

# Cabinet



**Forest Heath**  
District Council

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 15 September 2015 at 6.00 pm** at the **Council Chamber, District**  
**Offices, College Heath Road, Mildenhall, IP28 7EY**

Present: **Councillors**

**Chairman** James Waters  
**Vice Chairman** Robin Millar

David Bowman  
Andy Drummond  
Stephen Edwards

**By Invitation:**

Simon Cole (Chairman of the Overview and Scrutiny  
Committee)

**In attendance:**

Andrew Appleby

97. **Apologies for Absence**

There were no apologies for absence.

98. **Minutes**

The minutes of the Cabinet meeting held on 14 July 2015 were unanimously accepted as an accurate record and signed by the Leader.

99. **Open Forum**

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

100. **Public Participation**

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

101. **West Suffolk Operational Hub**  
**(Repot No CAB/FH/15/040)**

The Portfolio Holder for Operations presented this report which sought approval for a further period of pre-planning applications consultation and also recommended to Council, the approval of a further total allocation of £220,000 (£112,000 FHDC and £108,000 SEBC) funding to enable the project to progress.

A second six-week pre-application consultation was planned which would make further documents available for public scrutiny. These documents included a sustainability appraisal, the case for co-locating facilities into a single site, site selection criteria and the process to-date of site review and selection. This background detail would provide further opportunity for interested parties to consider putting forward credible, available alternative sites.

With the vote being unanimous, it was

**RESOLVED:**

That:-

1. The contents of Report No CAB/FH/15/040, be noted.
2. A further six-week period of public pre-application consultation be approved, to give an opportunity for suggestions for alternative sites and provide information for public scrutiny including the:
  - (i) case for a shared waste hub.
  - (ii) site selection criteria.
  - (iii) process of site selection.
  - (iv) sustainability appraisal

and

**RECOMMENDED TO COUNCIL:** (14 October 2015)

That:-

3. Funding of £220,000 (£112,000 FHDC and £108,000 SEBC), as detailed in Section 3 of Report No CAB/FH/15/040, be approved and for this to be allocated from the respective Council's Strategic Priorities and Medium Term Financial Strategy reserve to enable the project to progress.

*(Note: Council approval is needed for Resolution 3. above before Resolution 2. above can be implemented).*

**102. The Future of the Organic Waste Service in West Suffolk  
(Report No CAB/FH/15/041)**

The Portfolio Holder for Operations presented this report which sought approval for changes to the current brown bin collection scheme in West Suffolk, which was in response to revisions to the organic waste service provided across Suffolk.

The report provided background information and how the Suffolk Waste Partnership, which co-ordinated, managed and integrated waste collection and disposal services across the county, had been considering options for the future of organic waste service for the past two/three years, including the reasons for this change.

Option 3 was the preferred option of Officers, which was to introduce an annual subscription charge and exclude food/kitchen waste, which would potentially generate an income to ensure that the service was cost neutral. If the brown bin scheme continued in its current format, West Suffolk would be faced with an estimated budget increase of £498,000 per year, in comparison to current costs. This amount would need to be found in savings from elsewhere, with potential impacts on services across the Councils.

As part of delivering Option 3, Officers would prepare detailed costs, a revised policy, method of delivery and mobilisation plan. It was expected that a revised scheme would commence in April 2016 or at an agreed date, thereafter.

With the vote being unanimous, it was

**RECOMMENDED TO COUNCIL:** (14 October 2015)

That:-

1. The exclusion of food/kitchen waste from the brown bin scheme – to commence following procurement of the new treatment contract, be agreed.
2. A subscription charge of between £35 and £50 per year for the brown bin service, as detailed in Section 1.4.3 to 1.4.8 of Report No CAB/FH/15/041 be introduced.
3. A future report be received outlining the results of the procurement exercise and the Suffolk Waste Partnership's agreed actions, to deliver Resolutions 1. and 2. above.

103. **Report from the Anglia Revenues and Benefits Partnership Joint Committee: 10 June 2015  
(Report No CAB/FH/15/042)**

The Cabinet received and noted this report which provided an outline of the issues discussed by the Anglia Revenues and Benefits Partnership Joint Committee at its meeting held on 10 June 2015.

On 10 June 2015, the Anglia Revenues and Benefits Partnership Joint Committee considered the following substantive items of business:

- (1) Fraud.
- (2) 2014-15 Year End Out-turn and Approval of the Small Bodies Return.
- (3) Performance Report.
- (4) ARP Website.
- (5) ARP Risk Register.
- (6) Bailiff Update.
- (7) ARP Trading Company Restructure.
- (8) Welfare Reform.
- (9) Forthcoming Issues.

The Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet.

With the vote being unanimous, it was

**RESOLVED:**

That the contents of the report be noted.

