

**Notes** of a non-decision making meeting of the **Cabinet** held virtually via **Microsoft Teams** live remote meeting platform on **Tuesday 25 May 2021** at **6.17 pm**

Present

**Councillors**

**Chair** John Griffiths (Leader of the Council)

**Vice Chair** Sara Mildmay-White (Deputy Leader of the Council)

Sarah Broughton

Carol Bull

Robert Everitt

Susan Glossop

Joanna Rayner

David Roach

Peter Stevens

**By invitation**

Ian Shipp

(Chair of the Overview and Scrutiny Committee)

**In attendance**

Mike Chester

Birgitte Mager

(Observer)

(Observer)

## 230. **Welcome and meeting facilitation**

The Chair apologised for the late start to the meeting, which had been due to some technical issues.

The Chair then formally opened the meeting and welcomed all persons present, including those that were viewing the meeting externally via the live broadcast.

The Chair explained the rationale behind the arrangements for this meeting. Due to the expiry of special legislation on 7 May 2021, which allowed Council meetings to be held virtually and despite an unsuccessful High Court challenge, the law meant that councils now had to ensure that members of the public could access decision making meetings of Cabinet, in person.

To be able to have meetings in person, consideration also needed to be given to the Government guidance in relation to the safe use of Council buildings and the capacity of its venues to host meetings. From 21 June 2021, it was expected that restrictions on social contact would ease which would help to mitigate the current challenges.

The Government guidance also suggested that, wherever possible, decisions should be delegated to individual Councillors and Officers to make. For

Cabinet decisions, this was possible, as the Leader of the Council could make decisions, as could the individual Portfolio Holders. However, it was considered prudent to hold this virtual meeting so that if any Councillors or members of the public wanted to join the Cabinet to discuss any items on the agenda, then they had the opportunity to do so.

Also, the Chair explained that there would be no formal vote undertaken on the items which required decisions to be made, as it was being recommended for these decisions to be made by either himself as Leader of the Council or the relevant Portfolio Holder. Therefore, the proposed recommendations would be agreed on a general consensus basis of the Cabinet.

The Chair then detailed the housekeeping matters and guidance as to how the meeting would operate.

**231. Apologies for absence**

Apologies for absence were received from Councillor Andy Drummond.

**232. Minutes**

The minutes of the meeting held on 9 February 2021 were reviewed and no amendments were noted. These minutes would be formally confirmed as a correct record and signed by the Chair at the next meeting of Cabinet.

**233. Declarations of interest**

Members' declarations of interest were recorded under the item to which the declaration related.

**234. Open forum**

No non-Cabinet members in attendance wished to speak under this item.

**235. Public participation**

No members of the public in attendance had registered to speak.

**236. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 9 March 2021 (Report number: CAB/WS/21/018)**

The Cabinet received and noted this report, which informed Members of the following substantive items discussed by the Anglia Revenues and Benefits Partnership Joint Committee at its meeting held on 9 March 2021:

1. Performance Report
2. ARP Forecast Financial Performance 2020 to 2021
3. Performance Management Framework 2021
4. Welfare Reform Update
5. Forthcoming Issues
6. Exempt Item: Risk Based Verification (RBV) Policy Review and Verification Policy 2021 to 2022
7. Exempt Item: Succession Planning

Councillor Sarah Broughton, Portfolio Holder for Resources and Performance, also drew relevant issues to the attention of Cabinet.

**237. Report of the Overview and Scrutiny Committee: 18 March 2021 (Report number: CAB/WS/21/019)**

The Cabinet received and noted this report, which informed Members of the following substantive items discussed by the Overview and Scrutiny Committee at its meeting held on 18 March 2021:

1. Exiting the European Union: West Suffolk Council's preparations and current status.
2. Update on the Mildenhall Hub.
3. Suffolk County council: Health Scrutiny Committee – 13 January 2021.
4. Work programme update 2021 and suggestion for scrutiny.

Councillor Ian Shipp, Chair of the Overview and Scrutiny Committee, also drew relevant issues to the attention of the Cabinet.

**238. Western Way Development, Bury St Edmunds (Report Number: CAB/WS/21/020)**

The Cabinet considered this report which was recommending to the Portfolio Holder for Leisure, Culture and Community Hubs, that a full report for decision on the delivery of the Western Way Development, Bury St Edmunds, be referred directly to Council on 22 June 2021.

Councillor Jo Rayner, Portfolio Holder for Leisure, Culture and Community Hubs, drew relevant issues to the attention of the Cabinet and explained that The Western Way Development (WWD) in Bury St Edmunds was a major capital project proposed by the Council and its partners to deliver a national exemplar mixed-use hub as part of the One Public Estate Programme.

