

Overview and Scrutiny Committee

(non-decision making virtual meeting)

Title	Agenda											
Date	Thursday 10 June 2021											
Time	5.00 pm											
Venue	<p>Facilitated by Microsoft TeamsLive virtual meetings platform only.</p> <p>The meeting will be accessible by the press and public via a live stream, the link to which will be published on the Council's website alongside the agenda papers.</p>											
Full Members	<p style="text-align: center;">Chair Ian Shipp Vice Chair Stephen Frost</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Conservative Group (9)</td> <td style="width: 33%;">Simon Brown Mike Chester Patrick Chung Terry Clements Stephen Frost</td> <td style="width: 33%;">Margaret Marks Joe Mason Sarah Pugh Marion Rushbrook</td> </tr> <tr> <td>The Independent Group (6)</td> <td>Michael Anderson Trevor Beckwith Tony Brown</td> <td>Paul Hopfensperger Ian Shipp Vacancy</td> </tr> <tr> <td>Labour Group (1)</td> <td colspan="2">Diane Hind</td> </tr> </table>			Conservative Group (9)	Simon Brown Mike Chester Patrick Chung Terry Clements Stephen Frost	Margaret Marks Joe Mason Sarah Pugh Marion Rushbrook	The Independent Group (6)	Michael Anderson Trevor Beckwith Tony Brown	Paul Hopfensperger Ian Shipp Vacancy	Labour Group (1)	Diane Hind	
Conservative Group (9)	Simon Brown Mike Chester Patrick Chung Terry Clements Stephen Frost	Margaret Marks Joe Mason Sarah Pugh Marion Rushbrook										
The Independent Group (6)	Michael Anderson Trevor Beckwith Tony Brown	Paul Hopfensperger Ian Shipp Vacancy										
Labour Group (1)	Diane Hind											
Substitutes	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Conservative Group (5)</td> <td style="width: 33%;">John Augustine Clive Springett Sarah Stamp</td> <td style="width: 33%;">Jim Thorndyke Vacancy</td> </tr> <tr> <td>The Independent Group (2)</td> <td>Dawn Dicker</td> <td>Vacancy</td> </tr> <tr> <td>Labour Group (1)</td> <td colspan="2">Cliff Waterman</td> </tr> </table>			Conservative Group (5)	John Augustine Clive Springett Sarah Stamp	Jim Thorndyke Vacancy	The Independent Group (2)	Dawn Dicker	Vacancy	Labour Group (1)	Cliff Waterman	
Conservative Group (5)	John Augustine Clive Springett Sarah Stamp	Jim Thorndyke Vacancy										
The Independent Group (2)	Dawn Dicker	Vacancy										
Labour Group (1)	Cliff Waterman											
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	Six Members											
Committee administrator	<p>Christine Brain Democratic Services Officer (Scrutiny) Telephone 01638 719729 Email christine.brain@westsuffolk.gov.uk</p>											

Public information

Venue	Virtual meeting only to be facilitated by Microsoft Teamslive
Contact information	Telephone: 01638 719729 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>On this occasion, a link to the meeting livestream broadcast, and guidance on how members of the public can access the meeting broadcast will be made available on the Council's website when the agenda is published.</p>
Attendance at meetings	<p>The Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.</p> <p>The meeting will be held virtually. You can view the livestream of the meeting via the link provided on the webpage where the agenda and papers are published. Please note that a virtual meeting is not invalid by virtue of members of the public being unable to attend or participate in meetings that are held virtually.</p>
Public participation	<p>Members of the public who live or work in the district are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only.</p> <p>If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. As the meeting is taking place virtually, a person who wishes to speak must register by 9am the last working day before the day of the meeting. This can be done by sending the request to democratic.services@westsuffolk.gov.uk or telephoning 07776 254986, 07595 428481 or 01638 719237. See Agenda Item 6 for further details on how to participate.</p> <p>If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion</p>
Accessibility	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the

	contact details provided above in order that we may assist you.
Recording of meetings	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>
Personal information	<p>Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: 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.</p>

Agenda

Procedural matters

1. Substitutes

Any member who is substituting for another member should so indicate, together with the name of the relevant absent member.

2. Apologies for absence

3. Minutes

1 - 8

To review and note any amendments to the minutes of the meeting held on 18 March 2021 (copy attached).

4. Declarations of interest

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

5. Announcements from the Chair regarding responses from the Cabinet to reports of the Overview and Scrutiny Committee

Part 1 – public

6. Public participation

Members of the public who live or work in the district are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

As this meeting is being held virtually and to allow persons sufficient time to be briefed on procedures accordingly, **a person who wishes to speak must register by 9am on the last working day before the meeting (Wednesday 9 June 2021).**

There is an overall limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.

- | | | |
|------------|---|-----------------|
| 7. | Western Suffolk Community Safety Partnership Monitoring Report (April 2020 to March 2021) | 9 - 22 |
| | Report number: OAS/WS/21/006 | |
| | The Chair of the Western Suffolk Community Safety Partnership, Councillor Joanna Spicer has been invited to the meeting to present the report to the Committee. | |
| 8. | Collection of Council Tax and Business Rates | 23 - 32 |
| | Report number: OAS/WS/21/007 | |
| | Mr Paul Corney, Head of Anglia Revenues Partnership has been invited to the meeting to present the report to the Committee. | |
| 9. | Website Review Group Findings | 33 - 60 |
| | Report number: OAS/WS/21/008 | |
| 10. | Review of Council Markets - Terms of Reference | 61 - 66 |
| | Report number: OAS/WS/21/009 | |
| 11. | Cabinet Decisions Plan: 1 June 2021 to 31 May 2022 | 67 - 88 |
| | Report number: OAS/WS/21/010 | |
| 12. | Work Programme Update and Councillor Call for Action Submission | 89 - 128 |
| | Report number: OAS/WS/21/011 | |

Part 2 – exempt

None