

Annual Council



Title:	Agenda
Date:	Wednesday 22 May 2019
Time:	6.30 pm
Venue:	Conference Chamber West Suffolk House Western Way Bury St Edmunds IP33 3YU
Membership:	All Councillors You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.  Ian Gallin Chief Executive 14 May 2019
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.
Quorum	One third of the Council (at least 22 Members)
Committee administrator:	Helen Hardinge Democratic Services Officer Tel: 01638 719363 Email: helen.hardinge@westsuffolk.gov.uk

Public Information

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	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 above and following address: West Suffolk Council College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	West Suffolk 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:	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons. Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	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). 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.	
Personal Information	Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.	

Agenda

Procedural Matters

Part 1 – Public

Page No.

1. Election of Chair of the Council for 2019/2020

The outgoing Chair will call for nominations for the election of the Chair for the ensuing year.

The outgoing Chair will then make their remarks, to be followed by incoming Chair's Declaration of Acceptance of Office.

2. Election of Vice Chair of the Council for 2019/2020

The Chair will nominate their Vice Chair.

Incoming Vice Chair to make their Declaration of Acceptance of Office.

3. Apologies for Absence

The Service Manager (Democratic Services) will announce any apologies for absence.

4. Election of the Leader of the Council

The Chair will call for nominations for the election of the Leader of the Council and this item of business will be determined by the normal voting process.

The term of office for the Leader of the Council will expire at the next post-election Annual Meeting of the Council unless determined before then in accordance with the provisions of the Constitution.

5. Appointment of Cabinet Members

Having regard to the provisions of the Constitution, the Chair will invite the newly appointed Leader of the Council to announce:

- (a) Up to nine Members whom they will be appointing to form the Cabinet (alongside the Leader)
- (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.

	<i>Page No.</i>
6. Review of Political Balance and Appointment to Politically Balanced Bodies 2019/2020 Report No: AGM/WS/19/001	1 - 28
7. Appointment of Chairs and Vice Chairs of the Scrutiny Committees In accordance with the Constitution, the Council will appoint the Chairs and Vice Chairs of the: (a) Overview and Scrutiny Committee; and (b) Performance and Audit Scrutiny Committee	
8. Councillor Allowances and Expenses Report No: AGM/WS/19/002	29 - 40
9. Review and Representation on Outside Bodies 2019 - 2023 Report No: AGM/WS/19/003	41 - 74

Review of Political Balance and Appointment to Politically Balanced Bodies 2019/2020

Report No:	AGM/WS/19/001	
Report to and date:	Annual Council	22 May 2019
Cabinet Member:	Leader of the Council <i>(Appointment of the Leader of the Council to be confirmed at Annual Council on 22 May 2019)</i>	
Lead officer:	Leah Mickleborough Service Manager (Democratic Services) & Monitoring Officer Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	

Decisions Plan: N/A

Wards Impacted: All

Recommendation: It is recommended that:

- (1) **The Committees and Sub-Committees listed in Paragraph 1.8 of Report No: AGM/WS/19/001 operate for 2019/2020 in accordance with the number of seats and terms of reference, as contained in Appendix C of this report (attached);**
- (2) **The Council agrees the political balance and allocation of seats on Committees as per Appendix A of this report (to follow);**
- (3) **The Council agrees the political balance and allocation of substitutes on Committees as per Appendix B of this report (to follow); and**
- (4) **The Council notes that based on the agreed allocations, Group Leaders have up to 14 days in which to notify the Monitoring Officer of their nominations to committee places, on which the Monitoring Officer will appoint Members to Committees.**

1. Background / Context

- 1.1 Councils make a wide range of decisions. Some of the most significant decisions are for the Council itself to make; many decisions are delegated to committees to make, and much of the day-to-day running of the Council is delegated to members of staff (Officers) to make.
- 1.2 The law requires that where a Council is divided into groups, then the seats on decision making committees and scrutiny committees must be divided fairly between the groups. Only the Council can decide the formula for allocating seats to groups; this formula is generally referred to as the “political balance”.
- 1.3 There are legal rules on how the political balance should be calculated, which are set out in 1.6 below. However, the calculations rarely come out with an exact answer and therefore there is often a degree of negotiation on the final allocations.
- 1.4 Each group is allocated a proportion of seats in accordance with the size of their group. Council only needs to agree the allocation of seats; once this has been agreed, within 14 days, the group leaders need to notify the names of which Councillors will then take the seats on each Committee.
- 1.5 If there are Councillors that are not in a political group, then the Council may allocate a proportion of seats for non-grouped members to have. Non-grouped members may choose between themselves who should take these seats, or the Council may have to vote on which non-grouped Councillor takes each seat.
- 1.6 As far as possible, the Council has to achieve the following in allocating seats on Committees:
 - a) Not all seats on Committees are allocated to the same group;
 - b) The majority (Conservative) group is entitled to have the majority of seats on each Committee;
 - c) The number of seats on the ordinary (non-scrutiny) Committees for each group is proportionate to their overall membership on the Council;
 - d) The number of seats on all Committees for each group is proportionate to their overall membership on the Council
- 1.7 Should the Council wish to diverge from these principles, it can only do so if all Members either vote in favour of it, or abstain.
- 1.8 The Committees to which these rules apply are as follows:

Development Control Committee (16 members)
Licensing and Regulatory Committee (15 members)
Overview and Scrutiny Committee (16 members)
Performance and Audit Scrutiny Committee (12 members)
Standards Committee (6 members)
Officer Appointments Committee (6 members)
Officer Appeals Committee (6 members)
- 1.9 These calculations do not apply to the Cabinet, as, by law, it is for the Leader to determine who sits on the Cabinet.

- 1.10 At the time of publication of this report, the allocation of Councillors to political groups was still taking place. As such, the formal calculations will be published as an additional Appendix A which will be issued as soon as available.

Substitutes

- 1.12 In addition to allocating Councillors to seats on Committees, the Council must also agree how many substitutes there should be on each Committee. It is intended to also circulate an Appendix B identifying a potential substitute allocation as soon as possible.
- 1.13 Councillors can only substitute for Members of the same group. As such, the calculations will aim to secure that as many groups as possible have a substitute Member. However, the Constitution requires that substitute appointments also respect political proportionality, and the total number of substitutes should be no more than half the members of the Committee (so, for example, the Development Control Committee can have up to 8 substitutes).

2. Alternative Options

- 2.1 None, as the matters under consideration are required by the Constitution.

3. Consultation and engagement

- 3.1 N/A

4. Risks

- 4.1 If the Council fails to agree the political balance, it means that committees may not be able to meet to make important decisions.

5. Implications arising from the proposal

5.1 Financial

The review has been undertaken within existing resources. Any changes required as a result of the review will also be borne from existing budgets.

5.2 Legal Compliance

The Local Government and Housing Act 1989 states that the Authority has a duty to review the representation of different political groups at, or as soon as practicable, after the Annual Meeting.

6. Appendices

- 6.1 **Appendix A (TO FOLLOW)** – Entitlement of Places
Appendix B (TO FOLLOW) – Allocation of Substitutes
Appendix C – Terms of Reference

This page is intentionally left blank

Development Control

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, 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), that are not otherwise delegated to Officers.

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 Responsibility for Local Choice Functions) that are not otherwise delegated to Officers.

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 matters falling within their remit which are:
 - (a) Judged by the Assistant Director (Planning and Regulatory Services) (after consultation with the Chair and/or the Vice Chair(s) 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.
 - (b) Applications proposing major development (as defined in Article 1(2) of the Town and Country Planning (General Development Procedure) Order 1995) (as amended) where a Member for the Ward in which the application site is located has requested (in writing) consideration by the Committee.
 - (c) Applications proposing other than major development (as defined above) referred by the Assistant Director (Planning and Regulatory Services) following consultation with the Delegation Panel.
 - (d) Departures from the provisions of the Development Plan where planning permission is recommended for approval.
 - (e) Applications made by or on behalf of the Council.

