

Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils


West Suffolk

working together

Title:	Agenda																																		
Date:	Tuesday 22 January 2019																																		
Time:	6.00 pm																																		
Venue:	Council Chamber District Offices College Heath Road Mildenhall IP28 7EY																																		
Membership:	<p style="text-align: center;">Chairman James Waters</p> <p style="text-align: center;">Vice-Chairman John Griffiths</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Councillor</u></th> <th style="text-align: left;"><u>Portfolio</u></th> </tr> </thead> <tbody> <tr> <td>David Bowman</td> <td>Operations</td> </tr> <tr> <td>Ruth Bowman J.P.</td> <td>Future Governance</td> </tr> <tr> <td>Andy Drummond</td> <td>Leisure and Culture</td> </tr> <tr> <td>Stephen Edwards</td> <td>Resources and Performance</td> </tr> <tr> <td>Robin Millar</td> <td>Deputy Leader/Families and Communities</td> </tr> <tr> <td>Lance Stanbury</td> <td>Planning and Growth</td> </tr> <tr> <td>James Waters</td> <td>Leader</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Carol Bull</td> <td>Future Governance</td> </tr> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Susan Glossop</td> <td>Planning and Growth</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Deputy Leader/Housing/West Suffolk Lead for Housing</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<u>Councillor</u>	<u>Portfolio</u>	David Bowman	Operations	Ruth Bowman J.P.	Future Governance	Andy Drummond	Leisure and Culture	Stephen Edwards	Resources and Performance	Robin Millar	Deputy Leader/Families and Communities	Lance Stanbury	Planning and Growth	James Waters	Leader	 		Carol Bull	Future Governance	Robert Everitt	Families and Communities	Susan Glossop	Planning and Growth	John Griffiths	Leader	Ian Houlder	Resources and Performance	Sara Mildmay-White	Deputy Leader/Housing/West Suffolk Lead for Housing	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																																		
Quorum:	Six Members, to include at least three of the total number of Members of each Cabinet.																																		
Committee administrator:	Sharon Turner Democratic Services Officer Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk																																		

Public Information

Forest Heath & St Edmundsbury councils

West Suffolk

working together

Venue:	District Offices College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY	Tel: 01638 719237 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above and following address: West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The West Suffolk Councils actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public participation:	Members of the public who live or work in the Borough/District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	
Personal Information	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: 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.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 12

To confirm the minutes of the meeting held on 11 December 2018 (copy attached).

Part 1 - Public

3. Open Forum

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

4. Public Participation

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

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

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

5. Reports of the Overview and Scrutiny Committees

**(a) St Edmundsbury Overview and Scrutiny Committee:
9 January 2019**

13 - 20

Report No: **CAB/JT/19/001**

Chairman of the Committee: SEBC Cllr Diane Hind

Lead Officer: Christine Brain

**(b) Forest Heath Overview and Scrutiny Committee:
10 January 2019**

21 - 24

Report No: **CAB/JT/19/002**

Chairman of the Committee: FHDC Cllr Simon Cole

Lead Officer: Christine Brain

- 6. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 4 December 2018** **25 - 36**

Report No: **CAB/JT/19/003**

Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder

Lead Officer: Jill Korwin

KEY DECISIONS

- 7. Youth Unemployment and Young People not in Education, Employment or Training (NEET)** **37 - 42**

Report No: **CAB/JT/19/004**

Portfolio Holders: SEBC Cllr Susan Glossop and FHDC Cllr Lance

Stanbury

Lead Officers: Julie Baird and Kirsty Pitwood

NON KEY DECISIONS

- 8. Forest Heath and St Edmundsbury Joint Executive (Cabinet) Decisions Plan: January 2019 to 31 March 2019** **43 - 54**

To consider the most recently published version of the Joint Executive (Cabinet) Committee's Decisions Plan.

Report No: **CAB/JT/19/005**

Portfolio Holders: FHDC Cllr James Waters and SEBC Cllr John Griffiths

Lead Officer: Ian Gallin

Part 2 – Exempt

None

Joint Executive (Cabinet) Committee



Minutes of a meeting of the **Joint Executive (Cabinet) Committee** held on **Tuesday 11 December 2018** at **6.00 pm** in the **Council Chamber, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, IP28 7EY**

Present: **Councillors**

Chairman James Waters (FHDC Leader of the Council)
Vice Chairman John Griffiths (SEBC Leader of the Council)

Forest Heath DC:

David Bowman
Ruth Bowman J.P.
Andy Drummond
Stephen Edwards
Lance Stanbury

St Edmundsbury BC:

Carol Bull
Robert Everitt
Susan Glossop
Ian Houlder
Sara Mildmay-White
Joanna Rayner
Peter Stevens

By Invitation:

Sarah Broughton (Chairman of SEBC Performance and Audit Scrutiny Committee)
Simon Cole (Chairman of FHDC Overview and Scrutiny Committee)
Diane Hind (Chairman of SEBC Overview and Scrutiny Committee)

75. **Apologies for Absence**

Apologies for absence had been received from Councillor Robin Millar.

76. **Minutes**

The minutes of the meeting held on 6 November 2018 were confirmed as a correct record and signed by the Chairman.

77. **Open Forum**

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

78. Public Participation

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

79. Reports of the Overview and Scrutiny Committees

80. St Edmundsbury Extraordinary Overview and Scrutiny Committee: 31 October 2018 (Report No: CAB/JT/18/047)

The Joint Committee received and noted this report, which informed Members of the following substantive items discussed by the St Edmundsbury Overview and Scrutiny Committee on 31 October 2018:

- (1) Suffolk County Council Highways Services – Progress Report

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee drew relevant issues to the attention of the Joint Committee.

81. St Edmundsbury Overview and Scrutiny Committee: 7 November 2018 (Report No: CAB/JT/18/048)

The Joint Committee received and noted this report, which informed Members of the following substantive items discussed by the St Edmundsbury Overview and Scrutiny Committee on 7 November 2018:

- (1) West Suffolk Housing Strategy and West Suffolk Tenancy Strategy.
- (2) Garden Waste Collection Service Review – Final Report.
- (3) Christmas Fayre Review – Final Report.
- (4) Local Air Quality Management – Vehicle Anti-Idling.
- (5) Annual Portfolio Holder report – Planning and Growth.
- (6) Work Programme.

In relation to Item (1) above, there was a separate report later on the agenda for consideration by the Joint Committee. In relation to Items (2) and (3) above, these had been considered by the Shadow Executive (Cabinet) on 27 November 2018.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Joint Committee and specifically wished to record her thanks and gratitude to both Officers and Cabinet Members who had attended the Overview and Scrutiny Committee meetings during the year.

82. Forest Heath Overview and Scrutiny Committee: 8 November 2018 (Report No: CAB/JT/18/049)

The Joint Committee received and noted this report, which informed Members of the following substantive items discussed by the Forest Heath Overview and Scrutiny Committee on 8 November 2018:

- (1) West Suffolk Housing Strategy and West Suffolk Tenancy Strategy.
- (2) Garden Waste Collection Service Review – Final Report.
- (3) Christmas Fayre Review – Final Report.
- (4) Universal Credit – Roll out in Forest Heath.

- (5) Annual Portfolio Holder Report – Operations.
- (6) Work Programme.

In relation to Item (1) above, there was a separate report later on the agenda for consideration by the Joint Committee. In relation to Items (2) and (3) above, these had been considered by the Shadow Executive (Cabinet) on 27 November 2018.

Councillor Simon Cole, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Joint Committee.

83. Report of the Forest Heath and St Edmundsbury (Informal Joint) Performance and Audit Scrutiny Committee's: 28 November 2018 (Report No: CAB/JT/18/050)

The Joint Committee received and noted this report, which informed Members of the following substantive items discussed by the Forest Heath and St Edmundsbury (Informal Joint) Performance and Audit Scrutiny Committee's on 28 November 2018:

- (1) Mid-Year Internal Audit Progress Report 2018-2019.
- (2) 2018-2019 Performance Report – Quarter 2.
- (3) West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2018.
- (4) Building Control Business Development Plan.
- (5) Work Programme Update.
- (6) Approach to Delivering a Sustainable West Suffolk Budget 2019-2020 and Medium Term Plan.
- (7) Mid-Year Treasury Management Report and Investment Activity (April – September 2018).

In relation to Item (6) above, this would be considered by the Shadow Executive (Cabinet) on 5 February 2019.

In relation to Item (7) above, separate reports for both Forest Heath and St Edmundsbury's Performance and Audit Scrutiny Committee's were included later on this agenda for consideration by the Joint Committee.

Councillor Sarah Broughton, Chairman of the SEBC's Performance and Audit Scrutiny Committee drew relevant issues to the attention of the Joint Committee.

84. Recommendations of the St Edmundsbury and Forest Heath Overview and Scrutiny Committees: 7 and 8 November 2018 - West Suffolk Housing Strategy and West Suffolk Tenancy Strategy 2018 - 2023 (Report No: CAB/JT/18/051)

The Joint Committee received this report which set out the recommendations from the SEBC/FHDC Overview and Scrutiny Committee's meetings held on 7 and 8 November 2018 in relation to the following documents:

(a) West Suffolk Housing Strategy (Appendix 1)

A review of West Suffolk's Housing Strategy was due in 2018. By adopting this new Strategy, priorities would be aligned for housing with the Strategic Framework 2018-2020 and responding to new legislation and additional duties such as the Homelessness Reduction Act 2017 and the revised National Planning Policy Framework 2018.

