

(Informal Joint) Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Tuesday 22 May 2018
Time:	6.00 pm
	<p>6.00 pm Open Forum At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members in Part 1(A) of the agenda only. Members wishing to speak during this session should if possible, give notice in advance. Who speaks for and for how long will be at the complete discretion of the person presiding.</p> <p>6.00 pm <i>(or at the conclusion of the Open Forum, whichever is the later)</i> Members of the public who live or work in the Borough (or Forest Heath District) are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1(A) 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.</p> <p>A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.</p> <p>There is an overall limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.</p>
	<p>6.00 pm The formal meeting of the Cabinet will commence at 6.00 pm or immediately following the conclusion of the informal discussions, whichever is the later, in the Conference Chamber West.</p>
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" style="width: 100%;"> <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>Carol Bull</td> <td>Future Governance</td> </tr> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</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>	Carol Bull	Future Governance	Robert Everitt	Families and Communities	John Griffiths	Leader	Ian Houlder	Resources and Performance	Sara Mildmay-White	Housing	Alaric Pugh	Planning and Growth	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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<p><i>The Constitution of the Cabinet is to be announced under Item 8 on the Agenda for the Annual Meeting of the Council to be held on 17 May 2018. As this Cabinet Agenda was prepared prior to the Annual Meeting of the Council it reflects the Portfolio Holders and the Portfolios held immediately prior to the Annual Meeting.</i></p>																			
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:	<p>Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk</p>																		

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

All Members of Forest Heath District Council's Cabinet will be in attendance to enable informal discussions on the reports listed in Items 5. and 6. inclusive below to take place between the two authorities:

<u>Councillor</u>	<u>Portfolio</u>
David Bowman	Operations
Ruth Bowman J.P.	Future Governance
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Robin Millar	Deputy Leader/Families and Communities
Lance Stanbury	Planning and Growth
James Waters	Leader

QUORUM: Three Members

On the conclusion of the informal joint discussions, the Cabinet will hold its formal meeting in the Conference Chamber West as follows:

- 1. Apologies for Absence**
- 2. Minutes**

1 - 22

To confirm the minutes of the meetings held on 27 February 2018, 27 March 2018 and 17 April 2018 (copies attached).

Part 1 (A) - Public

- 3. Open Forum**

(This item was undertaken at the beginning of the informal discussions, to allow Members to consider the issues raised by the non-Cabinet members in relation to Items 5. and 6. inclusive. The Open Forum on Items 7. to 9. will be subject to the following rules.)

At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussions with, non-Cabinet members in **Part 1(B)**. 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

(Public speaking on Items 5. and 6. inclusive was undertaken at the beginning of the informal discussions, to allow Members to consider the issues raised by the members of the public. Public speaking on Items 7. to 9. inclusive will be subject to the following rules)

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(B)** 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 limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

(Following the informal discussions held with Forest Heath District Council's (FHDC) Cabinet on Items 5. and 6. inclusive below, Members are asked to refrain from partaking in any further discussion. Separate formal meetings of both FHDC and St Edmundsbury Borough Councils' Cabinets will then commence with Members being requested to formally resolve Items 5. and 6. inclusive below.)

KEY DECISIONS

5. Building Control Resourcing 23 - 28

Report No: **CAB/SE/18/028**

Portfolio Holder: Alaric Pugh Lead Officer: David Collinson

(For reference purposes, Forest Heath District Council's Report Number is CAB/FH/18/028)

NON-KEY DECISIONS

6. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 27 March 2018 29 - 36

Report No: **CAB/SE/18/029**

Portfolio Holder: Ian Houlder Lead Officer: Jill Korwin

(For reference purposes, Forest Heath District Council's Report Number is CAB/FH/18/029)

Part 1 (B) - Public

NON-KEY DECISIONS

- 7. Report of the Overview and Scrutiny Committee:
18 April 2018** **37 - 42**
- Report No: **CAB/SE/18/030**
Outgoing Chairman of the Committee: Diane Hind
Lead Officer: Christine Brain
- 8. Annual Review and Appointment of Cabinet's Working
Party, Joint Committees/Panels and Other Groups** **43 - 76**
- Report No: **CAB/SE/18/031**
Portfolio Holder: John Griffiths Lead Officer: Leah Mickleborough
- 9. Decisions Plan: 1 May 2018 to 31 May 2018** **77 - 94**
- To consider the most recently published version of the Cabinet's
Decisions Plan
- Report No: **CAB/SE/18/032**
Portfolio Holder: John Griffiths Lead Officer: Ian Gallin

Part 2 – Exempt

NONE

(Informal Joint) Cabinet



St Edmundsbury
BOROUGH COUNCIL

Notes of informal discussions of the SEBC/FHDC **Cabinets** held on
Tuesday 27 February 2018 at 6.00 pm in the **Conference Chamber West,**
West Suffolk House, Bury St Edmunds IP33 3YU

Present: Councillors

St Edmundsbury Borough Council (SEBC)

Sara Mildmay-White (in the Chair for the informal discussions)

Carol Bull	Joanna Rayner
Ian Houlder	Peter Stevens
Alaric Pugh	

Forest Heath District Council (FHDC)

James Waters

In attendance:

David Bowman	Robin Millar
Stephen Edwards	
<u>(SEBC)</u>	<u>(FHDC)</u>
Mike Chester	Ruth Bowman
Mary Evans	Brian Harvey
Paula Fox	
Susan Glossop	
David Roach	
Clive Pollington	

(Immediately prior to the informal discussions at 6pm, the Cabinets received a briefing from representatives of the Ministry of Housing, Communities and Local Government (MHCLG) on the current position regarding the creation of a single council for West Suffolk. Non-Cabinet Members were also invited to attend this briefing, which provided the opportunity for Members to ask questions of the representatives of MHCLG on the legislative process and current progress.)

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

- (1) Referrals Report of Recommendations from Council to Cabinet: Single Council for West Suffolk: Legislative Process;

- (2) Fair Funding Review – Response to Government Consultation; and
- (3) Gender Pay Gap Report.

All Members of Forest Heath District Council's Cabinet had been invited to attend St Edmundsbury Borough Council's Offices at West Suffolk House, Bury St Edmunds to enable joint informal discussions on the reports to take place between the two authorities, prior to seeking formal approval at their respective separate Cabinet meetings, immediately following the informal discussions.

The Chairman/Deputy Leader of St Edmundsbury Borough Council, welcomed all those present to West Suffolk House. The Service Manager (Democratic Services) and Monitoring Officer firstly advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

Under their Constitutions, both Cabinets listed as standing agenda items: an 'Open Forum', which provided the opportunity for non-Cabinet Members to discuss issues with Cabinet and also 'Public Participation', which provided the opportunity for members of the public to speak. Therefore, as any matters arising from the discussions held during these agenda items may have some bearing on the decisions taking during the separate formal meetings, non-Cabinet Members and members of the public were invited to put their questions/statements prior to the start of the joint informal discussions.

1. **Open Forum**

A brief discussion was held on the format for delivering the single council briefing that had been provided immediately prior to this meeting by representatives of the MHCLG.

2. **Public Participation**

There were no members of the public in attendance.

3. **Referrals Report of Recommendations to Cabinet: Single Council for West Suffolk: Legislative Process**

(Report Nos: CAB/SE/18/014 and CAB/FH/18/016, and Addendums to CAB/SE/18/014 and CAB/FH/18/016)

The Cabinets considered the above report, which sought approval for the draft Orders to create West Suffolk Council. The report contained a referral from both FHDC and SEBC Councils, following their endorsement of the policy requirements and next steps set out in the respective Council Report Nos: COU/SE/18/003 and COU/FH/18/005 (and Addendums), to create a single council for West Suffolk.

Following the publication of the agenda and papers for this meeting, the legislative process for moving towards creating a single council for West Suffolk had progressed more quickly than anticipated, which meant that rather than seeking approval for appropriate delegations to be put in place to authorise the relevant Orders on the condition they remained in line with the

policy requirements within Report Nos: COU/SE/18/003 and COU/FH/18/005 (and Addendums), the draft Orders were now ready for approval by both Cabinets so they could then be submitted to the Houses of Parliament for consideration.

A revised recommendation was therefore considered by both Cabinets, which had been previously circulated as an Addendum to Report Nos: CAB/SE/18/014 and CAB/FH/18/016 respectively setting out the updated position, which was:

It is RECOMMENDED that Cabinet:

Approves the draft orders to create West Suffolk Council, as attached as Appendices 1 and 2 to Report No: CAB/SE/18/014 (Addendum) [CAB/FH/18/016 (Addendum)], and authorises the Chief Executive, in conjunction with the Leaders of Forest Heath District and St Edmundsbury Borough Councils, and the Chairman and Vice-Chairman of the Future Governance Steering Group, to agree (where required to do so) any subsequent minor amendments arising during the legislative process.

To accord with the above, the draft Orders were attached to the addendum as Appendices 1 and 2 for approval.

Councillor Carol Bull, SEBC's Portfolio Holder for Future Governance, drew relevant issues to the attention of the Cabinets, including expressing her thanks to the Service Manager (Democratic Services) and the single council project team, and to the representatives of MHCLG for the extensive work that had been undertaken to support Members' decisions in reaching this point in the process. Councillor Bull reiterated that approval of the draft Orders was an executive decision, hence the referral being recommended to the Cabinets for a decision by both Councils following their endorsement of the policy requirements and next steps.

The Cabinets fully supported approval of the draft Orders, as proposed in the revised recommendation.

4. Fair Funding Review – Response to Government Consultation (Report Nos: CAB/SE/18/015 and CAB/FH/18/017)

The Cabinets considered the above report, which sought agreement to a draft response to the Government's Fair Funding Review consultation, which was attached as Appendix A.

Councillor Ian Houlder, SEBC's Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinets, including the background to the review and the set of principles by which the Government was being guided by as part of the work, as summarised in paragraphs 1.3 and 1.4 of the report.

Councillor Houlder added that consideration of this paper would provide the Cabinets with an opportunity to ensure the specific challenges facing West Suffolk were fed into this process and the potential impact on the funding

allocation that would be received following the review. It was noted however, that given the timing of the review, any changes that were implemented would only relate to the new West Suffolk Council and not to FHDC and SEBC.

A detailed discussion was held on the proposed response, particularly regarding issues in respect of the baseline funding allocation provided did not take into account the impact of the council tax-exempt American Service personnel living within the area, which had been emphasised within the response at Appendix A.

Recognition was also given to incorporating the following into the response:

- (a) taking into account the sustainability of rural communities and their rural economies; and
- (b) looking at the areas where the Councils were required by the Government to provide services compared to the grant which is actually provided, ie Internal Drainage Boards (IDB).

The Cabinets also recognised the importance of lobbying MPs regarding issues associated with local government finance, particularly around the need to factor in the impact of the US Visiting Forces and rurality.

The Fair Funding Review consultation response, would be submitted to the Ministry of Housing, Communities and Local Government by 12 March 2018, subject to the incorporation of, or greater emphasis placed upon, as appropriate, the additional comments summarised in (a) and (b) above, the final wording of which would be determined by the Assistant Director (Resources and Performance) under delegated authority.

5. Gender Pay Gap Report

(Report Nos: CAB/SE/18/016 and CAB/FH/18/018)

The Cabinets received and noted the above report, which presented gender pay gap data for the West Suffolk organisation.

Under the Equalities Act 2010 (Specific Duties and Public Authorities) Regulations 2017, Forest Heath District Council and St Edmundsbury Borough Councils were each required to publish gender pay gap information by 31 March 2018.

Councillor Stephen Edwards, FHDC's Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinets, including that the data, which was attached as Appendix A to the report, was only meaningful when analysing the shared workforce of the entire West Suffolk organisation (FHDC and SEBC), however each Council, as employers, was required to report and publish its data separately. The Gender Pay Gap data for West Suffolk showed no disadvantage for women in the workforce.

A discussion was held on how the data was gathered and the median and mean average figures calculated, as detailed in Appendix A.

On the conclusion of the informal joint discussions at 6.41 pm, the Chairman then formally opened the meeting of St Edmundsbury Borough Council's Cabinet at 6.41 pm in the Conference Chamber West, which upon conclusion at 6.45 pm, was immediately followed by Forest Heath District Council's Cabinet, also in the Conference Chamber West.

See overleaf for formal minutes.....

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Tuesday 27 February 2018 at 6.00 pm in the **Conference Chamber West,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Sara Mildmay-White (Deputy Leader) (in the Chair)

Carol Bull
Ian Houlder
Alaric Pugh

Joanna Rayner
Peter Stevens

In attendance:

Mike Chester
Mary Evans
Paula Fox

Susan Glossop
Clive Pollington
David Roach

440. Apologies for Absence

Apologies for absence were received from Councillors Robert Everitt and John Griffiths.

441. Open Forum

This item had already been considered during the informal discussions in relation to Items 4. to 6. on the agenda (Item 1. above within the notes of the informal discussions refers).

442. Public Participation

This item had already been considered during the informal discussions in relation to Items 4. to 6. on the agenda (Item 2. above within the notes of the informal discussions refers).

443. Referrals Report of Recommendations from Council to Cabinet: Single Council for West Suffolk: Legislative Process

(Report No: CAB/SE/18/014 (Addendum))

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/18/014 and its addendum, it was proposed, seconded and

RESOLVED:

That:

- (1) the draft Orders to create West Suffolk Council, as attached as Appendices 1 and 2 to Report No: CAB/SE/18/014 (Addendum), be approved; and
- (2) the Chief Executive be authorised, in conjunction with the Leaders of Forest Heath District and St Edmundsbury Borough Councils, and the Chairman and Vice-Chairman of the Future Governance Steering Group, to agree (where required to do so) any subsequent minor amendments arising during the legislative process.

