

Annual Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Thursday 18 May 2017
Time:	12.30 pm
Venue:	Auditorium The Apex Charter Square Bury St Edmunds IP33 3FD
Membership:	<p>All Councillors</p> <p>You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.</p>  <p>Ian Gallin Chief Executive 10 May 2017</p>
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.
Committee administrator:	<p>Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk</p>

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	Auditorium The Apex Charter Square Bury St Edmunds IP33 3FD	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: 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 Council Offices, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The Borough 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.	
Disabled access:	<p>The Apex has facilities for people with mobility impairments including lifts and wheelchair accessible WCs. However in the event of an emergency, use of the lifts are restricted for health and safety reasons.</p> <p>The nearest car park to The Apex is the Cattlemarket/Arc car park (IP33 3DG) where there are a number of accessible spaces. In addition, there are four parking spaces for blue badge holders located outside the basement entrance to The Apex. These are allocated on a first come first served basis.</p> <p>Assistant dogs are welcome in all parts of The Apex.</p>	
Induction loop:	An infra red audio system with stethoscope headsets is available for those with hearing difficulties and provides cover for the auditorium. If you require the use of a stethoscope headset, please book this directly with The Apex on 01284 758000 or by email at boxoffice@theapex.co.uk	
Recording of meetings:	<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>	

PROCESSIONAL PROCEDURE

(DETAILS OF THE PROCESSION TO THE APEX ARE CONTAINED IN THE AGENDA FOR THE SPECIAL MEETING TO BE HELD IMMEDIATELY BEFORE THIS ANNUAL MEETING OF COUNCIL.)

PROCESSION INTO THE APEX

All stand.

At 12.30 pm, the Mayor and specified Members of the Council will enter the auditorium of the Apex in procession, headed by the Sword and Mace Bearers. **Members of the Council will stand** by their seats until the Sword and Maces have been placed in position and the meeting has been opened by the Mayor.

The Mayor will then invite **all to sit and the public to remain seated for the remainder of the meeting.**



St Edmundsbury Borough Council
2017-18 Civic Events

Date	Time	Event	Venue
Thursday 18 May 2017	1.00 pm 7.00 pm	Mayor Making Ceremony and Civic Dinner	Apex Athenaeum
Sunday 4 June 2017	3.00 pm	Mayor's Civic Service and Freedom Parade	Cathedral/Athenaeum
Monday 19 June 2017	10.30 am	Armed Forces Day Flag Raising	Angel Hill, Bury St Edmunds
	2.30 pm	Armed Forces Day Flag Raising	Market Square TBC
Thursday 22 June 2017	11.00 am	Jankyn Smyth Commemoration	Procession from - TBC St Mary's Church/Athenaeum
Sun 17 September 2017	11.00 am	Battle of Britain Parade and Service	Angel Hill / St Mary's Church
Sun 8 October 2017	12.30 pm 3.30 pm	Harvest Festival Lunch Harvest Festival Service	Athenaeum St Edmundsbury Cathedral
Sat 11 November 2017	2.30 pm	Remembrance Service	Abbey Gardens Rose Garden/Lecture Room
Sun 12 November 2017	10.30 am	Remembrance Parade and Wreath Laying Service	War Memorial, Angel Hill
	11.30 am	Remembrance Service	St Mary's Church, Bury St Edmunds
	TBC 2.30 pm 3.30 pm	Remembrance Parade and Wreath Laying Service Remembrance Service	War Memorial, Haverhill Cemetery St Mary's Church, Haverhill
Fri 17 November 2017 TBC	7.00 pm	St Edmunds Day Celebratory Dinner	Athenaeum
Sun 19 November 2017	10.30 am	St Edmunds Day Service	St Edmunds Church, Westgate Street
Thurs 7 December 2017	7.00 pm	Civic Carol Service	St Edmundsbury Cathedral
Thursday 17 May 2018 TBC	1.00 pm 7.00 pm	Mayor Making Ceremony and Civic Dinner	Apex Athenaeum

In addition to the above Civic Events there will also be the following events:
Holocaust Memorial Service at 10.30 am on Friday 26 January 2018 in the Abbey Gardens, organised by St Edmundsbury Cathedral; and Armistice Day Remembrance Service at 11 am on Saturday 11 November 2017 at the War Memorial, Angel Hill – organised by Bury St Edmunds Town Council.

AGENDA

PART I (Ceremonial Business)

Page No

1. Election of Mayor

The retiring Mayor will announce that the next item of business is the election of Mayor for the ensuing year and will call for nominations.

Councillor Paul Hopfensperger will move,

"That Terry Clements, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year."

Councillor Frank Warby will second.

The retiring Mayor will ask if there are any other nominations.

The retiring Mayor will then put the motion to the vote and, on its being carried by a show of hands, will declare that Councillor Terry Clements is elected Mayor.

Musicians from King Edward VI School to play whilst:

The retiring Mayor will rise. All other Members of the Council will rise simultaneously.

The new Mayor will then move to a position behind the Mayor's Chair.

The Sword Bearer will remove the Chain of Office and Robe from the retiring Mayor and hand the Robe to the Mace Bearer. Subsequently, with the assistance of the Mace Bearer, the Sword Bearer will remove the Chain of Office and Robe from the outgoing Deputy Mayor. The Sword Bearer will then robe the new Mayor.

The Sword Bearer will next hand the Chain to the Mace Bearer who, with the assistance of the Sword Bearer, will place it on the new Mayor.

The new Mayor will then occupy the Mayor's Chair, and **the retiring Mayor will then occupy the chair vacated by the new Mayor.**

Simultaneously with the robing of the new Mayor, the Consort's Badge will be removed from the retiring Mayor's Consort, Mr Paul Rynsard, and the Chain of Office will be placed on the new Mayoress, Mrs Vivienne Clements.

The retiring Mayor's Consort, and Mrs Vivienne Clements will then exchange places.

All Members of the Council will now sit.

The new Mayor will then sign the Declaration of Acceptance of Office, and rising, will read the terms thereof before passing it to the Service Manager (Democratic Services) for her signature.

The Mayor will then acknowledge his election.

2. Apologies for Absence

To receive announcements (if any) from the officer advising the Mayor (including apologies for absence)

3. Mayor's communications

(a) Appointment of Mayor's Chaplain

The Mayor will formally announce that he will be appointing as his Chaplain, The Venerable Dr David Jenkins, Archdeacon of Sudbury.

(b) Civic Service

The Mayor will announce that he has arranged for the Civic Service this year to be held on Sunday 4 June 2017 at St Edmundsbury Cathedral at 3.30 pm. At 3.00 pm, the civic procession will be led by a parade of TS St Edmund (Mayor's Own) Sea Cadet Corps, to commemorate their admission to the Honorary Freedom of the Borough.

**4. Vote of Thanks to the Retired Mayor and Consort
Councillor Robert Everitt will move,**

"That the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Julia Wakelam has carried out the duties of Mayor of the Borough during the past year, record its thanks and deep appreciation of her services as Mayor, and the Council further record its appreciation of the gracious work of the retired Mayor's Consort, Mr Paul Rynsard."

Councillor John Griffiths will second.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands the Mayor will then present Councillor Julia Wakelam with her past Mayor's Badge. Julia Wakelam will then acknowledge her year in office.

5. Election of Deputy Mayor and Consort

Having announced this item as the next business, the Mayor will call for nominations.

Councillor Betty McLatchy will move,

“That Councillor Margaret Marks be and is hereby elected Deputy Mayor for the ensuing year.”

Councillor Tony Brown will second.

Upon the nomination being proposed and seconded, the Mayor will then ask for any other nominations.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands, the musicians from King Edward VI School will play whilst the Sword Bearer and the Mace Bearer robe the new Deputy Mayor and invest the new Deputy Mayor with the Chain of Office. **Simultaneously**, the new Deputy Mayor’s Consort, will be invested with her Badge of Office.

All Members of the Council will then sit.

The new Deputy Mayor will then sign the Declaration of Acceptance of Office and pass it to the Service Manager (Democratic Services) for her signature.

The new Deputy Mayor will then formally acknowledge her election.

Presentations

The Mayor will announce presentations to Mrs Vivienne Clements, Mr Paul Rynsard and Mrs Elaine McManus.

ADJOURNMENT

The Mayor will then announce the conclusion of the ceremonial business of the Council and an adjournment for the following presentations and civic reception before reconvening in the APEX at 2.00 pm (or at the conclusion of a 45 minute adjournment, whichever is the later) for the procedural business in Part II of the Agenda.

CIVIC RECEPTION

The Mayor will invite the public and all Members of the Council to the civic reception in the Apex.

PROCESSION FROM MEETING

The Mayor's Secretary will announce the procession from the meeting and ask members of the public to stand.

All Members of the Council will remain standing in their places whilst the Sword and Mace Bearers take up the Sword and Maces. As soon as the Sword and Mace Bearers are ready, the Council, preceded by these Officers, will leave the floor, commencing from the head of the table on each side.

**PART II
(Procedural Business)**

***In the Apex, Bury St Edmunds following an adjournment, at
2.00 pm.***

6. Appointment of Cabinet Members

Having regard to the provisions of the Constitution, the Mayor will invite the Leader of the Council to announce:

- (a) up to nine Members whom he will be appointing to form the Cabinet;
- (b) the name of a Member of the Cabinet to act as Deputy Leader; and
- (c) the Portfolios, and which Members of the Cabinet will be Portfolio Holders.

