



St Edmundsbury
BOROUGH COUNCIL
DECISIONS NOTICE

The following decisions were taken in the week ending 9 November 2007 and, if not called in by Councillors, will come into operation on Monday 19 November 2007. A decision may be called in, in accordance with the Rules of Procedure contained within Part 4 of the Constitution, by Councillors submitting a request in writing to Democratic Services (e-mail: democratic.services@stedsb.gov.uk) by 5 p.m. on Friday 16 November 2007.

A. DECISIONS TAKEN BY CABINET ON 7 NOVEMBER 2007

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
4	Joint Staff Consultative Panel: Recommendations 30 October 2007 (Nov07/02)	Y315	(a) Time Off in Lieu Policy (1) The Head of Human Resources and Organisational Development, in consultation with the Chairman of the Joint Staff Consultative Panel and the Portfolio Holder for Performance and Organisational Development, be given delegated authority to finalise Section 3, <i>'How is this to be applied?'</i> of the draft Time Off in Lieu Policy, as detailed in Appendix A to Report Y292; (2) subject to (1) above, the Time Off in Lieu Policy,	The Joint Staff Consultative Panel considered any financial implications arising from the review of the Time Off in Lieu Policy and the revisions to the Code of Conduct for Employees.	Reviewing the Policy would ensure arrangements were consistent across the Council. The proposed revisions to the Code would ensure that there was clear guidance and a defined process.	To not review the Policy or Code.	David Ray (01359-250912) Louise Hammond (01284-757008)

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			<p>as detailed in Appendix A to Report Y292, be approved; and (3) the Policy be effective from 1 April 2008.</p> <p>(b) Revisions to the Code of Conduct for Employees Subject to the approval of full Council, and the Head of Human Resources and Organisational Development amending the minor typographical errors, revisions to the Code of Conduct for Employees, as detailed in Appendix 1 to Report Y293, be approved.</p>				
7	Report of the Performance and Audit Scrutiny Committee: 29 October 2007	Y318	(1) The report of the Performance and Audit Scrutiny Committee be noted; and (2) the Service Delivery Review Panel be requested to continue investigating how the Council's website can be made more user friendly and accessible.	There are no resource implications arising from the Service Delivery Review Panel investigating the Council's website further.	The Performance and Audit Scrutiny Committee felt that further investigation into how the Council's website could be made more user friendly and accessible were needed and therefore requested that the Service Delivery Review Panel continue to progress the matter.	None.	John Hale (01359-221141) Adriana Stapleton (01284-757613)
8	Report of the Performance and Audit Scrutiny Committee: Mid Year 2007/2008 Internal Audit	Y319	The revised Internal Audit Charter, as included in Report Y285, be approved.	There are no resource implications arising from the approval of the revised Internal	Approving the revised Charter would ensure the Internal Audit Section have agreed terms of reference and protocols for working relationships	None.	John Hale (01359-221141) Adriana Stapleton (01284-757613)

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	Report Progress Report and Revised Internal Audit Charter			Audit Charter as it describes the objective, statutory role, responsibilities and reporting lines of the Council's Internal Audit Section.	with elected Members and ensure they were fully compliant with the CIPFA Code of Practice for Internal Audit in Local Government in the UK 2006 Code.		
10	Report of the Policy Development Committee: Discretionary Rate Relief to Registered Charities Policy – Update (Nov07/05)	Y321	The following changes be made to the Council's Policy on granting Discretionary Rate Relief for Charitable and Non-Profit Making Organisations:- (1) pending the next business rate revaluation in 2010, new grants for discretionary rate relief be for a two year period only (to March 2010), following which re-application must take place, and that existing recipients be advised that they will need to re-apply in 2009 for relief in 2010/2011; (2) the policy be reviewed again in 2009 prior to revaluation of National Non Domestic Rates (NNDR) in 2010, unless the Suffolk Pathfinder Process requires this to occur earlier; (3) the level of funding provided for top up	The Council currently have a Policy for granting Discretionary Rate Relief for Charitable and Non-Profit Making Organisations and therefore reviewing the Policy would not have any impact on resource implications.	The Policy relating to Discretionary Rate Relief from the National Non Domestic Rate was last reviewed in March 2000. Charging authorities have the discretionary power to grant relief to eligible non domestic rate payers for all or part of the rates payable and the review took into account changes in legislation and guidance which had come about since the adoption of the current Policy.	A range of options for amendments to the existing Policy were considered by the Policy Development Committee.	Ian Houlder (01284-714248) Adriana Stapleton (01284-757613)

