

Cabinet



Forest Heath
District Council

| Title: | Agenda | | | | | | | | | | | | |
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| Date: | Tuesday 16 May 2017 | | | | | | | | | | | | |
| Time: | 6.00 pm | | | | | | | | | | | | |
| Venue: | Council Chamber District Offices College Heath Road Mildenhall | | | | | | | | | | | | |
| Membership: | <p style="text-align: right;">Leader James Waters</p> <p style="text-align: right;">Deputy Leader Robin Millar</p> <table><thead><tr><th><u>Councillor</u></th><th><u>Portfolio</u></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> | <u>Councillor</u> | <u>Portfolio</u> | David Bowman | Operations | Stephen Edwards | Resources and Performance | Andy Drummond | Leisure and Culture | Robin Millar | Families and Communities | Lance Stanbury | Planning and Growth |
| <u>Councillor</u> | <u>Portfolio</u> | | | | | | | | | | | | |
| David Bowman | Operations | | | | | | | | | | | | |
| Stephen Edwards | Resources and Performance | | | | | | | | | | | | |
| Andy Drummond | Leisure and Culture | | | | | | | | | | | | |
| Robin Millar | Families and Communities | | | | | | | | | | | | |
| Lance Stanbury | Planning and Growth | | | | | | | | | | | | |
| | <p><i>The Constitution of the Cabinet is to be announced under Item 4. on the Agenda for the Annual Meeting of the Council to be held on 10 May 2017. As this Cabinet Agenda was prepared prior to the Annual Meeting of the Council, it reflects the Portfolio Holders and the Portfolios held immediately prior to the Annual Meeting.</i></p> | | | | | | | | | | | | |
| 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 Democratic Services Officer (Cabinet) Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk | | | | | | | | | | | | |

Public Information



Forest Heath
District Council

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| Venue: | District Offices College Heath Road Mildenhall Suffolk, IP28 7EY | Tel: 01638 719000 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk |
| Access to agenda and reports before the meeting: | 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. | |
| Attendance at meetings: | 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. | |
| Public speaking: | 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. | |
| Disabled access: | 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. | |
| Induction loop: | An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. | |
| Recording of meetings: | 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 - 4

To approve as a correct record the minutes of the Cabinet meeting held on 4 April 2017 (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: 20 April 2017

5 - 10

Report No: **CAB/FH/17/020**

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

6. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 28 March 2017

11 - 16

Report No: **CAB/FH/17/021**

Portfolio Holder: Stephen Edwards Lead Officer: Jill Korwin

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| <p>7. Restructure Proposal for the Housing Options and Homelessness Team</p> <p>Report No: CAB/FH/17/022</p> <p>Portfolio Holders: Sara Mildmay-White (West Suffolk Lead for Housing) and Robin Millar Lead Officer: Davina Howes</p> | 17 - 30 |
| <p>8. Annual Review of Cabinet's Working Groups, Joint Committees/Panels and Other Groups</p> <p>Report No: CAB/FH/17/023</p> <p>Portfolio Holder: James Waters Lead Officers: Karen Points and Leah Mickleborough</p> | 31 - 58 |
| <p>9. Decisions Plan: May 2017 to May 2018</p> <p>Report No: CAB/FH/17/024</p> <p>To consider the most recently published version of the Cabinet's Decisions Plan Portfolio Holder: James Waters Lead Officer: Ian Gallin</p> | 59 - 74 |
| <p>10. Revenues Collection and Performance Write-Offs</p> <p>Report No: CAB/FH/17/025</p> <p>Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann</p> | 75 - 78 |
| <p>11. Exclusion of the Press and Public</p> <p>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.</p> | |

Part 2 - Exempt

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| <p>12. Exempt Appendix 1: Revenues Collection Performance and Write-Offs (paras 1 and 2)</p> <p>Exempt Appendix 1 to Report No: CAB/FH/17/025 Portfolio Holder: Stephen Edwards Lead Officer: Rachael Mann</p> <p><i>(This item is to be considered in private 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</i></p> | 79 - 80 |
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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)