Work had now fully resumed on the project and would shortly be sufficiently progressed to bring a proposal to Councillors on how Phase One might be taken forward with other public sector partners. Given the length of time that had passed since the original decisions had been made, it was considered appropriate, by the Leader of the Council and the Portfolio Holder to re-confirm its intent to continue with the project before any procurement started. Depending on the outcome of the current work on the business case, a new Council decision may be needed.

Work on updating the business case with partners would not be finished before early June 2021. Therefore, to avoid any further delay to the project, the Leader of the Council was satisfied that this matter would not require any Cabinet approval prior to being referred back to Council.

The Portfolio Holder also provided a short presentation to the Cabinet on how the project was progressing. The information provided to the Cabinet would also be included within the Council report on 22 June 2021. A full briefing to support the published Council report would also be offered to all Councillors in June 2021.

**Recommended to the Portfolio Holder for Leisure, Culture and Community Hubs:**

That a full report for decision on the delivery of the Western Way Development, Bury St Edmunds, be referred directly to Council on 22 June 2021.

*(Councillor Peter Stevens left the meeting at 6.27 pm, during the discussion on this item)*

**239. Annual Review and Appointment of the Cabinet's Joint Committee, Panel and Other Working Groups (Report number: CAB/WS/21/021)**

The Cabinet considered this report which was recommending to the Leader of the Council to appoint to the Cabinet's Joint Committee/Panel and other Groups for the year 2021/2022. Upon doing so, the existing Terms of Reference for each had been reviewed, as set out in the Appendices attached to this report.

**Recommended to the Leader of the Council:**

That:

- 1a. Councillor Sarah Broughton, Portfolio Holder for Resources and Performance, be re-appointed as the full member representing West Suffolk Council on the Anglia Revenues and Benefits Partnership Joint Committee in 2021 to 2022.
- 1b. Councillor Sara Mildmay-White, Deputy Leader and Portfolio Holder for Housing, be re-appointed as a substitute member representing West Suffolk Council on the Anglia Revenues and Benefits Partnership Joint Committee in 2021 to 2022.
- 1c. On the nomination of the Leader of the Council, the Service Manager (Democratic Services) may exercise their delegated authority to appoint appropriate Cabinet membership (full and substitute members) to the above joint committee during 2021 to 2022, as necessary.
- 2a. The Staff Consultative Panel continues to operate in 2021 to 2022 in accordance with the Terms of Reference (ToR) contained in Appendix A to Report number: CAB/WS/21/021.
- 2b. Periodical meetings of the above Panel be scheduled as and when required but with regard to the discussion outlined in Section 2.2.2 of Report number: CAB/WS/21/021.
3. The West Suffolk Grant Working Party continues to operate in 2021 to 2022 in accordance with the Terms of Reference (ToR) contained in Appendix B to Report number: CAB/WS/21/021.
4. The West Suffolk Local Plan Working Group continues to operate in 2021 to 2022 in accordance with the Terms of Reference

(ToR) contained in Appendix C to Report number:  
CAB/WS/21/021.

5. Should it become necessary and on the nominations of Group Leaders, the Service Manager (Democratic Services) may exercise their delegated authority to appoint appropriate membership (full and substitute members) to the above Panel, Working Party and Working Group during 2021 to 2022 in accordance with their Terms of Reference.
6. Provided that resources are available to support them, informal task-and-finish working groups or taskforces be established to consider specific issues as required throughout 2021 to 2022.

240. **Decisions Plan: 1 May 2021 to 31 May 2022 (Report number: CAB/WS/21/022)**

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 1 May 2021 to 31 May 2022.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet. However, no further information or amendments were requested on this occasion.

241. **Revenues Collection Performance and Write-Offs (Report number: CAB/WS/21/023)**

The Cabinet considered this report, which provided the collection data in respect of Council Tax and National Non-Domestic Rates (NNDR) and which was recommending to the Portfolio Holder for Resources and Performance to write-off the amounts contained in the exempt Appendices attached to the report.

Councillor Sarah Broughton, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the current performance of both Council Tax and Business Rates collection, as set out in Section 2 of the report.

**Recommended to the Portfolio Holder for Resources and Performance:**

That the write-off of the amounts detailed in the exempt Appendices to Report number CAB/WS/21/023, be approved, as follows:

1. **Exempt Appendix 1: Council Tax totalling £22,480.28**
2. **Exempt Appendix 2: Business Rates totalling £34,962.30.**

242. **Exclusion of press and public**

See Minute Number 243. below.

243. **Exempt Appendices: Revenues Collection Performance and Write-Offs (paragraphs 1 and 2) (Report number CAB/WS/21/023)**

The Cabinet considered the Exempt Appendices 1 and 2 to this report. However, no reference was made to specific detail and, therefore, this item was not held in private session.

244. **Conclusion**

On conclusion of the meeting, the Chair thanked all present for their attendance at this virtual meeting. The live broadcast subsequently ended at this point.

The meeting concluded at 6.39 pm

**Signed by:**

**Chair**

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