

Joint Executive (Cabinet) Committee

Title:	Agenda																																				
Date:	Tuesday 4 September 2018																																				
Time:	6.00 pm																																				
Venue:	Council Chamber District Offices College Heath Road Mildenhall, IP28 7EY																																				
Membership:	<p>Chairman James Waters</p> <p>Vice-Chairman John Griffiths</p> <table> <tr> <td>Councillor</td><td>Portfolio</td></tr> <tr> <td>David Bowman</td><td>Operations</td></tr> <tr> <td>Ruth Bowman J.P.</td><td>Future Governance</td></tr> <tr> <td>Andy Drummond</td><td>Leisure and Culture</td></tr> <tr> <td>Stephen Edwards</td><td>Resources and Performance</td></tr> <tr> <td>Robin Millar</td><td>Deputy Leader/Families and Communities</td></tr> <tr> <td>Lance Stanbury</td><td>Planning and Growth</td></tr> <tr> <td>James Waters</td><td>Leader</td></tr> </table> <table> <tr> <td>Councillor</td><td>Portfolio</td></tr> <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>Deputy Leader/Housing/West Suffolk</td></tr> <tr> <td>Alaric Pugh</td><td>Lead for Housing</td></tr> <tr> <td>Jo Rayner</td><td>Planning and Growth</td></tr> <tr> <td>Peter Stevens</td><td>Leisure and Culture</td></tr> <tr> <td></td><td>Operations</td></tr> </table>	Councillor	Portfolio	David Bowman	Operations	Ruth Bowman J.P.	Future Governance	Andy Drummond	Leisure and Culture	Stephen Edwards	Resources and Performance	Robin Millar	Deputy Leader/Families and Communities	Lance Stanbury	Planning and Growth	James Waters	Leader	Councillor	Portfolio	Carol Bull	Future Governance	Robert Everitt	Families and Communities	John Griffiths	Leader	Ian Houlder	Resources and Performance	Sara Mildmay-White	Deputy Leader/Housing/West Suffolk	Alaric Pugh	Lead for Housing	Jo Rayner	Planning and Growth	Peter Stevens	Leisure and Culture		Operations
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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:	Six Members, to include at least three of the total number of Members of each Cabinet.																																				
Committee administrator:	Sharon Turner Democratic Services Officer Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk																																				

Public Information

Forest Heath & St Edmundsbury councils

West Suffolk

working together

Venue:	District Offices College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY	Tel: 01638 719237 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 and following address: West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The West Suffolk Councils 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 participation:	Members of the public who live or work in the Borough/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.	
Personal Information	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 10

To confirm the minutes of the meeting held on 24 July 2018 (copy attached).

Part 1 - Public

3. Open Forum

At each Joint Executive (Cabinet) Committee 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/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.

5. Reports of the Performance and Audit Scrutiny Committees

(a) Forest Heath and St Edmundsbury (Informal Joint) Performance and Audit Scrutiny Committee's: 25 July 2018

11 - 16

Report No: **CAB/JT/18/022**

Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder

Chairmen of the Committee's: FHDC Cllr Louis Busuttil and SEBC Cllr

Sarah Broughton

Lead Officer: Christine Brain

- (b) Forest Heath Performance and Audit Scrutiny Committee: 25 July 2018** **17 - 22**

Report No: CAB/JT/18/023

Portfolio Holder: FHDC Cllr Stephen Edwards

Chairman of the Committee: FHDC Cllr Louis Busuttil

Lead Officer: Christine Brain

- (c) St Edmundsbury Performance and Audit Scrutiny Committee: 25 July 2018** **23 - 28**

Report No: CAB/JT/18/024

Portfolio Holder: SEBC Cllr Ian Houlder

Chairman of the Committee: SEBC Cllr Sarah Broughton

Lead Officer: Christine Brain

NON-KEY DECISIONS

- 6. Recommendations of the Forest Heath Performance and Audit Scrutiny Committee: 25 July 2018 - Annual Treasury Management Report 2017/2018 and Investment Activity (1 April to 30 June 2018)** **29 - 32**

Report No: CAB/JT/18/025

Portfolio Holder: FHDC Cllr Stephen Edwards

Chairman of the Committee: FHDC Cllr Louis Busuttil

Lead Officer: Rachael Mann

- 7. Recommendations of the St Edmundsbury Performance and Audit Scrutiny Committee: 25 July 2018 - Annual Treasury Management Report 2017/2018 and Investment Activity (1 April to 30 June 2018)** **33 - 36**

