairman of the Working Party:</b>	Angela Rushen Grant Working Party <b>Tel:</b> 01284 386647 <b>Email:</b> <a href="mailto:angela.rushen@stedsbc.gov.uk">angela.rushen@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Davina Howes Head of Families and Communities <b>Tel:</b> 01284 757070 <b>Email:</b> <a href="mailto:davina.howes@westsuffolk.gov.uk">davina.howes@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	On 5 September 2016, the Grant Working Party considered the following substantive items of business:  (1) Rural Initiatives Grant Scheme: Update; and  (2) Community Chest 2016/2017: Monitoring and Evaluation  Recommendations emanating from discussions during Item (1) above are provided for Cabinet's consideration below.	
<b>Recommendations:</b>	<b>It is <u>RECOMMENDED</u> that the criteria for the Rural Initiative Grant Scheme (RIGS) be amended so that the maximum amount that may be applied for under this scheme is reduced from £10,000 to £7,500, as detailed in section 1 of Report No: CAB/SE/16/050.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> 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"/>	
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>Portfolio Holder and Grant Working Party</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>To retain the existing maximum threshold that may be applied for under RIGS of £10,000; however the revised threshold of £7,500 would help to increase the number of projects that may receive funding from the finite ring-fenced capital allocation.</li> </ul>	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>Funding for RIGS capital projects is required to be allocated from the funding pot available and within the minimum and maximum funding thresholds set in the approved criteria.</li> </ul>	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Excessive funding allocations of grants over £7,500 and up to £10,000 resulting in a rapid depletion of finite funding RIGS pot	Medium	Reduce maximum threshold to £7,500 to enable a greater division of the entire RIGS fund between a greater number of applicants.	Low
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	
<b>Documents attached:</b>		None	

**1. Rural Initiatives Grant Scheme: Update (Agenda Item 6 – Narrative Item)**

- 1.1 On 5 September 2016, the Working Party received and noted a narrative item which provided an update on the Rural Initiatives Grant Scheme (RIGS) and the projects that had recently received funding.
- 1.2 RIGS is a one-off match-funding grant scheme which is available to match fund rural projects alongside other funding streams. Under the current criteria, grants of between £250 and £10,000 may be applied for, which must be used for a specific capital project and contribute to the Council's strategic priorities. Larger grants of over £4,000 are reserved for village halls and recreational facilities, but smaller grants can be used for a wide variety of other schemes which benefit rural communities.
- 1.3 A balance of £52,370.56 currently remains in the RIGS fund; however this budget allocation is a limited capital sum and once all funding has been allocated to projects, no additional monies will be forthcoming.
- 1.4 A suggestion was made at the meeting by the officers to reduce the maximum amount that may be applied for under this scheme from £10,000 to £5,000, which would help enable the total balance remaining to be allocated to a greater number of projects and for RIGS to continue for a longer period.
- 1.5 Match-funding for projects may therefore take longer to be sought; however, officers will continue to support parishes and community groups to access appropriate funding sources and dedicate sufficient time to ensuring other essential elements are in place for enabling the project to come to fruition.
- 1.6 The Working Party considered however, that a maximum of £5,000 was too low, as Members felt this could restrict the development of some projects altogether. An alternative proposal of £7,500 maximum funding was therefore agreed, as set out in the recommendation contained on page one of this report.

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendation of the Sustainable Development Working Party: 6 October 2016 - Article 4 Direction: Clare Conservation Area</b>	
<b>Report No:</b>	<b>CAB/SE/16/051</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	18 October 2016
<b>Portfolio holder and Chairman of the Working Party</b>	Alaric Pugh Portfolio Holder for Planning and Growth <b>Tel:</b> 07930 460899 <b>Email:</b> <a href="mailto:alaric.pugh@stedsbc.gov.uk">alaric.pugh@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Christine Leveson Principal Conservation Officer <b>Tel:</b> 01284 757356 <b>Email:</b> <a href="mailto:christine.leveson@westsuffolk.gov.uk">christine.leveson@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	<p>On 6 October 2016, the Sustainable Development Working Party considered the following substantive items of business:</p> <ul style="list-style-type: none"> <li>(1) Confirmation of an Article 4 Direction in Clare Conservation Area</li> <li>(2) St Edmundsbury 2016 Air Quality Annual Status Report and proposal to declare an Air Quality Management Area in Great Barton</li> <li>(3) Annual Corporate Environmental Performance Report 2015/2016</li> </ul> <p>A recommendation emanated from consideration of Item <b>(1)</b> above as follows:</p>	