The formal consultation took place for a six week period between 9 October and 20 November 2018. This involved an online survey which was available on the Councils' website and which was also directly sent to Members, Parish Councils and a number of the Councils' partners. There were a total of 31 responses to the online consultation and three responses submitted by letter.

A number of themes emerged during the consultation, mainly around the following themes:

- The need for infrastructure and services to support growth.
- The need for social and affordable housing in the towns and rural areas which was appropriate for local needs.
- Providing accessible properties to meet the needs of vulnerable groups and those with additional needs.
- Providing sufficient housing in the right places to ensure that local people could find suitable employment.

The points raised during the consultation had been addressed through the robust Implementation Plan. The action in the Plan had also been further developed and refined during the consultation period.

Whilst discussing the Strategy, it was noted that some of the Forest Heath and St Edmundsbury figures on page 8 of the Housing Strategy's Evidence Base (Appendix B) had been transposed. Therefore, these figures would be corrected accordingly.

(b) West Suffolk Tenancy Strategy (Appendix 2)

A review of West Suffolk's Tenancy Strategy was due in 2018. The Localism Act 2011 required all local authorities to produce a Tenancy Strategy that outlined how councils and Registered Providers (RPs) approached issues which affected tenants living in their area. Through this Strategy the Councils' worked with RPs to provide good quality housing where successful tenancies could be sustained. The Strategy was intended to promote quality and fairness and to offer a guide to RPs who may manage stock within West Suffolk.

The formal consultation took place for a six week period between 9 October and 20 November 2018. This involved an online survey which was available on the Councils' website and which was also directly sent to a number of the Councils' partners. There were a total of 3 responses received (two from RPs and one from a resident).

There was general support for the principles set out in the Strategy, with all respondents agreeing that the maximum affordable rents being charged should be capped at the local housing allowance level. Officers were still in the process of collecting the necessary monitoring data from some of the RPs who did not respond to the consultation which would be added to the Strategy, once received and monitored on an annual basis.

RECOMMENDED TO SEBC AND FHDC COUNCILS:

(18 and 19 December 2018)

That the West Suffolk Housing Strategy 2018-2023, attached as Appendix 1 to Report No: CAB/JT/18/051, be adopted.

and

RESOLVED:

That the West Suffolk Tenancy Strategy 2018-2023, attached as Appendix 2 to Report No: CAB/JT/18/051, be adopted.

85. **Recommendations of the Forest Heath Performance and Audit Scrutiny Committee: 28 November 2018 - Treasury Management Report 2018/2019 Investment Activity (1 April to 30 September 2018) (Report No: CAB/JT/18/052)**

The Joint Committee received this report which provided information on the Council's Mid-Year Treasury Management Report and also summarised the investment activities for the period to 30 September 2018.

The total amount invested at 1 April 2018 was £16.005m and at 30 September 2018 was £19.800m. The increase in balances over the period was due primarily to timing differences in respect of the collection of local taxes, the payment of precepts and changes in the profile of the Capital Programme.

The 2018/19 Annual Treasury Management and Investment Strategy (Report No: PAS/FH/18/009) set out the Council's projections for the current financial year. The budget for investment income in 2018/19 was £224,000, which was based on a 0.75% target average rate of return on investments.

As at the end of September 2018, interest actually earned during the first six months of the financial year amounted to £62,722 (average rate of return of 0.676%) against a profiled budget for the period of £112,000; a budgetary deficit of £49,278. The budgetary deficit was due to lower cash balances as a result of re-phasing of some income generating projects. These projects were budgeted to be funded through external borrowing which would have temporarily boosted the cash balances and resultant interest. In addition, investments were made on a shorter term basis for liquidity resulting in lower yields.

The report also included assumptions on borrowing for capital projects included within it. The borrowing was based around seven specific projects as

per their agreed business cases. The report included a summary of capital borrowing budget 2018-2019, and a summary of capital borrowing for quarter two. As at the end of Quarter Two, there had been no requirement to borrow externally over and above the £4.0m Barclays loan. Therefore the only interest payable for this quarter was the £169,000 relating to this.

RECOMMENDED TO FHDC COUNCIL: (19 December 2018)

That, subject to the approval of Council, the Mid-Year Treasury Management Report 2018-2019 and Investment Activity (1 April to 30 September 2018), being Report No: PAS/FH/18/040, be approved.

86. **Recommendations of the St Edmundsbury Performance and Audit Scrutiny Committee: 28 November 2018 - Treasury Management Report 2018/2019 - Investment Activity (1 April to 30 September 2018) (Report No: CAB/JT/18/053)**

The Joint Committee received this report which provided information on the Council's Mid-Year Treasury Management Report and also summarised the investment activities for the period to 30 September 2018.

The total amount invested at 1 April 2018 was £36.35m and at 30 September 2018 was £44.95m. The increase in balances over the period was due primarily to timing differences in respect of the collection of local taxes, the payment of precepts and changes in the profile of the Capital Programme.

The 2018/19 Annual Treasury Management and Investment Strategy Statements (Report No: COU/SE/18/002 approved 20 February 2018) set out the Council's projections for the current financial year. The budget for investment income in 2018/19 was £308,000 which was based on a 0.70% target average rate of return on investments.

As at the end of September 2018, interest actually earned during the first six months of the financial year amounted to £155,169 (average rate of return of 0.688%) against a profiled budget for the period of £154,000 (average rate of return of 0.70%); a budgetary surplus of £1,169.

The report also included assumptions on borrowing for capital projects included within it. The borrowing was based around four specific projects as per their agreed business cases. The report included a summary of capital borrowing budget 2018-2019 and a summary of capital borrowing for Quarter Two – all of which was currently internally borrowed from the Council's overall cash balances. As at the end of Quarter Two, there had been no requirement to borrow externally, therefore there was no interest payable in this particular quarter.

RECOMMENDED TO SEBC COUNCIL: (18 December 2018)

That, subject to the approval of Council, the Mid-Year Treasury Management Report 2018-2019 and Investment Activity (1 April to 30 September 2018), being Report No: TMS/SE/18/004, be approved.

87. **West Suffolk Local Development Scheme (LDS) December 2018: Adoption (Report No: CAB/JT/18/054)**

The Joint Committee received this report which requested the adoption of a revised Local Development Scheme (LDS) (as set out in Working Paper 1) as a timetable for the preparation of the West Suffolk Local Plan.

A review of the existing Forest Heath and St Edmundsbury Local Plans was now required to meet the Councils' ambitions and to safeguard communities from speculative unsustainable growth/development in the wrong locations and without the necessary strategic infrastructure. The Local Plan would provide a positive, flexible and deliverable planning policy framework for West Suffolk.

Before starting work on the West Suffolk Local Plan, the Councils' had reviewed and updated the LDS, which set out what Development Plan documents were to be produced, their subject matter and broad timetable for their preparation including consultation, examination and adoption of the Plan in May 2023.

RECOMMENDED TO SEBC AND FHDC COUNCILS:

(18 and 19 December 2018)

That the West Suffolk Local Development Scheme (LDS), as set out in Working Paper 1 to Report No: CAB/JT/18/054, be adopted.

88. **West Suffolk Statement of Community Involvement (SCI) December 2018: Adoption (Report No: CAB/JT/18/055)**

The Joint Committee received this report which requested the adoption of a revised Statement of Community Involvement (SCI) (as set out in Working Paper 1) as a framework for involving the community in planning policy and development management processes in West Suffolk.

A review of the existing FHDC and SEBC Local Plan was now required to meet the Councils' ambitions and to safeguard communities from speculative unsustainable growth/development in the wrong locations and without the necessary strategic infrastructure. The Local Plan would provide a positive, flexible and deliverable planning policy framework for West Suffolk.

Before starting work on the West Suffolk Local Plan, the Councils' had reviewed and updated the SCI which explained how they would engage local communities and other interested parties in producing their Local Plan and determining planning applications. The SCI had also been updated as a result of a number of legislative changes through the Neighbourhood Planning Act 2017 and the National Planning Policy Framework (NPPF) 2018.

RECOMMENDED TO SEBC AND FHDC COUNCILS:

(18 and 19 December 2018)

That the West Suffolk Statement of Community Involvement (SCI), as set out in Working Paper 1 to Report No: CAB/JT/18/055, be adopted.

89. Exemption to Contract Procedure Rules: Sub Compact Street and Precinct Sweeper

Purchase of Citymaster 2200 Ex-Demonstrator Street and Precinct Sweeper

The Joint Committee received and noted this exemption to Section 4.3 of the West Suffolk Contract Procedure Rules which stated that: *Between £50,001 and the EU Threshold any exemption must be approved by the Officer and the relevant Assistant Director in consultation with the Assistant Director for Resources and Performance. The Officer must produce evidence to support the request for any exemption and the relevant Assistant Director shall prepare a report for the next Cabinet to support the action taken.* This exemption, which was exercised on 1 November 2018 and the reason for it (together with supporting evidence) had been be forwarded to the Assistant Director (Resources and Performance) for approval.

It was explained that the West Suffolk Councils operated a Scarab Minor sweeper, which was due for renewal from the 2018/19 vehicle replacement fund. It was in need of immediate replacement and becoming increasingly uneconomical to repair. The value held in reserve for replacing this vehicle was £80,000. Hako Sweepers were offering an ex-demonstrator 2017 Registered Sweeper for £65,000 and delivery within two weeks. The new price for the model offered was £80,000.