444. Fair Funding Review - Response to Government Consultation

(Report No: CAB/SE/18/015)

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/18/015, it was proposed, seconded and

RESOLVED:

That:

- (1) the Fair Funding Review consultation response attached as Appendix A to Report No: CAB/SE/18/015, be submitted to the Ministry of Housing, Communities and Local Government (MHCLG) by 12 March 2018, subject to the incorporation of or greater emphasis placed upon, as appropriate, the following additional comments (*briefly – final wording to be determined by the Assistant Director (Resources and Performance) under delegated authority*):
 - (a) the sustainability of rural communities and their rural economies to be taken into account;
 - (b) to look at the areas where the Councils are required by the Government to provide services compared to the grant which is actually provided, ie in addition to the Internal Drainage Boards (IDB) reference; and
- (2) proposals for wider influencing associated with local government finance, including the Leaders lobbying MPs, be agreed.

445. **Gender Pay Gap Report**

(Report No: CAB/SE/18/016)

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/18/016, it was agreed that the contents of the Gender Pay Gap information, as set out in Appendix A to Report No: CAB/SE/18/016 for St Edmundsbury Borough Council, be **NOTED** prior to publication by 31 March 2018.

The meeting concluded at 6.45 pm

Signed by:

Chairman

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Cabinet** held on
Tuesday 27 March 2018 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)

Carol Bull	Alaric Pugh
Robert Everitt	Joanna Rayner
Ian Houlder	

By Invitation:

Sarah Broughton	(Chairman of the Performance and Audit Scrutiny Committee)
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Diane Hind	(Chairman of the Overview and Scrutiny Committee)
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In attendance:

John Burns	Susan Glossop
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446. **Apologies for Absence**

Apologies for absence were received from Councillor Peter Stevens.

447. **Minutes**

The minutes of the meetings held on 9 January 2018 and 6 February 2018 were confirmed as correct records and signed by the Chairman.

448. **Open Forum**

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

449. **Public Participation**

No members of the public in attendance had registered to speak.

450. Report of the Performance and Audit Scrutiny Committee: 31 January 2018

The Cabinet received and noted Report No: CAB/SE/18/017, which informed the Cabinet of the following substantive items discussed by the Performance and Audit Scrutiny Committee on 31 January 2018:

- (1) Balanced Scorecards and Quarter Three Performance Report 2017-2018;
- (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2017;
- (3) Work Programme Update;
- (4) Financial Performance Report (Revenue and Capital) Quarter 3 – 2017-2018;
- (5) Delivering a Sustainable Medium Term Financial Strategy 2018-2021;
- (6) Ernst and Young – Certification of Claims and Returns Annual Report 2016-2017;
- (7) Ernst and Young – External Audit Plan and Fees 2017-2018;
- (8) Decision Relating to Complaint to Local Government Ombudsman;
- (9) Treasury Management Report 2017-2018 - Investment Activity 1 April to 31 December 2017; and
- (10) Annual Treasury Management and Investment Strategy Statements 2018-2019 and Treasury Management Code of Practice.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee (PASC), drew relevant issues to the attention of Cabinet, including that the first three items had been considered jointly with Forest Heath District Council's PASC, and that separate reports in connection with Items (5), (9) and (10) above had been considered and recommendations approved by Cabinet at its meeting held on 6 February 2018.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, noted that a proposed follow-up report on the Building Control Service's Improvement Plan was expected to be presented to the Committee in November 2018. He expressed a keenness to attend this meeting, to which the Chairman of the Committee agreed.

451. Report of the Overview and Scrutiny Committee: 7 March 2018

The Cabinet received and noted Report No: CAB/SE/18/018, which informed the Cabinet of the following substantive items discussed by the Overview and Scrutiny Committee on 7 March 2018:

- (1) Barley Homes (Group) Limited Annual Report 2018;
- (2) Lettings Policy;
- (3) Car Parking Update;
- (4) Annual Presentation by the Cabinet Member for Resources and Performance;
- (5) West Suffolk Information Framework – Report from the Joint Task and Finish Group;
- (6) Decisions Plan: March to May 2018; and
- (7) Work Programme Update.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of Cabinet including that separate reports containing recommendations of the Committee were included on this Cabinet agenda for Items (2) and (5) above.

A brief discussion was held on the Barley Homes (Group) Limited Annual Report 2018 (Item (1)) above) and the issues that had been raised by the Committee, as summarised in the Cabinet report. Members were informed that a meeting had been arranged for 29 March 2018, for the Leaders and relevant Portfolio Holders of the three partner authorities (Suffolk County, Forest Heath District and St Edmundsbury Borough Councils), to discuss a potential way forward. The Cabinet looked forward to future progress of the company.

**452. Recommendations of the Overview and Scrutiny Committee: 7
March 2018: West Suffolk Information Framework**

The Cabinet considered Report No: CAB/SE/18/019, which sought approval for a new West Suffolk Information Framework.

A joint Task and Finish Group, comprising Members of Forest Heath District and St Edmundsbury Borough Councils' Overview and Scrutiny Committees, had been established to devise a new Information Framework. The Framework represented a revised approach to data and the way the West Suffolk Councils used it. It provided a high level summary of the current position, and proposed an approach that sought to maximise the Councils' data assets through aligning data across West Suffolk Councils and its partners to improve the services provided, and create better outcomes for residents, customers, visitors, businesses, partners and communities.

The vision and key principles of the Information Framework were summarised in paragraph 1.1.3 of the Cabinet report. Its aim was to provide councillors, staff, partners and interested members of the public with an overview of the Councils' direction of travel and its intent with regards to data and information, and was therefore not a delivery document. Detailed individual plans, strategies and service-specific business cases that accorded with this framework would come forward at a later stage.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, explained that the Task and Finish Group had been through a thorough and detailed process to devise the draft Information Framework and the Committee had no hesitation in recommending its approval to Cabinet.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Cabinet. He also expressed his thanks to the Task and Finish Group and the Committee for bringing this new comprehensive Information Framework forward for adoption.

RESOLVED:

That the West Suffolk Information Framework, attached as Appendix A to Report No: OAS/SE/18/008, be approved.

453. Recommendations of the Overview and Scrutiny Committee: 7 March 2018: Lettings Policy

The Cabinet considered Report No: CAB/SE/18/020, which sought approval for a revised Lettings Policy.

On 7 March 2018, the Overview and Scrutiny Committee considered Report No: OAS/SE/18/005, which set out proposed revisions to the Lettings Policy. These revisions were required as a result of recent case law and to ensure that the Lettings Policy was compliant with the requirements of the Homelessness Reduction Act 2017, which came into force on 3 April 2018. The Overview and Scrutiny Committee had considered the draft policy in detail and recommended its adoption.

Councillor Sara Mildmay-White, Portfolio Holder for Housing, drew relevant issues to the attention of Cabinet, including that the revisions, as summarised in Section 1.1.2 of the Cabinet report, had been subject to consultation and agreement of the Home-Link (Choice Based Lettings scheme) partners of the Cambridge and West Suffolk sub-region.

RESOLVED:

That the revised Lettings Policy, attached at Appendix 1 to Report No: OAS/SE/18/005, be approved.

454. Tackling Rogue Landlords: Civil Sanctions Policy

The Cabinet considered Report No: CAB/SE/18/021, which sought approval for a new Civil Sanctions Policy, which if adopted, would help tackle rogue landlords.

The adoption of a new Civil Sanctions Policy, attached as Appendix A to the report, would enable the West Suffolk Councils (Forest Heath District and St Edmundsbury Borough) to make use of new powers under the Housing and Planning Act 2016 to tackle a small number of rogue landlords in the private rented sector in West Suffolk and improve the wellbeing of tenants. On 9 January 2018, the Cabinet approved the draft policy for consultation and the outcome of this engagement exercise was contained Section 5 of the report.

Councillor Sara Mildmay-White, Portfolio Holder for Housing, drew relevant issues to the attention of the Cabinet, including that the engagement process on the draft policy with landlords, tenants, interested groups and other stakeholders, had largely been positive and had provided the opportunity to promote the Housing Standards service offered by the Councils and the most effective way to enforce the new legislation. Promotion of the preventative and reactive regulatory agendas was key, and better landlords involved in the process, had identified that the Councils wished to work with them, not only to achieve compliance, but to deliver a sector that provided an adequate supply of decent homes.

The Cabinet supported its adoption (with new delegated powers to officers for incorporation into their respective Constitutions being presented to each Council for approval), placing emphasis on ensuring Ward Members were

made aware of this new policy and enforcement powers, should the need for tackling rogue landlords in their wards need to be addressed.

RESOLVED:

That the Housing Standards – Civil Sanctions Policy contained in Appendix A to Report No: CAB/SE/18/021, which describes the new measures and sanctions which will support existing enforcement work and pro-active inspection programmes, be adopted; and

RECOMMENDED TO COUNCIL:

That the new delegations regarding the enforcement powers be incorporated into the Scheme of Delegation, contained in Part 3 of the Constitution, to enable these sanctions to be enforced.

455. Workforce Strategy 2018-2020

The Cabinet considered Report No: CAB/SE/18/022, which sought approval for a new Workforce Strategy.

The Workforce Strategy, attached as Appendix 1 to the report, set out the West Suffolk Councils' vision for their people and identified the areas needed to focus on to achieve their ambitions. It looked at the composition of the workforce and the current skills set and the skills needed for the future. It identified how the Councils would continue to recruit and develop their workforce and work with their communities to make sure the right people, the right skills and the right behaviours were in place.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Cabinet, including that the Strategy aimed to enable West Suffolk to be a confident, co-operative and high performing organisation in every aspect of its work addressing the needs of its customers and communities, together with promoting West Suffolk as an employer of choice.

The Cabinet commended the quality of the document and the outcomes expected to be achieved as a result of implementing the Strategy, as set out in Appendix A of Appendix 1.

RESOLVED:

That the Workforce Strategy as contained in Appendix 1 to Report No: CAB/SE/18/022, be approved.

456. Decisions Plan: March 2018 to May 2018

The Cabinet considered Report No: CAB/SE/18/023, which was the executive Decisions Plan covering the period 1 March 2018 to 31 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.

457. Haverhill Leisure Centre Investment

The Cabinet considered Report No: CAB/SE/18/024, which sought approval for a capital allocation from the previously approved Investment Fund for making improvements to Haverhill Leisure Centre.

In December 2016, Council approved the development of a Leisure Investment Fund with the aim to provide capital to invest in the Council's leisure facilities to reduce the management fee provided to Abbeycroft Leisure accordingly. In April 2017, the Council also agreed to enter into a new partnership with Abbeycroft Leisure with a schedule of management fee reductions, which was in part, based upon an option to redevelop Haverhill Leisure Centre.

Councillor Joanna Rayner, Portfolio Holder for Leisure and Culture, drew relevant issues to the attention of Cabinet, including summarising the improvements proposed as set out in Section 1.2 of the report, and that a financial evaluation of the scheme had been conducted, also outlined in the report and at Exempt Appendix 2, which supported a justification for the investment.

In addition, the scheme would deliver against the principles of the Council's Promoting Physical Activity Framework by encouraging a wider range of users to use the facilities. Whilst the final scheme was 1.7% over budget at a total cost of £1,525,984, there was cost certainty and any overspend on this amount would be Alliance Leisure's (the commissioned leisure facility developer specialising in the provision of local authority, education and leisure trust facilities) liability and not the Council's responsibility (with the exception of any issues arising from the asbestos survey). In addition to this investment, Abbeycroft Leisure had agreed to invest a further £200,000 of their own reserves to bring the project to reality and meet customer expectations.

The Cabinet acknowledged the considerable investment to be made; however it recognised the wider benefits of the proposal, particularly in respect of promoting better health and well-being, and was excited by the plans outlined in Appendix 1a and 1b.

RESOLVED:

That capital spending of £1,443,000 from the Strategic Investment Fund that was approved by Council in December 2016 (Report No: COU/SE/16/021), be approved, together with a further £25,984 from the Strategic Priorities and Medium Term Financial Strategy reserve to deliver the improvements to Haverhill Leisure Centre outlined in Report No: CAB/SE/18/024.

458. Revenues Collection Performance and Write Offs

The Cabinet considered Report No: CAB/SE/18/025, 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 Exempt Appendices 1 and 2.

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 appendix to Report No: CAB/SE/18/025, be approved, as follows:

- (1) Exempt Appendix 1: Council Tax totalling £19,340.13
- (2) Exempt Appendix 2 : Business Rates totalling £128,925.73

459. Exclusion of Press and Public

Following the consideration of the exempt appendices attached to Report Nos: CAB/SE/18/024 and CAB/SE/18/025, which were not taken in private session as no specific reference to the content of these exempt appendices was raised, it was proposed, seconded and

RESOLVED:

That the press and public be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against the item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

460. Exempt Appendix: Haverhill Leisure Centre Investment

See minute 459 above.

461. Exempt Appendices: Revenues Collection Performance and Write Offs

See minute 459 above.

462. Late Urgent Item - Exempt: Investing in our Commercial Asset Portfolio (para 3)

The Cabinet considered Exempt Report No: CAB/SE/18/026, which sought endorsement of the use of the Chief Executive's urgency powers to enable the Council to bid at auction for a commercial property which had arisen as a potential investment opportunity.

As this was a late urgent item, which was required to be considered in private session due its commercial sensitivity, with the agreement of the Chairman of the Overview and Scrutiny Committee, notice of the decision intended to be made in private session was published in a Special Urgency Notice on 22 March 2018. As the decision was time critical, the Chairman of the Overview and Scrutiny Committee had also agreed that, if approved, it should be

exempted from call-in, the reasons for which were set out in the Special Urgency Notice.