<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that the Article 4 Direction, as contained in Appendix B to Report No: SDW/SE/16/008, to cover the Clare Conservation Area , as delineated on the map contained in Appendix A of that report, be confirmed.</b>		
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input checked="" type="checkbox"/> No, it is not a Key Decision - <input type="checkbox"/>		
<i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i>			
<b>Consultation:</b>	This was carried out between 1 August and 9 September 2016.		
<b>Alternative option(s):</b>	Not to make an Article 4 Direction.		
<b>Implications:</b> Without the Article 4 Direction, alterations could be made under 'permitted development' which would harm the character and appearance of the conservation area and/or the setting of nearby listed buildings.			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any <b>equality</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Risk/opportunity assessment:</b> None			
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
<b>Ward affected:</b>	Clare Ward		
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>	Sustainable Development Working Party – 6 October 2016 Report No: <a href="#">SDW/SE/16/008</a> <a href="#">Appendix A</a> <a href="#">Appendix B</a>		
<b>Documents attached:</b>	<b>None</b>		



## **1. Key issues and reasons for recommendation**

### **Introduction of an Article 4 Direction in Clare**

- 1.1 The Working Party at its meeting on 14 July 2016, approved that public consultation be carried out on the proposed introduction of an Article 4 Direction in Clare Conservation Area.
- 1.2 The purpose of the Direction is to restrict the changes owners can make to the outside of their property without first obtaining planning permission in order to protect the special character of the conservation area. No fee is payable when a planning application is required solely as a consequence of an Article 4 Direction. Article 4 Directions only apply to elevations which front a 'relevant location' i.e. a highway, waterway or open space.
- 1.3 Clare Town Council requested that consideration be given to the introduction of an Article 4 Direction and has given the proposal its unanimous support.

## **2. Consultation**

- 2.1 Public consultation was carried out between 1 August and 9 September 2016. A drop-in session was also held in Clare Town Hall on 23 August 2016 and this was attended by 12 people with general support for the Direction being expressed.
- 2.2 Four written representations have been received. Of these, only one was an objection as the writer felt that there was nothing wrong or inadequate with the existing arrangements. Two responses were seeking clarification about specific works and the fourth was about the information provided for the consultation.
- 2.3 All representations made during the consultation period must be taken into account in deciding whether or not to confirm a Direction. The objection received refers to there being no need for the Direction. Many changes can be made to unlisted buildings under permitted development which can undermine the character and appearance of the conservation area and the setting of nearby listed buildings. Whilst Clare has survived remarkably well in resisting extensive changes to date this is not a reliable method of protecting the town in the future. The Article 4 Direction is therefore proposed to prevent inappropriate changes before any harm occurs.

## **3. The Proposed Article 4 Direction**

- 3.1 The Article 4 Direction is attached as Appendix B to Report No: SDW/SE/16/008. This shows the Classes of Development which were restricted with immediate effect when the Direction was served (Schedule 1) and those which would take effect, should the Direction be confirmed (Schedule 2). If the Direction is not confirmed the restrictions set out in Schedule 1 would lapse on 31 January 2017 (being 6 months after the date of service) and those in Schedule 2 would not take effect.

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*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**CAB/SE/16/052**

## Decisions Plan

### **Key Decisions and other executive decisions to be considered**

**Date: 18 October 2016 to 31 May 2017**

**Publication Date: 16 September 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](mailto:firstname.surname@westsuffolk.gov.uk) or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

