

# (Extraordinary) Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>																																
<b>Date:</b>	<b>Tuesday 26 February 2019</b>																																
<b>Time:</b>	<b>6.00 pm</b>																																
<b>Venue:</b>	<b>Council Chamber District Offices College Heath Road Mildenhall IP28 7EY</b>																																
<b>Membership:</b>	<p style="text-align: center;"><b>Chairman</b> James Waters</p> <p style="text-align: center;"><b>Vice-Chairman</b> John Griffiths</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Councillor</u></th> <th style="text-align: left;"><u>Portfolio</u></th> </tr> </thead> <tbody> <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> <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> </tbody> </table>	<u>Councillor</u>	<u>Portfolio</u>	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	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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<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>	Six Members, to include at least three of the total number of Members of each Cabinet.																																
<b>Committee administrator:</b>	<b>Sharon Turner</b> Democratic Services Officer <b>Tel:</b> 01628 719237 <b>Email:</b> <a href="mailto:sharon.turner@westsuffolk.gov.uk">sharon.turner@westsuffolk.gov.uk</a>																																

# Public Information

Forest Heath & St Edmundsbury councils

## West Suffolk

working together

<b>Venue:</b>	<b>District Offices</b> <b>College Heath Road</b> Mildenhall Bury St Edmunds Suffolk IP28 7EY	Tel: 01638 719237 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 and following address:  <b>West Suffolk House</b> 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.	
<b>Attendance at meetings:</b>	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.	
<b>Public participation:</b>	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.	
<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.	
<b>Personal Information</b>	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: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.	

# Agenda

## Procedural Matters

### 1. Apologies for Absence

#### Part 1 - Public

### 2. 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.

### 3. 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.

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

#### NON-KEY DECISIONS

### 4. **Haverhill Research Park and Suffolk Business Park Investment Fund**

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Report No: **CAB/JT/19/007**

Portfolio Holder: SEBC Cllr Susan Glossop

Lead Officer: Andrea Mayley

### 5. **Exemption to Contract Procedure Rules: NEETs and Youth Unemployment**

Portfolio Holders: SEBC Cllr Susan Glossop and FHDC Cllr Lance Stanbury

Lead Officer: Julie Baird

Summary and Reason for Recommendation:

**Place based support towards NEETs and youth unemployment – West Suffolk College's One Step Closer Service**

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 provide 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 7 February 2019, the reason for it (together with supporting evidence) has been forwarded to the Assistant Director for Resources and Performance for approval.

The West Suffolk Councils' would like West Suffolk College (WSC) to create a service that will identify and select individuals from West Suffolk who are not in education, employment or training and have yet to be successful in securing employment and move them 'One Step Closer' to their goals.

WSC will be able to provide young people with targeted coaching and training in order to prepare them with skills, attitudes and behaviours that will ensure success in further education, the apprenticeship job market or employment.

For consistency and efficiency reasons, there is a need to work with one provider for this new service. WSC is the only skills provider that has a presence in all West Suffolk towns, which means that young people can more easily access the service.

The funding that WSC is receiving from Suffolk County Council (SCC) and Suffolk Public Sector Leaders came with a stipulation that the project must start by the end of March 2019. There is a need, therefore, to work with an organisation that has excellent experience in managing projects in a timely manner and the ability to 'hit the ground running' with a short lead-in.

The total value of the exemption is £150,000 and was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules:

<b>Exemption category</b>	
The specialised nature of the goods, services to be supplied or the works to be executed means that only one suitable supplier has been identified or is available.	The identified supplier is the only organisation with the expertise to deliver such a project in the timescales required. There is, therefore, only one supplier that has been identified.

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.

**Part 2 – Exempt**

**None**