

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda																
Date:	Tuesday 17 October 2017																
Time:	4.00 pm **PLEASE NOTE THE EARLIER START TIME**																
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 - 6

To confirm the minutes of the meetings held on 19 September 2017 and 26 September 2017 (extraordinary meeting) (copies attached).

Part 1 - Public

3. Open Forum

At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

4. Public Participation

Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

**5. Report of the Overview and Scrutiny Committee:
13 September 2017**

7 - 10

Report No: **CAB/SE/17/048**

Chairman: Diane Hind

Lead Officer: Christine Brain

**6. Report of the Anglia Revenues and Benefits Partnership
Joint Committee: 26 September 2017**

11 - 18

Report No: **CAB/SE/17/049**

Portfolio Holder: Ian Houlder

Lead Officer: Jill Korwin

- 7. Report of the Performance and Audit Scrutiny Committee: 20 September 2017** **19 - 24**
- Report No: **CAB/SE/17/050**
Chairman: Sarah Broughton Lead Officer: Christine Brain
- 8. Recommendations of the Performance and Audit Scrutiny Committee: 20 September 2017 - West Suffolk Local Code of Corporate Governance** **25 - 28**
- Report No: **CAB/SE/17/051**
Portfolio Holder: Ian Houlder Lead Officer: Rachael Mann
- 9. Report of the West Suffolk Joint Growth Steering Group: 9 October 2017**
- Report No: **CAB/SE/17/052 TO FOLLOW**
Portfolio Holders: Alaric Pugh and Sara Mildmay-White
Lead Officer: Julie Baird
- 10. Recommendation of the West Suffolk Joint Growth Steering Group: 9 October 2017: Response to Hargrave Neighbourhood Plan: Pre-submission Version 2017-2031**
- Report No: **CAB/SE/17/053 TO FOLLOW**
Portfolio Holder: Alaric Pugh Lead Officer: Julie Baird
- 11. Norfolk and Suffolk Economic Strategy**
- Report No: **CAB/SE/17/054 TO FOLLOW**
Portfolio Holder: Alaric Pugh Lead Officer: Andrea Mayley
- 12. Suffolk Business Park Vision**
- Report No: **CAB/SE/17/055 TO FOLLOW**
Portfolio Holder: Alaric Pugh Lead Officer: Andrea Mayley
- 13. [UPDATED] Decisions Plan: October 2017 to May 2018** **29 - 46**
- To consider the most recently published version of the Cabinet's Decisions Plan, which has been updated since it was last reviewed by Cabinet on 19 September 2017.
- Report No: **CAB/SE/17/056**
Portfolio Holder: John Griffiths Lead Officer: Ian Gallin
- 14. 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

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

Exempt Report No: **CAB/SE/17/057 TO FOLLOW**

Portfolio Holders: Alaric Pugh and Peter Stevens

Lead Officers: Rachael Mann and Mark Walsh

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

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

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Tuesday 19 September 2017 at **5.00 pm** in the **Conference Chamber**
West, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman John Griffiths (Leader of the Council) (in the Chair)

Vice Chairman Sara Mildmay-White (Deputy Leader)

Robert Everitt
Ian Houlder

Alaric Pugh
Peter Stevens

By Invitation:

Sarah Broughton

(Chairman of the Performance and Audit
Scrutiny Committee)

Susan Glossop

(Vice-Chairman of the Overview and Scrutiny
Committee)

In attendance:

Carol Bull

David Roach

358. **Apologies for Absence**

Apologies for absence were received from Councillor Joanna Rayner.

359. **Minutes**

The minutes of the meeting held on 27 June 2017 were confirmed as a correct record and signed by the Chairman.

360. **Open Forum**

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

361. **Public Participation**

There were no members of the public in attendance.

362. Report of the Overview and Scrutiny Committee: 19 July 2017

The Cabinet received and noted Report No: CAB/SE/17/041, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 19 July 2017:

- (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

In the absence of the Chairman of the Committee, Councillor Susan Glossop, Vice-Chairman, drew relevant issues to the attention of Cabinet, including that a very informative and enlightening presentation had been provided by Councillor Sara Mildmay-White on her Housing portfolio; and that the Committee had made a number of recommendations to the Joint Member Development Group arising from its scrutiny of the current Member Development Programme. It had been pleasing to note that some of these recommendations had already been implemented.

