

Cabinet



Forest Heath
District Council

Title:	Agenda												
Date:	Tuesday 12 September 2017												
Time:	6.00 pm												
Venue:	Council Chamber District Offices College Heath Road Mildenhall												
Membership:	<p>Leader James Waters</p> <p>Deputy Leader Robin Millar</p> <table border="0"> <thead> <tr> <th><u>Councillor</u></th> <th><u>Portfolio</u></th> </tr> </thead> <tbody> <tr> <td>David Bowman</td> <td>Operations</td> </tr> <tr> <td>Stephen Edwards</td> <td>Resources and Performance</td> </tr> <tr> <td>Andy Drummond</td> <td>Leisure and Culture</td> </tr> <tr> <td>Robin Millar</td> <td>Families and Communities</td> </tr> <tr> <td>Lance Stanbury</td> <td>Planning and Growth</td> </tr> </tbody> </table>	<u>Councillor</u>	<u>Portfolio</u>	David Bowman	Operations	Stephen Edwards	Resources and Performance	Andy Drummond	Leisure and Culture	Robin Millar	Families and Communities	Lance Stanbury	Planning and Growth
<u>Councillor</u>	<u>Portfolio</u>												
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.												
Quorum:	Three Members												
Committee administrator:	Sharon Turner Democratic Services Officer (Cabinet) Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk												

Public Information



Forest Heath

District Council

Venue:	District Offices College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 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 District 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 speaking:	Members of the public who live or work in the 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 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:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 10

To approve as a correct record the minutes of the Cabinet meeting held on 20 June 2017 (attached).

Part 1 - Public

3. Open Forum

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

4. Public Participation

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

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

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

5. Report of the Overview and Scrutiny Committee: 20 July 2017

11 - 16

Report No: **CAB/FH/17/040**

Chairman of Committee: Simon Cole

Lead Officer: Christine Brain

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

17 - 22

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

Portfolio Holder: Stephen Edwards

Lead Officer: Christine Brain

Chairman of Committee: Louis Busuttill

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

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

Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann
Chairman of the Committee: Louis Busuttil

- 8. Decisions Plan: September 2017 to May 2018** **27 - 42**

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

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

Portfolio Holder: James Waters Lead Officer: Ian Gallin

- 9. Revenues Collection and Performance Write-Offs** **43 - 46**

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

Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann

- 10. Exclusion of the Press and Public**

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

Part 2 - Exempt

- 11. Exempt Appendices 1 and 2: Revenues Collection Performance and Write-Offs (paras 1 and 2)** **47 - 50**

Exempt Appendices 1 and 2 to Report No: **CAB/FH/17/044**

Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann

(This item is to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as it contains information relating to an individual(s) and information which is likely to reveal the identity of an individual)

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

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 20 June 2017 at **6.00 pm** at the **Council Chamber, District**
Offices, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

Chairman James Waters

David Bowman
Stephen Edwards
Lance Stanbury

By Invitation:

Louis Busuttil (Chairman of the Performance and Audit
Scrutiny Committee)
Simon Cole (Chairman of the Overview and Scrutiny
Committee)

325. Apologies for Absence

Apologies for absence were received from Councillors Andy Drummond and Robin Millar.

326. Minutes

The minutes of the meetings held on 16 May 2017 and 30 May 2017 (Extraordinary Joint) were unanimously confirmed as a correct record and signed by the Chairman.

327. Open Forum

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

328. Public Participation

There were no questions/statements from members of the public.

329. Report of the Performance and Audit Scrutiny Committee - 25 May 2017 (Report No: CAB/FH/17/027)

Councillor Louis Busuttil, Chairman of the Performance and Audit Scrutiny Committee, presented this report which informed the Cabinet of the following items which had been discussed by the Committee on 25 May 2017:

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

Councillor Busuttil also explained that, unfortunately, the meeting had been declared inquorate, with there only being two Members of the Committee in attendance. Therefore Items (1) and (2) listed above could not be formally considered and had, therefore, been adjourned and deferred to the next meeting of the Committee on 27 July 2017. Councillor Busuttil apologised to the Cabinet for this situation.

With the vote being unanimous, it was

RESOLVED:

That the contents of Report No: CAB/FH/17/027, being the report of the Performance and Audit Scrutiny Committee, be noted.

330. Report of the Overview and Scrutiny Committee - 6 June 2017 (Report No: CAB/FH/17/028)

Councillor Simon Cole, Chairman of the Overview and Scrutiny Committee, presented this report which informed the Cabinet of the following items discussed by the Committee on 6 June 2017 and he also drew relevant issues to the attention of the Cabinet:

- (1) Presentation on Renewable Energy Provision for the Mildenhall Hub.
- (2) Work Programme and Re-Appointments to Task/Finish Groups/Suffolk County Council Health Scrutiny Committee.
- (3) Decisions Plan: June 2016 to May 2017.
- (4) Draft West Suffolk Annual Report (2016-2017).
- (5) Presentation by the Leader of the Council on his Portfolio Holder responsibilities.

With the vote being unanimous, it was

RESOLVED:

That the contents of Report No: CAB/FH/17/028, being the report of the Overview and Scrutiny Committee, be noted.

