Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at **10:00** on **Wednesday, December 10, 2025**.

The meeting is held in accessible premises and open to the public and press to attend. Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via Teams. The meeting can also be observed via YouTube.

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

……

Sarah Foote, Acting Town Clerk and Responsible Financial Officer
09 December 2025

Lowestoft Town Council

Finance and Governance Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on Wednesday, December 10, 2025

AGENDA

84 Welcome
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

85 To receive and consider approval of apologies for absence

86 Declarations of Interests and dispensations

86.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

86.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

87 To consider the draft minutes of the meeting on 12 November 2025

88 Public forum
An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

89 Budget and Loan

89.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets
- Grants Budget

89.2 To note any bank reconciliations

89.3 To receive the minutes of the Budget and Loan Sub Committee meetings from 10th November to 1 December

#budget

90 Payments and Receipts:

90.1 To note the income and expenditure reports for November 2025 and December 2025 to date, including payments made under delegated authority

90.2 To consider any payments for approval (see schedule)

91 Grants

To consider the following grant applications:

#grants

91.1 MN Well Child Support - £5,100

91.2 St Luke's Whitton Pantry - £2,000
and to receive the Grant Feedback Form

91.3 TruColours - £76

91.4 Lowestoft Shopmobility - £175

91.5 Lowestoft Arts - £757.99

91.6 Paperworks - £1,076.76
and to receive the Grant Feedback Form

91.7 Inspire Suffolk - £1,235.95

91.8 Living with Mental Health - £1,346.82

91.9 Lydia Eva and Mincarlo Trust - £7,000

91.10 Kittiwake Partnership - £2,000

91.11 Oulton Broad Water Sports Centre - £6,658

91.12 To consider a delegation to officers to determine if an application merits urgent consideration outside of the usual grant awarding cycle
and, if necessary, any amendments to the grant awarding policy to support this.

92 Sponsorships

To consider the following sponsorships:

92.1 NaturePlay Sponsorship - £14,400

To consider a two year sponsorship of £600 per month

92.2 To consider formalising the current Lowestoft Plaisir Twinning arrangement as a sponsorship with reviewable terms

93 Other financial and governance matters, including:

93.1 To consider a recommendation from the Budget and Loan Sub Committee to use the Town Hall reserves of £9,165 for Town Hall publicity costs

#budget

93.2 To review the Complaints Log

93.3 To consider recommendations from Standing Orders and Policies Sub-Committee regarding the meeting announcement

93.4 To give a delegation to the Finance Manager and Sports Development Officer to sign on behalf of the council when making claims from the FA Grass Pitch

93.5 To discuss the project tracker and consider how the system is working, what it achieves and whether it could or should be further developed

93.6 To consider a recommendation to Full Council to agree an energy supplier contract from 1st January 2026 (Some aspects may be confidential)

94 To consider the following Standing Order Policies:

94.1 Co-option

94.2 Complaints Procedure

94.3 Data Protection

94.4 Data Retention

94.5 Freedom of Information Publication Scheme and availability schedule

94.6 Public Participation Protocol

94.7 Representation on Outside Bodies

94.8 Protocol for Reporting at Meetings of the Council or Committees

94.9 Safeguarding

94.10 Video Meeting Protocol

95 Date of next meeting

14th January 2026

96 Items for the next agenda and close

97 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda

Lowestoft Town Council

Finance and Governance Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 12 November 2025 at 10:00

MINUTES

Present: Wendy Brooks, Neil Coleby, Jen Jones, Graham Parker and Andy Pearce.

In attendance: James Cox (Finance Manager and RFO) and Jill Hook (Finance Assistant).

71 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

72 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Connor Blowers, Nasima Begum, Paul Page, Bernie Rappensberger and Deborah Ray with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

Cllr Keith Patience was absent with no apologies received.

73 Declarations of Interests and dispensations

73.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Parker declared, as an East Suffolk Councillor, he had been involved in providing locality funding under item 79.3 but was not pre-determined. Cllr Pearce declared he had prior knowledge of the application under item 79.3 but had not been involved in the preparation of the grant application.

73.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations had been received.

74 To consider the draft minutes of the meeting on 8 October 2025

Cllr Pearce proposed approval of the minutes; seconded by Cllr Brooks; all in favour.

75 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advance comments had been received, and no members of the public were in attendance.

76 Budget and Loan

76.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets – The Finance Manager explained the 2026/27 budget was being prepared on the Town Council's software system, Rialtas, including more accurate nominal codes and cost centres. The 25/26 budget had been transferred to the new budget lines. The Budget and Loan Sub-Committee proposed a virement of £15,000 from the Community Engagement budget to Community Grants.

Cllr Pearce proposed to recommend to Full Council a virement of £15,000 from the Community Engagement Budget to the Grants Budget; seconded by Cllr Parker; all in favour. Cllr Coleby thanked the Finance Manager for his work on Rialtas.

76.2 To note any bank reconciliations – September and October bank reconciliations were to be sent to Cllrs for approval.

76.3 To receive the minutes of the Budget and Loan Sub Committee meetings from 8th September to 3 November – Cllr Coleby proposed to adopt the minutes; seconded by Cllr Brooks; all in favour.

77 Payments and Receipts:

77.1 To note the income and expenditure reports for October 2025 and November 2025 to date, including payments made under delegated authority – Cllr Pearce proposed the reports be accepted as a true and accurate record; seconded by Cllr Pearce; all in favour.

77.2 To consider any payments for approval (see schedule) – A £1,000 site inspection and written maintenance report of the tennis and pickleball courts had been requested from the Sports Development Officer so the Grounds Maintenance Team could carry out future maintenance at a much lower cost than using an external provider. Cllr Pearce proposed to approve the request and the cost allocation against the tennis court EMR; seconded by Cllr Brooks; all in favour.

78 Grants

To consider the following grant applications, their urgency and to receive feedback forms

78.1 To receive the Grant Feedback Form from Lydia Eva and Mincarlo Charitable Trust – Members of the Committee received the report.

78.2 MN Well Child Support CIC grant - £5,100 – The matter had been deferred from the previous Finance and Governance Committee meeting. Cllr Pearce noted the response from the applicant and proposed to defer a decision and invite the applicant to the Finance and Governance Committee meeting being held on 10 December 2025; seconded by Cllr Brooks; all in favour.

78.3 Use It All - £1,680 - This matter was considered outside of the quarterly grants review. The viability of the scheme was questioned, with Boots the Chemist collecting blister packs for recycling and providing an incentive of Advantage card rewards. It was suggested the Town Council should not be encouraging manufacturers to continue to use materials that cannot be recycled. Cllr Pearce proposed to approve this grant.

Cllr Jones temporarily left the chamber at 10:26

Seconded by Cllr Parker; three in favour, one against. Cllr Pearce proposed to request the Climate and Ecological Emergency Committee to fund the cost of this grant from the Climate Emergency Budget but if the committee declined to allocate against the Grant reserve; seconded by Cllr Coleby; three in favour, one against and one abstention.

Cllr Jones returned to the chamber at 10:29

79 Sponsorships

Cllr Coleby confirmed a formal sponsorship policy was being prepared.

79.1 Lowestoft Town Cricket Club sponsorship - £6,000
To consider the renewal of sponsorship for the 2026/27 and 2027/28 season of £3,000 per annum – Cllr Pearce proposed approval of the sponsorship for the 26/27 & 27/28 seasons; seconded by Cllr Brooks; all in favour.

79.2 Kirkley Peoples Forum sponsorship - £1,320 per annum
To consider the sponsorship increase from £5,280 to £6,600 per annum to March 2028 – Cllr Brooks proposed approval of the increased sponsorship; seconded by Cllr Pearce; all in favour.

79.3 Nature Play sponsorship - £14,400
To consider a two year sponsorship of £600 per month – The sponsorship was a new application, and a suggestion was made to defer the matter until the Sponsorship Policy had been finalised. Councillors had questions regarding the organisation's Governance and rent costs and confirmed the rent arrears could not be funded. Cllr Coleby proposed to defer the application to the next meeting; seconded by Cllr Brooks; four in favour, one abstention.

80 Other financial and governance matters, including:

80.1 To note responsibilities with reviewing the Risk Register and consider the relevant risks and ensure implementation of the control measures
Risk numbers G1 to G5
The Finance Manager confirmed individual Committees were responsible for reviewing their risks and the Governance (G) matters were to be considered. The risks highlighted in red were confirmed as being the highest risk because if controls were not implemented these would have the greatest impact. The controls were documented to help reduce the risk.

Members of the Committee discussed item F3 on the risk register, but this was a Finance risk that had been discussed at a previous meeting, so it was agreed to consider this matter at the next meeting scheduled for review.

G3 – It was suggested the Town Council's complaints procedure was removed from the controls as it cannot be used if Councillors fail to behave in accordance with the Code of Conduct. Those matters would be considered by the Monitoring Officer. The complaints procedure was used for members of the public to make a complaint against the Town Council as an organisation. It was suggested to merge the complaints procedure controls with the Monitoring Officer role. Cllr Pearce proposed to amend the controls to 'East Suffolk Council Code of Conduct complaints procedure in place administered by East Suffolk Council Monitoring Officer'; seconded by Cllr Brooks; all in favour. Cllr Pearce proposed to amend the training control from 'Training to be reviewed on a regular basis if complaints are received' to 'Training to be reviewed on a regular basis as a preventative measure.'; seconded by Cllr Coleby; all in favour.

80.2 To appoint new members of the Budget and Loan Sub-Committee – Cllr Ray requested to join the Sub-Committee. Cllr Coleby proposed to appoint Cllr Ray; seconded by Cllr Pearce; all in favour.

80.3 To receive the minutes of the Standing Orders and Policies Sub Committee meetings on 21 October 2025 and 5 November 2025 – The Members of the Committee received the minutes.

80.4 To receive recommendations from the Standing Orders and Policies Sub Committee on the following policies:

1. Standing Orders
2. Financial Regulations
3. Grant Awarding
4. Sponsorship and Advertising
5. Infrastructure and Investment
6. Investment Policy

Cllr Coleby proposed to recommend policy 1. Standing Orders to Full Council; seconded by Cllr Pearce; four in favour, one against.
Cllr Coleby proposed to recommend policies 2-6 to Full Council; seconded by Cllr Pearce; all in favour.

81 Date of next meeting

Wednesday 10 December at 10:00

82 Items for the next agenda and close

83 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any

employment matters and legal issues relating to the matters on this agenda – There were no resolutions.

The meeting was closed at 11:20

Signed:
10 December 2025

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	**Administration**									
1076	Precept	2,090,222	2,090,222	2,413,263	2,413,263	0	0	0	0	0
1080	Bank Interest Received	0	12,844	0	7,049	0	0	30,000	0	0
1090	Grants	0	0	0	500	0	0	0	0	0
1095	CIL	0	58,116	0	43,727	0	0	0	0	0
1210	Recharges	0	792	0	4,000	0	0	0	0	0
1215	Vehicle Sale	0	3,000	0	0	0	0	0	0	0
1220	Scrap Metal	0	216	0	429	0	0	0	0	0
	Total Income	2,090,222	2,165,189	2,413,263	2,468,969	0	0	30,000	0	0
4070	Office Supplies and Stationery	2,000	3,948	2,060	1,454	0	0	2,500	0	0
4105	IT Purchases	10,550	14,725	0	0	0	0	0	0	0
4120	Miscellaneous & Meetings	1,398	1,626	1,440	1,166	0	0	2,000	0	0
4155	Compliance	33,620	49,310	0	0	0	0	0	0	0
4175	HR	7,000	5,200	0	0	0	0	0	0	0
4375	Van Hire	10,800	13,598	0	0	0	0	0	0	0
4376	Vehicles	0	44,710	0	0	0	0	0	0	0
4470	Festive Lights	7,689	7,620	0	0	0	0	0	0	0
5000	Repairs & Maintenance	90,000	77,089	85,200	29,190	0	0	95,000	0	0
5010	Sports Ground Maintenance	15,000	12,294	0	0	0	0	0	0	0
5040	Horticultural	60,000	22,207	0	0	0	0	0	0	0
5200	Surfacing	40,801	373	42,026	6,340	0	0	0	0	0
5205	Fencing and Walls	7,000	0	0	0	0	0	0	0	0
5210	Gutter Clearing	10,000	0	0	0	0	0	0	0	0
5215	Goods	10,000	0	0	0	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6500	Ground Maintenance	28,050	28,447	0	0	0	0	0	0	0
	Overhead Expenditure	333,908	281,147	130,726	38,151	0	0	99,500	0	0
	100 Net Income over Expenditure	1,756,314	1,884,043	2,282,537	2,430,818	0	0	-69,500	0	0
6000	plus Transfer from EMR	0	2,000	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	4,716	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,756,314	1,881,327	2,282,537	2,430,818	0		(69,500)		
105	**IT**									
4105	IT Purchases	0	0	6,179	5,628	0	0	4,500	0	0
4106	IT Licences and Subscriptions	0	0	11,280	14,750	0	8,749	12,000	0	0
4107	Mobile Phones	0	0	11,500	7,642	0	0	12,000	0	0
4710	IT Service Charge	0	0	18,500	14,226	0	0	22,500	0	0
	Overhead Expenditure	0	0	47,459	42,246	0	8,749	51,000	0	0
	Movement to/(from) Gen Reserve	0	0	(47,459)	(42,246)	0		(51,000)		
110	**Neighbourhood Plan**									
4800	Neighbourhood Plan	0	540	0	0	0	0	0	0	0
	Overhead Expenditure	0	540	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(540)	0	0	0		0		
120	**Capital Works**									
5105	Capital Investment	0	13,230	0	0	0	0	0	0	0
	Overhead Expenditure	0	13,230	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	13,230	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
125	**Compliance**									
4155	Compliance	0	0	31,333	14,345	0	0	35,000	0	0
	Overhead Expenditure	0	0	31,333	14,345	0	0	35,000	0	0
	Movement to/(from) Gen Reserve	0	0	(31,333)	(14,345)	0		(35,000)		
130	**Elections and Professional Fee**									
4090	Audit Fees	5,058	4,690	5,210	871	0	0	5,000	0	0
4095	Insurance	30,900	25,343	27,500	26,863	0	0	45,000	0	0
4110	Bank Charges	412	475	425	352	0	0	600	0	0
4115	Professional Fees and Subscrip	4,968	4,407	5,617	5,736	0	0	6,000	0	0
4130	Legal Costs	40,000	79,984	50,000	48,802	0	0	50,000	0	0
4135	Elections	0	6,921	13,743	0	0	0	23,743	0	0
4165	Consultancy	12,000	47,867	14,600	27,588	0	0	20,000	0	0
4166	Health and Safety	0	0	8,000	5,889	0	0	4,000	0	0
	Overhead Expenditure	93,338	169,688	125,095	116,102	0	0	154,343	0	0
6000	plus Transfer from EMR	0	6,921	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(93,338)	(162,766)	(125,095)	(116,102)	0		(154,343)		
140	**Staff, Training and CPD**									
4000	Salaries - Gross	913,377	755,524	810,081	591,976	0	0	1,135,310	0	0
4005	Employers National Insurance	0	76,017	99,345	82,049	0	0	0	0	0
4010	Employers Superannuation	0	157,331	158,960	107,266	0	0	0	0	0
4025	Job Adverts	0	3,174	7,500	950	0	0	5,000	0	0
4050	Staffing Contingency	70,000	1,164	84,249	92	0	0	40,000	0	0
4055	Staff Training	21,000	23,373	21,630	8,788	0	0	21,630	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4056	Councillor Training	3,750	3,735	3,000	1,281	0	0	3,000	0	0
4175	HR	0	0	7,210	5,135	0	0	6,000	0	0
4180	Payroll	0	0	0	328	0	0	600	0	0
	Overhead Expenditure	1,008,127	1,020,318	1,191,975	797,862	0	0	1,211,540	0	0
	Movement to/(from) Gen Reserve	(1,008,127)	(1,020,318)	(1,191,975)	(797,862)	0		(1,211,540)		
150	**Office Accommodation**									
1200	Room and Land Hire Income	0	80	0	160	0	0	0	0	0
	Total Income	0	80	0	160	0	0	0	0	0
4160	Parking	1,500	438	1,545	491	0	0	750	0	0
4300	Business Rates	9,956	9,980	10,266	9,980	0	0	6,654	0	0
4305	BID Levy	350	350	350	350	0	0	234	0	0
4340	Furniture & Equipment	8,941	12,023	1,710	583	0	0	2,000	0	0
4710	IT Service Charge	19,000	26,293	0	-54	0	0	0	0	0
4715	Hamilton House Loan Repayment	13,430	13,430	13,834	10,072	0	0	31,748	0	0
4720	Premises Rent	14,700	15,435	15,141	11,576	0	0	10,094	0	0
4725	Premises Service Charge	34,248	29,479	35,275	17,532	0	0	24,693	0	0
5020	Project Expenditure	0	147	0	0	0	0	0	0	0
	Overhead Expenditure	102,125	107,574	78,121	50,531	0	0	76,173	0	0
	Movement to/(from) Gen Reserve	(102,125)	(107,494)	(78,121)	(50,371)	0		(76,173)		
160	**Town Hall**									
1091	Town Hall Grant	144,717	1,456,147	0	1,940,741	0	0	0	0	0
	Total Income	144,717	1,456,147	0	1,940,741	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4305	BID Levy	1,325	1,286	1,365	1,286	0	0	1,286	0	0
4365	Utilities	7,983	-9,821	8,223	1,284	0	0	1	0	0
4465	Events	0	0	0	0	0	0	0	9,165	0
5000	Repairs & Maintenance	10,000	0	0	0	0	0	1	0	0
5020	Project Expenditure	0	651,859	0	1,849,631	0	0	127,116	0	0
5045	Climate Emergency	0	0	45,000	0	0	0	45,000	0	0
9980	DMO Repayments	0	0	82,683	0	0	0	187,785	0	82,683
	Overhead Expenditure	19,308	643,324	137,271	1,852,201	0	0	361,189	9,165	82,683
	Movement to/(from) Gen Reserve	125,409	812,823	(137,271)	88,539	0		(361,189)		
170	**Workshop**									
4095	Insurance	0	0	750	274	0	0	480	0	0
4300	Business Rates	7,610	7,610	7,610	7,610	0	0	7,610	0	0
4340	Furniture & Equipment	0	0	2,500	180	0	0	3,000	0	0
4365	Utilities	6,000	4,438	6,000	1,376	0	0	6,000	0	0
4720	Premises Rent	20,500	20,214	20,500	13,867	0	0	20,500	0	0
4725	Premises Service Charge	0	3,563	2,750	1,302	0	0	2,750	0	0
	Overhead Expenditure	34,110	35,824	40,110	24,609	0	0	40,340	0	0
	Movement to/(from) Gen Reserve	(34,110)	(35,824)	(40,110)	(24,609)	0		(40,340)		
175	**Grounds Maintenance**									
4200	EMR Contribution	0	0	0	0	0	0	1	0	0
4335	PPE	0	0	7,500	5,270	0	0	7,500	0	0
4375	Van Hire	0	0	40,000	35,849	0	0	40,000	0	0
6500	Ground Maintenance	0	0	64,445	37,536	0	0	55,000	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6501	Grass Cutting	0	0	8,320	6,350	0	0	8,320	0	0
6502	GM Equipment Maintenance	0	0	15,000	7,812	0	0	15,000	0	0
6503	GM Contingency	0	0	10,300	0	0	0	10,000	0	0
	Overhead Expenditure	0	0	145,565	92,817	0	0	135,821	0	0
	Movement to/(from) Gen Reserve	0	0	(145,565)	(92,817)	0		(135,821)		
180	**Waterways and Ponds**									
5000	Repairs & Maintenance	40,800	5,698	9,150	2,604	0	0	8,000	0	0
	Overhead Expenditure	40,800	5,698	9,150	2,604	0	0	8,000	0	0
	Movement to/(from) Gen Reserve	(40,800)	(5,698)	(9,150)	(2,604)	0		(8,000)		
200	**Art, Civic and Heritage**									
1000	Property Lettings - Exempt	0	25,665	0	0	0	0	0	0	0
	Total Income	0	25,665	0	0	0	0	0	0	0
4140	Civic & Ceremonial	2,400	2,440	2,400	1,600	0	0	2,400	0	0
4143	Arts and Heritage	30,000	24,759	30,000	9,978	0	0	30,000	0	0
4150	Travel Expenses	1,000	7	1,000	549	0	0	1,000	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	0	0	300	0	0
	Overhead Expenditure	33,400	27,206	33,400	12,128	0	0	33,700	0	0
	Movement to/(from) Gen Reserve	(33,400)	(1,542)	(33,400)	(12,128)	0		(33,700)		
250	**Caravan Site**									
1000	Property Lettings - Exempt	101,212	78,317	104,249	-25,665	0	0	105,000	0	0
	Total Income	101,212	78,317	104,249	-25,665	0	0	105,000	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	101,212	78,317	104,249	(25,664)	0		105,000		
300	**Events & Communications**									
1085	Donations	0	500	0	0	0	0	0	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	0
1105	Event Income	0	0	0	11,717	0	0	10,000	0	0
	Total Income	0	1,851	0	11,717	0	0	10,000	0	0
4075	Communication	0	0	6,506	0	0	0	23,600	0	0
4100	Community Engagement	21,462	12,861	15,000	8,728	0	0	0	0	0
4101	Sponsorship	23,000	22,500	0	0	0	0	0	0	0
4450	Community Grants	65,000	46,051	0	731	0	957	0	0	0
4451	Social and Food Relief	0	0	0	0	0	0	0	0	0
4465	Events	15,000	8,029	9,950	3,879	0	0	15,000	0	0
4470	Festive Lights	0	0	8,437	7,650	0	0	8,437	0	0
4475	Remembrance and Holocaust Day	0	0	5,000	2,032	0	0	5,000	0	0
4476	Music Event	0	0	7,210	0	0	0	0	0	0
4477	Suffolk Day	0	0	10,000	12,377	0	0	0	0	0
4478	VE & VJ Day	0	0	10,000	9,827	0	0	0	0	0
4479	Market Events	0	0	6,000	2,827	0	0	11,000	0	0
4480	Major Events	58,599	42,063	0	0	0	1	0	0	0
4481	Climate Event	0	0	6,250	3,772	0	0	7,500	0	0
4482	Christmas Event	0	0	2,000	1,200	0	0	7,000	0	0
4483	Black History Month	0	0	1,250	0	0	0	2,500	0	0
4484	Pride Event	0	0	11,330	9,377	0	0	10,000	0	0
4486	Summer Events	0	0	3,000	2,780	0	0	6,000	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4487	IWD Events	0	0	1,250	0	0	0	1,500	0	0
4488	Running Events	0	0	0	10,751	0	0	10,000	0	0
4489	Armed Forces Day	0	0	0	0	0	0	12,500	0	0
4490	RNPS Event	0	0	0	0	0	0	1,200	0	0
	Overhead Expenditure	183,061	131,504	103,183	75,932	0	959	121,237	0	0
	300 Net Income over Expenditure	-183,061	-129,654	-103,183	-64,215	0	-959	-111,237	0	0
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(183,061)	(129,558)	(103,183)	(64,215)	0		(111,237)		
310	**Grants & Sponsorships**									
4101	Sponsorship	0	0	0	0	0	0	15,000	0	0
4450	Community Grants	0	0	50,000	52,073	0	0	75,000	0	0
4451	Social and Food Relief	0	0	25,000	4,000	0	0	15,000	0	0
4452	Excelsior Sponsor	0	0	15,000	15,000	0	0	15,000	0	0
4453	South Pier Sponsor	0	0	3,500	3,500	0	0	3,500	0	0
4454	Lowestoft Cricket Club Sponsor	0	0	2,000	2,000	0	0	3,000	0	0
4455	Kirkley Peoples Forum Sponsor	0	0	5,580	1,395	0	0	6,600	0	0
4456	Music Prescription Sponsor	0	0	4,800	4,900	0	0	4,900	0	0
4457	Scores Race Sponor	0	0	5,000	0	0	0	0	0	0
4458	Heritage Open Days Sponsor	0	0	5,000	0	0	0	0	0	0
4459	MIND Sponsor	0	0	5,000	5,000	0	0	5,000	0	0
4460	Lowestoft and Plaisir Twinning	0	0	1,000	0	0	0	1,000	0	0
4461	Friends Groups	0	0	1,000	0	0	0	1,000	0	0
4462	Wherry Lines Sponsor	0	0	500	0	0	0	500	0	0
	Overhead Expenditure	0	0	123,380	87,868	0	0	145,500	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	0	(123,380)	(87,868)	0		(145,500)		
320	**Sports**									
4200	EMR Contribution	0	0	25,000	0	0	0	25,000	0	0
4485	Sports and Development	0	0	20,000	10,291	0	0	25,000	0	0
5010	Sports Ground Maintenance	0	0	15,450	15,116	0	0	15,000	0	0
	Overhead Expenditure	0	0	60,450	25,407	0	0	65,000	0	0
	Movement to/(from) Gen Reserve	0	0	(60,450)	(25,407)	0		(65,000)		
350	**Marina Theatre**									
1000	Property Lettings - Exempt	0	0	20,000	15,000	0	0	20,000	0	0
1092	Marina Theatre Grant	0	1,012,500	0	1,525,000	0	0	0	0	0
1211	Loan Repayment	0	0	10,000	10,000	0	0	10,000	0	0
	Total Income	0	1,012,500	30,000	1,550,000	0	0	30,000	0	0
4315	Cleaning	4,562	2,648	0	0	0	0	0	0	0
4340	Furniture & Equipment	0	0	0	0	0	0	21,800	0	0
4505	Marina Theatre Management Fee	150,000	150,000	150,000	150,000	0	0	150,000	0	0
5000	Repairs & Maintenance	27,939	39,037	28,778	24,560	0	1,890	20,000	0	0
5020	Project Expenditure	0	785,012	244,000	1,707,062	0	0	0	0	0
9980	DMO Repayments	0	0	13,167	6,613	0	0	12,929	0	0
	Overhead Expenditure	182,501	976,697	435,945	1,888,235	0	1,890	204,729	0	0
	350 Net Income over Expenditure	-182,501	35,803	-405,945	-338,235	0	-1,890	-174,729	0	0
6000	plus Transfer from EMR	0	7,508	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(182,501)	43,311	(405,945)	(338,235)	0		(174,729)		

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
355	**Box Office Building**									
1000	Property Lettings - Exempt	20,000	20,000	0	0	0	0	0	0	0
	Total Income	20,000	20,000	0	0	0	0	0	0	0
9980	DMO Repayments	13,406	13,406	0	0	0	0	0	0	0
	Overhead Expenditure	13,406	13,406	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	6,594	6,594	0	0	0		0		
400	**Allotments**									
1100	Allotment Income	601	601	620	583	0	0	620	0	0
	Total Income	601	601	620	583	0	0	620	0	0
4600	Administration Fee - Allotment	1,812	1,812	1,867	0	0	0	1,867	0	0
4601	Allotment Maintenance	16,030	2,316	16,511	3,832	0	0	1	0	0
	Overhead Expenditure	17,842	4,128	18,378	3,832	0	0	1,868	0	0
	Movement to/(from) Gen Reserve	(17,241)	(3,527)	(17,758)	(3,249)	0		(1,248)		
401	**Parks and Open Spaces**									
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0
	Total Income	0	3,464	0	0	0	0	0	0	0
4625	GELP Railway Rent	0	0	25	0	0	0	25	0	0
5000	Repairs & Maintenance	25,750	14,113	26,523	12,182	0	0	27,500	0	0
5030	Parks Development	0	2,120	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	46,350	49,120	0	0	55,550	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	70,750	54,995	72,898	61,302	0	0	83,075	0	0
	401 Net Income over Expenditure	-70,750	-51,531	-72,898	-61,302	0	0	-83,075	0	0
6000	plus Transfer from EMR	0	2,120	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(70,750)	(49,411)	(72,898)	(61,302)	0		(83,075)		
410	**Great Eastern Linear Park**									
4625	GELP Railway Rent	24	0	0	0	0	0	0	0	0
	Overhead Expenditure	24	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(24)	0	0	0	0		0		
425	**Sparrows Nest**									
1000	Property Lettings - Exempt	25,200	25,900	25,900	19,425	0	0	25,900	0	0
1205	Memorial Benches	0	325	0	82	0	0	0	0	0
	Total Income	25,200	26,225	25,900	19,507	0	0	25,900	0	0
4300	Business Rates	1,068	1,035	1,068	1,035	0	0	1,035	0	0
4365	Utilities	13,905	5,311	14,323	3,370	0	0	5,500	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0
5031	Memorial Bench	0	0	0	57	0	0	0	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0
	Overhead Expenditure	114,973	46,896	15,391	4,462	0	0	6,535	0	0
	425 Net Income over Expenditure	-89,773	-20,671	10,509	15,045	0	0	19,365	0	0
6000	plus Transfer from EMR	0	36,550	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(89,773)	15,879	10,509	15,045	0		19,365		

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
430	**Belle Vue Park**									
1000	Property Lettings - Exempt	2,771	1,599	0	0	0	0	0	0	0
	Total Income	2,771	1,599	0	0	0	0	0	0	0
4301	Council Tax	0	61	0	1,798	0	0	1,800	0	0
4365	Utilities	0	0	0	79	0	0	250	0	0
5000	Repairs & Maintenance	10,849	0	0	3,239	0	0	0	0	0
5030	Parks Development	0	3,566	0	0	0	0	0	0	0
5105	Capital Investment	0	0	0	23,310	0	0	40,000	0	0
	Overhead Expenditure	10,849	3,626	0	28,427	0	0	42,050	0	0
	430 Net Income over Expenditure	-8,078	-2,028	0	-28,427	0	0	-42,050	0	0
6000	plus Transfer from EMR	0	3,076	0	26,549	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,078)	1,048	0	(1,878)	0		(42,050)		
435	**Denes Oval**									
1085	Donations	0	8,000	0	0	0	0	0	0	0
1090	Grants	0	15,635	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	708	0	1,655	0	0	0	0	0
	Total Income	0	24,343	0	1,655	0	0	0	0	0
4365	Utilities	7,500	12,030	10,722	7,449	0	0	12,500	0	0
5105	Capital Investment	0	37,691	0	41,936	0	0	0	0	0
	Overhead Expenditure	7,500	49,720	10,722	49,385	0	0	12,500	0	0
	Movement to/(from) Gen Reserve	(7,500)	(25,377)	(10,722)	(47,730)	0		(12,500)		
440	**Normanston Park**									

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000	Property Lettings - Exempt	6,250	6,250	6,250	4,688	0	0	6,250	0	0
1090	Grants	0	3,900	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	115	0	-222	0	0	0	0	0
1205	Memorial Benches	0	0	0	1,485	0	0	0	0	0
1210	Recharges	0	7,783	0	0	0	0	0	0	0
	Total Income	6,250	18,048	6,250	5,951	0	0	6,250	0	0
4365	Utilities	6,180	10,301	5,386	2,815	0	0	12,000	0	0
5031	Memorial Bench	0	0	0	1,435	0	0	0	0	0
5105	Capital Investment	85,000	65,730	0	4,652	0	0	0	0	0
	Overhead Expenditure	91,180	76,031	5,386	8,902	0	0	12,000	0	0
	440 Net Income over Expenditure	-84,930	-57,984	864	-2,951	0	0	-5,750	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,930)	(52,984)	864	(2,951)	0		(5,750)		
445	**Kensington Garden Park**									
1000	Property Lettings - Exempt	3,145	3,100	3,145	2,325	0	0	3,100	0	0
1090	Grants	0	9,831	0	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	1,584	0	0	0	0	0
1300	Capital Works	0	0	0	0	0	0	0	0	0
	Total Income	3,145	13,256	3,145	3,909	0	0	3,100	0	0
4365	Utilities	10,000	5,207	3,506	4,609	0	0	5,000	0	0
5031	Memorial Bench	0	0	0	1,334	0	0	0	0	0
5105	Capital Investment	0	10,848	0	1,018	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	10,000	16,055	3,506	6,960	0	0	5,000	0	0
	Movement to/(from) Gen Reserve	(6,855)	(2,800)	(361)	(3,052)	0		(1,900)		
450	**Kirkley Fen Park**									
4365	Utilities	5,000	142	5,150	59	0	0	5,000	0	0
	Overhead Expenditure	5,000	142	5,150	59	0	0	5,000	0	0
	Movement to/(from) Gen Reserve	(5,000)	(142)	(5,150)	(59)	0		(5,000)		
482	**Play Areas - General**									
4155	Compliance	6,665	7,493	8,000	2,728	0	1,539	4,400	0	0
4200	EMR Contribution	25,000	12,454	0	0	0	0	0	0	0
4355	Refurbishment	130,000	89,505	0	0	0	0	81,454	0	0
4485	Sports and Development	0	0	0	0	0	0	0	0	0
5000	Repairs & Maintenance	30,000	4,847	15,000	1,248	0	0	15,000	0	0
	Overhead Expenditure	191,665	114,299	23,000	3,977	0	1,539	100,854	0	0
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(191,665)	(24,794)	(23,000)	(3,977)	0		(100,854)		
488	**Walmer Road**									
1200	Room and Land Hire Income	0	500	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
500	**Public Conveniences**									
4315	Cleaning	8,718	15,348	9,480	2,895	0	0	8,000	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0
4365	Utilities	6,000	3,463	4,000	2,184	0	0	4,000	0	0
5105	Capital Investment	0	200	0	0	0	0	0	0	0
	Overhead Expenditure	84,718	96,755	13,480	5,079	0	0	12,000	0	0
6000	plus Transfer from EMR	0	77,943	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,718)	(18,811)	(13,480)	(5,079)	0		(12,000)		
505	**The Triangle Market**									
1020	Market Income	0	605	0	315	0	0	0	0	0
	Total Income	0	605	0	315	0	0	0	0	0
4355	Refurbishment	0	0	0	12,938	0	0	0	0	0
4365	Utilities	5,356	7,789	5,517	5,024	0	0	8,000	0	0
4465	Events	0	3,932	0	2,629	0	0	0	0	0
5000	Repairs & Maintenance	5,000	12,891	5,000	1,887	0	0	5,000	0	0
5105	Capital Investment	0	250	0	0	0	0	0	0	0
	Overhead Expenditure	10,356	24,861	10,517	22,478	0	0	13,000	0	0
	505 Net Income over Expenditure	-10,356	-24,256	-10,517	-22,164	0	0	-13,000	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,356)	(13,836)	(10,517)	(22,164)	0		(13,000)		
510	**Links Road Car Park**									
1200	Room and Land Hire Income	0	2,180	0	280	0	0	2,400	0	0
	Total Income	0	2,180	0	280	0	0	2,400	0	0
4300	Business Rates	2,185	2,121	2,251	2,121	0	0	2,121	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	2,185	2,121	2,251	2,121	0	0	2,121	0	0
	Movement to/(from) Gen Reserve	(2,185)	59	(2,251)	(1,841)	0		279		
515	**Whitton Estate Meeting Hall**									
1200	Room and Land Hire Income	0	2,786	0	2,644	0	0	0	0	0
	Total Income	0	2,786	0	2,644	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	2,786	0	2,644	0		0		
555	**Community Halls**									
1000	Property Lettings - Exempt	1,000	1,000	1,000	1,000	0	0	1,000	0	0
1200	Room and Land Hire Income	0	0	0	83	0	0	0	0	0
	Total Income	1,000	1,000	1,000	1,083	0	0	1,000	0	0
4115	Professional Fees and Subscrip	0	910	0	0	0	0	0	0	0
4155	Compliance	679	1,046	500	44	0	0	0	0	0
4300	Business Rates	0	1,758	0	2,197	0	0	2,197	0	0
4315	Cleaning	5,784	1,928	612	491	0	0	500	0	0
4365	Utilities	2,498	1,359	2,000	75	0	0	2,000	0	0
5000	Repairs & Maintenance	5,150	2,359	5,305	2,476	0	0	3,000	0	0
	Overhead Expenditure	14,111	9,359	8,417	5,283	0	0	7,697	0	0
	Movement to/(from) Gen Reserve	(13,111)	(8,359)	(7,417)	(4,201)	0		(6,697)		
600	**Community Safety**									
5055	Defibrillators	10,300	4,769	5,000	0	0	0	5,000	0	0
5060	Community Safety	0	910	1,000	0	0	0	0	0	0
6505	CCTV	0	0	20,000	0	0	0	20,000	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	10,300	5,679	26,000	0	0	0	25,000	0	0
	Movement to/(from) Gen Reserve	(10,300)	(5,679)	(26,000)	0	0		(25,000)		
650	**Climate Emergency**									
1210	Recharges	0	0	0	5,483	0	0	0	0	0
	Total Income	0	0	0	5,483	0	0	0	0	0
4150	Travel Expenses	10,500	11,881	15,000	8,225	0	0	15,000	0	0
4315	Cleaning	0	0	0	0	0	0	3,000	0	0
5045	Climate Emergency	15,000	16,471	14,200	8,489	0	0	25,000	0	0
5220	Waste Disposal	22,289	20,276	21,554	13,513	0	0	21,500	0	0
5225	Bulky Waste	11,303	24,604	27,125	6,740	0	0	37,000	0	0
5230	Water Refill Stations	2,626	0	0	0	0	0	0	0	0
	Overhead Expenditure	61,718	73,231	77,879	36,967	0	0	101,500	0	0
	650 Net Income over Expenditure	-61,718	-73,231	-77,879	-31,484	0	0	-101,500	0	0
6000	plus Transfer from EMR	0	5,922	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(61,718)	(67,309)	(77,879)	(31,484)	0		(101,500)		
655	**Trees & Horticulture**									
4365	Utilities	1,000	33	0	0	0	0	0	0	0
5040	Horticultural	0	0	0	0	0	0	1	0	0
6515	Bulbs	7,500	4,176	10,000	3,047	0	0	10,000	0	0
6520	Mulching	0	137	0	0	0	0	1	0	0
6525	Tree Planting	0	0	10,000	762	0	0	5,000	0	0
6530	Tree Works	0	0	63,750	18,380	0	0	70,000	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 8)

Note: 30th November 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6540	Tree Inspections	0	0	8,000	2,086	0	1,374	0	0	0
	Overhead Expenditure	8,500	4,346	91,750	24,275	0	1,374	85,002	0	0
	Movement to/(from) Gen Reserve	(8,500)	(4,346)	(91,750)	(24,275)	0		(85,002)		
	Total Budget Income	2,395,118	4,854,354	2,584,427	5,987,329	0	0	214,270	0	0
	Expenditure	2,755,755	4,008,400	3,077,888	5,384,549	0	14,510	3,258,274	9,165	82,683
	Net Income over Expenditure	-360,637	845,954	-493,461	602,781	0	-14,510	-3,044,004	-9,165	-82,683
	plus Transfer from EMR	0	260,290	0	26,549	0	0	0	0	0
	less Transfer to EMR	0	5,216	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(360,637)	1,101,029	(493,461)	629,330	0		(3,044,004)		

Lowestoft Town Council

Budget and Loan Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 10 November 2025 at 13:00

MINUTES

Present: Wendy Brooks, Neil Coleby, Graham Parker and Andy Pearce

In attendance: James Cox (Finance Manager and RFO) and Jill Hook (Finance Assistant)

73 To receive and consider approval of apologies for absence - Apologies were received from Cllr Bernie Rappensberger with reasons provided. Cllr Coleby proposed approval of apologies; seconded by Cllr Pearce; all in favour.
Cllr Keith Patience was absent with no apologies received.