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

The Cabinet received and noted Report No: CAB/SE/17/042, which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 27 July 2017:

- (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
- (6) Annual Treasury Management Report 2016-2017 and Investment Activity (April – June 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 three items listed above had been considered jointly with Forest Heath District Council's PASC during an informal meeting.

The Cabinet particularly noted that the Committee had been pleased to welcome each Assistant Director to the PASC meeting to present and respond to questions on the balanced scorecard for their respective services; and that a positive report had been presented on the performance of the Apex for the 2016/2017 year.

364. 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

The Cabinet considered Report No: CAB/SE/17/043, which sought approval for the Annual Treasury Management Report for 2016/2017.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the Annual Treasury Management Report for 2016/2017, which was attached at Appendix 1 to Report No: TMS/SE/17/003, 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.

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 of 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.

On 4 August 2016, the Bank of England reduced its base rate to 0.25%, where it remained for the rest of 2016/2017 and the bank's Funding for Lending Scheme also remained open during the year. Consequently, interest rates offered by institutions remained low which resulted in a lower average rate of return being achieved by the Council during 2016/2017 than originally predicted. The Council, in February 2005, agreed to establish the Interest Equalisation Earmarked Reserve to help smooth out these fluctuations in returns. The balance in this reserve, as at 31 March 2017, was £359,630.

Recognition was given to those involved in the production of the Annual Treasury Management Report 2016/2017.

RECOMMENDED TO COUNCIL:

That the Annual Treasury Management Report for 2016-2017, attached as Appendix 1 to Report No: TMS/SE/17/003, be approved.

365. Decisions Plan: October 2017 to May 2018

The Cabinet considered Report No: CAB/SE/17/044, which was the executive Decisions Plan covering the period October 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.

366. Revenues Collection Performance and Write Offs

The Cabinet considered Report No: CAB/SE/17/045, which provided the collection data in respect of Council Tax and National Non-Domestic Rates and

sought approval for the write-off of debts as contained in the Exempt Appendices.

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

RESOLVED:

That the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/17/045, be approved, as follows:

- (1) Exempt Appendix 1: Council Tax totalling £7,304.23;
- (2) Exempt Appendix 2: Business Rates totalling £13,116.58; and
- (3) Exempt Appendix 3: Sundry Debt totalling £3,385.52

367. Exclusion of Press and Public

See minute 368 below.

368. Exempt Appendices: Revenues Collection Performance and Write-offs (paras 1 and 2)

The Cabinet considered Exempt Appendices 1, 2 and 3 to Report No: CAB/SE/17/045 under Agenda Item 9, however no reference was made to specific detail and therefore this item was not held in private session.

The meeting concluded at 5.13 pm

Signed by:

Chairman

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of an extraordinary meeting of the **Cabinet** held on
Tuesday 26 September 2017 at **7.50 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

369. **Apologies for Absence**

No apologies for absence were received.

370. **Open Forum**

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

371. **Public Participation**

There were no members of the public in attendance.

372. **A Single Council for West Suffolk: Business Case**

The Cabinet considered Report No: CAB/SE/17/046, which principally sought endorsement of a decision made by Council in relation to approval of the business case for a Single Council for West Suffolk.

At the meeting of Council held earlier the same evening, the recommendation for the final business case for a Single Council for West Suffolk to be submitted to the Secretary of State for Local Government, was considered and approved.

However, the Department for Communities and Local Government had confirmed that it would not accept the business case unless it was accompanied with an executive decision; further, failure to do so could increase the risk of challenge. Thus, the Cabinet was asked to independently assess the business case and determine whether it supported and approved the submission of the business case to the Secretary of State.

Delegated authority was also sought to the making of minor amendments to the business case.

Councillor John Griffiths, Leader of the Council drew relevant issues to the attention of Cabinet.

