

# Cabinet

(Non-decision making virtual meeting)

<b>Title</b>	<b>Agenda</b>																										
<b>Date</b>	<b>Tuesday 25 May 2021</b>																										
<b>Time</b>	<b>6.00 pm</b>																										
<b>Venue</b>	<p><b>Facilitated by Microsoft 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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	<p><b>The Constitution of the Cabinet is to be announced at the Annual Meeting of the Council on 18 May 2021. As this Cabinet agenda was prepared prior to the Annual Meeting of the Council, it reflects the Portfolio Holders and the Portfolios held immediately prior to the Annual Meeting.</b></p>																										
<b>Interests – declaration and restriction on participation</b>	<p>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.</p>																										
<b>Quorum</b>	Four Members																										
<b>Committee administrator</b>	<p><b>Sharon Turner</b> Democratic Services Officer <b>Telephone</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>	Virtual <b>non-decision making</b> meeting only to be facilitated by Microsoft Teamslive
<b>Contact information</b>	Telephone: 01638 719237 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <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 when the agenda is published.</p>
<b>Attendance at 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.</p> <p>The meeting will be held virtually. You can view the livestream of the meeting via the link provided on the webpage where the agenda and papers are published. Please 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 held virtually.</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.</p> <p>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 <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 5 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. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion</p>
<b>Accessibility</b>	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a

	<p>disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.</p>
<p><b>Recording of meetings</b></p>	<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>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.</p>
<p><b>Personal Information</b></p>	<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>

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# Agenda

## Procedural matters

**1. Apologies for absence**

**2. Minutes**

**1 - 14**

To review and note any amendments to the minutes of the meeting held on 9 February 2021 (copy attached).

**3. Declarations of interest**

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

## Part 1 - public

**4. 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.

**5. 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 24 May 2021** 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 either be set up as a 'Guest Speaker' or 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 Chair's discretion.

**6. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 9 March 2021 15 - 26**

Report number: **CAB/WS/21/018**  
 Portfolio holder: Councillor Sarah Broughton  
 Lead officer: Rachael Mann

**7. Report of the Overview and Scrutiny Committee: 18 March 2021 27 - 32**

Report number: **CAB/WS/21/019**  
 Chair of the Committee: Councillor Ian Shipp  
 Lead officer: Christine Brain

**Non key decisions**

**8. Western Way Development, Bury St Edmunds 33 - 36**

Report number: **CAB/WS/21/020**  
 Portfolio holder: Councillor Joanna Rayner  
 Lead officer: Alex Wilson

**9. Annual Review and Appointment of the Cabinet's Joint Committee, Panel and Other Working Groups 37 - 56**

Report number: **CAB/WS/21/021**  
 Portfolio holder: Councillor John Griffiths  
 Lead officers: Jen Eves and Leah Mickleborough

**10. Decisions Plan: 1 May 2021 to 31 May 2022 57 - 76**

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

Report number: **CAB/WS/21/022**  
 Portfolio holder: Councillor John Griffiths  
 Lead officer: Ian Gallin

**11. Revenues Collection Performance and Write-Offs 77 - 80**

Report number: **CAB/WS/21/023**  
 Portfolio holder: Councillor Sarah Broughton  
 Lead officer: Rachael Mann

**12. 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.

**Part 2 - exempt**

**13. Exempt Appendices: Revenues Collection Performance and Write-Offs (paragraphs 1 and 2) 81 - 90**

Exempt Appendices 1 and 2 to Report number:

**CAB/WS/21/023**

Portfolio holder: Councillor 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 this item being held in private.)