331. Report of the West Suffolk Joint Growth Steering Group - 6 June 2017 (Report No: CAB/FH/17/029)

Councillor Lance Stanbury, Portfolio for Planning and Growth, presented this report which informed the Cabinet of the following items discussed by the Steering Group on 6 June 2017 and he also drew relevant issues to the attention of the Cabinet:

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

With the vote being unanimous, it was

RESOLVED:

That the contents of Report No: CAB/FH/17/029, being the report of the West Suffolk Joint Growth Steering Group, be noted.

332. Mildenhall Hub - Investing in Renewable Energy Technologies (Report No: CAB/FH/17/030)

The Director presented this report which set out the principles and process for developing and adopting the previously agreed addendum to the main business case for the Mildenhall Hub in relation to investing in renewable energy technologies should planning consent be granted.

The final business case would be presented directly to Council on 26 July 2017, following further technical evaluation and clarity on the costs and benefits that could be delivered. Report No: CAB/FH/17/030 sought to clarify the preferred technologies in the light of work carried out to-date and the framework for the final business case. An outline of the proposed technologies being considered was also set out in paragraph 2.3 and Appendix 2 of the report.

Councillor Simon Cole, Chairman of the Overview and Scrutiny Committee, explained that this had also been considered by the Committee at their meeting on 6 June 2017. The Committee was in general support for the renewable energy technologies being proposed within the scheme, but did have some reservations with regard to some of the figures presented with regard to the projected returns, particularly in relation to battery storage. Therefore, within the report which was to be presented to Council on 26 July 2017, Councillor Cole wished to ensure that the figures presented were more representative of the likely returns.

With the vote being unanimous, it was

RESOLVED:

That, on the basis set out in Report No: CAB/FH/17/030, a final business case for a renewable energy investment in the Mildenhall Hub Project, be presented to Council on 26 July 2017.

333. Leisure Opportunities in Newmarket (Report No: CAB/FH/17/031)

Councillor Lance Stanbury, Portfolio Holder for Planning and Growth presented this report which explained that, following on from the recommendations of the Forest Heath Retail and Leisure Study, this report informed Councillors of the findings of the feasibility study undertaken into the proposed leisure opportunities in Newmarket town centre and outlined the feasibility undertaken at potential sites. The detail of these potential sites were contained within the exempt Appendices to Report No: CAB/FH/17/031. Councillor Stanbury made specific reference to Section 2 of the report in relation to the staged approach which was being undertaken with this project and explained that throughout the process the Council would continue to engage with potential cinema operators to ensure market interest. Section 4 of the report also referred to the effect of the increased car parking demand within the town centre.

As well as considering the optimum location for a cinema and leisure offer, the project would also look at opportunities to enhance The Guineas. The Council must protect its investment in this site and ensure that any scheme that came forward, ultimately benefitted this development and the wider town centre offer. Therefore, to develop this opportunity further, shortlisted site schemes needed to be fully appraised and costed and, therefore, the Cabinet were also being requested to support the allocation of a budget facility of up to £50,000, to enable detailed feasibility to be undertaken to enable a preferred site to be selected.

Whilst considering this report, the Cabinet also wished to discuss the content of exempt Appendices 2 to 6 and as reference was to be made to specific detail, it was proposed, seconded and unanimously **RESOLVED** for these discussions to be held in private session (see Minute Number 343. below) and the press and public were then excluded from the meeting.

Following the conclusion of the discussions in the private session, the press and public were re-admitted to the meeting and with the vote being unanimous, it was

RESOLVED:

That:-

1. The assessment of a cinema and restaurant development for Newmarket, be supported, in principle.
2. A revenue budget facility of up to £50,000 be allocated and funded from the 'Investing in our Growth Agenda' Reserve, to enable detailed feasibility to be undertaken on preferred sites, to

improve cost confidence and enable the preferred site to be identified.

334. **Adoption of Public Space Protection Orders (Report No: CAB/FH/17/032)**

Councillor David Bowman, Portfolio Holder for Operations, presented this report which set out the responses which had been received to the consultation exercise, which had taken place from 20 February to 17 March 2017, in relation to the proposed adoption of Public Space Protection Orders (PSPOs).

Key stakeholders (Police, the Police and Crime Commissioner, Parish Councils, The Kennel Club, RSPCA and Forest Heath District Council Elected Members) had been consulted individually. Given the results of the public feedback (including from the key stakeholders), it was being recommended that the new Orders be adopted, as set out in Report No: CAB/FH/17/032.

In response to a query raised by Councillor Simon Cole at the meeting, Officers also confirmed that the Parish of Exning was included within these Orders.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The results of the consultations associated with the proposed Public Space Protection Order (PSPO), be noted.
2. The proposed new Public Space Protection Order (PSPO), attached as Appendix A to Report No: CAB/FH/17/032, be approved, in relation to:
 - Dog Fouling
 - Banning of dogs from certain specific children's play areas and certain specific fenced football pitch areas.

