

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>																
<b>Date:</b>	<b>Thursday 8 December 2016</b> <b>**PLEASE NOTE THE DATE**</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"> <tr> <td><b><u>Councillor</u></b></td> <td><b><u>Portfolio</u></b></td> </tr> <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> </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 - 18**

To confirm the minutes of the meetings held on 18 October, 1 November and 21 November 2016 (extraordinary meeting) (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:  
9 November 2016**

**19 - 24**

Report No: **CAB/SE/16/058**

Chairman: Diane Hind

Lead Officer: Christine Brain

**6. Recommendations of the Overview and Scrutiny  
Committee: 9 November 2016: Barley Homes - Five Year  
Business Plan**

**25 - 28**

Report No: **CAB/SE/16/059**

Portfolio Holder: Sara Mildmay-White

Lead Officer: Rachael Mann

- 7. Report of the Performance and Audit Scrutiny Committee: 24 November 2016** **29 - 34**  
Report No: **CAB/SE/16/060**  
Chairman: Sarah Broughton      Lead Officer: Christine Brain
- 8. Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Delivering a Sustainable Budget Medium Term Financial Strategy 2017/2020** **35 - 42**  
Report No: **CAB/SE/16/061**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 9. Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Mid-Year Treasury Management Performance Report and Investment Activity (April - September 2016)** **43 - 48**  
Report No: **CAB/SE/16/062**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 10. Recommendations of the Licensing and Regulatory Committee: 11 October 2016: Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers** **49 - 54**  
Report No: **CAB/SE/16/063**  
Portfolio Holder: Alaric Pugh      Lead Officer: Peter Gudde
- 11. Recommendations of the Grant Working Party: 7 November 2016: Community Chest Grant Funding 2017/2018** **55 - 66**  
Report No: **CAB/SE/16/064**  
Portfolio Holder: Robert Everitt      Lead Officer: Davina Howes
- 12. Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018** **67 - 74**  
Report No: **CAB/SE/16/065**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 13. Council Tax Base for Tax Setting Purposes 2017/2018** **75 - 86**  
Report No: **CAB/SE/16/066**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 14. Location Filming in Suffolk** **87 - 100**  
Report No: **CAB/SE/16/067**  
Portfolio Holder: Alaric Pugh      Lead Officer: Andrea Mayley

**15. Decisions Plan: December 2016 to May 2017** **101 - 114**

To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/SE/16/068**

Portfolio Holder: John Griffiths      Lead Officer: Ian Gallin

**16. 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**

**17. Exempt: Investing in our Commercial Portfolio (para 3)** **115 - 124**

Exempt Report No: **CAB/SE/16/069**

Portfolio Holders: Alaric Pugh and Peter Stevens

Lead Officers: Steven Wood and Mark Walsh

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

**18. Exempt: Unauthorised Development - Compensation Claim (paras 5 and 7)** **125 - 130**

Exempt Report No: **CAB/SE/16/070**

Portfolio Holder: Alaric Pugh

Lead Officer: Steven Wood

*(This exempt report is to be considered in private under paragraphs 5 and 7 of Schedule 12A of the Local Government Act 1972, as it contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime)*

*(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 18 October 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)

Robert Everitt  
Ian Houlder  
Alaric Pugh

Joanna Rayner  
Peter Stevens

**By Invitation:**

Sarah Broughton

(Chairman of the Performance and Audit  
Scrutiny Committee)

**In attendance:**

Tony Brown  
Carol Bull  
John Burns

Susan Glossop  
Clive Pollington

249. **Apologies for Absence**

No apologies for absence had been received.

250. **Minutes**

The minutes of the meetings held on 6 and 20 September 2016 were confirmed as correct records and signed by the Chairman.

251. **Open Forum**

No non-Cabinet Members in attendance wished to speak under this item.

252. **Public Participation**

There were no members of the public in attendance.

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

The Cabinet received and noted Report No: CAB/SE/16/046, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 14 September 2016:

- (1) Presentation by the Portfolio Holder for Planning and Growth;
- (2) Approach to Delivering a Sustainable Medium Term Financial Strategy 2016-2020 and Consideration of the Four-Year Settlement Offer from Central Government;
- (3) Final Report of the New Housing Development Sites Joint Task and Finish Group;
- (4) Decisions Plan: September 2016 to May 2017; and
- (5) Work Programme Update.

In the absence of the Chairman and Vice-Chairman of the Committee, the Democratic Services Officer (Scrutiny) drew relevant issues to the attention of Cabinet, including the following amendment to a typographical error contained in the recommendation to the Head of Service detailed in paragraph 1.2.8 of the report:

*The Committee **RECOMMENDS that the Head of ~~Operations~~ Planning and Growth be asked to progress with Suffolk County Council and the other Suffolk Authorities the introduction of standard conditions regarding highway adoption.***

In addition, Members noted that the recommendations emanating from Item (2) above had already been considered by Cabinet during its joint meeting with Forest Heath District Council's Cabinet on 20 September 2016, and had subsequently been approved by Council on 27 September 2016.

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

The Cabinet received and noted Report No: CAB/SE/16/047, which informed the Cabinet of the following items discussed by the Anglia Revenues and Benefits Partnership Joint Committee on 20 September 2016:

- (1) Performance Report;
- (2) Welfare Reform Update;
- (3) ARP Health and Safety Policy;
- (4) ARP Transformation Programme;
- (5) Forthcoming Issues; and
- (6) Exempt: Commercial and Partnership Update.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance drew relevant issues to the attention of Cabinet, including that the Joint Committee had commended the work of Martin Hosker, West Suffolk's Health and Safety Manager, for his guidance in the production of a new single Health and Safety Policy which would be applicable to all authorities within the Partnership.



**255. Report of the Performance and Audit Scrutiny Committee:  
21 September 2016**

The Cabinet received and noted Report No: CAB/SE/16/048, which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 21 September 2016:

- (1) Ernst and Young – Presentation of 2015-2016 ISA 260 Annual Results Report to those Charged with Governance;
- (2) West Suffolk Annual Governance Statement 2015-2016;
- (3) 2015-2016 Annual Statement of Accounts;
- (4) Arrangements for Appointment of External Auditors;
- (5) Decision Relating to Complaint to the Local Government Ombudsman; and
- (6) Work Programme Update.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that recommendations emanating from (4) above would be considered next on this Cabinet agenda.

Councillor Broughton explained to the Cabinet that Ernst and Young had been extremely impressed with the quality of St Edmundsbury Borough Council's accounts, and that they would be the first set of accounts audited by them to be signed off for 2015/2016. She congratulated the Head of Resources and Performance and the Finance team for their sterling efforts regarding this, a sentiment which was subsequently endorsed by the Cabinet.

**256. Recommendation of the Performance and Audit Scrutiny Committee:  
21 September 2016: Arrangements for Appointment of External Auditors**

The Cabinet considered Report No: CAB/SE/16/049, which sought approval for a preferred option for making appropriate arrangements for the appointment of external auditors.

Following the closure of the Audit Commission, and the end of the transitional arrangements, it was now the Council's statutory responsibility to appoint, by 31 December 2017, a local external auditor to audit its 2018/2019 accounts. In meeting this statutory responsibility the Council could choose one of the following options, each of which had been considered in detail by the Performance and Audit Scrutiny Committee, as highlighted at this Cabinet meeting by Councillor Ian Houlder, Portfolio Holder for Resources and Performance:

- Option 1: Establish a stand-alone Auditor Panel to make the appointment on behalf of the Council;
- Option 2: Commence work on exploring the establishment of local joint procurement arrangements with neighbouring authorities; or

Option 3: Use an existing independent panel of the Authority (this would only be applicable where a suitably constituted plan already existed).

Report No: PAS/SE/16/021 presented to the Performance and Audit Scrutiny Committee had set out in detail the advantages and disadvantages for each of the above three options; risk management; legal and financial implications.

Of these three options, the Cabinet supported the recommendations of the Committee and recommended that Option 3 be approved, as this was considered to provide better economies of scale in keeping audit fees down, with the added benefit of having a Suffolk-wide auditor.

#### **RECOMMENDED TO COUNCIL:**

**That 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.**

#### **257. Recommendation of the Grant Working Party: 5 September 2016 - Rural Initiatives Grant Scheme**

The Cabinet considered Report No: CAB/SE/16/050, which on the recommendation of the Grant Working Party, sought approval for the maximum amount that may be applied for under the Rural Initiatives Grant Scheme (RIGS) be amended from £10,000 to £7,500.

RIGS was a one-off match-funding grant scheme which was 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 were reserved for village halls and recreational facilities, but smaller grants could be used for a wide variety of other schemes which benefitted rural communities.

Councillor Robert Everitt, Portfolio Holder for Families and Communities drew relevant issues to the attention of Cabinet, including that a balance of £52,370.56 currently remained in the RIGS fund with a further budget allocation each year of the medium term budget period. By reducing the maximum amount that may be applied for under this scheme to £7,500, would enable the budget available to be allocated to a greater number of projects.

Match-funding for projects may therefore take longer to be sought; however, officers would continue to support parishes and community groups to access appropriate funding sources and dedicate sufficient time to ensuring other essential elements were in place for enabling the project to come to fruition.

RESOLVED:

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.

**258. Recommendation of the Sustainable Development Working Party: 6 October 2016 - Article 4 Direction: Clare Conservation Area**

The Cabinet considered Report No: CAB/SE/16/051, which sought confirmation of an Article 4 Direction for Clare Conservation Area, following consultation.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that on 6 October 2016, the Sustainable Development Working Party had considered Report No: SDW/SE/16/008, which had contained the proposed Article 4 Direction at Appendix B, with the area in which it would cover, shown in Appendix A.

Having considered the results of the public consultation which was largely supportive of the proposal, the Cabinet considered the introduction of the Article 4 Direction in Clare Conservation Area was appropriate as it would restrict changes owners could make to the outside of their property without first obtaining planning permission in order to protect the special character of the conservation area.

RESOLVED:

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.

**259. Decisions Plan: 1 October 2016 to 31 May 2017**

The Cabinet considered Report No: CAB/SE/16/052, which was the Cabinet Decisions Plan covering the period October 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.

**260. Revenues Collection Performance and Write Offs**

The Cabinet considered Report No: CAB/SE/16/053, which provided the collection data in respect of Council Tax and National Non-Domestic Rates and sought approval for the write-off of debts as contained in the Exempt Appendices.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the current collection performance, as set out in Section 3 of the report.

The Cabinet was pleased to note that following work undertaken by the West Suffolk councils (and others) with the Local Government Association (LGA) regarding changes to legislation to support the prevention of businesses building up thousands of pounds in unpaid business rates, the LGA had 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, the LGA also called for changes to licensing powers which would allow the suspension of an existing premises licence or refusal of a new application if business rates remained unpaid. Updates on this matter would be provided to the Cabinet as and when further information became available.

RESOLVED:

That the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/16/053, be approved, as follows:

- (1) Exempt Appendix 1: Council Tax totalling £8,407.88
- (2) Exempt Appendix 2: Business Rates totalling £31,655.66
- (3) Exempt Appendix 3: Overpayment of Housing Benefit totalling £6,725.44

**261. Exclusion of Press and Public**

At this point it was proposed, seconded and

RESOLVED:

That the press and public be excluded during the consideration of the following item 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 item, 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 the item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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

The Cabinet considered Exempt Report No: CAB/SE/16/054 which sought approval for the terms of agreement to enable the two Enterprise Zones in St Edmundsbury to progress.

Whilst the Council had accepted the allocation of the Enterprise Zones (EZ) at eight hectares of land at Haverhill Research Park and 14 hectares of land at Suffolk Business Park (Cabinet Report No: CAB/SE/16/006 refers) the precise terms of how they would operate was still to be agreed.

EZ status was granted for an initial 25 year period and councils must work with Local Enterprise Partnerships (LEPs) to deliver EZs. The report set out

the benefits of EZ status, including up to 100% business rate discount worth up to £275,000 per business for a total of five years; and the streamlining of the planning process for EZs.

All business rates growth generated by the EZ over the 25 year period was returned to the Local Billing Authority (in this case, St Edmundsbury Borough Council); however there was an expectation that the LEP would be involved in determining how the business rates would be shared between local partners (such as the borough/district and county councils) and upon what they would be spent.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth drew relevant issues to the attention of the Cabinet. He explained the arrangements that needed to be agreed, as set out in the exempt report, which included:

- (a) Memoranda of Understanding between the Department for Local Government (DCLG), each LEP involved in the two EZs (Greater Cambridge Greater Peterborough (GCGP) for Haverhill Research Park and New Anglia LEP (NALEP) for Suffolk Business Park), and the Council, as contained in Appendices B and D;
- (b) business rates sharing proposals of both GCGP and NALEP, as contained in paragraphs 3.1 to 3.3 of the exempt report;
- (c) site development/infrastructure plans, working drafts of which were contained in Appendices B (Annex 1) and F, finalisation of which, and future plans, were proposed to be completed under delegated authority (subject to financial requirements which would require approval by Cabinet); and
- (d) governance and decision making processes proposed by GCGP and NALEP, as contained in Appendices B (Annexes 2a, 2b and 3) and G.

The Cabinet considered the merits of each EZ and the terms of the agreements, as proposed. The benefits were acknowledged and the potential for each EZ to attract quality businesses to the areas and jobs.

The role of GCGP was also discussed in general and how they, St Edmundsbury Borough and Suffolk County Councils needed to work together to enable future growth and better infrastructure in and around Haverhill.

RESOLVED:

That, in accordance with Report No: CAB/SE/16/006:

- (1) the Memoranda of Understanding between the Department for Communities and Local Government, the Local Enterprise Partnerships, and St Edmundsbury Borough Council (x2); and the local agreements between St Edmundsbury Borough Council, the Local Enterprise partnerships, and relevant partners (x2) as set out in Appendices A to E and G to Exempt Report No: CAB/SE/16/054, be agreed; and

- (2) delegated authority be given to the Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth, to agree, subject to any financial requirements which will require the approval of Cabinet, the final, and any future Site Development/Infrastructure Plans at Annex 1 of Appendix B and Appendix F to Exempt Report No: CAB/SE/16/054.

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

The Cabinet considered Exempt Appendices 1 and 2 to Report No: CAB/SE/16/030 under Agenda Item 12 , however no reference was made to specific detail and therefore this item was not held in private session.

The meeting concluded at 5.35 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 1 November 2016** at **6.00 pm** in the **Conference Chamber West, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU**

**Present:**                      **Councillors**

Forest Heath District Council (FHDC)

David Bowman                      Stephen Edwards  
Andy Drummond                      Robin Millar

St Edmundsbury Borough Council (SEBC)

John Griffiths (in the Chair for the informal discussions)

Robert Everitt                      Jo Rayner  
Sara Mildmay-White                      Peter Stevens  
Alaric Pugh

**In attendance:**                      Susan Glossop (SEBC)

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

- (1) Investing in our Leisure Provision in West Suffolk and Establishing a Long Term Strategic Approach and Reduced Management Fee with Abbeycroft Leisure.

All Members of Forest Heath District Council's Cabinet had been invited to attend St Edmundsbury Borough Council's Offices at West Suffolk House 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 St Edmundsbury Borough Council, welcomed all those present to West Suffolk House and the interim Service Manager (Legal and Democratic Services) advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

Under their Constitutions, both Cabinets listed as standing agenda items: an 'Open Forum', which provided the opportunity for non-Cabinet Members to discuss issues with Cabinet and also 'Public Participation', which provided the opportunity for members of the public to speak. Therefore, as any matters

arising from the discussions held during these agenda items may have some bearing on the decisions taking during the separate formal meetings, non-Cabinet Members and members of the public were invited to put their questions/statements prior to the start of the joint informal discussions.

1. **Open Forum**

No non-Cabinet Members in attendance wished to speak.

2. **Public Participation**

There were no members of the public in attendance.

3. **Investing in our Leisure Provision in West Suffolk and Establishing a Long Term Strategic Approach and Reduced Management Fee with Abbeycroft Leisure. (Report Nos: CAB/SE/16/055 and CAB/FH/16/049)**

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

- (a) the creation of a strategic investment fund of £5m across West Suffolk (£3.5m FHDC and £1.5m SEBC);
- (b) the longer term strategic approach to leisure provision in West Suffolk through the future development of a leisure partnership agreement for consideration by the Cabinets; and
- (c) specific investments in Skyliner Sports Centre from SEBC, and Newmarket Leisure Centre from FHDC.

