

# Cabinet



<b>Title:</b>	<b>Agenda</b>																										
<b>Date:</b>	<b>Tuesday 23 June 2020</b>																										
<b>Time:</b>	<b>6.00 pm</b>																										
<b>Venue:</b>	<p><b>Facilitated by MS Teamslive virtual meetings platform only – Members and Officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</b></p> <p><b>The meeting will be accessible by the press and public via a live stream; the link to which will be published on the Council’s website alongside guidance on how to join and the agenda papers</b></p>																										
<b>Membership:</b>	<table><tr><td><b>Leader</b></td><td>John Griffiths</td></tr><tr><td><b>Deputy Leader</b></td><td>Sara Mildmay-White</td></tr><tr><td><b>Councillor</b></td><td><b>Portfolio</b></td></tr><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></table>	<b>Leader</b>	John Griffiths	<b>Deputy Leader</b>	Sara Mildmay-White	<b>Councillor</b>	<b>Portfolio</b>	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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<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>	Four Members																										
<b>Committee administrator:</b>	<p><b>Sharon Turner</b> Democratic Services Officer <b>Tel:</b> 01638 719237 <b>Email:</b> <a href="mailto:sharon.turner@westsuffolk.gov.uk">sharon.turner@westsuffolk.gov.uk</a></p>																										

# Public Information



<b>Venue:</b>	<b>Virtual meeting only to be facilitated by MS Teamslive</b>	T; 01638 719237 (Sharon Turner) T: 07776 254986 (Claire Skoyles) T: 07595 428481 (Leah Mickleborough) E: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> W: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>On this occasion, a link to the meeting livestream broadcast, and guidance on how members of the public can access the meeting broadcast will be made available on the Council's website where the agenda is published.</p>	
<b>Attendance at/viewing of meetings:</b>	<p>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. On this occasion, as the meeting will only be held virtually, public access to the meeting can be made by viewing the livestream of the meeting via the link provided on the webpage where the agenda and papers are published.</p> <p>Note that a virtual meeting is not invalid by virtue of members of the public being unable to attend or participate in meetings that are accessible to them.</p>	
<b>Public participation:</b>	<p>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.</p> <p>As the meeting is taking place virtually, a person who wishes to speak must register by <b>9am</b> the last working day before the day of the meeting. This can be done by sending the request to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or telephoning 07776 254986, 07595 428481 or 01638 719237. See Agenda Item 4 for further details on how to participate.</p> <p>If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.</p>	
<b>Recording of meetings:</b>	<p>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).</p> <p>As this meeting is being held virtually, it will automatically be recorded and available to be viewed after the meeting. The Council may also use recordings for training purposes.</p> <p>At the start of the meeting the Chair shall remind those present of the right to record the meeting, and where applicable, request any members of the public who intend to speak at the meeting but do not wish to be filmed to state at that point.</p>	
<b>Personal Information</b>	<p>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: <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 Information Governance Officer.</p>	

# Agenda

## Procedural Matters

**1. Apologies for Absence**

**2. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 26 May 2020 (copy attached).

## Part 1 - Public

**3. Open Forum**

At each Cabinet meeting, up to 15 minutes shall be allocated for questions or statements from and discussion with, non-Cabinet members. As this meeting is being held virtually, Members wishing to speak during this session must notify Democratic Services **by 9am on the day of the meeting** that they wish to attend. 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.

As the meeting is taking place virtually, **a person who wishes to speak must register by 9am on Monday 22 June 2020** to ensure that there is time to brief them on how they can speak at the meeting. This can be done by sending the request to [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk) or by telephoning one of the numbers provided on the Public Information Sheet at the start of this agenda. Members of the public will be provided with a telephone number they can call when prompted to do so during the meeting to enable them to participate.

If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting.

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: 28 May 2020** **5 - 10**

Report No: **CAB/WS/20/038**  
Portfolio Holder: Cllr Sarah Broughton  
Chairman of the Committee: Cllr Ian Houlder  
Lead Officer: Christine Brain

- 6. Decisions Plan: 1 June 2020 to 31 May 2021** **11 - 26**

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

Report No: **CAB/WS/20/039**  
Portfolio Holder: Cllr John Griffiths                      Lead Officer: Ian Gallin

**Part 2 – Exempt**

**NONE**