
Cabinet



Forest Heath
District Council

Title:	Agenda																
Date:	Tuesday 27 October 2015																
Time:	6.00 pm (or immediately following the Extraordinary (Informal Joint) Cabinet, whichever is the later)																
Venue:	Council Chamber District Offices College Heath Road Mildenhall																
Membership:	<table><tr><td>Leader</td><td>James Waters</td></tr><tr><td>Deputy Leader</td><td>Robin Millar</td></tr><tr><td>Councillor</td><td>Portfolio</td></tr><tr><td>David Bowman</td><td>Operations</td></tr><tr><td>Stephen Edwards</td><td>Resources and Performance</td></tr><tr><td>Andy Drummond</td><td>Leisure and Culture</td></tr><tr><td>Robin Millar</td><td>Families and Communities</td></tr><tr><td>James Waters</td><td>Planning and Growth</td></tr></table>	Leader	James Waters	Deputy Leader	Robin Millar	Councillor	Portfolio	David Bowman	Operations	Stephen Edwards	Resources and Performance	Andy Drummond	Leisure and Culture	Robin Millar	Families and Communities	James Waters	Planning and Growth
Leader	James Waters																
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																
Quorum:	Three Members																
Committee administrator:	Sharon Turner FHDC Cabinet Officer/Committee Administrator Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk																

Agenda

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Procedural Matters

Part 1 - Public

1. Apologies for Absence

2. Minutes

1 - 12

To approve as a correct record the minutes of the Cabinet meetings held on 1 September 2015 (Informal Joint with SEBC Cabinet) and 15 September 2015 (copies attached).

3. Open Forum

At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

4. Public Participation

Members of the public who live or work in the District are invited to put one question/statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

5. Report from the Anglia Revenues and Benefits Partnership: 17 September 2015

13 - 18

Report No: **CAB/FH/15/049**

Portfolio Holder: Stephen Edwards Interim Lead Officer: Davina Howes

6. Report from the Overview and Scrutiny Committee: 10 September 2015

19 - 24

Report No: **CAB/FH/15/050**

Chairman of the Committee: Simon Cole
Lead Officer: Christine Brain

7. Report from the Performance and Audit Scrutiny Committee: 24 September 2015 25 - 30

Report No: **CAB/FH/15/051**

Portfolio Holder: Stephen Edwards

Chairman of the Committee: Colin Noble Lead Officer: Christine Brain

8. Recommendation of the Performance and Audit Scrutiny Committee: 24 September 2015 - Delivering a Sustainable Budget 2016-2017 31 - 34

Report No: **CAB/FH/15/052**

Portfolio Holder: Stephen Edwards

Lead Officer: Joanne Howlett

Chairman of the Committee: Colin Noble

9. Approval of Community Chest Funding - Transitional Year 2015-2016 35 - 40

Report No: **CAB/FH/15/053**

Portfolio Holder: Robin Millar

Lead Officer: Davina Howes

10. Exemption to Contract Procedure Rules: Planning and Licensing IT Maintenance and Support Systems

Cabinet Member: James Waters Lead Officer: Steven Wood

Summary and Reason for Recommendation:

Section 4.3 of the West Suffolk Contract Procedure Rules state that: Between £50,001 and the EU Threshold any exemption must be approved by the Officer and Head of Service in consultation with the Head of Resources and Performance. The Officer must produce evidence to support the request for any exemption and the Head of Service shall prepare a report for the next Cabinet to support the action taken, hence this agenda item.

The exemption, being a Contracting Decision on this occasion, the reason for it (together with support evidence) has been forwarded to the Head of Resources and Performance.

This exemption was exercised on 6 October 2015 for a contract to IDOX Systems Company valued at £49,000 each year for three years for the renewal of the maintenance and system support contract for the Lalpac and Uniform suite. The system supports the service delivery of Planning, Local Land Charges, Building Control and Licensing systems for both St Edmundsbury Borough Council and Forest Heath District Council. IT have been able to achieve a £40,000 saving from the previous maintenance and system support costs, which represents value for money. The exemption was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules:

- *The items to be supplied consist of goods or services which are currently in use and are required for the purposes of*

standardisation;

on the basis that:

- the current contract expiring on the 23 October 2015 and taking advantage of a price reduction; and
- the critical nature of these systems to the services listed.

Recommendation:

The Cabinet is requested to **NOTE** this exemption to the West Suffolk Contract Procedure Rules, as contained in the Constitution.

11. Decisions Plan: October 2015 to May 2016 **41 - 54**

Report No: **CAB/FH/15/054**

To consider the most recently published version of the Cabinet's Decisions Plan

Portfolio Holder: James Waters

Lead Officer: Ian Gallin

12. Revenues Collection and Performance Write-Offs **55 - 58**

Report No: **CAB/FH/15/055**

Portfolio Holder: Stephen Edwards

Lead Officer: Joanne Howlett

13. Exclusion of the Press and Public

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Part 2 - Exempt

14. Exempt Appendix 1: Revenues Collection Performance and Write-Offs (paras 1 and 2) **59 - 60**

Exempt Appendix 1 to Report No: **CAB/FH/15/055**

Portfolio Holder: Stephen Edwards

Lead Officer: Joanne Howlett

(This item is to be considered under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as it contains information relating to an individual(s) and information which is likely to reveal the identity of an individual)

(No representations have been received from members of the public regarding this item being held in private)