

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda																
Date:	Tuesday 7 February 2017																
Time:	5.00 pm																
Venue:	Conference Chamber West (F1R09) West Suffolk House Western Way Bury St Edmunds IP33 3YU																
Membership:	<p style="text-align: center;">Leader John Griffiths</p> <p style="text-align: center;">Deputy Leader Sara Mildmay-White</p> <table border="0"> <tr> <td style="vertical-align: top;"><u>Councillor</u></td> <td style="vertical-align: top;"><u>Portfolio</u></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>	<u>Councillor</u>	<u>Portfolio</u>	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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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																
Quorum:	Three Members																
Committee administrator:	Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk																

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The 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.	
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.	
Disabled access:	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.	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 16

To confirm the minutes of the meeting held on 8 December 2016 (copy 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:
11 January 2017**

17 - 22

Report No: **CAB/SE/17/001**

Chairman: Diane Hind

Lead Officer: Christine Brain

**6. Recommendations of the Overview and Scrutiny
Committee: 11 January 2017 - St Andrews Car Park, Bury
St Edmunds**

23 - 26

Report No: **CAB/SE/17/002**

Portfolio Holder: Peter Stevens

Lead Officer: Mark Walsh

- 7. Recommendations of the Overview and Scrutiny Committee: 11 January 2017 - Public Space Protection Orders (PSPOs): Changes to Anti-Social Behaviour Legislation** **27 - 30**
- Report No: **CAB/SE/17/003**
Portfolio Holders: Robert Everitt and Joanna Rayner
Lead Officers: Helen Lindfield, Damien Parker and Mark Christie
- 8. Recommendations of the Overview and Scrutiny Committee: 11 January 2017 - Review of Abbeycroft Leisure Ltd Performance 2005-2016** **31 - 34**
- Report No: **CAB/SE/17/004**
Portfolio Holder: Joanna Rayner Lead Officer: Jill Korwin
- 9. Report of the Performance and Audit Scrutiny Committee: 25 January 2017** **35 - 38**
- Report No: **CAB/SE/17/005**
Chairman: Sarah Broughton Lead Officer: Christine Brain
- 10. Recommendations of the Performance and Audit Scrutiny Committee: 25 January 2017 - Treasury Management Report 2016-2017 - Investment Activity (1 April to 31 December 2016)** **39 - 42**
- Report No: **CAB/SE/17/006**
Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann
- 11. Recommendations of the Performance and Audit Scrutiny Committee: 25 January 2017 - Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice** **43 - 46**
- Report No: **CAB/SE/17/007**
Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann
- 12. Recommendations of the Performance and Audit Scrutiny Committee: 25 January 2017: Delivering a Sustainable Medium Term Financial Strategy 2017-2020** **47 - 52**
- Report No: **CAB/SE/17/008**
Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann
- 13. Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy 2017-2021** **53 - 100**
- Report No: **CAB/SE/17/009**
Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann

- 14. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 6 December 2016 and 10 January 2017** **101 - 108**
Report No: **CAB/SE/17/010**
Portfolio Holder: Ian Houlder Lead Officer: Jill Korwin
- 15. Bury St Edmunds Town Centre Masterplan Progress** **109 - 124**
Report No: **CAB/SE/17/011**
Portfolio Holder: Alaric Pugh Lead Officer: Kirsty Pitwood
- 16. Recommendation of the Licensing and Regulatory Committee 24 January 2017 - Joint West Suffolk Sex Establishments Licensing Policy** **125 - 128**
Report No: **CAB/SE/17/012**
Portfolio Holder: Alaric Pugh Lead Officer: Peter Gudde
- 17. Recommendations from the Grant Working Party: Community Chest Funding - 2017/2018: Deferred Recommendations** **129 - 132**
Report No: **CAB/SE/17/013**
Portfolio Holder: Robert Everitt Lead Officer: Davina Howes
- 18. Decisions Plan: February 2017 to May 2017** **133 - 146**
To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/SE/17/014**
Portfolio Holder: John Griffiths Lead Officer: Ian Gallin
- 19. Revenues Collection Performance and Write Offs** **147 - 150**
Report No: **CAB/SE/17/015**
Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann
- 20. Civil Parking Enforcement** **151 - 156**
Report No: **CAB/SE/17/016**
Portfolio Holder: Peter Stevens Lead Officer: Mark Walsh
- 21. 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

22. Exempt Appendix: Civil Parking Enforcement (para 3) 157 - 158

Exempt Appendix A to Report No: **CAB/SE/17/016**
Portfolio Holder: Peter Stevens Lead Officer: Mark Walsh

(This exempt appendix 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.)

23. Exempt Appendices: Revenues Collection Performance and Write-Offs (paras 1 and 2) 159 - 164

Exempt Appendices 1, 2 and 3 to Report No: **CAB/SE/17/015**
Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann

(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual.)

24. Exempt Minutes: 8 December 2016 (paras 3, 5 and 7) 165 - 168

To confirm the exempt minutes of the meeting held on 8 December 2016.

(These exempt minutes are to be considered in private under paragraphs 3, 5 and 7 of Schedule 12A of the Local Government Act 1972, as they contain information relating to the financial and business affairs of a particular organisation; 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.)

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Thursday 8 December 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 Alaric Pugh
Ian Houlder

By Invitation:

Sarah Broughton (Chairman of the Performance and Audit
Scrutiny Committee)

Susan Glossop (Member of the Overview and Scrutiny
Committee)

In attendance:

Clive Pollington Angela Rushen
David Roach

273. Apologies for Absence

Apologies for absence were received from Councillors Joanna Rayner and Peter Stevens.

274. Minutes

The minutes of the meetings held on 18 October, 1 November and 21 November 2016 (extraordinary meeting), were confirmed as correct records and signed by the Chairman.

275. Open Forum

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

276. Public Participation

The following statement was put and answered during this item, which was in connection with the proposed Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers (Agenda Item 10):

1. Stephen Bye of A1 Cars (Suffolk) Limited, Bury St Edmunds, stated that having noted the revised recommendations put forward by both the Licensing and Regulatory Committee and subsequently by the officers, as contained in Report No: CAB/SE/16/063, he felt the half-day training course that was being proposed for existing drivers was a suitable compromise to the original proposal contained in Report No: LIC/SE/16/005.

Mr Bye acknowledged that the Council was seeking to improve standards in the interests of safeguarding the public and considered the revised approach regarding proposed training requirements for new and existing drivers was acceptable and reasonable.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, thanked Mr Bye for his statement and explained that the Council wished to continue to work closely with Hackney Carriage and Private Hire Driver providers to achieve the mutual aim of delivering an excellent standard of service for the public.

277. Report of the Overview and Scrutiny Committee: 9 November 2016

The Cabinet received and noted Report No: CAB/SE/16/058, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 9 November 2016:

- (1) Annual Presentation by the Portfolio Holder for Operations
- (2) Barley Homes – Five Year Business Plan;
- (3) Car Parking Update;
- (4) Review and Revision of the Constitution (Quarter 2);
- (5) Regulation of Investigatory Powers Act (Quarter 2); and
- (6) Work Programme Update.

In the absence of the Chairman and Vice-Chairman of the Committee, Councillor Susan Glossop, Committee member, drew relevant issues to the attention of Cabinet, including that recommendations emanating from (2) above would be considered next on this Cabinet agenda.

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

The Cabinet considered Report No: CAB/SE/16/059, which sought approval for a number of recommendations relating to the initial five year business plan devised for Barley Homes (Group) Limited.

In November 2015 the 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 for the Council to provide the Company (Barley Homes (Group) Limited) 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).

Councillor Sara Mildmay-White, Portfolio Holder for Housing, drew relevant issues to the attention of Cabinet, including 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.

Councillor Mildmay-White then thanked the Overview and Scrutiny Committee for its thorough scrutiny of the Business Plan and for its subsequent recommendations for consideration by Cabinet.

In the absence of the Chairman and Vice-Chairman of the Overview and Scrutiny Committee, Councillor Susan Glossop, Committee member, stated that the Committee had welcomed the opportunity to scrutinise the Business Plan, which was attached as Exempt Appendix A to Report No: OAS/SE/16/028, and that the Committee's initial concerns had been sufficiently addressed.

The Cabinet considered the proposals, however, as no specific detail of the Business Plan was discussed, the meeting remained in public session.

RECOMMENDED TO COUNCIL:

That:

- (1) the five year Business Plan, attached at Exempt Appendix A to Report No: OAS/SE/16/028, be approved;**
- (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;**
- (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;**
- (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;**
- (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

- (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.**

279. Report of the Performance and Audit Scrutiny Committee: 24 November 2016

The Cabinet received and noted Report No: CAB/SE/16/060, which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 24 November 2016:

- (1) Mid-year Internal Audit Progress Report 2016-2017;
- (2) Balanced Scorecard and Quarter 2 Performance Report 2016-2017;
- (3) West Suffolk Strategic Risk Register Monitoring Report – September 2016;
- (4) Work Programme Update;
- (5) Financial Performance Report (Revenue and Capital) – Quarter 2 (April to September 2016);
- (6) Delivering a Sustainable Budget Medium Term Financial Strategy 2017-2020; and
- (7) Ernst and Young – Presentation of Annual Audit Letter 2015-2016;
- (8) Mid-year Treasury Management Report and Investment Activity (April to September 2016).

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that the first four items were considered jointly with Forest Heath District Council's Performance and Audit Scrutiny Committee during an informal meeting, and that recommendations from (6) and (8) above would be considered next on this Cabinet agenda.

280. Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Delivering a Sustainable Budget Medium Term Financial Strategy 2017/2020

The Cabinet considered Report No: CAB/SE/16/062, which sought approval for progressing the securing of a balanced budget for 2017/2018 and a sustainable budget in the medium term.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Cabinet, including that St Edmundsbury Borough Council continued to face considerable financial challenges as a result of increased cost and demand pressures and constraints on public sector spending.

In order to address this and progress securing a balanced budget for 2017/2018 and a sustainable budget in the medium term, a number of budget proposals had been scrutinised by the Performance and Audit Scrutiny

Committee, as contained in Table 2 of paragraph 5.1 of Report No: PAS/SE/16/029, which were now presented to Cabinet for recommending approval to Council for inclusion in the budget setting process.

In addition, it was acknowledged that a number of projects were currently in the pipeline and full business cases were yet to be approved in the 2016/2017 financial year. Following approval of these business cases, the capital and revenue returns would be included in the budgets going forward and the current budget gap figure would be revised.

Members also considered the items suggested to be removed from the capital programme and the proposed transfers of earmarked reserves, as set out in paragraphs 5.5 (Table 3) and 5.7 (Table 4) of Report No: PAS/SE/16/029 were acceptable.

RECOMMENDED TO COUNCIL:

That:

- (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;**
- (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;**
- (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**
- (4) the reserve transfers as detailed in paragraph 5.7 and Table 4 of Report No: PAS/SE/16/029, be approved.**

281. Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Mid-Year Treasury Management Performance Report and Investment Activity (April - September 2016)

The Cabinet considered Report No: CAB/SE/16/062, which sought approval for the Mid-Year Treasury Management Report and the addition of Enhanced Cash Funds to the Council's list of authorised investments.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the Treasury Management Sub-Committee's and Performance and Audit Scrutiny Committee's had previously scrutinised Report No: TMS/SE/16/004, which included a summary of the investment activities for the first six months of 2016/2017 at Appendix 1 of that report. Both Committees' had examined the report in details and had recommended approval of the mid-year treasury management report 2016/2017.

The Cabinet then noted that with the recent reduction in the Bank of England base rate, it had 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 had sought approval to increase the Council's counterparty limits in order to be able to secure more favourable rates with the banks and investments houses still in the market place.

Due to the significant effect on the Council's investments and need to act quickly, following consultation between the Chief Executive; Head of Resources and Performance (Section 151 officer); Vice Chairman of the Overview and Scrutiny Committee (in the absence of the Chairman); Portfolio Holder for Resources and Performance; Chairman of the Performance and Audit Scrutiny Committee; the Treasury Management Sub-Committee; and Capita, the council's treasury advisors; the Chief Executive exercised his urgency powers, in accordance with Part C(a) of the Scheme of Delegation to Officers in Part 3, Functions and Responsibilities of the Constitution, to approve the increase in counterparty limits.

The Treasury Management Code of Practice 2016/17 (Appendix 3 to Report No: TMS/SE/16/004); and sections 22, 23, and 26 of the Annual Treasury Management and Investment Strategy Statements 2016/17 (Appendix 2) had been amended to reflect this change accordingly.

In addition, and in an attempt to mitigate some of the lost return on investments due to the current low Bank of England base rate, the Cabinet supported approval of the use of Enhanced Cash Funds as an alternative investment vehicle to the more traditional fixed term deposits with banks and building societies. If approved by Council, this would also be added to the authorised investments list in the Treasury Management and Investment Strategy and Code of Practice, attached as Appendices 2 and 3 to Report No: TMS/SE/16/004.

RECOMMENDED TO COUNCIL:

That:

- (1) the Mid-Year Treasury Management Report 2016-2017, attached at Appendix 1 to Report No: TMS/SE/SE/004, be approved; and**
- (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.**

282. Recommendations of the Licensing and Regulatory Committee: 11 October 2016: Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers

The Cabinet considered Report No: CAB/SE/16/063, which sought approval for new training requirements for Hackney Carriage and Private Hire Vehicle Drivers.

The Local Government (Miscellaneous Provisions) Act 1976 placed 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 Report No: LIC/SE/16/005 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 Licensing and Regulatory Committee had accepted that the appropriate form for the qualification would be based on BTEC Level 2.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that 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 to Report No: LIC/SE/16/005. 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.

The Cabinet supported the requirement for new Hackney Carriage and Private Hire Vehicle drivers to undertake the complete BTEC Level 2 training course; however, the Cabinet endorsed the conclusion of the Licensing and Regulatory Committee that it was too onerous to place the expectation on existing drivers to undertake this full course, particularly if they had held their licence for a long period of years without incident or complaint.

To address some of the concerns raised by the public during the consultation on this matter but considering the potential disproportionate requirement placed on existing drivers, the Cabinet considered the additional recommendations put forward by the officers (as shown in 4(a) and (b) of the report), which would require existing drivers to attend a half-day training course was an acceptable compromise. The course would cover safeguarding of vulnerable people, customer care and assisting customers with disabilities and would be provided with no cost to attendees.

RECOMMENDED TO COUNCIL:

That:

- (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;**

- (2) the change in requirements for all new drivers to complete the BTEC Level 2 Certificate be adopted; and, additionally**
- (3)**
 - (a) 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) the Disciplinary Code for Hackney Carriage/Private Hire Vehicles be amended to reflect that should existing drivers fail to comply with (3)(a) above, this would 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.**

283. Recommendations of the Grant Working Party: 7 November 2016: Community Chest Grant Funding 2017/2018

The Cabinet considered Report No: CAB/SE/16/064, which presented the recommendations of the Grant Working Party emanating from its meeting on 7 November 2016.

Councillor Robert Everitt, Portfolio Holder for Families and Communities, drew relevant issues to the attention of the Cabinet including that the Grant Working Party had considered a total of 39 applications for Community Chest funding in 2017/2018. A wide variety of organisations had submitted applications, as detailed in Appendix 1 to Report No: GWP/SE/16/003. The Community Chest budget for 2017/2018 was £332,147 and applicants could apply for a maximum of three years.

Councillor Angela Rushen, Chairman of the Grant Working Party was in attendance and summarised the process that had been undertaken to formulate the Working Party's recommendations.

Each application, including those that had previously been allocated funding in 2016/2017 for 2017/2018, as part of two-year agreements, had been summarised in Appendix 1 to Report No: GWP/SE/16/003 with the full applications attached as appendices to that 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 set out in the Cabinet report.

Following due consideration, recommendations for funding had been put forward to the Cabinet for the reasons provided in Report No: CAB/SE/16/003.

Members noted that the Working Party had decided to defer its consideration of four of the applications pending receipt of further information. These applications required further evaluation by email by the Working Party, and therefore it's recommendations for funding for these particular organisations (if any) would now be considered at the next meeting of Cabinet on 7 February 2017.

Subject to the approval of the recommendations, including subject to approval of the four applications referred to above and outlined in paragraph 1.8.9 of the report, a total of £26,725.70 would remain available in the Community Chest fund for 2017/2018, which if left unallocated, this balance would be carried forward to the 2018/2019 financial year.

Officers were acknowledged for their work in encouraging organisations to apply for funding, with particular recognition given to Richard Baldwin, Families and Communities Officer, for his significant contribution to the Community Chest Funding process and assisting the Working Party in their deliberations. Mr Baldwin was shortly leaving the West Suffolk councils to further his career and he was wished every success for the future. The Working Party was also commended for its exceptionally thorough consideration of the applications.

RESOLVED

That:

- (1) the allocation of Community Chest funding for 2017/2018, as previously approved in 2016/2017 as part of two-year funding agreements, be noted, namely:
 - (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

- (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
 - (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:
- (a) Suffolk Accident Rescue Service (SARS):

<u>2017/18</u>	<u>2018/19</u>
£2,000	£2,000
 - (b) Theatre Royal (Bury St Edmunds):

<u>2017/18</u>	<u>2018/19</u>
£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;
 - (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.
- (5) No allocation of Community Chest funding for 2019/2020 be approved at this present time.

- (6) As further details and information is required from the following four organisations, the granting of appropriate levels (if any) of Community Chest funding for 2017/2018 be deferred and recommended to Cabinet on 7 February 2017 for approval:
- (a) Suffolk Mind;
 - (b) Catch 22, Suffolk Positive Futures;
 - (c) HomeStart (Honington); and
 - (d) Unit Twenty Three ('Freefall' production).

(Councillor David Roach joined the meeting during the consideration of this item.)

284. Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018

The Cabinet considered Report No: CAB/SE/16/065, which sought approval for the Local Council Tax Reduction Scheme and Technical Changes 2017/2018.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including background to the Local Council Tax Reduction Scheme (LCTRS) which was introduced from 1 April 2013, together with a summary of the previous year review (2015/2016) in respect of the behavioural, administrative and financial impacts of the LCTRS and council tax technical changes levels.

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 2017/2018 budget setting process. 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.

Members noted that national research showed 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. . As both the LCTR scheme and council tax technical changes were discount and exemption based, any proposed changes had a direct impact on the Council's tax base for council tax setting purposes. These proposals would therefore feed into the Tax Base setting process during the autumn 2016 (see minute 285 below).

The Cabinet considered that based on the overall findings of the scheme review outlined in sections 2 and 3 of the report, the recommendation is to continue the LCTR scheme in its current form, including applying the current level of applicable amounts¹ within the LCTRS, for 2017/2018 was acceptable.

¹ 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.

It also agreed to recommend to Council the continuation of the 2016/2017 levels for second homes and empty properties, as set out in table 1 of the report.

RECOMMENDED TO COUNCIL:

That 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.

285. Council Tax Base for Tax Setting Purposes 2017/2018

The Cabinet considered Report No: CAB/SE/16/066, which sought approval for Council Tax Base for Tax Setting Purposes 2017/2018.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet including that the tax base formed the basis for the formal calculation of Council Tax for 2017/2018.

The CTB1 Tax Base Return form was attached at Appendix 1, which had been updated as at 31 October 2016 to allow for:

- (a) technical changes outlined in Report No: CAB/SE/16/065; 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 had planning permission, adjusted for an assumed level of discounts/exemptions within that growth of property base.

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

The tax base figures provided within Appendix 2 of the report had been communicated to town and parish councils so they could start to factor these into their budget setting process.

RECOMMENDED TO COUNCIL:

That:

- (1) 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**
- (2) 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.**

286. **Location Filming in Suffolk**

The Cabinet considered Report No: CAB/SE/16/067, which sought approval for delegated authority to be granted to Film Fixer Limited (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.

This matter was also being considered by Forest Heath District Council's Cabinet, hence the joint references in the report and the recommendation.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that there was currently no set process for handling film enquiries in West Suffolk. Any enquiries were typically received by Corporate Communications, which were then directed to the relevant service responsible for locations that had historically used for filming purposes, such as West Stow and Abbey Gardens.

The Suffolk Public Sector Leaders' Group had previously agreed to a county-wide proposal to establish a 'Suffolk Film Office' using allocations of funding from Suffolk pooled business rates. Each district, borough and county councils across Suffolk were now being presented with the proposal to grant delegated authority to Film Fixer Ltd (trading as Screen Suffolk) to streamline and provide a common process for granting permissions for filming in the county on council-owned land and premises.

The Cabinet had agreed this was a sensible approach; however, it wished to ensure that it received feedback on the impact and success of the scheme in West Suffolk, possibly in the form of an annual performance monitoring report.

RESOLVED:

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.

287. **Decisions Plan: December 2016 to May 2017**

The Cabinet considered Report No: CAB/SE/16/068, which was the Cabinet Decisions Plan covering the period December 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.

288. **Exclusion of Press and Public**

As the next two items on the agenda were exempt, it was proposed, seconded and

RESOLVED:

That the press and public 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.

289. Exempt: Investing in our Commercial Asset Portfolio (para 3)

The Cabinet considered Exempt Report No: CAB/SE/16/069, which sought approval for delegated authority to be given to progress an addition to the Council's commercial asset portfolio, together with associated funding required.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet.

Following a detailed discussion, the Cabinet supported the recommendations as proposed in the exempt report.

RECOMMENDED TO COUNCIL:

The decision is contained in the exempt version of these minutes.

290. Exempt: Unauthorised Development - Compensation Claim (paras 5 and 7)

The Cabinet considered Exempt Report No: CAB/SE/16/070, which sought approval for a claim of compensation to be settled in respect of a matter directly relevant to planning enforcement and to prevent escalation to the Local Government Ombudsman.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet.

The Cabinet supported the recommendations as proposed in the exempt report.

RESOLVED:

The decision is contained in the exempt version of these minutes.

The meeting concluded at 5.44 pm

Signed by:

Chairman

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Overview and Scrutiny Committee: 11 January 2017	
Report No:	CAB/SE/17/001	
Report to and date:	Cabinet	7 February 2017
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsb.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 11 January 2017, the Overview and Scrutiny Committee considered the following items:</p> <ol style="list-style-type: none"> (1) St Andrews Car Park; (2) Designated Public Place Orders in Bury St Edmunds and Haverhill and Change to Public Space Protection Orders; (3) Bury St Edmunds Bus Station Information Building – Background Information; (4) Review of Abbeycroft Leisure Ltd Performance 2005 -2016; (5) Annual Presentation by the Portfolio Holder for Leisure and Culture; (6) Review and Revision of the Constitution (Quarterly Report); 	

Purpose of report continued:	(7) Directed Surveillance Authorised Applications (Quarter 3); and (8) Work Programme Update. Separate reports are included on this Cabinet agenda for Items (1) , (2) and (4) above.		
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/17/001, being the report of the Overview and Scrutiny Committee.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.		
Consultation:	<ul style="list-style-type: none"> • See Reports listed under background papers below 		
Alternative option(s):	<ul style="list-style-type: none"> • See Reports listed under background papers below 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 		
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 		
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 		
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 		
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Reports listed under background papers below 		
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Bury St Edmunds Bus Station Information Building – Background Information (Report No: OAS/SE/17/003)

- 1.1.1 The Committee received Report No: OAS/SE/17/003, which provided background to the capital investment to reconfigure the Bury St Edmunds bus station information building to achieve revenue savings and additional income.
- 1.1.2 The report included information on the project background; invest to save; café kiosk update; lettable space update and bus information (planning and publishing bus timetable information, which is the responsibility of Suffolk County Council). The Head of Families and Communities clarified that the Café kiosk closed in June 2016, and not July 2016 as set out in the report.
- 1.1.3 The Committee considered the report in detail and asked a number of questions of the Portfolio Holder for Families and Communities and officers, to which comprehensive responses were provided. In particular, discussions were held on the lettable space currently available and the vending machines. The Cabinet Member informed Members that enquiries were being made regarding the lettable space at the front of the building and hoped this would be occupied in 2017. The vending machines now had stickers on them so any issues could be reported to the supplier.
- 1.1.4 There being no decision required, the Committee **noted** the contents of the report.

1.2 Annual Presentation by the Portfolio Holder for Leisure and Culture (Report No: OAS/SE/17/005 and Verbal)

- 1.2.1 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.
- 1.2.2 The Committee was reminded that on 13 January 2016, the Committee received a presentation from the Cabinet Member for Leisure and Culture, setting out responsibilities covered under the leisure and culture portfolio.
- 1.2.3 At this meeting, the Portfolio Holder for Leisure and Culture, Councillor Joanna Rayner, had been invited back to provide a follow-up presentation on his portfolio. Report No: OAS/SE/17/005, 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; and
 - Set out the vision for the Operations Portfolio through to 2019 and were you on target to meet that vision.

- 1.2.4 Members discussed the presentation in detail and asked questions of the Cabinet Member for Leisure and Culture, to which comprehensive responses were provided. In particular, discussions were held on cemeteries and their capacity in the short and long-term; refurbishment of play areas and the Sodexo contract.

In response to questions:

- i) The Cabinet Member agreed to look into the possibility of taking over the playing fields at Chalkstone Middle School in Haverhill, which was closed.
- ii) Officers agreed to send Members the updated schedule on the maintenance of play areas and would consult with Ward Members when play areas were due for maintenance.

- 1.2.5 The Cabinet Member for Leisure and Culture thanked officers for all the work they were doing and for the Committee's scrutiny of her portfolio.

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

1.3 **Review and Revision of the Constitution – Quarter 3 (Report No: OAS/SE/17/006)**

- 1.3.1 As set out in the Council's Constitution, the Overview and Scrutiny Committee on a quarterly basis would receive a report from the Monitoring Officer setting out minor amendments made arising from changes to legislation, changes to staffing structures/job descriptions or changes in terminology.

- 1.3.2 Report No: OAS/SE/17/006 set out minor amendments which had 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 October to December 2016.

- 1.3.3 All Members of the Council had 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 3) (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 3, no such surveillance had been authorised.