RESOLVED:

That:

- (1) the decision of the Council meeting of 26 September 2017 to submit the business case for a single Council for West Suffolk to the Secretary of State for consideration, as contained in Report No: COU/SE/17/013, be endorsed; and
- (2) delegated authority be given to the Chief Executive, in consultation with the Leader of the Council, to make minor amendments to the business case as requested by the Secretary of State to obtain his support for the proposal.

(Section 14.4 of the Overview and Scrutiny Committee Procedure Rules of the Constitution states that:

'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 should be exempt from call-in. This matter had already been reported to Council (see Report No: COU/SE/17/013), together with the reasons for the urgency, which in summary related to the tight timeframe that was being worked to.)

The meeting concluded at 7.51 pm

Signed by:

Chairman

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Overview and Scrutiny Committee: 13 September 2017	
Report No:	CAB/SE/17/048	
Report to and date:	Cabinet	17 October 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 13 September 2017, the Overview and Scrutiny Committee considered the following items: (1) Annual Presentation by the Cabinet Member for Planning and Growth; and (2) Work Programme Update.	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/17/048, 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>	<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 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 Planning and Growth (Report No: OAS/SE/17/023 and Verbal)

- 1.1.1 The Cabinet Member for Planning and Growth, Councillor Alaric Pugh, was invited back to give an annual update on his portfolio. Report No: OAS/SE/17/023 set out the focus for the annual update.
- 1.1.2 Prior to the meeting taking place, the Cabinet Member was provided with some key questions from Scrutiny Members on what they would like included in the update.
- 1.1.3 Members discussed the presentation in detail and asked questions of the Cabinet Member and officers, to which comprehensive responses were provided.
- 1.1.4 Discussions were held on Bury St Edmunds Bus Station; minimum housing space standards; the Eastern Relief Road and the Suffolk Business Park; Haverhill Town Centre Masterplan; Haverhill Research Park; the A1307 corridor and the impact on the Government's proposals on withdrawing diesel/petrol vehicles by 2040 on planning applications and other developments in terms of electrical charging points.
- 1.1.5 There being no decision required, the Committee **noted** the contents of the presentation.

1.2 Work Programme Update (Report No: OAS/SE/17/024)

- 1.2.1 The Committee received Report No: OAS/SE/17/024, which provided an update on the current status of the Committee's Work Programme for 2017-2018, including Task and Finish Groups.
- 1.2.2 The Committee **noted** the Extraordinary Committee meeting scheduled for 25 October 2017, when the Cabinet Member for Highways and Transport from Suffolk County Council will be attending.
- 1.2.3 The Committee also **noted** that the Portfolio Holder for Operations will be attending its meeting on 8 November 2017, and was asked to identify in advance of the meeting a number of questions they would like the Portfolio Holder to cover in his annual update.

2. Background Papers

- 2.1.1 Report No: [OAS/SE/17/023](#) to the Overview and Scrutiny Committee: Annual Presentation by the Portfolio Holder for Planning and Growth
- 2.1.2 Report No: [OAS/SE/17/024](#) to the Overview and Scrutiny Committee: Work Programme Update

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 26 September 2017	
Report No:	CAB/SE/17/049	
Report to and date:	Cabinet	17 October 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 26 September 2017 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:</p> <ol style="list-style-type: none"> (1) Highlight Report and Balance Scorecard; (2) Finance Report; (3) Joint Committee Quoracy; (4) ARP Strategic Priorities; and (5) Welfare Reform Update. <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/17/049, being the report of the Anglia Revenues and Benefits Partnership Joint Committee.	
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> <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 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:	
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 of ARP Joint Committee at link provided under 'Background papers'
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 of ARP Joint Committee at link provided under 'Background papers'
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 of ARP Joint Committee at link provided under 'Background papers'
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 of ARP Joint Committee at link provided under 'Background papers'
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 of ARP Joint Committee at link provided under 'Background papers'
Risk/opportunity assessment:	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
See reports of ARP Joint Committee at link provided under 'Background papers'	
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: 26 September 2017 Supplement Papers : 26 September 2017 (Balance Scorecards)
Documents attached:	None

1. Key Issues

1.1 Operational Highlight Report and Balance Scorecards (Agenda Item 7)

(a) Operational Highlight Report

1.1.1 The Joint Committee had received and noted the Operational Highlight Report as at 31 July 2017. The report details ARP's key achievements in respect of Benefits and Fraud Performance; Revenues Performance and Support Performance, including Digital Transformation and Self-Service; External Mailing and Anglia Revenues Website. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s44914/ARP%20Strategic%20Managers%20Highlight%20report%20September%202017%20draft.pdf>

1.1.2 Benefits performance continues to meet profiled targets and is on course to achieve year end targets. In respect of identifying and preventing fraud in four specific areas (as outlined in the report), year end targets were on track to be exceeded, which in turn leads to an increase in Council Tax income.

