

# Annual Council



<b>Title</b>	<b>Agenda</b>
<b>Date</b>	<b>Tuesday 14 May 2024</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>	<p><b>All Councillors</b></p> <p>You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.</p>  <p><b>Ian Gallin</b> <b>Chief Executive</b> <b>3 May 2024</b></p>
<b>Interests – declaration and restriction on participation</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable 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.
<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 <b>Email</b> <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a>

## Public information

<b>Venue</b>	Conference Chamber, West Suffolk House, Bury St Edmunds, IP33 3YU
<b>Contact information</b>	Telephone: 01284 757176 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>It is intended that the meeting will be livestreamed. The link to join the livestream broadcast will be made available on the Council's website 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. 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>	There is no provision for public participation during the Annual Meeting of Council.
<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>	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.
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# Agenda

## Procedural matters

Pages

### Part 1 – public

#### 1. Election of Chair of the Council for 2024 to 2025

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

Following the seeking of other nominations, a vote will be taken on the nomination of the Chair.

The incoming Chair will sign their Declaration of Acceptance of Office, in the presence of the Monitoring Officer.

#### 2. Chair's announcements

To receive announcements (if any) from the Chair.

#### 3. Apologies for absence

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

#### 4. Election of Vice Chair of the Council for 2024 to 2025

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

Following the seeking of other nominations, a vote will be taken of the nomination of Vice Chair.

The incoming Vice Chair will sign their Declaration of Acceptance of Office, in the presence of the Monitoring Officer.

#### 5. Appointment of Cabinet members

Having regard to the provisions of the Constitution, and if practicable, the Chair will invite the Leader of the Council to announce the composition and constitution of the Cabinet for the ensuing year, and the names of the councillors chosen to be members of the Cabinet.

#### 6. Review of political balance and appointment to committees 2024 to 2025

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Report number: **AGM/WS/24/001**

**7. Appointment of Chair and Vice Chair of scrutiny committees 2024 to 2025**

In accordance with the Constitution, the Council will appoint the Chair and Vice Chair of the:

- a. Overview and Scrutiny Committee
- b. Performance and Audit Scrutiny Committee

**8. Proposed remuneration for co-opted, non-elected, non-voting independent members of the Performance and Audit Scrutiny Committee**

**15 - 20**

Report number: **AGM/WS/24/002**

**9. Suffolk Police and Crime Panel**

At its meeting on 26 January 2024 the Suffolk Police and Crime Panel recommended to the Suffolk Public Sector Leaders Group that a requirement be added at Section 5 b) of its Panel Arrangements that independent co-opted members of the Panel must live or work in Suffolk.

Suffolk authorities have subsequently been asked to approve this proposed amendment.

**Recommendation:**

It is **recommended** that the proposed amendment to the Panel Arrangements for the Suffolk Police and Crime Panel to reflect that independent co-opted members of the Panel must live or work in Suffolk, be approved.

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# Review of political balance and appointment to committees 2024 to 2025

<b>Report number:</b>	<b>AGM/WS/24/001</b>	
<b>Report to and date:</b>	<b>Annual Council</b>	14 May 2024
<b>Cabinet member:</b>	Councillor Cliff Waterman Leader of the Council Telephone: 01284 757001 Email: <a href="mailto:cliff.waterman@westsuffolk.gov.uk">cliff.waterman@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Teresa Halliday Monitoring Officer Telephone: 01284 757144 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a>	

**Decisions Plan:** This report refers to non-executive matters and therefore is not required to be included on the Decisions Plan.

**Wards impacted:** None

**Recommendations:** It is recommended that Council approves:

1. The committees for the 2024 to 2025 municipal year and the terms of reference for those committees as per the West Suffolk Council Constitution, Part 3b, section 2: "Responsibility for Council (non-executive) Functions".
2. The political balance and allocation of seats and substitutes on committees as per Appendix A to Report number: AGM/WS/24/001.
3. The appointment of members and substitutes on committees as per Appendix B to Report number: AGM/WS/24/001.