(Note: In accordance with the provisions of the Constitution, the appointment of Members to the Cabinet announced in this way will take immediate effect. Otherwise, the Leader will give written notice to the Service Manager (Democratic Services) of the Members of the Cabinet as soon as practicable after the Annual Meeting.)

- 7. Review of Political Balance and Appointment to Politically Balanced Bodies** **1 - 34**
Report No: **AGM/SE/17/001**

8. Appointment of Chairmen and Vice-Chairmen of Committees

In accordance with the Constitution, the Council will appoint the Chairmen and Vice-Chairmen of the:

- (a) Overview and Scrutiny Committee; and
- (b) Performance and Audit Scrutiny Committee.

- 9. Review and Appointment of Representation on Outside Bodies** **35 - 62**
Report No: **AGM/SE/17/002**

The Mayor will then announce the conclusion of the Annual Meeting of the Council.

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Annual Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Review of Political Balance and Appointment to Politically Balanced Bodies	
Report No:	AGM/SE/17/001	
Report to and date:	Annual Council	18 May 2017
Portfolio holder:	John Griffiths Leader of the Council Tel: 07958 700434 Email: john.griffiths@stedsbc.gov.uk	
Lead officers:	Karen Points Assistant Director (Human Resources, Legal and Democratic Services) Tel: 01284 757015 Email: karen.points@westsuffolk.gov.uk	
	Leah Mickleborough Service Manager (Democratic Services) and Monitoring Officer Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	
Purpose of report:	<p>The Council is required by the Constitution at each Annual Meeting:</p> <ol style="list-style-type: none"> (1) to decide which committees to establish for the municipal year; (2) to decide the size and agree terms of reference for those committees; (3) to decide the allocation of seats and substitutes to political groups in accordance with the political balance rules; (4) receive, or arrange the delegation of, nominations of Councillors to serve on each Committee for which a new appointment or re-appointment is required; and (5) appoint to those Committees except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet. 	

Recommendations:	<p>It is <u>RECOMMENDED</u> that:</p> <ol style="list-style-type: none"> (1) the Committees, Joint Committees and Working Party listed in Sections 1.2.1 to 1.2.4 of Report No: AGM/SE/17/001 continue to operate for 2017/2018 in accordance with their existing number of seats and terms of reference (ToR), as amended to include revisions to the ToR for the Licensing and Regulatory Committee, as contained in Appendix 2; (2) the formula for the allocation of seats to the political groups on those Committees which are required by law to be politically balanced, as set out in paragraph 1.1.1, be approved; (3) the allocation of seats on the Committees which are required by law to be politically balanced, as indicated in Appendix 1 to Report No: AGM/SE/17/001, be approved; (4) the allocation of seats on the West Suffolk Joint Standards Committee, as indicated in Section 1.2.3, be approved. This Committee is not required to be politically balanced; (5) whilst the Democratic Renewal Working Party is not required to be politically balanced, the allocation of seats is by custom and practice, undertaken on this basis. Therefore, the allocation of seats to this Working Party, as indicated in Section 1.2.4, be approved; and (6) the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to re-appoint or appoint as applicable, Members and substitute Members to those bodies set out in recommendations (3), (4) and (5) above on the basis of nominations from the relevant Group Leaders.
<p>Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/></p>
<p>Consultation:</p>	<ul style="list-style-type: none"> • None

Alternative option(s):		<ul style="list-style-type: none"> None, as the matters under consideration are required by the Constitution. 	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> The review has been undertaken within existing resources. Any changes required as a result of the review will also be borne from existing budgets. 	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> As above. 	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See paragraph 1.1.2 	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Opportunities for joint working are missed	Medium	Consider the creation of joint committees/panels wherever possible.	Low
Duplication of effort between member bodies	Medium	Carry out an annual review of committees, working parties, etc to ensure that they are all still relevant and adding value and do not cross over with the activities or other bodies e.g. scrutiny committees or task and finish groups	Low
The number of meetings and reviews cannot be accommodated with available member and officer time and resources	High	Carry out an annual review to disband any groups no longer required, and to optimise frequency of meetings. Keep under constant review.	Medium
Wards affected:		All Wards	
Background papers:		None	

Documents attached:

Appendix 1: Committees required to be politically balanced and place entitlement

Appendix 2: Committee, Joint Committee and Working Party Terms of Reference (ToR), including proposed revisions to the Licensing and Regulatory Committee ToR.

1. Key issues and reasons for recommendations

1.1 Political Composition

1.1.1 The political composition of the Council is as indicated in the following table:

GROUP	No of members	%
Conservative	34	77.78%
United Kingdom Independence Party (UKIP)	5	11.11%
Charter (DN, RC, DH, JW)	4	8.89%
Independent (TB) Non-Group	1	2.22%
Independent (PH) Non-Group	1	2.22%
TOTAL	45	100.00%

1.1.2 The Council will need to formally approve the formula for the allocation of seats to the political groups on those Committees which are required by law to be politically balanced.

1.1.3 The obligation to ensure that there is proportionality in the political composition of the Council's committees extends only to proportionate representation of members of political groups, and does not require non-grouped members to be proportionally represented. Seats therefore need to be allocated only to groups.

1.1.4 In carrying out any review the Council is obliged to adopt the following principles and to give effect to them 'so far as is reasonably practicable':

- (a) that not all seats on the Council are allocated to the same political group;
- (b) that the majority of the seats on the Council are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of the Council which are allocated to each political group, have the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority, and;
- (d) subject to paragraphs (a) to (c) above, that the number of the seats on the Council which are allocated to each group have the same proportion to the number of all the seats on that Council as is borne by the number of members of that group to the membership of the Council.

1.2 **Entitlement to Places**

1.2.1 The table at Appendix 1 and summarised below, shows those Committees that are required to be politically balanced and provides the exact entitlement to places of each group.

- (a) Development Control (17 seats);
- (b) Licensing and Regulatory (13 seats);
- (c) Overview and Scrutiny (16 seats);
- (d) Performance and Audit Scrutiny (10 seats);
- (e) Joint Officer Appointments (3 seats);
- (f) Joint Officer Appeals (3 seats);
- (g) Mayoral Advisory (7 seats); and
- (h) Treasury Management (3 seats).

1.2.2 As indicated above, it is proposed to increase the size of the Development Control Committee from 16 to 17 seats. As shown in Appendix 2, the existing terms of reference for this Committee, as contained in Part 3 of the Constitution, state:

'2.1 The Committee will comprise up to 17 Members of the Authority'.

There is therefore no requirement to seek an amendment to the terms of reference for this Committee.

1.2.3 West Suffolk Joint Standards Committee (3 seats) – Council approved on 26 February 2013 that arrangements for appointments to the West Suffolk Joint Standards Committee be made without compliance with the political balance requirements in Sections 15 and 16 of the Local Government and Housing Act 1989. The allocation of seats is to be one Conservative Group, one UK Independence Party Group and one Charter Group.

Continued overleaf...

- 1.2.4 Democratic Renewal Working Party - The Democratic Renewal Working Party is not required to be politically balanced, but the allocation of seats is, by custom and practice, undertaken on this basis. The table below gives the exact entitlement to places and the allocated places.

Committee	Democratic Renewal WP	
No of seats	7	
GROUP	Entitled Places (exact)	Allocated Places
Conservative	5.29	5
UKIP	0.78	1
Charter (DN, RC, DH, JW)	0.62	1
Independent (TB) Non-Group	0.16	0
Independent (PH) Non-Group	0.16	0
TOTAL	7	7

- 1.2.5 Non-grouped members - Although non-grouped members are not required to be proportionally represented, where a group is entitled to less than 0.5 of a place, group leaders may wish to consider whether to give a seat to a non-group member.
- 1.2.6 The Council is asked to consider whether it wishes to continue operating the above Committees, Joint Committees and Working Party for 2017/2018 in accordance with their existing number of seats and terms of reference (as amended where applicable), as contained in Appendix 2 attached.
- 1.2.7 Council is then asked to allocate seats and substitutes to political groups in accordance with the political balance rules and re-appoint the existing membership or appoint new membership as applicable, to those Committees and Working Party via delegated authority.

2. Review of the Remit and Responsibilities of the Licensing and Regulatory Committee

- 2.1 Through the development of a shared service approach, the way that Forest Heath District Council and St Edmundsbury Borough Council (West Suffolk councils) manage and operate their respective licensing functions has changed.
- 2.2 Over a five year period, changes have been made in the democratic process and within certain council functions, in particular where they relate to regulatory activities, to improve how policy is developed. A good example of this is the transformation of the Development Control democratic function where changes were made to separate the policy-making and policy-implementation roles within the democratic process. These changes have re-enforced the policy-approving roles of Cabinet and full Council in line with the

Constitutions of the councils.

- 2.3 The Task and Finish Group, which included the aforementioned Portfolio Holders and Chairmen of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council's (SEBC) Licensing and Regulatory Committees, was accountable to the FHDC and SEBC's Cabinets and had a consultation process agreed for emerging proposals to include members of FHDC and SEBC's Licensing and Regulatory Committees, prior to wider consultation.
- 2.4 The review identified and took account of practice in other local authorities similar to FHDC and SEBC for making licensing policy and also research into Licensing Committee arrangements and national legal and policy frameworks and guidance.
- 2.5 The review identified and assessed the options available to bring current practice in line with what is set out in the Constitution, what is already working in other functions in West Suffolk (e.g. Development Control) and also what seemed to be most appropriate within the family group. This has resulted in some amendments to the terms of reference for the Licensing and Regulatory Committee being proposed, as set out using tracked changes in Appendix 2 attached.