SEBC Cabinet Members confirmed that they had received an amended version of Report No: CAB/SE/16/055, which provided amended recommendations and textual changes to paragraphs 2.3 and 3.1 of the main body of the original report. The amendments to the recommendations were as follows, as indicated with shaded text:

*It is RECOMMENDED that Cabinet:*

- (1) *recommends to Council the creation of a strategic investment fund of £5m, funded from the strategic priorities and medium term financial strategy reserve, across West Suffolk (£3.5m FHDC and £1.5m SEBC) with delegated authority given to Cabinet (for sums of £500,000 or more), and delegation to the Portfolio Holder for Leisure and Culture, in conjunction with a Director and the Head of Resources and Performance (for sums of less than £500,000), to draw down from this fund subject to satisfactory business case for each investment proposal for investment in the Council's leisure facilities;*
- (2) *approves the development of a long-term leisure partnership agreement (supported by a business plan) for consideration at a future Cabinet meeting that must address:*



- *the principles of the Council's Medium Term Financial Strategy and value for money considerations;*
- *the outcomes of the Promoting Physical Activity Framework;*
- *the planned utilisation of the investment (established in recommendation (1)) to achieve the reduction in the management fee payable by the Council to zero;*
- *the optimum duration of the agreement; and*
- *the principles set out in Section 2.1 of Report No CAB/SE/16/055.*

**(3)** *Due to the urgency of initial funding requests, it is also recommended that Cabinet:*

- (a) recommends to Council approval for an additional £177,582 (ex VAT)[note that final negotiations with Suffolk County Council are progressing and this figure will be confirmed at the meeting] funding from unallocated capital receipts for the 3G pitch at Skyliner Sports Centre to meet the additional cost incurred to deliver a 3G pitch facility to meet FA and community requirements; and*
- (b) approves an investment of £240,000 (ex VAT) into equipment for the Skyliner Sports Centre from the Council's approved capital invest to save fund.*

Members noted that no changes had been made to the recommendations contained in the FHDC version of the report (Report No: CAB/FH/16/049), and that the figure of £177,582 funding required for the 3G pitch at Skyliner Sports Centre as detailed in Recommendation (3)(a) above was a confirmed amount.

Councillors Andy Drummond and Joanna Rayner, FHDC's and SEBC's respective Portfolio Holders for Leisure and Culture, drew relevant issues to the attention of both Cabinets, including that in recognition of the continued financial challenges in the public sector and that the pressure in the longer term could be worsened with the uncertainty of local government finances, it was proposed to bring the Councils' leisure services provider in line with their own longer term strategic planning approach regarding striving towards self-sufficiency. The proposal for developing a new long term leisure partnership agreement would need to address specific issues, as set out in recommendation (2) above.

In line with the above, Members noted that the creation of an investment fund of £5m would act as an enabler for delivering a zero management fee in the medium to longer term, through schemes that would provide new capacity or upgraded facilities.

In respect of issues that need addressing in the shorter term, the Cabinets considered the following in relation to specific investment proposals located with their own district/borough:

- (a) SEBC: Skyliner Sports Centre. Proposal for an immediate allocation of £240,000 (ex VAT) on an 'invest to save' basis for provision of new gymnasium equipment at Skyliner Sports Centre, which would in turn provide a reduction in management fee of £40,000 from 2017/18 onwards and represented a return on investment of 16.67%.

Proposal for an additional contribution of £177,582 (ex VAT) to ensure the 3G pitch at Skyliner Sports Centre was to a size and standard acceptable to meet FA and local club requirements. This would ensure the pitch was commercially viable and would ultimately contribute to a reduction in management fee.

- (b) FHDC: Newmarket Leisure Centre. Proposal for an immediate allocation of £204,000 (ex VAT) on an 'invest to save' basis for the upgrading of the current gymnasium equipment at Newmarket Leisure Centre, through re-design of the space to increase capacity and investment in upgraded cardiovascular fitness equipment. This, in turn, would guarantee a reduction in management fee of £60,000 per annum from 2017/2018 onwards and represented a return on investment of 29.4%.

A discussion was held on ownership issues, lease agreements and the associated responsibilities, as detailed in paragraph 2.2 of both reports. Members noted that a review of these matters would be undertaken once the proposed leisure partnership agreement with each authority was in place.

The Cabinets acknowledged the benefits of investing in leisure facilities and the contribution to the Councils' strategic priorities in respect of striving for improvements in the general wellbeing, physical and mental health of communities.

Both Cabinets supported approval of the recommendations, (as amended for SEBC) set out in the reports.

On the conclusion of the informal joint discussions at 6.14 pm, the Chairman then formally opened the meeting of St Edmundsbury Borough Council's Cabinet at 6.15 pm in the Conference Chamber West.

Minutes of Cabinet overleaf.....

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 1 November 2016** at **6.15 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)

Robert Everitt  
Alaric Pugh

Joanna Rayner  
Peter Stevens

**In attendance:**  
Susan Glossop

## 264. **Apologies for Absence**

Apologies for absence were received from Councillor Ian Houlder.

## 265. **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).

## 266. **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).

## 267. **Investing in our Leisure Provision in West Suffolk and Establishing a Long Term Strategic Partnership Approach and Reduced Management Fee with Abbeycroft Leisure**

**(Report No: CAB/SE/16/055)**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/16/055 (as amended), it was proposed, seconded and

## **RECOMMENDED TO COUNCIL**

**That:**

- (1) the creation of a strategic investment fund of £5m be approved, funded from the strategic priorities and medium term financial strategy reserve, across West Suffolk (£3.5m FHDC and £1.5m SEBC) with delegated authority given to Cabinet (for sums of £500,000 or more), and delegation to the Portfolio Holder for Leisure and Culture, in conjunction with a Director and the Head of Resources and Performance (for sums of less than £500,000), to draw down from this fund subject to satisfactory business case for each investment proposal for investment in the Council's leisure facilities;**

RESOLVED:

That

- (2) the development of a long-term leisure partnership agreement (supported by a business plan) be approved, for consideration at a future Cabinet meeting that must address:
- the principles of the Council's Medium Term Financial Strategy and value for money considerations;
  - the outcomes of the Promoting Physical Activity Framework;
  - the planned utilisation of the investment (established in recommendation (1)) to achieve the reduction in the management fee payable by the Council to zero;
  - the optimum duration of the agreement; and
  - the principles set out in Section 2.1 of Report No CAB/SE/16/055.

Due to the urgency of initial funding requests, the following decisions have also been taken:

## **RECOMMENDED TO COUNCIL**

**That:**

- (3)**
- (a) an additional £177,582 (ex VAT) funding be approved, from unallocated capital receipts for the 3G pitch at Skyliner Sports Centre to meet the additional cost incurred to deliver a 3G pitch facility to meet FA and community requirements; and**

RESOLVED:

That

- (b) an investment of £240,000 (ex VAT) into equipment for the Skyliner Sports Centre be approved, from the Council's approved capital invest to save fund.

The meeting concluded at 6.16 pm

**Signed by:**

**Chairman**

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of an extraordinary meeting of the **Cabinet** held on **Monday 21 November 2016** at **7.15 pm** in the **Conference Chamber, 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)

Robert Everitt  
Ian Houlder  
Alaric Pugh

Joanna Rayner  
Peter Stevens

**By Invitation:** Diane Hind (Chairman of Overview and Scrutiny Committee)

**In attendance:** David Nettleton

268. **Apologies for Absence**

No apologies for absence were received.

269. **Open Forum**

No non-Cabinet Members in attendance wished to speak under this item.

270. **Public Participation**

There were no members of the public in attendance.

271. **Findings of the Extraordinary Informal Joint Overview and Scrutiny Committee: 4 October 2016 - What Will Devolution Mean for West Suffolk?**

The Cabinet considered Report No: CAB/SE/16/056, which sought formal noting from Cabinet of an amended recommendation of the Overview and Scrutiny Committee, following its consideration of 'What will Devolution mean for West Suffolk?'

Councillor Diane Hine, Chairman of the Overview and Scrutiny Committee drew relevant issues to the attention of Cabinet, including that the Committee had jointly examined the topic of Devolution with Forest Heath District

Council's Overview and Scrutiny (O&S) Committee and was now presenting its findings to Cabinet. Councillor Hind explained the areas that had been scrutinised by the Committees, as summarised in the report.

As reported at the Council meeting immediately prior to Cabinet, the situation with regard to the Norfolk and Suffolk Devolution agreement had significantly changed since publication of the agendas.

The Cabinet acknowledged the examination of the issue of Devolution by the O&S Committees and noted its findings as set out in Section 3 of Report No: OAS/SE/16/026, including its concern regarding the potential for a veto vote of the directly elected Mayor for the then Norfolk and Suffolk Combined Authority, as outlined in paragraph 1.2 of Report No: CAB/SE/16/056.

The Cabinet thanked the Committees for their work and formally noted the recommendation, as amended, and agreed it should be taken into account in any future negotiations regarding the setting up of a Mayoral authority for Devolution.

**RESOLVED:**

That the concerns of the St Edmundsbury and Forest Heath Overview and Scrutiny Committees regarding the veto vote of the directly elected Mayor for the then proposed Mayoral Combined Authority for Norfolk and Suffolk, as outlined in paragraph 1.2 of Report No: CAB/SE/16/056, be formally acknowledged and noted, and this will be taken into account in any negotiations regarding the setting up of a Mayoral authority for Devolution during negotiations at a later stage.

**272. Norfolk and Suffolk Devolution Agreement**

Members noted that as the decisions taken by Council on the revised set of recommendations tabled at its meeting immediately preceding this meeting, which were not considered to be executive decisions in full or in part, the Cabinet was no longer required to endorse those decisions.

The meeting concluded at 7.20 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: 9 November 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/058</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	8 December 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@stedsbcc.gov.uk">diane.hind@stedsbcc.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 9 November 2016, the Overview and Scrutiny Committee considered the following items:</p> <ul style="list-style-type: none"> <li>(1) Annual Presentation by the Portfolio Holder for Operations;</li> <li>(2) Barley Homes – Five Year Business Plan;</li> <li>(3) Car Parking Update;</li> <li>(4) Review and Revision of the Constitution (Quarter 2);</li> <li>(5) Regulation of Investigatory Powers Act (Quarter 2); and</li> <li>(6) Work Programme Update.</li> </ul> <p>A separate report is included on this Cabinet agenda for Item <b>(2)</b> above.</p>	

<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/16/058, 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 Annual Presentation by the Portfolio Holder for Operations (Report No: OAS/SE/16/027 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 The Committee was reminded that on 11 November 2015, the Committee received a presentation from the Cabinet Member for Operations, setting out responsibilities covered under the planning and growth portfolio.

1.1.3 At this meeting, the Portfolio Holder for Operations, Councillor Peter Stevens, had been invited back to provide a follow-up presentation on his portfolio. Report No: OAS/SE/16/027 set out the focus for the follow-up presentation, which was to:

- Outline the main challenges faced since during the first year within your portfolio;
- Outline some key successes and any failures during the first year and any lessons learned:
- Set out the vision for the Operations Portfolio through to 2019 and were you on target to meet that vision.

1.1.4 Members discussed the presentation in detail and asked questions of the Cabinet Member for Operations, to which comprehensive responses were provided. In particular, discussions were held on CCTV data storage and the location of CCTV cameras; the removal of brown bins; improving car parking signage; vehicle fleet servicing; the contamination of nappies in blue bins and the need for education; and the new waste leaflet, "getting your recycling right".

1.1.5 The Cabinet Member for Operations thanked officers for all the work they were doing and for the Committee's scrutiny of his portfolio.

1.1.6 There being no decision required, the Committee **noted** the contents of the presentation.

### **1.2 Car Parking Update (Report No: OAS/SE/16/029)**

1.2.1 The Committee received Report No: OAS/SE/16/029, which updated Members on the implementation of the Car Parking Review. The report included information on usage; issue of fines; upgrade of ticket machines; electric charging points; new information boards; new directional signs in Haverhill; Park Mark; planning for future car parking provision; Civic Parking Enforcement; financial and future work streams.

1.2.2 The Committee considered the report in detail and asked a number of questions to which comprehensive responses were provided. In particular,

discussions were held on the development of parking provision at Moreton Hall; the park and ride for Christmas Fayre parking in Bury St Edmunds; cars parking on the cycle route along Beetons Way, Bury St Edmunds; progress towards potential Civil Parking Enforcement in Suffolk; the emerging Bury St Edmunds Masterplan and Haverhill Masterplan; and identifying more parking capacity and pay on exit.

- 1.2.3 The Committee **RECOMMENDS that the Head of Operations, under his delegated authority, in consultation with the Portfolio Holder for Operations, vary the Traffic Road Orders as needed to implement the priority work streams as set out in Paragraph 1.9.2 to Report No: OAS/SE/16/029.**

1.3 **Review and Revision of the Constitution – Quarter 2 (Report No: OAS/SE/16/030)**

- 1.3.1 As set out in the Council's Constitution, the Overview and Scrutiny Committee on a quarterly basis receives a report from the Monitoring Officer setting out minor amendments made arising from changes to legislation, changes to staffing structures/job descriptions or changes in terminology.
- 1.3.2 Report No: OAS/SE/16/030 set out minor amendments which have been made to the St Edmundsbury Borough Council Constitution arising from changes to legislation, changes to staffing structures/ job descriptions or changes in terminology from July to September 2016.
- 1.3.3 All Members of the Council have also been informed of the minor amendments made as part of the ongoing review and revision of the Constitution.
- 1.3.4 There being no decision required, the Committee **noted** the minor amendments undertaken by the Monitoring Officer under delegated authority.

1.4 **Directed Surveillance Authorised Applications (Quarter 2) (Verbal)**

- 1.4.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 requires that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis. In June 2010 it was agreed that this requirement should be fulfilled by the Overview and Scrutiny Committee.
- 1.4.2 The Committee was advised that in Quarter 2, no such surveillance had been authorised.

1.5 **Work Programme Update and Suggestion for Scrutiny (Report No: OAS/SE/16/031)**

- 1.5.1 The Committee received and **noted** Report No: OAS/SE/16/031, which provided an update on the current status of the Committee's Work Programme for 2017.

