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# Council



<b>Title</b>	<b>Agenda</b>
<b>Date</b>	<b>Tuesday 28 September 2021</b>
<b>Time</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds  <b>** For the health and safety for all persons present and in order to reduce the risk of spread of coronavirus, appropriate mitigation measures will be applied**</b>
<b>Membership</b>	<b>All Councillors</b>  You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.   <b>Ian Gallin</b> <b>Chief Executive</b> <b>20 September 2021</b>
<b>Interests – declaration and restriction on participation</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Quorum</b>	One third of the Council (22 members)
<b>Committee administrator</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Telephone</b> 01284 757176 / 07776 254986 <b>Email</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>

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<b>Venue</b>	Conference Chamber, West Suffolk House, Bury St Edmunds
<b>Contact information</b>	Telephone: 01284 757176 / 07776 254986 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting</b>	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>Whilst not a legal requirement, it may be possible to livestream the meeting and if this is achievable, further information will be provided on the agenda webpages prior to the meeting.</p>
<b>Attendance at meetings</b>	<p>This meeting is being held in person in order to comply with the Local Government Act 1972. As a local authority we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. West Suffolk Council has therefore developed meeting protocols in accordance with government guidance to ensure the health and safety for all persons present and in order to reduce the risk of spread of coronavirus. Accordingly, room layouts have been adjusted to prevent people from different households being in close proximity to each other for prolonged periods, we are encouraging people to use hand sanitiser regularly (hand sanitiser and wipes will be available in the meeting room) and we are expecting that all participants in the meeting continue to wear face coverings (unless exempt) except when seated. Details will be requested from public attendees for NHS Track and Trace until government guidance clearly states this is not required.</p> <p>In view of the above, we may be required to restrict the number of members of the public able to attend in accordance with the room capacity. Therefore, if you consider it is necessary for you to attend, please let Democratic Services know in advance of the meeting by telephoning 01284 757176 or by sending an email to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a>.</p>
<b>Public participation</b>	<p>Members of the public who live or work in the district may put questions about the work of the Council or make statements on items on the agenda to members of the Cabinet or any committee. A total of 30 minutes will be set aside for this with each person limited to asking one question or making one statement within a maximum time allocation of five minutes. 30 minutes will also be set aside for questions at extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.</p>

	<p>The Constitution allows that a person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or telephoning 01284 757176 or in person by telling the Committee Administrator present at the meeting. However, to ensure the health and safety for all persons present and in order to reduce the risk of spread of coronavirus <b>we would strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</b></p>
<b>Accessibility</b>	<p>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.</p>
<b>Recording of meetings</b>	<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>
<b>Personal information</b>	<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: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

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# Agenda

## Procedural matters

	<b>Pages</b>
<b>1. Minutes</b>	<b>1 - 14</b>
To confirm the minutes of the meeting held on 22 June 2021 (copy attached).	
<b>2. Chair's announcements</b>	<b>15 - 16</b>
To receive announcements (if any) from the Chair.	
A list of civic events/engagements attended by the Chair and Vice-Chair since the last ordinary meeting of Council held on 22 June 2021 are <b>attached</b> .	
<b>3. Apologies for absence</b>	
To receive announcements (if any) from the officer advising the Chair (including apologies for absence).	
<b>4. Declarations of interests</b>	
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 <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item.	

## Part 1 – public

<b>5. Leader's statement</b>	<b>17 - 24</b>
Paper number: <b>COU/WS/21/012</b>	
<b>Council Procedure Rules 8.1 to 8.3.</b> The Leader will submit a report (the Leader's Statement) summarising important developments and activities since the preceding meeting of the council.	
Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.	
A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.	

## 6. Public participation

**Council Procedure Rules Section 6.** Members of the public who live or work in the district may put questions about the work of the council or make statements on items on the agenda to members of the Cabinet or any committee. The Constitution allows that a person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk) or telephoning 01284 757176 / 07776 254986 or in person by telling the Committee Administrator present at the meeting. However, to ensure the health and safety for all persons present and in order to reduce the risk of spread of coronavirus **we would strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.**

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

Each person may ask **one** question or make **one** statement only. A total of **five minutes will be allowed for the question to be put and answered or the statement made.** If a question is raised, one supplementary question will be allowed provided that it **arises directly from the reply and the overall time limit of five minutes is not exceeded.**

If a statement is made, then the Chair may allow the Leader of the Council, or other member to whom they refer the matter, a right of reply.