APPENDIX 1

		Conservative Group			UK Independence Party Group			Charter Group (DN, DH, RC, JW)			Independent (TB)			Independent (PH)			TOTAL
Members		34			5			4			1			1			45
Expressed as %		75.56%			11.11%			8.89%			2.22%			2.22%			100%
Committee	No of seats	Entitled places (exact)	Entitled places (rounded)	Allocated places	Entitled places (exact)	Entitled places (rounded)	Allocated places	Entitled places (exact)	Entitled places (rounded)	Allocated places	Entitled places (exact)	Entitled places (rounded)	Allocated places	Entitled places (exact)	Entitled places (rounded)	Allocated places	
Development Control	17	12.84	13	13	1.89	2	2	1.51	2	2	0.38	0	0	0.38	0	0	17
Licensing & Regulatory	13	9.82	10	10	1.44	1	2	1.16	1	1	0.29	0	0	0.29	0	0	13
Overview & Scrutiny	16	12.09	12	12	1.78	2	2	1.42	1	1	0.36	0	0	0.36	0	1	16
Performance & Audit Scrutiny	10	7.56	8	9	1.11	1	1	0.89	1	0	0.22	0	0	0.22	0	0	10
Joint Officer Appointments	3	2.27	2	3	0.33	0	0	0.27	0	0	0.07	0	0	0.07	0	0	3
Joint Officer Appeals	3	2.27	2	2	0.33	0	0	0.27	0	1	0.07	0	0	0.07	0	0	3
Mayoral Advisory	7	5.29	5	5	0.78	1	1	0.62	1	1	0.16	0	0	0.16	0	0	7
Treasury Management	3	2.27	3	3	0.33	0	0	0.27	0	0	0.07	0	0	0.07	0	0	3
TOTAL	72	54.4	54	57	7.99	8	8	6.41	6	6	1.62	0	0	1.62	0	1	72

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**TERMS OF REFERENCE FOR COMMITTEES, JOINT COMMITTEES AND
DEMOCRATIC RENEWAL WORKING PARTY**

Development Control Committee

1. Remit

The Development Control Committee is authorised to undertake (or sub-delegate) all of the Council's functions relating to town and country planning, development control and the protection of hedgerows and trees, as specified in Parts A and I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended by subsequent regulations).

The Committee is also authorised to exercise the Council's Local Choice Functions in relation to the obtaining of information under Section 330 of the Town and Country Planning Act 1990 as to interests in land and the obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 (as specified in the table in Section 1 above).

In summary, the area of responsibility of this Committee includes all matters relating to the administration of Town and Country Planning legislation, Listed Building and Conservation Area legislation, Hazardous Substances legislation and the Building Acts and associated Regulations within the purview of the Authority as it relates to the following functions:-

- (1) The Committee determines all planning or similar applications which are:
 - (a) judged by the Assistant Director (Planning and Regulatory) (after consultation with the Chairman and/or the Vice Chairman/men of the Development Control Committee) to be of such district-wide significance or to be so contentious that they should in the public interest be referred to the Committee for consideration and determination, and;
 - (b) applications proposing major development (as defined in Article 1(2) of the Town and Country Planning (General Development Procedure) Order 1995) and where the recommendation of the Assistant Director (Planning and Regulatory) would conflict with or would not substantially satisfy the written representation of the Parish/Town Council; or where a Member for the ward in which the application site is located, or who is a Member of the Council's Development Control Committee, has requested (in writing) consideration by Committee, and;

- (c) applications proposing other than major development (as defined above) referred by the Assistant Director (Planning and Regulatory) following consultation with the Delegation Panel.
- (2) A Delegation Panel Scheme (known as “the Panel”) has been set up to deal with applications for Planning Permissions, Listed Building Consents, Conservation Area Consent and Prior Notifications. This will apply in cases including applications from householders, advertised matters, applications for change of use, applications for minor residential development (as defined in Article 1(2) of the Town and Country Planning (General Development Procedure) Order 1995), applications for a variation of conditions, applications relating to hazardous substances, notifications in relation to prior approval, TPO applications and applications for works to trees in Conservation Areas.

In cases referred to above where decisions will only be taken following consultation with the Panel which will comprise the Chairman and/or Vice Chairman/men of Development Control Committee and any local Ward Member(s) who has/have expressed any interest in writing.

The Delegation Panel scheme will operate as follows:

- (a) Meeting of the Panel will normally take place fortnightly.
- (b) A list of applications to be considered at the Panel will be circulated to all Members, and a written briefing report on each case prepared and circulated to the Chairman and Vice Chairman/men of Development Control Committee and any local Member(s) who has/have expressed any interest in writing, at least four clear working days in advance of the Panel meeting, with provision for emergency items at the discretion of the Chairman or Vice Chairman/men and Ward Member(s) or adjacent Ward Member with the approval of the Ward Member(s).
- (c) The local Member(s) may attend the Panel or submit representations in writing in order to make sure the Panel is clearly aware of their views and reasoning. Any Member may attend the Panel as an observer.
- (d) The Council’s Planning Case Officer(s) will present individual applications for discussion and decision, including all representations received and photographs of the site.
- (e) The formal decision will be made by the Assistant Director (Planning and Regulatory) in consultation with the Chairman and/or Vice Chairman/men and any interested local Ward Member. In the absence of a consensus between the

Members the application will be reported to the Development Control Committee.

- (f) The relevant Parish/Town Council will be informed of the decision verbally by the Council's case officer within two working days of the Panel meeting and will be sent written reasons within 10 working days of the Panel meeting with copies to the Chairman, Vice Chairman/men of Development Control Committee and local Member(s).
- (3) The Committee is responsible for matters relating to:
- (a) Development Control functions and enforcement including (but without limitation):
 - (i) The preservation of buildings and trees;
 - (ii) Controlling uses of land and buildings, including relocation of non-conforming uses, the making of discontinuance, revocation and modification orders and the making of agreements regulating the development and/or use of land or premises;
 - (iii) Determination of planning applications and commenting upon development proposals by Suffolk County Council and other public bodies;
 - (iv) Determination of planning applications made by or on behalf of the Council, whether submitted by or on behalf of the Council itself or jointly with another person;
 - (v) Determination of applications relating to signs and advertisements;
 - (vi) Enforcement by means of issue of enforcement notices, breach of condition notices, stop notices and any other lawful instrument and subsequent prosecution or legal proceedings.
 - (b) Building Control functions and enforcement, including but without limitation:
 - (i) approval of buildings and works under Building Regulations for the time being in force;
 - (ii) enforcement action including criminal, injunctive or other legal proceedings;
 - (c) To fix fees and charges for all services administered by the Committee.

2. Membership and meeting arrangements

- 2.1 The Committee will comprise up to 17 Members of the Authority.
- 2.2 The Committee will be appointed annually by the full Council and will be politically balanced.

- 2.3 The Committee will appoint its own Chairman and Vice-Chairman/Chairmen.
- 2.4 The Committee will meet in accordance with a schedule of ordinary meetings approved by the Council, although meetings may be cancelled due to lack of business. Special meetings of the Committee may also be called.

3. Delegation of Functions

- 3.1 The majority of the Committee's functions will be determined by officers, as set out in Section 4 of this part of the Constitution. These delegations are subject to:-
 - (a) any such determination being consistent with Development Plans and adopted Borough and County Planning Policies;
 - (b) statutory and customary consultations being carried out; and
 - (c) the safeguards and consultative procedures listed in Part 1 above.
- 3.2 Those matters which will normally fall to be determined by the Committee are as defined part 1, paragraphs (1)(a) – (c) above. In exercising any of its functions, the Committee may refer any item to Council for a decision.

4. Procedure at meetings

- 4.1 Procedure at meetings shall be in accordance with the Committee Procedure Rules, except as provided in 4.2 below.
- 4.2 The Committee shall have authority to determine from time to time its own arrangements for public speaking on applications, and which matters are to be included within those arrangements.

Licensing and Regulatory Committee

1. Remit

The Licensing and Regulatory Committee (in this Section referred to as "the Committee") is authorised to undertake or sub-delegate all matters of a regulatory nature, other than those covered by the Development Control Committee, or which are required by statute to be licensed, and the hearing of certain appeals.

The Committee will only hear those appeals which the Authority is required to determine; it will not take the place of any other appeals process or complaints procedure, nor will it provide a general appeal mechanism for any decision of the Authority.

- 1.1 The Committee is authorised to undertake (or sub-delegate) all of the Council's regulatory functions relating to licensing and registration, health and safety at work (for non-Council staff), public rights of way and take-away food shops, as specified in Parts B, C and I of Schedule 1 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (as amended by SI 2001 No.2212 and any subsequent Regulations).
- 1.2 The Committee is also authorised to exercise the Council's Local Choice Functions (as specified in the Table in Section 1) in relation to:-
 - (1) the determination of an appeal against any decision made by or on behalf of the Council (other than those relating to employees of the Council), including appeals relating to Discretionary Housing Payments;
 - (2) any function relating to contaminated land.
 - (3) the discharge of any function relating to the control of pollution or the management of air quality;
 - (4) the service of an abatement notice in respect of a statutory nuisance;
 - (5) the passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Authority's area;
 - (6) the inspection of the Authority's area to detect any statutory nuisance;
 - (7) the investigation of any complaint as to the existence of a statutory nuisance;

- (8) the obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976; and
- (9) the making of agreements for the execution of highways works.

