



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

The following decisions were taken in the week ending 28 April 2011 and, if not called in by Councillors, will come into operation on Tuesday 10 May 2011. 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 pm on Monday 9 May 2011.

**A. DECISIONS TAKEN BY CABINET ON 27 APRIL 2011**

<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>
5	Cabinet Annual Report 2010/2011 and Corporate Plan 2011/2012 (May11/06)	B562	Subject to the addition of reference to securing a grant in respect of the Bury St Edmunds Skatepark, that Report B562 be approved as the Cabinet's Annual Report for 2010/2011.	The Cabinet's Annual Report was produced within existing resources.	The Council's Constitution requires that the Cabinet produce a 'State of the Borough' report which reports on the Cabinet's priorities and performance.	Options were considered throughout the 2010/2011 year.	John Griffiths (01284-757136)  Davina Howes (01284-757070)
7	Recommendations from Grant Working Party: 31 March 2011 (May11/01)	B583	<b>Review of the Grant Terms and Conditions for the Recreation, Village Halls and Play Area Grant Scheme (RVHPAGS) and the Rural Areas Community Initiatives Fund (RACIF): Single Rural Grant Scheme</b> (1) applications to the Rural Areas Community Initiative Fund (RACIF) and the Recreation, Village Halls and Play Area Grant Scheme (RVHPAGS) be hereafter invited and considered by the Cabinet,	Reviewing the terms and conditions of the two grant schemes was undertaken within existing resources.	The Grant Working Party considered it imperative to recommend that the Council's two Rural Grant Schemes be amended to reflect both the recent pattern of applications and to ensure that the maximum number of rural communities benefit from the funding.	Options were considered in detail by the Grant Working Party.	Robert Everitt (01284-769000)  Cathy Manning (01284-757002)

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			<p>through its Grant Working Party, under one 'umbrella' Rural Initiatives Grants scheme;</p> <p>(2) a single combined application form, as set out in Appendix B of Report B583, be introduced with immediate effect;</p> <p>(3) as detailed in Section 5.1 of Report B529, the email voting system currently used by the Grant Working Party be retained for the awarding of grants up to £5,000, and extended to be applicable to both the RVHPAGS and the RACIF rural grant schemes (and any successor rural grant schemes operated by the Cabinet);</p> <p>(4) subject to the approval of the full Council:-</p> <p>(a) the Council's Grants Policy be amended as set out in Appendix A to Report B583; and</p> <p>(b) the Corporate Director for Community, in consultation with the Portfolio Holder with responsibility for grants, be authorised to make minor typographic, grammatical and/or factual changes to the Council's Grants Policy before it is re-published, and to keep it updated in relation to any future changes made by Cabinet in relation to its own</p>				

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			delegated decision-making powers to officers in consultation with the Grant Working Party.				
8	Recommendations from Shared Services Steering Group: 30 March and 20 April 2011 (May11/05)	B584	<p><b>(a) 30 March 2011</b></p> <p><b>(1) Protocol for Policy Development</b> The draft protocol for policy development, attached as Appendix 1 to Report B531, amended to include reference to the involvement of Members in the development process, be endorsed as the way forward for establishing a framework for the development of joint policy documents between Forest Heath District Council and St Edmundsbury Borough Council.</p> <p><b>(2) Learning and Development Service: Business Case</b> The full business case for a shared Learning and Development Service to be established between St Edmundsbury Borough Council and Forest Heath District Council, as detailed in Exempt Appendix A to Report B536 be approved.</p>	<p>There are no direct financial implications in implementing a Protocol for Policy Development.</p> <p>The financial savings to both authorities is estimated to be £2,000 in 2011/2012 and £22,000 from 2012/2013, equating to £69,000 over the four years of the Medium Term Financial Strategy.</p>	<p>The protocol will help ensure that when policy is developed it effectively supports and guides the delivery of shared services between Forest Heath District Council and St Edmundsbury Borough Council.</p> <p>It was considered appropriate under the Shared Services Agenda that, as activities currently delivered across both Councils were largely similar, the service was 'lean' in respect of staffing numbers and there was little resilience in the separate teams, the teams should become a single unit.</p>	<p>Options were considered in detail by the Shared Services Steering Group.</p> <p>Options were considered in detail by the Shared Services Steering Group.</p>	<p>David Ray (01359-250912)</p> <p>Davina Howes (01284-757070)</p> <p>David Ray (01359-250912)</p> <p>Louise Hammond (01284-757008)</p>