1.1.3 In respect of revenues performance, this continues to meet targets in all areas with the exception of two collection areas (not West Suffolk), as summarised in the report.

1.1.4 The Enforcement Team continue to perform exceedingly well, having collected £6.6 million since the agency was established, of which £1.5 million has been collected in this financial year.

1.1.5 In addition to details on funding secured from Suffolk, Norfolk and Cambridgeshire County Councils which has enabled further recovery work to continue this financial year, the Joint Committee had noted information on the handling of single discount applications; the undertaking of annual review of Empty Homes which was taking place in order to maximise the New Homes Bonus; the changes and consequences of the National Non Domestic Rates (NDR) revaluation, which came into effect from 1 April 2017 (with an antecedent date of 1 April 2015); and the review of correspondence undertaken as part of the digital transformation programme.

1.1.6 The Joint Committee had also noted the proposed changes to the way in which customers will be able to view their Council Tax, Business Rates, benefits payments and E-billing on the ARP website. E-billing and online accounts have been introduced and customer sign-up numbers are increasing.

1.1.7 Details of changes to the external mailing company used by ARP, which was creating efficiency savings; and plans to refresh the new look website (which had been launched two years ago) had also been noted.

(b) Financial Performance

1.1.8 In respect of the financial performance report, the Joint Committee had noted the position as at 31 August 2017, which showed a current underspend of

£54,885 against budget. The reasons for the specific variances, together with other details, are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s44919/ARP%20Management%20Accounts%20201718%20Q1.pdf>

- 1.1.9 An update had also been provided on committed expenditure for the Transformation Programme. The committed transformation funding is £151,469 as at 30 June 2017. It is expected that the budget will be spent by the end of the financial year. If all of the identified expenditure goes through in 2017/2018, there will be a £76,988 remaining for future projects; however it is likely this will be spent on projects this year.

In addition, Members had noted actual efficiencies identified to date against the original budget targets for 2017/2018 to 2019/2020.

(b) Balanced Scorecard

- 1.1.10 Members had noted that with the exception of two, targets had been met by all partner authorities with the majority of indicators annotated green as at 31 July 2017, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s45044/ARP%20Balanced%20Scorecard%20July%202017-18.pdf>

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

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

1.2 **Joint Committee Quoracy (Agenda Item 8)**

- 1.2.1 The Joint Committee had considered a report which had sought approval for the number of Members required for the Joint Committee to be quorate being reduced to five out of the seven Members.

- 1.2.2 The report provides background to the establishment of the Joint Committee, the membership of which had increased over the years as the Anglia Revenues Partnership expanded to the present seven authorities.

- 1.2.3 On 17 September 2015, the Joint Committee recommended to move to a single Member representing each Council on the Joint Committee with two substitutes appointed per authority. An option for one of the substitutes to attend and take part in the debate (but not vote) was also recommended. Each partner authority subsequently resolved this recommendation.

- 1.2.4 This arrangement had been working well, however, recently meetings have needed to be cancelled due to a nominated Member and substitutes have been unable to attend.

- 1.2.5 The Joint Committee had considered a number of options to ensure future meetings are quorate, which included enabling proxy Members to be appointed for specific meetings, and subsequently **RESOLVED that:**

The number of Members for the Joint Committee meetings to be quorate be reduced from seven to five; subject to a proxy arrangement being put in place in the absence of the appointed Member and their two substitutes.

