



St Edmundsbury
BOROUGH COUNCIL

DECISIONS NOTICE

The following decisions were taken in the week ending Friday 16 July 2004 and, if not called in by Councillors, will come into force on Monday 26 July 2004. 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 23 July 2004.

A. DECISIONS TAKEN BY CABINET – WEEK ENDING 16 JULY 2004

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
7	Annual Report of the Cabinet 2003/2004 and Cabinet Priorities for 2004/2005 (Jul04/05)	V78	The Annual Report of the Cabinet for 2003/2004 and commitments for 2004/2005 as detailed in Report V78 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 produce an annual report and good management practice requires forward planning to be undertaken.	Numerous options were considered with regards to the determination of commitments for future years.	John Griffiths (01284-757136) Alex Wilson (01284-757002)
8	Comprehensive Performance Assessment: Self-Assessment	V79	Subject to the approval of full Council, and subject to further redrafting by the officers, Report V79 (including the two diagnostics of Balancing Housing Markets and Public Space) be submitted to the Audit Commission as this Council's self-assessment.	There are no direct financial implications in compiling this self-assessment.	As part of the Comprehensive Performance Assessment conducted by the Audit Commission Inspectors, the Council is required to submit a self-assessment document, which sets out the strengths and weaknesses of the organisation and its plans for the future.	Options were considered during the compilation of this self-assessment.	Jeff Stevens (01440-762511) Deborah Cadman (01284-757001)
9	Corporate Plan 2003-2013: Annual Review	V23 (Policy Develop-	(1) The Corporate Plan be updated as explained in Paper V23 and submitted to full	There are no direct financial implications in	The Council has requested that the Corporate Plan be reviewed at least annually.	The Council has requested that the Corporate Plan be reviewed at least annually and	John Griffiths (01284-757136)

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	(Jul04/07)	ment Comm- ittee)	Council on 20 July 2004 for approval and be rolled forward as an ongoing 10 year document; and (2) the Overview & Scrutiny and Policy Development Committees carry out the first major review of the Corporate Plan in April 2005, in the light of the Council's Comprehensive Performance Assessment inspection in September 2004 and the first year of the new Service Plans.	reviewing the Corporate Plan.	This enables the document to be updated and supplemented as necessary and ensures it continues to reflect public and administration priorities and is financially sustainable.	therefore, there is no alternative option to an annual review and update of the Corporate Plan. In any event, this is considered good practice to ensure that the document retains its relevance and focus.	Deborah Cadman (01284-757001)
11	Freedom of Information: Records Management Policy Statement	agenda item 11	Subject to adoption by full Council, the Records Management Policy Statement, as detailed in agenda item 11, be adopted.	There are no direct financial implications from adopting this Policy.	The Lord Chancellor's Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000 states that an Authority should have an overall policy statement on how it manages records.	The production of a Records Management Policy Statement is considered to be best practice.	Jeff Stevens (01440-762511) Natalie Tobutt (01284-757633)
12	Cattle Market Redevelopment Working Party: Recommendations (a) Brief to Architects for the Public Building (the Venue) Report V89 (to the Working Party)	agenda item 12	The contents of the brief, attached as an Appendix to Report V89, and as amended by the Cattle Market Redevelopment Working Party on 14 July 2004 be endorsed.	The architects' fees have been included in the capital sum allocated for the construction of the public building.	The Council had previously decided to build a public building on the site of the Cattle Market redevelopment and it was now necessary to give a brief to the architects so as they could ascertain the design implications.	Numerous options were considered in compiling the design brief, which arose during visits to other similar type venues, consultations with officers of other local authorities and technical experts in various fields.	Andrew Varley (01284-753135) Jerry Massey (01284-757302)

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	(b) Retail Impact Assessment: Appointment of Consultants	agenda item 6 (Working Party)	(1) the Corporate Director for Economy and Environment appoint Chesterton to undertake an appraisal of the retail assessment submitted by Montagu Evans in support of the planning application for the redevelopment of the Cattle Market site. The outcome of this appraisal be reported to a future meeting of the Cattle Market Redevelopment Working Party and the Development Control Committee; and (2) the £7,500 cost of this work be funded from the Planning Delivery Grant allocation for consultancy advice on the Cattle Market.	The £7,500 cost be funded from the Planning Delivery Grant.	The Cabinet considered it desirable to have an independent examination on the Retail Assessment submitted by Montagu Evans in support of the planning applications for the Cattle Market redevelopment.	Not having an independent examination of the Retail Assessment was not considered an option.	
13	Car Parking Working Party: Consultants Brief for Car Park Access, Parkway, Bury St Edmunds (Jul04/01)	V81	(1) An external consultant be appointed on the basis of the brief attached to Report U607; and (2) the cost, not exceeding £10,000, to be funded from the Planning Delivery Grant.	The cost, not exceeding £10,000, be funded from the Planning Delivery Grant.	There was a need to investigate further access arrangements for the Parkway and revised Prospect Row car parks.	The brief for the consultants is to examine the access options to the car parks.	Jeremy Farthing (01440-820763) Stephen Boor (01284-757323)
14	Grant Panel: Grants to Voluntary Organisations 2004/2005	U610 (Grant Panel)	The recommendations made by the Grant Panel be approved.	(a) £3,470 was allocated from the Art Grants budget; (b) £3,500 allocated from the Play Area Grants budget; (c) £11,500 allocated from the Recreation and Village Hall Grants	The applications were assessed against the agreed criteria and Council's priorities by the Grant Panel.	The applications were processed in accordance with agreed procedures.	Sarah Mildmay-White (01359-270580) Mike Dawson (01284-757060)