- (2) A Members' Delegation Panel Scheme (known as "the Panel") has been set up to advise on the level of decision with applications for Planning Permissions. The Panel is intended to deal with the items which would normally be dealt with under delegated authority but where there is a contrary view from the Town/Parish Council or where the Ward Member has requested that the application be referred to the Panel for a planning reason. Where a contrary view has been expressed the Delegation Panel advise whether the decision remains as delegated or whether the application should be referred to Committee for a decision. This will apply in cases including (but not limited to) applications from householders, advertisement 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) (as amended), applications for a variation of conditions, applications relating to hazardous substances and TPO applications/confirmations (where objections have been received).
- (3) The Panel to also advise on the level of decision of an application, in the first instance, for planning permissions on behalf of, or closely related to, an elected Member or Officer of the Council, where there are no contrary views from statutory consultees, Parish/Town Councils and third parties. The Panel will also advise where a Member of the Development Control Committee has requested, in writing, that the application should be considered by the Committee, but the local Ward Member(s) has/have not.
- (4) In cases referred to above, decisions will only be taken following consultation with the Panel which will comprise the Chair and/or Vice Chair(s) of the Development Control Committee. The Panel will have regard to the views of the local Ward Member(s) who has/have made representations in writing or at the meeting.

The Panel scheme will operate as follows:

- (a) Meeting of the Panel will normally take place fortnightly. Additional meetings of the Panel can be arranged if deemed necessary.
- (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 Chair and Vice Chair(s) of the Development Control Committee and any local Member(s) or adjacent Ward Member with the approval of the Ward Member(s) who has/have made representations in writing, at least two clear working days in advance of the Panel meeting, with provision for emergency items at the discretion of the Chair or Vice Chair(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 other Member may attend the Panel as an observer, at the Chair's discretion.

- (d) Following discussion and views expressed at the Delegation Panel meeting, the Assistant Director (Planning and Regulatory Services) will make the decision on whether the application should be determined by Officers, or the matter will be referred to the Development Control Committee. If there is no clear consensus of views expressed, the application will be reported to the Development Control Committee.
- (e) 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 Chair, Vice Chair(s) of the Development Control Committee and local Member(s).
- (f) For the avoidance of doubt, Officers will determine all matters within the remit of the Development Control Committee that:
 - i) Do not meet the criteria for referral directly to the Development Control Committee.
 - ii) Do not meet the criteria for referral for consideration by the Delegation Panel.
 - iii) Are reviewed by the Delegation Panel but are not referred to the Development Control Committee

2 – Membership and meeting arrangements

- 2.1 The Committee will comprise up to 16 Members of the Authority.
- 2.2 The Committee will be appointed annually by the Council and will be politically balanced.
- 2.3 The Committee will appoint its own Chair and Vice-Chair(s).
- 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 and Extraordinary 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 is not a departure from Development Plans and adopted District and County Planning Policies.
 - (b) Statutory consultations being carried out in accordance with the Statement of Community Involvement; 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 in Part 1, paragraphs (1) (a) to (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

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, other than those matters that are delegated to officers to determine.

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.

2 – Membership and meeting arrangements

- 2.1 The Committee will comprise up to 15 Members. It will be appointed annually by the full Council and will be politically balanced in so far as is reasonably practicable.
- 2.2 Members appointed to the Committee must:
 - (a) Be 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 (as set out in the Code of Practice on Licensing) on the functions and responsibilities of the Committee and its Sub-Committees in order that legislative and/or local pay policy requirements are appropriately applied. Attendance at events or delivered by other means of all updates on relevant laws will be required.

If Members do not undertake the mandatory training, then they would not be appointed to any Sub-Committees. The matter would be raised with the relevant Group Leader who would be requested to consider the Members’ ongoing appointment to the Committee.
 - (d) Be expected to act in accordance with the Code of Practice on Licensing.
- 2.3 The Committee will appoint its own Chair and Vice-Chair.

2.3.1 The Chair will:

- (a) Be elected and it will be their responsibility to make themselves aware of the full understanding of their procedural responsibilities, in accordance with the principles set out in paragraph 5.2 of Article 5 (Chairing the Council) of the Constitution.
- (b) Be responsible for Member-to-Member engagement, in particular between the Committee and the respective Portfolio Holder.
- (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.

2.4 The Committee will ordinarily be expected to meet up to four times each year and whilst it would be expected for these meetings to take place quarterly, meetings may be re-arranged in accordance with the Committee's work programme.

The substantive responsibilities of the Committee will be to:

- (a) Set the fares charged by taxis licensed throughout the District.
- (b) Confirm how the Committee will carry out the core legal functions of the Licensing Authority.
- (c) Act as a consultee on policies relevant to the remit of the Committee, where appropriate
- (d) To consider and make Public Path Orders where, following the usual informal consultation, there are objections that cannot be resolved.

2.5 With the agreement of the Chair (or the Vice-Chair in the absence of the Chair) 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 As set out in this responsibility for Council functions, it is assumed that any non-development control regulatory functions would be delegated to Officers unless they must be referred to the Committee.

3.2 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. In such cases, the Assistant Director (Planning and Regulatory Services) shall consult with the Chair and Vice-Chair on whether they consider it appropriate to refer the matter to the Committee or Sub-Committee, or whether

the matter should be delegated for Officers to determine. The Chair and Vice-Chair should be informed of any representations received in respect of the matter, including any local Member views received.

- 3.3 If the Assistant Director (Planning and Regulatory Services), following consultation with the Chair and Vice-Chair, consider that beyond reasonable doubt the outcome of the Sub-Committee would be the application or appeal would be refused, then the matter should normally be determined by Officers.
- 3.4 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. Where the Sub-Committee is considering the licensing of a specific premises, the Ward Member(s) in which the premises lies should not sit on the Sub-Committee.
- 3.5 Democratic Services will seek Members to sit on Sub-Committees with a view to achieving political balance as far as is practicable across the municipal year. All Members of the Committee should be given equal opportunities to sit on Sub-Committees following successful completion of the relevant training
- 3.6 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.
- 3.7 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.
- 3.8 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.

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 (as a consultee)		
Policy not to permit casinos	X (as a consultee)		
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 person who had, within a period of 12 months immediately preceding the date		All cases

Matter to be dealt with	Sub Committee* (see note below)	Officers
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.		
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.	All cases	
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.	All cases	
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.	All cases	
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 – (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	

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 Business Regulation and Licensing Manager, after consultation with the Chair and Vice-Chair*

Officer Appeals Committee

1. Membership and Meeting Arrangements
 - 1.1 Membership of the Committee will comprise six Members. In addition, two Substitute Members will be appointed.
 - 1.2 The Committee will be appointed annually by the Council and will be politically balanced.
 - 1.3 Any Member of the Council may serve on the Committee provided that they are not also a Member of the Officer Appointments Committee.
 - 1.4 The Committee will appoint its own Chair and Vice Chair.
 - 1.5 The Committee will meet on an ad hoc basis as required.
2. Functions/Remit
 - 2.1 To consider appeals against dismissal and grievances by Chief Officers of the West Suffolk Council.