74 Declarations of interests and dispensations

74.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – No declarations were made.

74.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

75 To consider the draft minutes of the meeting on 3 November 2025 – Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Brooks; all in favour.

76 To review the 2025-2026 Lowestoft Town Council budget and reserves

Councillor Brooks temporarily left the chamber at 13:19

Cllr Coleby proposed to recommend to the Finance and Governance Committee to use the Town Hall non-project reserves of £9,165 for the opening of the Town Hall publicity costs; seconded by Cllr Pearce; three in favour.

Councillor Brooks returned to the chamber at 13:20

Cllr Pearce proposed to recommend to the Finance and Governance Committee a virement of £15,000 from the 2025/26 Community Engagement budget to Community Grants; seconded by Cllr Coleby; all in favour.

Personnel recommended to Full Council the inclusion of an additional Grounds Maintenance Team member in January rather than April, if there was budget available, **at a pro rata'd** cost of £8,500. The Town Hall Manager was budgeted from October but would not be employed until January, at the earliest, resulting in an underspend. The Finance Manager agreed to notify Full Council of funds available within Staff Contingency.

77 To review the 2026–2027 Lowestoft Town Council Budget and reserves
<u>Staff</u>

Salaries - The total budget for 26/27 was included at £1,135,310 including on-costs, assuming a 5% cost of living increase. The Town Hall Manager was included at the maximum salary. Additional Town Hall personnel including an Assistant Manager and/or Marketing personnel were not included. These are to be considered at the next Budget and Loan Sub-Committee Meeting with the Town Hall Project Manager. The apprentice Grounds Maintenance Team member was not included as a briefing paper was to be prepared.

Job Adverts – This budget line would be considered, following the Town Hall meeting, once the number of additional staff were confirmed.

Staffing Contingency – The £84,249 in the 2025/26 budget included the NJC pay award. It was agreed to include the pay award within salaries in the 2026/27 budget so a reduced amount of £40,000 was included.

Staff Training – The training requirements of additional Town Hall staff was unknown, so the 2025/26 budgeted amount was entered for 26/27. This would be considered again at the end of the budget process.

Councillor Training - £3,000 was included.

HR – The Finance Manager agreed to calculate and include before the budget review. Officers were requested to confirm the termination date of the current HR contract.

Payroll – The Finance Manager agreed to calculate and include before the budget review.

EMR – This would be considered at a future EMR Budget and Loan Sub-Committee meeting.

<u>Civic</u>
Civic and Ceremonial - The cost of storage was included at £2,400.

Travel Expenses – £1,000 was included.

Arts & Heritage – The £30,000 would be spent on tangible, physical items including statues, if grant funding was unavailable, along with restoration work once the Town Hall project was complete. A new nominal code was created for Twinning Costs with £300 for gifts and travel costs.

Officers were requested to include an item on the December Finance and Governance Committee agenda to consider formalising the current Lowestoft Plaisir Twinning arrangement as a sponsorship with reviewable terms.

The Climate and Community Safety budgets to be considered at the Budget and Loan Sub-Committee meeting on 24th November 2025.

78 Date of next meeting

17 November 2025

79 Items for the next agenda and close
Town Hall

The meeting was closed at 14:49

Signed:
13 November 2025

Lowestoft Town Council

Budget and Loan Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 17 November 2025 at 13:00

MINUTES

Present: Wendy Brooks, Graham Parker and Andy Pearce

In attendance: James Cox (Finance Manager and RFO), Sarah Foote (Town Clerk), Jill Hook (Finance Assistant) and Sheila King (Town Hall Project Manager)

80 To receive and consider approval of apologies for absence – Apologies were received from Cllrs Neil Coleby, Bernie Rappensberger and Deborah Ray with reasons provided. Cllr Parker proposed approval of apologies; seconded by Cllr Pearce; all in favour.
Cllr Keith Patience was absent with no apologies received.

81 Declarations of interests and dispensations

81.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda - No declarations were made.

81.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

82 To consider the draft minutes of the meeting on 10 November 2025 – Cllr Pearce proposed approval of the draft minutes, seconded by Cllr Brooks; all in favour

83 To review the 2025-2026 Lowestoft Town Council budget and reserves – there were no matters to be discussed

84 To review the 2026–2027 Lowestoft Town Council Budget and reserves

Town Hall

The Town Hall Project Manager (THPM) summarised the budget and the assumptions made in the calculations.

Income:
The operational budgets were calculated in 8- week periods. This was beneficial for periods of activities that might occur during term-times, summer and Christmas periods, for example. Each period of income was rolled up to obtain the Year 3 totals, assuming this would be the first full year of operations.

Event Hall Bar Income – These included funerals, parties, weddings, events and a beer festival. Each type of event was linked to staffing costs dependant on the event type. The staff costs would be for zero-hours personnel employed by the Town Hall, if permitted by legislation.

Costs:
Bar stock costs were calculated at 35% of the income

Merchandise in the shop was calculated at 40% of the income.
Business Rates was included at £30,000 per annum but it may be possible to make an economic argument to East Suffolk Council stating the contribution towards the economic regeneration of the Town Hall was such that it would be wrong to levy business rates against it.
Insurances – This included Employers and Public Liability Insurance.
IT support – This included the cost of a booking system for the co-worker and locker bookings.
Building maintenance – The £40,000 covered all requirements from architects, mechanical, electrical (PAT testing) to cleaning gutters every six months and windows being repainted every 5 years. Although costs would be low at the outset, the underspends would be rolled over to reserves to compensate for the higher costs in later years.
Bank charges were calculated at 1.7% of cash income
Activity costs – These included materials for the Heritage Officer and Apprentice to carry out activities.
Staff costs – It was confirmed the Café staff were not included.
Other Bar Costs - This included costs such as the annual licence fee for the EPOS system, steam cleaning the events kitchen twice a year using a contractor, and equipment servicing.

In September 2028 there would be no more funding from the Heritage Fund.

Revised costs for the 2026/27 budget were required for January to March 2027.

It was assumed the Town Hall would be handed over to the Town Council in December 2026 and therefore no events or rental income would be generated in the final three months of the budget year. Some merchandise sales from visitors to the Town Hall and café would be expected.

The Town Hall Manager would be included for the full year. There was some uncertainty when the Marketing personnel and Assistant Manager would be required.

The Heritage Officer and Heritage Apprentice costs would be included at 33%, increasing to 65% when the Town Hall opens.

The Town Clerk entered the chamber at 14:08

The Finance Manager suggested running two payrolls – one for the Town Hall and one for the Town Council staff. The accounting for cleaning, concierge and security staff costs need to be considered due to the overlap of work between the Town Hall and the Town Council.

85 Date of next meeting
24 November 2025

86 Items for the next agenda and close
Climate and Community Safety

The meeting was closed at 14:31

Signed:
20 November 2025

Lowestoft Town Council

Budget and Loan Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 01 December 2025 at 13:00

MINUTES

Present: Wendy Brooks, Graham Parker, Andy Pearce, Deborah Ray

In attendance: James Cox (Finance Manager and RFO) and Jill Hook (Finance Assistant)

87 To receive and consider approval of apologies for absence – Apologies were received from Cllrs Neil Coleby and Bernie Rappensberger with reasons provided. Cllr Pearce proposed approval of apologies; seconded by Cllr Parker; all in favour.

Cllr Keith Patience was absent with no apologies received.

88 Declarations of interests and dispensations

88.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – No declarations were made

88.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

89 To consider the draft minutes of the meeting on 17th November 2025 – Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Parker; three in favour, one abstention.

90 To review the 2025-2026 Lowestoft Town Council budget and reserves – The Finance Manager agreed to check when the Town Hall Manager was due to commence employment.

91 To review the 2026–2027 Lowestoft Town Council Budget and reserves
A general overview was given to Cllr Ray as a new sub-committee member.

<u>Climate</u>
Travel Expenses – A £15,000 budget was agreed due to the increased number of vehicles and personnel in the 2025/26 budget year.
Cleaning for the Marina Theatre – £3,000 budget was comparable to the 2024/25 spend.
Climate Emergency – £15,000 for general climate expenditure (eg. Leaflet printing for the Transport Working Group) and a **further £10,000 for the Town Council's Climate Impact** Survey.
It was suggested, in order to progress the Climate Impact Survey, to include it on the next Climate and Ecological Emergency Agenda inviting the Facilities and Contracts Manager.

The tracking of energy usage by the Finance team was considered with training required on carbon budgets. The Finance Manager agreed to follow up with the Town Clerk and the Committee Clerk and Planning Assistant. This could be covered from the existing training budget.

Waste disposal - £21,500 was included, comparable with current year actual spends. Bulky waste - £37,000 was included. Due to the delay with the current contract, there will be an underspend in the 2025/26 financial year. This underspend will be rolled forward reducing the precept for the new budget year.

The Kittiwakes Partnership was discussed and any issues Committee Members had with the standard of cleaning should request an agenda item on the relevant Climate and Ecological Committee agenda.

James Cox temporarily left the chamber at 13:56

James Cox returned to the chamber at 13:57

The budget allocation of the Town Hall solar panels was considered and the Finance Manager agreed to check the resolution for clarity.

Community Safety
Defibrillators – £5,000, including maintenance, was included. An agenda item to review and update the defibrillator map was to be included at the next Community Safety Sub Committee meeting.

Community Safety - £29,460 was in reserves of which £10,000 was ringfenced for speed indicator devices.

Cllr Parker temporarily left the chamber at 14:18 as an East Suffolk Council councillor

CCTV – the current CCTV situation was discussed and an approximate cost of £16,000 had been received for a pilot scheme at Fen Park and Sparrows Nest which included the cost of the cameras. £20,000 was rolled over from the current year.

Cllr Parker returned to the chamber at 14:26

Cllr Brooks temporarily left the chamber at 14:26

Cllr Brooks returned to the chamber at 14:30

An overview of the current budget position was discussed (up to and including the Town Hall cost centre):

- The precept was currently at £3.135m but was expected to be reduced
- The £4.1m PWLB loan had been drawn down at 6.3% and this is intended to be put into a short-term savings account so the interest was expected to total approximately £30,000 for the first part of 2026/2027. A Full Council agenda item was requested for a specific resolution authorising investment of the funds.

- An approximate Insurance cost was expected next week but the insurance company cannot tender until 90 days before the insurance is due.
- The Legal budget remained the same as the current financial year, but the Finance Manager will confirm with the Town Clerk.
- Election costs had remained the same as the current year with an additional £10,000 for a potential by-election.
- Consultancy costs of £20,000 had been included but this will be considered with the Town Clerk.
- The requirement for Health and Safety advice had been reduced hence the reduction in contract costs.
- The Finance Manager confirmed the calculation and allocation of the Heritage Officer and Apprentice salary costs were still outstanding.
- A potential staff training underspend could be carried forward.
- Following the Autumn Budget, Business rates may be reduced. This calculation was still outstanding.

92 Date of next meeting
8th December 2025

93 Items for the next agenda and close

The meeting was closed at 14:44

Signed:
03 December 2025

Receipts for Month 8 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**3,057,376.76**					**3,057,376.76**	
7145	Banked **03/11/2025**	**28.00**						
	Sales Recpts Page 488	28.00	28.00		100			Sales Recpts Page 488
7146	Banked **06/11/2025**	**6.42**						
7146	Stripe	6.42			1200	435	8.09	Denes Oval floodlights
					4365	435	-1.67	Denes Oval floodlights
7147	Banked **07/11/2025**	**200.00**						
	Sales Recpts Page 489	200.00	200.00		100			Sales Recpts Page 489
7148	Banked **07/11/2025**	**45.00**						
	Sales Recpts Page 490	45.00	45.00		100			Sales Recpts Page 490
7149	Banked **07/11/2025**	**75.00**						
	Sales Recpts Page 491	75.00	75.00		100			Sales Recpts Page 491
7150	Banked **10/11/2025**	**2.64**						
7150	Stripe	2.64			1200	435	3.50	Denes Oval floodlights
					4365	435	-0.86	Denes Oval floodlights
7151	Banked **11/11/2025**	**160.00**						
	Sales Recpts Page 492	160.00	160.00		100			Sales Recpts Page 492
7152	Banked **11/11/2025**	**1.69**						
7152	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7153	Banked **12/11/2025**	**261,265.59**						
7153	National Heritage	261,265.59			1091	160	261,265.59	TH NHLF funding
7154	Banked **12/11/2025**	**405,961.96**						
7154	HMRC	405,961.96			105		405,861.88	VAT refund Q2
					1080	100	100.08	VAT interest rec'd Q2
7155	Banked **12/11/2025**	**5.32**						
7155	Stripe	5.32			1200	435	6.00	Denes Oval floodlights
					4365	435	-0.68	Denes Oval floodlights
7157	Banked **12/11/2025**	**18.50**						
7157	Robinson M & MA	18.50			1020	505	18.50	Weekly market income
7158	Banked **12/11/2025**	**18.50**						
7158	Robinson M & MA	18.50			1020	505	18.50	Weekly market income 3/10
7156	Banked **13/11/2025**	**7.94**						
7156	Stripe	7.94			1200	435	9.61	Denes Oval floodlights
					4365	435	-1.67	Denes Oval floodlights
7159	Banked **14/11/2025**	**1.69**						
7159	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7160	Banked **14/11/2025**	**200.00**						

Continued on Page 86

Receipts for Month 8 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 493	200.00	200.00		100			Sales Recpts Page 493
7161	Banked **17/11/2025**	**1.69**						
7161	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7162	Banked **18/11/2025**	**130.00**						
	Sales Recpts Page 494	130.00	130.00		100			Sales Recpts Page 494
7163	Banked **20/11/2025**	**1.92**						
7163	Stripe	1.92			1200	435	2.50	Denes Oval Floodlights
					4365	435	-0.58	Denes Oval Floodlights
7164	Banked **21/11/2025**	**200.00**						
	Sales Recpts Page 495	200.00	200.00		100			Sales Recpts Page 495
7165	Banked **24/11/2025**	**18.50**						
7165	Robinson M & MA	18.50			1020	505	18.50	Weekly market income 10/10
7166	Banked **24/11/2025**	**18.50**						
7166	Robinson M & MA	18.50			1020	505	18.50	Weekly market income 17/10
7167	Banked **24/11/2025**	**175.00**						
	Sales Recpts Page 496	175.00	175.00		100			Sales Recpts Page 496
7168	Banked **25/11/2025**	**-100.00**						
	Sales Recpts Page 497	-100.00	-100.00		100			Sales Recpts Page 497
7169	Banked **27/11/2025**	**7.45**						
7169	Stripe	7.45			1200	435	9.11	Denes Oval Floodlights
					4365	435	-1.66	Denes Oval Floodlights
	Total Receipts for Month	668,451.31	1,113.00	0.00			667,338.31	
	Cashbook Totals	3,725,828.07	1,113.00	0.00			3,724,715.07	

Continued on Page 87

Payments for Month 8 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2025	DVLA	7B61	29.31			6500	100	29.31	Road Tax AY72HNM
03/11/2025	DVLA	7B62	29.31			6500	100	29.31	Road Tax AV72 ZGM
03/11/2025	DVLA	7B63	30.18			6500	100	30.18	Road tax AX72BVL
03/11/2025	DVLA	7B64	30.18			6500	100	30.18	Road tax DN70ZYZ
03/11/2025	Jill Hook	7B72	10.40		1.72	4160	150	8.68	JH Parking Oct 25
03/11/2025	Novuna Business Finance	7B59	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
03/11/2025	Novuna Business Finance	7B60	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
03/11/2025	Fuel Card Services Ltd	7B65	126.22	126.22		500			Fuel Oct 25
03/11/2025	East Suffolk Council	7B66	212.00	212.00		500			Links Rd Car Park Rates 25/26
03/11/2025	East Suffolk Council	7B67	104.00	104.00		500			SN Bowls Club Rates 25/26
03/11/2025	East Suffolk Council	7B68	998.00	998.00		500			HH Rates Apr25-Mar26
03/11/2025	East Suffolk Council	7B69	761.00	761.00		500			Unit 2 rates Apr25-Mar26
03/11/2025	East Suffolk Council	7B70	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
03/11/2025	East Suffolk Council	7B71	180.00	180.00		500			BVP rates to Mar 26
04/11/2025	Royal British Legion	7B86	100.00			4480	300	100.00	5 Poppy wreaths
04/11/2025	A1 Clearance and Recycling Lim	7B73	3,108.00	3,108.00		500			October bulky waste
04/11/2025	Garden Discount Centre Ltd	7B74	35.24	35.24		500			Chain oil
04/11/2025	Munnings Supplies Ltd	7B75	234.00	234.00		500			Grip gloves & joggers
04/11/2025	Rouse Forestry	7B76	2,820.00	2,820.00		500			Sycamore removed on Ravine
04/11/2025	Travis Perkins Trading Company	7B77	181.12	181.12		500			Cement/scaffold boards/trowel
04/11/2025	Tudor Environmental	7B78	1,136.36	1,136.36		500			Rock salt
04/11/2025	Wilco Motor Spares Ltd	7B79	14.00	14.00		500			Giant funnel
04/11/2025	BUNZL Cleaning & Hygiene Suppl	7B80	331.14	331.14		500			Hand towels & toilet tissue
04/11/2025	Smith Bros Timber (East Anglia	7B81	36.85	36.85		500			Screws & washers
04/11/2025	Kirkley Run Service Station	7B82	54.00	54.00		500			Puncture repair grass cutter
04/11/2025	Smith Bros Timber (East Anglia	7B83	37.92	37.92		500			2.4m sleepers
04/11/2025	Cooks Blinds and Shutters Ltd	7B84	295.20	295.20		500			Serv & inspect overhead door
04/11/2025	R J Pryce & Co Ltd	7B85	6.16	6.16		500			Evostik
04/11/2025	Cloudy Group Ltd	7B87	1,869.58	1,869.58		500			Microsoft and support
05/11/2025	Wave Ltd	7B88	0.09	0.09		500			Wter Putting Green 23/4/25
05/11/2025	Blachere Illuminaton UK Ltd	7B89	3,333.80	3,333.80		500			Yr2 lights removal & storage
05/11/2025	Claranet Ltd	7B90	93.47	93.47		500			Domain reg'n 2/11/25-1/11/26
05/11/2025	Wilco Motor Spares Ltd	7B91	135.00	135.00		500			Adblue
05/11/2025	Community Action Suffolk	7B92	62.50	62.50		500			DBS HB + service fee
05/11/2025	V.C. Cooke	7B93	915.60	915.60		500			Rental Oct 25
06/11/2025	OPR Consulting Ltd	7B95	1,575.00	1,575.00		500			Legal/complaint report/MT
06/11/2025	East Point Business Services	7B96	13,985.96	13,985.96		500			Advance service chg HH 25

Continued on Page 88

Payments for Month 8 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/11/2025	The Marina Theatre Trust	7B97	266.50	266.50		500			Storage unit
06/11/2025	Fleet Line Markers Ltd	7B98	225.60	225.60		500			Pitchmarker
06/11/2025	Festivals and Events Internati	7B99	6,000.00	6,000.00		500			MT options appraisal 50%
07/11/2025	Wave Ltd	7B94	16.24	16.24		500			Water P Green 24/4-23/10/25
10/11/2025	Fuel Card Services Ltd	7C00	106.80	106.80		500			Fuel Oct 25
10/11/2025	Sage Global Services Ltd	7C01	49.80	49.80		500			Payroll to 4/12/25
11/11/2025	HMRC	7C03	19,272.57			525		19,272.57	PAYE/NIC Mth 7 Oct 25
11/11/2025	Suffolk Pension Fund	7C04	17,228.84			530		17,228.84	Mth 7 Pension
11/11/2025	Lauren Elliott	7C14	41.60		6.88	4160	150	34.72	LE Oct reimbursement
11/11/2025	Nick Walker Thatching	7C02	7,770.00	7,770.00		500			Thatching BVP Lodge
11/11/2025	Smith Bros Timber (East Anglia	7C05	56.42	56.42		500			Mts 47x50mm Reg
11/11/2025	Munnings Supplies Ltd	7C06	664.80	664.80		500			Various PPE
11/11/2025	Excite Solutions Ltd	7C07	624.00	624.00		500			Grounds maint Oct
11/11/2025	Wolseley	7C08	160.91	160.91		500			Screwdriver set
11/11/2025	Octopus Energy Limited	7C09	10.21	10.21		500			Electric Sdg chg BVL20/10-5/11
11/11/2025	Screwfix	7C10	445.32	445.32		500			Boots
11/11/2025	NBB Recycled Furniture	7C11	1,986.00	1,986.00		500			Activity top benches
11/11/2025	Kirkley Pocket Parks	7C12	731.28	731.28		500			Kirkley Pocket Parks plants
11/11/2025	NBB Recycled Furniture	7C13	654.00	654.00		500			Activity table bench
13/11/2025	Peter Colby Commercials Ltd	7C15	120.00	120.00		500			Unit 2 rent Nov 25
13/11/2025	Peter Colby Commercials Ltd	7C16	2,291.04	2,291.04		500			P/Ledger Electronic Payment
13/11/2025	LaserUs	7C17	500.00	500.00		500			Bomb disposal plaque
13/11/2025	Peter Colby Commercials Ltd	7C18	120.00	120.00		500			P/Ledger Electronic Payment
14/11/2025	Parkers Pitches Ltd	7C19	156.00	156.00		500			Fertiliser applied to wickets
14/11/2025	Butler and Castell	7C20	3,412.50	3,412.50		500			Picture cleaning & reframing
14/11/2025	Aura Visions Ltd	7C21	18,931.20	18,931.20		500			Stained glass window restor'n
14/11/2025	Plastica	7C22	497.40	497.40		500			Argonaut Pump SN Koi pond
14/11/2025	Smith Bros Timber (East Anglia	7C23	155.87	155.87		500			Screws and washers
14/11/2025	East Coast Mower Services	7C24	60.00	60.00		500			Repairs to Hyundai compressor
14/11/2025	Apex Scaffolding Anglia Limite	7C25	1,080.00	1,080.00		500			Scaffold 13/1-10/11 Museum SN
14/11/2025	HAT Projects Ltd	7C26	18,088.97	18,088.97		500			Stage 5 fees 33rd drawdown
14/11/2025	Andrew Morton Associates Ltd	7C27	3,068.02	3,068.02		500			Valuations & cost reports
14/11/2025	Harriet Foster	7C28	1,779.00	1,779.00		500			Sep/Oct 25 observ'ns & meeting
14/11/2025	Barnes Construction	7C29	150,000.00	150,000.00		500			Interim Cert no 8
14/11/2025	Claxton Creative Ltd	7C30	760.76	760.76		500			Filming & editing Sep/Oct
14/11/2025	MossKing Associates Ltd	7C31	6,422.00	6,422.00		500			Project Mgr Oct 25
14/11/2025	Fleet Line Markers Ltd	7C32	451.20	451.20		500			Pitchmarker
14/11/2025	R J Pryce & Co Ltd	7C33	27.02	27.02		500			Plastikote twist & spray

Continued on Page 89

Payments for Month 8 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/11/2025	Elecosoft UK Ltd	7C34	10,498.80	10,498.80		500			Shiresystem to 23/10/26
14/11/2025	Jess Johnston	7C35	1,290.00	1,290.00		500			Oct 25 Heritage Proj Mgr costs
14/11/2025	Ernest Doe & Sons Ltd	7C39	1,864.02	1,864.02		500			Wessex Land Roller
17/11/2025	C&C Consulting Services Ltd	7C36	369.90	369.90		500			H&S Support
17/11/2025	Credit Card Account	7C37	1,414.87			220		1,414.87	Credit card Oct 25
17/11/2025	Barnes Construction	7C38	150,000.00	150,000.00		500			Interim Cert no 8
17/11/2025	Fuel Card Services Ltd	7C83	613.09	613.09		500			Fuel Oct/Nov 25
18/11/2025	Barnes Construction	7C40	59,854.45	59,854.45		500			Interim Cert no 8
18/11/2025	Eon Energy	7C41	14.71	14.71		500			Electric FP PCs Oct 25
18/11/2025	Need2Store Ltd	7C84	240.00	240.00		500			Unit 164 to 17/12/25
20/11/2025	Travis Perkins Trading Company	7C42	493.61	493.61		500			Fencing pins for Santa Dash
20/11/2025	The Marina Theatre Trust	7C43	971.43	971.43		500			Rechge TP Fire inv 14629
20/11/2025	Ben Burgess GroundsCare Equipm	7C44	547.05	547.05		500			Service of Climber 10-27
20/11/2025	R J Pryce & Co Ltd	7C45	7.86	7.86		500			Rat traps
20/11/2025	East Suffolk Services Ltd	7C46	375.18	375.18		500			Trade Waste Oct-Dec 25
20/11/2025	Seletar Signs	7C47	96.00	96.00		500			'Viewing Area' sign for R Day
20/11/2025	Wilco Motor Spares Ltd	7C48	23.50	23.50		500			Air hose & brass air fittings
20/11/2025	NPower Ltd	7C49	964.16	964.16		500			Electric TM Oct 25
21/11/2025	EE Limited	7C50	1,130.11	1,130.11		500			Mobile charge
21/11/2025	Smith Bros Timber (East Anglia	7C51	141.08	141.08		500			Screws, washer, nuts
21/11/2025	Wilco Motor Spares Ltd	7C52	14.00	14.00		500			Green fuel can
21/11/2025	R J Pryce & Co Ltd	7C53	124.76	124.76		500			Long handle scraper
21/11/2025	Munnings Supplies Ltd	7C54	121.20	121.20		500			Boots/trousers
21/11/2025	SALARIES	NOV SALARY	51,627.77			4000	140	51,627.77	November Salaries
24/11/2025	British Gas	7C55	83.92	83.92		500			P/Ledger Electronic Payment
24/11/2025	Fuel Card Services Ltd	7C56	455.50	455.50		500			Fuel Nov 25
25/11/2025	EE Limited	7C57	34.99	34.99		500			Broadband Unit 2
25/11/2025	Smith Bros Timber (East Anglia	7C58	71.28	71.28		500			6 x 6 rustic lap panels
25/11/2025	R J Pryce & Co Ltd	7C59	16.18	16.18		500			Cable ties
25/11/2025	Munnings Supplies Ltd	7C60	382.80	382.80		500			Joggers
25/11/2025	Folkes Plant & Aggregates Ltd	7C61	85.36	85.36		500			10m Ballast for KG
25/11/2025	Lound Plant Centre	7C62	17.98	17.98		500			Pot & saucer
25/11/2025	Wilco Motor Spares Ltd	7C63	6.00	6.00		500			Screenwash
26/11/2025	NPower Ltd	7C64	127.76	127.76		500			Electric PC KG Oct 25
26/11/2025	NPower Ltd	7C65	146.68	146.68		500			Electric KG Oct 25
26/11/2025	NPower Ltd	7C66	328.09	328.09		500			Electric NP Chg room Oct 25
26/11/2025	NPower Ltd	7C67	703.56	703.56		500			Electric DO Oct 25
26/11/2025	NPower Ltd	7C68	95.86	95.86		500			Electric PC Pkf'ld St Oct 25
26/11/2025	NPower Ltd	7C69	188.60	188.60		500			Electric TH Oct 25
27/11/2025	Apex Scaffolding Anglia Limite	7C70	1,280.40	1,280.40		500			Scaffold BV Cottage to 24.11
27/11/2025	Pakefield Pastures CIC	7C71	100.00	100.00		500			Alpacas - Heritage Skills Mkt

Continued on Page 90

Payments for Month 8 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/11/2025	Travis Perkins Trading Company	7C72	69.29	69.29		500			Tarpaulin
27/11/2025	Ben Burgess GroundsCare Equipm	7C73	77.30	77.30		500			Tie rod end
27/11/2025	P.J. Spillings (Builders) Ltd	7C74	22,767.53	22,767.53		500			Stage Door - MT
27/11/2025	Most Easterly Community Group	7C75	1,680.00	1,680.00		500			Medicine blister pack grant
27/11/2025	The Hotel Victoria	7C76	750.00	750.00		500			Room Hire/buffet BHM awards
27/11/2025	Munnings Supplies Ltd	7C77	46.80	46.80		500			Anti vibration gloves
27/11/2025	Garden Discount Centre Ltd	7C78	297.47	297.47		500			Starter battery
27/11/2025	MJ Training	7C79	189.60	189.60		500			Level 3 1st aid DH/MH
27/11/2025	R J Pryce & Co Ltd	7C80	9.29	9.29		500			Cable ties
27/11/2025	NPower Ltd	7C81	84.55	84.55		500			Electric R'dam Rd PCs
28/11/2025	Eon Energy	7C82	25.52	25.52		500			P/Ledger Electronic Payment
30/11/2025	Unity Trust Bank	7C85	41.40			4110	130	41.40	Service Charge Nov 25
	Total Payments for Month		612,629.71	522,773.28	8.60			89,847.83	
	Balance Carried Fwd		3,113,198.36						
	Cashbook Totals		3,725,828.07	522,773.28	8.60			3,203,046.19	

Receipts for Month 9 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**3,113,198.36**					**3,113,198.36**	
7170	Banked **01/12/2025**	**18.50**						
7170	Robinson M & MA	18.50			1020	505	18.50	Weekly market income 28/11
	Total Receipts for Month	18.50	0.00	0.00			18.50	
	Cashbook Totals	3,113,216.86	0.00	0.00			3,113,216.86	

Continued on Page 86

Payments for Month 9 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2025	DVLA	7C86	29.31			6500	175	29.31	Road tax AY72HNM
01/12/2025	DVLA	7C87	29.31			6500	175	29.31	Road tax AV72 ZGM
01/12/2025	DVLA	7C88	30.18			6500	175	30.18	Road tax AX72 BVL
01/12/2025	DVLA	7C89	30.18			6500	175	30.18	Road tax DN70 ZYZ
01/12/2025	East Suffolk Council	7C90	212.00	212.00		500			Links Rd Car Park Rates 25/26
01/12/2025	East Suffolk Council	7C91	104.00	104.00		500			SN Bowls Club Rates 25/26
01/12/2025	East Suffolk Council	7C92	998.00	998.00		500			HH Rates Apr25-Mar26
01/12/2025	East Suffolk Council	7C93	761.00	761.00		500			Unit 2 rates Apr25-Mar26
01/12/2025	East Suffolk Council	7C94	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
01/12/2025	East Suffolk Council	7C95	180.00	180.00		500			BVP rates to Mar 26
01/12/2025	Event Stuff Ltd	7C96	552.00	552.00		500			Xmas Photo Boards
01/12/2025	Northgate Vehicle Hire Ltd	7C97	1,553.32	1,553.32		500			NU74YCK to 24/11/25
01/12/2025	Tudor Environmental	7C98	390.59	390.59		500			Blower, rakes, shovels
01/12/2025	R J Pryce & Co Ltd	7C99	140.28	140.28		500			Drill bit/pipe cutter/sealant
01/12/2025	Garden Discount Centre Ltd	7D00	289.57	289.57		500			Helmets
01/12/2025	Travis Perkins Trading Company	7D01	7.36	7.36		500			Christmas signs TM
01/12/2025	Shine by ES Consultancy Limite	7D02	800.00	800.00		500			BHM awards host & speaker
01/12/2025	Munnings Supplies Ltd	7D03	102.90	102.90		500			Safety wellington
01/12/2025	Fuel Card Services Ltd	7D04	146.63	146.63		500			Fuel Nov 25
	Total Payments for Month		6,576.63	6,457.65	0.00			118.98	
	Balance Carried Fwd		3,106,640.23						
	Cashbook Totals		3,113,216.86	6,457.65	0.00			3,106,759.21	

Lowestoft Town Council
Grant Awarding Policy

Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	St Luke's Whitton Pantry.
Name of account to which payment to be made (explain if not your organisation's name)	St Luke's Church [redacted]
What does your organisation do? (100 words max)	St Luke's Whitton Pantry aims to provide local people who find themselves worried or trapped by food poverty with access to nutritious meal items at a reduced cost. A weekly payment of £3 allows 12 food items to be taken from Pantry stocks. Various "free" items can be added to the weekly "shop" when available. Started in November 2022, the Pantry is open to all. Run entirely by 14 volunteers, the pantry opens each Wednesday between 4:00 to 5:00 pm at St Luke's Church in Homefield Avenue. To date some 32,172 purchased food items have been distributed to subscribers.
What relevant local area does your organisation cover?	South Lowestoft including the Whitton estate in the Elmtree ward.
Who are the main beneficiaries of your work?	Those experiencing food poverty and financial hardship due to inflation and the still rising cost of living
Are you a charity? If yes, describe the type of charity	Yes. We are part of the Church of England Oulton Team Ministry and operate under the Church of England constitution. The Pantry is based at St Luke's Church Centre in Homefield Avenue.