A decision was required in private session to endorse the exercising of the Chief Executive's urgency powers for negotiating at auction, the purchase of the freehold of 20 High Street, Haverhill, which was scheduled to be auctioned on 28 March 2018 (the day after this meeting). A successful purchase would provide the Council with a property offering both strategic and investment potential. In the short to medium term the property would provide an income from the current tenant (Iceland Foods Ltd), whilst in the longer term there would be the opportunity to help shape the High Street and improve pedestrian circulation and connectivity in the retail core. It also supported the aspirations of the Haverhill Town Centre Masterplan and accorded with the West Suffolk Growth Investment Strategy.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet, including that this proposal had the endorsement of the Chairman of the Overview and Scrutiny Committee and Haverhill Ward Members. Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, and Councillor John Burns, Ward Member for Haverhill East, were in attendance and invited to speak and they both demonstrated their support for the proposal.

Councillor Pugh added this would be an excellent testament to the Council acknowledging the value of investing in the High Street and trusting the financial stability of the existing tenants. The realisation of a sound return on investment in the short to medium term, and the longer term benefits in the wider context of supporting the delivery of the aspirations of the Haverhill Town Centre Masterplan was similarly commended.

The Cabinet fully supported this proposal, adding their own comments regarding the benefits of the purchase, if successful. Some clarification was sought regarding the online bidding process; however, no concerns were raised.

In order to clarify a legal matter, Councillor Pugh proposed an amendment to the first recommendation, so that it read:

- (1) *subject to the inclusion of additional clarification that in the event the vendor fails to provide an indemnity to mitigate any risk presented by a pre-existing lease on the site, Option (b) of the options set out at paragraph 2.3.3 of Exempt Report No: CAB/SE/18/026 regarding the purchase of the identified property at 20 High Street, Haverhill, be agreed;*

This amendment was accepted and it was subsequently:

RESOLVED:

That:

- (1) subject to the inclusion of additional clarification that in the event the vendor fails to provide an indemnity to mitigate any risk presented by a pre-existing lease on the site, Option (b) of the options set out at paragraph 2.3.3 of Exempt Report No: CAB/SE/18/026 regarding the purchase of the identified property at 20 High Street, Haverhill, be agreed;
- (2) subject to recommendation (1) above, the intention for the Chief Executive to use his powers of urgency to negotiate at auction, the purchase of the identified property at 20 High Street, Haverhill, be endorsed;
- (3) it be noted that subject to this endorsement, the Chief Executive authorises a budget up to a maximum of £2,004,000, to be made available to facilitate the purchase, including fees and Stamp Duty Land Tax, to be funded from the Investing in the Growth Agenda fund; and
- (4) it be noted that should the purchase be made, the Council's Section 151 Officer will make the necessary changes to the Council's prudential indicators as a result of Recommendation (3).

The meeting concluded at 5.46 pm

Signed by:

Chairman

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Minutes of an extraordinary meeting of the **Cabinet** held on **Tuesday 17 April 2018** at **6.00 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)

Carol Bull	Joanna Rayner
Robert Everitt	Peter Stevens
Alaric Pugh	

In attendance:

Mike Chester	Clive Pollington
Susan Glossop	

463. **Apologies for Absence**

Apologies for absence were received from Councillor Ian Houlder.

464. **Open Forum**

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

465. **Public Participation**

The following person had registered to speak under this item:

Sue Munro, of Bury St Edmunds, wished to seek reassurance that the Victorian façade of 17-18 Cornhill would be sufficiently protected, should the decision be taken to redevelop the site.

In response, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, stated that one of the objectives for the proposed redevelopment of this site was to preserve the frontage of the building. Whilst the building was located in the Bury St Edmunds Town Centre Conservation Area, neither it nor the Victorian façade was listed. Minor modifications may be appropriate in keeping with the façade's historic status; however, recognition was given to protecting its context and impact on the street scene.

466. **Investing in the Regeneration of Bury St Edmunds Town Centre: 17-18 Cornhill**

The Cabinet considered Report No: CAB/SE/18/027, which presented options for the future of the former Post Office building at 17-18 Cornhill, Bury St Edmunds.

The report provided the following key issues which required consideration:

- (a) the project objectives to be achieved for the 17-18 Cornhill site;
- (b) the options available to the Council regarding the future of the site;
- (c) the recommended option to redevelop the site (Option 4).

Members noted the background to the Council's acquisition of 17-18 Cornhill, including that the purchase had accorded with the adopted Local Plan (Vision 2031) and the aspirations of the Bury St Edmunds Town Centre Masterplan.

Since the acquisition in December 2016, the Bury St Edmunds Town Centre Masterplan Advisory Group, which comprised Members (including the Portfolio Holder for Planning and Growth), officers and stakeholders had explored and agreed objectives for the site and these informed future detailed design work. A project team was established to develop the objectives, which included appointing external expertise relative to the project, as set out in Section 1.6 of the report.

A detailed options appraisal was undertaken and this was now presented to the Cabinet for consideration, as summarised in Section 1.8 of the report. The options were:

- Option 1: 'Do nothing'
- Option 2: Resell to the market (following the purchase of the site in December 2016)
- Option 3: Refurbishment of the existing site
- Option 4: Redevelopment of the site

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including reporting the following typographical amendments to the report:

- (a) Recommendation (3), be amended to read:

Approve **£8.4m** ~~£8.24m~~ capital budget (includes £1.68m purchase and redevelopment budget), funded through the Investing in our Growth agenda fund, in line with paragraph 1.9.

- (b) The table shown in paragraph 1.9.2 be amended to the following:

	£
Capital Implications:	
Capital Expenditure:	
Purchase Cost of Building	1,680,000
Capital Cost of Redevelopment (total project cost)	6,720,000
Gross Capital Expenditure	8,400,000
Funded from:	
Capital Receipts - Approved Report No: COU/SE/16/201	(1,680,000)
Sale of leasehold of residential units	(3,725,000)
Borrowing	(2,995,000)
Total Capital Financing	(8,400,000)
Revenue Implications:	
Borrowing Costs:	
Borrowing costs - Interest @2.75%	82,000
Borrowing costs - MRP over 40 years	74,500
Total Annual Borrowing Costs	156,500
Annual Retail Rental Income	(156,500)
Annual Net Revenue (Income) / Expenditure	-

Councillor Pugh expressed his full support for Option (4), which was to redevelop the site, which through retaining the front elevation and demolishing the remaining buildings aimed to achieve all objectives set and maximise the potential to deliver wider community benefits. The benefits of this option were summarised in the report.

This option would require a further capital allocation of £6.72m, which if assessed as a financial investment alone, was a breakeven option. (This option assumed the purchase costs of £1.68m which would be funded by capital receipts). However, Members acknowledged the economic, community, social and indirect financial benefits this option would generate for the town, which were all key elements of the West Suffolk Growth Investment Strategy adopted in February 2018. The redevelopment option also linked to the forthcoming proposals for the St Andrews Street redevelopment, which was also a key feature of the aspirations of the Bury St Edmunds Town Centre masterplan.

The Cabinet commended the team of officers and the input of stakeholders of the Bury St Edmunds Town Centre Masterplan Advisory Group for aiming to achieve such an exciting redevelopment scheme which fully met the objectives set for the future of this site.

In response to questions, Members were informed that:

- (a) A full breakdown of the proposed £8.4m budget was present within the project team, however, presently limited in the public domain as some

of the costs involved were commercially sensitive; however Members could be provided with more information prior to consideration at the Council meeting. The financial implications were set out in Section 1.9 and Appendix E of the public report, which included financial assumptions, together with an assessment of the risk associated with these assumptions.

- (b) As detailed further in paragraph 1.9.5, external funding would be sought as the project progressed, as greater cost certainty was beginning to be gained, which could have a positive effect on the project's overall funding.

RECOMMENDED TO COUNCIL:

That:

- (1) the project objectives set out at paragraph 1.3.1 of Report No: CAB/SE/18/027 for the site, be endorsed;**
- (2) as the preferred option and policy approach, the redevelopment (Option 4) of 17-18 Cornhill, be approved;**
- (3) an £8.4m capital budget (includes £1.68m purchase and redevelopment budget), funded through the Investing in our Growth agenda fund, be approved in line with paragraph 1.9 of Report No: CAB/SE/18/027;**
- (4) it be acknowledged that in line with Recommendations (2) and (3) above, officers will proceed in the development of the site in line with the Council's agreed Scheme of Delegation; and**
- (5) the Council's Section 151 Officer will make the necessary changes to the Council's prudential indicators as a result of Recommendation (3).**

The meeting concluded at 7.03 pm

Signed by:

Chairman

(Informal Joint) Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Building Control Resourcing	
Report No:	CAB/SE/18/028	
Report to and date:	FHDC/SEBC (Informal Joint) Cabinets	22 May 2018
Portfolio holder:	Alaric Pugh Portfolio Holder for Planning and Growth Tel: 01787 279024 Email: alaric.pugh@stedsbc.gov.uk	
Lead officer:	David Collinson Assistant Director (Planning and Regulatory) Tel: 01284 757306 Email: david.collinson@westsuffolk.gov.uk	
Purpose of report:	To request Cabinet approval to increase the permanent resource within the Building Control Service by 1 Full-Time Equivalent (FTE) with the necessary budget adjustments of £57,000 to support this.	
Recommendation:	<p>It is <u>RECOMMENDED</u> that:</p> <p>(1) approval be given to increase the permanent establishment of the Building Control Service by one Full-Time Equivalent (FTE); and</p> <p>(2) Subject to the agreement of Recommendation (1), that an additional £57,000 corporate savings/income target is added to the revenue budgets in order to create the funding required to support the additional post.</p>	
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p>	

	<p>(a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:</p> <p>(i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or</p> <p>(ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;</p>
<p><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:	N/A
Alternative option(s):	Not to increase the establishment. This will restrict capacity to meet growth demand and not address resilience of the team.
Implications:	
<p>Are there any financial implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> Up to £57,000 salary and training costs for additional staff. Cost shared between the two Councils, Forest Heath District Council (FHDC) 35%, St Edmundsbury Borough Council (SEBC) 65%. Funded within the revenue budget, however in order to continue to deliver a balanced medium term position further savings or income proposals will be suggested by Leadership Team for Members' consideration in due course.
<p>Are there any staffing implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> Permanent increase of establishment
<p>Are there any ICT implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> Additional ICT equipment allowed for within costing.
<p>Are there any legal and/or policy implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

<p>Are there any equality implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>Risk/opportunity assessment:</p>		<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
<p>Resilience of team to respond effectively to market demands and statutory response areas. Further loss of market share could result with service being left with mainly non fee earning statutory work.</p>	<p>High</p>	<p>Development plan to support maintaining/ increasing market share, including joint working across Suffolk; Implementation of a quality control procedure; Increase capacity of team; Apprentice development to support workforce planning. Further review on effectiveness of measures.</p>	<p>Medium</p>
<p>Ward(s) affected:</p>		<p>All Wards</p>	
<p>Background papers: <i>(all background papers are to be published on the website and a link included)</i></p>		<p>None</p>	
<p>Documents attached:</p>		<p>None</p>	

1. Key issues and reasons for recommendation(s)

1.1 Role of the Building Control Service

1.1.1 The purpose of the local authority building control service is to provide essential protection for the public in and around buildings. The majority of this work involves ensuring that new building works meet the minimum standards laid down in the national Building Regulations. However the local authority is also solely responsible for:

- Enforcing the regulations
- Dangerous structures
- Disabled adaptations/extensions
- Demolition notifications
- Maintaining a register of all works carried out
- Advice and support for Safety Advisory Groups/Sports grounds

1.1.2 Building Control is a statutory service provided by all local authorities to enforce the Building Regulations within their area. Only the local authority has the obligation to take enforcement action over non-compliance with Building Regulations, and this cannot be delegated to a private sector provider. As a statutory service, it remains a core function of an authority's responsibilities.

1.1.3 Building approvals for new build is a fee earning function and we are in competition with Approved Inspectors for the share of the available market.

1.2 Service Development Plan

1.2.1 Our objective is to provide a modern, resilient, commercial building control service meeting the growth needs of West Suffolk and assuring public protection. Working in collaboration with the LA Building Control services in Suffolk we have established a development plan of joint work.

Success outcomes for our development plan include:

- Trusted 'go-to' brand with a strong visible presence
- Resilient and financially sustainable (income supporting team growth in line with demand)
- Commercially aware with a strong and growing customer base and quick to grasp opportunities
- Strong professional relationships with trades - flexible and responsive
- Collaborative, sharing resource, skills and experience
- Employers of choice – with a highly skilled and motivated workforce

1.2.2 The development priorities for West Suffolk Building Control Service include:

1. Marketing/Commerciality to retain and increase market share
2. Systems development to improve efficiency
3. Workforce development - skills
4. Shared model/working practices across Suffolk LA's
5. Implementation of a Quality Assurance framework

A service action plan, delivered jointly with other LA's across Suffolk details the delivery of these areas

1.3 **Capacity Review**

- 1.3.1 Emerging from our service development review, we have identified that current service demand for the West Suffolk Building Control team is exceeding capacity and greater resilience is required in the team to ensure business as usual and to support service improvement and growth including:
- Capacity to respond to statutory functions;
 - Maintaining and recovering market share;
 - Increasing income in a targeted manner;
 - Implementing the Local Authority Building Control Quality Management System (ISO 9001 based implementation Toolkit). We are in the first tranche of authorities implementing this in response to the Hackitt review, following Grenfell;
 - Building capacity to respond to West Suffolk Growth/key projects.
- 1.3.2 We have secured the work to oversee Mildenhall Hub and West Suffolk Operational Hub and aim to be a crucial part in any future Growth investments and developments. These projects will also have significant impacts on resourcing within the team but are seen as a key opportunity to provide a high quality and integrated service for such projects.
- 1.3.3 The service is at a crucial point in its future development and would benefit significantly from specific additional resource for 2018/19 namely:
- An additional surveyor at either trainee or qualified level – estimated cost range for 1 FTE Band E to G – currently up to £57,000 (on costed) for mid-scale appointment. This would be a new additional permanent post for West Suffolk.
- 1.3.4 This investment would increase the resilience and capacity of the West Suffolk service and supporting maintaining and penetration of existing market.
- 1.3.5 If approved by Cabinet, the additional permanent post (up to £57,000) will be funded within the revenue budget and in order to continue to deliver a balanced medium term position further savings or income proposals will be suggested by Leadership Team for Members' consideration in due course.