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		B585	<p><b>(b) 20 April 2011</b></p> <p><b>(1) Shared Services Phase Two</b>  (a) Business cases for Housing and Homelessness, and Environmental Health and Licensing are started with a view to presenting them to the Shared Services Steering Group in September 2011;  (b) all remaining services be considered by the relevant Heads of Service in the next six weeks, to identify what order of savings are likely to be made by creating shared services. The results of this work to be presented to the Shared Services Steering Group in June 2011; and  (c) the changes to the project structure and methodology outlined in Section 4.6 of Report B575 be approved, and costs of backfilling posts be shared between both authorities.</p> <p><b>(2) Agreements</b>  <b>(a) Agreement for Officers Working Across Both Authorities</b>  The Agreement for Officers Working Across Both Authorities, attached as Appendix A to Paper B576 and subject to Paragraph 2.1 of the</p>	<p>The financial implications for Phase 2 of the Shared Services Agenda cannot be estimated until each business case has been completed.</p> <p>Producing these Agreements was undertaken within existing resources.</p>	<p>The Borough Council and Forest Heath District Council are continuing to work together to deliver services in a cost effective and efficient manner.</p> <p>The Agreements are required to help deliver the Shared Services agenda with Forest Heath District Council.</p>	<p>Each service will be individually assessed.</p> <p>Details of the Agreements were considered by the Shared Services Steering Group.</p>	<p>David Ray (01359-250912)</p> <p>Louise Hammond (01284-757008)</p> <p>David Ray (01359-250912)</p> <p>Joy Bowes (01284-757141)</p>

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			<p>Specification of Services amended to end '..... of the particular service or services concerned.', be approved for immediate implementation;</p> <p>(b) <b>West Suffolk Information Sharing Protocol</b></p> <p>The Agreement for the West Suffolk Information Sharing Protocol, attached as Appendix B to Paper B576 be approved for immediate implementation; and</p> <p>(c) The Legal Services Manager of Forest Heath District Council and the Head of Legal and Democratic Services of St Edmundsbury Borough Council be authorised to make minor changes to the documents detailed in (1) and (2) above so long as the substance and meaning is not thereby significantly altered.</p>	<p>The expected ongoing revenue saving from a Shared Property Services is £90,000 per annum.</p>	<p>This is another service that has been subject to the Shared Services process with Forest Heath District Council.</p>	<p>Options were considered in detail by the Shared Services Steering Group.</p>	<p>David Ray (01359-250912)</p> <p>Ivan Sams (01284-757304)</p>

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			<p><b>(4) Payroll Service: Options and Business Case</b></p> <p>(a) The Business Case for an in-house shared payroll system providing a complete range of payroll services using existing software, on one platform, as detailed in Exempt Appendix A to Report B581, be approved;</p> <p>(b) current working practice around payroll be simplified, harmonised and consolidated over the coming 12 months, to enable the roll-out of self service across the partnership; and</p> <p>(c) the complete Human Resources and payroll staffing structure to be fully reviewed under a Business Case for a shared Human Resources Service when scheduled. In the interim, the Payroll Teams will need to work very closely together in a transitional structure.</p>	Minimal annual savings are estimated to be £6,500.	This is another service that has been subject to the Shared Services process with Forest Heath District Council.	Options were considered in detail by the Shared Services Steering Group.	<p>David Ray (01359-250912)</p> <p>Karen Points (01284-757015)</p>
10	Safeguarding Children Policy (May11/10)	B587	Subject to the approval of full Council, the updated Safeguarding Children Policy, attached as Appendix 1 to Report B587, be approved.	As part of the 'duty to co-operate' outlined in the Children Act 2004, the Borough Council pays an annual grant of £10,000 to the Safeguarding Children Board.	Section 11 of the Children Act 2004 places a statutory duty on district councils and other organisations to make arrangements to safeguard and promote the welfare of children.	Not to have a Safeguarding Children Policy was not considered an option.	<p>Robert Everitt (01284-769000)</p> <p>Carole Herries (01284-757603)</p>

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11	Supported Housing Scheme: Beetons Cottages, Bury St Edmunds (May11/11)	Report B588	(a) An allocation of up to £75,000 from the Council's Affordable Housing capital budget to be committed to enable the delivery of this scheme; (b) the £75,000 allocation be subject to being drawn down within 12 months from the date of this meeting; otherwise the allocation be withdrawn and can be reallocated to another affordable housing scheme within the Borough; and (c) if the scheme ceases to operate and Havebury Housing Partnership choose to dispose of the properties within five years the allocation of £75,000 be repayable in full.	The Council has made an allocation of £75,000 from its Affordable Housing Capital Budget towards this scheme.	The Council's Housing Strategy has clearly identified priorities concerning meeting the needs of vulnerable people in the community and that a variety of appropriate housing is available to meet the needs of the community. Actions identified to meet these priorities include working in partnership with Supporting People and social care.	The level of funding to support this project.	Anne Gower (01440-706402)  Carole Herries (01284-757603)
12	Recommendations from Sustainable Development Working Party: 12 April 2011 (May11/07)	B589	<b>(a) St Edmundsbury Local Development Framework: Draft Supplementary Planning Document – Development Design and Impact</b> That, the draft Supplementary Planning Document on Development Design and Impact, as contained in Appendix A to Report B554, be the subject of consultation for a period of six weeks.  <b>(b) Joint Suffolk Section 106 Supplementary Planning Document</b>	Consultation will be undertaken within existing resources.  The response to Suffolk County Council is undertaken within existing	It is possible to adopt Policy DS3 of the Replacement Local Plan Development Design and Impact as a supplementary planning document but it is necessary to undertake consultation prior to adoption.  The Council considers it imperative to respond to consultation, especially if	Not to consult was not considered an option.  Not to respond to the consultation was not	Terry Clements (01284-827161)  Ian Poole (01284-757350)  Terry Clements (01284-827161)