1.3 **ARP Strategic Priorities (Agenda Item 9)**

- 1.3.1 The Joint Committee had considered a report, which sought approval for strategic priorities for 2017, as set out in Appendix 1 attached to that report at:

<http://democracy.breckland.gov.uk/documents/s44916/Strategic%20priorities%20Appendix%201.pdf>

- 1.3.2 In 2012, the Joint Committee commissioned a review of ARP. That review addressed a number of questions in regard to structure and support and agreed that following key success factors for the partnership moving forward:

- Reduced net cost
- Resilience and Stability
- Flexibility
- High Quality Service

- 1.3.3 Since then, the public sector landscape has seen significant change and the Operational Improvement Board (OIB) has progressed the action agreed under the Transformation Programme to review the Vision for ARP. The report and appendix sets out refreshed and expanded strategic priorities for the partnership, building on the work done in 2012/2013, and setting a clear framework for activity in the future, including the direction of ARP Trading Limited.

- 1.3.4 The Joint Committee had noted changes since the partnership was formed, and the significant number of new issues and challenges now faced, particularly acknowledging that the overall priority was to maximise council tax and business rates income streams.

- 1.3.5 Members had recognised that the priorities detailed in Appendix 1 provide a future strategic direction and focus of the ARP, which provides a platform for the delivery of services and efficiencies. Wider communication and engagement with others on the work of the ARP had been a key topic of discussion at the meeting. Members had been informed that a communications plan was being produced, which involved marketing the Partnership and identifying ways to access future funding, including exploiting lobbying opportunities with central government.

- 1.3.6 The Joint Committee **RESOLVED that:**

The strategic priorities of the Anglia Revenues Partnership, as detailed in Appendix 1 of the report, be approved.

1.4 **Welfare Reform (Agenda Item 10)**

1.4.1 The Joint Committee had received and noted an update on welfare reform, which included:

- (a) **Universal Credit:** The current position regarding the timeline to move to the live operation of the full service for new claimants and those where circumstances had changed were discussed. Waveney District Council, who was already operating the full service (apart from Beccles) has been experiencing difficulties, particularly with processing Council Tax Support claims; however they were not alone in this. Measures and controls have been put in place to address the issues and mitigate the risk of performance against target. St Edmundsbury was expected to roll out the full service in October 2017, with Forest Heath following in September 2018.

The programme to migrate existing Housing Benefit (and other DWP Benefit and Tax Credits) cases, has been delayed by twelve months and so will now commence in July 2019, with a corresponding delayed completion date of March 2022.

- (b) **Discretionary Housing Payment:** Spend continues to be within the grant provided by the Department of Work and Pensions (DWP), and is forecast to be closer to, but within the grant. This grant is designed to help customers remain in their homes or to move to affordable and sustainable accommodation. The main area of expenditure continues to be to assist customers with rent shortfalls, in particular due to restrictions on Housing Benefit rent levels.
- (c) **Benefit Cap:** In November 2016, the maximum family income before the Benefit Cap applies reduced from £26,000 to £20,000 (£13,400 for single adults with no children). The Benefit Service continues to work with colleagues in Customer Service and Housing Options teams to seek to avoid homelessness and the cost of temporary housing.

DWP has provided New Burdens funding to assist councils with extra administrative costs and have increased Discretionary Housing Payment grants to help customers with the reduction; however, it should be noted that the increase does not cover all reductions.

- (d) **Two Child Limit:** From April 2017, the DWP introduced legislation to restrict benefits to families having a third child from April 2017 to the two child rate. There are exceptions, such as multiple births. New claims for Universal Credit where an applicant has more than two children will be redirected to legacy benefits, i.e. housing benefit.
- (e) **Social Rented Sector Rent Restrictions:** The implementation of a cap on housing benefit and Local Housing Allowance (LHA) rates in the social rented sector has been delayed by a year, to April 2019.

