

## 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> <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>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> <p>No member of the Cabinet may be members of any scrutiny committee.</p> <p>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></p>

**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>

**Joint committees which exercise executive functions on behalf of the Cabinet**

**Anglia Revenues and Benefits Partnership Joint Committee**

- Held on Tuesday at 11 am
- Frequency: quarterly
- Venue: potentially virtual or Breckland Council Offices, Thetford

5  
  
(with 1 appointed substitute)

**Not politically balanced**

Membership of this joint committee is drawn from the respective Cabinet members.

The joint committee is established with the following local authorities and comprises one member and two substitute members from each authority (subject to review):

- Breckland Council
- East Cambridgeshire District Council
- East Suffolk Council
- Fenland District Council
- West Suffolk Council.

**Committees**

**West Suffolk Standards Committee**

- Held on Monday at 5pm
- Frequency: two meetings per year

6  
  
(with appointed substitutes)

**Politically balanced**

**Officer Appointments Committee**

- Meetings held as and when required, during the daytime

6  
  
(with 2 appointed substitutes)

**Politically balanced**

Any member of the council may serve on the committee, provided that they are not also a member of the Officer Appeals Committee.

The committee must also contain at least one member of the Cabinet.

**Officer Appeals Committee**

- Meetings held as and when required, during the daytime

6  
  
(with 2 appointed substitutes)

**Politically balanced**

Any member of the council may serve on the committee, provided that they are not also a member of the Officer Appointments Committee.

<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>	