

**CABINET DECISION NOTICES FOR THE MEETING  
HELD ON  
WEDNESDAY 15 FEBRUARY 2017**

**Call-in period:  
Monday, 20 February 2017 to  
Friday, 24 February 2017**

**Implementation Date:  
Monday, 27 February 2017**

(For clarity, where an item is 'to be noted' or 'received' this is deemed not to be a formal Executive decision and so the call-in provisions will not apply)

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## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Leader of the Council
<b>Title of Report</b>	Implementation of Civil Parking Enforcement in East Suffolk
<b>Report Reference</b>	REP1510

### Purpose of Report

To seek approval to take on the function of Civil Parking Enforcement, the responsibility for which will be delegated from Suffolk County Council, to all the District and Borough Councils in Suffolk.

### Options Considered

Not to support the implementation of Civil Parking Enforcement in East Suffolk. This was rejected as the Police currently have no funding for parking enforcement activity and therefore current enforcement does not currently match Community expectations and demands.

### Reason for Decision

Suffolk needs to catch up with the rest of the Country to ensure that enforcement is carried out successfully, whilst ensuring the necessary legal agreements are in place and the Council's interests are protected.

### CABINET DECISIONS:

1. To support Suffolk County Council in seeking the transfer of Civil Parking Enforcement powers to the Local Authorities.
2. To take on the function of Civil Parking Enforcement delegated from Suffolk County Council.
3. To delegate to the Head of Operations, in consultation with the Cabinet Members for Resources and Economic Development, and subject to Cabinet Approval details of:
  - a. An Agency Agreement with Suffolk County Council relating to Civil Parking Enforcement.
  - b. A SLA with Mid Suffolk District Council for performing their enforcement
  - c. A SLA with SCC for timely updating and maintenance of lines/signs
  - d. A SLA with SCC for processing new requests for restrictions
  - e. A SLA with SCC for introduction of on-street paid parking.
4. To delegate to the Head of Operations, in consultation with the Cabinet Members for Resources and Economic Development, and subject to Cabinet Approval decisions on where to locate on-street paid parking restrictions and where applicable, the tariffs to be charged.

<b>Declarations of Interest / Conflicts of Interest</b>	None
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**Councillor C Law**  
**Leader of the Council**

## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Resources & Welfare Reforms
<b>Title of Report</b>	Draft General Fund Budget 2017/18
<b>Report Reference</b>	REP1342

### Purpose of Report

To consider and make recommendations to Full Council regarding the:

- proposed Budget for 2017/18, and to note the position with regard to future years;
- assessment of reserve and balance movements;
- Council Tax Base for 2017/18 (for noting);
- interim Business Rates position (for noting); and proposed Band D Council Tax for Waveney District Council of £157.41 for 2017/18, which is an increase of £4.95.

### Options Considered

Efficiency Plan – As outlined in the MTFS, the Council could have chosen not to submit an Efficiency Plan in order to take advantage of the Secretary of State’s four-year finance settlement offer. However, it is clear from the offer that if the offer was not to be accepted then future levels of Government funding could not be guaranteed, so this option was not considered to be appropriate.

MTFS and General Fund Budget – The MTFS is an essential element in achieving a balanced budget and sustainable medium term position, whilst setting a balanced budget for the coming year is a statutory requirement. Consequently, no other options are appropriate in respect of this.

Business Rate Relief Local Newspapers – In theory the Council could choose not to have a policy towards granting this discretionary relief. However, this option has not been considered as this could be open to challenge; the Government has provided eligibility criteria; and the measure will be fully funded by the Government.

### Reason for Decision

To bring together all the relevant information to enable Members to review, consider and comment upon the Council’s General Fund revenue budgets before making recommendations to Council on 22 February 2017. To seek wider Member consideration of the forward budgets beyond 2017/18, and Council Tax proposals in this report to balance the budget for 2017/18 and future years.

**RECOMMENDATIONS TO FULL COUNCIL:**

1. To approve the General Fund Revenue Budget as set out in this report and summarised in Appendix B5, and notes the budget forecast for 2018/19 and beyond;
2. To approve the Reserves and Balances movements as presented in Appendix B6;
3. To approve the Efficiency Strategy attached as Appendix B7;
4. To approve the awarding of business rates relief to local newspapers under the discretionary powers under section 47(3) of the Local Government Finance Act 1988, in accordance with the Government's guidance set out in Annex A of Appendix C;
5. To approve that no changes are made to the Local Council Tax Reduction Scheme and Council Tax Discounts for 2017/18.
6. To note the Council Tax Base of 35,625.72 for 2017/18; and
7. To approve a Band D Council Tax for 2017/18 of £157.41.

