

Overview and Scrutiny Committee



Title:	Agenda		
Date:	Wednesday 11 July 2018		
Time:	4.00 pm		
Venue:	Conference Chamber West West Suffolk House Western Way Bury St Edmunds		
Full Members:	<div><div>Chairman Diane Hind</div><div>Vice Chairman Susan Glossop</div><div><div><u>Conservative Members (12)</u></div><div>Simon Brown Mike Chester Patrick Chung Paula Fox Susan Glossop Margaret Marks</div><div>Robin Pilley Richard Rout Andrew Speed Clive Springett Sarah Stamp Frank Warby</div></div><div><div><u>Charter Member (1)</u></div><div>Diane Hind</div></div><div><div><u>Haverhill Indys (1)</u></div><div>John Burns</div></div><div><div><u>Independent Member (1)</u></div><div>Paul Hopfensperger</div></div><div><div><u>Independent Member (1)</u></div><div>Anthony Williams</div></div></div>		
Substitutes:	<div><div><u>Conservative Members (6)</u></div><div>Wayne Hailstone Jane Midwood Clive Pollington</div><div>David Roach Peter Thompson Patricia Warby</div></div> <div><div><u>Charter Member (1)</u></div><div>Julia Wakelam</div></div> <div><div><u>Haverhill Indys (1)</u></div><div>Tony Brown</div></div>		
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:	Six Members		
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk		

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757120 Email: democratic.services@westsuffolk.gov.uk Web: www.stedmundsbury.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public participation:	<p>Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>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.</p>	
Disabled access:	<p>West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.</p> <p>Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.</p>	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	<p>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).</p> <p>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.</p>	

Personal Information:	<p>Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website:</p> <p>https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.</p>
------------------------------	--

Agenda

Procedural Matters

Part 1 - Public

1. Substitutes

Any Member who is substituting for another Member should so indicate, together with the name of the relevant absent Member.

2. Apologies for Absence

3. Minutes

1 - 8

To confirm the minutes of the meeting held on 6 June 2018 (copy attached).

4. Public Participation

Members of the public who live or work in the Borough are invited to put one question/statement of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within 3 minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

5. Announcements from the Chairman regarding responses of the Cabinet to reports of the Overview and Scrutiny Committee

6. Haverhill Research Park

9 - 14

Report No: **OAS/SE/18/020**

7. Annual Presentation by the Cabinet Member for Housing

15 - 20

Report No: **OAS/SE/18/021**

8. Cabinet Decisions Plan: 1 July 2018 to 31 March 2019

21 - 40

Report No: **OAS/SE/18/022**

- 9. Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019** **41 - 52**

Report No: **OAS/SE/18/023**

- 10. Work Programme Update** **53 - 58**

Report No: **OAS/SE/18/024**

- 11. Exclusion of Press and Public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 3 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

- 12. Exempt Presentation (Verbal) - Haverhill Research Park**

Exempt Presentation (Verbal) to Report No:
OAS/SE/18/020

(This exempt Presentation is to be considered in private under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as it contains information relating to financial or business affairs of any particular person (including the authority holding that information)).

This page is intentionally left blank

Overview and Scrutiny Committee



Minutes of a meeting of the **Overview and Scrutiny Committee** held on
Wednesday 6 June 2018 at **4.00pm** at the **Conference Chamber, West**
Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Diane Hind
Vice Chairman Susan Glossop

Simon Brown
John Burns
Mike Chester
Patrick Chung
Paula Fox
Paul Hopfensperger

Margaret Marks
Robin Pilley
Andrew Speed
Clive Springett
Frank Warby
Anthony Williams

Substitutes attending:
Peter Thompson

By Invitation:
John Griffiths, Leader of the Council
Sara Mildmay-White, Cabinet Member for Housing
Peter Stevens, Cabinet Member for Operations

224. **Substitutes**

The following substitution was declared:

Councillor Peter Thompson for Councillor Sarah Stamp.

225. **Welcome**

Prior to the formal meeting taking place, the Chairman welcomed Councillor Robin Pilley who was replacing Councillor Jim Thorndyke as full member on the Committee.

226. **Apologies for Absence**

Apologies for absence were received from Councillor Sarah Stamp.

227. **Minutes**

The minutes of the meeting held on 18 April 2018, were confirmed as an accurate record and signed by the Chairman.

228. Public Participation

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

229. Announcements from the Chairman regarding responses of the Cabinet to reports of the Overview and Scrutiny Committee

The Chairman advised that she attended Cabinet on 22 May 2018, and presented the Committee's report on items it considered on 18 April 2018, which was noted.

She also attended a scoping meeting with offices on the vehicle non-idling work programme item.

Finally, with regards to SCC Highways being invited back to a future meeting of the Committee, there had been a recent change in their Cabinet membership. Therefore, she would invite the new Cabinet Member for Highways, Transport and Rural Affairs, Councillor Mary Evans to a meeting to be arranged in October 2018.

230. Draft West Suffolk Annual Report 2017-2018

The Leader of the Council, Councillor John Griffiths presented Report No: OAS/SE/18/015, which outlined the draft West Suffolk Annual Report (2017-2018) which had been written as a joint West Suffolk document and was before the Overview and Scrutiny Committee for their comments.

The draft West Suffolk Annual Report (Appendix A) highlighted the key activities and developments that had been achieved over the financial year 2017-2018, with regard to the priorities set out in the West Suffolk Strategic Plan. The draft report contained a number of case studies and examples from West Suffolk to illustrate the achievements described. Following a decision by Portfolio Holders, this year's annual report would be designed typeset document and user friendly.

The Leader highlighted relevant issues for the attention of the Committee. In particular he informed the Committee that St Edmundsbury and Forest Heath working together across West Suffolk were at the forefront of transformation change and the envy of other councils. Both councils had also been praised by the Government and the Secretary of State.

The report also included responses to three specific key questions identified by scrutiny members on areas they wished to be appraised on during the Leader's annual presentation to the Committee on the Annual Report.

Members examined the document in detail and comments were made on the following areas of the draft Annual Report:

- (1) Page 29: Historic environment (Corn Exchange in Haverhill): officers agreed to look at rewording this section.

- (2) General comment: It was felt the document was lacking in rural ward emphasis, to which officers agreed to look at rewriting the section on rural issues.
- (3) Annex 1: Community Chest Funding: suggest including "RIGS Funding" to the list of organisations.

Detailed discussions were also held on the following areas of the draft Annual Report to which the Leader of the Council and officers provided comprehensive responses to, as follows:

Right Infrastructure (page 6): No mention of strategic links from Haverhill to Cambridge. In response members were informed that the Annual Report was only a summary of activities carried out over the last year and recorded work the council was actually engaged in. However, the council was continuing talks with various partners over the light rail link.