1.3 The Committee may also authorise a prosecution for any offence within the scope of its delegation.

2. Membership and meeting arrangements

2.1 The Committee will comprise up to 13 Members. It will be appointed annually by the full Council and ~~may~~ **will** be politically balanced insofar as is reasonably practicable.

2.2 Members and Substitute Members appointed to the Committee will:

- (a) be able to provide a sufficient, competentⁱ pool capable of carrying out the Committee's programme of work and anticipated number of Sub-Committee hearings for the forthcoming year, as set out in Section 3 below;
- (b) make themselves available to participate in the work of the Licensing Authority;
- (c) be required to undertake mandatory training on the functions and responsibilities of the Committee and its Sub-Committees in order that legislative and/or local policy requirements are appropriately applied. Attendance at events, or delivered by other means, of all updates on relevant laws will be required.

2.32 The Committee will appoint its own Chairman and Vice-Chairman/Chairmen.

2.3.1 Chairmen will:

- (a) be elected with full understanding of their procedural responsibilities, in accordance with the principles set out in paragraph 5.2 of Article 5 of the Constitution;
- (b) be responsible for Member-to-Member engagement, in particular between the Committee and the respective Portfolio Holder; and
- (c) lead on other Member-related duties including the appointment of Members of the Committee and non-voting co-optees to task and finish groups.

2.43 The Committee will meet on an annual basis in accordance with a schedule of ordinary meetings approved by the Council to:

(a) set relevant fees and charges;

(b) confirm how the Committee will carry out the core legal functions of the Licensing Authority; and

(c) agree an allocation of Committee Members to participate in the development of policies on the policy work programme.

~~, although meetings may be cancelled due to lack of business.~~

2.5 Special With the agreement of the Chairman (or Vice-Chairman in the absence of the Chairman) and relevant Portfolio Holder, extraordinary meetings of the Committee may also be called as substantive business dictates. Sub-Committee meetings are also scheduled as and when required.

3. Delegation of functions

3.1 The majority of the Committee's functions will be determined by Officers, as set out in Section 4 of this part of the Constitution. In normal circumstances, matters will only be brought before the Committee or a Sub-Committee where there is a difficulty or an appeal against an Officer's decision.

3.2 A Sub-Committee will comprise any three Members drawn from the full membership of the Committee and appointed for each occasion when it is needed. In addition there will be one 'reserve' Member appointed for each Sub-Committee meeting in case one of the other Members is unavailable or has to withdraw on the day. As far as possible, Sub-Committees should not comprise Members drawn from the same political group or who are all male or all female. All Members of the Committee should be given equal opportunities to sit on Sub-Committees ~~if they have had following successful completion of~~ the relevant training.

3.3 Applications made in respect of the Licensing Act 2003 will be brought before the Committee or a Sub-Committee in accordance with any regulations published under the Act, the guidance issued under s.182 of the Act and summarised in Table B1 below.

3.4 Applications made in respect of the Gambling Act 2005 will be brought before the Committee or a Sub-Committee in accordance with the Scheme of Delegation summarised in Table B2 below.

3.5 Applications made in respect of Sex Establishments will be brought before the Committee or a Sub-Committee in accordance with the Schedule of Delegated Authority summarised in Table B3 attached.

4. Procedure at meetings

- 4.1 Meetings of the Committee will be conducted in accordance with the Committee Procedure Rules, except when the Committee sits as a hearing, in which case the Hearing Procedure Rules will apply.

¹Competent is defined as having the necessary ability, knowledge and skills required to carry out the work of the Committee and its Sub-Committees. Members and Substitutes of the Committee will be declared 'competent' following successful achievement of the required training set out in the Council's mandatory training package.

TABLE: B1

Licensing Act 2003: Delegation of Functions

The Licensing Authority has adopted the following level of delegation of functions in accordance with the general guidance issued by the Government.

Matter to be dealt with	Licensing and Regulatory Sub Committee	Officers
Application for personal licence	If a Suffolk Constabulary objection	If no objection made
Application for personal licence with unspent convictions	All cases	
Application for premises licence/club premises certificate	If a relevant representation made and not withdrawn	If no relevant representation made
Application for provisional statement	If a relevant representation made and not withdrawn	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made and not withdrawn	If no relevant representation made
Application to vary designated premises supervisor	If a Suffolk Constabulary objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a Suffolk Constabulary objection	All other cases
Applications for Interim Authorities	If a Suffolk Constabulary objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a complaint is irrelevant frivolous vexatious		All cases
Decision to object when local authority is a consultee and not the lead authority	All cases	
Determination of a Suffolk Constabulary representation to a temporary event notice	All cases	
Determination of application for minor variation		All cases
Determination of application for licence, or variation of licence, in respect of community premises: supervision of alcohol sales	If a Suffolk Constabulary objection is made and not withdrawn	All other cases
Determination of relevance of representation		All cases
Exercise of Responsible Authority Functions of applications and notices submitted to the licensing authority under the Licensing Act 2003 (as amended by the Police and Social Responsibility Act 2011) in accordance with the regulations.		All cases

TABLE: B2**Gambling Act 2005: Delegation of Functions**

GAMBLING ACT 2005			
Summary of permitted licensing authority delegations			
(x indicates the lowest level to which decisions can be delegated)			
Matter to be dealt with	Full Committee	Sub Committee	Officers
Final approval of three year Statement of Licensing Principles	x		
Policy not to permit casinos	x		
Fee Setting (when appropriate)			x
Application for premises licences		Where representations have been received and not withdrawn made	Where no representations have been received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn made	Where no representations have been received/representations have been withdrawn
Application for transfer of a licence		Where representations have been received and not withdrawn made	Where no representations have been received/representations have been withdrawn
Application for a provisional statement		Where representations have been received and not withdrawn made	Where no representations have been received/representations have been withdrawn
Review of a premises licence		x	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections have been made/objections have been withdrawn
Cancellation of club gaming/club machine permits		x	
Applications for other permits			x
Cancellation of licensed premises gaming machine permits			x
Consideration of temporary use notice			x
Decision to give a counter notice to a temporary use notice		x	

TABLE: B3**Sex Establishments: Schedule of Delegated Authority**

Matter to be dealt with	Sub Committee* (see note below)	Officers
Grant (First or New) of an Application for the grant of any type of Sex Establishment Licence.	If a relevant objection received or Officers have concerns in respect of the application or characteristics of the locality.	All other cases
Decision on whether an objection is frivolous or vexatious.		In respect of all Applications
Decision on whether an objection is irrelevant.		All cases
Application for Waiver of Licence in respect of any type of Sex Establishment Licence.	All cases	
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being under the age of 18.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being a person who is for the time being disqualified from holding a licence following revocation of such a licence.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being a person, other than a body corporate, who is not resident in an EEA state or was not so resident throughout the period of 6 months immediately preceding the date when the application was made.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being a body corporate which is not incorporated in an EEA state.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being a		All cases

Matter to be dealt with	Sub Committee* (see note below)	Officers
<p>person who had, within a period of 12 months immediately preceding the date when the application was made, been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which the application is made, unless the refusal has been reversed on appeal.</p>		
<p>Refusal of an Application for the grant, renewal or transfer of any type of Sex Establishment Licence on the grounds that the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason.</p>	All cases	
<p>Refusal of an Application for the grant, renewal or transfer of any type of Sex Establishment Licence on the grounds that if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewed or transfer of such a licence if he made the application himself.</p>	All cases	
<p>Refusal of an Application for the grant or renewal of any type of Sex Establishment Licence on the grounds that the number of sex establishments or of sex establishments of a particular kind, in the relevant locality at the time the application is made (determined) is equal to or exceeds the number which the authority consider is appropriate for that locality.</p>	All cases	
<p>Refusal of an Application for the grant or renewal of any type of Sex Establishment Licence on the grounds that the grant or renewal of the licence would be inappropriate, having regard –</p> <ul style="list-style-type: none"> (i) to the character of the relevant locality; or (ii) to the use to which any premises in the vicinity are put; or (iii) to the layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made. 	All cases	

APPENDIX 2

Matter to be dealt with	Sub Committee* (see note below)	Officers
Refusal of an Application for the Variation of the terms, conditions or restrictions on or subject to which the licence is held for any type of Sex Establishment Licence.	All cases	
Revocation of a licence.	All cases	

**Although matters will normally be referred to a Sub-Committee for determination, they may be referred to the full Committee at the discretion of the Service Manager (Environmental Health), after consultation with the Chairman and Vice-Chairman/men*