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(Informal Joint) Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 27 March 2018	
Report No:	CAB/SE/18/029	
Report to and date:	FHDC/SEBC (Informal Joint) Cabinets	22 May 2018
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 07970 729435 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 27 March 2018, 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, Balance Scorecard and Finance Report; (2) Welfare Reform Update; (3) Anglia Revenues Partnership Risk Register; (4) Forthcoming Issues; (5) Exempt: Risk Based Verification; (6) Exempt: ARP Briefing Note; (7) Exempt: Future of ARP Trading Limited (8) Exempt: ARP Trading Limited: Financial Implications <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/18/029, being the report of the Anglia Revenues and Benefits Partnership Joint 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>Consultation:</p>	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p>Alternative option(s):</p>	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p>Implications:</p>	
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any equality implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p>Risk/opportunity assessment:</p> <p>See reports of ARP Joint Committee at link provided under 'Background papers'</p>	<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>
<p>Ward(s) affected:</p>	<p>All Ward/s</p>
<p>Background papers:</p> <p><i>(all background papers are to be published on the website and a link included)</i></p>	<p>Breckland DC Website:</p> <p>27 March 2018</p>
<p>Documents attached:</p>	<p>None</p>

1. Key Issues

1.1 Operational Highlight Report, Balance Scorecards and Finance Report (Agenda Item 5a, 5b, 5c)

(a) Operational Highlight Report

1.1.1 The Joint Committee had received and **noted** the Operational Highlight Report as at 28 February 2018. 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. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s47400/ARP%20Strategic%20Managers%20Highlight%20report%20March%202018%20draft.pdf>

1.1.2 Fraud and compliance performance had already exceeded targets for 2017/18 with total savings achieving £2,574,613 as at 28 February 2018, which had by far exceeded the total year end target of £1,300,000.

1.1.3 The Enforcement Team also continues to perform exceedingly well, having collected £9.3 million since the agency was established, of which £4 million has been collected in the 2017/18 financial year. A fifth Enforcement Agent has recently joined ARP and has now achieved certification. The team has also taken on the collection of Housing Benefit Overpayments where other methods have been successful, examples of which are contained in the report. The Partnership has also had enquiries from five other authorities with a view to taking on their enforcement work.

1.1.4 The new rate reliefs announced by the Government and the impact on ARP had also been noted, together with changes to the way in which customers are now able to view their Council Tax, Business Rates, benefits payments and E-billing on the ARP website.

1.1.5 The Annual Billing for 2018/19 had operated smoothly with all bills sent out on time and no issues had been raised. This included in excess of 10,000 council tax payers and housing benefits recipients opting entirely to receive their bills electronically thus saving postage. Use of the new on-line forms had been positive; however there has been issues with the provider, and work is being undertaken to resolve these issues.

(b) Balanced Scorecard

1.1.6 Members had **noted** that targets had largely been met by all partner authorities with the majority of indicators annotated green as at 28 February 2018, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s47401/ARP%20Balanced%20scorecard%20Feb%202017-18.pdf>

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

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

1.1.8 Benefits performance was close to meeting the year-end targets; however, this was not the case for all partner Councils, as shown on the balanced scorecards. Four of the Councils, which included St Edmundsbury Borough Council's shared services partner, Forest Heath District Council, were unlikely to meet the target for processing council tax support cases. It was expected that the final year end figure for the time taken for council tax support cases to be processed by these Councils would be 9 days against a target of 8 days. Members had noted that this was largely due to the impact of staff vacancies during the first half of the reporting period together with the embedding and settling down of standardised work processes in ARP's document imaging system. Going into 2018/2019, appropriate measures have been put in place, largely in relation to recruiting additional temporary staff to help manage workloads during peak periods. Members also noted that new claims took approximately 18-20 days and a change in circumstance, around 5 days, which compared to a national average of 22 days and 9 days respectively. In view of this, the Operational Improvement Board will re-visit some of ARP's targets.

1.1.9 Other targets that had not been met related to business rates collection being slightly below target and this included the West Suffolk councils. The drop in collection was due to a significant level of refund payments being made as a result of successful appeals by ratepayers against their rateable values, often backdated to April 2010. For Forest Heath these refunds amounted to £703k and for St Edmundsbury the figure was £1.1m. It is a requirement of the Business Rates Retention scheme that councils make provision in their accounts to meet the cost of these successful appeals. Both Forest Heath and St Edmundsbury held adequate levels of appeals provision to mitigate the impact of these and any future refund payments (Forest Heath having a provision of £2.0m and St Edmundsbury holding £4.2m) and the level of these provisions will continue to be monitored and revised as necessary. This had been discussed at some length at the last meeting of the Joint Committee and Members had been satisfied with the mitigation measures put in place.

(c) Financial Performance

1.1.10 In respect of the financial performance report, the Joint Committee had **noted** the position as at 31 January 2018, which showed a current underspend of £410,001 against budget. The reasons for the specific variances, together with other details, are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s47394/ARP%20Management%20Accounts%20201718%20as%20at%20January%20to%20JC.pdf>

An update had also been provided on committed expenditure for the Transformation Programme. The committed transformation funding is £180,529 as at 31 January 2018. If all of the identified expenditure goes through as planned by the end of 2018/2019, there will be £47,928 remaining for future projects.

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

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

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

- (a) **Universal Credit (UC):** 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. Forest Heath DC are now expected to roll-out in December 2018, which was mainly due to the Government's budget announcement in December 2017. Waveney District Council, and now St Edmundsbury BC, who are already operating the full service have been experiencing difficulties; however they are not alone in this. Measures and controls have been put in place to address the issues and mitigate the risk of performance against target. Through working with Customer Service and Housing Options teams, the Department of Work and Pensions (DWP) and stakeholders; ARP has made plans to minimise the impact of UC. This has been ARP's template for the partner Councils, which was successfully used with St Edmundsbury at the end of last year, and will be replicated for all other partner Councils as the roll-out schedule continues throughout 2018.

The Joint Committee had discussed in some detail the Government Budget announcements where improvements were expected to be made, as outlined in the report at the link below:

<http://democracy.breckland.gov.uk/documents/s47395/Joint%20Committee%20Report%20Welfare%20Reform%20update%20March%202018%20draft.pdf>

- (b) **Discretionary Housing Payment:** Spend continues to be within the grant provided by the 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. Generally the allocations for 2018/2019 have been reduced.
- (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 Government has responded to consultation on funding for supported housing and it has indicated it will not implement Local Housing Allowance rates in social housing. Further proposals are outlined in the [report](#) noted by the Joint Committee. An implementation date for the proposals has been indicated as April 2020.

In respect of the Government's approach to supported accommodation (i.e. hostels) ARP is waiting to how this looked and there could be grants available to upper tier councils. DWP needs to ensure that it is capturing the correct data.

1.3 **Anglia Revenues Partnership Risk Register (Agenda Item 7)**

- 1.3.1 In June 2014, the Joint Committee had agreed that Members would be updated every six months on the risk assurance so that the risk can be reviewed regularly.
- 1.3.2 The Risk Register is attached as [Appendix A](#) to that report. [Appendix B](#) shows the criteria used to apply a risk score by analysing the likelihood of a risk occurring and the potential impact of the risk to ARP and to the partner Councils.
- 1.3.3 A number of high risks remain since last reported; however, a process of mitigation and monitoring is in place to eliminate some of these risks.
- 1.3.4 A risk relating to income from business rates has reduced now that the April 2017 revaluation has been completed; however, there is still a risk in relation to subsequent appeals that may be received and reduce rates payable. Provision has been made for this (see 1.1.9 above).
- 1.3.5 The risk relating to business continuity has risen because of recent cyber-attacks. West Suffolk Councils has already updated the software; however this will be continually monitored and reviewed in light of the recent increase in attacks to ensure the system remains secure.
- 1.3.6 The Joint Committee had **RESOLVED that the report be noted and the Risk Assurance Register be agreed.**

1.4 **Forthcoming Issues (Agenda Item 8)**

- 1.4.1 No issues had been reported on this occasion.

1.5 **Exempt Report (para 3): Risk Based Verification (Agenda Item 11)**

1.5.1 This, together with the next three items had been considered in private session, therefore the information contained in this report is limited and based on the content of the public minutes.

1.5.2 The Department of Work and Pensions (DWP) requires Councils to review their Risk Based Verification Policies annually and requires Members to approve the continuance or revision of their Policy.

1.5.3 In March 2017, the Joint Committee had approved expanding the Risk Based Verification Policy to include changes of circumstances as well as new claims; however, due to the change in the forms and the continuous work with the provider (see 1.15 above) it is anticipated that this functionality will be introduced in spring 2018.

1.5.4 The Joint Committee had **RESOLVED that:**

- (1) it be noted that the Policy remains unchanged in 2017/2018; and**
- (2) the Housing Benefit Risk Based Verification Policy for 2018/19 for Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, St Edmundsbury Borough Council, Suffolk Coastal District Council and Waveney District Council, be approved.**

1.6 **Exempt Report (para 3): ARP Briefing Note (Agenda Item 12)**

1.6.1 The Joint Committee had received and **noted** this exempt report, which provided details on the proposals to create two new district-level councils for West Suffolk and East Suffolk. Members had been provided with a detailed overview of the proposals and the processes being put in place in relation to the procurement of an additional resource.

1.6.2 A more detailed report will be discussed at the Operational Improvement Board (OIB) meeting in April and a further report would be provided at the next Joint Committee meeting in June 2018.

1.7 **Exempt Report (para 3): Future of ARP Trading Limited (Agenda Item 13)**

1.7.1 The Joint Committee had considered this exempt report, which had provided options for the future of ARP Trading Limited and the rationale behind each option.

1.7.2 A discussion had been held on the governance structure and that this should be addressed prior to the company being revived. Members had been informed that legal advice was awaited in terms of process. A Shareholders Advisory Group meeting was to be convened immediately following the Joint Committee meeting.

1.7.3 The Joint Committee had **RESOLVED that Option B of the report be adopted.**

1.8 **Exempt Report (para 3): ARP Trading Limited: Financial Implications (Agenda Item 14)**

1.8.1 The Joint Committee had received and **noted** this exempt report, which had provided the financial implications relating to ARP Trading Limited.

1.8.1 The report highlighted that there will be a small financial impact to each of the Partner Authorities now that the recommendation at Agenda Item 13 (see 1.7 above) had been adopted; however, this is more than offset by the saving for each partner from the ARP Partnership budget.

2. Minutes

2.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 27 March 2018, 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/g4090/Printed%20minutes%2027th-Mar-2018%2010.00%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Overview and Scrutiny Committee: 18 April 2018	
Report No:	CAB/SE/18/030	
Report to and date:	Cabinet	22 May 2018
Chairman of the Committee:	Councillor Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbcc.gov.uk	
Lead Officer:	Leah Mickleborough Service Manager (Democratic Services/Monitoring Officer) Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	
Purpose of report:	On 18 April 2018, the Overview and Scrutiny Committee considered the following items: (1) Annual Presentation by the Cabinet Member for Families and Communities (2) Monitoring Community Safety Activities including Western Suffolk Community Safety Partnership (3) Review of Bury St Edmunds Christmas Fayre – Scoping Report; (4) Update and Approval of the 2018-2019 Work Programme.	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/18/030, being the report of the Overview and Scrutiny Committee.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	
Consultation:		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Alternative option(s):		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Annual Presentation by the Cabinet Member for Families and Communities (Report No: OAS/SE/18/011)

- 1.1.1 The Cabinet Member for Families and Communities, Councillor Robert Everitt was invited back to give an annual update on his portfolio. Report No: OAS/SE/18/011 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, and responses were set out the report.
- 1.1.3 The Cabinet Member thanked officers in the families and communities portfolio for their work over the past year.
- 1.1.4 The Committee received assurances regarding the support provided to rough sleepers within St Edmundsbury, and noted the positive work undertaken by the outreach workers.
- 1.1.5 The Committee discussed the level of engagement with health services, in particular recognising the need to ensure the health sector was engaged in local growth plans.
- 1.1.6 The Committee was pleased to note that a new tenant was due to locate to the vacant unit at Bury St Edmunds Bus Station. However, concern was raised at the length of time this had taken given the need to act commercially, and the Committee sought reassurance that all opportunities to secure new tenants had been taken.
- 1.1.7 The Chairman on behalf of the Committee thanked the Cabinet Member and officers for their attendance and **noted** the update.