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
18/10/16  (ITEM DEFERRED TO FEBRUARY 2017)  Page 46	<b>Draft Bury St Edmunds Town Centre Masterplan: Delegations</b> The Cabinet will be asked to consider delegating authority to officers to go out to consultation on the draft Bury St Edmunds Town Centre Masterplan Issues and Options document and the draft Masterplan itself at the appropriate times.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Andrea Mayley Service Manager (Development and Growth) 01284 757343	All Wards	Narrative item to Cabinet
18/10/16  (ITEM DEFERRED TO DECEMBER 2016)	<b>West Suffolk Gypsy and Traveller Accommodation Assessment (GTAA)</b> The Cabinet will be asked to consider the adoption of 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	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All Wards	Recommendations of the Sustainable Development Working Party 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
	Development Plan policies and the provision of new Gypsy and Traveller pitches and Travelling Showpeople plots for the period up to 2036.							
18/10/16 <b>(ITEM DEFERRED TO 14 DECEMBER 2014)</b>	<b>Delivering a Sustainable Budget 2017/2018</b> 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 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
18/10/16	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	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
18/10/16  (Deferred from 21 June 2016)	<b>Enterprise Zones at Haverhill Research Park, Haverhill, and Suffolk Business Park, Bury St Edmunds</b> The Cabinet will be asked to consider draft Agreements for the two Enterprise Zones located in St Edmundsbury.	Paragraph 3	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Cabinet with exempt appendices.
18/10/16	<b>Rural Initiatives Grant Scheme (RIGS)</b> The Cabinet will be asked to consider the recommendations of the Grant Working Party in respect of whether to amend the maximum amount that can be applied for under the RIGS scheme from £10,000 to £7,500. RIGS is available to match fund rural capital projects alongside other funding streams.	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070  Richard Baldwin Families and Communities Officer 01638 719763	All Wards	Recommendations of the Grant Working Party 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
18/10/16  Page 49	<b>Article 4 Direction: Clare Conservation Area</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of whether to approve a proposed new Article 4 Direction for the Conservation Area in Clare, following consultation.	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Christine Leveson Principal Conservation Officer 01284 757356	Clare	Recommendations from Sustainable Development Working Party to Cabinet.
18/10/16  (Brought forward from 01/11/16)	<b>Appointment of External Auditors</b> The Cabinet will be asked to recommend to Council the appointment of external auditors for both St Edmundsbury Borough and Forest Heath District Councils. The Performance and Audit Scrutiny Committees of both Councils will have previously considered this matter.	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	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
Not before 18/10/16  (ITEM DEFERRED TO NOVEMBER 2016)	<b>Skyliner Sports Centre, Moreton Hall</b> The Cabinet will be asked to consider recommending to Council an investment to deliver health and fitness facilities at Skyliner Sports Centre in Moreton Hall, Bury St Edmunds to deliver a reduction in Abbeycroft Leisure's management fee payable to the Borough Council.	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with recommendations to Council.
31/10/16  (ITEM DEFERRED TO NOVEMBER 2016)	<b>Norfolk and Suffolk Devolution</b> 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. Before doing so, the Cabinet will also consider the findings of the joint	Not applicable	Partly (KD)  However, recommendations will also be considered by Council.	Cabinet  (also considered by Council)	John Griffiths Leader of the Council 07958 700434	Ian Gallin Chief Executive 01284 757009	All Wards	Report to Cabinet (same report for Council)  Separate report from Overview and Scrutiny Committee regarding its findings on devolution.



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
	SEBC/FHDC Overview and Scrutiny Committees regarding its discussions on the proposals for Norfolk and Suffolk devolution.							
08/12/16  (Deferred from 20/09/16)	<b>Housing Development Company – Barley Homes (Group) Ltd – Initial Five Year Business Plan</b> 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 20/12/16	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Rachael Mann Head of Resources and Performance 01638 719245	All wards	Recommendations from the Overview and Scrutiny Committee; Report to Cabinet, with recommendations to Council
08/12/16  (Deferred from 2 Sept 2014)	<b>North East Bury St Edmunds Masterplan: Transport Assessment</b> Whilst full Council adopted the North East	Not applicable	(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate ; Eastgate; Fornham; Great Barton; Minden;	Recommendations from the Sustainable Development

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
Page 52	Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the recommendations from the SDWP relating to this issue.						Moreton Hall; Northgate; Risbygate; Southgate; Westgate	Working Party to Cabinet.
08/12/16	<b>Applications for Community Chest Grant Funding 2017/2018</b> The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest	Not applicable	(KD) – Applications for the 2018/2019 year and beyond are also subject to the budget setting process	Cabinet	Robert Everitt, Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations from the Grant Working Party to Cabinet.

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
	funding for the 2017/2018 year.							
08/12/16	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018</b> 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 full Council.	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
08/12/16	<b>Council Tax Base for Tax Setting Purposes 2017/2018</b> The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the Council Tax Base for the financial year 2017/2018.	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
07/02/17	<b>Budget and Council Tax Setting 2017/2018 and Medium Term</b>	Not applicable	(R) – Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance	All Wards	Reports 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
Page 54	<p><b>Financial Strategy</b> The Cabinet will be asked to consider the proposals for the 2017/2018 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>					01638 719245		
07/02/17	<p><b>Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice</b> The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2017/2018, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) – Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	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
07/02/17	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
Page 55	<b>Animal Boarding, Dog Breeding Establishments and Pet Shops – Licensing Conditions</b> This item has been removed from the Decisions Plan as it has since been established that the decisions required can be taken within the functions delegated to the Licensing and Regulatory Committee.				Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Amanda Garnham Licensing Team Leader 01284 757048		