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				budget; (d) £4,540 was funded by virement.			
16	Film Reclassification Policy (Jul04/04)	U568 (Policy Development Committee)	(1) The policy attached as an Appendix to Report U568 in respect of requests for film classification or re-classification be adopted subject to the following amendments:- (a) that the requirement for annual briefings for Members of the Licensing & Regulatory Committee be changed to initial briefings for new Members of the Committee and, where possible, updates for all Members when requests to review films are received; and (b) that, upon request for the classification or reclassification of a film, 'the Council request that the British Board of Film Classification supply a copy of their report setting out their reasons for its current classification'; and (2) the criteria used in the Council's policy in respect of requests for film classification or re-classification be those contained in the British Board of Film Classification's published guidelines and that the Licensing Services Manager be authorised to update the policy accordingly.	There are no financial implications arising from the amendment to this Policy.	The draft policy was circulated to current cinema licence holders and the British Board of Film Classification, and as a result of this consultation the Policy required amendment.	Amending the Policy was a result of the consultation process.	Frank Warby (01284-700678) Hilary Workman (01284-757113)

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18	Exemption from Contract Procedure Rules: Lackford Composting Facility	exempt agenda item 18	Subject to the approval of full Council, exemption to the Council's Contract Procedure Rules be approved.	The financial implications will be determined during negotiations.	To achieve the most economic advantage for the Council.	Options will be considered during negotiations.	Jeremy Farthing (01440-820763) Sandra Pell (01284-757338)
19	Renovation of West Front, Bury St Edmunds (Jul04/02)	exempt report V84	The Cabinet approved the recommendations detailed in the report.	The financial implications were detailed in the report.	The reasons for the decisions were detailed in the report.	The other options considered were detailed in the report.	Sara Mildmay-White (01359-270580) Ivan Sams (01284-757304)
21	Asset Management and Capital Strategy: Performance Management and Implementation Plans	exempt report V30 (Overview & Scrutiny Committee)	(1) The outcomes of and performance against the 2004/2005 Asset Management Plan implementation plans as outlined in Report V30 and its appendices be noted; (2) the asset management implementation programmes for 2004/2005 as detailed in Report V30 and its appendices be approved; and (3) the revised Asset Management Plan action plan attached as Appendix 1 to Report V30 be approved.	Resource implications will be considered in detail as part of the assessment process for individual buildings.	Practical adoption of the Asset Management Plan action plan will facilitate the Council in identifying the ideal and sustainable property portfolio to meet service delivery needs.	The Asset Management Plan action plan is based on considering options for holding the Council's property portfolio. The Council has adopted 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. Similarly, the operational buildings are being systematically appraised and alternative options considered, such as whether to invest, sell or use in other ways.	Sara Mildmay-White (01359-270580) Betty Albon (01284-757307)
23	Joint Staff Consultative Panel: Organisational Change Management/Redundancy Policy	exempt paper V87	The Organisational Change Management/Redundancy Policy attached to Report V87 be approved.	There are no direct financial implications from compiling this Policy document.	There is a requirement for the Council to have an Organisational Change Management/Redundancy Policy.	Not having a policy was not considered an option.	Jeff Stevens (01440-762511) Louise Hammond (01284-757008)

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24	Cattle Market Redevelopment Working Party: Recommendations: (a) Procurement (Jul04/03)	exempt report V88	Exemption from the Contract Procedure Rules contained within Part 4 of the Rules of Procedure of the Constitution be granted.	As detailed in the report.	As detailed in the report.	As detailed in the report.	Andrew Varley (01284-753135) Jerry Massey (01284-757302)
	(b) Arrangements for the Replacement of Prospect Row Flats, Bury St Edmunds	exempt agenda item 24	Subject to the approval of full Council, the Capital Programme be amended for the purchase of a site.	The financial implications were detailed in the recommendation.	The Council considered it appropriate to make arrangements for the replacement of the Prospect Row flats, Bury St Edmunds.	Not to make arrangements for the replacement of these flats was not considered an option at this stage.	

Joy Bowes, Head of Legal and Democratic Services
16 July 2004

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