

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda																
Date:	Tuesday 19 September 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"> <thead> <tr> <th style="text-align: left;"><u>Councillor</u></th> <th style="text-align: left;"><u>Portfolio</u></th> </tr> </thead> <tbody> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Alaric Pugh</td> <td>Planning and Growth</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<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 - 10

To confirm the minutes of the meeting held on 27 June 2017 (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:
19 July 2017**

11 - 16

Report No: **CAB/SE/17/041**

Chairman: Diane Hind

Lead Officer: Christine Brain

**6. Report of the Performance and Audit Scrutiny Committee:
27 July 2017**

17 - 22

Report No: **CAB/SE/17/042**

Chairman: Sarah Broughton

Lead Officer: Christine Brain

- 7. Recommendations of the Performance and Audit Scrutiny Committee: 27 July 2017: Annual Treasury Management Report: 2016/2017 and Investment Activity 1 April to 30 June 2017** **23 - 26**

Report No: **CAB/SE/17/043**

Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann

- 8. Decisions Plan: October 2017 to May 2018** **27 - 44**

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

Report No: **CAB/SE/17/044**

Portfolio Holder: John Griffiths Lead Officer: Ian Gallin

- 9. Revenues Collection Performance and Write Offs** **45 - 48**

Report No: **CAB/SE/17/045**

Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann

- 10. 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

- 11. Exempt Appendices: Revenues Collection Performance and Write-offs (paras 1 and 2)** **49 - 54**

Exempt Appendices 1, 2 and 3 to Report No: **CAB/SE/17/045**

Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann

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

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

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Tuesday 27 June 2017 at 5.10 pm in the **Conference Chamber West,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

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

Robert Everitt
Ian Houlder
Alaric Pugh

Joanna Rayner
Peter Stevens

By Invitation:

Sarah Broughton

(Chairman of the Overview and Scrutiny
Committee)

Diane Hind

(Chairman of the Performance and Audit
Scrutiny Committee)

In attendance:

Susan Glossop

343. **Remembrance**

The Cabinet observed a minute's silence in remembrance of the victims of the recent Grenfell Tower fire and terrorist attack at Finsbury Park in London.

344. **Apologies for Absence**

No apologies for absence had been received.

345. **Minutes**

The minutes of the meetings held on 30 and 31 May 2017 were confirmed as correct records and signed by the Chairman.

346. **Open Forum**

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

347. **Public Participation**

There were no members of the public in attendance.

**348. Report of the Performance and Audit Scrutiny Committee:
25 May 2017**

The Cabinet received and noted Report No: CAB/SE/17/031, which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 25 May 2017:

- (1) Internal Audit Charter;
- (2) Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018);
- (3) Balanced Scorecards and Quarter 4 Performance Report 2016-2017;
- (4) Balanced Scorecards Indicators and Targets for 2017-2018;
- (5) West Suffolk Strategic Risk Register Quarterly Monitoring Report – March 2017;
- (6) Work Programme Update;
- (7) Ernst and Young – Certification of Claims and Returns Annual Report (2015-2016);
- (8) Ernst and Young – External Audit Plan and Fees 2016-2017 and 2017-2018 Indicative Fees; and
- (9) Financial Performance Report (Revenue and Capital) Outturn 2016-2017.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee (PASC) drew relevant issues to the attention of the Cabinet, including that the first six items listed above had been considered jointly with Forest Heath District Council's PASC during an informal meeting. She added that a representative of Ernst and Young, the Council's external auditors, had attended the meeting and had indicated that a reduction in fee of £6,100 was anticipated for the audit certification work that had been undertaken for the 2015/2016 year. In addition, Councillor Broughton informed that the outturn revenue and capital position for 2016/2017 showed an underspend of £160,000. This sum had been transferred to the Council's Invest to Save Reserve, which was in accordance with the resolution of full Council in February 2017.

The Cabinet was pleased to note the above and thanked Councillor Broughton for the work of her Committee regarding its role in helping to achieve this position.

349. Report of the Overview and Scrutiny Committee: 7 June 2017

The Cabinet received and noted Report No: CAB/SE/17/032, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 7 June 2017:

- (1) Draft West Suffolk Annual Report 2016/2017;
- (2) Annual Presentation by the Leader of the Council on his Portfolio Holder responsibilities;
- (3) Decisions Plan: June 2017 to May 2018;
- (4) Work Programme and Re-appointments to Suffolk County Council Health Scrutiny Committee.

Councillor Diane Hind, Chairman of the Committee, drew relevant issues to the attention of Cabinet, including that a detailed discussion had been held on the performance of Suffolk County Council (SCC) as the Highway Authority. This had arisen as a result of concerns raised by residents and parish councils to Committee Members regarding the perceived lack of and standard of highway maintenance in certain areas. The Committee would be considering at its next meeting on 19 July 2017, whether to add this issue to its work programme for future scrutiny.

Councillor Hind was also pleased to report that following the Committee's recommendation and subsequent ratification by Council on 13 June 2017, Councillors Paul Hopfensperger and Margaret Marks had been re-appointed as the Borough Council's nominated representative and substitute respectively on SCC's Health Scrutiny Committee for 2017/2018.