## **2. Background Papers**

- 2.1.1 [Report No: OAS/SE/16/027](#) to the Overview and Scrutiny Committee: Annual Presentation by the Cabinet Member for Operations
- 2.1.2 [Report No: OAS/SE/16/029](#) to the Overview and Scrutiny Committee: Car Parking Update
- 2.1.3 [Report No: OAS/SE/16/030](#) to the Overview and Scrutiny Committee: Review and Revision of the Constitution – Quarter 2
- 2.1.4 [Report No: OAS/SE/16/031](#) to the Overview and Scrutiny Committee: Work Programme Update

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendations of the Overview and Scrutiny Committee: Barley Homes – Five Year Business Plan</b>	
<b>Report No:</b>	<b>CAB/SE/16/059</b>	
<b>Report to and dates:</b>	<b>Cabinet</b>	8 December 2016
	<b>Council</b>	20 December 2016
<b>Portfolio holder:</b>	Sara Mildmay-White Portfolio Holder for Housing <b>Tel:</b> 01284 702212 <b>Email:</b> <a href="mailto:sara.mildmay-white@stedsbc.gov.uk">sara.mildmay-white@stedsbc.gov.uk</a>	
<b>Chairman of the Committee:</b>	Diane Hind Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:diane.hind@stedsbc.gov.uk">diane.hind@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>	<p>In November 2015, Council approved the establishment of a Housing Development Company, limited by shares for the purpose of developing housing for sale, private and affordable rent. In principle approval was given by Council to provide the Company with funding through state aid compliant loans in line with the Council's Loans Policy. This in principle funding was subject to the approval of a Business Plan by the Shareholders (Forest Heath District Council's full Council, St Edmundsbury Borough Council's full Council and Suffolk County Council's Cabinet. In December 2016, full Council will be asked to consider Barley Homes initial five year Business Plan and approve the funding mechanism required to deliver the Business Plan.</p> <p>This report asks the Cabinet to consider the recommendations from the Overview and Scrutiny Committee in relation to the scrutiny of the Barley Homes Five Year Business Plan.</p>	

<p><b>Recommendations:</b></p>	<p>It is <b><u>RECOMMENDED</u></b> that subject to the approval of Council:</p> <ol style="list-style-type: none"> <li>(1) the five year Business Plan, attached at Exempt Appendix A to Report No: OAS/SE/16/028, be approved;</li> <li>(2) a £3m revolving investment facility, to be added to the Council's capital programme, financed from the reallocation of the "Housing Company" pending capital budget of £2.35m and an additional £0.65m from the Strategic Priorities and the Medium Term Financial Strategy reserve, be approved;</li> <li>(3) delegation be given to the S151 Officer and Monitoring Officer, in consultation with the Portfolio Holders for Resources and Performance and Housing to issue equity and loan funding from the revolving investment facility (set out in (2) above), subject to state aid requirements;</li> <li>(4) the S151 Officer and Monitoring Officer, in consultation with the Portfolio Holder for Resources and Performance, be authorised to negotiate and agree the terms of such loans with Barley Homes and the funding and necessary legal agreements, taking into consideration the Council's loans policy and state aid requirements;</li> <li>(5) the sale of Council owned land as detailed in the five year Business Plan (Exempt Appendix A to Report No: OAS/SE/16/028), with outline planning permission, subject to approval by the planning authority and with Section 123 best value obligations, with the costs of planning permission being approximately £35,000 being funded from the Strategic Priorities and Medium Term Financial Strategy reserve, be noted; and</li> <li>(6) approval of the Business Plan will constitute consent for Barley Homes to issue shares and enter into debt financing, in line with the Business Plan, be noted.</li> </ol>
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<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 OAS/SE/16/028	
<b>Alternative option(s):</b>		• See Report OAS/SE/16/028	
<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 OAS/SE/16/028	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/16/028	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/16/028	
<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 OAS/SE/16/028	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/16/028	
<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 OAS/SE/16/028			
<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>		<a href="#">Report No: OAS/SE/16/028</a> – Barley Homes – Five Year Business Plan	
<b>Documents attached:</b>		None  <b>Note:</b> If Members would like a paper copy of the <b>Business Plan contained in Exempt Appendix A to Report No: OAS/SE/16/028</b> , please contact Democratic Services directly for a copy.	

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

- 1.1 On 9 November 2016, the Committee considered Report No: OAS/SE/16/028, which asked Members to scrutinise the content of the Barley Homes initial five year Business Plan, prior to being considered by Cabinet and Full Council in December 2016 to approve the funding mechanism required to deliver the plan. Attached as Exempt Appendix A to that report, was the Barley Homes Group Business Plan.
- 1.2 The Committee was reminded that the primary function of Barley Homes was to generate profits through the development of new housing for sale and rent, on land owned by one of the Councils initially in west Suffolk. The establishment of the housing company was one of the many ways that the Council was looking to become self-sufficient through new income generation activities, as central government grants were reduced and eventually removed.
- 1.3 The Report set out key issues, which included initial sites; investment opportunity and financial returns; monitoring of progress and future development decisions; delivery of the business plan; legal implications and the next steps.
- 1.4 The Overview and Scrutiny Committee scrutinised Exempt Appendix A attached to the report, and as reference was made to specific detail, these discussions were held in private session.
- 1.5 The Committee asked a number of questions to which the two Directors from Barley Homes provided comprehensive responses.
- 1.6 The Overview and Scrutiny Committee has put forward recommendations as set out on page two of the Report.

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Report of the Performance and Audit Scrutiny Committee: 24 November 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/060</b>	
<b>Report to and date</b>	<b>Cabinet</b>	8 December 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 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 24 November 2016, the Performance and Audit Scrutiny Committee held an informal joint meeting with members of Forest Heath's Performance and Audit Scrutiny Committee, and <u>considered the first four items jointly:</u></p> <ol style="list-style-type: none"> <li>(1) Mid-year Internal Audit Progress Report 2016-2017;</li> <li>(2) Balanced Scorecard and Quarter 2 Performance Report 2016-2017;</li> <li>(3) West Suffolk Strategic Risk Register Monitoring Report – September 2016;</li> <li>(4) Work Programme Update;</li> </ol>	

	<p>(5) Financial Performance Report (Revenue and Capital) – Quarter 2 (April to September 2016);</p> <p>(6) Delivering a Sustainable Budget Medium Term Financial Strategy 2017-2020;</p> <p>(7) Ernst and Young – Presentation of Annual Audit Letter 2015-2016;</p> <p>(8) Mid-year Treasury Management Report and Investment Activity (April to September 2016);</p> <p>Separate reports are included on this Cabinet agenda for Items <b>(6)</b> and <b>(8)</b> above.</p>
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/16/060, being the report of the Performance and Audit Scrutiny Committee.</b>
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<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>Report for information only.</p>
<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 Mid-year Internal Audit Progress Report 2016-2017 (Report No: PAS/SE/16/024)**

- 1.1.1 The Committee received and **noted** the report, which advised Members of the work of the Internal Audit Section for the first half of 2016-2017 (Appendix A), including the variety of corporate projects and activities which were supported through the work of the team.
- 1.1.2 The report also included an update on progress made against the 2016-2017 Internal Audit Plan previously approved by the Committee in May 2016.

### **1.2 Balanced Scorecard and Quarter 2 Performance Report 2016-2017 (Report No: PAS/SE/16/025)**

- 1.2.1 The Committee received and **noted** Report No: PAS/SE/16/025, which set out the West Suffolk Balanced Scorecards being used to measure the Council's performance for 2016-2017 and an overview of performance against those indicators for the second quarter of 2016-2017. The six current balanced scorecards (attached at Appendices A to F to Report No: PAS/SE/16/025) were linked to the Heads of Service areas, which presented Quarter 2 2016-2017 performance.
- 1.2.2 Most indicators reported performance against an agreed target using a traffic light system with additional commentary provided for performance indicators below optimum performance.
- 1.2.3 In quarter 1, the performance against the "% telephone calls answered" indicators was below target levels across all areas. During quarter 2, the performance against these indicators had increased and was now getting back towards the levels seen during the 2015-2016 financial year, despite call volumes still being higher than comparable periods last financial year.
- 1.2.4 There had been a slight drop corporately in the performance against the indicator "% of non-disputed invoices paid within 30 days" since quarter 1. The figure in June 2016 was 93.17%, whereas in September 2016 the figure was 87.63%. The finance and performance team would continue to work with the service areas to try and improve performance against this indicator, with monthly business intelligence reports being sent out with details of all invoices processed.
- 1.2.5 Another area where performance had dipped slightly since the quarter 1 this year was in homelessness. An increase in homeless cases of 30% from the first quarter had led to a slightly increased time taken to make homelessness decisions and an increased use of B&B accommodation in quarter 2.
- 1.2.6 Discussions were held on the increase in homelessness cases presented.
- 1.2.7 No issues were required to be brought to the attention of Cabinet.

- 1.3 **West Suffolk Strategic Risk Register Quarterly Report – September 2016 (Report No: PAS/SE/16/026)**
- 1.3.1 The Committee received and **noted** the second quarterly risk register monitoring report in respect of the West Suffolk Strategic Risk Register. The Register was updated regularly by the Risk Management Group and at its recent meeting the Group reviewed the target risk, the risk level where the Council aimed to be, and agreed a current risk assessment. These assessments formed the revised West Suffolk Risk Register (Appendix 1). Some individual controls and actions had been updated and those which were not ongoing and had been completed by September 2016 had been removed from the Register.
- 1.3.2 There had been no amendments to current risks or any new risks added, and no existing risks had been closed since the Strategic Risk Register was last report to the Committee.
- 1.3.3 Members considered the report and in particular discussed risk WS4 – staff retention.
- 1.4 **Work Programme Update (Report No: PAS/SE/16/027)**
- 1.4.1 The Committee received and **noted** its Work Programme which provided items scheduled to be presented to the Committee during 2017.
- 1.5 **Financial Performance Report (Revenue and Capital) 2016-2017 – Quarter 2 (April to September 2016) (Report No: PAS/SE/16/028)**
- 1.5.1 The Committee received and **noted** Report No: PAS/SE/16/028, which set out the financial performance for the second quarter of 2016-2017 and forecasted outturn position for 2016-2017.
- 1.5.2 Attached at Appendices A and B to the report were details of the Council's revenue performance and year end forecasted outturn position. Explanations of the main year end forecast over/(under) spends was set out within paragraph 1.2.3 of the report. Appendix C to the report set out the Council's capital financial position for the first six months of 2016-2017, which showed expenditure of £1,208,000. Finally, a summary of earmarked reserves was attached at Appendix D, along with the forecast year end position for 2016-2017.
- 1.5.3 The Resources and Performance Team will continue to work with Budget Holders to monitor capital spend and project progress closely for the remainder of the financial year and an updated position will be presented to the Committee on a quarter basis.
- 1.5.4 The Committee scrutinised the report and asked questions to which officers duly responded. In particular, officers provided explanations on the variances set out in paragraph 1.2.3 and outlined the reasoning for these.

1.6 **Ernst and Young – Presentation of Annual Audit Letter (2015-2016)**  
**Report No: PAS/SE/16/030**

- 1.6.1 The Committee received and **noted** this report which updated Members on the outcome of the annual audit of the 2015-2016 financial statements by Ernst and Young as detailed in their Annual Audit Letter for 2015-2016, attached as Appendix 1 to Report No: PAS/SE/16/030. The letter was for information and confirmed the completion of the audit of the 2015-2016 financial statements.
- 1.6.2 It was reported that the planned audit fee for the year remained unchanged (£43,767), other than a small additional fee which related to some work on the Council's proposed Medium Revenue Provision policy. This work had been requested by management and the fee of £1,431 had been agreed by the S151 Officer.
- 1.6.3 Work on the certification of claims and returns had not yet commenced and the results of this work, along with the final fee, would be reported in the Annual Certification Report.

**2. Background Papers**

- 2.1.1 Report [PAS/SE/16/024](#) to the Performance and Audit Scrutiny Committee: Mid-Year Internal Audit Progress Report 2016-2017
- 2.1.2 Report [PAS/SE/16/025](#) to the Performance and Audit Scrutiny Committee: Balanced Scorecards and Quarter 2 Performance Report 2016-2017
- 2.1.3 Report [PAS/SE/16/026](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Quarterly Monitoring Report (Sept 2016)
- 2.1.4 Report [PAS/SE/16/027](#) to the Performance and Audit Scrutiny Committee: Work Programme Update
- 2.1.5 Report [PAS/SE/16/028](#) to the Performance and Audit Scrutiny Committee: Financial Performance Report (Revenue and Capital) 2016-2017 Quarter 2 – (April to September 2016)
- 2.1.6 Report [PAS/SE/16/030](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – Presentation of Annual Audit Letter (2015-2016)

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 – Delivering a Sustainable Budget Medium Term Financial Strategy 2017/2020</b>	
<b>Report No:</b>	<b>CAB/SE/16/061</b>	
<b>Report to and dates:</b>	<b>Cabinet</b>	8 December 2016
	<b>Council</b>	20 December 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>	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 24 November 2016, the Performance and Audit Scrutiny Committee considered Report No: <b>PAS/SE/16/029</b> , which updated Members on progress made towards delivering a balanced budget for 2017/18 and sustainable budget in the medium term, and to recommend to Cabinet inclusion of the proposals in the report to progress securing a balanced budget for 2017/18 and sustainable budget in the medium term.	

<b>Recommendations:</b>	<p>It is <b>RECOMMENDED</b> that, subject to the approval of full Council:</p> <p>(1) the proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/SE/16/029, be included, in securing a balanced budget for 2017-2018;</p> <p>(2) the items, as detailed in paragraph 5.3 of Report No: PAS/SE/16/029 are treated as pending budgets that will require the necessary approvals before they can be committed;</p> <p>(3) the items as detailed in paragraph 5.5 and Table 3 of Report No: PAS/SE/16/029, be removed from the capital programme; and</p> <p>(4) the reserve transfers as detailed in paragraph 5.7 and Table 4 of Report No: PAS/SE/16/029, be approved.</p>		
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<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>As it is a full Council decision</p>		
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>See Report No: PAS/SE/16/029</li> </ul>		
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>See Report No: PAS/SE/16/029</li> </ul>		
<b>Implications:</b>			
<p>Are there any <b>financial</b> implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>• See Report No: PAS/SE/16/029</p>	
<p>Are there any <b>staffing</b> implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>• See Report No: PAS/SE/16/029</p>	
<p>Are there any <b>ICT</b> implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>• See Report No: PAS/SE/16/029</p>	
<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>• See Report No: PAS/SE/16/029</p>	
<p>Are there any <b>equality</b> implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>• See Report No: PAS/SE/16/029</p>	
<b>Risk/opportunity assessment:</b>		<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>	
<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/16/029			
<b>Wards affected:</b>		All Wards	

<p><b>Background papers:</b>  <i>(all background papers are to be published on the website and a link included)</i></p>	<p><a href="#">COU/SE/16/003</a> Budget and Council Tax Setting 2016/17</p> <p><a href="#">CAB/SE/15/048</a> West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020</p> <p><a href="#">SE-OAS/SE/16/022</a> Report - Approach to delivering a sustainable medium term financial strategy 2016 - 2020 and consideration of the four year settlement offer from central government</p>
<p><b>Documents attached:</b></p>	<p>None</p>

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

### **1.1 Future budget pressure and challenges**

- 1.1.1 St Edmundsbury Borough Council continues to face considerable financial challenges as a result of increased cost and demand pressures and constraints on public sector spending.
- 1.1.2 The Medium Term Financial Strategy 2016-2020, approved by Council on 23 February 2016 (Report No: COU/SE/16/003 refers) sets out the current and future financial pressures and challenges facing St Edmundsbury.
- 1.1.3 The budget gap for years 2017-2018 to 2019-2020 were projected in Table 1 of the report. The current budget assumptions for 2017-2018 to 2019-2020 and for the period of the Medium Term Financial Strategy were detailed in Appendix A.
- 1.1.4 The report "West Suffolk Operational Hub" (CAB/SE/16/024), approved by Council on 28 June 2016, sought approval for the allocation of capital project funding. The ongoing revenue implications in respect of this project had been included in the budget gap figures.
- 1.1.5 The report "Approach to delivering a sustainable medium term financial strategy 2016" (CAB/SE/16/045), approved by Council on 27 September 2016 included a number of funding requests in respect of Economic Development and growth funding. These had also been taken account of in the budget gap figures.
- 1.1.6 Report No: PAS/SE/16/029 provided the Performance and Audit Scrutiny Committee with information on the future budget pressures and challenges; budget gap and budget assumptions; methodology for securing a balanced budget 2017/2020; budget proposals for 2017-2020; pending project proposals and capital programme 2017-2020; business rates revaluation and proposed budget timetable.
- 1.1.7 **Extract from Report No: PAS/SE/16/029**

#### *5. Budget proposals for 2017-2020*

- 5.1 The Performance and Audit Scrutiny Committee is asked to support and recommend to Cabinet the **inclusion of the following proposals**, as detailed in Table 2 below in order to progress securing a balanced budget for 2017/18;*

#### **Table 2: Budget proposals for 2017-2020**

	<b>2017/18 Pressure/ (Saving) £000</b>	<b>2018/19 Pressure/ (Saving) £000</b>	<b>2019/20 Pressure/ (Saving) £000</b>
<b>Budget Gap</b>	<b>1,028</b>	<b>1,483</b>	<b>1,649</b>
<b>Current proposals:</b>			
<b>Income Assumptions:</b>			
Business Rates Income - revised figures based on latest ARP data	(21)	(54)	(96)
Local Land Charges Income, budget reinstated following removal from MTFs due to legislative changes	(164)	(164)	(164)
Car Park Income: volume increases based on current levels allowing for increased demand	(365)	(500)	(639)
Trade Waste Income: Revise budget assumption based on historical actuals	(168)	(196)	(225)
Current Property Portfolio income assumption changes, following initial income review	86	(73)	(69)
Investment Income revisions resulting from interest rate reductions and capital programme changes	161	256	407
Planning & Building Regulation Fees - revised based on current levels	(39)	(24)	(11)
Community Energy Plan revised budget assumptions based on current levels	(67)	(119)	(119)
Council tax income - revised figures based on updated taxbase	31	96	164
<b>Expenditure Assumptions:</b>			
Waste Tipping Charges - increased gate fees	55	55	55
Leisure Management Fee Reductions as approved by Cabinet	(40)	(40)	(40)
<b>Projects:</b>			
Continuation of the Small Business Support Grants Scheme	30	30	30
<b>Other:</b>			
Other Budget Assumptions, pressures, income and contracts	(82)	(131)	(114)
<b>Remaining Budget Gap</b>	<b>445</b>	<b>619</b>	<b>828</b>