Officer Appointments Committee

1. Membership and Meeting Arrangements
- 1.1 Membership of the Committee shall comprise:
 - a) Up to six Members of the Authority.
 - b) The Council's Independent Persons, if they agree to be part of the Committee.
- 1.2 In addition, two substitute Members of the authority will be appointed.
- 1.3 The Committee will be appointed annually by the Council and will be politically balanced.
- 1.4 Any Member of the Council may serve on the Committee provided that they are not also a Member of the Officer Appeals Committee.
- 1.5 The Committee must also contain at least one Member of the Cabinet.
- 1.6 The Committee will appoint its own Chair and Vice Chair.
- 1.7 The Committee will meet on an ad hoc basis as required.
2. Functions/Remit
- 2.1 To deal with the appointment, discipline and termination of employment of the Directors of the West Suffolk Council in accordance with the Officer Employment Procedure Rules

West Suffolk Standards Committee

1. Membership and Meeting Arrangements

Membership of the Committee will comprise six Members and will be politically balanced.

2. Functions/Remit

The Committee will have the following roles and functions:-

- (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.
- (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 West Suffolk Council.

The Committee will not cover the conduct of Officers, for which separate provisions apply.

Health and Safety Sub-Committee

1. Overview

- 1.1 The Sub-Committee's membership will be drawn from Councillors and staff of the West Suffolk Council.
- 1.2 The Sub-Committee will consider the Council's health and safety arrangements and provide guidance to support the development of executive action by Officers of the Council, including policy guidance.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding of health and safety matters.
- 1.4 To make recommendations to the Cabinet and/or Officers of the Council about policies and actions required to develop and maintain effective health and safety arrangements.
- 1.5 To advise the Performance and Audit Scrutiny Committee on the progress of their work and matters they have considered.

2. Constitution

- 2.1 The Health and Safety Sub-Committee shall comprise 12 Members. Six Councillors drawn from the membership of the Performance and Audit Scrutiny Committee, which desirably reflects the political balance of the Council, as far as practically possible (to be the 'Employers' Side'). Six members of staff (to be the 'Employees' Side'), drawn from the Officer Health and Safety Group.
- 2.2 Two Substitute Members from the Employers' side and two Substitutes from the Employees' Side.
- 2.3 It shall be the Health and Safety Manager's duty to attend and advise the Sub-Committee.
- 2.4 The Sub-Committee shall appoint a Chair and Vice-Chair from its Members. When the Chair is a Member of one side of the Sub-Committee, the Vice-Chair shall be a Member of the other side.
- 2.5 The Sub-Committee may invite attendance of any person whose particular knowledge or experience may assist the Sub-Committee in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration.

3. Terms of Reference

- 3.1 The Sub-Committee shall keep under review all matters relating to the health, safety and welfare of the Councils' employees, and to

the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.

- 3.2 To review and monitor Health and Safety Policy and recommend amendments to the Officers and/or Cabinet in accordance with their respective delegations. Specifically, the Sub-Committee will work directly with the Health and Safety Manager to review and implement revisions to the operational procedures Policy under their delegated authority to make such changes.
- 3.3 Without prejudice to the foregoing terms, items for particular consideration may include:-
 - (a) The study of accidents and diseases, and in particular those notifiable to the Health and Safety Executive.
 - (b) Considering and making recommendations in respect of items submitted by the staff Health and Safety Group.
 - (c) Consideration of reports and information from the Inspectors of the Health and Safety Executive.
 - (d) Consideration of reports submitted by Safety Representatives.
 - (e) The development of safety procedures and safe systems of work.
 - (f) Recommending and monitoring the effectiveness of employee safety training.
 - (g) The presentation of publicity on safety matters; and
 - (h) Inspecting or arranging for an inspection of any particular area or activity.

4. Arrangements and Procedures

- 4.1 Meetings shall normally be held three times a year but, exceptionally, the Chair may decide, after consultation with the Health and Safety Manager, to convene an Extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact.
- 4.2 The quorum for the Sub-Committee shall be four, comprising at least two employee representatives and two Members of the Council.
- 4.3 Voting shall be by a show of hands and simple majority.
- 4.4 The report from the Sub-Committee to the Performance and Audit Scrutiny Committee and/or the Cabinet shall be by way of presentation of the minutes or by way of a brief report in an agreed format.

*(*Note: This meeting is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore these meetings are not open to attendance by the public).*

Financial Resilience Sub-Committee

1. Remit

- 1.1 The Financial Resilience Sub-Committee will undertake the enhanced monitoring and scrutiny of the Council's financial resilience, and will be responsible to the Performance and Audit Committee for:-
- (1) The Council's responses to changes in statutory and regulatory requirements and guidance related to treasury management, capital financing and financial resilience.
 - (2) Examining and recommending Annual Treasury Management and Investment Strategy.
 - (3) On-going revisions to treasury management strategies and policies.
 - (4) The mid-year treasury management review.
 - (5) Receiving reports on treasury management performance.
 - (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.
 - (7) Examining ongoing compliance with any statutory and non-statutory guidance or measures relating to financial resilience.

2. Membership and Meeting Arrangements

- 2.1 The Sub-Committee will comprise three Members and one substitute Member of the Performance and Audit Scrutiny Committee, which desirably reflects the political balance of the Council, as far as practically possible.
- 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 Council) and will appoint its own Chair.
- 2.4 The Sub-Committee will meet at least three times each year, although meetings may be cancelled by the Chair 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.

*(*Note: This meeting is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore these meetings are not open to attendance by the public).*

Overview and Scrutiny Committee

1. The Council will appoint an Overview and Scrutiny Committee of up to 16 members and it will normally be politically balanced. No member of the Cabinet may be a member of the Overview and Scrutiny Committee.
2. The primary purpose of the Committee is to improve the delivery of services provided to West Suffolk communities. To do this it can exercise the following general roles:
 - (a) Review and scrutinise decisions made or actions taken in connection with the discharge of functions by the Council and other service providers in West Suffolk.
 - (b) Make reports and recommendations to the Council and the Cabinet in connection with the discharge of any functions of the Council.
 - (c) Consider any matter affecting the area or its inhabitants.
 - (d) Question Members of the Cabinet and Officers about their views on issues and proposals affecting the area.
 - (e) Liaise with external organisations operating in the area, whether national, regional or local, to ensure the interests of local people are enhanced by collaborative working.
 - (f) Exercise the right to "call in", for reconsideration, decisions made but not yet implemented by the Cabinet, in accordance with the rules set out in Part 4 of the Constitution; and
 - (g) Consider any Councillor Calls for Action referred to it in accordance with the Protocol.
 - (h) Consider any matter which has been placed on the agenda of the committee by any member of the committee in accordance with the Rules of Procedure in Part 4 of this Constitution.
 - (i) Act as the Crime and Disorder Committee for the purposes of Section 19 of the Police and Justice Act 2006.

Scrutiny Role

3. Within its terms of reference, the Overview and Scrutiny Committee may:-
 - (a) Review and scrutinise the decisions made by, and the performance of, the Cabinet, Committees and Council Officers both in relation to individual decisions and over time.
 - (b) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas, and carry out performance management reviews.
 - (c) Review the adequacy of policies and practices to ensure compliance with statutory and other guidance.
 - (d) Question Members of the Cabinet, Committees and Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects.
 - (e) Make recommendations to the Cabinet and/or the appropriate Committee arising from the scrutiny process.

- (f) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance and issues of wider concern.
 - (g) Question and gather evidence from any person (with their consent).
 - (h) Assist the Council and the Cabinet in the development of the policy framework by detailed analysis of policy issues and options, including research, and community and other consultation.
 - (i) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
 - (j) Consider how collaborative working with external organisations can enhance the interests of local people.
4. For specific issues, the above work can be carried out by task and finish groups, which will be appointed and managed by the Committee. These groups will draw upon the knowledge and expertise of all Members of the Council.

