



Forest Heath District Council

Cabinet Decisions Notice

(Published: Thursday 15 February 2018)

The following decisions were taken by the Cabinet on **Tuesday 13 February 2018** and, if not called in by Councillors, will come into operation on Friday 23 February 2018. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council's Constitution, by at least five Councillors submitting the required call-in request form to the Assistant Director (HR, Legal and Democratic Services) (e-mail: democratic.services@westsuffolk.gov.uk) by **5.00 pm on Thursday 22 February 2018**.

Should you have a query regarding any of the decisions taken, 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. Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format firstname.surname@forest-heath.gov.uk. Contact may also be made via Democratic Services, Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Agenda Item and Report No.	Declarations of Interest/Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 5 CAB/FH/18/007	None	<u>Report of the Overview and Scrutiny Committee: 11 January 2018</u> RESOLVED: That the contents of Report No: CAB/FH/18/007, being the report of the Overview and Scrutiny Committee, be noted.	The report set out the decisions which had been made by the Overview and Scrutiny Committee at their meeting on 11 January 2018.	The Overview and Scrutiny Committee had considered the options in detail at their meeting on 11 January 2018.	<u>Chairman of the Committee:</u> Cllr Simon Cole 07974 443762
Item No. 6 CAB/FH/18/008	None	<u>Report of the Performance and Audit Scrutiny Committee: 31 January 2018</u>	The report set out the decisions which had been made by the Performance and Audit Scrutiny Committee at their meeting on	The Performance and Audit Scrutiny Committee had considered the	<u>Chairman of the Committee:</u> Cllr Louis Busuttil

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		<p>RESOLVED:</p> <p>That the contents of Report No: CAB/FH/18/008, being the report of the Performance and Audit Scrutiny Committee, be noted.</p>	31 January 2018.	options in detail at their meeting on 31 January 2018.	01638 810517
<p>Item No: 7 CAB/FH/18/009</p>	None	<p><u>Recommendations of the Performance and Audit Scrutiny Committee: 31 January 2018 - Treasury Management Report 2017-2018 - Investment Activity (April to December 2017)</u></p> <p>RECOMMENDED TO COUNCIL: (21 February 2018)</p> <p>That the Third Quarter Treasury Management Report 2017-2018, attached at Appendix 1 to Report No: PAS/FH/18/008, be approved.</p>	The Council was required by the Treasury Management Code of Practice to approve a current third quarter review of the treasury services against the adopted annual strategy.	Options for the management of Council investments were formally considered within the Annual Treasury Management and Investment Strategy. This included key strategies in respect of the Council's borrowings, the continuation of in-house management of funds and the approach to be adopted in establishing the credit-worthiness of potential counterparties. This changing	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982</p> <p><u>Officer:</u> Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>

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				nature of the economic climate required that these key areas were subject to on-going review.	
Item No. 8 CAB/FH/18/010	None	<p><u>Recommendations of the Performance and Audit Scrutiny Committee: 31 January 2018 - Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice</u></p> <p>RECOMMENDED TO COUNCIL: (21 February 2018)</p> <p>That:</p> <ol style="list-style-type: none"> 1. The Updated (December 2017) Treasury Management in the Public Services Code of Practice and Cross-Sectional Guidance Notes, be adopted. 2. The Treasury Management Policy Statement and Investment Strategy 2018-2019, as set out in Appendix 1 and 2 to Report No: PAS/FH/18/009, be approved. 	<p>The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management required that, prior to the start of the financial year that Council formally approved an Annual Treasury Management and Investment Strategy, setting out the Council's treasury management policy and strategy statements for the forthcoming year.</p> <p>CIPFA also recommended that all Councils adopted a Treasury Management Code of Practice based on the treasury management practices published by CIPFA and guidance issued in their Code of Practice on Treasury Management.</p>	Options for the management of Council investments were formally considered within the Annual Treasury Management and Investment Strategy.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982</p> <p><u>Chairman of the Committee:</u> Cllr Louis Busuttill 01638 810517</p> <p><u>Officer:</u> Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>