335. **Discretionary Rate Relief Following Revaluation - Development of a Local Scheme 2017/2018 (Report No: CAB/FH/17/033)**

The Cabinet Member for Resources and Performance presented this report which set out a proposed scheme for adoption for the granting of Discretionary Rate Relief for businesses facing the steepest increases in their Business Rates bills, as a result of the 2017 Business Rates Revaluation.

The suggested Guidelines, as detailed in Appendix A to Report No: CAB/FH/17/033), set out the criteria to be taken into consideration in deciding whether rate relief should be given, the procedure for applications and an appeals process where there had been a refusal to grant relief. Awards of relief would be reviewed annually and the Guidelines would help to

determine which organisations should receive relief for the period commencing 1 April 2017.

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

With the vote being unanimous, it was

RESOLVED:

That:-

1. The principles of the Scheme and the Guidelines, as set out in Appendix A to Report No: CAB/FH/17/033, be approved.
2. Delegated authority be given to the Assistant Director (Resources and Performance), in consultation with the Portfolio Holders for Planning and Growth and for Resources and Performance, to agree the Scheme guidance for 2018/19 onwards, in line with the funding available and any feedback from businesses from 2017/2018 Scheme.

336. West Suffolk Joint Pay Policy Statement 2017/2018 (Report No: CAB/FH/17/034)

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance, presented this report which explained that Section 38/11 of the Localism Act 2011 required local authorities to produce a Pay Policy Statement annually.

An amended Appendix 1 to Report No: CAB/FH/17/035 was also circulated at the meeting, as the version within the agenda papers had contained some typographical errors.

Councillor Edwards explained that a Joint Pay Policy Statement for 2017/2018, as set out in the amended Appendix 1 to the report, reflected a shared workforce and the single Pay and Reward Strategy in place for St Edmundsbury Borough and Forest Heath District Councils. It also incorporated the outcomes of the 2013 collective agreement which established a modern reward framework for the integrated workforce.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (26 July 2017)

That the West Suffolk Joint Pay Policy Statement for 2017/2018, as contained in Appendix 1 (*as amended*) to Report No: CAB/FH/17/034, be approved.

337. **Draft West Suffolk Annual Report 2016/2017 (Report No: CAB/FH/17/035)**

The Cabinet received this report which highlighted the key activities and developments that had been achieved over the financial year 2016-2017, with regard to the priorities set out in the West Suffolk Strategic Plan.

This year's Annual Report had been produced in a more modern approach/format. It was hoped that the new format would be more engaging and would provide the opportunity to produce updates on the achievements throughout the year. The Annual Report also contained a number of case studies and examples from West Suffolk to illustrate the achievements described.

On 6 and 7 June 2017 respectively, the draft Annual Report was presented to both the St Edmundsbury Borough and the Forest Heath District Councils' Overview and Scrutiny Committees, where a number of suggestions had been recommended to amend the document. These suggested amendments were tabled at the Cabinet meeting:

- Page 9, under the section 'supporting our markets' include the sentence: *'We are working with Suffolk County Council to improve the offer on the market in Newmarket and look forward to reporting on how this progresses later in the year.'*
- Page 21, under 'locality budgets' include the sentence: *'This webpage is regularly updated with information about the latest projects that we support.'*
- Page 27, under 'promoting physical activity' remove 'Clare'. Therefore the focus will remain on the largest population centres.
- Annex 1, 'Community Chest Funding' include the geographical area the organisation serves and the amount of funding allocated to each organisation.
- Furthermore, the Community Chest Funding list had changed because the one circulated to the Overview and Scrutiny Committees stated who had been allocated funding in 2016/17, whereas this new correct list stated who actually received funding in 2016/17. As a result the following amendments would be made to the Annual Report:
 - Page 21, remove the sentence: *'In this year there has been a particular focus on how organisations can support people to make positive choices and behaviour change to prevent ill health, supported with funds of £160,000 from Suffolk County Council's Public Health department.'* This was because the funding from Suffolk County Council would be available to support organisations focusing on making behaviour changes to prevent ill health in 2017/18.
 - Page 21, change £593,263 to £417,522.

With the vote being unanimous, it was

RESOLVED:

That the West Suffolk Annual Report 2016/2017, as contained in Appendix A to Report No: CAB/FH/17/035, be approved (as amended), to incorporate the revisions recommended by Forest Heath District and St Edmundsbury Borough Councils' Overview and Scrutiny Committee (as tabled at the Cabinet meeting held on 20 June 2017).

338. West Suffolk Community Energy Plan - Investing in New Opportunities (Report No: CAB/FH/17/036)

Councillor Lance Stanbury, Portfolio Holder for Planning and Growth, presented this report which explained that since 2016, the opportunities to invest in energy-saving and generating technologies had continued to grow. Therefore, it was being proposed that the existing approved Officer/Member delegations be extended to authorise the current nominated capital allocation to be spent on any energy-related investment opportunities, where they were in line with the Council's agreed financial returns and strategic objectives. This would, therefore, allow investment in new technologies as they became commercially attractive.

By extending the scope of already allocated capital investment, the Council would be able to build upon the successes of its shared policy of encouraging sustainable energy solutions and, in particular, the West Suffolk Community Energy Plan.

