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# Shadow Council



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| <b>Title:</b>  | <b>Agenda</b>   |
| <b>Date:</b>   | <b>Tuesday 20 November 2018</b>   |
| <b>Time:</b>   | <b>6.30 pm</b>  |
| <b>Venue:</b>  | <b>Conference Chamber<br/>West Suffolk House</b><br>Western Way<br>Bury St Edmunds IP33 3YU   |
| <b>Membership:</b>   | <b>All Councillors</b><br><br>You are hereby summoned to attend a meeting of the Shadow Council to transact the business on the agenda set out below.<br><br><br><br><b>Ian Gallin</b><br><b>Chief Executive</b><br><b>12 November 2018</b>  |
| <b>Interests – Declaration and Restriction on Participation:</b> | Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest. |
| <b>Quorum</b>  | Twenty four Members   |
| <b>Committee administrator:</b>                                  | <b>Claire Skoyles</b><br>Democratic Services Officer<br><b>Tel:</b> 01284 757176<br><b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>  |

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# Public Information



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| <b>Venue:</b>   | <b>West Suffolk House</b><br>Western Way<br>Bury St Edmunds<br>Suffolk IP33 3YU   | Tel: 01284 757176<br>Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a><br>Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a> |
| <b>Access to agenda and reports before the meeting:</b> | Copies of the agenda and reports are open for public inspection at the above and following address:<br><b>District Offices</b><br><b>College Heath Road</b><br>Mildenhall<br>Bury St Edmunds<br>Suffolk IP28 7EY<br><br>at least five clear days before the meeting. They are also available to view on our website.  |   |
| <b>Attendance at meetings:</b>                          | The West Suffolk Shadow 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.   |   |
| <b>Public participation:</b>                            | Members of the public may ask questions of Members of the Shadow Executive (Cabinet) at ordinary meetings of the Shadow Council. 30 minutes will be set aside for persons in the public gallery who live or work in the West Suffolk area to ask questions about the work of the Shadow Council. 30 minutes will also be set aside for questions at extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.<br><br>A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or telephoning 01284 757176 or in person by telling the committee administrator present at the meeting.<br><br>Written questions, detailing the full question to be asked, may be submitted by members of the public to the Interim Monitoring Officer no later than 10.00 am on the previous working day to the meeting of the Council.<br>Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Phone: 01284 757162 |   |
| <b>Disabled access:</b>                                 | The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.   |   |
| <b>Induction loop:</b>                                  | An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.  |   |
| <b>Recording of meetings:</b>                           | The Shadow 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).<br><br>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.  |   |
| <b>Personal Information</b>                             | Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.  |   |

# Agenda

## Procedural Matters

**Page No**

**1. Minutes**

**1 - 6**

To confirm the minutes of the meeting held on 25 September 2018 (copy attached).

**2. Chairman's Announcements**

**3. Apologies for Absence**

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

**4. Declarations of Interests**

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

## Part 1 – Public

**5. Leader's Statement**

Paper No: **COU/SA/18/012 TO FOLLOW**

**(Shadow Council Procedure Rules 8.1 – 8.3)** The Leader will provide a written statement summarising important developments and activities since the preceding meeting of the Shadow Council where these have arisen. These developments and activities will solely relate to the development of the Shadow Council, and matters related to the future West Suffolk Council.

Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.

A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.

**6. Public Participation**

**(Shadow Council Procedure Rules Section 6)** Members of the public who live or work in the West Suffolk area are invited to put one question of not more than five minutes duration about the work of the Shadow Council to members of the Shadow Executive. A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start.\*

(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Shadow Council will proceed to the next business.

Each person may ask **one** question only. A total of **five minutes will be allowed for the question to be put and answered.** One further question will be allowed arising directly from the reply, **provided that the original time limit of five minutes is not exceeded.**

**Written questions** may be submitted by members of the public to the Interim Monitoring Officer **no later than 10.00 am on Monday 19 November 2018.** The written notification should **detail the full question** to be asked at the meeting of the Council.)\*

\*For further information, see Public Information Sheet attached to this agenda.

**7. Civic Leadership Review**

**7 - 200**

Report No: **COU/SA/18/013**

**8. Urgent Questions on Notice**

The Shadow Council will consider any urgent questions on notice that were notified to the Interim Monitoring Officer by 11am on the day of the meeting.

**Part 2 – Exempt**

**NONE**