

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda																		
Date:	Tuesday 2 December 2014																		
Time:	5.00 pm																		
Venue:	Conference Chamber West (FR109) West Suffolk House Western Way Bury St Edmunds																		
Membership:	<p style="text-align: center;">Leader John Griffiths Deputy Leader Sara Mildmay-White</p> <table><thead><tr><th>Councillor</th><th>Portfolio</th></tr></thead><tbody><tr><td>Terry Clements</td><td>Planning and Regulation</td></tr><tr><td>Anne Gower</td><td>Housing</td></tr><tr><td>John Griffiths</td><td>Leader</td></tr><tr><td>Sara Mildmay-White</td><td>Health and Communities</td></tr><tr><td>Alaric Pugh</td><td>Economic Growth</td></tr><tr><td>Dave Ray</td><td>Resources and Performance</td></tr><tr><td>Sarah Stamp</td><td>Leisure, Culture and Heritage</td></tr><tr><td>Peter Stevens</td><td>Waste and Property</td></tr></tbody></table>	Councillor	Portfolio	Terry Clements	Planning and Regulation	Anne Gower	Housing	John Griffiths	Leader	Sara Mildmay-White	Health and Communities	Alaric Pugh	Economic Growth	Dave Ray	Resources and Performance	Sarah Stamp	Leisure, Culture and Heritage	Peter Stevens	Waste and Property
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																		
Quorum:	Three Members																		
Committee administrator:	Claire Skoyles SEBC Cabinet Officer/Committee Administrator Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk																		

Agenda

Page No

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 10

To confirm the minutes of the meeting held on 21 October 2014 (copy attached).

Part 1 - Public

**3. Report of the Overview and Scrutiny Committee:
22 October 2014**

11 - 14

Report No: **CAB/SE/14/001**

Chairman: Ian Houlder

Lead Officer: Christine Brain

**4. Recommendations from the Overview and Scrutiny
Committee - 22 October 2014: Outdoor Advertisement and
Signs, St Edmundsbury Borough**

15 - 20

Report No: **CAB/SE/14/002**

Cabinet Member: Terry Clements Lead Officer: Steven Wood

**5. Report of the Performance and Audit Scrutiny Committee:
26 November 2014**

Report No: **CAB/SE/14/003 TO FOLLOW**

Chairman: Sarah Broughton

Lead Officer: Christine Brain

**6. Recommendations from the Performance and Audit
Scrutiny Committee - 26 November 2014: Delivering a
Sustainable Budget 2015-2016 and Budget Consultation
Results**

Report No: **CAB/SE/14/004 TO FOLLOW**

Cabinet Member: David Ray

Lead Officers: Davina Howes
Rachael Mann

**7. Recommendations from the Performance and Audit
Scrutiny Committee - 26 November 2014: West Suffolk
Fees and Charges Policy**

Report No: **CAB/SE/14/005 TO FOLLOW**

Cabinet Member: David Ray

Lead Officer: Rachael Mann

- 8. Recommendations from the Performance and Audit Scrutiny Committee - 26 November 2014: Accounting for a single West Suffolk staffing structure and the move to a West Suffolk Cost Sharing Model**
- Report No: **CAB/SE/14/006 TO FOLLOW**
Cabinet Member: David Ray Lead Officer: Rachael Mann
- 9. Local Council Tax Reduction Scheme and Technical Changes 2015/2016** **21 - 32**
- Report No: **CAB/SE/14/007**
Cabinet Member: David Ray Lead Officer: Rachael Mann
- 10. Council Tax Base for Tax Setting Purposes 2015/2016** **33 - 42**
- Report No: **CAB/SE/14/008**
Cabinet Member: David Ray Lead Officer: Rachael Mann
- 11. Developing a Community Energy Plan** **43 - 60**
- Report No: **CAB/SE/14/009**
Cabinet Members: David Ray Lead Officer: Peter Gudde
Peter Stevens
- 12. Public Service Village Phase II, Olding Road, Bury St Edmunds** **61 - 68**
- Report No: **CAB/SE/14/010**
Cabinet Members: Terry Clements Lead Officer: Steven Wood
- 13. Bridging Loan to the Samaritans** **69 - 72**
- Report No: **CAB/SE/14/011**
Cabinet Member: David Ray Lead Officer: Liz Watts
- 14. Houses in Multiple Occupation (HMO) Guidance and Standards** **73 - 88**
- Report No: **CAB/SE/14/012**
Cabinet Member: Anne Gower Lead Officer: Simon Phelan
- 15. Draft West Suffolk Homelessness Strategy 2015-2018** **89 - 116**
- Report No: **CAB/SE/14/013**
Cabinet Member: Anne Gower Lead Officer: Simon Phelan
- 16. West Suffolk Data Protection Policy** **117 - 136**
- Report No: **CAB/SE/14/014**
Cabinet Member: David Ray Lead Officer: Joy Bowes