With the vote being unanimous, it was

RESOLVED:

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

339. Modern Slavery and Anti- Trafficking Statement (Report No: CAB/FH/17/037)

The Cabinet received this report which explained that the Modern Slavery Act 2015 was designed to tackle slavery in the UK and consolidated previous offences relating to trafficking and slavery. Section 54 of the Act required commercial organisations, with a turnover of more than £36m, to publish an annual "Slavery and Human Trafficking Statement". Organisations were required to set out the steps they had taken to ensure that slavery was not taking place in any part of the business or supply chain.

Section 54 of the Act also required the Council to consider modern slavery as part of its Procurement Strategy, ensuring that contractors and third parties had policies in place and adhered to the law and their responsibilities. In terms of best practice and with reference to Section 54, the West Suffolk Councils' would publish a Statement of the steps it had taken to ensure that slavery and human trafficking was not taking place in any of its supply chains, or in any part of its business. This proposed Statement was attached at Appendix 1 to Report No: CAB/FH/17/037.

With the vote being unanimous, it was

RESOLVED:

That the Modern Slavery and Anti-Trafficking Statement, as set out in Appendix 1 to Report No: CAB/FH/17/037, be endorsed and approved.

340. Decisions Plan: June 2017 to May 2018 (Report No: CAB/FH/17/038)

The Cabinet considered Report No: CAB/FH/17/037, which was the Cabinet Decisions Plan covering the period June 2017 to May 2018.

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

341. Exclusion of the Press and Public

With the vote being unanimous, it was

RESOLVED:

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

342. Financial Support for Newmarket Open Door - Supported and Temporary Accommodation (para 3) (Report No: CAB/FH/17/039)

The Cabinet received this report which set out a request for financial support from Newmarket Open Door to secure an existing property for the provision of supported and temporary accommodation.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The provision of financial support to Newmarket Open Door for the provision of supported and temporary accommodation, be approved, on the terms set out in Option 4 of Report No: CAB/FH/17/039.
2. The funding be allocated from the Council's capital programme allocation for affordable housing (with the residual balance being £355,000).
3. Delegated approval be given to the Assistant Director (Families and Communities), in consultation with the Portfolio Holder for Housing and with the Deputy Leader of Forest Heath District Council, to finalise the detail of the agreement.

343. Leisure Opportunities in Newmarket (Exempt Appendices 2 to 6 of Report No: CAB/FH/17/031) (para 3)

The Cabinet considered the exempt Appendices to Report No: CAB/FH/17/031, where reference was made to the specific detail contained within these.

Once the discussions were concluded in the private session on these Appendices, the meeting then moved back into the open session, where the press and public were re-admitted and the Cabinet then voted on the recommendations contained within the report (see Minute Number 333. above)

The Meeting concluded at 6.48 pm

Signed by:

Chairman

Cabinet



Forest Heath
District Council

Title of Report:	Report of the Overview and Scrutiny Committee: 20 July 2017	
Report No:	CAB/FH/17/040	
Report to and date:	Cabinet	12 September 2017
Chairman of the Committee:	Councillor Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 20 July 2017, the Overview and Scrutiny Committee considered the following items: (1) Annual Presentation by the Lead Portfolio Holder for Housing; (2) Effective Member Development; (3) Use of Directed Surveillance Powers by the Anglia Revenues Partnership; and (4) Work Programme Update.	
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/FH/17/040, being the report of the Overview and Scrutiny Committee.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	

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

1. Key issues and reasons for recommendation

1.1 Annual Presentation by the Lead Cabinet Member for Housing (Report No: OAS/FH/17/018 and Verbal)

1.1.1 The Committee was reminded that on 21 July 2016, the Committee received a presentation from the Lead Cabinet Member for Housing, setting out responsibilities covered under her portfolio.

1.1.2 At this meeting, the Lead Cabinet Member for Housing, Councillor Sara Mildmay-White, had been invited back to provide a follow-up presentation on her portfolio. Report No: OAS/FH/17/018, set out the focus for the follow-up presentation, which was to:

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

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

1.1.4 In particular, discussions were held on the Barley Homes Group Limited; transit sites for Gypsies and Travellers; the Rough Sleeper Outreach worker; space standards; Houses in Multiple Occupation; Street Link; member development sessions on Universal Credit and street begging.

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

1.2 Effective Member Development (Report No: OAS/FH/17/019)

1.2.1 The Committee received Report No: OAS/FH/17/019, which built upon recent discussions held at its meeting in March 2017 with the Portfolio Holder for Resources and Performance regarding member development.

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

1.2.3 The Committee discussed in detail various options set out in the report and asked questions to which responses were provided by the Portfolio Holder for Resources and Performance. In particular discussions were held on the need to provide sufficient notification of training sessions; tailoring training to the committee that members sat on; holding 20 minute training sessions/updates prior to a Committee meeting; the use of webinars and e-learning; and not repeating the same training sessions each year.