\* *The budget gap as reported in the table above is still subject to ongoing work as part of the budget setting process, and an updated position will be presented to this committee at its January meeting.*

5.2 *The introduction of the Garden Waste Collection Service in April has proved to be relatively successful. New processing contracts are working well, levels of participation are broadly as we had anticipated and supporting technology has been adopted within the operations teams. However, it is still early days and the full impact of this change in terms of waste collection and disposal are still to be fully understood. We will be reviewing data over the medium term to test the budget assumptions at county level and within our own MTFS. Members will recall that the financial arrangements that underpin these changes have been fixed for up to three years to provide sufficient time to fully understand the full impact of this change.*

### **Pending Project Proposals and Capital Programme 2017-2020**

5.3 *The projects and review of capital programme work package has identified that St Edmundsbury have a number of projects in the pipeline, such as the Leisure Partnership Agreement, Housing Company projects and, Western Way Development, where full business cases have not yet been approved. Both the Leisure Partnership Agreement and Housing Company projects have business cases planned to be considered at December Council, at which point the capital and revenue returns will be included in the budgets going forward and the budget gap currently shown in table 1 above will be revised.*

5.4 *However, in order to plan over the medium term, provision should be also be made in the revenue and capital budget projections for those projects we are aware of but are yet to approve. The January committee report will therefore propose to add these as pending budgets which will require the necessary approvals before they can be committed.*

5.5 *A review of the capital programme has identified that there were some projects that required no further capital allocation. It is therefore proposed that the following projects are removed from the capital programme:*

**Table 3: Capital programme – projects to be removed**

<b>Project Description</b>	<b>2016/17 Residual Budget £000s</b>	<b>Notes</b>
Cattle Market Cycle Stands	5	Current scheme complete
Risbygate Street Environmental Works	72	Current scheme complete
St Andrews Street South Access arrangements	25	Current Scheme complete
Feasibility Studies	100	Move to Revenue, continued to be funded from the MTFS and Strategic Priorities
Haverhill Railway Walks	27	Current scheme complete
Millfields Way Housing Scheme, Haverhill	85	Current scheme complete

5.6 The project support, skills and capacity work package review identified some skills and capacity challenges in supporting our exciting, but complex, range of services and growth projects, both for in terms of current and future projects. The leadership team is therefore working to increase capacity and skills where it is needed and will seek to do so within the overall salary budget. It's critical that we ensure the right capacity and skills are in place to go beyond the 'planning' and into the 'delivery' phase in order to achieve the financial expectations in our Medium Term Financial Strategy and to deliver our sustainable, self-sufficient future.

5.7 As a result of the MTFS review, the following transfers between earmarked reserves have been proposed:

**Table 4: Earmarked reserves – proposed transfers**

Reserve Name	2016/17 Forecast Closing Balance £	Adjustment Proposed £	New balance £	Notes
Invest to Save	1,181,691	888,145	<b>2,069,836</b>	From Office Equipment & HB Equalisation
Office Equipment	458,598	(81,246)	<b>377,352</b>	To Invest to Save
HB Equalisation	1,400,953	(700,953)	<b>700,000</b>	To Invest to Save
Building Maintenance - Leisure	107,857	65,279	<b>173,136</b>	From Museums - Other
Museums - Other	65,279	(65,279)	<b>0</b>	To Building Maintenance - Leisure
The Apex	18,651	(18,651)	<b>0</b>	To Office Equipment - earmarked for Apex
Local Land Charges	87,295	(87,295)	<b>0</b>	To Invest to Save
	<b>3,320,324</b>	<b>0</b>	<b>3,320,324</b>	

1.1.8 The Committee was further asked to consider that:

- 1) the items, as detailed in paragraph 5.3 (above) are treated as pending budgets that will require the necessary approvals before they can be committed;
- 2) the items as detailed in paragraph 5.5 (above) (Table 3) be removed from the capital programme; and
- 3) the reserve transfers as detailed in paragraph 5.7 (above) (Table 4) be approved.

## 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. In particular discussions were held on whether the devolution would affect the budget; and the Barley Homes Group Limited conservative timetable for progressing housing projects.

- 1.2.2 The Performance and Audit Scrutiny Committee **noted** the budget assumptions (outlined in Appendix A) and the budget timetable, along with progress made to date on delivering a balanced budget for 2017/18 and sustainable budget in the medium term.
- 1.2.3 The Performance and Audit Scrutiny Committee has put forward recommendations as set out on page one of this report.



# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 – Mid-Year Treasury Management Performance Report and Investment Activity (April – September 2016)</b>	
<b>Report No:</b>	<b>CAB/SE/16/062</b>	
<b>Report to and dates:</b>	<b>Cabinet</b>	8 December 2016
	<b>Council</b>	20 December 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>	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 24 November 2016, the Performance and Audit Scrutiny Committee received Report No: <b>TMS/SE/16/004</b> , which had been scrutinised by the Treasury Management Sub-Committee on 21 November 2016. The report provided information on:  (a) the Council's Mid-Year Treasury Management Report summarising the investment activities for the period to 30 September 2016;	

	(b) the use of Chief Executive's Urgency Powers to increase counterparty investment limits from October 2016; and		
	(c) that the use of Enhanced Cash Funds be included in the list of authorised investments that can be used.		
<b>Recommendations:</b>	<p><b>It is <u>RECOMMENDED</u> that, subject to the approval of full Council:</b></p> <p><b>(1) the Mid-Year Treasury Management Report 2016-2017, attached at Appendix 1 to Report No: TMS/SE/SE/004, be approved; and</b></p> <p><b>(2) the addition of Enhanced Cash Funds to the authorised investments list in the St Edmundsbury Borough Council Treasury Management and Investment Strategy and Code of Practice, attached as Appendices 2 and 3 to Report No: TMS/SE/16/004, be approved.</b></p>		
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<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>As it is a full Council decision</p>		
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>See Report No: TMS/SE/16/004</li> </ul>		
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>See Report No: TMS/SE/16/004</li> </ul>		
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>See Report No: TMS/SE/16/004</li> </ul>		
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>See Report No: TMS/SE/16/004</li> </ul>		
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>See Report No: TMS/SE/16/004</li> </ul>		
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>See Report No: TMS/SE/16/004</li> </ul>		
Are there any <b>equality</b> implications? <i>If yes, please give details</i>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>See Report No: TMS/SE/16/004</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 Report No: TMS/SE/16/004			

<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>	Annual Treasury Management and Investment Strategy 2016-2017 (Report No: <a href="#">TMS/SE/16/002</a> refers)
<b>Documents attached:</b>	None

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

### **1.1 Mid-Year Monitoring Report 2016-2017 and Investment Activity (April to September 2016)**

- 1.1.1 Following the Treasury Management Sub-Committee's consideration of Report No: TMS/SE/16/004 on 21 November 2016, the Head of Resources and Performance verbally reported on the Sub-Committee's consideration of the report, which:
- (a) provided a summary of investment activities for the first six months of 2016-2017;
  - (b) updated the Sub-Committee on the use of the Chief Executive's Urgency Powers to increase counterparty investment limits from October 2016; and
  - (c) requested the use of Enhanced Cash Funds be included in the list of authorised investments that could be used.
- 1.1.2 The Treasury Management Sub-Committee had scrutinised the investment activity from 1 April to 30 September 2016, asking questions of officers to which responses were provided.

### **1.2 Increases in Investment Counterparty Limits**

- 1.2.1 With the recent reduction in the Bank of England base rate, it has become increasingly difficult to find suitable investment counterparties, with many withdrawing from the market and others offering less than base rate in return. To achieve reasonable rates of return on investments the Treasury team sort approval to increase our counterparty limits in order to be able to secure more favourable rates with the banks and investments houses still in the market place.
- 1.2.2 Following consultation between the Chief Executive, Head of Resources and Performance (Section 151 officer), Members of the Treasury Management Sub-Committee, Vice Chairman of the Overview and Scrutiny Committee and Capita, the council's treasury advisors, the Chief Executive exercised his "Use of Chief Executive's Urgency Powers" to approve the increase in counterparty limits.
- 1.2.3 The Treasury Management Sub-Committee **noted** the amendments which had been made to the Treasury Management Code of Practice 2016/17 (Appendix 3); and the amendments made to sections 22, 23, and 26 of the Annual Treasury Management and Investment Strategy Statements 2016/17 (Appendix 2).

### **1.3 Enhanced Cash Funds**

- 1.3.1 With the Bank of England base rate at a record low of 0.25% and the introduction of a further £100bn of funds into the market, it is becoming increasing difficult to achieve a good rate of return on investments.

1.3.2 In an attempt to mitigate some of this lost return the Treasury Management Sub-Committee via the Performance and Audit Scrutiny Committee was asked to approve the use of Enhanced Cash Funds as an alternative investment vehicle to the more traditional fixed term deposits with banks and building societies.

1.3.3 The Sub-Committee discussed in detail enhanced cash funds and asked questions of officers, to which responses were provided. In particular, Members were advised that the Council's treasury advisers (Sector) had recommended that in order to manage any potential market volatility, such funds should have a minimum investment period of three to six months, although funds could be withdrawn with notice varying from one to five days depending on the funds.

#### 1.4 **Performance and Audit Scrutiny Committee**

1.4.1 The Performance and Audit Scrutiny Committee considered the report and asked questions to which officers duly responded.

1.4.2 The Performance and Audit Scrutiny Committee **noted** the increased investment counterparty limits, which had previously been agreed by the Chief Executive under his Urgency Powers.

1.4.3 The Performance and Audit Scrutiny Committee has put forward recommendations as set out on page two of this report.

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendations of the Licensing and Regulatory Committee 11 October 2016: Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers</b>	
<b>Report No:</b>	<b>CAB/SE/16/063</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	8 December 2016
	<b>Council</b>	20 December 2016
<b>Portfolio holder:</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>Chairman of the Committee:</b>	Frank Warby Licensing and Regulatory Committee <b>Tel:</b> 01284 704138 <b>Email:</b> <a href="mailto:frank.warby@stedsbc.gov.uk">frank.warby@stedsbc.gov.uk</a>	
<b>Lead Officer:</b>	Peter Gudde Service Manager Environmental Health <b>Tel:</b> 01284 757042 <b>Email:</b> <a href="mailto:peter.gudde@westsuffolk.gov.uk">peter.gudde@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	<p>On 11 October 2016 the Licensing and Regulatory Committee considered the following substantive items of business:</p> <ol style="list-style-type: none"> <li>(1) St Edmundsbury 2016 Air Quality Status Annual Report and proposal to declare an Air Quality Management Area in Great Barton; and</li> <li>(2) Training for Hackney Carriage and Private Hire Vehicle Drivers.</li> </ol> <p>Recommendations emanated from consideration of Item <b>(2)</b> above (Report No: LIC/SE/16/005 refers). This report presented the results of public consultation on whether a requirement for Hackney</p>	

	<p>Carriage/Private Hire Vehicle Drivers to obtain a Business and Technology Education Council (BTEC) Level 2 Qualification should be implemented. As the proposal would be a change of policy final approval of it would be by full Council on the recommendations of Cabinet.</p>
<p><b>Recommendations:</b></p>	<p><b>It is <u>RECOMMENDED</u> that, subject to the approval of full Council:</b></p> <ul style="list-style-type: none"> <li><b>(1) the results of the recent consultation with Hackney Carriage/Private Hire Vehicle Drivers and customers on the proposal to adopt a BTEC Level 2 Certificate 'Introduction to the role of Professional Taxi and Private Hire Driver', as detailed in Report No: LIC/SE/16/005, be noted;</b></li> <li><b>(2) the change in requirements for all new drivers to complete the BTEC Level 2 Certificate be adopted; and, additionally</b></li> <li><b>(3)</b> <ul style="list-style-type: none"> <li><b>(a) unless specific circumstances apply as outlined in (3)(b) below, if an existing licensed driver is found to have contravened the Disciplinary Code for Hackney Carriage/Private Hire Vehicles Drivers then he/she be required to obtain the BTEC Level 2 qualification;</b></li> <li><b>(b) (3)(a) be not applied in cases of serious breaches of the Disciplinary Code which result in a decision of the Council revoking the licence of a driver.</b></li> </ul> </li> </ul> <p>Officers further <b><u>RECOMMEND</u></b> that, subject to the approval of full Council:</p> <ul style="list-style-type: none"> <li><b>(4)</b> <ul style="list-style-type: none"> <li><b>(a) instead of the above-mentioned requirements for achieving the BTEC 2 Certificate, existing drivers be required to attend half-day training covering specific issues of concern including safeguarding vulnerable people, assisting customers with disabilities and customer care provided at no cost to attendees; and</b></li> <li><b>(b) the Disciplinary Code for Hackney Carriage/Private Hire Vehicles be amended to reflect that should existing drivers fail to comply with (4)(a) above, this would</b></li> </ul> </li> </ul>



	<b>constitute a contravention of this Code, and as a consequence, he/she will be required to obtain the full BTEC Level 2 Certificate referred to in (2) above.</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"/> As it is a full Council decision		
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• See Report No: LIC/SE/16/005</li> </ul>		
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• See paragraph 1.2.2 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"/> <ul style="list-style-type: none"> <li>• See Report No: LIC/SE/16/005</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 Report No: LIC/SE/16/005</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 Report No: LIC/SE/16/005</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 Report No: LIC/SE/16/005</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 Report No: LIC/SE/16/005</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 Report No: LIC/SE/16/005			
<b>Wards affected:</b>		All Wards	
<b>Background papers:</b>		Report No: <a href="#">LIC/SE/16/005</a>	
<b>Documents attached:</b>		None	

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

### **1.1 Key Issues**

- 1.1.1 The Local Government (Miscellaneous Provisions) Act 1976 places a duty upon the Council as the Licensing Authority to ensure that an applicant for a driver's licence was a 'fit and proper person' to hold such a licence and that existing drivers acted in a way as to satisfy the Council that they continued to be 'fit and proper' to hold a licence. Listed in paragraph 1.4 of Report No: LIC/SE/16/005 were the existing requirements of the Council's 'fit and proper' test. Whilst there were many extremely competent and professional drivers in West Suffolk there was statistical and anecdotal evidence to support the need for improved standards and knowledge. The Department of Transport in a publication '*Taxi and Private Hire Vehicle Licensing: Best Practice Guidance*' March 2010 had endorsed the introduction of qualifications in licensing authority regimes. Appendix 1 of the report listed other local authorities nationally that had introduced a requirement for formally recognised qualifications or in house tests as a prerequisite to the grant of a licence. When considering this matter at its meeting on 17 May 2016 the Committee had accepted that the appropriate form for the qualification would be based on BTEC Level 2. The proposed syllabus for this qualification was contained as Appendix 2.
- 1.1.2 External consultation with the taxi trade and the general public, as users, had been carried out on the proposal over July and August 2016. 26 out of a potential 600 registered drivers across West Suffolk and 78 members of the public completed respective surveys. A summary of the responses was included as Appendix 3. Generally, from the responses received it was apparent that drivers disagreed with the proposal that the BTEC qualification should apply to existing drivers because of concerns about their livelihoods whereas the indications from customers were overwhelmingly supportive of such a requirement.

### **1.2 Consideration of the proposal**

- 1.2.1 During the Public Participation session earlier in the Committee's meeting, two representatives of a taxi firm operating in the Borough had expressed their objections and raised various points in relation to the proposal. All points were responded to by officers under the main item of consideration of this matter.
- 1.2.2 The Committee was advised that the fee for the course, which would be provided by the West Suffolk College, was £250 after discount and payable to the college. The time involved in attending the course would be 18 hours and this could be tailored so as to be at different times and locations to accommodate the needs of attendees. An alternative condensed training package could be offered over a half day at a discounted price of £35. This would deal with the salient points of each of the modules and those attending who met the required standard of knowledge would receive a certificate. To offset the situation that the Driver/Vehicle Standards Agency had decided to withdraw its practical driving test, an alternative had been negotiated with the West Suffolk College whereby a driving test would be available alongside the BTEC course at a separate fee of £40. This compared to around £90 charged by other commercial providers.