Civil Parking Enforcement (CPE) (page 55): The Leader of the Council shared member's frustration with the lack of parking enforcement. However, the council was still pushing for CPE to be implemented by April 2019, but this was optimistic. He explained the only barrier in implementing CPE was the Parliamentary process. Until legislation was in place, it was still the responsibility of the police to enforce parking.

In response to a question raised regarding the Anglia Revenues Partnership (page 51 – digital transformation) on how much it costs to produce/mail out a single council tax demand including inserts versus emailing, officers agreed to provide a written response.

In response to a question raised regarding the operational criteria for Public Space Protection Orders (dog fouling) (page 18), and a particular dog exclusion exemption at a playing pitch during the non-football playing season, to which officers agreed to provide a written response.

In response to a question raised around better promotion of the Annual Report, members were advised that officers were looking at a number of options using various media outlets.

The Leader wished to thank the Overview and Scrutiny Committee for their comments on the draft Annual Report. He also wished to thank all officers and councillors working together across West Suffolk.

It was then proposed by Councillor Diane Hind, seconded by Councillor Frank Warby and with the vote being unanimous, it was:

RECOMMENDED

That the Draft West Suffolk Annual Report 2017-2018, as attached at Appendix A to Report No: OAS/SE/18/015 be approved, subject to comments made during the meeting.

231. **West Suffolk Homelessness Reduction Strategy**

[Councillors Diane Hind and Peter Thompson declared non-pecuniary interests as a landlord outside of West Suffolk.

Councillors Patrick Chung, Margaret Marks and Robin Pilley declared non-pecuniary interests as a landlord in West Suffolk]

[Councillors John Burns and Paula Fox left the meeting at 5.35pm during the consideration and prior to voting taking place on this item].

The Committee received Report No: OAS/SE/18/016, which presented the draft West Suffolk Homelessness Reduction Strategy (Appendix 1).

The Homelessness Act 2002 required all councils to review and produce a new homelessness strategy at least every five years. A review of the West Suffolk's Homelessness Strategy was due in 2018. In addition to this, by producing a new West Suffolk Homelessness Reduction Strategy the council was responding to the fundamental changes to legislation and additional duties introduced by the Homelessness Reduction Act 2017.

In accordance with the Homelessness Act 2002, West Suffolk councils had conducted a review of homelessness in the area between November 2017 and April 2018. The review took the form of an evidence base that was attached as Appendix A to the West Suffolk Homelessness Reduction Strategy (Appendix 1). The depth and scope of the review had contributed to a comprehensive understanding of the key issues facing West Suffolk. It had also enabled the councils to consider where it needed to focus its attention in the future in order to determine which priorities and actions the councils needed to focus on.

The West Suffolk Homelessness Reduction Strategy was an important part of what the councils were doing across West Suffolk to prevent and reduce homelessness. However, other activities which supported the reduction of homelessness were outlined in West Suffolk's Housing Strategy and the Strategic Framework 2018-2020.

The delivery plan attached at Appendix B to the report had been developed to deliver on the councils priorities as set out in the strategy and would be resourced through existing budgets and resources and by accessing external funding sources from the government and other partners.

The Committee considered the draft Strategy and the five priorities and asked questions to which responses were provided. In particular discussions were held on progress with the Bury Drop-in Centre; the number of rough sleepers in West Suffolk, which varied daily; and the need to communicate and promote more, the excellent work carried out by council officers out on the streets.

The Cabinet Member for Housing explained that homeless/rough sleeper figures were higher in Bury St Edmunds due to bed spaces, which were cut by 30% last year, meaning there were less options available at the present time.

However, the council was looking to increase its bed options. Also across Suffolk there was a lack of service for “complex needs”.

The Service Manager (Housing Options and Homelessness) informed members that the council tried to be proactive, particularly during the winter months. It was keen to get the message out there that the council was working with people and statutory partners in reducing homelessness and rough sleeping.

In response to a question raised regarding landlords, officers explained that there were a number of landlords who worked with the council, for instance through the rent deposit scheme. Landlords could also go to the council to seek information on renting their properties. However, officers expressed their sadness that people think bad tenants were on benefits. Officers regularly talk with landlords about tenants situations.

In response to a question, officers informed members that the council was not in a position to refuse properties from private landlords. She explained that the only requirement was that properties must meet the Public Health Standards. The council looked at properties in rural areas as well as urban areas for people who the council had a duty to rehouse and other groups in housing need.

Councillor John Burns referred to Appendix 1 (page 23) in relation to Universal Credit, and suggested including a general sentence on how it was working so far, to which officers provided a response.

The Committee wished to congratulate the team on all their hard work, particularly around working with vulnerable people.

It was then proposed by Councillor Margaret Marks, seconded by Councillor Paul Hopfensperger, and with the vote being unanimous, it was:

RECOMMENDED

That subject to comments made during the meeting, the Draft West Suffolk Homelessness Reduction Strategy, be approved.

232. Review of the Garden Waste Collection Service (GWCS) - Scoping Report

The Committee received Report No: OAS/SE/18/017, which sought the establishment of a West Suffolk Joint Task and Finish Group to review the Garden Waste Collection Service (GWCS), and make recommendations to the West Suffolk Shadow Executive in Autumn 2018.

During the first two years of operation, around 30,000 households had subscribed each year and the service was generally operating in line with the original assumptions and expectations. However, a review of the GWCS was being proposed for the following reasons:

- i) It was agreed that the subscription charge, and the service itself, would be reviewed after the first three years of operation;

- ii) A new funding arrangement with Suffolk County Council takes effect from April 2019;
- iii) Implementation arrangements for Year 4 of the GWCS would need to commence in October 2018, ready for April 2019;
- iv) IT improvements were required to reflect changes to the corporate CRM, online functionality and the GDPR regulations; and
- v) To consider opportunities to amend the customer “application and pay experience” and the associated service terms and conditions.

It was proposed that the Joint Task and Finish Group comprises of eight Members; four from each council with at least one from each council being a member of the Performance and Audit Scrutiny Committee. The Group would be supported by officers and the Portfolio Holders. The review will be carried out between July and October 2018, in order to feed into final reports for the Overview and Scrutiny Committee meetings in November, and a report to the Shadow Executive. This would allow time for recommendations to be taken account of before the arrangements for 2019 needed to commence as there were system and communications arrangements that needed to be undertaken ahead of the annual soft launch for payments in February.

Councillor Andrew Speed felt the scheme had been a great success, and hoped the Joint Task and Finish Group would minimise any “tinkering” with the scheme as it was working well.

Councillor Hind then informed members that Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee was happy to sit on the Group.

The Committee considered the report and nominated Councillors John Burns, Mike Chester and Diane Hind as the Overview and Scrutiny representatives.