Lowestoft Town Council
Grant Awarding Policy

If registered, what is the charity number?	1131698
Not-for-profit? If no, describe the organisation	The St Luke's Whitton Pantry is Not-for-profit
Organisation income (last complete financial year)	The Pantry financial records are held as a restricted fund within the Oulton Broad Team Ministry accounts but are not augmented from Church funds. From 1st January 2024 to 31st December 2024, the Pantry income from donations, subscriptions, grants etc was £6815.
Organisation expenditure (last complete financial year)	From 1st January 2024 to 31st December 2024, the Pantry expenditure was £8,364.
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	St Luke's Whitton Pantry Team Leader and Co-ordinator.
Explain how you are authorised to make this application on behalf of the organisation	Authorised by the St Mark's with St Luke's Church Council to act on their behalf in these matters.

Lowestoft Town Council
Grant Awarding Policy

About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Inflation and the cost of living are still rising; for some this means cutting down but for others it means cutting out. St Luke's Whitton Pantry uses money from subscriptions, grants and other donations to purchase good quality food items and assist local people caught in the stress of food poverty by providing access to nutritious meal items at a reduced cost. The Pantry opens on Wednesday afternoons at St Luke's Church and for a weekly payment of £3, a selection of 12 items are offered. Currently the average value of a food item is £0.95p, effectively turning the £3 subscription into £11.40p worth of nutritious food. Additionally, any food donations from the St Mark's Community Allotment, Morrison's the bread table and donated hygiene goods are available "free". However, it is not just the food but the social value of the Pantry that is important. We provide tea, biscuits, cake, warmth and time for our users to sit and enjoy each other's company. New friendships have sprung up and problems shared. We have a wonderful team of 14 unpaid volunteers each week who set out and clear away the Pantry stock, make tea and most importantly, engage with our users Since the Pantry started in 2022, we have opened 158 times serving 2681 individual visits. We know there is real need but the Pantry can only continue to succeed if there are significant contributions to its finances to cover food provision. It is for this reason that we turn to you for help with these costs.
Total cost of project	The project is ongoing.
Breakdown of cost	Income will be wholly used to purchase good quality food items for distribution.

Lowestoft Town Council
Grant Awarding Policy

Grant requested from Lowestoft Town Council	£2,000 from the Lowestoft Town Council Food Fund.
What specifically would the grant from the Council fund?	The grant would be used to fund the purchase of Pantry food items in 2026.
Have any funds been requested/agreed from other sources? Provide details	Currently there are no requests for grants other than this one.
When are the funds required?	01.01.2026
Project start date	The project started in November 2022 and is ongoing.
Project completion date	Ongoing

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledgethe Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awardedwill only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed....[redacted]..... Date....3-12-25.....

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

The Constitution of St Luke's Church

The Constitution of St Luke's Church is enacted by the Parochial Church Council (PCC); the following is relevant.

The Church of England have agreed with the Charity Commission that for the purposes of agreeing 'governing documents', Parochial Church Councils (PCCs) are governed by two pieces of legislation:

The Parochial Church Councils (Powers) Measure 1956 as amended. This defines the principal function, or purpose, of the PCC as "promoting in the parish the whole mission of the Church". The full text of the PCC Powers Measure in its currently amended form can be found on the legislation.gov.uk database at: www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents,

and

The Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended) The full text of the Church Representation Rules in its currently amended form can be found on the legislation.gov.uk database at: www.legislation.gov.uk/ukcm/1969/2/schedule/3

Equal Opportunities Policy: St Mark's with St Luke's, Oulton Broad

Statement of Policy

We believe that all people are created equal in the sight of God, and we seek to promote all the organisation's activities in ways which recognise and encourage that principle.

We recognise that discrimination is unacceptable and have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or volunteer is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and volunteers, and made known to all applicants for employment.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

Everyone who is part of the Church has individual responsibility under this policy to ensure that the service they deliver and their behaviour towards other staff, volunteers, church members, and all those they come into contact with in the course of their duties is both fair and lawful, irrespective of the position held by them.

Everyone who is part of the Church should ensure that the language they use, the behaviour they adopt, and the working environment they create is non-threatening and non-discriminatory so as to preserve dignity and respect for all, regardless of race, religion, sex, sexuality, marital status, age, employment status, political persuasion, mental or physical health, or criminal convictions.

Training and promotion

Staff and volunteers will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with this policy.

Monitoring

We will maintain and review the employment records of all employees and volunteers in order to monitor the progress of this policy.

Monitoring may involve recording recruitment, training and promotional records of all employees, the decisions reached, and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and volunteers.

Reviewed and approved at PCC date 14/9/25 *Next review date* Sept '26

Appendix A

THE CHURCH OF ENGLAND
Diocese of Norwich

Safeguarding Principles Policy Children and Young People in the Church

This Safeguarding Principles Policy should be read and used in conjunction with Promoting a Safer Church Policy Statement which was approved by Diocesan Synod on 21/10/2017.

This policy was adopted by St marks with St Luke's (Parish) at the Parochial Church Council meeting held on 2/9/2025. It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional and spiritual abuse or neglect of children and young people, and to report abuse that is alleged or suspected.
2. This church will observe Church of England guidelines with regard to Children and Young People. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.
3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.
4. Responsibility for the appointment of workers shall rest with the PCC.

The Parish Safeguarding Officer (PSO) appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of children and young people is [redacted]

Signed by :- [redacted]

Parish Safeguarding Officer: [redacted] Tel: [redacted]

Incumbent : [redacted] Team Rector

Churchwarden: [redacted]

Churchwarden: [redacted]

Date: 2/9/2025

Appendix A

THE CHURCH OF ENGLAND
Diocese of Norwich

Safeguarding Principles Policy

Adults at Risk (Vulnerable Adults)

This Safeguarding Principles Policy should be read and used in conjunction with Promoting a Safer Church Policy Statement which was approved by Diocesan Synod on 21/10/2017.

This policy was adopted by St Mark's Mild St Luke (Parish) at the Parochial Church Council meeting held on 2/9/2025. It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse or neglect of adults who are vulnerable, and to report abuse that is alleged or suspected.

2. This church will observe Church of England guidelines with regard to Vulnerable Adults. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.

3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.

4. Responsibility for the appointment of workers shall rest with the PCC.

The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of Adults at Risk is [redacted].

Signed by :-

Named Person: [redacted] Tel:

Incumbent :

Churchwarden: [redacted]

Churchwarden:

Date: 2/9/2025

Lowestoft Town Council
Grant Feedback Form

As part of the conditions of your grant, we ask that you complete the below form to provide the council with information on the outcome and impact of the grant. This should be completed within six months of the grant being made.You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.

General Details	
Name of organisation	St Luke's Whitton Pantry.
Company or Charity Registration Number	1131698
Summary of the Project details (max 250 words)	Inflation and the cost of living are still rising; for some this means cutting down but for others it means cutting out. The St Luke's Whitton Pantry uses money from subscriptions, grants and other donations to purchase good quality food items and assist local people dealing with the stress of food poverty by providing access to nutritious meal items at a reduced cost. The Pantry opens on for an hour on Wednesday afternoons at St Luke's Church, Homefield Avenue and for a weekly payment of £3, a selection of 12 items are offered from the Pantry stocks. Currently the average value of a food item taken is £0.94p, effectively turning the £3 subscription into £11.50p worth of nutritious food. However, food donations from St Mark's Community Allotment, Morrison's, the bread table and donated hygiene goods are available "free". However, it is not just the food but the social value of the Pantry that is important. We provide tea, biscuits, cake, warmth and time for our users to sit and enjoy each other's company. New friendships have sprung up and problems shared. We have a wonderful team of 14 unpaid volunteers each week who set out and clear away the Pantry stock, make tea and most importantly, engage with our users The Pantry started in November 2022 and so far we have had 2681 individual visits. We know there is real need for the Pantry by the continued visits of subscribers and we remain grateful for your financial assistance.

Lowestoft Town Council
Grant Feedback Form

Timescale of the project	The project is ongoing
Date of grant funding award	June 2025
Amount of grant funding awarded	£2,000
What did the grant funding help you to achieve?	The continued provision of good quality food items for distribution to those in need.
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The grant assisted us to keep the St Luke's Whitton Pantry running to the benefit of local people trying to deal with food poverty and higher food prices. We cannot sustain the project without the financial help you provide.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	We don't normally spend money on publicity, but we do sometimes have donations to produce leaflets inviting new subscribers to join and we mention the Lowestoft Town Hall grant as a benefactor
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	St Luke's Whitton Pantry Team Leader and Co-ordinator.
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	No
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	Yes

Lowestoft Town Council
Grant Feedback Form

If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use ?	N\A

Signed..... Date..3/12/23.....

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	True Colours of Lowestoft
Name of account to which payment to be made (explain if not your organisation's name)	True Colours of Lowestoft
What does your organisation do? (100 words max)	True Colours of Lowestoft is a community-led LGBTQ+ support group that fosters inclusion, wellbeing, and connection. It provides safe spaces for socializing, peer support, and advocacy, especially for those in deprived or isolated areas. The group organizes events, workshops, and outreach activities to promote visibility and acceptance. It also engages in governance, funding applications, and resource development to sustain its impact. True Colours champions dignity, diversity, and empowerment, tailoring its programming to meet local needs. Through collaboration and compassion, it uplifts members and strengthens community ties across Lowestoft and surrounding areas.
What relevant local area does your organisation cover?	True Colours of Lowestoft serves the LGBTQ+ community not only within Lowestoft but also across surrounding areas such as Beccles, Southwold, and parts of Norfolk and Suffolk. The group offers inclusive support, social events, and advocacy that reach beyond town boundaries, ensuring people in rural or coastal communities feel seen, heard, and connected. Whether through outreach, partnerships, or accessible programming, True Colours is committed to building safe, welcoming spaces for LGBTQ+ individuals across the region.
Who are the main beneficiaries of your work?	True Colours of Lowestoft primarily supports LGBTQ+ individuals aged 18 and over across Lowestoft and surrounding areas. The group offers inclusive social spaces, peer support, and advocacy tailored to adult needs. However, it also provides signposting and guidance for under-18s and their parents, helping them access

	appropriate youth services, resources, and support networks. This ensures younger individuals and families are not left behind and can find safe, affirming pathways to help and community
Are you a charity? If yes, describe the type of charity	no
If registered, what is the charity number?	n/a
Not-for-profit? If no, describe the organisation	
Organisation income (last complete financial year)	We received funding of £2000 from Norfolk LGBT+ project and room cost from Lowestoft town council for £888
Organisation expenditure (last complete financial year)	• **Merchandise (£400):** Pride-themed items like T-shirts, badges, and banners to boost visibility and group identity. • **Bowling (3 sessions – £136):** • **Cinema (£15):** One group trip including ticket and snacks. • **Pride Events (3 events – £225):** Estimated at £75 per event for travel, entry, food, and extras. • **Trips to Norwich (2 trips – £100):** £50 per trip for transport and meals — ideal for cultural visits or leisure. • **Christmas Meal (£130):** A festive group dinner to celebrate the year. • **Theatre Trips (5 outings – £325):** • **Monthly Meetings – Refreshments & Activities (£200):** Around £20 per month for snacks, drinks, creative supplies, games, or guest speakers. • **Boat Trips on the Broads (2 trips – £220):** £120 per trip for boat hire, refreshments, and travel — a relaxing and scenic group experience. • **Contingency & Miscellaneous (£149):** Reserved for unexpected costs, accessibility needs, or spontaneous opportunities.
Contact details	

Lowestoft Town Council
Grant Application Form

Name	[redacted]
Address	The Kirkley centre 154 London road south Lowestoft NR33 0AZ
Telephone number/s	[redacted]
E-mail	Truecolours.low@gmail.com
Position within organisation	Chair
Explain how you are authorised to make this application on behalf of the organisation	I am the chair of the organisation
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	True Colours of Lowestoft is a grassroots LGBTQ+ support and social group dedicated to fostering inclusion, wellbeing, and community cohesion across Lowestoft and surrounding areas. This project aims to expand our outreach by securing funding for accessible venues, inclusive programming, and vital resources such as mental health support, peer mentoring, and creative workshops. Our group currently supports over 100 members, including young people, older adults, and those facing isolation or discrimination. With enhanced funding, we will offer regular drop-in sessions, themed events, and targeted support for trans and non-binary individuals, carers, and those navigating healthcare or housing challenges. We also plan to collaborate with local schools, healthcare providers, and community organizations to promote awareness and allyship.
Total cost of project	£76
Breakdown of cost	Rookm hire – invoice attach ed for room cost Feb 2026 & March 2026

Lowestoft Town Council
Grant Application Form

Grant requested from Lowestoft Town Council	£76
What specifically would the grant from the Council fund?	Room funding
Have any funds been requested/agreed from other sources? Provide details	None
When are the funds required?	December 2025
Project start date	Feb 2026
Project completion date	March 2026

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed [redacted] Date: 19/10/25

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Constitution of True Colours of Lowestoft

1. Name

The name of the group shall be **True Colours of Lowestoft**.

2. Mission, Values, Aims and Objectives

Mission

To foster a more inclusive, connected, and sociable environment in Lowestoft and surrounding areas.

Values

- We support and stand with all LGBTQ+ individuals.
- We promote inclusivity and ensure everyone feels valued.
- We respect and uplift our community.

Aims

- Celebrate and recognise the diversity within Lowestoft and neighbouring communities.
- Strengthen connections and support systems within the LGBTQ+ community.
- Empower LGBTQ+ individuals to express themselves and be heard.

Objectives

- Deliver activities that reflect and celebrate the diversity of the LGBTQ+ community.
- Recognise every individual as an asset, encouraging community engagement to build confidence, develop skills, and foster connection.
- Support resident-led initiatives and promote active participation.
- Champion Lowestoft and surrounding areas in all our actions and communications.
- Enable the community to influence decision-makers by encouraging individuals to speak up on issues that matter to them.

3. Scope

To achieve its aims, the group may:

- Seek funding through grants and donations.
- Open and manage a bank account.
- Arrange appropriate insurance.
- Collaborate with other groups and share information.
- Undertake any lawful activity that supports its aims.

4. Membership

- Open to individuals aged 18+ living in or around Lowestoft who support the group's aims and agree to its rules.
- A minimum of 3 members is required to maintain the group.
- If membership falls below this number, dissolution will be considered.

- Membership is inclusive and open to all, regardless of gender, race, nationality, disability, sexual orientation, religion, or belief.
- Each member holds one vote at General Meetings.
- Membership may be terminated by the Management Committee for valid reasons, with the member given the opportunity to be heard before a final decision is made.

5. Management

- The group shall be governed by a Management Committee of 3 to 6 elected members.
- Roles include Chairperson, Treasurer, Secretary, and up to 3 additional members.
- Committee members serve for one year and may stand for re-election.
- The Committee shall meet at least four times annually.
- The Chairperson (or a nominated member) will lead meetings.
- A quorum for Committee meetings is 3 members.
- Decisions are made by majority vote; in the event of a tie, the Chairperson holds the casting vote.
- A Committee member may be removed by a two-thirds majority vote for valid reasons, with the right to be heard before a decision is finalised.
- Vacancies may be filled by appointment until the next AGM, provided the maximum number is not exceeded.

6. Duties of Management Committee Members

Chairperson

- Lead meetings of the Committee and the Group.
- Represent the Group at external events.
- Act as spokesperson when required.

Vice-Chairperson (optional)

- Support the Chairperson's duties.
- Step in when the Chairperson is unavailable.
- Lead projects aligned with the Group's aims.

Secretary

- Record and maintain meeting minutes and agendas.
- Manage correspondence and membership records.
- Distribute relevant information to members.

Treasurer

- Oversee the Group's finances.
- Maintain accurate financial records.
- Provide budget updates and prepare for audits.

7. Finance

- All funds shall be used solely for the Group's activities and, where applicable, in accordance with grant conditions.

- Bank accounts shall be held in the Group's name.
- Cheques must be signed by the Treasurer and one other authorised signatory who is not a relative or from the same household.

8. General Meetings

- Held at least monthly, as determined by the Management Committee.
- May be chaired by any Forum member with Committee approval.
- All members may attend and vote.
- Guests may attend (excluding confidential items) but cannot vote.
- A quorum requires at least 5 members, including Committee members.
- If not quorate, the meeting will be postponed.
- Minutes will be shared with the Forum and treated as confidential unless otherwise stated.
- Members with a conflict of interest must abstain from discussion and voting on relevant items and may be asked to leave the room.

9. Annual General Meeting (AGM)

- Held between February – April and open to LGBTQ+ individuals from Lowestoft and surrounding areas.
- Notice of the AGM will be given at least 14 days in advance.
- A quorum requires at least 12 attendees.
- AGM business includes:

- Chairperson's annual report.
- Treasurer's financial report.
- Election of the Management Committee via private ballot (nominations accepted in advance or on the day).
- Consideration of other relevant matters.
- Minutes will be publicly available, with confidential items redacted.

10. Special General Meetings

- May be called by the Management Committee or any member to address urgent matters.
- Members will receive 14 days' notice, including the agenda.
- All members may attend and vote.

11. Amendments to the Constitution

- Changes must be approved by a two-thirds majority of members present and voting at any meeting or AGM.

12. Dissolution

- The Group may be dissolved by a two-thirds majority vote at any meeting.
- Remaining assets, after settling debts, shall be donated to a group with similar aims.

This Constitution was adopted at the General Meeting held on 01/04/2024.

This Constitution was adopted at the General Meeting of the Group on		
	Name	Signed
Chairperson	[redacted]	[redacted]
Treasurer		
Secretary		

Created:	01/04/2024
Reviewed:	To be reviewed yearly
EDI reviewed	01/04/2025

True Colours of Lowestoft adult safeguarding policy

Purpose

Safeguarding and promoting the welfare of adults at risk of harm or neglect.

This policy defines how True Colours of Lowestoft operates to safeguard adults at risk of harm or neglect.

We have a duty of care and are committed to the protection and safety of everyone who comes in to contact with it including; adults at risk involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

Definitions

Adult at risk of abuse or neglect
For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs.
- is experiencing, or is at risk of, abuse or neglect.
- As a result of their care and support needs is unable to protect themselves against the abuse or neglect or the risk of it.
- If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk

Persons affected.

- All staff (committee members), paid and unpaid, this includes Trustees and all volunteers.
- All service users
- All visitors and contractors

Safeguarding policy
True Colours of Lowestoft has a zero-tolerance approach to abuse. True Colours of Lowestoft recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse.

It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses.

It is also committed to inter agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

True Colours of Lowestoft is committed to following the six key adult principles of safeguarding adults, Making Safeguarding personal and Capacity, Consent and decision making. (Appendix 1 for details)

- Committee members, contractors, and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by committee members, volunteers, and contractors to maintain standards may be asked to leave a project.
- We promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- All Committee members are aware of the policy and procedures for the protection of adults at risk through appropriate safeguarding training, supervision, and support for staff and for creating an environment where people feel able to raise concerns and feel supported in meeting their safeguarding role.
- Committee members are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns.
- a clear line of accountability for the provision of safe services exists.
- a designated lead for safeguarding at True Colours of Lowestoft.

True Colours of Lowestoft will ensure that Committee members understand.

- Core legal safeguarding requirements and their responsibility to keep children and adults at risk safe.
- That all who encounter adults at risk are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk.
- The issues of capacity, consent and decision making in relation to safeguarding adults. (see appendix 1)

REVISION HISTORY

This policy and related guidance will be monitored by the Management Committee on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	**Amendments**	**Signed**
Approved 01/04/24		Chair -

Appendix 1

Key six key principles that underpin safeguarding adults work*

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to act before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
- **Accountability** – accountability and transparency in delivering safeguarding.

*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

Making Safeguarding Personal

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and
support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances, and lifestyles.

To evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. It may be that even after scrutiny of the legal framework, staff will conclude that they have no power to gain access to a particular adult at risk. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, considering the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

In these extremely difficult circumstances, staff will be expected to continue to exercise as much vigilance as possible.

Safeguarding Managers will give full support to staff over problems when handling cases of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed.
- Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk.
- Legal advice has been obtained and acted upon

And ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation.

Capacity, Consent and Decision Making

The consideration of capacity is crucial at all stages of Safeguarding Adults procedures. For example, determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

• **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise.

• **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions.

• That individuals must retain the right to make what might be seen as eccentric or **unwise decisions**.

• **Best interests** - anything done for or on behalf of people without capacity must be in their best interests; and

• **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

For full guidance refer to the Suffolk Safeguarding Partnership guidance on their website

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft Shopmobility
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft Shopmobility
What does your organisation do? (100 words max)	The Lowestoft Shopmobility scheme was formed in 1996 to improve the quality of life for anyone with mobility impairments, by giving them freedom and independence to enjoy activities that able-bodied people take for granted. We hire out pavement vehicles (scooters, electric wheelchairs, manual wheelchairs, rollators and tri-walkers) either on a daily or a weekly basis, averaging over 600 hires a year. This enables people with disabilities or older people to do their shopping, visit the bank or Post Office, go to the library or hairdressers, socialize with friends or relatives or enjoy the fresh air along Lowestoft sea front. We also provide scooters and wheelchairs to visitors and holidaymakers who are visiting the town.
What relevant local area does your organisation cover?	Mainly Lowestoft, but throughout East Suffolk, extending to Southwold and Hopton.
Who are the main beneficiaries of your work?	People with disabilities or illness, and older people who have mobility problems.
Are you a charity? If yes, describe the type of charity	Yes a registered Charity
If registered, what is the charity number?	1100208
Not-for-profit?	Yes£49,598

Lowestoft Town Council
Grant Application Form

If no, describe the organisation	
Organisation income (last complete financial year)	£49,598
Organisation expenditure (last complete financial year)	£63,488
Contact details	
Name	[redacted]
Address	Lowestoft Shopmobility, 15, Station Square, Lowestoft NR32 1BA
Telephone number/s	[redacted] 01502 588857 (office)
E-mail	[redacted]
Position within organisation	Chairperson
Explain how you are authorised to make this application on behalf of the organisation	I have authority from the Management Committee Trustees to complete any funding applications.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	The project is ongoing, as described on the previous page. New leaflets are needed to give out to the public and explain what we do and about membership for local people.
Total cost of project	£175
Breakdown of cost	Printing of 1,000 A4 double sided folded leaflets at the cost of £175, quoted by Graphic Solutions in Lowestoft.

Lowestoft Town Council
Grant Application Form

Grant requested from Lowestoft Town Council	£175
What specifically would the grant from the Council fund?	The printing of these leaflets , each one saying that it has been funded by Lowestoft Town Council.
Have any funds been requested/agreed from other sources? Provide details	Not for these.
When are the funds required?	As soon as possible, as we do not have many left.
Project start date	Ongoing, and has been for 30 years in 2026.
Project completion date	Ongoing

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	YES
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES

Signed...[redacted]..... Date.....21st November 2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Lowestoft Shopmobility is a Registered Charity No. 1100208

CONSTITUTION OF LOWESTOFT SHOPMOBILITY

The name of the Organisation shall be: "Lowestoft Shopmobility"

1. The Registered Address of the Organisation is at:

   15 Station Square
   Lowestoft, Suffolk
   NR32 1BA

2. **Purpose**

   The Purpose of the Organisation is to promote the welfare and independence of persons with impaired mobility in the town of Lowestoft and in the Waveney District by:

   a) Promoting ease of access to local facilities through provision of direct services and through working with other groups and organisations to improve the local, built and attitudinal environment.

   b) Providing for hire or loan electric and manual wheelchairs and scooters to enable access to the shops, businesses and places of interest in Lowestoft and its environs.

3. **Powers**

   In furtherance of the above purposes but not otherwise, the Management Committee may exercise the following powers:

   a) To seek to improve facilities for disabled people and to this end liaise with local authorities and other organisations concerned with disabled people.

   b) To collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having the same or similar objects.

   c) To raise funds by means of subscriptions, donations, etc., and any other means as approved by the Management Committee PROVIDED that the Organisation shall not undertake any permanent trading activities in raising funds as its primary purpose.

   d) To employ such staff as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for their payment.

   e) To appoint and constitute such advisory committees as the Management Committee may think fit.

f) To do all such other lawful things as are necessary to the attainment of the objects of the Organisation.

g) To affiliate to other organisations with similar charitable objects.

h) To organise conferences, seminars, training courses, exhibitions and other events.

i) To publish and distribute pamphlets, newsletters, books, recorded tapes (whether audio, visual or both) and other materials.

j) To promote research and to publish the useful results of that research.

k) To co-operate with other charities, voluntary bodies or statutory authorities and to exchange information with them.

l) To buy, lease or otherwise acquire any property needed for the work of the Organisation and to maintain and equip it for use.

m) Subject to any consents required by law to sell, license, hire or dispose of all or any part of the property of the Organisation.

n) To invest the funds of the Organisation not required for immediate working purposes in such manner as the Management Committee shall think fit but having regard to their duty of care as charity trustees.

4. Equal Opportunities

In pursuance of the purposes and powers, to ensure that an equal opportunities policy is actively implemented.

5. Management

The Management of the Organisation shall be vested in a Committee of at least six and no more than nine members, to be appointed as follows:

a) A Committee member may appoint a Deputy to attend a meeting on his behalf if he is unable to attend himself and the deputy may vote on any particular matter in accordance with the directions of the committee member.

b) The Management Committee may invite any person to attend its meetings as an observer but without the power to vote.

c) The Management Committee may co-opt persons having special knowledge or experience, PROVIDED THAT the number of co-opted members shall not exceed one fourth of the Management Committee, until the conclusion of the next Annual General Meeting.

d) Every member shall at the Annual General Meeting have one vote.

e) The proceedings of the Committee shall not be invalidated by any failure to elect or defect in the election, appointment, co-option or qualification of any Member.

6. Membership

a) Membership shall be open to all people with a disability over eighteen years of age and to organisations which support the objects of the Organisation.

b) A nominal fee may be payable in such sums as shall be fixed by the Committee.

The Management Committee have the right:

a) to approve or reject applications for membership, and

b) for good and sufficient reasons to terminate the membership of any individual provided that the individual concerned shall have the right to be heard by the said Management Committee before a final decision is made.

7. Honorary Officers

a) At the Annual General Meeting the Organisation shall elect a Chairman, Vice Chairman, Treasurer and Secretary, and other such Honorary Officers as the Organisation shall from time to time decide.

b) The Chairman shall hold office until the conclusion of the Annual General Meeting of the Organisation next after their election but shall be eligible for re-election.

c) If vacancies occur among the Honorary Officers the Committee shall have the power to fill these vacancies from amongst its members. Any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Organisation and shall be eligible for election at that meeting.

d) Election to the Committee shall be for three years. One third of the members of the Management Committee shall retire annually but shall be eligible for re-election, the members so to retire being those who have been longest in office since their last appointment, but not reckoning co-opted members. As between members who have been in office the same length of time, those due to retire shall be chosen by lot in the absence of agreement.

8. Determination of Membership of Management Committee

A member of the Management Committee shall cease to hold office if he or she;

a) is disqualified from acting as a member of the Management Committee by virtue of Section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision).

b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.

c) notifies to the Management Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect).

9. Paid Officers

a) The Committee may appoint or dismiss and fix the remuneration of such staff as may in its opinion be necessary. No paid member of the Organisation staff shall be a member of the Committee.

b) The Committee may determine which, if any, persons employed by or seconded to the Organisation shall be invited, in a non-voting capacity, to attend meetings of the Organisation and the Committee.

10. Duties and Responsibilities

a) The Chairman and the Committee as a whole shall be responsible for the administration of the Organisation and shall, in all things, act for and on behalf thereof.

b) The Secretary shall record the names of the Officers and Committee members present at meetings and cause minutes to be kept of all the proceedings. The Secretary shall, on all occasions in the execution of duties in such capacity, act under the instruction of the Chairman and Committee.

11. Property

i) Subject to the provisions of sub-clause ii) of this clause, the Management Committee shall cause the title to

A) all land held by or in trust for the Organisation which is not vested in the Official Custodian for Charities; and
B) all investments held by or on behalf of the Organisation

Be vested in a corporation entitled to act as a custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee; the holding trustees shall not be liable for the acts and defaults of its members.

ii) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Organisation, the Management Committee may permit any investments held by or in trust for the Organisation to be held in the name of a clearing bank, trust corporation or any stock-broking company, which is a member of the International Stock Exchange (or any subsidiary of any such stock-broking company) as nominee for the Management Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

12. Removal from Office

An Officer of the Organisation may be removed from his/her office by resolution of the Committee, provided that the Officer shall have the right to be heard before a decision is made. If any member of the Committee misses four consecutive meetings, without acceptable reason, he or she will forfeit their membership of the Committee.

13. Meetings

The Committee shall hold at least four ordinary meetings each year. At least seven days' notice shall be given of such meetings.

a) Any three members of the Committee may call a Special Meeting by giving fourteen days' clear notice in writing to the Secretary specifying the purpose for which the meeting is to be called.

b) Annual General Meetings

i) The Annual General Meeting of the Organisation shall be held on a date to be fixed by the Committee not later than fifteen months after the preceding Annual General Meeting.

ii) The Secretary shall cause a notice specifying the date, time and place of such meeting to be sent to members of the Organisation at least three weeks before the meeting.

iii) Any member of the Organisation wishing to move a resolution at an Annual General Meeting shall give notice thereof in writing to the Secretary not less than two weeks before the meeting is due to take place.

c) Extra-ordinary General Meetings

i) An Extra-ordinary General Meeting may be called at the request of not less than eight members of the Organisation made in writing to the Secretary. Such requests must be signed by each member subscribing thereto and shall cause the Committee to call an Extra-ordinary General Meeting.

ii) The conditions and notices required for an Extra-ordinary General Meeting shall be those applicable to Annual General Meetings as set out in Clause 13(b)(ii).

14. Quorum

a) No business shall be transacted at a meeting of the Committee unless a quorum of members are present – one third of the Committee members, or three members, whichever is the greater – this is to include two of the Executive Officers, one to act as Chairman.

b) No business shall be transacted at a General Meeting of any kind unless a quorum of members is present.

15. Chairman

The Chairman of the Organisation shall preside at General Meetings. In the event of the Chairman being absent, the Vice-Chairman shall preside. In the event of his absence also, a Chairman shall be appointed by the members from among the members of the Committee present at the meeting.

16. Finance

a) The financial year of the Organisation shall end on March 31st.

b) Income:

The income of the Organisation shall consist of proceeds from appeals to the public together with grants or gifts from the public, or voluntary or other organisations and by whatever other means is considered appropriate to ensure the continued operation of the Organisation. All deposits, donations or grants shall be handed to the Treasurer and deposited in the bank account in the name of the Organisation with a major clearing bank.

c) Use of Funds:

All funds of the Organisation shall be applied towards carrying out its objectives as set out in Clause 3 of this Constitution. Such funds and all other assets of the Organisation shall be held under joint responsibility of the Committee of the Organisation for their proper administration of these funds.

d) All Cheques drawn on the Organisation's bank account must be signed by at least two members of the Management Committee who have been authorised by the Management Committee from time to time, details of which have been communicated by mandate to the major clearing bank at which the Organisation's account is held.

e) The Committee shall cause proper accounts to be kept of all income and expenditure and shall prepare audited accounts and bring them before the Annual General Meeting or provide them as requested at any time under the provision of the Charities Act.

f) The Management Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act).

g) The Committee shall appoint independent examiners or auditors to carry out the work of preparing and auditing the accounts of the Organisation ready for use under the provision of Clause 17.

17. Annual Report

The Management Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report and its transmission to the Commissioners.

18. Dissolution

In the event of the dissolution of the Organisation an Extra-ordinary General Meeting shall be called of which at least twenty-one days' notice shall be given to all members. The Organisation shall be deemed dissolved upon three-quarters of the voting members at the meeting voting in favour of it.

After the settling of all liabilities, any assets whatsoever shall not be paid or distributed among members of the Organisation but shall be given or transferred to some other charitable organisation having objectives similar to those of the Organisation as the Committee may determine, or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Organisation must be sent to the Commissioners.

19. Amendments to the Constitution

The Constitution may be amended by a two-thirds majority of the members present at an Annual or Special General Meeting, provided that fourteen days' notice of the proposed amendment has been sent to all members, and provided that nothing herein contained shall authorise any amendment which should have the effect of the Organisation ceasing to be a Registered Charity. No amendments shall be made to Clause 3 or 18 or this clause without the approval of the Charity Commissioners.

20. Notices

Any notice may be served by the Secretary on any member by delivering it personally or by sending it through the post in a pre-paid letter addressed to such member at their last known address in the United Kingdom and any letter so sent shall be deemed to have been received by the appropriate officer or such member within ten clear business days of posting.