- 1.2.4 The Vice-Chairman of the Committee felt that the key point was to incentivise members to attend training sessions, and that it would be wrong to use the stick approach. Furthermore, members should not be treated as employees.
- 1.2.5 The Committee **RECOMMENDED** that the Member Development Steering Group be asked to consider the following recommendations for improving the Development Plan:
- 1) Explores the use of webinars alongside work already being undertaken on e-learning.
 - 2) Explores holding quick 20 minute learning sessions prior to the commencement of Committee meetings to update Committee members on legislative requirements; changes etc.
 - 3) Ensure that sufficient notice / publicity is provided on planned training sessions.
- 1.3 **Use of Directed Surveillance by the Anglia Revenues Partnership (Verbal)**
- 1.3.1 The Monitoring Officer presented a verbal report, which built upon discussions held at its meeting in April 2017 regarding the use of surveillances powers under the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 by the Anglian Revenues Partnership (ARP) for carrying out benefits checks.
- 1.3.2 It was reported that the Department for Work and Pensions (DWP) carried out fraud investigations on behalf of the Anglia Revenues Partnership, and the DWP had not used these surveillance powers.
- 1.3.3 There being no decision required, the Committee **noted** the contents of the verbal update by the Monitoring Officer.
- 1.4 **Work Programme Update (Report No: OAS/FH/17/020)**
- 1.4.1 The Committee received Report No: OAS/FH/17/020, which updated Member on the current status of its rolling work programme of items for scrutiny during 2017-2018 (Appendix 1).
- 1.4.2 The Democratic Services Officer (Scrutiny) informed the Committee that the following additional items were to be included in its forward work programme for 9 November 2017:
- Development of a New West Suffolk Strategic Plan 2018-2020;
 - Annual Report from Barley Homes Group Limited.
- 1.4.3 The Committee **noted** the update on the current status of its forward work programme for 2017-2018 and the additional items to be included in its forward work programme for November 2017.

2. Background Papers

- 2.1.1 Report No: [OAS/FH/17/018](#) to the Overview and Scrutiny Committee: Annual Presentation by the Lead Cabinet Member for Housing
- 2.1.2 Report No: [OAS/FH/17/019](#) to the Overview and Scrutiny Committee: Effective Member Development
- 2.1.3 Report No: [OAS/FH/17/020](#) to the Overview and Scrutiny Committee: Work Programme Update

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Cabinet



Forest Heath
District Council

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 27 July 2017	
Report No:	CAB/FH/17/041	
Report to and date:	Cabinet	12 September 2017
Portfolio Holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: stephen.edwards@forest-heath.gov.uk	
Chairman of the Committee:	Councillor Louis Busuttil Chairman of the Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 27 July 2017, the Performance and Audit Scrutiny Committee held an informal joint meeting with members of St Edmundsbury's Performance and Audit Scrutiny Committee, and <u>considered the first three items jointly:</u></p> <ol style="list-style-type: none"> (1) Balanced Scorecards Quarter 1 Performance Report 2017-2018; (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2017; (3) Work Programme Update; (4) Internal Audit Charter; (5) Internal Audit Annual Report (2016-2017) and Outline internal Audit Plan (2017-2018) 	

	<p>(6) Financial Performance Report (Revenue and Capital) 2017-2018 (Quarter 1);</p> <p>(7) Annual Treasury Management Report 2016-2017 and Investment Activity (April – June 2017).</p> <p>Separate report is included on this Cabinet agenda for Item (7) above.</p>
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report No: CAB/FH/17/041, being the report of the Performance and Audit Scrutiny Committee.
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>Report for information only.</p>
Consultation:	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> • See reports listed in Section 2 below
Implications:	
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
Are there any legal and/or policy implications?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	Please see background papers.
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendations

1.1 Balanced Scorecards and Quarter 1 Performance Report 2017-2018 (Report No: PAS/FH/17/017)

- 1.1.1 The Committee received and **noted** Report No PAS/FH/17/017, which set out the current West Suffolk Balanced Scorecards, which presented the Quarter 1 performance for 2017-2018. The five current balanced scorecards (attached at Appendices A to E to Report No: PAS/FH/17/015) were linked to the Assistant Directors Service areas. A Balanced Scorecard for the Growth service was currently under review and would be available for Quarter 2 reporting.
- 1.1.2 New indicators had been added for 2017-2018 due to the change in organisational structure and a review process at the end of the previous financial year.
- 1.1.3 Each Assistant Director presented their individual Balanced Scorecard and highlighted key areas for the Committees attention.
- 1.1.4 Members considered the report in detail and asked a number of questions on each of the Balanced Scorecards. Discussions were held on garden waste annual subscriptions; the annual canvass; health and safety incidents; household numbers in bed and breakfast; Universal Credit; apprentices; Disabled Facilities Grants; Building Control; enforcement cases and the operations service historical debt over 90 days.
- 1.1.5 The Committee welcomed the new format with each Assistant Director presenting their own Balanced Scorecard and wished this to continue.
- 1.1.6 No issues were required to be brought to the attention of Cabinet.