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			<p>discretionary rate relief be reviewed on an annual basis, as part of the annual budget setting process;</p> <p>(4) future applications for top up discretionary rate relief be considered by the Grant Panel;</p> <p>(5) a draft matrix, as set out in Appendix D to Report Y282, be provided to the Grant Panel when considering any applications, as is the case when the Panel considers other applications for grant aid;</p> <p>(6) the standard 20% of discretionary top-up relief currently awarded be replaced with a sliding scale of up to 20% at the Grant Panel's discretion;</p> <p>(7) the contribution to the Council's Corporate Priorities and Cabinet Commitments be taken into account as part of any decision on whether to grant discretionary relief;</p> <p>(8) on granting discretionary rate relief, any other grant aid to the organisation by the Council be reviewed, and, if appropriate, reduced to reflect rate relief; and</p>				

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			(9) the services set out in Section 4 of Report Y282 be excluded from receipt of discretionary rate relief.				
11	Designated Alcohol Free Zone in Haverhill (Nov07/09)	Y322	(1) the Police statistical reports contained in Appendices 1 and 2 of Report Y322, be noted; (2) the results of a similar scheme in Stowmarket, as outlined in Appendix 3 to Report Y322 be noted; and (3) Cabinet agree, subject to full consultation, to make the Order to identify a designated public place in which the consumption of alcohol is to be banned.	Officer time, costs of consultation and costs of signs could all be met from existing budgets. The costs of the signs could be match funded by the Crime and Disorder Reduction Partnership.	The town centre in Haverhill has been experiencing significant levels of anti social behaviour resulting from the public consumption of alcohol. Suffolk Police approached St Edmundsbury Borough Council and Haverhill Town Council for support in identifying a designated public place in which the public consumption of alcohol would result in an offence being committed.	The Police and local partners have been trying to alleviate the problems via various projects and Police patrols have been increased. Another option would be to not implement a ban and continue with the projects, but it was felt that the ban would complement the areas of work and have a positive impact.	Sara Mildmay-White (01359-270580) Helen Lindfield (01284-757620)
12	Emergency Panel – 9 October 2007 (Nov07/03)	Y323	Major Incident and Emergency Response Plan: Annex H, Emergency Feeding Plan (1) That Annex H – Emergency Feeding Plan, as detailed in Report Y271, be adopted for inclusion in the Major Incident and Emergency Response Plan. SUFFEX08: Suffolk Multi-Agency Major Incident Exercise May 2008 (1) That the Borough Council participate in the	The Council have a statutory responsibility in the event of a major incident and therefore the Emergency Response Plan needs to be updated on a regular basis. There are no financial implications in the Borough Council participating in the SUFFEX08	Adopting Annex H regarding emergency feeding into the Plan would ensure the Council were prepared prior to any major incident occurring. Also, with the Borough Council participating in the SUFFEX08 emergency planning exercise, any issues that arise can be resolved.	To not update the Plan and to not participate in any emergency planning exercises.	Sara Mildmay-White (01359-270580) David Bird (01284-757035)

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			SUFFEX 08 emergency planning exercise scheduled for May 2008.	emergency planning exercise, other than officer time.			
13	St Edmundsbury Local Development Scheme	Y324	(1) The amended timetable for the preparation of the Local Development Framework documents, as contained in Appendix A to Report Y324, be approved; and (2) the amended timetable, together with consequential changes to the St Edmundsbury Local Development Scheme, be submitted to GO-East for approval and brought into immediate effect.	The preparation of the Local Development Framework has potentially significant implications on resources but provision has been made within existing budgets. If the Council's Growth Area Funding Bid were successful, additional resources would be available to potentially speed up the delivery of the scheme.	The Local Development Scheme (LDS) is the project plan for the delivery of the Local Development Framework. In March 2000, the Council submitted a revised scheme to GO-East for approval. Since approval, further discussions have taken place and a diversion of resources in the planning service on preparing the Growth Area Programme of Development has resulted in some slippage.	There are no other options available as the Council is required to produce a Local Development Framework by legislation at the earliest possible opportunity.	Terry Clements (01284-827161) Ian Poole (01284-757350)
14	Haverhill Area Working Party: Recommendations 1 November 2007 (Nov07/11)	Y325	Haverhill Town Centre Management Governance Arrangements (1) The proposed changes to the governance arrangements of the Haverhill Town Centre Management Group and the Haverhill Partnership, as detailed in Report Y310, be noted; (2) on completion of the	There are no resource implications associated with the proposed changes to the governance arrangements as officers currently support both parties and the workload associated with	Meetings have been held with the Haverhill Partnership Forum and Town Centre Management Group, and a further meeting will be held with the Partnership Co-ordination Group, where it was agreed that the current governance arrangements needed revision to provide adequate support for the	The Haverhill Area Working Party considered alternative options.	Nigel Aitkens (01284-735258) Mike Dawson (01284-757060)