21. Interpretation

The Interpretation Act 1989 applies for the interpretation of this Constitution as it applies for the interpretation of an Act of Parliament.

I hereby declare that this is a certified copy of the Constitution.

Signed …… [redacted] …….. Date 20th July 2022

[This is a re-typing of the original Constitution dated October 13th 2003, and approved by the Charity Commissioners. This was followed by re-typing of amendments made at the Annual General Meeting held on July 20th 2022, and also agreed by the Charity Commission]

EQUALITY AND DIVERSITY STATEMENT AND POLICY FOR LOWESTOFT SHOPMOBILITY

SECTION A

Lowestoft Shopmobility is committed to the spirit and intention of legislation to eliminate discrimination and promote equality and diversity among our workforce. We recognise that everyone has a contribution to make to our society and a right to equal treatment. We encourage all service users, staff members, volunteers, and trustees to contribute to an environment in which people feel comfortable to express how they feel and what they need, knowing that they will be treated fairly and with respect.

To that end the purpose of this statement and policy is to provide equality and fairness for job applicants, staff members, volunteers, trustees, and service users and not to discriminate because of:

- age
- physical or mental disability or mental ill health
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race, ethnic origin, colour, nationality, national origin
- religion or belief
- sex
- sexual orientation
- caring responsibilities
- employment status
- unrelated criminal convictions
- class
- political persuasion

We oppose all forms of unlawful and unfair discrimination, Failure to follow the procedures in the policy may lead to disciplinary or other appropriate action.

Signed: ……[redacted]…… (Chair of Management Committee)

Date:……28-10-2025…….

Review Date:……October 2027……

SECTION B

1. **Introduction**

Lowestoft Shopmobility strives for high standards both as an employer and as a provider of services. We consider it essential to promote equality and diversity and wholeheartedly embrace a policy of equality of opportunity in all areas of our work and responsibilities. This policy provides guidance and encouragement to all those who work with or for Lowestoft Shopmobility to comply with anti-discrimination legislation and to address anti-discrimination issues involving areas that currently fall outside legislation. Failure to comply with this policy may lead to disciplinary or other appropriate action.

2. **Definitions**

Disability: A disabled person is someone who has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Diversity: Diversity is about recognising, valuing and taking account of different backgrounds, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce and community.

Ethnicity: A strict definition of an ethnic group is that regarded as a distinct community because of a cultural tradition or a shared history which distinguishes it from other groups e.g. Sikhs. A broader definition is now commonly used for groups defined by colour, race or national origin.

Gender: The word 'gender' does not appear in legislation (except for 'gender reassignment') but ‘sex discrimination' and 'gender discrimination' are generally interchangeable.

Gender reassignment: Gender reassignment is a personal, social, and sometimes medical, process by which a person's gender presentation is changed. People who decide to live in the gender opposite to that assigned at birth, but do not undergo any medical procedures are protected from discrimination under the Equality Act 2010.

Sexual Orientation: Whether a person is attracted to people of their own sex, the opposite sex or both sexes. Assumptions and perceptions of a person's sexual orientation are also covered by the law.

Protected characteristics: A protected characteristic is a group which is protected from discrimination under equality Legislation. The Equality Act 2010 covers nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Discrimination: There are seven types of discrimination covered by the legislation:

- **Direct discrimination**: This occurs when someone is dealt with less favourably because of a 'protected characteristic'.
- **Associative discrimination**: This occurs when someone is directly discriminated against because they are associated with another person with a 'protected characteristic' e.g. a carer of a disabled person or elderly relative, or someone who has a partner from another country.
- **Discrimination by perception:** This occurs when someone is directly discriminated against because others think they have a 'protected characteristic' (even if they don't).
- **Indirect discrimination:** This occurs when there is a practice or policy that applies to everyone but disadvantages a person with a 'protected characteristic' e.g. a dental surgery has a policy of reminding people about appointments by phone. This would indirectly discriminate against someone who is deaf because they would not receive a reminder.
- **Harassment:** This is defined as behaviour which is deemed to be offensive by the recipient. It may be unwelcome comments, looks, actions, suggestions or physical contact which the recipient considers objectionable or offensive. Harassment can be sexual, racist, ageist, directed against people with disabilities or any other 'protected characteristic'.
- **Harassment by a third party**: employers are potentlally liable for the harassment of staff or service users by people they don't directly employ such as a contractor.
- **Victimisation:** This occurs when someone is discriminated against because they made or are believed to have made or supported a complaint under Equality Act legislation.

3. Aims and Objectives

The aims and objectives of the Equality and Diversity Policy are:

- To encourage, promote and celebrate diversity in all our activities and services.

- To ensure equal access to jobs and volunteer opportunities.

- To ensure compliance with legislation on discrimination and equality (Disabled Persons Employment Acts 1944 and 1958; Sex Discrimination Act 1975; Race Relations Act 1976; Disability Discrimination Act 1995; Equality Act 2010).

- To promote equal opportunities in other areas not currently covered by legislation.

- To create a working environment free from harassment and discrimination.

- To confront and challenge discrimination wherever and whenever it arises whether it is between staff members, volunteers, trustees, service users or in any other area relating to the work of Lowestoft Shopmobility.

- To ensure that employment and advancement within Lowestoft Shopmobility is determined by objective criteria and personal merit.

- To make al! staff and members of this organisation aware of this policy and to make a willingness to accept and implement this policy, a necessary qualification for any position at Lowestoft Shopmobility.

SECTION C - IMPLEMENTING THE POLICY

4. **Responsibilities**

The ultimate responsibility for implementing and developing the policy rests with the Management Committee. The overall co-ordinating responsibility for equal opportunities and management of diversity is delegated to The Co-ordinator.

It is, however, the responsibility of all individuals who work with or for Lowestoft Shopmobility to accept the policy and to ensure a personal involvement in its application. ln particular individuals should not harass, abuse or intimidate any other staff member, volunteer, trustee or service user on the grounds of age, physical or mental disability or mental ill health, gender reassignment, marriage and civil partnership, pregnancy and maternity, caring responsibilities, race, ethnic origin, colour, nationality, national origin, religion or belief, sex, sexual orientation, employment status, unrelated criminal convictions, class or political persuasion.

Any employee who believes that he or she has been treated unfairly and contrary to the intentions of this policy should first raise their concerns through the grievance procedure.

If any employee has been found to have been in breach of this policy, this will be treated as a disciplinary matter. Any job applicant who believes that he or she has been treated unfairly and contrary to the intention of this policy should raise the matter with the Chair of Lowestoft Shopmobility.

5. **Recruitment and promotion**

Lowestoft Shopmobility is an organisation which provides mobility equipment; it therefore actively encourages those who have first-hand experience of living with a disability. However, employment and advancement is determined by objective criteria and personal merit.

Clear and accurate information on job vacancies shall be made available through advertisements, job descriptions and interviews. Job vacancies shall be advertised internally and externally so as to reach the widest possible range of suitably experienced and qualified candidates.

Recruitment literature shall not imply that there is a preference for one group of applicants, unless there is a genuine occupational qualification that limits a post to a particular group, in which case this shall be clearly stated.

AII applicants shall be informed through all recruitment material that the organisation is committed to Equal Opportunities and Diversity. Person specifications may include 'essential' and 'desirable' criteria that are necessary and justifiable. Care shall be taken to ensure that these are not discriminatory.

Volunteers shall be encouraged to discuss their training and professional development needs with the Co-ordinator and/or a specified member of the Management Committee through a process of regular support and appraisal.
Discriminatory job titles should be avoided.

6. **Interviews and selection**

Interviewing and selection processes shall be in line with the intentions of this policy. An interview panel will be determined for each vacancy as and when necessary. The composition and size of the panel shall vary according to the specialist functions of the vacancy, but care shall be taken to reflect the gender, disability and ethnic composition of the organisation.

The shortlisting panel shall not select candidates on the basis of gender, name, age or possible disability of the candidate. The information available to the shortlisting panel should concern the applicant's suitability for the job based on their match against the 'essential' and 'desirable' criteria' given in the Job Description. Reasons for rejecting candidates for the shortlist must be recorded. The interview panel must take extreme care not to ask discriminatory questions that are unrelated to the requirements of the job, e.g. personal circumstances or any of the

'protected characteristics'. Reasons for rejecting candidates at interview must be recorded.

7. Training

In line with the intentions of this policy, Lowestoft Shopmobility will not discriminate in the provision of training courses or professional development opportunities. Appropriate training will be provided to enable staff, volunteers and trustees to perform their jobs effectively. Such training will consider the needs of individuals. Briefing on this policy will form part of the Induction Procedure for staff, volunteers and trustees.

8. Enforcement

Lowestoft Shopmobility recognises the need for a continuing commitment to genuine equal opportunities and diversity within the organisation. The effectiveness of the policy's aims and objectives can only be judged by how the policy operates in practice.

Grievances

Any staff member or volunteer who feels that they have been a victim of unlawful discrimination or unfairly treated in a way which is contrary to the intention of this policy should raise the issue through the Grievance Procedure.

Any service user who feels that they have been unfairly treated in a way contrary to the intention of this policy should make a complaint to the Co-ordinator who must report any such complaint to the Management Committee. If the complaint is about the Co-ordinator this should be made directly to the Chair of the Management Committee.

Any job applicant who feels that they have been unfairly treated in a way which is contrary to the intention of this policy should raise the issue with the Chair of the Management Committee.

All incidents of direct discrimination are disciplinary offences and will be dealt with under the Disciplinary Procedure.

Incidents of indirect discrimination will be investigated in order to determine whether or not they should be dealt with under the Disciplinary Procedure.

Incidents of victimisation or harassment will be dealt with in accordance with the Harassment Procedure. Where incidents of victimisation or harassment are proven they will be dealt under the Disciplinary Procedure.

Lowestoft Shopmobility will not treat lightly or ignore grievances from members of disadvantaged groups on the assumption that they are oversensitive about discrimination.

Disciplinary Procedure

Any member of staff found to be in breach of this policy will be subject to disciplinary action in line with the standard terms of employment.

Any volunteer found to be in breach of this policy will be counselled on their actions and may, where necessary, be removed from the volunteer register.

Any member of the Management Committee found to be in breach of this policy will be counselled on their actions and may, where necessary, be asked to leave Lowestoft Shopmobility.

Any service user found to be in breach of this policy will, where appropriate, be counselled on their actions and may, where necessary, be refused future services from Lowestoft Shopmobility.

9. **Monitoring and Review**

Lowestoft Shopmobility is committed to measuring the effectiveness of this policy through the collection and analysis of statistics appropriate to equality and diversity matters. We will review the turnover of staff and volunteers and seek information on reasons for leaving.

Recruitment and selection procedures will be monitored and reviewed by the Management Committee on the records of applications, shortlisting, interview: - by gender, age, race, ethnic origin, disability etc. but only for the purpose of measuring the impact of this policy.

All aspects of personnel policy and procedures shall be kept under review to ensure that they do not operate against the Equality and Diversity Policy.

The Equality and Diversity Policy will be reviewed on an annual basis by the Co-ordinator. Any review recommendations will be presented to the Management Committee for their comments and approval.

LOWESTOFT SHOPMOBILITY

VULNERABLE ADULTS POLICY (SAFEGUARDING)

The abuse of vulnerable adults constitutes a clear infringement of their rights and freedom as citizens. This policy aims to protect vulnerable adults who use the Shopmobility scheme from risk or abuse. As a service we are committed to promoting equality of opportunity to all members.

AIM OF THE POLICY

The aim of this policy is to ensure the safety of vulnerable adults accessing the Shopmobility Scheme.

Definition of a vulnerable adult

A “vulnerable adult” is a person aged 18 yrs or over “who is or may be in need of community care services by means of mental or other disability, age or illness” and **“**who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation”.

Thus a vulnerable adult may be someone who is:-

- Elderly and frail
- Has a mental disorder including dementia or a personality disorder
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is an unpaid carer
- Is homeless

What is abuse?

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse or neglect. Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

All staff, volunteers and Lowestoft Shopmobility members have a duty to identify abuse and to report it.

Abuse is a violation of an individual’s human and civil rights by any other person or persons. It can take a number of forms:-

- Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force feeding, forcible administration of medication, neglect or abandonment.
- Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism.
- Emotional/psychological abuse e.g. intimidation or humiliation.
- Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition.
- Discriminatory abuse e.g. disability, racial, sexual or religious harassment.
- Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will.
- Violation of rights e.g. preventing an individual speaking his or her thoughts and opinions.
- Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity.

PRINCIPLES

This policy is based on the following principles:-

- The welfare of vulnerable adults is the primary concern.
- All vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Services Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the General Data Protection Regulations 2018.

RESPONSIBILITIES

Lowestoft Shopmobility will;-

- Promote the health and welfare of vulnerable adults accessing the scheme by providing opportunities for them to take part in all activities safely.
- Respect and promote the rights, wishes and feelings of all members.
- Promote and implement appropriate procedures to safeguard the well being of vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its staff, volunteers and members to adopt best practice to safeguard and protect vulnerable adults from abuse and to minimise risk to themselves.

- Ensure all staff working on the scheme have a clear DBS check.
- Require members to adopt and abide by this Vulnerable Adult Protection Policy.
- Respond to any allegations of misconduct or abuse of vulnerable adults in line with this Policy as well as implementing, where appropriate, the relevant disciplinary and appeals procedure.
- Review and evaluate this Policy on a regular basis.

REPORTING PROCEDURE

All members and staff have a responsibility to be aware of this Policy and to report any suspicions that they might have concerning adult abuse to the Chairperson, [redacted] telephone No. [redacted] or if necessary directly to Social Services or the Police.

Review

This Policy and these Procedures will be regularly monitored and reviewed:-

- In accordance with changes in legislation and guidance on the protection of vulnerable adults.
- Following any issues or concerns raised about the protection of vulnerable adults within the Lowestoft Shopmobility Scheme.
- In all other circumstances at least bi-annually.

Approved by .....……...
Chairperson of Lowestoft Shopmobility
Date ....24-06-2025.....

Review date .....2027.....

Lowestoft Arts Centre

13 St. Peters Street,
Lowestoft,
Suffolk,
NR32 1QA

Phone: 01502 500 004
Email: contact@lowestoft-arts.org
https://lowestoft-arts.org

1

The project aims to install and upgrade systems at the Lowestoft Arts Centre to enable us to promote the creative arts throughout the area.

We need the technology to communicate and update our website to recruit new creative individuals living in Lowestoft and the surrounding areas.

Additionally, we need to keep our existing members informed about new exhibitions, workshops, and projects happening in the Triangle and Lowestoft.

We also plan to create promotional leaflets and posters for events at the Arts Centre and nearby locations to stimulate local interest in the arts.

2

Total cost of project £757.99

3

Breakdown of cost

Desktop Lenova A100 computer £449

HP smarttank Ink jet printer £149

Software: Microsoft Office, Mcafee antivirus and cloud storage £159.99

4

Grant Requested £757.99

Equalities Act 2010

I can confirm that our organisation does not negatively discriminate regarding any protected characteristic in respect of membership ,volunteering opportunities, participation in and beneficiaries of it's projects and activities or anything else. We have no employees. All our volunteers are aware of this policy none of whom are minors.

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE

MEMORANDUM OF ASSOCIATION OF
Lowestoft Arts Ltd

1. The name of the Company is:
Lowestoft Arts Ltd.

2. The registered office of the Company will be situated in England and Wales.

3. The objects for which the Company is established are:

A To promote and encourage the creative arts in the Lowestoft Area by providing marketing, training, workspace, event organising and information services for the local community including disabled people and other disadvantaged groups.

and to further this object the company shall have power

B To purchase, take on lease or in exchange, hire or otherwise acquire and hold for any estate or interest any lands, buildings easements, rights, privileges, concessions, patent rights, licences, secret processes, property of any kind necessary or convenient for the purpose of or in connection with the Company's business or any branch or department thereof.

C To erect, construct, lay down, enlarge, alter and maintain any shops, stores, factories, buildings, works, ways, plant and machinery necessary or convenient for the Company's business, and to contribute to or subsidise the erection, construction and maintenance of any of the above.

D To borrow or raise or secure the payment of money for the purpose of or in connection with the Company's business, and for the purpose of and in connection with the borrowing or raising of money by the Company to become a member of any building society.

E To mortgage and charge the undertaking and all or any of the real and personal property and assets, present or future, and to issue at part or at a premium or discount, and for such consideration as may be thought fit, debentures and debenture stock, either permanent or repayable, and collaterally or further to secure any securities of the Company by a trust deed or other assurance.

F To issue and deposit any securities which the Company has power to issue by way of mortgage to secure any sum less than the nominal amount of such securities and also by way of security for the performance of any contracts or obligations of the Company or of its customers or other persons or corporations having dealings with the Company, or in whose business or undertaking the Company is interested, whether directly or indirectly

G To receive money on deposit or loan upon such terms as the Company may approve and to guarantee the obligations and contracts of customers and others.

H To draw, make, accept, endorse, negotiate, discount and execute promissory notes, bills of exchange and other negotiable instruments.

I To invest and deal with the monies of the Company not immediately required for the purpose of its business in or upon such investments or securities and in such manner as may from time to time be determined.

J To accept payment of any property or rights sold or otherwise disposed of or dealt with by the Company, either in cash, by installments or otherwise, or in fully or partly paid up shares of any company or corporation, with or without deferred or preferred or special rights or restrictions in respect of dividend, payment of capital, voting or otherwise, or in debentures or mortgage debentures or debenture stock, mortgage or other securities of any company or corporation, or partly in one mode and partly in another, and generally on such terms as the Company may determine, and so hold, dispose of or otherwise deal with any shares, stocks or securities so acquired.

K To enter into any partnership or joint-purse arrangement or arrangement of sharing profits, union of interest or co-operation or amalgamate with any company, firm or person carrying on or proposing to carry on any business within the objects of the Company, and to acquire and hold, sell, deal with or dispose of shares, stock, or securities of any such company, and to guarantee the contracts or liabilities of, or payment of the dividends, interest or capital of any shares, stock or securities of and to subsidise or otherwise assist any such company.

L To establish or promote or concur in establishing or promoting any company the promotion of which shall be in any manner calculated to advance directly or indirectly the objects or interests of the Company, and to acquire and hold or dispose of shares, stock or securities of and guarantee the payment of dividends, interest or capital of any shares, stock or securities issued by or any other obligations of any such company

M To make any charitable donation either in cash or assets which the Company may deem expedient.

N To purchase or otherwise acquire and undertake all or any part of the business, property, assets, liabilities and transactions of any person, firm or company carrying on any business which this Company is authorised to carry on.

O To sell, improve, manage, develop, turn to account, exchange, let on rent, royalty, share of profits or otherwise, grant licences, easements and other rights in or over, and in any other manner deal with or dispose of the undertaking and all or any of the property and assets for the time being of the Company for such consideration as the Company may think fit.

P To obtain, acquire and purchase all necessary permits, licences or trade marks required for the purpose of enabling the Company to carry on its said business upon such terms and conditions as it may think fit.

In carrying out the aforesaid objects the Company shall have regard to promoting the physical, mental and spiritual well-being of the community and especially those who participate in the activities of the Company by reason of employment in or using the services provided by the Company and to assisting people in need by any means whatsoever

And it is hereby declared that the objects specified in each paragraph of this clause shall, except where otherwise expressed in such paragraph, be independent main objects and shall be in no wise limited or restricted by reference to or inference from the terms of any other paragraph or the name of the Company

4. The income and property of the Company wheresoever derived shall be applied solely toward the promotion of the objects of the Company as set out herein and no portion shall be paid or transferred directly or indirectly to the members of the Company except by way of payment in good faith of reasonable and proper wages, bonuses and repayment of expenses to any member or employee of the Company in return for any service actually rendered to the Company.

5. The liability of the members is limited.

6. Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he/she is a member or within one year after he/she ceases to be a member for payment of the debts and liabilities of the Company contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required not exceeding one pound.

7 In the event of winding up or dissolution the Liquidator shall first, according to law, use the assets of the Company to satisfy its debts and liabilities. Any balance of assets remaining must not be distributed among the members of the Company but shall be transferred by the Liquidator to such Common Ownership enterprises having objects similar to or compatible with the objects of the Company and which shall prohibit the distribution of its or their income among its or their members to an extent at least as great as is imposed on the Company under clause 4 hereof; or such central funds maintained for the benefit of Common Ownership enterprises as may be determined by the members at or before the time of winding up or dissolution or insofar as the assets are not transferred shall he held for charitable purposes. This clause may only be changed by the unanimous vote of all members and section 17 of the Companies Act 1985 shall not apply.

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION OF

Lowestoft Arts Ltd.

INTERPRETATIONS

1. In these Articles:-
"the Act" means-the Companies Act 1985 and any amendments from time to time in force.
"the Company" means the above-named Company.
"secretary" means any person appointed to perform the duties of the Secretary of the Company.
"employee" means a person for the time being employed by the Company or any subsidiary of the Company.
"the Management Committee" means the Board of Directors of the Company.
Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography and other modes of representing or reproducing words in visible form.
Words importing the singular number shall include the plural and vice versa unless a contrary intention appears.
Unless the context requires otherwise, words or expressions contained in these Articles shall bear the same meaning as in the Act.

MEMBERSHIP

2 The number of members with which the Company proposes to register is 500 but in Management Committee may from time to time register an increase of members.

3 The first members of the Company shall be the subscribers to the Memorandum of Association.

4 The management committee may admit to membership
(a) any person who has attained the age of eighteen years and who is in agreement with the objects of the Company as set out in clause 3A of the Memorandum of Association and pays such annual subscription as is set from time to time by the Management Committee., without discrimination between persons by reference to wealth, politics, race, religion, gender or disability
(b) any society, company, local authority or unincorporated association which is in agreement with the objects of the company as set out in clause 3A of the Memorandum of Association and pays such annual subscription as is set from time to time by the Management Committee.

5 The provisions of Section 352 of the Act shall be observed by the Company and every member shall either sign a written consent to become a member or sign the Register of Members on becoming a member. A member which is a society, company, local authority or unincorporated association taking up membership must appoint a deputy who shall represent the organisation in General Meeting and cast its vote. The member organisation must inform the Company Secretary in writing of the appointment of such a deputy.

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION OF

Lowestoft Arts Ltd.

INTERPRETATIONS

1 In these Articles:-
"the Act" means the Companies Act 1985 and any amendments from time to time in force.
"the Company" means the above-named Company.
"secretary" means any person appointed to perform the duties of the Secretary of the Company.
"employee" means a person for the time being employed by the Company or any subsidiary of the Company.
"the Management Committee" means the Board of Directors of the Company.
Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography and other modes of representing or reproducing words in visible form.
Words importing the singular number shall include the plural and vice versa unless a contrary intention appears.
Unless the context requires otherwise, words or expressions contained in these Articles shall bear the same meaning as in the Act.

MEMBERSHIP

2 The number of members with which the Company proposes to register is 500 but in Management Committee may from time to time register an increase of members.

3 The first members of the Company shall be the subscribers to the Memorandum of Association.

4 The management committee may admit to membership
(a) any person who has attained the age of eighteen years and who is in agreement with the objects of the Company as set out in clause 3A of the Memorandum of Association and pays such annual subscription as is set from time to time by the Management Committee., without discrimination between persons by reference to wealth, politics, race, religion, gender or disability
(b) any society, company, local authority or unincorporated association which is in agreement with the objects of the company as set out in clause 3A of the Memorandum of Association and pays such annual subscription as is set from time to time by the Management Committee.

5 The provisions of Section 352 of the Act shall be observed by the Company and every member shall either sign a written consent to become a member or sign the Register of Members on becoming a member. A member which is a society, company, local authority or unincorporated association taking up membership must appoint a deputy who shall represent the organisation in General Meeting and cast its vote. The member organisation must inform the Company Secretary in writing of the appointment of such a deputy.

6 A member shall cease to be a member if he or she:

(a) fails in the opinion of the management committee to meet payment of subscriptions or fees as they fall due.

(b) ceases to fulfill any other qualifications for membership specified in these Articles; or

(c) acts in the opinion of the management committee in a manner liable to bring the Company into disrepute.

(d) resigns in writing to the Secretary.

GENERAL MEETINGS

7 The Company shall in each calendar year hold a General Meeting as its annual General Meeting and shall specify the meeting as such in the notices calling it, providing that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting. The first Annual General Meeting shall be held within eighteen months of incorporation.

8 The Management Committee, the General Council or ten percent of the members for the time being may whenever they think fit convene an Extraordinary General Meeting of the Company. The notice of such a meeting must be given in accordance with Article 12 below and must state the objects of the meeting.

9 An Annual General Meeting, an Ordinary General Meeting or an Extraordinary General Meeting shall constitute a General Meeting of the Company.

10 Decisions at General Meetings shall be made by passing resolutions. The decisions involving an alteration to the Memorandum and Articles of Association of the Company and other decisions so required from time to time by statute shall be made by special resolution. A special resolution is one passed by a majority of not less than three-fourths of such members as being entitled so to vote in person at a General Meeting. All other decisions shall be made by ordinary resolution requiring a simple majority.

NOTICES

11 An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by twenty-one days' notice, any other General Meeting shall be called by fourteen days' notice at least.

12 In the case of an Annual General Meeting or a meeting called for the passing of a special resolution, notice shall be given in writing to every member of the Company and to such persons who are entitled to receive notice by virtue of statute or Article 15 below and shall be given personally or by sending it by post to him/her or his/her registered office or any address given by him/her for this purpose within the United Kingdom.

13 In the case of a General Meeting other than described in Article 12 above the Company in General Meeting may decide either to give notice pursuant to the provisions of Article 12 above or by displaying the notice in such prominent positions at each place of work of the Company as the Company in General Meeting shall decide.

14 The auditors of the Company shall receive notice of all General Meetings.

15 The Company in General Meeting may decide from time to time to invite by notice any person to a General Meeting of the Company.

16 Notice shall be exclusive of the day on which it is served or given and shall specify the place and exact time of the meeting and the general nature of the business to be raised thereat.

17 Where notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice and to have been effected at the expiration of forty-eight hours after notice has been posted.

18 The accidental omission to give notice of a meeting to or non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate proceedings at the meeting.

PROCEEDINGS AT GENERAL MEETINGS

19 Every member and such other persons as receive notice shall be entitled to attend and speak at a General Meeting.

20 No business shall be transacted at a General Meeting unless a quorum of members is present. Twenty percent of the membership for the time being shall be the quorum.

21 If within half an hour from the time appointed for the meeting a quorum is not present it shall stand adjourned to the same day in the next week at the same time and same place or otherwise as the Company in General Meeting may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.

22 Each General Meeting shall elect a Chairperson whose function will be to conduct the business of the meeting in an orderly manner.

23 The Chairperson may with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and place to place but no business shall be transacted at an adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place.

24 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is, before or upon the declaration of the result of the show of hands, demanded by:-

(a) the Chairperson; or

(b) at least 3 members present in person.

Unless a poll be so demanded, a declaration by the Chairperson that a resolution has been carried or lost and an entry to that effect in the minutes of the proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.

25 If a poll is duly demanded it shall be taken in such manner as the Chairperson of the meeting directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

26 Subject to the provisions of the Act a resolution in writing signed by all the members for the time being shall as valid and effective as if the same had been passed at a General Meeting duly convened and held and may consist of several documents in the like form, each signed by one or more members.

27 Votes may only be given personally and no member shall have more than one vote. Proxy voting is not permitted.

GENERAL COUNCIL

28. The role of the General Council shall be to establish and monitor the policies of the company with reference to its objects, to appoint and advise the Management Committee, to consult with the Management Committee on the Management Committee's execution of the policies of the Company as established by the General Council and to represent the interests of the Management Committee between General Meetings.

29. The qualification of a General Council member shall be that s/he is a member of the Company or is the nominated deputy of a corporate body or association which is a member of the Company and there shall be no further qualification required.

30. Unless otherwise determined by the Company in General Meeting the number of the General Council shall not be more than twelve.

31. The first General Council of the Company shall be elected at the first Annual General Meeting or by an Extraordinary General Meeting called specifically for that purpose.

32. New General Council members shall be elected individually at each Annual General Meeting by the members present.

33. Until otherwise determined by a General Meeting the General Council shall meet together at least once every three months and shall adjourn and otherwise regulate their meetings as they see fit. In the case of an equality of votes an additional and casting vote shall be cast by the chair of the meeting.

34. The quorum necessary for the transaction of business of the General Council shall be four.

35. The General Council may appoint any member of the Company to serve on the General Council, either as an addition or to fill a casual vacancy, provided that the maximum number provided that the maximum number specified in article 30 is not exceeded.

36. A General Council member shall, subject to article 37 below, hold office until the next Annual General Meeting following his/her appointment. On the expiration of the period for which s/he was appointed a General Council member shall be eligible for re-election.

37. The office of General Council member if s/he:
    (a) resigns her/his office in writing to the Secretary; or
    (b) ceases to be a member of the Company or is the deputy of a corporate body or association which ceases to be a member; or
    (c) is removed by resolution of a General Meeting of the Company.

38. The General Council may establish such Sub-Committees from its own members and/or from members of the Company as it sees fit, and may delegate any of its powers to any Sub-Committee so formed; any such Sub Committee shall conform to any regulations imposed upon it by the General Council.

39. The General Council shall choose one of their number present to be Chairperson of the Meeting, whose function shall be to conduct the business of the meeting in an orderly fashion.

MANAGEMENT COMMITTEE

40 Unless otherwise determined by the Company in General Meeting the number of members of the Management Committee shall not be less than three or more than twelve.

41 The initial members of the Management Committee from incorporation until the first Annual General Meeting shall be determined in writing by the subscribers of the Memorandum of Association.

42 Except as hereinafter provided the qualification required to be a member of the Management Committee shall be that he/she is a member of the General Council.

43 New Management Committee Members shall be appointed by the General Council at its first meeting following each General Meeting.

44 On expiration of the period of office for which he/she was elected a Management Committee member shall be eligible for re-election.

45 A Management Committee member shall not vote in respect of any contract in which he/she is directly or indirectly interested or any matter arising therefrom and if he/she does so vote his/her vote shall not be counted

46 The office of a member of the Management Committee shall be vacated if:

(a) he/she resigns his/her office in writing to the Company; or
(b) he/she ceases to be a member of the Company for any reason whatsoever; or
(c) he/she fails to declare his/her interest in any contract as referred to in Article 33; or
(d) he/she is absent from three successive meetings of the Management Committee without the permission of the Management Committee and the Management Committee resolves by a majority that the office is to be vacated; or
(e) he/she becomes bankrupt or of unsound mind; or
(f) he/she is removed from office by resolution of the Company in General Meeting (in accordance with section 303 of the Act).

47 Unless and until otherwise determined by the Company by Special Resolution Section 293 of the Act shall not apply and therefore no person attaining the age of seventy shall be prohibited from holding the office of Management Committee Member.

POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

48 The business of the Company shall he managed by the Management Committee who may pay all expenses of the formation of the Company as they think fit and may exercise all such powers of the Company and do all such acts on behalf of the Company as may be exercised and done by the Company and as are not by statute or by these Articles required to be exercised or done by the Company in General Meeting.

49 No regulation made by the Company in General Meeting or by the General Council shall invalidate any prior act of the Management Committee which would have been valid had that regulation not been made.

50 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Company shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be in such manner as the Management Committee shall from time to time determine.

51 Without prejudice to its general powers the Management Committee may exercise all the powers of the Company to borrow money and to mortgage or charge its undertaking and property or any part thereof and to issue debentures and other securities whether outright or as security for any debt, liability or obligation of the Company or of any third party.

PROCEEDINGS OF THE MANAGEMENT COMMITTEE

52 Members of the Management Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and questions arising at any meeting shall be decided by a majority of votes, In the case of an equality of votes the Management Committee shall refer the matter to a General Meeting.

53 A Management Committee member may and the Secretary shall on the requisition of a Management Committee member summon a meeting of the Management Committee at any reasonable time.

54 The quorum necessary for the transaction of business of the Management Committee shall be two.

55 If the Management Committee shall at any time be reduced in number to less than the minimum prescribed in these Articles, it may act as the Management Committee for the purpose of filling vacancies in their body or summoning a General Meeting of the Company but for no other purpose.

56 The Management Committee shall choose one of their number present to be Chairperson for that meeting.

57 The Management Committee shall cause proper minutes to be made of the proceedings of all meetings of the Company, of the Management Committee and of any sub-Committee and all business transacted at such meetings. All such minutes shall be open to inspection by any member of the Company and by any other person authorised by the Company in General Meeting.

58 A resolution in writing signed by all Management Committee members for the time being who are entitled to vote shall be as valid and effective as if it had been passed at a meeting of the Management Committee and may consist of several documents in like form signed by one or more Management Committee members.

59 The Management Committee may delegate any of its powers to sub-Committees consisting of such members of the Company as it thinks fit. Any sub-Committee so formed shall conform to any regulations that may be imposed on it by the Management Committee.

SECRETARY

60 The Secretary shall be appointed or removed by the Management Committee.

61 Anything which has to be done by or to a Management Committee member and the Secretary shall not be done by one person acting in both capacities.

ACCOUNTS

62 The Management Committee shall cause proper books of account to be kept with respect to:-

(a) all sums of money received and expended by the Company and the matters in respect of which the receipt and expenditure takes place; and

(b) all sales and purchases of goods by the Company; and

(c) the assets and liabilities of the Company.

Proper books shall be deemed to be kept if they give a true and fair record of the state of the Company's affairs and explain its transactions.

63 The books of account shall be kept at the registered office of the Company or at such other places as the Management Committee think fit, and shall always be open to the inspection of all members of the Company during their working hours and by such other persons authorised by the Company in General Meeting.

64 The Management Committee shall from time to time in accordance with their statutory obligations cause to be prepared and laid before the Company in General Meeting such profit and loss accounts, balance sheets and reports as are required by statute.

65 In addition the Management Committee shall prepare and present the members with such regular trading accounts showing so far as is possible the current financial results of the Company as the Company in General Meeting shall require to be laid before them.

66 A copy of every balance sheet (including every document required by law to be annexed thereto which is laid before the Company in General Meeting) together with the Auditor's report, shall not less than twenty-one days before the date of the meeting be sent or delivered to every member, the Auditors and every holder of loan stock or debentures of the Company, provided that this Article shall not require a copy of those documents to be sent to any person of whose address the Company is not aware or to more than one of the joint holders of any debenture.

AUDIT

67 Once at least in every year the accounts of the Company shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

68 Auditors shall be appointed and their duties regulated in accordance with Sections 237 and 384 to 392 f the Act, the Management Committee members being treated as the directors mentioned therein.

PROFIT OF THE COMPANY

69 The profit of the Company shall be applied as follows, in such proportion and in such a manner as the General Meeting shall decide from time to time:-

(a) Firstly, to a general reserve for the continuation and development of the Company.

(b) Secondly, to make payments for social and charitable objects as provided in Clause 3 of the Memorandum of Association.

WAGES AND WELFARE

70 The terms and conditions of the contract of employment of members of the Company shall be determined by the Management Committee subject to the approval of the General Council.