Overview and Scrutiny Committee

1. Remit

- 1.1 The terms of reference of the Overview and Scrutiny Committee are:-
- (a) the performance of all overview and scrutiny functions on behalf of the Council (explained in [Article 7 of the Constitution](#)) and as set out in section 9F of the Local Government Act 2000;
 - (b) to receive the draft West Suffolk Annual Report from the Leaders or representative(s) of Cabinet either prior to the commencement of each financial year or at its first meeting after each Annual Council Meeting.- Should major developments such as a change of Leader occur following the Annual Meeting in May resulting in a change to the Cabinet's priorities, a revised report may be re-submitted at the Committee's first meeting in the civic year;
 - (c) to approve a rolling overview and scrutiny work programme, including the programme of any panels or groups it appoints, so as to ensure that the Committee's and panels' or groups' time is effectively and efficiently utilised;
 - (d) to put in place a system to ensure that referrals from Overview and Scrutiny to the Cabinet, either by way of report or for reconsideration, are managed efficiently;
 - (e) in the event of the volume of reports to the Cabinet creating difficulty for the management of Cabinet business or jeopardising the efficient running of Council business, at the request of the Cabinet, to make decisions about the priority of referrals made;
 - (f) to act as the crime and disorder committee for the purposes of Section 19 of the Police and Justice Act 2006 and associated regulations, and accordingly
 - (i) to scrutinise the actions undertaken by the Community Safety Partnership and the partners who comprise it, insofar as their activities relate to the Partnership itself; and
 - (ii) to make reports or recommendations to the Council and partner organisations with respect to the discharge of those functions;
 - (g) to consider local crime and disorder matters in accordance with the Councillor Call for Action Protocol;

- (h) to work collaboratively, as may be appropriate, with the scrutiny function of other local authorities to fulfil the crime and disorder scrutiny function;
- (i) to advise on the development of new policy in accordance with its agreed work programme;
- (j) to advise, where appropriate, on corporate projects and strategies;
- (k) to appoint informal member panels and 'task and finish' groups to assist the work of the Committee; and
- (l) to review annually the work and Constitution of such Panels and Working Parties.

1.2 As a general principle for its work programme, wherever the subject matter is common and relevant to both Forest Heath and St Edmundsbury, the Committee will make invitations to and consider invitations from the other authority's Overview and Scrutiny Committee to carry out joint scrutiny reviews for West Suffolk.

2. Membership and Meeting Arrangements

- 2.1 The Council will appoint an Overview and Scrutiny Committee of up to 16 Members, or as many as Council determines from time to time, and will be politically balanced. All Councillors, except Members of the Cabinet and full Members of the Performance and Audit Scrutiny Committee, may be Members of the Overview and Scrutiny Committee. However, no Member may be involved in scrutinising a decision in which he or she has been directly involved.
- 2.2 The Overview and Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees. Panels and working groups of the Committee may appoint non-voting co-optees to assist with specific reviews.
- 2.3 The Committee shall have meetings programmed approximately every 6 weeks (i.e. normally, there will be up to 8 ordinary meetings of the Overview and Scrutiny Committee in each year).

Performance and Audit Scrutiny Committee

1. Remit

- 1.1 The Council will have a Performance and Audit Scrutiny Committee as set out in [Article 7](#) and will appoint to it annually.
- 1.2 The terms of reference of the Performance and Audit Scrutiny Committee are:
- (i) to monitor and scrutinise the performance of the Council's services by having regard to a variety of information, including performance indicators, financial information, reports from external inspections, audit reports and monitoring of action plans;
 - (ii) to consider means of improving and promoting the performance management and audit functions of the Council;
 - (iii) within its terms of reference as detailed in 1.2 (i) above, and as an integral part of its role as the Council's Audit Committee, to have reference to any or all of the following areas:

(a) Integration of the Audit role

To ensure that the principles of effective audit are integrated into the work of the Performance and Audit Scrutiny Committee and the Council generally.

(b) Risk Management

To provide assurance of the effectiveness of the corporate risk assessment process and monitor the effective development and operation of risk management policies in the Council, specifically including monitoring of the Risk Management Strategy and the Corporate Risk Register.

(c) Internal Audit and Governance

To provide an effective mechanism to monitor the control environment within the authority, ensuring the highest standards of probity and public accountability by:-

- (1) reviewing and approving of the Annual Audit Plan;
- (2) challenging and follow-up of internal audit recommendations;
- (3) reviewing internal audit performance;
- (4) reviewing of Code of Corporate Governance and Statement of Internal Control; and
- (5) reviewing the anti-fraud and corruption controls and arrangements.

(d) Financial Statements and Annual Accounts

To provide scrutiny of the authority's financial performance by scrutinising the:-

- (1) Budget Monitoring Reports;
- (2) Capital Programme Audited Accounts; and
- (3) any proposals for cost reductions or growth in the forward budget.

(e) External Audit

To maintain and develop a trusting and professional relationship with the Council's external auditors and ensure any issues arising from inspection are dealt with.

- (1) Annual audit and Inspection Plan and any resulting reports;
- (2) Annual Audit Letter; and
- (3) Statement of Auditing Standard (SAS) 610 Communications.

(f) Procurement

Formal reporting of procurement issues;

- (iv) to receive an annual work programme based around a quarterly performance management and risk and budget monitoring cycle; and
- (v) to approve the Annual Statement of Accounts each year in good time to meet the statutory deadline for adoption.

- 1.2 It is not within the terms of reference of this Committee to carry out reviews, or to set up panels, although the Committee may from time to time carry out initial investigation into or scoping of an issue, which may lead to recommendations for further work by the appropriate scrutiny committee or Cabinet.

2. Membership and Meeting Arrangements

- 2.1 The Committee will consist of a maximum of 10 members of the Council. The Council will normally observe the rules governing political balance contained in Section 15 of the Local Government and Housing Act 1989 when allocating seats to the Performance and Audit Scrutiny Committee but it may resolve to vary this provision by unanimous vote at the Annual Meeting.
- 2.2 All Councillors, except Members of the Cabinet and full Members of the Overview and Scrutiny Committee may be Members of the Performance and Audit Scrutiny Committee.
- 2.3 The Performance and Audit Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.
- 2.4 There will be up to six ordinary meetings of the Committee each year, comprising four quarterly meetings based around a programme of performance management and risk and budget monitoring, and, as required, a meeting to approve the annual accounts, and a further meeting to scrutinise proposals for cost reductions and growth in the forward budget.

Joint Officer Appointments Committee

1. Remit

- 1.1 To deal with the appointment, discipline and termination of employment of Joint Directors of Forest Heath District Council and St Edmundsbury Borough Council.

2. Membership and Meeting Arrangements

- 2.1 This is a Joint Committee between Forest Heath District Council and St Edmundsbury Borough Council.
- 2.2 Membership of the Joint Committee will comprise six Members, three from each authority. In addition, each Authority will be able to appoint one Substitute Member.
- 2.3 The Committee will be appointed annually by the full Council and will be politically balanced.
- 2.4 Any Member of the Council may serve on the Committee provided that they are not also a Member of the Joint Officer Appeals Committee.
- 2.5 The Committee must also contain at least one Member of the Cabinet.
- 2.6 The Committee will appoint its own Chairman and Vice Chairman.
- 2.7 The Committee will meet on an ad hoc basis as required.

Joint Officer Appeals Committee

1. Remit

- 1.1 To consider appeals against dismissal and grievances by Chief Officers of Forest Heath District Council and St Edmundsbury Borough Council.

2. Membership and Meeting Arrangements

- 2.1 This is a joint Committee between Forest Heath District Council and St Edmundsbury Borough Council. Membership of the joint Committee will comprise six Members, three from each authority. In addition, each authority will be able to appoint one substitute Member.
- 2.2 The Committee will be appointed annually by the full Council and will be politically balanced.
- 2.3 Any Member of the Council may serve on the Committee provided that they are not also a Member of the Joint Officer Appointments Committee.
- 2.4 The Committee will appoint its own Chairman and Vice Chairman.
- 2.5 The Committee will meet on an ad hoc basis as required.

Mayoral Advisory Committee

1. Remit

- 1.1 To make nominations direct to the Council regarding the selection of the Mayor and Deputy Mayor of the Borough.
- 1.2 To consider matters associated with the guidance set out in the Mayoralty Protocol contained in the Constitution.

2. Membership and Meeting Arrangements

- 2.1 Seven Members of the Authority appointed annually by the Proper Officer in accordance with the nominations of Group Leaders. The composition of the Committee shall reflect the political group representation on the Council, the Mayor to be consulted as necessary.
- 2.2 Any Member of the Authority may serve on the Committee.
- 2.3 The Committee will be appointed and meet as required prior to the Annual meeting of the Council.

Treasury Management Sub-Committee

1. Remit

- 1.1 The Treasury Management Sub-Committee will undertake the enhanced monitoring and scrutiny requirements of the revised Chartered Institute of Public Finance and Accountancy and will be responsible to the Committee for:-
- (1) the Council's responses to changes in statutory and regulatory requirements and guidance;
 - (2) the annual Treasury Management and Investment Strategy;
 - (3) on-going revisions to treasury management strategies and policies;
 - (4) the mid year treasury management review;
 - (5) reports on treasury management performance; and
 - (6) the annual report on treasury management performance, including the effects of the decisions taken and the transactions executed in the past year, and on the circumstances of any non-compliance with the Council's treasury management policy statements.

2. Membership and Meeting Arrangements

- 2.1 The Treasury Management Sub-Committee will comprise three Members and one substitute Member of the Performance and Audit Scrutiny Committee and is politically balanced.
- 2.2 There will be one non-voting invitee, which will normally be the Portfolio Holder with responsibility for finance.
- 2.3 The Sub-Committee will be appointed annually by the Performance and Audit Scrutiny Committee (or full Council), and will appoint its own Chairman.
- 2.4 The Sub-Committee will meet at least three times each year, although meetings may be cancelled due to lack of business. Special meetings of the Sub-Committee may also be called as necessary.
- 2.5 In order to help streamline the comprehensive treasury management reporting requirements of the CIPFA Code, where possible meetings will be held to coincide with existing reporting requirements.