This would be the fourth Hako on fleet and the second ex-demo. The Sweeper met the operational and technical requirements of the street cleansing service. The product customer support was good and our in-house vehicle workshops team were familiar with maintaining the product.

The purchase of the ex-demonstrator vehicle represented a saving equivalent to £15,000 and quick availability through a very short lead time. The opportunity represented good value for the authority and likely reduced costs compared to a standard procurement.

The total value of the exemption was £65,000 and was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules within the FHDC and SEBC Constitutions:

Exemption category	
The goods or services are supplied at a fixed price.	1 year old Ex-Demo Sweeper offered by Hako for £65,000. (full price for new equivalent £80,000)
Unforeseen works where delay will adversely impact on the service delivery for the Council(s).	Sweeper was due for replacement this financial year 2018/19. Required urgently to replace defective Sweeper, which was affecting Service Delivery.

90. **Forest Heath and St Edmundsbury Joint Executive (Cabinet) Committee Decisions Plan: 1 December 2018 to 31 March 2019 (Report No: CAB/JT/18/056)**

The Joint Committee received this report, which was the Forest Heath District Council's and the St Edmundsbury Borough Council's Joint Executive (Cabinet) Committee Decisions Plan covering the period 1 December 2018 to 31 March 2019.

Members took the opportunity to review the intended forthcoming decisions within the Plan. However, no further information or amendments were required on this occasion.

91. **Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs (Report No: CAB/JT/18/057)**

The Joint Committee received this report which provided the collection data in respect of Council Tax and National Non-Domestic Rates (NNDR) for both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) and sought approval for the write-off of the amounts contained in the Exempt Appendices to this report.

Councillor Stephen Edwards, FHDC Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Joint Committee, including the current performance of each authority, as set out in Section 3 of the report.

Some Members of the Joint Committee expressed their concerns with regard to the length of some of the outstanding debt being requested for write-off. The Director explained, in general terms, the often complex nature of the cases, but did acknowledge that further work would be undertaken by Officers to see if, in the future, it would be possible to write-off debts earlier within the process.

RESOLVED:

That the write-off of the amounts detailed in the exempt Appendices to Report No: CAB/JT/18/057, be approved as follows:

1. Exempt Appendix 1: FHDC Council Tax totalling £48,553.67.
2. Exempt Appendix 2: FHDC Business Rates totalling £2,551.59.
3. Exempt Appendix 3: FHDC Housing Benefit Overpayment totalling £4,562.16.

92. **Exclusion of Public and Press**

As Report No: CAB/JT/18/058 needed to be considered by the Joint Committee in private session, it was proposed, seconded and

RESOLVED:

That press and public be excluded during the consideration of the following items because it is likely, in view of the nature of the business

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

93. **Exempt Appendices: Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs (paras 1 and 2) (Exempt Appendices to Report No: CAB/JT/18/057)**

The Joint Committee considered the Exempt Appendices to this report. However, no reference was made to specific detail and, therefore, this item was not held in private session.

94. **Investing in our Commercial Asset Portfolio (para 3) (Report No: CAB/JT/18/058)**

The Joint Committee received this report which advised of the opportunity to acquire a commercial property investment in Haverhill, using the Investing in Growth Fund. It was considered that this acquisition could assist in delivering both strategic place shaping and investment opportunities for the SEBC Council, helping to deliver on the Masterplan through re-development of the site.

RECOMMENDED TO SEBC COUNCIL: (18 December 2018)

That:-

1. The proposal to purchase the property for the sum, as set out within Report No: CAB/JT/18/058, (excluding VAT, fees and Stamp Duty Land Tax) funded from the Investing in Growth Agenda Fund, be approved.
2. The required capital budget be established, as set out in Report No: CAB/JT/18/058, to be made available to facilitate the purchase, including fees and Stamp Duty Land Tax, to be funded from the Investing in our Growth Agenda Fund.
3. The 'Options' due diligence costs be funded, as set out in Report No: CAB/JT/18/058 and the holding costs associated with the purchase at Recommendation 1. above, and as detailed in paragraph 3.7 of Report No: CAB/JT/18/058, from the Strategic Priorities and Medium Term Financial Strategy Reserve.
4. A further report, detailing options for the site to be submitted.
5. Should the purchase be made, the Council's Section 151 Officer to make the necessary changes to the Council's prudential indicators as a result of Recommendation 2. above.

The Meeting concluded at 6.52 pm

Signed by:

Chairman

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Joint Executive (Cabinet) Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of St Edmundsbury Overview and Scrutiny Committee: 9 January 2019	
Report No:	CAB/JT/19/001	
Report to and date:	Joint Executive (Cabinet) Committee	22 January 2019
Chairman of the Committee:	Councillor Diane Hind Chairman of SEBC's Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsb.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 9 January 2019, the Overview and Scrutiny Committee considered the following items:</p> <ol style="list-style-type: none"> (1) Local Air Quality Management – Vehicle Ant-Idling; (2) Annual Report by the Cabinet Member for Leisure and Culture; (3) Customer Access Strategy 2019-2022; (4) Car Parking Update: January 2018 to November 2018; (5) Public Space Protection Order, Bury St Edmunds – Addition of Condition; and (6) Work Programme Update. <p>A separate report on Item (3) above will be considered by the Shadow Executive (Cabinet), at its meeting on</p>	

	5 February 2019. Following a period of consultation, a separate report on Item (5) above will be presented to the Joint Executive (Cabinet) Committee on 12 March 2019.		
Recommendation:	The Joint Executive (Cabinet) Committee is requested to <u>NOTE</u> the contents of Report CAB/JT/19/001, being the report of St Edmundsbury's Overview and Scrutiny Committee.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.		
Consultation:	<ul style="list-style-type: none"> See Reports listed under background papers below 		
Alternative option(s):	<ul style="list-style-type: none"> See Reports listed under background papers below 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Minutes: 7 November 2018

1.1.1 On consideration of the minutes of its meeting of 7 November 2018, the Committee made a minor amendment to one of its recommendations to the Shadow Executive (Cabinet) on the item relating to the Review of the Bury St Edmunds Christmas Fayre (Report No: OAS/SE/18/032 refers). This will be drawn to Shadow Executive Members' attention at its next meeting on 5 February 2019.

1.2 Local Air Quality Management – Vehicle Anti-Idling (Report No: OAS/SE/19/001)

1.2.1 The Committee received the Local Air Quality Management – Vehicle Anti-Idling report which had been deferred from its previous meeting on 7 November 2018.

1.2.2 The Committee had previously requested officers to provide a report to assess the challenges of vehicle idling in St Edmundsbury. This had led to an options appraisal being undertaken to address potential issues for the Committee to consider.

1.2.3 Technical information on vehicle idling was attached as Appendix 1, which included providing details of the impact of vehicle idling (i.e. leaving a vehicle engine running when parked) on air quality and the implications of poor air quality on human health; the role of local authorities in tackling air pollution; understanding how long a vehicle needs to be stationary and idling before the benefits of turning off the engine outweigh the potential negative impacts from restating the vehicle; and a synopsis of enforcement powers available should local authorities decide to use this route as a method of tackling this issue.

1.2.4 The Committee considered the Options Appraisal at Appendix 2, which had been summarised in the covering report. Three specific options were considered for addressing this issue, as follows:

Option A: Undertake a campaign, initially targeted at schools and expanding as necessary;

Option B: Adopt delegated powers to use Fixed Penalty Notices under the traffic regulations 2002; or

Option C: Introduce road signs.

1.2.5 The Committee discussed the options in detail and asked questions of the officers, particularly regarding implications of exercising enforcement powers, to which comprehensive responses were provided.

1.2.6 The Officers' recommendations provided in the report were supported; however, it was requested that the matter should be reassessed by the Committee within 12 months having considered the success of the proposed public campaign set out in Option A based on anecdotal evidence gathered.

1.2.7 The Committee **RESOLVED:** That

- (1) the technical information on vehicle idling set out in Appendix 1 to Report No: OAS/SE/19/001, be noted: and
- (2) the relevant Portfolio Holders be requested to progress the proposals to undertake a public campaign in conjunction with other Suffolk Local Authorities where this can be undertaken in appropriate timescales, as set out in Option A of Report No: OAS/SE/19/001, subject to the matter being reassessed by the Committee within 12 months having considered the success of the campaign based on anecdotal evidence gathered.

1.3 **Annual Report by the Cabinet Member for Leisure and Culture (Report No: OAS/SE/19/002)**

- 1.3.1 The Cabinet Member for Leisure and Culture, Councillor Joanna Rayner was invited to give an annual update on her portfolio. Report No: OAS/SE/9/002 set out the focus for the annual update.
- 1.3.2 Prior to the meeting taking place, the Cabinet Member was provided with some key questions from Scrutiny Members on what they would like included in the update, and responses were set out the report.
- 1.3.3 The Cabinet Member thanked the Committee for the invitation to address the Committee.
- 1.3.4 The Committee asked a number of follow-up questions relating to the responses provided on The Apex; how the Destination Management Organisation (DMO) is engaging with tourism businesses in the rural areas; and the role of and methods by which 'What's On West Suffolk' promotes West Suffolk as a tourism destination, to which comprehensive responses were provided.
- 1.3.5 There being no decision required, the Committee **NOTED** the annual update.