71 Every member or auditor or officer of the Company shall be indemnified out of the assets of the Company against all losses or liabilities incurred by him/her in or about the execution and discharge of the duties of his/her office, except to the extent that such losses or liabilities shall be attributed to either:-

(a) fraud or other matters in respect of which such person concerned shall be convicted of a criminal offence; or

(b) negligence; or

(c) actions knowingly beyond the scope of a specific authority or limit thereon on the part of such person.

DISSOLUTION

72 Clause 7 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if the provisions thereof were repeated in these Articles.

73 The provisions of Article 72 and of this Article may only be changed by the unanimous vote of all members.

LOWESTOFT ARTS CENTRE

13 St. Peters Street, Lowestoft, Suffolk, NR32 1QA
Telephone 01502 500004

Safeguarding policy and procedure (for small groups)

(V. 1st October 2025)

*** Purpose**

The purpose of this policy and procedure is to define how the LOWESTOFT ARTS CENTRE operates to safeguard children and adults at risk form harm on order to:

* protect them from harm
* provide volunteers with the overarching purpose that guide our approach to safeguarding

We recognise we have a duty of care and we are committed to the protection and safety of everyone who comes into contact with our organisation; including children and adult at risk involved as visitors and ad participants in all of our activities both on and off site. We also have a duty of care to safeguard and support our volunteers.

The policy is a core part of our governance responsibilities and priorities. The committee responsibilities include ensuring that the organisation provides a safe environment and protects volunteers, and everyone who comes into contact with it from abuse or maltreatment of any kind.

We are committed to ensuring safeguarding practice reflects our legal responsibilities, government guidance and Suffolk Safeguarding Partnership requirements. We recognise that we have responsibilities for the safety and care of children under the Children Act 1989 and 2004 and Working Together 2023. We recognise our responsibilities to safeguard Adults at Risk of Harm under the Care Act 2014. The organisation will act in accordance with all relevant legislation including the Domestic Abuse Act 2021 and the Terrorism Act (2000).

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer who supports us whatever their role, will play their part in keeping people safe.

*** Definitions**

* **Children** are defined as those persons aged under 18 years old.

* **Safeguarding and promoting the welfare of children** is defined in Working together as;
  * providing help and support to meets the need of children as soon as problems emerge
  * protecting children from maltreatment, whether that is within our outside the home, including online
  * preventing impairment of children's mental and physical health or development
  * ensuring that children grow in circumstances consistent with the provision of safe and effective care
  * promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
  * taking action to enable children to have the best outcomes in line with the outcome set out in the Children's Social Care National Framework.

* Recognising
  * The welfare of a child or adult at risk is paramount
  * All children and adults at risk have the right to protection from abuse
  * Safeguarding is everyone's responsibility
  * Professional Curiosity is important in recognising and responding to safeguarding concerns
  * The importance of following information sharing procedures in safeguarding

* Providing effective management, induction training, regular refreshing training and support all volunteers to know about and follow our safeguarding policy and procedures for safeguarding children and adults at risk

* Using our safeguarding policies and procedures to share and report all safeguarding concerns to the elected committee and the external authorities swiftly and appropriately

* Using our safeguarding policies and procedures to share and manage any allegations of safeguarding concerns about volunteers against a child/ren using the Local Authority Designated Officer process

* Managing the risks of extremist or terrorist abuse; not supporting or enabling terrorism or other illegal conduct, such as hatred on the grounds of race, religion or sexual orientation.

* Act in an appropriate professional behaviour as set out in our Code of Conduct and Boundaries policies and procedures. Failure to maintain standards may be dealt with using internal procedures.

* Recruiting and selecting volunteers safely; ensuring all necessary checks are made, including on when to obtain a DBS check

* Developing and implementing an appropriate cyber safety policies and procedures, including a Cyber Safeguarding Incident Plan to identify, mitigate and address cybercrime. This plan aims to protect the organisation, it's volunteers, and beneficiaries from the harm of cyber-attacks

* Preventing and reporting extremism and radicalisation concerns

* Recording, storing and using information professionally and securely, in line with data protecting legislation and guidance and out IT policies and procedures

* Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for volunteers and elected committee to feel able to raise concerns and feel supported in fulfilling their safeguarding roles

* Implementing affective safeguarding systems where;
  * The child's and adults at risk of harm needs are paramount to volunteers and elected committee use their professional judgement to put the person's need at the heart of the safeguarding system so that the right solution can be found for each individual
  * Safeguarding for adults is person-led and outcome focused, engaging the adult at risk in conversation about how best to responding to their safeguarding situation. Issues of capacity, consent and decision making are taken into account

* Practising Professional Curiosity, understanding what life is like for the individual and and being alert of the needs of children and adults at the risk of harm and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk

* **Adult at risk of abuse or neglect** defined by the Care Act 2014 as;
  someone over 18 years old who,
  * has care and support needs
  * is experiencing, or is at risk of, abuse or neglect
  * as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
    If someone has care or support needs but is not currently receiving care or support from a healthy care service they may still be an adult at risk

Person affected

This policy applies to everyone volunteering on behalf of the LOWESTOFT ARTS CENTRE or contractors.

* **Our Policy**

* We believe everyone has a responsibility to protect the welfare of all children and adults at risk of harm, to keep them safe and to practise in a way that protects them.

* We recognise that while it is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place it is everyone's responsibility to report any concerns and all volunteers and contractors will know how to recognise and report safeguarding concerns.

* We have a zero tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children and adults at risk of abuse, exploitation, radicalisation, and mistreatment.

* We recognise that all children and adults at risk whatever their age ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse.

* Adults will be included in swift and personalised safeguarding responses, in line with the Six principles of safeguarding for adults and Making Safeguarding Personal.

* We are committed to inter agency collaboration and information sharing to safeguard children and adult at risk of harm.

* We recognise the need to protect children and adults at risk of harm from safeguarding harm both in person and/or cyber/virtual risks.

* We ensure all of the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect adults and children from abuse.

We will keep children and adults at risk from harm by;

* Valuing, listening to and respecting them

* Ensuring the elected committee takes leadership responsibility for the organisations safeguarding arrangements, contact details in accompanying procedures

* Having a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the organisation. Contact details in the Safeguarding Procedures and on display in the Arts Centre

* Making our safeguarding children and adults at risk policies and procedures available on demand, for anyone using our Art Centre to know what do to do if they have a concern

* Ensuring that we have effective complaints, grievance and whistleblowing policies and procedures

*** Review**

This policy and related guidance will be monitored by the elected committee on a regular basis for compliance and will be reviewed at least annually.

*** Procedure**

If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse
if you follow the safeguarding policy and procedure (use this flowchart)
It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority

Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- *For concerns about an Adult at Risk of Harm*: Use the *Safeguarding Adults Framework* to guide your discussions on thresholds for safeguarding referrals
- *For concerns about a child (under 18 years of age)*: Use the *Suffolk Thresholds of Needs Matrix* to guide your discussions on thresholds for safeguarding referrals
  - If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
  - If there is immediate danger to the child or Adult at Risk call 999 for the Police.

Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral use the relevant online Suffolk Portal (child or adult).

Contact information

Safeguarding referral: Via portal
Customer First 0808 800 4005
MASH Professionals Consultation line 03456 061 499
Police: 999 if it is an emergency

Safeguarding Lead: tel.	email:
Safeguarding Deputy: tel.	email:
Safeguarding Trustee: tel.	email:

Notes: reporting for CYP	Notes: reporting for Adults at Risk
• Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring • **Local Authority Designated Officer (LADO) Referrals** If you have concerns about an adult working with a child under the age of 18 that you would like to report, access the LADO page for more information	It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

Lowestoft Town Council

Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft Arts Ltd.
Name of account to which payment to be made (explain if not your organisation's name)	BARCLAYS LOWESTOFT
What does your organisation do? (100 words max)	PROMOTE AND ENCOURAGE THE CREATIVE ARTS PROVIDING MARKETING, TRAINING, WORKSPACE, EVENT ORGANISING AND INFORMATION SERVICES FOR THE LOCAL COMMUNITY
What relevant local area does your organisation cover?	SUFFOLK
Who are the main beneficiaries of your work?	THE LOCAL COMMUNITY INCLUDING DISABLED PEOPLE AND OTHER DISADVANTAGED GROUPS.
Are you a charity? If yes, describe the type of charity	NO.
If registered, what is the charity number?	—
Not-for-profit? If no, describe the organisation	WE ARE A NOT FOR PROFIT ORGANISATION. WITH A GALLERY FOR THE DISPLAY AND SALE OF LOCAL ARTIST'S WORK AND STUDIOS FOR LET.
Organisation income (last complete financial year)	£ 8, 090 - 98
Organisation expenditure (last complete financial year)	£ 7, 260 - 08

Lowestoft Town Council

Grant Application Form

Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	TREASURER / DIRECTOR
Explain how you are authorised to make this application on behalf of the organisation	AS TREASURER I PREPARE THE ACCOUNTS FOR OUR ACCOUNTANTS AND ORGANISE THE FINANCIAL MATTERS.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	1 SEE ATTACHED
Total cost of project	2
Breakdown of cost	3
Grant requested from Lowestoft Town Council	4
What specifically would the grant from the Council fund?	COMPUTER + SOFTWARE + PRINTERS
Have any funds been requested/agreed from other sources? Provide details	NO
When are the funds required?	AS SOON AS POSSIBLE

Lowestoft Town Council

Grant Application Form

Project start date	AS SOON AS POSSIBLE.
Project completion date	ONGOING

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES.
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES.
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES.
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES.
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	YES.
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES.

Signed [redacted] Date 19th September 2025.

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

[redacted] TREASURER & DIRECTOR



Lowestoft Arts Centre

13 St. Peters Street,
Lowestoft,
Suffolk,
NR32 1QA

Phone: 01502 500 004
Email: contact@lowestoft-arts.org
https://lowestoft-arts.org

1

The project aims to install and upgrade systems at the Lowestoft Arts Centre to enable us to promote the creative arts throughout the area.

We need the technology to communicate and update our website to recruit new creative individuals living in Lowestoft and the surrounding areas.

Additionally, we need to keep our existing members informed about new exhibitions, workshops, and projects happening in the Triangle and Lowestoft.

We also plan to create promotional leaflets and posters for events at the Arts Centre and nearby locations to stimulate local interest in the arts.

2

Total cost of project £800

3

Breakdown of cost

Desktop Lenova A100 computer £449

HP smarttank Ink jet printer £149

Software: Microsoft Office, Mcafee antivirus and cloud storage £159.99

Contingency to cover cables and misc accessories £42.01

4

Grant Requested £800

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Paper-works* (partnership of Hugh and Lisa [redacted])
Name of account to which payment to be made (explain if not your organisation's	Paperworks
What does your organisation do? (100 words max)	Publication and printing of the Lowestoft Lowdown. This is a community zine providing monthly listings of cultural and creative events in NR32 and NR33. 500 printed copies are distributed each month to around 50 venues and independent shops inNR32 and NR33
What relevant local area does your organisation cover?	Ward areas in which Lowdown is distributed include Harbour and Normanston Kirkley Pakefield
Who are the main beneficiaries of your work?	The main beneficiaries of The Lowdown are local residents. Statistics for the Lowestoft Lowdown Facebook page indicate the following distribution of visitors. (82.8% from Lowestoft) Age ranges 55-64. 26.8% 45-54 22.1% 65+ 18.8% 35-44 18.5% 25-34. 11.7% 18-24 2.1% These percentages are in accord with anecdotal information

Lowestoft Town Council
Grant Application Form

Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	Not applicable
Not-for-profit? If no, describe the organisation	The organisation is a partnership which aims to provide facilities and to enrich the cultural and creative opportunities within Lowestoft. Some of the activities (eg workshops and services for other arts organisations) provide an opportunity for some income which helps to provide cashflow and capital for new ventures.
Organisation income (last complete financial year)	£7,615.79
Organisation expenditure (last complete financial year)	**£3,195.29**
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	mail@paper-works
Position within organisation	Partner
Explain how you are authorised to make this application on behalf of the organisation	Founding partner

Lowestoft Town Council
Grant Application Form

About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Lowdown provides a comprehensive and single source of information about cultural and creative events happening in Lowestoft and its immediate surroundings on a monthly basis. It is made available free to all both as a physical printed zine (500 copies distributed via independent shops and venues) and also as a freely downloadable pdf (www.booksandprints.co.uk) In addition to information on events and venues the zine includes a variety of articles of local interest which may include art, heritage, music, events , architecture and the environment. The aim is to help develop Lowestoft's cultural/creative audience, increase awareness and inform people generally about what the town has to offer.
Total cost of project	The total annual cost of the project for 2026 is approximately £8276.76
Breakdown of cost	Research/writing/editing/printing and distribution £7200 (40 hours per monthly issue at £15/hour) Paper costs £477.96 (based on a circulation of 500 per month of 4 A4 sheets printed double sided ie paper costs at approx £39.83 per month utilising woodland trust paper) Recycled Printer Cartridges £598.80 (based on 12 cartridges @£49.90 per cartridge)
Grant requested from Lowestoft Town Council	£1076.76
What specifically would the grant from the Council fund?	The grant would provide the paper and printing costs for 500 copies of (16 page) monthly issues of Lowdown for January 2025 though to December 2025 Carefull sourcing has allowed us to reduce our costs(LTC would be acknowledged in each printed edition) This 12 month period of funding would allow us to continue to serve our community.

Lowestoft Town Council
Grant Application Form

Have any funds been requested/agreed from other sources? Provide details	Funds are separately sought via advertising in and sponsorship of Lowdown. During this financial year this has averaged £100 per month. Funds are also sought via voluntary donations and delivery subscriptions (a total annual estimate of revenue from these sources approximately £200) . The aim is that in 2026 the sponsorship /advertising/donation revenue will be utilised to continue helping fund the development of the lowdown offering.The labour costs of the production of Lowdown are self funded by paper-works Special editions of Lowdown (eg First Light Festival do not form part
When are the funds required?	January 2026 to December 2026
Project start date	1st January 2026
Project completion date	31st January 2026

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes

Lowestoft Town Council
Grant Application Form

Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed..[redacted]..... Date……..4th November 2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Lowestoft Town Council
Grant Feedback Form

As part of the conditions of your grant, we ask that you complete the below form to provide the council with information on the outcome and impact of the grant. This should be completed within six months of the grant being made. You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.

General Details	
Name of organisation	Paper-works
Company or Charity Registration Number	Not applicable
Summary of the Project details (max 250 words)	Support towards paper and print cartridge costs towards the production of a 12 page free zine : "Lowdown" providing regular monthly cultural and creative whats on listings with a distribution of 500 copies
Timescale of the project	Lowdown is an ongoing project which has been running for over 3 years the grant award is covered the period from January 2025 to December 2025 inclusive
Date of grant funding award	Jan 2025 £367.35 April 2025£1102.75
Amount of grant funding awarded	

Lowestoft Town Council
Grant Feedback Form

What did the grant funding help you to achieve?	The grant funding award allowed us to produce 12 monthly copies of Lowdown each with a distribution of 500 free copies available from local venues and small businesses. We estimate that we will have provided whats on in Lowestoft information to local people on up to 9000 occasions assuming an average readership of 1.5 people per printed copy
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The presence of the LTC core printing funding has allowed us to use the small amount of advertising funding to increase the number of pages in each issue to 16 and occasionally 20 pages. This has allowed us to provide a broader range of articles of local interest including information about the works at the Marina Theatre , The Lowestoft Jazz festival, Excelsior Trust and LTC's Black History month competition amongst many others.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	The LTC grant was acknowledged in every printed copy of Lowdown. Specifically with the LTC logo on the penultimate page and also a text credit in the about Lowdown section on the last page. We also included a full column about the grant on the back page of the January 2025 edition.
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	mail@paper-works.co.uk
Position within organisation	Partner
Additional Information	

Lowestoft Town Council
Grant Feedback Form

Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details Please see.https://www.booksandprints.co.uk/lowdown for pdf copies of all 2025 Lowdown Issues with LTC print partner credit. Plus Lowestoft Lowdown Facebook post of 28th Dec 2024	Yes
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use?	Not applicable

Signed..... [redacted] ..... Date.....4th November 2025.....

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Inspire
Name of account to which payment to be made (explain if not your organisation's name)	Inspire Suffolk LTD
What does your organisation do? (100 words max)	Inspire is a Suffolk-based youth charity supporting young people aged 10–25 to build confidence, wellbeing, and life skills through sport, creative activities, and mentoring. As well as being a community venue, from Colville House, School Road in Lowestoft, we deliver our successful Youth Employment Programme, weekly drop-in youth session and school holiday clubs that provide a safe, positive space for young people to socialise, access trusted adults, and take part in fun, structured activities. Our qualified youth workers support personal development and reduce isolation, anti-social behaviour, and low wellbeing among local young people.
What relevant local area does your organisation cover?	All Lowestoft
Who are the main beneficiaries of your work?	Young people aged 11-25 living in Lowestoft, particularly those experiencing disadvantage, low confidence, or limited access to positive activities.
Are you a charity? If yes, describe the type of charity	Registered Charity (Youth Charity)
If registered, what is the charity number?	1101519
Not-for-profit? If no, describe the organisation	Yes

Lowestoft Town Council
Grant Application Form

Organisation income (last complete financial year)	£3,179,056 (large capital investment at Ipswich venue)
Organisation expenditure (last complete financial year)	£1,576,357
Contact details	
Name	[redacted]
Address	Inspire Head Office: Lindbergh Road, Ipswich, IP3 9QX Delivery Venue: Colville House, School Road, Lowestoft, NR33 9NB
Telephone number/s	[redacted]
E-mail	carot@inspiresuffolk.org.uk
Position within organisation	Head of Funding & Project Development
Explain how you are authorised to make this application on behalf of the organisation	I am a member of the Senior Leadership Team and responsible for all grants and contracts across the Charity.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We are seeking funding to purchase new recreational equipment to enhance our youth drop-in club at Colville House, Lowestoft. The new items have been requested directly by young people through recent feedback forms and youth voice discussions. These additions will make sessions more active, inclusive, and engaging, especially for those who struggle with confidence or social interaction. The activities encourage teamwork, self-expression, and healthy physical activity, while giving young people a safe and structured environment away from risk of anti-social behaviour or isolation. Our drop-ins regularly attract 25–30 young people per session, many of

<table>
<tr><td></td><td>whom attend weekly. The equipment will be used throughout the year, supporting more than 150 young people annually.

This investment will have a lasting impact, helping us to keep young people active, connected, and supported within their community.

We will evidence the impact through attendance data, young people's feedback, and photographs of activities. Early evaluation shows these resources will encourage participation, improve wellbeing, and strengthen young people's sense of belonging in Lowestoft.

Lowestoft Town Council will be acknowledged on our promotional materials, social media, and building signage, in line with the Council's publicity and reporting requirements.</td></tr>
<tr><td>Total cost of project</td><td>£1,235.95</td></tr>
<tr><td>Breakdown of cost</td><td>
<table>
<tr><th>Item</th><th>Cost</th><th>Supplier</th></tr>
<tr><td>Karaoke Machine</td><td>£279</td><td>https://www.prebeat.co.uk/amplifiers-mixers-media-players-c10/karaoke-machines-c155/easy-karaoke-smart-bluetooth-karaoke-system-4-wired-mics-p2043</td></tr>
<tr><td>Table Tennis</td><td>£219</td><td>https://www.libertygames.co.uk/store/table-tennis/indoor-table-tennis/slimstore/</td></tr>
<tr><td>Skateboard Ramp</td><td>£319.95
£99 Del</td><td>https://sbskateramps.com/products/2-x-4</td></tr>
<tr><td>Sofa</td><td>£279
£40 Del</td><td>https://www.ikea.com/gb/en/p/klippan-2-seat-sofa-flackarp-medium-grey-s89246862/</td></tr>
</table>
</td></tr>
<tr><td>Grant requested from Lowestoft Town Council</td><td>£1,235.95</td></tr>
<tr><td>What specifically would the grant from the Council fund?</td><td>Items above</td></tr>
<tr><td>Have any funds been requested/agreed from other sources? Provide details</td><td>Not for this equipment.

We will cover any additional minor costs such as installation and supervision through existing budgets.</td></tr>
</table>

Lowestoft Town Council
Grant Application Form

	The drop-in sessions are funded by: ESC Enabling Communities Budget (Cllrs Back & Robinson) ESC Safer Streets Serious Violence Duty Fund Suffolk Police and Crime Commissioner
When are the funds required?	December 2025 or asap.
Project start date	05/01/2026
Project completion date	04/0/2027

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	YES
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES

Signed…… Date.....13th October 2025.....

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Contents

Introduction 3
Policy 4
Procedures 6
Guidance for Disclosures 6
Recognising Different Types of Abuse 7
Early help 7
Reporting Suspicions and Concerns of Abuse 8
Recruitment of Staff 9
Work with Children, Young People and Adults at Risk 9
Guidance for Safer Working 9
Photography of Learners 9
Lone Working and Home Visits 10
In-School Provisions and Reporting 10
Allegations against staff 10
Suspension 11
Information Sharing 11
Child-on-Child abuse 12
Staff Response and Modelling Appropriate Behaviour 12
The 'Calling in' and 'Calling out' Approach 13
Prevent 13
Mental Health 14
Subcontracted Learners 14
Out-of-hours programmes 14
External Hirers 14
Lanyards 15
Key Contacts 15
Policy review 16
Policy Change history 16
Appendices 18

Introduction

Introduction

This policy outlines Inspire's commitment to safeguarding children, young people, and adults at risk, ensuring their protection from harm and abuse (see appendix 1 for definitions of types of abuse). Safeguarding is the responsibility of all. The purpose of this document is to define Inspire's safeguarding policy and procedures, specifically designed to protect vulnerable individuals.

Definitions

- **Children**: Everyone under the age of 18.
- **Young People**: Individuals between the ages of 14-17.
- **Adults**: Anyone over the age of 18.
- **Adult at Risk**: Aged 18 years or over, any person who may need community care services by reason of mental or other disability, age, or illness, and who is or may be unable to take care of themselves to protect themselves against significant harm or exploitation.
- **Learner**: Any child, young person, or adult at risk currently engaging in Inspire's programmes.
- **Staff**: Includes any person employed by Inspire, as well as apprentices, volunteers, trustees, agency staff, or anyone working on behalf of Inspire.

Safeguarding and Promoting Welfare

- **Children and Young People**:
    - Protecting from maltreatment.
    - Preventing impairment of health or development.
    - Ensuring safe and effective care.
    - Enabling the best outcomes in life.
- **Adults at Risk**:
    - Protecting the right to live safely, free from abuse and neglect.
    - Preventing harm and reducing the risk of abuse or neglect.
    - Promoting wellbeing, considering views, wishes, feelings, and beliefs.
    - Recognizing complex interpersonal relationships and potential risks.

Roles and Responsibilities

- **The Safeguarding Team**:

    Designated Safeguarding Trustee: [redacted]
    Designated Safeguarding Lead (DSL)[redacted]
    - Tel: [redacted]
    - Email: jackiep@inspirecharityuk.org

    Deputy Designated Safeguarding Lead (DDSL): [redacted]
    - Tel: [redacted]

- Email: lisaw@inspirecharityuk.org

Safeguarding Officers:

- [redacted]
  - Tel: [redacted]
  - Email: emilyp@inspirecharityuk.org
- [redacted]
  - Tel[redacted]
  - Email: kaitlinc@inspirecharityuk.org

- Safeguarding Email: safeguarding@inspirecharityuk.org
- Safeguarding Mainline: 0330 055 0033

- Responsibilities:
  - Responding to, recording, and referring safeguarding issues.
  - Communicating with external agencies.
  - Supporting staff on safeguarding issues.
  - Reviewing safeguarding implications in charity work.
  - Developing the charity's safeguarding approach.
  - Considering safeguarding in staff appointments.
  - Delivering safeguarding training for new staff and ongoing professional development.

Referral Procedure

- Log concerns on a secure internal system.
- Assess concerns and refer to the Multi Agency Safeguarding Hub (MASH) using the appropriate portal.
- Monitor referrals and update incident records.

Line Managers and Safeguarding Team

- Ensure staff attend safeguarding sessions and complete annual training.
- Ensure compliance with the policy and proper procedures.

All Staff

- Adhere to the policy and procedures.
- Operate within codes of conduct.

Policy

Inspire seeks to provide an inclusive environment where everyone can work safely, and children, young people, and adults at

risk can engage with the charity's activities and enjoy programmes provided through the work of the charity.

Inspire is committed to taking responsibility for and promoting the welfare of all children, young people, and adults at risk. We are committed to practicing in a way that protects them, and to ensuring no child, young person, or adult at risk on our programmes will experience abuse of any kind.

Inspire is also committed to providing a clear framework for those working for or with the charity, ensuring the safety of everyone involved in its activities. This policy applies to all staff, including senior managers, trustees, volunteers, sessional workers, agency staff, and anyone acting on behalf of Inspire.

Therefore, Inspire's policy is to:

- Ensure that the welfare of children, young people, and adults at risk is of paramount importance, regardless of age, gender, ability, or race.
- Respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is shared with and restricted to the appropriate external agencies.
- Ensure that all staff, volunteers, and trustees working with children, young people, or adults at risk are carefully recruited, in line with our charity's safer recruitment policy which includes being checked by the Disclosure and Barring Service (DBS), having two appropriate references, and understanding and accepting their responsibility for the safety of children, young people, and adults at risk in their care.
- Raise the awareness of all staff, volunteers, and trustees of child protection issues through the provision of mandatory training, continued professional development, and staff inductions.
- Create an environment where staff feel able to raise concerns and feel supported in meeting their safeguarding responsibilities.
- Monitor and review the effectiveness of this policy on a regular basis.
- Ensure that the principles of this policy are adopted by all individuals with whom Inspire works, meeting the same level of determination about the safety of children, young people, and adults at risk.

Inspire's safeguarding policy and procedures will also seek to effectively manage the risks associated with activities and provisions involving children, young people, and adults at risk by:

- Completing a risk assessment process which involves identifying risks and means of reducing and mitigating these.
- Implementing the required actions identified on the risk assessment and reviewing the effectiveness of these on a regular basis.
- Ensuring the appropriate DBS checks are conducted before any individual can work and support a child, young person, or adult at risk (see Inspire DBS Policy).
- Requiring new employees and individuals to familiarise themselves with the content of this policy, complete specific online training modules, and receive a safeguarding induction from a member of the safeguarding team.
- Informing all young people, and adults at risk, as well as parents of children under 13 years old, that information about them is managed appropriately and there is a clear understanding of confidentiality and its limits among staff and volunteers (see Inspire data protection policy).
- Reporting Concerns
- All staff, volunteers, and learners must report safeguarding concerns using the same process. Safeguarding posters, displaying the steps for reporting a concern via a QR code, are prominently displayed in all Inspire centres (see appendix 4).

In alignment with the procedures outlined in the In-School Provisions and Reporting section of the policy, learners are required to follow the safeguarding policies and procedures of the school.

Legal Framework

This policy has been developed in line with government publications and in accordance with principles established within:

- Children & Families Act 2014
- United Convention of the Rights of the Child 2009
- Data Protection Act 2018
- Sexual Offences Act 2003
- Education Act 2011
- Children Act 2004
- Protection of Freedoms Act 2012
- Human Rights Act 1998
- Mental Capacity Act 2005
- Equality Act 2010
- Voyeurism (Offences) Act 2019
- Keeping Children Safe in Education (KCSIE) 2024
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges 2021
- Working together to Safeguard Children 2023
- Inspire Suffolk has a separate PREVENT policy (see breathe); concerns regarding the potential radicalisation of children, young people, and adults at risk are dealt with under procedures set out in this separate policy.

Procedures

Guidance for Disclosures

Abuse of a child, young person, or adult at risk might be brought to your attention in the form of a disclosure, for example:

- A child, young person, or adult at risk might make a direct disclosure about themselves being abused.
- A child, young person, or adult at risk might make a direct disclosure about another child, young person, or adult at risk.
- A child, young person, or adult at risk might offer information that is worrying, but not a direct disclosure.
- A parent/guardian might offer information about a child, young person, or adult at risk that is worrying, but not a direct disclosure.
- The following are some key Dos and Don'ts if a child, young person, or adult at risk makes a disclosure: Always think SMARTA:

  Stay calm – ensure the child, young person, or adult at risk is safe and feels safe.
  Make notes and as soon as possible after the event write up a detailed account of what you and the learner discussed.
  Allow the learner to speak without interruption, do not quiz them and be accepting of what you have been told (you should not be seen as believing or disbelieving what you have been told).
  Reassure the learner and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
  Tell the learner that you will try to offer support but let them know what you will do next and that you will have to pass the information on to the Safeguarding Team.
  Alleviate feelings of guilt and isolation, without passing any judgement.

You can also:

- Ask the learner what they would like to happen because of what he/she has said, but don't make or infer promises you can't keep.
- Give the child or young person the ChildLine phone number: 0800 1111.

- Signpost learners to professional support services.

Never:

- Press the learner for any details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – report this to the Safeguarding Team so Inspire can protect the child, young person, or adult at risk, and so that you can also gain support for yourself.
- Ask any leading questions.

Recognising Different Types of Abuse

A member of staff might be concerned about a child's, young person's or adult at risk's appearance or behaviour, or about the behaviour of another individual towards a child, young person, or adult at risk.

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child or adult at risk by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

At Inspire, safeguarding includes learner safety and protecting learners against all forms of abuse including (but not limited to) the following: bullying, criminal exploitation, discriminatory abuse, harassment, and internet/online abuse. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the person subjected to the actual abuse, and can also have a significant impact on the health and emotional well-being of all the individuals involved.

Some signs that could alert staff and volunteers to the fact that a child, young person, or adult at risk might be being abused include:

- Unexplained bruising and injuries.
- Sexually explicit language and actions.
- Sudden changes in behaviour.
- Something a child or adult at risk has said.
- A change observed over a long period of time e.g., losing weight or being increasingly dirty or unkempt.
- Abuse can often be difficult to recognise as children and adults at risk may behave differently or seem unhappy for many reasons. However, it is important to understand the indicators of abuse and to be alert to the need to report a concern.
- More information on different types of abuse and their indicators can be found in Appendix 1.

Early help

Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs.
- has special educational needs (whether or not they have a statutory Education, Health and Care plan.)
- has a mental health need.
- is a young carer.
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- is frequently missing/goes missing from education, home or care; this includes persistent absences. (Appendix 3 Level Reporting Guide).

- has experienced multiple suspensions, is at risk of being permanently excluded from school or
- college or is in Alternative Provision or a Pupil Referral Unit.
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation.
- is at risk of being radicalised or exploited.
- has a parent or carer in custody or is affected by parental offending.
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse,
- adult mental health issues or domestic abuse.
- is misusing alcohol and other drugs themselves.
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage.
- is a privately fostered child.

Reporting Suspicions and Concerns of Abuse

It is not the responsibility of staff to deal with suspected abuse, but it is their responsibility to report concerns. All safeguarding concerns need to be acted upon immediately. You may find that these suspicions back up other recorded incidents.
Remember, do not investigate – do report.

If a child, young person, or adult at risks' behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, this MUST be reported to the Safeguarding Team. To report a concern, complete the Safeguarding Concern Form here: https://forms.office.com/e/pmvAqgtyxi or see QR code in appendices.

It is essential when reporting a concern that the correct information is sent to the safeguarding team. Please ensure when you are making a referral that you follow the procedure below:

- Provide full names of the child, young person or adult (spelt correctly).
- If you are holiday club staff, please confirm the correct spelling on the registers, before inputting your concern.
- If you are delivery staff, please confirm the correct spelling on Views, before inputting your concern.
- Please Note: If a young person is known by one name, but their legal name is the one they are registered on Views with, then their form needs to be completed in their legal name.

Inspire has developed an Incident Level Guide (Appendix 3: Reporting Level Guide) to support staff when making reports of concerns. The guide will provide guidance and explain the process of notifying/ updating the relevant person and provide clarity of how to record the incident. The guide helps define each level based on the severity of the concern/incident and provides guidance on the most appropriate response required. If in doubt as to which level to classify an incident at, it is always better to report the incident based on a higher level because it can easily be deescalated later once incident details are clearer.

It is a requirement to report all concerns/incidents to the safeguarding team to log internally, regardless of the service you are working in.

An incident is any unplanned event that could result in injury or ill health. An incident also includes an allegation of misconduct, any safeguarding disclosures, and any near misses.

Importantly, it is any event that has impacted or could have the potential to impact the well-being of young people, their families, or staff – these factors are always top priority. The impact on the organisation, in both legal, financial and reputational terms, also need to be considered in relation to the incident.

There are legal implications when handling incidents, especially the more critical incidents. The priority must be to take immediate action to give medical and welfare treatment to all involved and contain the severity of the incident.

- Level 1 Concerns/Incidents: Complete a safeguarding concern form (Appendix 4 Safeguarding Concerns Form) within 24 hours and ensure an RMP is completed should a learner require additional support.
- Level 2 Concerns/Incidents: All Level 1 responsibilities, contact the Safeguarding Team for advice during working hours.
- Level 3 Concerns/Incidents: Contact the Safeguarding team for advice immediately, complete a safeguarding concern form within 1 hour.
- Level 4 Concerns/Incidents: Contact 999 (if in immediate danger/harm), contact the Safeguarding Team immediately, complete a safeguarding concern form as soon as possible.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the Incident Levels in appendix 3.

The welfare of the learner should be a priority in your decision-making.

Issues that will need to be considered are:

- The learner's wishes and feelings.
- The parent's right to know (unless this would place the child or someone else in danger or would interfere with a criminal investigation.)
- The impact of telling or not telling the parent.
- An assessment of the risk to the learner and the source of that risk.
- Any risk management plans that currently exist.
- Remember the safeguarding team are always available to provide advice and guidance on any concerns you might have, but all concerns, suspicions, worries and incidents MUST be reported.

Recruitment of Staff

Inspire is not legally obliged to follow KCSIE (Keeping Children Safe in Education) but we use this statutory guidance on safeguarding for schools as a benchmark for best practice within our organisation.

As part of this recruitment process it is important that we adopt robust procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities with Inspire.

All staff will have undergone and have satisfied all the necessary recruitment and vetting checks, in line with the charity's safer recruitment policy, including the need for an Enhanced DBS Disclosure (including Children's Barred List check). All staff are required to sign up to the DBS update service, which regularly checks a person's DBS status. Information relevant to safer recruitment and the DBS process at Inspire are detailed in the Inspire DBS Policy

Work with Children, Young People and Adults at Risk

Risk Management Plans - See lone working policy for further guidance.

Guidance for Safer Working

See code of conduct for further guidance

Photography of Learners

See data protection policy for further guidance.