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		<p>3. The Treasury Management Code of Practice 2018-2019, as set out in Appendix 3 and 4 to Report No: PAS/FH/18/009, be approved.</p>			
<p>Item No. 9 CAB/FH/18/011</p>	<p>None</p>	<p><u>Recommendations of the Performance and Audit Scrutiny Committee: 31 January 2018 - Delivering a Sustainable Medium Term Financial Strategy 2018-2021</u></p> <p>RESOLVED: That:</p> <p>1. The budget assumptions (outlined in Appendix A to Report No: PAS/FH/18/007) and timetable (at 6.1), along with the progress made to date on delivering a balanced budget for 2018-2019 and sustainable budget in the medium term; be noted.</p> <p>2. The proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/FH/18/007, be included in securing a balanced budget for 2018-2019.</p>	<p>Having taken the current and future financial pressures and challenges facing Forest Heath into account, including the budget gap, budget assumptions, proposed timetable and the methodology for securing a balanced budget for 2018-2021, the Cabinet had considered the updated position since last presented in December 2017 and considered that the Performance and Audit Scrutiny Committee's recommendations were acceptable for incorporating into the final budget proposals.</p>	<p>Other options could be proposed and considered by Members. They would need to take into account core principles such as deliverability, affordability and risk.</p>	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982</p> <p><u>Chairman of the Committee:</u> Cllr Louis Busuttil</p> <p><u>Officer:</u> Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>

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Item No. 10 CAB/FH/18/012	Cllr Robin Millar declared an interest being a Suffolk County Councillor	<p><u>Brandon Country Park</u></p> <p>RESOLVED: That subject to successful negotiations:</p> <ol style="list-style-type: none"> 1. A transfer of the freehold of Brandon Country Park from Suffolk County Council to Forest Heath District Council for the nominal sum of £1, be approved; 2. Forest Heath District Council operates Brandon Country Park consistent with the management of other parks in West Suffolk; 3. The estimated 2018/19 revenue budget position for the park outlined in paragraph 3.4 and Appendix 2 of Report No: CAB/FH/18/012 and the potential costs thereafter, be noted. 	Suffolk County Council had recently reviewed its activities and would like to transfer the Park to Forest Heath District Council, on the basis that the West Suffolk Parks Team already managed a large portfolio of sites across both Forest Heath and St Edmundsbury and was, therefore, able to realise economy of scale savings that could be realised were the facility to be managed by that Team. Suffolk County Council also wanted to see continued use of the site as a Country Park, so a transfer to Forest Heath District Council would be a good fit.	The alternative options were: - Forest Heath District Council to not take on the transfer. - Suffolk County Council to try to find an alternative operator. - If there was no operator, then the facility may have to be closed.	<p><u>Portfolio Holders:</u> Cllr Andy Drummond 01638 751411</p> <p>Cllr David Bowman 07711 593737</p> <p><u>Officers:</u> Mark Walsh Assistant Director (Operations) 01283 757300</p> <p>Damien Parker Service Manager (Operations) 01284 757090</p>
Item No. 11 CAB/FH/18/013	None	<p><u>Budget and Council Tax Setting 2018/2019 and Medium Term Financial Strategy 2018-2022</u></p> <p>RECOMMENDED TO COUNCIL: (21 February 2018)</p>	Cabinet was required to recommend to full Council the budget for the authority and the level of Council Tax required to help fund the budget. In 2018/2019, the Cabinet had	The Council was legally required to set a balanced budget.	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards 07904 389982</p> <p><u>Officer:</u></p>

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		<p>That:</p> <ol style="list-style-type: none"> 1. The revenue and capital budget for 2018-2022 attached at Attachment A and as detailed in Attachment D, Appendices 1-5, Attachment E and F, as all attached to Report No: CAB/FH/18/013, be approved. 2. Having taken into account the conclusions of the Assistant Director (Resources and Performance) report on the adequacy of reserves and the robustness of budget estimates (Attachment C) and the Medium Term Financial Strategy (MTFS) (Attachment D), particularly the Scenario Planning and Sensitivity Analysis (Attachment D, Appendix 5) and all other information contained in Report No: CAB/FH/18/013, Cabinet recommends a 3.5% increase in council tax for 2018/2019, which is in line with the approved business case for the creation of a 	<p>recommended a 3.5% increase in Council Tax, which was in line with the approved business case for the creation of a single council for West Suffolk. The level of Band D Council Tax for 2018/2019 would therefore be set at £147.33.</p> <p>The Cabinet supported and recommended the acceptance of the offer for the District Council to participate in the Suffolk Business Rates pilot scheme for 100% business rates retention in 2018/2019. Based on the proposal submitted, (Forest Heath and St Edmundsbury) were looking to receive a one-off benefit in 2018/2019 of approximately £2.6m.</p> <p>In addition, the Cabinet supported and recommended the creation of capacity through making appropriate additions to the West Suffolk Councils' staffing establishment in order to support the delivery of ambitious current and future projects, as summarised in Report No: CAB/FH/18/013.</p>		<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>

