

Joint Executive (Cabinet) Committee

Title:	Agenda																																		
Date:	Tuesday 11 December 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>Susan Glossop</td><td>Planning and Growth</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 Lead for Housing</td></tr> <tr> <td>Jo Rayner</td><td>Leisure and Culture</td></tr> <tr> <td>Peter Stevens</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	Susan Glossop	Planning and Growth	John Griffiths	Leader	Ian Houlder	Resources and Performance	Sara Mildmay-White	Deputy Leader/Housing/West Suffolk Lead for Housing	Jo Rayner	Leisure and Culture	Peter Stevens	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 - 6

To confirm the minutes of the meeting held on 6 November 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 Overview and Scrutiny Committees

(a) St Edmundsbury Extraordinary Overview and Scrutiny Committee: 31 October 2018

7 - 10

Report No: **CAB/JT/18/047**

Chairman of the Committee: SEBC Cllr Diane Hind

Lead Officer: Christine Brain

(b) St Edmundsbury Overview And Scrutiny Committee: 7 November 2018

11 - 14

Report No: **CAB/JT/18/048**

Chairman of the Committee: SEBC Cllr Diane Hind

Lead Officer: Christine Brain

(c) Forest Heath Overview and Scrutiny Committee: 8 November 2018	15 - 20
Report No: CAB/JT/18/049 Chairman of the Committee: FHDC Cllr Simon Cole Lead Officer: Christine Brain	
6. Report of the Forest Heath and St Edmundsbury (Informal Joint) Performance and Audit Scrutiny Committee's: 28 November 2018	21 - 26
Report No: CAB/JT/18/050 Chairmen of the Committee's: FHDC Cllr Louis Busuttil and SEBC Cllr Sarah Broughton Lead Officer: Christine Brain	
<u>NON-KEY DECISIONS</u>	
7. Recommendations of the St Edmundsbury and Forest Heath Overview and Scrutiny Committees: 7 and 8 November 2018 - West Suffolk Housing Strategy and West Suffolk Tenancy Strategy 2018 - 2023	27 - 122
Report No: CAB/JT/18/051 Portfolio Holders: West Suffolk Lead for Housing/SEBC Cllr Sara Mildmay-White, SEBC Cllr Susan Glossop and FHDC Cllr Lance Stanbury Lead Officers: Julie Baird, David Collinson, Davina Howes and Simon Phelan	
8. Recommendations of the Forest Heath Performance and Audit Scrutiny Committee: 28 November 2018 - Treasury Management Report 2018/2019 Investment Activity (1 April to 30 September 2018)	123 - 126
Report No: CAB/JT/18/052 Portfolio Holder: FHDC Cllr Stephen Edwards Chairman of the Committee: FHDC Cllr Louis Busuttil Lead Officer: Gregory Stevenson	
9. Recommendations of the St Edmundsbury Performance and Audit Scrutiny Committee: 28 November 2018 - Treasury Management Report 2018/2019 - Investment Activity (1 April to 30 September 2018)	127 - 130
Report No: CAB/JT/18/053 Portfolio Holder: SEBC Cllr Ian Houlder Chairman of the Committee: SEBC Cllr Sarah Broughton Lead Officer: Gregory Stevenson	
10. West Suffolk Local Development Scheme (LDS) December 2018: Adoption	131 - 148
Report No: CAB/JT/18/054 Portfolio Holders: FHDC Cllr Lance Stanbury and SEBC Cllr Susan Glossop Lead Officers: Marie Smith and Ann-Marie Howell	

11. West Suffolk Statement of Community Involvement (SCI) December 2018: Adoption 149 - 184

Report No: **CAB/JT/18/055**

Portfolio Holders: FHDC Cllr Lance Stanbury and

SEBC Cllr Susan Glossop

Lead Officers: Marie Smith and Boyd Nicholas

12. Exemption to Contract Procedure Rules: Sub Compact Street and Precinct Sweeper

Portfolio Holders: FHDC Cllr David Bowman and SEBC Cllr Peter Stevens

Lead Officer: Mark Walsh

Summary and Reason for Recommendation:

Purchase of Citymaster 2200 Ex-Demonstrator Street and Precinct Sweeper

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 1st November 2018, the reason for it (together with supporting evidence) has been forwarded to the Assistant Director for Resources and Performance for approval.

West Suffolk Councils operate a Scarab Minor sweeper, which is due for renewal from the 2018-19 vehicle replacement fund. It is in need of immediate replacement and becoming increasingly uneconomical to repair. The value held in reserve for replacing this vehicle is £80,000. We are being offered, from Hako Sweepers, an Ex Demonstrator 2017 Registered Sweeper for £65,000 and delivery to us within 2 weeks. The new price for the model offered is £80,000.

This will be our fourth Hako on fleet and our second ex-demo. The Sweeper meets the operational and technical requirements of the street cleansing service. The product customer support is good and our in-house vehicle workshops team are familiar with maintaining the product.

The purchase of the Ex-demonstrator vehicle represents a saving equivalent to 15k and quick availability through a very short lead time. The opportunity represents good value for the authority and likely reduced costs compared to a standard procurement.

The total value of the exemption is £65,000 and was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules:

Exemption category	
The goods or services are supplied at a fixed price.	1 year old Ex-Demo Sweeper offered by Hako for £65,000. (full price for new equivalent £80,000)
Unforeseen works where delay will adversely impact on the service delivery for the Council(s).	Sweeper is due for replacement this financial year 2018/19. Required urgently to replace defective Sweeper, which is affecting Service Delivery.

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.

13. Forest Heath and St Edmundsbury Joint Executive (Cabinet) Committee Decisions Plan: 1 December 2018 to 31 March 2019 **185 - 198**

To consider the most recently published version of the Forest Heath and St Edmundsbury Joint Executive (Cabinet) Committee Decisions Plan.

Report No: **CAB/JT/18/056**

Portfolio Holder: FHDC Cllr James Waters and SEBC Cllr John Griffiths
Lead Officer: Ian Gallin

14. Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs **199 - 204**

Report No: **CAB/JT/18/057**

Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder
Lead Officer: Gregory Stevenson

Part 2 - Exempt

15. Exclusion of 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 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.

NON-KEY DECISIONS

- 16. Exempt Appendices: Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs (paras 1 and 2) 205 - 214**

Exempt Appendices 1, 2 and 3 to Report No: **CAB/JT/18/057**
Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder
Lead Officer: Gregory Stevenson

(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.)

- 17. Investing in our Commercial Asset Portfolio (para 3) 215 - 228**

Report No: **CAB/JT/18/058**

Portfolio Holder: Cllr SEBC John Griffiths
Lead Officer: Ian Gallin

(This report 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 have been received from members of the public regarding this item being held in private)