1.5 **Work Programme Update (Report No: OAS/SE/17/007)**

- 1.5.1 The Committee received Report No: OAS/SE/17/007, which provided an update on the current status of the Committee's Work Programme for 2017. The Committee requested the item in its forward work programme on the "North West Relief Road and Haverhill Town Centre Master Plan" to be included on the agenda for March 2017. It was felt valuable lessons could be learnt for the Bury St Edmunds Town Centre Master Plan which would shortly be going out to consultation; and the first planning application for phase 1 for the north-west Haverhill development was imminent and the delivery of the north west relief road was crucial for the sustainability of the proposed north-west and north-east developments.

2. Background Papers

- 2.1.1 Report No: [OAS/SE/17/003](#) to the Overview and Scrutiny Committee: Bury St Edmunds Bus Station Information Building – Background Information
- 2.1.2 Report No: [OAS/SE/17/005](#) to the Overview and Scrutiny Committee: Annual Presentation by the Cabinet Member for Leisure and Culture
- 2.1.3 Report No: [OAS/SE/17/006](#) to the Overview and Scrutiny Committee: Review and Revision of the Constitution – Quarter 3
- 2.1.4 Report No: [OAS/SE/17/007](#) to the Overview and Scrutiny Committee: Work Programme Update

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations of the Overview and Scrutiny Committee: 11 January 2017 St Andrews Car Park	
Report No:	CAB/SE/17/002	
Report to and date:	Cabinet	7 February 2017
Portfolio holder:	Peter Stevens Portfolio Holder for Operations Tel: 07775 877000 Email: peter.stevens@stedsbc.gov.uk	
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead Officers:	Mark Walsh Head of Operations Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk Darren Dixon Car Parks Manager Tel: 01284 757413 Email: Darren.dixon@westsuffolk.gov.uk	
Purpose of report:	On 11 January 2017, the Overview and Scrutiny Committee considered Report No: OAS/SE/17/001 , which was referred to the Committee, in response to a Motion on Notice submitted by Councillor Nettleton to Council on 20 December 2016.	

Recommendations:	It is <u>RECOMMENDED</u> that:		
	<p>(1) the all-day tariff for long stay parking in St Andrews Car Park, Bury St Edmunds not be changed, and that the Annual Update Report on Car Parking, usually presented to the Committee in November be moved to January 2018, following the completion of the Bury St Edmunds Town Centre Master Plan; and</p> <p>(2) the previous alignment of the footpath in St Andrews Car Park, be reinstated, with the requisite loss of car parking spaces, as detailed in paragraph 1.1.6 of Report No: CAB/SE/17/002.</p>		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> See Report No: OAS/SE/17/001 		
Alternative option(s):	<ul style="list-style-type: none"> See Report No: OAS/SE/17/001 		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/001
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/001
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/001
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/001
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/001
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: OAS/SE/17/001			
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No: OAS/SE/17/001	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Key Issues

- 1.1.1 Councillor David Nettleton was invited to the meeting to present to the Committee his Motion on Notice, which had been submitted to Council on 20 December 2016, and had subsequently been referred to the Overview and Scrutiny Committee for consideration. The motion stated:

The St Andrews short-stay car park is half-empty Monday to Friday, whereas the long-stay section is often close to capacity. The reason is that the current pricing policy encourages shoppers to occupy spaces in the long-stay section intended for town centre workers. By making minor adjustments to the tariffs in both sections of this car park, a more even spread of parking can be achieved for the benefit of our customers and without compromising income streams designed to meet revenue budget targets previously agreed by the Council. The anticipated date of implementation is Monday 3 April 2017.

I therefore propose that the tariffs are revised to the following: (changes highlighted in bold):-

*Short-stay section: 30 minutes 60p: 1 hour £1.10 (no change to either): **3 hours £2**. At present, there is a 2 hour option at £2 and a 3 hour option at £2.70. Our customers clearly don't like paying more than £2 for a short-stay of up to 3 hours in this car park, as the number of events per tariff band indicates.*

*Long-stay section: **Daily £4** (up from £3). The current difference between 3 hours in the short-stay section and the daily tariff is 30p. The proposed difference would be £2. A few shoppers will pay but the majority will migrate to the short-stay section. **Weekly Tickets £10** (down from £11.50) **Low Emissions £8** (down from £10). Many shop and office workers are not highly paid but they are key to the continued success of the town centre economy. Weekly tickets are 24/7. There are no changes planned for tariffs in either section at weekends.*

In addition, I propose restoring the pedestrian path between the residential streets of Bishops Road/Blomfield Street and the Springfield/Tayfen area beyond, which was arbitrarily truncated last summer without consultation with either local ward members or the community which it served as a link to Wilko and the arc shopping centre. Most importantly, open discussions with West Suffolk College and Suffolk County Council to accommodate students Monday to Friday during term time in the long-stay section. Here also, the implementation date would be Monday 3 April 2017.

- 1.1.2 Councillor Nettleton provided the Committee with additional supporting evidence regarding car parking statistics and the reasoning for the motion.
- 1.1.3 The Committee received Report No: OAS/SE17/001, which responded to the motion. Councillor Peter Stevens, Portfolio Holder for Operations and the Car Parks Manager responded to the various issues raised in the motion; set out the car parking profile for the St Andrews car park; and the work carried out by the Car Park Task and Finish Group in 2016, and their recommendations

which had been considered by the Overview and Scrutiny Committee.

- 1.1.4 In response to the motion, the Cabinet Member explained that the Council would need to look at the whole of the parking in the Borough, and not one car park in isolation. An add hoc review on one particular car park would not be healthy. The issue of college students parking on the roads was a matter for Suffolk County Council (SCC). He also acknowledged the current work taking place on the Bury Masterplan, which would be identifying future car parking needs.
- 1.1.5 The Committee considered the evidence provided by Councillor Nettleton along with the report. In particular, the Committee considered in detail the existing tariff structure, specifically the all-day tariff for long stay parking, and whether the previous alignment of the footpath in the car park should be reinstated (with a requisite loss of car parking spaces).
- 1.1.6 The majority of Members were concerned that people might get hit in the St Andrews Car Park and suggested that the original footpath should be reinstated. Some Members felt that there was no need to reinstate the original alignment of the foot path. Other Members were also concerned that no consultation had been carried out with the Ward Member(s) and sought reassurance that in the future, Ward Member(s) would be consulted before changes were made in their ward.

The Committee was informed that the footpath did meet the required health and safety requirements, as set out in the report. This was the only car park in Bury St Edmunds which had a footpath. However, it was not a designated right of way and both drivers and people using the car park had a duty of care.
- 1.1.7 The Committee had some sympathy with college students, and was pleased that parties were coming together regarding student parking.
- 1.1.8 The Cabinet Member acknowledged the need for further car park capacity to be reviewed and informed the Committee that he had been reassured through the master plan process that capacity could be delivered by 2020. He was also aware of Members' concerns and the Council was working hard to deliver solutions.
- 1.1.9 The Overview and Scrutiny Committee considered the report and has put forward recommendations as set out on page two of this report.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations of the Overview and Scrutiny Committee: 11 January 2017 - Public Space Protection Orders (PSPOs) – Changes to Anti-Social Behaviour Legislation	
Report No:	CAB/SE/17/003	
Report to and date:	Cabinet	7 February 2017
Portfolio holders:	<p>Robert Everitt Portfolio Holder for Families and Communities Tel: 01284 769000 Email: Robert.everitt@stedsbc.gov.uk</p> <p>Joanna Rayner Portfolio Holder for Leisure and Culture Tel: 07872 456836 Email: joanna.rayner@stedsbc.gov.uk</p>	
Chairman of the Committee:	<p>Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk</p>	
Lead Officers:	<p>Helen Lindfield Families and Communities officer Tel: 01284 757620 Email: helen.lindfield@westsuffolk.gov.uk</p> <p>Damien Parker Leisure and Cultural Services Manager Tel: 01284 757090 Email: damien.parker@westsuffolk.gov.uk</p> <p>Mark Christie Service Manager (Business) Tel: 01638 719220 Email: mark.christie@westsuffolk.gov.uk</p>	

Purpose of report:	On 11 January 2017, the Overview and Scrutiny Committee considered Report No: OAS/SE/17/002 , which provided an update on legislation relating to Public Space Protection Orders (PSPOs) and proposed changes prior to public consultation.		
Recommendation:	<p>It is <u>RECOMMENDED</u> that, as detailed in Report No: OAS/SE/17/002:</p> <p>(1) the inclusion of street begging in the Bury St Edmunds alcohol-related Public Space Protection Orders, be approved, subject to public consultation; and</p> <p>(2) the Public Space Protection Orders relating to dog control across St Edmundsbury, be approved, subject to public consultation.</p>		
Key Decision: <i>(Check the appropriate box and delete all those that do not 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>		
Consultation:	<ul style="list-style-type: none"> See Report No: OAS/SE/17/002 		
Alternative option(s):	<ul style="list-style-type: none"> See Report No: OAS/SE/17/002 		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/002
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/002
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/002
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/002
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: OAS/SE/17/002
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: OAS/SE/17/002			

<p>Ward(s) affected:</p>	<p>Alcohol-related PSPO Haverhill: Haverhill East, Haverhill South, Haverhill West and Haverhill North.</p> <p>Alcohol/street begging PSPO – Bury St Edmunds: Risbygate, Abbeygate, Eastgate and Westgate.</p> <p>Dog control PSPO: Dog fouling condition – all wards in St Edmundsbury.</p> <p>Dog exclusion condition – those wards detailed in the proposed order.</p>
<p>Background papers: <i>(all background papers are to be published on the website and a link included)</i></p>	<p>Dog Fouling report July 2015 Ref no OAS/SE/15/011</p> <p>Dog Fouling report July 2016 Ref no OAS/SE/16/018</p> <p>Report No: OAS/SE/17/002</p>
<p>Documents attached:</p>	<p>None</p>

1. Key issues and reasons for recommendations

1.1 Key Issues

- 1.1.1 The Committee received Report No: OAS/SE/17/002, which updated Councillors on legislation relating to Public Space Protection Orders (PSPOs) and proposed changes prior to public consultation.
- 1.1.2 The report set out the transition arrangements from Designated Public Place Orders (DPPOs) to PSPOs; existing DPPO for Haverhill which had been in place since 2008; existing DPPO for Bury St Edmunds which had been in place since 2006; transition from Dogs Fouling of Land Act 1996 to PSPO Dog Control Orders; consultation requirements; publication of signage; enforcement; and reviews of PSPOs.
- 1.1.3 The Committee considered the report in detail and asked a number of questions of the Portfolio Holders and officers, to which comprehensive responses were provided. In particular, discussions were held on the inclusion of "street begging" within the Order as some Members had concerns about distinguishing between "passive begging" and "aggressive begging". It was felt that people who were on the streets needed help with signposting and not being moved on; it would stop acts of charity; it would be giving out the right message; and felt it should not just include Bury St Edmunds as the issues might simply be moved elsewhere.
- 1.1.4 The Committee also discussed in detail the dog orders. Members were in support of the dog order, but felt that there needed to be more emphasis on enforcement; dog wardens; the provision of dog bags at strategic locations; and whether anyone had been prosecuted.
- 1.1.5 Members were informed that the Council had dog bags which could be extended across other areas; five fixed penalty notices had been issued in St Edmundsbury over the last year, which had all resulted from information being reported by the public; signage would be increased as it was a requirement of the new PSPO; and the Council was committed to carrying out pilots with parish councils in order to reduce dog incidences of inconsiderate dog owners who don't pick up after their dog(s). However, the Council and the community needed to work together in partnership to reduce the emotive subject of dog fouling.
- 1.1.6 The Committee noted that the Haverhill alcohol-related PSPO remained in place, with no changes to the conditions or the area covered.
- 1.1.7 The Overview and Scrutiny Committee considered the report and has put forward a recommendation as set out on page two of this report.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations of the Overview and Scrutiny Committee: 11 January 2017 - Review of Abbeycroft Leisure Ltd Performance 2005-2016	
Report No:	CAB/SE/17/004	
Report to and date:	Cabinet	7 February 2017
Portfolio holder:	Joanna Rayner Portfolio Holder for Leisure and Culture Tel: 07872 456836 Email: joanna.rayner@stedsbc.gov.uk	
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead Officer:	Jill Korwin Director Tel: 01284 757252 Email: jill.korwin@westsuffolk.gov.uk	
Purpose of report:	On 11 January 2017, the Overview and Scrutiny Committee considered Report No: OAS/SE/17/004 , which asked the Committee to review the performance of Abbeycroft Leisure Ltd in St Edmundsbury to inform the development of a new Partnership Agreement.	
Recommendations:	<p>It is <u>RECOMMENDED</u> that note be taken of the findings of the Overview and Scrutiny Committee in developing a new Partnership Agreement with Abbeycroft moving forward, in particular:</p> <p>(1) the need for full transparency in costs to the Council of providing leisure services;</p>	

	<p>(2) the need for the agreement to focus on the outcomes for the health and wellbeing of communities; and</p> <p>(3) the approach to developing a Partnership Agreement with Abbeycroft for at least 10 years and alignment of leases will deliver value for money service for the Council.</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not 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>		
Consultation:	<ul style="list-style-type: none"> See Report No: OAS/SE/17/004 		
Alternative option(s):	<ul style="list-style-type: none"> See Report No: OAS/SE/17/004 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: OAS/SE/17/004 	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: OAS/SE/17/004 	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: OAS/SE/17/004 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: OAS/SE/17/004 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: OAS/SE/17/004 	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: OAS/SE/17/004			
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No: OAS/SE/17/004 ,	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Key Issues

- 1.1.1 The Committee received Report No: OAS/SE/17/004, requesting Members to review the performance of Abbeycroft Leisure in St Edmundsbury, which would then inform the development of a new Partnership Agreement.
- 1.1.2 The report included information on the establishment of Abbeycroft Leisure; trustees and governance (Appendix 1); core business for West Suffolk; attendance levels; continuous improvement and quality management; initiatives and projects; business development and diversification; financial performance; strategic leisure support and advice; approaches and cost of other local authorities; challenges; and the future. Also attached was an Exempt Appendix 3, containing confidential business information.
- 1.1.3 The Committee considered the report in detail and asked a number of questions of the Cabinet Member, Councillor Joanna Rayner; Abbeycroft Leisure's Chief Executive, Warren Smyth; and officers, to which comprehensive responses were provided.
- 1.1.4 Discussions were held on the investment fund created in December 2016; health programmes for the elderly; working with partners in rural areas; new funding opportunities for sports in rural areas; reducing the management fee; Abbeycroft Leisure broadening its remit in all areas of sport, including mainstream sports; and outcomes from the Stand Tall project. In particular Members discussed:
- The optimum length in developing a partnership agreement, and sought clarification as to why this was not a tender process.
 - The size and adequacy of the Bury St Edmunds swimming pool; opportunities to open the pool area to the outside; and the opportunity for spectator seating at the athletics track.
- 1.1.5 The Chairman, on behalf of the Committee thanked Abbeycroft Leisure for the work they had done, and noted the development and improvement of facilities over the years.
- 1.1.6 The Overview and Scrutiny Committee considered the report and has put forward recommendations as set out on pages one and two of this report.

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 25 January 2017	
Report No:	CAB/SE/17/005	
Report to and date:	Cabinet	7 February 2017
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Sarah Broughton Chairman of the Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 25 January 2017, 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 three items jointly:</u></p> <ol style="list-style-type: none"> (1) Balanced Scorecards and Quarter Three Performance Report 2016-2017; (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016; (3) Work Programme Update; 	

	<p>(4) Financial Performance Report (Revenue and Capital) Quarter 3 – 2016-2017;</p> <p>(5) Delivering a Sustainable Medium Term Financial Strategy 2017-2020</p> <p>(6) Treasury Management Report 2016-2017 - Investment Activity 1 April to 31 December 2016; and</p> <p>(7) Annual Treasury Management and Investment Strategy Statements 2017-2018 and Treasury Management Code of Practice.</p> <p>Separate reports are included on this Cabinet agenda for Items (5), (6) and (7) above.</p>
Recommendation:	It is <u>RECOMMENDED</u> that Report No: CAB/SE/17/005, being the report of the Performance and Audit Scrutiny Committee, be noted.
Key Decision:	No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.
Consultation:	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	All Wards
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendation

1.1 Balanced Scorecards and Quarter 3 Performance Report 2016-2017 (Report No: PAS/SE/17/001)

- 1.1.1 The Committee received and **noted** Report No: PAS/SE/17/001, 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 third quarter of 2016-2017. The six current balanced scorecards (attached at Appendices A to F to Report No: PAS/SE/17/001) were linked to the Heads of Service areas, which presented Quarter 3 2016-2017 performance.
- 1.1.2 Most indicators reported performance against an agreed target using a traffic light system with additional commentary provided for performance indicators below optimum performance.
- 1.1.3 Members considered the report and asked questions. In particular, discussions were held on Appendix F (Housing), housing options and the number in Bands A and B. Officers provided the current breakdown for Bands A and B (West Suffolk 897; St Edmundsbury 552; Forest Heath 345). Members requested that future quarterly reports should include a breakdown of the figures showing the split for West Suffolk, St Edmundsbury and Forest Heath in the comments box.
- 1.1.4 No issues were required to be brought to the attention of Cabinet.

1.2 West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016 (Report No: PAS/SE/17/002)

- 1.2.1 The Committee received and **noted** the third 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 in December 2016 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 Strategic Risk Register (Appendix 1 to Report No: PAS/SE/17/002). Some individual controls or actions had been updated and those that were not ongoing and had been completed by December 2016 had been removed from the register.
- 1.2.2 There had been no new risks or amendments made to any existing risks since the Strategic Risk Register was last reported to the Committee. Also no existing risks had been closed since the Register was last reported to the Committee.
- 1.2.3 Members scrutinised the report and asked questions to which officers duly responded. No issues were required to be brought to the attention of Cabinet.

1.3 Work Programme Update (Report No: PAS/SE/17/003)

- 1.3.1 The Committee received and **noted** its Work Programme which provided items scheduled to be presented to the Committee during 2017-2018.

1.4 **Financial Performance Report (Revenue and Capital) Quarter 3 – 2016/2017 (Report No: PAS/SE/17/004)**

1.4.1 The Committee received and **noted** the third quarterly monitoring report which informed Members of the forecasted outturn position for 2016-2017.

1.4.2 Attached at Appendix A and B to the report was details of the Council's revenue performance and year end forecasted outturn position. Explanations of the main year end forecast over/(under) spends was set out within paragraph 1.2.3 of the report. The current forecast position for the year end was expected to be a slight underspend against budget of £34,000.

Appendix C to the report set out the Council's capital financial position for the first nine months of 2016-2017, which showed expenditure of £1,892,000.

Finally, a summary of earmarked reserves was attached at Appendix D, along with the forecast year end position for 2016-2017.

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

1.4.4 Members scrutinised the report in detail, and asked a number of questions to which officers duly responded. In particular discussions were held on the variances over £25,000 for trade waste; off-street car parks and homelessness.

1.4.5 Members also discussed the brown bin service and the subscription renewals which are due for renewal shortly.

2. Background Papers

2.1.1 Report [PAS/SE/17/001](#) to the Performance and Audit Scrutiny Committee: Balanced Scorecards and Quarter 3 Performance Report 2016-2017

2.1.2 Report [PAS/SE/17/002](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016

2.1.3 Report [PAS/SE/17/003](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

2.1.4 Report [PAS/SE/17/004](#) to the Performance and Audit Scrutiny Committee: Financial Performance Report (Revenue and Capital) Quarter 3 – 2016-2017

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendation of the Performance and Audit Scrutiny Committee: 25 January 2017 Treasury Management Report 2016/2017 – Investment Activity (1 April to 31 December 2016)	
Report No:	CAB/SE/17/006	
Report to and dates:	Cabinet	7 February 2017
	Council	21 February 2017
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Sarah Broughton Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead Officer:	Joanne Howlett Service Manager - Finance and Performance Tel: 01284 757264 Email: joanne.howlett@westsuffolk.gov.uk	
Purpose of report:	<p>On 25 January 2017, the Performance and Audit Scrutiny Committee considered Report No: TMS/SE/17/001, which had been scrutinised by the Treasury Management Sub-Committee on 16 January 2017.</p> <p>The report presented the Council's Treasury Management Report summarising the investment activity for the period 1 April to 31 December 2016.</p>	

Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of Council, the Treasury Management Report 2016-2017, attached at Appendix 1 to Report No: TMS/SE/17/001, be approved.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> See Report No: TMS/SE/17/001 		
Alternative option(s):	<ul style="list-style-type: none"> See Report No: TMS/SE/17/001 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: TMS/SE/17/001 	
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: TMS/SE/17/001 	
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: TMS/SE/17/001 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: TMS/SE/17/001 	
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Report No: TMS/SE/17/001 	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: TMS/SE/17/001			
Ward(s) affected:	All Wards		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	See Report No: TMS/SE/17/001 to Treasury Management Sub-Committee and the Performance and Audit Scrutiny Committee: Annual Treasury Management and Investment Strategy Statements 2017/2018		
Documents attached:	None		

1. Key issues and reasons for recommendation

1.1 Key Issues

- 1.1.1 Following the Treasury Management Sub-Committee's consideration of Report No: TMS/SE/17/001, the Head of Resources and Performance verbally reported to the Performance and Audit Scrutiny Committee on the Sub-Committee's consideration of the report and recommendation.
- 1.1.2 It was reported that as at the end of December 2016, interest earned during the first nine months of the financial year amount to £327,926, an over-achievement of £119,814. The over-achievement of interest was predominantly due to higher cash balances being available for investment than expected. These increases were mainly due to timing differences in the collection and payment of Council Tax, NNDR and other revenue streams, and underspends relating to the budgeted capital programme. The reduced average rate of return was due to the reduction in the Bank of England base rate and resulting reduction of interest rates offered by institutions.
- 1.1.3 The Sub-Committee was informed that the Council held £55,450,000 in investments, and had no borrowings or temporary loans as at 31 December 2016.
- 1.1.4 The Treasury Management Sub-Committee had examined the report in detail. In particular, the Sub-Committee discussed the different daily interest rates offered by various institutions.
- 1.1.5 The Performance and Audit Scrutiny Committee considered the report and has put forward a recommendation as set out on page one of this report.

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations of the Performance and Audit Scrutiny Committee: 25 January 2017 Annual Treasury Management and Investment Strategy Statements 2017/2018 and Code of Practice	
Report No:	CAB/SE/17/007	
Report to and dates:	Cabinet	7 February 2017
	Council	21 February 2017
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Sarah Broughton Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead Officer:	Joanne Howlett Service Manager – Finance and Performance Tel: 01284 757264 Email: joanne.howlett@westsuffolk.gov.uk	
Purpose of report:	On 25 January 2017, the Performance and Audit Scrutiny Committee considered Report No: TMS/SE/17/002 , which had been scrutinised by the Treasury Management Sub-Committee on 16 January 2017. The report provided information on the proposed Treasury Management and Investment Strategy Statements 2017/18 (including treasury related prudential indicators) and Treasury Management Code of Practice.	

Recommendation:	<p>It is RECOMMENDED that, subject to the approval of Council:</p> <p>(1) the Annual Treasury Management and Investment Strategy Statements 2017/2018, as contained in Appendix 1 to Report No: TMS/SE/17/002, be approved; and</p> <p>(2) the Treasury Management Code of Practice 2017/2018, as contained in Appendix 2 to Report No: TMS/SE/17/002, be approved.</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p>Is this a Key Decision and, if so, under which definition?</p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>		
Consultation:	<ul style="list-style-type: none"> See Report No: TMS/SE/17/002 		
Alternative option(s):	<ul style="list-style-type: none"> See Report No: TMS/SE/17/002 		
Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: TMS/SE/17/002 	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: TMS/SE/17/002 	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: TMS/SE/17/002 	
Are there any legal and/or policy implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: TMS/SE/17/002 	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: TMS/SE/17/002 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: TMS/SE/17/002			
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		See Report No: TMS/SE/17/002 to Treasury Management Sub-Committee and the Performance and Audit Scrutiny Committee: Annual Treasury Management and Investment Strategy Statements 2017/2018	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Key Issues

- 1.1.1 Following the Treasury Management Sub-Committee's consideration of Report No: TMS/SE/17/002, the Head of Resources and Performance verbally reported to the Performance and Audit Scrutiny Committee on the Sub-Committee's consideration of the report and recommendation.
- 1.1.2 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management required that, prior to the start of the financial year that Council formally approved an Annual Treasury Management and Investment Strategy, setting out the Council's treasury management policy and strategy statements for the forthcoming year.
- 1.1.3 The proposed Annual Treasury Management and Investment Strategy Statements 2017/2018, was attached as Appendix 1 to Report TMS/SE/17/002. The Sub-Committee was informed that the revised investment counterparty limits, reported to the Sub-Committee on 21 November 2016, had been incorporated into the new 2017-2018 Strategy.
- 1.1.4 The Treasury Management Code of Practice, attached as Appendix 2 to Report No: TMS/SE/17/002 had been updated accordingly, to reflect the proposed Annual Treasury Management and Investment Strategy Statements 2017-2018. The Sub-Committee was informed that the revised investment counterparty limits and the use of Enhanced Money Funds (to be added to the approved types of investment), as reported to the Sub-Committee on 21 November 2016, had been incorporated into the 2017-2018 Treasury Management and Investment Strategy
- 1.1.5 The Sub-Committee noted that the final prudential indicators would be updated as part of the Medium Term Financial Strategy, and approved by Council in February 2017.
- 1.1.6 The Treasury Management Sub-Committee had examined the report in detail. In particular, discussions were held on the revised interest rate projections from Sector (the Council's advisors), which were based on the current economic climate; and the option of short or long term borrowing available to the Council and whether there was any other prospects for borrowing.
- 1.1.7 The Performance and Audit Scrutiny Committee considered the report and has put forward recommendations as set out on page two of this report.