1.5 **Forthcoming Issues (Agenda Item 11)**

1.5.1 No issues had been reported on this occasion.

2. Minutes

- 2.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 26 September 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/g4021/Printed%20minutes%2026th-Sep-2017%2010.00%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 20 September 2017	
Report No:	CAB/SE/17/050	
Report to and date:	Cabinet	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 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 20 September 2017, the Performance and Audit Scrutiny Committee considered the following items: <ol style="list-style-type: none"> (1) Ernst and Young – Presentation of the Annual Results Report to those Charged with Governance; (2) West Suffolk Local Code of Corporate Governance; (3) West Suffolk Annual Governance Statement 2016-2017; (4) 2016-2017 Annual Statement of Accounts; (5) Annual Corporate Environmental Performance 2016-2017; 	

	(6) Work Programme Update. A separate report is included on this Cabinet agenda for Item (2) above.
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/17/050, being the report of the Performance and Audit 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 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 recommendation

1.1 Ernst and Young – Presentation of 2016-2017 Annual Results Report to those Charged with Governance (Report No: PAS/SE/17/020)

- 1.1.1 Prior to considering the 2016-2017 Statement of Accounts, the Committee received a presentation from Mark Hodgson (Executive Director) and Mark Russell (Assistant Manager) from Ernst and Young (EY) on the results of EY's work to date. A copy of the Audit Results Report was attached as Appendix A. Attached at Appendix B, was a Letter of Representation on behalf of the Council, in connection with the audit and financial statement for the year 31 March 2017.
- 1.1.2 Mr Hodgson confirmed that all work on the audit of the Council's 2016-2017 financial statements had been concluded and no further errors had been identified. EY issued an unqualified opinion and certificate on 21 September 2017, stating the Council had proper arrangements in securing economy, efficiency and effectiveness in its use of resources. He thanked the Assistant Director (Resources and Performance) and her team who had been helpful and instrumental in making this a very smooth audit for EY.
- 1.1.3 He then drew the Committee's attention to a couple of key areas contained within Appendix A, and Members asked questions to which Mr Hodgson duly responded.
- 1.1.4 The Committee **noted** the unqualified opinion of the Financial Statements for 2016-2017, and the Value for Money Conclusions stating that the Council had proper arrangements in securing economy, efficiency and effectiveness in the use of resources (Appendix A), issued by the Auditor.
- 1.1.5 Following the resolution of the Committee, the Letter of Representation on behalf of the Council was **approved**, before the Executive Director (EY) issued his opinion and conclusion, and the Chief Finance Officer in consultation with the Chairman, was given delegated authority to conclude the signing of the accounts.

1.2 West Suffolk Annual Governance Statement 2016-2017 (Report No: PAS/SE/17/022)

- 1.2.1 The Committee received Report No: PAS/SE/17/022, which sought Members' approval of the West Suffolk Annual Governance Statement (AGS) 2016-2017, attached as Appendix A, which was produced following the completion of the annual review of the Council's governance arrangements.
- 1.2.2 The AGS is designed to provide stakeholders of the Council with the assurance that the Council has operated within the law and that the Council has met the requirements of the Accounts and Audit Regulations 2015.
- 1.2.3 The AGS was prepared by the Officer Governance Group and was presented as a joint statement for St Edmundsbury Borough Council and Forest Heath District Council to reflect both councils working together and sharing services across West Suffolk.

- 1.2.4 The Committee was advised that the West Suffolk Annual Governance Statement was presented in its usual format. Members considered the report and discussed the focus for 2017-2018. .
- 1.2.5 The AGS for 2016-2017, attached as Appendix A to Report No: PAS/SE/17/022 was **approved** for signing by the Chief Executive and the Leader of the Council.
- 1.3 **2016-2017 Annual Statement of Accounts (Report No: PAS/SE/17/023)**
- 1.3.1 The Committee scrutinised the 2016-2017 Annual Statement of Accounts as contained within Report No: PAS/SE/17/023. Approval was sought for the accounts attached as Appendix A, in accordance with the powers delegated to it under the Council's Constitution. Attached as Appendix B was a schedule of payments which had been made to Councillors during the financial year.
- 1.3.2 The attached Statement of Accounts (Appendix A) had been amended (as appropriate) to take on board issues raised by the audit process up to the date of distribution
- 1.3.3 The Committee scrutinised the draft accounts and the Members' payments and asked questions to which officers provided responses. Discussions were held on pensions; valuation of the council's assets; Verse and the reduction in member's mileage. The Committee then **resolved**: That
- 1) The 2016-2017 Statement of Accounts, attached as Appendix A to Report No: PAS/SE/17/0232 be **approved** in accordance with the powers delegated to it under the Council's Constitution.
 - 2) The Chairman of the Performance and Audit Scrutiny Committee signs the certification of the 2016-2017 Statement of Accounts on behalf of the Committee.
 - 3) The Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Performance, be given delegated authority to make any presentational and non-material changes to the Statement of Accounts that may be required up to the date of publication.
- 1.4 **Annual Corporate Environmental Performance 2016-2017 (Report No: PAS/SE/17/024)**
- 1.4.1 The Committee received and **noted** Report No: PAS/SE/17/024, which set out the Annual Environmental Statement covering environmental performance in 2016-2017 (Appendix A). The Statement covered the operations of both Forest Heath District Council and St Edmundsbury Borough Council and the leisure trusts in West Suffolk in respect of energy and water consumption and renewable energy regeneration.
- 1.4.2 It was brought to the Committee's attention that officers had started a review of key targets, in particular with respect to Greenhouse Gas emissions, in the light of wider discussion with other public sector partners. The outcome of the review and any recommended changes would form part of the future