West Suffolk Joint Standards Committee

1. Remit

- 1.1 The Joint Standards Committee will have the following roles and functions in respect of both Forest Heath District Council and St Edmundsbury Borough Council:-
- (a) promoting and maintaining high standards of conduct by Councillors and co-opted Members;
 - (b) assisting Councillors and co-opted Members to observe the Members' Code of Conduct;
 - (c) advising the Council on the adoption and revision of the Members' Code of Conduct;
 - (d) monitoring the operation of the Members' Code of Conduct;
 - (e) advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct;
 - (f) granting dispensations to Councillors and co-opted Members from requirements relating to interests set out in Section 34 of the Localism Act 2011;
 - (g) considering a report from the Monitoring Officer in respect of an allegation of a breach of the Members' Code of Conduct; and
 - (h) dealing with a report from the Monitoring Officer in respect of an allegation of a breach of the Members' Code of Conduct of a Town or Parish Council within the District of Forest Heath and the Borough of St Edmundsbury.
- 1.2 The West Suffolk Joint Standards Committee will not cover the conduct of Officers, for which separate provisions apply.

2. Membership and Meeting Arrangements

- 2.1 This is a Joint Committee between Forest Heath District Council and St Edmundsbury Borough Council. Membership of the Joint Committee will comprise six Members, three appointed by each authority.
- 2.2 To ensure a wide representation across the authorities, political balance rules do not apply to this Committee.

Democratic Renewal Working Party

1. Remit

- 1.1 The terms of reference of the Democratic Renewal Working Party are to:
- (a) recommend changes to the Council's decision making structure and procedures at Council meetings;
 - (b) recommend amendments to the Council's Constitution;
 - (c) advise on electoral matters;
 - (d) review appointment procedures to outside bodies; and
 - (e) further local democracy and citizenship, including guidance for officers on arrangements for Local Democracy Week.

2. Membership and Meeting Arrangements

- 2.1 The composition of the Working Party shall reflect the political group representation on the Council.
- 2.2 Any Member of the Authority may serve on the Working Party.
- 2.3 The Working Party will be appointed and meet as and when required.
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Annual Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Review and Appointment of Representation on Outside Bodies	
Report No:	AGM/SE/17/002	
Report to and date:	Annual Council	18 May 2017
Portfolio holder:	John Griffiths Leader of the Council Tel: 07958 700434 Email: john.griffiths@stedsbc.gov.uk	
Lead officers:	Karen Points Assistant Director (Human Resources, Legal and Democratic Services) Tel: 01284 757015 Email: karen.points@westsuffolk.gov.uk	
	Leah Mickleborough Service Manager (Democratic Services) and Monitoring Officer Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	
Purpose of report:	<p>The Council is required by the Constitution at each Annual Meeting to:</p> <p>(1) receive, or arrange the delegation of, nominations of Councillors to serve on any outside body for which a new appointment or re-appointment is required; and</p> <p>(2) appoint to those outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.</p>	

Recommendation:	It is <u>RECOMMENDED</u> that: <ol style="list-style-type: none"> (1) Where the Council may send observers to meetings of outside bodies these will be appointed by the Cabinet. (2) If deemed appropriate, the Council to explore the passing of nominations to other organisations. (3) Where the Council may make a nomination, but the nominee is not automatically appointed by the organisation, the nomination be made by the Cabinet. (4) The Service Manager (Democratic Services) and Monitoring Officer be requested to exercise their existing delegated authority to: <ol style="list-style-type: none"> (a) re-appoint the existing Borough Council's representatives on outside bodies not covered by the provisions made in Recommendations (1), (2) and (3) above for 2017/2018, as detailed in Appendix A to Report No: AGM/SE/17/002; and (b) make new appointments to outside bodies, as applicable, in accordance with nominations put forward by the relevant Group Leaders or (if applicable) the nominating body or individual listed.
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
Consultation:	<ul style="list-style-type: none"> • Not applicable
Alternative option(s):	<ul style="list-style-type: none"> • As set out in paragraph 1.3 below.
Implications:	
Are there any financial implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any staffing implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any ICT implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any legal and/or policy implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Opportunities for the Council to be represented on outside bodies are missed	Medium	To consider the appointment of representatives to outside bodies	Low
Ward(s) affected:		All	
Background papers:		None	
Documents attached:		Appendix A – St Edmundsbury Borough Council’s Representation on Outside Bodies 2016/2017 and on Wholly Owned/Joint Venture Commercial Companies in 2016/2017	

1. Key issues and reasons for recommendation(s)

1.1 Background

- 1.1.1 One of the functions exercised by the Council is to appoint representatives on outside bodies.
- 1.1.2 At each Annual Meeting, the Council is required to receive, or arrange the delegation of, nominations of Councillors to serve on any outside body for which a new appointment or re-appointment is required.
- 1.1.3 Attached as Appendix A, to this report, is the list of outside bodies for the last civic year, 2016/2017. This list provides the name of the organisations and the number of representatives in that year.
- 1.1.4 Wholly-owned/Joint Venture Commercial Companies
- 1.1.5 Appendix A also sets out the Council's representation on its wholly-owned/joint venture commercial companies. Whilst, technically, not outside bodies, this information has been included for transparency and information purposes.

1.2 Considerations

- 1.2.1 Council is asked to consider the list at Appendix A and to request the Service Manager (Democratic Services) and Monitoring Officer to exercise their delegated authority to re-appoint the existing Borough Council's representatives on outside bodies not covered by the provisions made in Recommendations (1), (2) and (3) above for 2017/2018.
- 1.2.2 If, however, it is considered that new appointments to outside bodies are required to be made, these are proposed to be made under the above delegated authority in accordance with nominations put forward by the relevant Group Leaders or (if applicable) the nominating body or individual listed.
- 1.2.3 Attention is also drawn to the following:-
 - (a) Where the Borough Council may send observers, it is recommended that Cabinet and not Council makes these appointments, if considered necessary, as the appointee is not formally representing the Council. This does not mean that the observer must be a member of the Cabinet. Subject to approval of Recommendation (1) above, the existing representatives on such bodies will be proposed to be re-appointed by Cabinet on 31 May 2017.
 - (b) It is suggested that, where deemed to be appropriate, the Borough Council explores the possibility of 'passing' the nomination to other organisations (ie Town/Parish Councils).
 - (c) Where the Borough Council has the right to nominate a representative, but the nominee will not be automatically appointed by the outside body, then the nomination will also be made by the Cabinet.



REPRESENTATION ON OUTSIDE BODIES 2015 TO 2019

AND

**REPRESENTATION ON WHOLLY-OWNED/JOINT VENTURE
COMMERCIAL COMPANIES 2015 TO 2019**

BRIEF GENERAL INFORMATION ABOUT THE ORGANISATIONS

St Edmundsbury Borough Council Representation on Outside Bodies 2015 to 2019

(Note: This list covers constituted organisations and charities. Council representation on project groups or boards, formed of various organisations, would be determined by Cabinet or in accordance with the Memoranda of Understanding for those projects)

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
1.	<p>Association for Suffolk Museums Management Committee</p> <p>Advance education of the public in Suffolk by support and assistance to public museums and art galleries and their development.</p>	One Member	Cllr Carol Bull	Twice a year; Various locations in Suffolk	Mark Walsh Damien Parker
2.	<p>Abbey of St Edmund Heritage Partnership</p> <p>The aims of the Partnership are to coordinate local and regional organisations representing religious, academic, research, education, government, business, community and voluntary interests to promote the conservation, improvement and interpretation of the Abbey of St Edmund to local people and to visitors for public information and enjoyment.</p>	One Member	Cllr Robert Everitt	Held at St Edmundsbury Cathedral	Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
	The Abbey of St Edmund Heritage Partnership aims to enable the diverse interests of its members to unite towards a common goal and to achieve a better understanding of the spiritual, cultural, historical, archaeological and environmental significance of the Abbey of St Edmund and the River Lark Valley.				
3.	<p>'Breaking New Ground' Board (replaces the Brecks Partnership – Core Management Group)</p> <p>In March 2014, the Heritage Lottery Fund (HLF) confirmed the award of nearly £1.5m to the Breaking New Ground Landscape Partnership, enabling a £2.2m scheme to start delivering a range of exciting Heritage and Landscape Projects in the heart of the Brecks.</p> <p>'Breaking New Ground' will provide the dynamic impetus to move this unique landscape from the margins of public awareness to the mainstream, connecting communities to the skills and understanding necessary to sustain</p>	One Member	Cllr Sarah Broughton	Board meetings are held quarterly	Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
	its natural, archaeological and built heritage and enable them to explore and celebrate its distinctive features such as pine lines, flint buildings, forests and heaths. It will seek to address the challenges presented by climate change, economic pressure, population growth and diversity and connect effective, integrated rural development with environmental excellence in this sensitive and special landscape.				
4.	<p>Bury St. Edmunds Volunteer Centre – Management Committee</p> <p>Promote and undertake charitable activities in Bury St Edmunds and the surrounding area, including:</p> <ul style="list-style-type: none"> - information service for prospective volunteers and a central recruiting agency - central point for organisations using volunteers 	One Member	Cllr Robert Everitt	Quarterly; Evenings; Bury St Edmunds	Davina Howes Lucy Pettitt