Holding the Cabinet to Account

5. The Overview and Scrutiny Committee will hold the Cabinet to account for the discharge of its functions. The principal elements by which it will do this are as follows:-
- (a) Scrutinising decisions which the Cabinet is planning to take, as set out in the Decisions Plan or of which proper notice is given (including decisions referred to it in accordance with paragraph 6.6.2 of Article 6).
 - (b) Scrutinising decisions of the Cabinet and individual Portfolio Holders before they are implemented and if necessary using the "call-in" mechanism to require the decision taker to reconsider the earlier decision.
 - (c) Scrutinising decisions of the Cabinet or Portfolio Holders after they have been implemented as part of a wider review.

Support

6. In order that the Overview and Scrutiny Committee can perform its roles properly, it shall be given the following support:-
- (a) Effective and properly resourced support from officers.
 - (b) Appropriate financial resources.
 - (c) Access to the advice of the Council's Monitoring Officer.
 - (d) The ability to require Members of the Cabinet and officers to attend to answer questions.
 - (e) Specific training and development for all persons who undertake overview and scrutiny duties; and
 - (f) The Decisions Plan, containing details of all the matters likely to be the subject of key decisions, or to be considered in private by the Cabinet, or its Committees or by Officers, shall be made available to all Members of the Overview and Scrutiny Committee.

Performance and Audit Scrutiny Committee

1. The Council will also appoint a Performance and Audit Scrutiny Committee of up to 12 members, which will normally be politically balanced. Within its terms of reference the Committee will 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. No member of the Council's Cabinet may be a member of the Performance and Audit Scrutiny Committee.
2. The Committee will also assist the Council and the Cabinet in the development of the budget framework and act as the Council's Audit Committee, and the nature of this role is specified in the Scrutiny Committees Procedure Rules in Part 4 of this Constitution.

Finance

3. The Overview and Scrutiny Committee and Performance and Audit Scrutiny Committee may exercise overall responsibility for any finances made available to them.

Annual Report

4. The Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee must report annually to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

Officers

5. The Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee may exercise overall responsibility for the work programme of any Officers employed to support their work.

Proceedings of the Committees

6. The Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee will conduct their proceedings in accordance with the Scrutiny Committees Procedure Rules set out in Part 4 of this Constitution.

Work Programme

7. The Rules of Procedure in Part 4 of this Constitution will also provide mechanisms to allow all Members of the Council the opportunity to place an item on the agenda of the Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee.
8. When practicable, the Overview and Scrutiny Committee will publish a forward work programme or list of items likely to be considered over the next four months.

Working Methods

9. The following principles should be adhered to by the Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee when carrying out their work:-
- (a) A variety of different approaches and formats for meetings may be used.
 - (b) 'Task and finish' groups reporting periodically and at the end of reviews to the Overview and Scrutiny Committee should be encouraged as the preferred method of scrutiny reviews.
 - (c) Membership of the Committees and their sub groups (if applicable) should be tailored to ensure appropriate skills and expertise, and external input, are brought to bear.
 - (d) When appropriate, full consultation with all other stakeholder groups and organisations should take place.
 - (e) The declaration of interest rules shall apply.
 - (f) The imposition of the Party Whip is regarded as incompatible with the work of the Council's Scrutiny Committees.
 - (g) The Chair and Vice-Chair of each Scrutiny Committee will meet at least quarterly with the Leader and Deputy Leader of the Council to ensure that the work of these Committees is properly co-ordinated; and
 - (h) Where any Scrutiny Committee is reviewing the work of a Regulatory or other Committee of the Council (as opposed to the Cabinet) it will not scrutinise individual decisions made by such Committees, particularly decisions in respect of development control, licensing, registration, consents and other permissions. In particular, scrutiny will not be an alternative to normal appeals procedures. However, the Overview and Scrutiny Committee has the power to make reports and recommendations on functions which are not the responsibility of the Cabinet, an option normally to be used as part of wider policy reviews.

Support

10. In order that the Performance and Audit Scrutiny Committee can perform its role properly it shall also be given the following support:-
- (a) Effective and properly resourced support from officers.
 - (b) Appropriate financial resources.
 - (c) Access to external auditors who report direct to the Committee and to the Internal Audit Service Manager; and
 - (d) Specific training and development as required.

This page is intentionally left blank



Councillor Allowances and Expenses

Report No:	AGM/WS/19/002	
Report to and date/s:	Annual Council	22 May 2019
Cabinet Member:	Leader of the Council <i>(Appointment of the Leader of the Council to be confirmed at Annual Council on 22 May 2019)</i>	
Lead officer:	Leah Mickleborough Service Manager – Democratic Services Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	

Decisions Plan: Referred from West Suffolk Shadow Council on 19 February 2019

Wards impacted: N/A

Recommendation: It is recommended that Council:

- (1) **Agrees the Scheme of Allowances as attached to Appendix 1 of this report; and**
- (2) **Agrees for the Independent Remuneration Panel undertakes a further review within the financial year to evaluate whether the scheme is working as intended or requires further amendment.**

1. Background / Context

- 1.1 When West Suffolk Council was created, the legal order required that the Shadow Council formulate a scheme of allowances and expenses for the new Council to adopt.
- 1.2 There are specific requirements on how schemes of allowances and expenses for Councillors are formed. An Independent Remuneration Panel has to be appointed, which is made up of people who have no association or affiliations with the Council, its Councillors, or political associations. The Independent Remuneration Panel has to then consider relevant evidence and make suggestions for the Council to consider.
- 1.3 In June 2018, the Shadow Council agreed a process to formulate the scheme of allowances. In September, it approved the membership of the Independent Remuneration Panel, and in February it received a report from the Independent Remuneration Panel setting out the Panel's thoughts on what allowances Councillors should be paid, and what expenses they should be allowed to claim.
- 1.4 The reports considered by the Shadow Council in February, including the report of the Independent Remuneration Panel – which sets out the rationale behind their recommendations – is available through the background documents (section 8 below)
- 1.5 As the report highlights, the Independent Remuneration Panel undertook a significant amount of work to develop their recommendations. Consideration was given to how much Councillors receive in other similar size Councils, other local Councils, the work that Councillors undertake, expected committee structures and work required.
- 1.6 The Shadow Council agreed to adopt the scheme recommended by the Independent Remuneration Panel in full, and refer it to the new West Suffolk Council for its formal consideration and adoption as its scheme of Members allowances and expenses.

2. Proposals

- 2.1 This report seeks the agreement of Councillors to the scheme recommended by the Shadow Council in February 2019 and attached at Appendix 1.
- 2.2 The report also proposes that the Independent Remuneration Panel undertakes a further review within the current financial year (before 31 March 2019). This enables the Panel to hear evidence on whether the scheme is enabling members to perform their roles effectively, or whether further changes are required. The Panel have particularly requested to review whether minority group leaders should receive an allowance and, if the Council elects to make additional appointments or establish new committees, whether these would warrant an allowance.
- 2.3 In order to achieve this, the panel intend to re-meet in the Autumn and with a view to reporting to Council in January or February 2020.

3. Alternative Options

- 3.1 This report asks Council to consider the recommendations of the Shadow Council from February 2019. Whilst Councillors are entitled to put forward amendments, any amendments which result in an increase in allowance payments would need to be met from existing financial resources.

4. Consultation and engagement

- 4.1 The proposals submitted by the Shadow Council took into account the feedback of the Independent Remuneration Panel, who undertook surveys and interviews of Councillors at the time.

5. Risks

- 5.1 The Scheme of Allowances supports Councillors in undertaking their role. Failure to adopt a scheme, or adopting a scheme that does not reflect the work undertaken by Councillors, may make it more challenging for Councillors to do their role well.