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations of the Performance and Audit Scrutiny Committee: 25 January 2017– Delivering a Sustainable Medium Term Financial Strategy 2017/2020	
Report No:	CAB/SE/17/008	
Report to and dates:	Cabinet	7 February 2017
	Council	21 February 2017
Portfolio Holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Sarah Broughton Chairman of the Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead Officer:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	On 25 January 2017, the Performance and Audit Scrutiny Committee considered Report No: PAS/SE/17/005 , 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.	
Recommendations:	It is <u>RECOMMENDED</u> that, subject to the approval of Council, the proposals as detailed in Table 1 at paragraph 1.2.1 of Report No: PAS/SE/17/005, be included in order to progress securing a balanced budget for 2017-2018.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> As it is a full Council decision	
Consultation:		• See Report No: PAS/SE/17/005	
Alternative option(s):		• See Report No: PAS/SE/17/005	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/17/005	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/17/005	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/17/005	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/17/005	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/SE/17/005	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: PAS/SE/17/005			
Wards affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		COU/SE/16/003 Budget and Council Tax Setting 2016/17 CAB/SE/15/048 West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020 SE-OAS/SE/16/022 Report - Approach to delivering a sustainable medium term financial strategy 2016 - 2020 and consideration of the four year settlement offer from central government PAS/SE/16/029 Report – Delivering a Sustainable MTFs 2017-2020	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Position at January 2017

1.1.1 In November 2016, the Performance and Audit Scrutiny Committee received Report No: PAS/SE/16/029 - Delivering a Sustainable Medium Term Financial Strategy 2017-2020 which set out the context of the 2016/17 budget and MTFS, including details of savings targets, budget assumptions and known pressures for 2017-2020. This report (PAS/SE/17/005) gives an update on that position.

1.1.2 Extract from Report No: PAS/SE/17/005

1.2. Latest Budget Projections

1.2.1 **Table 1** below sets out additional pressures and the progress made to date in achieving the 2017-2020 savings target. These are proposed to be incorporated into the budgets, over and above those items brought to members' attention in November 2016 as part of Report No: PAS/SE/16/029.

Table 1: Further savings and budget pressures identified

Description	2017/18 Pressure/ (Saving) £000	2018/19 Pressure/ (Saving) £000	2019/20 Pressure/ (Saving) £000
Remaining Budget Gap per report to PASC in November 2016 (PAS/SE/16/029)	445	619	828
Budget saving Proposals			
Garden Waste -work towards cost neutral position by 2019/20	(125)	(250)	(393)
Council Tax - anticipated surplus at year end on Collection Fund	(239)	0	0
ICT - additional Service Level Agreement income taking into account the approved cost sharing model with Forest Heath	(70)	(70)	(70)
Tree Works - reduced grounds maintenance costs and additional income	(104)	(104)	(104)
Reduced Reserve Contribution - Vehicle Renewals, based on replacement schedule requirements	0	(50)	(50)
Additional income target to be allocated in future years following conclusion of Income MTFs work package	0	0	(100)
Increase in Apex Booking Fees - subject to Apex Panel discussion	(70)	(70)	(70)
Further pressures identified			
Business Rates - impact of 2017 Revaluation and change to inflation assumptions on council owned properties	(25)	96	223
Additional election expenses re local elections (to be met from reserves already accounted for)	0	0	80
Apprenticeship Levy - budget reduced to reflect final scheme details now known	46	46	46
ARP - amendment to reflect final partnership budget position	24	24	24
Other Budget Changes			
Property Services - structural changes to reflect recruitment challenges and additional capacity to support councils programme of projects	58	58	58
New posts funded from additional income - see Tree Works item above	88	88	88
Projects			
Leisure Management Fee - profile savings (estimated) linked to approved strategic investment fund - Report CAB/FH/16/049 refers	0	(15)	(26)
Housing Company Business Case benefit - Report CAB/FH/16/054 refers	(6)	(50)	(315)
Other minor changes	53	54	67
Revised Budget GAP	74	376	286

1.2.2 The councils' Pension contribution rate has risen from 27.7% to 28.2% in 2017-2018 following the triennial review. This had been afforded within the existing salary budgets.

1.2.3 Work is continuing on the property and projects work packages and will be concluded for the main Budget and Council Tax Report to Cabinet and Council in February 2017. The aim being to achieve a balanced position across the medium term and to use reserves and one off budgetary

savings, if necessary, (for example for savings on borrowing costs budgeted for, through use of existing cash balances) to balance the budget in the short term.

- 1.1.3 The Committee was asked to support and recommend to Cabinet the inclusion of the proposals, as detailed in **Table 1** in order to progress securing a balanced budget for 2017-2018 and delivering a Sustainable Medium Term Financial Strategy 2017-2020.
- 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 the process used for setting the Council Tax levels, which was carried out at the end of the budget process.
- 1.2.2 The Performance and Audit Scrutiny Committee **noted** the progress on delivering a sustainable medium term financial strategy 2017-2020.
- 1.2.3 The Performance and Audit Scrutiny Committee has put forward a recommendation as set out on page two of this report.

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Budget and Council Tax Setting: 2017/2018 and Medium Term Financial Strategy 2017-2021	
Report No:	CAB/SE/17/009	
Report to and date/s:	Cabinet	7 February 2017
	Council	21 February 2017
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Lead officer:	Rachael Mann Head of Resources and Performance Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	This report sets out details of the Council's proposed revenue and capital budgets for 2017-2021 for Cabinet's consideration and recommendation to Council.	

Recommendations:	<p>It is RECOMMENDED that, subject to the approval of Council:</p> <p>(1) the revenue and capital budget for 2017-2021 contained in Attachment A to Report No: CAB/SE/17/009 and as detailed in Attachment D, Appendices 1-5 and Attachment E be approved;</p> <p>(2) having taken into account the conclusions of the Head of Resources and Performance's report on the adequacy of reserves and the robustness of budget estimates (Attachment C) and the Medium Term Financial Strategy (MTFS) (Attachment D), particularly the Scenario Planning and Sensitivity Analysis (Attachment D, Appendix 5) and all other information contained in Report No: CAB/SE/17/009, to establish the level of council tax for 2017/2018. (Note: the level of council tax beyond 2018 will be set in accordance with the annual budget process for the relevant financial year);</p> <p>(3) the Head of Resources and Performance, in consultation with the Portfolio Holder for Resources and Performance, be authorised to transfer any surplus from the 2016/2017 revenue budget to the Invest to Save Reserve as detailed in paragraph 1.11.4, and to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3) as deemed appropriate throughout the year; and</p> <p>(4) the Discretionary Business Rates Relief awarded for local newspapers, as detailed in paragraph 1.4.2.1 to 1.4.2.3 to Report No: CAB/SE/17/009, be approved.</p>
Key Decision:	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>As it is a decision of full Council and not Cabinet.</p>
Consultation:	<ul style="list-style-type: none"> As detailed in the body of this report
Alternative option(s):	<ul style="list-style-type: none"> The Council is legally required to set a balanced budget.
Implications:	
<p><i>Are there any financial implications?</i></p> <p><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"> As detailed in the body of this report

Are there any staffing implications? If yes, please give details	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Staffing implications are considered as part of any proposed structure changes.
Are there any ICT implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none">
Are there any legal and/or policy implications? If yes, please give details	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> As detailed in the body of this report
Are there any equality implications? If yes, please give details	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> To be considered as part of implementation of service changes
Risk/opportunity assessment:	A risk assessment is included at Attachment C as part of the report by the Head of Resources and Performance (Chief Finance Officer). The Head of Resources and Performance's conclusion is that overall the estimates are robust, taking into account known risks and mitigating strategies and the reserves are adequate for the 2017/18 budget plans. Cabinet and Council are advised to have regard to this report when making their decisions on the 2017/18 budget.
Ward(s) affected:	All Wards
Background papers: (all background papers are to be published on the website and a link included)	Report No: PAS/SE/16/029 and Appendix A Delivering a Sustainable Budget 2017/18 – 24 November 2016 Report No: PAS/SE/17/005 Delivering a Sustainable Medium Term Financial Strategy 2017-2020 Update – 25 January 2017 Report No: PAS/SE/17/004 plus Appendix A Appendix B Appendix C Appendix D Budget Monitoring 1 April 2016 – 31 December 2016 -25 January 2017 West Suffolk Medium Term Financial Strategy 2016-2020

Documents attached:	Attachment A: Revenue Budget Summary Attachment B: Summary of major budget changes Attachment C: Report by the Head of Resources and Performance Attachment D: (not attached) West Suffolk Medium Term Financial Strategy 2016-2020 Appendix 1 - 5 Year Revenue Budget (MTFS) Appendix 2 - 5 Year Capital Budget Appendix 3 - Earmarked Revenue Reserves Appendix 4 - Prudential Code for Capital Finance Appendix 5 - Scenario Planning and Sensitivity Analysis Attachment E: Strategic Priorities and Medium Term Financial Strategy (MTFS) Reserve
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1. Key issues and reasons for recommendations

1.1 Local government funding

- 1.1.1 In the history of local government there have been few times that have seen such a transformation in the funding of local services as the current decade. The changes are numerous and continuous, and there is little doubt that the 2020s will bring even more changes.
- 1.1.2 Changes include reductions in grant funding from the Government, including removal of the revenue support grant, more business rates being retained locally (and the uncertainty around how that was going to work), plus the introduction, and then reduction, of New Homes Bonus. Alongside those cuts is the lowest bank base rate for years, so the Council's income from interest is significantly reduced, and increased demand for some services, such as housing. Council Tax increases have been capped at 2% but this local tax raises just a fifth of our income for local services. Bridging the gap between income and demand is the single biggest challenge facing local government across the country.
- 1.1.3 At a local level the two councils, Forest Heath and St Edmundsbury, working in partnership as West Suffolk have been tackling these changes together since 2010. The councils identified joint priorities and set up a joint staffing structure to deliver services. We saved in excess of £4m annually through sharing services, however the transformation in the way councils receive funds means that we no longer need just to deliver services – we must also maintain the income we receive now but also deliver our investment projects, enable the building of homes and increase our business base so that we deliver new income streams to replace those lost, which will enable us to continue delivering the services which people value and make West Suffolk an attractive place to live, work and invest.
- 1.1.4 Some of the projects will need considerable investment, both in money - including creating new funds where needed through borrowing (supported by robust business cases) and time, but that investment will build a more financially resilient and self-sufficient council, with less reliance on uncertain Government, or other, funding. That focus on income-generating projects, which may span several years before they bear fruit, means we no longer look simply to balance a budget for one year.
- 1.1.5 While we are now setting out a medium term budget position, which takes us to 2020/21, we must look beyond that date and be ready for what may come. Local government's funding challenges will change, but they will continue. The Government is encouraging Council Tax increases to fund local social care, for example, and much of the income raised from business rates will be kept locally from 2020. The relationship between residents, businesses and their local government services will continue to evolve as we work together to invest in the future.

1.2 Local Government Provisional Finance Settlement 2017/18

- 1.2.1 The Local Government Finance Settlement for 2017/18 was announced on 15 December 2016. This confirmed our figures from the 4 year Revenue Support

Grant settlement last year and gave details of the revised New Homes Bonus figure and rules.

- 1.2.2 New Homes Bonus (NHB) legacy payments are proposed to be paid for five years rather than six in 2017/18 dropping to four years thereafter. In addition, in calculating NHB from 2017/18 onwards, the increase in the number of dwellings (converted to Band Ds) is reduced by a proposed national baseline of 0.4%. Payments are therefore only made on the increase in the number of houses above the national baseline of 0.4%. The financial impact of these changes for St Edmundsbury is to reduce NHB payments by £0.585m in 2017/18.
- 1.2.3 Proposals for withholding NHB payments from authorities not supporting growth (houses built after appeal and where there is no Local Plan) have been delayed until 2018/19 when further consideration on their implementation will be taking place.
- 1.2.4 The Council's total formula grant for 2017/18 (including Revenue Support Grant and Baseline Funding from retained business rates – before growth) is £2.874m.
- 1.2.5 The Council has seen an 85% cumulative cut in revenue support grant funding over the four years from 2013/14 to 2017/18. Expected cuts to the Revenue Support Grant element (including Council Tax Freeze Grants) in subsequent years have been confirmed in the December settlement as part of the four- year agreement which St Edmundsbury accepted. It is still expected that there will be no Revenue Support Grant available to the borough by 2019/20.

1.3 Council Tax freeze and referendum requirements 2017/18

- 1.3.1 Between 2011/12 and 2015/16 the Government awarded Council Tax Freeze Grants to those councils that agreed to freeze their council tax levels. This incentive has not been included in the settlement since 2016/17 onwards and any previous awards are now included within the revenue support grant and phased out accordingly.
- 1.3.2 The Government has maintained the 2% or £5 threshold (whichever is the higher) for council tax increases for 2017/18 for Shire districts. Any council tax rise above this would trigger a local referendum, thus giving the local electorate the opportunity to approve or veto the increase. For information - a 2% increase in an average Band D property for St Edmundsbury would equate to income of approximately £127,000 for 2017/18, a £5 increase £181,000.
- 1.3.3 The current budget figures assume a 1.96% increase in council tax for 2017/18, which equates to an increase of £3.51 per year for a band D taxpayer.

1.4 Business rates reliefs 2017/18

- 1.4.1 The Government has continued to offer support for business rate bills in 2017/18, as well as raising the threshold for small business rate relief from

£6,000 to a maximum of £15,000 and increasing higher rate relief from £18,000 to £51,000.

1.4.2 Two new business rates reliefs were announced in the December 2016 Autumn Statement:

1.4.2.1 1) Discretionary business rates relief for local newspapers:

The Government has consulted on providing a business rates relief for local newspapers as part of its commitment to supporting a strong and vibrant local press. Responses to the consultation indicated that a relief on business rates bills would generally be welcomed by the industry and help publishers occupy property in their local area. As a result a discount was announced in the recent Autumn Statement on the following terms:-

- A £1,500 business rates discount for office space occupied by local newspapers for up to 2 years from 1 April 2017
- A maximum of one discount per local newspaper title and per hereditament
- State Aid limits apply
- Will not apply to Local Councils that publish a local newspaper
- Will not apply to online-only publications and local magazines

1.4.2.2 Relief can be granted using discretionary powers under section 47(3) of The Local Government Finance Act 1988. Central Government will fully reimburse councils for any relief they grant to eligible properties that fall within the definitions contained with the guidance.

1.4.2.3 As the scheme is discretionary, Members are asked to support its implementation on the basis that full recovery of the relief will be available from central government.

1.4.2.4 2) Business Rates Rural Rate Relief:

Extension of Rural Rate Relief from 50% to 100% (in line with the reliefs available to small businesses). Central Government will fully reimburse councils, under the business rates retention scheme, for this relief and that of the additional small business rates relief at paragraph 1.4.1 above.

1.5 Setting the budget – 2017/18 and across the medium term to 2020/21

1.5.1 The Overview and Scrutiny Committee scrutinised and recommended the approach to our medium term planning 2017-2020 (Report No: OAS/SE/16/022 refers).

1.5.2 One of the noticeable differences in approach needed for this year's budget process was the need to not only look at the detailed budget for forthcoming year (2017/18), but to formally set a medium term budget position. There are three main reasons for this:

- our capital projects will incur costs up front, however will release benefits over a number of years;
- the continued shift towards investing, behaving more commercially and considering new funding models, often spans over more than a standard 12 month budget period; and

- the work package approach involves a review of a number of key areas. This includes the need to address underlying net inflationary cost pressures, contract profiles and opportunities, delivery vehicles, commercial asset portfolio opportunities - many of which will create financial return/savings across the medium term.

- 1.5.3 The scale of financial savings and/or income needed to ensure that St Edmundsbury's shared priorities can be delivered across the medium term was significant, especially as the projected £1.7 million budget gap for 2017-20 (projected in the 2016/17 budget process) was on top of the savings delivered locally over the years and the £4 million annual shared service savings already delivered across West Suffolk with Forest Heath District Council.
- 1.5.4 As a result, a considerable amount of work took place identifying potential savings and income generation ideas, quantifying the current strategic project and investment aspirations, in order to secure a balanced budget for 2017/18 and to prepare for the medium term up to 2020/21.
- 1.5.5 A number of the proposals identified for the medium term financial position are relatively straightforward to implement with minimal impact on service delivery as these items fall mainly in the categories of contract, supplies and service efficiencies, further shared service savings and income generation opportunities from making better use of council assets. However, other proposals specifically those relating to our strategic project and investment aspirations required more detailed analysis in order to develop options and to provide clarity as to the potential savings/income.
- 1.5.6 The Performance and Audit Scrutiny Committee has a key role in the scrutiny of the budget process and proposals for achieving a balanced budget. The lists of proposals were presented to the Performance and Audit Scrutiny Committee in November 2016 (Report No: PAS/SE/16/029, 'Delivering a Sustainable Medium Term Financial Strategy 2017-2020') with their recommended saving proposals through to Cabinet and Council on 20 December 2016 (Report No: COU/SE/16/021).
- 1.5.7 The Committee received a further update and additional proposals at its meeting in January 2017 (Report No: PAS/SE/17/005, 'Delivering a Sustainable Medium Term Financial Strategy 2017-2020') with further saving proposals recommended to Cabinet, as set out at Item 12 on this agenda. These savings proposals (from both committee meetings) are included within the proposed budget for 2017/18 as contained at Attachment A, and have been summarised in Attachment B for ease of reference.
- 1.5.8 The table below shows the suggested additional items required for a balanced budget to be achieved.

1.5.9 **Table 1: Further savings and budget pressures identified**

Description	2017/18 Pressure/ (Saving) £000	2018/19 Pressure/ (Saving) £000	2019/20 Pressure/ (Saving) £000
Remaining Budget Gap per report to PASC in January 2017 (PAS/SE/17/005)	74	376	286
<u>Budget saving Proposals</u>			
Investment interest received - increases to reflect update in the 5 year capital programme	(29)	(23)	(32)
Locality Budgets & Community Chest - continuation of SP & MTFS Reserve Funding	(178)	(178)	(178)
Contribution to SP & MTFS Reserve to reflect base budget funding available for Locality Budgets and to retain flexibility in later years budget/council tax assumptions	183	25	125
<u>Pending Projects</u>			
Investing in our Growth agenda - net return after allowing for cost of borrowing in line with the MTFS, see paragraph 1.6.2 below.	(50)	(200)	(200)
Revised Budget GAP	0	0	0

1.5.10 Attachment A is the revenue budget summary, which provides an overview of the proposed net service expenditure, (net revenue position after income, expenditure and recharges) for 2017/18. The total proposed net revenue expenditure in 2017/18 is £13.022 million.

1.6 Pending Project Proposals

1.6.1 In order to plan over the medium term, provision should be made in the revenue and capital budget projections for those projects we are aware of but are yet to approve. This report shows those items in Table 1 above in the section 'Pending Projects'. These are pending budgets which will require the necessary approval of business cases before they can be committed.

1.6.2 To support our growth agenda and to recognise the investments that might be required to deliver the aspirations of our future town centre masterplans, it is proposed that a revolving capital fund of approximately £20 million, funded by external borrowing, be created within our medium term plans. The governance and use of this investment fund will be the subject of a separate business case to Council later this year.

1.7 Capital programme 2017-2021

1.7.1 The capital expenditure of the Council has an impact on the revenue budget and is part of the overall preparation of the revenue proposals for the coming year.

- 1.7.2 It is estimated that £28.435 million will be spent on capital programme schemes during 2017/18 which are to be funded by a combination of grants and contributions (£1.545 million), earmarked revenue reserves (£4.321 million), the usable capital receipts reserve (£9.322 million) and external borrowing (£13.247 million).
- 1.7.3 Looking ahead, the total value of the capital programme over the next four years is approximately £64.406 million. Attachment D, Appendix 2 shows the planned capital expenditure in financial year 2017/18 and future years, together with information on the funding of that expenditure (that is, grants and contributions, use of earmarked revenue reserves, useable capital receipts reserve and external borrowing) and is summarised in Table 2 below.

1.7.4 **Table 2: Planned capital expenditure over four years to 2020/21**

	2017/18 millions	2018/19 millions	2019/20 millions	2020/21 millions	Total millions
Gross capital expenditure	£28.435	£16.845	£8.666	£10.460	£64.406
Funded by:					
Grants and contributions	£1.545	£0.375	£0.375	£0.375	£2.670
Earmarked revenue reserves	£4.321	£1.597	£0.990	£1.596	£8.504
Capital receipts reserve	£9.322	£1.707	£1.543	£0.300	£12.872
External borrowing	£13.247	£13.166	£5.758	£8.189	£40.360
Total	£28.435	£16.845	£8.666	£10.460	£64.406

1.8 Disposal of assets

- 1.8.1 Part of the funding arrangements for the capital programme is the disposal of surplus assets. The Council has an agreed programme of asset disposals, which has already been affected by the national economic situation. Table 3 below is a summary estimate of the likely level of income from asset disposals over the period 2017/18 to 2020/21.

1.8.2 **Table 3: Estimated income from asset disposals 2017-2021**

	2017/18	2018/19	2019/20	2020/21
Council share of Right to Buy receipts	£500,000	£500,000	£500,000	£500,000

- 1.8.3 The above capital programme and asset disposals programme will, in the short to medium term, reduce the Borough Council's useable capital receipts reserves from £15.40 million to £0.46 million. This assumes that all borrowing included within current and future business cases will be drawn down. However, this approach still does not address the funding of longer term requirements for major capital repairs to key Borough Council assets

including, for example, repairs and refurbishment of the Borough Council's leisure centres. Some of these will be addressed by pending business cases. Consideration of the affordability of these major capital expenditure proposals, including options for funding, will need to be included in the options and investment appraisals for these projects.

- 1.8.4 The Council has a number of pending growth projects (see paragraph 1.6.2 above) on the horizon that have the potential to require significant capital investment. Consideration of the affordability of these major capital expenditure proposals, including options for funding, will need to be included in the options and investment appraisals for these projects and will be subject to Council decisions.
- 1.8.5 The calculation of interest income used in the medium term plans are based on the use of existing and anticipated capital expenditure and receipts. Changes in the level and timing of these cashflows have a direct impact on investment returns and revenue funding requirements. However, the Interest Equalisation Reserve does allow for some change in the budgeted levels of income from interest to be accommodated. The Prudential Code for Capital Finance and matters relating to the affordability of the Capital Programme are addressed in Attachment D, Appendix 4. The revenue cost of the capital programme is achievable across the medium term without significant council tax rises provided the savings indicated in the MTFS and set out in Attachment D, Appendix 1 are implemented.

1.9 Project skills and capacity

- 1.9.1 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 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 in the first instance. 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.

1.10 Minimum Revenue Provision (MRP)

- 1.10.1 The Treasury Management and Annual Investment Strategy included elsewhere on this agenda (Report No: CAB/SE/17/007) and the Prudential Indicators (Attachment D Appendix 4), provide a framework within which borrowing limits for the Council are established and will confirm our MRP policy for 2017/18.

1.11 General Fund Balance

- 1.11.1 The revenue budget, Attachment A, based on current budget projections, shows a balanced budget position for 2017/18. However, many of the assumptions supporting the budget projections for 2017/18 (and future years) are subject to significant uncertainty. This includes assumptions regarding:

- (a) sustainability of income stream estimates (including commercial property rental income and planning income);
- (b) impact of Business Rates Retention scheme and Suffolk pooling arrangements; and
- (c) pay inflation and employer's pension liabilities.

1.11.2 The Borough Council holds General Fund balances as a contingency to cover the cost of unexpected expenditure during the year. The Borough Council agreed as part of the 2014/15 budget process and development of the MTFS to hold a General Fund balance at the level of £3 million, which is around 23% of the 2017/18 net expenditure.

1.11.3 The recommended level of general fund balance has been established by taking into account the following:

- (a) allowance for a working balance to cushion the impact of any unexpected events or emergencies;
- (b) the new risks placed at a local level under the new business rates retention scheme, such as appeals;
- (c) the addition of greater income targets linked to being more commercial and the selling of councils' services; and
- (d) other risks detailed in the Scenario Planning and Sensitivity Analysis provided at Attachment D, Appendix 5.

1.11.4 The budget monitoring report to the Performance and Audit Scrutiny Committee on 25 January 2017 (Report No: PAS/SE/17/004 refers) included an estimate of the year end budget underspend of £34k. It is proposed to transfer any final year-end surplus in its entirety to the Council's Invest to Save reserve in order to fund future efficiencies and initiatives which will help to mitigate any further risks or budget pressures going forward. It is proposed that any year-end deficit is supported by a transfer from the Council general fund reserve.

1.12 Earmarked reserves

1.12.1 At the end of the 2017/18 financial year, the Council will have an estimated £14.544 million in earmarked reserves. The current level of earmarked reserves and contributions during 2017/18 has been reviewed and where appropriate annual contributions have been adjusted. Attachment D, Appendix 3, provides details of the proposed contributions to, and projected expenditure from, earmarked reserves during 2017/18. At the end of 2020/21 these reserve balances are estimated to be £15.909 million.

1.13 Strategic Priorities and MTFS Reserve

1.13.1 This reserve will act as a one-off fund to provide the financial capacity, either through direct investment (revenue and/or capital) or through servicing external borrowing, for the West Suffolk authorities to drive forward the delivery of a sustainable Medium Term Financial Strategy (MTFS) and the West Suffolk Strategic Plan priorities.

1.13.2 Table 4 shows the total New Homes Bonus (NHB) grant payments made to the Council since the scheme began in 2011/12, including the expected

receipt in 2017/18. These NHB allocations have all been put into this Strategic Priorities and MTFS reserve. Paragraph 1.2.2 refers to the new rules for NHB calculation.

1.13.3 **Table 4: New Homes Bonus – Grant Receipts**

2011/12 millions	2012/13 millions	2013/14 millions	2014/15 millions	2015/16 millions	2016/17 millions	2017/18 millions
£0.268	£0.559	£0.757	£0.886	£1.219	£1.754	£1.553

1.13.4 The 2017/18 budget and MTFS includes a number of draws on this reserve as previously approved or under consideration through the democratic process. Attachment E summarises the proposed draws on this reserve as part of the 2017/18 budget and the medium term budgets.