1.2 West Suffolk Strategic Risk Register Quarterly Report – June 2017 (Report No: PAS/FH/17/018)

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

1.3 Work Programme Update (Report No: PAS/FH/17/019)

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

- 1.3.2 Member considered its forward work programme for 2017-2018, and taking into account discussions held on the Balanced Scorecards, the Committee requested that additional information on "enforcement" and the "pre-planning advice service" be included within the respective Scorecards for the second quarterly report in November 2017.
- 1.3.3 The Committee also **resolved** that a report on the Building Control Performance be included on its forward work programme for its November 2017 meeting.
- 1.4 **Internal Audit Charter (Report No: PAS/FH/17/020)**
- 1.4.1 The Committee received Report No: PAS/FH/17/020, which asked Members to scrutinise and approve an updated version of the Internal Audit Charter, attached at Appendix A to the report.
- 1.4.2 The Charter had been revised to take into account recent revisions to the Public Sector Internal Audit Standards, and now included a "Mission" for the Internal Audit Section and "Core Principles" for the professional practice of internal auditing.
- 1.4.3 The Committee scrutinised the report and asked questions to which Officers duly responded.
- 1.4.4 The Committee **resolved** that the Internal Audit Charter, attached as Appendix A to Report No: PAS/FH/17/020, be approved.
- 1.5 **Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018) (Report No: PAS/FH/17/021)**
- 1.5.1 This report summarised the work undertaken by Internal Audit during the year and provided details of the Outline Internal Audit Plan for 2017-2018. It also showed progress made during the year in developing and maintaining an anti-fraud and anti-corruption culture and actions taken where fraud or misconduct had been identified. Finally, the report showed the work undertaken to fulfil the requirement for an annual review of the effectiveness of internal audit.
- 1.5.2 The Committee scrutinised the report and asked questions to which Officers duly responded.
- 1.5.3 The Committee **resolved** that the Internal Audit Plan for 2017-2018, attached as Appendix C to Report No: PAS/FH/17/021, be approved. The Committee also endorsed the conclusion drawn in respect of the annual review of the effectiveness of Internal Audit.
- 1.6 **Financial Performance Report (Revenue and Capital) 2017-2018 (Quarter 1) (Report No: PAS/FH/17/022)**
- 1.6.1 The Committee received the financial performance report, which set out the financial position for the first quarter of 2017-2018 and forecasted outturn position for 2017-2018.

- 1.6.2 Attached at Appendix A and B to the report was details of the Council's revenue performance and year end forecasted outturn position. Explanations of the main year end forecast (under) / over spends was set out within paragraph 1.2.3. Appendix C to the report set out the Council's capital financial position for the first three months 2017-2018. Finally, a summary of the earmarked reserves was attached at Appendix D along with the forecast year end position for 2017-2018.
- 1.6.3 The Committee scrutinised the report in detail and asked a number of questions to which Officers duly responded.
- 1.6.4 There being no decision required, the Committee **noted** the Quarter 1 performance and the 2017-2018 year end forecast financial position.

2. Background Papers

- 2.1.1 Report No: [PAS/FH/17/017](#) to the Performance and Audit Scrutiny Committee: Balanced Scorecards Quarter 1 Performance Report 2017-2018
- 2.1.2 Report No: [PAS/FH/17/018](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Quarterly 1 Monitoring Report – June 2017
- 2.1.3 Report No: [PAS/FH/17/019](#) to the Performance and Audit Scrutiny Committee: Work Programme Update
- 2.1.4 Report No: [PAS/FH/17/020](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Internal Audit Charter
- 2.1.5 Report No: [PAS/FH/17/021](#) to the Performance and Audit Scrutiny Committee: Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018)
- 2.1.6 Report No: [PAS/FH/17/022](#) to the Performance and Audit Scrutiny Committee: Financial Performance Report (Revenue and Capital) 2017-2018 (Quarter 1)

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Cabinet



Forest Heath
District Council

Title of Report:	Recommendations of the Performance and Audit Scrutiny Committee – 27 July 2017: Annual Treasury Management Report 2016-2017 and Investment Activity (1 April – 30 June 2017)	
Report No:	CAB/FH/17/042	
Report to and dates:	Cabinet	12 September 2017
	Council	18 October 2017
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	
Chairman of the Committee:	Louis Busuttil Chairman of the Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov.uk	
Lead Officer:	Rachael Mann Assistant Director (Resources and Performance) Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	On 27 July 2017, the Performance and Audit Scrutiny Committee considered Report No: PAS/FH/17/023 , which provided information on the Council's Annual Treasury Management Report summarising the investments activities for the year 2016-2017; and provided a summary of the investment activities for the first three months of 2017-2018 financial year.	
Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of full Council, the Annual Treasury Management Report 2016-2017, attached as Attachment 1 to Report No: PAS/FH/17/023, be approved.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:		• See Report No: PAS/FH/17/023	
Alternative option(s):		• See Report No: PAS/FH/17/023	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/17/023	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/17/023	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/17/023	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/17/023	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/17/023	
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)
	Low/Medium/ High*		Low/Medium/ High*
See Report No: PAS/FH/17/023			
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No: PAS/FH/17/023 and Attachment 1 ; Appendix 1 ; Appendix 2 ; Appendix 3 ; Appendix 4 ; Appendix 5	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Annual Treasury Management Report 2016-2017