It was then proposed by Councillor Diane Hind, seconded by Councillor Andrew Speed, and with the vote being unanimous, it was:

RESOLVED:

That Councillors John Burns, Mike Chester, Diane Hind from the Overview and Scrutiny Committee and Councillor Sarah Broughton from the Performance and Audit Scrutiny Committee be appointed to sit on the West Suffolk Garden Waste Collection Service Joint Task and Finish Group to carry out a review of the Garden Waste Collection Service and to make recommendations for 2019.

233. Shadow Scrutiny Committee Nominations

[Councillor Frank Warby left the meeting at 5.55pm and Councillor Andrew Speed left at 6pm during the discussion and prior to voting taking place]

On 30 May 2018, the Shadow Council agreed to appoint a Shadow Scrutiny Committee of up to 13 members, consisting of up to 8 existing members from the St Edmundsbury Overview and Scrutiny Committee, and up to 5 existing members from the Forest Heath Overview and Scrutiny Committee, with the Chairman from each Committee being automatically appointed as one of the representatives.

The Committee considered the request to appoint up to 7 members, of which 4 members had put their names forward prior to the meeting taking place (Councillors John Burns, Mike Chester, Susan Glossop and Paula Fox) to sit on the Shadow Scrutiny Committee.

The Chairman of the Committee then asked whether there was anyone else who wished to be considered, of which a further 2 members put their names forward (Councillors Patrick Chung and Paul Hopfensperger), making a total of 6 members wishing to sit on the Shadow Scrutiny Committee.

It was then proposed by Councillor Diane Hind, seconded by Councillor Margaret Marks, and with the vote being unanimous, it was:

RESOLVED:

That Councillors John Burns, Mike Chester, Patrick Chung, Paula Fox, Susan Glossop, Paul Hopfensperger and Councillor Diane Hind as the Chairman of the St Edmundsbury Overview and Scrutiny Committee, be appointed to sit on the Shadow Scrutiny Committee.

234. Cabinet Decisions Plan: 1 June 2018 to 31 March 2019

The Committee received Report No: OAS/SE/18/018, which asked Members to peruse the Cabinet Decisions Plan for the period 1 June 2018 to 31 March 2019, on items it would like further information on or might benefit from the Committee's involvement.

The Committee considered the Decisions Plan and did not request any further information on items contained in the Plan.

There being no decision required the Committee **noted** the contents of the 1 June 2018 to 31 March 2019 Decisions Plan.

235. Work Programme Update and Re-appointments to Suffolk County Council Health Scrutiny

The Committee received Report No: OAS/SE/18/019, which updated Members on the current status of its rolling work programme of items for scrutiny during 2018-2019 (Appendix 1).

The report also requested that Members identify questions they would like the Cabinet Member for Housing to cover in her annual report to the Committee on 11 July 2018.

The Committee considered Appendix 1, and at the time of the meeting had not identified any questions they wished to put to the Cabinet Member for

Housing, but would submit any questions following this meeting to the Democratic Services Officer (Scrutiny) by Wednesday 13 June 2018.

There being no decisions required, the Committee **noted** the current status of its work programme.

The report also sought the Borough Council's nominated representative and substitute member on the Suffolk County Council Health Scrutiny Committee.

Suffolk County Council Health Scrutiny

As in previous years, Suffolk County Council (SCC) wished a representative to be appointed to its Health Scrutiny Committee from each of the County's District and Borough Councils. It was recommended that the members should ideally be from the Borough's Overview and Scrutiny Committee, although it was not essential.

The current members on this joint body were:

- Councillor Paul Hopfensperger as the nominated representative; and
- Councillor Margaret Marks as the nominated substitute.

Attached at Appendix 2, to the report was a brief summary provided by Councillor Paul Hopfensperger on issues which had been considered by the SCC Health Scrutiny Committee during 2017-2018).

The Committee considered the report and re-nominated Councillor Paul Hopfensperger as the Borough's nominated representative and Councillor Margaret Marks as the substitute member on the Suffolk Health Scrutiny Committee for 2018-2019.

It was then proposed by Councillor Patrick Chung, seconded by Councillor Diane Hind, and with the vote being unanimous, it was:

RECOMMENDED

That full Council be asked to confirm the appointment of Councillor Paul Hopfensperger as the Borough Council's nominated representative and Councillor Margaret Marks as the substitute member on the Suffolk Health Scrutiny Committee for 2018-2019.

The Meeting concluded at 6.15pm

Signed by:

Chairman

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Haverhill Research Park	
Report No:	OAS/SE/18/020	
Report to and date:	Overview and Scrutiny Committee	11 July 2018
Portfolio holder:	Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930 460899 Email: alaric.pugh@stedsbc.gov.uk	
Lead officer:	Julie Baird Assistant Director for Growth Tel: 01284 757613 Email: julie.baird@westsuffolk.gov.uk	
Purpose of report:	To update members regarding the progress of Haverhill Research Park.	
Recommendation:	Overview and Scrutiny Committee: It is RECOMMENDED that members consider and discuss the information outlined in this report.	
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:	The update regarding Haverhill Research Park contains some commercially sensitive information. Due to the sensitivity some information remains restricted.	

Alternative option(s):		<ul style="list-style-type: none"> Contained within the exempt Presentation (Verbal) 	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> There are likely to be financial implications in bringing forward the delivery of Haverhill Research Park. These will be explored in detail in future reports. 	
Are there any staffing implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Officers are engaged in negotiations to bring forward the delivery of Haverhill Research Park. 	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> There are likely to be legal implications in bringing forward the delivery of Haverhill Research Park. These will be explored in detail in future reports. 	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
Risk/opportunity assessment:		There are likely to be risks in bringing forward the delivery of Haverhill Research Park. These will be explored in detail in future reports.	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
That the employment allocation is not delivered	High	Negotiation with the developer; Planning Policy; and possible direct intervention.	Medium
Ward(s) affected:		All West Suffolk Wards	
Background papers: (all background papers are to be published on the website and a link included)		Haverhill Vision 2031 Enterprise Zone Status Growth Investment Strategy	
Documents attached:		NONE	

Key issues and reasons for recommendation(s)

1.0 Introduction

- 1.1 The purpose of this report is to update Members of Overview and Scrutiny Committee regarding the progress in delivering Haverhill Research Park. Officers have been working on a number of options to help to deliver the Councils vision for high quality jobs to complement the growth in homes locally.
- 1.2 As these options contain commercially sensitive information, an **exempt presentation** will be provided by officers at the meeting.

