



*St Edmundsbury*  
BOROUGH COUNCIL  
**DECISIONS NOTICE**

The following decisions were taken in the week ending 27 June 2008 and, if not called in by Councillors, will come into operation on Monday 7 July 2008. 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 4 July 2008.

**A. DECISIONS TAKEN BY CABINET ON 25 JUNE 2008**

<b>Item No.</b>	<b>Subject (Forward Plan Ref)</b>	<b>Report No.</b>	<b>Decision</b>	<b>Financial Implications</b>	<b>Reason(s) for Decision</b>	<b>Other Option(s) Considered</b>	<b>Contact(s)</b>
4	Annual Cabinet Report	Z56	The annual report of the Cabinet for 2007/2008 and priorities for 2008/2009 as detailed in report Z56 be approved.	The financial implications will be recorded in the approved budgets for the relevant financial years.	The Council's Constitution requires that the Cabinet produces an annual report and good management practice requires forward planning to be undertaken.	Numerous options were considered with regard to the determination of commitments for future years.	John Griffiths (01284-757136)  Mike Dawson (01284-757060)
5	Report from the Overview and Scrutiny Committee: 4 June 2008 - Nominations to Suffolk Joint Scrutiny Committees	Z57	Full Council appoint Councillor Thorndyke to the Suffolk Joint Emergency Planning Unit Scrutiny Working Party for 2008/2009 (with Councillor Oliver as Substitute Member) and Councillor Beckwith to the Suffolk Health Overview and Scrutiny Committee for 2008/2009.	Appointing Borough Council Members to Suffolk Joint Scrutiny Committees will not have any financial implications other than councillor time.	To ensure the Borough Council are represented on Suffolk Joint Scrutiny Committees.	To not nominate a Borough Councillor to any Suffolk County Council committees.	Mark Ereira-Guyer (01284-703526)  Adriana Stapleton (01284-757316)

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6	Report of the Overview and Scrutiny Committee: BT Public Payphone Removal Consultation	Z58	(a) the draft response to BT's notification of intent to remove 42 public payphones within the Borough, as set out in Report Z22, be published for one month as the Council's draft decision on each of the payphones concerned; and (b) following the required one-month publication of the Council's draft decision, the Cabinet make a final decision, taking into account any responses received to the draft decision, at its meeting on 30 July 2008, and forward this to BT as this Council's final response to its consultation.	There are no financial implications arising from the Borough Council submitting a consultation response, other than officer time preparing the response and visiting the payphones.	On 2 April 2008 the Borough Council received a notification of intent from British Telecommunications Plc (BT) to remove 42 public payphones within the Borough. Under the Communications Act 2003 the Local Authority must be notified and given the opportunity to agree or object to the removal of any of the payphones within the proposal.	To not respond to BT regarding the possible removal of payphones.	Sara Mildmay-White (01359-270580)  Mark Ereira-Guyer (01284-703526)  Adriana Stapleton (01284-757316)
8	Report of the Policy Development Committee: Single Equality Scheme (Jun08/15)	Z60	Subject to full Council approval, the Equality Scheme attached to Report Z35 be adopted.	There are no financial implications arising from the review, and subsequent preparation of an Equality Scheme other than the time of the Diversity Group and officers.	The Policy Development Committee received a draft Equality Scheme from the Diversity Group which brought together all the Council's statutory equality duties into one document. The scheme would supersede the Equality Framework, Disability Equality Scheme, Gender Equality Scheme and Race	To not review and produce an Equality Scheme covering 2008 to 2011.	David Ray (01359-250912)  Claire Gayfer (01284-757614)