- 1.1.1 The Council's Annual Treasury Management Report for 2016-2017 was attached as Attachment 1 to Report No: PAS/FH/17/023. The report included tables summarising the interest earned during 2016-2017 on the various treasury management investments held by the Council; investment activity during the year and investments held as at 31 March 2017.
- 1.1.2 The budgeted income from investments in 2016-2017 was £350,000 (average rate of return of 1.50%). Interest actually earned during the year totalled £250,747, an under achievement in interest of £99,253. The under achievement was primarily due to use of £14m of investment funds to purchase the Solar Farm at Toggam Farm. This, combined with the continuing low rates of return offered by our counterparties, has resulted in this under achievement.
- 1.1.3 The Performance and Audit Scrutiny Committee considered the report and asked questions to which Officers duly responded. Members particularly asked for an update on the position in relation to the longer term loan of £4m and the negotiations with the Lender to achieve a reasonable redemption figure. The Assistant Direct confirmed that an update on this position would be reported back to the Cabinet shortly.

1.2 Investment Activity 1 April to 30 June 2017

- 1.2.1 The total amount invested at 1 April 2017 was £18.005m and at 30 June 2017 £18.505m. The increase in balances over this period was due primarily to timing differences in respect of the collection of local taxes; Council Tax and Non-Domestic Rates, and the payment of precepts i.e. to Suffolk County Council, Suffolk Police and central government.
- 1.2.2 The 2017-2018 Annual Treasury Management and Investment Strategy (report PAS/FH/16/006 refers) sets out the Council's projections for the current financial year. The budget for investment income in 2017-2018 was £181,000 which was based on a 0.75% target average rate of return on investments.
- 1.2.3 As at the end of June 2017, interest actually earned during the first quarter of the financial year amounted to £32,311 against a profiled budget for the period of £42,250; a budget deficit of £12,939. The budget deficit was due to the continuing low Bank of England base rate and subsequent poor investment rates being offered by the banks, building societies and financial institutions and falling rates being offered on call accounts/notice accounts.
- 1.2.4 The Treasury Team would continue to closely monitor the situation and provide updated information as it became available.
- 1.2.5 The Performance and Audit Scrutiny Committee considered the report and Committee has put forward a recommendation as set out on page one of this report.

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Forest Heath District Council

Report No: CAB/FH/17/043

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 September 2017 to 31 May 2018

Publication Date: 14 August 2017

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2018. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

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

Members of the public may wish to:

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

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

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
12/09/17	<p>Revenues Collection and Performance Write-Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.</p>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with exempt Appendices
12/09/17	<p>Annual Treasury Management Report 2016-2017 and Investment Activity 1 April to 30 June 2017</p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval of the Treasury Management Report 2016-2017, which summarised the investment activities from the period 1 April to 30 June 2017.</p>	Not applicable	(R) - Council 27/09/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/09/17	<p>A Single Council for West Suffolk - Business Case</p> <p>The Cabinet will be asked to endorse the decisions of Council regarding the approval (or otherwise) of the Business Case for the establishment of a Single Council for West Suffolk, for submission to the Secretary of State for the Department of Communities and Local Government (DCLG).</p>	Not applicable	Technically (KD). However recommendations will also be considered by Council on 27/09/17	Cabinet (also considered by Council on 27/09/17)	James Waters Leader of the Council 07771 621038	Ian Gallin Chief Executive 01284 757001	All Wards	Report to Cabinet (same report for Council)
10/10/17 <i>(Joint meeting with SEBC Cabinet)</i>	<p>General Data Protection Regulation (GDPR)</p> <p>Councillors will be updated on the implications of the new Data Protection rules which will be effective from May 2018; be asked to designate a Data Protection Officer (DPO) under the new Regulations and approve initial additional resources for</p>	Not applicable	(KD) for additional resources. (R) to Council for designation of DPO	Cabinet/ Council (in part)	Stephen Edwards Resources and Performance 07904 389982	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet, with recommendations to Council, where applicable.

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 implementation of the new requirements.							
24/10/17	West Suffolk Local Code of Corporate Governance The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee in respect of seeking approval for the West Suffolk Local Code of Corporate Governance. This has been jointly produced with St Edmundsbury Borough Council and will be subject to approval of full Council.	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
24/10/17	Delivering a Sustainable Budget 2018/2019 The Cabinet will be asked to consider recommendations of the Performance and Audit	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2018/2019.							Council
24/10/17	<p>First Year Review of Performance of the Council's Solar Farm and its Wholly Owned Company Greenheath Energy Ltd</p> <p>The Cabinet will be asked to note the performance since the solar farm was purchased in July 2016 and to seek approval of the following:</p> <p>(i) Request for small company audit exemption.</p> <p>(ii) Future status and purpose of Greenheath Energy Ltd (based on a recommendation from the Directors)</p>	Paragraph 3	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) Tel: 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
14/11/17 <i>(Joint meeting with SEBC Cabinet)</i>	Overarching Strategy for Facilitating Growth and Investment The Cabinet will be asked to recommend to Council, approval of an overarching strategy for the facilitation of growth and investment by the West Suffolk Councils. This will be considered at a joint meeting with St Edmundsbury Borough Council's Cabinet and will also have been subject to scrutiny by both Councils' Overview and Scrutiny Committees.	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Lance Stanbury Planning and Growth 07970 947704 Stephen Edwards Resources and Performance 07904 389982	Julie Baird Assistant Director (Growth) 01284 757613 Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
14/11/17 <i>(Joint meeting with SEBC Cabinet)</i>	West Suffolk Councils' Lettings Policy The Cabinet will be asked to consider and approve the revised West Suffolk Councils' Lettings Policy (based on the joint policy agreed by the Cambridge Sub-Regional Partnership).	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedshc.gov.uk	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report and draft Lettings Policy to Cabinet