Report No: CAB/JT/18/026

Portfolio Holder: SEBC Cllr Ian Houlder

Chairman of the Committee: SEBC Cllr Sarah Broughton

Lead Officer: Rachael Mann

- 8. Mildenhall Hub** **37 - 40**

Report No: CAB/JT/18/027

Portfolio Holder: FHDC Cllr James Waters

Lead Officer: Alex Wilson

- 9. Habitats Regulations Assessment (HRA) Report** **41 - 62**

Report No: CAB/JT/18/028

Portfolio Holder: FHDC Cllr Lance Stanbury

Lead Officer: Marie Smith

10. **Suffolk 100% Business Rates Retention Pilot - West Suffolk Place Based Projects Update**

63 - 72

Report No: **CAB/JT/18/029**

Portfolio Holders: FHDC Cllr James Waters and SEBC Cllr John Griffiths;
FHDC Cllr Stephen Edwards and SEBC Cllr Ian Holder

Lead Officer: Rachael Mann

11. **Exemption to Contract Procedure Rules: Compactors for West Suffolk Hospital Waste Contract**

Portfolio Holders: FHDC Cllr David Bowman and SEBC Cllr Peter Stevens
Lead Officer: Mark Walsh

Summary and Reason for Recommendation:

Purchase of three portable waste compaction machines

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 the relevant Assistant Director in consultation with the Assistant Director for Resources and Performance. The Officer must produce evidence to support the request for any exemption and the relevant Assistant Director shall prepare a report for the next Cabinet to support the action taken, hence this agenda item.

The exemption, which was exercised on 30 July 2018, the reason for it (together with support evidence) has been be forwarded to the Assistant Director for Resources and Performance for approval.

The West Suffolk Councils have been successful in their bid to provide West Suffolk Hospital Trust with waste disposal services in a bespoke operation. Due to the short lead time between award of contract and commencement of operations, there was insufficient time to run the specified procurement process. An expeditious informal quotation exercise has been carried out to establish the best value option for the Council.

Three portable waste compaction machines have been purchased from supplier, Enviro-Tek Limited. This supplier was chosen on the basis of cost and their ability to provide the requisite number of machines in the timeframe necessary to commence servicing the contract. An evaluation has been undertaken based on information sourced from four suppliers taking into account not only the purchase price but ongoing service costs. The compactors will remain the property of the Council and their cost will be recovered from the customer through a hire charge over the lifetime of the contract (three years with an option to extend by a further two).

The estimated total value of the exemption is £68,000 and was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules:

Exemption category	
<i>The items to be supplied consist of goods or services</i>	The machines will provide the Trust with their own type

<i>which are currently in use and are required for the purposes of standardisation.</i>	specification and will be replacing the existing machines currently on site.
<i>The specialised nature of the goods, services to supplied or the works to be executed means that only one suitable supplier has been identified or is available.</i>	This is partly correct in so much that the supplier has been selected based on their ability to supply the appropriate machines in the limited timescale available to the Councils and also the price has been taken into consideration.
<i>Unforeseen works where delay will adversely impact on the service delivery for the Councils.</i>	This is correct in so much as inability to mobilise for a new contract.

Recommendation:

The Joint Executive (Cabinet) Committee is requested to **NOTE** this exemption to the West Suffolk Contract Procedure Rules, as contained in FHDC's and SEBC's Constitutions.

12. Forest Heath and St Edmundsbury Decisions Plans

(a) Forest Heath Decisions Plan: 1 September 2018 to 31 March 2019

73 - 88

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

Report No: **CAB/JT/18/030**
Portfolio Holder: FHDC Cllr James Waters
Lead Officer: Ian Gallin

(b) St Edmundsbury Decisions Plan: 1 September 2018 to 31 March 2019

89 - 104

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

Report No: **CAB/JT/18/031**
Portfolio Holder: SEBC Cllr John Griffiths
Lead Officer: Ian Gallin

Part 2 – Exempt

13. Exclusion of the Public and Press

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 item, 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.

14. Mildenhall Hub (para 3)

105 - 114

Exempt Appendix to Report No: CAB/JT/18/027

Portfolio Holder: FHDC Cllr James Waters

Lead Officer: Alex Wilson

(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 or business affairs of any particular person (including the authority holding that information))

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