

# (Informal Joint) Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Notes** of informal discussions of the SEBC/FHDC **Cabinets** held on  
**Tuesday 22 May 2018 at 6.40 pm** in the **Conference Chamber West, West  
Suffolk House, Bury St Edmunds IP33 3YU**

**Present: Councillors**

St Edmundsbury Borough Council (SEBC)

John Griffiths (in the Chair for the informal discussions)

Robert Everitt                      Alaric Pugh  
Ian Houlder                         Joanna Rayner  
Sara Mildmay-White

Forest Heath District Council (FHDC)

James Waters

David Bowman                      Stephen Edwards  
Ruth Bowman J.P.                 Robin Millar  
Andy Drummond

**In attendance:**

(SEBC)

Diane Hind                      (Chairman of SEBC's Overview and  
Scrutiny Committee)

Susan Glossop

(FHDC)

Simon Cole                      (Chairman of FHDC's Overview and  
Scrutiny Committee)

Prior to the formal meeting, informal discussions took place on the following substantive items:

- (1) Report of St Edmundsbury's Overview and Scrutiny Committee: 18 April 2018

*(With the agreement of the Chairman, the above item, which was for noting only, had been brought forward to the start of the informal discussions to allow sufficient time for Councillor Diane Hind, Chairman of the SEBC Overview and Scrutiny Committee, to present her report as she would shortly need to leave the meeting due to another engagement.)*

- (2) Building Control Resourcing; and
- (3) Report of the Anglia Revenues and Benefits Partnership Joint Committee: 27 March 2018.

All Members of Forest Heath District Council's Cabinet had been invited to attend St Edmundsbury Borough Council's Offices at West Suffolk House, Bury St Edmunds to enable joint informal discussions on the reports to take place between the two authorities, prior to seeking formal approval at their respective separate Cabinet meetings, immediately following the informal discussions.

The Chairman/Leader of St Edmundsbury Borough Council, welcomed all those present to West Suffolk House. The Service Manager (Democratic Services) and Monitoring Officer firstly advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

Under their Constitutions, both Cabinets listed as standing agenda items: an 'Open Forum', which provided the opportunity for non-Cabinet Members to discuss issues with Cabinet and also 'Public Participation', which provided the opportunity for members of the public to speak. Therefore, as any matters arising from the discussions held during these agenda items may have some bearing on the decisions taking during the separate formal meetings, non-Cabinet Members and members of the public were invited to put their questions/statements prior to the start of the joint informal discussions.

#### 1. **Open Forum**

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

#### 2. **Public Participation**

There were no members of the public in attendance.

#### 3. **Report of the SEBC Overview and Scrutiny Committee: 18 April 2018**

##### **(Report No: CAB/SE/18/030)**

The Cabinets received and noted the above report, which informed Members of the following substantive items discussed by the SEBC Overview and Scrutiny Committee on 18 April 2018:

- (1) Annual Presentation by the Cabinet Member for Families and Communities;
- (2) Monitoring Community Safety Activities including Western Suffolk Community Safety Partnership;
- (3) Review of Bury St Edmunds Christmas Fayre – Scoping Report; and
- (4) Update and Approval of the 2018-2019 Work Programme.

Councillor Diane Hind, Chairman of SEBC's Overview and Scrutiny (O&S) Committee, drew relevant issues to the attention of the Cabinets, including that the Committee had agreed to establish a joint task and finish group,

comprising Members of SEBC's and FHDC's Overview and Scrutiny Committees to review the Bury St Edmunds Christmas Fayre. The outcomes of this review would be implemented following the creation of West Suffolk Council, therefore it was considered appropriate to gather views from Forest Heath Members to provide a different perspective on the review.

In addition, the Committee had agreed to take forward a review of non-idling zones in the Borough, which would include investigating the extent to which air quality across St Edmundsbury should be considered. Although originally a 'Suggestion for Scrutiny' proposed for SEBC's O&S Committee to consider, which had emanated from a motion on notice referred from SEBC's Council meeting on 19 December 2017, Councillor Hind reported that Forest Heath's O&S Committee was also keen to look at the issue too.