2. Background

- 2.1 Haverhill Research Park (HRP) is a prominent 12 hectare (30 acre) employment allocation with four serviced plots providing capacity for 450,000 sqft of commercial development. One of only five Cambridge Compass Enterprise Zones, it also benefits from being located on one of the established commuter routes into Cambridge. It is located on the north-western edge of the town and lies within the parish of Withersfield.
- 2.2 The development of this site has been a long term aspiration of the Council. It is allocated for B1 uses including light industrial, research and office use; units for new and small firms involved in high technology and related activities; or low density development with extensive landscaping.
- 2.3 It is in the single ownership of the developer – Jaynic. A masterplan for the development of the site was adopted in 2011 that recognised there were issues concerning the viability of developing the site due to high infrastructure costs. The masterplan therefore allowed, as an exception to policy, the construction of 150 dwellings to provide funding for the key infrastructure to open up the employment plots.
- 2.4 In 2012, St Edmundsbury Borough Council and both the Greater Cambridge Greater Peterborough LEP and the New Anglia LEP provided loan funding to the developer to enable the infrastructure to be built and the land to be sold to the housing developer. The proceeds from the housing development were used to repay the loans.
- 2.5 In 2015 Planning permission was granted for an innovation centre for the park and the developer sought funding support from both LEPs as before. Although £1.3m of grant funding was initially allocated by both LEPs towards the construction costs of the centre, the developer decided to defer delivery at that stage. Further funding applications would need to be made to realise this financial support in the future.
- 2.6 HRP was granted Enterprise Zone (EZ) status for a 25 year period commencing 1 April 2016. Please see section 3 below.

Strategic links

- 2.7 West Suffolk Council has an ambitious vision for its towns and rural communities, set out in the Strategic Plan 2018-2020.

Reminder of our vision:

Supporting and investing in our West Suffolk communities and businesses to encourage and manage ambitious growth in prosperity and quality of life for all.

Our priorities are:

- Growth in West Suffolk's economy for the benefit of all our residents and UK plc.
- Resilient families and communities that are healthy and active.
- Increased and improved provision of appropriate housing in West Suffolk in both our towns and rural areas.

- 2.8 Investing in our area to manage and encourage growth, jobs and homes remains a main priority going forward. While still delivering high quality services we have transformed the way we work to work more closely with our communities and invest in assets and initiatives that unlock economic opportunities. In 2018 West Suffolk Councils adopted the Growth Investment Strategy. It states:

Through our Growth Investment Strategy we aim to:

- **Accelerate Delivery of our Growth priorities**

Through provision and alignment of funding, loans and resources and by collaborating with partners.

- **Increase our influence in delivering the best outcomes for our communities**

Through acquisition and increasing partnerships and collaborations who bring different skills and expertise and potential to access to wider funding streams. As well as reviewing and applying appropriate regulation and policies.

- **Generate a financial return when the right opportunities arise**

Through actively evaluating our assets and other opportunities presented to us, this will enable us to generate income which can be reinvested in essential services for our communities.

- **Innovate: Support creation of new markets**

By drawing on our strengths and insights and promoting the opportunities which arise to develop new markets, we are more responsive to our communities needs and stimulate growth. We constantly looking at more efficient and exemplar ways of delivering growth and actively encourage and promote innovation within our area. We welcome new ideas and innovative approaches which will raise West Suffolk's profile and accelerate delivery of the priorities in our Strategic Plan.

- 2.9 In addition to the adoption of the Growth Investment Strategy, an initial £40m capital investment fund has been identified to deliver the Growth agenda. In making investment in our communities and places we are seeking blended returns across social, economic and financial investments.

3. Vision for the site

- 3.1 The existing local plan allocation (as set out in para 2.2 above) enables a wide range of employment uses on the site to come forward. As stated above, the opportunity exists for the strategy in support of the vision to include a more targeted approach for the delivery of the park.
- 3.2 HRP is needed to maintain a core employment offer in the town in order to retain the attractiveness of Haverhill as a place to live and work. HRP remains therefore as an important opportunity for West Suffolk Councils to attract additional companies, provide jobs alongside homes; encourage new start-ups, raise salary levels; and create links to Cambridge.
- 3.3 Building on the existing town centre masterplan, we are considering options with various stakeholders to bring forward delivery of the employment uses in the context of wider place making.

Enterprise Zone status

- 3.4 HRP was granted Enterprise Zone (EZ) status for a 25 year period commencing 1 April 2016. It is important that any options are considered in the context of Enterprise Zone status. Business rates growth within the Enterprise Zone area is retained by GCGP and shared with St Edmundsbury Borough Council (SEBC) on a percentage share agreement. At HRP, SEBC will retain 70% (less 5% for SCC) of the business rates growth within the first five years and 50% (5% to SCC) from years six to twenty five. The benefits to businesses (who meet the visions and ethos of the Enterprise Zones) locating on the park are discounts in Business Rates, superfast broadband (already available); and the fast tracking of Planning decisions. The business rates discount is for a period of 5 years, however, this is only for businesses that locate on the EZ by the end of March 2021. After this time the business rates incentive is unavailable for new occupants.

4. Key challenges

- 4.1 Apart from the development of the local pub and crèche, development of HRP has not come forward on the park as originally envisaged. Whilst planning permission for the Epicentre exists it has not been delivered. As this was seen as being the first part of the development of the site that would encourage other investments, the site remains largely vacant. For all the reasons set out above, the delay to the delivery of this key strategic site is the biggest challenge for West Suffolk and its aspirations for Haverhill.

5. Role of the Council

- 5.1 The Council has a strong role to play in delivering land and infrastructure to ensure there is support for new and growing companies. This goes beyond the

allocation of employment land in the local plan. The Council has the ability to take a wider approach to the delivery of employment land and is not necessarily driven only by financial return. There are many advantages to taking this wider approach as the Council can drive investment that has positive benefits to local people and the specific challenges faced in a locality.

- 5.2 West Suffolk has an inclusive growth agenda. Many of our businesses are already engaging with schools to get young people business ready; working with our colleges including WSC on bringing apprentices on board; and developing business ready skills. This is the type of business culture we would like to promote for our area. We will encourage companies to recognise that investment in their workforce will pay dividends for them and for their staff. We are willing to take an active role in helping to encourage good proactive companies and this supports our belief that West Suffolk as a place is a good place for businesses to locate to and grow.
- 5.3 In the context of the consideration of the options, further thought will be given to the role of the Council and other key stakeholders in delivering its visions within the local plan period.

6. Next Steps

- 6.1 Officers can provide additional detail regarding the options and next steps at the meeting (**exempt presentation**).
- 6.2 It is intended that West Suffolk will work to accelerate delivery on HRP so that it is able to make the contribution to the local economy and sustainability of place that has always been the vision.
- 6.3 It is proposed that progress will be reported back through the democratic process in six months' time. However if there are matters to report or a decision to be made before six months has expired, a paper will be brought through for a decision.