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
5.	<p>Dedham Vale Area of Outstanding Natural Beauty (AONB) and Stour Valley Joint Advisory Committee</p> <p>Implement and encourage measures to conserve and enhance the landscape of the Stour Valley and develop opportunities for informal countryside recreation.</p>	Two Members	Cllr Alaric Pugh Cllr Peter Stevens	Twice a year	Mark Walsh Damien Parker
6.	<p>District Councils' Network</p> <p>The District Councils' Network is a cross-party member led network of 199 district councils. It is a Special Interest Group of the Local Government Association (LGA), and provides a single voice for district councils within the LGA. It lobbies central government, the political parties and other stakeholders directly on behalf of its members, as well as commissioning research, providing support and sharing best practice.</p>	One Member	Cllr John Griffiths		Ian Gallin Liz Barnard

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
7.	<p>(NEW) Destination Management Organisation (DMO): Bury St Edmunds</p> <p>The Bury St Edmunds Destination Management Organisation (DMO) was formed by St Edmundsbury Borough Council, in partnership with OurBuryStEdmunds Business Improvement District, the Bury St Edmunds Town Council, St Edmundsbury Cathedral, Bury in Bloom and Gough Hotels.</p> <p>The main aim of the DMO is to increase the value of tourism in Bury St Edmunds and the surrounding area by encouraging more overnight visitors and longer stays.</p>	<p>One Member <i>(Portfolio Holder for Leisure and Culture, or equivalent); and</i></p> <p>One Substitute <i>(Portfolio Holder for Planning and Growth, or equivalent)</i></p> <p>(Appointments to be confirmed at Annual Council on 18 May 2017)</p>	<p>Member: Cllr Joanna Rayner</p> <p>Substitute: Cllr Alaric Pugh</p>	<p>To attend quarterly board meetings as a main stakeholder</p>	<p>Julie Baird Jonathan Miles</p>
8.	<p>East of England Local Government Association (EELGA)</p> <p>The EELGA is a voluntary body funded by subscription. The 52 local councils in the East of England are all members. The organisation is governed by the Leader or elected Mayor of each of the 52 councils in</p>	<p>One Member</p>	<p>Cllr John Griffiths</p>	<p>The full assembly of the 52 leaders meets twice a year</p>	<p>Ian Gallin Liz Barnard</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
	the region. The full assembly of the 52 leaders meets twice a year. This is a forum for discussion on common issues, but importantly provides a platform for all leaders to meet and hear from Ministers and other policy makers on key issues. Day-to-day management is provided by a management committee of five Leaders who are representative of the political proportionality of the region.				
9.	George Savage Trust The George Savage Trust was set up in 1939 following a bequest made by Mr George Savage. It has responsibility for the care and maintenance of the five cottages on Cavendish Green (known as Hyde Park Corner).	One Member	A Wayman (<i>Non-elected Member</i>)	Twice a year; Cavendish	Alex Wilson
10.	Gershom Parkington Memorial Trust A charity to determine the use of the memorial funds to support the promotion of horology.	Six Trustees (Four vacancies)	1. Simon Pott (<i>Non-elected Member</i>) 2. Honorary Freeman Sheila Wormleighton (<i>Non-elected Member</i>) 3. Cllr Diane Hind	Ad-hoc	Alex Wilson

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<i>(This is separate to the main Gershom Parkington bequest)</i>		4. Cllr Jo Rayner		
11.	Guildhall Feoffment Trust <ul style="list-style-type: none"> - Relief of poverty - Assistance to almspeople - Maintenance of almshouses - Assistance to students - Maintenance of parish churches of St Mary and St James, Bury St Edmunds 	Three Members	<ol style="list-style-type: none"> 1. Cllr John Griffiths 2. Cllr Clive Springett 3. Cllr Pat Warby 	4 times a year; mornings; Bury St Edmunds	Simon Phelan
12.	King Edward VI Grammar School Bury St. Edmunds Foundation <ul style="list-style-type: none"> - Award of scholarships, bursaries etc; - Providing assistance to enable beneficiaries to prepare for profession, trade or calling - Foreign scholarships - Facilities not normally provided by the Local Education Authority for recreation, athletics, sports and games coaching - Assistance to beneficiaries to study music or other arts. 	Three Members	<ol style="list-style-type: none"> 1. Cllr Robert Everitt 2. Cllr Sara Mildmay-White 3. VACANCY 	3 times a year; plus sub-committees	Karen Points

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
13.	<p>Local Government Association (LGA) (General Assembly)</p> <p>The LGA a politically-led, cross-party organisation that works on behalf of councils to ensure local government has a strong, credible voice with national government. It aims to influence and set the political agenda on the issues that matter to councils so they are able to deliver local solutions to national problems.</p> <p>The LGA General Assembly meets once a year and acts as the 'parliament' for local government. It is a key element of the LGA's member structure.</p> <p>All district/borough councils are entitled to one vote and to appoint one representative.</p>	One Member	Cllr John Griffiths	Once a year	Ian Gallin

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
14.	<p>New Anglia Local Enterprise Partnership (LEP) Board</p> <p>New Anglia Local Enterprise Partnership was established by Government in 2010. It is a unique business-led collaboration between the private, public and education sectors across Norfolk and Suffolk. Its ambition is to drive economic growth and transform the local economy into a global centre for talent and innovation.</p> <p>There are 39 LEPs across England and they are independent from Government. New Anglia LEP represents one of the fastest growing regions in the country, with 1.6 million people and around 55,000 businesses.</p> <p>The role of the Board is to guide and advise the executive team to ensure sharp focus on activities to help grow jobs and remove the barriers to growth, for business.</p>	One Member	Cllr John Griffiths		Ian Gallin

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
15.	<p>ONE Haverhill Partnership Board</p> <p>ONE Haverhill is an independent partnership that brings organisations and resources together to make them more effective and efficient in the town – providing ONE voice for Haverhill.</p> <p>Members of the Board include all three tiers of local government, the business sector, education, police, health, voluntary sector, Havebury Housing, Abbeycroft Leisure, education and the faith communities – all with one aim - improving the quality of life for people in Haverhill.</p>	Two Members	<ol style="list-style-type: none"> 1. Cllr Paula Fox 2. Cllr Alaric Pugh 	Quarterly	Ian Gallin Davina Howes Lucy Pettitt
16.	<p>'OurBuryStEdmunds' (Bid4Bury) Board Directors</p> <p>A Business Improvement District (BID) is an arrangement under which plans to improve the trading environment for BID businesses are delivered. Businesses identify projects or services that will add value to their business and agree on</p>	One Member and One Officer	<p>Cllr Robert Everitt (<i>Member</i>)</p> <p>Andrea Mayley (<i>Officer</i>)</p>		Julie Baird Andrea Mayley

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<p>how to manage it and how much they are prepared to pay.</p> <p>The BID is managed by Bury St Edmunds Town Centre Management Company Ltd. This is an independent not for profit company and is answerable to the Board of Directors. The Board will oversee the delivery of projects and work in the best interests of the Town Centre.</p>				
17.	<p>Our Greenest County Board (Suffolk County Council)</p> <p>Creating the Greenest County is an aspiration that involves the whole county in enhancing the natural and historic environment and responding to climate change. The partnership provides an umbrella for many existing projects, encourages further recognition and resourcing of them and seeks to inspire further actions in communities, businesses and schools.</p>	One Member	Cllr Peter Stevens	Quarterly	David Collinson Peter Gudde

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
18.	<p>Rural Services Network (SPARSE)</p> <p>The Rural Services Network (RSN) represents the interests of rural service providers and their rural communities in England. It</p> <ul style="list-style-type: none"> - Makes representations on issues affecting rural services - Promotes active networking between service providers and across all sectors - Establishes and broadcasts rural best practice - Promotes debate and interaction between agencies/sectors across many areas of joint interest for example rural crime, rural housing, broadband provision and rural health 	One Member	Cllr Peter Stevens	<p>Throughout the year, the RSN provide a range of meetings and events for the subscribed authorities and organisations.</p> <p>The different events range from seminars, to working groups to full meetings and provide organisations with the chance to engage at different levels with different issues.</p>	Davina Howes Liz Barnard
19.	<p>Smiths Row Art Gallery Trust</p> <p>Smiths Row is a contemporary art gallery in the heart of historic Bury St Edmunds. Smiths Row curates an exciting programme of</p>	One Member	Cllr Wayne Hailstone		Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
	exhibitions and public art projects, accompanied by a range of tours, talks and workshops. Admission to all exhibitions is free.				
20.	<p>Southgate Community Partnership (SCP)</p> <p>Southgate Community Centre was handed over from St Edmundsbury Borough Council to the people of Southgate in October 2011. The Centre is now run for the community by the Southgate Community Partnership (SCP), which is a group of trustees made up of four representatives each from the Southgate Church and from the wider community, as well as a representative from both Suffolk County Council and St Edmundsbury Borough Council (Cllr Patrick Chung).</p>	Ward Member for Southgate to be a trustee of the Partnership	Cllr Patrick Chung		Davina Howes Lucy Pettitt
21.	<p>St John's Centre Trustees, Bury St Edmunds</p> <p>To manage the St John's Centre, for mainly educational and religious purposes for the benefit of children and adults in the area of the former</p>	One Member	Cllr Pat Warby	6 to 8 times per year	Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	Bury St Edmunds Borough Council.				
22.	<p>Stiff's Almshouses Charity Trustees, Rougham</p> <p>The income from the proceeds of sale of the almshouses to be applied for the benefit of poor women in the following ways:-</p> <ul style="list-style-type: none"> - gifts of useful articles including comforts or aids for the sick, - weekly allowances and grants in cases of sickness, infirmity or distress. - Payment of travelling expenses to hospitals etc., - subscriptions to almshouses for poor women. 	One Member	Anne Bell (<i>Non-elected Member</i>)		Simon Phelan
23.	<p>Suffolk County Council - Health and Wellbeing Board</p> <p>The Suffolk Health and Wellbeing Board was established in accordance with the Health and Social Care Act 2012. The Board has a duty to "encourage integrated working" between health, care, police and other public services in order to improve wellbeing</p>	One Member and one substitute (<i>representation alternated every two years with Forest Heath District Council</i>)	<p><u>Representation to September 2017</u></p> <ol style="list-style-type: none"> 1. Cllr Robin Millar (FHDC) (<i>Member</i>) 2. Cllr Robert Everitt (SEBC) (<i>Substitute</i>) 	Every two months; 9.30/10.00 am; Endeavour House, Ipswich	Davina Howes Lucy Pettitt