Lone Working and Home Visits

There may be times when it is necessary for staff to be lone working – *please review Inspire's Lone Working Policy for further information.*

In-School Provisions and Reporting

Inspire delivers programmes within school settings. As part of the agreement between Inspire and the school, it is understood that the school's safeguarding policy and procedures will be followed in the event of any concerns. All safeguarding matters must be reported to the school's Designated Safeguarding Lead (DSL) and handled in accordance with the school's safeguarding policy. Additionally, Inspire staff are required to complete an Inspire Safeguarding Concern Form to inform the DSL of the incident and to ensure that Inspire has an official record of the matter and for the DSL to follow up where needed.

Allegations against staff

In rare instances, staff in educational settings may be found responsible for child abuse. Due to their frequent contact with children, young people, and adults at risk, staff may face allegations of abuse. Inspire acknowledges that allegations of child abuse may be made for a variety of reasons, and that such allegations may or may not be substantiated. It is crucial that anyone handling an allegation remains impartial and ensures that investigations are thorough, timely, and free from undue delay. Inspire will assess whether a safeguarding concern meets the harm threshold and, if appropriate, will refer the matter to the relevant agencies for further action.

This policy will be used in respect of all cases in which it is alleged that a member of staff has:

- behaved in a way that has harmed a child or may have harmed a child and/or
- possibly committed a criminal offence against or related to a learner and/or
- behaved in a way that indicates they may not be suitable to work with children

Inspire will follow the Local Safeguarding Children's Board procedures for managing allegations of abuse against staff, as set out in 'Arrangements for Managing Allegations of Abuse Against People Who Work with Children or Those who are in a Position of Trust'. - Safer Recruitment — Suffolk Safeguarding Partnership

All allegations must be reported immediately to the safeguarding lead; the only exception is if the allegation is against the safeguarding lead, in which case the allegation must be reported to another member of the safeguarding team. The person receiving the report will then make an initial assessment, and as appropriate, refer the allegation to the Local Authority Designated Officer (LADO), within one working day of the matter being brought to the employer's attention.

If the Safeguarding Lead has a concern that meets the criteria for LADO, they should complete the LADO referral form which can be found on the Suffolk Safeguarding Partnership Children's website: https://suffolksp.org.uk/working-with-children-and-adults/children/local-authority-designated-officers-lado/

Alternatively, a form can be requested via an email to: LADO@suffolk.gov.uk. Should the member of the safeguarding team reporting the concern wish to consult with the LADO about whether a concern reaches their criteria, or if they wish to discuss immediate actions, they should contact the LADO on 0300 1232044.

Where it is believed that an identifiable learner may have suffered harm or be at risk of suffering harm, a safeguarding referral should also be made by the safeguarding team, as per safeguarding procedures by completing a Multi-Agency Referral Form (MARF) using the secure Suffolk Children and Young People's Portal.

Following a referral being received, the LADO will then establish, in discussion with the employer, that the allegation is within the scope of their procedures. If, following LADO initial consideration, the concern does not meet the LADO threshold, it is the responsibility of the employer to decide whether it is appropriate in the employment context to follow up that concern and how

that is best achieved. However, as part of the initial consideration the LADO may provide a view on the next step.

If the parents/guardians of the learner concerned are not already aware of the allegation, the LADO will also discuss how and by whom they should be informed. In some circumstances a senior manager may need to advise parents of an incident involving their child straight away – e.g., if the learner has been injured while in the organisation's care and requires medical treatment.

The senior manager should inform the accused person about the allegation as soon as possible after consulting the LADO. If the person is a member of a union or professional association, they should be advised to seek support from that organisation. However, where the Police or Directorate of Health, Wellbeing and Children's Services may need to be involved, this should not be done until those agencies have been consulted and have agreed what information can be disclosed to the person.

Where the situation is complex or the best method for sharing information and deciding next steps is to hold a meeting, the LADO will convene a LADO strategy meeting. Once a decision is made that a meeting is needed, a date will be set which takes account of the timescales for initial information gathering and investigation.

If after an initial meeting, there are ongoing investigations or the person in a position of trust is suspended, then a review meeting should be considered once outcomes are known. In cases where a police investigation is necessary, the meeting should also consider whether there are matters that can be taken forward in a disciplinary process in parallel with the criminal process, or whether any disciplinary action needs to wait for completion of the police enquiries and/or prosecution.

Suspension

The possible risk of harm to children posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the child/ren involved in the allegation and any other children in the individual's home, work, or community life. In some cases, it will require consideration to be given to the use of suspension for the person involved in the allegation. This may be in effect for the duration of investigations.

Suspension will be considered in any matter where the employer has reasonable and proper cause to suspect that a learner is at risk of harm, or the allegation warrants a police investigation, or where the retention of the staff member could cause serious concerns to the organisation.

Any decision around suspension should be taken in consultation with the employing organisation's HR team.

A staff member must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. Suspension should not be a routine response to the need for an investigation. In making the decision, the senior manager for the organisation must consider the true purpose of a suspension, whether the person should be suspended from contact with children for the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from the LADO and the employing organisation's HR wherever possible.

Any suspension should be regularly reviewed by the employment organisation throughout the process and as new information is shared in consultation with HR and LADO.

Information Sharing

There is a legal duty to share information related to safeguarding matters in accordance with Inspire's responsibilities to protect beneficiaries. Data protection legislation and any duty of confidentiality do not override the obligation to share safeguarding information appropriately when necessary. Staff should not discuss the allegations with anyone internally or external organisations, unless reporting the allegations to the safeguarding lead.

Please see the DFE guidance DfE non statutory information sharing advice for practitioners providing safeguarding services for children, young people, parents and carers

Child-on-Child abuse

Where the terms 'victim' and perpetrator' are used within this section, they are done so in accordance with Keeping Children Safe in Education, 2024.

Inspire recognise that children, young people, and adults at risk can abuse other children, other young people, and other adults at risk, both inside and outside of the education setting, as well as online.

We also recognise that this is not something that children and young people find it easy to talk about. Sexual violence and sexual harassment can occur between young people and children of any age and gender. It can also occur through a group of young people, adults at risk and children sexually assaulting or sexually harassing a single person or group of people. Young people, adults at risk and children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing, which could affect their educational attainment. If a serious sexual violence offense is reported, this may need to be reported to the police and the LADO. Inspire will work with the relevant external agencies to determine the appropriate next steps in the circumstances.

Inspire recognises that although child-on-child abuse can, and does, affect anyone, some groups are potentially more at risk than others, including:

- Girls
- LGBTQIA+
- Learners with SEND

Staff recognise it is our duty to ensure that we do all we can to eradicate child-on-child abuse or any form of sexual violence, abuse, or harassment from Inspire. We want our charity to continue to be a safe place for people to come and learn, free from judgement, abuse, and discrimination. Where incidents do occur, we want our learners to feel empowered to step forward, stand up and talk about their experiences. As such, we are absolutely committed to ensuring that when learners witness or encounter anything that causes them concern, or makes them feel uncomfortable, that they can come forward safe in the knowledge that staff will deal with concerns and issues appropriately and sensitively.

We will not tolerate child-on-child abuse and so will fully support learners, taking appropriate action(s) as required, for any breaches to our policies and offence caused to others. Inspire will investigate each case and consider the appropriate action taken by Inspire. In response.

Staff Response and Modelling Appropriate Behaviour

All staff have an important role to play in preventing it and responding where they believe a learner may be at risk. This section of the policy therefore reflects Inspire's expectations and procedures in respect of peer-on-peer abuse. Staff recognise that downplaying or dismissing responses can lead to a culture of unacceptable behaviour, an unsafe environment for learners and a culture that normalises abuse. Inspire's staff understand the importance of:

- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- Not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" etc
- Challenging behaviours (potentially criminal in nature), such as physical contact

Staff have a duty to model acceptable behaviours and challenge those that are unacceptable; appropriately addressing behaviour and / or language that they see/hear that concerns them. Addressing inappropriate behaviour can be an important intervention that helps prevent problematic, abusive and / or violent behaviour in the future.

The 'Calling in' and 'Calling out' Approach

Inspire aim to create spaces of inclusion and belonging, therefore it is important to recognise, name, and address when individuals or groups with marginalised identities are experiencing harm, such as bias or discrimination. Inspire staff will adopt the 'Calling in and Calling out' approach. Staff are aware to consistently adopt this approach as part of a whole-charity commitment to eradicating this kind of harm from our setting, therefore helping to minimise the risk of peer-on-peer abuse between our learners.

Calling in: Calling in is a compassionate approach that involves privately discussing the harmful behaviour, including bias, prejudice, microaggressions and discrimination with the perpetrator, with an aim to educate and encourage change without public shaming.

Calling out: Calling out refers to publicly identifying and criticizing negative or abusive actions, often with the intention of holding the perpetrator accountable.

Some examples of behaviour and language that would be identified as 'Calling In' or 'Calling Out':

This approach should be applied to any language or behaviour which marginalises or discriminates an individual or group due to their race, age, religion, sexuality, gender, or disability.

Calling in	Calling out
Gender/discriminatory stereotypes	Discriminatory slurs- directed towards someone and used with knowledge of harm caused
Gendered language- language that has a bias towards a particular sex or social gender	Attitudes directed against a person
Gendered discriminatory slurs- not directed towards someone and used without knowledge of harm	Sexualised bullying- including sexual innuendo intended to make someone feel uncomfortable or humiliated
Key attitudes- victim blaming	Comments about someone's body, appearance or clothing – whether they are online or in person
Beliefs that aren't based on fact	Sexual harassment – unwanted sexual comments, unwanted sexual touching, up-skirting, sexual jokes

Prevent

Inspire Suffolk has a separate PREVENT Policy. Concerns regarding the potential radicalisation of vulnerable adults are dealt with under procedures set out in this separate document.

Preventing radicalisation note:

This preventing radicalisation section remains under review, following the publication of a new definition of extremism on the 14 March 2024. Children may be susceptible to radicalisation into terrorism. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of Inspire's safeguarding approach. Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.
Terrorism is an action that endangers or causes serious violence to a person/people, causes serious damage to property, or

seriously interferes or disrupts an electronic system. The use of threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause. Although there is no single way of identifying whether a child is likely to be susceptible to radicalisation into terrorism, there are factors that may indicate concern. It is possible to protect people from extremist ideology and intervene to prevent those at risk of radicalisation being drawn to terrorism.

As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include reporting to the designated safeguarding lead (or a deputy).

Mental Health

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well- placed to regularly observe children, young people, and adults at risk, and identify behaviour that suggests that learners may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these learners' experiences can impact on their mental health, behaviour, and education. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the reporting guidance in this policy. Referrals can also be made to the Inspire Well-being Service for learners to access one-to-one mental health counselling.

Anyone accessing Inspire's services and provisions with severe mental illness (SMI) and high-level diagnosis may be assessed as a 'high-risk' either to themselves or others. These individuals will need to have a Risk Management Plan (RMP) in place to mitigate risks and create safety plans for individuals. The only exception to this will be if they are working with our Well-Being Service, because the counsellors follow the service level guidelines set out by the BACP, which are monitored by their clinical manager/lead. Some risks associated with SMI might include psychosis / suicide / homicide and/or harm to others.

If a learner is in a mental health crisis and suggesting they want to take their own life, staff can call 111 and ask for advice from the mental health crisis team. Parent/Guardians/Next of Kin should also be contacted to ensure they can continue to safeguard the individual at home.

Subcontracted Learners

All subcontracted students have access to Inspire's safeguarding policies and procedures through their line manager or organiser, as well as to the safeguarding procedures and well-being support of the college they are enrolled through. The education contractor that provides learner funding will also be informed by Inspire of any concerns or actions that have been taken.

Out-of-hours programmes

The safeguarding team must be notified about any new or ongoing out-of-hours programmes within Inspire. A member of the safeguarding team will then be assigned to each programme to ensure that all out-of-hours programmes have a DSL available. If the safeguarding team ever needs to contact a staff member's emergency contact, we will do so to ensure their safety. This may occur, for example, if the staff member becomes injured or unwell during an after-hours program.

External Hirers

Inspire do not have a safeguarding responsibility for external hirers. If there is an emergency or a serious incident has taken

place on site (that did not involve any of Inspire's learners or staff), the duty supervisor or staff member present should contact 999 to report this. For non-emergencies and any other safeguarding concerns, if the external hirer/organisation has their own designated safeguarding lead, this incident should be reported to them directly. Inspire staff reporting the concern would also complete the Inspire internal reporting form to ensure there was a log of this report being made.

Inspire have the right to request safeguarding policies and where appropriate, evidence of current DBS registration for organisations who work with children, young people, and adults at risk.

If external hirers witness something or have a safeguarding concern for any learner using Inspire's services and provisions, they can report this using Inspire's reporting form. The QR code for this can be found on posters throughout the Inspire sites. If the concern was about a child, or young person not engaging with Inspire (e.g., at a kid's party), this would need to be reported by the hirer or witness directly to Customer First at Suffolk County Council (0808 800 4005) and would not fall under the responsibility of Inspire.

Lanyards

Staff will continue to wear **black** lanyards (this indicates that they are employees of the charity and hold a valid enhanced DBS disclosure).

Visitors/contractors who are working alone on site with valid DBS disclosure will be given **orange** lanyards with a visitor badge attached.

Visitors/contractors with unknown DBS disclosures will be given **yellow** lanyards and should always be supervised by a member of staff whilst on site. These lanyard holders should never have a door fob attached.

Students attending programmes will be given a **green** lanyard to wear whilst on site. This is not taken off site at any point.

All staff, volunteers and external hirers need to sign in and sign out when attending any of our sites, using the process in place for the site they are accessing. All external visitors are required to adhere to this.

Key Contacts

Local Police	101 – non-emergency 999 – Emergency
NSPCC Helpline	0808 800 5000 help@nspcc.org.uk
Customer First – Suffolk County Council Social Care Services (MASH)	0808 800 4005
LADO Suffolk	0300 123 2044 LADO@suffolk.gov.uk
Samaritans	116 123
NHS 111 – Mental Health Crisis Referrals	111

Policy review

This procedure will be reviewed and updated to reflect changes in legislation that would require UK Youth to amend its policy and procedures. Inspire's safeguarding policy will be reviewed annually in line with KCSIE and more frequently if there are any changes.

Review Date	Reviewed By
September 2022	[redacted]
September 2023	
September 2024	
January 2025	
March 2025	

Policy Change history

Issue:	Change:	Date:
No information around lanyards (external)	Additional information around coloured lanyards for external hirers and students on programme.	-
Lack of information	Additional information (KCSIE)	-
Lack of information	Additional information around prevent including radicalisation	-
Important information to note when referring	Additional information for referral forms	-
No information about gifting (issue at one site)	Removed from Policy	15.1.25
Out of hours DSL rota	Addition to policy	-
Lack of understanding around RMP's	Additional Information and further understanding added	-
Holiday club obtaining EHCP &RMP from schools and social workers.	Added to the policy	15.1.25
Sexual Harassment	Removed from policy	15.1.25
Low Level Concerns	Removed from policy	15.1.25
Attendance	Added to the policy	-
Calling in Calling out	Updated in policy	-
Risk Management plans, Guidance for safer working and Photography	Removed from the policy and added to another policy	15.3.25
Prevent	Condensed down and moved into Prevent Policy	15.3.25

Appendices

Appendix 1: Different Types of Abuse and Indicators

Type of Abuse	Definition	Indicators
Physical Abuse	Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person, or adult at risk.	If a child has repeated or patterned injuries, this needs to be reported. There may be physical indicators that a child or young person is being physically abused. Some examples of this are: • Unexplained bruises, welts, cuts, abrasions • Unexplained burns • Unexplained fractures or disclosures There may also be behavioural indicators that child or young person is being physically abused. Some examples of this are: • Is wary of adults or of a particular individual • Is violent to animals or other children or young people • Is dressed inappropriately to hide bruises or other injuries • May be extremely aggressive or extremely withdrawn • Cannot recall how the injuries occurred or gives inconsistent explanations
Emotional/ Physiological Abuse	Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them.	There may be physical indicators that a child is being emotionally abused. Some examples of this are: • Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains) • Prolonged vomiting or diarrhoea • Has not attained significant developmental milestones • Dressed differently from other children in the family There may also be behavioural indicators that child or young person is being emotionally abused. Some examples of this are: • Suffers from severe developmental gaps • Severe symptoms of depression, anxiety, withdrawal, or aggression • Severe symptoms of self-destructive behaviour – self-harming, suicide attempts, engaging in drug or alcohol abuse • Overly compliant; too well-mannered; too neat and clean • Displays attention seeking behaviours or displays extreme inhibition in play • When at play, behaviour may model or copy negative behaviour and language used at home

Sexual Abuse & Sexual Exploitation	Sexual abuse involves forcing or enticing a child, young person, or adult at risk to take part in sexual activities, including sexual exploitation, whether they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g., rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children, young people, or adults at risk in seeing or receiving or sending sexually suggestive emails or text- messages, or inappropriate behaviour on the Internet, involving them looking at, or	There may be physical indicators that a child or young person is being sexually abused. Some examples of this are: • Torn, stained or bloody underclothing • Blood in urine or faeces • Unusual or excessive itching or pain in the genital or anal area There may also be behavioural indicators that child or young person is being sexually abused. Some examples of this are: • Age-inappropriate sexual play with toys, self, others • Bizarre, sophisticated, or unusual sexual knowledge • Comments such as "I've got a secret", or "I don't like uncle" • Fire lighting by boys
	in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.	• Fear of certain places e.g., bedroom or bathroom Some examples of this in older children or young people are: • Eating disorders • Promiscuity or prostitution • Uses younger children in sexual acts • Tries to make self as unattractive as possible
Neglect	Neglect is the persistent failure to meet a child, young person, or adult at risks' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may involve a parent or carer failing to: • Provide adequate food, clothing, and shelter, (including exclusion from home or abandonment) • Protect a child, young person or adult at risk from physical and emotional harm or danger • Ensure adequate supervision (including the use of inadequate caregivers) • Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child, young person or adult at risk's basic emotional needs.	There may be physical indicators that a child or young person is being neglected. Some examples of this are: • Inappropriate dress for the weather • Extremely dirty or unbathed • Inadequately supervised or left alone for unacceptable periods of time • Malnourished • May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene There may also be behavioural indicators that child or young person is being neglected. Some examples of this are: • Demonstrates severe lack of attachment to other adults • Poor school attendance or school performance • Poor social skills • May steal food • Is very demanding of affection or attention • Has no understanding of basic hygiene
Discriminatory Abuse	Forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.	• The person appears withdrawn and isolated • Expressions of anger, frustration, fear or anxiety • The care or support provided does not meet the adult's needs • The adult is fearful or anxious around a particular person • The adult is not allowed to access services that are available to others • Name calling or physical abuse.

Female Genital Mutilation (FGM):	Female genital mutilation (FGM) involves the partial or total removal of external female genitalia or other injury to the female genital organs for non-medical reasons. The practice has no health benefits for girls and women.	Signs FGM might happen: • A relative or someone known as a 'cutter' visiting from abroad. • A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'. • A female relative, like a mother, sister or aunt has undergone FGM. • A family arranges a long holiday overseas or visits a family abroad during the summer holidays. • A girl has an unexpected or long absence from school. • A girl struggles to keep up in school. • A girl runs away – or plans to run away - from home. [iii]
Child-on-child (peer-on-peer) Abuse	Children can abuse other children. This is generally referred to as child on child abuse and can take many forms. It can happen both inside and outside of school/college and online. It is most likely to include, but may not be limited to: bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse in intimate personal	• Absence from school or disengagement from school activities • Physical injuries • Mental or emotional health issues • Becoming withdrawn – lack of self esteem • Lack of sleep • Alcohol or substance misuse • Changes in behaviour • Inappropriate behaviour for age

	relationships between children/young people; physical abuse; sexual violence, such as rape, assault by penetration and sexual assault; sexual harassment; non-consensual sharing of nude and semi-nude images and/or videos; causing someone to engage in sexual activity without consent; upskirting; and initiation/hazing type violence and rituals. It is essential that all staff understand the importance of challenging inappropriate behaviours between children that are abusive in nature. Examples of which are listed below. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe. Original Document: Keeping children safe in education - GOV.UK (www.gov.uk)	• Harmful towards others Child-on-child abuse is most likely to include, but may not be limited to: • bullying (including cyberbullying, prejudice-based and discriminatory bullying) • abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’) • physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse) • sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence) • sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse. • causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party. • consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery) • upskirting which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, • initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Financial or Material Abuse	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.	• Missing personal possessions • Unexplained lack of money or inability to maintain lifestyle • Unexplained withdrawal of funds from accounts • The person allocated to manage financial affairs is evasive or uncooperative. • The family or others show unusual interest in the assets of the person. • Rent arrears and eviction notices. • Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
Modern Slavery	Slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, cannabis cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice.	Signs of modern slavery are: • Appearing to be malnourished, unkempt or withdrawn • Isolation from the community, seeming under the control or influence of others. • Living in dirty, cramped or overcrowded accommodation, and/or living and working at the same address • Lack of personal effects or identification documents such as a Passport • Always wearing the same clothes

		• Avoiding of eye contact, appearing frightened or hesitant to talk to strangers • Fear of the police and people in authority • Always being accompanied by another adult • Unable to contact their friends or family. • Working very long hours and always being 'on call' • Denied access to food, water, medicine, medical treatment or sleep
Domestic Violence	Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality, including psychological, physical, sexual, financial, emotional abuse and so, called 'honour' based violence.	• Low self-esteem • Feeling that the abuse is their fault, when it is not • Physical evidence of violence such as bruising, cuts, broken bones • Verbal abuse and humiliation in front of others • Fear of outside intervention • Damage to home or property • Isolation – not seeing friends and family • Limited access to money

Self-neglect	A wide range of behaviour neglecting to care for one's personal hygiene, health, or surroundings. Examples of self-neglect include: • A refusal or inability to cater for basic needs, including personal hygiene and appropriate clothing. • Neglecting to seek assistance for medical issues. • Not attending to living conditions – letting rubbish accumulate in the garden, or dirt to accumulate in the house. • Hoarding items or animals.	• Very poor personal hygiene • Unkempt appearance – dirty, unpleasant smell, unwashed hair, dirty clothes • Lack of essential food, clothing or shelter • Malnutrition and/or dehydration • Living in squalid or unsanitary conditions • Neglecting household maintenance • Hoarding • Collecting a large number of animals in inappropriate conditions • Non-compliance with health or care services • Inability or unwillingness to take medication or treat illness or injury

Appendix 2: Risk Management Plan Template

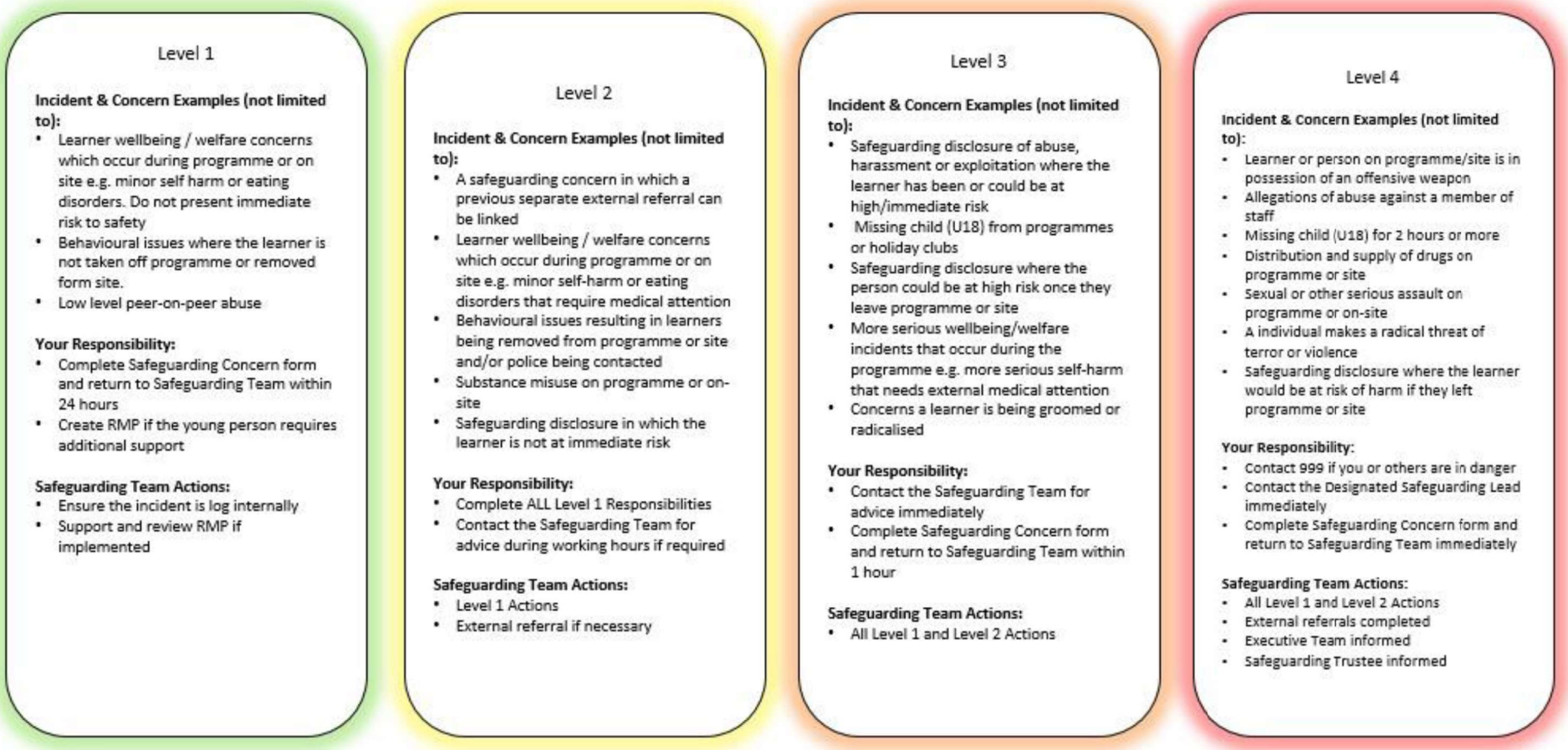
Name of child or young person:	
Programme C Date of Completion	*Holiday Club / 25.5.23/* [redacted]
Identified risks and risk factors:	*Example: Speech and Language, learning difficulties. Communicating with staff and other children* can be difficult
Next of kin supporting young person:	*Lisa (mum) – 071235c78S*
PEEP (Personal Emergency Evacuation Plan) details if required:	*Jack won't understand how to evacuate a building and will run off so he will need to be guided and monitored if this occurs.*

Triggers (*Please include any triggers that could cause a negative response)*	**Monitoring (***Any areas you need to monitor or what needs to be put in place for the triggers)*	Level of Risk (Low, Medium, High)
Not understanding instructions, feeling frustrated	*Yes/Other Learning Difficulties;/Jack has speech and language difficulties. Jack can communicate verbally however it is difficult to understand Jack can find some words to be unrecognisable. Jack needs people to listen very carefully to him.*	*Medium*

Prevention *(what need to be put in place to reduce the likelihood of an incident happening ?)*	Intervention (*What actions will be taken if the identified risk is happening/ has happened?*)
Example: All instructions need to be broken into smaller segments, to ensure he has understood the task. To be spoken to him calmy and reassuring tone. Instructions need to be short and clear, especially regarding consequences and expectations.	*Jack will need some time to calm his thoughts if he is feeling overwhelmed, maybe some time in a separate room.*

Additional support or adjustments needed (*please include any actions that will support a child or young person's safety*)
Example: Will be sat closer to the coaches in craft and floater to check in on him. Allocated coach when feeling overwhelmed.

Appendix 3: Reporting Level Guide



Appendix 4: Safeguarding Concern Report Form



Scan the QR code or follow this link https://forms.office.com/e/pmvAqgtyxi to complete Safeguarding Concern Form. The Safeguarding team will be notified as soon as this is completed.

Company number 4881803

PRIVATE COMPANY LIMITED BY GUARANTEE

WRITTEN RESOLUTION

of

INSPIRE SUFFOLK LTD (**Company**)

CIRCULATION DATE:

Under Chapter 2 of Part 13 of the Companies Act 2006, the member of the Company propose that the following resolution is passed as a special resolution (**Resolution**).

SPECIAL RESOLUTION

THAT the name of Ipswich Town Football Club Education and Sports Trust specified in the heading of the articles of association and memorandum of association (attached) be changed to Inspire Suffolk Ltd.

The full text of the new articles and memorandum are attached to this resolution.

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolution.

The undersigned, a person entitled to vote on the Resolution on
hereby irrevocably agrees to the Resolution:

Signed by [redacted] .....[redacted]

Date ..... 02 03 16 .....

NOTES

1. If you agree with the Resolution, please indicate your agreement by signing and dating this document where indicated above and returning the signed version, either by hand or by post to Gotelee Solicitors, 31-41 Elm Street, Ipswich, IP1 2AY.

You may not return the Resolution to the Company by any other method.

If you do not agree to the Resolution, you do not need to do anything. You will not be deemed to agree if you fail to reply.

2. Once you have indicated your agreement to the Resolution, you may not revoke your agreement.

3. Unless within 28 days of the Circulation Date sufficient agreement is received for the Resolution to pass, it will lapse. If you agree to the Resolution, please ensure that your agreement reaches us before or during this date.

THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

INSPIRE SUFFOLK LIMITED (the Charity)

INTRODUCTION

1. INTERPRETATION

1.1 In these Articles, unless the context otherwise requires:

Act: means the Companies Act 2006;

Articles: means the Charity's articles of association for the time being in force;

Eligible Director: means a director who would be entitled to vote on the matter at a meeting of directors (but excluding in relation to the authorisation of a conflict pursuant to article 13, any director whose vote is not to be counted in respect of the particular matter);

Member: means a member of the Charity; and

Model Articles: means the model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (*SI 2008/3229*) as amended prior to the date of adoption of these Articles and reference to a numbered "Model Article" is a reference to that article of the Model Articles.

1.2 Save as otherwise specifically provided in these Articles, words and expressions which have particular meanings in the Model Articles shall have the same meanings in these Articles, subject to which and unless the context otherwise requires, words and expressions which have particular meanings in the Act shall have the same meanings in these Articles.

1.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.

1.4 A reference in these Articles to an "article" is a reference to the relevant article of these Articles unless expressly provided otherwise.

1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:

(a) any subordinate legislation from time to time made under it; and

(b) any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

1.6 Any phrase introduced by the terms **"including"**, **"include"**, **"in particular"** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

1.7 The Model Articles shall apply to the Charity, except in so far as they are modified or excluded by these Articles.

1.8 Model Articles 7(2), 9(1), 11(2), 12, 14, 17, 19, 20, 21, 22(2) and (3), 38 and 39 shall not apply to the Charity.

2. OBJECT

The Charity's objects (Objects) are specifically restricted to the following:

- to advance and assist in advancing education;
- to promote or assist in the provision of facilities for recreation and other leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for those whom the facilities are provided;
- to relieve sickness and disability and to preserve and protect health; and
- to promote any other purpose which is charitable according to English law.

3. POWERS

In pursuance of the Objects set out in article 2, the Charity has the power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular the Charity has power to:

(a) raise funds. In doing so, the Charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;

(b) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain or equip it for use;

(c) sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011;

(d) borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The Charity must comply as appropriate with section 124 – 126 of the Charities Act 2011 if it wishes to mortgage land;

(e) co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

(f) establish and support any charitable trusts, associations or institutions formed for any of the charitable purpose included in the objects;

(g) acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;

(h) set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

(i) employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a director only to the extent it is permitted to do so by article 5 and provided it complies with the provisions in that article;

(j) deposit or invest funds, employ a professional fund-manage and arrange for the investments or other property of the Charity to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

(k) provide indemnity insurance for directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;

(l) to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a charity.

4. NOT FOR DISTRIBUTION

4.1 The income and property of the Charity shall be applied solely in promoting the Objects of the Charity as set out in article 2.

4.2 Subject to article 5, none of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Charity. This does not affect a Member who is not also a director receiving:

(a) reasonable and proper remuneration for any good or service services rendered to the Charity; or

(b) a benefit from the Charity in the capacity of a beneficiary of the Charity.

4.3 A director:

(a) is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.

(b) may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(c) may receive an indemnity from the Charity in the circumstances specified in article 20.

5. BENEFITS AND PAYMENTS TO CHARITY DIRECTORS AND CONNECTED PERSONS

5.1 No director or connected person may:

(a) buy any goods or services from the Charity on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the Charity;

(c) be employed by, or receive any remuneration from, the Charity;

(d) receive any other financial benefit from the Charity;

unless the payment is permitted by article 5.2, or authorised by the court or the Charity Commission.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

5.2 A director or connected person may:

(a) receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that a majority of the directors do not benefit this way.

(b) enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.

(c) subject to article 5.3, provide the Charity with goods that are not supplied in connection with services provided to the Charity by the director or connected person.

(d) receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) receive rent for premises let by the director or connected person to the Charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

5.3 The Charity and its directors may only rely on the authority provided by article 5.2(c) if each of the following conditions is satisfied:

(a) the amount or maximum amount of the payment for the goods is set out in an agreement in writing between the Charity or its directors (as the case may be) and the director or connected person supplying the goods (the 'supplier') under which the supplier is to supply the goods in question to or on behalf of the Charity.

(b) the amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) the other directors are satisfied that it is in the best interests of the Charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.

(d) the supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Charity.

(e) the supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.

(f) the reason for the decision is recorded by the directors in a minute book.

(g) the majority of the directors then in office are not in receipt of remuneration or payments authorised by this article 5.

5.4 In articles 5.2 and 5.3:

(a) 'charity' includes any company in which the Charity:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company.

(b) 'connected person' includes:

(i) a child, parent, grandchild, grandparent, brother or sister of the director;

(ii) the spouse or civil partner of the director or of any person falling within sub-clause (1) above;

(iii) a person carrying on business in partnership with the director or with any person falling within sub-clause (1) or (2) above;

(iv) an institution with is controlled by the director or any connected person falling within a sub-clause (1), (2) or (3) above, or by two or more of those persons when taken together;

(v) a body corporate in which the director or any connected person falling within a sub-clause (1), (2) or (3) above has a substantial interest, or two or more of those persons when taken together have a substantial interest. Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.

6. WINDING UP

On the winding-up or dissolution of the Charity, any assets or property that remain available to be distributed or paid shall not be paid or distributed to the Members but shall be transferred in any of the following ways:

(a) directly for the Objects;

(b) by transfer to any charity or charities for purposes similar to the Objects; or

(c) to any charity or charities for use for particular purposes that fall within the Objects,

such body to be determined by the Members at the time of winding-up or dissolution.

DIRECTORS

7. APPOINTMENT

7.1 Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:

(a) by a decision of the directors with the approval of the Member; or

(b) by an ordinary resolution of the Member.

8. TERMINATION

8.1 Where a director was appointed in accordance with article 7.1(a), the directors may terminate that director's office with the approval of the Member.

8.2 Where a director was appointed in accordance with article 7.1(b), the Member may terminate that director's office.

8.3 Each director's office shall be reviewed by the Members on every third anniversary of their appointment, at which time the Member may terminate that director's office.