<b>Declarations of Interest / Conflicts of Interest</b>	None
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<b>Meeting Date</b>	Wednesday, 15 February 2017
<b>Call-In Period</b>	The call-in provisions will not apply to the above recommendations as they are not a Cabinet level decision.
<b>Implementation Date (If no Call-In activated)</b>	Not applicable

**Councillor C Law**

**Leader of the Council**

## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Operational Partnerships & Lowestoft Rising
<b>Title of Report</b>	East Suffolk Environmental Policy
<b>Report Reference</b>	REP1495

**Purpose of Report**

To approve the East Suffolk Environmental Policy and to delegate authority to the Head of Environmental Services & Port Health, in consultation with the Cabinet Member for Operational Partnerships & Lowestoft Rising, to make minor amendments to the Policy and Action Plan, as required.

**Options Considered**

Not retaining and updating an Environmental Policy and Action Plan. While actions will be undertaken which will benefit our environment as part of other projects captured in the business plan, not having a standalone monitored policy makes it difficult to assess, communicate and continually improve our progress towards 'significantly improving the environmental wellbeing of our area'.

**Reason for Decision**

To ensure that the Council has an appropriate and relevant Environmental Policy and Action Plan that is linked to its Business Plan.

**CABINET DECISIONS:**

1. That the East Suffolk Environmental Policy be approved.
2. That Delegated Authority be given to the Head of Environmental Services & Port Health, in consultation with the Cabinet Member for Operational Partnerships & Lowestoft Rising, to make minor amendments to the policy and action plan.

<b>Declarations of Interest / Conflicts of Interest</b>	None
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**Leader of the Council**

## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Leader of the Council
<b>Title of Report</b>	East Suffolk Performance Report – Quarterly Performance, Quarter 3 2016/17
<b>Report Reference</b>	REP1341

<b>Purpose of Report</b>	
To receive a Corporate Performance update for the period 1 October to 31 December 2016. The new East Suffolk Performance Report is a joint report for both Suffolk Coastal and Waveney District Councils and provides an overview of the Councils' performance and progress against the deliverables within the East Suffolk Business Plan.	
<b>Options Considered</b>	
None. Quarterly Performance Reports enable the Cabinet, other Members of the Council and the public to scrutinise the performance of the Council against key indicators and targets in accordance with the approved Business Case and identified corporate priorities.	
<b>Reason for Decision</b>	
To ensure that Members are kept updated on the performance of Council services.	
<b>CABINET DECISION:</b>	
That the East Suffolk Performance Report for Quarter 3 be received.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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<b>Implementation Date (If no Call-In activated)</b>	Not Applicable

**Councillor C Law**  
**Leader of the Council**

## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Resources & Welfare Reforms
<b>Title of Report</b>	Anglia Revenue Partnerships (ARP) Norwich City Council Section 113 Agreement
<b>Report Reference</b>	REP1526

### Purpose of Report

To seek approval for the ARP's Operational Improvement Board to negotiate and enter into a Section 113 Agreement with Norwich City Council, so that officers' services can be placed at all authorities disposal. Approval is also sought for the ARP management team to start working with Norwich City Council immediately, to carry out any necessary work prior to 1 April 2017 to assist with the commencement of the agreement.

### Options Considered

Other options considered were to continue as just seven partners of ARP. This was rejected as not being in the best interests of the APR partners.

### Reason for Decision

Approval from the Cabinet's of all seven members of the ARP partnership is required before the Operational Improvement Board of ARP are able to negotiate and enter into a Section 113 agreement with any other potential partners.

A Section 113 Agreement will offer the following: -

- Efficiencies of £80,000 per annum;
- The potential for the provision of chargeable services later.
- A future potential partner for the Enforcement Agency leading to additional efficiencies;
- The continuance of robust strategic and operational management.

### CABINET DECISIONS:

1. That the report be noted.
2. That Waveney District Council instructs the Operational Improvement Board to negotiate and enter into a Section 113 agreement with Norwich City Council, so that officers' services can be placed at all authorities disposal (shared).
3. That approval be given for ARP management team to start working with Norwich City Council immediately to carry out any necessary work prior to 1<sup>st</sup> April 2017 that will assist with the commencement of the agreement.



<b>Declarations of Interest / Conflicts of Interest</b>	None
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## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Department of Communities and Local Government (DCLG) Rough Sleeper Funding – Exemption from Contract Procedure Rules
<b>Report Reference</b>	REP1536