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	This will also be considered by St Edmundsbury Borough Council's Cabinet.							
12/12/17 <i>(deferred from 16/05/17)</i>	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Kevin Taylor Service Manager (ICT) 01284 757230	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
12/12/17	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2018/2019 The Cabinet will be asked to consider proposals for the Local Council Tax	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Reduction Scheme and Council Tax Technical Changes for 2018/2019, prior to seeking its approval by Council.							
12/12/17	<p>Tax Base for Council Tax Setting Purposes 2018/2019</p> <p>The Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2018/2019, prior to seeking its approval by Council.</p>	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
12/12/17	<p>Applications for Community Chest Funding 2018/2019</p> <p>The Cabinet will be asked to consider applications for the Community Chest funding for 2018/2019.</p>	Not applicable	(KD) Applications for the 2019/2020 year and beyond are also subject to the budget setting process	Cabinet	Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
12/12/17	<p>Revenues Collection and Performance Write-Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.</p>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with exempt Appendices
12/12/17	<p>West Suffolk Strategic Plan 2018-2020</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and to recommend to full Council, the new West Suffolk Strategic Plan for 2018-2020, which had been produced jointly with St Edmundsbury Borough Council.</p>	Not applicable	(R) - Council 20/12/17	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
13/02/18	<p>Treasury Management Report 2017-2018 - Investment Activity (April to December 2017)</p> <p>The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2017-2018 which summarised the investment activity for the period 1 April to 31 December 2017.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
13/02/18	<p>Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2018/2019, which must be undertaken before the</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	start of each financial year.							
13/02/18	<p>Budget and Council Tax Setting 2018/2019</p> <p>The Cabinet will be asked to consider the proposals for the 2018/2019 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
13/02/18 <i>(Item deferred from 12/09/17)</i>	<p>Leisure Investment Fund: Consideration of Business Case for Investment</p> <p>The Cabinet will be asked to consider a detailed proposal for investment in the Council owned leisure facilities at Newmarket Leisure Centre and at Brandon Leisure Centre, to</p>	Paragraph 3	(KD)	Cabinet	Andy Drummond Leisure and Culture 01638 666888	Jill Korwin Director Tel: 01284 757252	All Saints; Brandon East; Brandon West; Severals; St Mary's	Report to Cabinet with exempt Appendix

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	deliver a revenue saving to the Council and enhanced user experience.							
03/04/18	<p>Revenues Collection and Performance Write-Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.</p>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	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.
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 DEFINITIONS

Key decisions are:

- (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:

<u>Cabinet Member</u>	<u>Portfolio</u>
James Waters	Leader of the Council;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council (Membership amended from 1 December 2015 to one Member/two Substitutes per Authority)

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

Karen Points
 Assistant Director (HR, Legal and Democratic Services)
 Date: 14 August 2017

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Cabinet



Forest Heath
District Council

Title of Report:	Revenues Collection Performance and Write-Offs	
Report No:	CAB/FH/17/044	
Report to and date:	Cabinet	12 September 2017
Portfolio holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Telephone: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	
Lead officer:	Rachael Mann Assistant Director (Resources and Performance) Telephone: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
Recommendation:	<p>The write-off of the amounts detailed in the exempt Appendices to this report be approved, as follows:</p> <ol style="list-style-type: none"> 1. Exempt Appendix 1: Council Tax totalling £3,255.64 2. Exempt Appendix 2 : Business Rates totalling £34,339.67 	
Key Decision:	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<p><i>(Check the appropriate box and delete all those that do not apply.)</i></p> <p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>		
Consultation:	Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.	
Alternative option(s):	See paragraphs 2.1 and 2.2	
Implications:		
<p>Are there any financial implications?</p> <p>If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See paragraphs 3.1 to 3.3 	

Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
Are there any equality implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Council applies to everyone in the area. 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
Ward(s) affected:		All wards will be affected	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		1. Exempt Appendix 1– Council Tax totalling £3,255.64 2. Exempt Appendix 2 – Business Rates totalling £34,339.67	

1. Key issues and reasons for recommendation(s)

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

2. Alternative options

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

3. Financial implications and collection performance

- 3.1 Provision is made in the accounts for non recovery but the total amounts to be written off are shown in Exempt Appendices 1 and 2 in full detail.
- 3.2 As at 31 July 2017, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (as the billing Authority) is £24.7m per annum. The collection rate as at 31 July 2017 was 37.50% against a profiled target of 35.54%
- 3.3 As at 31 July 2017, the total Council Tax billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (includes the County, Police and Parish precept elements) is £29m per annum. The collection rate as at 31 July 2017 was 37.94% against a profiled target of 38.37%.

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
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