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<p>outcomes for Suffolk. It is responsible for delivery of the Joint Strategic Needs Assessment and the county's Joint Health and Wellbeing Strategy.</p> <p>The Suffolk Health and Wellbeing Board has 22 members in total, comprising members and officers from the County Council, local clinical commissioning groups, NHS England, HealthWatch, the police, the voluntary sector and district and borough councils.</p>				
24.	<p>Suffolk County Council - Suffolk Flood Risk Joint Scrutiny Sub-Committee</p> <p>The Suffolk Flood Risk Scrutiny Sub Committee is made up of eight councillors (1 councillor from Suffolk County Council and 1 from each of the local borough/district councils.</p> <p>The Sub-Committee is responsible for reviewing, scrutinising and influencing decision making in</p>	One Member and one Substitute	<p>Cllr Wayne Hailstone (<i>Member</i>)</p> <p>Cllr David Roach (<i>Substitute</i>)</p>	Once/twice a year; 10.00am Endeavour House, Ipswich	Mark Walsh

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	relation to the Suffolk Flood Management Strategy.				
25.	<p>Suffolk County Council - Health Scrutiny Committee</p> <p>Suffolk County Council is responsible in Suffolk for undertaking local government scrutiny of health provision. It has established a Committee for this purpose, with representation from the Overview & Scrutiny Committees of the District/Borough Councils in the County.</p>	<p>One Member</p> <p><i>(Nominations for 2017/2018 to made by the Overview and Scrutiny Committee on 7 June 2017, for confirmation by Council on 13 June 2017)</i></p>	<p>Cllr Paul Hopfensperger (Member)</p> <p>Cllr Margaret Marks (Substitute)</p>	<p>Quarterly; 10.30am; Endeavour House, Ipswich</p>	<p>Davina Howes Christine Brain</p>
26.	<p>Suffolk Joint Emergency Planning Policy Panel</p> <ul style="list-style-type: none"> - To act as a link with each Council's administration to allow joint debate of civil protection issues, both current and emerging, that affect Suffolk. - Develop common approaches to civil protection strategy and policy, including elected member emergency preparedness training and exercising. - Represent agreed changes in civil protection direction and policy, 	<p>One Member</p> <p><i>(The nomination to be the Lead Member for civil protection in each authority)</i></p>	<p>Cllr Robert Everitt</p>	<p>Meetings held as and when required; No fixed meeting location</p>	<p>Stephen Henthorn</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<p>as appropriate, in each Council's administrative process to embed/gain agreement for any change.</p> <ul style="list-style-type: none"> - Consider recommendations from the Suffolk Policy Review activity on civil protection capability. - Agree Suffolk civil protection inputs to Local Area Agreements. 				
27.	<p>Suffolk Police and Crime Panel</p> <ul style="list-style-type: none"> - Reviewing and scrutinising the decisions and other actions of the statutory functions of the Suffolk Police and Crime Commissioner, providing both support and challenge. - Focus on key strategic actions and decisions taken by the PCC. - Making reports and evidence based recommendations to the PCC. - Vetoing the level of the precept and the appointment of the chief Constable. - Dealing with complaints, as required by law, in respect of the PCC. 	<p>One Member and one Substitute</p> <p><i>(Conservative appointments based on political proportionality across the whole of Suffolk)</i></p>	<p>Cllr Carol Bull (Member)</p> <p>VACANCY (Substitute)</p> <p>(Appointment to be confirmed at Annual Council on 18 May 2017)</p>	<p>Quarterly; 10.30am; Endeavour House, Ipswich</p>	<p>Davina Howes Lucy Pettitt</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
28.	<p>Suffolk Waste Partnership</p> <p>The Suffolk Waste Partnership (SWP) is a strategic partnership of the county, district/borough councils, who work together to continuously improve waste management services throughout Suffolk. The SWP has created a Joint Municipal Waste Management Strategy 2003-2020, which sets out the strategic framework for the management of municipal waste across the county.</p>	One Member	Cllr Peter Stevens		Mark Walsh Mark Christie
29.	<p>Suffolk West Citizens Advice Bureau (Bury St Edmunds)</p> <ul style="list-style-type: none"> - To ensure people do not suffer through lack of knowledge of their rights and responsibilities or the services available to them or through an inability to express their needs effectively; - To exercise a responsible influence on the development of social policies and services, both locally and nationally. <p>Advice is free, independent, impartial and confidential.</p>	<p>One Observer</p> <p><i>(Appointed by the Cabinet. However, the appointment does not need to be a member of the Cabinet)</i></p>	Cllr Patrick Chung	Four a year; Evenings; Bury St Edmunds	Davina Howes Lucy Pettitt

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
30.	Theatre Royal Board of Management Promote, maintain, improve and advance education, particularly by encouragement of the arts.	One Observer <i>(Appointed by the Cabinet. However, the appointment does not need to be a member of the Cabinet)</i>	Cllr Jo Rayner	Board of Directors – monthly; Management Committee – monthly.	Karen Points Damien Parker
31.	West Stow Anglo Saxon Village Trust To preserve and restore for the benefit of the public, the settlement and to advance education in environmental archaeology with special reference to the settlement.	Five Members <i>(Trustees shall appoint up to four of their number to be Land Trustees, which therefore, may be Borough Councillors)</i>	1. Cllr Sarah Broughton 2. Cllr Simon Brown 3. Cllr Susan Glossop 4. Cllr Ian Houlder 5. Cllr Andrew Speed	Three times a year (March, June and November); Daytime; West Stow Anglo-Saxon Village	Mark Walsh Damien Parker Lance Alexander
32.	Western Suffolk Community Safety Partnership Community Safety Partnerships (CSP) are statutory bodies which came into being as a result of the 1999 Crime and Disorder Act in which the government recognised that crime and disorder cannot be addressed by the Police alone.	One Member	Cllr Robert Everitt		Davina Howes Lucy Pettitt

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
	There was originally one CSP per District/Borough area in Suffolk; however in 2004 the 3 districts in Western Suffolk (Forest Heath, St Edmundsbury and Mid Suffolk) agreed to merge into one Western Suffolk Community Safety Partnership (WSCSP), so reducing bureaucracy and forging the way for greater partnership working.				

St Edmundsbury Borough Council Representation on Wholly-owned/Joint Venture Commercial Companies

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
1.	<p>Barley Homes (Group) Ltd</p> <p>A commercial company limited by shares, for the purpose of developing housing for sale and private rent, and affordable rent and low-cost home ownership in line with the Councils' existing planning policies.</p> <p>The company is wholly-owned by Forest Heath District Council (25% of shares), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%) and will provide a revenue income to all Councils.</p>	<p>Shareholder Advisory Group consisting of:</p> <p>Two Members (FHDC)</p> <p>Two Members (SEBC)</p> <p>plus four Members from Suffolk County Council</p> <p><i>(As separate arrangements have been approved, re-appointments to this Group are not made each year at Annual Council.)</i></p>	<p>1. Cllr Brian Harvey 2. Cllr Lance Stanbury</p> <p>1. Cllr Sara Mildmay-White 2. Cllr Richard Rout</p>	<p>Quarterly</p> <p>Alternates between West Suffolk House, Bury St Edmunds and Endeavour House, Ipswich</p>	<p>Simon Phelan Davina Howes</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2015 to 2019	MEETING INFORMATION (<i>where known</i>)	SUPPORT OFFICER(S)
2.	<p>Verse Facilities Management Limited</p> <p>A commercial company limited by shares, for the purpose of delivering Facilities Management Services in West Suffolk and surrounding areas.</p> <p>The company is wholly-owned by Forest Heath District Council (14% of shares), St Edmundsbury Borough Council (26%) and Vertas Ltd (60%) (who are in themselves wholly owned by Suffolk County Council) and will provide a revenue income to all Councils.</p>	<p>Arrangements for representation on a Shareholder Advisory Group are still to be confirmed.</p>	To be confirmed	To be confirmed	Mark Walsh Karen Points

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