1.4 **Car Parking Update January 2018 – November 2018 (Report No: OAS/SE/19/004)**

- 1.4.1 The Committee received this report, which presented an update on the car parking service between January 2018 and November 2018, identifying use by customers and projects undertaken across the year.
- 1.4.2 Members noted the report with interest and asked questions of the officers, particularly in respect of:
 - (a) whether the recent changes in highways infrastructure in Bury St Edmunds town centre had affected the reported downturn in car parking transactions and income;
 - (b) the perceived need by some residents, retailers and shop owners that had held discussions with some Members of the Committee for a 'Pay on Exit' car park in Bury St Edmunds to encourage longer stays in the

town. Councillor Speed reported that some users would apparently be satisfied with paying a higher tariff for 'Pay on Exit' if this was a consequence of being able to stay longer;

- (c) better promotion of season ticket availability;
- (d) whether the usage figures quoted in the report, particularly for the Ehringshausen Way car park in Haverhill, were accurate, and whether the actual income for each car park could also be provided in future updates in addition to the numbers of car parking events recorded;
- (e) signage issues, the responsibility of which was under Suffolk County Highways;
- (f) disappointment that a go-live date for Civil Parking Enforcement was not yet forthcoming; however, it was acknowledged that this was due to awaiting a commencement date from the Department for Transport; and
- (g) the success of the 'Free from 3' and pre-Christmas free parking initiatives in Bury St Edmunds and Haverhill'

to which comprehensive responses were provided. Particular discussion was held on the issues of car park occupancy at peak times which as a consequence limits the ability to deliver a Pay on Exit payment facility. The Committee recalled that Cabinet agreed in 2015 that all car parks must operate below 95% occupancy at peak times before Pay on Exit could be implemented or risk significant town centre congestion. Current peak time usage means this level has not been met. Nevertheless, the Council recognises the preference by some users to be able to pay at the end of their visit and to flexibly extend their stay if required. To this end, new technology is being explored with RingGo that will enable the user to pay at the end of their stay and officers are working on a proposal using mobile communications that was aimed to be trialled in spring 2019. The Committee accepted the trialling of the new mobile telephone 'app' was a positive move forward and looked forward to perusing the outcome and findings of the trial, which would form part of the Car Parking Review due to be undertaken in summer 2019.

1.5 **Public Space Protection Order (PSPO) Bury St Edmunds – Addition of Condition (Report No: OAS/SE/19/005)**

- 1.5.1 The Committee received this report, which presented a proposal for an addition to the current conditions to the existing town centre Public Space Protection Order (PSPO) in relation to non-congregation of vehicles to reduce incidences of anti-social behaviour.
- 1.5.2 Background to the existing PSPO and the proposal was outlined in Report No: OAS/SE/19/005. Appendices A, B and C attached to the report provided evidence to support the addition of a new condition to the existing PSPO, the draft PSPO Order and the map showing the restricted area, respectively. The proposed additional condition, which is subject to public consultation, is as follows:

No persons shall, within the restricted area:

Gather in groups of two or more motor vehicles for purposes other than simply parking which will cause or is likely to cause harassment, alarm and distress to others between the hours of 6pm and 4am by performing any of the activities listed below:

- a) Using a motor vehicle to perform stunts.*
- b) Repeatedly sounding horns and/or revving engines (as to cause a public nuisance).*
- c) Playing music excessively loud (as to cause a public nuisance).*
- d) Using foul or abusive language.*
- e) Using threatening, intimidating behaviour towards another person.*
- f) Causing obstruction on a public highway, or a publicly accessible space, whether moving or stationary.*

1.5.3 Members considered the report in detail and made the following suggestions for further investigation and, as appropriate, for them to form part of the consultation:

- (i) the proposal was for the additional condition to be operational between the hours of 6.00pm and 4.00am, which was based upon hours recommended by the Police as it was between these times that incidences previously reported were most prevalent. However, it was requested whether the additional condition should be operational for 24 hours a day;
- (ii) in respect of part (a) of the proposed additional condition 'Using a motor vehicle to perform stunts', whether the word 'stunts' included the racing or sprinting of vehicles within this term or whether '*racing and / or sprinting*' needed to be specifically included within this activity; and
- (iii) in respect of part (b) of the proposed additional condition 'Repeatedly sounding horns and /or revving engines (as to cause public nuisance)', whether the words '*.../idling engines and associated equipment*' could be added to this activity, which was suggested following a discussion about apparently noisy refrigeration lorries idling in the early hours of the morning in the road in between the car parks at School Yard East and School Yard West.

1.5.4 In response, officers stated that they would seek further advice from the Police and the Council's legal team to ascertain the feasibility of and whether it was sufficiently proportionate to make the suggested changes detailed above.

- 1.5.5 Following the outcome and findings of the consultation, the finalised proposal would be presented as a recommendation from the Overview and Scrutiny Committee to the Joint Executive (Cabinet) Committee for consideration on 12 March 2019. A formal recommendation will be provided in a separate report from the Committee to that meeting.
- 1.5.6 A discussion was also held on the injunction that was presently going through the legal process in respect of the anti-social driving currently being experienced at Moreton Hall, Bury St Edmunds.
- 1.5.7 The Committee **RESOLVED:**

That the additional condition to the current Public Space Protection Order in respect of “non-congregation of vehicles in Bury St Edmunds town centre”, for the purposes of reducing anti-social behaviour, as set out in paragraph 3.4 of Report No: OAS/SE/19/005, be supported for going out to public consultation, subject to the suggested modifications set out in (i) to (iii) above, if following further discussions with the Police and the Council’s legal team, where appropriate, they are considered to be feasible and sufficiently proportionate.

1.6 **Work Programme Update (Report No: OAS/SE/19/006)**

- 1.6.1 The Committee received and **NOTED** Report No: OAS/SE/19/006, which provided an update on the current status of the Committee’s Work Programme for 2019.
- 1.6.2 The report also requested that Members identify questions they would like the Cabinet Member for Resources and Performance to cover in their annual report to the Committee on 13 March 2019.

2. Background Papers

- 2.1.1 Report No: [OAS/SE/19/001 Appendix 1](#), [Appendix 2](#) and [Appendix 3](#) to the Overview and Scrutiny Committee: Local Air Quality Management – Vehicle Anti-Idling
- 2.1.2 Report No: [OAS/SE/19/002 Appendix 1](#), [Appendix 2](#) to the Overview and Scrutiny Committee: Annual Report by the Cabinet Member for Leisure and Culture
- 2.1.3 Report No: [OAS/SE/19/004](#) to the Overview and Scrutiny Committee: Car Parking Update January 2018 to November 2018
- 2.1.4 Report No: [OAS/SE/19/005 Appendix A](#), [Appendix B](#) [Appendix C](#) to the Overview and Scrutiny Committee: Public Space Protection Order, Bury St Edmunds – Addition of Condition
- 2.1.5 Report No: [OAS/SE/19/006](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update

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Joint Executive (Cabinet) Committee



Forest Heath
District Council

Title of Report:	Report of Forest Heath Overview and Scrutiny Committee: 10 January 2019	
Report No:	CAB/JT/19/002	
Report to and dates:	Joint Executive (Cabinet) Committee	22 January 2019
Chairman of Committee	Councillor Simon Cole Chairman of FHDC's Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 10 January 2019, the Overview and Scrutiny Committee considered the following items:</p> <ol style="list-style-type: none"> (1) Annual Report by the Cabinet Member for Leisure and Culture. (2) Customer Access Strategy 2019-2022. (3) Car Parking Update. (4) Work Programme Update. <p>A separate report and recommendations in relation to Item (2) above will be considered by the Shadow Executive (Cabinet) at its meeting on 5 February 2019.</p>	
Recommendation:	The Joint Executive Cabinet Committee is requested to <u>NOTE</u> the content of Report No: CAB/JT/19/002, being the report of Forest Heath's Overview and Scrutiny Committee, and in particular, the request for Cabinet to closely monitor the financial sustainability and delivery of the action plan for Brandon Country Park	

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

1. Key issues and reasons for recommendation(s)

1.1 Annual report by the Cabinet Member for Leisure and Culture (Report No: OAS/FH/19/001)

1.1.1 The Committee received Report No: OAS/FH/19/001, being the annual report by the Cabinet Member for Leisure and Culture.

1.1.2 Prior to the meeting, the Cabinet Member had been asked by the Committee to provide answers to key questions, related to Brandon Country Park. In consequence, the Cabinet Member had provided the Committee with the 10 year action plan for the Park, which had been developed following the transfer of the freehold from Suffolk County Council to Forest Heath Council during the year.

1.1.3 The Committee asked a range of questions to the Cabinet Member relating to the risk assessments undertaken on the Park; staff health and safety training; provision of car parking; and work undertaken to market and attract visitors to the park, which is critical to working towards a financially break-even position on the site.

1.1.4 In conclusion, the Committee welcomed the Action Plan and were supportive of the work undertaken at the Country Park since the transfer of the freehold. Recognising the importance of developing financial sustainability at the site, the Committee specifically requested that Cabinet continue to closely monitor the performance against the action plan and achieving increased income in future.

1.2 **Customer Access Strategy (Report No: OAS/FH/19/002)**
(This item will be subject to a separate report and recommendations for consideration by the Shadow Executive (Cabinet) on 5 February 2019. However, a summary of the discussions by the Committee are set out below for information).

1.2.1 The Committee received Report No: OAS/FH/19/002 which set out the Customer Access Strategy for 2019-2022.

1.2.2 The Committee welcomed the success achieved in encouraging customers to channel-shift towards contacting the Council digitally, which had achieved savings of over £125,000 per annum. Members of the Committee were reassured to hear that the Council recognised the importance of ensuring that a full range of options for customers to access the Council is maintained, to support those who could not access digital services or had more complex needs.