6. Implications arising from the proposal

- 6.1 Financial – the proposals within the report have been incorporated into the West Suffolk Council budget for 2019/20
- 6.2 Legal Compliance – the proposals within this report are compliant with the West Suffolk (Local Government Changes) Order 2018 and the Local Government (Members Allowances)(England) Regulations 2003
- 6.4 Equalities – the scheme specifically provides for additional support to be given to those who have needs arising from a protected characteristic as defined by the Equalities Act 2010

7. Appendices

- 7.1 **Appendix 1** – West Suffolk Scheme of Allowances and Expenses

8. Background documents

- 8.1 Report of the West Suffolk Independent Remuneration Panel, considered by West Suffolk Shadow Council on 19 February 2019, and minutes of West Suffolk Shadow Council on 19 February 2019:

<https://democracy.westsuffolk.gov.uk/ieListDocuments.aspx?CIId=494&MIId=4139&Ver=4>

This page is intentionally left blank



Members' Allowances Scheme



1. The West Suffolk Council Remuneration Scheme

- 1.1. All Councils are required to form a scheme of allowances that:
 - Determines how much individual Councillors receive for being a Councillor; (the basic allowance)
 - Determines how much those Councillors who have additional responsibilities should receive (special responsibilities allowances)
 - Determines the circumstances under which Councillors may claim expenses for costs they have incurred because they are a Councillor
- 1.2. The Council must set the scheme in accordance with the requirements of the Local Authorities (Members Allowances)(England) Regulations 2003. The Scheme has been produced on the recommendation of an Independent Remuneration Panel, a group of individuals who are entirely separate from the Council who have considered how much Councillors should receive.
- 1.3. This is the first scheme for West Suffolk Council, and was recommended by West Suffolk Shadow Authority to the Council in February 2019.

2. Basic Allowance

- 2.1. Each Councillor shall receive a payment of £5,900 per year for undertaking their work as a Councillor. This payment is intended to include all expenses and costs they incur that fall outside the scope of the expenses scheme (see below), including costs of stationery, phone calls and internet costs, unless they are supplied to Councillors by the Council itself.
- 2.2. The sum of £5,900 shall be uplifted each year (including the year 2019/20) by the same rate as the Annual Pay Award provided to the majority of Council staff. Should this be 3% or higher, then the Remuneration Panel should consider the level of increase and make recommendations to the Council accordingly.

3. Special Responsibility Allowances

- 3.1. Councillors shall receive a payment in line with Schedule 1 for any special responsibilities posts that they are appointed to by the Council.
- 3.2. A councillor may hold more than one special responsibility post, but may only be paid one special responsibility allowance.

4. Payment and Foregoing of Allowances

- 4.1. Allowances shall be paid in 12 monthly instalments on the 23rd of each month unless that day is a weekend or bank holiday, in which case it shall be paid the previous Friday.
- 4.2. A Councillor shall be paid any allowances from their date of appointment, so that:
 - 4.2.1. In an ordinary election year, basic allowances are payable from 4 days after the date of election;
 - 4.2.2. In the event of a by-election, basic allowances are payable from the date of the by-election;
 - 4.2.3. In the event appointment to a special responsibility post, from the date the appointment was made
- 4.3. Where a Councillor's entitlement to an allowance begins or ends part of the way through the year, their entitlement shall be the same proportion as the number of days during the term of office to the number of days in that year.
- 4.4. A Councillor may write to the Monitoring Officer to notify of their intention to forego any allowance, or part of any allowance, payable to them under this scheme.
- 4.5. In the event that the Council agrees that a Councillor may be granted a leave of absence of more than 6 months, then the Councillor will not be entitled to receive a basic allowance after they have been absent for more than 6 months. Their allowance payment will be resumed after they have attended a Council meeting.

5. Travel, Subsistence and Dependents / Caring Allowances

- 5.1. Members are allowed to claim travel, subsistence and dependents / caring allowances when carrying out official duties as listed within Schedule 2.
- 5.2. Members must submit claims within 2 months using any approved forms / IT systems. For claims to be processed within the month submitted, they must be submitted in accordance with stated deadlines provided to members.
- 5.3. Where a Councillor lives outside the District, the nearest border should be agreed with them by the Monitoring Officer or Chief Executive, which would then become their notional base for travel purposes from which claims from their "home" may be made.

Transport Allowances

- 5.4. Where Councillors are undertaking official duties, claims for transport allowances will be paid at the following rates:

Travelling by Car: First 10,000 miles claimed Claims above 10,000 miles	45p per mile 25p per mile
Where also carrying Councillors / Council employees also required to attend the event	Additional 5p per mile
Travelling by Motorbike	24p per mile
Travelling by Bicycle	20p per mile
Public Transport	Standard Fare incurred; Councillors are expected to use any discount / concessionary fare entitlements
Taxis	Actual Fare, as evidenced by receipt; this should normally be pre-approved by the Chief Executive or Monitoring Officer and only in exceptional circumstances.
Car Parking and Toll Fares	Actual Fare incurred, as evidenced by ticket / receipt / statement

- 5.5. Any other forms of transport or arrangements that do not fall within the scope above should be notified to the Chief Executive or Monitoring Officer to agree. Wherever possible, where public transport or alternative transport is being used, then the Councillor or Council (on their behalf) should seek to pre-purchase tickets to ensure best value.
- 5.6. Should HMRC adjust the standard rates for car, motorbike or bicycle travel, then the Council may adjust the rates in 5.4 accordingly, or the council could reconvene the West Suffolk Independent Remuneration to review the rate changes

Subsistence Allowances

- 5.7. Any overnight accommodation should be booked and paid by the Council on behalf of the Councillor in advance.
- 5.8. An evening meal allowance will be paid for meals after 7pm where an overnight stay is required outside of the District, for the actual cost of the meal, up to a maximum of £20. In exceptional circumstances for conferences in London, this should be agreed with the Monitoring Officer or Chief Executive.
- 5.9. Any other exceptional circumstances, such as a meal on a train, may be agreed by the Monitoring Officer or Chief Executive

Dependents / Caring Allowances

- 5.10. Councillors who have caring responsibilities are allowed to claim for the costs they actually incurred, up to a maximum of £8 per hour for childcare, and £20 per hour for professional support care for dependents, from the time they leave home to the time that they return home on duties within schedule 2.
- 5.11. These payments will not be made to an immediate family member and may only be reimbursed on production of receipts or invoices for costs incurred. They should be claimed in respect of those who live with the Councillor, or are dependent on the Councillor for support, and cannot be left unsupervised during the Councillor's absence.
- 5.12. Costs in respect of childcare may only be claimed outside of normal child care provision times – for example, claims may not be made when the child is in school or using entitlement to free childcare hours.

6. Councillors with Additional Needs

- 6.1. If any Councillors have particular needs arising due to a protected characteristic under the equalities act – for example, they have a disability that prevents them using some forms of transport, then the Chief Executive or Monitoring Officer may agree to the payment of any additional claims or support arrangements that fall outside the scope of the scheme, to support their needs.