8.4 A director's office shall automatically terminate on the ninth anniversary of their appointment, subject to an extension (to be reviewed annually) if the directors decide that the expertise of that director are required.

9. CALLING A DIRECTORS' MEETING

9.1 Any three directors may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.

10. QUORUM FOR DIRECTORS' MEETINGS

10.1 The quorum for the transaction of business at a meeting of directors must be 50% of the Eligible Directors, including either the chairman or vice-chairman appointed in accordance with article 11.

10.2 For the purposes of any meeting (or part of a meeting) held pursuant to article 13 to authorise a conflict, if there is fewer Eligible Directors in office than the number required to make a quorum, the quorum for such meeting (or part of a meeting) shall be the number of Eligible Directors present at the meeting.

11. CHAIRING OF DIRECTORS' MEETINGS

11.1 The directors shall appoint a director to chair their meetings and a vice-chair in accordance with the provisions of this article.

11.2 The persons so appointed for the time being are known as the chairman and vice-chairman respectively.

11.3 The directors shall hold an election for chairman and vice-chairman every 3 years and the following procedure shall apply to the appointment of the chairman and vice-chairman:

(a) One month prior to the election the outgoing chairman shall write, or shall instruct the company secretary (if any) to write, to the directors enclosing nomination forms which must be returned to the Charity's registered office two weeks prior to the election.

(aa) In the event of either the chairman or vice-chairman applying for re-election, the directors may in their absolute discretion hold the meeting during which the election shall take place at any time 6 months prior to expiry of their current term of office.

(b) Details of the nominations shall be circulated to the directors together with notice of the meeting during which the election shall take place.

(c) At the meeting, the election shall be the first item of business on the agenda and the company secretary (if any) or the outgoing chairman shall act as chair for those purposes.

(d) A secret ballot shall be conducted at the meeting to elect a chairman from those directors nominated, the outcome to be decided by a simple majority of the directors present.

(e) Should there be an equality of votes, further secret ballots shall be conducted until a chairman is elected.

(f) Once the chairman has been elected, a further secret ballot shall be conducted to elect a vice-chairman, the outcome to be decided by a simple majority of the directors present.

(g) Should there be an equality of votes, the newly appointed chairman shall have the casting vote.

11.4 Once a chairman and/or vice-chairman have been elected in accordance with article 11.3, the directors must recommend those elections to the Member who has absolute discretion whether to approve such appointments.

11.5 A chairman and vice-chairman shall serve a maximum time in office of three terms of three years each.

11.6 The directors may terminate the chairman or vice-chairman's' appointment at any time with the approval of the Member.

11.7 If a vacancy occurs at any other time, the procedure in article 11.3 shall be used to elect a new chairman or vice-chairman.

11.8 If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the vice-chairman shall chair the meeting.

12. DECLARATION OF DIRECTORS' INTERESTS

12.1 A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not been previously declared. A director must absent himself or herself from any discussion of the Charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

13. DIRECTORS' CONFLICTS OF INTEREST

13.1 If a conflict of interest arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

(a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;

(b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and

(c) the unconflicted directors consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.

13.2 In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

14. REMUNERATION

The directors must not be paid any remuneration unless it is authorised by article 5.

15. NUMBER OF DIRECTORS

Unless otherwise determined by ordinary resolution, the number of directors shall not be subject to any maximum but shall not be less than six.

16. ALTERNATE DIRECTORS

16.1 A director may not appoint an alternate director or anyone to act on his behalf at meetings of the directors.

MEMBERS

17. APPLICATION FOR MEMBERSHIP

17.1 No person shall become a Member unless he has completed an application for membership in a form approved by the directors from time to time and the current Member has approved the application. A letter shall be sent to each successful applicant confirming their membership of the Charity and the details of each successful applicant shall be entered into the Register of Members.

17.2 A corporate Member shall appoint an individual to represent it at meetings of the Charity and shall be able to replace its representative with another individual by giving notice in writing to the Charity.

17.3 In the event of a reconstruction of a corporate Member without insolvency, the directors shall admit its successor organisation as Member.

17.4 When a Member dies or becomes bankrupt (if an individual) or goes into receivership, administrative receivership, administration, liquidation or other arrangement for the winding up of a company (if a company), the membership shall automatically pass to the personal representatives, trustee in bankruptcy, supervisor, receiver, administrator or administrative receiver (as appropriate) who may transfer such membership rights to another person who is approved by the directors.

17.5 Subject to Articles 17.3 and 17.4, membership is non-transferable.

18. GENERAL MEETINGS

18.1 The directors may call a general meeting at any time.

18.2 A quorum is:

(a) one Member entitled to vote upon the business to be conducted at the meeting; or

(b) one tenth of the total membership at the time;

whichever is greater.

18.3 The authorised representative of a member organisation shall be counted in the quorum.

19. VOTES OF MEMBERS

Subject to the Act, at any general meeting every Member who is present in person shall on a show of hands have one vote and every Member present in person shall on a poll have one vote.

ADMINISTRATIVE ARRANGEMENTS

20. INDEMNITY AND INSURANCE

20.1 The Charity may / shall indemnify a relevant director against any liability incurred in [that capacity, to the extent permitted by section 232 to 234 of the Companies Act 2006] OR [successfully defending legal proceedings in that capacity, or in connection with any application in which relief is granted by the Court from liability for negligence, default, or breach of duty or breach of trust in relation to the Charity].

20.2 This article does not authorise any indemnity to the extent that such indemnity would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law and any such indemnity is limited accordingly.

20.3 The directors may decide to purchase and maintain insurance, at the expense of the Charity, for the benefit of any relevant officer in respect of any relevant loss in accordance with, and subject to the conditions in, section 189 of the Companies act 2011.

20.4 In this article:

(a) a 'relevant director' means any director or former director of the Charity; and

(b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant officer in connection with that relevant officer's duties or powers in relation to the Charity, any associated Charity or any pension fund or employees' share scheme of the Charity or associated Charity; and

(c) a "relevant officer" means any director or other officer or former director or other officer of the Charity or an associated Charity (including any Charity which is a trustee of an occupational pension scheme (as defined by section 235(6) of the Act)] , but excluding in each case any person engaged by the Charity (or associated Charity) as auditor (whether or not he is also a director or other officer), to the extent he acts in his capacity as auditor).

PRIVATE COMPANY LIMITED BY GUARANTEE

INSPIRE SUFFOLK LIMITED

Company Number 4881803

WRITTEN RESOLUTION

CIRCULATION DATE: 18th January 2017

Under Chapter 2 of Part 13 of the Companies Act 2006 the member of the Company proposes that the following resolution is passed as a special resolution (Resolution)

SPECIAL RESOLUTION

1 That the Articles of Association of the Charity be amended by deleting article 10.1 and replacing it with the following new article

10.1 The quorum for the transaction of business at a meeting of directors must be 50% of the Eligible Directors including either the chairman or vice chairman appointed in accordance with article 1 1,

2 That the Articles of Association of the Charity be amended by deleting article 1 1.3 and replacing it with the following new article

11.3 The directors shall hold an election for chairman and vice-chairman every 3 years and the following procedure shall apply to the appointment of the chairman and vice-chairman:

(a) One month prior to the election the outgoing chairman shall write, or shall instruct the company secretary (if any) to write, to the directors enclosing nomination forms which must be returned to the Charity's registered office two weeks prior to the election.

(aa) In the event of either the chairman or vice-chairman applying for reelection, the directors may in their absolute discretion hold the meeting during which the election shall take place at any time 6 months prior to expiry of their current term of office.

(b) Details of the nominations shall be circulated to the directors together with notice of the meeting during which the election shall take place.

(c) At the meeting, the election shall be the first item of business on the agenda and the company secretary (if any) or the outgoing chairman shall act as chair for those purposes.

(d) A secret ballot shall be conducted at the meeting to elect a chairman from those directors nominated, the outcome to be decided by a simple majority of the directors present.

(e) Should there be an equality of votes, further secret ballots shall be conducted until a chairman is elected.

(D Once the chairman has been elected, a further secret ballot shall be conducted to elect a vice-chairman, the outcome to be decided by a simple majority of the directors present.

(g) Should there be an equality of votes, the newly appointed chairman shall have the casting vote.

The full text of the new articles and memorandum are attached to this resolution

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolution

rrevocably agrees to the Resolution

Signed by [redacted]

[redacted]

18th January 2017

The undersigned, a person entitled to vote on the Resolution on

Hereby irrevocably agrees to

Date

NOTES

1 If you agree with the Resolution, please indicate your agreement by signing and dating this document where indicated above and returning the signed version, either by hand or by post to Gotelee Solicitors, 31-41 Elm Street, Ipswich, 'PI 2AY

You may not return the Resolution to the Company by any other method

If you do not agree to the Resolution, you do not need to do anything. You will not be deemed to agree if you fail to reply

2 Once you have indicated your agreement to the Resolution, you may not revoke your agreement

3 Unless within 28 days of the Circulation Date sufficient agreement is received for the Resolution to pass, it will lapse if you agree to the Resolution, please ensure that your agreement reaches us before or during this date

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Living With Mental Health CIC
Name of account to which payment to be made (explain if not your organisation's name)	Living With Mental Health
What does your organisation do? (100 words max)	We are a peer-led lived experience community organisation that runs projects with people living with mental health in Lowestoft, Waveney and Norwich
What relevant local area does your organisation cover?	Lowestoft
Who are the main beneficiaries of your work?	Local people with lived experience of mental health
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	Community Interest Company 16617113
Organisation income (last complete financial year)	Financial year not completed (August 2025 – July 2026)
Organisation expenditure (last complete financial year)	Financial year not completed (August 2025 – July 2026)

Lowestoft Town Council
Grant Application Form

Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	john@livingmentalhealth.com
Position within organisation	Director
Explain how you are authorised to make this application on behalf of the organisation	I am authorised to make this application as Director, with the support of the organisation's trustees.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	This project delivers a good communications set up for Living with Mental Health CIC, ensuring that it is compliant, sustainable and resilient. This essential infrastructure will focus on our important support for the lived experience community in Lowestoft and the locality. Strong security and data management will help build a trusted, thriving, viable social enterprise in Lowestoft. . John Durrant, founder of Living With Mental Health CIC wants our organisation to offer others who live locally with mental health problems the same opportunities offered him, such as safe peer support, community connections, creative and social activities. The CIC is based in Lowestoft, and our Directors and Trustees have great local networks in other peer groups, health providers and local businesses and organisations. We want to make the most of these connections, and of the support that they have already contributed to our set up. The grant will cover the following.

Lowestoft Town Council
Grant Application Form

	- Costs of website hosting, design, security, SEO (search engine optimisation). This includes two sites, as we run a main website and a podcast site. Their addresses are: main website (WordPress www.livingmentalhealth.com); podcast site (pod.livingmentalhealth.com). - Teams programme for communications, including meetings, podcasts and Microsoft 365 Business applications - Website compliance costs; Information Commissioner Office (ICO) registration - Filing CIC/Limited Company compliance: HMRC persons of significant control fee
Total cost of project	£1.346.82
Breakdown of cost	- Creation of main website and podcast site, including design, first year's hosting, security (SSL), SEO, including VAT: £357.02 - Websites hosting and SSL from January 2026 – December 2026 including VAT: £78 - SEO January 2026 – December 2026 including VAT: £216 - Teams programme December 2025 – December 2026 £13.18 per month: £171.34 including VAT - ICO registration: £52 - PSC form submission: £34 - Enhanced DBS for both Director: £318.46 including VAT - Business cards (250) £80 Including VAT - General stationary cost (including ink cartridges) £40 including VAT
Grant requested from Lowestoft Town Council	£1.346.82
What specifically would the grant from the Council fund?	See above
Have any funds been requested/agreed from other sources? Provide details	We have applied for £200 from the boring fund.
When are the funds required?	On commencement of the grant
Project start date	January 2026

Lowestoft Town Council
Grant Application Form

Project completion date	December 2026

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed……[redacted]…… Date..12.11.2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Living with mental health CIC (16617113)
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Equality and Diversity Policy

Living with Mental Health CIC

1. Policy Statement

Living with Mental Health CIC is committed to promoting equality, diversity, and inclusion in all aspects of our work. We believe everyone should be treated fairly, with dignity and respect, regardless of their background or circumstances.

We aim to create an environment where differences are valued, and where people feel supported, welcomed, and able to reach their full potential.

2. Purpose

This policy sets out our commitment to ensuring that no one connected to Living with Mental Health CIC—whether as a service user, volunteer, staff member, trustee, or partner—faces discrimination or disadvantage.

3. Our Commitments

Treat all people with respect, dignity, and fairness.

Promote an inclusive environment where everyone feels safe and valued.

Actively challenge discrimination, harassment, and bullying.

Provide equal access to our services, opportunities, and activities.

Encourage and celebrate diversity in all areas of our work.

Regularly review our practices to ensure they remain fair and inclusive.

4. Legal Framework

This policy is guided by the principles of the Equality Act 2010, which protects people from discrimination on the grounds of:

Living with mental health CIC (16617113)
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity

Race

Religion or belief

Sex

Sexual orientation

5. Responsibilities

Directors/Trustees: Ensure this policy is implemented and reviewed.

Staff and Volunteers: Treat everyone fairly and respectfully, and challenge discrimination if witnessed.

Service Users and Partners: Expected to uphold these values when engaging with us.

6. Complaints and Concerns

Anyone who feels they have been treated unfairly or discriminated against in connection with Living with Mental Health CIC can raise their concern through our complaint's procedure. All complaints will be taken seriously, handled sensitively, and resolved as quickly as possible.

Policy Review

This policy will be reviewed annually, or earlier if changes in legislation or best practice require it.

Adopted on: 30.07.2025

Review due: 30.07.2026

Directors of Living with Mental Health CIC

[redacted] 20.11.2025

[redacted] 20.11.2025

[redacted]

Trustees of Living with Mental Health CIC

[redacted] 20.11.2025

[redacted]

[redacted] 20.11.2025

[redacted]

[redacted] 20.11.2025

[redacted]

Living with mental health CIC (16617113)
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Safeguarding Policy

Living with Mental Health CIC

1. Policy Statement

Living with Mental Health CIC is committed to safeguarding the wellbeing of everyone who engages with our services, projects, and activities. We recognise that many of the people we support may be living with mental health challenges, and we have a duty of care to protect them from harm, abuse, neglect, or exploitation.

Our commitment is to:

Provide a safe and supportive environment where people feel valued and respected.

Promote the rights, dignity, and choices of people living with mental health challenges.

Take all safeguarding concerns seriously and act quickly and appropriately when issues arise.

2. Scope

This policy applies to:

All staff, volunteers, trustees, and contractors working with or on behalf of Living with Mental Health CIC.

All activities, projects, workshops, events, and services delivered by the organisation.

3. Definitions

Adult at Risk: An individual aged 18+ who may be vulnerable due to mental health, disability, illness, age, or social circumstances.

Safeguarding: Protecting people's health, wellbeing, and human rights, enabling them to live free from harm, abuse, and neglect.

Living with mental health CIC (16617113)
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Mental Health Challenge: Any condition that impacts a person's emotional, psychological, or social wellbeing.

4. Responsibilities

Board of Directors/Trustees: Hold ultimate responsibility for safeguarding in the organisation.

Designated Safeguarding Lead (DSL): [Insert name/role] is the first point of contact for safeguarding concerns.

Deputy DSL: [Insert name/role] will act if the DSL is unavailable.

All staff and volunteers: Must follow this policy, uphold professional boundaries, and report safeguarding concerns immediately.

5. Safe Recruitment

All individuals working directly with vulnerable adults will undergo appropriate recruitment checks (including references and enhanced DBS where required).

Roles, safeguarding responsibilities, and boundaries will be made clear at the point of induction.

6. Code of Conduct

Everyone representing Living with Mental Health CIC must:

Treat all individuals with respect, dignity, and empathy.

Promote independence and support self-advocacy where possible.

Always maintain professional and safe boundaries.

Never use abusive, discriminatory, or stigmatising language.

Report safeguarding concerns without delay and never attempt to investigate personally.

7. Recognising Abuse and Harm

Abuse may present in different ways, including:

Emotional or psychological abuse (including stigma, coercion, isolation, or bullying).

Neglect or self-neglect (including when someone is unable to care for their mental or physical wellbeing).

Physical abuse.

Sexual abuse.

Financial exploitation.

Discrimination or harassment.

Given the nature of our work, we remain alert to risks linked with mental health vulnerabilities, such as exploitation, neglect, or crisis situations.

8. Reporting Concerns

Concerns must be reported immediately to the DSL.

If the DSL is unavailable, report to the Deputy DSL or a Director.

If a person is in immediate danger, call 999.

Concerns will be recorded securely and treated confidentially, with only those who need to know being informed.

9. Confidentiality and Data Protection

Information shared will follow The General Data Protection Regulation (GDPR) and data protection laws.

Safeguarding records will be stored securely and separately from other files.

Confidentiality cannot be promised if someone is at risk of harm.

10. Training

All staff, volunteers, and trustees will receive safeguarding training relevant to their role.

Training will include awareness of mental health and safeguarding adults at risk.

Refresher training will be provided regularly.

Policy Review

This policy will be reviewed annually, or earlier if changes in legislation or best practice require it.

Adopted on: 30.07.2025

Review due: 30.07.2026

Directors of Living with Mental Health CIC

[redacted] 20.11.2025

[redacted] 20.11.2025

[redacted]

Trustees of Living with Mental Health CIC

[redacted] 20.11.2025

[redacted] 20.11.2025

[redacted]

[redacted] 20.11.2025

[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Whistleblowing Policy

Living with Mental Health CIC

1. Purpose

Living with Mental Health CIC is committed to the highest standards of openness, integrity, and accountability. This policy provides a clear process for raising concerns about wrongdoing, misconduct, or unsafe practices within the organisation. It aims to ensure that staff, volunteers, and stakeholders feel safe to report concerns without fear of victimisation or reprisal.

2. Scope

This policy applies to:

Staff, volunteers, trustees, contractors, and partners of Living with Mental Health CIC.

Anyone connected to the organisation who wishes to raise a concern about activities that may affect the wellbeing of individuals, the organisation, or the community.

Concerns may include (but are not limited to):

Criminal activity or suspected criminal activity.

Safeguarding concerns.

Breaches of legal or regulatory obligations.

Financial mismanagement, fraud, or corruption.

Health and safety risks.

Bullying, harassment, or discrimination.

Any behaviour that undermines our values or damages trust in the organisation.

3. Principles

[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Protection: Whistleblowers will not suffer harassment, retaliation, or victimisation for raising a genuine concern in good faith.

Confidentiality: All concerns will be treated seriously and, wherever possible, confidentially.

Fairness: Allegations will be investigated fairly, thoroughly, and promptly.

Accountability: Outcomes and actions will be recorded and monitored.

4. How to Raise a Concern

Concerns can be raised in the following ways:

1. Informally: By speaking to your line manager, project lead, or a trustee.

2. Formally (in writing): Email or write to the Director/Trustees at [insert official email address].

3. Safeguarding matters: Must be reported immediately to the designated safeguarding officer.

If the concern involves senior leadership or trustees, you may contact:

The CIC Regulator (Office of the Regulator of Community Interest Companies).

Charity Commission (if relevant).

Other appropriate external bodies such as the police or safeguarding boards.

5. Investigation Process

Concerns will be acknowledged within 5 working days.

An impartial person will be appointed to investigate.

The investigation will aim to conclude within 28 days, with updates provided if longer is needed.

Outcomes may include: no action, internal action, referral to external authorities, or wider organisational learning.

[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

6. Protection and Support

No one who raises a concern in good faith will suffer loss, dismissal, or harm for doing so.

Support will be offered to whistleblowers throughout the process.

Anyone attempting to victimise or retaliate against a whistleblower will face disciplinary action.

7. Malicious or False Allegations

Deliberately false or malicious allegations are unacceptable and may result in disciplinary action.

Policy Review

This policy will be reviewed annually, or earlier if changes in legislation or best practice require it.

Adopted on: 30.07.2025

Review due: 30.07.2026

Directors of Living with Mental Health CIC

[redacted] 20.11.2025

[redacted] 20.11.2025

[redacted]

Trustees of Living with Mental Health CIC

[redacted] 20.11.2025

[redacted] 20.11.2025

[redacted]

[redacted] 20.11.2025

Living with mental health CIC
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Living With Mental Health CIC

Constitution

Date Formed: 30 July 2025

---

1. Name

The organisation shall be known as Living With Mental Health CIC (Community Interest Company).

---

2. Legal Structure

Living With Mental Health CIC is registered as a Community Interest Company under the Companies Act 2006, operating for the benefit of the community and not for private profit.

---

3. Mission Statement

Living with mental health CIC
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Living With Mental Health CIC exists to support individuals experiencing mental health challenges, raise awareness of available support services, and create meaningful opportunities for people to take part in projects, trips, and wellbeing activities. Since 2018, the founders have taken part in life-changing projects, and the organisation aims to offer others the same opportunities.

---

4. Aims and Objectives

1. To improve wellbeing and quality of life for people experiencing mental health challenges.

2. To provide accessible activities, workshops, and projects that offer social connection, respite, and personal growth.

3. To raise awareness of mental health services, support pathways, and community resources.

4. To create safe, inclusive, non-judgemental environments where individuals feel heard, valued, and supported.

5. To work with partners, organisations, and professionals to expand support options.

6. To reduce stigma surrounding mental health across communities.

Living with mental health CIC
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

---

5. Activities

The CIC may provide, but is not limited to:

Community workshops and support sessions.

Social trips and wellbeing activities.

Mental health awareness campaigns.

Peer-support opportunities.

Training, education, and resources.

Online and in-person support initiatives.

Living with mental health CIC
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

6. Community Benefit

All activities shall be carried out to benefit individuals experiencing mental health challenges. Any surplus income will be reinvested into the CIC's services, resources, and community support.

---

7. Membership

7.1 Eligibility

Membership is open to anyone who supports the aims of the CIC.

7.2 Rights

Members may:

Take part in activities.

Attend general meetings.

Vote on key decisions.

7.3 Responsibilities

Members are expected to:

Support the values and aims of the CIC.

Treat all participants with respect.

Follow organisational guidelines.

---

8. Board of Directors

8.1 Role

The Board of Directors shall oversee governance, decision-making, and strategic direction.

8.2 Minimum Directors

The CIC shall have at least one director, as legally required.

8.3 Responsibilities

Directors must:

Living with mental health CIC
[redacted]
E: john@livingmentalhealth.com
W: https://www.livingmentalhealth.com

Act in the best interests of the community.

Ensure financial transparency and compliance.

Maintain safeguarding, confidentiality, and ethical standards.

---

9. Meetings

9.1 Annual General

Lowestoft Town Council
Grant Application Form

Contact details	
Name	[redacted]
Address	C/O COWTROTT. COWTROTT LANE Rollesby NR29 5ED (TRUST Address) [redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	VICE CHAIRMAN SHIP MANAGER LYDIA EVA
Explain how you are authorised to make this application on behalf of the organisation	NEED TO GET MINCARLO TO Drydock TO MAINTAIN Vessel AFloat AND Safe OPEN TO Public
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	TO MOVE MINCARLO TO Drydock FOR WORK TO BE CARRIED out
Total cost of project	£7000.00
Breakdown of cost	WORKBOAT JOANNE G £3000 TUG JEAN T £4000
Grant requested from Lowestoft Town Council	£7000.00
What specifically would the grant from the Council fund?	TOWING MINCARLO FROM HERITAGE QUAY TO Drydock
Have any funds been requested/agreed from other sources? Provide details	TRYING TO OBTAIN FUND FOR Drydock WITH crowdfunding
When are the funds required?	SEPTEMBER/OCTOBER 2025

Lowestoft Town Council
Grant Application Form

Project start date	SEMPTEMBER 11th
Project completion date	SEPTEMBER 12th

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	YES
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES

Signed... [redacted] Date... 10/9/25

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	LYDIA EVA AND MINCARLO CHARTIABLE TRUST
Name of account to which payment to be made (explain if not your organisation's name)	LYDIA EVA AND MINCARLO CHARTIABLE TRUST
What does your organisation do? (100 words max)	TO KEEP TWO HISTORIC VESSELS ALIVE MINCARLO LT412 LAST SIDEWINDER BUILT + ENGINED LOWESTOFT LYDIA EVA YH891 LAST STEAM DRIFTER AT YARMOUTH
What relevant local area does your organisation cover?	LOWESTOFT + GREAT YARMOUTH
Who are the main beneficiaries of your work?	TO KEEP BOTH VESSELS AFLOAT AND OPEN TO PUBLIC
Are you a charity? If yes, describe the type of charity	YES FOR EDUCATION AND HISTORY KEEPING OLD VESSELS AFLOAT AND OPEN
If registered, what is the charity number?	803654
Not-for-profit? If no, describe the organisation	DONATIONS TO KEEP HISTORIC VESSELS AFLOAT AND OPEN
Organisation income (last complete financial year)	£18396
Organisation expenditure (last complete financial year)	£10642

Lowestoft Town Council Grant Awarding Policy. Adopted May 2017. Reviewed: January 2018, March 2019, May 2019, March 2020, May 2020, February 2021, May 2021, June 2021, July 2021, November 2021, May 2022, October 2022, May 2023, May 2024 and November 2024. Next Review: May 2025.

02510307

The Lydia Eva and Mincarlo Charitable Trust Limited

Report and Accounts

31 March 2024

Messrs Charles Stenner & Co
Accountants Taxation Legal and Management Consultants
Britannia House 16 Hall Quay
Great Yarmouth NR30 1HP
Telephone: 01493 844380
www.stenner.org - email: charles@stenner.org

Registered number: 02510307

Directors' Report

The directors present their report and accounts for the year ended 31 March 2024.

Principal activities

The company's principle activity during the year continued to be associated with raising funds for charitable purposes.

Directors

The following persons served as directors during the year:

[redacted]

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the Board on the 6th November 2024 and signed by its order.

[redacted]
Secretary

Registered number: 02510307

Balance Sheet as at 31 March 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	2	2	2
Current assets			
Cash at bank and in hand		71,579	69,111
Net current assets		71,579	69,111
Net assets		71,581	69,113
Reserves			
Revenue reserves		71,581	69,113
		71,581	69,113

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with Section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the Small Companies regime. The Profit and Loss account has not been delivered to the Registrar of Companies.

[redacted]
Director
Approved by the board on the 06th November 2024

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

2 Tangible fixed assets

	Historic Ships £
Cost	
At 1 April 2023	2
At 31 March 2024	2
Depreciation	
At 31 March 2024	-
Net book value	
At 31 March 2024	2
At 31 March 2023	2

3

Brought forward	69,113	80,818
Profit/(Loss) for the year	2,468	(11,705)
	71,581	69,113

6 Registered office

Cowtrott
Cowtrott Lane
Rollesby
Great Yarmouth
Norfolk
NR29 5ED

Income and Expenditure Account
for the year ended 31 March 2024

	2024 £	2023 £
Income	18,396	22,061
Direct Costs	(7,244)	(8,565)
Gross profit	11,152	13,496
Administrative expenses	(10,641)	(25,882)
Operating profit/(loss)	511	(12,386)
Interest receivable	1,957	681
Profit/(loss) before taxation	2,468	(11,705)
Tax on profit/(loss)	-	-
Profit/(loss) for the financial year	2,468	(11,705)

Detailed income and expenditure account
for the year ended 31 March 2024

This schedule does not form part of the statutory accounts

	2024 £	2023 £
Income		
Donations and gifts	18,396	22,061
Direct costs		
Other activities	7,244	8,565
Administrative expenses		
Employee costs:		
Volunteer welfare	1,397	2,384
	1,397	2,384
Premises costs:		
Light and heat	299	803
	299	803
General administrative expenses:		
Stationery and printing	211	370
Miscellaneous and Contingency expenses	171	1,407
Professional fees and Bank charges	2,524	3,437
Insurance	3,521	4,393
Repairs and maintenance	1,190	9,826
	7,617	19,433
Legal and professional costs:		
Accountancy fees	792	732
Advertising and PR	537	2,530
	1,329	3,262
	10,642	25,882

The Lydia Eva and Mincarlo Charitable Trust Limited
Detailed income and expenditure account
for the year ended 31 March 2024
This schedule does not form part of the statutory accounts

	2024 £	2023 £
Income	18,396	22,061
Direct costs	(7,244)	(8,565)
Gross profit	11,152	13,496
Administrative expenses	(10,641)	(25,882)
Operating profit/(loss)	511	(12,386)
Interest receivable	1,957	681
Profit/(loss) before tax	2,468	(11,705)

tions are once again well down.

When you look at the accounts you will see a very slight increase on the previous year(2023), and this was due to a very generous donation to Lydia Eva for the Installation of a Toilet onboard.

2022-23 income £22,061.98 for both boats

2023-24 income £23,747.55 (draft figure) minus £5k Insurance, £-2.5k Treasurers Honorarium.....

All looks good? Unfortunately not in the year 2024 Both ships have to be docked and with the funds available to each ship being £11,758.36 LE and £18,176.57 Mincarlo both ships will be well short of docking fees.

During 2023-24 year we once again used the card machines and they indeed were worth it in the long run.

Another year on and we are still in need of funds, and if any of you have any ideas, then please bring them up at Any Other Business.

Not being a doom monger, but if things do not pick up funds whise we will be looking for a way of scrapping/gifting our ships to another charity. Sorry to say, The end is getting very close.

As mentioned before we have to be very careful with our expenditure on both vessels, seeking the best prices for anything purchased.

[redacted]

Treasurer LE&MCT

20/10/23

Name of Museums: "LYDIA EVA" and "MINCARLO"

Governing Body: The Lydia Eva and Mincarlo Charitable Trust Ltd.

EQUAL OPPORTUNITIES POLICY

Document Owner – The Company Secretary

Date for next policy review: October ~~2017~~ 2025 July 2024 [redacted]

		October 2016	[redacted]	
Rev 01	Purpose and Application added	Feb 2013	[redacted]	
Rev 00	First Issue	April 2012	[redacted]	
Rev B	1st Review	19th Oct 2005		Trust
Rev A	Original	14th Oct 2003		Trust
Revision	Description	Date	Prepared By	Approved

1.0 Purpose

The Trust recognises that everyone has a contribution to make to our society and a right to be treated equally.

2.0 Application

The Trust does not discriminate against volunteers, employees, visitors to its ships, other service users or organisations on grounds of race, social class, sexuality, age, marital status, political beliefs, religion, disability, or for any other cause.

The Trust's aims are to ensure that:

- Where possible, the composition of its workforce at all levels broadly reflects the community it serves regarding age, disability, gender, marital status, sexuality, race, colour, ethnic or national origin. (A gender balance has not been achievable within the volunteer workforce).
- All employees and volunteers are treated with dignity and respect, and are provided with a working environment free from unlawful discrimination, harassment, victimisation and are not subject to unjustifiable requirements or conditions of employment.
- Any behaviour, or alleged behaviour which is in breach of this policy will be taken seriously, be fully investigated and may be subject to the Trust's disciplinary procedures.

The following statements identify the characteristics of the Trust that will prevail when true equality of opportunity exists within the organisation.

Corporate Objectives

- To promote recognition, career development, fair conditions of service and equal opportunities for all its employees and volunteers.

Recruitment

- Equality of opportunity is an important part of the Trust's culture
- Advertising, job descriptions and application forms will be designed to identify the skills relevant to the job
- Recruitment and selection will only be undertaken by managers approved for the task
- Short lists will be made on the basis of the skills match between the candidate and the job
- Selectors will meet interviewing standards
- The process will be carried out in a fair and efficient manner
- The process will be monitored to record statistics to verify the Trust's objectives
- Induction will demonstrate the Trust's commitment to equal opportunity

Working Environment

- Every employee and volunteer will be treated with professionalism as an individual and with:
  Respect, Dignity, Impartiality & Consistency

Name of Museums: "LYDIA EVA" and "MINCARLO"

Governing Body: The Lydia Eva and Mincarlo Charitable Trust Ltd.

GRIEVANCE PROCEDURE

Document Owner – The Volunteer Co-Ordinator

Date for next policy review: July 2025

Revision	Description	Date	Prepared By	Approved
Rev A	Original	Jan 2010	[redacted]	
Rev 00	First Issue	April 2012		
Rev 01	Revised	July 2012		
Rev 02	Revised	July 2021	[redacted]	
Rev 03	Revised	July 2023		

Procedure for grievances

The Lydia Eva and Mincarlo Charitable Trust makes every effort to establish and maintain harmonious relations with volunteers and invites their co-operation in this.

If a volunteer has any concerns or grievances relating to their role with the Trust they may seek to resolve this orally or in writing in the following way:

- In the first instance should refer the concern to the volunteer contact Volunteer Co-Ordinator who will discuss informally with the Volunteer within 7 working days. A written record will be kept.

- If the concern continues unresolved or the Volunteer feels unfairly treated the Volunteer may apply to any of the Trustees within 7 working days . They will arrange to meet with the Volunteer within 14 working days. A written record will be kept.

- If the concern continues unresolved, or the Volunteer feels unfairly treated the Volunteer may appeal to The Trust Chairman within 7 working days . He will meet the Volunteer within 14 working days . A written record will be kept and the Volunteer will be notified of the decision within one month. The decision will be binding and is the final stage of the grievance procedure.

At ALL stages and in all discussions a Volunteer may be accompanied by a Volunteer colleague or other advocate of their choice.

Name of Museums: "LYDIA EVA" and "MINCARLO"

Governing Body: The Lydia Eva and Mincarlo Charitable Trust Ltd.

ABUSE POLICY

Containing the CHILD PROTECTION POLICY & CHILD PROTECTION STATEMENT

Document Owner – The Company Secretary

Date for next policy review: May 2025 [redacted]

REV 04 JULY 2023

Revision	Description	Date	Prepared By	Approved
Rev 02	Purpose and Application added	Feb 2013	[redacted]	
Rev 01	Additions	June 2012		
Rev 00	First Issue	April 2012		
Rev B	Final Draft	22nd Apr 2011		
Rev A	Draft	1st Oct 2010		

1.0 Purpose

The purpose of this policy is to identify the types of abuse and recognise the procedures to prevent such abuse.

2.0 Application

This policy applies to all aspects of Abuse and tries to identify the types and the methods to prevent such abuse within the Trust.

Lydia Eva & Mincarlo Charitable Trust Ltd
(hereafter called 'The Trust')

Acknowledges and accepts as its responsibility, the well being and safety of those children and young persons who are with The Trust.

The protection of the child and young person must be the first priority for all staff and volunteers involved

OBJECTIVES



The Trust recognizes the significance of ethnic and cultural diversity.

The Trust recognizes that abuse can be inflicted by professionals and adults outside of the home environment and will operate a "whistle blowing" policy, swiftly acting on, and reporting, any concerns inside or outside of the Trust.

The Trust expects that all adults having contact with children / young people will provide good models of behaviour, be honest and take the feelings of others into account.