As an alternative to addressing the meeting in person, **written questions** may be submitted by members of the public to the Monitoring Officer **no later than 10am on Monday 27 September 2021.** The written notification should **detail the full question** to be asked at the meeting of the Council.

## 7. Referrals report of recommendations from Cabinet

25 - 28

Report number: **COU/WS/21/013**

### A. Referrals from Cabinet: 29 June 2021 and 20 July 2021

There are no referrals emanating from the Cabinet meetings held on 29 June 2021 and 20 July 2021.

## **B. Referrals from Cabinet: 21 September 2021**

(These referrals have been compiled before the meeting of Cabinet on 21 September 2021 and are based on the recommendations contained within each of the reports listed below. Any amendments made by the Cabinet to the recommendations within these reports will be notified to members in advance of the meeting accordingly.)

1. Annual Treasury Management and Financial Resilience Report (2020 to 2021)

**Portfolio holder:** Councillor Sarah Broughton

2. Financial Resilience (June 2021)

**Portfolio holder:** Councillor Sarah Broughton

### **8. Consolidation of byelaws for skin piercing activities**

**29 - 40**

Report number: **COU/WS/21/014**

### **9. Representation on Suffolk County Council's Health Scrutiny Committee**

The Council is asked to nominate one member and one substitute member to serve on Suffolk County Council's Health Overview and Scrutiny Committee.

The Overview and Scrutiny Committee, on 8 July 2021, considered nominations for a representative and a substitute member for 2021 to 2022.

#### **Recommendation:**

It is **recommended** that Councillor Margaret Marks be nominated as West Suffolk Council's representative and Councillor Mike Chester as the nominated interim substitute member on the Suffolk Health Overview and Scrutiny Committee for 2021 to 2022.

### **10. The use of Chief Executive urgency powers: dispensation**

Under Part 3, Section 5, Scheme of Delegation to Officers, paragraph 14 of the Council's Constitution, it states:

'Where, in the opinion of the Chief Executive, by reason of limitation of time or urgency, a decision is required on any matter, after such consultation as they consider necessary (or as is required by the Council's Budget and Policy Framework Procedure Rules in Part 4 of the Constitution), they shall have power to make a decision provided that any such decision shall

be reported to the next meeting of the Cabinet, appropriate Committee or Council.....'

On 12 July 2021, the Chief Executive exercised his urgency powers and made a decision to grant an exemption to section 85(1) of the Local Government Act 1972 to Councillor Mick Bradshaw until 31 December 2021.

Section 85(1) of the Local Government Act 1972 requires councillors to attend at least one meeting of the Council or act as an appointed representative of the Council every six month period, unless the failure to attend was due to a reason pre-approved by the authority.

Councillor Mick Bradshaw attended a meeting of Council on 23 February 2021. For health reasons, Councillor Bradshaw was unable to attend the meetings of Council in May and June 2021 which could have increased the risks to him. He has requested an exemption on health grounds.

This exemption would have been considered by Council in July 2021; however, the meeting was cancelled due to lack of substantive business. This urgent decision was made to ensure that the exemption could be granted before Councillor Bradshaw's term of office would otherwise expire in August 2021.

An alternative option considered was not to grant the exemption; however, this would have resulted in Councillor Bradshaw's term of office expiring.

The Group Leaders and Chair of the Council were consulted on this matter prior to the decision being made, and all expressed their support for it.

### **Recommendation:**

In accordance with the Constitution, Council is requested to **note** the use of the Chief Executive's urgency powers in respect of making the decision outlined above.

### **11. Any other urgent business**

To consider any business, which by reason of special circumstances, should in the opinion of the Chair be considered at the meeting as a matter of urgency.

## **Part 2 – exempt**

**None**