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
07/02/17  Page 56	<p><b>Designated Public Place Orders in Bury St Edmunds and Haverhill and Change to Public Space Protection Orders</b></p> <p>The Cabinet will be asked to give approval for going out to consultation on planned changes to the above Orders, as required by legislation. The Overview and Scrutiny Committee may be asked to consider the latter prior to seeking Cabinet approval.</p>	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Families and Communities 01284 757070  Helen Lindfield Families and Communities Officer (Community Safety Lead) 01284 757620	Abbeygate Risbygate; Eastgate; Southgate; Westgate; Haverhill East; Haverhill West; Haverhill North; Haverhill West	Report to Cabinet (which may include recommendations from the Overview and Scrutiny Committee), with map and proposed conditions
28/03/17  (Deferred from 01/11/16)	<p><b>West Suffolk Information Strategy</b></p> <p>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 has been jointly produced with Forest Heath District</p>	Not applicable	Possibly (R) – Council 25/04/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of 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
	Council.							
23/05/17	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with 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

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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 DEFINITION**

- (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:**

<b>Cabinet Member</b>	<b>Portfolio</b>
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(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)

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full Suffolk Coastal District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>	<b>Full Waveney District Council Cabinet Member</b>
Cllr Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute Forest Heath District Council Cabinet Members</b>	<b>Substitute Suffolk Coastal District Council Cabinet Members</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Members</b>	<b>Substitute Waveney District Council Cabinet Members</b>
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

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Steven Boyle  
 Interim Service Manager (Legal and Democratic Services)  
 Date: 16 September 2016

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# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Revenues Collection Performance and Write-Offs</b>	
<b>Report No:</b>	<b>CAB/SE/16/053</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	18 October 2016
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsbc.gov.uk">ian.houlder@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Rachael Mann Head of Resources and Performance <b>Tel:</b> 01638 719245 <b>Email:</b> <a href="mailto:rachael.mann@westsuffolk.gov.uk">rachael.mann@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
<b>Recommendation:</b>	<p><b>The write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/16/053, be approved, as follows:</b></p> <p>(1) <b>Exempt Appendix 1: Council Tax totalling £8,407.88</b></p> <p>(2) <b>Exempt Appendix 2: Business Rates totalling £31,655.66</b></p> <p>(3) <b>Exempt Appendix 3: Overpayment of Housing Benefit totalling £6,725.44</b></p>	
<b>Key Decision:</b>	<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 <b>do not</b> apply.)</i></p> <p><i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i></p>		

<b>Consultation:</b>		Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.	
<b>Alternative option(s):</b>		See paragraphs 2.1 and 2.2	
<b>Implications:</b>			
Are there any <b>financial</b> 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 <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> •	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>legal and/or policy</b> 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 <b>equality</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • 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.	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
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
<b>Ward(s) affected:</b>		All wards are affected.	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	
<b>Documents attached:</b>		<b>Exempt Appendix 1:</b> Council Tax £8,407.88 <b>Exempt Appendix 2:</b> Business Rates £31,655.66 <b>Exempt Appendix 3:</b> Overpayment of Housing Benefit £6,725.44	

## **1. Key issues and reasons for recommendations**

- 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.
- 1.5 It should be noted that the Council is working with the Local Government Association (LGA) for legislation changes which will support the prevention of businesses building up thousands of pounds in unpaid business rates. With support from the Council, the LGA recently raised the profile of the issue through a press release which called for new legislation to stop phoenix companies from being created with no obligation to pay their old company's business rates debts. In addition to this, they also called for changes to licensing powers which would allow the suspension of an existing premises licence or refusal of a new application. The press release can be viewed here: [http://www.local.gov.uk/web/guest/media-releases/-/journal\\_content/56/10180/7959143/NEWS](http://www.local.gov.uk/web/guest/media-releases/-/journal_content/56/10180/7959143/NEWS)

## **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 Appendices 1, 2 and 3.
- 3.2 As at 31 August 2016, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (as the billing Authority) is just over £49.6 million per annum. The collection rate as at 31 August 2016 was 48.11% against a profile of 47.10%.

- 3.3 As at 31 August 2016, the total Council Tax billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (includes the County, Police and Parish precept elements) is £57 million per annum. The collection rate as at 31 August 2016 was 48.53 % against a profile target of 48.68%.



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