corporate planning process. There were ongoing resource implications to deliver this work with environmental improvement generally delivering financial returns through reduced resource use. These continue to be reviewed and considered in the light of the Council's Medium Term Financial Strategy.

- 1.4.3 The Committee scrutinised the West Suffolk Environmental Statement 2016-2017, and asked a number of questions to which Officers duly responded. In particular, discussions were held on water consumption and efficiency; staff mileage and renewable energy generation.

1.5 **Work Programme Update (Report No: PAS/SE/17/025)**

- 1.5.1 The Committee received its Work Programme which provided information on current items scheduled to be presented to the Committee during 2017-2018.

- 1.5.2 There being no decision required, the Committee **noted** its Work Programme for 2017-2018.

2. Background Papers

- 2.1.1 Report No: [PAS/SE/17/020](#), [Appendix A](#) and [Appendix B](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – Presentation of 2016-2017 Annual Results Report to those Charged with Governance

- 2.1.2 Report No: [PAS/SE/17/022](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: West Suffolk Annual Governance Statement 2016-2017

- 2.1.3 Report No: [PAS/SE/17/023](#), [Appendix A](#) and [Appendix B](#) to the Performance and Audit Scrutiny Committee: 2016-2017 Annual Statement of Accounts

- 2.1.4 Report No: [PAS/SE/17/024](#) to the Performance and Audit Scrutiny Committee: Annual Corporate Environmental Performance 2016-2017

- 2.1.5 Report No: [PAS/SE/17/025](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendation of the Performance and Audit Scrutiny Committee: 20 September 2017 – West Suffolk Local Code of Corporate Governance	
Report No:	CAB/SE/17/051	
Report to and date:	Cabinet	17 October 2017
	Council	19 December 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>Following the re-issue of the CIPFA guidance for local authorities, officers have developed a revised Local Code of Corporate Governance (PAS/SE/17/021 and Appendix A).</p> <p>The views of the Performance and Audit Scrutiny Committee were sought on the draft Code, before being presented to Cabinet and to Council for approval.</p>	
Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of full Council, the West Suffolk Local Code of Corporate Governance, attached as Appendix A to Report No: PAS/SE/17/021, 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:		• See Report No: PAS/SE/17/021	
Alternative option(s):		• See Report No: PAS/SE/17/021	
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/17/021	
<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/17/021	
<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/17/021	
<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/17/021	
<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/17/021	
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/17/021			
Wards affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Key Issues

1.1.1 In 2016, CIPFA / Solace updated their guidance to local authorities on developing their Corporate Governance Frameworks. They strongly advocate the production of a local Code of Corporate Governance, so that local authorities can review and account for their own individual arrangements to effectively discharge their functions, and demonstrate their own compliance with good practice.

1.1.2 The Local Code of Corporate Governance was last produced jointly by Forest Heath and St Edmundsbury Councils in 2013. Following the updating of the CIPFA / Solace guidance, it is now time for the Councils to again review their Code, making sure it is effective, transparent and relevant.