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			<p>proposed changes, the Haverhill Partnership Co-ordination Group be invited to send two representatives to attend future meetings of the Haverhill Area Working Party, with at least one being a business representative, and not being representatives of Haverhill Town Council for a trial period of one year; and</p> <p>(3) two representatives from the Haverhill Area Working Party be nominated to represent the Borough Council on the Haverhill Partnership Co-ordination Group by the Chairman and the Vice-Chairman of the Working Party.</p> <p>Haverhill Town Centre Draft Design Framework</p> <p>(1) £1,000 be allocated from the Haverhill Revenue Reserve fund for the professional production and publication of the Haverhill Town Centre Draft Design Framework document, as detailed in Section 3.2 of Report Y311; and</p>	<p>the proposals would not increase as a result.</p> <p>Money being allocated from the Haverhill Revenue Reserve fund for the professional production and publication of the Haverhill Town Centre Draft Design Framework document would</p>	<p>Town Centre Manager and to engage the community.</p> <p>The Haverhill Town Centre Masterplan Vision identifies key sites for development and outlines the strategy for enhancement work to the town centre. The production of the Haverhill Town Centre Draft Design Framework document would add another layer of detail to the initial vision document.</p>		

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			<p>(2) the Draft Framework be professionally produced prior to its consultation with key stakeholders.</p> <p>Public Arts in the Town Centre Haverhill (PATCH)</p> <p>(1) The Public Arts in the Town Centre Haverhill (PATCH) Group be established, as detailed in Section 3 of Report Y312, and that the Group be requested to devise its terms of reference and constitution, and forward these to the Haverhill Area Working Party for approval; and</p> <p>(2) two representatives from the Haverhill Area Working Party be nominated to the PATCH Group by the Chairman and Vice-Chairman of the Working Party.</p>	<p>not have any resource implications.</p> <p>Establishing the PATCH Group would have no direct resource implications as any recommendations from the Group requiring funding would need to be forwarded to the Working Party for further approval.</p>	<p>The formation of PATCH would ensure the commissioning of public art within the Haverhill town centre were guided and overseen by Members from various organisations.</p>		
15	Report of the Policy Development Committee: Capital Programme Review (Nov07/06)	Y326	<p>Subject fo full Council approval:-</p> <p>(1) The revised Capital Programme, as detailed in Appendices 1 and 2 to Report Y281, be approved; and</p> <p>(2) the processes which have been implemented for the strengthening of programme and project</p>	<p>There are no direct financial implications in reviewing the Capital Programme.</p>	<p>The Members receive an update on the new project and programme management techniques which are employed by the Council for the management and control of the Council's projects on an annual basis.</p>	<p>Options were considered by the Policy Development Committee.</p>	<p>Ian Houlder (01284-714248)</p> <p>Adriana Stapleton (01284-757613)</p>

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			management with respect to the Capital Programme, as detailed in Report Y281, be endorsed.				
16	Report of the Policy Development Committee: Review of Economic Success and Skills: Vision 2025 Action Plan (Nov07/07)	Y327	That the revisions to the Vision 2025 Economic Success and Skills Action Plan, as outlined in Report Y283, be approved.	There are no resource implications arising from reviewing the third theme in the adopted Vision 2025 Action Plan, namely economic success and skills.	To update Members on progress made against the actions in the economic success and skills theme of the 2025 document and to highlight the new local performance indicators which had been introduced to help show, over time, how closely the vision is being achieved.	The Policy Development Committee considered alternative options.	Ian Houlder (01284-714248) Adriana Stapleton (01284-757613)
17	Bury St Edmunds Town Centre and Cattle Market Working Party: Recommendations 31 October 2007 (Nov07/10)	Y328	Development of Proposed Foodstore, Residential, Decked Car Parking and Bus Station Extension at Risbygate Street/St Andrews Street North Car Park, Bury St Edmunds That, as the changes do not materially alter the reasons for rejecting the previous scheme, the Council declines to work with Stockland Halladale on the joint development of this part of Bury St Edmunds Town Centre in the revised manner now proposed.	There are no financial implications arising from the decision to decline to work with Stockland Halladale on the joint development at Risbygate Street/St Andrews Street North car park, Bury St Edmunds.	To progress the recommendation from the Bury St Edmunds Town Centre and Cattle Market Working Party regarding the development at Risbygate Street/St Andrews Street North car park, Bury St Edmunds.	The Bury St Edmunds Town Centre and Cattle Market Working Party considered alternative options.	Sara Mildmay-White (01359-270580) Jerry Massey (01284-757200)
18	Regional Economic Strategy Consultation	Y329	(1) The proposed response to the East of England Development	Approving the response has no resource	EEDA produced a draft Regional Economic Strategy about which it is	To not respond to the consultation document.	Nigel Aitkens (01284-735258)

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	Response		Agency (EEDA) regarding their draft Regional Economic Strategy, as contained within Appendix B, as amended, to Report Y329 be approved; and (2) The Corporate Director for Resources, in consultation with the Portfolio Holder for Economy and Asset Management, be given delegated authority to make any necessary minor typographical, grammatical or similar textual changes to the Council's response to EEDA.	implications.	consulting widely. Responding to the consultation document could help ensure EEDA allocated grant money to the Borough Council.		Carol Rowntree (01284-757683)

Joy Bowes, Head of Legal and Democratic Services
9 November 2007