350. Report of the West Suffolk Joint Growth Steering Group: 6 June 2017

The Cabinet received and noted Report No: CAB/SE/17/033, which informed the Cabinet of the following substantive items discussed by the West Suffolk Joint Growth Steering Group on 6 June 2017:

- (1) Road and Rail Infrastructure and Transport Infrastructure for West Suffolk;
- (2) Presentation from the Assistant Director (Growth) on Future Issues and Challenges;
- (3) Destination Management Organisation (DMO);
- (4) West Suffolk Community Energy Plan – Update; and
- (5) Work Programme 2017/2018 and Revised Terms of Reference.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet, including reminding Members that as part of its commitment to Growth moving forward and the Cabinet's amendments to the terms of reference for the West Suffolk Joint Growth Steering Group, it was important that the Cabinet was kept informed of progress made by this increasingly significant and evolving Group.

He added that the Group had received an extremely informative presentation by the Strategic Traffic Manager at Suffolk County Council (SCC) regarding projects that had been included in SCC's Road Investment Strategy 2 (RIS2) funding bid for the period 2020-2025, and drew attention to the actions arising from this from a West Suffolk Councils' perspective, as set out in the report. Councillor Pugh considered this presentation should be provided to all Members to keep them abreast of forthcoming and proposed revisions to such infrastructure, particularly across West Suffolk.

351. Draft West Suffolk Annual Report 2016/2017

The Cabinet considered Report No: CAB/SE/17/034, which sought approval for the draft West Suffolk Annual Report 2016/2017.

The Annual Report highlighted the key activities and developments that had been achieved over the financial year 2016/2017, with regard to the priorities set out in the West Suffolk Strategic Plan.

Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of Cabinet, including that a more modern approach to the presentation and format of the Annual Report had been taken this year, which was less resource intensive than the previous traditional type-set report. The creation of a new dedicated webpage highlighting the West Suffolk Councils' key achievements in different formats hoped to create further engagement with partners and stakeholders, together with providing the opportunity to give ongoing updates on successes and achievements throughout the year.

On 6 and 7 June 2017, the draft Report was presented to the respective Forest Heath District and St Edmundsbury Borough Councils' Overview and Scrutiny Committees for consideration, which resulted in a number of amendments being recommended, as set out in paragraph 1.1.3 of Report No: CAB/SE/17/034, and had been incorporated into the final draft as presented to Cabinet for approval.

A detailed discussion was held and whilst the Cabinet commended the content of the Report and supported the new approach regarding its presentation, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, considered the following revisions should be made:

- That more emphasis should be placed on the importance of Growth moving forward to ensure an accurate reflection of the work undertaken in this key priority area during 2017/2018 and beyond was sufficiently captured in next year's Annual Report; and
- That '*Clare*' should not be removed from the list of 'centres of population' identified under the commitment to 'promoting physical activity' contained on Page 27 of the Annual Report, as proposed by the Overview and Scrutiny (O&S) Committee. The O&S Committee had considered that a holistic, place-based solution approach to promoting physical activity should remain focussed on the major centres of population, namely Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket. Councillor Pugh considered that the small town of Clare should remain within this list, as originally proposed, as Clare currently offered a wide range of physical health activities, the scale and important benefits of which should continue to be recognised and promoted accordingly.

Other Cabinet Members supported Councillor Pugh's proposed revisions above, and it was agreed that delegated authority should be given to the Assistant Director (Families and Communities) to finalise the wording for the Annual Report, in consultation with the Leader of the Council, Portfolio Holder for Planning and Growth and Chairman of Overview and Scrutiny Committee.

RESOLVED:

That:

- (1) delegated authority be given to the Assistant Director (Families and Communities), in consultation with SEBC's Leader of the Council, Portfolio Holder for Planning and Growth and Chairman of Overview

and Scrutiny Committee, to make minor amendments to the West Suffolk Annual Report 2016/2017 in connection with:

- (a) placing more emphasis on the importance of Growth moving forward; and
 - (b) reinstating 'Clare' under 'Promoting Physical Activity' (page 27) for the reasons set out in the minutes for the Cabinet meeting held on 27 June 2017; and
- (2) subject to (1) above, the West Suffolk Annual Report 2016/2017, as contained in Appendix A to Report No: CAB/SE/17/034, be approved.

352. **Bury St Edmunds Town Centre Masterplan Progress**

The Cabinet considered Report No: CAB/SE/17/035, which provided an update on progress on the emerging Bury St Edmunds Town Centre Masterplan.

The aim of the masterplan was 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 came forward.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet, including that consultation had been undertaken between 27 February and 21 April 2017 on the proposed Issues and Options, which informed the development of the draft masterplan, and a further period of consultation would be carried out over summer 2017 on the draft itself.

A summary of the initial findings that emerged from the consultation on the Issues and Options were contained in Section 1.7 of the report, with details of the full responses contained in Appendix A.

The key messages emanating from the development of the masterplan were contained in Section 1.4 of the report, which centred around:

- (a) Ambition;
- (b) People;
- (c) Future Investment; and
- (d) Track Record.

Approval was then sought for delegated authority to be given to the Assistant Director (Growth), in consultation with the Portfolio Holder for Planning and Growth, to approve the draft Masterplan Report for public consultation. This action would be undertaken following consideration and endorsement given to go out to consultation on the draft by the Bury St Edmunds Town Centre Masterplan Working Group, which consisted of a number of partners and stakeholders, as set out in paragraph 1.2.3.