*(SEBC Councillor Hind left the meeting at the conclusion of this item.)*

#### **4. Building Control Resourcing**

##### **(Report Nos: CAB/SE/18/028 and CAB/FH/18/028)**

The Cabinets considered the above report, which sought approval for an increase in permanent resource within the Building Control Service by one full-time equivalent (FTE) with the necessary budget adjustments to support this.

Building Control was a statutory service provided by all local authorities to enforce Building Regulations within their area. Only the local authority had the obligation to take enforcement action over non-compliance with Building Regulations, and this could not be delegated to a private sector provider.

Councillor Alaric Pugh, SEBC's Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinets, including that a review had recently been undertaken on the service to ensure it remained in line with providing a modern, resilient, commercial building control service that met the growth needs within West Suffolk and maintained public protection. The outcomes of this review were summarised in section 1.2 of the report.

In order to achieve the priorities and objectives set out in the Development Plan for the Building Control Service which had emanated from the review, the Cabinets recognised the importance of ensuring suitable capacity and resilience was put in place to meet the current service demand, and to support service improvement and growth. The recommendations set out in the report were therefore unanimously supported.

#### **5. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 27 March 2018**

##### **(Report Nos: CAB/SE/18/029 and CAB/FH/18/029)**

The Cabinets received and noted the above report, which informed Members of the following substantive items discussed by the Anglia Revenues and Benefits Partnership Joint Committee on 27 March 2018:

- (1) Highlight Report, Balance Scorecard and Finance Report;
- (2) Welfare Reform Update;
- (3) Anglia Revenues Partnership Risk Register;
- (4) Forthcoming Issues;
- (5) Exempt: Risk Based Verification;
- (6) Exempt: ARP Briefing Note;
- (7) Exempt: Future of ARP Trading Limited
- (8) Exempt: ARP Trading Limited: Financial Implications

Councillors Stephen Edwards and Ian Houlder, FHDC's and SEBC's Portfolio Holders for Resources and Performance, drew relevant issues to the attention of the Cabinets.

In response to a question, Members were informed that following the roll-out of the full Universal Credit service in St Edmundsbury in October 2017, an update would be provided on the success of its operation since implementation.

On the conclusion of the informal joint discussions at 6.51 pm, the Chairman then formally opened the meeting of St Edmundsbury Borough Council's Cabinet at 6.51 pm in the Conference Chamber West, which upon conclusion at 6.54 pm, was immediately followed by Forest Heath District Council's Cabinet, also in the Conference Chamber West.

See overleaf for formal minutes.....

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 22 May 2018** at **6.51 pm** in the **Conference Chamber West, West  
Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** John Griffiths (Leader of the Council) (in the Chair)  
**Vice Chairman** Sara Mildmay-White (Deputy Leader)

Robert Everitt  
Ian Houlder

Alaric Pugh  
Joanna Rayner

**In attendance:**  
Susan Glossop

467. **Apologies for Absence**

Apologies for absence were received from Councillors Carol Bull and Peter Stevens.

468. **Minutes**

The minutes of the meetings held on 27 February 2018, 27 March 2018 and 17 April 201 were confirmed as correct records and signed by the Chairman.

469. **Open Forum**

No non-Cabinet Members in attendance wished to specifically speak on Items 7 to 9.

470. **Public Participation**

There were no members of the public in attendance.

471. **Report of the Overview and Scrutiny Committee: 18 April 2018**

**(Report No: CAB/SE/18/030)**

*(With the agreement of the Chairman, this item, which was for noting only, had been brought forward to the start of the informal discussions to allow sufficient time for Councillor Diane Hind, Chairman of the SEBC Overview and Scrutiny Committee, to present her report.)*

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/18/030, it was agreed that the report be **NOTED**.

**472. Building Control Resourcing**

**(Report No: CAB/SE/18/028)**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/18/028 it was proposed, seconded and

RESOLVED:

That:

- (1) approval be given to increase the permanent establishment of the Building Control Service by one Full-Time Equivalent (FTE), as set out in Report No: CAB/SE/18/028; and
- (2) having approved Recommendation (1), an additional £57,000 corporate savings/income target be added to the revenue budgets in order to create the funding required to support the additional post.

**473. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 27 March 2018**

**(Report No: CAB/SE/18/029)**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/18/029, it was agreed that the report be **NOTED**.