1.2 Monitoring Community Safety Activities including Western Suffolk Community Safety Partnership (Report No: OAS/SE//18/012)

- 1.2.1 It is the duty of the Committee, as the Council's Crime and Disorder Committee designated under the Police and Justice Act 2006, to scrutinise the work of the Partnership.
- 1.2.2 The Committee received and **noted** the update on the community safety activity in West Suffolk, including the Western Suffolk Community Safety Partnership (WSCSP) from April 2017 to March 2018.
- 1.2.3 The Council Representative, Councillor Robert Everitt, provided further detail on the County Lines. He explained that a key priority in Suffolk was to address the issue of drug running to our communities from outside of our area. It was important to demonstrate that drug running was not tolerated in West Suffolk, and undertook preventative work to ensure a gang culture did not form in the Council's area. Councillor Everitt encouraged all members to support their communities in raising drug problems, and referring these to the police and the Families and Communities Officers.

- 1.2.4 Questions were asked relating to the promotion of the work of the Community Safety Partnership, and the importance of raising the profile of hidden crime. A suggestion was made for a website presence for the Community Safety Partnership.
- 1.3 **Review of Bury St Edmunds Christmas Fayre – Scoping Report (Report No: OAS/SE//18/013)**
- 1.3.1 The Committee received Report No: OAS/SE/18/013, which sought the establishment of a West Suffolk Joint Task and Finish Group to conduct a review into delivery of the Bury St Edmunds Christmas Fayre for 2019. A joint approach was proposed since the 2019 Fayre would be run by the new single authority for West Suffolk
- 1.3.2 A formal review of the Fayre was last carried out in 2015 by a Task and Finish Group with the review concluding that “St Edmundsbury Council should commit to the Christmas Fayre for the remainder of the current administration” (i.e. May 2019) and made a number of recommendations that have been, or are being implemented.
- 1.3.3 Discussion was held as to the membership of the group and the importance of ensuring that rural areas and other towns were represented on the group. However, the precise extent of involvement of Forest Heath members was carefully considered, to balance the fact that the event had historically been led by St Edmundsbury, versus the benefits from Forest Heath members giving a different perspective. Various options were discussed including splitting the review into retrospective and forward looking elements; the former being conducted by St Edmundsbury members only and the latter being constituted by the Shadow Authority.
- 1.3.4 To reflect the outcome of the discussion it was **RESOLVED that a Joint West Suffolk Task and Finish Group be established, with 6 members from St Edmundsbury’s Overview and Scrutiny Committee and up to 6 members from Forest Heath’s Overview and Scrutiny Committee, to carry out a review of the Bury St Edmunds Christmas Fayre and to make recommendations for 2019.**
- 1.4 **Update and Approval of the 2018-2019 Work Programme (Report No: OAS/SE/18/014)**
- 1.4.1 The Committee received Report No: OAS/SE/18/014, which updated members on the current status of its rolling work programme of annual items (Appendix 1) and additional items for adoption, identified by the Committee at its scrutiny workshop held on 7 February 2018.
- 1.4.2 At the scrutiny workshop members were asked to pick a manageable number of new areas of work out of a total of 20 identified, alongside the previously agreed and ongoing work of the committee, for inclusion in its 2018-2019 work programme, which was attached at Appendix 1 and Appendix 1A to the report. The Committee thanked officers for their support at the workshop.

- 1.4.3 Members in particular discussed the proposed review of non-idling zones (Appendix 3) and matters that could be considered as part of the review including the extent to which air quality across St Edmundsbury should be considered; only encouraging stop-starting in cars designed for that purpose; the impact of traffic lights on congestion and idling outside takeaway businesses, and the ability to enforce any proposals given other challenges with traffic use.
- 1.4.4 The report also requested that Members identify questions they would like the Leader of the Council to cover as part of his overall presentation of the Draft West Suffolk Annual Report 2017-2018 on 6 June 2018. It was agreed that members should e-mail questions to the Democratic Services Officer (Scrutiny) by Wednesday, 25 April 2018.
- 1.4.5 The Committee **RESOLVED** that the additional five items attached as Appendix 2 to Report No: OAS/SE/18/014, be adopted.

2. Background Papers

- 2.1 Report No: [OAS/SE/18/011](#) to the Overview and Scrutiny Committee: Annual Presentation by the Cabinet Member for Families and Communities
- 2.2 Report No: [OAS/SE/18/012](#) and [Appendix A](#) to the Overview and Scrutiny Committee: Monitoring Community Safety Activities including Western Suffolk Community Safety Partnership
- 2.3 Report No: [OAS/SE/18/013](#) to the Overview and Scrutiny Committee: Review of Bury St Edmunds Christmas Fayre – Scoping Report
- 2.4 Report No: [OAS/SE/18/014](#), [Appendix 1](#), [Appendix 1A](#), [Appendix 2](#), [Appendix 2A](#) and [Appendix 3](#) to the Overview and Scrutiny Committee: Update and Approval of the 2018-2019 Work Programme

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Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Annual Review and Appointment of the Cabinet's Working Party, Joint Committees/Panels and Other Groups	
Report No:	CAB/SE/18/031	
Report to and date:	Cabinet	22 May 2018
Portfolio holder:	John Griffiths Leader of the Council Tel: 07958 700434 Email: john.griffiths@stedsbc.gov.uk	
Lead officer:	Leah Mickleborough Service Manager (Democratic Services) and Monitoring Officer Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	
Purpose of report:	<p>The Cabinet is requested to review the membership and Terms of Reference of its Working Party, Joint Committees/Panels and other Groups for the year 2018/2019.</p> <p>The existing Terms of Reference (ToR) for each body, and any amendments proposed to them, as appropriate, are contained in Appendices A to E inclusive.</p> <p>Recommendations are contained within the appropriate sections of this report and further summarised in the recommendations listed below.</p>	
Recommendations:	<p>It is <u>RECOMMENDED</u> that:</p> <p>(1) the Grant Working Party continues to operate in accordance with its current Terms of Reference, as detailed in Appendix A of Report No: CAB/SE/18/031;</p>	

- (2) the Growth and Innovation Group continues to operate in accordance with its current Terms of Reference, as detailed in Appendix B of Report No: CAB/SE/18/031;**
- (3) the Future Governance Steering Group continues to operate in accordance with its current Terms of Reference contained in Appendix C;**
- (4)**
 - (a) The West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices D and E respectively; and**
 - (b) periodical meetings of the Joint Panels continue to be scheduled as and when required but with regard to the discussion outlined in Section 1.3.18.**
- (5)**
 - (a) the Portfolio Holder for Resources and Performance be re-appointed as the full Member and the Portfolio Holders for Families and Communities, and Housing be re-appointed as the two substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2018/2019;**
 - (b) the proposal to establish and appoint to a Joint Executive (Cabinet) Committee for consideration by Council at its Annual Meeting on 17 May 2018, be noted;**
 - (c) should any future changes to membership of the bodies listed in (1) and (2) above be required during 2018/2019, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nomination of the Leader of the Council.**

Continued overleaf....

	<p>(6)</p> <p>(a) the Cabinet’s existing informal Working Groups be retained or disbanded as indicated in Section 1.5.2; and</p> <p>(b) provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2018/2019.</p> <p>(7)</p> <p>(a) St Edmundsbury Borough Council’s membership (including substitutes) of the Grant Working Party, Future Governance Steering Group, West Suffolk Joint Health and Safety Panel, West Suffolk Joint Staff Consultative Panel, as set out in Table 1 of Appendices A, C, D and E respectively, be re-appointed for 2018/2019.</p> <p>(b) should any future changes to membership of the bodies listed in (1) above be required in the remainder of 2018/2019, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nominations of Group Leaders; and</p> <p>(c) such appointments be made on the basis of political balance requirements, where applicable and identified in Report No: CAB/SE/18/031.</p> <p>(8) The Members stated in Section 1.7.2 be re-appointed as observers to the respective outside bodies listed, and to <u>NOTE</u> the Leader or ex-officio appointments to the project or partnership groups listed in Section 1.7.3 and 1.7.4.</p>
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>	
<p>Consultation:</p>	<ul style="list-style-type: none"> • Consultation has been undertaken with the Portfolio Holder and other Cabinet Members.

Alternative option(s):		<ul style="list-style-type: none"> Not to undertake an annual review; however, it is considered sensible to review the purpose and remit of the Cabinet's working parties and groups to ensure they remain productive and in line with the Council's strategic priorities. 	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> The review has been undertaken within existing resources. Any changes required as a result of the review will be borne from existing budgets. 	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Sections 1.1.1 and 1.1.2 below 	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
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)
Opportunities for joint working are missed	Medium	Consider the creation of joint committees, panels and working parties wherever possible.	Low
Duplication of effort between member bodies	Medium	Carry out an review of working parties, etc to ensure that they are all still relevant and adding value and do not cross over with the activities or other bodies e.g. scrutiny committees or task and finish groups	Low
The number of meetings and reviews cannot be accommodated with available member and officer time and resources	High	Carry out a review to disband any groups no longer required, and to optimise frequency of meetings. Keep under constant review.	Medium
Ward(s) affected:		All Wards	

<p>Background papers: <i>(all background papers are to be published on the website and a link included)</i></p>	<p>Cabinet: 30 May 2017 - Report No: CAB/SE/17/022 – The Future of Local Government in West Suffolk.</p> <p>Extraordinary Cabinet: 9 January 2018 – Report No: CAB/SE/18/004 – Review of Cabinet Working Parties etc.</p> <p>Annual Council: 17 May 2018 – Report No: AGM/SE/18/002 – Proposals to form a Joint (Executive) Cabinet Committee</p>
<p>Documents attached:</p>	<p>Terms of Reference and Membership:</p> <ul style="list-style-type: none"> • Appendix A – Grant Working Party • Appendix B – Growth and Innovation Group • Appendix C – Future Governance Steering Group • Appendix D – West Suffolk Joint Health and Safety Panel • Appendix E – West Suffolk Joint Staff Consultative Panel

1. Key issues and reasons for recommendations

1.1 Background

1.1.1 Under Article 6 (The Cabinet) (paragraph 6.5.2) of the Council's Constitution, it states that:

"The Cabinet may carry out its functions:

- d. by delegating power to a joint committee, area committee or another local authority".*

1.1.2 Under Article 10 (Joint Arrangements and Working Groups) of the Council's Constitution, it states that:-

"10.2 Joint Arrangements

10.2.3 ... the Cabinet may only appoint Cabinet Members to a joint committee and those Members need not reflect the political balance of the Council as a whole."

"10.3 Working Groups

10.3.1 The Council, Cabinet or Committees may appoint from time to time such working groups as they think fit, including joint working groups with Forest Heath District Council..."

1.1.3 The following Working Parties, Joint Committee/Panels and other Groups, either report to the Cabinet or exercise Executive functions:

- (a) Exercise Executive functions on behalf of the Cabinet
- Anglia Revenues and Benefits Partnership Joint Committee
 - Joint Executive (Cabinet) Committee
- (b) Report to the Cabinet
- Grant Working Party
 - Growth and Innovation Group
 - Future Governance Steering Group
 - West Suffolk Joint Health and Safety Panel
 - West Suffolk Joint Staff Consultative Panel
 - Other informal working groups, as detailed in Section 1.4 below

1.1.4 The Cabinet is requested to review the membership and the terms of reference for its Working Party, Joint Committee/Panels and other Groups for the year 2018/2019 as set out below.

1.2 Current Working Parties and Panels: Borough Council Membership only

1.2.1 The following Cabinet Working Party currently operates in accordance with the Appendix attached as indicated in the table below:

SEBC Working Party	Members	Subs	Terms of Reference and Membership
Grant Working Party*	8	4	Appendix A

*membership is appointed with regard to the political balance – see Section 1.5 below

1.2.2 **Grant Working Party**

The role and function of the Grant Working Party has been streamlined in recent years by making more use of the electronic voting system, and in 2015, this Working Party was subject to separate review as part of the overall Grants review undertaken to develop the Families and Communities agenda.

- 1.2.3 This approach to grant funding arrangements for implementation from 2015/2016 acknowledged the value of retaining the Grant Working Party for its views and advice on how it considers future funding should be granted.
- 1.2.4 As part of a monitoring process, the Grant Working Party considers and receives quarterly updates via email on the progress of the projects supported with funds from the 2017/2018 Community Chest. 18 applications for funding from the Community Chest for the 2018/2019 year (and in some cases beyond this financial year) were considered in November 2017. The substantial number of recommendations, which had demanded significant consideration and discussion by the Working Party, were subsequently approved in their entirety by the Cabinet. Grants totalling £276,683 (which includes £7,000 already approved in 2017/2018) were approved for the 2018/2019 year, with some organisations, subject to provisos, benefitting from the knowledge that they will receive funding for the 2019/2020 year as well. This approach regarding the consideration of Community Chest funding applications has therefore worked well since its inception in 2015.
- 1.2.5 In 2016/2017 as part of the budget setting process, the RIGS fund was extended to include the current Rural Action Plan underspend of circa £90,000. This allowed the scheme to continue for the four year period 2016-2020, by allocating an equal sum in each of those years, taking into account an underspend from the budget for 2015/2016. The fund will then cease from April 2020 and it is envisaged that Community Infrastructure Levy will be in place by then acting as the funding stream direct to town and parish councils for such projects.
- It is therefore considered that decisions on the Rural Initiative Grant Scheme (RIGS) grants will remain the responsibility of the Grant Working Party until all of the funding has been allocated.
- 1.2.6 This Working Party generally meets only twice a year. Additional meetings would only be arranged in 2018/2019 as substantive business dictates.