1.2.3 The Committee also noted that there had been a decrease in the overall number of people seeking to access the Council. Officers reassured members that this had not led to an increase in contact for other service providers in Suffolk, and is likely due to customers being able to find answers on the Council's website.

1.3 **Car Parking Update (Report No: OAS/FH/19/003)**

- 1.3.1 The Committee considered Report No: OAS/FH/19/003. Councillor David Bowman was in attendance to present the report and highlighted that it was pleasing to note that use of the car parks in Newmarket had increased, even though income had fallen, mainly as a result of shorter stays in car parks. Usage of the Ringo service has increased by 41% year-on-year.
- 1.3.2 The Committee raised concern regarding the Grosvenor Yard Car Park. There has been considerable development work undertaken in close proximity work to the site which has meant that it has not been feasible to undertake much needed resurfacing work on the site. It was confirmed that work is being undertaken with Suffolk County Council to consider access through the site and that it was hoped the necessary action would be undertaken on the Car Park once Anglian Water had undertaken their work, which was hoped to be completed at the end of the next quarter.
- 1.3.3 The Committee raised further concern about illegal parking throughout the District, particularly in Newmarket and Brandon. Frustration at the delay in implementing Criminal Parking Enforcement (CPE) was expressed, which may resolve this. The Committee requested further information relating to the costs associated with enforcement action in the Council's Car Parks.
- 1.3.4 There being no decision required, the Committee **noted** the report.

1.4 **Work Programme Update (Report No: OAS/FH/19/004)**

- 1.4.1 The Committee received the Work Programme as set out in Report No: OAS/FH/19/004. At their final meeting, it was noted that the Committee will consider a close-out report on the Home of Horseracing and receive a report from the Portfolio Holder for Finance and Resources.
- 1.4.2 The Committee specifically requested that the new West Suffolk Overview and Scrutiny Committee, once formed, gives consideration to scrutinising the future business plan for Barley Homes.

2. Background Papers

- 2.1 [Report No: OAS/FH/19/001](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Annual Report by the Cabinet Member for Leisure and Culture
- 2.2 [Report No: OAS/FH/19/002](#) and [Appendix A](#) to the Overview and Scrutiny Committee: Customer Access Strategy 2019-2022
- 2.3 [Report No: OAS/FH/19/003](#) to the Overview and Scrutiny Committee: Car Parking Update
- 2.4 [Report No: OAS/FH/19/004](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update

Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 4 December 2018	
Report No:	CAB/JT/19/003	
Report to and date:	Joint Executive (Cabinet) Committee	22 January 2019
Portfolio holders:	<p>Cllr Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk</p>	<p>Cllr Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 07970 729435 Email: ian.houlder@stedsbc.gov.uk</p>
Lead officer:	<p>Jill Korwin Director Tel: 01284 757252 Email: jill.korwin@westsuffolk.gov.uk</p>	
Purpose of report:	<p>On 4 December 2018, the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:</p> <ol style="list-style-type: none"> (1) Highlight Report, Balance Scorecards, Financial Performance Report and (2) Discussion on Future Performance Presentation; (3) Anglia Revenues Partnership Service Delivery Plan; (4) ARP Joint Committee Partnership Budget; (5) Anglia Revenue Partnership Constitution; (6) Welfare Reform Update; and (7) Forthcoming Issues. <p>This report is for information only. No decisions are required by the Cabinets.</p>	
Recommendation:	<p>The Joint Executive (Cabinet) Committee is requested to <u>NOTE</u> the content of Report No: CAB/JT/19/003, being the report of the Anglia Revenues and Benefits Partnership Joint Committee.</p>	

<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>For noting only</p>
<p>Consultation:</p>	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p>Alternative option(s):</p>	<ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p>Implications:</p>	
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p><i>Are there any equality implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See reports of ARP Joint Committee at link provided under 'Background papers'
<p>Risk/opportunity assessment:</p> <p>See reports of ARP Joint Committee at link provided under 'Background papers'</p>	<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>
<p>Ward(s) affected:</p>	<p>All Ward/s</p>
<p>Background papers:</p> <p><i>(all background papers are to be published on the website and a link included)</i></p>	<p>Breckland DC Website:</p> <p>4 December 2018</p>
<p>Documents attached:</p>	<p>None</p>

1. Key Issues

1.1 **Operational Highlight Report, Balance Scorecards, Financial Performance Report and Discussion on Future Performance Presentation (Agenda Item 5a, 5b, 5c and 5d)**

(a) Operational Highlight Report

1.1.1 The Joint Committee had received and **noted** the Operational Highlight Report as at 31 October 2018. The report details ARP's key achievements in respect of Benefits and Fraud Performance; Revenues Performance and Support Performance, including Digital Transformation and Self-Service, an update on ARP website; and the implications of the General Data Protection Regulations. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s50911/Joint%20Committee%20Report%20Highlight%20Report%20December%202018.pdf>

1.1.2 Fraud and compliance performance is already on track to exceed targets for 2018/19 with total savings achieving £1,808,946 as at 31 October 2018, and indeed, due to the individual performance of Single Person Discount Fraud, and Other (Council Tax and Non-Domestic Rates) targets already being exceeded by considerable amounts, the total year end target of £1,300,000 had already been over-achieved.

1.1.3 Revenues collection performance targets are largely continuing to be met by the partner authorities. The Further Recovery team has collected £674,000 in 2018/19 which exceeds the amount collected in the same period last year by £246,000.

1.1.4 The Enforcement Team also continues to perform well, having collected £12.57 million since the agency was established, of which £2.879 million has been collected in the 2018/19 financial year. Norwich City Council has formally agreed to refer their enforcement cases to the team from July 2019 and ARP has started the process of setting up systems and agreeing a method by which their cases will be processed. In order to manage this extra work, an additional compliance officer and an enforcement agent will need to be recruited to the team, which is anticipated to begin early in the new year.

1.1.5 In respect of Non-Domestic Rates, the Chancellor announced in the recent budget, measures to support businesses, as follows:

- (a) cutting bills by one-third for retail properties with a rateable value below £51,000, benefitting up to 90% of retail properties, for two years from April 2019, subject to state aid limits;
- (b) 100% business rates relief for all public lavatories; and
- (c) £1,500 business rates discount for office space occupied for local newspapers in 2019/20.

1.1.6 Local authorities will be fully compensated by the Government for implementing these measures, including recognising the additional burden this will place on local authorities by providing funding for reasonable additional costs.

- 1.1.7 With regards to business rates treatment of self-catering and holiday let accommodation, concern has previously been raised that potentially, some owners of properties that are not genuine businesses may seek to reduce their tax liability by falsely declaring that the property is available for let. To ensure that second properties are subject to the appropriate tax, the Government will consult on the criteria under which self-catering and holiday lets become chargeable to business rates rather than council tax.
- 1.1.8 Discussion had particularly been held at the meeting on the potential consequences if a breach was made under the Data Protection Act 2018, following the introduction of the General Data Protection Regulations.
- 1.1.9 (b) Balanced Scorecard as at end October 2018

Members had **noted** that targets had largely been met by all partner authorities with the majority of indicators annotated green as at 31 October 2018, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s50912/ARP%20Balanced%20scorecard%20Oct%202018-19.pdf>

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

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

Forest Heath District and St Edmundsbury Borough Councils were both on target for all indicators.

- 1.1.10 Discussion had particularly been held at the meeting on the provision of more detail where a specific target had not been met. Further, it was noted that Universal Credit was the operated by the Department for Work and Pensions (DWP) with support provided by Citizens' Advice, whereas it was ARP's responsibility to provide housing benefit and council tax support.

- (c) Financial Performance

- 1.1.11 In respect of the financial performance report, the Joint Committee had **noted** the position as at 31 October 2018, which currently showed an underspend of £26,845 against budget. Appendix A attached to that report provided further details, together with details an reasons for the specific variances.

- 1.1.12 The efficiency target for 2018/19 had now been fully achieved. ARP holds £221,000 in reserve to cover any shortfall in efficiencies in any one year; however, this funding is no longer required as the efficiency is achieved. The Operational Improvement Board agreed to reallocate this reserve, by topping up the transformation funding to £100,000 for future initiatives (to be identified) with the remaining funds set aside to start an ICT reserve. If this amount is not earmarked, each partner authority would need to allocate one-

off funding at such time the ICT equipment needs replacing, therefore this budget will smooth that effect.

1.1.13 An update had also been provided on committed expenditure for the Transformation Programme. The committed transformation funding is £200,409 as at 31 October 2018. £100,409 is expected to be spent by the end of 2019/20. A balance of £100,000 includes the top up from other reserves for unallocated projects yet to be determined.

1.1.14 The reasons for other specific variances, together with other details, are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s50859/ARP%20Financial%20Performance.pdf>

Appendix A:

<http://democracy.breckland.gov.uk/documents/s50860/Appendix%201%20for%20ARP%20Financial%20Performance.pdf>

1.2 **Discussion on Future Performance Presentation (Agenda Item 6)**

1.2.1 At the meeting, a draft re-design of the current Balanced Scorecard had been tabled for consideration by the Joint Committee. The re-design aimed to present clear, relevant and understandable performance data from the ARP to Members, reporting figures on a quarterly basis and the latest month to date. The proposed re-design was explained in detail, which had generally been supported by the Joint Committee, save for a few relatively minor suggestions for improvement.