Rates of Allowances

Tier	Responsibility	Value	Value in relation to basic
	Basic Allowance	£5,900	1
1	Leader of the Council	£14,750	2.5
2	Deputy Leader of the Council	£8,850	1.5
3	Cabinet Members Chair of Council	£7,375	1.25
4	<i>Chair of Development Control</i> <i>Chair of Overview and Scrutiny</i>	£5,310	0.9
5	Chair of Performance and Audit Scrutiny Licensing Vice-Chair of Council Vice-Chair of Development Control	£3,894	0.66
6	Vice-Chair of Overview and Scrutiny	£2,360	0.4
7	Vice-Chair of Performance and Audit Scrutiny Vice-Chair of Licensing	£2,065	0.35

Approved duties for the purpose of payment of transport, subsistence and carers / dependents allowances

Councillors may claim transport, subsistence and carers / dependents allowances when undertaking the following duties:

1. Attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body Attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority provided that where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited; The attendance at a meeting of any association of authorities of which the authority is a member
4. The attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
7. Meetings arranged by, or on behalf of, or approved by any of the Chief Executive, Directors Assistant Directors or Service Managers to which Councillors have been invited

In addition, Councillors are entitled to claim travelling expenses when acting as a local ward Councillor. Councillors should use their judgement (or seek advice from the Monitoring Officer) to determine whether the meeting or event they are travelling to is genuinely in their local ward work and therefore eligible to be claimed. The following is not exclusive, but acts as guidance on the type of matters that Councillors can, and cannot claim for:

Items Councillors can claim for:	Items Councillors cannot claim for:
Attending meetings of a local Parish / Town Council, or resident / community association	Attending meetings when they are a part of the group who have convened the meeting
Attending meetings of community groups when requested to do so by the group	Attending meetings / making visits which have no relation to Council business

Representing the community as a local ward member at events such as parish forums and meetings / events that are making decisions about the community	Attending meetings / making visits which are primarily to deal with personal or political business
Visiting residents or local businesses to respond to enquiries	
Attending meetings where proposals relating to the local ward are being presented	
Attending meetings relevant to expenditure on the Council's locality ward budget scheme	

It is expected that ordinarily claims should be within the local member's ward, except where the Councillor is acting at a community representative. Councillors may also claim where another Councillor has asked them to act as the local ward member on their behalf.



Review of Representation on Outside Bodies 2019-2023

Report No:	AGM/WS/19/003	
Report to and date:	Annual Council	22 May 2019
Cabinet Member:	Leader of the Council <i>(Appointment of the Leader of the Council to be confirmed at Annual Council on 22 May 2019)</i>	
Lead officer:	Leah Mickleborough Service Manager (Democratic Services) and Monitoring Officer Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	

Decisions Plan: N/A

Wards impacted: All Wards

Recommendation: It is recommended that:

- (1) **The Service Manager (Democratic Services) and Monitoring Officer be given delegated authority to appoint the Council's representatives on outside bodies, in accordance with the nominations put forward by relevant Group Leaders, or the nominated body, or the individual listed, as detailed in Appendix A;**
- (2) **Where no representative is nominated, the Service Manager (Democratic Services) and Monitoring Officer be given delegated authority to seek nominations from other bodies and individuals, to be approved by Council in due course;**

- (3) The Council notes that where the outside organisation is discharging executive functions, or the Council is an observer on an organisation, these appointments will be made by Cabinet;**
- (4) The Council notes that it is intended to continue to review representation on outside bodies to ensure that it remains beneficial for the organisation and for the Council; and**
- (5) The Council notes that the nominations to the Suffolk County Council Health Scrutiny Committee, be proposed by the Overview and Scrutiny Committee at their meeting on 13 June 2019, for subsequent confirmation by Council on 16 July 2019.**

1. Background / Context

- 1.1 One of the functions exercised by the Council is to appoint representatives on outside bodies who seek nominations from the Council. Acting as a representative can cover a wide range of functions – in some cases, the representative will sit as part of a Board; in some cases they will be a trustee, a Director of the company, or will act as a shareholder to make decisions on behalf of the Council.
- 1.2 Following each Council Election, the Council will need to undertake a full review to decide whether to continue with representation on an outside body and, if so, to appoint the representative(s).

2. Proposals

- 2.1 Attached as Appendix A to this report, is the proposed list of outside bodies, which sets out the detail of the organisation, the meeting information (where known) and the required representation.
- 2.2 This list has been amalgamated from the former Forest Heath District and St Edmundsbury Borough Councils representation lists. All of the organisations concerned have been informed of the change to West Suffolk Council and asked to update their constitutional documents accordingly.
- 2.3 The Council is required to consider the list in order to determine whether it wishes to continue or not with representation. In particular, attention is drawn to the following:-
 - (a) There are a small number of “strategic” organisations such as the Local Government Association which are historically reserved for senior Cabinet members. It is, therefore, proposed that the representative should be the Leader of the Council or their nominee.
 - (b) In addition, Trustees of the Guildhall Feoffment Trust are appointed on a four year term. In 2018, Councillors John Griffiths, Carol Bull and Mrs Patsy Warby, were appointed to the Trust. It is proposed that this representation continue until 2022, at which point the Council will need to reconsider its representation.
 - (c) Other than these specific appointments (which are listed in Appendix A), it is proposed that the Service Manager (Democratic Services) and Monitoring Officer works with the Group Leaders to agree nominations to the relevant bodies.
 - (d) Should no nomination be secured, then the Monitoring Officer will undertake an appropriate process to seek nominations from the local community, for example through relevant Parish / Town Councils or previous representatives, for Council to subsequently agree.
 - (e) It is also proposed that over the next year, the representation continues to be reviewed to ensure it is helpful and effective to have representatives from West Suffolk Council or the organisation. For

example, in the case of very local organisations, the Parish or Town Council may wish to increase the level of representation they hold on that organisation.

- (f) There are some organisations, such as Anglia Revenues Partnership, which are performing functions of the Council and the Council needs to appoint a representative to their Board. As these are deemed executive functions, then the Cabinet makes the nomination to the Board (and will consider such representation at their meeting on 28 May 2019). Similarly, acting as an observer on a committee is also an executive function and Cabinet will make such appointments.
- (g) As the representation on the Suffolk County Council Health Scrutiny Committee requires its representation to be drawn from the Overview and Scrutiny Committees of the District/Borough Councils in the County, it is being proposed that the West Suffolk Council nominations be made by the Overview and Scrutiny Committee at their meeting on 13 June 2019, for subsequent confirmation by Council on 16 July 2019.

3. Alternative Options

- 3.1 The Council is required to determine, to approve or reject the principles outlined in 2.3 above.
- 3.2 For the remaining appointments, the Council has two alternatives in conducting the review of the representation on outside bodies:
 - (a) That the Service Manager (Democratic Services) and Monitoring Officer be given delegated authority to appoint the Council's representatives on outside bodies, in accordance with nominations put forward by the relevant Group Leaders or (if applicable) the nominating body or individual listed in Appendix A; or
 - (b) The Council considers each appointment in detail at its ordinary meeting scheduled for Tuesday 16 July 2019.
- 3.3 The first alternative has the advantage that nominations can be received 'piecemeal'. The second alternative will require all nominations to be received by no later than Thursday 4 July 2019, to allow for inclusion within the agenda papers for that July Council meeting but, if there is more than one nomination, the Council would need to vote on each individual and who should get the appointment.

4. Consultation and engagement

- 4.1 Not applicable.

5. Risks

- 5.1 Failure to make such appointments may mean the outside organisation cannot function effectively or secure a quorum, and may lead to reputational damage to the Council if it was not perceived to be supporting the organisation.