- 1.2.3 In discussing the proposal Members were of the view that it was acceptable to require new applicants for licences to obtain the qualification but it would be onerous to place the expectation on existing drivers, particularly if they had held their licence for a long period of years without incident or complaint. However, it was acknowledged that in situations where an existing licence holder had breached the Disciplinary Code an appropriate sanction, depending on the circumstances, might be for him/her to be required to obtain the qualification.
- 1.2.4 Subsequent research by your officers has confirmed that the half day course referred to in 1.2.2 above would cover safeguarding of vulnerable people, customer care and assisting customers with disabilities. Given the specific responses that your officers have received from local safeguarding bodies, such training is becoming essential to meet their needs. This course could be offered at no cost to participants thus addressing the principal concern of existing taxis drivers and Members of the Committee, that being cost. The further recommendations provided in (4)(a) and (b) of page 2 of this report are therefore provided by officers for additional consideration to those proposed by the Committee.

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	(b) HomeStart (borough wide):	£9,800
	(c) REACH Community Projects:	£5,000
	(d) Relate Norfolk and Suffolk:	£5,000
	(e) The Voluntary Network (Befriending Scheme):	£10,800
	(f) The Voluntary Network (Community Cars):	£4,434
	(g) Suffolk Rape Crisis	£4,800
	(2) the allocation of Community Chest funding for 2017/2018, as detailed in Report No: GWP/SE/16/003, be approved, namely:	
	(a) Gatehouse Caring in East Anglia (towards Dementia Hub):	£10,000
	(b) Millennium Farm Trust:	£10,000
	(c) Upbeat Heart Support:	£7,875
	(d) Suffolk Cruse Bereavement Care:	£9,458
	(e) Survivors in Transition (SiT):	£11,560
	(f) Bury St Edmunds Women's Aid Centre Ltd:	£5,400
	(g) HomeStart (Mildenhall Road Estate):	£10,767
	(h) HomeStart (Acorn House):	£7,454
	(i) HomeStart (Coupals Court):	£7,454
		<i>Continued...</i>

	(j) Our Special Friends:	£6,000	
	(k) Suffolk West Citizens Advice Bureau (Operations):		£182,000
	(3) subject to the budget setting process for 2018/2019, and subject to the satisfactory submission of evidence-based reports detailing the benefits and success of each individual project in 2017/2018, the allocation of Community Chest funding for 2017/2018 and 2018/2019, be approved, namely:		
		<u>2017/18</u>	<u>2018/19</u>
	(a) Suffolk Accident Rescue Service (SARS):	£2,000	£2,000
	(b) Theatre Royal (Bury St Edmunds):	£5,000	£5,000
	(4) No Community Chest funding for 2017/2018 be awarded to:		
	(a) ActivLives;		
	(b) Cancer Campaign in Suffolk;		
	(c) Rural Coffee Caravan;		
	(d) Suffolk Academy;		
	(e) FamilyCarersNet;		
	(f) Suffolk West Citizens Advice Bureau (Health);		
	(g) AMP and DECK;		
	(h) Unit Twenty Three (Bury Youth Forum);		
	(i) YOPEY Befriender;		<i>Continued...</i>
	(j) Spinning Wheel;		
	(k) COMPASSION;		
	(l) Fresh Start New Beginnings;		
	(m) Junction 10;		
	(n) Community	Action	Suffolk
	(Volunteering);		
	(o) Community Action Suffolk (Locality);		
	(p) Suffolk Coalition of Disabled People (SCODP);		
	(q) Suffolk West Citizens Advice Bureau (MoneySmart);		
	(r) The Matthew Project;		

	<p>(s) <b>Multicultural Women’s Group Bury St Edmunds;</b></p> <p>(t) <b>Creative Arts East (Rural Touring Scheme);</b></p> <p>(u) <b>Creative Arts East (Our Day Out); and</b></p> <p>(v) <b>Haverhill Community Trust.</b></p> <p>(5) <b>No allocation of Community Chest funding for 2019/2020 be approved at this present time.</b></p> <p>(6) <b>Appropriate levels (if any) of Community Chest funding in 2017/2018 for the following organisations be verbally recommended at the Cabinet meeting on 8 December 2016, as outlined in paragraph 1.8.9 of Report No: CAB/SE/16/064, for approval:</b></p> <p>(a) <b>Suffolk Mind;</b></p> <p>(b) <b>Catch 22, Suffolk Positive Futures;</b></p> <p>(c) <b>HomeStart (Honington); and</b></p> <p>(d) <b>Unit Twenty Three (‘Freefall’ production).</b></p>
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>(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.</p> <p>Some of the decisions made by Cabinet are also however, subject to the budget setting process for 2018/2019 (the budget for 2017/2018 has already been approved.)</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>	
<p><b>Consultation:</b></p>	<ul style="list-style-type: none"> <li>• See Report No: GWP/SE/16/003</li> </ul>
<p><b>Alternative option(s):</b></p>	<ul style="list-style-type: none"> <li>• See Report No: GWP/SE/16/003</li> </ul>
<p><b>Implications:</b></p>	
<p><i>Are there any <b>financial</b> implications? If yes, please give details</i></p>	<p>See Report No: GWP/SE/16/003</p>
<p><i>Are there any <b>staffing</b> implications? If yes, please give details</i></p>	<p>See Report No: GWP/SE/16/003</p>
<p><i>Are there any <b>ICT</b> implications? If yes, please give details</i></p>	<p>See Report No: GWP/SE/16/003</p>



<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		See Report No: GWP/SE/16/003	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		See Report No: GWP/SE/16/003	
<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: GWP/SE/16/003			
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b>		Grant Working Party: 7 November 2016 <a href="#">Report No: GWP/SE/16/003</a>	
<b>Documents attached:</b>		None	

**1. Consideration of Community Chest Funding – 2017/2018  
(Report No: GWP/SE/16/003)**

1.1 Report No: GWP/SE/16/003 provided a number of applications submitted for Community Chest funding in the 2017/2018 financial year.

1.2 Applications for Community Chest funding for 2017/2018 closed on 30 September 2016. A total of 39 applications were received from a wide variety of organisations as detailed in Appendix 1 to Report No: GWP/SE/16/003.

1.3 The Community Chest budget for 2017/2018 is £332,147, as follows:

Community Chest Budget :	£281,483
Public Health Funding:	£95,498
	<b>£376,981</b>
Funds already allocated	£44,834
<b>Remaining Budget</b>	<b>£332,147</b>

Applicants can apply for a maximum of three years.

1.4 As indicated above, £44,834 had previously been allocated in 2016/2017 for 2017/2018, as part of two-year funding agreements, as follows:

(a) Gatehouse Caring in East Anglia (home furnishings):	£5,000
(b) HomeStart (borough wide):	£9,800
(c) REACH Community Projects:	£5,000
(d) Relate Norfolk and Suffolk:	£5,000
(e) The Voluntary Network (Befriending Scheme):	£10,800
(f) The Voluntary Network (Community Cars):	£4,434
(g) Suffolk Rape Crisis	£4,800

1.4.1 These allocations were noted by the Grant Working Party and are duly recommended to Cabinet for noting.

1.5 There are a number of potential synergies between the applications and as such they were grouped in the following categories for consideration by the Working Party:

- Health
- Young People
- Counselling
- Advice, Advocacy and Support
- Arts
- Events

1.6 Each application had been summarised in Appendix 1 within the appropriate category listed above, with the full applications attached as appendices to the report. Each application was required to be evaluated in accordance with the eligibility and selection criteria set out in Appendix 2, and was considered in turn, as follows:

1.7

<b>Appendix attached to Report No: GWP/SE/16/003</b>	<b>Organisation</b>	<b>Amount Requested</b>
<b>Health</b>		
3	ActivLives	2017/18: £15,529 2017/18: £14,493
4	Cancer Campaign in Suffolk	2017/18: £16,919
5	Gatehouse Caring in East Anglia	2017/18: £10,000
6	Millennium Farm Trust	2017/18: £10,532.67 2018/19: £10,532.67 2019/20: £10,532.67
7	Rural Coffee Caravan	2017/18: £3,210
8	Suffolk Academy	2017/18: £14,000
9	Suffolk Accident and Rescue Service (SARS)	2017/18: £2,000 2018/19: £2,000
10	Suffolk Mind	2017/18: £4,970
11	FamilyCarersNet	2017/18: £28,500 2018/19: £28,500
12	Suffolk West Citizens Advice Bureau (Health)	2017/18: £53,228
13	Upbeat Heart Support	2017/18: £7,875 2018/19: £7,875
<b>Young People</b>		
14	AMP & DECK	2017/18: £13,900
15	Catch 22, Suffolk Positive Futures	2017/18: £8,189
16	Unit Twenty Three (Bury Youth Forum)	2017/18: £5,000
17	YOPEY Befriender	2017/18: £8,000
18	Spinning Wheel	2017/18: £5,880
<b>Counselling</b>		
19	COMPASSION	2017/18: £20,102
20	Fresh Start New Beginning	2017/18: £10,000
21	Junction 10	2017/18: £5,000
22	Suffolk Cruise Bereavement Centre	2017/18: £9,458

23	Survivors in Transition (SiT)	2017/18: £11,560 2018/19: £11,560
<b>Advice, Advocacy and Support</b>		
24	Bury St Edmunds Women's Aid Centre Ltd	2017/18: £5,400
25	Community Action Suffolk (Volunteering)	2017/18: £10,000 2018/19: £10,000 2019/20: £10,000
26	Community Action Suffolk (Locality)	2017/18: £7,500 2018/19: £7,500 2019/20: £7,500
27	HomeStart (Mildenhall Road Estate)	2017/18: £10,767
28	HomeStart (Acorn House)	2017/18: £7,454
29	HomeStart (Coupals Court)	2017/18: £7,454
30 (Amended)	HomeStart (Honington)	2017/18: £12,294
31	Our Special Friends	2017/18: £6,000 2018/19: £6,000 2019/20: £6,000
32	Suffolk Coalition of Disabled People (SCODP)	2017/18: £18,060 2018/19: £18,060
33	Suffolk West Citizens Advice Bureau (MoneySmart)	2017/18: £27,192
34	Suffolk West Citizens Advice Bureau (Operations)	2017/18: £182,000
35	The Matthew Project	2017/18: £5,153 2018/19: £5,153
36	Multicultural Women's Group Bury St Edmunds	2017/18: £2,500 2018/19: £2,500
<b>Arts</b>		
37	Unit Twenty Three ('Freefall' Production)	2017/18: £5,000
38 (Amended)	Creative Arts East (Rural Touring Scheme)	2017/18: £4,000 2018/19: £4,000
39	Theatre Royal (Bury St Edmunds)	2017/18: £15,000 2018/19: £15,000
40 (Amended)	Creative Arts East (Our Day Out)	2017/18: £16,830 2018/19: £16,830
<b>Events</b>		
41	Haverhill Community Trust	2017/18: £31,200

## 1.8 **Consideration of Grants and Recommendations: Summary**

- 1.8.1 The Working Party considered the following applications fully met the eligibility and selection criteria and supported the allocation of the full amount for each project in 2017/2018, as applied for:

- (a) Gatehouse Caring in East Anglia;
- (b) Suffolk Cruse Bereavement Care;
- (c) Bury St Edmunds Women's Aid Centre Ltd;
- (d) HomeStart (Mildenhall Road Estate);
- (e) HomeStart (Acorn House);
- (f) HomeStart (Coupals Court); and
- (g) Suffolk West Citizens Advice Bureau (Operations).

1.8.2 The Working Party considered that the following applications met the eligibility and selection criteria; however as the Council had not previously granted Community Chest funding to these organisations before, Members felt that the allocation should be granted for one year only and not for two/three years, as applied for, in order that these organisations can firstly be given the opportunity to adequately demonstrate the benefits and success of their individual projects:

- (a) Millenium Farm Trust;
- (b) Upbeat Heart Support;
- (c) Survivors in Transition (SiT); and
- (d) Our Special Friends.

1.8.3 The Working Party considered that the following applications met the eligibility and selection criteria and were satisfied that funding should be recommended to be allocated for 2017/2018 and 2018/2019, as applied for:

- (a) Suffolk Accident and Rescue Service (SARS); and
- (b) Theatre Royal (Bury St Edmunds) (reduced amount, see 1.8.4 below)

In respect of the above two organisations, they would be asked to submit an evidence-based report detailing the benefits and success of their individual project in 2017/2018 so a re-assessment can be made before releasing funding for 2018/2019.

1.8.4 Regarding the application submitted by the Theatre Royal in Bury St Edmunds for support towards funding their outreach programme, the Working Party noted that Bury St Edmunds Town Council had only very recently allocated a significant amount of its own grant funding towards this scheme, which due to timing, was not reported in the application. Members also noted that the Borough Council also allocated approximately £60,000 per year in core funding to the Theatre Royal.

The Working Party recognised the benefits of the project and considered it met the eligibility and selection criteria; however, it felt that an allocation of £5,000 in 2017/2018 and 2018/2019 instead of the £15,000 that had been applied for in 2017/2018 and 2018/2019, was a more appropriate amount for the reasons given above.

1.8.5 The Working Party considered that no organisation should be granted for a three year period, as this was considered to be excessive at the present time.

1.8.6 The following applications were not supported on this occasion and have therefore not been recommended for funding:

- (a) ActivLives;
- (b) Cancer Campaign in Suffolk;
- (c) Rural Coffee Caravan;
- (d) Suffolk Academy;
- (e) FamilyCarersNet;
- (f) Suffolk West Citizens Advice Bureau (Health);
- (g) AMP and DECK;
- (h) Unit Twenty Three (Bury Youth Forum);
- (i) YOPEY Befriender;
- (j) Spinning Wheel;
- (k) COMPASSION;
- (l) Fresh Start New Beginnings;
- (m) Junction 10;
- (n) Community Action Suffolk (Volunteering);
- (o) Community Action Suffolk (Locality);
- (p) Suffolk Coalition of Disabled People (SCODP);
- (q) Suffolk West Citizens Advice Bureau (MoneySmart);
- (r) The Matthew Project;
- (s) Multicultural Women's Group Bury St Edmunds;
- (t) Creative Arts East (Rural Touring Scheme);
- (u) Creative Arts East (Our Day Out); and
- (v) Haverhill Community Trust.

1.8.7 Reasons for this included:

- not meeting the eligibility and selection criteria;
- the quality of the application;
- lack of justification for the amount of funding requested and the amount of match funding achieved;
- similar projects already existed in St Edmundsbury, therefore some projects could be consolidated with other existing organisations through effective collaborative working; and
- projects could be funded by alternative funding sources.

If the Working Party's recommendations are approved by the Cabinet, the officers will provide individual feedback to those applicants that have been unsuccessful.

1.8.8 Again, subject to approval, including subject to approval of total funding for the four applications outlined in 1.8.9 below, a total of £26,725.70 will remain available in the Community Chest Fund for 2017/2018, which if left unallocated in the 2017/2018 year, this balance can be carried forward to the 2018/2019 financial year.

1.8.9 Also on 7 November 2016, the Grant Working Party resolved, that:

(1) *although minded to support an allocation of funding in 2017/2018, consideration of the following applications be deferred to enable further information/clarification to be sought on the relevant application, namely:*

- (a) *Suffolk Mind: £4,970.30;*
- (b) *Catch 22, Suffolk Positive Futures: £8,189;*
- (c) *HomeStart (Honington): £12,294; and*
- (d) *Unit Twenty Three ('Freefall' production): £5,000.*

- (2) *Having obtained the further information/clarification required on each of the four applications above, further discussion be undertaken on them with the Grant Working Party by email, following which delegated authority be given to the Head of Families and Communities, in consultation with the Chairman and Vice-Chairman of the Working Party to determine the level of grant (if any) to be recommended to Cabinet for approval.*

The Working Party is presently re-considering these applications by email in accordance with its second resolution above following receipt of further information/clarification. Its recommendations will be verbally reported at the meeting, as set out in Recommendation (6) on page four of this report.