1.2 Local Code of Corporate Governance

1.2.1 The Councils' previous Code closely adhered to the principles, and sub-principles contained within the CIPFA framework. Recognising the emphasis within the framework on local arrangements, the revised Code has a greater emphasis on how Forest Heath and St Edmundsbury practically apply the principles and comply with good practice. The Code reiterates our firm commitment to continually review our compliance with good practice, and openly report the outcomes of this work.

1.2.2 In order to produce the proposed draft Code of Corporate Governance, attached at [Appendix A](#), an officer group, including representatives from key services (audit, legal, policy, finance and performance) have reviewed the Councils' existing governance arrangements at a detailed level, and then evaluated how the arrangements should be demonstrated within the local code. The Code has also been assessed by the Council's Leadership Team.

1.3 Performance and Audit Scrutiny Committee

1.3.1 The Performance and Audit Scrutiny Committee reviewed the revised West Suffolk Local Code of Corporate Governance and has put forward recommendations as set out on page one of this report, where it believes the Code can be strengthened.

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St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/17/056

[UPDATED] Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 October 2017 to 31 May 2018

Publication Date: 15 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 Page 30	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.
No earlier than	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
17/10/17	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	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 32	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
17/10/17	<p>Suffolk Pilot Scheme for 100% Business Rates Retention 2018/2019: Business Case</p> <p>The Cabinet will be asked to consider a proposed business case for participating in a Suffolk-wide pilot scheme for the retention of 100% business rates in 2018/2019. This will also be considered by Forest Heath District Council's Cabinet.</p>	Not applicable	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	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
No earlier than 14/11/17 Page 33	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.
14/11/17 (Joint meeting with FHDC Cabinet)	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	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.

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
	also have been subject to scrutiny by both Councils' Overview and Scrutiny Committees.							
No earlier than 14/11/17 Page 34	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 Council's Cabinet.	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.
05/12/17 (Deferred from 17/10/17)	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	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
	a sustainable budget in 2018/2019.							
05/12/17 (Deferred from 28/03/17) Page 35	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 schemes will also be considered.	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 (Environmental Health) 01284 757042 (renewable energy scheme element)	All Wards	Report to Cabinet with recommendations to Council and possibility of Exempt Appendices.
05/12/17	West Suffolk Strategic Plan 2018-2020 The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny	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

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
	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.							Council
09/12/17	Bury St Edmunds Cumulative Impact Policy The Cabinet will be asked to consider a revised cumulative impact policy for Bury St Edmunds town centre. Consultation will take place with the Licensing and Regulatory Committee on the proposed content of the policy.	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.
05/12/17	Bury St Edmunds Town Centre Masterplan Following consultation, the Cabinet will be asked to recommend to Council,	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	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
	adoption of the Bury St Edmunds Town Centre Masterplan as supplementary planning guidance.					Chris Rand Principal Planning Officer – Major Projects 01284 757352		
05/12/17 (Deferred from 05/11/16)	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 been jointly produced with Forest Heath District Council.	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.
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	Not applicable	(KD) - Applications for the 2019/2020 year and beyond are also subject to the budget setting	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.

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
	for the 2018/2019 year.		process					
05/12/17 Page 38	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 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.	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	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off	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.

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.							
05/12/17 Page 39	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 approval for the Mid Year Treasury Management Report 2017/2018, which summarised the investment activities for the period 1 April to 30 September 2017.	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.
06/02/18 (Deferred from	Leisure Investment Fund: Consideration of business case for investment in Haverhill	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

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
27/06/17)	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.							
Not earlier than 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 Licensing and Regulatory Committee on the proposed content of the policy.	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.
06/02/18	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	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.

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
	and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.							
02/18 Page 41	Treasury Management Report 2017/2018 and Investment Activity (1 April to 31 December 2017) The Cabinet will be asked to consider the 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.	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 Council
06/02/18	Annual Treasury Management and	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and	Rachael Mann Assistant Director	All Wards	Recommendations of the

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 42	<p>Investment Strategy 2018/2019 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 2018/2019 and Treasury Management Code of Practice, which must be undertaken before the start of each financial year.</p>				Performance 01284 810074	(Resources and Performance) 01638 719245		Performance and Audit Scrutiny Committee to Cabinet with recommendations to Council.
27/03/18	<p>Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	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

- Page 13
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

Page 46

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