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		<p>single council for West Suffolk. The level of Band D council tax for 2018/2019 therefore be set at £147.33 (Note: the level of council tax beyond 2018/2019 will be set in accordance with the annual budget process for the relevant financial year.)</p> <p>3. The Assistant Director (Resources and Performance), in consultation with the Portfolio Holder for Resources and Performance, be authorised to transfer any surplus from the 2017/2018 revenue budget to the Invest to Save Reserve as detailed in paragraph 1.9.4, and to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3) as deemed appropriate throughout the year.</p> <p>4. Acceptance of the offer for Forest Heath District Council to participate in the Business Rate Pilot for 2018/2019, as</p>			

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		<p>set out in paragraphs 1.2.7-1.2.9 of Report No: CAB/FH/18/013.</p> <p>5. Approval be given to the Assistant Director (HR, Legal and Democratic Services), in consultation with the relevant service Assistant Director, to determine the establishment and the employment arrangements to deliver the Councils' priorities within agreed budgets and the principles of the MTFS, as set out in paragraphs 1.7 to 1.7.7 of Report No: CAB/FH/18/013.</p>			
<p>Item No. 12 CAB/FH/18/014</p>	<p>None</p>	<p><u>Overarching West Suffolk Growth Investment Strategy, Governance and Delegation</u></p> <p>RECOMMENDED TO COUNCIL: (21 February 2018)</p> <p>That:</p> <p>1. The Overarching West Suffolk Growth Investment Strategy, as attached at Appendix A to Report No: CAB/FH/18/014, be approved.</p>	<p>Following approval of the Investment Principles in November 2017 which informed the development of the overarching West Suffolk Growth Investment Strategy, the Cabinet had recommended approval of this Strategy. The Cabinet recognised that in order to promote economic growth that benefitted out communities, the Council needed to consider the investment role they could play to i) shape local places, whilst</p>	<ul style="list-style-type: none"> • Cabinet and Council could choose to stay 'as is'. The limitation of the current approach was set out in Section 2 of Reports CAB/FH/17/018 and CAB/SE/17/020. • The Council 	<p><u>Portfolio Holder:</u> Cllr Lance Stanbury 07970 947704</p> <p><u>Officer:</u> Julie Baird Assistant Director (Growth) 01284 757613</p>

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		<p>2. Subject to the safeguards set out within Report No: CAB/FH/18/014, as detailed in Table 1 at paragraph 6.4, decisions on expenditure made from the previously approved capital and revenue Growth Investment Fund, be agreed as follows:</p> <p>(a) in accordance with Section 1.3 (b) of the Cabinet Procedure Rules contained within Part 4 of the Constitution which allows the Leader to amend the delegations to individual Cabinet Members, the relevant Portfolio Holder and Leader, in consultation with the statutory officers, be authorised to make decisions of up to £0.5m expenditure;</p> <p>(b) Cabinet be authorised to make decisions of up to £2m expenditure.</p> <p>(c) Council shall make decisions where the</p>	<p>also ii) Ensuring their own financial self-sufficiency, in order to safeguard the provision of support and services for West Suffolk’s communities. This had been considered to have been captured in the Strategy.</p> <p>The proposed governance arrangements and delegations to authorise funding from the previously approved capital and revenue Growth Investment Fund had also been recommended for endorsement by Council. The proposed thresholds by which delegated authority to authorise applicable funding commitments, as set out in paragraph 6.4 of Report No: CAB/FH/18/014 were considered acceptable for making decisions more quickly and efficiently to enable opportunities to be seized, whilst ensuring decisions remained in accordance with the Strategy and a democratic process was undertaken so the Council did not take unnecessary risks with public funds.</p>	<p>could choose to hold additional Council meetings to consider investment opportunities.</p> <ul style="list-style-type: none"> • The Chief Executive to use his urgency powers to ensure opportunities are not lost, however this doesn’t provide the greatest level of democratic process or scrutiny. 	

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		<p>expenditure is anticipated to exceed £2m.</p> <p>3. The Monitoring Officer shall make the necessary amendments to the Cabinet's scheme of delegation in accordance with her existing delegation, and be authorised to make other amendments to the Constitution as a consequence of 2. above.</p>			

Karen Points
Assistant Director (HR, Legal and Democratic Services)
15 February 2018