

# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>																		
<b>Date:</b>	<b>Tuesday 27 March 2018</b>																		
<b>Time:</b>	<b>5.00 pm</b>																		
<b>Venue:</b>	<b>Conference Chamber West (F1R09) West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU																		
<b>Membership:</b>	<p style="text-align: center;"><b>Leader</b> John Griffiths <b>Deputy Leader</b> Sara Mildmay-White</p> <table><thead><tr><th><b>Councillor</b></th><th><b>Portfolio</b></th></tr></thead><tbody><tr><td>Carol Bull</td><td>Future Governance</td></tr><tr><td>Robert Everitt</td><td>Families and Communities</td></tr><tr><td>John Griffiths</td><td>Leader</td></tr><tr><td>Ian Houlder</td><td>Resources and Performance</td></tr><tr><td>Sara Mildmay-White</td><td>Housing</td></tr><tr><td>Alaric Pugh</td><td>Planning and Growth</td></tr><tr><td>Jo Rayner</td><td>Leisure and Culture</td></tr><tr><td>Peter Stevens</td><td>Operations</td></tr></tbody></table>	<b>Councillor</b>	<b>Portfolio</b>	Carol Bull	Future Governance	Robert Everitt	Families and Communities	John Griffiths	Leader	Ian Houlder	Resources and Performance	Sara Mildmay-White	Housing	Alaric Pugh	Planning and Growth	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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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>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>																		

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# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 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 Borough 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 participation:</b>	Members of the public who live or work in the Borough 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>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<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.	

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# Agenda

## Procedural Matters

**1. Apologies for Absence**

**2. Minutes**

**1 - 20**

To confirm the minutes of the meetings held on 9 January 2018 and 6 February 2018 (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 Borough 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.

**5. Report of the Performance and Audit Scrutiny Committee:  
31 January 2018**

**21 - 26**

Report No: **CAB/SE/18/017**

Chairman of the Committee: Sarah Broughton

Lead Officer: Christine Brain

**6. Report of the Overview and Scrutiny Committee:  
7 March 2018**

**27 - 32**

Report No: **CAB/SE/18/018**

Chairman of the Committee: Diane Hind

Lead Officer: Christine Brain

- 7. Recommendations of the Overview and Scrutiny Committee: 7 March 2018: West Suffolk Information Framework** **33 - 36**  
Report No: **CAB/SE/18/019**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 8. Recommendations of the Overview and Scrutiny Committee: 7 March 2018: Lettings Policy** **37 - 40**  
Report No: **CAB/SE/18/020**  
Portfolio Holder: Sara Mildmay-White      Lead Officer: Davina Howes
- 9. Tackling Rogue Landlords: Civil Sanctions Policy** **41 - 64**  
Report No: **CAB/SE/18/021**  
Portfolio Holder: Sara Mildmay-White  
Lead Officers: David Collinson and Andrew Newman
- 10. Workforce Strategy 2018-2020** **65 - 84**  
Report No: **CAB/SE/18/022**  
Portfolio Holder: Ian Houlder      Lead Officer: Wendy Canham
- 11. Decisions Plan: March 2018 to May 2018** **85 - 102**  
To consider the most recently published version of the Cabinet's Decisions Plan  
  
Report No: **CAB/SE/18/023**  
Portfolio Holder: John Griffiths      Lead Officer: Ian Gallin
- 12. Haverhill Leisure Centre Investment** **103 - 116**  
Report No: **CAB/SE/18/024**  
Portfolio Holder: Joanna Rayner      Lead Officer: Jill Korwin
- 13. Revenues Collection Performance and Write Offs** **117 - 120**  
Report No: **CAB/SE/18/025**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann
- 14. Exclusion of 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**

**15. Exempt Appendix: Haverhill Leisure Centre Investment 121 - 122**

Exempt Appendix 2 to Report No: **CAB/SE/18/024**  
Portfolio Holder: Joanna Rayner Lead Officer: Jill Korwin

*(This exempt appendix is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial and business affairs of a particular organisation.)*

**16. Exempt Appendices: Revenues Collection Performance and Write Offs 123 - 128**

Exempt Appendices 1 and 2 to Report No: **CAB/SE/18/025**  
Portfolio Holder: Ian Houlder 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.)*