1.14 **Adequacy of reserves**

1.14.1 Section 25 of the Local Government Act 2003 requires the Section 151 Officer (Head of Resources and Performance) to report to Council, as part of the tax setting report, her view of the robustness of estimates and the adequacy of reserves. The Council is required to take these views into account when setting the council tax at its meeting on 21 February 2017. The full statement is set out in Attachment C.

1.14.2 In summary, the Section 151 Officer’s overall assessment is that the estimates are robust (taking into account known risks and mitigating strategies) and reserves are adequate for the 2017/18 budget plans.

1.15 **Medium Term Financial Strategy (MTFS)**

1.15.1 The six themes within our agreed [West Suffolk Medium Term Financial Strategy 2016-2020](#) relate to areas of the West Suffolk councils’ business which will support sustainability in a more financially constrained environment.

1.15.2 The themes are:

- aligning resources to the councils’ strategic plan and essential services;
- continuation of the shared services agenda and transformation of service delivery;
- behaving more commercially;
- encouraging more use of digital forms of customer access;
- taking advantage of new forms of local government finance (for example, business rate retention); and
- considering new funding models (for example, becoming an investing authority).

2. **Legal implications**

2.1 The Local Government Act 2003 imposed duties on local authorities in relation to financial management which covers the following areas:

- (a) A power for the Secretary of State to determine a minimum reserve level for local authorities by regulations. The Government has indicated that their preference is to keep this power in reserve.
- (b) Section 25 of the Act places a requirement on the S151 Officer to report on the adequacy of reserves and robustness of budget estimates as part of the authority's annual budget setting process. The Council is required to take these views into account when setting the Council Tax at its meeting on 21 February 2017. This is included as Attachment C of the report.
- (c) Sections 28 and 29 of the Act place a statutory duty on local authorities to monitor their budgets and take such action as considered necessary in the case of overspends and shortfalls of income.
- (d) Section 30 of the Act relates to the provisions preventing local authorities entering into agreements following a Section 114 Report which a S151 Officer must produce when it appears that expenditure of the authority in a financial year is likely to exceed the resources available to meet the expenditure. No such report has been produced for St Edmundsbury this year.

Service	Ref.No.	2015/16 Actual	2016/17 Budget	2017/18 Budget
Net Service Expenditure by Service Area				
Services				
Resources & Performance	1	318,972	749,609	1,315,319
HR, Legal and Democratic Services	2	1,269,684	1,181,805	1,218,755
Families and Communities	3	1,294,261	1,020,432	1,054,059
Planning and Regulatory	4	1,453,512	1,128,440	1,231,248
Operations	5	7,007,752	7,427,097	6,917,496
Growth	6	1,383,234	1,338,680	1,284,885
Total Net Expenditure excluding Parishes	7	12,727,415	12,846,063	13,021,762
Budgeted use of General Fund Balance	8	0	(224,000)	0
Year end actual Transfer to General Fund Balance	9	35,323	0	0
BUDGET REQUIREMENT EXCLUDING PARISHES	10	12,762,738	12,622,063	13,021,762
GRANTS AND COUNCIL TAX REQUIREMENT				
Collection Fund Deficit / (Surplus) - Council Tax	11	(167,300)	(187,000)	(238,785)
Collection Fund Deficit / (Surplus) - Business Rates	12	239,942	331,044	(522,987)
Government Support				
Formula Grant - Revenue Support Grant	13	(1,594,413)	(1,140,743)	(521,093)
Formula Grant - Business Rate Retention Scheme	14	(2,196,687)	(2,305,934)	(2,352,053)
Business Rates Retention Scheme - Local Share of Growth/S31 Grants	15	(709,099)	(538,794)	(524,338)
Business Rates Retention Scheme - Share of Suffolk Pooling Benefit	16	(124,017)	(179,424)	(265,850)
Business Rates Retention Scheme - Renewable Energy	17	(395,741)	(262,138)	(267,440)
Local Services Support Grant (see Note 1)	18	(49,062)	0	0
Efficiency Support for Services in Sparse Areas	19	(28,901)	(150,100)	(121,199)
Transition Grant	20	0	(50,524)	(50,346)
Council Tax Freeze Grant - 2011/12 to 2015/16 (see Note 1)	21	(367,439)	0	0
New Homes Bonus	22	(1,226,539)	(1,754,021)	(1,553,047)
Totals	23	6,143,482	6,384,429	6,604,624
Amount met from Collection Fund				
St Edmundsbury Borough Council	24	6,143,482	6,384,429	6,604,624
Parish Councils	25	1,658,461	1,864,974	1,864,974
Total met from Collection Fund	26	7,801,943	8,249,403	8,469,598
Working Balances				
Opening General Fund Balance	27	3,224,372	3,259,695	3,035,695
Transfers to General Fund	28	35,323	(224,000)	0
General Fund Balance carried forward:	29	3,259,695	3,035,695	3,035,695

Note 1

With effect from the 2016/17 Finance Settlement, these grants have now been included within Revenue Support Grant.

Service	Ref.No.	2015/16 Actual	2016/17 Budget	2017/18 Budget
<u>Resources & Performance</u>				
General Fund		(2,697,756)	(2,009,110)	(1,418,298)
Resources & Performance*		0	0	0
Internal Audit*		0	0	0
ICT*		0	0	0
Anglia Revenues Partnership *		0	0	0
Council Tax Administration		372,600	417,488	391,617
Business Rate Administration		(3,636)	(8,720)	(8,161)
Grants to Organisations		225,739	81,876	0
Housing Benefits		575,919	549,913	641,900
Emergency Planning		36,011	35,257	34,667
Corporate Expenditure		1,956,833	1,755,981	1,401,581
Non-Distributed Costs		75,560	166,979	141,979
Non-Distributed Costs - Cost of Unused Assets		39,107	42,980	43,070
Interest Transactions		(261,404)	(283,036)	86,964
Resources & Performance Totals:	1	318,973	749,608	1,315,319
<u>HR, Legal and Democratic Services</u>				
Human Resources & Payroll*		0	0	0
Central Training Services*		0	0	0
Health & Safety*		0	0	0
Legal Services*		0	0	0
Electoral Registration		147,629	193,262	173,825
Election Expenses		101,167	38,246	37,730
Democratic Services		556,958	461,564	530,702
Members Expenses		361,282	373,240	359,095
Mayoralty & Civic Functions		102,648	115,493	117,403
HR, Legal and Democratic Services Totals:	2	1,269,684	1,181,805	1,218,755
<u>Families and Communities</u>				
Customer Services *		0	0	0
Policy*		0	0	0
Communications*		0	0	0
Website and Intranet		36,200	34,254	36,340
Community Development		342,755	342,875	346,304
Community Chest - Families & Communities		276,489	222,193	222,093
Community Centres		93,218	50,781	63,949
Homelessness		188,776	125,161	158,360
Housing Advice & Choice Based Lettings		268,271	244,208	226,016
Non-HRA Housing Properties		88,552	960	997
Families and Communities Totals:	3	1,294,261	1,020,432	1,054,059
<u>Planning and Regulatory</u>				
Land Charges		(100,605)	(129,144)	(79,940)
Prevention of Pollution		131,699	130,312	126,913
Drinking Water Quality		16,456	21,074	36,155
Climate Change		75,307	70,144	32,491
Licensing		54,884	46,303	72,515
Hackney Carriage & Private Hire Licensing		(85,836)	(59,396)	(61,346)
Food Safety		87,141	86,465	89,005
Health & Safety at Work Act/Enforcement		88,567	86,794	94,144
Home Energy Conservation		3,815	6,210	6,210
Development Control		79,140	104,850	104,828
Building Control		121,282	15,272	42,207
Planning & Regulatory Support		421,340	388,740	395,368
Housing Renewals		325,532	129,166	135,043
Burial of the Dead		24,097	18,019	18,677
Other Public Health Services		210,693	213,631	218,978
Planning and Regulatory Totals:	4	1,453,512	1,128,440	1,231,248

Service	Ref.No.	2015/16 Actual	2016/17 Budget	2017/18 Budget
Operations				
Offices: West Suffolk House*		9,044	0	0
Offices: Haverhill House*		38,848	0	0
Courier & Postal Service*		0	0	0
Printing & Copying Service*		0	0	0
Property Services*		0	0	0
Estates Management*		0	0	0
Leisure Services Management & Support **		303,135	248,046	0
Leisure Promotion		131,400	96,604	144,088
Leisure - Commercial Activities		(65,262)	0	0
Arboriculture (Tree Maintenance Works)		248,840	202,757	176,696
Other Parks and Play Provision		504,649	574,913	710,622
Abbey Gardens		400,076	359,894	337,719
Nowton Park		189,686	170,876	196,120
East Town Park		135,824	125,631	129,445
Clare Country Park		4,712	1,870	3,264
Children's Play Areas		119,403	121,371	132,176
Arts, Heritage & Cultural Services		118,662	136,570	114,280
Moyse's Hall Museum		308,075	300,799	328,760
West Stow Country Park		252,130	237,326	259,578
Heritage Outreach Services		5,199	4,730	4,730
Heritage Sites & Monuments		12,467	9,303	12,943
West Front Houses		52,245	38,676	39,980
Sports & Leisure Centres		1,216,179	1,157,900	1,110,900
Cemeteries & Closed Churchyards		196,807	246,382	281,908
Allotments		(575)	310	430
The Apex		1,090,902	1,060,437	981,963
The Athenaeum		108,549	113,789	104,077
The Guildhall, Bury St Edmunds		33,080	22,856	49,896
Tourist Information Centres		122,229	124,198	142,350
Shopmobility		18,718	30,729	35,991
Bury Festival		35,176	52,097	59,073
Leisure & Sports		25,995	49,900	39,070
Depots *		12,910	0	0
Vehicle Workshop *		6,601	0	0
Pool Cars		12,696	20,340	20,132
Vehicle Workshop Trading Account - FHDC		36,030	1,160	10,260
Public Conveniences		219,485	160,647	160,637
CCTV		290,763	285,252	274,979
Green Travel Plan		(29,267)	(12,860)	(8,429)
Street Banners & Displays		57	3,743	4,556
Street Cleansing		1,373,779	1,459,607	1,495,054
Refuse Collection (Black Bin)		983,285	1,146,497	1,178,072
Recycling Collection (Blue Bin)		552,239	746,939	812,786
Compostable Collection (Brown Bin)		412,387	391,341	267,506
Bulky, Fridges, Metal & Scrap Collection		115,537	131,329	131,197
Clinical & Hazardous Waste Collection		19,665	16,768	16,464
Multi-Bank Recycling Sites		(50,626)	(9,901)	(9,222)
Trade Waste		(260,923)	(21,374)	(205,699)
Grounds Maintenance Operatives*		47,777	0	0
Tree Maintenance Operatives*		(16,814)	0	0
Waste & Cleansing Operatives*		68,589	0	0
District Highways Services		470,639	534,573	550,026
Street Furniture		193,707	196,713	51,173
Land Drainage & Associated Works		1,191	7,989	8,389
Off Street Car Parks		(1,838,320)	(1,838,581)	(2,035,646)
On Street Car Parking		8,039	3,083	5,736
Bus Stations		277,074	122,756	128,485
Industrial & Business Units		(790,744)	(669,587)	(605,626)
Town Centres & Shops		(635,712)	(677,545)	(669,202)
Markets		(88,485)	(59,756)	(60,191)
Operations Totals:	5	7,007,752	7,427,097	6,917,496

Service	Ref.No.	2015/16 Actual	2016/17 Budget	2017/18 Budget
Growth				
Environmental Management		45,296	22,791	(34,551)
Planning Policy		710,762	674,390	703,055
Local Plan		6,881	6,720	7,020
Economic Development & Growth		347,875	328,887	392,047
Strategic Tourism & Markets		47,897	33,543	35,290
Bury Christmas Fayre		(33,997)	(253)	(224)
Park & Ride		5,776	0	0
Vibrant Town Centres		1,566	0	0
Housing Development & Strategy		173,387	201,422	154,313
Housing Business & Partnerships		46,593	44,781	1,368
Gypsies & Travellers		31,198	26,399	26,567
Growth Totals:	6	1,383,234	1,338,680	1,284,885

* These cost centres are recharged out to other services.

** With effect from 2017/18, Leisure Services Management & Support has been amalgamated across the other cost centres within that service.

Summary of Major Budget Changes

Description	2017/18 £'000 Pressure/ (Saving)	2018/19 £'000 Pressure/ (Saving)	2019/20 £'000 Pressure/ (Saving)
Budget gap, as per 2016/17 Budget setting process	1,028	1,483	1,649
Budget saving Proposals			
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)
Current Property Portfolio income assumption changes, following initial income review	86	(73)	(69)
Council Tax - anticipated surplus at year end on Collection Fund	(239)	0	0
ICT - additional Service Level Agreement income taking into account the approved cost sharing model with Forest Heath	(70)	(70)	(70)
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)
Community Energy Plan revised budget assumptions based on current levels	(67)	(119)	(119)
Tree Works - reduced grounds maintenance costs, additional income and new posts	(16)	(16)	(16)
Reduced Reserve Contribution - Vehicle Renewals, based on replacement schedule requirements	0	(50)	(50)
Increase in Apex Booking Fees - subject to Apex Panel discussion	(70)	(70)	(70)
Locality Budgets & Community Chest - continuation of SP & MTFS Reserve Funding	(178)	(178)	(178)
Further pressures identified			
Investment Income revisions resulting from interest rate reductions and capital programme changes	132	233	375
Council tax income - revised figures based on updated taxbase	31	96	164
Waste Tipping Charges - increased gate fees	55	55	55
Business Rates - impact of 2017 Revaluation and change to inflation assumptions on council owned properties	(25)	96	223
Projects			
Leisure Management Fee - profile savings (estimated) linked to approved strategic investment fund - Report CAB/SE/16/055 refers	(40)	(55)	(66)
Housing Company Business Case benefit - Report CAB/SE/16/054 refers	(6)	(50)	(315)
Investing in our Growth agenda - net return after allowing for cost of borrowing in line with the MTFS, see paragraph 1.6.2 of the main budget report.	(50)	(200)	(200)
Other Budget Changes			
Garden Waste -work towards cost neutral position by 2019/20	(125)	(250)	(393)
Property Services - structural changes to reflect recruitment challenges and additional capacity to support councils programme of projects	58	58	58
Contribution to SP & MTFS Reserve to reflect base budget funding available for Locality Budgets and to retain flexibility in later years budget/council tax assumptions	183	25	125
Other Budget Assumptions, pressures, income and contracts	32	(0)	22
Final Budget Gap	0	0	0

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**Adequacy of Reserves and robustness of budget estimates
Report by the Head of Resources and Performance (S151 Officer)**

1. Introduction

Section 25 of the Local Government Act 2003 requires the Section 151 Officer/Chief Financial Officer (Head of Resources and Performance) to formally report to Council as part of the tax setting report her view of the robustness of estimates and the adequacy of reserves. The Council is required to take these views into account when setting the Council Tax at its meeting on 21 February 2017.

2 Financial Controls

2.1 St Edmundsbury Borough Council operates a comprehensive and effective range of financial management policies. These are contained in the Financial Procedure Rules, which form part of the Council's Constitution. This Constitution is available on the council's internet and intranet.

2.2 The Council conducts an annual review of the effectiveness of the system of internal control and reports on this in the Annual Governance Statement.

2.3 The Council continues to implement effective risk management policies, identifying corporate, operational and budget risks and mitigating strategies. Capital projects are subject to a comprehensive work plan which includes detailed risk management strategies. The Council operates a monthly projects review at Leadership Team reporting by exception on corporate projects, which include capital and revenue projects. We are also looking to develop the programme management during 2017 to further sophisticate the management of the interdependencies between the various projects.

2.4 The internal and external audit functions play a key role in ensuring that the Council's financial controls and governance arrangements are operating satisfactorily.

2.5 This is backed up by the review processes of Cabinet, with the Performance and Audit Scrutiny Committee undertaking the role of the Council's Audit Committee.

3 Adequacy of Reserves

Unallocated general fund reserve

3.1 This statement focuses upon the unallocated general fund reserve. The minimum prudent level of reserves that the Council should maintain is a matter of judgement and cannot be judged merely against the current risks facing the Council as these can and will change over time.

3.2 The consequences of not keeping a prudent minimum level of reserves can be serious. In the event of a major problem or a series of events, the Council would

run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

3.3 CIPFA (Chartered Institute of Public Finance and Accountancy) have issued a notification from the LAAP (Local Authority Accounting Panel) stating that there should be no imposed limit on level or nature of balances required to be held by an individual Council (except under section 26 where this has been imposed by ministers).

3.4 When setting the minimum level of reserves, the Section 151 Officer has taken into account strategic, operational and financial risks when recommending the minimum level of unallocated General Fund reserves. These include:

- Economy measures and service reductions always contain some degree of uncertainty as to whether their full effects will be achieved;
- The effect of the macro-economy on St Edmundsbury Borough Council, and subsequent loss of income from Council Tax, Business Rates and from fees and charges;
- The delivery of all savings and income targets;
- The new risks placed at a local level under the new business rates retention scheme i.e. appeals;
- The addition of greater income targets linked to being 'more commercial' and the selling of council services;
- Unforeseeable events such as major inclement weather (floods etc) which may require urgent, material spending to be incurred;
- Risks in relation to litigation;
- Risks of grants being introduced or removed mid year, requiring authority contributions;
- The need to retain a general contingency to provide for unforeseen circumstances; and
- Other risks detailed in the Scenario Planning and Sensitivity Analysis provided at Attachment D, Appendix 5.

As a consequence, it is recommended that the general fund reserve continues at a minimum of £3m.

3.5 If an event occurs that is so serious it depletes the Council reserves to below the limit of £3m, then the Council will take appropriate measures to raise the general fund reserve to the desired level as soon as possible without undermining service provision.

Other Reserves

3.6 The Council has a variety of other reserves which are earmarked for specific purposes. The significant items to be drawn out as part of the 2017-21 budget setting process are:

- Reserves expected to be utilised/committed to support the strategic objectives and medium term financial strategy (MTFS) of the Council:
 - Delivering the Strategic Priorities and MTFS Reserve
- Housing Benefits Equalisation Reserve – available to assist with significant impacts of Housing Benefit subsidy rates/overpayment income fluctuations

- Business Rates Equalisation Reserve – available to assist with significant impacts of the Business Rates Retention scheme and appeals
- Interest Equalisation Reserve – available to assist with significant impacts of interest rate fluctuations
- Invest to Save Reserve - to be utilised/committed to support the delivery of the shared service agenda and saving requirements of the Council.
- Asset Management Reserve utilised to fund the council's Asset Management Plan.
- Vehicle, Plant and Equipment Reserve utilised to fund the councils' replacement plan for these assets.

With reference to the Investment Framework all Business Cases will be assessed on the basis of borrowing as capital receipts are reducing in the medium term. Assessment of reserves balances will also be considered as part of any business case.

4 Robustness of Estimates

4.1 The treatment of inflation and interest rates

The pay award for staff from 1st April 2017 was agreed in May 2016 as part of the two year pay deal, and a 1% increase has been included in the estimates for 2017/18. Non pay related budgets have not been inflated unless there is a contractually committed rate of inflation where services can demonstrate a requirement to do so to maintain service delivery levels. The average rate of return on Council investments for 2017/18 has been assumed at 0.55%. Increases for fees and charges have been set in line with inflation where appropriate.

4.2 Budget and Financial management

St Edmundsbury has a good record of budget and financial management and is expecting a balanced position across the MTFs. All relevant reports to Cabinet and Committee have their financial effects identified and the Leadership Team keeps any emerging budget pressures under review during the year. Monthly reports are received by the Leadership Team and quarterly reports to the Performance and Audit Scrutiny Committee detail both budgetary and performance indicators.

The Council has a number of demand led budgets and historically it has been able to manage changes in demand to ensure a sound financial standing at the end of the financial year.

4.3 Adequacy of insurance and risk management

Strategic risk management is embedded throughout the Council to ensure that all risks are identified, mitigated and managed appropriately. The Council's insurance

arrangements are in the form of external insurance premiums and internal funds to self insure some items.

Projects will be subject to Business Case challenge on financial and risk matters. To reflect their importance in the achievement of the balanced MTFS now have a dedicated Finance Business Partner.

Income assumptions will be continually subject to review through Project monitoring and regular finance reviews and reporting.

5 Risk Assessment

A risk assessment is included at Attachment D, Appendix 5 as part of the Scenario and Sensitivity Analysis. All areas will be monitored by the Chief Finance Officer but they are the culmination of individual managers' responsibilities and combine to establish overall corporate responsibility.

6 Conclusion

- (1) Overall, the estimates are robust, taking into account known risks and mitigating strategies and the reserves are adequate for the 2017/18 budget plans.**
- (2) Cabinet and Council are asked to have regard to this report when making their decisions on the 2017/18 budget.**

Rachael Mann
Head of Resources and Performance
January 2017

SEBC MEDIUM TERM FINANCIAL STRATEGY

Description	Item	2015/16 Actual £'000	2016/17 Forecast Position £'000	2017/18 Total Budget £'000	2018/19 Projected Budget £'000	2019/20 Projected Budget £'000	2020/21 Projected Budget £'000
Net Service Expenditure before Interest	1	13,174	13,123	12,936	11,150	10,654	10,589
Forecast Underspend	2		0				
Interest received on investment of cash balances	3	(448)	(277)	(253)	(279)	(266)	(276)
External Interest Paid	4	0	0	138	621	758	758
Minimum Revenue Provision	5	0	0	200	600	960	960
Net Expenditure after Interest and Capital	6	12,726	12,846	13,021	12,092	12,106	12,031
Savings Required:							
2018/19	7	0	0	0	0	0	0
2019/20	8	0	0	0	0	0	0
2020/21	9	0	0	0	0	0	0
Transfer to/(from) General Fund Balance	10	36	(224)	0	0	0	0
Budget Requirement (excluding Parishes)	11	12,762	12,622	13,021	12,092	12,106	12,031
Collection Fund Deficit/(Surplus) - Council Tax	12	(167)	(187)	(239)	0	0	0
Collection Fund Deficit/(Surplus) - Business Rates	13	240	331	(523)	0	0	0
Revenue Support Grant	14	(1,594)	(1,141)	(521)	(144)	0	0
Business Rates Retention - Baseline funding	15	(2,197)	(2,306)	(2,352)	(2,423)	(2,500)	(2,550)
Business Rates Retention - Local Share of Growth/S31 Grants	16	(709)	(539)	(524)	(540)	(418)	(427)
Business Rates Retention - Share of Suffolk Pooling	17	(124)	(179)	(266)	(274)	(283)	(288)
Business Rates Retention - Renewable Energy	18	(396)	(262)	(267)	(275)	(284)	(290)
Local Services Support Grant	19	(49)	0	0	0	0	0
Efficiency Support for Services in Sparse Areas	20	(29)	(150)	(121)	(93)	(121)	0
Transition Grant	21	0	(51)	(50)	0	0	0
Council Tax Freeze Grant 2011/12 to 2015/16	22	(367)	0	0	0	0	0
New Homes Bonus Grant	23	(1,227)	(1,754)	(1,553)	(1,540)	(1,493)	(1,258)
Amount to be charged to Council Taxpayers	24	6,143	6,384	6,605	6,803	7,007	7,218
Council Tax Base	25	35,058	35,737	36,257	36,620	36,986	37,356
Council Tax at Band D (£ p)	26	£175.23	£178.65	£182.16	£185.76	£189.45	£193.23
Budgeted Increase Year on Year (%)	27	0.00%	1.95%	1.96%	2.00%	2.00%	2.00%
Budgeted Increase Year on Year (£ p)	28	£0.00	£3.42	£3.51	£3.60	£3.69	£3.78
Total Council Tax Generated Excluding Parishes	29	6,143	6,384	6,605	6,803	7,007	7,218

General Fund

Balance as at 1 April	30	3,223	3,259	3,035	3,035	3,035	3,035
Transfer to / (from) Reserve	31	36	(224)	0	0	0	0
Closing Balance as at 31 March	32	<u>3,259</u>	<u>3,035</u>	<u>3,035</u>	<u>3,035</u>	<u>3,035</u>	<u>3,035</u>
Net Expenditure for General Fund purposes	33	12,726	12,846	13,021	12,092	12,106	12,031
General Fund balance as % of Net Expenditure	34	25.61%	23.63%	23.31%	25.10%	25.07%	25.23%

Earmarked Reserves

Balance as at 1 April	35	13,405	15,430	16,057	14,544	15,060	15,982
Contributions to / (from) Reserves	36	2,025	627	(1,513)	516	922	(72)
Closing Balance as at 31 March	37	<u>15,430</u>	<u>16,057</u>	<u>14,544</u>	<u>15,060</u>	<u>15,982</u>	<u>15,910</u>

Capital Receipts

Balance as at 1 April	38	15,113	15,396	11,332	2,510	1,303	260
Movement in the year	39	283	(4,064)	(8,822)	(1,207)	(1,043)	200
Closing Balance as at 31 March	40	<u>15,396</u>	<u>11,332</u>	<u>2,510</u>	<u>1,303</u>	<u>260</u>	<u>460</u>