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Annual Presentation by the Cabinet Member for Housing	
Report No:	OAS/SE/18/021	
Report to and date:	Overview and Scrutiny Committee	11 July 2018
Portfolio Holder:	Councillor Sara Mildmay-White Cabinet Member for Housing Tel: 01359 270580 Email: sara.mildmay-white@stedsbc.gov.uk	
Lead officers:	<p>Davina Howes Assistant Director (Families and Communities) Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk</p> <p>Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk</p>	
Purpose of report:	<p>As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to "challenge" in the form of questions.</p> <p>Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.</p>	

Recommendation:	<p>Members of the Committee are asked to question the Cabinet Member for Housing on her portfolio responsibilities, and having considered the information, the Committee may wish to:</p> <p>1) Make recommendations to the Cabinet Member for Housing for her consideration;</p> <p>2) Request further information and / or receive a future update.</p> <p>3) Take any other appropriate action as necessary.</p>		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> N/A 		
Alternative option(s):	<ul style="list-style-type: none"> N/A 		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
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*
None			
Wards affected:		All	
Background papers:		None	
Documents attached:		None	

1. Key issues and reasons for recommendation(s)

1.1 Background

1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members. To carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to give an account of his or her portfolio and to answer questions from the Committee.

1.1.2 Last year, on 19 July 2017, Councillor Sara Mildmay-White, Cabinet Member for Housing attended this committee and presented a report which summarised the areas of responsibility covered under her portfolio.

1.2 Scrutiny Focus

1.2.1 The scope of this report differs from that of last year as the Cabinet Member has been asked to prepare a report which answers the following specific question(s) identified by the committee members as being relevant to the housing portfolio:

- 1) Strategic Housing:** How soon will we have a policy on building homes, which takes account of future proofing them for possible disabilities so that they can be used for people who may need wheelchair access and all the facilities that are required to assist with old age?
- 2) Housing:** There is a trend now for new homes to be sold freehold with ongoing management fees. These can encompass parking areas or just play areas as with the recent publicity around Marham Park. This does put people off of buying a new property, it can be a burden to families or retired couples in the future, plus surely open spaces are best managed in the public sector so that their cost is equally distributed (via council tax) amongst all those that use the facilities. Have we considered a policy on this so that we can ensure that we take on these open spaces when new developments are delivered?

1.3 Response to Key Questions Set out in the Scrutiny Focus

1.3.1 **Strategic Housing: How soon will we have a policy on building homes, which takes account of future proofing them for possible disabilities so that they can be used for people who may need wheelchair access and all the facilities that are required to assist with old age?**

West Suffolk Councils currently have planning policies that seek good design, to enable homes to be future-proofed and consider accessibility.

Joint Development Management Policies Document Policy DM2(k) requires "*designs that provide access for all*". Policy DM22(l) requires homes to be constructed of a high architectural quality, which in this instance means... "*they are adaptable in terms of lifetime changes and use.*" Policy

DM23 specifically caters for specialist accommodation meeting the special housing needs of “*elderly and/or vulnerable people*.” However, whilst these policy requirements exist within the current development plan, developers of particularly market housing, are not always able to meet the policy criteria. Often viability is cited as a reason. West Suffolk Councils also have a *Technical Advice Note: Space Standards for new Residential Development*. This is not a locally adopted planning policy, but is also intended to guide developers/ site promoters / owners towards the Nationally Described Space Standards. The National Standard for residential development seeks to provide appropriate accommodation within dwellings in part as part of a future-proofing strategy. It also assists interpretation of Policy DM22(k) that seeks that new dwellings “*are fit for purpose and function well, providing adequate space, light and privacy*.”

The Local Development Scheme timeline 2017/2018 was updated in June 2018. This shows that officers anticipate that the Forest Heath Core Strategy Single Issue Review (Policy CS7 Housing) and Site Allocations Local Plan are due to be adopted in September/October 2018 subject to receipt of the Inspector’s report confirming that the Plans are sound in August 2018. Once adopted, these documents will complete the Core Strategy of Forest Heath, and the Local Plan, which also consists of the Joint Development Management Policies Document (2015). St Edmundsbury Borough Council already has an adopted Local Plan comprising the Core Strategy 2010, and the Vision 2031 in addition to the Joint Development Management Policies Document.

The Local Development Scheme timeline 2017/2018 was updated in June 2018. This shows that officers anticipate that the Forest Heath Core Strategy Single Issue Review (Policy CS7 Housing) and Site Allocations Local Plan are due to be adopted in September/October 2018 subject to receipt of the Inspector’s report confirming that the Plans are sound in August 2018. Once adopted, these documents will complete the Core Strategy of Forest Heath, and the Local Plan, which also consists of the Joint Development Management Policies Document (2015). St Edmundsbury Borough Council already has an adopted Local Plan comprising the Core Strategy 2010, and the Vision 2031 in addition to the Joint Development Management Policies Document.

Over the summer, preliminary work on the West Suffolk Local Plan is due to commence. This will be a combined Local Plan for St Edmundsbury Borough Council and Forest Heath District Council. In Autumn 2018 work will start on identifying policy areas, forming part of the consideration of Issues and Options stage in the next Local Plan. We will be able to provide an update on the anticipated adoption date of the West Suffolk Local Plan once the updated Local Development Scheme is issued later this summer. Local Plans usually take at least 3 years to complete in order to meet planning policy guidance and the necessary legal requirements.

The new West Suffolk Local Plan will incorporate policies to ensure that West Suffolk’s housing requirement is met. This will seek to meet the area’s Objectively Assessed Needs (OAN) in full. A new OAN will be

undertaken to inform an assessment of the housing need in West Suffolk. This will update the SHMA 2013's data on specific housing need issues.

The recent draft National Planning Policy Framework (para 62) shows that the direction of travel for a housing policy within a Local Plan from the Government is, *"...within this context, policies should identify the size, type and tenure of homes required for different groups in the community (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, Travellers, people who rent their homes and people wishing to commission or build their own homes)." The final revised NPPF is anticipated in July 2018, with updates to planning policy published thereafter. Therefore, it is expected that the new West Suffolk Local Plan will include policies that seek to meet the needs of different groups in the community. It is not clear at this stage what level of detail they go into, as it will depend upon national planning policy and guidance. In addition, scoping work on the Suffolk Design Guidance has commenced. This County-wide document may also address the issues around future proofing etc.*

1.3.2 Housing: There is a trend now for new homes to be sold freehold with ongoing management fees. These can encompass parking areas or just play areas as with the recent publicity around Marham Park. This does put people off of buying a new property, it can be a burden to families or retired couples in the future, plus surely open spaces are best managed in the public sector so that their cost is equally distributed (via council tax) amongst all those that use the facilities. Have we considered a policy on this so that we can ensure that we take on these open spaces when new developments are delivered?

The normal procedure for securing open space and its ongoing management and maintenance for new developments is via a S106 (legal) agreement associated with the planning permission for the development. This process is overseen by Forest Heath District Council or St Edmundsbury Borough Council (West Suffolk Councils after April 2019) as the Local Planning Authority.

There is negotiation involved in the S106 process, but this is limited to an assessment of whether the proposal meets the relevant planning policy requirements and CIL test parameters. When drafting the legal agreement the Local Planning Authority considers whether there is planning policy support/justification for the obligations sought, as this is required to pass the CIL test.

