

Cabinet



Title:	Agenda																						
Date:	Tuesday 24 March 2020																						
Time:	6.00 pm																						
Venue:	Conference Chamber West (F1R09) West Suffolk House Western Way Bury St Edmunds IP33 3YU																						
Membership:	<p style="text-align: center;">Leader John Griffiths Deputy Leader Sara Mildmay-White</p> <table><thead><tr><th>Councillor</th><th>Portfolio</th></tr></thead><tbody><tr><td>Sarah Broughton</td><td>Resources and Performance</td></tr><tr><td>Carol Bull</td><td>Governance</td></tr><tr><td>Andy Drummond</td><td>Regulatory</td></tr><tr><td>Robert Everitt</td><td>Families and Communities</td></tr><tr><td>Susan Glossop</td><td>Growth</td></tr><tr><td>John Griffiths</td><td>Leader</td></tr><tr><td>Sara Mildmay-White</td><td>Housing</td></tr><tr><td>Joanna Rayner</td><td>Leisure, Culture and Community Hubs</td></tr><tr><td>David Roach</td><td>Local Plan Development and Delivery</td></tr><tr><td>Peter Stevens</td><td>Operations</td></tr></tbody></table>	Councillor	Portfolio	Sarah Broughton	Resources and Performance	Carol Bull	Governance	Andy Drummond	Regulatory	Robert Everitt	Families and Communities	Susan Glossop	Growth	John Griffiths	Leader	Sara Mildmay-White	Housing	Joanna Rayner	Leisure, Culture and Community Hubs	David Roach	Local Plan Development and Delivery	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:	Three Members																						
Committee administrator:	Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk																						

Public Information



Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	T: 01284 757176 E: democratic.services@westsuffolk.gov.uk W: 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 Council College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The 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 participation:	Members of the public who live or work in the District are welcome to speak and may ask one question or make a 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 Chair's discretion.	
Disabled access:	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.	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
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 West Suffolk 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 Information Governance Officer.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 18

To confirm the minutes of the meeting held on 11 February 2020 (copy 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 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 Overview and Scrutiny Committee:
12 March 2020**

19 - 24

Report No: **CAB/WS/20/029**
Chair of the Committee: Cllr David Nettleton
Lead Officer: Christine Brain

KEY DECISIONS

6. Christmas Fayre

25 - 32

Report No: **CAB/WS/20/030**
Portfolio Holder: Cllr Susan Glossop Lead Officer: Jill Korwin

NON-KEY DECISIONS

7. Budget 2020: Implications for Business Rates Relief

Report No: **CAB/WS/20/031 TO FOLLOW**

Portfolio Holder: Cllr Sarah Broughton Lead Officer: Rachael Mann

8. Revenues Collection Performance and Write-Offs

33 - 36

Report No: **CAB/WS/20/032**

Portfolio Holder: Cllr Sarah Broughton Lead Officer: Rachael Mann

9. Use of Chief Executive Urgency Powers: Polling Place Outside of Polling District

Portfolio Holder: Not applicable

Lead Officer: Ian Gallin

Background

Under Part 3, Section 5, Scheme of Delegation to Officers, paragraph 14 of the Council's Constitution, it states:

Where, in the opinion of the Chief Executive, by reason of limitation of time or urgency, a decision is required on any matter, after such consultation as they consider necessary (or as is required by the Council's Budget and Policy Framework Procedure Rules in Part of the Constitution), they shall have power to make a decision provided that any such decision shall be reported to the next meeting of the Cabinet, appropriate Committee or Council.....

Decision made

On 12 March 2020, the Chief Executive exercised his urgency powers and made a decision to move Haverhill North 2 Polling District to poll at Army Cadet Centre, Withersfield Road (in Haverhill North 1 Polling District). In addition, the Chief Executive has decided to move Haverhill West 1 Polling District to poll at Parkway School (Unity Trust), Park Road (in Haverhill West 2 Polling District). The reason for this was because a review of polling places in Haverhill and the arrangements for portacabins sited in Haverhill for the use as a polling station following the snap General Election held in December 2019 has identified no other suitable alternative venues are available within the Polling District. It is therefore considered prudent to designate suitable venues in neighbouring polling districts.

Alternative options considered were to retain the current situation; however this was discounted as it is unlikely that alternative venues within the polling district will be made available in the near future.

Information considered in making the decision

S18B(4)(d) of the Representation of the People Act 1983 provides that the polling place for a polling district must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district. The decision to move a polling place

must be made by the Council unless specific delegations are in place. The term 'special circumstances' is not defined but there is evidence of other councils using this provision.

The Assistant Director (HR, Legal and Democratic Services), the Deputy Returning Officer, Ward Councillors and Haverhill Town Council were consulted on this matter prior to the decision being made.

Recommendation

In accordance with the Constitution, the Cabinet is requested to NOTE the use of the Chief Executive's Urgency Powers in respect of making the decision outlined above.

10. Decisions Plan: 1 March 2020 to 31 May 2020

37 - 48

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

Report No: **CAB/WS/20/033**

Portfolio Holder: Cllr John Griffiths

Lead Officer: Ian Gallin

Part 2 - Exempt

11. 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.

12. Exempt Appendices: Revenues Collection Performance and Write Offs (paras 1 and 2)

49 - 52

Exempt Appendices 1 and 2 to Report No: **CAB/WS/20/032**

Portfolio Holder: Cllr Sarah Broughton

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 these items being held in private.)