

Forest Heath District Council

MINUTES of the **CABINET** held at the District Offices, College Heath Road, Mildenhall on Tuesday 28 October 2014 at 6.00 pm.

PRESENT:

Councillors:

J E Waters (Leader)	S J Edwards
N A Roman (Deputy Leader)	W Hirst
D W Bowman	R J Millar
Mrs R E Burt	

Councillors M J Anderson and T Simmons were also in attendance.

Also in attendance:

W Brown, Estates Surveyor
P Heard, Legal Services Manager
R Mann, Head of Resources and Performance
S Phelan, Head of Housing
K Points, Head of Human Resources and Organisational Development
L Watts, Director
A Wilson, Director
T Wright, Business Regulation and Licensing Manager
S Turner, FHDC Cabinet Officer/Committee Administrator

APOLOGIES

There were no apologies for absence.

180. **PUBLIC PARTICIPATION**

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

181. **CONFIRMATION OF MINUTES**

The minutes of the Cabinet meeting held on 16 September 2014 were unanimously accepted as an accurate record and signed by the Leader.

182. **MINUTES OF JOINT COMMITTEES, WORKING GROUPS AND OTHER GROUPS**

The minutes of the following Joint Committees, Working Groups and other Groups were received:

West Suffolk Joint Growth Steering Group	8 September 2014
Anglia Revenues and Benefits Partnership Joint Committee	11 September 2014
West Suffolk Joint Staff Consultative Panel	15 September 2014

Items the subject of formal report or proposition were as follows:-

183. **ANGLIA REVENUES AND BENEFITS PARTNERSHIP JOINT COMMITTEE – 11 SEPTEMBER 2014 – MINUTE NUMBER 27/14 – WAVENEY AND SUFFOLK COASTAL DISTRICT COUNCILS (AGENDA ITEM 8)**

Members were requested to note the recommendations listed under this item, as it was to be considered by Cabinet later on the Cabinet later on the agenda under Report No CAB14/175.

184. **ANGLIA REVENUES AND BENEFITS PARTNERSHIP JOINT COMMITTEE – 11 SEPTEMBER 2014 – MINUTE NUMBER 32/14 – ENFORCEMENT AGENCY (AGENDA ITEM 13)**

Members were requested to note the recommendations listed under this item, as it was to be considered by Cabinet later on the agenda under Report No CAB14/175.

185. **WEST SUFFOLK JOINT STAFF CONSULTATIVE PANEL – 15 SEPTEMBER 2014 – MINUTE NUMBER 036 – JOINT WORKFORCE STRATEGY 2014-2016 (REPORT NO JSP14/008)**

Members were requested to note the recommendations listed under this item, as it was to be considered by Cabinet later on the agenda under Report No CAB14/170.

186. **WEST SUFFOLK JOINT STAFF CONSULTATIVE PANEL – 15 SEPTEMBER 2014 – MINUTE NUMBER 037 – JOINT ADOPTION POLICY & PROCEDURE AND JOINT FLEXIBLE WORKING POLICY (REPORT NO JSP14/009)**

Members were requested to note the recommendations listed under this item, as it was to be considered by Cabinet later on the agenda under Report No CAB14/169.

187. **APPROVAL OF MINUTES**

It was moved, duly seconded and unanimously

RESOLVED:

That the minutes of the respective Joint Committee and Joint Panels, be approved and that authority is hereby given for such action to be taken as necessary to give effect thereto.

KEY DECISIONS

188. **HOUSING AND HEALTH CHARTER FOR SUFFOLK (REPORT NO CAB14/168)** (Decisions Plan Reference: OCT14/05)

The Cabinet Member for Planning, Housing and Transport presented this report which explained that the partner organisations of the Suffolk Health and Wellbeing Board were being asked to endorse the Housing and Health Charter,

which set out eight commitments for how the organisations would work together to improve the integrated delivery of housing, health and social care.

This Charter had also been considered and endorsed by the St Edmundsbury Borough Council Cabinet at their meeting on 21 October 2014.