Whilst it would be the Local Authority's preference to adopt all Public Open Space on new developments (at either a District or Parish level) it is not something that we, as the Local Planning Authority, can require. If a landowner is providing the required amount of Open Space and suitable arrangements for the ongoing maintenance, then we cannot reasonably require them to enter into arrangements with particular parties, including ourselves. The Local Planning Authority only has the right to ensure appropriate management of the required open space. We cannot affect

any commercial decision of the developer, inter alia we cannot insist on who actually delivers and manages long-term the public open space. It would not be lawful to do so. If the required open space is provided, then the developers/ site promoters/ landowners are free to retain their land and introduce management companies to look after it, if that is what they would prefer to do.

It can be seen that this is not a matter that may be addressed by a local planning policy, as Local Planning Authorities are not empowered to fetter market choice. However, ongoing management fees associated with private management companies maintaining Public Open Space on modern housing estates, is not just an issue within Suffolk. Officers are currently researching how other Local Authorities are managing this issue and we may be able to provide a future update on this matter.

1.4 **Proposals**

- 1.4.1 That the Overview and Scrutiny Committee ask follow-up questions of the Cabinet Member following his update.

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Decisions Plan: 1 July 2018 to 31 March 2019	
Report No:	OAS/SE/18/022	
Report to and date:	Overview and Scrutiny Committee	11 July 2018
Portfolio Holder:	Councillor John Griffiths Leader of the Council Tel: 01284 757136 Email: john.griffiths@stedsbcc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>Attached as Appendix 1 is the Decisions Plan to be considered by Cabinet for the period 1 July 2018 to 31 March 2019.</p> <p>Items which had been added since the Decisions Plan was last published are shaded for Members convenience.</p> <p>Members are asked to note that the Performance and Audit Scrutiny Committee, in most instances will receive reports on Audit and Governance related items published in the Decisions Plan.</p>	
Recommendation:	Members are invited to peruse the Decisions Plan for items on which they would like further information on, or which they feel might benefit from the Committee's involvement.	
Documents attached:	Appendix 1 –Decisions Plan: July 2018 March 2019	

This page is intentionally left blank

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2018 to 31 March 2019

Publication Date: 22 June 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 March 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

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

Members of the public may wish to:

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

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
24/07/18 (NEW) Page 24	West Suffolk Single Council Preparations: Approval sought to consult on harmonised Licensing and Regulatory Policies The Cabinet will be asked to give approval to consult on the transition options for taxi, street trading and vending policies, and a draft enforcement policy.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Joint Executive (Cabinet) Committee, with draft enforcement policy attached.
24/07/18	Suffolk Business Park The Cabinet will be asked to consider proposed options for Suffolk Business Park in terms of how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies.	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Joint Executive (Cabinet) Committee with recommendations to Council and the possibility of exempt appendices.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
24/07/18 (Deferred from 17/04/18) Page 25	Haverhill Research Park The Cabinet will be asked to consider proposed options for Haverhill Research Park in terms of how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies. This matter will also be presented to the Overview and Scrutiny Committee, prior to approval being sought.	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Joint Executive (Cabinet) Committee with recommendations to Council and the possibility of exempt appendices.
24/07/18 (Deferred from 22/05/18)	Custom and Self Build Interim Policy Statement The Cabinet will be asked to agree an Interim Policy Statement which will be used to assess whether or not an application for self/custom build should be granted planning	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including interim Policy Statement.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
Page 26 24/07/18	permission and how the West Suffolk Councils (Forest Heath and St Edmundsbury) plan to meet the self/custom build demand in West Suffolk.							
	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.
04/09/18	Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking	Not applicable	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee / Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee 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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.							
04/09/18 <i>(Deferred from 22/05/18)</i>	Future Additional Car Parking Provision, Bury St Edmunds The Cabinet will be asked to consider and recommend to Council, a business case for additional car parking provision in Bury St Edmunds, in accordance with the aspirations set out in the Bury St Edmunds Town Centre Masterplan.	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899 Peter Stevens Operations 01787 280284	Julie Baird Assistant Director (Growth) 01284 757613 Sabrina Pfuetzenreuter-Cross Principal Growth Officer 01284 757113	All Wards	Report to Joint Executive (Cabinet) Committee with possible exempt appendices and recommendations to Council.
02/10/18	Suffolk Business Park In addition to the item due to be considered on 24 July 2018, the Cabinet will be asked to consider	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Joint Executive (Cabinet) Committee

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
Page 28	further proposed options for Suffolk Business Park in terms of how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies.					Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343		with recommendations to Council and the possibility of exempt appendices.
02/30/18 <i>(Deferred from 28/03/17)</i>	Western Way Development Programme The Cabinet will consider an outline business case, including recommendations to Council, in relation to the Western Way Development Programme. A separate proposal (which integrates with this paper) regarding the potential investment in renewable energy schemes may also be considered at this time.	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Rachael Mann Assistant Director (Resources and Performance) 01638 719295 Sabrina Pfuetsenreuter-Cross Principal Growth Officer 01284 757113 Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Joint Executive (Cabinet) Committee with recommendations to Council and possibility of Exempt Appendices.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
						(renewable energy scheme element)		
06/11/18 <i>(Deferred from 26/05/18)</i>	Review of West Suffolk's Housing Strategy West Suffolk's Housing Strategy 2014 is due to be reviewed in 2018. Through the review of the Housing Strategy, the opportunity to reflect priorities, actions and projects set out in the recently adopted West Suffolk Strategic Framework 2018-2020 will be taken. Furthermore, there are a number of additional duties and fundamental changes to housing legislation that will be reflected in the Housing Strategy. The draft Strategy will have previously been	Not applicable	(R) – Council 20/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of consultation.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	considered by the FHDC and SEBC Overview and Scrutiny Committees.							
06/11/18 <i>(Deferred from 26/05/18)</i>	West Suffolk Joint Tenancy Strategy The Localism Act (2011) introduced a duty for Local Authorities to produce a Tenancy Strategy. The Strategy outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.	Not applicable	(R) – Council 20/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Council, including Tenancy Strategy
06/11/18	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	outstanding debts, as detailed in the exempt appendices.							with exempt appendices.
11/12/18 (Deferred from 18/05/18)	West Suffolk Joint Affordable Housing Supplementary Planning Document The Affordable Housing supplementary planning document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.	Not applicable	(R) – Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Supplementary Planning Document