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018</b>	
<b>Report No:</b>	<b>CAB/SE/16/065</b>	
<b>Report to and dates:</b>	<b>Cabinet</b>	8 December 2016
	<b>Council</b>	20 December 2016
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01359 250912 <b>Email:</b> <a href="mailto:ian.houlder@stedsbc.gov.uk">ian.houlder@stedsbc.gov.uk</a>	
<b>Lead officers:</b>	Paul Corney Head of Anglia Revenues Partnership <b>Tel:</b> 01842 756437 <b>Email:</b> <a href="mailto:paul.corney@angliarevenues.gov.uk">paul.corney@angliarevenues.gov.uk</a>	
	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>	This report sets out recommendations on the 2017/18 Local Council Tax Reduction Scheme (LCTRS) and technical changes levels from 1 April 2017.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that subject to the approval of full Council, no change be made to the current Local Council Tax Reduction Scheme or Council Tax Technical changes levels for 2017/2018, as detailed in Section 5 of Report No: CAB/SE/16/065.</b>	

<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<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>As it is a full Council decision.</p>
<p><b>Consultation:</b></p> <p><b>Alternative option(s):</b></p>	<ul style="list-style-type: none"> <li>• As detailed in the body of the report</li> <li>• Looking at the scheme in isolation, changing the current LCTR scheme is not required from a financial perspective, as the current schemes are operating effectively, delivering a cost-neutral position.</li> <li>• Members could reduce the maximum level of discount under the LCTR scheme to generate additional revenue for the council to assist towards delivery of council services as a result of the wider financial pressures. Providing a maximum of 90% discount (a reduction of 1.5% discount for working age claimants as the current scheme is 91.5%) would generate an additional £7,700 for St Edmundsbury (based on 11.9% share).</li> <li>• Members could reduce the discount available for empty properties and uninhabitable properties to generate additional revenue for the council to assist towards delivery of council services. Complete removal of the current discounts/exemptions around class A and C properties would generate £8,300 for St Edmundsbury (based on 11.9% share).</li> </ul>
<p><b>Implications:</b></p>	
<p><i>Are there any <b>financial</b> implications?</i> <i>If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• As outlined in the body of the report.</li> </ul>
<p><i>Are there any <b>staffing</b> implications?</i> <i>If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Are there any <b>ICT</b> implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>•</li> </ul>

<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>The national Council Tax Reduction Scheme for pensioners will be determined by central government whilst the Local Council Tax Reduction Scheme for people of working age is determined by each local authority. The scheme may be altered each year, giving the council the opportunity to take into consideration any local factors or budget constraints. Subsequent amendments may require further consultation and agreement.</li> </ul>	
<p>Are there any <b>equality</b> implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>An equality impact assessment was undertaken as part of the development of the 2013/2014 scheme in 2012. As there are no changes to the LCTR scheme the equality impact assessment is unchanged.</li> </ul>	
<p><b>Risk/opportunity assessment:</b></p>		<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
<p><b>Reduction in collection rates</b> Council Tax collection rates could decrease over the year, reducing the scheme revenues</p>	High	ARP closely to monitor non-payment from working age claimants.	Medium
<p><b>Demand.</b> There is a risk of a higher demand on the LCTR scheme.</p>	High	ARP to closely monitor caseload. The major precepting authorities will share the financial risks associated with LCTRS. Representatives from St Edmundsbury and other Suffolk billing authorities and Suffolk County Council are continuing to work together to monitor the county-wide framework.	Medium
<p><b>Ward(s) affected:</b></p>		All Wards	

<p><b>Background papers:</b>  <i>(all background papers are to be published on the website and a link included)</i></p>	<p><a href="#">D224 Local Council Tax Support 2013/2014</a></p> <p><a href="#">D277 Council Tax Technical Changes and Tax Base 2014/2015</a></p> <p><a href="#">E197 Local Council Tax Reduction Scheme and Council Tax Technical Changes 2014/2015</a></p> <p><a href="#">CAB/SE/14/007 Local Council Tax Reduction Scheme and Council Tax Technical Changes 2015/16</a></p> <p><a href="#">CAB/SE/15/074 Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/17</a></p>
<p><b>Documents attached:</b></p>	<p>None</p>

## 1. Key issues and reasons for recommendation(s)

- 1.1 Since 1 April 2013, St Edmundsbury Borough Council has operated a Localised Council Tax Reduction Scheme (LCTRS) to replace the previous, centrally administered Council Tax Benefit. St Edmundsbury's scheme is aimed at:
- making provision to protect vulnerable people; and
  - supporting work incentives for claimants created by the Government's wider welfare reform.
- 1.2 Councils were also given the discretion in 2013 to increase council tax income; to charge up to 100% for some previously exempt properties, to charge up to 100% in respect of furnished empty properties (usually referred to as holiday homes), to charge up to 100% in respect of second homes and to charge up to 50% empty homes premium for properties that had been empty for over 2 years, with the aim of bringing them back into use.
- 1.3 St Edmundsbury's initial scheme for 2013-14 required working age claimants to pay 8.5% more of the council tax charge than previously. This requirement has been continued over the subsequent 3 financial years, 2014-15, 2015-16 and 2016-17.
- 1.4 The technical changes made are shown in table 1 below. St Edmundsbury also protected War Pensioners (pensioners are protected by the Government changes) from the reduction in maximum benefit and removed Second Adult Rebate for working age claimants.

**Table 1**

<b>Discounts</b>	<b>2012/13</b>	<b>2013/14 &amp; 2014/15</b>	<b>2015/16 &amp; 2016/17</b>
Class A, empty, unfurnished and undergoing major repairs to render habitable	100% exemption for 12 months maximum	10% discount for a twelve month period	10% discount for a twelve month period
Class C, empty, substantially unfurnished	100% exemption for 6 months maximum	10% discount for a six month period	1 week Exemption then 100% charge
Second homes	10% discount	5% discount	No discount
Empty homes premium (property empty for more than 2 years)		Pay 150%	Pay 150%

## 2. Scheme Review – Financial Impacts

- 2.1 Council tax accounts where there has been a period of LCTRS awarded, show a collection rate of 84.4%, compared with our target of 90% over the two year period (and 83.3% in 2014-15). As expected, collection has partly relied upon a significant increase in arrangements to deduct council tax from Department for Work and Pension (DWP) Benefits. For comparison purposes, overall in-year collection for 2015/16 was 98.29% (compared to 98.3% in 2014/15).

- 2.2 St Edmundsbury has seen a reduction in LCTRS caseload of 4.8% compared to 2015 levels. A very small number of LCTRS customers have also received Housing Benefit reductions attributed to the Welfare Reform changes from April 2013, namely the Spare Room Subsidy Restriction and the Benefit Cap, with little demand for Exceptional Hardship payments which can be applied for using a specific application form available for this purpose.
- 2.3 In assessing the anticipated LCTRS expenditure for 2014/15 it was assumed that this would be at the 2013/14 level along with an assumption for bad debt was factored in to the budget. The actual 2014/15 LCTRS expenditure was therefore below budget due to the drop in overall caseload. Going forward, we assume neutral changes to the caseload as, whilst unemployment continues to fall, a major employer reducing staff significantly, ceasing to trade or relocating is difficult to predict.
- 2.4 In respect of the technical changes for 2015/16, these were broadly in line with the expected costs/budget for the year and it is assumed this will continue throughout the current year 2016/17.

### **3. Scheme Review - behavioural and administrative impacts**

- 3.1 The Council's aim in setting the LCTRS scheme has so far been to achieve a balance in charging an amount of council tax to encourage working age claimants back in to work whilst setting the amount charged at an affordable and recoverable level.
- 3.2 By setting the amount payable on LCTRS at 8.5% of the charge, in most cases, where a customer is not paying we can effect recovery through attachment to benefit within a year and so the charge, with costs, is recoverable. If the amount payable was much higher than it is, it is likely that debt would not be recoverable and there would be a danger of creating a culture of non-payment of council tax.

### **4. Setting the 2017/18 scheme**

- 4.1 Continuing the current LCTRS and approach to technical changes would create a 'cost neutral scheme' for the council, notwithstanding reductions in the Local Council Tax Support Grant, which would have to be absorbed elsewhere in the council's 2017-18 budget setting process.
- 4.2 Changes could be made to the maximum benefit amount and technical changes, however, both of these would carry with them significant behavioural impacts which could affect overall yield.
- 4.3 National research shows that any further increase in the amount payable for working age LCTRS customers could increase administration costs and have a detrimental effect on collection rates, see the following reports: –

(A) [Impacts of Council Tax Support Reduction on Arrears, Collection rates and Court Administration costs from 2014 \(New Policy Institute study\).](#)

(B) – [Joseph Rowntree Trust / New Policy Institute - Managing the challenges of localised Council Tax Support](#) and

(C) – [Eric Ollerenshaw –An Independent Review of Local Council Tax Support Schemes](#)

- 4.4 Similarly, any changes to the discounts offered under the technical changes would have a direct impact on the council's tax base for council tax setting purposes.
- 4.5 As both the LCTR scheme and council tax technical changes are discount and exemption based, any proposed changes have a direct impact on the Council's Tax Base for Council Tax setting purposes. These proposals will therefore feed into the Tax Base setting process during the autumn 2016.

## **5. Proposals for 2017/18 scheme**

- 5.1 Based on the overall findings of the scheme review outlined above in sections 2 and 3, the recommendation is to continue the LCTR scheme in its current form, including applying the current level of applicable amounts<sup>1</sup> within the LCTRS, for 2017/18.
- 5.2 It is also recommended to continue with the 2016/17 levels for second homes and empty properties, as set out in table 1 above.
- 5.3 Due to the fact that the LCTRS is not changing this year there is no requirement to undertake specific consultation.
- 5.4 A parallel report is being considered by Forest Heath District Council's Cabinet, with no proposed changes to their scheme for 2017-18, although there continues to be some differences in the technical changes between the two councils.

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<sup>1</sup> An applicable amount is the amount that the Government says that a family needs to live on each week. When a person's applicable amount has been calculated it is then compared with his/her income to work out the council tax reduction entitlement for which s/he is eligible.

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# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Council Tax Base for Tax Setting Purposes 2017/2018</b>	
<b>Report No:</b>	<b>CAB/SE/16/066</b>	
<b>Report to and date/s:</b>	<b>Cabinet</b>	8 December 2016
	<b>Council</b>	20 December 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 set out the basis of the formal calculation for the Council Tax Base for the financial year 2017/2018.	
<b>Recommendation:</b>	<p><b>It is <u>RECOMMENDED</u> that, subject to the approval of Full Council:</b></p> <p>(1) <b>the tax base for 2017/2018, for the whole of St Edmundsbury is 36,257.27 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/16/066; and</b></p> <p>(2) <b>the tax base for 2017/2018 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in Appendix 2.</b></p>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<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>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>		<ul style="list-style-type: none"> <li>The tax base figures provided within Appendix 2 of the report have been communicated to town and parish councils so they can start to factor these into their budget setting process.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>The Council Tax Base calculations are used to determine the New Homes Bonus received by the Council, and the level of council tax set by the Council. Once approved, the Tax Base for council tax collection purposes of 36,257.27 will be included in the Council's Medium Term Financial Strategy.</li> </ul>	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>equality</b> implications? If yes, please give details		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)
The Council's ability to collect Council Tax income in the current economic climate.	High	Two separate collection rates have been applied to the taxbase calculations in respect of collectability. Communication plan in place.	Medium
<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>		<b>Appendix 1:</b> CTB1 Return made to Central Government on 14 October 2016. <b>Appendix 2:</b> 2017/2018 Tax Base for each Parish and Town Council and for St Edmundsbury Borough Council.	

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

### **1.1 The Council Tax Base**

1.1.1 The Council Tax Base of the Council is the total taxable value at a point in time of all the domestic properties in its area, plus projected changes in the property base and after applying the estimated collection rate.

1.1.2 The total taxable value referred to above is arrived at by each dwelling being placed in an appropriate valuation band determined by the Valuation Office, with a fraction as set by statute being applied in order to convert it to a Band 'D' equivalent figure. These Band 'D' equivalent numbers are then aggregated at a district wide level and are also sub totalled for parishes. This has to be done by the Council responsible for sending the bills out and collecting the council tax ('the billing authority'). In two tier areas, district councils fulfil this function.

1.1.3 The Council Tax Base is used in the calculation of council tax. Each authority divides its total council tax required to meet its budget requirements by the Tax Base of its area to arrive at a band 'D' council tax.

### **1.2 Calculation of the tax base for tax setting purposes**

1.2.1 The calculation of the tax base for tax setting purposes consists of three stages:

- (a) Calculation of the tax base for New Homes Bonus purposes as at 3 October 2016 (DCLG return – CTB1);
- (b) analysis of Band 'D' equivalents over each of the Parish areas; and
- (c) adjustment of the Band 'D' equivalents to reflect changes in the tax base as a result of valuation changes, exemptions, discounts and a collection rate.

### **1.3 Tax base for New Homes Bonus purposes**

1.3.1 The Tax Base return CTB1 is used by central government for data collection and the calculation of New Homes Bonus (see Appendix 1). This return shows the analysis of properties across the eight bands for the following classifications of liability:

- (a) properties attracting 100% liability;
- (b) properties with an entitlement to a 25% discount;
- (c) properties with an entitlement to a 50% discount;
- (d) properties with an entitlement to a 100% discount;
- (e) exemptions;
- (f) discounts, including Local Council Tax Reduction Scheme discounts; and
- (g) Disabled Relief Adjustments.

1.3.2 The figures used to make the above calculations are derived from the Valuation List as deposited on 12 September 2016, and as amended to reflect any errors or omissions so far detected in reviewing that list.

## 1.4 **Analysis of Band 'D' Properties**

1.4.1 The Band 'D' Properties figure as at 3 October 2016 of 36,500.0 as quoted in the CTB1 form has been updated as at 31 October 2016 to allow for:

- (a) any technical changes outlined in Report No: CAB/SE/16/065, contained elsewhere on this Cabinet agenda; and
- (b) potential growth in the property base during 2017/2018 taken from an average of the housing delivery numbers for those sites within the local plan and those that have planning permission, adjusted for an assumed level of discounts/exemptions within that growth of property base.

1.4.2 An allowance is then made for losses on collection, which assumes that overall collection rates will be maintained at 98%. In addition to this collection rate change, an adjustment has been made to allow for the collectability of the council tax arising from the Local Council Tax Support scheme, which has been assessed at 90%. **The resulting Tax Base for Council Tax collection purposes has been calculated as 36,257.27** which is an increase of 520.19 on the previous year.

1.4.3 The Table below shows the actual number of dwellings in each tax band based on the current valuations which are discounted to 1 April 1991 and the percentage in each band. There has been no national revaluation since that date.

Band	Tax Band values as at 01/04/1991 (£)	Actual Number of dwellings (Note 1)	Actual Number of dwellings as a percentage	Number of Chargeable dwellings (Note 2)	Relevant Proportion	Relevant Amount (Note 3)
@ (Note 4)				4.2	5/9	2.3
A	Up to 40,000	5,452	11.2%	3,025.5	6/9	2,017.0
B	40,001 to 52,000	17,784	36.8%	13,500.5	7/9	10,500.4
C	52,001 to 68,000	9,622	19.9%	8,154.4	8/9	7,248.3
D	68,001 to 88,000	7,394	15.3%	6,492.2	9/9	6,492.2
E	88,001 to 120,000	4,490	9.3%	4,086.4	11/9	4,994.5
F	120,001 to 160,000	1,974	4.1%	1,839.4	13/9	2,656.9
G	160,001 to 320,000	1,511	3.1%	1,424.9	15/9	2,374.8
H	Over 320,000	134	0.3%	106.8	18/9	213.6
<b>Total</b>		<b>48,361</b>	<b>100.0%</b>	<b>38,634.2</b>		<b>36,500.0</b>
<b>Actual Taxbase after applying technical changes, an allowance for potential growth and collection rate</b>						<b>36,257.27</b>

Note 1: This is the total number of dwellings on the Valuation List before making any adjustments (line 1 of the CTB return at Appendix 1).

Note 2: This is the number of chargeable dwellings after adjusting for discounts, exemptions and local council tax support but before applying the relevant proportion (ratio to Band D) (line 29 of the CTB return at Appendix 1).