The Cabinet wished to ensure its views regarding the process for delivery of the commitments, including seeking a joined up approach between planning, housing and health were fed back to the Health and Wellbeing Board.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The content of the Housing and Health Charter for Suffolk be noted and the comments made in connection with having a more integrated approach to the delivery of housing, health and social care, be fed back to the Health and Wellbeing Board.
2. The principles and commitments set out in the Housing and Health Charter for Suffolk (as contained in Appendix A to Report No CAB14/168) be endorsed.

189. **NEW JOINT (WEST SUFFOLK) HUMAN RESOURCES POLICIES: FLEXIBLE WORKING POLICY AND ADOPTION POLICY AND ADOPTION POLICY AND PROCEDURE (REPORT NO CAB14/169)** (Decisions Plan Reference: OCT14/09)

The Cabinet Member for Resources, Governance and Performance presented this report which explained that the West Suffolk Adoption Policy and Procedure and the West Suffolk Flexible Working Policy had been reviewed in accordance with current employment legislation and the ACAS best practice in mind.

The proposed changes to these documents were outlined in paragraphs 4.4 (Flexible Working) and 4.5 (Adoption Leave) of Report No CAB14/169.

With the vote being unanimous, it was

RESOLVED:

That the Adoption Policy and Procedure (as contained in Appendix A to Report No CAB14/169) and the Flexible Working Policy (as contained in Appendix B to Report No CAB14/169) be adopted.

NON KEY DECISIONS

190. **JOINT WORKFORCE STRATEGY 2014-2016 (REPORT NO CAB14/170)** (Decisions Plan Reference: OCT14/06)

The Cabinet Member for Resources, Governance and Performance presented this report which explained that Forest Heath District Council and St

Edmundsbury Borough Council had an approved shared Strategic Plan and Medium Term Financial Strategy to support its delivery. The Workforce Strategy set out how the Councils would recruit and work with its communities to ensure the Councils had the people, skills and behaviours they needed to ensure that the priorities in the West Suffolk Strategic Plan were delivered.

The Joint Workforce Strategy had also been considered and endorsed (subject to amendment) by the St Edmundsbury Borough Council Cabinet on 21 October 2014 and the Cabinet were also requested to consider these amendments.

With the vote being unanimous, it was

RESOLVED:

That the Workforce Strategy for West Suffolk 2014-2016, as contained in Appendix A to Report No CAB14/170, be approved, subject to the following additions of the values and amendments, as shown in bold, italics under the relevant headings (as proposed by the St Edmundsbury Borough Council Cabinet):

- (a) (Page 1) - Introduction (third bullet point):
*At the same time we are committed to being a fair and good Employer of Choice that values, recruits and supports people to be **Bold, Energetic, Responsible and Working Together...**;*
- (b) (Page 5) - The Vision and Workforce Strategy (third paragraph):
*...We want everybody to feel involved in how we deliver our services and to work together to deliver **what our councillors, customers and residents need...**;*
- (c) (Page 7) - Our Workforce Strategy - 1. Skills and Behaviours Development (first bullet point):
*To have visionary and ambitious managers and leaders who can develop, motivate and lead out workforce, **and work with councillors within a political environment**, to deliver our services effectively in challenging times...*

191. **REGULATION OF COSMETIC PIERCING AND SKIN COLOURING BUSINESSES (REPORT NO CAB14/171)** (Decisions Plan Reference: OCT14/08)

The Cabinet Member for Environment and Waste presented this report which detailed proposed regulatory changes for registering all businesses and persons undertaking cosmetic piercing and skin-colouring within the Forest Heath District Council area. These measures were intended to increase health protection and reduce the risk of transmission of blood-borne virus infections.

With the vote being unanimous, it was

RECOMMENDED:

That the new byelaws, as contained in Appendices 1 and 2 of Report No CAB14/171, be approved.

192. **WEST SUFFOLK SHOP FRONT AND ADVERTISEMENT DESIGN GUIDANCE – PUBLIC CONSULTATION DRAFT (REPORT NO CAB14/172)**

The Cabinet Member for Planning, Housing and Transport presented this report which presented the consultation draft of the West Suffolk Shop Front and Advertisement Design Guidance.