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
11/12/18	Applications for Community Chest Grant Funding 2018/2019 The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2019/2020 year.	Not applicable	(KD) - Applications for the 2020/2021 year and beyond are also subject to the budget setting process	Joint Executive (Cabinet) Committee	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations from the Grant Working Party to Joint Executive (Cabinet) Committee.
11/12/18	Treasury Management Report 2018/2019 – Investment Activity (1 April to 30 September 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 30 September 2018.	Not applicable	(R) - Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee 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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
11/12/18	Asset Management Strategy and Asset Management Plan The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the adoption of a new Asset Management Strategy and associated Asset Management Plan, which has been produced jointly with Forest Heath District Council.	Possible Exempt Appendices: Paragraph 3	(R) – Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committee to Joint Executive (Cabinet) Committee and Council with the possibility of Exempt Appendices.
	Street Vending and Trading Policy This item has been removed from this Decisions Plan as this new policy will now be considered by the Shadow Executive as it will not become effective until after 1 April 2019 when West Suffolk Council is created.				Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042		

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
05/02/19 Page 34	Treasury Management Report 2018/2019 – Investment Activity (1 April to 31 December 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 31 December 2018.	Not applicable	(R) - Council 19/02/19	Joint Executive (Cabinet) Committee / Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
12/03/19	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

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

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

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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

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

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

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

Cabinet Member	Portfolio
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Carol Bull Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Future Governance Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(b) Membership of the Joint Executive (Cabinet) Committee:

Authority	Cabinet Member	Portfolio
St Edmundsbury Borough Council	Councillor John Griffiths	SEBC Leader of the Council
	Councillor Sara Mildmay-White	SEBC Deputy Leader of the Council/ Housing
	Councillor Carol Bull	SEBC Portfolio Holder for Future Governance
	Councillor Robert Everitt	SEBC Portfolio Holder for Families and Communities
	Councillor Ian Houlder	SEBC Portfolio Holder for Resources and Performance
Forest Heath District Council	Councillor Alaric Pugh	SEBC Portfolio Holder for Planning and Growth
	Councillor Joanna Rayner	SEBC Portfolio Holder for Leisure and Culture
	Councillor Peter Stevens	SEBC Portfolio Holder for Operations
	Councillor James Waters	FHDC Leader of the Council
	Councillor Robin Millar	FHDC Deputy Leader of the Council/ Families and Communities
	Councillor David Bowman	FHDC Portfolio Holder for Operations
	Councillor Ruth Bowman J.P.	FHDC Portfolio Holder for Future Governance
	Councillor Andy Drummond	FHDC Portfolio Holder for Leisure and Culture
	Councillor Stephen Edwards	FHDC Portfolio Holder for Resources and Performance
	Councillor Lance Stanbury	FHDC Portfolio Holder for Planning and Growth

(c) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)**

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Paul Claussen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Bruce Provan
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 22 June 2018

This page is intentionally left blank

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019	
Report No:	OAS/SE/18/023	
Report to and date:	Overview and Scrutiny Committee	11 July 2018
Shadow Executive Member:	Councillor John Griffiths Leader of the Shadow Council Tel: 01284 757136 Email: john.griffiths@stedsbcc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	To inform Members on forthcoming decisions to be considered by the Shadow Executive (Cabinet). Attached as Appendix 1 is the Shadow Executive (Cabinet) Decisions Plan for the period 1 July 2018 to 31 March 2019.	
Recommendation:	Overview and Scrutiny Committee: Members are asked to <u>note</u> the Shadow Executive (Cabinet) Decisions Plan for 1 July 2018 to 31 March 2019.	
Documents attached:	Appendix 1 – Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 March 2019	

This page is intentionally left blank

West Suffolk Shadow Council

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2018 to 6 May 2019

Publication Date: 8 June 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Shadow Executive (Cabinet) or Officers under delegated authority, are intending to take up to 6 May 2019. 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 Shadow Executive (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 Democratic Services, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
10/07/18 (NEW) Page 44	Medium Term Financial Strategy, Strategic Plan and 2019/2020 budget approach The Shadow Executive will be asked to consider the Medium Term Financial Strategy (six themes) and the Strategic Plan, as well as the approach to the 2019/2020 budget, prior to seeking approval by the Shadow Council.	Not applicable	(R) – Shadow Council 17/07/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow Council
10/07/18 (NEW)	Alignment of Council Tax and Business Rate Differences across the West Suffolk Councils The Shadow Executive will be asked to consider three main areas for alignment in relation to the above for implementation for the new West Suffolk Council on 1 April 2019.	Not applicable	(R) – Shadow Council 17/07/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow Council
10/07/18 (NEW)	Local Council Tax Reduction Scheme and Council Tax Technical	Not applicable	(R) – Shadow Council 17/07/18	Shadow Executive/ Shadow	Stephen Edwards Resources and Performance	Rachael Mann Assistant Director (Resources and	All Wards	Report to Shadow Executive with

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)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 15	Changes 2019/2020 The Shadow Executive will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for West Suffolk Council for 2019/2020 prior to seeking its approval by the Shadow Council.			Council	07904 389982 Ian Houlder Resources and Performance 07970 729435	Performance) 01638 719245		recommendations to Shadow Council
18/09/18 (NEW)	Delivering a Sustainable Budget 2019/2020 The Shadow Executive may be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council on proposals for achieving a sustainable budget in 2019/2020.	Not applicable	(D) Consideration by the Shadow Council will take place as part of the budget setting paper on 19/02/19	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committees to the Shadow Executive
16/10/18 (NEW)	Delivering a Sustainable Budget 2019/2020 Further to its consideration on 18 September 2018,	Not applicable	(D) Consideration by the	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Recommendations of the Performance and Audit

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 16	the Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council on proposals for achieving a sustainable budget in 2019/2020.		Shadow Council will take place as part of the budget setting paper on 19/02/19		Ian Houlder Resources and Performance 07970 729435	01638 719245		Scrutiny Committees to the Shadow Executive
27/11/18 (NEW)	Review of Bury St Edmunds Christmas Fayre The Shadow Executive will be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Bury St Edmunds Christmas Fayre, for implementation in 2019.	Not applicable	(D)	Shadow Executive	Alaric Pugh Planning and Growth 07930 460899 Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive.
27/11/18 (NEW)	Council Tax Base for Tax Setting Purposes 2019/2020 The Shadow Executive will be asked to recommend to	Not applicable	(R) – Shadow Council 18/12/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to

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)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	the Shadow Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2019/2020.				Ian Houlder Resources and Performance 07970 729435			Shadow Council
Not before February 2020 (NEW)	Budget and Council Tax Setting 2019/2020 and Medium Term Financial Strategy The Shadow Executive will be asked to consider the proposals for the 2019/2020 budget (and beyond) and Medium Term Financial Strategy for the West Suffolk Council, prior to its approval by the Shadow Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow Council
Not before February 2019	Annual Treasury Management and Investment Strategy 2019/2020 and	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Report to Shadow Executive with recommend-

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
(NEW) Page 48	Treasury Management Code of Practice The Shadow Executive will be asked to recommend to the Shadow Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.				Ian Houlder Resources and Performance 07970 729435	01638 719245		ations to Shadow Council

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

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

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

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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