**104. Report from the Performance and Audit Scrutiny Committee: 30 July 2015  
(Report No CAB/FH/15/043)**

The Cabinet received and noted this report which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 30 July 2015. The first four items were considered jointly with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee:

- (1) Balanced Scorecard and Quarter 1 Performance Report 2015-2016.
- (2) West Suffolk Risk Management Approach and Principles.
- (3) West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2015.
- (4) Work Programme Update.
- (5) Financial Performance Report (Revenue and Capital) – Quarter 1 (April to June 2015)
- (6) Annual Treasury Management Report 2014-2015.

The Portfolio Holder for Resources and Performance, drew relevant items to the attention of the Cabinet, including that separate reports would be considered next on this Cabinet agenda in respect of Items (2) and (6) above.

With the vote being unanimous, it was

**RESOLVED:**

That the content of the report be noted.

**105. Recommendation of the Performance and Audit Scrutiny Committee - 30 July 2015: West Suffolk Risk Management Approach and Principles  
(Report No CAB/FH/15/044)**

The Cabinet considered this report which sought approval for the West Suffolk Risk Management Approach and Principles.

The Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the document, which was attached as Appendix 1 to Report No CAB/FH/15/044, was a new positive approach to risk, based on context, proportionality, judgement and evidence based decision-making that was considered on a case-by-case basis.

Appendix 2 was a flowchart which provided a summary of the various tools and documents that supported this evidence-based approach. It was these documents and tools that would enable the Council to achieve a learning

culture which supported staff and Members, enabling managed risk-taking through positive relationships.

The Performance and Audit Scrutiny Committee had scrutinised both Appendix 1 and 2 in detail and had recommended that these be adopted.

With the vote being unanimous, it was

**RESOLVED:**

That the West Suffolk Risk Management Approach and Principles, attached at Appendix 1 and the Supporting Flowchart attached at Appendix 2 to Report No PAS/FH/15/017, be adopted.

**106. Recommendation of the Performance and Audit Scrutiny Committee - 30 July 2015: Annual Treasury Management Report 2014-2015 (Report No CAB/FH/15/045)**

The Cabinet considered this report which sought approval for the Annual Treasury Management Report for 2014-2015.

The Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the Annual Treasury Management Report for 2014-2015, (attached at Attachment 1 to Report No PAS/FH/15/021) which summarised the interest earned during 2014-2015 on the various treasury investments held by the Council; investment activity during the year and the investments held as at 31 March 2015.

The budgeted income from investments in 2014-2015 was £372,418, interest actually earned during the year totalled £472,511, an overachievement of £100,093. The overachievement was mainly due to increased cash flow/money available for investment as a result of the timing of large value transactions (such as NNDR receipts and payments and capital programme).

Although the interest earned during the year was over budget, the continuing low base rate and subsequent low rates of return available in the marketplace had had an impact of the level of income from investments during 2014-2015, compared to various years.

With the vote being unanimous, it was

**RECOMMENDED TO COUNCIL:** (14 October 2015)

That the Annual Treasury Management Report 2014-2015, attached as Attachment 1 to Report No PAS/FH/15/021, be approved.

**107. Decisions Plan: September 2015 to May 2016 (Report No CAB/FH/15/046)**

The Cabinet considered Report No CAB/FH/15/046, which was the Cabinet Decisions Plan covering the period September 2015 to May 2016.

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

108. **Revenues Collection and Performance Write-Offs  
(Report No CAB/FH/15/047)**

The Portfolio Holder for Resources and Performance presented this report, which sought approval for the write-off of uncollectable amounts in respect of Council Tax, Business Rates and Housing Benefit overpayments.

The Portfolio Holder also referred to paragraphs 3.2 and 3.3 of the report which set out the collection rates for both National Non Domestic Rates (NNDR) and Council Tax as at 31 August 2015 and congratulated the ARP Team on these collection rates, which were on target.

With the vote being unanimous, it was

**RESOLVED:**

That the write-off of the amounts detailed in the exempt Appendices to Report No CAB/FH/15/047, be approved as follows:

1. Exempt Appendix 1: Council Tax totalling £11,296.31.
2. Exempt Appendix 2: Business Rates totalling £8,425.09.
3. Exempt Appendix 3: Housing Benefit Overpayments totalling £18,375.05.

109. **Exclusion of the Press and Public**

See Minute No 110. below.

110. **Exempt Appendices: Revenues Collection Performance and Write-Offs  
(paras 1 and 2) (Report No CAB/FH/15/047)**

The Cabinet received Exempt Appendices 1, 2 and 3 to Report No CAB/FH/15/047. However, as not reference was made to specific detail, this item was not held in private session.

The Meeting concluded at 6.25 pm

**Signed by:**

**Chairman**

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