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Project Description	Category	Project Sponsor	2016-17 Budget	2017-18 Budget	2018-19 Budget	2019-20 Budget	2020-21 Budget	Total Budget (over 5 years)	5 Year Programme Financing					Total
									Capital Receipts	Capital Borrowing (see Note)	Revenue Reserves	Grants from other bodies	S106	
Community Sports Facility - Moreton Hall	SEBC ASSET	M Walsh	1,552,500	0	0	0	0	1,552,500	1,006,550	0	0	185,950	360,000	1,552,500
Balance of Bury Community Football Project	SEBC ASSET	M Walsh	50,000	100,000	0	0	0	150,000	150,000	0	0	0	0	150,000
West Suffolk Operational Hub	SEBC ASSET	M Walsh	0	9,497,250	3,165,750	0	0	12,663,000	6,250,000	6,413,000	0	0	0	12,663,000
Gypsy and traveller site	SEBC ASSET	S Phelan	20,000	567,000	0	0	0	587,000	0	0	0	587,000	0	587,000
Havebury - Bury Road, Chedburgh	SEBC ASSET	S Phelan	400,000	0	0	0	0	400,000	400,000	0	0	0	0	400,000
Leisure Capital Investment Fund	SEBC ASSET	J Korwin	0	1,500,000	0	0	0	1,500,000	0	0	1,500,000	0	0	1,500,000
Vehicle & Plant Purchases	VP&E	M Walsh	500,000	1,254,000	1,240,500	633,000	1,262,000	4,889,500	0	0	4,889,500	0	0	4,889,500
Eastern Relief Road	GROWTH AREA	S Wood	3,000,000	0	0	0	0	3,000,000	500,000	0	0	2,500,000	0	3,000,000
High Street Haverhill Improvements	GROWTH AREA	S Wood	90,000	603,000	0	0	0	693,000	0	0	0	693,000	0	693,000
Lark Valley Path	GROWTH AREA	S Wood	27,000	0	0	0	0	27,000	0	0	0	27,000	0	27,000
Parish Council S106 Grants	GRANT	M Walsh	33,500	0	0	0	0	33,500	0	0	0	0	33,500	33,500
Barningham Parish Council Grant (S106)	GRANT	M Walsh	60,026	0	0	0	0	60,026	0	0	0	0	60,026	60,026
Public Open Space	GRANT	M Walsh	85,786	0	0	0	0	85,786	0	0	0	0	85,786	85,786
Rural Initiatives Grant Scheme *	GRANT	D Howes	89,718	22,500	22,500	22,500	0	157,218	92,957	0	64,261	0	0	157,218
Empty Homes Grants to Private Owners	GRANT	S Phelan	0	71,000	0	0	0	71,000	71,000	0	0	0	0	71,000
Private Sector Disabled Facilities Grants	DFG/DH	S Phelan	285,000	375,000	375,000	375,000	375,000	1,785,000	0	0	0	1,785,000	0	1,785,000
Private Sector Renewal Grants	DFG/DH	S Phelan	55,000	300,000	300,000	300,000	300,000	1,255,000	1,255,000	0	0	0	0	1,255,000
Private Housing Company	LOAN	R Mann	40,000	273,000	1,407,000	1,243,000	0	2,963,000	2,963,000	0	0	0	0	2,963,000
Asset Management Plan									0	0	0	0	0	
Major Planned Building Works	AMP	M Walsh	0	95,206	0	0	0	95,206	95,206	0	0	0	0	95,206
Bury Multi-Storey Car Park Structural Works	AMP	M Walsh	100,000	100,000	0	0	0	200,000	200,000	0	0	0	0	200,000
9 Hollands Road, Haverhill - Roofing	AMP	M Walsh	40,000	0	0	0	0	40,000	40,000	0	0	0	0	40,000
Haverhill Leisure Centre - Rooflights and Rear Elevation Cladding replacement	AMP	M Walsh	300,000	0	0	0	0	300,000	300,000	0	0	0	0	300,000
Gainsborough Changing Rooms	AMP	M Walsh	121,576	0	0	0	0	121,576	121,576	0	0	0	0	121,576
Leisure Asset Management Scheme	AMP	M Walsh	0	334,000	334,000	334,000	334,000	1,336,000	0	0	1,336,000	0	0	1,336,000

Project Description	Category	Project Sponsor	2016-17 Budget	2017-18 Budget	2018-19 Budget	2019-20 Budget	2020-21 Budget	Total Budget (over 5 years)	5 Year Programme Financing					Total
									Capital Receipts	Capital Borrowing (see Note)	Revenue Reserves	Grants from other bodies	S106	
New Moreton Hall Park (S106 funded)	AMP	M Walsh	18,033	0	0	0	0	18,033	0	0	0	0	18,033	18,033
Bury Cemetery Buildings	AMP	M Walsh	70,000	0	0	0	0	70,000	0	0	70,000	0	0	70,000
Bury Leisure Centre - All Weather Pitch	AMP	M Walsh	0	150,000	0	0	0	150,000	0	0	150,000	0	0	150,000
Gainsborough Park replacement of Equipment	AMP	M Walsh	5,307	0	0	0	0	5,307	0	0	5,307	0	0	5,307
St Peters Pit - Replacement of Equipment	AMP	M Walsh	33,668	0	0	0	0	33,668	0	0	33,668	0	0	33,668
Hoopers & Ridley Road - Play Area Refurbishment	AMP	M Walsh	95,000	0	0	0	0	95,000	0	0	95,000	0	0	95,000
East Town Park - Reconfiguration of Kiosk and Play Area Refurbishment	AMP	M Walsh	100,000	0	0	0	0	100,000	0	0	100,000	0	0	100,000
Julian Close - Play Area Refurbishment	AMP	M Walsh	51,516	0	0	0	0	51,516	0	0	51,516	0	0	51,516
Path access improvements - East of River Lark and Abbey Gardens	AMP	M Walsh	44,715	0	0	0	0	44,715	0	0	44,715	0	0	44,715
Nowton Park Café Enhancements	AMP	M Walsh	8,141	0	0	0	0	8,141	0	0	8,141	0	0	8,141
Skyliner Sports Centre - Equipment	AMP	M Walsh	240,000	0	0	0	0	240,000	0	0	240,000	0	0	240,000
6 Bunting Road - Re-roofing	AMP	M Walsh	40,000	0	0	0	0	40,000	0	0	40,000	0	0	40,000
Commercial Asset Portfolio	AMP	M Walsh	0	1,680,000	0	0	0	1,680,000	1,680,000	0	0	0	0	1,680,000
CRM Project	SOFTWARE	D Howes	0	64,558	0	0	0	64,558	64,558	0	0	0	0	64,558
Waste & Street Scene Back Office System	SOFTWARE	M Walsh	55,714	51,396	0	0	0	107,110	0	0	107,110	0	0	107,110
Rent-a-roof	SEBC ASSET	S Wood	381,000	788,839	0	0	0	1,169,839	0	0	1,169,839	0	0	1,169,839
Housing Projects	SEBC ASSET	S Phelan	76,532	0	0	0	0	76,532	76,532	0	0	0	0	76,532
Invest to Save Projects	SEBC ASSET	R Mann	0	223,328	0	0	0	223,328	0	0	223,328	0	0	223,328
Street Lighting Renewals	SEBC ASSET	M Walsh	1,785,000	0	0	0	0	1,785,000	1,785,000	0	0	0	0	1,785,000
PENDING ITEMS									0	0	0	0	0	
Western Way Development	PENDING	R Mann	0	0	0	5,758,000	8,189,000	13,947,000	0	13,947,000	0	0	0	13,947,000
Investing in our Growth Agenda	PENDING	R Mann	0	10,000,000	10,000,000	0	0	20,000,000	0	20,000,000	0	0	0	20,000,000
West Stow Investment opportunities	PENDING	M Walsh / R Mann	0	384,588	0	0	0	384,588	384,588	0	0	0	0	384,588
			9,854,732	28,434,665	16,844,750	8,665,500	10,460,000	74,259,647	17,435,967	40,360,000	10,128,385	5,777,950	557,345	74,259,647

St Edmundsbury Borough Council - 2017/18 Reserves

Attachment D

Appendix 3

Reserve Details	2016/17 Opening Balance £	2016/17 Forecast Net Movement £	2017/18 Opening Balance £	2017/18 Contribution to Reserve £	2017/18 Contribution from Reserve £	2017/18 Transfers Between Reserves £	2018/19 Opening Balance £	2018/19 Contribution to Reserve £	2018/19 Contribution from Reserve £	2019/20 Opening Balance £
Strategic Priorities & MTFs Reserve	2,850,729	218,891	3,069,620	1,735,577	(2,996,768)	0	1,808,429	1,565,000	(431,592)	2,941,837
Invest to Save Reserve	1,060,244	279,428	1,339,672	0	(51,396)	887,648	2,175,924	0	0	2,175,924
Risk/Recession Reserve	102,795	364,991	467,786	0	0	0	467,786	0	0	467,786
BRR Equalisation Reserve	765,880	0	765,880	778,840	(173,015)	0	1,371,705	255,853	(173,015)	1,454,543
Self Insured Fund	231,387	50,000	281,387	50,000	(50,000)	0	281,387	50,000	(50,000)	281,387
Computer & Telephone Equipment Reserve	296,752	69,401	366,153	105,500	0	0	471,653	105,500	0	577,153
Office Equipment Reserve	418,798	39,800	458,598	39,600	0	(81,246)	416,952	39,600	0	456,552
Section 106 - Public Service Village	44,016	4,315	48,331	0	0	0	48,331	0	0	48,331
HB Equalisation Reserve	1,729,612	(328,659)	1,400,953	274,794	(77,630)	(700,953)	897,164	274,794	(77,630)	1,094,328
Special Pension Reserve	316,945	(316,945)	0	0	0	0	0	0	0	0
Interest Equalisation Reserve	353,332	0	353,332	0	0	0	353,332	0	0	353,332
Professional Fees Reserve	65,000	65,000	130,000	65,000	0	0	195,000	65,000	0	260,000
ARP Reserve	74,520	220,804	295,324	0	(16,755)	0	278,569	0	(16,755)	261,814
Vehicle & Plant Renewal Fund	2,346,030	100,000	2,446,030	600,000	(1,254,000)	0	1,792,030	550,000	(1,240,500)	1,101,530
Waste Management Reserve	260,666	56,150	316,816	80,350	(58,400)	0	338,766	80,350	(58,400)	360,716
BR-Building Repairs Reserve - Leisure	434,636	30,553	465,189	329,221	(484,000)	0	310,410	329,221	(334,000)	305,631
BR-Building Repairs Reserve - Other	1,326,495	(86,342)	1,240,153	829,800	(1,109,500)	65,279	1,025,732	829,800	(1,109,500)	746,032
BR-Bunting Road Service	11,779	0	11,779	0	0	0	11,779	0	0	11,779
BR-Leased Flats Management	33,957	0	33,957	0	0	0	33,957	0	0	33,957
Industrial Rent Reserve	975,000	(110,000)	865,000	0	(110,000)	0	755,000	0	(110,000)	645,000
Commuted Maintenance Reserve	579,023	(70,527)	508,496	0	(95,200)	0	413,296	0	(108,900)	304,396
M-Gershom Parkington Bequest	539,016	5,460	544,476	8,300	(4,800)	0	547,976	8,300	(4,800)	551,476
M-Others	65,279	0	65,279	0	0	(65,279)	(0)	0	0	(0)
The Apex Reserve	17,651	1,000	18,651	20,000	(14,000)	(18,651)	6,000	20,000	(5,000)	21,000
Abbey Gardens Donation	39,911	(1,145)	38,766	0	0	0	38,766	0	0	38,766
Rural Areas Action Plan	64,261	0	64,261	0	(19,261)	0	45,000	0	(22,500)	22,500
Planning Reserve	67,757	31,500	99,257	90,000	(30,000)	0	159,257	90,000	(30,000)	219,257
Local Land Charges Reserve	101,295	(14,497)	86,798	0	0	(86,798)	0	0	0	0
EI-Historic Building Grants	621	0	621	0	0	0	621	0	0	621
S106 Monitoring Officer Reserve	2,909	4,745	7,654	0	0	0	7,654	0	0	7,654
Economic Development Reserve (LABGI)	45,597	0	45,597	0	(5,000)	0	40,597	0	(5,000)	35,597
Homelessness Legislation Reserve	123,149	(30,168)	92,981	0	0	0	92,981	0	0	92,981
S106 Revenue Reserve	8,156	13,529	21,685	0	0	0	21,685	0	0	21,685
Election Reserve	76,366	30,000	106,366	30,000	0	0	136,366	30,000	0	166,366
St Edmundsbury Reserve Totals:	15,429,562	627,283	16,056,845	5,036,982	(6,549,725)	0	14,544,102	4,293,418	(3,777,592)	15,059,928

St Edmundsbury Borough Council - 2017/18 Reserves

Attachment D

Appendix 3

Reserve Details	2019/20 Opening Balance £	2019/20 Contribution to Reserve £	2019/20 Contribution from Reserve £	2020/21 Opening Balance £	2020/21 Contribution to Reserve £	2020/21 Contribution from Reserve £	2020/21 Closing Balance £
Strategic Priorities & MTFs Reserve	2,941,837	1,617,000	(534,573)	4,024,264	1,373,640	(757,573)	4,640,331
Invest to Save Reserve	2,175,924	0	0	2,175,924	0	0	2,175,924
Risk/Recession Reserve	467,786	0	0	467,786	0	0	467,786
BRR Equalisation Reserve	1,454,543	261,276	(173,015)	1,542,804	261,276	(173,015)	1,631,065
Self Insured Fund	281,387	50,000	(50,000)	281,387	50,000	(50,000)	281,387
Computer & Telephone Equipment Reserve	577,153	105,500	0	682,653	105,500	0	788,153
Office Equipment Reserve	456,552	39,600	0	496,152	39,600	0	535,752
Section 106 - Public Service Village	48,331	0	0	48,331	0	0	48,331
HB Equalisation Reserve	1,094,328	274,794	(77,630)	1,291,492	274,794	(77,630)	1,488,656
Special Pension Reserve	0	0	0	0	0	0	0
Interest Equalisation Reserve	353,332	0	0	353,332	0	0	353,332
Professional Fees Reserve	260,000	65,000	0	325,000	65,000	0	390,000
ARP Reserve	261,814	0	(16,755)	245,059	0	(16,755)	228,304
Vehicle & Plant Renewal Fund	1,101,530	550,000	(633,000)	1,018,530	550,000	(1,262,000)	306,530
Waste Management Reserve	360,716	80,350	(58,400)	382,666	80,350	(58,400)	404,616
BR-Building Repairs Reserve - Leisure	305,631	329,221	(334,000)	300,852	329,221	(334,000)	296,073
BR-Building Repairs Reserve - Other	746,032	829,800	(1,109,500)	466,332	829,800	(1,109,500)	186,632
BR-Bunting Road Service	11,779	0	0	11,779	0	0	11,779
BR-Leased Flats Management	33,957	0	0	33,957	0	0	33,957
Industrial Rent Reserve	645,000	0	(110,000)	535,000	0	(110,000)	425,000
Commuted Maintenance Reserve	304,396	0	(108,900)	195,496	0	(108,900)	86,596
M-Gershom Parkington Bequest	551,476	8,300	(4,800)	554,976	8,300	(4,800)	558,476
M-Others	(0)	0	0	(0)	0	0	(0)
The Apex Reserve	21,000	20,000	(12,000)	29,000	20,000	(12,000)	37,000
Abbey Gardens Donation	38,766	0	0	38,766	0	0	38,766
Rural Areas Action Plan	22,500	0	(22,500)	0	0	0	0
Planning Reserve	219,257	90,000	(100,000)	209,257	90,000	(100,000)	199,257
Local Land Charges Reserve	0	0	0	0	0	0	0
EI-Historic Building Grants	621	0	0	621	0	0	621
S106 Monitoring Officer Reserve	7,654	0	0	7,654	0	0	7,654
Economic Development Reserve (LABGI)	35,597	0	(5,000)	30,597	0	(5,000)	25,597
Homelessness Legislation Reserve	92,981	0	0	92,981	0	0	92,981
S106 Revenue Reserve	21,685	0	0	21,685	0	0	21,685
Election Reserve	166,366	30,000	(80,000)	116,366	30,000	0	146,366
St Edmundsbury Reserve Totals:	15,059,928	4,350,841	(3,430,073)	15,980,696	4,107,481	(4,179,573)	15,908,604

ST EDMUNDSBURY BOROUGH COUNCIL
PRUDENTIAL INDICATORS 2017/2018

1. Background

- 1.1 Each year the Council sets an annual budget, which details the revenue and capital resources required to meet its priorities for service delivery. Under the provisions of The Local Government Act 2003, local authorities are able to make their own decisions about how much they wish to borrow to pay for capital investment providing they assess the borrowing to be affordable, prudent and sustainable. In addition to complying with the Act they must comply with:
- a. the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003; and
 - b. the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Prudential Code for Capital Finance in Local Authorities.
- 1.2 The Prudential Code was developed by the Chartered Institute of Public Finance and Accounting (CIPFA) to assist local authorities in taking their decisions.
- 1.3 The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. The Secretary of State has issued guidance on Minimum Revenue Provision and local authorities are required to "have regard" to such Guidance under section 21(1A) of the Local Government Act 2003.

2. Prudential Indicators

Objectives

- 2.1 The key objectives are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability. To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets the indicators that must be used, and the factors that must be taken into account.
- 2.2 These targets are known as the "Prudential Indicators" and particular indicators will be used to separately assess:
- Management of capital expenditure
 - Affordability
 - Prudence
 - Management of external debt
 - Treasury Management

Process and Governance

- 2.3 The Prudential Code sets out a clear governance procedure for the setting and revising of prudential indicators. This is done by the same body that takes the decisions for the local authority's budget – Full Council. The Chief Finance Officer (the Head of Resources and Performance) is responsible for ensuring that all matters required to be taken into account are reported to full Council for consideration, and for establishing procedures to monitor performance.
- 2.4 In setting the indicators due regard was paid to the following matters:
- affordability, e.g. implications for Council Tax
 - prudence and sustainability, e.g. implications for external borrowing
 - value for money, e.g. option appraisal
 - stewardship of assets, e.g. asset management planning
 - service objectives, e.g. strategic planning for the authority
 - practicality, e.g. achievability of forward plan
- 2.5 Set out below are the indicators for 2016/2017 and beyond. For each indicator, the CIPFA requirements of the code are set out in bold italics. An explanation is provided, unless the indicator and limits are completely self explanatory.
- 2.6 The figures used to compile the indicators which are detailed in this report are based on the latest five year capital programme.

3. Prudential Indicators 2016/17 – 2019/20

Management of Capital Expenditure Prudential Indicators

Estimates of Capital Expenditure

3.1 The local authority will make reasonable estimates of the total of capital expenditure that it plans to incur during the forthcoming financial year and at least the following two financial years. These prudential indicators shall be referred to as:

'Estimate of total capital expenditure to be incurred in years 1, 2 and 3.'

- 3.2 In addition to the approved capital programme, the estimates of capital expenditure include any capital expenditure that is estimated, might (depending on option appraisals) or will be dealt with as other long term liabilities.
- 3.3 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable and affordable limits and, in particular, to consider the impact on Council Tax. The following indicator is an assessment of the forward capital programme and in line with Budget approvals.

Indicator 1	2016/17 £000 Approved	2016/17 £000 Revised	2017/18 £000 Budget	2018/19 £000 Budget	2019/20 £000 Budget
Expenditure	14,596	9,855	28,435	16,845	8,666

Financed by:	2016/17 £000 Approved	2016/17 £000 Revised	2017/18 £000 Budget	2018/19 £000 Budget	2019/20 £000 Budget
Capital Receipts *	7,333	4,564	9,322	1,707	1,543
Grants & Contributions	3,233	3,665	1,545	375	375
Revenue Reserves	4,030	1,625	4,321	1,597	990
Capital Borrowing *	0	0	13,247	13,166	5,758
Total	14,596	9,885	28,435	16,845	8,666

*These figures may increase/decrease if the S151 Officer uses her delegated authority under the MRP Policy to use greater amounts of usable capital receipts instead of borrowing. The total capital expenditure will remain the same.

Affordability Indicators

- 3.4 The fundamental objective in the consideration of affordability of the authority's capital plans is to ensure that the proposed investment is sustainable throughout the period under review, which must cover at least three years from 2017/2018 onwards. In essence, to consider its impact on the authority's 'bottom line' Council Tax. Affordability is ultimately judged by the impact the capital investment plans have on the revenue budget and Council Tax levels.
- 3.5 In considering the affordability of the plans it is necessary to consider all the resources available, together with those estimated to be available during the programme period.
- 3.6 There are various prudential indicators of affordability but the key ones are as set out below.

Estimates of ratio of financing costs to net revenue stream

- 3.7 The local authority will estimate for the forthcoming financial year and following two financial years the ratio of financing costs to net revenue stream.**
- 3.8 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the net revenue budget required to meet borrowing costs. The net revenue budget is defined by the prudential code, for the purposes of this indicator, as the amount of government grants and council tax income for the authority, it therefore excludes income generated from fees and charges include any

income stream that was included in the projects original business case to support the borrowing (financing) costs.

Indicator 2	2016/17 Approved	2016/17 Revised	2017/18 Budget	2018/19 Budget	2019/20 Budget
Ratio %	-3%	-2%	5%	12%	14%

NB: In circumstances where interest costs on borrowing are greatly exceeded by interest and investment income the ratio of financing costs to the net revenue stream will be negative. This reflects the fact that the authority is making a contribution to the income and expenditure account via its investment income stream.

Estimates of Incremental impact of capital investment decisions on the Council Tax

3.9 This shows the potential impact of approved capital investment decisions on the Council Tax and allows for the existing and proposed capital plans.

3.10 This calculation shall be undertaken for the forthcoming and following two financial years or longer timeframe if required to capture the full year effect of capital investment decisions. This prudential indicator is referred to as:

'Estimates of the incremental impact of the new capital investment decisions on the Council Tax'

Incremental Impact of Capital Investment Decisions					
Indicator 3	2016/17 Approved	2016/17 Revised	2017/18 Budget	2018/19 Budget	2019/20 Budget
Increase in Band D Council Tax	£1.14	£1.39	£2.07	£0.63	£0.48

Prudence - Estimates of Capital Financing Requirement (CFR)

3.11 The local authority will make reasonable estimates of the total capital financing requirement at the end of the forthcoming financial year and the following two years. These prudential indicators shall be referred to as:

'Estimate of capital financing requirement as at the end of years 1, 2 and 3.'

3.12 The capital financing requirement can simply be understood as the Council's underlying need to borrow money long term. It does not necessarily mean that borrowing will be undertaken. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing. It is an aggregation of the amounts shown for Investment Property,

Non-Current and Intangible assets, the Revaluation Reserve, the Capital Adjustment Account and any other balances treated as capital expenditure. The indicator takes account of the borrowing requirement and the minimum revenue provision.

Capital Financing Requirement					
Indicator 4	2016/17 £000 Approved	2016/17 £000 Revised	2017/18 £000 Budget	2018/19 £000 Budget	2019/20 £000 Budget
CFR Estimates *	-833	-833	11,894	24,099	28,705

3.13 The forecast capital financing requirement reflects the changes to the overall capital programme, including pending projects.

*These figures may increase/decrease if the S151 Officer uses her delegated authority under the MRP Policy to use greater amounts of usable capital receipts instead of borrowing. The total capital expenditure will remain the same.

Management of External Debt Prudential Indicators

3.14 The local authority will set for the forthcoming financial year and at least the following two financial years a prudential limit for its total external debt, gross of investments, separately identifying borrowing from other long term liabilities. This prudential indicator shall be referred to as:

Authorised limit for external debt = authorised limit for borrowing + authorised limit for other long term liabilities for years 1, 2 and 3.

3.15 The recommended Authorised Limit for External Debt:

Authorised Limit of External Debt					
Indicator 5	2016/17 £000 Approved	2016/17 £000 Revised	2017/18 £000 Budget	2018/19 £000 Budget	2019/20 £000 Budget
Authorised Limit	1,111	1,111	14,358	27,524	33,282

3.16 This limit represents the maximum amount the Council may borrow at any point in the year. It has to be at a level the Council considers is 'prudent'. It is ultra vires to exceed the authorised limit, and therefore the limits are set so as to avoid circumstances in which the Council would need to borrow more money than this limit.

3.17 It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.

3.18 Other long term liabilities include items that would appear on the balance sheet of the Council that are related to borrowing. For example, the capital cost of leases would be included.

Operational Boundary

3.19 The local authority will also set for the forthcoming financial year and the following two years an operational boundary for its total external debt, gross of investments, separately identifying borrowing from other long term liabilities. This prudential indicator shall be referred to as the:

Operational Boundary = operational boundary for borrowing + operational boundary for other long term liabilities for years 1, 2 and 3'

3.20 The operational boundary is a measure of the most money the Council would normally borrow at any time during the year. The code recognises that circumstances might arise when the boundary might be exceeded temporarily, but suggest a sustained or regular pattern of borrowing above this level ought to be investigated, as a potential symptom of a more serious financial problem. Any movement between these separate limits will be reported to the next available Council.

3.21 The recommended operational boundary for external debt is:

Operational Boundary for External Debt					
Indicator 6	2016/17 £000 Approved	2016/17 £000 Revised	2017/18 £000 Budget	2018/19 £000 Budget	2019/20 £000 Budget
Operational Boundary	1,000	1,000	12,923	24,772	29,954

3.22 The Council’s actual external debt, borrowings, at 31 December amounted to £4M. There were no other long term liabilities.

4. Treasury Management Prudential Indicators

4.1 The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. Treasury Management Practices (TMPs) have been established by the Head of Resources and Performance and are kept up to date. The first prudential indicator in respect of treasury management is that the local authority has adopted the CIPFA Code is therefore met.

Interest Rate Exposure

4.2 The local authority will set, for the forthcoming year and the following two years, upper limits to its exposures to the effects of changes in interest rates. These prudential indicators will relate to both fixed interest rates and variable interest rates and will be referred to

respectively as the upper limits on fixed and variable interest rate exposures.

Upper limits on fixed and variable rate exposures

4.3 These two indicators on the following page, allow the Council to manage the extent to which it is exposed to changes in interest rates. Such decisions will ultimately be determined by expectations of anticipated interest rate movements as set out in the Council’s Treasury Management Strategy. In circumstances where interest costs on borrowing are greatly exceeded by interest and investment income the upper limit for fixed and variable interest rate exposure will be negative.

Upper Limit for Fixed and Variable Rate Exposure					
Indicator 7	2016/17 Approved	2016/17 Revised	2017/18 Budget	2018/19 Budget	2019/20 Budget
Upper Limit for Fixed Interest Rate Exposure (as a % of total investments)	100%	100%	100%	100%	100%

Indicator 8					
Upper Limit for Variable Interest Rate Exposure (as a % of total investments)	60%	60%	60%	60%	60%

4.4 The upper limits on interest rate exposures can be expressed either as absolute amounts or as percentages.

Prudential limits for the maturity structure of borrowing

4.5 The local authority will set for the forthcoming year both upper and lower limits with respect to the maturity structure of its borrowing, calculated as follows:

- (a) Amount of projected borrowing that is fixed rate maturing in each period.