6. Appendices

6.1 **Appendix A** – Representation on Outside Bodies and Representation on Wholly-owned/Joint Venture Commercial Companies 2019 to 2023

7 . Background documents

7.1 None.

This page is intentionally left blank



REPRESENTATION ON OUTSIDE BODIES 2019 TO 2023

AND

**REPRESENTATION ON WHOLLY-OWNED/
JOINT VENTURE COMMERCIAL COMPANIES 2019 TO 2023**

BRIEF GENERAL INFORMATION ABOUT THE ORGANISATIONS

West Suffolk Council Representation on Outside Bodies 2019 to 2023

(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 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
1.	Aspal Close Working Group To advise on the management of the Aspal Close Local Nature Reserve.	One Member <i>(One of the Ward Members from The Rows)</i>		Once a year; Evening; Beck Row	Mark Walsh Damien Parker
2.	Association for Suffolk Museums Management Committee Advance education of the public in Suffolk by support and assistance to public museums and art galleries and their development.	One Member <i>(after 1 June 2019)</i>		Twice a year; Various locations in Suffolk	Mark Walsh Damien Parker
3.	Abbey of St Edmund Heritage Partnership 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	One Member who will be nominated to act as a Trustee (for a three year term)		Normally at six week intervals. Held at St Edmundsbury Cathedral	Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<p>the conservation, improvement and interpretation of the Abbey of St Edmund to local people and to visitors for public information and enjoyment.</p> <p>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.</p> <p>The Partnership is a collaboration between St Edmundsbury Cathedral, West Suffolk Council, Bury St Edmunds Town Council and the Bury Society, together with other local and regional organisations and various individual partners.</p>				
4.	<p>Brandon Heritage Centre</p> <p>The Centre celebrates the three main industries of the area (flint, fur and forestry). The collection offers a unique view of the Town's colourful history.</p>	One Member		Quarterly; Evenings; Brandon Heritage Centre	Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
5.	<p>Brandon Remembrance Playing Fields Management Committee</p> <p>The role of the Committee is to offer playing fields to the people of Brandon and for the use by local clubs.</p>	One Member		Monthly; Evenings; Sports & Social Club, Brandon Remembrance Playing Fields	Mark Walsh Damien Parker
6.	<p>Brecks Fen Edge and Rivers Board (replaces the Brecks Partnership and Breaking New Ground Board)</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>	Two Members <i>(but may reduce to 'One Member' following discussion with the Board)</i>	1. 2.	Board meetings are held quarterly	Mark Walsh Damien Parker
7.	<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</p>	Two Members	1. 2.	Twice a year	Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	develop opportunities for informal countryside recreation.				
8.	<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 <i>(usually the Leader of the Council)</i>	Leader of the Council or their nominee		Ian Gallin Liz Barnard
9.	<p>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</p>	One Member and One Substitute	<i>(Member)</i> <i>(Substitute)</i>	To attend quarterly board meetings as a main stakeholder	Julie Baird Jonathan Miles

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<p>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>				
10.	<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 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</p>	<p>One Member <i>(usually the Leader of the Council)</i></p>	<p>Leader of the Council or their nominee</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 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	the political proportionality of the region.				
11.	<p>East West Rail (EWR) Consortium</p> <p>The Consortium was formed in 1995 with the objective of promoting and securing a strategic railway connecting East Anglia with Central, Southern and Western England, including a spur to Aylesbury. This includes an Eastern Section working to improve the railway connections between Ipswich to Cambridge and Norwich to Cambridge.</p> <p>The Consortium brings together local authorities and Local Enterprise Partnerships (LEPs), Network Rail and the Department for Transport in a collaborative partnership.</p>	One Member	Leader of the Council or their nominee	<ol style="list-style-type: none"> 1. Attendance at EWR Consortium meetings (Four meetings per annum) <i>(First meeting to be held on 11 June 2019; 1.30pm; Bedford)</i> 2. Attendance at EWR AGM (One meeting per annum) 3. Attendance at EWR Eastern Section Executive (Four meetings per annum) 	Sara Noonan

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
12.	<p>George Savage Trust</p> <p>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).</p>	One Member <i>(the Council was previously represented by a local individual)</i>		Twice a year; Cavendish	Alex Wilson
13.	<p>Gershom Parkington Memorial Trust</p> <p>A charity to determine the use of the memorial funds to support the promotion of horology.</p> <p><i>(This is separate to the main Gershom Parkington bequest)</i></p>	Up to Six Trustees <i>(the Council was previously represented by two Members and two local individuals)</i>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 	Ad-hoc	Alex Wilson
14.	<p>Guildhall Feoffment Trust</p> <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 nominated by the Council to act as Trustees <i>(Appointments confirmed by the Trust for a four year term)</i>	<ol style="list-style-type: none"> 1. Cllr John Griffiths <i>(Appointed in June 2018)</i> 2. Cllr Carol Bull <i>(Appointed in June 2017)</i> 3. Patsy Warby <i>(Appointed in June 2018)</i> 	Four times a year; mornings; Bury St Edmunds	Simon Phelan

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
15.	Home of Horseracing Trust To ensure the views of the Council are properly and directly represented on the Trust, which is charged with the development of the Home of Horseracing project.	One Observer <i>(Appointed by the Cabinet. However, the appointment does not need to be a member of the Cabinet)</i>		Bi-monthly; Afternoons; Newmarket	Alex Wilson
16.	Internal Drainage Board – Burnt Fen To provide water level management and flood protection for the benefit of the West Suffolk district.	One Member		Three meetings per year; Afternoons; Prickwillow	David Collinson Fiona Quinn Andy Newman
17.	Internal Drainage Board – Lakenheath To provide water level management and flood protection for the benefit of the West Suffolk district.	Three Members <i>(the Council was previously represented by a local individual)</i>	1. 2. 3.	Three meetings per year; Mornings; Prickwillow	David Collinson Fiona Quinn Andy Newman
18.	Internal Drainage Board – Mildenhall To provide water level management and flood protection for the benefit of the West Suffolk district.	Four Members <i>(the Council was previously represented by two Members and two local individuals)</i>	1. 2. 3. 4.	Three meetings per year; Afternoons; Prickwillow	David Collinson Fiona Quinn Andy Newman

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
19.	<p>King Edward VI Grammar School Bury St. Edmunds Foundation</p> <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	1. 2. 3.	Three times a year; plus sub-committees	Alex Wilson
20.	<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>	One Member <i>(usually the Leader of the Council)</i>	Leader of the Council	Once a year	Ian Gallin

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<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>				
21.	<p>Love Newmarket Business Improvement District (BID)</p> <p>Love Newmarket Business Improvement District (BID) aims to be an inventive and progressive organisation run for local businesses by local businesses. The Love Newmarket BID covers a defined area of the popular market town where the team works to improve the trading environment and identifies additional projects and services that develop the town centre. Love Newmarket BID enhances and promotes the local environment for its businesses, employees, customers and the community.</p>	One Member		<p>Frequency: Quarterly</p> <p>Venue: Heath Court Hotel, Newmarket</p>	Jonathan Miles

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
22.	Mildenhall Community Association To supply services to the community.	One Member		As and when required; Evenings; Mildenhall	Davina Howes Lucy Pettitt
23.	Mildenhall Dome Joint Management Committee <i>(formerly Mildenhall Dome Leisure Centre Joint Co-ordinating Committee)</i> Responsibility for the co-ordination of the use of the Centre.	One Member		As and when required; Mildenhall	Alex Wilson
24.	Mildenhall Museum – Trustees The Trustees will be involved in policy making, financial decisions, the long term care of the museum collections and the future of the museum.	One Member		Quarterly; Evenings; Mildenhall Museum	Mark Walsh Damien Parker
25.	National Horseracing Museum To consider various management issues of the Museum and to liaise between the District Council and the Museum. To also be involved with	One Observer <i>(Appointed by the Cabinet. However, the appointment does not need to be a</i>		Quarterly; Variable; Mornings; Newmarket	Alex Wilson

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	the proposed re-development of the Palace House site.	<i>member of the Cabinet)</i>			
26.	<p>New Anglia Local Enterprise Partnership (LEP)</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. The Council is a shareholder in the LEP and, as such, an appointee is required to act as the Council's shareholder representative.</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>	One Member	Leader of the Council		Ian Gallin