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9	Report of the Policy Development Committee: Annual Reporting and Corporate Planning Cycle (Jun08/19)	Z61	Subject to full Council approval:- (1) the draft Corporate Plan for 2008 – 2018, as set out in Report Z33 be approved; (2) the Chief Executive be authorised to make any minor changes required to the draft Corporate Plan prior to its publication, in consultation with the Leader of the Council and Portfolio Holder for Performance and Organisational Development; (3) publication of the Best Value Performance Plan 2008, as an annex to the Corporate Plan be approved, subject to any minor changes by officers to reflect outstanding data; and (4) the Performance and Audit Scrutiny Committee be asked to examine the performance information contained in the Corporate Plan against the national data which is due to be published in December 2008 or January 2009,	The corporate planning cycle itself is used to guide financial planning systems. However, there are no resource implications arising directly from the report as preparing the Corporate Plan and service plans are existing activities.	Equality Scheme.  The corporate planning and performance framework is reviewed every year and is monitored by the Policy Development Committee. The Corporate Plan had been updated to reflect the changes with the Local Area Agreements, Community Strategy and Council Improvement Plan. Adoption of the Best Value Performance Plan is a statutory requirement.	Annual review and adoption of the plan is required.	David Ray (01359-250912)  Mike Dawson (01284-757060)

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			as part of its scheduled work programme.				
10	Report of the Policy Development Committee: Corporate Asset Management Plan (AMP) and Capital Management Strategy	Z62	Subject to full Council approval, the Corporate Asset Management Plan (AMP) and Capital Management Strategy, attached to Report Z34, be adopted as corporate policy.	There are no financial implications arising from the preparation of a corporate Asset Management Plan and Capital Management Strategy other than officer time.	The corporate Asset Management Plan and Capital Management Strategy covers 2008 – 2025 and is a practical, outcomes-based plan to embed asset management into the core policies and activities of the Council.	To not review the Corporate Asset Management Plan and Capital Management Strategy.	Nigel Aitkens (01284-735258)  Betty Albon (01284-757307)
11	Report of the Policy Development Committee: Asset Management Plan (AMP) and Capital Management Strategy - Performance Management and Implementation Plans (Jun08/14)	Z63	The Implimentation Programmes 2008/2009 and the Asset Management Plan Action Plan 2008, as set out in Report Z38, be approved.	Resources implications will be considered in detail as part of the assessment process for individual buildings.	Adoption of the Asset Management Plan Action Plan will facilitate the Council in achieving its strategic aims by identifying the ideal and sustainable property portfolio to meet service delivery needs and to help support major items of capital expenditure.	The Asset Management Plan Action Plan is based on considering options for holding the Council's property portfolio. The Council has adopted the assessment processes for its non-operational portfolio which require each property to be assessed in terms of financial return, service return and value for money.	Nigel Aitkens (01284-735258)  Betty Albon (01284-757307)
12	Planning Services Reserve Fund Expenditure 2008/2009 and 2009/2010 (Jun08/05)	Z64	The Planning Services Reserve Fund and Growth Areas funding, where appropriate, be used to finance the items set out in paragraph 4.12 to Report Z64.	There is no additional revenue impact arising from this investment. However, the report identifies that once the planning reserve is fully depleted there may be future budgetary implications/commitments to make the cost of delivery the new Local Development Framework	Cabinet approval is required for the investment of the Planning Services Reserve funds for 2008/2009 and 2009/2010 and to advise Cabinet of future implications of the reduction of the reserved fund.	Other options in terms of the scale of funding needing to deliver the Local Development Framework are currently being investigated and will be reported back through the budget cycle.	Terry Clements (01284-827161)  Patsy Dell (01284-757306)