1.2.7 It is **RECOMMENDED** that **the Grant Working Party continues to operate in accordance with its current Terms of Reference, as detailed in Appendix A of Report No: CAB/SE/18/031.**

1.3 **Current Joint Panels and Steering Groups: Joint Membership with Forest Heath District Council**

1.3.1 The following Joint Panels and Steering Groups have been established with Forest Heath District Council. It should be noted that none of the following Panels/Groups' meetings are open to the public:

Joint Panels and Steering Group	Borough Council Members	Substitutes	Terms of Reference and Membership
Growth and Innovation Group	None defined	None defined	Appendix B
Future Governance Steering Group	3	1	Appendix C
West Suffolk Joint Health and Safety Panel	3	1	Appendix D
West Suffolk Joint Staff Consultative Panel	3	2	Appendix E

1.3.2 **Growth and Innovation Group**

On 9 January 2018, the Cabinet approved new proposed draft Terms of Reference for a new joint 'Growth and Innovation Group', which had evolved from the former West Suffolk Joint Growth Steering Group (WSJGSG). The prime purpose of this Group is to develop and push thinking by considering other best practice and using personal insights to inform debate on issues relating to the West Suffolk Councils' Growth agenda. It is not a decision making body nor a duplicate of Cabinet decision making. The Group will through debate and discussion inform Portfolio Holders' recommendations to Cabinet on strategy and policy, thus according more suitably to the revised Strategic Priorities contained in the newly adopted West Suffolk Strategic Framework 2018-2020 [Council – 19 December 2017] and the West Suffolk Growth Investment Strategy [Council – 20 February 2018].

1.3.3 There is no defined membership of the Growth and Innovation Group, therefore there is no requirement for the Group to have regard to the political balance of the Council. Agenda topics will be given to all Members, who may attend wherever the subject matter is of interest to them.

1.3.4 As was the case with the former WSJGSG, the relatively new Growth and Innovation Group is not be a decision making body; however unlike the WSJGSG, meetings are not be open to the public. Where appropriate, officers and the Portfolio Holders may however, request that other stakeholders attend meetings. Issues under consideration will obviously become public when they reach a formal decision-making stage, and be

subject to all the normal transparency and scrutiny rules in the Constitution at this point.

- 1.3.5 Some aspects of the new Group's work may require the formation of sub-groups to assess detailed proposals with their own separate ToR.

In certain circumstances, such as when development plan documents require consideration that may inform the development of a new West Suffolk Local Plan, it may be more appropriate for such a sub-group to be constituted by the Cabinet and operate in a traditional committee format, with nominated Members, a Chairman, voting arrangements and operate to the Council's standard rules of debate.

- 1.3.6 In relation to the development of a new West Suffolk Local Plan, it should be noted that further discussions will be held with Portfolio Holders and Cabinet later in 2018 regarding engaging Members with the detail of its development.

- 1.3.7 The Terms of Reference are shown in Appendix B attached. Membership is not listed as there is no defined membership and no regard to the political balance.

- 1.3.8 As the Group is in the early stages of its inception, it has not yet met in its present form; however a first meeting, including an insightful visit to self and custom build development in a neighbouring district, will be held in summer 2018.

- 1.3.9 It is **RECOMMENDED** that **the Growth and Innovation Group continues to operate in accordance with its current Terms of Reference, as detailed in Appendix B of Report No: CAB/SE/18/031.**

- 1.3.10 **Future Governance Steering Group**

On 30 May 2017, both Forest Heath District and St Edmundsbury Borough Councils' Cabinets approved the establishment and ToR for the Future Governance Steering Group (Report No: [CAB/SE/17/022](#)) refers. Its principal remit was to assess the technical requirements involved in moving forward the proposals for the creation of a single council for West Suffolk, the business case for which was approved by both Forest Heath and St Edmundsbury Councils in September 2017.

- 1.3.11 It has been established that the FGSG has functioned extremely well since its inception and has undertaken the requirements and responsibilities set out in its original ToR to the letter.

- 1.3.12 As matters for creating a single council for West Suffolk are progressing rapidly with a view to the new Council being formed from April 2019, the role and remit of the FGSG has evolved to enable it to consider a wider range of technical issues to ensure the appropriate governance is in place for the new Council.

- 1.3.13 To facilitate this, on 9 January 2018, the FGSG's Terms of Reference were amended and approved and these, and its current membership, are

shown in Appendix C attached. Now it has a much wider remit, the workload for this informal Group is expected to increase considerably during the single council transition period. Whilst non-decision making, the Group has an important role in working through the technical requirements of creating the single council. Meetings have therefore been arranged to reflect this increase in workload accordingly.

- 1.3.14 Similarly with the Growth and Innovation Group, whilst meetings of this Group are not open to the public, issues under consideration will be published when they reach a formal decision-making stage, and be subject to all the normal transparency and scrutiny rules in the Constitution at this point.
- 1.3.15 It is **RECOMMENDED** that **the Future Governance Steering Group continues to operate in accordance with its current Terms of Reference contained in Appendix C.**
- 1.3.16 **West Suffolk Joint Health and Safety Panel and West Suffolk Joint Staff Consultative Panel**
- 1.3.17 It is suggested that the West Suffolk Joint Health and Safety Panel and West Suffolk Joint Staff Consultative Panel continue to operate to consider policy matters for recommending to Cabinet/Council for approval, in accordance with the remit of each Panel's ToR.
- 1.3.18 Where recommendations to Cabinet and/or Council are not required, the greater use of electronic means is exercised to keep Members informed of issues that would usually be noted by these Joint Panels. With greater emphasis now placed on Members' use of electronic devices, such information can be accessed more easily by email, or within dedicated areas on the West Suffolk intranet. This practice has been exercised in previous years; however the importance of maintaining positive face-to-face engagement between employer (council) and employee (staff) representatives on both of these Panels is recognised.
- 1.3.19 It is therefore suggested that this arrangement continues to operate for 2018/2019. However, subject to the agreement of the relevant Chairman of each of the Joint Panels, this does not preclude Members suggesting that meetings be convened to discuss a specific topic that may arise from information provided electronically.
- 1.3.20 It is **RECOMMENDED** that:
- (1) the West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices D and E respectively; and**
 - (2) periodical meetings of the Joint Panels continue to be scheduled as and when required but with regard to the discussion outlined in Section 1.3.18.**

1.4 **Joint Committees**

- 1.4.1 To comply with the Constitution, the Council's Joint Committees exercise executive functions on behalf of the Cabinet. St Edmundsbury Borough Council's membership of the Joint Committee indicated in 1.4.2 below is therefore required to comprise Cabinet Members:

Joint Committee	SEBC Full Members	SEBC Substitutes
Anglia Revenues and Benefits Partnership Joint Committee	1	2
Joint Executive (Cabinet) Committee	8	0

1.4.2 **Anglia Revenues and Benefits Partnership Joint Committee**

Following agreement in December 2015 by each of the seven Councils represented on the Partnership (Forest Heath District Council, St Edmundsbury Borough Council, Breckland Council, East Cambridgeshire District Council, Fenland District Council, Suffolk Coastal District Council and Waveney District Council), the Anglia Revenues and Benefits Partnership Joint Committee comprises one Member and two Substitutes appointed from each of the partner Councils represented), with the option for one of the substitutes to attend and take part in debate (but not vote.)

- 1.4.3 This has since had a positive impact on the functionality of the Joint Committee.

1.4.4 **Joint Executive (Cabinet) Committee**

At the Annual Meeting of Council arranged for 17 May 2018, Council will consider a proposal to establish a joint committee, which would comprise all current Members of Forest Heath District Council's (FHDC) and St Edmundsbury Borough Council's (SEBC) Cabinets and would have executive decision making powers. As this report will be published before the Annual Meeting has been held, the decision of Council will be verbally reported at the Cabinet meeting.

- 1.4.5 Report No: AGM/SE/18/002 explains that Members who have attended current FHDC/SEBC (Informal Joint) Cabinet meetings will have noted these meetings can be confusing, with joint debates followed by individual Cabinet meetings who each vote on the agenda items (many of which are joint items). Recognising this, alongside the progress achieved towards forming a single Council from April 2019, the Leaders had confirmed it was their intention to form a Joint Executive (Cabinet) Committee to make decisions that are currently made by their individual Cabinet meetings.

- 1.4.6 The Leaders, and their Portfolio Holders, will still have responsibility for their individual designated areas (within Forest Heath and St Edmundsbury areas), and be able to make decisions in line with the rules for Portfolio Holder decision making.

- 1.4.7 Whilst it is within the gift of the Leaders to form such a joint committee, the necessary constitutional amendments require Council approval, and these are contained in Appendix A attached to that report. In practice, many of the amendments are straightforward. Importantly, the proposals maintain the ability of either Council to still have its own individual Cabinet meeting if it wished.
- 1.4.8 Given this proposal, it is also considered sensible to re-assess the key decision making thresholds, which have not been revised for some significant time. As the two Cabinet meetings are coming together, Council will consider a proposal to increase the threshold to £100,000 from the current £50,000 level as a way of not diluting the current key decision thresholds. Decisions below the £100,000 level would be made by officers or Portfolio Holders, but would still be referred to Cabinet where it is considered they have a significant impact on the local areas or officers / Portfolio Holders do not wish to exercise their delegation.
- 1.4.9 As consideration of and the appointment to this proposed joint committee will have been made by Council within days of this review being held, no decision is required by Cabinet at this time. It should also be noted, that as the proposal to establish the joint committee will not be known prior to this report being published, it will not be applied until June 2018.
- 1.4.10 It is **RECOMMENDED** that:
- (1) the Portfolio Holder for Resources and Performance be re-appointed as the full Member and the Portfolio Holders for Families and Communities, and Housing be re-appointed as the two substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2018/2019;**
 - (2) the proposal to establish and appoint to a Joint Executive (Cabinet) Committee for consideration by Council at its Annual Meeting on 17 May 2018, be noted;**
 - (3) should any future changes to membership of the bodies listed in (1) and (2) above be required during 2018/2019, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nomination of the Leader of the Council.**

1.5 **Other Informal Working Groups**

- 1.5.1 The Cabinet also sets up from time to time informal Member/Officer Working Groups to consider specific issues usually on a task-and-finish basis and often as joint groups with Forest Heath District Council. These groups make recommendations directly to Cabinet or the appropriate Committee in the form of reports and it is proposed that the practice of setting up such informal groups to look at specific issues should continue as required, provided there are resources available to support them.
- 1.5.2 In relation to the groups currently operating, the situation for 2018/2019 is as follows:

- (a) **The Apex Performance Panel:** this group was established in March 2013 to implement the findings of the two-year review. It reported to the Performance and Audit Scrutiny Committee on an annual basis; however its role has now been reviewed. Given the future direction of The Apex (details of which would be forthcoming in the future), the Portfolio Holder for Leisure and Culture now intended to dissolve the Performance Panel in its current format and has asked the Performance and Audit Scrutiny Committee to review performance against measures on a quarterly basis, with the Overview and Scrutiny Committee undertaking a review on a three-yearly basis on specific aspects. **Disband.**
- (b) **Joint Member Development Group:** This is a joint group with Forest Heath District Council which was established in December 2012 as an informal group to contribute to and support member development opportunities. It has met reasonably frequently in 2017/2018 and has recently considered the findings of review undertaken by the Overview and Scrutiny Committee on implementing an effective member development programme, which included exploring alternative means of delivery to encourage greater engagement. **Retain.**
- (c) **Bury St Edmunds Town Centre Masterplan Advisory Group:** Acting as a critical friend, members of this group is drawn from a widely selected group of organisations with an interest in the future success of Bury St Edmunds town centre, advising the Portfolio Holder for Planning and Growth on emerging proposals being developed as part of the Masterplan. **Retain.**

1.5.3 It is **RECOMMENDED** that:

- (1) **the Cabinet's existing informal Working Groups be retained or disbanded as indicated in Section 1.5.2; and**
- (2) **provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2018/2019.**

1.6 **Political Balance and Appointment of Membership**

- 1.6.1 The formula for the allocation of seats to the political groups of the Council will be considered at its Annual Meeting on 17 May 2018. It is therefore suggested that the allocation of seats to the Grant Working Party, which has historically been calculated with regard to the political balance be considered and membership to be re-appointed in accordance with Table 1 set out in Appendix A.
- 1.6.2 Although not required to have regard to the political balance, Table 1 contained in Appendices C to E include the existing membership of each of these Joint Panels/Steering Group (Appendix B does not as it is proposed that the new Growth and Innovation Group does not have defined

membership). It is proposed that the membership for each of these Panels/Groups be re-appointed.

1.6.3 Any future changes to membership of the Working Party/Joint Committees/Joint Panels/Steering Group, are suggested to be made under existing delegation, as reflected in the following recommendation.

1.6.4 It is **RECOMMENDED** that:

(1) St Edmundsbury Borough Council's membership (including substitutes) of the Grant Working Party, Future Governance Steering Group, West Suffolk Joint Health and Safety Panel, West Suffolk Joint Staff Consultative Panel, as set out in Table 1 of Appendices A, C, D and E respectively, be re-appointed for 2018/2019.

(2) should any future changes to membership of the bodies listed in (1) above be required in the remainder of 2018/2019, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nominations of Group Leaders; and

(3) such appointments be made on the basis of political balance requirements, where applicable and identified in Report No: CAB/SE/18/031.

1.7 **Re-appointment of representatives to outside bodies**

1.7.1 The Council is required by the Constitution at each Annual Meeting to:

- (1) receive, or arrange the delegation of, nominations of Councillors to serve on any outside body for which a new appointment or re-appointment is required; and
- (2) appoint to those outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.