- 4. Delegation for Group Leaders to amend the appointed members to seats and substitutes and to notify the Monitoring Officer of any changes.**



## 1. Context to this report

- 1.1 As per the West Suffolk Council Constitution, at each Annual Meeting, the Council will:
- a. Decide which committees to establish for the municipal year.
  - b. Decide the size and agree terms of reference for those committees.
  - c. Decide the allocation of seats and substitutes to political groups in accordance with the political balance rules.
  - d. Receive, or arrange the delegation of, nominations and appointment of councillors to serve on each committee.

## 2. Proposals within this report

### Establishing committees and their terms of reference

- 2.1 The Council's committees and the terms of reference for those committees are included in the West Suffolk Council Constitution, Part 3, section 2: "Responsibility for Council (non-executive) Functions". This is available at [Part 3 - Section 2 - Responsibility for Council Non Executive Functions December 2022.pdf \(westsuffolk.gov.uk\)](#) or from the Democratic Services team within the Legal and Governance Service at West Suffolk Council.
- 2.2 Council is requested to approve the number of seats and terms of reference as contained in Part 3, section 2 of the Constitution.

### Allocation of seats and substitutes in accordance with the political balance rules

- 2.3 The allocation of seats and substitutes to committees must respect the requirement to ensure that relevant committees are politically balanced, in that they reflect the number of councillors who belong to each political group within the Council.
- 2.4 The rules on allocating seats are that, as far as possible:
- a. Not all seats on a committee can be given to a single political group
  - b. The majority group must be allocated the majority of seats on a committee
  - c. Subject to a. and b., the proportion of seats on ordinary committees allocated to a group must be proportionate to the total number of seats held by that group
  - d. Subject to a. b. and c., the proportion of seats on all committees allocated to a group must be proportionate to the total number of seats held by that group

- 2.5 The committees to which these rules apply are as follows:
- Development Control Committee (16 seats and 8 substitutes)
  - Licensing and Regulatory Committee (15 seats and 7 substitutes)
  - Overview and Scrutiny Committee (16 seats and 8 substitutes)
  - Performance and Audit Scrutiny Committee (10 seats and 6 substitutes)
  - Standards Committee (6 seats and 3 substitutes)
  - Officer Appointments Committee (6 seats and 3 substitutes)
  - Officer Appeals Committee (6 seats and 3 substitutes)

2.6 The calculation to allocate seats to political groups requires the rounding up or down of calculated figures to give whole numbers. It is therefore difficult to create a perfect allocation of seats and some adjustments may be needed to create an equitable allocation between political groups. This can include adjusting the number of councillors that sit on each committee.

2.7 The Group Leaders have reviewed the members of their group appointed to each committee and the proposed allocation of seats and substitutes to committees is attached at Appendix A to this report.

### **The appointment of councillors to committees**

2.8 The Group Leaders have been asked to nominate which members from their group will be nominated to the seats and substitute places on the committees and the proposed appointments is attached at Appendix B to this report.

2.9 Changes to committee appointments and substitute appointments may be required during the year and delegation to Group Leaders will allow them to notify the Monitoring Officer of any changes.

## **3. Alternative options that have been considered**

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

## **4. Consultation and engagement undertaken**

4.1 Group Leaders have been consulted on the appointments of members from their group.

## **5. Risks associated with the proposals**

- 5.1 Failure to agree the political balance may mean that the committees of the Council will not be able to meet to make decisions.

## **6. Implications arising from the proposals**

- 6.1 None

## **7. Appendices referenced in this report**

- 7.1 Appendix A: Allocation of seats and substitutes to Committees
- 7.2 Appendix B: Membership to Committees 2024 - 2025

## **8. Background documents associated with this report**

- 8.1 [Part 3 - Section 2 - Responsibility for Council Non Executive Functions December 2022.pdf \(westsuffolk.gov.uk\)](#)

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Appendix A Allocation of seats and substitutes to Committees

Allocation of seats																										
Committee			Development Control Committee			Licensing & Regulatory Committee			Overview & Scrutiny Committee			Performance & Audit Scrutiny Committee			Officer Appeals			Officer Appointments			Standards			OVERALL		
No of seats			16			15			16			10			6			6			7			76		
	No of members	%	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places
Conservative	26	40.63%	6.50	7	7	6.09	6	6	6.50	7	7	4.06	4	4	2.44	2	2	2.44	2	2	2.84	3	3	30.88	31	31
Independent	19	29.69%	4.75	5	5	4.45	4	4	4.75	5	4	2.97	3	3	1.78	2	2	1.78	2	2	2.08	2	2	22.56	23	22
Progressive Alliance	19	29.69%	4.75	5	4	4.45	4	5	4.75	5	5	2.97	3	3	1.78	2	2	1.78	2	2	2.08	2	2	22.56	23	23
TOTAL group members	64	100.00%	16.00	16	16	15.00	15	15	16.00	16	16	10.00	10	10	6.00	6	6	6.00	6	6	7.00	7	7	76.00	76	76

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Allocation of substitutes																										
Committee			Development Control Committee			Licensing & Regulatory Committee			Overview & Scrutiny Committee			Performance & Audit Scrutiny Committee			Officer Appeals			Officer Appointments			Standards			OVERALL		
No of substitutes			8			7			8			6			3			3			3			38		
	No of members	%	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places
Conservative	26	40.63%	3.25	3	3	2.84	3	3	3.25	3	4	2.44	2	2	1.22	1	1	1.22	1	1	1.22	1	1	15.44	15	15
Independent	19	29.69%	2.38	2	2	2.08	2	2	2.38	2	2	1.78	2	2	0.89	1	1	0.89	1	1	0.89	1	1	11.28	11	11
Progressive Alliance	19	29.69%	2.38	2	2	2.08	2	2	2.38	2	2	1.78	2	2	0.89	1	1	0.89	1	1	0.89	1	1	11.28	11	11
TOTAL group members	64	100.00%	8.00	8	7	7.00	7	7	8.00	8	8	6.00	6	6	3.00	3	3	3.00	3	3	3.00	3	3	38.00	38	37

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## AGM Appointments – 2024 to 2025

### Development Control Committee

Political Group	Full Member	Substitute Member
Conservative (1)	Carol Bull	Nick Clarke
Conservative (2)	Mike Chester	Charlie Lynch
Conservative (3)	Susan Glossop	Andrew Speed
Conservative (4)	Rachel Hood	
Conservative (5)	Ian Houlder	
Conservative (6)	Sara Mildmay-White	
Conservative (7)	Andrew Smith	

Independents (1)	Roger Dicker	Mick Bradshaw
Independents (2)	Andy Neal	David Taylor
Independents (3)	Jim Thorndyke	
Independents (4)	Don Waldron	
Independents (5)	Phil Wittam	

Progressive Alliance (1)	Jon London	Peter Armitage
Progressive Alliance (2)	Lora Miller-Jones	Donna Higgins
Progressive Alliance (3)	Marilyn Sayer	
Progressive Alliance (4)	David Smith	

## Licensing and Regulatory Committee

Political Group	Full Member	Substitute Member
Conservative (1)	Carol Bull	Mike Chester
Conservative (2)	Patrick Chung	Joanna Rayner
Conservative (3)	Rachel Hood	Richard Rout
Conservative (4)	Rebecca Hopfensperger	
Conservative (5)	Ian Houlder	
Conservative (6)	Charlie Lynch	

Independents (1)	Michael Anderson	Mick Bradshaw
Independents (2)	Roger Dicker	Gerald Kelly
Independents (3)	Aaron Luccarini	
Independents (4)	Don Waldron	

Progressive Alliance (1)	Pat Hanlon	Janne Jarvis
Progressive Alliance (2)	Rowena Lindberg	David Smith
Progressive Alliance (3)	Richard O'Driscoll	
Progressive Alliance (4)	Marilyn Sayer	
Progressive Alliance (5)	Liz Smith	

**(Meetings of the Sub-Committee are held at various times during the day, for example: 10am / 2pm / 4pm)**

Licensing and Regulatory Sub-Committee
<p><u>Licensing and Regulatory Sub-Committee (3)</u></p> <p>(Membership of this Sub-Committee is drawn from Members of the full Licensing and Regulatory Committee and need not be politically balanced. A Chair will be elected at each meeting.)</p>



## Overview and Scrutiny Committee

Political Group	Full Member	Substitute Member
Conservative (1)	Sarah Broughton	Ian Houlder
Conservative (2)	Marion Rushbrook	Margaret Marks
Conservative (3)	Susan Glossop	Sara Mildmay-White
Conservative (4)	Rebecca Hopfensperger	Joanna Rayner
Conservative (5)	Birgitte Mager	
Conservative (6)	Andrew Smith	
Conservative (7)	Andrew Speed	

Independents (1)	Tony Brown	Michael Anderson
Independents (2)	Dawn Dicker	Tracy Whitehand
Independents (3)	Aaron Luccarini	
Independents (4)	Don Waldron	

Progressive Alliance (1)	Rowena Lindberg	Pat Hanlon
Progressive Alliance (2)	Andrew Martin	Vacancy
Progressive Alliance (3)	Sue Perry	
Progressive Alliance (4)	Julia Wakelam	
Progressive Alliance (5)	Kevin Yarrow	

## Performance and Audit Scrutiny Committee

Political Group	Full Member	Substitute Member
Conservative (1)	Nick Clarke	John Griffiths
Conservative (2)	Mike Chester	Jon Augustine
Conservative (3)	Ian Houlder	
Conservative (4)	Karen Richardson	

Independents (1)	Andy Neal	Jools Savage
Independents (2)	Richard Alecock	Don Waldron
Independents (3)	Frank Stennett	

Progressive Alliance (1)	Peter Armitage	Pat Hanlon
Progressive Alliance (2)	Janne Jarvis	Liz Smith
Progressive Alliance (3)	Luke Halpin	

Co-opted Independent Person (appointments to be made by the Performance and Audit Scrutiny Committee)		
Co-opted Independent Person (appointments to be made by the Performance and Audit Scrutiny Committee)		

### Officer Appointments Committee

Political Group	Full Member	Substitute Member
Conservative (1)	Nick Clarke	Margaret Marks
Conservative (2)	Sarah Stamp	

Independents (1)	Victor Lukaniuk	Don Waldron
Independents (2)	Frank Stennett	

Progressive Alliance (1)	Lora Miller-Jones	Indy Wijenayaka
Progressive Alliance (2)	Kevin Yarrow	

### Officer Appeals Committee

Political Group	Full Member	Substitute Member
Conservative (1)	Susan Glossop	Sarah Stamp
Conservative (2)	Richard Rout	

Independents (1)	Jools Savage	Dawn Dicker
Independents (2)	Phil Wittam	

Progressive Alliance (1)	Donna Higgins	Pat Hanon
Progressive Alliance (2)	Andrew Martin	

## Standards Committee

Political Group	Full Member	Substitute Member
Conservative (1)	John Augustine	Andrew Smith
Conservative (2)	Margaret Marks	
Conservative (3)	Sara Mildmay-White	

Independents (1)	Roger Dicker	Mick Bradshaw
Independents (2)	Victor Lukaniuk	

Progressive Alliance (1)	Liz Smith	Marilyn Sayer
Progressive Alliance (2)	Julia Wakelam	

# Proposed remuneration for co-opted, non-elected, non-voting independent members of the Performance and Audit Scrutiny Committee

<b>Report number:</b>	<b>AGM/WS/24/002</b>	
<b>Report to and date:</b>	<b>Annual Council</b>	14 May 2024
<b>Cabinet member:</b>	Councillor Gerald Kelly Portfolio Holder for Governance and Regulatory Tel: 07968 396389 Email: <a href="mailto:Gerald.kelly@westsuffolk.gov.uk">Gerald.kelly@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Teresa Halliday Monitoring Officer Tel: 01284 757144 Email: <a href="mailto:Teresa.halliday@westsuffolk.gov.uk">Teresa.halliday@westsuffolk.gov.uk</a>	

**Decisions Plan:** Not applicable as this is not an executive matter

**Wards impacted:** Not applicable

**Recommendations:** It is recommended that Council:

- 1. Approves the level of remuneration proposed by the Independent Remuneration Panel for co-opted, non-elected, non-voting independent members of the Performance and Audit Scrutiny Committee, as detailed in section 2.3 of Report number: AGM/WS/24/002.**

- 2. The proposed allowance referred to in (1) above be written into the Council's current Members' Allowances Scheme with immediate effect.**
- 3. The proposed allowance referred to in (1) above be subject to review as part of the annual review of the Members' Allowances Scheme undertaken by the Independent Remuneration Panel.**

## 1. Background and context

- 1.1 On 25 January 2024, the Performance and Audit Scrutiny Committee (PASC) agreed that subject to Council approval, amendments should be made to the Constitution to enable the co-option of two non-voting non-elected independent members to be appointed to PASC as recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) (Report number: PAS/WS/24/004 refers.) On 26 March 2024, the proposed changes were approved by Council following consideration by the Constitution Review Group (Report number COU/WS/24/008 refers.)
- 1.2 Also on 25 January 2024, and subject to Council's approval of the changes to the Constitution, PASC agreed that the Independent Remuneration Panel should be requested to consider and recommend to Council a proposed allowance payable to each co-opted independent member of PASC to cover attendance at meetings, training, conferences, seminars or other events as part of their role on the Committee.
- 1.3 The Independent Remuneration Panel (IRP) met on 30 April 2024 for this purpose.

## 2. Proposals within this report

- 2.1 On 30 April 2024, the IRP was provided with the following documentation to support its deliberations:
- Report number: PAS/WS/24/004, 'Co-opting non-elected independent members', as referred to in section 1. above
  - Appendix A to Report number: PAS/WS/24/004, which was an example role description for the co-opted non-elected independent member, amended to include reference to PASC's consideration for the prospective co-optees to be residents of Suffolk (see Council minute 352 (26 March 2024))
  - Benchmarking data: levels of remuneration for co-opted members on audit committees set by other local authorities.
- 2.2 The co-optees' allowance provisions prescribed in the Local Authorities (Members' Allowances) (England) Regulations 2003 state that:
- 9.-(1) The scheme may provide for the payment of an allowance for each year to a member in respect of attendance at conferences and meetings ("co-optees' allowance").*
- (2) In relation to co-optees' allowance, the scheme shall—*
- (a) specify the amount of entitlement by way of co-optees' allowance in respect of any year to which it relates; and*
  - (b) provide that where the appointment of a member begins or ends otherwise than at the beginning or end of a year, his entitlement shall be to payment of such part of the co-optees' allowance as bears to the whole*

*the same proportion as the number of days during which his term of office as member subsists bears to the number of days in that year.*

- 2.3 In accordance with the above Regulations and following due consideration, the IRP recommends that the following is an appropriate level of remuneration for a co-opted, non-elected, non-voting, independent member of the Performance and Audit Scrutiny Committee:
- An allowance of £300 per annum plus an additional £100 'attendance' fee.
  - Payment of travel expenses in accordance with section 5.3 of the current Members' Allowances Scheme.
- 2.4 The 'attendance' fee would cover attendance at meetings, training, conferences, seminars or other events as part of the co-optee's role on the Committee. Where such events are held in person, travel expenses may be claimed, as set out in 2.3 above.
- 2.5 **Rationale**
- 2.5.1 The IRP considered a range of supporting material to assist its deliberations, namely:
- a. Benchmarking data which provided differing levels of remuneration for co-opted members on audit committees set by other local authorities.
  - b. The amount of time expected to be committed to the role outside of meetings, for example, preparatory work reading of reports.
  - c. The allowance payable to Independent Persons that have been appointed to the Suffolk authorities' pool to consider matters relating to the Members' Code of Conduct. This attracted an allowance of £300 per annum plus £50 payable if the Independent Person is asked to consider matters over and above what they have been appointed to do.
  - d. At the request of a member of the IRP, the level of Special Responsibility Allowances (SRAs) payable to the Chair and Vice Chair of the Performance and Audit Scrutiny Committee (PASC).
  - e. Aside from PASC meetings, the anticipated number of other events expected to be attended by the co-optee per year.
- 2.5.2 The IRP considered the benchmarking data was a useful starting point; however, it was felt that as the co-optees' allowance for PASC independent members was comparatively new, it was not reliable, as the sample was small and the amounts paid varied quite substantially. It was therefore considered that allowances paid to other independent members specifically utilised by West Suffolk Council would be more holistically appropriate. Presently, the Independent Persons referred to in 2.5.1 c. above were the only other independent members utilised by West Suffolk Council.
- 2.5.3 An annual allowance of £300 was considered to be an appropriate retainer; however, given the amount of preparatory work involved outside of meetings, as referred to in 2.5.1. b. above, it was considered that a payment of £100



attendance fee was a reasonable amount to recognise both this work and each co-optee's contributions to the Committee.

2.5.4 The SRAs payable to the Chair and Vice Chair of the Performance and Audit Scrutiny Committee, as referred to in 2.5.1 d. above were not considered to be relevant as the co-optee's role would be to act as a member of the Committee which does not attract an SRA.

2.5.5 The IRP acknowledged that its recommendation in paragraph 2.3 above is subject to review as part of its annual review of the entire Members' Allowances Scheme due to take place later in 2024. This will provide the opportunity to consider:

- Potential feedback from elected West Suffolk Council members on the level of remuneration proposed.
- Potential difficulties appointing co-opted members to PASC if these related to the level of remuneration (if any).
- New national guidance or information relating to the role that may be released.
- Other benchmarking data which may be available by then.

### **3. Alternative options that have been considered**

3.1 Whilst there is no legislative direction to include co-opted independent members, CIPFA's Position Statement 2022 recommends that each local authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise. The Position Statement is supported by The Department for Levelling Up, Housing and Communities and the Home Office.

3.2 The Council must take the recommendations of the Independent Remuneration Panel into account when setting a co-optees' allowance as part of the overall Members' Allowances Scheme, although the Council is within its right to agree an alternative co-optees' allowance for the proposed co-opted independent members of PASC.

### **4. Consultation and engagement undertaken**

4.1 None required.

### **5. Risks associated with the proposals**

5.1 That a level of remuneration for the proposed co-opted independent members of Performance and Audit Scrutiny Committee (PASC) is not approved by Council. This may have an impact on the timeline for the anticipated recruitment process for appointing independent members to PASC. As there is no legislative deadline by which to appoint, there would be some flexibility to

the recruitment process timeline while an appropriate level of remuneration is agreed.

## **6. Implications arising from the proposals**

- 6.1 Financial – An allowance and expenses will be payable to the co-opted independent members on the Performance and Audit Scrutiny Committee and this would need to be included in future budget setting processes.
- 6.2 Legal compliance – the consideration of the proposed co-optees' allowance has been undertaken in accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003. This includes ensuring that copies of this report are available for public inspection on West Suffolk Council's website and at West Suffolk House. The proposed recommendation of the IRP set out in paragraph 2.3 above will also be published in the local press before and after the Council meeting on 14 May 2024.

## **7. Background documents associated with this report**

- 7.1 [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)
- 7.2 Performance and Audit Scrutiny Committee: 25 January 2024 - Report number: [PAS/WS/24/004](#), 'Co-opting non-elected independent members' and [Appendix A](#)
- 7.3 Council: 26 March 2024 - Report number: [COU/WS/24/008](#), 'West Suffolk Council Constitution – proposed amendments'