This Supplementary Planning Document (SPD) would provide detailed guidance on the design of new and replacement shop fronts throughout the district. The guidance covered matters such as general design principles; materials and colour; signage and lighting; blinds and canopies and security measures.

Members commended Officers on the production of this document.

With the vote being unanimous, it was

RESOLVED:

That the draft West Suffolk Shop Front and Advertisement Design Guidem as contained in Appendix A to Report No CAB14/172, be approved for public consultation

193. **WEST SUFFOLK STREET NAMING AND NUMBERING PROCEDURE (REPORT NO CAB14/173)**

The Cabinet Member for Environment and Waste presented this report which explained that the new West Suffolk Street Naming and Numbering Procedure (as set out in Appendix A) provided a framework in which Forest Heath District Council and St Edmundsbury Borough Council could operate their respective street naming and numbering function effectively for the benefit of its residents, businesses and visitors.

With the vote being unanimous, it was

RESOLVED:

That the West Suffolk Street Naming and Numbering Procedure, as contained in Appendix A to Report No CAB14/173, be approved.

194. **PROPOSED DEVELOPMENT OF 11 INDUSTRIAL UNITS: SAM ALPER COURT, NEWMARKET (REPORT NO CAB14/174)**

The Cabinet Member for Resources, Governance and Performance presented this report which sought an 'in principle' approval of the release of capital funding, in the region of £1.67million, for the construction of 11 new industrial units, with associated photovoltaic provisions, at Sam Alper Court, Newmarket.

This proposal aimed to provide an annual income stream for Forest Heath District Council in rent, business rates and PV feed-in tariffs and energy sales, whilst providing additional industrial space and aiding economic growth.

Members also wished to commend the Estates Surveyor on the development of these proposals.

With the vote being unanimous, it was

RECOMMENDED:

That:-

1. The business case outlining the proposed development at Sam Alper Court, Newmarket, as contained in Appendix A to Report No CAB14/174 (Exempt), be approved.
2. £1.67m be allocated from capital reserves to fund the construction of industrial units.

195. **REPORT FROM THE ANGLIA REVENUES AND BENEFITS PARTNERSHIP JOINT COMMITTEE: 11 SEPTEMBER 2014 (REPORT NO CAB14/175)**

(Decisions Plan Reference: ARP/SEP14/01 and OCT14/11)

The Cabinet Member for Resources, Governance and Performance presented this report which explained that on 11 September 2014, the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered various substantive items of business.

Two of these items of business (Waveney and Suffolk Coastal District Councils; Enforcement Agency) also required approval from the partner authorities, and the recommendations are as set out in paragraphs 4.12 and 4.19 of Report No CAB14/175.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The majority of the content of Report No CAB14/175, being the report of the Anglia Revenues and Benefits Partnership Joint Committee, be noted;
 - (a) Waveney and Suffolk Coastal District Councils**
2. (i) Waveney District Council and Suffolk Coastal District Councils become full members of the Anglia Revenues and Benefits Partnership.
 - (ii) the Operational Improvement Board be given delegated authority to negotiate a new Anglia Revenues Partnership agreement to include Waveney District and Suffolk Coastal District Councils as full members of the Anglia Revenues and Benefits Partnership.

and

RECOMMENDED:

That:-

(a) Enforcement Agency

3. One of the two Directors, in consultation with the Portfolio Holder for Resources, Governance and Performance, be given delegated authority to introduce a shared Enforcement Agency for the Anglia Revenues and Benefits Partnership (St Edmundsbury Borough Council, Forest Heath District Council, Fenland District Council, Breckland Council and East Cambridgeshire District Council) Waveney District Council and Suffolk Coastal District Council through discussion via the ARP Operational Improvement Board, as outlined in Appendix A to Report No CAB14/175 and detailed in the full business case appraisal presented to the Anglia Revenues and Benefits Partnership Joint Committee.

196. **REVIEW OF THE DECISIONS PLAN (REPORT NO CAB14/176)**

The Cabinet was asked to review the Decisions Plan for the period October 2014 to May 2015.

With the vote being unanimous, it was

RESOLVED:

That the Decisions Plan for the period October 2014 to May 2015, attached as an Appendix to Report No CAB14/176, be noted.

The meeting closed at 6.23 pm.