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	The LEP is advised by a Board, whose role 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. Councillor John Griffiths currently acts as the Suffolk District representative on the LEP.				
27.	<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. 2. 	Quarterly	David Collinson Ian Gallin Davina Howes Lucy Pettitt

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
28.	<p>'OurBuryStEdmunds' (Bid4Bury) Board</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 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>	<p>One Member One Officer (<i>acting as a Director on the Board</i>)</p>	<p>(<i>Member</i>) Andrea Mayley (<i>Director</i>)</p>		<p>Julie Baird Andrea Mayley</p>
29.	<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</p>	<p>One Member</p>		<p>Quarterly</p>	<p>David Collinson Fiona Quinn Andy Newman</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	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.				
30.	<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 	One Member		<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

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	housing, broadband provision and rural health.				
31.	<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 West Suffolk Council.</p>	<p>One Member</p> <p><i>(Ward Member for Southgate to be a trustee of the Partnership)</i></p>			Davina Howes Lucy Pettitt
32.	<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 local area.</p>	One Member		Six/eight times per year	Mark Walsh Damien Parker

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
33.	<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. 	<p>One Member (the Council was previously represented by a local individual)</p>			Simon Phelan
34.	<p>Suffolk 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 outcomes for Suffolk. It is responsible for delivery of the Joint</p>	<p>One Member and one substitute (after 1 June 2019)</p> <p>(Note: To not also be a Member of the Suffolk Health Scrutiny Committee)</p>	<p>(Member)</p> <p>(Substitute)</p>	<p>Every two months; 9.30 am; Endeavour House, Ipswich</p> <p>Next meeting: Thursday 13 June 2019 Endeavour House, Ipswich</p>	Davina Howes Lucy Pettitt

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<p>Strategic Needs Assessment and the county's Joint Health and Wellbeing Strategy.</p> <p>The Suffolk Health and Wellbeing Board comprises 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>				
35.	<p>Suffolk Flood Risk Management Scrutiny Sub-Committee</p> <p>The Sub-Committee is responsible for reviewing and influencing decision making in relation to the Suffolk Flood Risk Management Strategy.</p> <p>The Sub-Committee is made up of six councillors (1 councillor from Suffolk County Council and 1 from each of the local borough/district councils.</p>	<p>One Member and one Substitute (after 1 June 2019)</p>	<p>(Member)</p> <p>(Substitute)</p>	<p>Twice a year; 10.00am; Endeavour House, Ipswich</p> <p><i>Next meeting: Monday 15 July 2019; 2.00pm; Endeavour House, Ipswich</i></p>	David Collinson

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
36.	<p>Suffolk 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>The Suffolk Health Scrutiny Committee has responsibility for the scrutiny of wellbeing and health services across the County and may review and scrutinise any matter relating to the planning, provision and operation of health services in the County.</p>	<p>One Member (after 1 June 2019) (Note: To not also be a Member of the Suffolk Health and Wellbeing Board)</p> <p>(Nominations for 2019/2020 to be made by the Overview and Scrutiny Committee on 13 June 2019 and confirmed by Council on 16 July 2019)</p>	<p>(Member)</p> <p>(Substitute)</p>	<p>Quarterly; 10.00am; Endeavour House, Ipswich</p> <p>Next meeting: Thursday 11 July 2019; 10.00am; Endeavour House, Ipswich</p>	<p>Davina Howes Christine Brain</p>
37.	<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. 	<p>One Member (after 1 June 2019)</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 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<ul style="list-style-type: none"> - 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, as appropriate, in each Council's administrative process to embed/gain agreement for any change. - Consider recommendations from the Suffolk Policy Review activity on civil protection capability. - Agree Suffolk civil protection inputs to Local Area Agreements. 				
38.	<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. 	<p>One Member and one Substitute (after 1 June 2019)</p> <p><i>(Appointments based on political proportionality across the whole of Suffolk)</i></p>	<p><i>(Member)</i></p> <p><i>(Substitute)</i></p>	<p>Quarterly; 10.30am; Venue rotates around the County</p>	<p>Davina Howes Lucy Pettitt</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<ul style="list-style-type: none"> - 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. 				
39.	<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 (after 1 June 2019)			Mark Walsh Mark Christie
40.	<p>Suffolk West Citizens Advice</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 	Two Members are being sought, but this is still subject to final confirmation	1. 2.	Four a year; Evenings; Bury St Edmunds	Davina Howes Lucy Pettitt

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
	<p>them or through an inability to express their needs effectively;</p> <ul style="list-style-type: none"> - 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>				
41.	<p>Theatre Royal Board of Management</p> <p>Promote, maintain, improve and advance education, particularly by encouragement of the arts.</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>		<p>Board of Directors – monthly; Management Committee – monthly.</p>	<p>Damien Parker</p>
42.	<p>West Stow Anglo Saxon Village Trust</p> <p>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.</p>	<p>Five Members</p> <p><i>(Trustees shall appoint up to four of their number to be Land Trustees, which therefore, may be District Councillors)</i></p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	<p>Three times a year (March, June and November); Daytime; West Stow Anglo-Saxon Village</p>	<p>Mark Walsh Damien Parker Lance Alexander</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
43.	<p>Western Suffolk Community Safety Partnership</p> <p>The Western Suffolk Community Safety Partnership (WSCSP) is a statutory body with a responsibility to:</p> <ul style="list-style-type: none"> - make an assessment of community safety issues - produce a plan which responds to those issues - review and report on progress against that plan - carry out domestic homicide reviews. <p>The WSCSP works to support community/voluntary groups to secure funding to deliver projects/initiatives which meet an identified community safety issue, which are a threat or risk or will cause the greatest harm to the community.</p> <p>The partnership is made up of statutory representatives from local Councils in West Suffolk, Mid Suffolk</p>	<p>One Member (Membership to be reviewed following the District Councils' elections in Western Suffolk on 2 May 2019)</p>			<p>Davina Howes Lucy Pettitt</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION <i>(where known)</i>	SUPPORT OFFICER(S)
	and Babergh, Suffolk Police, registered social landlords, Suffolk County Council, probation, rehabilitation company and the Clinical Commissioning Group. The Youth Offending Service and Havebury Housing Partnership are long-serving co-opted members.				

West Suffolk Council Representation on Wholly-owned/Joint Venture Commercial Companies

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION <i>(where known)</i>	SUPPORT OFFICER(S)
1.	<p>Barley Homes (Group) Ltd: Shareholder Representatives</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 Council's existing planning policies.</p>	<p>Shareholder Representatives consisting of three Members.</p> <p><i>(As separate arrangements have been approved, re-appointments may not need to be made each year at Annual Council)</i></p>		<p>Quarterly meetings with the Directors <i>(who are Officers of the West Suffolk Council, appointed by the Chief Executive)</i>.</p> <p>The Chairs of the Overview and Scrutiny Committee and the Performance and Audit Committee are also invited to these quarterly meetings.</p>	<p>Julie Baird Davina Howes</p>

	NAME OF ORGANISATION AND OBJECTIVES	REQUIRED REPRESENTATION	REPRESENTATION 2019 to 2023	MEETING INFORMATION (where known)	SUPPORT OFFICER(S)
2.	<p>Verse Facilities Management Limited: Shareholder Advisory Group</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>Shareholder Advisory Group consisting of two Members from the West Suffolk Council plus two Members from Suffolk County Council</p> <p><i>(As separate arrangements have been approved, re-appointments may not need to be made each year at Annual Council)</i></p>	<p>1. 2.</p>		<p>Mark Walsh Jill Korwin</p>

This page is intentionally left blank