Note 3: This is the total number of Band D equivalent dwellings as shown on line 31 of the CTB return at Appendix 1. The final figure for New Homes Bonus setting purposes (36,795.5 – line 33) is arrived at after making an adjustment for contributions in lieu of MOD properties (line 32).

Note 4: Disabled reduction results in charging the property at one band lower (1/9th) than its actual band. The "@" figure relates to Band A properties which are eligible for a disabled reduction (1/9th below a Band A charge).

## 1.5 **Precept Payment Arrangements for 2017/2018**

1.5.1 In line with the delegated authority to administer the Council's financial affairs as outlined in the Constitution, the arrangements for the scheduling of the precept payments for 2017/2018, will be determined by the Head of Resources and Performance (Chief Financial Officer).

1.5.2 It is expected that the payments schedule for Parish and Town Councils will take the same form as previous years of full payment by 30 April 2017.

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## CTB(October 2016)

**Calculation of Council Tax Base**Please e-mail to : [ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

Please select your local authority's name from this list

Check that this is your authority : **St Edmundsbury**E-code : **E3535**Local authority contact name : **Sharon Goddard**Local authority contact telephone number : **01842 756464**Local authority contact e-mail address : **arpfinance@angliarevenues.gov.uk****CTB(October 2016) form for St Edmundsbury****Completed forms should be received by DCLG by Friday 14 October 2016**
**Dwellings shown on the Valuation List  
for the authority on  
Monday 12 September 2016**
**Band A  
entitled to  
disabled relief  
reduction  
COLUMN 1**
**Band A  
COLUMN 2**
**Band B  
COLUMN 3**
**Band C  
COLUMN 4**
**Band D  
COLUMN 5**
**Band E  
COLUMN 6**
**Band F  
COLUMN 7**
**Band G  
COLUMN 8**
**Band H  
COLUMN 9**
**TOTAL  
COLUMN 10**
**Part 1**

1. Total number of dwellings on the Valuation List		5,452	17,784	9,622	7,394	4,490	1,974	1,511	134	48,361.0
2. Number of dwellings on valuation list exempt on 3 October 2016 (Class B & D to W exemptions)		325	550	344	285	142	46	20	7	1,719.0
3. Number of demolished dwellings and dwellings outside area of authority on 3 October 2016 (please see notes)		0	2	0	0	0	0	0	0	2.0
4. Number of chargeable dwellings on 3 October 2016 (treating demolished dwellings etc as exempt) (lines 1-2-3)		5,127	17,232	9,278	7,109	4,348	1,928	1,491	127	46,640.0
5. Number of chargeable dwellings in line 4 subject to disabled reduction on 3 October 2016		9	70	54	52	32	21	16	15	269.0
6. Number of dwellings effectively subject to council tax for this band by virtue of disabled relief (line 5 after reduction)	9	70	54	52	32	21	16	15		269.0
7. Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6 or in the case of column 1, line 6)	9	5,188	17,216	9,276	7,089	4,337	1,923	1,490	112	46,640.0

## CTB(October 2016)

**Calculation of Council Tax Base**Please e-mail to : [ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

8. Number of dwellings in line 7 entitled to a single adult household 25% discount on 3 October 2016	3	3,301	5,905	2,470	1,545	691	237	172	11	14,335.0
<i>Tax base after reduction</i>	<i>2.25</i>	<i>2475.75</i>	<i>4428.75</i>	<i>1852.5</i>	<i>1158.75</i>	<i>518.25</i>	<i>177.75</i>	<i>129</i>	<i>8.25</i>	
9. Number of dwellings in line 7 entitled to a 25% discount on 3 October 2016 due to all but one resident being disregarded for council tax purposes	0	28	184	86	61	36	20	13	1	429.0
<i>Tax base after reduction</i>	<i>0</i>	<i>21</i>	<i>138</i>	<i>64.5</i>	<i>45.75</i>	<i>27</i>	<i>15</i>	<i>9.75</i>	<i>0.75</i>	
10. Number of dwellings in line 7 entitled to a 50% discount on 3 October 2016 due to all residents being disregarded for council tax purposes	0	5	9	7	5	6	8	15	5	60.0
<i>Reduction in tax base</i>										
11. Number of dwellings in line 7 classed as second homes on 3 October 2016 (b/fwd from Flex Empty tab)		37	60	42	38	39	18	23	1	258.0
12. Number of dwellings in line 7 classed as empty and receiving a zero% discount on 3 October 2016 (b/fwd from Flex Empty tab)		90	191	98	45	44	15	8	3	494.0
13. Number of dwellings in line 7 classed as empty and receiving a discount on 3 October 2016 and not shown in line 12 (b/fwd from Flex Empty tab)		4	22	13	10	5	3	5	0	62.0
14. Number of dwellings in line 7 classed as empty and being charged the Empty Homes Premium on 3 October 2016 (b/fwd from Flex Empty tab)		41	23	12	4	5	2	2	2	91.0
15. Total number of dwellings in line 7 classed as empty on 3 October 2016 (lines 12, 13 & 14).		135	236	123	59	54	20	15	5	647.0
16. Number of dwellings that are classed as empty on 3 October 2016 and have been for more than 6 months. NB These properties should have already been included in line 15 above.		86	83	49	26	20	11	9	4	288.0
16a. The number of dwellings included in line 16 above which are empty on 3 October 2016 because of the flooding that occurred between 1 December 2013 and 31 March 2014 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0.0





## CTB(October 2016)

### Calculation of Council Tax Base

Please e-mail to : [ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

#### Part 2

27. Number of dwellings equivalents after applying discounts and premiums to calculate tax base (Line 22)	7.75	4,362.55	15,688.65	8,631.40	6,685.10	4,152.45	1,855.45	1,435.85	107.50	42,926.7
28.Reduction in taxbase as a result of local council tax support (b/fwd from CT Support tab)	3.55	1,337.09	2,188.20	477.02	192.91	66.01	16.04	10.99	0.71	4,292.5
29. Number of dwellings equivalents after applying discounts, premiums and local tax support to calculate taxbase	4.2	3,025.5	13,500.5	8,154.4	6,492.2	4,086.4	1,839.4	1,424.9	106.8	38,634.2
30. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
31. Total number of band D equivalents after allowance for council tax support (to 1 decimal place) (line 29 x line 30)	2.3	2,017.0	10,500.4	7,248.3	6,492.2	4,994.5	2,656.9	2,374.8	213.6	36,500.0
32. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2016-17 (to 1 decimal place)(line 25)										295.5
<b>33. Tax base after allowance for council tax support (to 1 decimal place) (line 31 col 10 + line 32)</b>										<b>36,795.5</b>

**Certificate of Chief Financial Officer**

I certify that the information provided on this form is based on the dwellings shown in the Valuation List for my authority on 12 September 2016 and that it accurately reflects information available to me about exemptions, demolished dwellings, disabled relief, discounts and premiums applicable on 3 October 2016 and, where appropriate, has been completed in a manner consistent with the form for 2015.

Chief Financial Officer : .....

Date : .....

### Parish Taxbase Figures 2017/2018

<b>Parish/Town</b>	<b>Taxbase 2017/2018 (Number of Band D Equivalent Dwellings)</b>
Ampton, Timworth & Little Livermere	53.15
Bardwell	306.64
Barnardiston	59.19
Barnham	229.15
Barningham	343.01
Barrow cum Denham	714.01
Bradfield Combust with Stanningfield	216.71
Bradfield St Clare	69.58
Bradfield St George	150.97
Brockley	128.95
Bury St Edmunds	13,020.11
Cavendish	427.91
Chedburgh	244.25
Chevington	267.11
Clare	832.73
Coney Weston	166.97
Cowlinge	132.30
Culford	186.00
Denston	57.51
Depden	85.44
Euston	60.56
Fakenham Magna	60.65
Flempton-cum-Hengrave	147.43
Fornham All Saints	314.32
Fornham St Martin-cum-St Genevieve	482.01
Great Barton	939.16
Great Bradley	156.87
Great Livermere	76.63
Great Thurlow	86.23
Great Wratting	91.04
Hargrave	116.22
Haverhill	7,249.42
Hawkedon	67.32
Hawstead	130.62
Hepworth	213.79
Honington-cum-Sapiston	294.15
Hopton	233.68
Horringer	407.64
Hundon	431.54
Ickworth	9.11
Ingham	152.27
Ixworth cum Ixworth Thorpe	781.89
Kedington	691.73

### Parish Taxbase Figures 2017/2018

<b>Parish/Town</b>	<b>Taxbase 2017/2018 (Number of Band D Equivalent Dwellings)</b>
Knettishall	10.58
Lackford	104.17
Lidgate	98.77
Little Bradley	20.68
Little Thurlow	106.71
Little Wratting	61.54
Market Weston	101.03
Nowton	67.73
Ousden	115.43
Pakenham	335.57
Poslingford	86.21
Rede	51.83
Risby	267.97
Rushbrook with Rougham	450.40
Stansfield	89.45
Stanton	911.28
Stoke By Clare	226.33
Stradishall	160.50
The Saxhams	127.39
Thelnetham	100.50
Troston	275.53
West Stow	76.73
Westley	95.14
Whelnetham (Great/Little)	375.52
Whepstead	215.28
Wickhambrook	484.22
Withersfield	279.06
Wixoe	67.32
Wordwell	8.43
<b>Total (District Taxbase)</b>	<b>36,257.27</b>

# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Location Filming in Suffolk</b>	
<b>Report No:</b>	<b>CAB/SE/16/067</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	8 December 2016
<b>Portfolio holder:</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 Officers:</b>	<p>Andrea Mayley Service Manager (Development and Growth) <b>Tel:</b> 01284 757343 <b>Email:</b> <a href="mailto:andrea.mayley@westsuffolk.gov.uk">andrea.mayley@westsuffolk.gov.uk</a></p> <p>Jonathan Miles Senior Growth Officer <b>Tel:</b> 01284 757128 <b>Email:</b> <a href="mailto:jonathan.miles@westsuffolk.gov.uk">jonathan.miles@westsuffolk.gov.uk</a></p>	
<b>Purpose of report:</b>	To delegate authority to Film Fixer Ltd (Trading as Screen Suffolk) to issue permissions to filming companies to film on Council property.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that delegated authority is granted to Film Fixer Ltd (trading as Screen Suffolk) to issue permissions for filming in West Suffolk and to collect film fees for activity on Council land and premises on behalf of Forest Heath District Council and St Edmundsbury Borough Council, as detailed in Report No: CAB/SE/16/067.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b>do not</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 checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>(a) <i>A key decision means an executive decision, which pending any further guidance from the Secretary of State, is likely to:</i></p>	

	(i) <i>Be significant in terms of its effects on communities living or working in an area in the Borough/District.</i>		
<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>	In addition to the wider consultation ( <i>Suffolk Film Plan: A film, TV and broadcast media hub for Suffolk, 2015</i> ) the Screen Suffolk proposal has been shared and discussed with Council services. Feedback has been positive and staff are keen to work with Screen Suffolk.		
<b>Alternative option(s):</b>	To retain control of permissions to filming companies without Screen Suffolk.		
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>Screen Suffolk will ensure that neither Council is financially worse off as a result of this new arrangement.</li> </ul>		
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>Screen Suffolk will liaise with a single point of contact.</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"/>		
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>Please see main report</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"/>		
<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)
Unsuitable filming on council premises	High	Close liaison with Screen Suffolk regarding enquiries	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	

**Documents attached:**

**Appendix 1** - Screen Suffolk Film Partnership  
**Appendix 2** - Draft Screen Suffolk Best Practice Guide for local councils

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## **1. Introduction**

- 1.1 Suffolk Public Sector Leaders at their March 2016 meeting agreed the following recommendations:
- i. *Agree that Suffolk commits to becoming a 'Film Friendly' county where the screen industries are valued and filming is made as easy as possible. Ask officers to co-ordinate their approach and develop protocols to cover filming in public spaces and on publicly- owned land;*
  - ii. *Agree the proposal to establish a Suffolk Film Office;*
  - iii. *Approve the request to SPSL from the Screen Industries Steering Group to commit £170,000 over two years from pooled Business rates to fund the Suffolk Film Office in 2016/17 and 2017/18;*
  - iv. *Delegate to Chief Executives authority to commit up to a further £50,000 from pooled Business rates to fund the Suffolk Film Office in 2016/17 and 2017/18.*
- 1.2 A procurement exercise took place and in August 2016 the film office (*Screen Suffolk*) contract was awarded to Film Fixer Ltd by Suffolk County Council. Film Fixer is a location service with extensive experience in the sector. For example, the company already acts as the film office for twenty three London boroughs, where it trades under the names of the respective councils. In delivering the Suffolk contract, Film Fixer Ltd will trade as *Screen Suffolk*.
- 1.3 Work has now begun in earnest to deliver the contract. A *Screen Suffolk* website is being set up, a locations library of council owned property is being put together and a brand identity has been created.

## **2. Current Position in West Suffolk**

- 2.1 Currently there is no set process for handling film enquiries in West Suffolk. Any enquires are typically received by Corporate Communications which are then directed to the relevant service which is usually Leisure and Heritage who are responsible for locations that historically have been used for filming purposes, such as West Stow, Abbey Gardens and Nowton Park.

## **3. Delegation of Authority to Film Fixer Ltd**

- 3.1 At present each district in Suffolk has its own process for granting permissions to film on council land. This is confusing for location managers who are not familiar with council boundaries and faced with a plethora of different permissions processes and fee structures across the county.
- 3.2 As referenced above (in 1.1), it has been agreed in principle that Suffolk authorities will adopt a common process for granting permissions for filming in the county on council- owned land and premises and that Film Fixer Ltd will administer this process through its existing online service. Before work can begin on this part of the contract, each district is required to delegate authority to the company to act as its agent for the issue of filming permissions. Similar action is required by Suffolk County Council in respect of the delegation of highways closure permissions.



- 3.3 This delegation of authority to Film Fixer only applies to the district, borough and county councils in Suffolk. Where a company wishes to film on land or premises owned by Town and Parish Councils they will continue to negotiate these arrangements separately with the relevant town and parish councils as they have done previously.

#### **4. Financial and Governance Implications**

- 4.1 Charges for film services are made under Section 63 of the Local Government Act 2003 which empowers the council to recover the cost of discretionary services. Fees are charged on a cost-recovery basis and the income arising does not exceed the cost of providing the service. Forest Heath District Council and St Edmundsbury Borough Council currently handle film licences through the Leisure and Culture, Economic Development and Communications services.
- 4.2 At present, annual income from filming on council land is low, typically less than a thousand pounds per authority. The delegation of authority for film permissions to Film Fixer Ltd will result in a net growth in income to councils across Suffolk. Film Fixer Ltd aims to grow the number of filming days in the county from fewer than 50 in 2015/16 to 300 by 2018/19 and there will be a commensurate increase in location fees into district councils. This would bring £7,500,000 of spend to the local economy in each subsequent year (this is based on £25,000 per day; Creative England states an average £17,000-£32,000 is spent locally per day of filming).
- 4.3 Film Fixer Ltd will collect fees on all location filming across Suffolk on a cost-recovery basis and on each occasion will retain 50% as its share of the fee to cover operating expenses in respect of the shoot. The remaining 50% of the film fee will be credited to the relevant district council. It is important to note that the 50% retained by Film Fixer Ltd is not a commission: Film Fixer will support the location filming from the beginning to the end of the process - visiting sites where necessary, being present at larger shoots and making all necessary arrangements - and it will thereby incur costs. This role would have previously been performed by council officers and included in the location fee.

#### **5. Risks**

- 5.1 There is a risk that the nature of certain filming could be considered questionable or inappropriate. There would need to be a clear route of communication between Screen Suffolk and the Film Champion representative at West Suffolk to ensure that the Council is aware of any potentially damaging or politically sensitive filming enquiries.

#### **6. Recommendation**

- 6.1 That delegated authority is granted to Film Fixer Ltd (trading as Screen Suffolk) to issue permissions for filming in West Suffolk and to collect film fees for activity on council land and premises on behalf of Forest Heath District Council and St Edmundsbury Borough Council.

# Screen Suffolk Film Partnership

The Screen Suffolk Film Partnership aims to promote Suffolk as the most film friendly County in the UK. We believe that the Film industry will respond, if we create the right conditions. If we succeed in attracting inward investment, there are considerable benefits to be gained, but before we can claim to be “Film Friendly” we have to earn our reputation.