4.6 Expressed as a Percentage of total projected borrowing that is fixed rate at the start of the period where the periods in question are:

- ***Under 12 months.***
- ***12 months and within 24 months.***
- ***24 months and within 5 years.***
- ***5 years and within 10 years.***
- ***10 years+***

4.7 All Councils undertaking borrowing need to ensure that the maturity structure of its borrowing is both prudent and affordable. This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates, and is designed to protect against excessive exposure to interest rate changes in any one period, in particular in the course of the next ten years.

4.8 The proposed prudential limits are as follows:

Period (years)	Lower Limit	Upper Limit
Under 12 months	0%	100%
1 – 2 years	0%	20%
2 – 5 years	0%	20%
5 – 10 years	0%	20%
Over 10 years	0%	99%

4.9 The profiled limits set out above apply to the start of each financial year within the period 2016/17 to 2019/20.

Total Principal Sums invested for longer than 364 days

4.10 Where a local authority invests, or plans to invest, for periods longer than 364 days, the local authority will set an upper limit for each financial year period for the maturing of such investments. The prudential indicators will be referred to as prudential limits for principal sums invested for periods longer than 364 days.

Period (years)	Upper limit £m
31/3/2016	20
31/3/2017	20
31/3/2018	20
31/3/2019	20
31/3/2020	20

5. Minimum Revenue Policy – Annual Policy Statement

5.1 This system for establishing the Minimum Revenue Provision has been radically revised by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [SI 2008/414], (“the 2008 Regulations”) in conjunction with the publication by the Department for Communities and Local Government of detailed MRP guidance.

5.2 All Local Authorities are required to establish annually their policy regarding Minimum Revenue Provision for the forthcoming year.

- 5.3 This is the limit on the statutory requirements for MRP. However, the requirements are supported by Guidance on Minimum Revenue Provision, issued by the Department for Communities and Local Government in February 2012. The status of the Guidance is established by section 21(1B) of the Local Government Act 2003: a local authority must have regard to guidance issued by the Secretary of State about accounting practices.
- 5.4 This is normally taken to mean guidance must be considered when taking accounting decisions but can be disregarded where an authority can make a reasonable case for doing so. The onus is on the authority to demonstrate that it can better meet its statutory duties by acting differently.
- 5.5 For MRP, this sets up a situation where an authority has a basic duty to determine a prudent level for MRP each year and is not constrained in the methodology that it applies. However, where this methodology is different from that recommended in the Guidance, the authority must be able to demonstrate that the outcome is as prudent as would have been arrived at applying the Guidance:

Method	Explanation
<u>Supported debt</u>	
Option 1	MRP is equal to the amount determined in accordance with the former regulations 28 and 29 of the 2003 Regulations, as if they had not been revoked by the 2008 Regulations.
Option 2	The CFR method MRP is equal to 4% of the non-housing CFR at the end of the preceding financial year.
<u>Unsupported debt</u>	
Option 3	Where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be determined by reference to the life of the asset.
a)	Equal instalment method MRP is the amount given by the following formula: (Capital expenditure in respect of the asset less total provision made before the current financial year), divided by the estimated life of the asset.
b)	Annuity Method MRP is the principal element for the year of the annuity required to repay over the asset life the amount of capital expenditure financed by borrowing or credit arrangements.
Option 4	Depreciation method Charging MRP in accordance with the standard rules for depreciation accounting. (If only part of the expenditure on the asset was financed by debt, the depreciation provision is proportionately reduced.)

- 5.6 It is proposed that the Minimum Revenue Provision Policy Statement for St Edmundsbury Borough Council is set as follows for 2017/2018.

Application of capital receipts or other sources

- The DCLG Guidance only applies to expenditure that has not been financed from other sources, primarily capital receipts and grant funding. Where the Council has usable capital receipts that are not needed for other purposes in that year, it can at the discretion of the section 151 officer to apply where prudent to do so some or all of it to meet capital expenditure incurred in the current year or previous years under paragraph 23 of the 2003 Regulations to reduce or eliminate any MRP that might need to be set aside.

Loans

- In circumstances where a loan to a third party to fund capital expenditure is secured and there is no risk of default, the Council will not charge MRP because the principal sum of such a loan will have no consequences for the Council's revenue expenditure and it would be over-prudent to provide for the loan¹.
- In circumstances where a loan to a third party to fund capital expenditure is unsecured and there is no risk of default, the Council will not charge MRP because the principal sum of such a loan will have no consequences for the Council's revenue expenditure and it would be over-prudent to provide for the loan. However the Council will access these on a case by case basis.

Capital Investment with a Defined Life

- To apply Option 3 to projects as a 4% reducing balance amount would under-recover the expenditure over its useful life. The basis for projects over £250,000 (i.e. equal instalment or annuity basis) to be determined as part of each projects financing considerations. Projects under £250,000 will be grouped and a weighted average life across an equal instalment basis will be used.

Other elements of remaining debt

¹ The Council may make loans to other parties to fund their capital expenditure. Government guidance is that MRP should be charged on the outstanding amount of any loan, based on amortising the loan principal over the estimated life of the assets in relation to which the other parties' expenditure is incurred. This is because lending to other parties has the same impact on the underlying need for an authority to borrow as expenditure on acquiring property.

- That, in accordance with the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 the Council's continues to use the CFR method for calculating the Minimum Revenue Provision for supported capital expenditure.

5.7 The Council currently has no unsupported debt.

5.8 The MRP included in the revenue estimates is as follows:

MRP estimates	2016/17 Approved £'000	2016/17 Revised £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
MRP	0	0	520	960	1,152

5.9 Members' attention is drawn to the fact that notwithstanding the MRP policy loan repayments continue to be made when they fall due.

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St Edmundsbury Borough Council Risk Area	2017/18 Impact £000s	2017/21 MTFS Impact £000s
<p><u>Pay Inflation</u></p> <p>The Council’s MTFS currently assumes a 1% pay inflationary increase for 2017/18, and a 1% inflationary increase for 2018/19 - 2020/21.</p> <p>An annual 1% increase in pay inflation over what is already assumed in the MTFS would result in an additional £554k pressure on the Council’s finances.</p>	<p>132</p>	<p>554</p>
<p><u>Employers Pensions</u></p> <p>The Council’s MTFS currently assumes the following Employers’ Pension Contribution Rates:</p> <p>2017/18 – 28.2% 2018/19 - 30.2% 2019/20 - 32.2% 2020/21 – 34.2%</p> <p>An increase of 1% to the contributions on top of that already budgeted would result in an additional pressure of £463k on the Council’s MTFS.</p>	<p>114</p>	<p>463</p>
<p><u>Employers Pensions - Take-up</u></p> <p>Pension costs budgeted in the MTFS reflect the actual level of staff currently opting into the superannuation scheme.</p> <p>An increase in opt-in levels of 5% would result in an additional pressure of £780k across the MTFS.</p>	<p>173</p>	<p>780</p>
<p><u>Industrial Unit Rental Income</u></p> <p>The Council’s MTFS currently allows for no inflationary increase in Industrial Unit income.</p> <p>If income from Industrial Unit Rents falls by 10% this would put an additional £914k pressure on the MTFS.</p>	<p>217</p>	<p>914</p>
<p><u>Planning Income</u></p> <p>The Council’s Building Control and Planning Application Fees have been set to reflect actual levels currently being achieved. There is, however, a risk that the desired levels of income may not be achieved.</p> <p>If Planning income levels were to drop by 10%, this would have a £389k detrimental impact on the Council’s MTFS.</p>	<p>98</p>	<p>389</p>

St Edmundsbury Borough Council Risk Area	2017/18 Impact £000s	2017/21 MTFS Impact £000s
<p><u>Interest Receipt Rates</u></p> <p>The Council's current assumptions around interest receipts are as follows:</p> <p>2017/18 - 0.55% 2018/19 - 0.70% 2019/20 - 0.70% 2020/21 - 0.75%</p> <p>A 0.5% reduction in each of these figures would result in approximately £803k pressure on the Council's MTFS. The council has created a Interest Rate Equalisation Reserve to assist with significant fluctuations in rates in the short term.</p>	<p>230</p>	<p>803</p>
<p><u>Council Tax Collection</u></p> <p>The level of Council Tax receipts in the MTFS are based upon collection rates of 98% for Council Tax and 90% for the additional income generated from changes to the discounts scheme.</p> <p>A fall of 1% in both of these collection rates would have a detrimental effect of £268k across the Council's MTFS.</p>	<p>67</p>	<p>268</p>
<p><u>Business Rate Retention - Amount collectable</u></p> <p>The Business Rates Retention Scheme commenced from 1 April 2013. Under the new scheme, the Council benefits from a proportion of the additional business rates generated through economic growth in its area. Conversely the risks inherent in such a scheme have now been passed down to local authorities and as such the Council could suffer from an economic decline or the cessation of business from one of its major business ratepayers.</p> <p>A 1% decrease in the business rates collectable across the Borough would result in additional pressure on the MTFS of around £176k per year.</p>	<p>176</p>	<p>737</p>
<p><u>Business Rate Retention - Multiplier</u></p> <p>The business rate retention multiplier is set centrally and is increased annually by the September RPI figures (2.0% as at September 2016 which has been used to inflate the multiplier for 2017/18). The OBR also give indicative RPI figures for future years (currently 3.0% for 2018/19 and 3.2% for 2019/20). The MTFS assumption for 2020/21 has been set at a more prudent level of 2% as this falls outside of the 4 year settlement.</p> <p>A 1% reduction in the RPI below the rates assumed would result in an additional pressure of £105k for the period 2018/19 to 2020/21.</p>	<p>0</p>	<p>105</p>

St Edmundsbury Borough Council Risk Area	2017/18 Impact £000s	2017/21 MTFS Impact £000s
<p><u>Business Rate Retention - post 2020</u></p> <p>The MTFS currently assumes a cost neutral position in 2020/21 when Local Government is expected to be given 100% retention of Business Rates. However, this is untested and will continue to be monitored. If the rebaselining and 100% retention took us back to our settlement baseline only, this would have the impact of £1,110m in 2020/21 and each year thereafter.</p> <p>The council has created a Business Rate Equalisation Reserve to assist with significant impacts of Business Rate Retention and appeals. This reserve would be potentially available to support a short term drop in BR income. However, medium term plans would have to be reviewed.</p>	<p>N/A</p>	<p>N/A</p>
<p><u>Housing Benefit Subsidy/Universal Credits/Housing Benefit Overpavments</u></p> <p>The MTFS currently assumes a 99% subsidy rate within the budgets. A 1% reduction in this subsidy rate for the Council for each year would result in an additional £1,138k pressure on the Council's MTFS position. The council has created a Housing Benefit Equalisation Reserve to assist with significant fluctuations in subsidy rates and/or overpavment income.</p>	<p>285</p>	<p>1,138</p>
<p><u>Projects</u></p> <p>The MTFS currently assumes net income generation of circa £0.9m per annum by 2020 as a result of a variety of ambitious projects taking place.</p> <p>Risks associated with each of these projects will vary according to the specific set of circumstances but have been considered in the Project Business Cases .</p>	<p>N/A</p>	<p>N/A</p>
<p><u>Borrowing Costs - Interest</u></p> <p>The MTFS includes borrowing costs (interest) amounting to £431k in 2017/18 to fund the ambitious project agenda (£2,707k across the MTFS).</p> <p>If the interest rates assumed increase by 0.5%, there will be an additional pressure of £492k on the councils MTFS position.</p>	<p>78</p>	<p>492</p>
<p>TOTALS (£000s):</p>	<p>1,492</p>	<p>6,151</p>

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ATTACHMENT E

Delivering our Strategic Priorities and MTFS Reserve

This reserve has acted as a one off fund to provide the financial capacity, either through direct investment – revenue and/or capital - or through servicing external borrowing, for the West Suffolk authorities to drive forward the delivering of a sustainable Medium Term Financial Strategy (MTFS) and the delivery of the new Strategic Plan.

The original St Edmundsbury Strategic Plan 2012-2016 drew on the NHB funding for a number of strategic projects including the locality budgets. These commitments have already been taken into account when arriving at the uncommitted balance below. The forecast reserve balance as at 1 April 2017 is £3.07m. Provisional allocations from government to 2020/21 are £5.8m.

The table below summarises the proposed funding from this reserve as part of the 2017/18 budget process and shows the cumulative commitments.

Area	One-Off Funding	Annual Funding that spans more than one year	Comments
Developing a Community Energy Plan	Funding for rent a roof/energy projects of £0.789m for 2017/18.		As detailed in Cabinet report CAB/SE/14/009 Developing a Community Energy Plan. Funding brought forward into 2015/16 to take advantage of beneficial energy rates, 2017/18 is remainder.
Invest to Save Projects	£0.223m for 2017/18		As detailed in Cabinet report CAB/SE/16/055 Investing in our Leisure Provision in West Suffolk. Remaining balance £223k.
Locality Budgets and Community chest		Annual funding of £0.178m to 2020/21 inc.	Funded agreed for 2016/17 and proposed for 2017/18 onwards as part of this year's budget process.
Investing in project management		£0.107m for 2017/18 & £0.099m per year thereafter to 2020/21 inc.	Project management posts including on costs to recognise commitment to major projects.
Bury St Edmunds Masterplan	£0.044m for 2017/18		As detailed in Cabinet report CAB/SE/16/045 Economic Development & Growth Funding Requests.
ED Partnership match funding		Annual funding of £0.016m from 2017/18	
Destination Management Organisation		£0.05m for 2017/18 to 2019/20.	
Western Way Development (pending project)		£0.192m for 2019/20 and £0.465m for 2020/21	Construction phase funding for the early stages of the project. Subject to Business Case approval.

Area	One-Off Funding	Annual Funding that spans more than one year	Comments
Leisure Provision	£1.5m for 2017/18		As detailed in Cabinet report CAB/SE/16/055 Investing in our Leisure Provision in West Suffolk.
Commercial Asset Portfolio		Annual funding of £0.09m for 2017/18 and 2018/19	As detailed in Cabinet report CAB/SE/16/069.

The proposals outlined in the above table show a remaining £4.6m that is committed to the delivery of the strategic priorities and medium term financial strategy but not yet allocated to specific projects.

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 6 December 2016 and 10 January 2017	
Report No:	CAB/SE/17/010	
Report to and date:	Cabinet	7 February 2017
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@westsuffolk.gov.uk	
Lead officer:	Jill Korwin Director Tel: 01284 757252 Email: jill.korwin@westsuffolk.gov.uk	
Purpose of report:	<p>On 6 December 2016 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee informally considered the following substantive items of business:</p> <ol style="list-style-type: none"> (1) Performance Report; (2) ARP Risk Register (3) Welfare Reform Update; (4) Forthcoming Issues; and (5) Partnership Working through Section 113 Agreement. <p>On 10 January 2017 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive item of business:</p> <ol style="list-style-type: none"> (1) ARP Joint Committee Partnership Budget. <p>This report is for information only. No decisions are required by the Cabinet.</p>	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the content of Report No: CAB/SE/17/010 being the report of the Anglia Revenues and Benefits Partnership Joint Committee.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
Consultation:	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Alternative option(s):	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
Risk/opportunity assessment: See reports of ARP Joint Committee at link provided under 'Background papers'	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
Ward(s) affected:	All Ward/s
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Breckland DC Website: 6 December 2016 10 January 2017
Documents attached:	None

1. **Anglia Revenues and Benefits Partnership Joint Committee – 6 December 2016: Key Issues**

This meeting was inquorate therefore discussion on items was held informally and no decisions were taken by the Joint Committee.

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

(a) Operational Performance

- 1.1.1 The Joint Committee had received and noted the Operational Performance Report as at 30 September 2016. The report details ARP's key achievements in respect of Benefits and Fraud Performance; Revenues Performance and Support Performance, including Automation of Outgoing Post; ICT upgrade and E-billing and Landlord Online Account. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s40848/ARP%20Strategic%20Managers%20Highlight%20report%20November%202016.pdf>

- 1.1.2 Benefits performance continues to meet profiled targets and is on course to achieve revised year end targets in respect of identifying and preventing fraud in four specific areas (as outlined in the report), which in turn leads to an increase in Council Tax income. Despite needing to recruit a new Compliance Officer, performance has continued to exceed expectations.

(b) Balanced Scorecard

- 1.1.3 Members had noted that with the exception of one, targets had been met by all partner authorities with the majority of indicators annotated green as at 30 September 2016, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s40850/ARP%20Balanced%20scorecard%202016-17%20-%20Sept%202016%20draft.pdf>

- 1.1.4 The above report provides further information on indicators relevant to each partner authority, which are grouped under the following headings:

- (a) **Financial:** Collection, Budget Management
- (b) **Customer:** Customer Satisfaction, Channel Shift
- (c) **Internal Process:** Collection, Fraud
- (d) **Learning and Growth:** Performance Management

- 1.1.5 (c) Financial Performance

In respect of the financial performance report, the Joint Committee had noted the position as at 31 October 2016, which showed a current underspend of £455,289 against budget. The reasons for the specific variances are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s40847/ARP%20Management%20Accounts%20201617%20Q2%20-%20sent%20to%20Committee%20Services%20for%20JC%2021.11.16.pdf>

- 1.1.6 The Enforcement Agency is continuing to exceed expectations with income presently achieving £259,000 higher than budget. This is reflected in the budget for future years.
- 1.1.7 An update had also been provided on committed expenditure for the Transformation Programme. If all identified expenditure goes through in 2016/2017, there will be £128,103 remaining of the original £501,026 in the Transformation Fund. The majority of this balance is projected to be spent in 2017/2018.
- 1.1.8 In addition, Members had noted revised efficiency targets for 2017/2018 to 2019/2020.

1.2 **ARP Risk Register (Agenda Item 7)**

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

1.2.2 Discussion was held on a number of issues which might affect the risks identified by the Partnership including:

- (a) the risk relating to subsidy shortfall, which was being managed well and mitigating actions have been put in place. This risk is associated with the part of the process for claiming housing benefit subsidy, where external audit teams test a sample of cases. If high value errors are found then it can result in significant changes to the amount of subsidy paid. The extrapolation methodology used by the auditors means that a fairly small error in a high value expenditure area can result in significant reduction in income received. This risk is therefore considered to be amber even though all reasonable mitigation is in place.
- (b) The risk associated with income from Business Rates has been increased due to the revaluation expected in April 2017. The Government intends to re-base the value of income retained by each council and the impact of this addition to the revaluation and subsequent appeals that may be received increase the risk for the partner councils. Provision for this will however, be addressed.

1.3 **Welfare Reform Update (Agenda Item 8)**

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

- (a) **Universal Credit:** The current position regarding the timeline to move to the live operation of the full service. Waveney District Council, who was already operating the full service (apart from Beccles) has been experiencing difficulties, particularly with processing Council Tax Support claims. Controls have been put in place to mitigate the risk of performance against target.

- (b) **Discretionary Housing Payment:** Spend continues to be within the recently increased grant provided by the DWP, which is designed to help customers remain in their homes or to move to affordable and sustainable accommodation.
- (c) **Benefit Cap:** The maximum family income before the Benefit Cap applies will reduce from November 2016 from £26,000 to £20,000 (£13,400 for single adults with no children). Local Authorities had received scans detailing customers likely to be affected and of the partner councils, the number of affected customers was up to 156, (which was less than originally forecast) with up to 17 existing cases seeing a further reduction.
- (d) **Social Rented Sector Rent Restrictions:** New social sector tenancies entered into after April 2016, will, after April 2018 have their Housing Benefit subject to and restricted to the Local Housing Allowance (LHA), which is the level of rent set in the private sector. Whilst ARP awaits detail on the rates that will apply, and confirmation of any excluded groups, ARP will work with colleagues in Housing and Customer Services to understand the impact, levels of reductions, and possible assistance from the Discretionary Hardship Fund.

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

1.4.1 No issues had been reported on this occasion.

1.5 **Partnership Working Through Section 113 Agreement (Agenda Item 12)**

1.5.1 No decision was taken on this matter, which had been included on the agenda for discussion in private session. Those Members present, however, did informally agree to proceed with Recommendation 2, for taking back to each partner authority for agreement.

2. **Anglia Revenues and Benefits Partnership Joint Committee – 10 January 2017: Key Issues**

2.1 **ARP Joint Committee Partnership Budget (Agenda Item 5)**

2.1.1 Members had considered a report which sought approval for the partnership budget for 2017/2018.

2.1.2 In December 2015, the Joint Committee had approved a strategic budget for ARP which kept the base budget whilst creating an investment fund used to invest in trading, growth and efficiencies, which in turn delivers savings in future years. The 2017/2018 budget continues this approach and includes the same levels of efficiency targets as set last year.

2.1.3 In respect of the Transformation Programme, this has made good progress to date, delivering some efficiencies in 2016/2017 earlier than forecast. The new Enforcement Service has particularly exceeded expectations. The table below details the target savings and the savings achieved to date:

	2017/18 £	2018/19 £	2019/20 £
ARP Efficiency Targets	531,824	1,017,397	1,017,397
Efficiencies made to date:			
Postage Contract	(20,960)	(19,250)	(15,670)
County Council Fraud funding (income)	(105,000)	(105,000)	(105,000)
Enforcement Service	(234,736)	(215,693)	(202,642)
Total efficiencies made to date	(360,696)	(339,943)	(323,312)
Remaining Efficiency Target	171,128	677,454	694,085

2.1.4 The base budget is required to operate the core services and also retain capacity to enable the achievement of income generation through ARP Trading in the future. [Appendix A](#) set out the proposed budget for 2017/2018 compared to the budget for 2016/2017, with indicative budgets for the following two years, as illustrated in the table below:

Description	2016/17 Budget £	2017/18 Budget £	2018/19 indicative £	2019/20 Indicative £
Employee costs	7,833,072	7,825,208	7,646,158	7,840,546
Premises costs	268,860	268,645	270,309	272,068
Transport costs	115,522	129,513	130,258	131,036
Supplies & Services	1,387,800	1,414,998	1,417,312	1,419,696
Support Services	559,053	620,675	626,308	632,158
Income	(695,043)	(1,047,575)	(1,202,848)	(1,216,759)
TOTAL PARTNERSHIP COSTS	9,469,264	9,211,464	8,887,497	9,078,745

2.1.5 A number of key assumptions have been used when setting the budget, which are:

- a pay award of 1% in all years in line with central government;
- a vacancy factor of 2.5% in all years;
- no inflation on supplies and services as the assumption is that inflation can be contained through future procurement savings; and
- savings targets starting in 2017/2018 at the same levels as set last year less efficiencies already achieved.

The Joint Committee had noted that the indicative budget for 2019/2020 of £9,079k is some 3% lower than the 2015/2016 budget (subject to the efficiencies being delivered).

2.1.6 St Edmundsbury's (and for information, Forest Heath's) current and future contribution to the total budget is set out below:

	2016/17 £	2017/18 £	2018/19 indicative £	2019/20 indicative £
St Edmundsbury	1,378,439	1,360,456	1,315,791	1,343,204
Forest Heath	937,330	922,425	894,816	911,627

2.1.7 The forecast out-turn for 2016/2017 shows a below budget spend of £455k, mainly as a result of efficiencies achieved earlier than planned (including the Enforcement Service) and reduced salary costs. The Joint Committee had considered how this saving should be allocated, as shown in the resolution at paragraph 2.1.10 below.

2.1.8 As part of the resolution subsequently approved by the Joint Committee, the estimated remaining balance specifically for distributing back to St Edmundsbury (and for information, Forest Heath) will be:

	£'000
St Edmundsbury Borough Council	38
Forest Heath District Council	26

2.1.9 The Joint Committee had thoroughly considered the budget for 2017/2018 and had asked several questions of officers to which they were duly responded. Future challenges ahead had been duly acknowledged.

2.1.10 The Joint Committee **RESOLVED: That**

- (1) the partnership budget at Appendix A for 2017/2018 of the report be approved;**
- (2) that the full 2016/2017 underspend is allocated as follows:**
 - (i) £10k is contributed to the ARP investment fund to be spent on production of a compendium of company documents for ARP Trading;**
 - (ii) up to a maximum of £171k be held in reserve to cover any timing shortfall in achievement of efficiencies in 2017/2018; and**
 - (iii) the remaining balance be distributed back to partners.**

3. Minutes

3.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 10 January 2017, the draft minutes of the meeting may be viewed on Breckland District Council's website at the following link:

<http://democracy.breckland.gov.uk/documents/g4027/Printed%20minutes%2010th-Jan-2017%2010.00%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>

(Note: No formal minutes have been published for the meeting held on 6 December 2016, as the meeting was inquorate.)

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Bury St Edmunds Town Centre Masterplan Progress	
Report No:	CAB/SE/17/011	
Report to and date:	Cabinet	7 February 2017
Portfolio holder:	Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930460899 Email: alaric.pugh@stedsbc.gov.uk	
Lead officer:	Kirsty Pitwood Principal Growth Officer Tel: 01284 757109 Email: kirsty.pitwood@westsuffolk.gov.uk	
Purpose of report:	To inform Members of the progress of the Bury St Edmunds Town Centre Masterplan process; to outline the emerging issues and options phase for Cabinet to agree and offer comments; and to request delegated authority to proceed.	
Recommendations:	<p>It is <u>RECOMMENDED</u> that:</p> <p>(1) the update on the Bury St Edmunds Town Centre Masterplan process, be noted;</p> <p>(2) the emerging issues and options, as detailed in Section 1.7 of Report No: CAB/SE/17/011, be noted; and</p> <p>(3) delegated authority be given to the Chief Executive Officer, in consultation with the Portfolio Holder for Planning and Growth, to approve the Issues and Options Report for public consultation.</p>	
Key Decision:	<p><i>Is this a Key Decision and, if so, under which definition?</i></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 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>	
<p>Consultation:</p>	<ul style="list-style-type: none"> Preparation for the Issues and Options report has included consultation with a number of individual and groups, both internally and externally. Three key consultation groups are the Bury St Edmunds Town Centre Masterplan Working Group, the Bury Assembly of Associations and the Accessibility Consultation Group.
<p>Alternative option(s):</p>	<ul style="list-style-type: none"> Not to prepare a masterplan. This option would result in the uncoordinated approach to the development of the town; and many missed opportunities. The masterplan will eventually become a Statutory Planning Document. As such, there is a mandatory process to go through in terms of options appraisals.
<p>Implications:</p>	
<p>Are there any financial implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> None outside the normal resources required.
<p>Are there any staffing implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> None outside the normal resources required.
<p>Are there any ICT implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> None outside the normal resources required.
<p>Are there any legal and/or policy implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> When the Masterplan is adopted as a Supplementary Planning Document it will become a formal planning policy document.
<p>Are there any equality implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> The process is subject to the council's Statement of Community Involvement. The Council has a duty to consider the needs of all when preparing the Masterplan document. For example, officers have set up an Accessibility Consultation Group in order to hear the views of those people who can sometimes be harder to reach.

Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Members of the public do not feel engaged	Medium	There is a Communication and Public Engagement Plan in place. This includes numerous events targeting town centre users.	Low
Members of the public do not feel that the issues and options raised in the consultation report are correct	Medium	There will be a 6-week public consultation on the Issues and Options where members of the public will be able to explain what they do and do not agree with.	Low
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		N/A	
Documents attached:		Appendix A - Masterplan boundary map	

1. Key issues and reasons for recommendations

1.1 Background

- 1.1.1 The Bury St Edmunds Vision 2031 document was adopted by St Edmundsbury Borough Council (SEBC) in September 2014. The preparation of a masterplan for Bury St Edmunds town centre is referred to in Policy BV27 of this document.
- 1.1.2 The masterplan boundary was determined in Policy BV27 (see Appendix A for a map). The boundary covers a wide area of the town centre, broadly defined by Tayfen Road to the north, Parkway and Chalk Road to the west, and the Rivers Lark and Linnet to the south and east. Please note, that although there is a defined boundary, the masterplan will consider what lies beyond that boundary and how it relates to the town centre.
- 1.1.3 The aim of the masterplan is to set guidelines for the future growth and development of Bury St Edmunds town centre and to provide the framework for individual development proposals to be assessed when they come forward.
- 1.1.4 The masterplan will also address:
- a) town centre uses (including retail and leisure);
 - b) opportunities for mixed use development;
 - c) town centre traffic management, including car parking and sustainable travel options;
 - d) heritage conservation and the quality of the environment;
 - e) art and the public realm; and
 - f) accessibility for all town centre users (including the influence of the mental health agenda and Families and Communities Strategy).
- 1.1.5 Town Planning experts, David Lock Associates and Peter Brett Associates, were appointed in early November 2016 to deliver the masterplan, working closely with officers and other stakeholders.

1.2 Governance

- 1.2.1 The Council is legally responsible for the masterplan; the final Masterplan will become a formal Supplementary Planning Document.
- 1.2.2 The governance is provided by the councillor representation for Bury St Edmunds, jointly with Cabinet.
- 1.2.3 The masterplan will be co-produced; as such, a Bury St Edmunds Town Centre Masterplan Working Group has been created, which consists of:
- a) Portfolio Holders for Planning and Growth (Chair of the Working Group), and Families and Communities;
 - b) St Edmundsbury Borough councillors;
 - c) Bury St Edmunds Town councillor;
 - d) Suffolk County councillors;
 - e) Business representative groups;
 - f) Trader association representative; and
 - g) Heritage/environment representative groups.

1.2.4 Bury St Edmunds' ward members also have a governing role and are invited to attend meetings at strategic points in the process.

1.3 Timescales

1.3.1 Indicative timescales for the masterplan are outlined below:

- a) **Stage 1**: Analysis and baseline review - w/c 7 November 2016;
- b) **Stage 1a**: Presentation of initial findings - w/c 12 December 2016;
- c) **Stage 2**: Preparation of issues and options report – w/c 19 December 2016;
- d) **Stage 2a**: Issues and options consultation period – w/c 27 February 2017;
- e) **Stage 3**: Production of draft masterplan - w/c 24 April 2017;
- f) **Stage 3a**: – Consultation lead-in and preparation – w/c 17 July 2017;
- g) **Stage 3b**: Draft masterplan consultation period – w/c 31 July 2017;
- h) **Stage 4**: Finalise masterplan – w/c 11 September 2017;
- i) **Stage 5**: Handover – Week 50 – w/c 6 November 2017; and
- j) Full Council adoption of Masterplan as Supplementary Planning Guidance – by the end of 2017.

1.4 Communications plan

1.4.1 There is a dedicated communications officer on the core officer group and a communications plan is in place. The key messages for the masterplan are:

- a) **Ambition** - Bury St Edmunds has one of the best retail, culture and leisure centres in the region and continues to attract people from across Suffolk and neighbouring counties. Our ambition is for our town to continue to be vibrant and prosperous, especially as other centres are looking to increase their offer - so we need to start planning for the future.
- b) **People** - West Suffolk is a desirable place in which to live and Bury St Edmunds will grow by at least another 5,740 homes between 2012 and 2031, meeting the various demands for homes, including affordable housing. We need to look to 2031 and beyond to make sure we have the right mix of town centre, culture and leisure, not just to meet demand for our own increasing number of residents, but also to continue supporting the local economy by promoting Bury St Edmunds as a visitor destination and boosting visitor spend.
- c) **Future investment** - We know that there are current pinch points to the parking and roads infrastructure; a new masterplan gives us the opportunity to tackle these issues, plan for future growth and ensure that the town centre is accessible for people with a range of different needs. We will work with our partners to make it simple and convenient for everybody to walk, cycle, catch the bus or the train and use a mobility scooter. We also recognise that there is limited vehicle capacity in the historic streets of the town centre.
- d) **Track record** – Twelve years ago St Edmundsbury Borough Council drove forward plans for the arc development, which included investing in The Apex. Despite opening during the recession in 2009, the arc has been a huge success story, adding modern architecture to the town's heritage and playing a major role in the vibrancy of the town which has a shop vacancy rate lower than the national average. St Edmundsbury

Borough Council also led on the project to establish a Business Improvement District (BID) for the town. Amongst other things, the BID – Ourburystedmunds - now runs a series of popular town centre events, all designed to increase footfall and spend in the town. All of this has established the town's strong market position and has seen it win various accolades including being named as one of Britain's top five high streets (East Anglian Daily Times, October 2015).

1.5 **Public engagement/consultation plan**

- 1.5.1 Firstly and foremost, in terms of engagement and consultation this is a co-produced Masterplan.
- 1.5.2 There is a dedicated public engagement/consultation plan in place which is regularly updated.
- 1.5.3 There are two formal six-week public consultation periods during any masterplan process. In this case, the first of these will be the Issues and Options consultation in Spring 2017 and the second will be the Draft Masterplan consultation in Summer 2017.
- 1.5.4 Before these formal consultation periods have started, officers have been engaging widely with stakeholders in what officers have termed 'Pre-Issues and Options consultation'; but this is our early engagement process helping to ensure that the Issues and Options report that goes out to formal public consultation is as robust as possible.
- 1.5.5 Two groups, in particular, have been actively involved in consultation to date (and will continue to have an active role throughout):
 - a) **Bury Assembly of Associations** – the 11 residents' associations operating within the Town Council boundary area. The main estates across the town and the medieval grid and Southgate and Eastgate Street areas are represented.
 - b) **Accessibility Working Group** (created specifically for the masterplan) – 11 organisations representing people with additional needs who live, work, shop and visit Bury St Edmunds town centre. The organisations participating in this group are:
 - i. Age UK Suffolk
 - ii. Avenues East
 - iii. Bury Dementia Action Alliance
 - iv. Bury Youth Forum
 - v. Leading Lives
 - vi. SEBC Families and Communities Officer – Vulnerable People specialist
 - vii. St Nicholas Hospice
 - viii. Suffolk Coalition of Disabled People
 - ix. Suffolk Deaf Association
 - x. Suffolk Family Carers
 - xi. Suffolk Mind
 - xii. West Suffolk Blind Association
 - xiii. West Suffolk National Autistic Society

- 1.5.6 During the forthcoming formal consultation periods there will be public displays at several venues, including:
- a) West Suffolk House reception
 - b) Apex
 - c) Library
 - d) West Suffolk College

At each public display there will be information posters, copies of the Issues and Options Report, roller banners, hard copy questionnaires, a ballot box (to post questionnaires), business cards (with a link to the online survey).

- 1.5.7 There will also be several events taking place throughout the consultation period, for example:
- a) Market stalls - 1 Wednesday, 1 Saturday;
 - b) Evening drop-in following market day in a central location (e.g. Apex);
 - c) Sessions at main supermarkets – Waitrose, Sainsbury’s, Tesco and Asda;
 - d) Session at Bury Leisure Centre; and
 - e) Additional community events.

At each event, which will be staffed by the project team and where possible members of the Working Group, there will be hard copy questionnaires, copies of the Issues and Options report, roller banners and business cards.

1.6 **Stage 1: Analysis and baseline review**

1.6.1 The consultants have now completed ‘Stage 1, analysis and baseline review’.

1.6.2 Officers submitted a library of documents to the consultants when appointed and these documents have formed the evidence base for the masterplan.

1.6.3 The consultants have supplemented this evidence base by research and interviews with key officers, local elected members, stakeholders and members of the Masterplan Working Group.

1.6.4 Furthermore, the output from the extensive pre-issues and options consultation (paragraph 1.5.3 and 1.5.4 refers) has been assessed as part of the baseline analysis.

1.7 **Stage 1a: Presentation of initial findings – headline issues**

- 1.7.1 A number of town centre ‘headline issues’ have been identified through the review and analysis of the evidence base. These can be grouped into nine headline issues that the masterplan will need to consider. They comprise:
- a) Accessibility to, and within, the town centre to include cycling, mobility requirements, public transport, parking and walking;
 - b) Identity and character of the town centre;
 - c) Making the town centre work for everyone;
 - d) Mix of uses in the town centre;
 - e) Preserving and enhancing the historic environment;
 - f) Railway and bus arrivals, departures and information points;
 - g) St Andrew’s Street and Arc linkages;
 - h) Supporting and accommodating growth; and
 - i) Town centre public realm and design quality.

1.7.2 Each issue is set out below, noting particular considerations and highlighting opportunities which will inform the development of the options, some of which overlap and are shared between one or more of the headline issues.

1.7.3 It is important to note that the masterplan process is very detailed and there is a tremendous amount of work to be carried out before the final masterplan is produced. For example, at this stage only broad options are being outlined but none of these have gone through a viability and deliverability assessment.

1.7.4 **a) Accessibility to, and within, the town centre to include cycling, mobility requirements, public transport, parking and walking:**

Access into the town centre, particularly for car users, but also for pedestrians, cyclists and those with particular mobility requirements, and the availability of parking are highlighted within the evidence base. It is recognised that there must be a careful balance between facilitating access between different modes of transport, and encouraging walking, cycling and public transport use particularly as the town centre serves a wide and predominantly rural catchment area.

No matter which mode of transport people choose to get into the town centre, everyone becomes a pedestrian at some point. The experience of walking from public transport stops, car parks and other gateways and approaches into the town centre must therefore be easy, convenient, safe and attractive for everyone.

Parking is already well used within the town centre. The Council commissioned a parking survey which makes a number of recommendations, including increasing the number of spaces available as well as other management and operational changes to make more efficient use of available spaces. Key considerations and opportunities include:

- a) An improved and more integrated approach to on-street and off-street parking enforcement;
- b) Consider targeted pedestrianisation in key locations to improve pedestrian accessibility;
- c) Encourage sustainable travel modes such as park and walk, park and ride, convenient cycle racks, car sharing schemes, cycle lanes and cycle hire schemes;
- d) Establish a safer and more comfortable environment for pedestrian users;
- e) Identify and encourage ways in which to reduce car traffic in the town centre, particularly on busy days;
- f) Improve the perception around poor car parking;
- g) Limited pedestrian crossing points and poorly timed traffic lights; and
- h) Provide more car parking spaces in the town centre and/or rationalise existing car parking provision that will encourage a greater turnover of vehicles to manage capacity.

1.7.5 **b) Identity and character of the town centre:**

Bury St Edmunds already has a strong, if relatively recently built, existing identity and character. This is particularly established through the quality of the historic and built environment, the mix of uses that are available within the town centre, and programme of events including the market.

However, the evidence base and research also highlighted the importance of increasing the wider understanding the role and structure of the town centre, making it easier for visitors and users to find their way around, and capitalising on different locations to offer a range of different places of interest.

In addition, although it is relatively compact, the town centre can feel disjointed, with the perception that various locations are further apart than in fact they are. This is in part because of the varied topography of the town centre, but also wayfinding can be of variable quality, particularly from key points of arrival such as the principal car parks and, in particular, the railway station.

Key considerations and opportunities include:

- a) Eliminate street clutter to aid walkability;
- b) Enhance permeability across the town, particularly between the town centre, the Arc, the old town and the train station;
- c) Provide improved signage, information and maps to aid navigation for visitors; and
- d) Providing convenient, safe and attractive routes to enhance the visitor experience through the identification of character areas and the use of wayfinding to promote identity.

1.7.6 ***c) Making the town centre work for everyone:***

Bury St Edmunds town centre is a shared asset, used and valued by all sections of the community. As such, it is important for the town centre to be welcoming, safe, accessible and offer a range of uses that appeal to a wide range of different users.

In addition, the physical environment of the town centre should be designed to take account of health and wellbeing opportunities.

Key considerations and opportunities include:

- a) Encourage innovative housing design for all sections of the community;
- b) Enhance the range of youth facilities and activities;
- c) Increase participation in healthy activities and lifestyles and provide new fitness facilities;
- d) Provide a healthy environment for people to walk and cycle, connecting to the wider cycle/walking network outside of the centre;
- e) Provide and enhance existing green and blue infrastructure to increase participation from across the demographic;
- f) Recognise the ageing demographic and provide improved and enhanced facilities to increase usage of the town centre; and
- g) Value of quality environment to support mental health support.

1.7.7 ***d) Mix of uses in the town centre:***

Town centres are, by definition, mixed-use environments and Bury St Edmunds is no exception. The strength, variety and quality of uses in the town centre are recognised as being key assets. Capitalising on this mixed-use environment through complementing the existing mix, identifying

development opportunities, and accommodating new proposals to strengthen the heart of the town are all recognised as being important issues.

As a mixed-use environment, it is also important to recognise that in order to encourage a thriving town centre it will be used at different times of the day, evening and into the night. This maximises the vitality and viability of the town centre.

Key considerations and opportunities include:

- a) Encourage a wider range of job opportunities by providing space for small businesses/start-ups;
- b) Enhance the leisure offer including the 'café culture' and provide a greater and wider concentration of facilities (eating and drinking) to enhance the night time economy;
- c) Enhance the mix of uses to encourage visitors to stay for longer to support the local economy;
- d) Explore opportunities to provide for the most efficient use of land, including the redevelopment of Cornhill Walk, the bus station area, the telephone exchange, the Station Quarter, the Tayfen Road area, Havebury land and public sector assets;
- e) Identify future locations of retail growth (comparison and convenience), which reflect the success of the Arc without detracting from existing independent stores and traditional centre;
- f) Improve marketing for Bury's facilities across the region, highlighting its unique history and position as a cultural, retail, leisure and business hub;
- g) Improve the leisure and retail offer to reinforce Bury as a visitor destination and support leisure facilities which encourage family participation, recognising the gap in current provision;
- h) Increase hotel provision allowing additional overnight stays in the centre;
- i) Provide more housing, including for young people, key workers, the elderly and affordable housing;
- j) Redevelop existing sites to provide a mix of residential, business and leisure uses; and
- k) Support the continued development of Bury market, allowing growth opportunities for small, independent traders.

1.7.8 ***e) Preserving and enhancing the historic environment:***

The historic environment is one of the most important and defining characteristics of the town centre. This is recognised through the designation of much of the town centre as a conservation area, and the presence of a significant number of listed buildings.

The growth and development of the town has been shaped by its heritage, preserving and enhancing the best of the historic environment while also accommodating growth. In this way Bury St Edmunds has managed to respect history without becoming history.

Key considerations and opportunities include:

- a) Enhance Bury St Edmunds' distinctive character by improving physical and visual links to the Abbey and Abbey Gardens and historic buildings such as the Cathedral;
- b) Greater provision of tourist facilities to maximise access to existing heritage assets;
- c) Preserving and enhancing access to and visibility of heritage assets to reinforce the historic character of the town; and
- d) Protect and enhance key views of important buildings and spaces. Preserving and promote Bury St Edmunds central medieval grid layout, whilst utilising opportunities for greater enjoyment of landmark features.

1.7.9 **f) Railway and bus arrivals, departures and information points:**

Both the railway and bus arrivals, departures and information points, represent important areas of arrival into the town centre. As such, they will shape the initial perceptions many people will have of Bury St Edmunds. It is recognised through the evidence base that the railway station is a key issue, being relatively divorced from the main town centre and having a poor surrounding environment.

The adopted Station Hill Masterplan proposes a significant enhancement of the environment around the railway station including a mix of new uses. The bus station area is subject of a review to consider how best to serve the future needs of passengers and the bus operators.

Key considerations and opportunities include:

- a) Accessing the station and improving connectivity;
- b) Bus provision and presence in the town centre, enhancing linkages, understanding opportunities;
- c) Consider the relocation and/or improvement of the existing bus arrivals, departures and information points to cater for an increase in service routes and frequency;
- d) Improve accessibility for all users including the mobility impaired, particularly between the town centre, railway station and Tayfen Road area;
- e) Increase signage/prominence of routes connecting town centre and station; and
- f) The potential for park and ride options to complement accessibility.

1.7.10 **g) St Andrew's Street and Arc linkages:**

The length of St Andrew's Street North and South, and particularly the linkages between the Arc and Cornhill/Buttermarket, are widely identified as being poorly designed, unattractive, and the location right at the heart of the main retail area of the town centre makes these issues key. The long nature of St Andrews Street makes it difficult to think of as a single and cohesive place in the town, despite it currently carrying out a significant access function in terms of public transport and servicing of both the Arc and the Apex.

The conflict between different users and uses of the street is particularly highlighted at St Andrew's Street South where east/west pedestrian movement between the Arc, 'cattle market', Cornhill and the Buttermarket competes with buses, taxis, delivery vehicles and other traffic.

Key considerations and opportunities include:

- a) Consider redevelopment potential of St Andrew's Street Car Park;
- b) Consider the pedestrianisation of St Andrews Street South to improve pedestrian accessibility;
- c) Enhancement to improve safety and improve usage;
- d) Introduce frontages along the street;
- e) Promote active frontages along St Andrews Street to increase vitality and connections between "old" Bury and the Arc; and
- f) 'Transformation' of this area in the long term.

1.7.11 ***h) Supporting and accommodating growth:***

This is an overarching issue that relates to all of the others. The Bury St Edmunds Vision 2031 document makes provision for the growth of the town. This includes new housing supported by infrastructure, commercial and employment facilities.

A key requirement of the wider growth agenda is ensuring that the town centre continues to be strong and vibrant, able to service the needs of a growing resident population as well as the many people who visit and work within the town centre.

Additional retail need has been identified through the West Suffolk Retail And Leisure Study 2016. The masterplan is the means through which appropriate opportunities for growth within the town centre can be identified, as well as other changes that will facilitate its continued success.

1.7.12 ***i) Town centre public realm and design quality:***

The public realm comprises the streets, walkways, squares, parks and spaces between buildings that are publicly accessible in the town centre. Many parts of the town centre have an extremely high quality public realm, Angel Hill for example, whereas other locations are in need of improvements and enhancement. Providing an enhanced public realm not only improves the appearance of the town centre but it can also make it more physically accessible. In addition, it can help to reinforce the role, function and character of different locations improving the overall identity of the town centre.

Design quality is a key consideration, reflecting and working with the historic environment, but also ensuring that the public realm and built environment builds upon and enhances the overall character, appearance and functionality of the town centre.

Key considerations and opportunities include:

- a) Enhance the outside spaces around the Apex including Charter Square and St Andrew's Street to provide a more attractive and lively environment;

- b) Getting the detailing right both in terms of the public realm and built environment;
- c) Improve public realm design quality, including Charter Square, Station Square and key town centre gateways;
- d) Improve the town centre environment through the provision of coordinated and well-designed street lighting, signage and seating in the locations where it is needed;
- e) Long term enhancement of the public realm, curation of historic assets and introduction of excellence in design;
- f) Tree and shrub planting, where appropriate, to enhance environmental quality; and
- g) Repair existing paving to unify surface materials and ensure sufficiently robust to withstand HGV vehicles.

1.8 **Next steps**

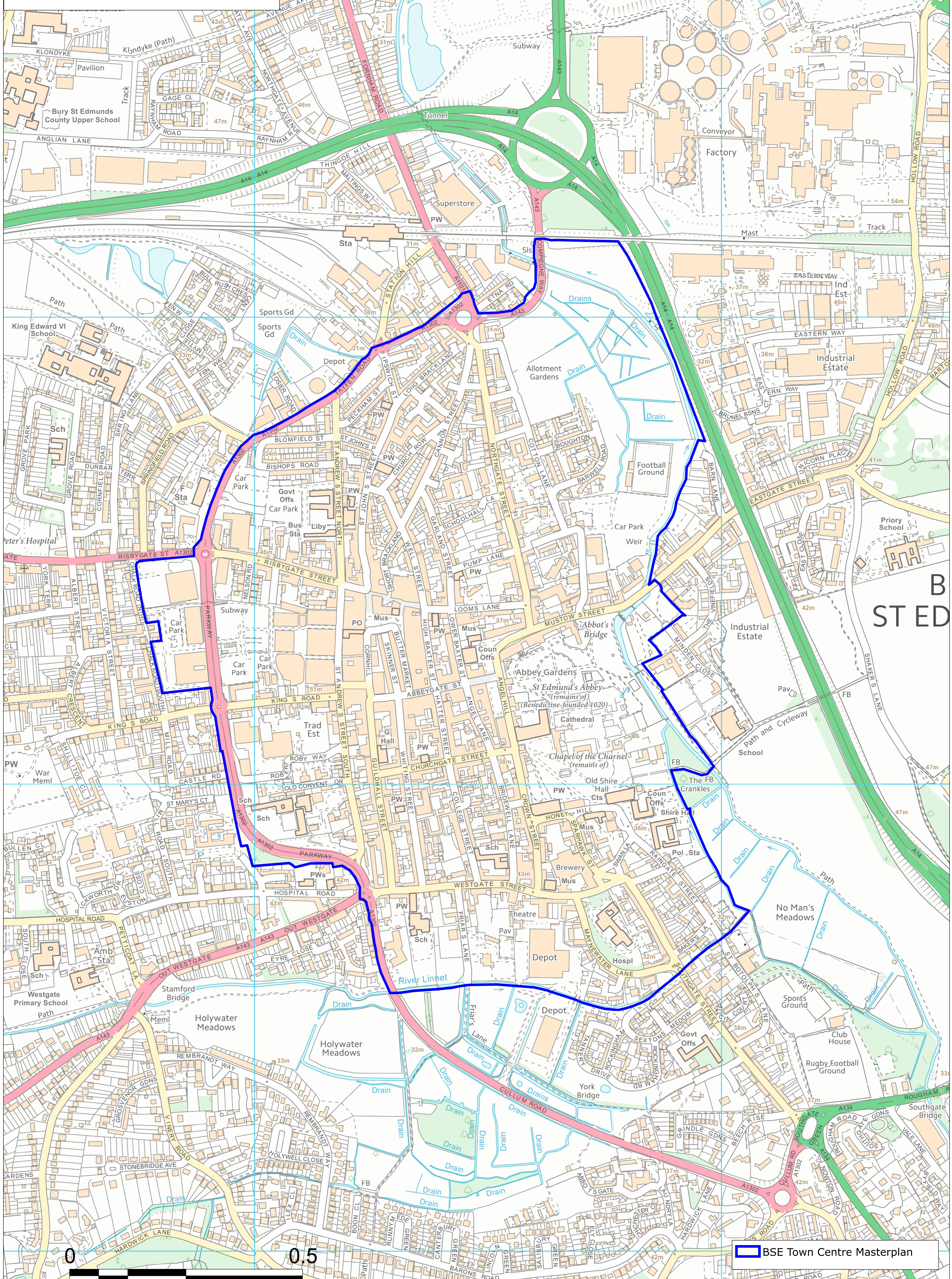
- 1.8.1 The next stage of the masterplan process is for the consultants to consider the headline issues within the context of identifying options for the masterplan to address.
- 1.8.2 The Masterplan Working Group has agreed that the formulation of options will be undertaken under eight broad themes that will form the basis of the Issues and Options Report. The eight themes comprise:
- a) A strong heart for historic Bury St Edmunds – respecting history without becoming history;
 - b) Accommodating and supporting growth;
 - c) An arc of opportunity;
 - d) Green and blue edges;
 - e) Managing and enabling accessibility for all;
 - f) Thriving mixed-use neighbourhoods;
 - g) Vibrant, well-designed streets and spaces; and
 - h) Welcoming gateways and approaches.
- 1.8.3 This work will lead to the development of Stage 2, Preparation of the Issues and Options Report.

1.9 **Issues and Options Report for consultation – delegated authority requested**

- 1.9.1 In conclusion, the Issues and Options report will go out for public consultation week commencing 27 February 2017.
- 1.9.2 The Masterplan Working Group will approve the Issues and Options report as part of their lead role in co-producing the masterplan. However, officers request that Members give delegated authority to the Chief Executive Officer, in consultation with the Portfolio Holder for Planning and Growth, to approve the Issues and Options Report for public consultation.