<p><b>Purpose of Report</b></p> <p>To seek approval to remove the requirement of Contract Procedure Rule 8.1.1, to conduct a full tender process issued to at least three candidates, and to award the sum of £266,250 to Access Community Trust, on a quarterly basis, as part of the ‘Rough Sleeper’ initiative. Permission is also sought for Delegated Authority to be granted to the Head of Housing, in consultation with the Head of Legal &amp; Democratic Services and the Cabinet Member for Housing, to agree a contract with Access Community Trust, on terms that best protect the Council’s interests.</p>	
<p><b>Options Considered</b></p> <p>None. No other organisations can offer a suite of interconnected interventions specifically geared up to meeting the needs of Rough Sleepers / Sofa Surfers, therefore the alternative to agreeing this proposal would be to not accept the grant and not to commission the additional services.</p>	
<p><b>Reason for Decision</b></p> <p>To obtain approval that this contract be exempt from Contract Procedure Rule 8.1.1, which requires a full tender process to at least three candidates, for the reasons as set out in the report.</p>	
<p><b>CABINET DECISIONS:</b></p> <ol style="list-style-type: none"> <li>1. That the sum of £266,250 for the “Rough Sleeper” initiative be paid to the Access Community Trust on a quarterly basis in order to meet the funding and delivery timetable, under the terms of a service level agreement, and that an exemption from Contract Procedure Rule 8.1.1 be approved by Cabinet, to remove the requirement to conduct a full tender process issued to at least three candidates. Cabinet have authority to issue an exemption under CPR 3.1.</li> <li>2. That Delegated Authority be granted to the Head of Housing, in consultation with the Head of Legal and Democratic Services and the Cabinet Member for Housing, to agree a contract with the Access Community Trust on terms that best protect the Council’s interests.</li> </ol>	
<p><b>Declarations of Interest / Conflicts of Interest</b></p>	None

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Leader of the Council**

## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Kirkley Rise / Horn Hill, Lowestoft (EXEMPT)
<b>Report Reference</b>	REP1485

<p><b>Purpose of Report</b></p> <p>To seek approval to purchase the Horn Hill site, for the sum as discussed at the meeting and to approve funding from the Housing Revenue Account to develop the scheme, which will provide much needed affordable housing within the District. Approval is also sought for Delegated Authority for the Head of Housing Services, in consultation with the Head of Legal &amp; Democratic Services and the Chief Financial Officer, to enter into all the necessary contracts on terms which best protect the Council's interests.</p>	
<p><b>Options Considered</b></p> <p>Not to develop the site for affordable housing. This was rejected as there is a significant waiting list for affordable homes for rent in the District.</p>	
<p><b>Reason for Decision</b></p> <p>The development will deliver 21 new homes for affordable rent, which will provide the Council with value for money and will contribute to the delivery of a number of the Council's key priorities, as set out in the East Suffolk Business Plan.</p>	
<p><b>CABINET DECISIONS:</b></p> <ol style="list-style-type: none"> <li>1. That the purchase of the Horn Hill site (as set out at Appendix A) for the sum and the terms and conditions as discussed at the meeting, be approved.</li> <li>2. That, subject to recommendation 1, the funding from the HRA capital programme and the use of the HCA grant to develop the scheme as discussed at the meeting, be approved.</li> <li>3. That, subject to recommendations 1 and 2, Delegated Authority be granted to the Head of Housing Services, in consultation with the Cabinet Member for Housing, the Head of Legal and Democratic Services and the Chief Finance Officer, to enter into all necessary contracts/transfers on terms that best protect the Council's interests, to develop the scheme within the sums approved in recommendation 2 above.</li> </ol>	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Albany Road, Lowestoft (EXEMPT)
<b>Report Reference</b>	REP1515

### Purpose of Report

To seek approval for the Council to enter into a contract for the delivery of 18 new homes for affordable rent at Albany Road, Lowestoft. Approval is also sought for Delegated Authority for the Head of Housing Services, in consultation with the Head of Legal & Democratic Services and the Chief Financial Officer, to enter into all the necessary contracts on terms which best protect the Council's interests.

### Options Considered

Not to develop the site for affordable housing. This was rejected as there is a significant waiting list for affordable homes in the District.

### Reason for Decision

The development will deliver 18 new homes for affordable rent, which provides the Council with value for money and will contribute to the delivery of a number of the Council's key priorities, as set out in the East Suffolk Business Plan.

### CABINET DECISIONS:

1. That permission to enter into a contract with a Housing Association to deliver 18 new homes at Albany Road, Lowestoft be granted, conditional that the Housing Association obtains the requisite planning permission.
2. That the required expenditure on advertising the proposed transfer from General Fund to HRA in the local press, so as to comply with Section 122 of the Local Government Act 1972, be approved.
3. That the expenditure on an appropriate insurance premium be approved.
4. That, subject to recommendation 1, the expenditure from the HRA capital programme, of commuted sums and the use of HCA grant to develop the scheme as discussed at the meeting, be approved.
5. That, subject to recommendations 1 and 4, Delegated Authority be granted to the Head of Housing Services, in consultation with the Cabinet Member for Housing, the Head of Legal and Democratic Services and the Chief Finance Officer, to enter into all necessary contracts/transfers on terms that best protect the Council's interests, to develop the scheme, within the sums approved in recommendation 4 above.
6. That the transfer of the land from the general fund to the HRA, for the sum as discussed at the meeting, be approved.

<b>Declarations of Interest / Conflicts of Interest</b>	None
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