1.3 **Anglia Revenues Partnership Service Delivery Plan (Agenda Item 7)**

1.3.1 The Joint Committee had considered a report, which sought approval for the revised Service Delivery Plan and Risk Register, as set out in the appendices attached to that report at:

<http://democracy.breckland.gov.uk/documents/s50913/Joint%20Committee%20Service%20Plan%20Report.pdf>

[Appendix A](#)

The Joint Committee had noted that ARP had seen significant success in the last year since the Service Delivery Plan (Transformation Programme) was approved in December 2017, including (briefly):

- housing Benefit new claims and changes exceeded targets;
- implementation of drip feed on ARP's document management system is complete which automates the harmonisation of work distribution;
- all customer teams are able to access customer contact software to sign customers up to e-services upon contact;
- the further recovery work jointly funded by Norfolk/Suffolk County Councils secured recovery of over £900,000 in 2017/18 and is already on target to secure higher recovery in 2018/19;

- the Fraud Team's work, which is also jointly funded by the County Councils identified just under £2.6 million in fraud and error; and
- the Enforcement Agency had a surplus of over £880,000 whilst providing a more flexible service to debtors.

Other achievements relating to the Transformation Programme are detailed in the report presented to the Joint Committee, which related to:

- the introduction of the shared management arrangement with Norwich City Council which has been extended to include the provision of fraud services (jointly funded by Norfolk County Council);
- the redesign of the ARP website;
- the progression of the Digital Transformation work stream;
- the redesigning of customer message delivery utilising 'nudge' techniques; and
- the Service Delivery Plan sought to deliver efficiencies to the partner councils of £531,000 in 2017/18, which was achieved.

1.3.2 Upon approval of the Joint Committee in September 2017, the Service Delivery Plan and Risk Register had been revised to accommodate the reconsidered strategic direction of ARP, in accordance with the following strategic priorities:

- To continue to promote specialist services
- To develop its existing offer
- Not to lose focus on its core business

1.3.3 The revised Plan seeks to detail actions to achieve the vision detailed to Members in 2017. In 2019/20, emphasis will move towards generating further income and efficiencies; driving customer cultural change through digital transformation; and ensuring appropriate actions continue to be put in place to enable the challenges and financial impact of the fundamental changes regarding welfare reform to be suitably handled and monitored.

1.3.4 The Joint Committee had also considered the Partnership's Risk Register, which includes items relating to Waveney and Suffolk Coastal DCs' and Forest Heath DC's and St Edmundsbury BC's moves to creating single councils for East Suffolk and West Suffolk respectively. The risk surrounding income from business rates presently remains red because there remains a risk in relation to subsequent appeals that may be received and reduce rates payable. The Register also continues to highlight the need to monitor the impact of Universal Credit on customers and grant income.

1.3.5 In respect of the risks annotated 'amber' on the Risk Register, Members had been informed that the 'Housing Benefit Subsidy Shortfall' and the 'Universal Credit Implementation' risks had been marked as 'amber' as the risks were relatively unknown. Members felt however, that the risk should be annotated 'green' but with a residual risk included. It had been agreed that this would be amended accordingly.

1.3.6 The Joint Committee **RESOLVED** that:

- (1) The progress in respect of the December 2017 Service Delivery Plan, be noted; and**
- (2) the revised Service Delivery Plan and Risk Register at Appendix A of the report, be approved; subject to the addition of the aforementioned changes.**

1.4 **ARP Joint Committee Partnership Budget (Agenda Item 8)**

1.4.1 Members had considered a [report](#) which sought approval for the partnership budget for 2019/2020.

1.4.2 Whilst the majority of budgets have been set in the same way as previous years, there are some key changes for the 2019/20 budget. These had been considered by the Joint Committee, as follows:

- Additional budget of £60,000 per year has been added for an ICT replacement fund to the existing £12,500 already budgeted;
- Proposals to make temporary fixed term contract roles permanent;
- In setting the budget the following key assumptions have been made:
 - A pay award of 2% each year;
 - A vacancy factor of 2.5% in all years;
 - No inflation of general non contracted supplies and services
 - No efficiency target as this has been achieved during 2018/19.

Largely as a consequence of the above assumptions, the overall budget had been recommended to be increased by £472,000 when compared to 2018/19. The majority of the increase relates to salary costs as a result of pay pressures generated by imposition of the national pay award and the increase in National Living Wage after the budget was set for 2018/19.

1.4.3 The base budget is required to operate the core services and also retain capacity to enable the achievement of income generation through ARP Trading in the future. [Appendix A](#) set out the proposed budget for 2019/2020 compared to the budget for 2018/2019, with indicative budgets for the following two years, as illustrated in the table below:

Description	2018/19 Budget £	2019/20 Budget £	2020/21 indicative £	2021/22 Indicative £
Employee costs	7,805,906	9,150,882	9,410,376	9,689,291
Premises costs	272,300	273,822	273,848	273,876
Transport costs	147,523	154,129	156,032	158,046
Supplies & Services	1,437,142	1,586,221	1,618,876	1,649,746
Support Services	631,126	531,162	531,162	531,162
Income	(1,406,500)	(2,337,027)	(2,339,867)	(2,342,967)
TOTAL PARTNERSHIP COSTS	8,887,497	9,359,189	9,650,427	9,959,154

Further tables show the share of costs for each authority and the proportion that any additional costs or savings against the budget will be shared.

St Edmundsbury's and Forest Heath's (as West Suffolk Council) current and future contribution to the total budget is set out overleaf:

	2018/19 £	2019/20 £	2020/21 indicative £	2021/22 indicative £
St Edmundsbury	1,329,876	1,340,462	1,381,703	1,425,417
Forest Heath	880,014	897,868	923,806	951,246

- 1.4.4 The forecast out-turn for 2018/19 shows a below budget spend of £27,000 (see 1.1.10 above). The Joint Committee had therefore considered and agreed that this year end balance should be distributed between the partner authorities.
- 1.4.5 The Joint Committee had thoroughly considered the budget for 2019/20 and had asked several questions of officers, particularly in relation to staff resourcing issues and the proposed ICT replacement fund, to which they were duly responded. Future challenges ahead had been duly acknowledged.
- 1.4.6 The Joint Committee **RESOLVED: That**
- (1) The Partnership Budget at Appendix A for 2019/2020, be approved;**
 - (2) appropriate approvals be sought from each employing authority prior to increasing the establishment; and**
 - (3) any final full year balance for the Partners be shared between the partner authorities in the approved shares.**
- 1.5 **Anglia Revenues Partnership Constitution (Agenda Item 9)**
- 1.5.1 The Joint Committee had considered a [report](#) which sought a review of the Constitution of the partnership following the change in ARP membership as a result of the abolishment of four member authorities and the creation of two new member authorities in their place from 1 April 2019, and to address other issues in the partnership agreement.
- 1.5.2 With effect from 1 April 2019, four existing members of the ARP, namely Suffolk Coastal District Council (SCDC), Waveney District Council (WDC), Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) will be abolished. Two new non-metropolitan districts, namely East Suffolk Council and West Suffolk Council will be created with East Suffolk Council providing services in place of the former SCDC and WDC, with West Suffolk Council providing services in place of the former FHDC and SEBC.
- 1.5.3 Following the abolishment of the four aforementioned councils, new Regulations (which are currently in draft form) will allow arrangements whereby, anything done by, or in relation to [any of the four councils] in the exercise of, or in connection with, a function that is to be exercised on and after the reorganisation date by the successor council shall have effect as if done by, or in relation to, that council. This includes any agreement or

decision. This means that in terms of the ARP Reconstitution Agreement any obligations on or rights held by any one of the aforementioned four councils will automatically be held by the relevant successor council (i.e East or West Suffolk Councils).

1.5.4 Whilst these provisions mean that the partnership could continue under the existing agreement, there are other issues that have been discussed during the lifetime of this agreement that a review is timely to ensure the agreement is fit for purpose moving forward.

1.5.5 The Joint Committee had received and noted the terms of the current agreement outlined in the report, together with the proposed scope for the review of the Reconstitution Agreement and how the process will be undertaken. The proposed terms of reference for the review were attached as [Appendix 1](#) which had been agreed by the Joint Committee. It is therefore expected that the review will be completed and presented to the Joint Committee by June 2019, with approval sought by each partner's full Council in July 2019. Implementation of the new Reconstitution Agreement is expected from September 2019.

1.5.6 The Joint Committee **RESOLVED: That**

- (1) a full review of the Partnership Agreement be completed within six months of the abolishment of the four Councils;**
- (2) the Terms of Reference for the review, as set out in Appendix 1 of the report, be agreed; and**
- (3) during this period, the successor Councils shall have the same number of representatives as the other member Councils.**

1.6 **Welfare Reform Update (Agenda Item 10)**

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

- (a) **Universal Credit (UC):** By the end of December 2018, all Jobcentres were expected to be live with the majority of UC new claims from working age customers. The Joint Committee had noted however; that the majority of existing Housing Benefit recipients will not migrate to UC until they have a specified change in circumstances or such as time as DWP migrate them to UC. Meanwhile ARP continues to engage with UC customers to determine their entitlement to Council Tax Support.

In October 2018, the DWP announced that Universal Support funding to help new UC customers to make a claim (Assisted Digital Support) and help to budget monthly payments (Personal Budgeting Support) would be granted from April 2019, to Citizens' Advice and not local authorities. ARP has raised concerns that this may impact on residents of rural communities that often contact their council. The position is being monitored via contact with the local branches of Citizens' Advice.