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

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

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Shadow Council; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Shadow 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 Shadow Executive procedure rules set out in Part 4 of the Shadow Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Shadow Executive (Cabinet):

Shadow Executive (Cabinet) Member
Councillor John Griffiths (Leader)
Councillor James Waters (Deputy Leader)
Councillor Ruth Bowman J.P.
Councillor David Bowman
Councillor Carol Bull
Councillor Andy Drummond
Councillor Stephen Edwards
Councillor Robert Everitt
Councillor Ian Houlder
Councillor Sara Mildmay-White
Councillor Robin Millar
Councillor Alaric Pugh
Councillor Joanna Rayner
Councillor Lance Stanbury
Councillor Peter Stevens

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 8 June 2018

This page is intentionally left blank

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Work Programme Update	
Report No:	OAS/SE/18/024	
Report to and dates:	Overview and Scrutiny Committee	11 July 2018
Chairman of the Committee:	Councillor Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2018-2019. 2) To ask the Committee to identify questions for the Cabinet Member for Operations, in advance of his attendance on 12 September 2018.	
Recommendation:	Overview and Scrutiny Committee: 1) That, Members <u>note</u> the current status of the work programme and the annual items expected during 2018-2019. 2) Identify questions for the Cabinet Member for Operations to cover in his annual report to the Committee in September 2018.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	<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"/>	
Documents attached:	Appendix 1 – Current Work Programme	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

- 1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, following the completion of the work programme suggestion form, and if accepted, are timetabled to report to a future meeting.
- 1.1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action.
- 1.1.3 The current position of the work programme and Joint Task and Finish Groups for the 2018-2019 is attached at **Appendix 1** for information.

1.2 Portfolio Holder Annual Presentations

- 1.2.1 At every ordinary Overview and Scrutiny meeting at least one Cabinet Member attends to give an account of his or her portfolio and to answer questions from the Committee.
- 1.2.2 At the Committees meeting on 12 September 2018, the Cabinet Member for Operations will be attending to give his annual update to the Committee.
- 1.2.3 The Committee is therefore asked to **identify questions for the Cabinet Member for Operations** to cover in his annual report to the Committee.

Overview and Scrutiny Committee Rolling Work Programme (St Edmundsbury Borough Council)

The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

Description	Lead Member	Details
12 September 2018		
Annual Portfolio Holder Presentation	Cabinet Member for Operations	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Housing Strategy	Cabinet Member for Housing	To provide input into the West Suffolk Housing Strategy.
West Suffolk Supplementary Planning Document on Affordable Housing	Cabinet Member for Housing	To provide input into the West Suffolk Supplementary Planning Document on Affordable Housing.
West Suffolk Tenancy Strategy	Cabinet Member for Housing	To provide input into the West Suffolk Tenancy Strategy.
The Apex Annual Report	Cabinet Member for Leisure and Culture	To provide input into the scrutiny of The Apex Annual Report.
Decisions Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
31 October 2018	Extraordinary Overview and Scrutiny Meeting	
Suffolk County Council (Highways Services)		The SCC Cabinet Member for Highways, Transport and Rural Affairs has been invited back to discuss progress made in relation to the recommendations made at the Extraordinary Overview and Scrutiny Committee held on 25 October 2017.

Description	Lead Member	Details
7 November 2018		
Annual Portfolio Holder Presentation	Cabinet Member for Planning and Growth	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Vehicle Non-Idling Policy	Cabinet Member for Planning and Growth	To receive a report setting out options following the submission of a work programme suggestion in February 2018.
Christmas Fayre Review – Final Report	Cabinet Member for Planning and Growth	To receive the final report from the Joint Task and Finish Group on the review of the Christmas Fayre.
Garden Waste Collection Service – Final Report	Cabinet Member for Operations	To receive the final report from the Joint Task and Finish Group on the review of the Garden Waste Collection Service
Asset Management Strategy and Asset Management Plan	Cabinet Member for Planning and Growth	To provide input into the new Asset Management Strategy and associated Asset Management Plan.
Annual Car Parking Update	Cabinet Member for Operations	To receive an annual report on Car Parking in Forest Heath.
Decisions Plan:	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
9 January 2019		
Annual Portfolio Holder Presentation	<i>To be confirmed</i>	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Decisions Plan:	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Member	Details
13 March 2019		
Annual Portfolio Holder Presentation	<i>To be confirmed</i>	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Barley Homes Group Limited Annual Report 2019	Cabinet Member for Housing	To scrutinise the Annual Report of Barley Homes Group Limited
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).

Future Items to be Programmed During 2018-2019, which were approved at its meeting on 18 April 2018:

1. Support for Small Businesses
2. Bus Transport, including Rural

Current position of Overview and Scrutiny Task and Finish Groups

	Title	Purpose	Start Date (Established)	Members Appointed	Estimated End date
1.	West Suffolk Christmas Fayre Review (Joint Task and Finish Group)	<p>A West Suffolk Joint Task and Finish Group be established to carry out a review of the Bury St Edmunds Christmas Fayre to make recommendations to the West Suffolk Shadow Executive in Autumn 2018.</p> <p>The review work will be carried out between May and August 2018, in order to feed into final reports for the Overview and Scrutiny Committee meetings in September, and a report to the Shadow Executive in October 2018. This will allow time for the recommendations to be taken account of before the arrangements for 2019 would need to be set (as things currently stand, dates for Christmas Fayres are set around one year in advance).</p>	April 2018	<p><u>St Edmundsbury OAS</u> Cllr Susan Glossop Cllr Diane Hind Cllr Paul Hopfensperger Cllr Margaret Marks Cllr Richard Rout Cllr Frank Warby</p> <p><u>SEBC Substitutes:</u> Cllr Patrick Chung Cllr Paula Fox</p> <p><u>Forest Heath OAS</u> Cllr John Bloodworth Cllr Christine Mason Cllr Robert Nobbs Cllr David Palmer</p>	<p>September 2018</p> <p>November 2018</p>
2.	West Suffolk Garden Waste Collection Service Review (Joint Task and Finish Group)	<p>A West Suffolk Joint Task and Finish Group to be established to carry out a review of the Garden Waste Collection Service.</p> <p>The review will be carried out between July and October 2018, in order to feed into final reports for the Overview and Scrutiny Committee meetings in November, and a report to the Shadow Executive. This will allow time for the recommendations to be taken account of before the arrangements for 2019 need to commence (there are system and communications arrangements that need to be undertaken ahead of the annual soft launch for payments in February).</p>	June 2018	<p><u>St Edmundsbury OAS</u> Cllr John Burns Cllr Mike Chester Cllr Diane Hind</p> <p><u>St Edmundsbury PASC</u> Cllr Sarah Broughton</p> <p><u>Forest Heath OAS</u> Cllr Chris Barker Cllr Robert Nobbs Cllr David Palmer</p> <p><u>Forest Heath PASC</u> Cllr Rona Burt</p>	November 2018