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# Cabinet



Forest Heath  
District Council

<b>Title:</b>	<b>Agenda</b>												
<b>Date:</b>	<b>Tuesday 25 October 2016</b>												
<b>Time:</b>	<b>6.00 pm</b>												
<b>Venue:</b>	<b>Council Chamber District Offices</b> College Heath Road Mildenhall												
<b>Membership:</b>	<p style="text-align: right;"><b>Leader</b> James Waters</p> <p style="text-align: right;"><b>Deputy Leader</b> Robin Millar</p> <table><thead><tr><th><b><u>Councillor</u></b></th><th><b><u>Portfolio</u></b></th></tr></thead><tbody><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>Lance Stanbury</td><td>Planning and Growth</td></tr></tbody></table>	<b><u>Councillor</u></b>	<b><u>Portfolio</u></b>	David Bowman	Operations	Stephen Edwards	Resources and Performance	Andy Drummond	Leisure and Culture	Robin Millar	Families and Communities	Lance Stanbury	Planning and Growth
<b><u>Councillor</u></b>	<b><u>Portfolio</u></b>												
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<b>Interests – Declaration and Restriction on Participation:</b>	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.												
<b>Quorum:</b>	Three Members												
<b>Committee administrator:</b>	<b>Sharon Turner</b> Democratic Services Officer (Cabinet) <b>Tel:</b> 01638 719237 <b>Email:</b> <a href="mailto:sharon.turner@westsuffolk.gov.uk">sharon.turner@westsuffolk.gov.uk</a>												

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# Public Information



**Forest Heath**  
District Council

<b>Venue:</b>	<b>District Offices</b> College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The District Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public speaking:</b>	Members of the public who live or work in the District are invited to put one question or 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 time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
<b>Disabled access:</b>	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
<b>Induction loop:</b>	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

# Agenda

## Procedural Matters

**1. Apologies for Absence**

**2. Minutes**

**1 - 14**

To approve as a correct record the minutes of the Cabinet meetings held on 13 September 2016 and 20 September 2016 (copies attached).

## Part 1 - Public

**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 time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

**5. Report of the Overview and Scrutiny Committee:  
15 September 2016**

**15 - 20**

Report No: **CAB/FH/16/043**

Chairman of Committee: Simon Cole

Lead Officer: Christine Brain

**6. Report of the Anglia Revenues and Benefits Partnership  
Joint Committee: 20 September 2016**

**21 - 26**

Report No: **CAB/FH/16/044**

Portfolio Holder: Stephen Edwards

Lead Officer: Jill Korwin

	<b>Page No</b>
<b>7. Report of the Performance and Audit Scrutiny Committee: 22 September 2016</b>	<b>27 - 32</b>
Report No: <b>CAB/FH/16/045</b>	
Portfolio Holder: Stephen Edwards Chairman of the Committee: Louis Busutil Lead Officer: Christine Brain	
<b>8. Recommendations of the Performance and Audit Scrutiny Committee - 22 September 2016: Arrangements for Appointment of External Auditors</b>	<b>33 - 36</b>
Report No: <b>CAB/FH/16/046</b>	
Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann Chairman of the Committee: Louis Busutil	
<b>9. Decisions Plan: October 2016 to May 2017</b>	<b>37 - 56</b>
Report No: <b>CAB/FH/16/047</b>	
To consider the most recently published version of the Cabinet's Decisions Plan	
Portfolio Holder: James Waters Lead Officer: Ian Gallin	
<b>10. Revenues Collection and Performance Write-Offs</b>	<b>57 - 62</b>
Report No: <b>CAB/FH/16/048</b>	
Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann	
<b>11. Exclusion of the Press and Public</b>	
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**

<b>12. Exempt Appendices 1, 2 and 3: Revenues Collection Performance and Write-Offs (paras 1 and 2)</b>	<b>63 - 68</b>
Exempt Appendices 1, 2 and 3 to Report No: <b>CAB/FH/16/048</b>	
Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann	

*(These exempt Appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act*

*1972, as they contain information relating to an individual 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)*