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# Council



<b>Title</b>	<b>Agenda</b>
<b>Date</b>	<b>Tuesday 27 September 2022</b>
<b>Time</b>	<b>7.00 pm</b>
<b>Venue</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds
<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>19 September 2022</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>	The agenda and reports will be available to view at least five clear days before the meeting on our website.
<b>Attendance at meetings</b>	<p>This meeting is being held in person in order to comply with the Local Government Act 1972. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please inform Democratic Services in advance of the meeting.</p> <p>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. We therefore request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.</p> <p>West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to wear face coverings, should they wish to.</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 15 minutes before the time the meeting is scheduled to start. <b>We 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>	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.
<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 meetings held on 14 June 2022 and 26 July 2022 (extraordinary meeting) (copies 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 extraordinary meeting of Council held on 26 July 2022 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 - 22</b>
Paper number: <b>COU/WS/22/016</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.

(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.

The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. **We 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.**

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 26 September 2022.** The written notification should **detail the full question** to be asked at the meeting of the Council.

## 7. Referrals report of recommendations from Cabinet and the Portfolio Holder for Resources and Property

23 - 30

Report number: **COU/WS/22/017**

### A. Referrals from Cabinet: 21 June 2022

#### 1. Procurement Policy and Contract Procedure Rules

(Note: The new West Suffolk Council Procurement Policy ([Appendix A](#) to Report number CAB/WS/22/028) was approved by Cabinet on 21 June 2022. The approval of the West Suffolk Council Contract Procedure Rules has been recommended to Council, as it requires changes to be made to the Council's Constitution)

**Portfolio holder:** Councillor Sarah Broughton

## **B. Referrals from Cabinet: 19 July 2022**

An extraordinary meeting of Council was held on 26 July 2022 which considered a referral from Cabinet on 19 July 2022. There are no other referrals emanating from that meeting.

## **C. Referrals from the Portfolio Holder for Resources and Property: 23 September 2022**

These referrals have been compiled before the decisions have been taken by the Portfolio Holder for Resources and Property and are based on the recommendations contained within each of the reports listed below. Any amendments made by the Portfolio Holder 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 (2021 to 2022)

**Portfolio holder:** Councillor Sarah Broughton

2. Treasury Management Report (June 2022)

**Portfolio holder:** Councillor Sarah Broughton

3. Exempt item: Investing in our commercial portfolio

(This item is exempt and will be considered in private session. Please therefore see agenda item 13 below.)

**Portfolio holder:** Councillor Sarah Broughton

## **8. Community Governance Review 31 - 82**

Report number: **COU/WS/22/018**

## **9. Appointment of Independent Persons 83 - 88**

Report number: **COU/WS/22/019**

## **10. 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 Scrutiny Committee.

The Overview and Scrutiny Committee, on 16 June 2022, considered nominations for a representative and a substitute member for 2022 to 2023.

## **Recommendation:**

It is **recommended** that Councillor Margaret Marks be nominated as West Suffolk Council's representative and Councillor Mike Chester as the nominated substitute member on the Suffolk County Council Health Scrutiny Committee for 2022 to 2023.

### **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.

### **12. Exclusion of press and public**

To consider whether the press and public should be excluded during the consideration of the following item because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against the item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **Part 2 – exempt**

### **13. Exempt item: Referral of recommendations from the Portfolio Holder for Resources and Property: Investing in our commercial portfolio (paragraph 3)**

**89 - 112**

#### **C. Referral from the Portfolio Holder for Resources and Property: 23 September 2022**

3. Exempt Appendix A to Report number: **COU/WS/22/017**  
(Portfolio holder decision Exempt Report number:  
CAB/WS/22/045)  
Investing in our commercial portfolio (paragraph 3)

**Portfolio holder:** Councillor Sarah Broughton