**474. Annual Review and Appointment of Cabinet's Working Party, Joint Committees/Panels and Other Groups**

**(Report No: CAB/SE/18/031)**

The Cabinet considered Report No: CAB/SE/18/031, which presented the annual review and appointment of the Cabinet's Working Party, Joint Committees/Panels and Other Groups: 2018/2019.

Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of the Cabinet, including that the Cabinet was required to review the membership and Terms of Reference of its Working Party, Joint Committees/Panels and Other Groups for 2018/2019.

The existing Terms of Reference and membership for the relevant bodies were attached as Appendix A to E inclusive.

As an interim review had been undertaken relatively recently in January 2018, no changes were recommended to the majority of the existing arrangements, with the exception of the following:

- To consider disbanding The Apex Performance Panel in its current form with the intention for The Apex's performance being monitored by the two scrutiny committees.

The Cabinet also noted the proposed establishment of the Joint Executive (Cabinet) Committee, which had been approved at the Annual Meeting of Council on 17 May 2018. This new joint committee would comprise all current Members of Forest Heath District Council's and St Edmundsbury Borough Council's Cabinets and would have executive decision making powers. Historically, with this meeting included, where decisions were required of both Cabinets on the same subject matter, informal joint discussions were held on the common item, and as constitutionally required, these were immediately followed by individual Cabinet meetings to vote on the matter, which was often confusing. Executive decisions could now be made by the Joint Executive (Cabinet) Committee, thus avoiding the need for separate Cabinet meetings. The Key Decision threshold had also been increased from £50,000 to £100,000 for the individual Cabinets and the Joint Executive (Cabinet) Committee.

The first meeting of the Joint Executive (Cabinet) Committee would be held on Tuesday 26 June 2018 at 6pm.

*(Note: subsequent to the meeting, the above meeting date was changed to Monday 25 June 2018.)*

RESOLVED:

That:

- (1) the Grant Working Party continues to operate in accordance with its current Terms of Reference, as detailed in Appendix A of Report No: CAB/SE/18/031;
- (2) the Growth and Innovation Group continues to operate in accordance with its current Terms of Reference, as detailed in Appendix B of Report No: CAB/SE/18/031;
- (3) the Future Governance Steering Group continues to operate in accordance with its current Terms of Reference contained in Appendix C;
- (4)
  - (a) The West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices D and E respectively; and
  - (b) periodical meetings of the Joint Panels continue to be scheduled as and when required but with regard to the discussion outlined in Section 1.3.18.

- (5)
- (a) the Portfolio Holder for Resources and Performance be re-appointed as the full Member and the Portfolio Holders for Families and Communities, and Housing be re-appointed as the two substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2018/2019;
  - (b) the proposal to establish and appoint to a Joint Executive (Cabinet) Committee for consideration by Council at its Annual Meeting on 17 May 2018, be noted;
  - (c) should any future changes to membership of the bodies listed in (1) and (2) above be required during 2018/2019, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nomination of the Leader of the Council.
- (6)
- (a) the Cabinet's existing informal Working Groups be retained or disbanded as indicated in Section 1.5.2; and
  - (b) provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2018/2019.
- (7)
- (a) St Edmundsbury Borough Council's membership (including substitutes) of the Grant Working Party, Future Governance Steering Group, West Suffolk Joint Health and Safety Panel, West Suffolk Joint Staff Consultative Panel, as set out in Table 1 of Appendices A, C, D and E respectively, be re-appointed for 2018/2019.
  - (b) should any future changes to membership of the bodies listed in (1) above be required in the remainder of 2018/2019, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nominations of Group Leaders; and
  - (c) such appointments be made on the basis of political balance requirements, where applicable and identified in Report No: CAB/SE/18/031.
- (8) The Members stated in Section 1.7.2 be re-appointed as observers to the respective outside bodies listed, and to NOTE the Leader or ex-officio appointments to the project or partnership groups listed in Section 1.7.3 and 1.7.4.

**475. Decisions Plan: 1 May 2018 to 31 May 2018**

**(Report No: CAB/SE/18/032)**

The Cabinet considered Report No: CAB/SE/18/032, which was the executive Decisions Plan covering the period 1 May 2018 to 31 May 2018.



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

The meeting concluded at 6.54 pm

**Signed by:**

**Chairman**

---