RESOLVED:

That:

- (1) the outcome of consultation into the Bury St Edmunds Town Centre Masterplan issues and options, as summarised in paragraphs 1.6 and 1.7 of Report No: CAB/SE/17/035, be noted; and
- (2) delegated authority be given to the Assistant Director (Growth), in consultation with the Portfolio Holder for Planning and Growth, to approve the draft Masterplan Report for public consultation.

353. **West Suffolk Community Energy Plan – Investing in New Opportunities**

The Cabinet considered Report No: CAB/SE/17/036, which sought approval for extending the scope to enable the Council to invest in a wider range of sustainable energy opportunities using already approved capital.

A minor amendment was sought to the recommendation, which should have stated:

'....., so that the Service Manager (Environmental Health), in consultation with the Portfolio Holder for Planning and **Growth Regulatory Services**.....'

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet, including the scope of technologies currently approved and the opportunities now open to the Council to invest in further energy-saving and generating technologies, as detailed in Section 2 of the report.

The Cabinet acknowledged that it needed to build upon the successes of its policy of encouraging sustainable energy solutions as part of the West Suffolk Community Energy Plan and therefore supported the proposal to extend the existing approved delegations to authorise the current nominated capital allocation to be spent on any energy-related investment opportunities where they were in line with the Council's agreed financial returns and strategic objectives. This would, therefore, allow investment in new technologies as they became commercially attractive.

RESOLVED:

That following the continued success of the Council's policy to invest and support sustainable energy solutions under the West Suffolk Community Energy Plan, Cabinet approves that the existing delegations are extended, so that the Service Manager (Environmental Health), in consultation with the Portfolio Holder for Planning and Growth, is allowed to authorise the current nominated capital allocation to be spent on any energy-related investment opportunities where they are in line with the Council's agreed financial returns and strategic objectives.

354. **Discretionary Rate Relief Following Revaluation – Development of a Local Scheme 2017/2018**

The Cabinet considered Report No: CAB/SE/17/037, which sought approval for granting discretionary rate relief for businesses facing the steepest increases in their business rates as a result of the 2017 business rates revaluation.

The suggested Guidelines, as detailed in Appendix A attached to the report, set out the criteria to be taken into consideration in deciding whether rate relief should be given, the procedure for applications and an appeals process where there had been a refusal to grant relief. Awards of relief would be reviewed annually and the Guidelines would help to determine which organisations should receive relief for the period commencing 1 April 2017.

It was also being proposed that delegated authority be given to the Assistant Director (Resources and Performance), in consultation with the Portfolio Holders for Planning and Growth and for Resources and Performance, to agree the scheme guidance for 2018/2019 onwards, in line with the funding available and any feedback from businesses from the 2017/2018 scheme. Any major and significant changes to the overall design of the local scheme would be considered by Cabinet.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that subject to the proposals being approved, in order to provide clarification and certainty to businesses that may be eligible for the scheme, agreement be sought from the Chairman of the Overview and Scrutiny Committee for the matter to be treated as a matter of urgency and therefore be exempt from call-in. This would be in accordance with Section 14.4 of the Overview and Scrutiny Committee Procedure Rules of the Constitution.

The Cabinet acknowledged the proposals would assist with preventing hardship for businesses most affected by the 2017 business rates revaluation and agreed the proposed scheme would help ease this pressure. Seeking an exemption from call-in was also agreed to be a sensible approach.

RESOLVED:

That:

- (1) the principles of the proposed Discretionary Rate Relief Scheme 2017/2018 (following revaluation) and the guidelines as set out in Report No: CAB/SE/17/037 and its appendices, be approved; and
- (2) delegated authority be given to the Assistant Director (Resources and Performance), in consultation with the Portfolio Holders for Planning and Growth, and for Resources and Performance to agree the scheme guidance for 2018/2019 onwards, in line with the funding available and any feedback from businesses from the 2017/2018 scheme.

(Subsequent to the meeting, the provisions contained in Section 14.4 of the Overview and Scrutiny Committee Procedure Rules of the Constitution were applied, which states:

'A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or public interest.'

This decision was considered to be urgent and in accordance with the aforementioned rules. The Chairman of the Overview and Scrutiny Committee had both agreed that the decision proposed was reasonable in all the circumstances and to it being treated as a matter of urgency, and therefore being exempt from call-in. This matter would be reported to the next available meeting of Council, together with the reasons for the urgency.)

355. West Suffolk Joint Pay Policy Statement 2017/2018

The Cabinet considered Report No: CAB/SE/17/038, which presented the West Suffolk Joint Pay Policy Statement 2017/2018.

Section 38/11 of the Localism Act 2011 required local authorities to produce a Pay Policy Statement annually. Councillor Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet. He stated that a Joint Pay Policy Statement for 2017/2018, attached as Appendix 1 to the report had been produced, that reflected a shared workforce and the single Pay and Reward Strategy in place for St Edmundsbury Borough and Forest Heath District Councils. It also incorporated the outcomes of the 2013 collective agreement which established a modern reward framework for the integrated workforce.

RECOMMENDED TO COUNCIL:

That the West Suffolk Joint Pay Policy Statement 2017/2018, as contained in Appendix 1 to Report No: CAB/SE/17/038, be approved.

356. Modern Slavery and Anti-Trafficking Statement

The Cabinet considered Report No: CAB/SE/17/039, which sought approval and endorsement of a proposed Modern Slavery and Anti-Trafficking Statement.