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			<p>That, the content of paragraph 3.3 of Report B555 forms the basis of representations to be submitted to Suffolk County Council in relation to the Joint Suffolk Section 106 Supplementary Planning Document consultation.</p> <p><b>(c) Air Quality Management and New Development Draft Supplementary Planning Document</b> The content of paragraph 3.2 of Report B556 forms the basis of representations to be submitted to Suffolk County Council in relation to the Air Quality Management and New Development Supplementary Planning Document consultation.</p> <p><b>(d) Declaration on Adapting to Climate Change by Suffolk's Local Authorities</b> (1) The Council continues to embed adaptation to climate change within its strategies, policies and practices and have in place an effective action plan which it will deliver in conjunction with all local authorities within Suffolk; and (2) the Council sign the formal declaration on Adapting to Climate Change as attached as Annex 1 to Report B557.</p>	<p>resources.</p> <p>The response to Suffolk County Council is undertaken within existing resources.</p> <p>Continuing to take account of adaption as a strategic business risk is a cost effective way of building resilience and avoids potentially significant risks at a later date.</p>	<p>there are implications for the Borough.</p> <p>The Council considers it imperative to respond to consultation, especially if there are implications for the Borough.</p> <p>The Borough Council, along with other Suffolk Local Authorities, is proposing to sign a formal commitment to continue work on the adaptation to climate change.</p>	<p>considered an option.</p> <p>Not to respond to the consultation was not considered an option.</p> <p>The Borough Council has been planning to adapt to climate change since 2008 and is not currently looking to amend this policy.</p>	<p>Chris Rand (01284-757352)</p> <p>Terry Clements (01284-827161)</p> <p>Chris Rand (01284-757352)</p> <p>Peter Stevens (01787-280284)</p> <p>Peter Gudde (01284-757042)</p>

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13	Recommendations from Haverhill Area Working Party: 24 March 2011 (May11/03)	B590	<p><b>(a) ONE Haverhill: Update</b>  (1) Three Members be nominated to sit on the ONE Haverhill Board following the forthcoming Borough Council elections in May 2011, as detailed in Section 2.4 of Report B524; and  (2) the Cabinet reviews how the Haverhill Area Working Party and ONE Haverhill might work together in the future.</p> <p><b>(b) Haverhill Town Centre Management: Update on Haverhill Shopper Survey 2010</b>  (1) (a) the offer of a student placement from Kent Business School (KBS) to undertake a professionally designed and conducted survey in Haverhill Town Centre by a specifically selected student proposed by KBS, as detailed in Section 3.13 of Report B527, be accepted; and  (b) any expenses incurred by the student be reclaimable up to a maximum of £1,000 and funded from the original previously approved Haverhill Town Centre Management budget; and  (2) the Haverhill Town Centre Manager be authorised, in consultation with the Chairman and Vice Chairman of the</p>	<p>The costs of three Members sitting on the Board will be borne by existing budgets.</p> <p>The cost of the survey is estimated at £1,000 and will be funded from the Haverhill Town Centre Management Budget.</p>	<p>The Borough Council supports the concept of ONE Haverhill.</p> <p>This survey follows on from that launched in September 2010.</p>	<p>The Borough Council supports the concept of ONE Haverhill, and, therefore, not nominate Members to the Board was not considered an option.</p> <p>Not to undertake the survey</p>	<p>Anne Gower (01440-706402)</p> <p>Geoff Rivers (01284-757100)</p> <p>Anne Gower (01440-706402)</p> <p>Geoff Rivers (01284-757100)</p>

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			<p>Haverhill Area Working Party, to establish a programme of actions from the information emanating from the Haverhill Shopper Survey 2010, such as, regular shopper consultation; training programmes; collective marketing initiatives etc.</p> <p><b>(c) Environmental Enhancements: High Street, Haverhill</b> That, the terms of reference for the Environmental Enhancement Scheme for High Street, Haverhill, as detailed in Appendix A to Report B528, be approved.</p>	£750,000 has been allocated from the Growth Area Capital Fund.	The High Street in Haverhill last received public realm investment in the 1990s.	Options were considered in detail by the Haverhill Area Working Party.	<p>Anne Gower (01440-706402)</p> <p>Ivan Sams (01284-757304)</p>

Joy Bowes,  
Head of Legal and Democratic Services  
28 April 2011