1.7.2 Council has delegated the appointment or re-appointment of 'observers' to the Cabinet. The following Members are currently appointed by the Borough Council as observers to the following outside bodies:

- (a) Suffolk West Citizens Advice Bureau (Bury St Edmunds):
Councillor Patrick Chung; and
- (b) Theatre Royal Board of Management: Councillor Joanna Rayner.

1.7.3 The Leader also has authority, under the terms of Memoranda of Understanding for projects, to appoint Members to sit on project groups, or equivalent. Councillor Jo Rayner (substitute: Councillor Patsy Warby) represents the Cabinet on the Guildhall Project and Councillor Patrick Chung performs the same role for the Newbury Community Centre Project on this basis.

- 1.7.4 The Leader, or a substitute appointed by the Leader, also represents the Cabinet on the informal partnership group which examines the 'One Public Estate' programme in West Suffolk (the West Suffolk Property Board). This is an ex-officio appointment, as the partnership arrangements require the leaders of St Edmundsbury and Forest Heath to attend.
- 1.7.5 Cabinet is **RECOMMENDED** to re-appoint the Members stated in **Section 1.7.2 above as observers to the respective outside bodies listed, and to NOTE the Leader or ex-officio appointments to the project or partnership groups listed in Section 1.7.3 and 1.7.4 .**

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Grant Working Party: Terms of Reference

To consider grant applications and recommend the level of grants payable to organisations to officers or the Cabinet, based on the policies agreed by Council and in accordance with the criteria for Community Chest Grant funding and Rural Area Initiative Grant funding.

Version approved by Cabinet: 9 January 2018

Table 1: Membership as at 14 May 2018:

SEBC Grant Working Party (8) (Politically balanced.)		
Political Group	Full Member	Substitute Member
Conservative	Broughton, Sarah	Brown, Simon
Conservative	Glossop, Susan	Mildmay-White, Sara
Conservative	Houlder, Ian	
Conservative	Marks, Margaret <i>(Vice Chairman)</i>	
Conservative	Pollington, Clive	
Conservative	Thorndyke, Jim <i>(Chairman)</i>	
Charter	Hind, Diane	Wakelam, Julia
Haverhill Indys	Burns, John	Brown, Tony

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Growth and Innovation Group: Terms of Reference

Version approved by Cabinet: 9 January 2018

Purpose

1. The prime purpose of the Growth and Innovation Group is to develop and push thinking by considering other best practice and using personal insights to inform debate on issues relating to the Councils' Growth agenda. It is not a decision making body nor a duplicate of Cabinet decision making. The Group will through debate and discussion inform Portfolio Holders' recommendations to both Cabinets on strategy and policy.
2. They may assist the Cabinets through:
 - Participating in strategic workshops and the development of new thinking on key growth issues which respond to Growth outcomes in the Strategic Plan and beyond.
 - Help shape the development of key strategies and policy documents which flow from the Strategic Plan such as the Investment and Housing Strategies as well as the emerging West Suffolk Local Plan.
 - Considering government consultations and assisting in developing potential responses to these.
 - Support the Councils' ambition in being trail blazing authorities in developing new and innovative ways to contribute to the Growth agenda.
 - Monitoring how the Councils and key stakeholders are delivering key growth priorities of the Councils.

Membership

3. There is no defined membership of the Growth and Innovation Group. Agenda topics will be given to all members, who may attend wherever the subject matter is of interest to them. The following members would be expected to attend meetings on a regular basis:
 - FHDC and SEBC Portfolio Holders
 - SEBC's informal Assistant Portfolio Holders for Planning and Growth, and Leisure and Culture
 - FHDC and SEBC Chairmen and Vice-Chairmen of Development Control Committees
4. Members who wish to attend meetings are expected to be informed of the key issues at stake, through having read key strategy and policy documents in

advance of meetings, and undertaken necessary research or background reading (for example, through reading government white papers). Officers will assist members through providing links to key research materials in advance of meetings.

Facilitation

5. Meetings shall be facilitated by the Portfolio Holders for Growth and lead officers for the subject area. The Portfolio Holder members will be responsible for steering the agenda for discussion at these meetings in consultation with the lead officers.

Decision Making

6. The Growth Group is not a decision making body. Members are expected to express views, and be challenged on these. Robust discussions may take place in an atmosphere of mutual respect following "Chatham House" rules. Facilitators will be expected to draw conclusions from debate to facilitate Growth and Housing Portfolio Holders to take appropriate recommendations back to the Cabinets. Growth Group members should be aware that Cabinet may not draw the same conclusions as the Growth Group on matters under consideration.
7. Formal minutes of Growth Group meetings will not normally be taken. Officers will capture key actions and conclusions from debates.

Confidentiality

8. As a non-decision making, forming Group, meetings shall not be open to the public. Where appropriate, officers and the Portfolio Holders may request that other stakeholders attend meetings.
9. Wherever matters under discussion are confidential, officers will endeavour to make this clear to members and similarly, members will be expected to maintain the confidentiality of the discussions that take place in line with the Code of Conduct for members.
10. Issues under consideration will obviously become public when they reach a formal decision-making stage, and be subject to all the normal transparency and scrutiny rules in the Constitutions at this point.

Quorum

11. As an informal, confidential non-decision making body with no defined membership, there is no defined quorum as such; however, a minimum of three members from each authority will be its recognised quorum.

Sub-Groups

12. Some aspects of the Group's work may require the formation of sub-groups to assess detailed proposals. It is expected that members of both Cabinets should be briefed by the Portfolio Holders on the purpose of any sub-group and terms of reference, which will require both Cabinets' endorsement and approval.

13. In certain circumstances, such as when consideration of development plan documents are required, it may be more appropriate for the sub-group to operate in traditional committee format, with nominated members, a chair, voting arrangements and operate to the standard Councils' rules of debate. Such sub-groups shall be formally constituted by the Cabinets.

Review

14. As a Group appointed by the Cabinets, its role, remit and responsibilities will be subject to annual review at the Cabinets' first meeting of each municipal year as part of the composite review of all Cabinet Working Parties, Panels and Other Groups. Such reviews, which are subject to Cabinet approval, assess whether each body remains fit-for-purpose and whether they should continue to operate in their current or a revised form. Interim reviews may be undertaken at any other time of year as the Cabinets see fit.

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Future Governance Steering Group: Terms of Reference

Objective

1. To advise and support the Leaders of Forest Heath District Council and St Edmundsbury Borough Council on the arrangements being implemented to support the creation of a single Council for West Suffolk

Terms of Reference

- To advise on recommendations Councils should make to the Secretary of State and / or Local Government Boundary Commission for England on the technical requirements for new future governance arrangements
- To oversee the development of an implementation plan to support the creation of a single Council, and monitor the delivery of the implementation plan
- To support the principles in developing new governance and decision making structures (the constitutional detail being reserved to the Joint Constitution Working Group to resolve)
- To make recommendations to the Leaders of the Councils accordingly

Powers

3. The Technical Steering Group's role is advisory and thus will not have any delegated decision making responsibility.

Membership

4. Membership shall be comprised of 6 members, three to be nominated by the Leader of each Council. The following members (unless otherwise appointed to the Group) shall be invited to each meeting as observers, and whilst they shall not take part in any formal voting at the group, they will be provided copies of papers presented to each meeting and be allowed to participate in group debates at the discretion of the Chairman:

- The Chairmen of the Overview and Scrutiny Committees of each Council; (or their Vice-Chairmen where they are unable to attend)
 - The Leaders of each recognised minority group (or their notified Deputies where they are unable to attend)
 - Members of each Cabinet
5. The Leader of each Council may also appoint one named substitute member of the Committee.

Chairman and Vice-Chairman

6. The Chairman and Vice-Chairman shall be elected at the first meeting of the Group by a majority vote of the group members. Where the Chairman is a member of one Council, the Vice-Chairman shall be a member of the other Council. They shall hold office for a period of 6 months, and except where the members of the Group agree, the Vice-Chairman shall usually be expected to become the Chairman of the Group 6 months after his nomination as Vice-Chairman, the purpose being that each Council shall take it in turn to Chair the Group.

Quorum

7. The quorum level for the Group shall be 3, to include at least 1 member from each Council.

Access to Information

8. As a non-decision making body, the normal Access to Information Rules do not apply to the working group.
9. Officers should endeavour to make clear to members of the Group where matters under discussion are confidential, and should be treated by members privy to the information as such.

Frequency

10. Meetings will be scheduled according to the demands of the work programme and decision making framework. It should be expected that this will require meetings on at least a monthly basis.

Version approved by Cabinet: 9 January 2018

Table 1: Membership as at 14 May 2018:

<p>Future Governance Steering Group (6) (Group established 30 May 2017)</p> <p>(Not politically balanced) (To make recommendations to the Leaders of FHDC and SEBC) (The following Members to be invited to meetings as observers:</p> <ul style="list-style-type: none"> - The Chairmen of both FHDC and SEBC Overview and Scrutiny Committees (or Vice-Chairmen in their absence - The Leaders of each recognised minority group (or notified Deputies in their absence - Members of both FHDC and SEBC Cabinets) <p>(Chairman/Vice-Chairman to alternate between each authority after a period of office of six months, after which the Vice-Chairman will become Chairman and vice-versa, or by other arrangements, as agreed by the Group)</p>		
FHDC		
Political Group	Full Member	Substitute Members
Conservative	Bowman, Ruth <i>(Vice-Chairman)</i>	Burt, Rona
Conservative	Busuttil, Louis	
Conservative	Harvey, Brian	
SEBC		
Political Group	Full Member	Substitute Members
Conservative	Bull, Carol <i>(Chairman)</i>	Fox, Paula
Conservative	Roach, David	
Conservative	Thorndyke, Jim	

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West Suffolk Joint Health and Safety Panel: Terms of Reference

1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
- 1.2 The Panel will consider both authorities' health and safety arrangements and provide guidance to support the development of executive action by officers of both authorities, including policy guidance.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding of health and safety matters.
- 1.4 To make recommendations to the Cabinets and/or officers of both authorities about policies and actions required to develop and maintain effective health and safety arrangements.

2. Constitution

- 2.1 The West Suffolk Joint Health and Safety Panel shall comprise 12 Members. Three Councillors from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC), to be the 'employers' side'. Six members of staff from across the two authorities to be the 'employees' side', drawn from the officer Joint Health and Safety Group.
- 2.2 A substitute Member from each authority on the employer's side and two substitutes from the employees' side to provide a total of six full members and two substitute members on each 'side' shall be permitted.
- 2.3 It shall be the Health and Safety Manager's duty to attend and advise the Panel.
- 2.4 The Panel shall appoint a Chairman from the Employer's Side and a Vice-Chairman from the Employees' Side. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

2.5 The Panel may invite attendance of any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration.

3. Terms of Reference

3.1 The Panel shall keep under review all matters relating to the health, safety and welfare of the Councils' employees, and to the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.

3.2 To review and monitor the Joint Health and Safety Policy and recommend amendments to the Officers and/or Cabinet of both authorities in accordance with their respective schemes of delegation. Specifically, the Panel will work directly with the Health and Safety Manager to review and implement revisions to the operational instructions and annexes contained in Part 5 of the Policy ("Arrangements") under his/her delegated authority to make such changes.

3.3 Without prejudice to the foregoing terms, items for particular consideration may include:-

- (a) the study of accidents and diseases, and in particular those notifiable to the Health and Safety Executive;
- (b) considering and making recommendations in respect of items submitted by the staff Joint Health and Safety Group;
- (c) consideration of reports and information from the Inspectors of the Health and Safety Executive;
- (d) consideration of reports submitted by Safety Representatives;
- (e) the development of safety procedures and safe systems of work;
- (f) recommending and monitoring the effectiveness of employee safety training;
- (g) the presentation of publicity on safety matters; and
- (h) inspecting or arranging for an inspection of any particular area or activity.

4. Arrangements and Procedures

- 4.1 Meetings shall normally be held three times a year but, exceptionally, the Chairman may decide, after consultation with the Health and Safety Manager, to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 4.2 Agendas shall be prepared by the Democratic Services Section, after discussion with the Health and Safety Manager, and shall be made available at least five days before the meeting.
- 4.3 The quorum for the Joint Health and Safety Panel shall be four, comprising at least two employee representatives, and two Members, one from each authority.
- 4.4 Voting shall be by a show of hands and simple majority.
- 4.5 The report from the Joint Health and Safety Panel to the respective Cabinets shall be by way of presentation of the minutes or in a format agreed by the Cabinet.

Version approved by Cabinet: 9 January 2018

Table 1: Membership as at 14 May 2018:

West Suffolk Joint Health and Safety Panel (6) (Employee's side) (Not politically balanced.)		
FHDC		
Political Group	Full Member	Substitute Members
Conservative	Barker, Chris	Roman, Nigel
Conservative	Burt, Rona	
UKIP	Ridgwell, Peter	
SEBC		
Political Group	Full Member	Substitute Members
Conservative	Chung, Patrick <i>(Vice-Chairman)</i>	VACANCY
Conservative	Warby, Frank	
Charter	VACANCY	

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West Suffolk Joint Staff Consultative Panel: Terms of Reference

1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC). The definition of 'staff' includes all groups of employees covered by the National Joint Council for Local Government Services.
- 1.2 The Panel will consider both authorities' staffing arrangements and provide a regular forum to secure the largest measure of agreement between the Councils as employers and Trade Union employees regarding matters directly affecting employment by the Councils.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding on staffing matters.
- 1.4 To make recommendations to the Cabinets of both authorities about policies and actions required to develop and maintain effective employee/employer arrangements.