Attached as Appendix 1 to the report was a proposed Statement made in pursuant to section 54 (1) of the Modern Slavery Act 2015, which set out the West Suffolk Councils' actions to understand the potential modern slavery risks related to their own activities; and to put steps in place to ensure no slavery or human trafficking existed within their own organisations and supply chains.

Modern Slavery was estimated to be one of the world's most profitable criminal activities. A 2014 assessment, conducted by the Home Office, estimated that there were between 10,000 and 13,000 victims in the UK. Sexual exploitation was the most common form of modern slavery currently reported by potential victims in the UK, followed by labour exploitation, forced criminal exploitation and domestic servitude.

Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of Cabinet, including that the Council was required to consider

Modern Slavery as part of its procurement strategy, ensuring that contractors and third parties had policies in place and adhered to the law and their responsibilities. The West Suffolk Councils were committed to ensuring that suppliers adhered to the highest standards of ethics.

The Cabinet fully supported the proposed Statement and recognised the importance and commitment to ensuring slavery and human trafficking was not taking place within the organisation or its supply chains.

A discussion was held regarding the work undertaken with partners and stakeholders to prevent situations where slavery and human trafficking might occur. Training was available for staff to improve awareness and to inform of reporting procedures should such incidents be suspected, which was asked to be extended so that it could also be made available for Members.

RESOLVED:

That the Modern Slavery and Anti- Trafficking Statement 2017, set out in Appendix 1 of Report No: CAB/SE/17/039, be endorsed and approved.

357. Decisions Plan: June 2017 to May 2018

The Cabinet considered Report No: CAB/SE/17/040, which was the executive Decisions Plan covering the period June 2017 to May 2018.

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

The meeting concluded at 5.44 pm

Signed by:

Chairman

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Overview and Scrutiny Committee: 19 July 2017	
Report No:	CAB/SE/17/041	
Report to and date:	Cabinet	19 September 2017
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 19 July 2017, the Overview and Scrutiny Committee considered the following items: (1) Annual Presentation by the Cabinet Member for Housing; (2) Effective Member Development; (3) Use of Directed Surveillance Powers by the Anglia Revenues Partnership; and (4) Work Programme Update and Suggestions for Scrutiny	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/17/041, being the report of the Overview and Scrutiny Committee.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	

Consultation:		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Alternative option(s):		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Annual Presentation by the Cabinet Member for Housing (Report No: OAS/SE/17/020 and Verbal)

1.1.1 The Committee was reminded that on 20 July 2016, the Committee received a presentation from the Cabinet Member for Housing, setting out responsibilities covered under her portfolio.

1.1.2 At this meeting, the Cabinet Member for Housing, Councillor Sara Mildmay-White, had been invited back to provide a follow-up presentation on her portfolio. Report No: OAS/SE/17/020, set out the focus for the follow-up presentation, which was to:

- Outline the main challenges faced since during the last two years within your portfolio;
- Outline some key successes and any failures during the last two years and any lessons learned:
- Set out the vision for the Housing Portfolio through to 2019 and whether on target to meet that vision.

1.1.3 Members discussed the presentation in detail and asked questions of the Cabinet Member for Housing and officers, to which comprehensive responses were provided.

1.1.4 In particular, discussions were held on the review of the Vision 2031, which would commence in the next 18 months; Barley Homes Group Limited; transit sites for Gypsies and Travellers; emergency bed and breakfast accommodation; Member Development sessions on Universal Credit; delayed discharges from hospital; space standards; bringing empty homes back into use; domestic abuse and young people and affordable housing.

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

1.2 Effective Member Development (Report No: OAS/SE/17/021)

1.2.1 The Committee received Report No: OAS/SE/17/021, which built upon recent discussions held at its meeting in March 2017 with the Portfolio Holder for Resources and Performance regarding Member Development.

1.2.2 The report sought scrutiny input into how the Member Development programme could be developed to ensure it most effectively helped Members to deliver their role. Attached at Appendix A to the report were the outcomes from the recent Member Development Survey and at Appendix B was a list of previous events held and attendance figures.

1.2.3 The Committee discussed in detail various options set out in the report and asked questions to which responses were provided by the Portfolio Holder for Resources and Performance. In particular discussions were held on the use of webinars; e-learning (which the Committee noted was currently being trialled with a number of officers and Members); more joined up training with Suffolk County Council, e.g. safeguarding; Group Leaders discussing training at Group

meetings and acting as “training champions”; the need to inform the Learning and Development Advisor when Councillors had attended external training events; and developing a councillor profile form setting out training events attended elsewhere.

1.2.4 In response to a question raised regarding compulsory training, Members were informed that the Council’s Constitution was being reviewed and would include increasing a number of committees for which training would become mandatory, for example the Development Control Committee.

1.2.5 The Committee **RECOMMENDED** that the Joint Member Development Group be asked to consider the following recommendations for improving the Development Plan:

- 1) Each Political Group has a Councillor as its Training Champion.
- 2) Explores the use of webinars alongside work already being undertaken on e-learning.
- 3) Explores joined up training events with Suffolk County Council in West Suffolk.
- 4) A selection of Councillors be contacted by telephone, including some of those who did not respond to the recent Member Development Survey Questionnaire, to assess Member Development needs.
- 5) A councillor profile form be developed to show all training events attended but which would not be available to the public.
- 6) Members to be reminded to notify the Learning and Development Advisor of all training events they had attended, in particular training which was not facilitated by the Council.