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				that had previously been funding out of the reserve.			
13	Proposed Amalgamation of Central Safety and Joint Staff Consultative Panels (Jun08/06/07)	Z65	The Central Safety and Joint Staff Consultative Panels be not amalgamated.	Other than officer time, there are no financial implications in investigating the proposed amalgamation of the Central Safety and Joint Staff Consultative Panels. There are no financial implications in not amalgamating the Panels as the status quo would continue.	As part of the Annual Review and Appointment of Cabinet Working Parties and Panel, it was resolved that subject to satisfactory consultation, the Central Safety and Joint Staff Consultative Panels be amalgamated. However, following consultation it was felt that the two Panels should continue to meet individually.	No other options were considered.	David Ray (01359-250912) Martin Hosker (01284-757010) Louise Hammond (01284-757008)
14	Use of Resources Assessment (Jun08/10)	Z66	(1) It be noted that the Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Efficiency, prepare and submit to the Audit Commission, the returns for the Council's Use of Resources Comprehensive Performance Assessment relating to financial reporting, financial management, financial standing and internal control (parts 1-4); and (2) The self-assessment for the value for money element of the Use of	The self-assessment reflects the Council's existing commitment to make significant DR-IVE savings for the local tax payer. Completing the self-assessment required the input of a cross-cutting team of officers. Lead by the Corporate Director for Resources.	As part of the comprehensive performance assessment framework and forthcoming comprehensive area assessment, all councils are required to carry out an annual use of resources assessment. The assessment looks at how the Council manages and uses its financial resources.	An assessment of the Council's value for money work is required to be submitted. The audit commission's suggested key lines of enquiry have been followed.	Paul Farmer (01284-768777) Liz Watts (01284-757252)

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			Resources Assessment (part 5), attached as Appendix A to Report Z66, be approved and the Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Efficiency, be authorised to carry out final editing, make any minor amendments required and submit it to the Audit Commission, together with any other background information and evidence required.				
15	Recommendations from Grant Panel: 10 June 2008 (Jun08/18)	Z67	<p><b>Financial Arrangements for Grants</b></p> <p>In anticipation that the allocation for 2008/2009, including the amounts brought forward from previous financial years, be fully utilised, consideration be given that as part of the budget setting process, that provision be made in the 2009/2010 budget for the allocation of funding to the Rural Village Halls, Play Schemes and Rural Initiatives Grant Scheme and the Rural Areas Community</p>	As discussed by the Grant Panel.	To approve recommendations made by the Grant Panel.	The Grant Panel considered each application individually.	<p>Sara Mildmay-White (01359-270580)</p> <p>Mike Dawson (01284-757060)</p>

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			<p>Initiatives Fund.</p> <p><b>Applications for Project Funding: 2008/2009</b></p> <p>That, the following grants be awarded in 2008/2009:-</p> <p><u>(a) Rural Areas Community Initiatives Fund</u></p> <p>(1) up to a maximum of £3,000 be awarded to Coney Weston Parish Council towards the modernisation and equipping of a new village play area, subject to match funding being confirmed.</p> <p><u>(b) Rural Village Halls, Play Schemes and Rural Initiatives Grant Scheme</u></p> <p>(1) £10,000 be awarded to Great Barton Pathway towards the cost of exterior fixtures, fittings and the landscaping of the new nursery school in Great Barton, subject to the remainder of match funding being raised;</p> <p>(2) delegated authority be given to the Corporate Director for Community to approve</p>				

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			<p>the Cavendish Pre-school's application for a grant of £7,035 towards upgrading the Jubilee Room of Cavendish Memorial Hall, subject to:-</p> <p>(i) further research and consultation being undertaken with the Cavendish Pre-School and the Cavendish Memorial Hall's Management Committee regarding outstanding issues identified at the meeting of the Grant Panel on 10 June 2008; and</p> <p>(ii) consultation with full Members (and substitutes, if appropriate) of the Grant Panel using the 'fast-track' e-mail system that usually is applied to the Rural Areas Community Initiatives Fund Scheme, as detailed in Appendix A to the Grants Policy; and</p> <p>(3) £7,500 be awarded to Rougham Acorns and Woodlands Limited towards the completion of their pre-school building.</p>				