## **What the film industry wants from Screen Suffolk**

- Short lead in times, efficient permitting process
- Reasonable fees, and a transparent charging policy
- Accessible locations – assumed consent
- Photogenic locations, amazing skies and good weather
- Access to local, professional crew and facilities

## **What local residents want from Screen Suffolk**

- Minimal disruption
- Job opportunities and career development
- Training for young people looking for a start in the film business
- Increased production spend in Suffolk
- Increased visibility and associated film tourism
- Feel good factor

## **The Partnership Pledge**

- **Screen Suffolk** will strive to ensure that the partnership is able to work together as an effective body and that the lines of communication between all partners remain open.
- **The local authorities, agencies and public bodies of Suffolk**, pledge to make Suffolk a film friendly County by working within the Screen Suffolk Best Practice Guide.
- **The Creative Industries** agree to abide by the Screen Suffolk Filming Guidelines, in addition to the legal requirements imposed on filming.

## **The Suffolk Filming Partnership as a whole agrees to:**

- Act in a professional, honest and open manner in all our communications.
- Be flexible in our approach.
- Be accountable for our own actions.
- Understand the needs of others members of the partnership.

## Key Stakeholder Actions

### Screen Suffolk will:

- Be the main point of contact for all filming in Suffolk in order to minimise administration and deliver a timely, consistent, first class service to the creative industries.
- Ensure the county's offer in terms of locations, crews and facilities receives maximum exposure.
- Work with local authorities and location owners on filming requests
- Ensure that film crews are covered by at least £5 million Public Liability Insurance
- Ensure that productions inform local businesses and residents when any filming may cause disruption e.g. traffic management. Production letters are to include contact details of Screen Suffolk.
- Identify potentially problematic shoots, e.g. stunts, and make the relevant authorities aware in a timely fashion. Seek permission from production companies to initiate and co-ordinate PR opportunities, including credits, arising from any significant filming in the county, particularly during the time of first release.
- Collate data from all the partnership organisations and visiting production companies regarding filming activity and production spend in the county for the purposes of providing statistical information to funding agencies and government reports, enhancing Suffolk's standing in the film industry and encouraging support from the private sector.
- Offer support and advice to local and private bodies within the partnership
- Act as a go-between for creative industries and private and public bodies in case of dispute.

**The Local Authorities, and Agencies of Suffolk** acknowledge that working together within the partnership will ensure the maximum benefits to Suffolk in terms of attracting and managing filming. They will:

- Support Screen Suffolk to become the first point of call for all productions wishing to film in Suffolk, and to follow the Screen Suffolk Best Practice Guide.
- Adopt film friendly policies, recognising that film companies do not have long preparation times.
- Fully commit to, actively encourage and support the creative industries in Suffolk.
- Communicate effectively with the partners.
- Recommend suitable locations in their area to be put forward for a location brief.
- Provide relevant data and information to Screen Suffolk.
- Adopt common fee structure, film licences and traffic management protocols
- Maintain confidentiality regarding filming in the region where appropriate.
- Allow the partnership to share in PR opportunities whenever possible.

**Film Makers working in Suffolk** will be asked to abide by the "Screen Suffolk Filming Guidelines" which sets out how we expect film makers to behave.

- To keep Screen Suffolk informed throughout the production process.

- To behave with consideration for residents and businesses affected by filming.
- To know and follow the law, especially with regard to H&S, traffic regulations and employment.
- As far as possible to use local suppliers and facilities.
- To supply data and information about filming to help improve the service.
- To work with Screen Suffolk to promote filming in the County
- When appropriate to offer screen credits to Screen Suffolk, and any locations, suppliers and crew who have assisted on the production.

If you are a production company, an agency, facilities company or have a location based in Suffolk and would like to join the Suffolk Filming Partnership; please digitally sign a copy of the Screen Suffolk Filming Partnership [here](#) and email a jpeg of your logo to: [Partnership@screensuffolk.com](mailto:Partnership@screensuffolk.com)

**DRAFT SCREEN SUFFOLK BEST PRACTICE GUIDE**

Contents:

1. Introduction
2. Scope of the Best Practice Guide
3. Suffolk is open for business – need for assumed consent
4. Role of the Screen Suffolk
5. Role of the District Council
6. Role of Suffolk County Council
7. Role of the Location Manager / Producer
8. Role of Private landowners
9. Provision of information about filming
10. Parking issues
11. Traffic management, road closures and the need to control traffic
12. Handling of complaints
13. Review and development of this guide
14. Fees and charges

## **1. Introduction**

Suffolk wants to increase film activity taking place in the county. To this end, Suffolk local authorities have engaged FilmFixer Ltd to create and manage “Screen Suffolk”. FilmFixer has extensive experience managing film offices on behalf of local authorities.

FilmFixer, trading as Screen Suffolk, aims to establish a “Screen Suffolk Partnership” between all film related stakeholders in the county. The stakeholders will be from the following sectors:

- a) Film industry (film production companies, crew, facility and service companies)
- b) Agencies and organisations (such as the Police, RSPB, National Trust and others)
- c) Suffolk County Council and the seven District Councils, (represented by FilmFixer Ltd trading as Screen Suffolk).

In order to get the partnership underway, our first task is to set out the way we will work with and represent the district and local councils. We aim to do so by working with the councils to agree a “best practice guide.

## **2. Scope of the Best Practice Guide**

The aim of this document is to establish best practice guidance for the local authorities and FilmFixer (trading as Screen Suffolk). We will set out the different roles and expectations, and agree to standards for issuing film permits, traffic control etc. The best practice guidance will eventually form part of the Screen Suffolk Partnership Agreement. It draws on existing good practice in responding to and supporting filming in Suffolk. It will be a “living” document, as it will grow and develop as the service grows and develops.

### **3. Suffolk is open for business – assumed consent**

Film Makers are risk averse; they tend to go to locations where they know that permission will be granted. There is nothing worse than showing the perfect location to the director, then discovering (much too late in the day) that the location is unavailable for whatever reason.

Experienced location managers simply do not show a location to the director until they know it is available. This means that any delay in finding out availability may prevent a perfect location being put forward.

Screen Suffolk would like to establish a “presumption of consent”, for locations we offer up. We need to know exactly who is happy to be notified (i.e. told, not asked) about filming, and who has to be contacted in advance to give prior consent.

We aim to get to a position where the district and county council will “delegate powers” to Screen Suffolk, allowing us to grant written licences to film to film companies without undergoing lengthy delays while further third party consent is being sought.

## **4. Role of Screen Suffolk**

Screen Suffolk will act a one stop service to film-makers, issuing permits, co-ordinating advice and offering support to productions wanting to film in the county. Specific roles will include coordination of on on-and off-street parking, liaison with Police, use of highways, traffic control and road closure notices, and the supply of specific licences for allowing obstructions on the highway.

It is crucial for Screen Suffolk to make its role clear to the partnership, ensuring that stakeholders understand that Screen Suffolk are acting to support their commercial interests.

Screen Suffolk personnel will understand and follow the Screen Suffolk Partnership Agreement, making sure that film companies working in the county are aware of their responsibilities under the agreement, as well as under the law. Our role will be to highlight health and safety issues, risk assessments in a film context, highways and traffic management and the various elements of legislation relevant to filming. We will:

- a. Represent the county council and district councils as their film service provider
- b. Facilitate positive publicity and awareness-raising about the value of filming to Suffolk's economic, social and cultural wellbeing;
- c. Act as a sign-post for locations in Suffolk
- d. Work with stakeholders to identify resources for supporting filming, for instance in identifying and applying for training grants and other potential resources;
- e. Facilitate a range of forums for discussion and development of best practice;
- f. Manage a self-regulated mediation process for disputes arising between film-makers and location owners, agencies and other stakeholders;
- g. Provide analysis of data supplied by FilmApp, our online application process, in order to understand the wider picture of filming in Suffolk.
- h. Developing and coordinating training and professional development for film industry professionals in the County.

## **5. Role of the District Council**

Each District Council should:

- a. Appoint a "film champion" to meet with Screen Suffolk and to act as the point of contact.
- b. Agree to establish a common framework for filming, addressing permits, fees and lead in times.
- c. Work with Screen Suffolk to establish quick and efficient processes for licencing film related traffic management, use of film equipment on the highway, parking and agreements to film on council property.
- d. Help Screen Suffolk gain access to council owned locations
- e. Use the councils internal and external communications network to publicise the work of Screen Suffolk, and spread positive publicity about the values of filming.

## **6. Role of Suffolk County Council**

The County Council should:

- a. Assist Screen Suffolk's efforts to establish the film partnership
- b. Act as trouble-shooter when Screen Suffolk encounter obstruction
- c. Work with Screen Suffolk to establish quick and efficient processes for licencing film related traffic management, use of film equipment on the highway, parking and agreements to film on council property.
- d. Help Screen Suffolk gain access to council owned locations
- e. Use the council's internal and external communications network to publicise the work of Screen Suffolk, and spread positive publicity about the values of filming.

## **7. Role of the Location Manager:**

Location Managers working in Suffolk should:

- a. Be the main point of contact with Screen Suffolk, residents and businesses
- b. Make agreements with Screen Suffolk and location owners on matters affecting filming at specific locations
- c. Make sure that residents and businesses are kept informed about any filming activity that may affect them.
- d. Manage the shoot on the day, always aiming to minimise disruption.
- e. Feedback information about the production and about their experience to Screen Suffolk

## **8. Role of Location Owner:**

The Owners of Locations in Suffolk should:

- a. Be prepared to show Location managers around the location at short notice, and for no fees.
- b. Allow filming to take place in good faith, understanding the requirements of the film company.
- c. Allow their contact phone number, or the contact phone number of their registered agent to be displayed on the Screen Suffolk website.

## **9. Provision of information about filming**

Screen Suffolk will be the sole central repository of information about filming. All requests for information should be channelled through Screen Suffolk, so that filming is coordinated correctly.

## **10. Parking**

- a. Parking charges should be applied to film productions at the same rate as any other business or individual requesting suspensions and dispensations.
- b. Income from parking will be collected by Screen Suffolk and passed on the relevant council quarterly.
- c. Screen Suffolk will make an additional administration charge for assisting film productions in applying for and managing parking.
- d. Film productions should apply for all parking via Screen Suffolk, if the council receives a parking request from a production, they should be redirected to Screen Suffolk

## **11. Traffic management, road closures and the need to control traffic**

Screen Suffolk should be the first port of call for Location Managers and Producers wishing to film on the public highway, or make changes to signage, road markings or street furniture. Screen Suffolk will co-ordinate all requests, making sure that the closure or alterations are carried out in such a way as to minimise any disruption to the road network. In particular, Screen Suffolk will coordinate with the relevant council's Traffic Manager to ensure that there are no other planned obstructions, such as street works, on that site and that the legal requirements of the Network Management Duty are maintained.

Any obstruction on the public highway must have the express permission, issued by Screen Suffolk who will licence (with permission of the council) specific film related equipment such as scaffolding, cranes, and tracking. Each location and production will be unique in its requirements.



A Technical Recce with all the concerned parties should be held in good time where details can be discussed on site, and agreement reached about what can and cannot be done.

The current legislation on road closures for filming is unclear, councils use different legislation, depending on their interpretation of the Road Traffic Act 1984. Most councils use a Temporary Traffic Regulation Notice (TTRN) or order (TTRO) under section 16a (certain events) or section 14 (works). Kent, Hertfordshire, Buckinghamshire have sponsored private bills which allow road closures to be carried out specifically for filming. Creative England has been lobbying government to clarify the law, there was a bill put before parliament in 2014, which has not yet passed.

## **12. Handling of complaints**

Film related complaints should be handled by Screen Suffolk in the first instance. If a complaint is received by the council, then Screen Suffolk should be informed and offered the opportunity to respond. If the complainant is not satisfied, they will be offered the opportunity to complain using the council's formal complaints procedure.

Screen Suffolk will do all it can to resolve the complaint, at the time it is received, but from time to time, complaints may have to be escalated. In any event, the complaint, and any action taken to resolve the complaint will be recorded.

## **13. Review and development of this guide**

We will be using this guide to help us establish a working relationship between Screen Suffolk and the councils. We will make amendments to the best practice guide when appropriate.

Screen Suffolk aims to hold quarterly monitoring meetings with the councils, and revisions to this document will form an agenda item at these meetings.

## **14. Fees and Charges**

- a. Section 93 of the Local Government Act 2003 permits Local Authorities to charge for "discretionary services". Supporting filmmakers and film productions is considered a discretionary service. For the purposes of this document, this charge has been called the Film Service Charge.
- b. The level of the Film Service Charge has to be on a "cost recovery" basis only. The income arising from the Film Service Charge must not exceed the cost of the provision of the Film Service.
- c. Local Authorities are empowered to set charges as they see fit and may charge different persons different amounts or only charge some persons for the provision of the service.
- d. Screen Suffolk will provide a "menu" of services for which the Film Service Charge may apply:
  - i) Location searches and scouting
  - ii) Location hire fees (for council owned properties)
  - iii) Parking suspension fees
  - iv) Temp structure agreement (use of film equipment on the highways)
  - v) Site Visits
  - vi) Negotiating / producing contracts
  - vii) Liaising with the local community
  - viii) Liaising with other Council departments on behalf of the film production
  - ix) Liaising with external agencies including emergency services

- x) Arranging parking suspensions and dispensations.
  - xi) Arranging parking on uncontrolled highways
  - xii) Provision of TTRO and TTRN for filming on public highways
  - xiii) Health and safety advice and monitoring
  - xiv) Monitoring location filming
  - xv) Reinstatement checks
- e. Screen Suffolk will adopt a “price list” – which will be posted on the screen Suffolk website so that the level of charges are freely available to anyone who wishes to view them.
  - f. On receiving an application from a film producer Screen Suffolk will present an estimate of charges. The film producer should be informed of any change to the charge as the planning process progresses.
  - g. Parking charges should be levied at the same rate as any other customer
  - h. Council Owned Locations such as parks, housing estates, town halls and offices etc will be charged for at a commercial rate, to be determined by Screen Suffolk.



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**CAB/SE/16/068**

## Decisions Plan

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

**Date: 1 December 2016 to 31 May 2017**

**Publication Date: 3 November 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
08/12/16  (Deferred from 18/10/16)  Page 102	<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
08/12/16  (NEW)	<b>Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers</b> The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee in respect of whether the relevant Business and Technology Education Council (BTEC) Level 2 qualification should be required for all new and existing Hackney Carriage and Private Hire Vehicle	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Amanda Garnham (Licensing Team Leader) 01284 757132	All Wards	Recommendations of the Licensing and Regulatory 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
	Drivers in the Borough. This policy change will also be subject to full Council approval.							
Page 103	<b>West Suffolk Gypsy and Traveller Accommodation Assessment (GTAA)</b> This item has been removed from the Decisions Plan as it has been determined that adoption of the GTAA is no longer required but the document will provide an evidence base to support local planning policies.				Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440		
08/12/16  (NEW)	<b>Location Filming in Suffolk</b> The Cabinet will be asked to consider granting authority to Film Fixer Ltd (trading as Screen Suffolk) to act as the Council's agent for making location filming	Not applicable	(KD)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Andrea Mayley Service Manager (Development and Growth)	All Wards	Report 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
	agreements in West Suffolk, as part of a county-wide scheme.					01284 757343		
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	<b>Applications for Community Chest Grant Funding 2017/2018</b> The Cabinet will be asked to consider recommendations of the	Not applicable	(KD) – Applications for the 2018/2019 year and beyond are also subject to	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.

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
	Grant Working Party in respect of applications for Community Chest funding for the 2017/2018 year.		the budget setting process					
08/12/16  Page 105	<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.

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  (Deferred from 2 Sept 2014)  Page 106	<b>North East Bury St Edmunds Masterplan: Transport Assessment</b> Whilst full Council adopted the North East 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.	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; Moreton Hall; Northgate; Risbygate; Southgate; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet.
07/02/17  Deferred from 18 Oct 2016)	<b>Draft Bury St Edmunds Town Centre Masterplan: Delegations</b> The Cabinet will be asked	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



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
	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.							
07/02/17 Page 107	<p><b>Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy</b></p> <p>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>	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	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
07/02/17  Page 108	<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.	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.
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.

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 109	<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

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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Karen Points  
 Head of HR, Legal and Democratic Services  
 Date: 6 January 2017



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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