1.3 **Use of Directed Surveillance by the Anglia Revenues Partnership (Verbal)**

1.3.1 The Monitoring Officer presented a verbal report, which built upon discussions held at its meeting in April 2017 regarding the use of surveillances powers under the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 by the Anglian Revenues Partnership (ARP) for carrying out benefits checks.

1.3.2 It was reported that the Department for Work and Pensions (DWP) carried out fraud investigations on behalf of the Anglia Revenues Partnership, and the DWP had not used these surveillance powers.

1.3.3 There being no decision required, the Committee **noted** the contents of the verbal update by the Monitoring Officer.

1.4 **Work Programme Update and Suggestions for Scrutiny (Report No: OAS/SE/17/022)**

1.4.1 The Committee received and **noted** Report No: OAS/SE/17/022, which provided an update on the current status of the Committee's Work Programme for 2017-2018, which included current Task and Finish Groups.

1.4.2 The Committee also considered two suggestions for scrutiny which had been submitted relating to:

- Concerns raised by residents relating to various Highways issues; and
- A follow-up presentation by the Anglia Revenues Partnership on their Debt Management and Recovery Policy.

1.4.3 The Committee considered each suggestion, and taking into account information provided, the Committee **Resolved** that:

- 1) Representatives from the Anglia Revenues Partnership be invited to its scheduled meeting on 8 November 2017, to provide a follow-up presentation to the Committee on its debt management work.
- 2) The Suffolk County Council Cabinet Member for Highways and Transport; appropriate officers from Suffolk County Council and Kier Limited be invited by the Chairman of the Overview and Scrutiny Committee to an Extraordinary Committee meeting on 25 October 2017, to discuss various highways issues affecting residents in West Suffolk.

2. Background Papers

2.1.1 Report No: [OAS/SE/17/020](#) to the Overview and Scrutiny Committee: Annual Presentation by the Portfolio Holder for Housing

2.1.2 Report No: [OAS/SE/17/021](#) to the Overview and Scrutiny Committee: Effective Member Development

2.1.3 Report No: [OAS/SE/17/022](#) to the Overview and Scrutiny Committee: Work Programme Update and Suggestions for Scrutiny

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 27 July 2017	
Report No:	CAB/SE/17/042	
Report to and date:	Cabinet	19 September 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:	On 27 July 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> <ol style="list-style-type: none"> (1) Balanced Scorecards Quarter 1 Performance Report 2017-2018; (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2017; (3) Work Programme Update; (4) Annual Performance Report for The Apex 2016-2017 (5) Financial Performance Report (Revenue and Capital) 2017-2018 - (Quarter 1) (April to June 2017); and 	

	<p>(6) Annual Treasury Management Report 2016-2017 and Investment Activity (April – June 2017).</p> <p>A separate report is included on this Cabinet agenda for Item (6) above.</p>
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/17/042, being the report of the Performance and Audit Scrutiny Committee.
<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>Report for information only.</p>
Consultation:	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> • See reports listed in Section 2 below
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
<i>Are there any legal and/or policy implications?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	Please see background papers.
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendations

1.1 Balanced Scorecards and Quarter 1 Performance Report 2017-2018 (Report No: PAS/SE/17/015)

- 1.1.1 The Committee received and **noted** Report No: PAS/SE/17/015, which set out the current West Suffolk Balanced Scorecards and presented the Quarter 1 performance for 2017-2018. The five current balanced scorecards (attached at Appendices A to E to Report No: PAS/SE/17/015) were linked to the Assistant Directors' Service areas. A Balanced Scorecard for the Growth service was currently under review and would be available for Quarter 2 reporting.
- 1.1.2 New indicators had been added for 2017-2018 due to the change in organisational structure and a review process at the end of the previous financial year.
- 1.1.3 Each Assistant Director presented their individual Balanced Scorecard and highlighted key areas for the Committee's attention.
- 1.1.4 Members considered the report in detail and asked a number of questions on each of the Balanced Scorecards. Discussions were held on garden waste annual subscriptions; the annual canvass; health and safety incidents; household numbers in bed and breakfast; Universal Credit; apprentices; Disabled Facilities Grants; Building Control; enforcement cases and the operations service historical debt over 90 days.
- 1.1.5 The Committee welcomed the new format with each Assistant Director presenting their own Balanced Scorecard and wished this to continue.
- 1.1.6 No issues were required to be brought to the attention of Cabinet.

1.2 West Suffolk Strategic Risk Register Quarterly Report – June 2017 (Report No: PAS/SE/17/016)

- 1.2.1 The Committee received and **noted** the first quarterly risk register monitoring report for 2017-2018, 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 June 2017 the Group reviewed the target risk, the risk level where the Council aimed to be, and agreed a current risk assessment. These assessments formed the revised West Suffolk Risk Register (Appendix 1).
- 1.2.2 Since the last assessment report was presented to the Committee on 25 May 2017, there had been no new risks or amendments made to any existing risks and no existing risks had been closed. Some individual controls and actions had been updated and those which were not ongoing and had been completed by June 2017 had been removed from the Register.