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			<p><b>Applications for Discretionary Rate Relief: Implications for the Grant Panel</b></p> <p>The changes to the Council's policy on granting top up discretionary rate relief, be re-considered by the Policy Development Committee, in respect of the implications for the Grant Panel, with particular reference to the following:-</p> <p>(1) due to the significant number of applications received for top up discretionary rate relief, that an alternative method for the consideration of applications other than by the Grant Panel be considered;</p> <p>(2) the draft Top Up Discretionary Rate Relief Scoring Matrix (Appendix D to Report Y282) be amended and simplified to enable applications to be considered more efficiently and to ensure fairness and transparency; and</p> <p>(3) consideration be</p>				

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			given to replacing the sliding scale of granting up to 20% with the standard 20% discretionary top up relief.				
16	Diversion Incentive Fund	Agenda item 16	(1) Accept the offer of £276,695 from Suffolk County Council for bid 1, implement the project and finance the operation of the vehicle through existing budgets until April 2009; and (2) Accept the offer of £13,200 from Suffolk County Council to introduce dry recyclable litter bins in key locations across the Borough.	There are no financial implications in accepting funding from the Suffolk County Council.	In February 2008 the Suffolk County Council made available funding of £1.5m through the Diversion Incentive Fund to assist Suffolk Waste Collection Authorities in the diversion of biodegradable municipal waste from landfill.	To not bid for funding from the Suffolk County Council Diversion Incentive Fund.	Peter Stevens (01787-280784)  Mark Walsh (01284-757300)
17	Boundary Committee Review of Suffolk (Jun08/11)	Z68	(1) To note that full Council on 8 April 2008 gave the Chief Executive, in consultation with the Leader of the Council, the delegated authority to respond to issues arising from the review, which would include input into the assumptions needed to complete the financial workbook. This would be done in consultation with the Cabinet, and	If the Government accepted the Boundary Committee's advice and reorganised local government in Suffolk, an order would be made to restrict the ways in which council's can use their resources in the period leading up to a new authority being created. At present, the resources implications provide the staff time to facilitate the work and buying in any outside expertise needed.	To update Cabinet on activity since submission of the Concept Statement and to seek approval for arrangements to sign-off the financial workbook and nominate councillors to any external working groups, to prevent special meetings being arranged.	The Council could choose to take a passive approach to the next stage of the review by only engaging in a minimal way in the completion of the financial workbook and not formally responding to the Boundary Committee's proposal. A passive, reactive approach would mean that the Council would lose any opportunity to influence the future	John Griffiths (01284-757136)  Mike Dawson (01284-757060)

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			<p>the St Edmundsbury Councillor Reference Group;</p> <p>(2) That the Leader of the Council be given delegated authority to nominate to any joint working group of councillors which might be convened to facilitate the completion of the financial workbook and the assumptions which underlie it; and</p> <p>(3) To give delegated authority to the Chief Executive, in consultation with the Leader of the Council, to sign-off St Edmundsbury Borough Council's contribution to the financial workbook.</p>	<p>Council provided an earmark reserve for this purpose when approving the 2008/2009 budget.</p>		<p>shape of service delivery in West Suffolk.</p>	
18	Revenues Collection Performance	Z69	<p>(1) The levels of collection performance achieved, as set out in Section 8 to Report Z69, be noted; and</p> <p>(2) The write-off of the amounts detailed in the exempt appendix to Report Z69 - 5 accounts for sundry debts totalling £8,408.64 (Exempt Appendix 1) be approved. No business rates or council tax debts have been put</p>	<p>The write off of the amounts detailed in the exempt appendix, being five accounts for sundry debt totalling £8,408.64 (exempt Appendix 1).</p>	<p>The revenue section collects outstanding debts in accordance with either statutory guidelines or council agreed procedures. When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Chief Finance Officer for debts up to £750.00 or by Cabinet for debts</p>	<p>Other options were considered prior to recommending write off.</p>	<p>Paul Farmer (01284-768777)</p> <p>Liz Watts (01284-757252)</p>

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			forward for write-off on this occasion.		over £750.00. Reasons for writing off individual debts are detailed in the exempt appendix.		

Joy Bowes,  
Head of Legal and Democratic Services  
27 June 2008