Summary and Reason for Recommendation

Compliance with the Data Protection Act (DPA) is monitored and enforced by the Information Commissioner's Office (ICO). The ICO has the power to impose fines of up to £500,000 for a serious breach of one or more of the data protection principles and where the breach is likely to cause substantial damage or distress. This is in addition to any penalties imposed by the courts against individuals who unlawfully breach the DPA. ICO guidance therefore stresses that it is vital for all Council employees, Members and contractors to understand the importance of protecting personal data; that they are familiar with the organisation's security policy; and that they put its security procedures into practice.

This joint policy, attached as Report No: **CAB/SE/14/014**, (based on that previously adopted by Forest Heath District Council) outlines the principles of the Data Protection Act 1998 and identifies how both Forest Heath District Council and St Edmundsbury Borough Council (jointly referred to as West Suffolk Councils throughout the policy) comply with the Data Protection Act. It aims to give guidance on how the requirements of the Act apply to the work of the Councils.

Recommendation

It is **RECOMMENDED** that, subject to the approval of full Council, the West Suffolk Data Protection Policy, provided as Report No. CAB/SE/14/014, be adopted.

17. Recommendation from the West Suffolk Joint Emergency Planning Panel: 29 October 2014

Amendments to Terms of Reference

Cabinet Member: Sara Mildmay-White Lead Officer: Alan Points

Summary and reasons for recommendation

On 29 October 2014, the West Suffolk Joint Emergency Planning Panel considered a substantive item relating to proposed amendments to its Terms of Reference to reflect the change in officer responsibility for Emergency Planning; to empower the Vice-Chairman to act in the Chairman's absence and to clarify that the emergency planning arrangements apply across the area of both authorities.

It is proposed that the existing paragraph 2.7 of the Terms of Reference, which reads as follows:

'At the discretion of the Chairman, in the event that either:

- (a) *an emergency event arises which affects the area of either authority, or*
- (b) *the risk of an emergency that affects the area of either authority is assessed as significant by Suffolk County Council's Head of Emergency Planning,*

an extraordinary meeting of the Panel may be called.'

be amended to:

*'At the discretion of the Chairman, **or if absent the Vice-Chairman**, in the event that either:*

- (a) *an emergency event arises which affects the area of either authority, or both authorities, or*
- (b) *the risk of an emergency that affects the area of either authority, **or both authorities**, is assessed as significant by the **District Emergency Planning Officer**,*

an extraordinary meeting of the Panel may be called.'

Recommendation

It is **RECOMMENDED** that paragraph 2.7 of the Terms of Reference for the West Suffolk Joint Emergency Planning Panel be amended in accordance with the above.

18. Proposals for the Commercial Development of West Stow Country Park **137 - 142**

Report No: **CAB/SE/14/015**

Cabinet Member: Sarah Stamp Lead Officer: Richard Hartley

19. Revenues Collection Performance and Write-Offs **143 - 146**

Report No: **CAB/SE/14/016**

Cabinet Member: David Ray Lead Officer: Rachael Mann

20. Exclusion of Press and Public

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

item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Part 2 - Exempt

21. Exempt Appendices: Proposals for the Commercial Development of West Stow Country Park 147 - 274

Exempt Appendices 1-10 and A-C of Report No: **CAB/SE/14/015**

Cabinet Member: Sarah Stamp Lead Officer: Richard Hartley

(These exempt appendices are to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as they contain information relating to the financial and business affairs of a particular organisation.)

22. Exempt Appendices: Revenues Collection Performance and Write-Offs 275 - 278

Exempt Appendices 1 and 2 to Report No: **CAB/SE/14/016**

Cabinet Member: David Ray Lead Officer: Rachael Mann

(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual.)

(No representations have been received from members of the public regarding these items being held in private.)