1.3 **Work Programme Update (Report No: PAS/SE/17/017)**

- 1.3.1 The Committee received its Work Programme which provided items scheduled to be presented to the Committee during 2017-2018.
- 1.3.2 Members considered its forward work programme for 2017-2018, and taking into account discussions held on the Balanced Scorecards, the Committee requested that additional information on "enforcement" and the "pre-planning advice service" be included within the respective Scorecards for the second quarterly report in November 2017.
- 1.3.3 The Committee also **Resolved** that a report on the Building Control Performance be included on its forward work programme for its November 2017 meeting.

1.4 **Annual Performance Report for The Apex 2016-2017 (Report No: PAS/SE/17/018)**

- 1.4.1 The Committee received Report No: PAS/SE/17/018, which provided details about the performance of The Apex for 2016-2017. The report included an overview of The Apex, which included at Annex 1 additional facts and information about those attending ticketed events; details of The Apex's performance; Sodexo catering contract; analysis of budgets and looking ahead.
- 1.4.2 The Apex budget for 2016-2017 was set at £652,337. Increased revenue had contributed to a positive variance of £39,817 against budget at the financial year end and the outturn figure of £612,520 showed a continued reduction in expenditure. The Council entered into a contract with Sodexo in 2012, and the budgetary return from that contact (catering and bar concessions at The Apex) had increased year on year.
- 1.4.3 The Apex continued to be a valuable community asset and more and more non-performance events were taking place.
- 1.4.4 The Apex Management Team had been successful in reducing the budget over the last financial year, as a result of increasing revenues from ticket sales and increasing concessionary income from its catering concession. The Management Team remained optimistic about the future and had a target of £1.9m ticket sales for 2017-2018.
- 1.4.5 The Committee scrutinised the annual performance report in detail and asked a number of questions to which officers duly responded. These questions and responses covered topics including the subsidy for 2017-2018; where the "free essential guide to what's on West Suffolk" would be distributed and the lack of public transport after 5pm or on a Sunday in Haverhill and the surrounding area meaning residents could not get to The Apex.
- 1.4.6 There being no decision required, the Committee **noted** the Annual Performance Report for The Apex.

1.5 **Financial Performance Report (Revenue and Capital) 2017-2018 (Quarter 1) (Report No: PAS/SE/17/019)**

1.5.1 The Committee received the financial performance report, which set out the financial position for the first quarter of 2017-2018 and forecasted outturn position for 2017-2018.

1.5.2 Attached at Appendices 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 (under) / over spends was set out within paragraph 1.2.3. Appendix C to the report set out the Council's capital financial position for the first three months 2017-2018. Finally, a summary of the earmarked reserves was attached at Appendix D along with the forecast year end position for 2017-2018.

1.5.3 The Committee scrutinised the report in detail and asked a number of questions to which Officers duly responded.

1.5.4 There being no decision required, the Committee **noted** the Quarter 1 performance and the 2017-2018 year end forecast financial position.

2. Background Papers

2.1.1 Report No: [PAS/SE/17/015](#) to the Performance and Audit Scrutiny Committee: Balanced Scorecards Quarter 1 Performance Report 2017-2018

2.1.2 Report No: [PAS/SE/17/016](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Monitoring Report – June 2017

2.1.3 Report No: [PAS/SE/17/017](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

2.1.4 Report No: [PAS/SE/17/018](#) to the Performance and Audit Scrutiny Committee: Annual Performance Report for The Apex 2016-2017

2.1.5 Report No: [PAS/SE/17/019](#) to the Performance and Audit Scrutiny Committee: Financial Performance Report (Revenue and Capital) 2017-2018 (Quarter 1) (April to June 2017)

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendation of the Performance and Audit Scrutiny Committee: 27 July 2017: Annual Treasury Management Report 2016/2017 and Investment Activity (1 April – 30 June 2017)	
Report No:	CAB/SE/17/043	
Report to and date:	Cabinet	19 September 2017
	Extraordinary Council	17 October 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:	Rachael Mann Assistant Director (Resources and Performance) Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	<p>On 27 July 2017, the Performance and Audit Scrutiny Committee considered Report No: TMS/SE/17/003, which had been scrutinised by the Treasury Management Sub-Committee on 17 July 2017.</p> <p>The report provided information on the Council's Annual Treasury Management Report summarising the investment activities for the year 2016-2017; and provided a summary of investment activities for the first three months of 2017-2018 financial year.</p>	

Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of full Council, the Annual Treasury Management Report for 2016-2017, attached as Appendix 1 to Report No: TMS/SE/17/003, 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/17/003 		
Alternative option(s):	<ul style="list-style-type: none"> • See Report No: TMS/SE/17/003 		
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: TMS/SE/17/003 	
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: TMS/SE/17/003 	
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: TMS/SE/17/003 	
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: TMS/SE/17/003 	
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: TMS/SE/17/003 	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report No: TMS/SE/17/003			
Wards affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Annual Treasury Management and Investment Strategy – 2016/17 (COU.SE.16.002) Annual Treasury Management and Investment Strategy Statements (Report COU.SE.17.002 approved 21 February 2017)	
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 TMS/SE/17/003, the Finance Business Partner (Projects) reported on the Sub-Committee's consideration of the report and recommendation.

1.2 Annual Treasury Management Report 2016-2017

1.2.1 The Council's Annual Treasury Management Report for 2016-2017 was attached at Appendix 1 to Report No: TMS/SE/17/003. The report included tables which summarised the interest earned during 2016-2017 on the various treasury investments held by the Council; investment activity during the year and the investments held as at 31 March 2017.

1.2.2 The budgeted income from investments in 2016-2017 was £277,484 (average rate of return of 0.90%). Interest actually earned during the year totalled £417,358 (average rate of return of 0.763%); an over achievement in interest of £139,876, but an under achievement of 0.137% on average rate of return. This was primarily due to higher cash balances being held during the year than originally budgeted for.

1.2.3 The Sub-Committee had scrutinised the Annual Treasury Management Report 2016-2017 and asked questions of officers, as necessary.

1.3 Investment Activity 1 April to 30 June 2017

1.3.1 The total amount invested at 1 April 2017 was £46.35m and at 30 June 2017 £50.90m. The increase in balances over this period was due primarily to timing differences in respect of the collection of the local taxes; Council Tax and Non-Domestic Rates, and payments of precepts i.e. to Suffolk County Council, Suffolk Police and central government.

1.3.2 The 2017-2018 Annual Treasury Management and Investment Strategy sets out the Council's projections for the current financial year. The budget for investment income in 2017-2018 was £253,000 which was based on a 0.55% target interest rate of return on investments.

1.3.3 As at the end of June 2017, interest actually earned during the first quarter of the financial year amounted to £80,717 against a profiled budget for the period of £63,250; a budget surplus of £17,467. The budget surplus was due to higher cash balances than originally projected when the budget was set in February 2017, and the prudent use of mid to long-term investments that achieved a slightly higher rate of return.

1.3.4 The Sub-Committee had scrutinised the Investment Activity for 1 April to 30 June 2017 and asked questions of officers as necessary. In particular discussions were held on low borrowing rates which were currently available; and the Council's budgetary surplus / overachievement in income.

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

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St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/17/044

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 October 2017 to 31 May 2018

Publication Date: 7 September 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 2018. 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
No earlier than 10/10/17 (NEW) Page 28	The Guildhall Project To update Cabinet on the Guildhall project and seek approval for formal transfer of responsibilities in accordance with the existing Memorandum of Understanding. The timing of this report will be dependent on progress with discussions with partners and the Charity Commission.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Alex Wilson Director 01284 757695	Abbeygate	Report to Cabinet.
10/10/17 (Joint meeting with FHDC Cabinet)	General Data Protection Regulation (GDPR) Councillors will be updated on the implications of the new data protection rules from May 2018, be asked to designate a Data Protection Officer (DPO) under the new regulations, and approve initial additional resources for implementing the new requirements.	Not applicable	(KD) for additional resources; (R) to Council for designation of DPO	Cabinet/ Council (in part)	Ian Houlder Resources and Performance 01284 810074	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet with recommendations to Council, where applicable.
17/10/17	Proposed Vision for Suffolk Business Park The Cabinet will be asked	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth	Andrea Mayley Service Manager (Economic	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
	to consider a proposed vision for Suffolk Business Park in terms of how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies.				07930 460899	Development and Growth) 01284 757343		
17/10/17 (17/10/17) (17/10/17)	New Anglia Local Enterprise Partnership – Strategy for Growth and Opportunity The Cabinet will be asked to endorse the content of New Anglia Local Enterprise Partnership's Strategy for Growth and Opportunity. This will also be considered by Forest Heath District Council's Cabinet.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434 Alaric Pugh Planning and Growth 07930 460899	Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Cabinet
17/10/17	West Suffolk Local Code of Corporate Governance The Cabinet will be asked	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Recommendations from Performance and Audit

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 30	to consider the recommendations of the Performance and Audit Scrutiny Committee, in respect of seeking approval for the West Suffolk Local Code of Corporate Governance. This has been jointly produced with Forest Heath District Council and will be subject to approval of full Council.					01638 719245		Scrutiny Committee to Cabinet and Council
No earlier than 14/11/17 (NEW)	Newbury Community Centre To update Cabinet on the Newbury Community Centre project and, subject to outline planning consent being granted, to seek any necessary approvals to progress delivery in accordance with the previous decisions of the Cabinet. The timing of this report will be dependent upon progress with discussions with partners and the Charity Commission.	Not applicable	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Alex Wilson Director 01284 757695	St Olaves directly, and all surrounding 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
14/11/17 <i>(Joint meeting with FHDC Cabinet)</i> Page 31	Overarching Strategy for Facilitating Growth and Investment The Cabinet will be asked to recommend to Council, approval of an overarching strategy for facilitating growth and investment by the West Suffolk councils. This will be considered at a joint meeting with Forest Heath District Council's Cabinet and will also have been subject to scrutiny by both Councils' Overview and Scrutiny Committees.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074 Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
14/11/17 <i>(Joint meeting with FHDC Cabinet)</i>	West Suffolk Councils' Lettings Policy The Cabinet will be asked to consider and approve the revised West Suffolk councils' Lettings Policy (based on the joint policy agreed by the Cambridge Housing Sub-Regional Partnership). This will also be considered by Forest Heath District	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report and draft Lettings Policy 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
	Council's Cabinet.							
05/12/17 (Deferred from 17/10/17) Page 32	Delivering a Sustainable Budget 2018/2019 The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2018/2019.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
05/12/17 (Deferred from 28/03/17)	Western Way Development Programme The Cabinet will be asked to consider and recommend to Council, approval of a business case in relation to the Western Way Development Programme. A separate proposal (which integrates with the business case) regarding the potential investment in renewable energy	Possible Exempt Appendices: Paragraph 3	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Rachael Mann Assistant Director (Resources and Performance) 01638 719295 Lisa Grove Interim Service Manager (Customer Services) 01638 719320 Peter Gudde Service Manager	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
	schemes will also be considered.					(Environmental Health) 01284 757042 (renewable energy scheme element)		
05/12/17 Page 33	West Suffolk Strategic Plan 2018-2020 The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and to recommend to full Council the new West Suffolk Strategic Plan 2018-2020, which has been jointly produced with Forest Heath District Council.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	John Griffiths Leader of the Council 07958 700434	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
05/12/17	Bury St Edmunds Cumulative Impact Policy The Cabinet will be asked to consider a revised cumulative impact policy for Bury St Edmunds town	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet with revised policy.