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Bury St Edmunds Town Centre



 BSE Town Centre Masterplan



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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendation of the Licensing and Regulatory Committee: 24 January 2017: Joint West Suffolk Sex Establishment Licensing Policy	
Report No:	CAB/SE/17/012	
Report to and date:	Cabinet	7 February 2017
	Council	21 February 2017
Portfolio holder:	Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930 460899 Email: alaric.pugh@stedsbc.gov.uk	
Chairman of the Committee:	Frank Warby Licensing and Regulatory Committee Tel: 01284 704138 Email: frank.warby@stedsbc.gov.uk	
Lead Officer:	Peter Gudde Service Manager Environmental Health Tel: 01284 757042 Email: peter.gudde@westsuffolk.gov.uk	
Purpose of report:	On 24 January 2017 the Licensing and Regulatory Committee considered a substantive item of business Relating to the proposed Joint West Suffolk Sex Establishment Licensing Policy.	
Recommendations:	It is <u>RECOMMENDED</u> that, subject to the approval of full Council, the proposed Joint West Suffolk Sex Establishment Licensing Policy, as set out in Appendix 1 of Report No: LIC/SE/17/003, be adopted.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>As it is a full Council decision</p>	

Consultation:	<ul style="list-style-type: none"> See paragraph 2 of Report No: LIC/SE/17/003 		
Alternative option(s):	<ul style="list-style-type: none"> None applicable 		
Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Within budget	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Within current budget	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Report No: LIC/SE/17/003 	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: LIC/SE/17/002			
Wards affected:		All Wards	
Background papers:		See Report No: LIC/SE/17/003 Appendix 1 to Report No: LIC/SE/17/003	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Key Issues

1.1.1 On 1 March 2011 the Borough Council adopted Section 27 of the Policing and Crime Act 2009 which allowed it to regulate lap dancing clubs and similar venues under the same regime as sex shops and sex cinemas. Specifically the 2009 Act re-classified lap dancing clubs and similar venues as 'Sexual Entertainment Venues' and as a Sex Establishment under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982. Sexual Entertainment Venues were defined by the legislation.

1.1.2 In summary Schedule 3, as amended, allows :

- (a) local authorities to adopt the legislation;
- (b) local people to oppose an application for a Sex Establishment Licence if they have legitimate concerns that a lap dancing club would be inappropriate given the character of an area e.g. residential;
- (c) for licences to be required to be renewed at least yearly at which point local people would have the opportunity to object;
- (d) a local authority to reject an application if it is inappropriate given the character of a particular area;
- (e) a local authority to set a limit on the number of Sexual Entertainment Venues it thinks is appropriate for a particular area; and
- (f) a local authority to impose a wider range of conditions on a licence than it was able to under the Licensing Act 2003.

1.1.3 In order to operate under the legislation, 'Best Practice' advises that Councils adopt a policy for the issue of licences and the maintenance of Sex Establishments and approve a set of conditions to be applied to each licence. The Borough Council has a Sex Establishment Licensing Policy adopted on 5 April 2011. Forest Heath District Council has a separate policy. It is proposed that the Joint Policy, contained as **Appendix 1** to Report No: LIC/SE/17/003, replaces both documents.

2. Consultation

2.1 Consultation on the proposed Joint Policy and conditions took place between 24 October 2016 and 5 December 2016. A link to the closed consultation is referred to in the background documents relating to Report No: LIC/SE/17/003. The only comment received in response was a query as to why a current photograph was required to be submitted with an annual application. This was to ensure that up to date information about a licensee was included on the Councils' database.

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations from the Grant Working Party: Community Chest Funding – 2017/2018: Deferred Recommendations					
Report No:	CAB/SE/17/013					
Report to and date:	Cabinet	7 February 2017				
Portfolio holder:	Robert Everitt Portfolio Holder for Families and Communities Tel: 01284 769000 Email: robert.everitt@stedsbc.gov.uk					
Chairman of the Working Party:	Angela Rushen Grant Working Party Tel: 01284 386647 Email: angela.rushen@stedsbc.gov.uk					
Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk					
Purpose of report:	<p>On 8 December 2016, the Cabinet resolved to defer consideration of four applications for Community Chest funding in 2017/18 pending further information/clarification (Minute 283 (6) refers)</p> <p>On receipt of requested additional information, the Grant Working Party re-considered the applications between 6 January 2017 and 10 January 2017, and has now put forward recommendations for Cabinet's consideration and approval.</p>					
Recommendations:	<p>It is <u>RECOMMENDED</u> that:</p> <p>(1) the allocation of Community Chest funding for 2017/2018 be approved, namely:</p> <table style="margin-left: 40px;"> <tr> <td>(a) Suffolk Mind</td> <td style="text-align: right;">£4,970.30</td> </tr> <tr> <td>(b) Catch 22, Suffolk Positive Futures</td> <td style="text-align: right;">£8,189.00</td> </tr> </table>		(a) Suffolk Mind	£4,970.30	(b) Catch 22, Suffolk Positive Futures	£8,189.00
(a) Suffolk Mind	£4,970.30					
(b) Catch 22, Suffolk Positive Futures	£8,189.00					

	(c) HomeStart (Honington) £10,000.00		
	(2) No Community Chest funding for 2017/2018 be awarded to Unit Twenty Three ('Freefall' production)		
Key Decision: (Check the appropriate box and delete all those that do not apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.			
Consultation:	• See Report No: GWP/SE/16/003		
Alternative option(s):	• See Report No: GWP/SE/16/003		
Implications:			
Are there any financial implications? If yes, please give details	See Report No: GWP/SE/16/003		
Are there any staffing implications? If yes, please give details	See Report No: GWP/SE/16/003		
Are there any ICT implications? If yes, please give details	See Report No: GWP/SE/16/003		
Are there any legal and/or policy implications? If yes, please give details	See Report No: GWP/SE/16/003		
Are there any equality implications? If yes, please give details	See Report No: GWP/SE/16/003		
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report: GWP/SE/16/003			
Ward(s) affected:		All Wards	
Background papers:		(a) Minutes of a meeting of the Cabinet held on Thursday 8 December 2016 (b) Cabinet Report: 8 December 2016 Report No: CAB/SE/16/064 (c) Grant Working Party Report: 7 November 2016 Report No: GWP/SE/16/003	
Documents attached:		None	

**1. Consideration of Community Chest Funding – 2017/2018
(Report Nos: GWP/SE/16/003 and CAB/SE/16/064)**

1.1 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. On 7 November 2016, the Grant Working Party considered Report No: GWP/SE/16/003, which included the applications submitted for the 2017/2018 financial year.

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

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

Applicants can apply for a maximum of three years.

1.3 On 8 December 2016, the Cabinet considered Report No: CAB/SE/16/064, which presented the recommendations of the Grant Working Party emanating from its meeting on 7 November 2016.

1.4 Each application, including those that had previously been allocated funding in 2016/2017 for 2017/2018, as part of two-year agreements, had been summarised in Appendix 1 to Report No: GWP/SE/16/003 with the full applications attached as appendices to that 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 summarised in Cabinet Report No: CAB/SE/16/064.

1.5 Following due consideration, recommendations were made to Cabinet for the reasons provided in Report No: CAB/SE/16/064. With the exception of four applications, these were approved as recommended.

1.6 At its meeting on 8 December 2016, Cabinet noted that the Working Party had deferred its consideration of four applications pending receipt of further information. These applications required further evaluation by the Working Party, and therefore it was decided that its recommendations for funding, or not, for these particular organisations would be considered at the next meeting of Cabinet on 7 February 2017, as minuted below:

(6) *As further details and information is required from the following four organisations, the granting of appropriate levels (if any) of Community Chest funding for 2017/2018 be deferred and recommended to Cabinet on 7 February 2017 for approval:*

- (a) *Suffolk Mind;*
- (b) *Catch 22, Suffolk Positive Futures;*
- (c) *HomeStart (Honington); and*
- (d) *Unit Twenty Three ('Freefall' production).*

1.7 The Grant Working Party has now re-considered these applications. The funding allocations to Suffolk Mind and Catch 22 (Positive Futures) have been recommended in accordance with their applications; however the Working

Party considers that a reduced grant of £10,000 from its applied figure of £12,294 should be awarded to HomeStart (Honington) and that although £5,000 had been applied for, no grant should be awarded to Unit Twenty Three ('Freefall' Production) for the following reasons:

- (a) HomeStart has been allocated a significant amount of funding from the 2017/2018 Community Chest and it is considered that £10,000 is a suitable amount to support this service, given its proposed client catchment.
- (b) After further careful consideration, the Grant Working Party does not consider the Unit 23 'Freefall' production satisfactorily meets the funding criteria.



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/17/014

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 February 2017 to 31 May 2017

Publication Date: 6 January 2017

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2017. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via 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
07/02/17 Deferred from 18 Oct 2016) Page 134	Draft Bury St Edmunds Town Centre Masterplan: Delegations The Cabinet will be asked to consider delegating authority to officers to go out to consultation on the draft Bury St Edmunds Town Centre Masterplan Issues and Options document and the draft Masterplan itself at the appropriate times.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Andrea Mayley Service Manager (Development and Growth) 01284 757343	All Wards	Narrative item to Cabinet
07/02/17	Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy 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	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
	Prudential Indicators.							
07/02/17 Page 135	Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice 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	Revenues Collection Performance and Write Offs 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 136	<p>Designated Public Place Orders in Bury St Edmunds and Haverhill and Change to Public Space Protection Orders</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee in respect of seeking approval for going out to consultation on planned changes to the above Orders, as required by legislation.</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	Recommendations of the Overview and Scrutiny Committee to Cabinet.
07/02/17 (NEW)	<p>Suffolk Civil Parking Enforcement</p> <p>Authorities in Suffolk are looking to move to Civil Parking Enforcement subject to the approval of a full business case. The Cabinet is therefore asked to consider recommending to Council approval of this proposed business case. Following the required approval</p>	Exempt Appendices: Paragraph 3	(R) – Council 21/02/17	Cabinet/ Council	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet with recommendations to Council and possibility of 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
	from each of the individual authorities involved, a detailed submission can then be prepared and made to the Secretary of State for his approval.							
07/02/17 DEFERRED TO 08 MARCH 2017	Leisure Partnership Agreement The Cabinet will be asked to consider recommending to Council the adoption of a proposed new Partnership Agreement with Abbeycroft Leisure for the benefit of West Suffolk residents and businesses, having regard to West Suffolk's strategic leisure intentions.	Exempt Appendices: Paragraph 3	(R) – Council 21/02/17	Cabinet/ Council	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with recommendations to Council and possibility of exempt appendices
07/02/16 (NEW)	Community Chest Funding 2017/2018: Deferred Recommendations The Cabinet will be asked	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Families and Communities 01284 757070	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
Page 138	to consider recommendations from the Grant Working Party (via previously given delegated authority to the Head of Families and Communities) regarding the granting of appropriate levels (if any) of Community Chest Funding for 2017/18 to four organisations – see Cabinet Decisions Notice for the meeting held on 8 December 2016.							
07/02/17 (NEW)	<p>Motion on Notice: St Andrews Street Car Park, Bury St Edmunds</p> <p>The Cabinet may be asked to consider recommendations from the Overview and Scrutiny Committee following a Council referral of a motion on notice submitted by Councillor David Nettleton, which sought</p>	Not applicable	(D) - although if decisions are taken, these may be subject to the budget setting process for 2017/2018.	Cabinet	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Possible recommendations of the Overview and Scrutiny Committee 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 proposals for changes to tariffs and a pedestrian footpath in St Andrews Street Car Park, Bury St Edmunds. Any changes to the tariffs would be subject to the budget setting process for 2017/2018.							
28/03/17 (NEW)	Western Way Design and Development Brief The Cabinet will be asked to consider the Design and Development Brief that has been formulated around the principles within the adopted Masterplan for phase II of the Western Way Development Site Bury St Edmunds. The buildings within the development site will no doubt change as the detailed development requirements of each partner is finalised but the Design and Development Brief once	Possible exempt appendices – Paragraph 3	(R) – Council 25/04/17	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	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
Page 140	<p>approved can be used to demonstrate the design structure, density of development, establish build costs, the quality of the materials to be used together with how the development will relate to West Suffolk House and neighbouring land and uses. The Cabinet will be asked to note the interest shown by the various public and private bodies who have expressed their commitment to being part of this exciting project. The Cabinet will then be asked to recommend to Full Council that final approval be given to the delivery of Phase II of the Western Way Development site as envisaged by the Design and Development brief.</p>							

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
28/03/17 (Deferred from 2 Sept 2014)	North East Bury St Edmunds Masterplan: Transport Assessment 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.
23/05/17	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off	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
	outstanding debts, as detailed in the exempt appendices.							
23/05/17 (Deferred from 01/11/16)	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which has been jointly produced with Forest Heath District Council.	Not applicable	Possibly (R) – Council June 2017	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.

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:

Cabinet Member	Portfolio
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)

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

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

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Revenues Collection Performance and Write-Offs	
Report No:	CAB/SE/17/015	
Report to and date:	Cabinet	7 February 2017
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.holder@stedsbc.gov.uk	
Lead officer:	Rachael Mann Head of Resources and Performance Telephone: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
Recommendation:	<p>It is <u>RECOMMENDED</u> that the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/17/015, be approved, as follows:</p> <ul style="list-style-type: none"> (1) Exempt Appendix 1: Business Rates totalling £32,208.93; (2) Exempt Appendix 2: Overpayment of Housing Benefit totalling £22,012.40; and (3) Exempt Appendix 3: Sundry Debt totalling £18,578.24 	
Key Decision: <i>(Check the appropriate box and delete all those that do not 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 checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p>	
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>		

Consultation:		Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.	
Alternative option(s):		See paragraphs 2.1 and 2.2	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See paragraphs 3.1 to 3.3	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input type="checkbox"/> •	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
Are there any equality implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Council applies to everyone in the area.	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
Ward(s) affected:		All wards are affected.	
Background papers:		None	
Documents attached:		Exempt Appendix 1: Business Rates £32,208.93 Exempt Appendix 2: Overpayment of Housing Benefit £22,012.40 Exempt Appendix 3: Sundry Debt totalling £18,578.24	

1. Key issues and reasons for recommendations

- 1.1 The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures.
- 1.2 When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Head of Resources and Performance for debts up to £2,499.99 or by Cabinet for debts over £2,500.00.
- 1.3 It is best practice to monitor the recovery procedures for outstanding debts regularly and, when appropriate, write off irrecoverable debts.
- 1.4 Provision for irrecoverable debts is included both in the Collection Fund and the General Fund and writing off debts that are known to be irrecoverable ensures that staff are focussed on achieving good collection levels in respect of the recoverable debt.

2. Alternative options

- 2.1 The Council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also has on line tracing facilities. It is not considered appropriate to pass the debts on to another agency.
- 2.2 It should be noted that in the event that a written-off debt become recoverable, the amount is written back on, and enforcement procedures are re-established. This might happen, for example, if someone has gone away with no trace, and then they are unexpectedly 'found' again, through whatever route.

3. Financial implications and collection performance

- 3.1 Provision is made in the accounts for non recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 1, 2 and 3.
- 3.2 As at 31 December 2016, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (as the billing Authority) is just over £49.6 million per annum. The collection rate as at 31 December 2016 was 83.72% against a profile of 83.90%.
- 3.3 As at 31 December 2016, the total Council Tax billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (includes the County, Police and Parish precept elements) is £57 million per annum. The collection rate as at 31 December 2016 was 85.96% against a profile target of 86.43%

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Civil Parking Enforcement	
Report No:	CAB/SE/17/016	
Report to and date/s:	Cabinet	7 February 2017
	Council	21 February 2017
Portfolio holder:	Peter Stevens Portfolio Holder for Operations Tel: 07775 877000 Email: peter.stevens@stedsbc.gov.uk	
Lead officers:	Mark Walsh Assistant Director (Operations) Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk	Darren Dixon Car Parks Manager Tel: 01284 757413 Email: darren.dixon@westsuffolk.gov.uk
Purpose of report:	To receive a proposal for the transfer of Civil Parking Enforcement to West Suffolk authorities, and agree formal decision making process.	
Recommendations:	<p>Subject to the approval of Council, Cabinet is <u>RECOMMENDED</u> to:</p> <p>(1) note the contents of this report and the estimated financial impact of introducing Civil Parking Enforcement (CPE) shown at Exempt Appendix A to Report No: CAB/SE/17/016;</p> <p>(2) support Suffolk County Council in seeking the transfer of Civil Parking Enforcement to St Edmundsbury Borough Council;</p> <p>(3) enter into an Agency Agreement with Suffolk County Council for the period 2019-2029 to undertake delegated Civil Parking Enforcement powers across the Borough;</p> <p style="text-align: right;"><i>Continued over....</i></p>	

	<p>(4) contribute £10,000 towards the countywide set up costs for Civil Parking Enforcement;</p> <p>(5) agree that St Edmundsbury Borough Council will meet the cost of operating Civil Parking Enforcement delivered by a West Suffolk service, subject to (i) the retention of all on-street parking and neighbourhood parking receipts; (ii) a Service Level Agreement with Suffolk County Council on the processing of new requests for Traffic Regulation Order (TRO) restrictions and the maintenance of lines and signs; and (iii) assume delegated responsibility for on street pay and display tariff setting and the provision of on-street parking bays (subject to a Highway Authority pre-defined assessment);</p> <p>(6) provide CPE enforcement in parts of Babergh and Mid Suffolk and a separate agreement with the individual District Councils to enforce their off street car parks, on a full cost recovery basis; and</p> <p>(7) approve delegated authority to the Assistant Director (Operations), in consultation with the Portfolio Holder for Operations, to sign-off the final agreements relating to the introduction of Civil Parking Enforcement.</p>
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not 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 decision of full Council and not Cabinet.</p>
<p>Consultation:</p>	<ul style="list-style-type: none"> • N/A
<p>Alternative option(s):</p>	<ul style="list-style-type: none"> • Civil Parking enforcement powers to be retained by Suffolk Police • Civil Parking Enforcement contracted to another authority/private sector by Suffolk County Council (SCC)
<p>Implications:</p>	
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Significant annual financial expenditure and a reliance on income receipts to mitigate operating deficit.

<i>Are there any staffing implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Staffing restructure will be required to accommodate expanded team. Existing staff will require training in new roles 	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Section 2 of the report. 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Enforcement undertaken under Road Traffic Act 1984. 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
The Council decides not to enter into CPE agreement with SCC	Medium	Both Authorities agree terms as define in this report	Low
Transfer of CPE not approved by Secretary of State	Medium	Robust business cases Consent from all strategic county bodies	Low
Risk of Penalty Charge Notice (PCN) shortfalls	Medium	Conservative estimates have factored the number of PCN issued/income assumptions based on experience elsewhere and levels of existing enforcement in West Suffolk.	Low
Financial deficit on CPE account	High	Deficit can be mitigated by the retention of on-street parking income and tariff setting powers transferred from SCC. A Service Level Agreement (SLA) with SCC providing financial safeguards for the delay to maintenance/repair of lines and signs resulting in loss of income.	Low
Safety implications for lone working of Civil Enforcement Officer	Medium	Radios, body worn video devices and staff training budgeted for in business case.	Low
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		Exempt Appendix A – Estimated financial impact for implementing Civil Parking Enforcement in SEBC	

1. Key issues and reasons for recommendation(s)

1. Background

- 1.1 Civil Parking Enforcement (CPE) is where local authorities take over responsibility for 'on-street' parking restrictions from the police. Of the 327 District Councils in England, just 25 are not designated as Civil Enforcement Areas (CEAs). Suffolk hosts 6 of those 25 where parking violations are still enforced by the police.
- 1.2 Suffolk Constabulary is not permitted to retain any income from parking enforcement with all monies being sent to the Treasury. Given competing higher priorities and reduced resources, the current level of parking enforcement in Suffolk is seriously limited. Therefore, there is an emerging collective desire to move the responsibility for the enforcement of on-street parking restrictions in Suffolk from the Police to Local Authorities. This was recently endorsed by the Suffolk Public Sector Leaders Group (SPSLG) in seeking to ensure there is a basic level of enforcement in the county. It is viewed that CPE has the benefit a common enforcement service for both on and off street parking for the convenience and ease of understanding for the motorist as well as a more efficient operation.
- 1.3 In two-tier authority areas such as Suffolk, subject to the consent of the Secretary of State for Transport, CPE can only be transferred to the County Council who may operate it directly or by delegation under an agency agreement with District and Borough Councils. Suffolk County Council (SCC) has already delegated CPE powers to Ipswich Borough Council for many years and a similar form of delegation is preferred across Suffolk with three separate operational teams patrolling the county - West Suffolk (St Edmundsbury and Forest Heath), East Suffolk and Ipswich. The Mid Suffolk and Babergh authorities have declined to undertake the management of CPE themselves and the enforcement of these districts will be shared across the three operational teams. Babergh and Mid Suffolk Councils have also approached West Suffolk to manage some its off street car parks, including Sudbury and Stowmarket, on a full cost recovery basis.
- 1.4 The proposed powers delegated to this Council would include the enforcement of double yellow lines, loading bays, taxi ranks, school keep clear areas and bus stops. The frequency of patrols is a significant factor and the deployment plan will be consistent with guidelines set out under the Traffic Management Act 2004 on which the Secretary of State for Transport will consider granting approval for CPE in the county.

2. Financial Implications

- 2.1 There are financial implications resulting from CPE. The set up costs for implementing the scheme across the county will be in the region of £1.13m which includes the cost of equipment and software requirements along with the associated costs of submitting the CPE application to the Department of Transport. The set up costs of £1.13m

will be shared with £10,000 met by the six district and borough councils (excluding Ipswich Borough Council where CPE already exists), £190,000 from the police and the remaining £880,000 met by the Council. The County Council will also fund the review of all lines, signs and the accompanying traffic regulation orders at a likely cost of £250,000.

- 2.2 The revenue implications for this Council are important. Minded that in having the CPE powers delegated to the Borough Council, we also assume the financial risk of the scheme. Therefore, external consultants, Mouchel, were appointed to support all Suffolk authorities in the business planning process for the project with the aim of providing realistic cost and income assumptions.
- 2.3 The level of expenditure is dependent on the level of enforcement required which will determine the number of staff and vehicles that are needed. It is assumed that two Team Leaders and 14 Civil Enforcement Officers are employed in SEBC in addition to a patrol manager, radio controller and staff processing Penalty Charge Notices. This is a prudent forecast as overprovision would lead to an inefficient parking operation. Economies of scale savings may result from procurement and, subject to a separate business case, consideration will also be given to a central Suffolk back of house system for the processing of fines. It is estimated that the annual cost of operating the scheme will be around £700,000 for St Edmundsbury Borough Council (SEBC).
- 2.4 Under their guidance for CPE applications, the Department of Transport advise that schemes should be self-financing as soon as practicable and off street car park income is not required to underwrite the costs (with exception of Penalty Charge Notices). Therefore, the financial model for CPE is reliant on limited revenue opportunities, generated from unpredictable and as yet unknown levels of Penalty Charge Notices (PCN's). Fine income is difficult to predict but having taken external advice and made comparisons with other authorities, it is estimated that average annual income from PCN's will be £320,000 in SEBC and thereby an annual operating CPE deficit of £380,000 in SEBC (the combined deficit in West Suffolk including Forest Heath District Council (FHDC) will be in the region of £540,000).
- 2.5 CPE is unlikely to reach a cost neutral position based on the projected costs and estimated income from the issue of parking fines. On-street income in other civil enforcement areas has been accepted as the preferred mechanism to ensure the viability of the service and ensures no long term financial dependency from other Council funding streams.
- 2.6 Currently on-street pay and display parking is provided in Bury St Edmunds. This is managed and enforced on a cost neutral basis by SEBC and all surplus income is returned to the SCC On-Street Parking Account (OSPA) to reinvest into projects that support the SCC Transport Plan across the county. In 2015/16 on-street income raised from pay and display and resident parking in the town amounted to over £830,000, of which over £600,000 was returned to SCC.

- 2.7 Recognising the level of deficit in SEBC and subject to final agreement, SCC will allow all income generated on street, including Angel Hill, to be retained by the Borough Council (an update on this will be provided at the meeting). This will be subject to SEBC funding the estimated £80,000 cost of on-street enforcement in parts of Babergh and Mid Suffolk supplemented by PCN income. In addition, SCC will allow SEBC to determine tariff charges on street and to take control over the provision of on-street pay and display parking, including the provision of new and extending existing bays (subject to consultation with the Highway Authority). The County Council would retain primacy over actual location of such parking against agreed criteria which will be developed. Such criteria would be for instance if the Council as Highway Authority considers that road safety or traffic management would be adversely affected or if there would be adverse consequential impacts on other parts of the highway network.
- 2.8 Exempt Appendix A sets out the overall budgetary position for SEBC. This has identified in-house efficiencies and economy of scale savings, including the displacement of vehicles who park illegally on-street to off-street parks and the impact of retaining all on-street income. It is projected that the CPE account will be self-financing with the added contingency of opportunities to introduce further on-street pay and display bays in Bury St Edmunds and new bays in Haverhill.
- 2.9 The financial risk to SEBC can be further mitigated by a robust Service Level Agreement (SLA) with the County Council which would set clear timescales for maintenance and repair of the signs and lines on the highway to be compliant with the Traffic Regulation Order. A delay would result in potential lost income from enforcement and therefore the agreement would seek financial penalties if the redial works are not dealt within a reasonable period of time. It is anticipated that the SLA would also include defined timescales for amendments to Traffic Regulation Orders that relate to parking restrictions and neighbourhood parking schemes.

3. **Programme Management**

- 3.1 Formal agreement by all authorities in Suffolk to endorse the transfer of CPE powers from the Police is needed by the end of February 2017. Each authority will need to approve its individual business case and accept financial risk for their own CPE operation. This endorsement is required for the application to the Secretary of State for Transport. It is anticipated the formal application will be made later in the year with the CPE becoming fully operational by April 2019.
- 3.2 The delegation of CPE operations in SEBC will be underpinned by an agreed Memorandum of Understanding with the Police and an Agency Agreement with SCC for the period 2019-2029. The latter will detail the terms of the CPE delegation from SCC and include how the scheme is managed and financed, the details for which are set out in the estimated financial impact for implementing Civil Parking Enforcement at Exempt Appendix A to this report. Delegated authority is required for the Assistant Director (Operations), in consultation with the Portfolio Holder for Operations, to sign off the final agreements.

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

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