The Joint Committee had noted the Government Budget announcements where improvements are expected to be made, together with the UC announcement from the DWP, as outlined in the report at the link below:

<http://democracy.breckland.gov.uk/documents/s50910/Joint%20Committee%20Report%20Welfare%20Reform%20December%202018.pdf>

This matter had been discussed at length during the meeting, with the Joint Committee expressing its concern regarding Universal Support funding being granted directly to Citizens' Advice and not local authorities, and the potential impact this will have. A discussion had previously been held by the Operational Improvement Board regarding a proposed way forward where it had been agreed that a structured plan would be formulated to mitigate the potential impact.

- (b) **Discretionary Housing Payment:** Spend continues to be within the grant provided by the DWP, and is forecast to be closer to, but within the grant. This grant is designed to help customers remain in their homes or to move to affordable and sustainable accommodation. The main area of expenditure continues to be to assist customers with rent shortfalls, in particular due to restrictions on Housing Benefit rent levels. Generally the allocations for 2018/2019 have been reduced.
- (c) **Benefit Cap:** In November 2016, the maximum family income before the Benefit Cap applies reduced from £26,000 to £20,000 (£13,400 for single adults with no children). The Benefit Service continues to work with colleagues in Customer Service and Housing Options teams to seek to avoid homelessness and the cost of temporary housing.

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

- (d) **Social Rented Sector Rent Restrictions:** The Government has responded to consultation on funding for supported housing and it has indicated it will not implement Local Housing Allowance rates in social housing. Supported accommodation, including hostel tenancies will remain in Housing Benefit and will not therefore move to Universal Credit.

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

- 1.7.1 No forthcoming issues had been reported on this occasion.

2. **Minutes**

- 2.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 4 December 2018, the draft minutes of the meeting may be viewed on Breckland District Council's website at the following link:

<http://democracy.breckland.gov.uk/documents/g4234/Printed%20minutes%2004th-Dec-2018%2010.30%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>

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Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils

West Suffolk
 working together

Title of Report:	Youth Unemployment and Young People not in Education, Employment or Training (NEET)	
Report No:	CAB/JT/19/004	
Report to and date:	Joint Executive (Cabinet) Committee	22 January 2018
Portfolio holder:	Cllr Susan Glossop SEBC Portfolio Holder for Planning and Growth Tel: 01284 728377 Email: susan.glossop@stedsbc.gov.uk	Cllr Lance Stanbury FHDC Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk
Lead officer:	Julie Baird Assistant Director (Growth) Tel: 01284 757613 Email: Julie.baird@westsuffolk.gov.uk	Kirsty Pitwood Principal Growth Officer Tel: 01284 757109 Email: Kirsty.pitwood@westsuffolk.gov.uk
Purpose of report:	To request approval for £200,000, from existing internal growth section budgets, to be used over a two-year period for a place-based approach towards 'youth unemployment and young people not in education, employment or training'.	
Recommendation:	It is <u>RECOMMENDED</u> that: <ol style="list-style-type: none"> (1) The place-based approach towards 'youth unemployment and young people not in education, employment or training' be noted. (2) £200,000 from existing internal growth section budget be used for a place-based approach towards 'youth unemployment 	

	and young people not in education, employment or training’.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p><i>(a) result in any new expenditure, income or savings of more than £100,000 in relation to the Council’s revenue budget or capital programme</i></p>	
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>		
Consultation:	<ul style="list-style-type: none"> • Consultation has taken place with various stakeholders, including: West Suffolk Council’s Families and Communities team; Suffolk County Council’s Skills Team and Early Help Team; the Department for Work and Pensions; One Haverhill Partnership; West Suffolk College; and voluntary and community sector organisations that work in this specialism. 	
Alternative option(s):	<ul style="list-style-type: none"> • Do nothing – however we would be missing an opportunity to use devolved funding from Suffolk County Council and Suffolk Pooled Business Rates funding (already approved). We would also be unable to support the retention of the existing successful Haverhill model outlined in the report below. • Employ the ‘coaches’ directly rather than commission West Suffolk College – however this would require additional internal recruitment and management resources and there is a time limit. 	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • It is proposed that the additional funding required (to match the funding from Suffolk County Council and Suffolk Pooled Business Rates) be taken from existing growth budgets.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • Agreements will need to be drawn up between the parties involved.

Are there any equality implications? If yes, please give details		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)
If the proposed Year 1 outcomes are not achieved, in Year 2 we may not receive the same level of funding from Suffolk Pooled Business Rates.	Medium	A monitoring and evaluation model will be used to ensure that outcomes can be measured accurately and assessed regularly, in order that any issues can be looked into and resolved before the end of Year 1.	Low
Any new initiative takes time to become established – however the project needs to achieve the outcomes in order to be eligible for the same level of funding for Year 2.	Medium	Ask the Haverhill Youth Skills Manager to provide a mentoring role to the newly-recruited coaches for the rest of West Suffolk and to be part of the staff training.	Low
There are not enough apprenticeship opportunities available.	Medium	West Suffolk College's Employer Engagement Team will liaise with businesses to promote the benefits of apprenticeships, working with West Suffolk Council's Economic Development team.	Low
Details of the NEET individuals held by Suffolk County Council are not provided to West Suffolk College in a comprehensive and timely manner.	Low	A data sharing agreement will be put in place between Suffolk County Council and West Suffolk College.	Low
Services to prevent and support NEETs are duplicated.	Low	Both West Suffolk College and One Haverhill Partnership will be expected to work with the SCC Early Help Team to ensure that duplication of services does not take place and this will be reflected in the grant agreement.	Low
Ward(s) affected:		All wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		None	

1. Key issues and reasons for recommendation(s)

1.1 Background

- 1.1.1 Young people who are not in education, employment or training (NEET) refers to 16 and 17 year olds who are not in education, employment or training and therefore not meeting the Department for Education's requirements for RPA ('raising the participation age'). Anybody who is 18+ and not 'participating' is classed as unemployed.
- 1.1.2 The demise of the 'MyGo' youth unemployment/NEET provision commissioned by Suffolk County Council (SCC) (never available in West Suffolk) and West Suffolk Council's discussions with SCC regarding the benefit of locally targeted provision, resulted in SCC devolving the youth unemployment/NEET budget to districts.
- 1.1.3 In July 2018, Suffolk Public Sector Leaders (SPSL) approved an investment of £200,000 for 2018-19 from pooled business rates to support place-based approaches to tackle NEET and youth unemployment, with a match of £200,000 from SCC for 2018-19. The same funding is potentially available for a second year.
- 1.1.4 In December 2018, SPSL agreed that:
- a) Year 1 – funding to be split equally between the four areas in Suffolk – therefore each area will receive £100,000 in Year 1;
 - b) Year 2 – Funding split will be decided based on impact of the first year and potentially need; and
 - c) Contracts will need to be created for one year, with a potential for a second year extension depending on funding. If all projects demonstrate impact then there will be an argument to continue with a four way split for the second year.

Districts were therefore tasked with producing a proposal for their area.

1.2 Principles

- 1.2.1 SCC has not imposed any restrictions on the funding, so long as it is used to reduce the number of young people who are NEET or unemployed. The funding cannot be used solely for preventative measures.
- 1.2.2 The only existing place-based approach in West Suffolk is in Haverhill, with dedicated support for Haverhill's NEETs, led by the Youth Skills Manager and her Apprentice. However funding for these roles is temporary. A West Suffolk proposal must look to support the retention of the model that operates in Haverhill.
- 1.2.3 The proposal should seek to promote apprenticeships across West Suffolk, through employer engagement and promotion in West Suffolk schools, since increasing apprenticeships should be a key priority for West Suffolk.
- 1.2.4 The proposal should enable the delivery of training courses, with accreditation, aimed at re-igniting a passion for learning and encouraging the NEETs to seek employment in sectors that we know have skills gaps and

vacancies in West Suffolk - i.e. construction, hospitality, and health and social care (plus these sectors are likely to be facing even more shortages with Brexit). For example, for hospitality there could be elements of English and Maths, food hygiene, and communications. For social care there could be elements of safe moving and handling and food hygiene.

1.3 **Project proposal**

1.3.1 **Part 1:** Commission West Suffolk College (WSC) to deliver a 'One Step Closer' (project title to be confirmed) project over two years, with a break at one year, at a cost of £160,000 per annum.

1.3.2 The project will identify and select individuals who are NEET and have yet to be successful in securing employment. WSC will provide them with targeted coaching (it is envisaged that there will be three 'talent coaches' to cover West Suffolk, excluding Haverhill – see paragraph 1.3.4) and training in order to prepare them with skills, attitudes and behaviours that will ensure success in further education, the apprenticeship job market, or employment. WSC will work with local voluntary and community organisations as appropriate in order to find the best solution for each individual young person.

1.3.3 There will be regular monitoring of outcomes and success measures will include a reduction in NEETs in West Suffolk; a 10% increase in apprenticeships in West Suffolk; a 10% increase in traineeships in West Suffolk; and engagement/re-engagement with a minimum of 125 young people in year 1. The outcomes will be finalised and agreed as part of the partnership agreements.

1.3.4 **Part 2:** Contribute towards the retention of the Haverhill model (Youth Skills Manager and her Apprentice) over two years, with funding support of £40,000 per annum.

1.3.5 The Haverhill model is delivered through the One Haverhill Partnership/Haverhill Town Council and provides a dedicated support for Haverhill's NEETs, led by the Youth Skills Manager and Apprentice. This model is regarded as best practice by others in this space. The initiatives they deliver include:

- a) Apprenticeships - supporting businesses to take on apprenticeships, advertising apprenticeship vacancies and supporting young people to take on an apprenticeship (if appropriate for that young person).
- b) Job searching - assistance in applying for college bursaries, work experience placements, support with job applications and CVs and a Weekly Job Hub.
- c) Schools - visit both academies and support individual students by offering a personalised support package depending on their requirements.
- d) Training courses – as skills gaps are understood, training providers/courses are sourced and funding is sought, for example: Aspire, Prince's Trust (10 Week Team Programme 16-25), Moving Towards Work (4 week course for age 18+, designed to improve confidence and employability skills).

- e) Signpost project – supporting young people (age 16-24) into employment, training or college, by providing the next step, building their confidence and employability skills.
 - f) Haverhill LifeLink – whilst not specifically aimed at NEETs, Haverhill LifeLink aims to connect people (16+) to the many social activities, clubs and groups that are on offer in the community and so this will often help in terms of moving people closer to employment. This will be rolled out to other areas in West Suffolk.
- 1.3.6 The project proposal will cost £200,000 for year 1 and £200,000 for year 2. Funding for the project has been secured as follows:
- a) £100,000 per annum from West Suffolk Council’s internal growth budgets, for two years; and
 - b) £100,000 per annum jointly from Suffolk County Council and Suffolk Pooled Business Rates, for two years (with the caveat outlined in paragraph 1.1.4).
- 1.3.7 Whilst other options were considered (see ‘Alternative options’ above), this project proposal ensures that all the complementary approaches to support young people who are likely to be NEET, or who are already NEET, are drawn together in one comprehensive proposal. Furthermore, this proposal follows the Families and Communities approach of ‘Asset Based Community Development’, with facilities and support available across West Suffolk.
- 1.4 **Next steps**
- 1.4.1 The project outcomes will need to be finalised and agreed by all parties and formal agreements will need to be drawn up
 - 1.4.2 SCC have asked that the place-based approaches across Suffolk start by the end of March 2018 (ideally), so swift mobilisation by all parties will be required and groundwork is already underway to ensure that this can be achieved.

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 January 2019 to 31 March 2019

Publication Date: 21 December 2018: UPDATED since last publication on 7 December 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Joint Executive (Cabinet) Committee of Forest Heath District (FHDC) and St Edmundsbury Borough Councils (SEBC), 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 Joint Executive (Cabinet) Committee 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; or District Offices, College Heath Road, Mildenhall, Suffolk IP28 7EY.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
<p><i>(Deferred from 18/06/18)</i></p> <p><i>(Deferred: New timeline to be confirmed)</i></p> <p style="text-align: center;">Page 44</p>	<p>West Suffolk Joint Affordable Housing Supplementary Planning Document</p> <p>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 Cabinets will be asked to recommend to each Council approval of this SPD.</p>	Not applicable	<p>(R) – SEBC Council To be confirmed</p> <p>FHDC Council To be confirmed</p>	Joint Executive (Cabinet) Committee / Councils	<p>Sara Mildmay-White SEBC and West Suffolk Lead for Housing 01359 270580</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Simon Phelan Service Manager (Strategic Housing) 01638 719440</p>	All Wards	Report to Joint Executive (Cabinet) Committee, including Supplementary Planning Document. Recommendations to Councils.
22/01/19 (NEW)	<p>Youth Unemployment and Young Adults Not in Education, Employment or Training (NEET)</p> <p>The Cabinets will be asked to approve a funding</p>	Not applicable	(KD)	Joint Executive (Cabinet) Committee	<p>Susan Glossop SEBC Planning and Growth 07473 041394</p> <p>Lance Stanbury</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Andrea Mayley</p>	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
	allocation of £100,000 towards a project to tackle youth unemployment and NEETs in West Suffolk.				FHDC Planning and Growth 07970 947704	Service Manager (Economic Development and Business Growth) 01284 757343		
<p><i>(Deferred from first provisional date of 11/11/18)</i></p> <p>NEW DATE OF EXPECTED DECISION TO BE CONFIRMED</p>	<p>Forest Heath District Council: Core Strategy Single Issue Review (SIR) / Site Allocations Local Plan (SALP) Adoption</p> <p>Following the completion of the Examination in Public into the Local Plans, the appointed Planning Inspectors have concluded that, subject to a series of recommended modifications, the Plans provide an appropriate basis for the planning of the Forest Heath District. The Cabinets will be asked to recommend to Forest Heath District Council that Members agree to the adoption of the Forest Heath Core Strategy Single Issue Review:</p>	Not applicable	(R) – FHDC Council To be confirmed	Joint Executive (Cabinet) Committee/ FHDC Council	Lance Stanbury FHDC Planning and Growth 07970 947704	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Marie Smith Service Manager (Strategic Planning) 01638 719260</p>	All FHDC Wards	Report to Joint Executive (Cabinet) Committee with recommend-ations to FHDC 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
Page 46	<p>Policy CS7 Overall Housing Provision and Distribution and the Forest Heath Site Specific Allocations Local Plan.</p> <p>UPDATE: This item is subject to a new timeline for approval due to the following reason:</p> <p>The Inspectors are not in a position to issue the Inspectors Report into the SIR and SALP until the Council has provided a considered response to the opinion that has been submitted by the Newmarket Horseman's Group. This will require an update to the Habitat Regulations Assessment. The update may lead to modifications to the SIR and SALP as currently written in order to ensure that adequate protections</p>							

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	are in place. This is expected to be completed and submitted to the Inspectors by March 2019.							
12/03/19 <i>(Deferred from 22/03/19 (due to timing of PASC meeting))</i>	Treasury Management Report 2018/2019 – Investment Activity (1 April to 31 December 2018) The Cabinets will be asked to recommend to each Council, the approval of the respective FHDC / SEBC Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 31 December 2018.	Not applicable	(R) – SEBC Council 19/03/19 FHDC Council 20/03/19	Joint Executive (Cabinet) Committee / Councils	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommend-ations of the Performance and Audit Scrutiny Committees (PASC) to Joint Executive (Cabinet) Committee and Councils.
12/03/19 <i>(Deferred from 11/12/18)</i>	Housing Delivery Plan: Update on First Phase The Cabinets will be asked to consider recommending to both Forest Heath District and St Edmundsbury Borough Councils, the adoption of a	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White SEBC and West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic)	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
Page 88	housing delivery plan for West Suffolk. The Plan will set out a range of actions and interventions that the Council can take to increase the rate of housing delivery developed from a detailed analysis of the local housing market.					Housing) 01638 719440		
12/03/19	Revenues Collection Performance and Write Offs The Cabinets will be asked to consider writing-off outstanding debts for both Forest Heath District and St Edmundsbury Borough Councils, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.
12/03/19	Public Space Protection Order (PSPO) in Bury St Edmunds Town Centre – extension of conditions The Cabinets will be asked to consider and approve the addition of the following condition to the	Not applicable	(D)	Joint Executive (Cabinet) Committee	Robert Everitt SEBC Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070 Helen Lindfield Families and	Abbeygate , Eastgate, Risbygate and Westgate	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
	existing town centre PSPO: <i>Non-congregation of vehicles to reduce incidences of anti-social behaviour.</i>					Communities Officer 01284 757620		
12/03/19 (NEW) Page 49	Newmarket Cinema Development The Cabinets will be asked to consider, and make recommendations to FHDC Council, a business case in relation to a cinema and food and beverage development in Newmarket.	Exempt Appendices – paragraph 3	(R) – FHDC Council 20/03/19	Joint Executive (Cabinet) Committee/ Council	Lance Stanbury FHDC Planning and Growth 07970 947704 Stephen Edwards FHDC Resources and Performance 07904 389982	Jill Korwin Director 01284 757252	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices and recommendations to FHDC Council.
12/03/19 (NEW)	Castle Hill, Haverhill Development Brief The Cabinets will be asked to recommend to SEBC Council the adoption of a new Development Brief for the Castle Hill site in Haverhill, which has been subject to public consultation.	Not applicable	(R) – SEBC Council 19/03/19	Joint Executive (Cabinet) Committee/ Council	Susan Glossop SEBC Planning and Growth 07473 041394	Julie Baird Assistant Director (Growth) 01284 757613 Chris Rand Principal Planning Delivery/ Specialist Officer 01284 757352	Haverhill North, Haverhill South, Haverhill West	Report to Joint Executive (Cabinet) Committee with recommendations to SEBC 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

- 4 pages
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 the Borough / District; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Borough / District 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 the FHDC / SEBC Constitutions.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

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

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

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(b) Membership of Forest Heath Cabinet and their Portfolios:

Cabinet Member	Portfolio
James Waters	Leader of the Council;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Ruth Bowman J.P	Future Governance
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

(c) Membership of St Edmundsbury 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 Susan Glossop Councillor Ian Houlder Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Future Governance Portfolio Holder for Families and Communities Portfolio Holder for Planning and Growth Portfolio Holder for Resources and Performance Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(d) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council** (Membership: one Member/two Substitutes per Authority)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Paul Classen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry (Chairman)	Cllr Ian Houlder	Cllr Bruce Provan (Vice Chairman)
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

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Leah Mickleborough
 Service Manager (Democratic Services) and Monitoring Officer
 Date: 21 December 2018