2. Constitution

- 2.1 The Joint Staff Consultative Panel shall comprise 12 Members. Three Councillors from both FHDC and SEBC, which desirably reflects the political balance of each Council, to be the 'employers' side.
- 2.2 Six members of staff from across the two authorities to be the 'employees' side', nominated by the Trade Unions recognised by the Authorities in accordance with the formula set out below:-
 - (a) employee representatives appointed by each of the Trade Unions recognised by the authorities should be on a proportional basis to the total number of employees within the individual union compared to the total Trade Union membership; and
 - (b) each Trade Union recognised by the Authority shall have a minimum of one seat.

- 2.3 The Trade Unions recognised by the Authorities shall represent all Council employees. This will include raising issues on behalf of non-Trade Union members, should they be requested.
- 2.4 In the event of any failure to appoint/elect the number of representatives provided for by this Constitution, such failure to appoint/elect shall not invalidate the decisions of the Panel.
- 2.5 Two substitute Members shall be permitted from each authority on the 'employer's side' and four substitutes shall be permitted from the 'employees' side' to provide a total of 6 full Members and 4 substitute Members on each 'side'.
- 2.6 It shall be the duty of a senior Human Resource Officer to attend and advise the Panel.
- 2.7 The Panel shall elect a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side. The Chairman of the Panel shall be rotated on an annual basis between the Employees' and Employers' side. The Chairman of the meeting shall not have a casting vote.
- 2.8 The Panel may invite attendance by any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration. In addition, the Employee side may arrange for the attendance of a Trade Union official at any meeting of the Panel, subject to the prior agreement of the Chairman and Vice Chairman.

3. Terms of Reference

- 3.1 To establish and maintain methods of negotiation and consultation, to consult on matters affecting the employment of all groups of employees of the Councils, with a genuine commitment to seek consensus and enter into agreements, as appropriate.
- 3.2 These matters may include such subjects as:-
- (a) application or implementation of National Agreements;
 - (b) application or implementation of Local Agreements or local conditions of service;
 - (c) productivity or performance arrangements;
 - (d) issues referred to the Panel by the Trade Unions as provided for by the formal 'Consultation Procedures' (Employment Restructuring & Redundancy);
 - (e) working conditions;

- (f) welfare and health of employees;
 - (g) personnel procedures including recruitment, sickness, discipline and handling of grievances and redundancies;
 - (h) training & development of employees;
 - (i) equality issues; and
 - (j) any issue referred to the Joint Staff Consultative Panel by the Cabinets.
- 3.3 Issues affecting individuals (e.g. pay, discipline) are excluded from consideration unless they represent matters of principle which are of general application to employees.

4. Authority of the Panel

- 4.1 Decisions of the Joint Staff Consultative Panel shall be in accordance with the voting arrangements set out in paragraph 5.4 below and shall be subject to the approval of the Cabinets, as provided for by the Councils' Schemes of Delegation.

5. Arrangements and Procedures

- 5.1 Meetings shall normally be held quarterly but, exceptionally, the Chairman may decide, after consultation with a Senior Human Resources Officer to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 5.2 Agendas shall be prepared by the appropriate Committee Services Section, after discussion with a Senior Human Resources Officer, Chairman and Vice Chairman, and shall be circulated at least five working days before the meeting.
- 5.3 The quorum for the Joint Staff Consultative Panel shall be four, comprising at least two Employee representatives and two Members, one from each authority.
- 5.4 Voting shall be by a show of hands and simple majority. No motion shall be regarded as carried unless it has been approved by a majority of Employer representatives and a majority of Employee representatives present and voting.
- 5.5 The report from the Joint Staff Consultative Panel to the respective Cabinets shall be by way of presentation of the minutes/draft minutes or by way of a brief report in a format agreed by the Cabinet.

5.6 If the Panel is unable to agree and no local settlement can be achieved, the matter may be referred by either side to the Cabinets.

Version approved by Cabinet: 9 January 2018

Table 1: Membership as at 14 May 2018:

West Suffolk Joint Staff Consultative Panel (6) (Employer's side) (Not politically balanced but is desirable.)		
FHDC		
Political Group	Full Member	Substitute Members
Conservative	Bowman, Ruth <i>(Vice-Chairman)</i>	Harvey, Brian
Conservative	Burt, Rona	Lynch, Carol
Conservative	Edwards, Stephen	
SEBC		
Political Group	Full Member	Substitute Members
Conservative	Springett, Clive	Hopfensperger, Beccy
Conservative	Warby, Patsy	Bull, Carol
Charter	VACANCY	

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 May 2018 to 31 May 2018

Publication Date: 20 April 2018

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. This Plan also includes Cabinet decisions expected beyond 31 May 2018.

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
Page 8	Suffolk Business Park: Loan to Churchmanor This item has been removed from the Decisions Plan for the foreseeable future.				Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343		
	22/05/18 (NEW)	Annual Review of Cabinet's Working Groups, Joint Committees/Panels and Other Groups The Cabinet will be asked to consider an annual review of its Working Groups, Joint Committees/Panels and other Groups.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Leah Mickleborough Service Manager (Democratic Services)/ Monitoring Officer 01284 757162	All Wards
22/05/18 <i>(Joint meeting with FHDC's Cabinet)</i>	Custom and Self Build Interim Policy Statement The Cabinet will be asked to agree an Interim Policy Statement which will be	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan	All Wards	Report to Cabinet, including interim Policy Statement.

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
	used to assess whether or not an application for self/custom build should be granted planning permission and how the West Suffolk Councils (Forest Heath and St Edmundsbury) plan to meet the self/custom build demand in West Suffolk.					Service Manager (Strategic Housing) 01638 719440		
22/05/18 (Job 79 meeting with FHDC's Cabinet)	Building Control Resourcing and Development Plan To provide Cabinet with an overview of the Development Plan for the Building Control Service. As part of this it has been identified the need to increase resources within the team to provide both capacity and resilience. Cabinet is asked for the authority to increase the permanent establishment of the service.	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	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
Not before 22/05/18 (but likely to be June or later) <i>(Joint meeting with FHDC's Cabinet)</i>	Guildhall and 79 Whiting Street, Bury St Edmunds Following previous approval given in November 2017 to proceed with making an application to the Charity Commission to seek an amendment to the existing charity scheme in respect of the transfer of the managing trustee role for the Guildhall and 79 Whiting Street as part of the Guildhall Project, the Cabinet will be asked to adopt any new charity scheme that will arise from that application following due diligence by the other project partners.	Not applicable	(D)	Cabinet	Joanna Rayner Leisure and Culture 07872 456836	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet.
26/06/18 (Deferred from 17/04/18) <i>(Joint</i>	Haverhill Research Park The Cabinet will be asked to consider proposed options for Haverhill Research Park in terms of how its development (influenced by the	Possible Exempt Appendices: Paragraph 3	(R) – Council 17/07/18	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Julie Baird	All Wards	Report to Cabinet with recommendations to Council and the possibility of exempt

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
<i>meeting with FHDC's Cabinet)</i>	Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies. This matter will also be presented to the Overview and Scrutiny Committee, prior to approval being sought.					Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343		appendices.
26/06/18 <i>(Joint meeting with FHDC's Cabinet)</i>	West Suffolk Growth Investment Strategy – Energy Framework Within the West Suffolk Growth Investment Strategy, which was adopted in February 2018, reference was made to a number of opportunities linked to energy and recognised " <i>there is great scope to invest in energy and infrastructure to not only get an economic and financial return but social benefits too.</i> " The proposed Energy Framework provides detail	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet including Energy Framework

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
	around that ambition and sets out the policy context for investing in energy and within the local context for West Suffolk.							
26/06/18 (Deferred from 27/03/18) (Joint meeting with FHDC's Cabinet)	<p>Homelessness Reduction Strategy The Homelessness Act 2002 requires all councils to review and produce a new homelessness strategy at least every five years. A review of the existing strategy is due in 2018.</p> <p>In addition to this, the Homelessness Reduction Act 2017 comes into force in April 2018 and there are a number of fundamental changes to legislation and additional duties that will need to be reflected in a new Homelessness Reduction Strategy for West Suffolk, which the Cabinet will be asked to consider and adopt.</p>	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with draft policy, overview of the existing Homelessness Strategy review and results of the consultation.

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 draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.							
26/06/18 <i>(Joint meeting with FHDC's Cabinet)</i>	West Suffolk Annual Report 2017/2018 Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2017/2018, which has been jointly produced with Forest Heath District Council.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet.
24/07/18 (NEW) <i>(Joint meeting with FHDC's Cabinet)</i>	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.
04/09/18 <i>(Joint</i>	Housing Ten Unit Threshold The Cabinet will be asked	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing	Julie Baird Assistant Director (Growth)	All Wards	Report to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
<i>meeting with FHDC's Cabinet)</i> Page 84	to approve reverting back to applying approved affordable housing policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) (as applicable) in relation to developments of less than ten units and not applying the written Ministerial Statement which removes the requirement to provide any affordable housing on developments of less than ten units.				01359 270580	01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440		
04/09/18 (Deferred from 22/05/18) (Joint meeting with FHDC's Cabinet)	Future Additional Car Parking Provision, Bury St Edmunds The Cabinet will be asked to consider and recommend to Council, a business case for additional car parking provision in Bury St Edmunds, in accordance with the aspirations set out in the Bury St Edmunds Town Centre Masterplan.	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/18	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899 Peter Stevens Operations 01787 280284	Julie Baird Assistant Director (Growth) 01284 757613 Sabrina Pfuetzenreuter-Cross Principal Growth Officer 01284 757113	All Wards	Report to Cabinet with possible exempt appendices and 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
04/09/18 (Deferred from 18/06/18) (Joint meeting with FHDC's Cabinet)	West Suffolk Joint Affordable Housing Supplementary Planning Document The Affordable Housing supplementary planning document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.	Not applicable	(R) – Council 25/09/18	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet, including Supplementary Planning Document
02/10/18 (Deferred from 28/03/17)	Western Way Development Programme The Cabinet will consider an outline business case, including	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Rachael Mann Assistant Director (Resources and Performance) 01638 719295	All Wards	Report to Cabinet with recommendations to Council and possibility of

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
<p><i>(Joint meeting with FHDC's Cabinet)</i></p> <p style="text-align: center;">Page 86</p>	<p>recommendations to Council, in relation to the Western Way Development Programme. A separate proposal (which integrates with this paper) regarding the potential investment in renewable energy schemes may also be considered at this time.</p>					<p>Sabrina Pfuetzenreuter-Cross Principal Growth Officer 01284 757113</p> <p>Lisa Grove Service Manager (Customer Services) 01638 719320</p> <p>Peter Gudde Service Manager (Environmental Health) 01284 757042 (renewable energy scheme element)</p>		<p>Exempt Appendices.</p>
<p>02/10/18</p> <p>(NEW)</p> <p><i>(Joint meeting with FHDC's Cabinet)</i></p>	<p>Hargrave Neighbourhood Plan The Cabinet will be asked to consider recommending to Council the adoption of the Neighbourhood Plan for Hargrave, which has been subject to public</p>	<p>Not applicable</p>	<p>(R) – Council 30/10/18</p>	<p>Cabinet/ Council</p>	<p>Alaric Pugh Planning and Growth 07930 460899</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Marie Smith Service Manager (Planning)</p>	<p>Wickhambrook</p>	<p>Report to Cabinet with recommendations to Council.</p>

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	referendum.					Strategy) 01638 719260		
02/10/18 (Deferred from 26/06/18) P 28 27 (Joint meeting with FHDC's Cabinet)	West Suffolk Joint Tenancy Strategy The Localism Act (2011) introduced a duty for Local Authorities to produce a Tenancy Strategy. The Strategy outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet, including Tenancy Strategy
02/10/18 (Deferred from 26/06/18) (Joint meeting with FHDC's	Review of West Suffolk's Housing Strategy West Suffolk's Housing Strategy 2014 is due to be reviewed in 2018. Through the review of the Housing Strategy, the	Not applicable	(R) – Council 30/10/18	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 David Collinson Assistant Director	All Wards	Report to Cabinet with draft Strategy, overview of existing Housing Strategy

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
<p><i>Cabinet</i>)</p> <p style="text-align: center;">Page 88</p>	<p>opportunity to reflect priorities, actions and projects set out in the recently adopted West Suffolk Strategic Framework 2018-2020 will be taken. Furthermore, there are a number of additional duties and fundamental changes to housing legislation that will be reflected in the Housing Strategy.</p> <p>The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.</p>					<p>(Planning and Regulatory) 01284 757306</p> <p>Julie Baird Assistant Director (Growth) 01284 757613</p>		<p>review and results of consultation.</p>
<p>06/11/18</p> <p>(NEW)</p> <p><i>(Joint meeting with FHDC's Cabinet)</i></p>	<p>Revenues Collection Performance and Write Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	<p>Exempt Appendices: Paragraphs 1 and 2</p>	<p>(KD)</p>	<p>Cabinet</p>	<p>Ian Houlder Resources and Performance 01284 810074</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>	<p>All Wards</p>	<p>Report to Cabinet with exempt appendices.</p>

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
11/12/18 (NEW) <i>(Joint meeting with FHDC's Cabinet)</i> Page 89	Asset Management Strategy and Asset Management Plan The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the adoption of a new Asset Management Strategy and associated Asset Management Plan, which has been produced jointly with Forest Heath District Council.	Possible Exempt Appendices: Paragraph 3	(R) – Council 18/12/18	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council with the possibility of Exempt Appendices.
11/12/18 (Deferred from 06/02/18) <i>(Joint meeting with FHDC's Cabinet)</i>	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.

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
12/03/19 (NEW) <i>(Joint meeting with FHDC's Cabinet)</i>	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 Carol Bull Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Future Governance 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 Paul Claussen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Bruce Provan
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 Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt