



# **District Councillor Induction Pack 2023**

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## Welcome to West Suffolk Council

Congratulations on being elected to join West Suffolk Council (WSC), to ease your transition into your new position we have provided a pack containing all the necessary documents to get you started.

**Please complete and return this form before leaving the Count Venue.**

<b>Surname</b>	
<b>First name(s)</b>	
<b>Preferred name</b>	
<b>Ward</b>	
<b>Phone (preferred number)</b>	
<b>E-mail (personal)</b>	

As previously notified to all candidates, **all new and re-elected Members are required to attend** the following event, and therefore every effort should be made to attend.

**Please tick to indicate which of the three sessions you will be attending:**

**West Suffolk Councillor Welcome and Induction:** Wednesday 10 May 2023

Venue: West Suffolk House, Bury St Edmunds

**Wed 10 May**

West Suffolk House  
 Bury St Edmunds  
 10am-12noon

**Wed 10 May**

West Suffolk House  
 Bury St Edmunds  
 2pm to 4pm

**Wed 10 May**

West Suffolk House  
 Bury St Edmunds  
 6pm to 8pm

**Please ensure you bring photographic ID with you to enable the Council to take a copy for their records, and please note the parking directions referenced in the Chief Executive's welcome letter at the front of your pack.**

As part of your new position you will be issued with a West Suffolk Council ICT device of a 13" Laptop (with touchscreen tablet capabilities) at the Welcome and Induction session.

**Re-elected Councillors are asked to bring their existing Council devices with them to exchange on 10 May.**

West Suffolk Council also operates a Bring Your Own Device (BYOD) system. If you would like more information on using your own device (e.g. personal mobile phone) to access Council functions such as email, please bring this with you on 10 May where the ICT team will be able to advise further.

We'd be grateful if you could indicate here if this is something you are likely to seek further detail on

Lastly, please make a note of the key dates and times of other important forthcoming induction events, some of which require **mandatory** attendance and are set out in the Member Induction Booklet within your pack.

We will be asking you to confirm your attendance at some of the sessions on 10 May.

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Dear Councillor

Congratulations on being elected to West Suffolk Council.

I hope you received the letter I sent to all those who were nominated for election. This is an exciting time, and I very much look forward to welcoming you formally over the next few days and weeks.

This induction pack has been prepared to help you find out more about what we do as a Council. We appreciate there is a lot of information to take on board and with this in mind, we have prepared an induction programme for all Councillors. The details of this programme are included in the pack and I would very much encourage you to attend as many events as you are able to.

If you are planning to join us at the **Welcome/Induction Day on 10 May 2023**, we would be grateful if you could park in the Car Park on Olding Road if you're able to (see map below) and press the intercom to gain access. It is then just a short walk along Beetons Way to West Suffolk House. Please remember to bring a form of photo ID with you.

There will be an opportunity for you to complete your "Declaration of Acceptance of Office" form at the Welcome/Induction Day on 10 May 2023. This form must be completed by you within the presence of the Proper Officer for the Council, i.e. Teresa Halliday, Service Manager (Legal and Governance) and Monitoring Officer, within two months of the date of the election, i.e. by no later than 3 July 2023 or you will cease to be a Councillor. If you are unable to attend on 10 May 2023 then please contact Teresa at [teresa.halliday@westsuffolk.gov.uk](mailto:teresa.halliday@westsuffolk.gov.uk) to arrange a convenient time to do this.

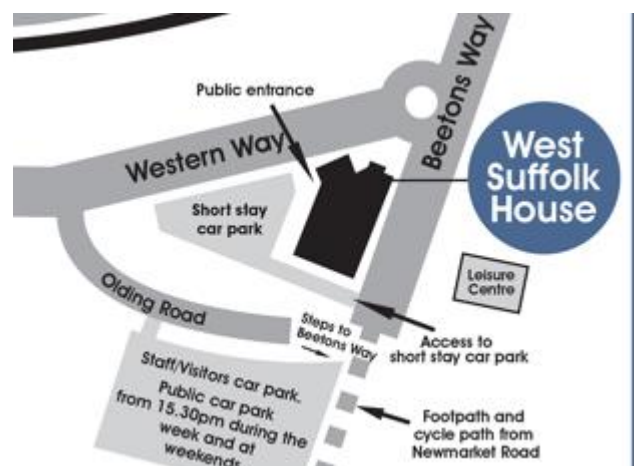
We are here to help you, if you have any questions, please do not hesitate to contact the Democratic Services team on 01284 763233 or [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk).

I would like to meet all new Councillors in the first few weeks to welcome you to West Suffolk Council and will be in touch to arrange a convenient time; please bear with me, it will take a few weeks to get to meet all Councillors. If there is anything more urgent you would like to discuss in the meantime then please do contact my PA, Sophie Curley, on 01284 757001, or by e-mailing me at [ian.gallin@westsuffolk.gov.uk](mailto:ian.gallin@westsuffolk.gov.uk) and we will look to arrange a meeting as soon as we can.

Yours sincerely,



Ian Gallin  
Chief Executive



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# **Documentation to be completed**

**The following forms are to be handed in at the Welcome/Induction Day on 10 May 2023, alongside completion of the Declaration of Acceptance of Office form in the presence of the Monitoring Officer**

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## Councillor personal details

Title		Date of birth	
Forename(s)			
Surname			
Address			
Postcode			
Unless indicated otherwise, your home address will <b>not</b> be published on the West Suffolk Council website. Please tick if content with this. <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>			
Phone number		Mobile number	
Email address			
Please indicate whether you are content for your personal telephone numbers to be published on the West Suffolk Council website <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>			
Please indicate whether you are content for your personal email address to be published on the West Suffolk Council website <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>			

NI number	
<ol style="list-style-type: none"> <li>1. You are required to provide evidence of your date of birth in accordance with HMRC regulations for National Insurance (NI) purposes. Please bring a current passport or full birth certificate and we will take a photocopy for your personal file.</li> <li>2. Please provide a printed copy of your National Insurance number for HMRC purposes.</li> </ol>	

If you use social media and would like your council website profile to link to these page(s), please indicate below by filling out the following.	
Facebook	www.Facebook.com/
Twitter	www.Twitter.com/
Instagram	www.Instagram.com/
Other	
Which is your preferred social media? <span style="margin-left: 10px;">Twitter <input type="checkbox"/></span> <span style="margin-left: 10px;">Facebook <input type="checkbox"/></span> <span style="margin-left: 10px;">Instagram <input type="checkbox"/></span> <span style="margin-left: 10px;">Other <input type="checkbox"/></span>	

Do you have any special dietary requirements or require any other assistance? If so, please indicate below.

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## Emergency contact details

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

### Emergency contact 1

Please provide the contact details for your first emergency contact.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Emergency contact 2

Please provide the contact details for your second emergency contact.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

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## Register of Members' Interests

I, insert name.....a \*member/co-opted member (*\*For accessibility purposes, please delete as appropriate*) of **West Suffolk Council**, set out below under the appropriate headings my interests, which I am required to declare under the Localism Act 2011 and the Council's Code of Conduct. I have put "none" where I have no such interests under any heading.

### Disclosable pecuniary interests (DPI)

Members are required to register not only their own interests under this heading but also those of their husband or wife, civil partner or any person with whom they are living as if husband and wife or as civil partners when such interests are known by them. In these cases the term 'relevant person' is used to mean the member and any such person.

#### DPI 1

Any employment, office, trade, profession or vocation carried on for profit or gain.

Member

click to insert entry OR type NONE if nothing to declare

Spouse/partner

click to insert entry OR type NONE if nothing to declare

#### DPI 2

Any payment or provision of any other financial benefit (other than from the Council) made or provided within the past 12 months in respect of expenses you have incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Member

click to insert entry OR type NONE if nothing to declare

Spouse/partner

click to insert entry OR type NONE if nothing to declare

<b>DPI 3</b>	
<p>Any beneficial interest in securities of a body where:</p> <ol style="list-style-type: none"> <li>1. that body (to your knowledge) has a place of business or land in the area of the Council; and</li> <li>2. either-               <ol style="list-style-type: none"> <li>a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>b. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issue share capital of that class.</li> </ol> </li> </ol>	<p><b>Member</b></p> <p>click to insert entry OR type NONE if nothing to declare</p>
	<p><b>Spouse/partner</b></p> <p>click to insert entry OR type NONE if nothing to declare</p>
<b>DPI 4</b>	
<p>A contract for goods, services or works made between the relevant party and the Council (or a body in which a relevant person has a beneficial interest) under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.</p>	<p><b>Member</b></p> <p>click to insert entry OR type NONE if nothing to declare</p>
	<p><b>Spouse/partner</b></p> <p>click to insert entry OR type NONE if nothing to declare</p>

<b>DPI 5</b>	
A beneficial interest in any land in the Council's area including your place(s) of residence.	<b>Member</b>
	click to insert entry OR type NONE if nothing to declare
	<b>Spouse/partner</b>
	click to insert entry OR type NONE if nothing to declare
<b>DPI 6</b>	
Any tenancy where, to your knowledge, the landlord is the Council and the tenant is a body in which a relevant person has a beneficial interest.	<b>Member</b>
	click to insert entry OR type NONE if nothing to declare
	<b>Spouse/partner</b>
	click to insert entry OR type NONE if nothing to declare
<b>DPI 7</b>	
Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.	<b>Member</b>
	click to insert entry OR type NONE if nothing to declare
	<b>Spouse/partner</b>
	click to insert entry OR type NONE if nothing to declare

## Other registerable interests (ORI)

Members are only obliged to register their own interests under this heading and do not need to include the interests of husbands/wives/civil partners or others.

### ORI 1

a. Any unpaid directorships	Member
b. Any body of which you are a member or in a position of general management and control either: <ul style="list-style-type: none"> <li>i. to which you have been appointed or nominated by the Council, or</li> <li>ii. exercising functions of a public nature, or</li> <li>iii. directed towards charitable purposes, or</li> <li>iv. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).</li> </ul>	click to insert entry OR type NONE if nothing to declare

### ORI 2

The name of any person from whom you have received a gift or hospitality with an estimated value of at least £50 (received within the last 28 days).	Member  <i>Declarations of gifts and hospitality are recorded separately but constitute part of the Register of Interests.</i>  click to insert entry OR type NONE if nothing to declare
--	--

**Note: Have you inserted 'none' where there is no interest to declare?**

## Acknowledgement

I acknowledge that it may be an offence under the Localism Act 2011 to:

1. omit information that ought to be given in this notice
2. provide information that is materially false or misleading
3. fail to give further notices in order to bring up to date information given in this notice after my re-election or re-appointment or to fail to declare a disclosable pecuniary interest that I acquire after the date of this notice and have to declare under the provisions of s 31 (2) Localism Act 2011.

I also acknowledge that it may be a breach of the Code of Conduct to:

1. omit information that ought to be given in this notice
2. provide information that is materially false or misleading
3. fail to provide written notification to the Council's Monitoring Officer of any change in my interests contained in this notice within 28 days of my becoming aware of such change of circumstances.

Member's details, signed when complete:

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return to: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)

\_\_\_\_\_

Date received by Democratic Services

**Date:** \_\_\_\_\_

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## Notice to join a political group

**If you are intending to join a political group, this form must be completed and signed by your group leader.**

**Please be aware that, at the Council's AGM on Tuesday 23 May 2023, the Council will need to confirm allocations of committee places to political groups; so, if you intend to join a group, please notify Democratic Services by 15 May 2023 and this form is to be returned by 19 May 2023.**

### Local Government (Committees and Political Groups) Regulations 1990

To: The Monitoring Officer, West Suffolk Council

I hereby give notice that I wish to join the \_\_\_\_\_ Group on West Suffolk Council.

In compliance with the appropriate Regulations, this notice is also signed by the:

Leader of the \_\_\_\_\_ Group.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Councillor: \_\_\_\_\_)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Councillor: \_\_\_\_\_)

(Leader of the \_\_\_\_\_ Group)

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## Vertas - Security Access Control

### ID Card Application Form

This form is to be completed by any applicant requiring an ID Card. Building tours and health and safety inductions must be completed **before** access can be given to any swipe doors. Please contact your nearest security team to check the process for this. **This form must be completed accurately and in full.**

#### What do you need?

New Card

Amendment

#### Personal Details

Title: Click or tap here to enter text.

First Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Choose a PIN number (usually first 4 digits of birthday) Click or tap here to enter text.

Signature: Click or tap here to enter text.

#### Employment Information

Directorate: Not applicable

Job Title: Click or tap here to enter text.

Division: Click or tap here to enter text.

Contact Number / Ext: Click or tap here to enter text.

Permanent

Temporary

Part Time

Full Time

*Do you require car parking access to Endeavour House/Constantine House/Landmark House/Phoenix House/West Suffolk House/Riverside (Lowestoft)? Please complete the appropriate car park deduction forms (ask Security Access Control for further information)*

#### Declaration

I (applicant) consent to my details being stored on the system (GDPR compliance)

I agree for my details to be stored on the system

#### Departmental Authorisation

I (manager/authorised person) give authorisation that the above applicant requires access to the building specified as part of their job role

Signed: Teresa Halliday

Print: Teresa Halliday (Service Manager – Legal & Governance)

Date: Click or tap here to enter text.

Finance Code: 1131 – R4880

#### Security Access Control - office use only:

Access Level(s): Click or tap here to enter text.

Live Card: Yes  No

Card Number: Click or tap here to enter text.

Charged: Yes  No

Completed by: Click or tap here to enter text.

Date of Update: Click or tap here to enter text.

ID Badge  Badge Holder  ASPIRE Lanyard  Standard Lanyard  Yo-Yo Clip

Other (please specify): Click or tap here to enter text.

Please send your completed forms to **Security Access Control, Endeavour House**, confirming an internal delivery address so we can send you your ID card, or ask your manager to email the forms to [strategic.security@vertas.co.uk](mailto:strategic.security@vertas.co.uk) (the email from your line manager acts as evidence of authorisation).

New employees will need to visit their nearest Security Access Control office to have their picture taken. Alternatively an appropriate photo can be emailed to the Strategic Security team.

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## West Suffolk House car park

Please input your vehicle details for parking in West Suffolk House visitors' car park.

Once completed, return this form to enable you to park at West Suffolk House visitors' car park free of the current 90 minute time restriction. We will then provide you with a permit for displaying in the windscreen of your vehicle/s. This arrangement should be used on an exception basis only and every effort should be made to park in the Olding Road car park or elsewhere.

**Name** \_\_\_\_\_

**Role** \_\_\_\_\_

**Vehicle 1**

**Registration** \_\_\_\_\_

**Make** \_\_\_\_\_

**Model** \_\_\_\_\_

**Colour** \_\_\_\_\_

**Vehicle 2**

**Registration** \_\_\_\_\_

**Make** \_\_\_\_\_

**Model** \_\_\_\_\_

**Colour** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date signed** \_\_\_\_\_

Please return to [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk) and  
[property.services@westsuffolk.gov.uk](mailto:property.services@westsuffolk.gov.uk)

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**Facilities Management - Security Access Control**

## Authorisation for deduction from payroll for car park charges – West Suffolk House

To enable us to make the necessary deductions from your salary for your car parking charges we will require your authorisation. Once we have received your completed authorisation request your identity card will be updated to allow entry into the car park.

If you are not paid through West Suffolk's payroll you will need to provide your invoicing address below, a cost code for the team you are working for (this will be used to recover any outstanding or late fees) and the signature of the budget manager.

**Access will not be granted until receipt of this completed form; filled out in full and correctly.**

First Name: .....

Last Name: .....

Job Title: .....

Service Area/Department: ..... Payroll No: .....

Telephone Number: ..... Email: .....

Vehicle Reg 1: ..... Vehicle Make 1: .....

Vehicle Reg 2: ..... Vehicle Make 2: .....

WSC with payroll

Agency/Contractor through WSC (please provide invoicing address at the bottom of this form)

CO2 Compliant – I use a vehicle with CO2 emissions of 100g/km or below at Olding Road. I agree that this vehicle will be parked in the car park for the majority of times. any other vehicle listed above is only occasionally used within the Olding Road Carpark

I am a motorcyclist and understand that I can enter the car park without raising the barrier

**By completing and returning this form I authorise the deduction of car parking charges from my salary or if I am an agency worker / contractor I confirm I will pay the charges invoiced to my home address within 21 days. I will inform Security Access Control of the registration of any new vehicle that I acquire before it is parked in the car park**

Signed: ..... Date: .....

Invoicing address for agency / consultancy staff:

.....  
.....

Department Cost Code: .....

**Cost code budget holder authorisation (agency / contractor staff only):** I hereby authorise the amounts of any unpaid invoices to be deducted from this cost code for which I am the budget holder

Budget holder signature: ..... Date: .....

Budget holder name: .....

Please email completed forms from your work email address to: [strategic.security@vertas.co.uk](mailto:strategic.security@vertas.co.uk), your email address acts as evidence of date and signature or send by mail to **Security and Access Control, Purple Ground Floor, Endeavour House.**

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## Councillor bank details

Payroll number

--	--	--	--	--	--

Councillor's name  
(BLOCK CAPITALS)

---

Effective date

---

Account number

--	--	--	--	--	--	--	--

(Check your account number –  
a wrong digit can result in non-payment of allowance)

Sort code

		-			-		
--	--	---	--	--	---	--	--

Account name

---

Bank/Building Society  
address

---

---

Councillor's signature  
(Invalid if not signed)

---

Date

---

---

Entered by

Date

---

---

Checked by

Date

---

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Tell your employer of your circumstances so that you do not pay too much or too little tax

Do not send this form to HM Revenue and Customs (HMRC)

## Instructions for employer

Use this starter checklist to gather information about your new employee if they do not have a P45. You can also use this form if they have a student loan (whether or not they have a P45). Use the information to help fill in your first Full Payment Submission (FPS) for this employee. If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code. If the employee gives you their P45 after the first FPS submission, use the tax code shown in parts 2 and 3 of the P45. You must keep the information recorded on the starter checklist for the current and next 3 tax years. This form is for your use only.

## Instructions for employee

Fill in this form if you do not have a P45 (a document you get from your employer when you stop working for them). You should also fill in this form if you have a student loan (whether or not you've a P45). Give the completed form to your employer as soon as possible. They need this information to tell HMRC about you and help them to use the right tax code. Make sure you answer the questions correctly. If you do not, you may pay the wrong amount of tax or student loan deductions.

---

## Employee's personal details

**1 Last name**

**2 First names**  
Do not enter initials or shortened names for example, Jim for James or Liz for Elizabeth

**3 What is your sex?**  
As shown on your birth certificate or gender recognition certificate  
Male  Female

**4 Date of birth** DD MM YYYY

**5 Home address**  
  
  
  
Postcode  
  
Country

**6 National Insurance number** (if known)

**7 Employment start date** DD MM YYYY

## Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

**8 Do you have another job?**

Yes  Put an 'X' in the statement C box below

No  Go to question 9

**9 Do you receive payments from a State, workplace or private pension?**

Yes  Put an 'X' in the statement C box below

No  Go to question 10

**10 Since 6 April have you received payments from:**

- another job which has ended
- or any of the following taxable benefits
- Jobseeker's Allowance (JSA)
- Employment and Support Allowance (ESA)
- Incapacity Benefit

Yes  Put an 'X' in the statement B box below

No  Put an 'X' in the statement A box below

For more information about tax codes, go to [www.gov.uk/tax-codes](http://www.gov.uk/tax-codes)

Statement A <input type="checkbox"/>	Statement B <input type="checkbox"/>	Statement C <input type="checkbox"/>
Current personal allowance	Current personal allowance on a Week 1/Month 1 basis	Tax Code BR
<p><b>Key</b></p> <p>This is my first job since 6 April and since the 6 April I have not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p><b>Key</b></p> <p>Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p><b>Key</b></p> <p>I have another job and/or I am in receipt of a State, workplace or private pension.</p>
<p><b>Key</b></p> <p>Jobseeker's Allowance (JSA) is an unemployment benefit which can be claimed while looking for work.</p> <p>Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work.</p> <p>Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011.</p> <p>State Pension is a pension paid when you reach State Pension age.</p> <p>Workplace pension is a pension which was arranged by your employer and is being paid to you.</p> <p>Private pension is a pension arranged by you and is being paid to you.</p> <p>Please note that no other Government or HMRC paid benefits need to be considered when completing this form.</p>		

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## Student loans

11 Do you have a student or postgraduate loan?

Yes  Go to question 12

No  Go straight to the Declaration

12 Do any of the following statements apply:

- you're still studying on a course that your student loan relates to
- you completed or left your course after the start of the current tax year, which started on 6 April
- you've already repaid your loan in full
- you're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes  Go straight to the Declaration

No  Go to question 13

13 To avoid repaying more than you need to, tick the correct student loan or loans that you have - use the guidance on the right to help you.

Please tick all that apply

- Plan 1
- Plan 2
- Plan 4
- Postgraduate loan (England and Wales only)

Employees, for more information about the type of loan you have or to check your balance, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one, go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

### You have Plan 1 if any of the following apply:

- you lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

### You have Plan 2 if:

You lived in England or Wales and started your course on or after 1 September 2012.

### You have Plan 4 if:

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

### You have a postgraduate loan if any of the following apply:

- you lived in England and started your postgraduate master's course on or after 1 August 2016
- you lived in Wales and started your postgraduate master's course on or after 1 August 2017
- you lived in England or Wales and started your postgraduate doctoral course on or after 1 August 2018

---

## Declaration

I confirm that the information I've given on this form is correct.

Full name Use capital letters

Signature

Date DD MM YYYY

---

## Give this form to your employer

Your employer will use the information to make sure you pay the right amount of tax.

Do not send this form to HMRC.

---

## Employer guidance

For information on how to work out your new employee's tax code, go to [www.gov.uk/new-employee-tax-code](http://www.gov.uk/new-employee-tax-code)

Use Statement A, B or C that your employee has chosen in the employee statement section and apply the tax code below:

- Statement A - use the current personal allowance
- Statement B - use the current personal allowance on a 'week 1/month 1' basis
- Statement C - use tax code BR

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## Full Electoral Register Request Form - 2023

By completing this form, you are stating that you are entitled to receive the West Suffolk Electoral Register for the year 2023\* comprising a full register, sent during the week beginning 8 May 2023 and monthly updates from June 2023 to September 2023.

\* If your role as a West Suffolk Councillor ends, for example due to resignation or disqualification, then no registers or monthly updates will be sent.

<b>Full name:</b>	
<b>District Ward:</b>	
<b>Date elected:</b>	4 May 2023
<b>Telephone no:</b>	
<b>Email address^:</b>	

^ Electoral registers sent to a West Suffolk Council email address will not need to be password protected. If any other email address is used, the electoral registers will be password protected prior to being sent out.

**Please provide the electoral register in the following data format:**

This will be sent to you by email as a zipped file. You will need to have the latest version of WinZip installed in order to open the document and you must provide an email address.

<input type="checkbox"/> CSV (Excel)	<input type="checkbox"/> PDF
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**Please note that a data copy of the register saves both time and money for the council. However, if you are unable to receive the register in data format, then please supply your address below.** The register and amendments will be sent to you by Recorded Post.

I declare that I am entitled to receive a copy of the full electoral register under the provisions of the Representation of the People Regulations 2001.

I will use my copy of the electoral register only for the purposes permitted by the relevant regulations.

I will only allow others who are assisting me in my duties to use my copy of the electoral register for the same purposes.

I understand that any other use other than those permitted is illegal with a **maximum fine of £5,000.**

<b>Signature:</b>		<b>Date:</b>	
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## Privacy Notice

The Electoral Registration Officer and the Returning Officer are the data controllers for the purpose of the Data Protection Act 2018 and the General Data Protection Regulation and can be contacted at:

West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU.

Tel: 01284 757131

The Data Protection Officer can be contacted at the same address.

We are collecting your personal information and will use this for maintaining a list of recipients of the electoral register. We will need to process certain information about you, for example, name, telephone number, email address etc. Your data will not be shared with third parties. Your data will be kept for six years in line with our retention policy.

### How to exercise your rights

If you wish to exercise any of your rights including where you are seeking a copy of your personal information, please submit your request to or by post to:

Data Protection Officer  
West Suffolk Council  
West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU

### How to raise a concern

If you wish to raise a concern about the council's handling of your personal information, please contact our Data Protection Officer at [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)

Whether you are exercising your rights or raising a concern, you will normally need to include documents that prove your identity as well as a clear and precise description of your request/concern.

We will process requests in accordance with the legislative framework and statutory timescales and inform you should an extension of time be necessary.

### Complaints

If you wish to complain about the way in which your request has been processed then your complaint will be dealt with as a step two complaint in accordance with our complaints procedure – [www.westsuffolk.gov.uk/Council/Feedback\\_comments\\_complaints/index.cfm](http://www.westsuffolk.gov.uk/Council/Feedback_comments_complaints/index.cfm).

If you are still unhappy with the decision, you have a right of appeal to the Information Commissioner's Office, visit their page – [www.ico.org.uk](http://www.ico.org.uk)

For further information on our Data Protection Policies, please go to our website: [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk) or email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)



NAME:

Please complete and return this form at the Welcome and Induction day on 10 May 2023

### Member Induction Sessions

For further details on all topics please refer to the Member Induction booklet in your pack  
Electronic invitations will be issued to your West Suffolk Council email addresses for the virtual sessions

#### Essential Topics

The following sessions have been devised to provide you with key skills and information, and we ask that all Councillors make every effort to attend one of the sessions offered for each topic.

#### Code of Conduct & Law and Governance – 15 May 2023

Code of Conduct & Law and Governance - Session 1	Mon 15 May 2.00-4.00pm	Conference Chamber, WSH	<input type="checkbox"/>
Code of Conduct & Law and Governance - Session 2	Mon 15 May 6.00-8.00pm	Virtual via MS Teams	<input type="checkbox"/>

For those Members who may not be able to make either of the above sessions, we are working with our partners at neighbouring Babergh Mid Suffolk Councils and they are delivering their virtual training sessions on the Code of Conduct on the following dates/times:

Babergh Mid Suffolk: Code of Conduct - Session 1	Thu 11 May 7.00-8.30pm	Virtual via MS Teams	<input type="checkbox"/>
Babergh Mid Suffolk Code of Conduct - Session 2	Mon 15 May 2.00-3.30pm	Virtual via MS Teams	<input type="checkbox"/>

Please tick to indicate which session you will be attending

#### Information Governance (GDPR) – 18 May 2023

Information Governance (GDPR) - Session 1	Thu 18 May 2.00-4.00pm	Room GFR14, WSH	<input type="checkbox"/>
Information Governance (GDPR) - Session 2	Thu 18 May 6.00-8.00pm	Virtual via MS Teams	<input type="checkbox"/>

Please tick to indicate which session you will be attending

#### Local Government Finance – 8 June 2023

Local Government Finance - Session 1	Thu 8 Jun 2.00-4.00pm	Conf. Chamber West, WSH	<input type="checkbox"/>
Local Government Finance - Session 2	Thu 8 Jun 6.00-8.00pm	Virtual via MS Teams	<input type="checkbox"/>

Please tick to indicate which session you will be attending

#### Corporate Parenting – 28 June 2023

Corporate Parenting - Session 1	Wed 28 Jun 2.00-4.00pm	Conf. Chamber, WSH	<input type="checkbox"/>
Corporate Parenting - Session 2	Wed 28 Jun 6.00-8.00pm	Virtual via MS Teams	<input type="checkbox"/>

Please tick to indicate which session you will be attending

#### Equality & Diversity – 6 July 2023

Equality & Diversity - Session 1	Thu 6 July 2.00-4.00pm	Conf. Chamber, WSH	<input type="checkbox"/>
Equality & Diversity - Session 2	Thu 6 July 6.00-8.00pm	Virtual via MS Teams	<input type="checkbox"/>

Please tick to indicate which session you will be attending

Continued overleaf...

## Welcome to Local Government Sessions

### Tour & Induction at Mildenhall Hub - 25 May 2023

We encourage all newly elected Members to sign up for one of the sessions, alongside any re-elected Members who had not been previously formally inducted at the Hub



Mildenhall Hub Induction - Session 1	Thu 25 May 10.00-11.00am	Mildenhall Hub
Mildenhall Hub Induction - Session 2	Thu 25 May 2.00-3.00pm	Mildenhall Hub
Mildenhall Hub Induction - Session 3	Thu 25 May 6.00-7.00pm	Mildenhall Hub


Please tick to indicate which session you will be attending

### Role of the Ward Member & Localities – 5 June 2023

All Members are particularly encouraged to attend



Role of the Ward Member and Localities	Mon 5 June 6.00pm	Conference Chamber, WSH
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Please tick to indicate if you will be attending

### Mandatory Training

Councillors must complete specific training in connection with their appointment to certain Committees. In respect of the following sessions all Members are actively encouraged to attend in order to further their knowledge and understanding.

### Planning (Development) – 31 May 2023

Mandatory training for the Development Control Committee, encouraged for all Members to understand their role in the planning process



Planning (development) - Session 1	Wed 31 May 2.00-4.00pm	Conference Chamber, WSH
Planning (development) - Session 2	Wed 31 May 6.00-8.00pm	Virtual via MS Teams


Please tick to indicate which session you will be attending

### Licensing – 22 & 27 June 2023

Mandatory training for the Licensing & Regulatory Committee, encouraged for all Members to understand their role in the licensing process



Licensing - Session 1	Thu 22 June 2.00-4.00pm	Room GFR13, WSH
Licensing - Session 2	Thu 22 June 6.00-8.00pm	Virtual via MS Teams
Licensing - Session 3	Tue 27 June 10.00am-12noon	Room GFR14, WSH
Licensing - Session 4	Tue 27 June 6.00-8.00pm	Virtual via MS Teams


Please tick to indicate which session you will be attending

### Local Plan – 29 June 2023

Required training for the Local Plan Working Group, encouraged for all Members to understand the process and current position of the Council's Local Plan



West Suffolk's Local Plan - Process and Current Position	Thu 29 June 6.00-8.00pm	Conference Chamber, WSH
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Please tick to indicate if you will be attending

make your mark

# **Member induction and development**

**Please refer to the Induction and Development Booklet for information when completing the attendance form for the post-election induction programme sessions (found within this pack at Section 2)**

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# **Member Induction and Development Booklet**



# WELCOME TO THE TEAM

## ***Hello and welcome to the team!***

It is a priority of the Authority to ensure that Councillors are fully equipped to represent the views of the community, to improve and shape services for the future.

Therefore, West Suffolk Council has made a commitment to enable its Councillors to be supported in developing the range of skills needed to be outstanding community leaders and advocates for the Authority.

This starts with the post-election Induction Programme for which there are a number of essential sessions over the next couple of months to ensure you have the knowledge to support your role.

Mandatory sessions are also scheduled as part of the induction to provide guidance to those Councillors with specific appointments to Committees, in order to enable robust decision-making. However, we encourage you all to attend these in order to further your knowledge on the operation of the Council.

Going forward a number of the training sessions will be delivered on an annual rolling basis, therefore ensuring that Member Development is continually monitored and built upon to support you as an elected Councillor.

Recognising the other demands you will have on your time, some of the sessions offer the choice of in-person or virtual attendance.

For those topics which require annual training we also intend on giving you the option of an online e-learning course, which could be completed at a time of your choosing.

Lastly, towards the end of this booklet it signposts you to our e-learning (online training) offer alongside other organisations who offer training to elected Members. We actively encourage all Councillors in identifying further personal development and will support you in doing so.



## Welcome and AGM

The induction programme is not just about helping new Councillors learn about the work of the Council – it is also a good opportunity for Councillors to meet each other, and for more experienced Councillors to help nurture and mentor their new colleagues.

**A critical part of the induction process is set out below and we ask all Councillors to make every effort to attend one of the three sessions (You'll be asked to RSVP which of the sessions you wish to attend on 10 May using the form at the front of your pack when you are issued with it)**

## Welcome and Induction Day – 10 May 2023

**Venue: Conference Chamber, West Suffolk House, Bury St Edmunds**

Welcome and Induction Day - Session 1	Wed 10 May 10.00am-12noon
Welcome and Induction Day - Session 2	Wed 10 May 2.00-4.00pm
Welcome and Induction Day - Session 3	Wed 10 May 6.00-8.00pm

### Aim of event:

Various stations/zones will be setup in the Conference Chamber to cover: completion and submission of mandatory forms including the Declaration of Acceptance of Office, your corporate photograph will taken, you'll collect & connect to IT equipment, you'll receive a tour & induction of WSH, Leadership Team will welcome you to West Suffolk Council, there will be a demo of the Chamber's audio visual equipment, you'll be shown how to access electronic agenda papers, Localities Officers will introduce themselves and there will be opportunity for Councillors to meet and network.

### NOTES:

1. You will need to bring the personal device(s) with you that you intend on using for Council work if you want to do so instead/in addition to using the Council issued laptop;
2. Re-elected Councillors will need to bring their previously issued Council laptop with them in order to return it, in exchange for a replacement model;
3. Photographic ID must be brought with you to enable the Council to take a copy for their records; and
4. Following the tour/induction of West Suffolk House your access card will be issued to you at the AGM on 23 May 2023.

## Your First Council Meeting

### Annual General Meeting – 23 May 2023

**Venue: Conference Chamber, West Suffolk House, Bury St Edmunds**

West Suffolk AGM	Tue 23 May 7.00pm – Briefing/run through at 6.30pm
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To support your first Council meeting on 23 May we are asking all Councillors to attend from **6.30pm** in order to allow Officers to run through the meeting procedure, operation of the audio equipment and familiarise you with the process prior to commencement of the formal meeting. Your WSH access cards will also be issued to you at this meeting.



## Essential Topics

The following sessions have been devised to provide you with key skills and information, and we again ask that **all Councillors** make every effort to attend one of the sessions offered for each topic. These will also be scheduled annually.

**(Please RSVP which of the sessions you wish to attend using the form in your pack that we'll request from you at the induction/welcome day on 10 May, electronic invitations will be issued for the virtual sessions)**

### Code of Conduct & Law and Governance – 15 May 2023



Code of Conduct & Law and Governance - Session 1	Mon 15 May 2.00-4.00pm	Conference Chamber, WSH
Code of Conduct & Law and Governance - Session 2	Mon 15 May 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

Led by the Council's Monitoring Officer, you will have the governance structure of West Suffolk outlined and be familiarised with the Code of Conduct.

For those Members who may not be able to make either of the above WSC sessions, we are working with our partners at neighbouring Babergh Mid Suffolk Councils and they are delivering their virtual training sessions on the Code of Conduct on the following dates/times. Please indicate on the relevant form which of the sessions you wish to attend on this topic.

Babergh Mid Suffolk: Code of Conduct - Session 1	Thu 11 May 7.00-8.30pm	Virtual via MS Teams
Babergh Mid Suffolk Code of Conduct - Session 2	Mon 15 May 2.00-3.30pm	Virtual via MS Teams

### Information Governance (GDPR) – 18 May 2023



Information Governance (GDPR) - Session 1	Thu 18 May 2.00-4.00pm	Room GFR14, WSH
Information Governance (GDPR) - Session 2	Thu 18 May 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

The Council's Data Protection Officer will outline how Members must handle personal information in their role as a Councillor.



## Local Government Finance – 8 June 2023



Local Government Finance - Session 1	Thu 8 Jun 2.00-4.00pm	Conference Chamber West, WSH
Local Government Finance - Session 2	Thu 8 Jun 6.00-8.00pm	Virtual via MS Teams

### Aim of event:

The Council's Section 151 Officer will explain how the council secures a sustainable budget and how it operates to meet this budget in the immediate and medium term

## Corporate Parenting – 28 June 2023



Corporate Parenting - Session 1	Wed 28 Jun 2.00-4.00pm	Conference Chamber, WSH
Corporate Parenting - Session 2	Wed 28 Jun 6.00-8.00pm	Virtual via MS Teams

### Aim of event:

The session will cover topics such as safeguarding, modern day slavery and county lines.

## Equality & Diversity – 6 July 2023



Equality & Diversity - Session 1	Thu 6 July 2.00-4.00pm	Conference Chamber, WSH
Equality & Diversity - Session 2	Thu 6 July 6.00-8.00pm	Virtual via MS Teams

### Aim of event:

This session will help Members understand the Council's equality duty and their role in supporting and promoting diversity in their communities.

## Mandatory Training

Councillors must complete specific training in connection with their appointment to certain Committees and this training must be completed annually.

Whilst the sessions listed below are mandatory for those Members appointed to the relevant meetings, **all West Suffolk Councillors are actively encouraged to attend** in order to further their knowledge and understanding.

**(Please RSVP which of the sessions you wish to attend using the form in your pack that we'll request from you at the induction/welcome day on 10 May, electronic invitations will be issued for the virtual sessions)**

### Planning (Development) – 31 May 2023

**Mandatory training for the Development Control Committee, encouraged for all Members to understand their role in the planning process**



Planning (development) - Session 1	Wed 31 May 2.00-4.00pm	Conference Chamber, WSH
Planning (development) - Session 2	Wed 31 May 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

The Service Manager (Planning – Development) will outline the operation of the Development Control Committee, the Delegation Panel, the Planning Code of Practice and the role of the Ward Member.

NOTE: Members appointed to the Committee will not be able to take part in site visits or Committee meetings until they have been trained.

In addition to the above, the members of the Development Control Committee are also requested to attend the following session, scheduled on the same day as their first meeting:

Development Control Committee - Wash-up Feedback	<b>On conclusion of the first DC Committee on 7 June 2023</b>	Conference Chamber, WSH
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#### Aim of event:

This session is to gain feedback from Members as to how they felt the meeting went and to identify any gaps in their training/knowledge.

## Licensing – 22 & 27 June 2023

### **Mandatory training for the Licensing & Regulatory Committee, encouraged for all Members to understand their role in the licensing process**



Licensing - Session 1	Thu 22 June 2.00-4.00pm	Room GFR13, WSH
Licensing - Session 2	Thu 22 June 6.00-8.00pm	Virtual via MS Teams
Licensing – Session 3	Tue 27 June 10.00am-12noon	Room GFR14, WSH
Licensing – Session 4	Tue 27 June 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

The Business Partner (Regulatory and Information Governance) will outline the operation of the Licensing & Regulatory Committee it's Sub-Committees and the Licensing Code of Practice.

NOTE: Members appointed to the Committee will not be able to take part in Sub-Committee Hearings or meetings of the full Committee until they have been trained.

## Local Plan – 29 June 2023

Required training for the Local Plan Working Group, encouraged for all Members to understand the process and current position of the Council's Local Plan



West Suffolk's Local Plan - Process and Current Position	Thu 29 June 6.00-8.00pm	Conference Chamber, WSH
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### Aim of event:

Open to all Members but newly elected are particularly encouraged, alongside those appointed to the Local Plan Working Group. The event is to be held solely in-person to aid the facilitation of questions and discussion. Members will be briefed on the Local Plan process and the current position in respect of West Suffolk's Local Plan.

**In addition, the following sessions have been scheduled immediately prior to the first (post-election) meetings in question, in order to brief the Members appointed to those Committees and answer any questions they may have:**

<b>Performance &amp; Audit Committee</b> - Role of Committee Overview	<b>Thu 22 June 4.00pm</b> (prior to first meeting of the Performance & Audit Committee at 5pm)	Conference Chamber, WSH
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<b>Overview &amp; Scrutiny Committee</b> - Scrutiny Overview	<b>Thu 15 June 4.00pm</b> (prior to first meeting of the Overview & Scrutiny Committee at 5pm)	Conference Chamber, WSH
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<b>Standards Committee</b> - Standards Regime Overview	<b>Mon 26 June 4.00pm</b> (prior to first meeting of the Standards Committee at 5pm)	Conference Chamber, WSH
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NOTE: A copy of the Council's full calendar of meetings for 2023/2024 can be found in your induction pack and meeting dates can also be viewed on the Council's website here: [Monthly meetings calendar - May 2023 \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk/monthly-meetings-calendar-may-2023)

## Welcome to Local Government

(Please RSVP which of the sessions you wish to attend using the form in your pack that we'll request from you at the welcome/induction day on 10 May)

### Tour & Induction at Mildenhall Hub - 25 May 2023

We encourage all newly elected Members to sign up for one of the sessions, alongside any re-elected Members who had not been previously formally inducted at the Hub



Councillors are invited to attend an induction session at our Mildenhall Hub office where you will receive a tour of the facility and have your access card activated for the building.

Afterwards, one of Senior Leadership Team will invite you to join them to welcome you to your role in local government and answer any questions you may have.

Mildenhall Hub Induction - Session 1	Thu 25 May 10.00-11.00am	Mildenhall Hub
Mildenhall Hub Induction - Session 2	Thu 25 May 2.00-3.00pm	Mildenhall Hub
Mildenhall Hub Induction - Session 3	Thu 25 May 6.00-7.00pm	Mildenhall Hub

### Role of the Ward Member & Localities – 5 June 2023

All Members are particularly encouraged to attend



Role of the Ward Member and Localities	Mon 5 June 6.00pm	Conference Chamber, WSH
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#### Aim of event:

The event is to be held solely in-person to aid the facilitation of questions and discussion. Councillors will be able to meet their Localities Officers and gain understanding on matters such as their locality budgets. The session will also enable Members to network with their fellow Ward Members.

## **East of England LGA Regional Induction Event for New Members – 7 June 2023**

A Regional Induction Event for new Members across the East of England is planned for 7 June 2023 at **Homerton College, Hills Road, Cambridge, CB2 8PH** from 10:00 – 15:00 and is being delivered jointly by the LGA and the East of England LGA (EELGA).

This event will introduce newly elected Members to all the support available from both the national LGA and EELGA.

The LGA's Regional Peers will also be attending, there will be speakers on a couple of key topics, opportunities for Members to seek further information and advice to help them navigate their role, plus network with each other, including over lunch.

A more detailed agenda will be advertised nearer the date.

Newly elected members can register using the [online registration form](#).

For further information please contact [Aimee.Wittams-Smith@local.gov.uk](mailto:Aimee.Wittams-Smith@local.gov.uk) or visit <https://www.eelga.gov.uk/>

## Online Training

Elected Members have access to various online and self-study tools to support their personal development.

Some of these target specific roles you may be appointed to e.g. Cabinet Member or Committee Chair. **Once all appointments have been made Democratic Services will contact Councillors to signpost them to the courses available.**

## LGA Councillor Development Tools

The Local Government Association have developed a range of e-learning modules and workbooks specifically for Elected Members. These can be accessed free via <http://www.local.gov.uk/councillor-workbooks>. You need to register for your personal log in details by emailing [elarning@local.gov.uk](mailto:elarning@local.gov.uk) from your West Suffolk Council email account.

Some examples of the training offered are:

- The **Next Generation Programme** offers ambitious and talented councillors an unparalleled political development opportunity – uniquely developed within party political traditions and with party political experts. The Programme equips emerging political leaders with the skills and confidence to be bold champions of local government and progress in their political careers: [Next Generation | Local Government Association](#).
- The **Leadership Academy** is the LGA's flagship development programme for councillors in leadership positions. The programme is recognised by The Institute of Leadership and Management, the UK's leading award winning body for leadership and management.
- '**Leadership Essentials**' is a series of series of programmes and workshops' designed as themed learning opportunities for councillors. Each event concentrates on a specific portfolio area or a specific theme such as licensing, housing, finance, being an effective portfolio holder etc. [Leadership Essentials | Local Government Association](#)
- The **Leaders' Programme** is a new modular cross-party leadership development opportunity designed around the needs of council leaders that have been in post for 5 years or less: [The Leader's programme | Local Government Association](#)
- **Top Team Development** is designed for the council's senior political leadership team to help improve strategic direction and leadership to the council and wider community. [Top team development | Local Government Association](#)

## East of England LGA Training

This training offer is made exclusively to local authorities with an EELGA Membership and is an excellent opportunity to access bespoke in-house training sessions designed to maximise the effectiveness of councils.

Training includes topics such as Chairing Meetings, Public Speaking, Strategic Political Leadership, and more.

A full list available online by following this link: [Member Development Programme \(pagetiger.com\)](#)

If you would like to know more about the training get in touch at [info@eelga.gov.uk](mailto:info@eelga.gov.uk).

## In-house Training

**iLearn** is West Suffolk Council's learning management system (LMS) where a huge online library to enhance your current skillset is available at your fingertips. Course topics cover a range of skills, personal development and much more. You can access it from at work, at home, on the train – wherever there is access to the Internet – and you can dip in and out at your convenience.



**Course library** – find and book tutor led classroom and webinar courses or around 1,000 online courses. You may browse the index on either tab or use the search facility if you are looking for something particular. There are no essential courses in the online library, just copies of them for your information only.



**SmartCafé** – short bites of learning that are artificial intelligence driven so daily training suggestions become increasingly tailored to your personal interest priorities.



**My Record** – here, you can find the following:

- **Records** – these list all the learning objects that you are either currently registered on or have completed in the past.
- **Current** – from here, you can access all the current courses that you are already enrolled on. They will be bookmarked for you.
- **CPD and badges** – Continuing professional development (CPD) points and hours are collected automatically in your CPD Manager and count towards earning bronze, silver and gold badges.
- **Profile** – where you can add a photo and change your password if necessary.
- **SkillCard** – this records everything you have done or uploaded in terms of training and certificates. You can share your SkillCard with others by clicking on 'Share' and entering their email address.

**All Councillors will be set up with an account on iLearn which can be accessed via the Sharepoint intranet Councillor page.**

Some of the online offer of annual mandatory training courses will be undertaken via iLearn.

**Software Training** – West Suffolk Council uses Microsoft software applications such as Teams and Outlook to provide our services. The Council also operates a Sharepoint intranet site as a way of sharing internal information for Members and Officers.

We will provide you guidance on how to access Sharepoint at the welcome/induction day on 10 May 2023.

**We will also be looking to schedule in a number of in-person sessions to cover key topics to help you in your role,** such as:

- How to make and receive calls via Teams
- Taking part in Teams meetings
- Accessing the Sharepoint intranet Councillor pages
- Populating your electronic calendar with meeting dates
- Use of the printers/scanners in the Council offices
- How to access and electronically annotate agenda papers

**Please look out for emails in relation to this which we will send round following the election.**

## Building on your development

Member training will not end after the initial induction programme; a number of the training courses (including those specific to Committee memberships) will be delivered annually, some of which will have the option of an online e-learning course, which could be completed at a time of your choosing.

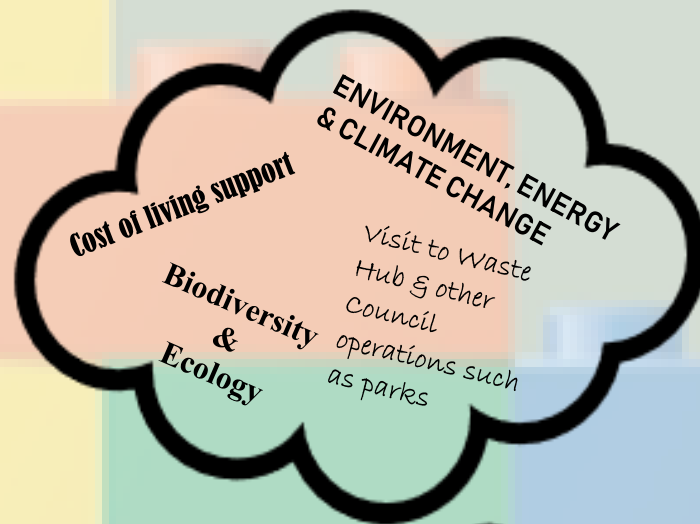
**All West Suffolk Councillors will have a training record which will be kept continually updated.**

Going forward monthly evening sessions have been scheduled from September onwards. These may be delivered at one of our offices or virtually via Teams, depending on the content.

**Members will be surveyed during the summer to request their views and suggestions of "hot topics" for the sessions from September onwards.**

In the meantime we ask you to make a note of the dates set out below:

Wed 20 Sept 6.00-8.00pm  
Tue 10 Oct 6.00-8.00pm  
Wed 22 Nov 6.00-8.00pm  
Wed 17 Jan 6.00-8.00pm  
Thu 15 Feb 6.00-8.00pm  
Tue 5 March 6.00-8.00pm  
Wed 10 April 6.00-8.00pm  
Mon 20 May 6.00-8.00pm





# **How your council works**

**Initial information documents to signpost you to the relevant Council service. You will meet members of the Leadership Team and Localities Officers at the Welcome/Induction day on 10 May 2023**

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## How your councils work

There are a variety of different types of council in England, together they form what is known as local government. In West Suffolk there are:

- a county council – [Suffolk County Council](#)
- a district council - [West Suffolk Council](#)
- 81 town/[parish councils](#).

Each type of council has responsibility for providing different services to residents, community groups, visitors and businesses alongside a wider set of more strategic responsibilities. These customer-facing services are set out below.

### Suffolk County Council

Suffolk County Council is broadly responsible for:

Service area	Overview and responsibilities	Contact details
Adult Social Care and Health	Help and support to live independently, social care services, paying for care, protecting vulnerable people and information for social care providers.	<b>Website:</b> <a href="https://www.suffolk.gov.uk/care-and-support-for-adults">https://www.suffolk.gov.uk/care-and-support-for-adults</a> <b>Email:</b> <a href="mailto:customer.first@suffolk.gov.uk">customer.first@suffolk.gov.uk</a> <b>Phone:</b> 08088 004 005
Children, Families and Learning	Schools, children with special educational needs and disability (SEND), childcare and Family Information Service, fostering and adoption, children’s health, Raising the Bar and The Parent Hub.	<b>Website:</b> <a href="https://www.suffolk.gov.uk/children-families-and-learning/">https://www.suffolk.gov.uk/children-families-and-learning/</a> <b>Email:</b> <a href="mailto:customer.service@suffolk.gov.uk">customer.service@suffolk.gov.uk</a> <b>Phone:</b> 03456 066 067 and select option 9
Community Safety	Trading standards advice for consumers, emergency planning, crime and public safety and staying safe online, moving to Suffolk and funding opportunities.	<b>Website:</b> <a href="https://www.suffolk.gov.uk/community-and-safety/">https://www.suffolk.gov.uk/community-and-safety/</a> <b>Email:</b> <a href="mailto:customer.service@suffolk.gov.uk">customer.service@suffolk.gov.uk</a> <b>Phone:</b> 03456 066 067 and select option 9

Economy, Skills and Environment	Planning application advice and guidance, waste recycling centres and rubbish tips, listed buildings and green conservation areas, blocked drains, cycle lanes or tracks, highways, pavements, potholes, street lights.	<p><b>Website:</b>  <a href="https://www.suffolk.gov.uk/planning-waste-and-environment/">https://www.suffolk.gov.uk/planning-waste-and-environment/</a>  <b>Email:</b> <a href="mailto:customer.service@suffolk.gov.uk">customer.service@suffolk.gov.uk</a>  <b>Phone:</b> 03456 066 067 and select option 9</p> <p><b>Reporting a highway emergency:</b>  03456 066171 (to be redirected to the out of hours service)</p>
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## West Suffolk Council

West Suffolk Council is broadly responsible for:

Service area	Overview and responsibilities	Contact details
Community Development	Support from a dedicated team of Families and Communities Officers, community centres, grants for local or voluntary groups, concerns about crime and anti-social behaviour and what to do in an emergency.	<p><b>Website:</b>  <a href="https://www.westsuffolk.gov.uk/community/">https://www.westsuffolk.gov.uk/community/</a>  <b>Email:</b> <a href="mailto:families.communities@westsuffolk.gov.uk">families.communities@westsuffolk.gov.uk</a>  <b>Phone:</b> 01284 757633</p>
Economic Development	Support for businesses with information, advice and links to information to help businesses thrive, launching, maintaining and expanding a business, help with finding land and premises, funding and advice for keeping businesses environmentally	<p><b>Website:</b>  <a href="https://www.westsuffolk.gov.uk/business/">https://www.westsuffolk.gov.uk/business/</a>  <b>Email:</b> <a href="mailto:economic.development@westsuffolk.gov.uk">economic.development@westsuffolk.gov.uk</a>  <b>Phone:</b> 01284 757114</p>

	friendly through energy efficiency.	
Housing	Finding a home in the area including renting, social housing, supported and sheltered housing, grants to improve or adapt a home, advice about obligations and rights for tenants and landlords in the private rented sector.	<p><b>Website:</b>  <a href="https://www.westsuffolk.gov.uk/housing/index.cfm?aud=resident">https://www.westsuffolk.gov.uk/housing/index.cfm?aud=resident</a>  <b>Email:</b> <a href="mailto:customer.services@westsuffolk.gov.uk">customer.services@westsuffolk.gov.uk</a>  <b>Phone:</b> 01284 757178</p>
Licensing and Environmental Health	<p><b>Licensing</b> for businesses and fundraising events including taxis, alcohol and entertainment, street trading, animal business, park homes and caravan sites and street parties. Support and advice with <b>environmental problems</b> including asbestos, bonfires, contaminated land, derelict buildings, drains and sewers, high hedges and water. Support and advice with <b>public health</b> including air</p>	<p><b>Website: Licensing</b>  <a href="https://www.westsuffolk.gov.uk/business/licensing-and-regulation/">https://www.westsuffolk.gov.uk/business/licensing-and-regulation/</a>  <b>Website: Environmental health</b>  <a href="https://www.westsuffolk.gov.uk/environment/">https://www.westsuffolk.gov.uk/environment/</a>  <b>Email:</b> <a href="mailto:customer.services@westsuffolk.gov.uk">customer.services@westsuffolk.gov.uk</a>  <b>Phone:</b>  Licensing: 01284 758050  Environmental Health: 01284 757053  Public Health and Housing: 01284 757053</p>

	quality, dogs, noise, pests and energy efficiency.	
Planning and Building Control	Help with the planning process, building regulations, planning policy and conservation in relation to planning. Residents can also view and comment on planning applications and have a say on planning policy consultations.	<b>Website:</b> <a href="http://www.westsuffolk.gov.uk/planning/index.cfm?aud=resident">http://www.westsuffolk.gov.uk/planning/index.cfm?aud=resident</a> <b>Email:</b> <a href="mailto:customer.services@westsuffolk.gov.uk">customer.services@westsuffolk.gov.uk</a> <b>Phone:</b> Planning: 01284 763233 Building Control: 01284 757387
Elections	Register to vote and find out about the different ways of casting a vote. Information on current elections and referendums, ward maps and previous election results.	<b>Website:</b> <a href="http://www.westsuffolk.gov.uk/council/elections">http://www.westsuffolk.gov.uk/council/elections</a> <b>Email:</b> <a href="mailto:customer.services@westsuffolk.gov.uk">customer.services@westsuffolk.gov.uk</a> <b>Phone:</b> 01284 757131
Waste and recycling	Rubbish collection, recycling and the garden waste collection service for residents and businesses. Information is available on when bins are emptied in each locality, tips on reducing food waste and how to recycle more. Residents can also report when	<b>Web:</b> <a href="https://www.westsuffolk.gov.uk/bins/">https://www.westsuffolk.gov.uk/bins/</a> <b>Email:</b> <a href="mailto:customer.services@westsuffolk.gov.uk">customer.services@westsuffolk.gov.uk</a> <b>Phone:</b> 01284 757320

	<p>a bin has not been emptied. Responsibility for keeping public spaces clean and provide information on household waste recycling centres and how to dispose of electrical, clinical and hazardous waste.</p>	
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## Town and parish councils

The responsibilities of town and parish councils vary, depending on the locality. In broad terms, they may be responsible for:

- allotments
- bus shelters
- cemeteries
- footpaths
- open spaces
- village spaces.

Contact details for parish and town councils, and information on their areas of responsibility, are available at [West Suffolk Council – Parish council contact details](#)

## Services provided in partnership

West Suffolk's leisure services are run by [Abbeycroft](#) on behalf of the council. Council Tax and benefits are administered on behalf of West Suffolk Council by [Anglia Revenues Partnership](#).

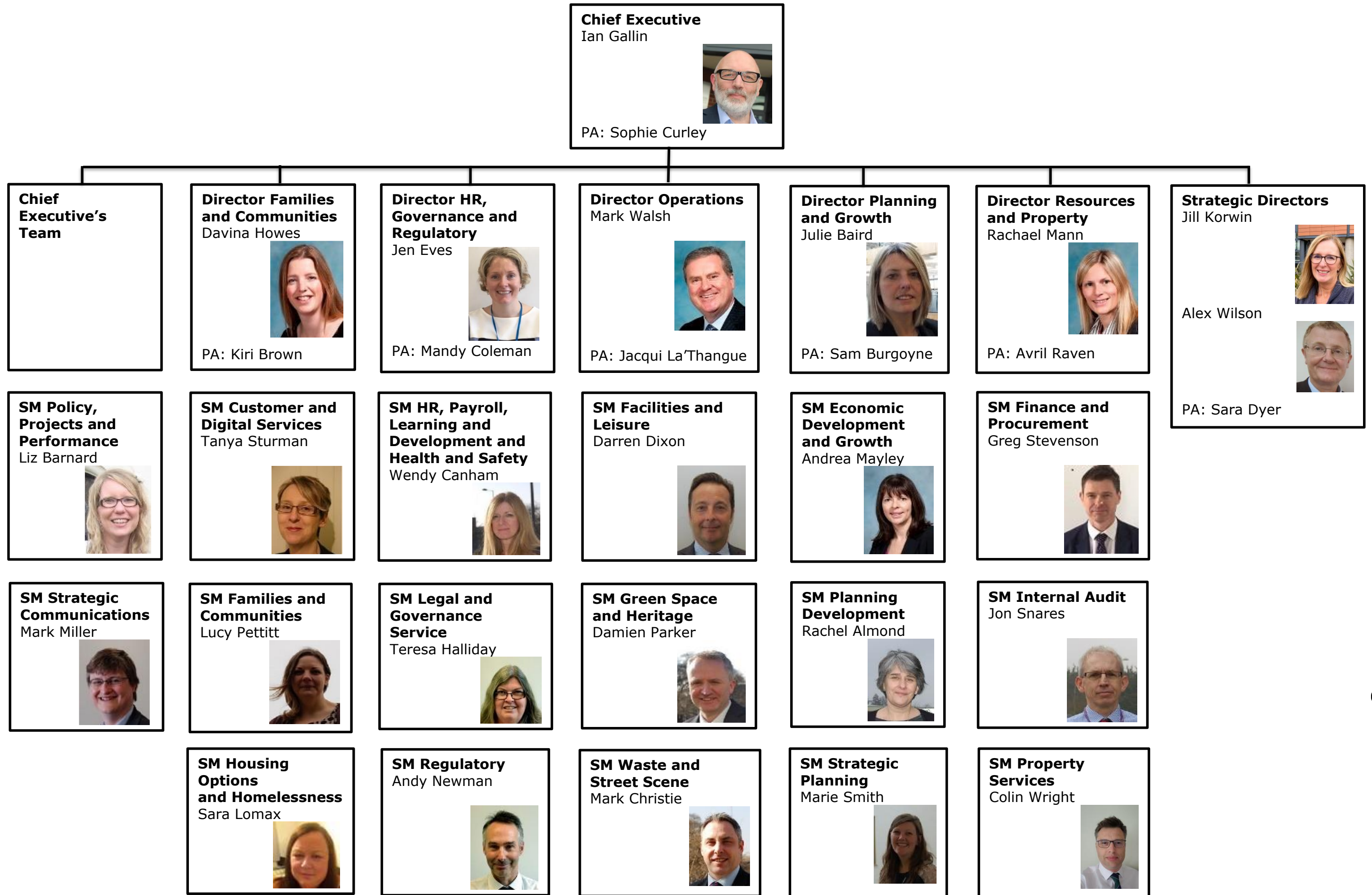
Registered providers, or housing associations, are not-for-profit organisations that own and manage affordable housing. The majority of affordable housing in West Suffolk is provided by [Havebury Housing Partnership](#) and [Samphire Homes](#). For further information on how we work with registered providers and for a full list of the organisations that provide affordable housing, please see the [West Suffolk Council – Tenancy Strategy](#).

To find out more about the West Suffolk area, go to our website [West Suffolk Council – About the area](#)

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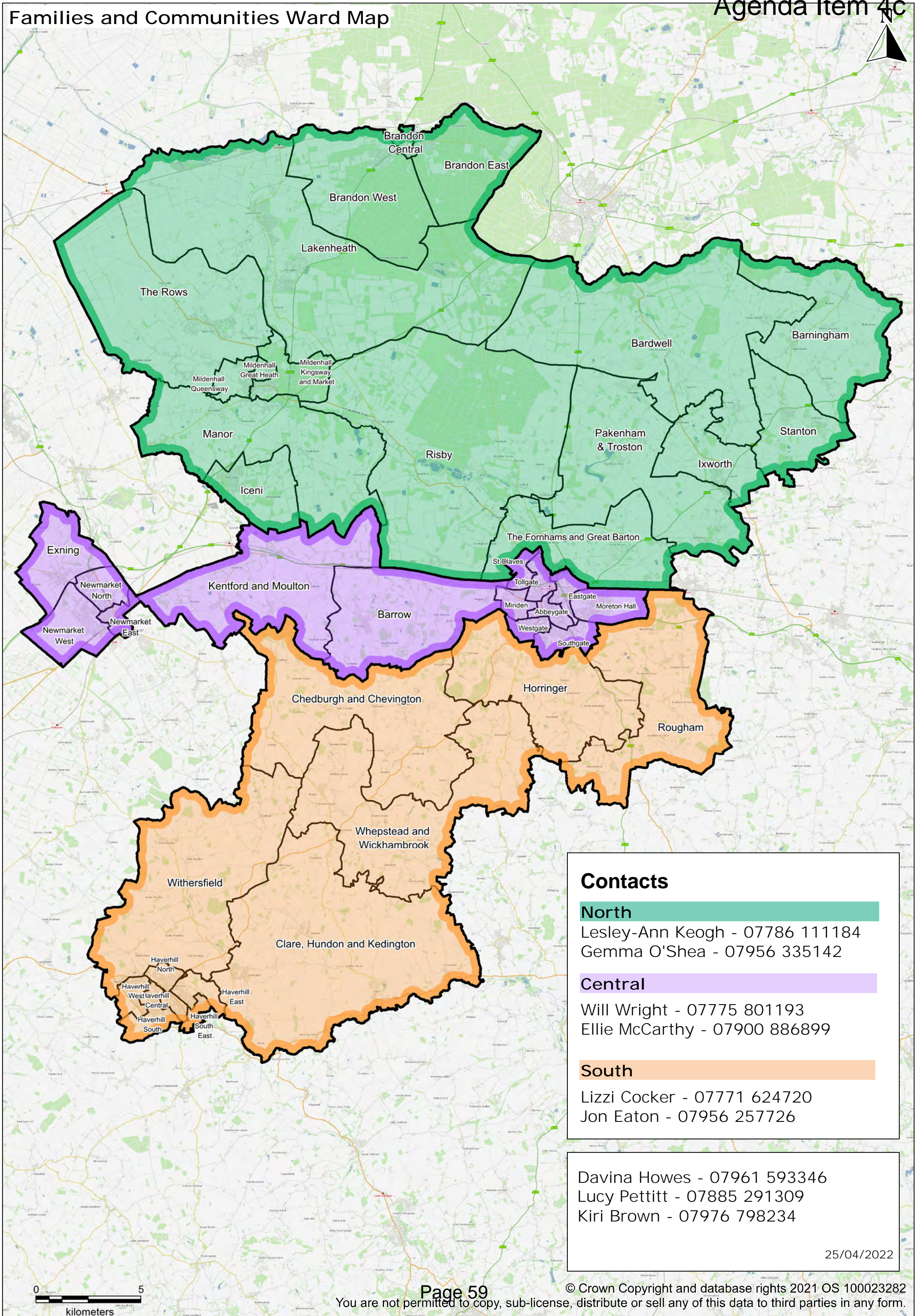
Leadership Team and Senior Management Team structure



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Families and Communities Ward Map



**Contacts**

**North**  
 Lesley-Ann Keogh - 07786 111184  
 Gemma O'Shea - 07956 335142

**Central**  
 Will Wright - 07775 801193  
 Ellie McCarthy - 07900 886899

**South**  
 Lizzi Cocker - 07771 624720  
 Jon Eaton - 07956 257726

Davina Howes - 07961 593346  
 Lucy Pettitt - 07885 291309  
 Kiri Brown - 07976 798234

25/04/2022





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# **Meetings and decision making**

**In addition to the following guidance documents included within this section, attention is also drawn to the Council's constitution which can be found in full on the website – links to the constitution and specific sections are included within Section 6 of this pack**

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## WSC Meeting Timetable May 2023 to May 2024



Please refer to the guidance documents in Section 6 of the induction pack which provide instructions on how to access agenda papers and download meeting dates into electronic calendars

	Normal Day	Time	2023								2024				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Council, Cabinet &amp; Committees</b>															
Cabinet	Tues	6.00pm		13	18		19	17**	14	5	9**	6	12	9**	21
Council	Tues	7.00pm	23(i)	20	25**		26		21**	19		20(ii)	26		14(i)
Overview & Scrutiny Committee	Thur	5.00pm		15	20		21		9		18		14		
Performance & Audit Scrutiny Committee	Thur	5.00pm		22	27		28		23		25				30
Development Control Committee (iii)	Wed	10.00am		7	5	2	6	4	1	6	3	7	6	3, 24	
DC Committee Site Inspections	Mon	Various (am)		5	3, 31		4	2, 30		4	2*	5	4	2*, 22	
Licensing & Regulatory Committee - default as all informal virtual sessions	Mon	5.30pm			10			9			29			15	
Standards Committee	Mon	5.00pm		26					27						
Officer Appointments Committee (iv)	Various	Various													
Officer Appeals Committee (iv)	Various	Various													

**Notes**

- (i) Annual Meeting of Council
- (ii) Budget setting meeting
- (iii) No meetings in May 2023 or May 2024 due to elections, two in each of the Aprils instead
- (iv) Meetings arranged as & when required

\*On a Tuesday rather than the usual Monday to avoid the Bank Holiday

\*\*Reserve date which will only be used if necessary

Cont/d

## WSC Meeting Timetable May 2023 to May 2024

	Normal Day	Time	2023								2024				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Sub-Committee of Licensing &amp; Regulatory Committee</b>															
Licensing & Regulatory Sub-Cttee (v)	Various	Various													
<b>Sub-Committee of Performance &amp; Audit Committee</b>															
Financial Resilience Sub-Committee	Mon	10.30am			17					13		15			
Health & Safety Sub-Committee	Mon	4.00pm		19					16			26			
<b>Formal Panels &amp; Groups</b>															
Staff Consultative Panel	Mon	3.00pm			3					20		12			
Grant Working Party	Various	1.00pm							5		14	4, 8		20	
Constitution Review Group	Wed	4.00pm			12		13			8		31		13	
Markets Review Group	Various	Various													
Local Plan Working Group	Various	5.00pm													
Independent Remuneration Panel	Various	Various													
<b>Joint Committee between West Suffolk Council, East Suffolk Council, Breckland Council, East Cambs DC &amp; Fenland DC</b>															
Anglia Rev & Ben Partnership Joint Cttee (hosted & administered by Breckland Council)	Tues	11.00am													

**Notes**

(v) Meetings arranged as & when required

Cont/d



## WSC Meeting Timetable May 2023 to May 2024

	Normal Day	Time	2023								2024				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Other Notable Meetings - Internal</b>															
Conservative Group	Various	6.00pm	16	14	13		12	25	30		11	13	11		
Conservative Group pre-Council Briefing	Tues	5.30pm	23	20	25**		26		21**	19		20	26		14
Other Group Meetings	TBC	TBC													
Member Development Sessions	Various	Various	(vi)	(vi)	(vi)										
<b>Other Notable Meetings - External</b>															
Brandon Town Council (full Council)	Mon	7.00pm	8												
Bury St Eds Town Council (full Council)	Wed	7.00pm	11												
Haverhill Town Council (full Council)	Mon	7.00pm	15	26	17		25	31 (Tue)	28 (Tue)	18					
Widenhall High Town Council (full Council)	Thurs	7.00pm	18												
Newmarket Town Council (full Council)	Mon	6.00pm													
Clare Town Council (full Council)	Thurs	7.00pm													
Suffolk County Council (full Council)	Thurs	2.00pm	25		6			19		7		15	21		21

**Notes**

(vi) Member induction sessions will be scheduled following the District elections on 4 May 2023, ongoing development sessions will be scheduled following a Member survey

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## WSC Meeting Timetable May 2023 to May 2024

### Additional Notes

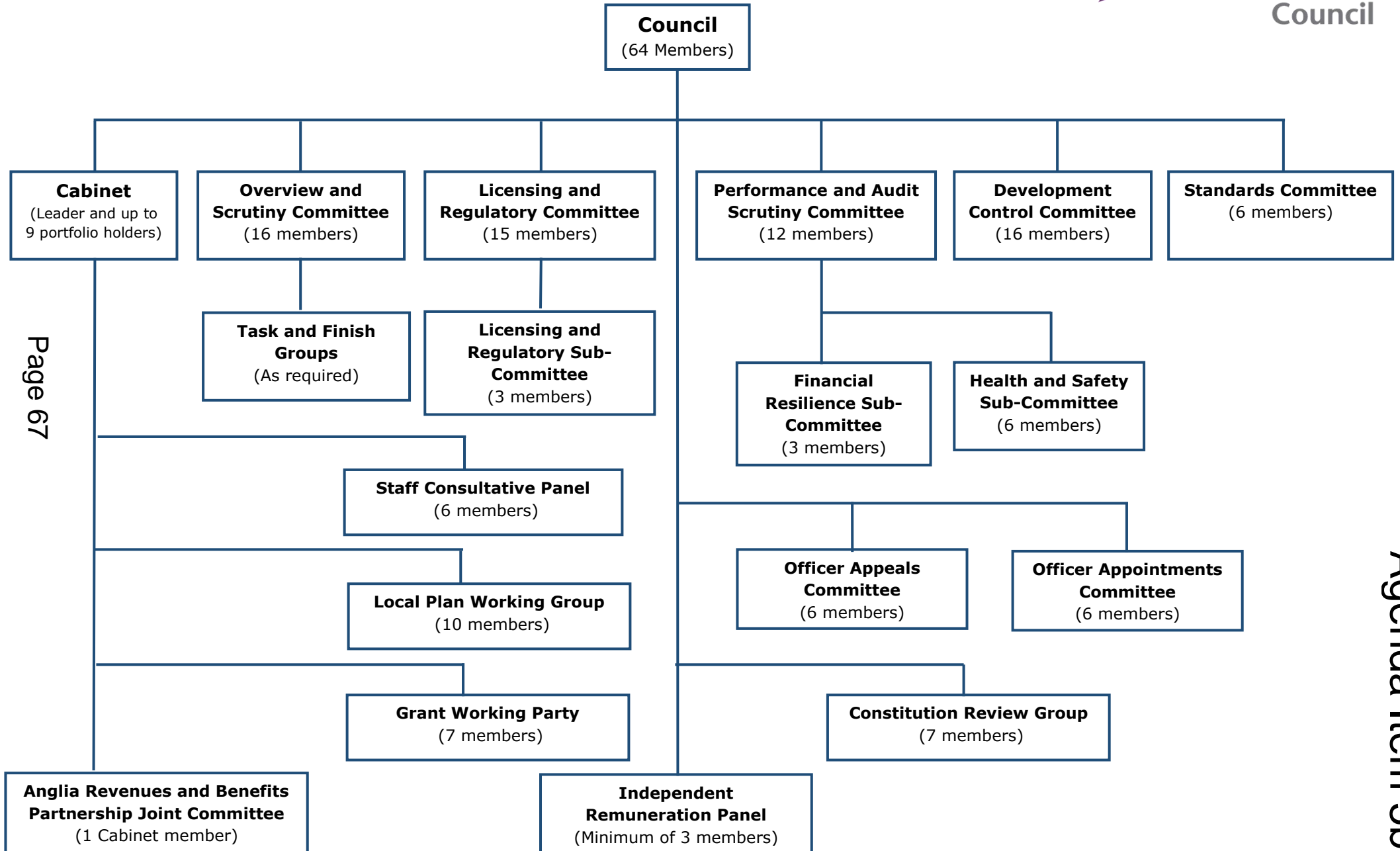
District & Parish Elections      Thursday 4 May 2023  
PCC Elections                      Thursday 2 May 2024

### Bank/Public Holidays:

Monday 1 May 2023	Early May Bank Holiday
Monday 8 May 2023	Bank Holiday for the Coronation of King Charles III
Monday 29 May 2023	Spring Bank Holiday
Monday 28 August 2023	August Bank Holiday
Monday 25 December 2023	Christmas Day
Tuesday 26 December 2023	Boxing Day
Monday 1 January 2024	New Year's Day
Friday 29 March 2024	Good Friday
Monday 1 April 2024	Easter Monday
Monday 6 May 2024	Early May Bank Holiday
Monday 27 May 2024	Spring Bank Holiday

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# Decision making structure



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## **Making decisions within the Council**

West Suffolk Council is responsible for more than 80 different services that we deliver to members of the public and local businesses. Each year, we undertake millions of transactions – collecting bins, processing business rates payments and considering planning applications. This would not be possible for 64 councillors to do themselves – so the council employs staff, known as officers, who do all the day-to-day work and decision making. Councillors then make more significant and controversial decisions.

Most councillors join a political group. Each group is allocated seats on the different committees of the council that make decisions (as explained below). Councillors in political groups then decide between them who will sit on each committee. If you are interested in a particular committee, please let your group leader know (if you decide to join a political group). Most councillors will have one or two committee roles. Independent councillors, who are not in a group, may be allocated a seat on a committee.

Some councillors take on particular roles, such as chairing a committee or being part of the Cabinet. These posts can be very demanding on a person's time as they will be expected to attend a number of additional meetings.

The following explains the main committees within the council. The full detail of the membership, terms of reference and functions of these committees and other sub-committees, joint committees/panels can also be found in the following documents, which are available within your Member Information Pack:

- Membership of Council, Cabinet, committees, sub-committees, joint committees/panels
- Summary of Terms of Reference and functions of the Council, Cabinet, committees, sub-committees, joint committees/panels

### **Council**

All councillors meet every four to six weeks in full Council meetings. Council makes the most significant decisions – for example, setting the budget and Council Tax, determining the Local Plan (future development sites) and setting the overall Strategic Plan. It is chaired by the Council Chair, who is elected annually and acts as the civic figurehead for the council. The full Council meetings usually take place at 6.30pm.

### **Cabinet**

Cabinet is chaired by the Leader of the Council, who is elected by full Council. They are usually the Leader of the political group which has most members in the council. The Leader then selects up to nine further councillors to form their Cabinet; these councillors are known as portfolio holders and each looks after a different area of council activity. Cabinet makes strategic decisions about the way the council operates and the Leader and Cabinet members can also make

individual decisions themselves. The Cabinet meets every four to six weeks, usually at 6pm.

### **Overview and Scrutiny Committee**

Firstly, this committee holds the Cabinet to account. If Cabinet does something that members disagree with, members can 'call-in' the decision to be considered in further detail by Overview and Scrutiny Committee. Secondly, they can look in depth at particular issues, whether within the council, by looking at whether something is working as it should or could be done differently, or by looking at more general issues in local communities to see if they can make recommendations to improve the way that things work for people. The committee meets every six to eight weeks, usually at 5pm.

### **Performance and Audit Scrutiny Committee**

This committee takes a detailed review of the financial and non-financial performance of the council. The committee meets quarterly, usually at 5pm.

### **Development Control Committee**

This committee makes decisions on significant and high profile planning applications. It meets monthly during the day (10am) and also undertakes site visits of forthcoming developments it will consider. All decisions have to be made based on relevant policies, which councillors need to know and understand. Local councillors and members of the public have the right to attend and speak on planning applications in their area.

### **Licensing and Regulatory Committee**

The council is responsible for licensing certain activities in its area, such as taxis and pubs. This committee advises on policies for licensing and will hold sub-committee meetings to consider some licence applications and variations to applications. The Licensing and Regulatory Committee meets quarterly, usually at 5.30pm. The frequency and timings of the sub-committee meetings vary significantly.

In addition, councillors may be appointed as representatives on other organisations, such as Suffolk-wide organisations or more local community organisations.

## Membership of Council, Cabinet, committees, sub-committees, joint committees, panels, working groups 2023

Council, Cabinet, committees, sub-committees, joint committees, panels, working groups	Number of members	Further information
<b>Council</b>		
<b>Council</b> <ul style="list-style-type: none"> <li>• Held on Tuesday at 7.00pm</li> <li>• Frequency: monthly to six-weekly</li> <li>• Venue: West Suffolk House, Bury St Edmunds</li> </ul>	64	The Council means every councillor of West Suffolk Council meeting together.
<b>Group which reports to Council</b>		
<b>West Suffolk Constitution Review Group</b> <ul style="list-style-type: none"> <li>• Held on Wednesday at 4pm</li> <li>• Frequency: quarterly (or as and when required to do so)</li> </ul>	7	<b>Respects the political balance of the council</b>  As a non-decision-making body, the normal Access to Information Rules do not apply.  Access to meetings and agenda papers is not permitted by the press or public.
<b>Cabinet</b>		
<b>Cabinet</b> <ul style="list-style-type: none"> <li>• Held on Tuesday at 6pm</li> <li>• Frequency: monthly</li> </ul>	The Leader and no fewer than 2 and up to 9 members  (no substitutes are permitted)	<b>Not politically balanced</b>  No member of the Cabinet may be members of any scrutiny committee.  The Chair and Vice-Chair of the Council may not be members of the Cabinet The current Leader and Cabinet members (portfolio holders) are <a href="#">here</a>

**Panel, working group and working party which reports to Cabinet**

<p><b>Staff Consultative Panel</b></p> <ul style="list-style-type: none"> <li>• Held on Monday at 3pm</li> <li>• Frequency: quarterly</li> </ul>	<p>6  (with 2 appointed substitutes)</p>	<p><b>Desirably reflects the political balance of the council, as far as practically possible</b></p> <p>The panel also comprises six staff representatives.</p> <p>As a non-decision-making body, the normal Access to Information Rules do not apply.</p> <p>Access to meetings is not permitted by the press or public; however meeting papers are published (unless exempt).</p>
<p><b>West Suffolk Local Plan Working Group</b></p> <ul style="list-style-type: none"> <li>• Various meeting dates and times</li> <li>• Frequency: in accordance with the group’s work programme</li> </ul>	<p>10 including the Portfolio Holder for Local Plan Development and Delivery  (with 1 substitute appointed from each political group)</p>	<p><b>Respects the political balance of the council</b></p> <p>Membership should aim to achieve a balance in the geographic representation across the district</p> <p>The Chair will be the Portfolio Holder for Local Plan Development and Delivery.</p> <p>As a non-decision-making body, the normal Access to Information Rules do not apply.</p> <p>Access to meetings and agenda papers is not permitted by the press or public.</p>
<p><b>West Suffolk Grant Working Party</b></p> <ul style="list-style-type: none"> <li>• Various meeting dates and times</li> <li>• Frequency: three successive meetings in autumn or winter of each year to consider Community Chest applications</li> </ul>	<p>7  (with 1 substitute appointed from each political group)</p>	<p><b>Respects the political balance of the council</b></p> <p>As a non-decision-making body, the normal Access to Information Rules do not apply.</p> <p>Access to meetings and agenda papers is not permitted by the press or public.</p>



<b>Joint committees which exercise executive functions on behalf of the Cabinet</b>		
<p><b>Anglia Revenues and Benefits Partnership Joint Committee</b></p> <ul style="list-style-type: none"> <li>• Held on Tuesday at 11 am</li> <li>• Frequency: quarterly</li> <li>• Venue: potentially virtual or Breckland Council Offices, Thetford</li> </ul>	<p>5</p> <p>(with 1 appointed substitute)</p>	<p><b>Not politically balanced</b></p> <p>Membership of this joint committee is drawn from the respective Cabinet members.</p> <p>The joint committee is established with the following local authorities and comprises one member and two substitute members from each authority (subject to review):</p> <ul style="list-style-type: none"> <li>• Breckland Council</li> <li>• East Cambridgeshire District Council</li> <li>• East Suffolk Council</li> <li>• Fenland District Council</li> <li>• West Suffolk Council.</li> </ul>

<b>Committees</b>		
<p><b>West Suffolk Standards Committee</b></p> <ul style="list-style-type: none"> <li>• Held on Monday at 5pm</li> <li>• Frequency: two meetings per year</li> </ul>	<p>6</p> <p>(with appointed substitutes)</p>	<p><b>Politically balanced</b></p>
<p><b>Officer Appointments Committee</b></p> <ul style="list-style-type: none"> <li>• Meetings held as and when required, during the daytime</li> </ul>	<p>6</p> <p>(with 2 appointed substitutes)</p>	<p><b>Politically balanced</b></p> <p>Any member of the council may serve on the committee, provided that they are not also a member of the Officer Appeals Committee.</p> <p>The committee must also contain at least one member of the Cabinet.</p>
<p><b>Officer Appeals Committee</b></p> <ul style="list-style-type: none"> <li>• Meetings held as and when required, during the daytime</li> </ul>	<p>6</p> <p>(with 2 appointed substitutes)</p>	<p><b>Politically balanced</b></p> <p>Any member of the council may serve on the committee, provided that they are not also a member of the Officer Appointments Committee.</p>

<b>Scrutiny committees</b>		
<p><b>Overview and Scrutiny Committee</b></p> <ul style="list-style-type: none"> <li>• Held on Thursday at 5pm</li> <li>• Frequency: six meetings per year</li> </ul>	<p>Up to 16</p> <p>(with appointed substitutes)</p>	<p><b>Politically balanced</b></p> <p>No member of the Cabinet or full members of the Performance and Audit Scrutiny Committee may be a member of the Overview and Scrutiny Committee.</p>
<p><b>Performance and Audit Scrutiny Committee</b></p> <ul style="list-style-type: none"> <li>• Held on Thursday at 5pm</li> <li>• Frequency: Six meetings per year</li> </ul>	<p>Up to 12</p> <p>(with appointed substitutes)</p>	<p><b>Politically balanced</b></p> <p>No member of the Cabinet or full members of the Overview and Scrutiny Committee may be a member of the Performance and Audit Scrutiny Committee.</p>
<b>Sub-committees of the Performance and Audit Scrutiny Committee</b>		
<p><b>Financial Resilience Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Held on Monday at 10:30am</li> <li>• Frequency: Three meetings per year</li> </ul>	<p>3</p> <p>(with 1 appointed substitute)</p>	<p><b>Desirably reflects the political balance of the Council, as far as practically possible.</b></p> <p>Members drawn from the full membership of the Performance and Audit Scrutiny Committee.</p> <p>As a non-decision-making body, the normal Access to Information Rules do not apply.</p> <p>Access to meetings is not permitted by the press or public; however, meeting papers are published (unless exempt).</p>
<p><b>Health and Safety Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Held on Monday at 4pm</li> <li>• Frequency: Three meetings per year</li> </ul>	<p>6</p> <p>(with 1 appointed substitute)</p>	<p><b>Desirably reflects the political balance of the Council, as far as practically possible.</b></p> <p>Members drawn from the full membership of the Performance and Audit Scrutiny Committee.</p> <p>The Panel also comprises six staff representatives.</p> <p>As a non-decision-making body, the normal Access to Information Rules do not apply.</p> <p>Access to meetings is not permitted by the press or public; however, meeting papers are published (unless exempt).</p>

<b>Regulatory committees</b>		
<p><b>Development Control Committee</b></p> <ul style="list-style-type: none"> <li>Held on Wednesday at 10am</li> <li>Frequency: monthly</li> </ul> <p><b>Site visits</b></p> <ul style="list-style-type: none"> <li>Held on Monday from 9.30am (prior to the Development Control Committee meeting on the following Wednesday).</li> <li>A coach is provided for the committee members</li> </ul>	<p>Up to 16</p> <p>(with appointed substitutes)</p>	<p><b>Politically balanced</b></p> <p>The Chair and Vice-Chair(s) of the Development Control Committee will also be expected to attend fortnightly meetings of the Members' Delegation Panel.</p> <p>Members appointed to the Development Control Committee will also be required to undertake mandatory training on the function and responsibilities of the committee.</p>
<p><b>Licensing and Regulatory Committee</b></p> <ul style="list-style-type: none"> <li>Held on Monday at 5.30pm</li> <li>Frequency: quarterly</li> </ul>	<p>Up to 15</p> <p>(with appointed substitutes)</p>	<p><b>Politically balanced</b></p> <p>Members appointed to the Licensing and Regulatory Committee will be required to undertake mandatory training on the function and responsibilities of the committee and its sub-committees.</p>
<b>Sub-committees of the Licensing and Regulatory Committee</b>		
<p><b>Licensing Act 2003 Sub-Committee</b></p> <ul style="list-style-type: none"> <li>Held as and when required, during the daytime</li> <li>The venue for each meeting will be determined by the application(s) due for consideration</li> </ul>	<p>3</p> <p>(with 1 'reserve' member)</p>	<p>A sub-committee will comprise any three members drawn from the full membership of the Licensing and Regulatory Committee, with a view to achieving political balance as far as is practicable. In addition, there will be one 'reserve' member appointed in case one of the other members is unavailable or has to withdraw on the day.</p> <p>Where the sub-committee is considering the licensing of specific premises, the ward member(s) in which the premises lie should not sit on the sub-committee.</p>
<p><b>Gambling Act 2005 Sub-Committee</b></p> <ul style="list-style-type: none"> <li>Held as and when required, during the daytime</li> <li>The venue for each meeting will be determined by the application(s) due for consideration</li> </ul>	<p>3</p> <p>(with 1 'reserve' member)</p>	

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## **Suffolk Code of Conduct**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

**As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.



The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members,**

**my employer or my business interests.**

**4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

**5. Disrepute**

**As a councillor:**

**5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

**6. Use of position**

**As a councillor:**

**6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

**7. Use of local authority resources and facilities**

**As a councillor:**

**7.1 I do not misuse council resources.**

**7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

**As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the local authority**

### **9. Interests**

**As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises.

The register

also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is

maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

**As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendix A – The Seven Principles of Public Life**

The principles are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**“Disclosable Pecuniary Interest”** means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

**“Partner”** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

\* Only relevant where an executive function has been delegated to an individual

## Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

\* Only relevant where an executive function has been delegated to an individual

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.



<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

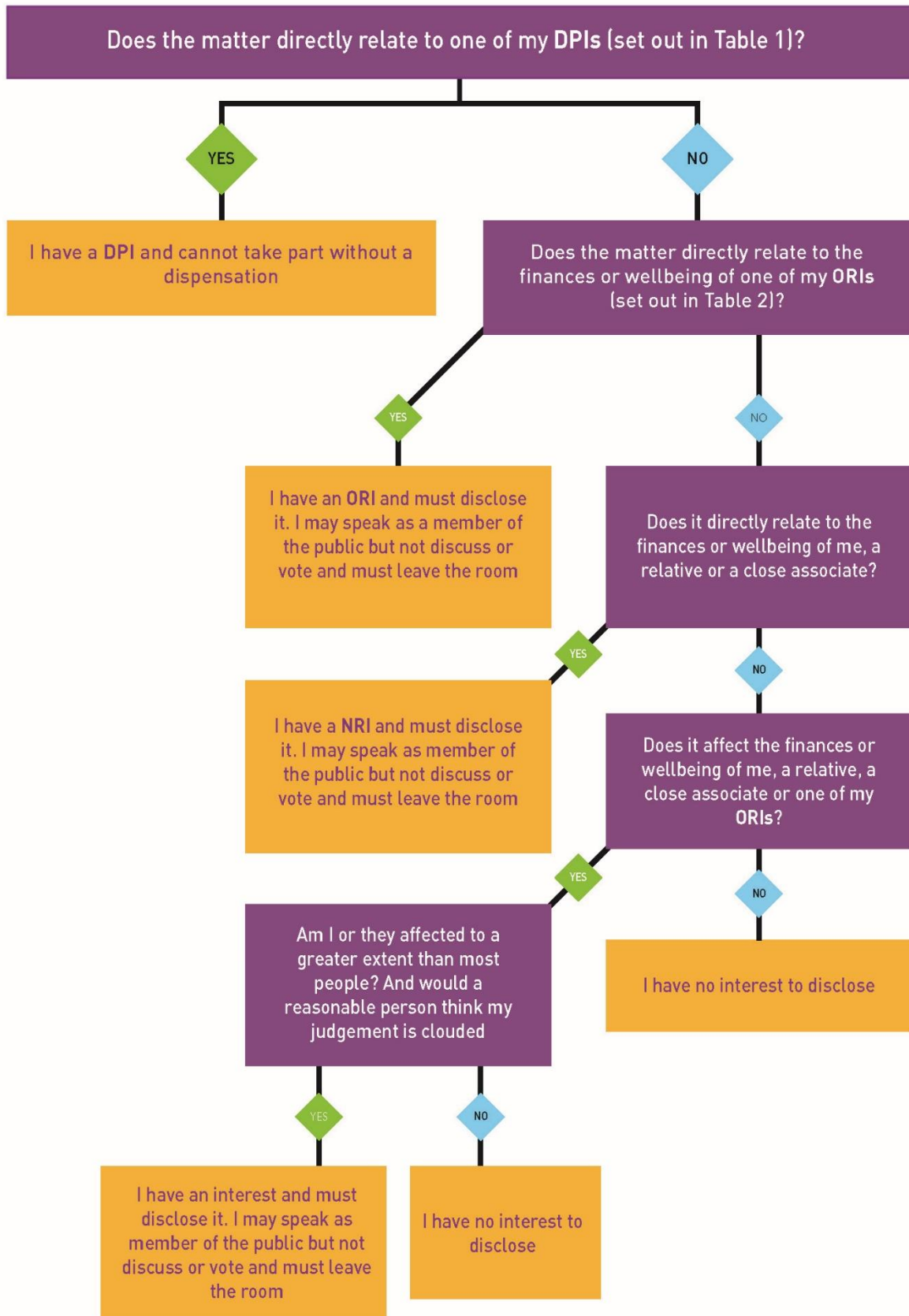
## Table 2: Other Registerable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b ) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Guidance on Declaring Interests



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# **Supporting information and documentation**

**Supporting information has been included in this section for you together with a list of links to further resources on the Council's website and elsewhere on the internet**

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## Guidance note for councillors on completing the Register of Interests form

### 1. Introduction

- 1.1 The Suffolk Code of Conduct has been adopted by all Parish, Town, District and Borough Councils in Suffolk, and the County Council. This means that wherever and whoever you represent, you are expected to adopt the same standards of behaviour and declare the same type of interests.
- 1.2 Declaring interests is vitally important for the purposes of transparency and openness. All Councillors across the Country have a legal obligation to declare their interests within 28 days of being elected, and add any new interests as they arise. It is also an offence to fail to provide information or to provide information on the form that you know to be untrue or misleading.

### 2. Registration of Interests

- 2.1 **If you are a new councillor, you must complete the Register of Interests form by 5 June 2023.** If you are a re-elected councillor, this is the ideal opportunity to check your form and ensure it is complete.
- 2.2 You have to declare any interests you hold, and any interests held by your partner / spouse / husband or wife.
- 2.3 The Register of Interests form will be included on the West Suffolk Council website.
- 2.4 If you are concerned about declaring any of your interests, on the grounds that there may be a risk to your personal safety through disclosure, then please inform the Monitoring Officer who can deem that an interest is sensitive and not publicly disclosed. Many councillors do not wish for their home address to be publicly disclosed for this reason.
- 2.5 **Further guidance on registering interests can be found in Appendix B of the Member Code of Conduct – included in your pack at Section 5.**

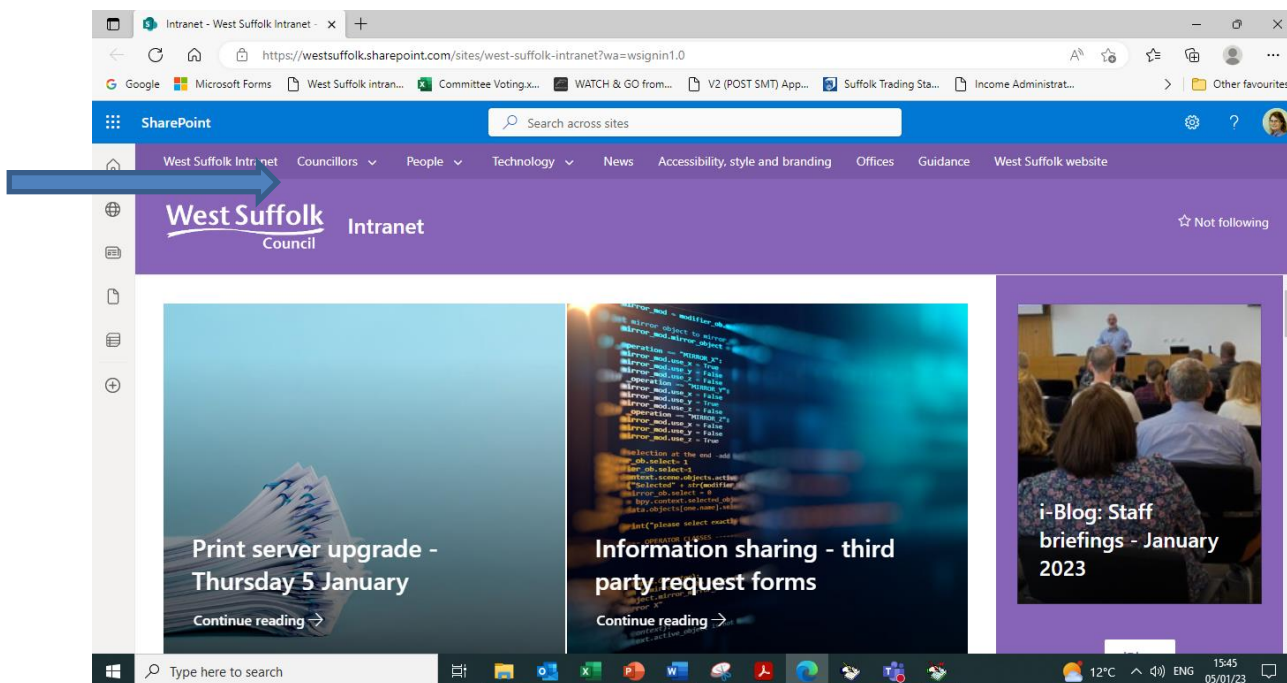
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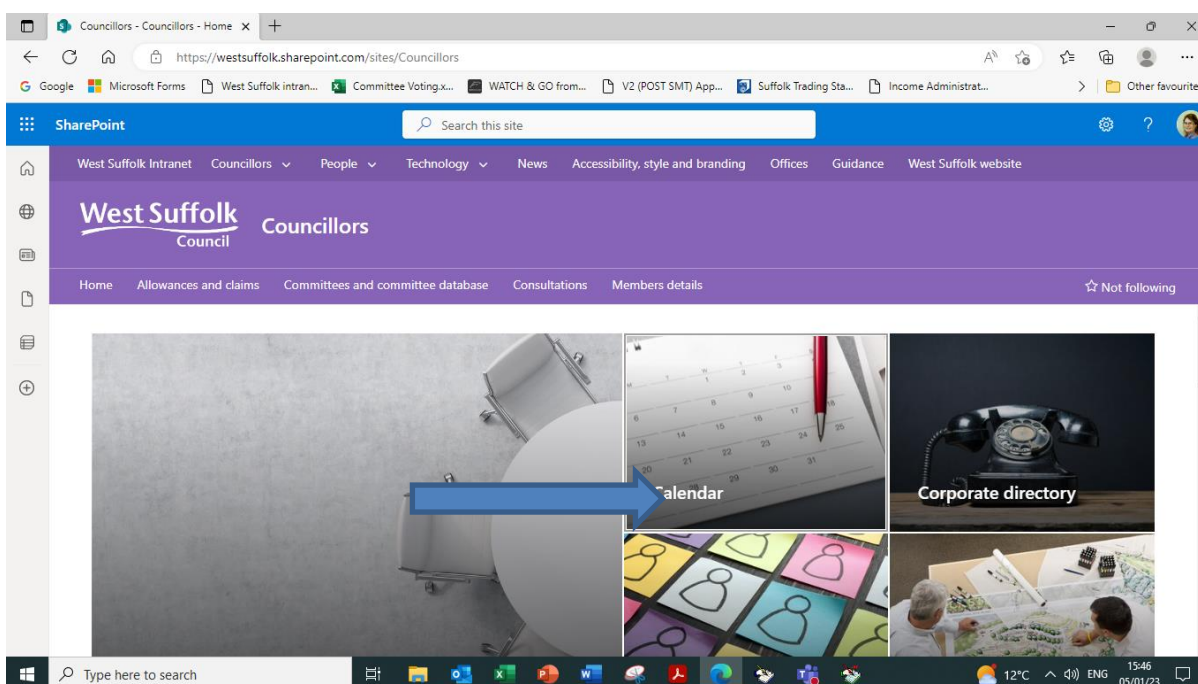
## Quick guide

### Downloading meeting dates into an Outlook Calendar

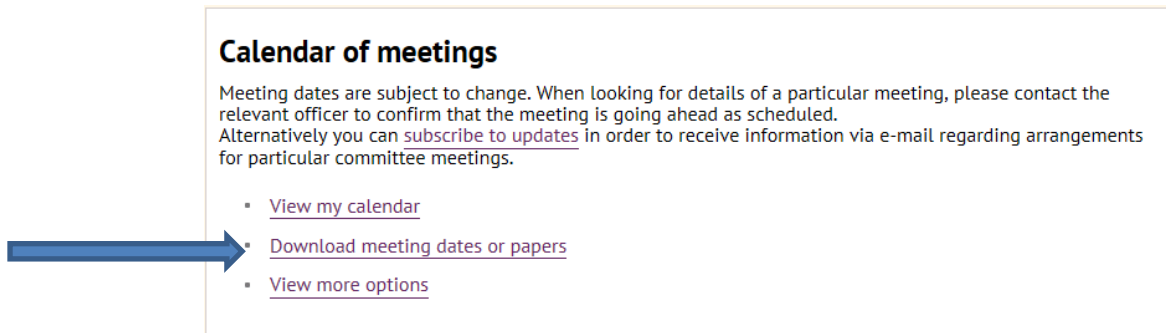
1. On the SharePoint West Suffolk Intranet homepage, - click on 'Councillors', which can be found on the purple row, second from left.



Then click on 'Calendar'



2. Click on 'Download meeting dates or papers'

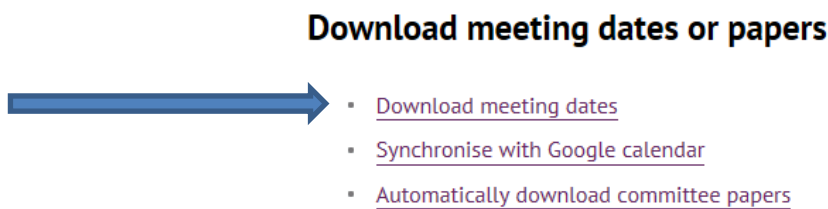


**Calendar of meetings**

Meeting dates are subject to change. When looking for details of a particular meeting, please contact the relevant officer to confirm that the meeting is going ahead as scheduled. Alternatively you can [subscribe to updates](#) in order to receive information via e-mail regarding arrangements for particular committee meetings.

- [View my calendar](#)
- [Download meeting dates or papers](#)
- [View more options](#)

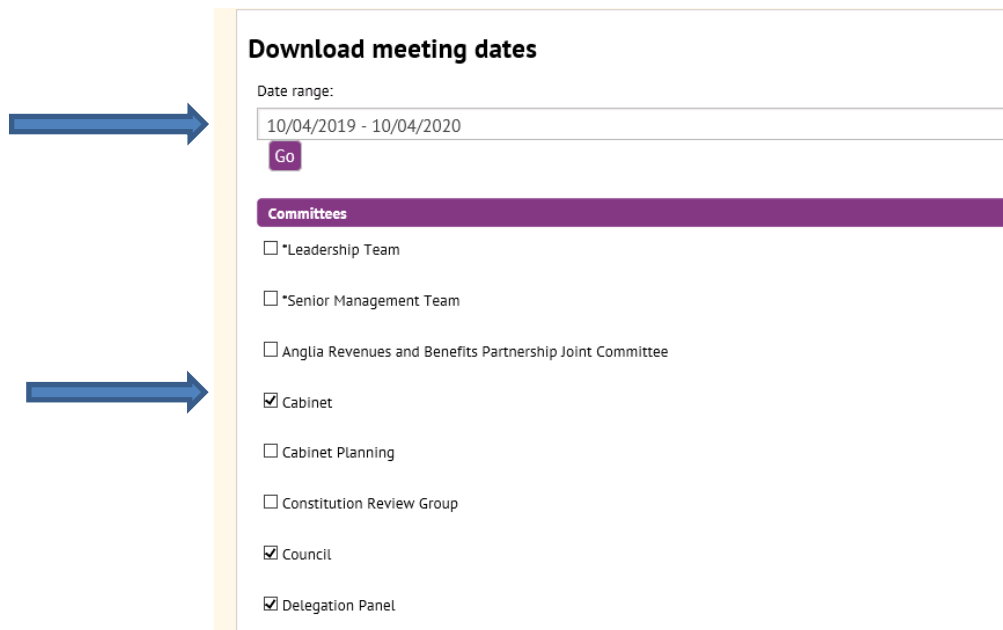
3. Click on 'Download meeting dates'



**Download meeting dates or papers**

- [Download meeting dates](#)
- [Synchronise with Google calendar](#)
- [Automatically download committee papers](#)

4. Set the date range and tick the relevant committees you want to download meeting dates for.



**Download meeting dates**

Date range:  
10/04/2019 - 10/04/2020  
[Go](#)

**Committees**

- \*Leadership Team
- \*Senior Management Team
- Anglia Revenues and Benefits Partnership Joint Committee
- Cabinet
- Cabinet Planning
- Constitution Review Group
- Council
- Delegation Panel

...and click on 'Download' at the bottom of the page




[Cancel](#) [Download](#)

5. Select the option to download as a **vCalendar** of meetings (iCalendar is no longer supported on Outlook).

### Download meeting dates

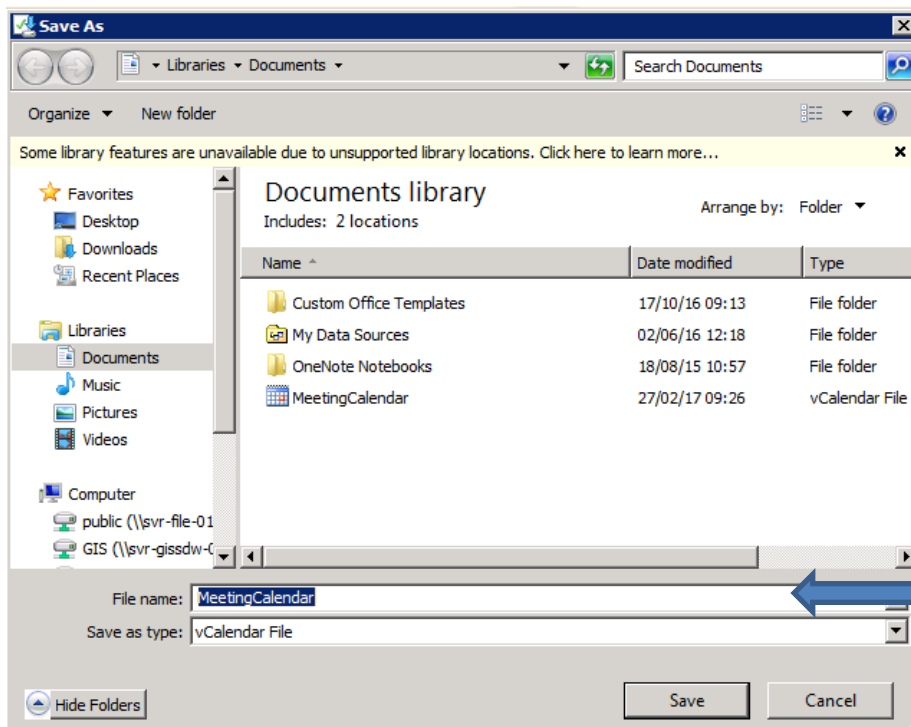
Click one of the following links to download an electronic calendar update file containing meetings for your select committees in the date range 10/04/2019 - 10/04/2020

You have the choice of downloading in either VCS or ICS format, depending on the calendar software you are using. If you are using software released more than 5 years ago, choose the VCS format. Refer to your software documentation if you are unsure which to choose.

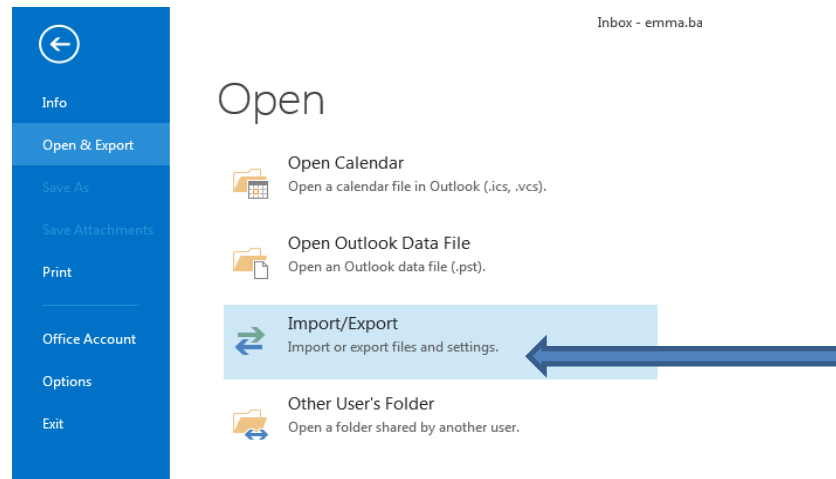
[vCalendar of meetings 10/04/2019 - 10/04/2020](#)  VCS 2KB

[iCalendar of meetings 10/04/2019 - 10/04/2020](#)  ICS 2KB

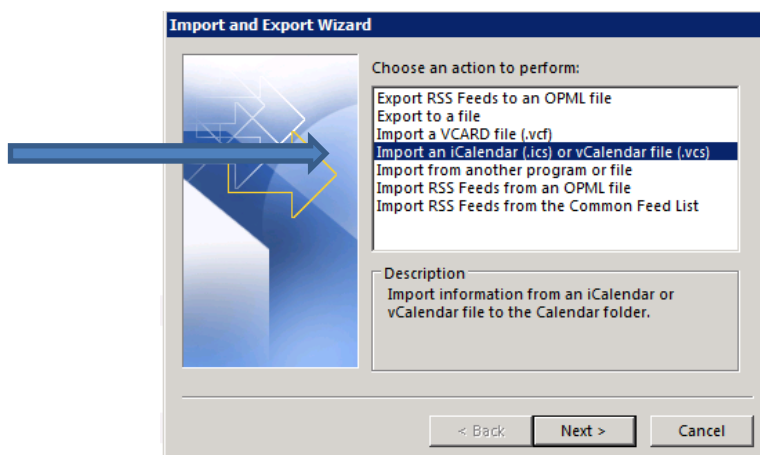
At the bottom of the page, select 'Save As' and save the file as a vCalendar in a folder that suits you. Please do not select the option to open the file straight away, as the meeting dates will automatically download into a separate Outlook calendar.



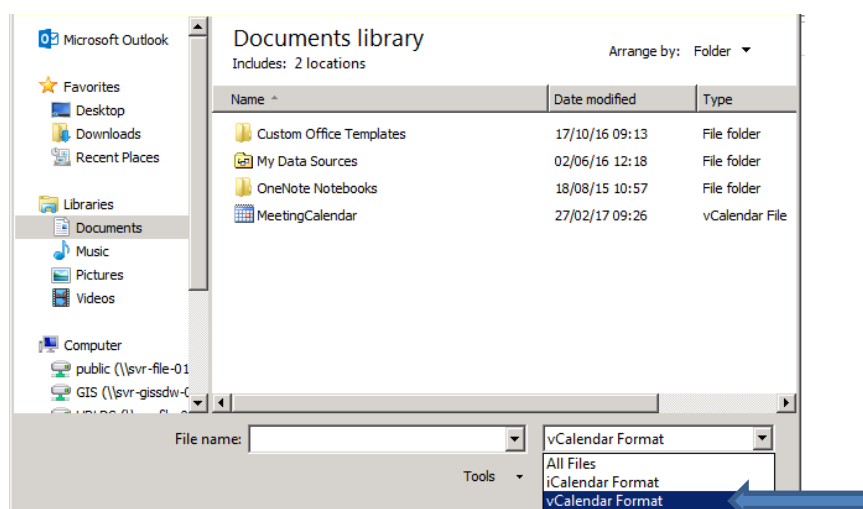
6. Open up Outlook, go to 'File' – 'Open and Export' and select 'Import/Export'



7. Choose 'Import an iCalendar or vCalendar file' and click on 'Next'



8. Navigate to the folder where the calendar was saved, select 'MeetingCalendar' and click 'Open' then 'Import'. You will need to ensure that you have selected the file type 'vCalendar Format' to be able to navigate the file.



9. The meeting dates will now be imported into your Outlook Calendar.

## Quick Guide: Modern.Gov

### Accessing committee papers using the mod.gov app and the intranet

There are two ways of accessing committee papers: either via the mod.gov app or via the intranet. Each has its advantages and disadvantages.

In summary, the mod.gov app automatically downloads your chosen papers and any annotations you make are automatically saved.

The intranet requires an internet connection to access papers in 'real-time' (although you can save them to your laptop/tablet in advance) and you will have to save them if you want to be able to annotate the papers.

The guidance notes below explain what you need to do:



### Frequently Asked Questions (FAQs) and hints for using the mod.gov app

#### The home screen

When you open the app by clicking on the above icon which should be pinned to your bottom task bar, you need to firstly subscribe to the West Suffolk Council organisation and select committees of interest.

To do this, click on the 'settings' icon in the top right hand corner of your screen, which looks like this:



Next, click on the 'subscribe' button, located to the right of 'subscribe to organisations', which looks like this:

Subscribe to organisations

Subscribe

Scroll down to 'W' and click on West Suffolk Council so that a 'tick' appears. Click 'OK' in the bottom right corner.

Next, go back into 'settings' again and click on the 'select' button, located to the right of 'select committees of interest', which looks like this:

Select committees of interest

Select

Scroll through the list of committees and click on each of the committees that you are interested in downloading agendas and papers for, so that a 'tick' appears beside each one you've selected. Click 'OK' in the bottom right corner. You can amend this selection at any time.

Select committees of interest	
Search	<input type="text"/>
*	
*Leadership Team	✓
*Senior Management Team	✓
A	
Anglia Revenues and Benefits Partnership Joint Committee	✓
C	
Cabinet	✓
Cabinet Planning	✓
Civic Advisory Panel	✓
Constitution Review Group	✓
Council	✓
D	
Delegation Panel	✓
Development Control Committee	✓
F	
Financial Resilience Sub-Committee	✓
H	
Health and Safety Sub-Committee	✓

OK

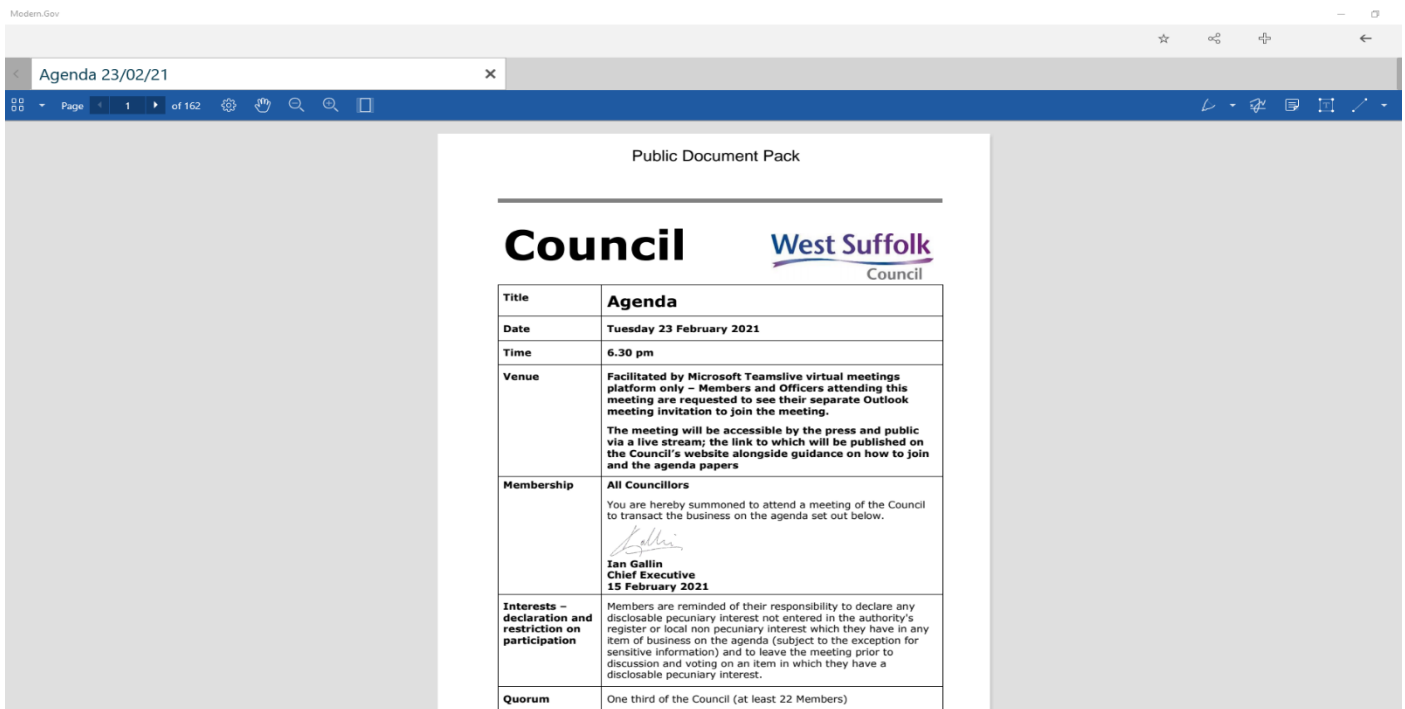
## View agenda packs

Whenever an agenda is published for a committee that you have subscribed to, it will automatically download to your device provided you have an internet connection.

To open the item, click on the Agenda icon relating to the meeting you're interested in and the pack will open. The example below shows the agenda pack relating to the Council meeting held on 23 February 2021:



Once you click on the Agenda icon (as shown above), the front page of the agenda pack should be displayed, as shown below:



The menu bar at the top of the screen controls the view of the document, as shown below:



The following provides a few examples of ways to view the document:

- Outline – divides the agenda pack into the separate documents (for example: minutes, reports, appendices)
- Search – search for a word or phrase within the document
- Bookmarks – provides an easy way to navigate between agenda items and documents
- Annotations – provides a list of annotations that you have made to that document
- Fit to Page – displays one complete page on the screen
- Fit to Width – displays part of a page across the full width of the screen

The right hand side of the menu bar provides different ways you can annotate the document:

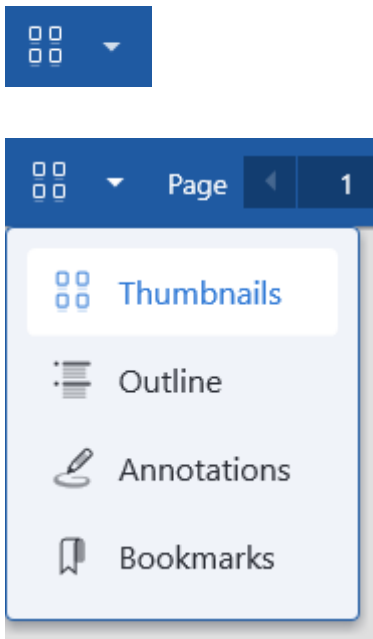


For example:

- Note – replicates a post-it note where you can type your notes
- Drawing – allows you to write on the screen (using either a mouse or a stylus if using a tablet)
- Highlighter -highlight specific text within the document
- Text box – add comments within a text box

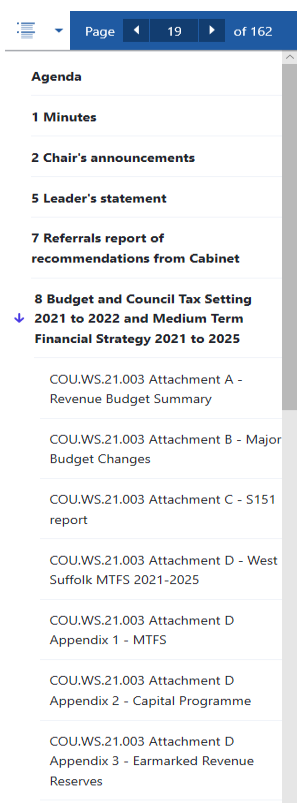
You can format to use different colour 'pens' by clicking on the 'drawing' icon and choosing one of the different colour options.

If you want to view all of your annotations and navigate easily between them, click on the Annotations button which can be found by clicking on the arrow on the left hand side of the menu bar and selecting Annotations:



## Outline bookmarks

Outline bookmarks are automatically created for each agenda item, report and any attached documents such as appendices or maps. To view the outline, follow the steps above for finding your annotations but click on the Outline button instead.





By clicking on one of the outline bookmarks (individual report titles), this will take you directly to that report without needing to scroll through the entire document pack.

Agenda 23/02/21

Page 19 of 162

Agenda

- 1 Minutes
- 2 Chair's announcements
- 5 Leader's statement
- 7 Referrals report of recommendations from Cabinet
- 8 Budget and Council Tax Setting 2021 to 2022 and Medium Term Financial Strategy 2021 to 2025
- 9 West Suffolk Planning Code of Practice
- 10 Calendar of Meetings 2021 to 2022

Agenda Item 5

Council - 23 February 2021 - COU/WS/21/001

West Suffolk Council

### Leader's statement

Report number:	COU/WS/21/001	
Report to and date:	Council	23 February 2021
Documents attached:	None	

Leader's Statement - February 2021

1. While many of us have had to, rightly, stay at home the Council has never been busier. We continue to deliver high quality services - for example, emptying around six million bins last year while helping more than 500 potentially homeless households find homes. We continue to determine planning applications and our families and communities work continues helping local organisations and lifelines, such as Life Link. But on top of that we continue to play our role, with partners, in tackling COVID-19. We have redeployed staff once again to help administer business grants for our local companies and our enforcement teams have been helping makes sure business owners have the right advice and support. Our staff have been working in the Home But Not Alone initiative, assisting people to get their medicine, food and help, as well as advising where to go for vaccines. Our cemetery team have stoically been working throughout this time and helping, as much as they can, those who have lost family and friends through this difficult time and the restrictions that govern funerals and many other things.
2. The situation is fast moving and ever changing. New vaccines and tests, as well as the organisation that is needed to deliver them, seems almost a daily occurrence. We have been alongside our partners in Suffolk throughout this to help, where we can, provide every possible assistance. You will know from my updates that this can be not only be a daily occurrence, but an hourly one as new facilities and initiatives are announced. Our Council continues to work at pace and I know both councillors and staff are, and have been, at the heart of this since the beginning last year. They deserve our gratitude.
3. Many, understandably, are finding things hard but I'm sure you will join me in giving my thanks for the continued efforts, in many cases superhuman, to help tackle this pandemic and hopefully recover from it as soon, and well, as possible. Our Council has recognised, and I believe risen to, this challenge from the beginning, ensuring that help is in place for those who are struggling.

Page 13

You can then view and annotate the report as appropriate.

### Restricted documents on the app

In order to receive and access restricted (exempt) documents through the app, we need to set you up with a password and register your device on our system.

Passwords should be at least 8 characters in length, contain at least one upper case letter and one number. Please email [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk) with your chosen password.

We will send you a 'registration email' with a link for you to activate your device. The email is only valid for 24 hours so please ensure you are able to activate your device within 24 hours of sending us your password.

## How to exit a document and close down the app

To exit a document and return to the Home page, click on the 'close' (x) button which is on the menu bar where the agenda date is listed.



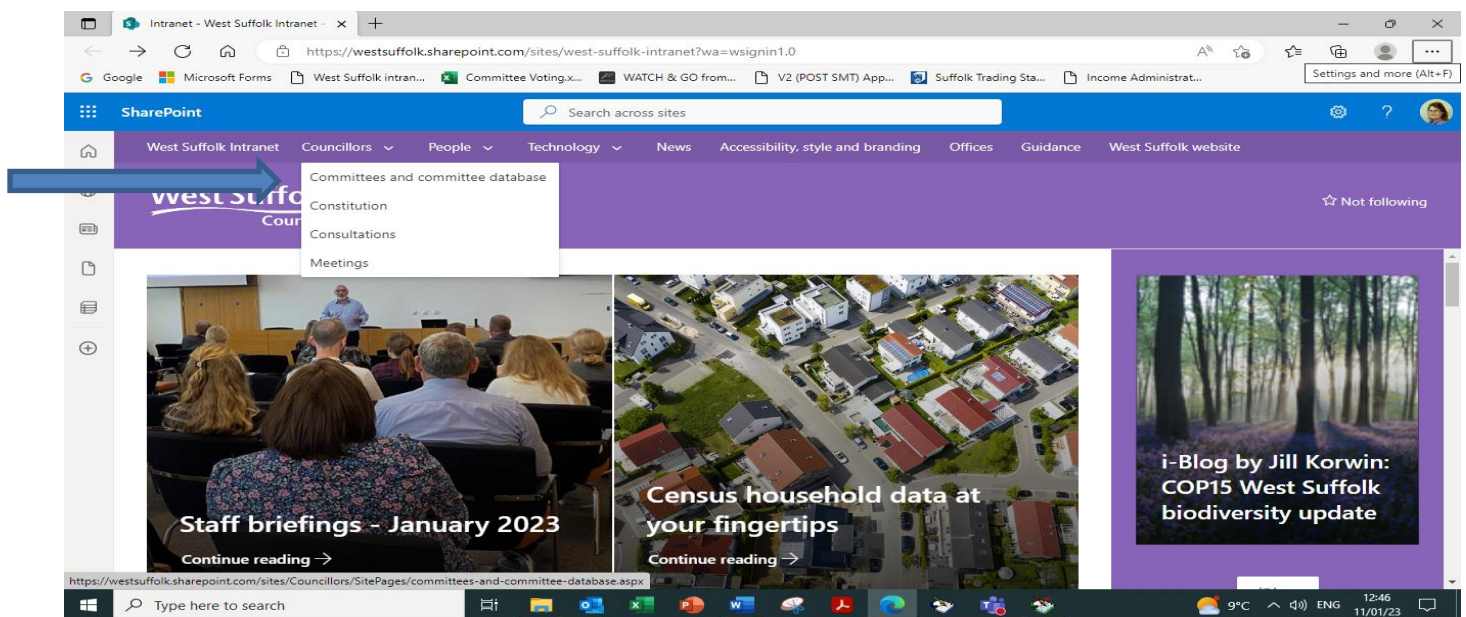
To exit the app, take your mouse to the top right-hand corner of the screen and click on the 'close' (x) button.

## Using the intranet

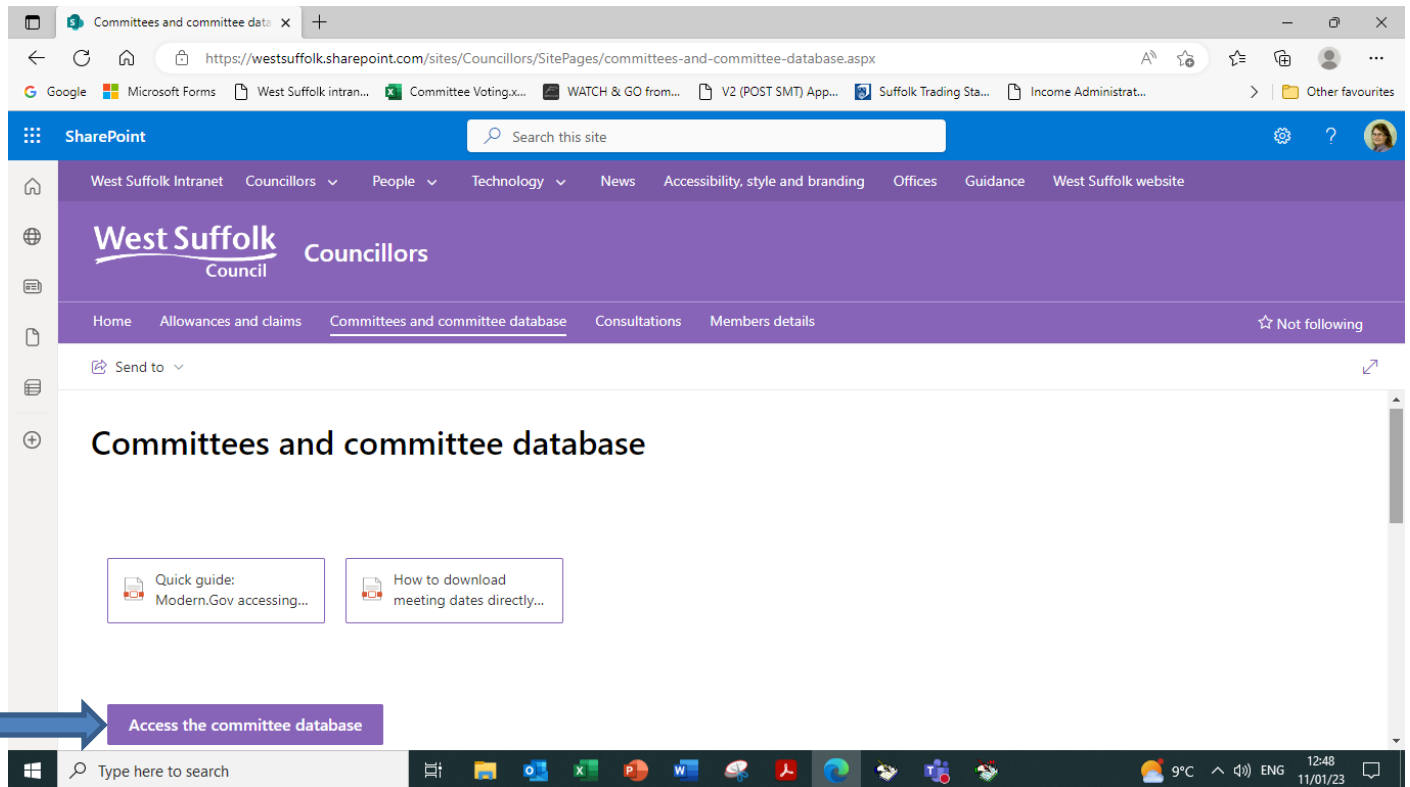
- Committee papers are usually published on the intranet and website five working days before each meeting.
- An email alert is sent to all members to notify when an agenda has been published – this alert includes links to the papers on the intranet and website.
- You can also access any papers via the 'Calendar' or 'Committees' options within the modern.gov committee database (see below how to find this database on the intranet).
- You will need an internet connection to view documents via the intranet unless you have 'saved' the reports pack to your laptop/tablet beforehand.
- You will also need to 'save' the reports pack and open it as a pdf document to be able to annotate the papers. Remember to save after making any annotations.

## Quick guide to accessing papers via the intranet

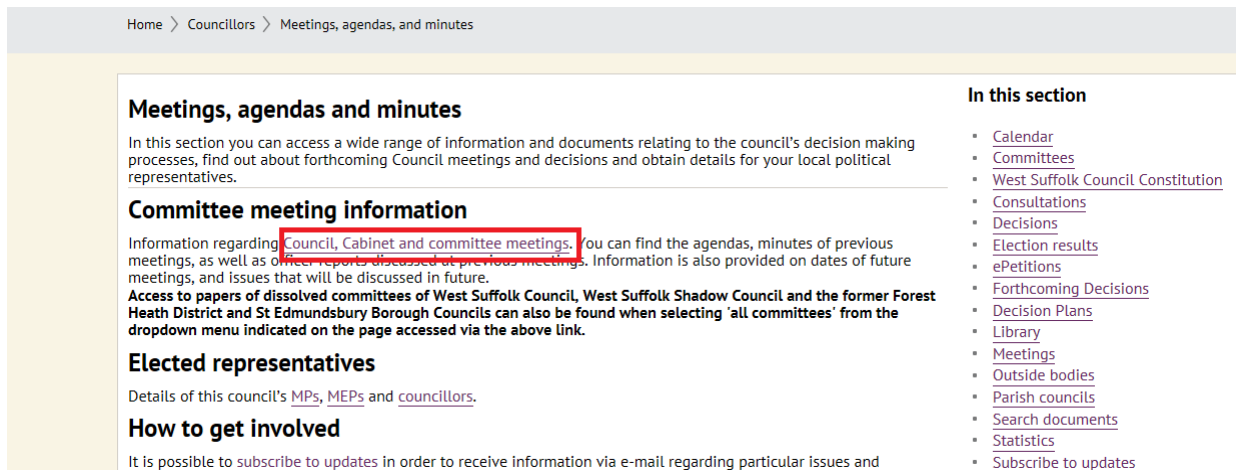
On the SharePoint West Suffolk Intranet homepage, - click on 'Councillors', which can be found on the purple row, second from left. This will provide a drop-down menu - click on 'Committees and committee database'.



Then click on 'Access the committee database', which takes you directly to the modern.gov committee database.



The following page should appear. Click on the link circled in red:



A list of committees, panels, groups etc will appear as shown below. This list is far more extensive than the list of committees listed on the website as some are internal working groups and are not constituted for public access.

## Browse meetings

### Current committees

[Calendar of Meetings](#)

Dates of all upcoming council and outside body meetings.

[Forward Plans](#)

Details of the decisions plans published by the council, which list the forthcoming key decisions.

[Decisions by Cabinet, committees, etc or Officer Decisions](#)

Search for past decisions taken either by the council's decision making bodies (such as Cabinet), portfolio holders or by council officers.

[Search Documents](#)

Use keywords to search for documents relating to any particular issue you may be interested in.

#### Committees

Use the links below to access agendas and minutes of previous meetings for particular committees, as well as officer reports that were discussed.

**Access to papers of dissolved committees of West Suffolk Council, West Suffolk Shadow Council, and the former Forest Heath District and St Edmundsbury Borough Councils can be found when selecting 'all committees' from the dropdown menu and clicking 'Go' below:**

Show:

Current committees ▼

**Go**

**Committees**

- [\\*Leadership Team](#)
- [\\*Senior Management Team](#)
- [Anglia Revenues and Benefits Partnership Joint Committee](#)
- [Cabinet](#)
- [Cabinet Planning](#)

- [Calendar](#)
- [Committees](#)
- [West Suffolk Council Constitution](#)
- [Consultations](#)
- [Decisions](#)
- [Election results](#)
- [ePetitions](#)
- [Forthcoming Decisions](#)
- [Decision Plans](#)
- [Library](#)
- [Meetings](#)
- [Outside bodies](#)
- [Parish councils](#)
- [Search documents](#)
- [Statistics](#)
- [Subscribe to updates](#)
- [West Suffolk Councillors](#)
- [Your Suffolk County Councillors](#)
- [Your MPs](#)
- [Your MEPs](#)
- [What's new](#)
- [Councillors allowances](#)
- [Work to do](#)
- [Logon](#)

Scroll down the list and click on the committee/panel/group etc you wish to view and the meetings that have been currently scheduled for that forum will be displayed. Click on the date of the meeting you're interested in:

## Browse meetings

### Delegation Panel

This page lists the meetings for Delegation Panel.

- [More information about Delegation Panel](#)

- Show meetings for the year:

**Go**

[Later meetings ▶](#)

#### Meetings

[2 Jul 2019 1.00 pm](#)

[18 Jun 2019 1.00 pm](#)

[6 Jun 2019 1.00 pm](#)

[1 May 2019 2.00 pm](#) - Agenda

[17 Apr 2019 2.00 pm](#) - Agenda

[3 Apr 2019 2.00 pm](#) - Agenda



[Later meetings ▶](#)

The agenda and papers relating to that meeting will be displayed when published. You can view the full reports pack by clicking on 'Agenda reports pack', or scroll down the current page to view individual reports.

## Agenda

### Delegation Panel

Wednesday 1 May 2019 2.00 pm



- [Attendance details](#)
- [Agenda frontsheet](#)  PDF 68 KB
- [Agenda reports pack](#)
- [Delegation Panel 1 May 2019 - Decisions List](#)  PDF 109 KB

**Venue:** Council Chamber. [View directions](#)

**Contact:** Email: [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk)

#### Items

##### No. Item

1. [Planning Application DC/18/2391/FUL - Dwelling, North Terrace, Mildenhall](#)  PDF 170 KB  
Planning Application - (i) 1no. single storey dwelling with new vehicle access and (ii) replacement garage for 19 North Terrace
2. [Planning Application DC/19/0191/OUT - Rear of 19 Beeches Road, Mildenhall Road, West Row](#)  PDF 150 KB  
Outline Planning Application (all matters reserved) - 3no. dwellings (previous application DC/17/2680/OUT)

Restricted (exempt) papers are **only** published on the intranet and are **only** accessible to members of that committee. In these circumstances, you will be asked to provide 'log-in' details (see below) whenever you access a restricted paper (this will be your normal username and password). If you are unable to access a restricted paper, please contact Democratic Services.

Go

#### ← Earlier meetings

#### Meetings

[28 May 2019 4.00 pm](#) - CANCELLED

[9 Apr 2019 4.00 pm](#) - CANCELLED

[26 Mar 2019 4.00 pm](#) - Agenda, Minutes

[12 Mar 2019 4.00 pm](#) - Agenda, Minutes

[26 Feb 2019 3.30 pm](#) - Agenda, Minutes, MOVED

[5 Feb 2019 4.00 pm](#) - Agenda, Minutes

[22 Jan 2019 4.00 pm](#) - Agenda, Minutes

[8 Jan 2019 4.00 pm](#) - Agenda, Minutes

[11 Dec 2018 4.00 pm](#) - Agenda, Minutes

[27 Nov 2018 4.00 pm](#) - Agenda, Minutes

[6 Nov 2018 4.00 pm](#) - Agenda, Minutes

[17 Oct 2018 3.00 pm](#) - Agenda, Minutes, MOVED; Start time now 3pm. Meeting was 16 October 2018.

[2 Oct 2018 4.00 pm](#) - Agenda, Minutes

[18 Sep 2018 12.30 pm](#) - Agenda, Minutes, MOVED; Start time now 12.30 pm

Windows Security

### Microsoft Edge

The server svr-mgov-01 is asking for your user name and password. The server reports that it is from svr-mgov-01.

Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.

Remember my credentials

OK Cancel

## What next?

- If you decide that you no longer want to receive paper copies of agendas preferring to access via the app or intranet/website, please let us know.
- To save on printing costs and postage, our aim is to stop sending paper agenda packs to members where possible.

## Help?

- Contact the ICT Helpdesk for queries on:
  - Internet connections (broadband and wireless)
  - Hardware queries
  - General ICT problems
- Contact Democratic Services for queries on:
  - Any queries regarding use of the mod.gov app including registering to receive restricted papers on the app
  - Accessing committee papers (including restricted documents) on the intranet.



# Quick guide Using the 'Find my nearest' online tool

## 'Find my nearest' online tool

This online tool is extremely useful for quickly finding information relating to the area in which you or your residents live, or indeed the majority of locations situated within the West Suffolk district. You can search the directory by location or postcode of the locality you're interested in.

### Step 1

Upon switching on your device it should automatically open the Microsoft Edge browser program. If it does not, click on the following icon located in your start menu.

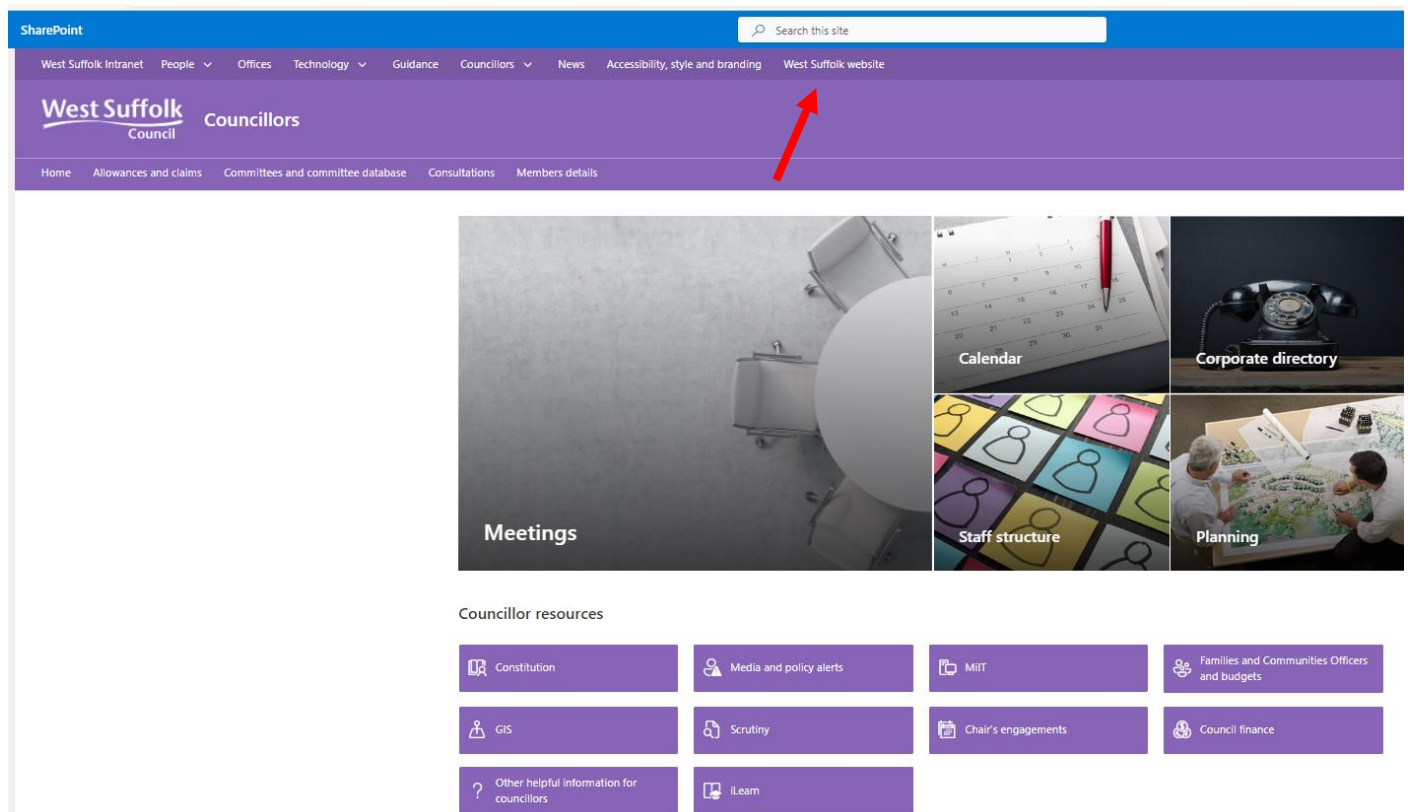


Microsoft Edge

The SharePoint intranet will automatically load.

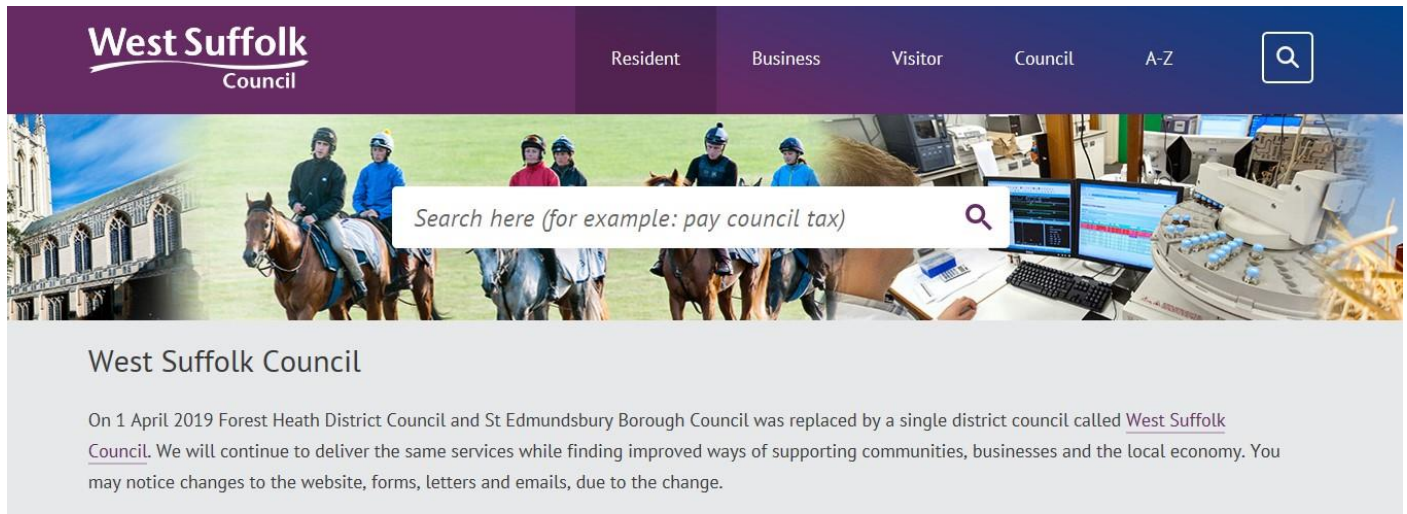
### Step 2

You should now be viewing the Councillor page which looks similar to the following image below. Now navigate to the right hand side of the screen of the top tool bar and select the last option 'West Suffolk Website' (red arrow).



### Step 3

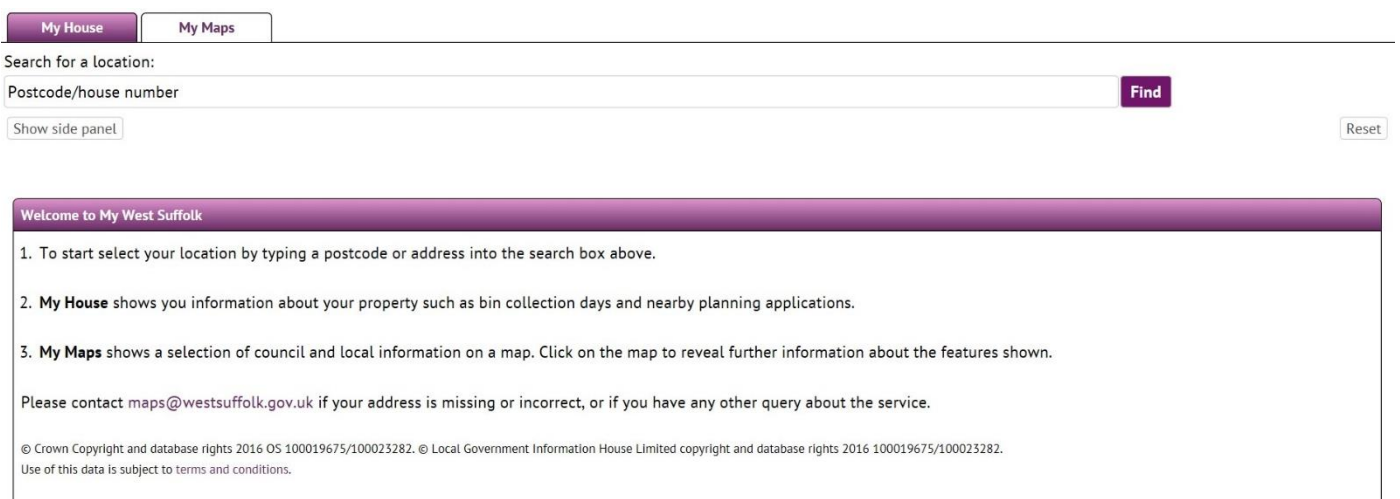
You should now have loaded the following screen, which is the Home Page of West Suffolk Council's public website. Select the 'Find my nearest' icon, which is located at the bottom of the page so you will need to scroll down (circled in red).



Public website home page for West Suffolk Council

### Step 4

The following screen will load, this is the main screen for the 'Find my nearest' tool.



Public area of West Suffolk website, Find my nearest web tool



## Step 5

Ensuring that the 'My House' tab is selected (*circled in red*), use the 'search bar' function (highlighted in yellow) just below the My House tab and type in the relevant address you wish to search. Use the house number/name and postcode of the property or properties in that area that you wish to research information about. Click on 'Find' (*circled in red*) and the following page will be displayed containing a breakdown of information about issues relating to this property. Scroll down the page to find out more. If you wish to search for information relating to another property, select 'Reset' (*circled in red*).

The screenshot shows a web interface with a navigation bar at the top containing 'My House' and 'My Maps' tabs. Below the navigation bar is a search bar with the text 'Current address West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU'. To the right of the search bar are 'Find' and 'Reset' buttons. Below the search bar is a 'Show side panel' link. The main content area is divided into five columns:

- My property details:** Location map, address (West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU), Unique Property Ref (UPRN): 10023128504, Easting: 584196.73, Northing: 264903.85.
- Waste and recycling:** Bin collection day (No results found), Mini recycling centres (Asda, Western Way, Bury St Edmunds, IP33 3SP), Glass, Newspapers and Magazines, Clothes and Shoes, Books, Carrier Bags, Distance: 288 metres away.
- Council and democracy:** Ward (Minden), Council (St Edmundsbury Borough Council), Ward councillors (Councillor Robert Everitt), Party (Conservative).
- Planning:** Conservation area (Your property is not within a conservation area), Housing settlement boundary (Bury St Edmunds), Nearby tree preservation orders (Order: 005(1993) SCC, Distance: 270 metres away).
- Highways:** Parking Zones (Your property is not within a parking zone), Nearby roadworks (Description: Kerb adjustments, re-levelling, reposition signage and install new temporary bell mouth for construc..., Location: King Edward 6th Secondary School, Start: Monday 8 April 2019, End: Thursday 18 April 2019, Distance: 167 metres away).

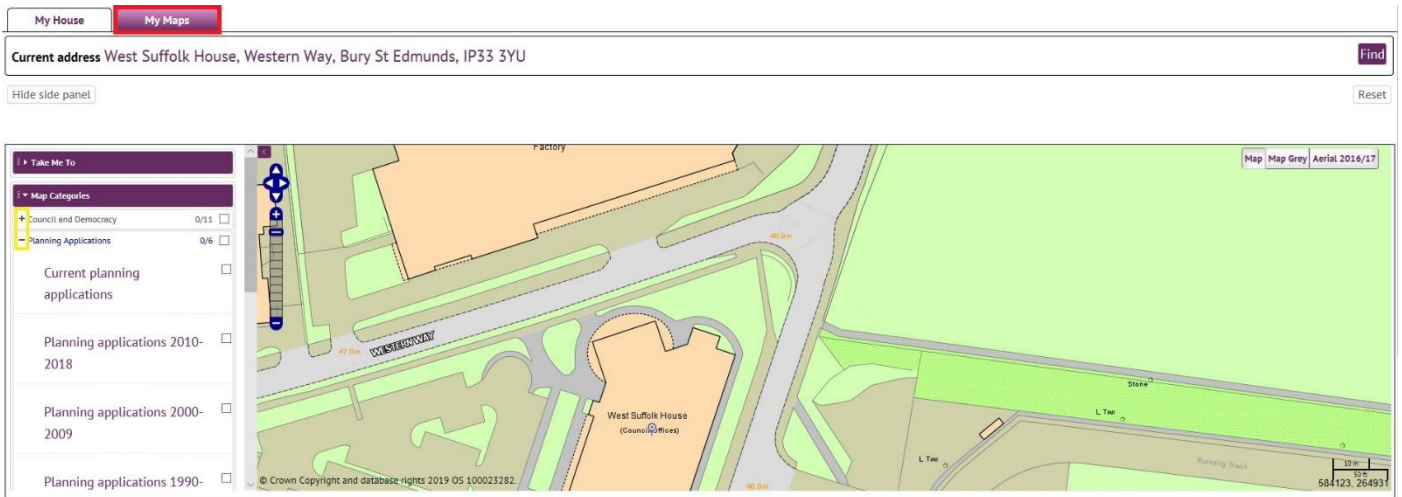
Example of the information breakdown supplied when researching a property

Examples of information that can be found here are:

- Location of the property.
- Council tax information.
- The ward in which the property is located and who the local ward members and MP are.
- The address of the polling station relating to the property.
- Planning information relating to the property.
- Details of current planning applications submitted in the vicinity of the property \*
- Education provision within the locality of the property.
- Health service provision within the locality of the property.
- Waste and recycling services within the locality of the property.
- Highways information within the locality of the property.

## Step 6

Taking the above asterisked (\*) item in Step 5 as an example, further information can be found on the location, with regards to the example of current planning applications. To see this information, select the 'My Maps' tab (*circled in red*) to bring up the property's local area in a map format and to the left, a list of toggable map categories (*circled in yellow*). By clicking on a '+' or '-' signs to the left of the map categories, this information can be expanded to provide further sub-categories.



My Maps section of the Find my Nearest tool

This will enable you to select and view information by clicking on the relevant tick boxes (*circled in yellow*) associated with the toggle map categories. In relation to the example given above (\*), the below map shows you the location of current planning applications submitted in the vicinity of the property searched, highlighted in red on the map.

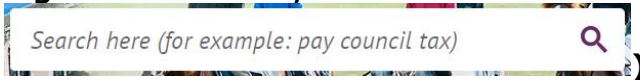


Map of the searched property and its local vicinity, with highlighted information

## Other useful links and resources on the Council's website

[www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk):

(click on the links below if opening this page electronically, or type the item e.g. "constitution", into the website's search bar at the top of the home page



- Directions to our offices [Contact details for West Suffolk Council](#)
- The Council's constitution [Agenda for West Suffolk Council Constitution on Monday 11 December 2023](#) with specific reference to the following sections which we ask you to familiarise yourself with as early as possible:
  - Council Procedure Rules [Part 4 - Council Procedure Rules December 2023.pdf \(westsuffolk.gov.uk\)](#)
  - Members Allowances Scheme [Part 6 - Members Allowances Scheme March 2022.pdf \(westsuffolk.gov.uk\)](#)
- Vision & Strategic Priorities [StrategicframeworkSummary2020-2024.pdf \(westsuffolk.gov.uk\)](#)
- Medium Term Financial Strategy [West Suffolk MTFS 2022-2026](#)
- Data Protection Policy (GDPR) [West Suffolk Council Data Protection Policy](#)
- Freedom of Information Guidance [Freedom of information \(westsuffolk.gov.uk\)](#)
- WS Information Security Policy [Information Security Policy \(westsuffolk.gov.uk\)](#)
- Health and Safety Policy (with specific attention drawn to the section on Lone Working) [Health and Safety Policy \(westsuffolk.gov.uk\)](#)
- The Planning Portal (guidance notes can also be found on the page) [View or comment on planning applications \(westsuffolk.gov.uk\)](#)
- Emergency Planning Guidance [Emergency planning \(westsuffolk.gov.uk\)](#)

**A number of the scheduled induction sessions will provide further detail on the items listed above, e.g. the Data Protection Policy will be covered by the GDPR Officer in the Information Governance session, use of the Planning Portal will be addressed in the planning (development) training, the Medium Term Financial Strategy will be covered by the Section 151 Officer in the Local Government Finance session and so on.**

## **External online resource:**

### **Ward-level data profiles**

The Suffolk Office of Data and Analytics (SODA) have produced statistical summaries of each Ward in Suffolk, giving key information about demographics, the economy and skills, housing, deprivation, families and communities and health and lifestyle. The graphs and charts compare each Ward to the wider position in Suffolk and England. All have been updated with the latest data that have been published – usually Census 2021.

To access the reports, follow this link: [View | District and Borough Council Ward Profiles | Report Builder for ArcGIS \(suffolkobservatory.info\)](#)

Or go to Suffolk Observatory [www.suffolkobservatory.info](http://www.suffolkobservatory.info) and click on “Council Division and Ward Profiles”, choose “District and Borough Council Ward profiles” and then select your Ward from the list.

The Suffolk Observatory also hosts a wide range of other data at different geographical scales, including parishes. Within West Suffolk Council, the Policy, Projects and Performance team are available to help with queries about data and statistics and can be contacted on [policy@westsuffolk.gov.uk](mailto:policy@westsuffolk.gov.uk)