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
	centre. Consultation will take place with the Licensing and Regulatory Committee on the proposed content of the policy.							
05/12/17 Page 34	Bury St Edmunds Town Centre Masterplan Following consultation, the Cabinet will be asked to recommend to Council, adoption of the Bury St Edmunds Town Centre Masterplan as supplementary planning guidance.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Chris Rand Principal Planning Officer – Major Projects 01284 757352	All Wards	Report to Cabinet with recommendations to Council.
05/12/17 (Deferred from 01/11/16)	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee in respect of seeking approval of a West Suffolk Information Strategy (incorporating an ICT Strategy), which has	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Kevin Taylor Service Manager (ICT) 01284 757230	All Wards	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
	been jointly produced with Forest Heath District Council.							
05/12/17	Applications for Community Chest Grant Funding 2018/2019 The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2018/2019 year.	Not applicable	(KD) - Applications for the 2019/2020 year and beyond are also subject to the budget setting process	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations from the Grant Working Party to Cabinet.
05/12/17	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2018/2019 The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2018/2019 prior to seeking its approval by full Council.	Not applicable	(R) - Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
05/12/17	Council Tax Base for Tax Setting Purposes 2018/2019	Not applicable	(R) - Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance	Rachael Mann Assistant Director (Resources and	All Wards	Report to Cabinet with recommend-

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the Council Tax Base for the financial year 2018/2019.				01284 810074	Performance) 01638 719245		ations to Council.
05/12/17 Page 36	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
05/12/17 (NEW)	Mid Year Treasury Management Report 2017/2018 and Investment Activity (1 April to 30 September 2017) The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	approval for the Mid Year Treasury Management Report 2017/2018, which summarised the investment activities for the period 1 April to 30 September 2017.							
06/02/18 (referred from 27/06/17)	Leisure Investment Fund: Consideration of business case for investment in Haverhill Leisure Centre The Cabinet will be asked to consider a detailed proposal for investment in the Council owned leisure facilities at Haverhill to deliver a revenue saving to the Council and enhanced user experience.	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with exempt appendix
06/02/18	Street Vending and Trading Policy The Cabinet will be asked to consider a revised street vending and trading policy. Consultation will take place with the	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet with revised policy.

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
	Licensing and Regulatory Committee on the proposed content of the policy.							
06/02/18 Page 38	Budget and Council Tax Setting 2018/2019 and Medium Term Financial Strategy The Cabinet will be asked to consider the proposals for the 2018/2019 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Reports to Cabinet and Council.
06/02/18	Treasury Management Report 2017/2018 and Investment Activity (1 April to 31 December 2017) The Cabinet will be asked to consider the	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and

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
20/02/18	recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Treasury Management Report 2017-2018 which summarised the investment activities for the period 1 April to 31 December 2017.							Council
20/02/18	<p>Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee 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
27/03/18	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

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**

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
Assistant Director (HR, Legal and Democratic Services)
Date: 7 September 2017

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Revenues Collection Performance and Write-Offs	
Report No:	CAB/SE/17/045	
Report to and date:	Cabinet	19 September 2017
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Lead officer:	Rachael Mann Assistant Director (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/17/045 be approved, as follows:</p> <p>(1) Exempt Appendix 1: Council Tax totalling £7,304.23</p> <p>(2) Exempt Appendix 2: Business Rates totalling £13,116.58</p> <p>(3) Exempt Appendix 3: Sundry Debt totalling £3,385.52</p>	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> <p>This decision is stated as a Key Decision on the Decisions Plan published on 18 August 2017; however, given the amounts requested to be written-off, this no longer constitutes a Key Decision.</p>	

<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>			
Consultation:		Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.	
Alternative option(s):		See paragraphs 2.1 and 2.2	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See paragraphs 3.1 to 3.3	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
Are there any equality implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Council applies to everyone in the area. 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
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: <i>(all background papers are to be published on the website and a link included)</i>		None	

Documents attached:**Exempt Appendix 1:** Council Tax
totalling £7,304.23**Exempt Appendix 2:** Business Rates
totalling £13,116.58**Exempt Appendix 3:** Sundry Debt
totalling £3,385.52

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 July 2017, 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 £48 million per annum. The collection rate as at 31 July 2017 was 38.97% against a profile of 39.36%.
- 3.3 As at 31 July 2017, 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 £58.6 million per annum. The collection rate as at 31 July 2017 was 39.12% against a profile target of 39.27%

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

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