All staff / volunteers will receive Good Practice Guidelines. Strict adherence is mandatory. [is this document with Bernadette]

All staff / volunteers will be aware of the contact details of the designated child protection person which are in this policy.

DESIGNATED CHILD PROTECTION OFFICER [could this be Bernadette]

The Trust shall appoint a Child Protection Officer. This person shall have sufficient training or knowledge of child protection issues and procedures of

reporting any concerns. All concerns of poor practice or abuse, either within or outside of the home shall be reported to the Designated Child Protection Officer.

All Members shall be informed who the Designated Child Protection Officer is, and the contact details for this person.

Steps to be taken when abuse is suspected are detailed later in this Policy.

DEFINITIONS OF ABUSE

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by a stranger.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. The situation is commonly described as factitious illness by proxy or Munchausen syndrome by proxy.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse includes situations in which adults/peers use children or young people to meet their own sexual needs through; full sexual intercourse, masturbation, oral sex, fondling or anal intercourse. Sexual abuse is also when the children or young people are shown pornographic books, photographs or videos, or taking photographs for pornographic purposes, or encouraging children or young people to act in sexually inappropriate ways.

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment or the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

BULLYING

Bullying is not always easy to define and can take many forms. Three main types of bullying are Physical (e.g. hitting, kicking, theft), Verbal (e.g. racist or homophobic remarks, threats, name calling) and Emotional (e.g. isolating an individual from activities). They will all include:

Deliberate hostility and aggression towards a victim; a victim who is weaker and less powerful than the bullies; an outcome which is always painful and distressing to the victim. Bulling can be related to either, or both, Physical and Emotional abuse.

Bullying behaviour may also include: other forms of violence; sarcasm, spreading rumours, persistent teasing; tormenting, ridiculing, humiliation; racial taunts, graffiti, gestures; unwanted physical contact or abusive or offensive comments of a sexual nature.

Any concerns such as changes in behaviour, injuries and unexplained absence will be recorded and reported to the Designated Child Protection Officer.

IDENTIFYING ABUSE

Because of their involvement and contact with children/young persons - volunteers and other staff are well placed to observe outward signs of abuse such as the following

PHYSICAL INDICATORS

PHYSICAL ABUSE

- bruises, hand marks, lacerations, burns, (scalds / cigarette),
- bite marks, broken bones.

NEGLECT

- inadequate clothing, poor growth / underweight, hunger
- unkempt state.

EMOTIONAL

- excessive dependence or attention seeking, sudden speech disorders
- developmentally delayed.

SEXUAL

- pain / itching in the genital area, bruising / bleeding near the
- genital area, sexually transmitted disease, vaginal discharge /
- infection, stomach pains, discomfort when walking / sitting
- pregnancy.

- running away
-

SEXUAL

- sudden changes in behaviour
- becoming aggressive / withdrawn
- apparent fear of one person
- running away
- nightmares
- unexplained sources of money
- sexual drawings / language
- bedwetting
- overeating or anorexia
- self-mutilation, suicidal
- secrets which cannot be told to anyone
- advanced sexual knowledge
- substance drug abuse
- behaving beyond their age
- not allowed to have friends
- sexually explicit behaviour
- telling about the abuse

All staff should be alert to such signs (although they are not in themselves proof that abuse has occurred, and ***some*** signs on their own may not cause concern, they may however be part of a cluster of signs / symptoms).

Confidentiality

Staff have a moral responsibility to share information about the protection of children / young persons with the Designated Child Protection Officer, should concerns arise.

Records

A full report should be written as soon as possible of any concerns, allegations, disclosures or observations. The report should contain facts of what was said, seen or heard. The report should **not** contain opinion or hearsay. Any reports should be kept in a secure locked environment.

Outline of steps to be taken on suspected child abuse

Any concerns or disclosures must be reported to the Designated Child Protection person who should immediately seek advice from Police or Social Services .

Should the Designated Child Protection person be suspected the persons forming these suspicions should seek advice from Police or Social Services.



GUIDELINES FOR ACTIVITY LEADERS & VOLUNTEERS

- Do not put yourself in a questionable position with children / young persons. **Do not work alone with individual children / young persons or very small groups of children / young persons.**

- Volunteers should not give lifts to children in their own cars without the permission of the child's parent/carer.

- Activity leaders and volunteers must respect the rights, dignity and worth of each and every child / young person.

- Activity leaders and volunteers must not shout at, belittle or be sarcastic to the children / young persons.

- Activity leaders and volunteers should consistently display high standards of behaviour.

- Activity leaders and volunteers should ensure that all children are treated equally

- Activity leaders and volunteers should be aware of the name and contact details of the Designated Child Protection Person:
  [redacted]

- Activity leaders and volunteers should be aware of the location of the first aid box and accident book. Any accident / incident should be reported to the Designated Person.

- Activity leaders and volunteers should report any potential health and safety hazards to the Committee Member nominated to be in charge of the activity.

- All events and activities must be pre-booked. A parent/carer must give their written consent for a child or children to attend the activity or event.

- Address and emergency contact telephone numbers must be obtained for each child attending an activity or event.

- No child should leave the venue without informing a volunteer supervisor or without their parent/carer.

The Companies Act 1985

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

OF

THE LYDIA EVA AND MINCARLO CHARITABLE TRUST LIMITED

1. The name of the Company (hereinafter called "the Association") is The Lydia Eva and Mincarlo Charitable Trust Limited.

2. The registered office of the Association will be situate in England

3. The objects for which the Association is established is the advancement of the education of the public in particular by the preservation and exhibition of the Yarmouth Steam Drifter "Lydia Eva YH89" and the Lowestoft Side Winder Trawler "Mincarlo LT412".

   And the Association shall have the following powers exercisable in furtherance of its said objects but not otherwise namely:-

   (a) To purchase, take on lease or in exchange, hire, charter or otherwise acquire any land, buildings, yachts, boats or vessels for the purpose of the Association, and any furniture, appliances and effects for furnishing and fitting up the same for that purpose, and generally any real or personal property any rights or privileges which the Association may think necessary for the promotion of its objects, and to construct, maintain and alter any buildings or erections, yachts or boats necessary for the work of the Association.

   (b) To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.

   (c) To accept gifts of any real or personal property for the general purposes of the Association or for any particular purpose thereof.

   (d) To undertake and execute any charitable trusts which may lawfully be undertaken by the Association.

   (e) Subject to such consents as may be required by law to borrow or raise money on such terms and on such security as may be thought fit.

   (f) To invest the moneys of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

   (g) To establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes.

   (h) To do all such other things as shall further the said objects or any of them.

(i) To provide indemnity insurance to cover the liability of the directors which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the company: Provided that any such insurance shall not extend to any claim arising from any act or omission which the directors knew to be a breach of trust or breach of duty or which was committed by the directors in reckless disregard to whether it was a breach of trust or breach of duty or not and provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the directors in their capacity as directors of the company.

Provided that:-

i. In case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.

ii. The Association's objects shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers

iii. In case the Association shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Association shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Council of Management or Governing Body of the Association shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such Council of Management of Governing Body have been if no incorporation had been effected, and the incorporation of the Association shall not diminish or impair any control of authority exercisable by the Chancery Division or the Charity Commissioners over such Council of Management or Governing Body, but they shall as regards any such property be subject - jointly and separately to such control or authority as if the Association were not incorporated.

4. The income and property of the company shall be applied solely towards the promotion of the objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the company, and no director shall be appointed to any office of the company paid by salary or fees or receive remuneration or other benefit in money or money's worth from the company: Provided that nothing in this document shall prevent any payment in good faith by the company:-

a) of reasonable and proper remuneration for any services rendered to the company by any member, officer or servant of the company who is not a director

(b) of interest on money lent by any member of the company or director at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the directors;

(c) of fees, remuneration or other benefit in money or money's worth to any company of which a director may also be a member holding not more than l/100th part of the issued capital of that company;

member of the company or a director;

(e) to any director of reasonable out-of-pocket expenses;

f) of any premium in respect of any indemnity insurance to cover the liability of the directors which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the company: Provided that any such insurance shall not extend to any claim arising from any act or omission which the directors knew to be a breach of trust or breach of duty or which was committed by the directors in reckless disregard to whether it was a breach of trust or breach of duty or not and provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against the directors in their capacity as directors of the company

5. The liability of the members is limited.

6. Every member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up while he is a member, or within one year after he ceases to be member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required no exceeding £10.00.

7. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of : Clause 4 hereof, such institution or institutions to be determined by the members of the Association at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.

ACCOUNTS

56. The Council shall cause accounting records to be kept in accordance with the requirements of the Act.

57. The Accounting records shall be kept at the office, or, subject to the provisions of the Act, at such other place or places as the Council shall think fit, and shall always be open to the inspection of the officer of the Association.

58. The Council shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Association or any of them shall be open to the inspection of members not being officers of the Association, and no member (not being an officer) shall have any right of inspecting any account or book or document of the Association except as conferred by statute or authorised by the Council or by the Association in General Meeting.

59. At the Annual General Meeting in every year the Council shall in accordance with the provisions of the Act lay before the Association a proper income and expenditure account for the period since the last preceding account (or in the case of the first account since the incorporation of the Association) made up to date not more than four months before such meeting, together with a proper balance sheet made up as at the same date. Every such balance sheet shall be accompanied by proper reports of the Council and the Auditors, and copies of such accounts, balance sheet and reports (all of which shall be framed in accordance with any statutory requirements for the time being in force) and of any other documents required by law be annexed or attached thereto or to accompany the same shall not less than twenty-one clear days before the date of the meeting, subject nevertheless to the provisions of Section 158 (1)(c) of the Act, be sent to the Auditors and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' report shall be open to inspection and be read before the meeting as required by Section 236 of the Act.

AUDIT

60. In accordance with the provisions of the Act once at least in every year the accounts of the Association shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

61. Auditors shall be appointed and their duties regulated in accordance with the provisions of the statutes, the members of the Council being treated as the Directors mentioned in those provisions.

NOTICES

62. A notice may be served by the Association upon any member, either personally or be sending it through the post in a prepaid letter, address to such member at his registered address as appearing in the register of members.

63. Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

Amended by Resolution, June 27th 2006

Memorandum of Association.

5. The subscribers to the Memorandum of Association and such other persons as the Council shall admit to membership in accordance with the provisions hereinafter contained shall be members of the Association.

GENERAL MEETINGS

10. The Association shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Council, and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the Association holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.

11. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.

12. The Council may whenever they think fit convene an Extraordinary General Meeting, and Extraordinary General Meeting shall also be convened on such requisition, or in default may be convened by such requisitions, as provided by Section 368 of the Act.

13. Twenty-one days' notice in writing at the least of every Annual General Meeting and every meeting convened to pass a Special Resolution, and fourteen days' notice in writing at the least of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given), specifying the place, the day and the hour of the meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these presents or under the Statutes entitled to receive such notices from the Association, but with the consent of all the members having the right to attend and vote thereat, or of such proportion of them as is prescribed by the Act in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those members may think fit.

14. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceedings had, at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

15. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the income and expenditure account and balance sheet, and the reports of the Council and of the Auditors, the election of members of the Council in the place of those retiring, and the appointment of, and the fixing of the remuneration of, the Auditors.

16. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided members 3 personally present shall be a quorum.

17. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same

Council may determine.

18. The Chairman (if any) of the Council shall preside as Chairman at every General Meeting, but if there be no such Chairman, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the members present shall choose some member of the Council, or if no such member be present, or if all the members of the Council present decline to take the Chair, they shall choose some members of the Association who shall be present to preside.

19. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

20. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chairman or by at least two members present in person or by proxy, or by a member or members present in person or by proxy and representing one-tenth of the total voting rights of all the members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chairman of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost or not carried by a particular majority, and an entry to that effect in the minute book of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.

21. Subject to provisions of Article 22, if a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

22. No poll shall be demanded on the election of a Chairman of a meeting, or on any question of adjournment.

23. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting shall be entitled to a second casting vote.

24. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

25. Subject to the provisions of the Act a resolution in writing signed by all the members for the time being entitled to receive notice of and to attend and vote at General Meetings (or being corporations by their duly authorised representatives) shall be as valid and effective as if the same had been passed at a General Meeting of the Association duly convened and held.

VOTES OF THE MEMBERS

26. Subject as hereinafter provided, every member shall have one vote.

27. Save as herein expressly provided, no member other than a member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership, shall be entitled to vote on any question either personally or by proxy, or as a proxy for another member, at any General Meeting.

28. Votes may be given on a poll either personally or by proxy. On a show of hands a member present only by proxy shall have no vote, but a proxy for a corporation may vote on a show of hands. A corporation may vote by its duly authorised representative appointed as provided by Section 373-375 of the Act. A proxy need not be a member.

29. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing, or if such appointor is a corporation under its common seal, if any, and, if non, then under the hand of some officer duly authorised in that behalf.

30. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy thereof shall be deposited at the office not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a pool not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution.

31. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of insanity of the principal or revocation of the proxy of the authority under which the proxy was executed, provided that no intimation in writing of the death, insanity or revocation as aforesaid shall have been received at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

32. Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit

"I,
"of
"a member of
"hereby appoint
"of
"and failing him,
"of
"to vote for me and on my behalf at the
" (Annual or Extraordinary, or Adjourned, as
" the case may be) General Meeting of the
" Association to be held
" on the day of
"and at every adjournment thereof
"As witness my hand this day of 19

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

COUNCIL OF MANAGEMENT

33. Unless otherwise determined by a General Meeting, the number of the members of the Council shall not be less than three nor more than twelve.

34. The first members of the Council shall be subscribers to the Memorandum of Association.

35. The Council may from time to time and at any time appoint any member of the Association as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election.

36. No person who is not a member of the Association shall in any circumstances be eligible to hold office as a member of the Council.

POWERS OF THE COUNCIL

37. The business of the Association shall be managed by the Council who may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment and registration of the Association as they think fit, and may exercise all such powers of the Association, and do on behalf the Association all such acts as may be exercised and done by the Association, and as are not by statutes or by these presents required to be exercised or done by the Association in General Meeting, subject nevertheless to any regulations of these presents, to the provisions of the Act and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Association in General Meeting; but no regulation made by the Association in General Meeting shall invalidate any prior act of the Council which would have been valid if such regulation had not been made.

38. The members for the time being of the Council may act notwithstanding any vacancy in their body; provided always that in case the members of the Council shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these presents, it shall be lawful for them to act as the Council for the purpose of admitting persons to membership of the Association, filling up vacancies in their body, or of summoning a General Meeting, but not for any other purpose.

SECRETARY

39. Subject to Sections 10(5) and 13(5) of the Act the Secretary shall be appointed by the Council for such time as such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them. The provisions of Sections 283 to 285 of the Act shall apply and be observed. The Council may from time to time by resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary capable of acting provided always that no member of the Council shall occupy the remunerated position of Secretary, Deputy Secretary or assistant.

THE SEAL

40. The seal of the Association shall not be affixed to any instrument except by the authority of a resolution of the Council, and in the presence of at least two members of the Council and of the Secretary, and the said members and Secretary shall sign every instrument to which the seal shall be affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Association such

affixed.

DISQUALIFICATION OF MEMBERS OF THE COUNCIL

41. The office of a member of the Council shall be vacated

(A) If a receiving order is made against him or he makes any arrangement or composition with his creditors.
(B) If he becomes of unsound mind.
(C) If he ceases to be a member of the Association.
(D) If by notice in writing to the Association he resigns his office.
(E) If he ceases to hold office by reason of any order made under Sections 296 to 298 of the Act.
(F) If he is removed from office by a resolution duly passed pursuant to Sections 303 to 304 of the Act.
(G) If he ceases to be a member by virtue of Section 293 Act.

ROTATION OF MEMBERS OF THE COUNCIL

42. At the first Annual General Meeting and at the Annual General Meeting to be held in every subsequent year, one-third of the members of the Council for the time being, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office.

43 The members of the Council to retire shall be those who have been longest in office since their last election or appointment. As between members of equal seniority, the members to retire shall in the absence of agreement be selected from among them by lot. The length of time a member has been in office shall be computed from his last election or appointment. A retiring member of the Council shall be eligible for re-election.

44. The Association may, at the meeting which a member of the Council retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring member shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting, it is expressly resolved not to fill such vacated office, or unless a resolution for the re-election of such member shall have been put to the meeting and lost.

45. No person not being a member of the Council retiring at the meeting shall, unless recommended by the Council for election, be eligible for election to membership of the Council at any General Meeting, unless within the prescribed time before the day appointed for the meeting there shall have been given to the Secretary notice in writing, by some member duly qualified to be present and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing, signed by the person to be proposed, of his willingness to be elected. The prescribed time above mentioned shall be such that, between the date when the notice is served, or deemed to be served, and the day appointed for the meeting there shall be not less than four nor more than twenty-eight intervening days.

46. The Association may from time to time in General Meeting increase or reduce the number of members of the Council, and determine in what rotation such increased or reduced number shall go out of office, and may make the appointments necessary for effecting any such increase.

47. In addition and without prejudice to the provisions of Sections 303 and 304 of the Act, the Association may be Extraordinary Resolution remove any member of the Council before the expiration of his period of office, and may by an Ordinary Resolution appoint another qualified member in his stead; but any person so

appointed would have held the same if he had not been removed.

PROCEEDINGS OF THE COUNCIL

48. The Council may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined, three shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.

49. A member of the Council may, and on the request of a member of the Council the Secretary shall, at any time, summon a meeting of the Council by notice served upon the several members of the Council. A member of the Council who is absent from the United Kingdom shall not be entitled to notice of a meeting.

50. The Council shall from time to time elect a Chairman who shall be entitled to preside at all meetings of the Council at which he shall be present, and may determine for what period he is to hold office, but if no such Chairman be elected, or if at any meeting the Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, the members of the Council present shall choose one of their number to be Chairman of the meeting.

51. A meeting of the Council at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Association for the time being vested in the Council generally.

52. The Council may delegate any of their powers to committees consisting of such member or members of the Council as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Council provided that all acts and proceedings of such Committee shall be fully and promptly reported back to the Council. The meetings and proceedings of any such committee shall be governed by the provisions of these presents for regulating the meetings and proceedings of the Council so far as applicable and so far as the same shall not be superseded by any regulations made by the Council.

53. All Acts bona fide done by any meeting of the Council or of any committee of the Council, or by any person acting as a member of the Council, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a member of the Council.

54. The Council shall cause proper minutes to be made of all appointments of officers made by the Council and of the proceedings of all meetings of the Association and of the Council and of communities of the Council, and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

55. A resolution in writing signed by all the members for the time being of the Council of any committee of the Council who are entitled to receive notice of a meeting of the Council or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Council or of such committee duly convened and constituted.

being formed into a Company in pursuance of this Memorandum of Association.

NAMES, ADDRESSES AND DESCRIPTION OF SUBSCRIBERS

[redacted] District Planning Officer

Public Relations
Adviser
Architect

Museums
Curator

[redacted]

[redacted]

[redacted]

Dated this Tenth day of May 1990

Witness to the above Signatures:-

[redacted]

[redacted]

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

OF

THE LYDIA EVA AND MINCARLO CHARITABLE TRUST LIMITED

GENERAL

1. In these presents the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context

WORDS	MEANINGS
The Act	The Companies Act 1985
The Statutes	
These presents	These Articles of Association, and the regulations of the Association from time to time in force
The Association	The above-named Company
The Council	The Council of Management for the time being of the Association
The Office	The registered office of the Association
The Seal	The common seal of the Association
The United Kingdom	Great Britain and Northern Ireland
Month	Calendar month
In writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or reproducing words in a visible form

And words importing the singular member only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender; and

Words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Statutes shall, if not inconsistent with the subject or context, bear the same meanings in these presents.

2. The number of members with which the Association proposes to be registered is four, but the Council may from time to time register an increase of members.

3. The provisions of Sections 352 and 353 of the Act shall be observed by the Association, and every member of the Association shall either sign a written consent to become a member of sign the register of members on becoming a member.

East Suffolk Council

Constitution

Version Dated: 15 September 2025

Contents

SUMMARY AND EXPLANATION ***3***

FUNCTIONS AND RESPONSIBILITIES ***6***

COMMITTEES ***8***

19. Appointments Committee 8
20. Audit and Governance Committee 9
21. Licensing Committee 9
22. Overview and Scrutiny Committee 9
23. Planning Committee 10

COUNCIL ***10***

CABINET ***10***

SCHEME OF DELEGATION TO OFFICERS ***13***

PROCEDURE RULES ***18***

46. Council Procedure Rules 18
50. East Suffolk Youth Council 26
52. Cabinet Procedure Rules 31
53. Committee Procedure Rules 34
54. Overview And Scrutiny Committee Procedure Rules 37
55. Budget and Policy Framework Procedure Rules 41
56. Access to Information Procedure Rules 43
57. Contract Procedure Rules 54
58. Finance Procedure Rules 56

CODES AND PROTOCOLS ***68***

67. Protocol for Member/Officer Relations 68
68. Officer Code of Conduct 76

Suffolk Code Of Conduct 86

MEMBERS SCHEME OF ALLOWANCES ***101***

SUMMARY AND EXPLANATION

1. The Council's Constitution

1.1. East Suffolk Council's Constitution sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that decisions are lawful and that decision makers are accountable to local people.

2. What's in the Constitution?

2.1. The Constitution is divided into 5 Parts:

a) Summary and Explanation
b) Functions and Responsibilities
c) Procedure Rules
d) Codes and Protocols
e) Members' Scheme of Allowances

2.2. More detailed procedures, codes of practice, protocols and explanatory notes are provided in the Appendix.

3. Council Arrangements

3.1. The Council is composed of 55 Councillors who are each elected for a four year term to represent a ward. There are between 1 and 3 Councillors for each ward.

3.2. Councillors must be over 18 years old and must live or work in the district.

3.3. Councillors are subject to a Code of Conduct to ensure high standards in the way they undertake their duties.

3.4. All Councillors meet as the Council and this is called 'Full Council'. Members of the public are welcome to attend Council meetings in person or to view them online, except for confidential/exempt agenda items.

3.5. There are three types of Council meeting:
a) the Annual Meeting
b) ordinary meetings
c) extraordinary meetings

3.6. There are some decisions which can only be taken by Full Council. The law defines which functions of the Council are the responsibility of its Executive or Cabinet, and which functions are non-Executive and so functions of the Council

3.7. Full Council is responsible for setting the Budget and Policy Framework, which sets out the Council's key policies and agreed budget for each year. All decisions must be taken in accordance with this Framework.

3.8. The Council's objectives and priorities are set out in its Strategic Plan, which is available on the Council's website.

4. Executive Arrangements

4.1. The Council operates Executive arrangements with a Leader and Cabinet model.

4.2. The Council is responsible for electing the Leader, who then appoints their Cabinet. The Cabinet comprises the Leader and up to nine other councillors appointed by the Leader. The Leader may also appoint Assistant Cabinet Members to support Cabinet Members in their roles, but they do not have a vote at Cabinet meetings.

4.3. Most decisions are Executive decisions. The Cabinet is responsible for developing the policies and strategies of the Council and takes most of the decisions on service provision.

4.4. When major Executive decisions are to be taken, these are published in the Cabinet's Forward Plan of Key Decisions which is available on the Council's website. Key Decisions are those which have a significant impact on the Council or where there will be spending or savings of over £250,000

4.5. The Council (mainly through the Overview and Scrutiny Committee) is ultimately responsible for holding the Cabinet to account.

5. The Chair of the Council

5.1. The Chair is elected by the Council at their Annual meeting each year.

5.2. The Chair undertakes civic and ceremonial roles on behalf of the Council, including presiding over meetings of the Full Council.

5.3. If the Chair is not available, the Vice Chair undertakes the role.

5.4. Neither the Chair nor the Vice Chair can be the Leader or a Member of the Cabinet

6. Interpretation

6.1. The ruling of the Chair as to the interpretation or application of this Constitution or as to any proceedings of the Council cannot be challenged at any meeting of the Council.

7. Principles of decision making

7.1. All decisions taken by the Council, unless they are delegated to a single Member or to an Officer, are taken by a simple majority vote of the Members who are present. If there is a tie, the Chair of the Council, or of the meeting, has a casting vote.

8. The Council's officers

8.1. The Council's officers give advice, implement decisions and carry out the day-to-day delivery of its services. Some Officers such as the Head of Paid Service, the Chief

Finance Officer and the Monitoring Officer have specific statutory duties to undertake to ensure that the Council uses its resources wisely and acts within the law.

8.2. Officers must comply with the Officer Code of Conduct.

9. Partnership working

9.1. The Council works with existing partners and creates new partnerships that will assist the Council in fulfilling its vision and objectives.

10. Joint arrangements

10.1. The Council or the Cabinet may exercise their functions in a number of ways, for example:

a) enter into arrangements or agreements with any person or body to deliver a service;

b) establish joint arrangements including a joint committee with one or more local authorities to exercise functions;

c) co-operate with, or facilitate or co-ordinate the activities of, any person or body;

d) exercise on behalf of that person or body any functions of that person or body;

e) delegate functions to another local authority.

11. Council companies

11.1. Services may be delivered through contracts/agreements with third parties, including local authority Teckal and trading companies and arrangements where the Council may be the Lead or Accountable Body.

12. Contracts and contracting out

12.1. Every contract entered into by the Council must comply with the Contract Procedure Rules and Financial Procedure Rules set out in Part 3 of this Constitution.

13. Citizens' rights

13.1. The Council welcomes the participation of citizens in its work.

13.2. Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes.

13.3. Citizens have the right to:

a) Vote at local elections if they are registered;
b) Contact their local Councillor about any matters of concern to them in their ward;
c) Contact the appropriate Cabinet Member about any matters of concern that relate to that Cabinet Member's Portfolio;
d) Have access to the Constitution;
e) Attend all meetings of the Council, Cabinet, Scrutiny Committee, and other Committees except where exempt or confidential matters are being discussed
f) Petition the Council on any matter;

g) Find out what major decisions are to be discussed by the Cabinet, individual Cabinet Members and Officers, and which decisions are likely to be taken by Cabinet in private (where they relate to confidential/exempt decisions) and when;
h) See reports and background papers, and records of decisions made by the Council, Cabinet, Committees, individual Cabinet Members and Officers (except exempt and confidential information);
i) Complain to the Council about something which, in their opinion, the Council should have done that it has not done, something it should have done differently, or something it has done that it should not have, through its complaints process;
j) Complain to the Local Government and Social Care Ombudsman and the Housing Ombudsman if they think the Council has not followed its procedures properly.
k) Complain to the Council's Monitoring Officer that a Councillor has breached the Councillor Code of Conduct;
l) Inspect the Council's accounts and make their views known to the external auditor. The period when accounts are open to inspection is publicised in advance.

14. Changes to the Constitution

14.1. The Constitution has been formally adopted by the Council.

14.2. The Monitoring Officer has authority to make minor amendments and corrections to the Constitution. The Leader may change Cabinet Portfolios and delegations.

14.3. Any substantive changes to the Constitution, Council's decision-making arrangements and committee structure will be considered by the Constitution Review Working Group who will recommend any changes to Full Council for approval.

FUNCTIONS AND RESPONSIBILITIES

15. General Principles

15.1. Members and Officers must understand how decisions are made, whether they are working alone or in a group or committee.

15.2. When making a decision as an individual, due regard should be had as to whether that decision should be made in consultation with another Member and or an Officer. In making any decision the following should apply:

- Acting in the best interests of the Council
- Ensuring legislative compliance
- Ensuring all decisions are made in accordance with the Council's budget and policy framework
- Basing decisions on all available evidence

15.3. Decision making should always be made as transparently as possible. Whilst certain decisions should be recorded and published, decision makers should always assume that any decision may be made available to the public.

16. Decision Making Bodies

16.1. Under the Constitution, decisions may be taken by:

- the full Council
- the Cabinet collectively
- individual Cabinet Members
- Committees and Sub Committees
- Officers

16.2. Under the Constitution the bodies below can only make recommendations or referrals (as appropriate) to the decision-making bodies listed above:

- Advisory Committees, Panels and Working Groups
- Appointments Committee
- and some recommendations of the Overview and Scrutiny Committee

16.3. Whichever body or individual is responsible for taking a decision, the decision will be formally minuted and recorded. Unless a decision contains confidential or exempt information, it will be open to public inspection in accordance with the Access to Information Procedure Rules.

16.4. Decisions relating to the Statutory Functions of the Council will be made by the Council and not delegated.

17. Key Decisions

17.1. A Key Decision is an executive decision which is likely to:

- result in the Council incurring expenditure, making savings, or receiving income which is significant to the Council's budget for the service or function to which the decision relates; or
- be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council's District

17.2. By the term "significant" the Council means a decision which:

- results in expenditure, savings, income, additional funding or virement of over £250,000 being incurred or achieved; or
- results in an outcome which will have a marked effect on communities living or working in an area comprising two or more wards.

17.3. A decision maker may only make a Key Decision in accordance with the requirements of the Access to Information Procedure Rules.

18. Budget and Policy Framework

18.1. The process for the approval of the Budget and Policy Framework by the Council is set out in the Budget and Policy Framework Procedure Rules.

18.2. When relevant budget provision is in place, all policies not within the Policy Framework will be formulated by Cabinet. If there is an unresolved issue between

Cabinet and the Scrutiny Committee regarding any proposed policy then the matter will be referred for resolution to Council.

18.3. Where relevant budget provision is in place and any proposed action is in accordance with the relevant policy, the exercise of any function not reserved for Council shall be properly discharged by Cabinet.

18.4. Documents included within the Budget and Policy Framework showing the route for approval:

Document	Consulted prior to adoption	Decision Maker
Constitution	Constitution Working Group	Full Council
Strategic Plan	Overview and Scrutiny / Cabinet	Full Council
Treasury Management Strategy	Audit & Governance/ Cabinet	Full Council
Code of Conduct arrangements	Audit & Governance Committee	Full Council
Plans and strategies which together comprise the Development Plan	Strategic Planning Committee / Overview and Scrutiny / Cabinet	Full Council
Neighbourhood Plans		Full Council
Licensing Act statement of policy	Licensing Committee	Full Council
Gambling Act statement of policy	Licensing Committee	Full Council
Community Safety Strategy	Cabinet	Full Council
Pay Policy	Overview and Scrutiny / Cabinet	Full Council

COMMITTEES

There are various Committees that exist within this Council's Constitutional framework, this section provides an overview of each Committee in alphabetical order, with more detailed terms of reference available in Appendix C.

19. Appointments Committee

19.1. Introduction

- The purpose of the Appointments Committee is to oversee the appointment and dismissal of the Council's statutory officers and Strategic Directors.

19.2. Main Functions

- Recommends to Council that it confirms the appointment of the Head of Paid Service, the Section 151 Officer (also known as the Chief Finance Officer) and the Monitoring Officer.
- Appointing Strategic Directors

20. Audit and Governance Committee

20.1. Introduction

- The purpose of the Audit and Governance (A and G) Committee is to provide an independent and high-level focus on audit, assurance and reporting arrangements that underpin good governance and financial standards.

20.2. Main Functions

- Provides independent assurance of the adequacy of the risk management framework and the internal control environment.
- Provides independent review of the Council's governance, risk management and control frameworks.
- Oversees the financial reporting and annual governance processes.
- Oversees internal audit and external audit, helping to ensure effective relationships exist and efficient and effective assurance arrangements are in place.

21. Licensing Committee

21.1. Introduction

- The purpose of the Licensing Committee is to consider policy issues on licensing matters alongside the hearing and determination of licensing applications in accordance with statutory requirements.

21.2. Main Functions

- Determines policy in relation to licensing matters.
- Delegates to a Licensing Sub Committee comprising of three Members drawn from the wider Committee to determine licenses (for example individual applications made under the Licensing Act 2023 and Gambling Act 2005).

22. Overview and Scrutiny Committee

22.1. Introduction

- The purpose of the Overview and Scrutiny Committee is to hold public service decision-makers and providers to account and facilitate the improvement of public services in East Suffolk. Effective scrutiny enhances accountability, ensures transparency of decision-making, contributes to service improvement, and acts as a 'check and balance' on decision-makers.

22.2. Main Functions

- Reviews and/or scrutinises decisions made, or actions taken in connection with the discharge of any of the Cabinet functions.
- Makes reports and/or recommendations to the Full Council or the Cabinet in connection with the discharge of any functions.
- Makes reports or recommendations to the Full Council or the Cabinet with respect to matters affecting the area or its inhabitants.

23. Planning Committee

23.1. Introduction

- East Suffolk Council has two area Planning Committees known as Planning Committee North and Planning Committee South. The purpose of each area Planning Committee is to make decisions as the local planning authority on planning applications, development control and similar regulatory matters.

23.2. Main Functions

- Determine planning applications and/or delegate to Officers in terms of who considers an application.

23.3. Strategic Planning Committee

- There is also a Strategic Planning Committee which covers the whole District. The purpose of the Strategic Planning Committee is to consider, advise or determine applications on matters which impact the whole of the district and monitor the work of the area Planning Committees and the Council's planning service.
- The Strategic Planning Committee comprises the nine members from Planning Committee North and Planning Committee South plus the Cabinet Member for Planning and Coastal Management. Quorum is seven.

COUNCIL

24. Introduction

24.1. Full Council is a meeting of all 55 elected Members (apologies can be tabled) where decisions regarding the Council's Budget and Policy Framework are made.

24.2. Full Council has several statutory functions which are laid down within the Local Government Act 2000, the Local Authorities Function and Responsibility Regulations 2000 and the amendment regulation 2008. In addition to these statutory requirements, other functions have also been reserved for Full Council.

24.3. Further information in relation to all Council functions can be found at Appendix B.

24.4. The Chair can set up Task Groups which can make recommendations, but which cannot take decisions.

CABINET

25. Introduction

25.1. This Council operates a Leader and Cabinet form of governance. Cabinet is a group of Members collectively responsible for the executive functions of the Council.

25.2. The Council will elect its Leader. The Leader will then appoint a Deputy Leader and up to eight other Members to form the Council's Cabinet.

25.3. In appointing the Deputy Leader and Cabinet Members the Leader of the Council will delegate a range of services to the Deputy Leader and each Cabinet Member, also

known as a portfolio. The Cabinet Member will then be responsible for overseeing the Cabinet's responsibilities in relation to their individual portfolios.

25.4. The Leader (on advice from the appropriate Chief Officer) shall resolve any ambiguity as to which Portfolio includes a particular matter or decision.

25.5. The Leader may appoint Cabinet Support Members to advise and assist Cabinet Members and cover for them in their absence, although a Cabinet Support Member is not a Member of the Cabinet and may not vote at Cabinet or exercise any function given to a Cabinet Member.

25.6. The Leader of the Council will have overall responsibility for the operation of the Cabinet and its decisions.

25.7. The Chair and Vice Chair of the Council along with any Members of the Overview and Scrutiny Committee and the Audit and Governance Committee cannot be appointed to the Cabinet.

26. Cabinet Responsibilities

26.1. The Cabinet is responsible for any functions that are not functions of the Council and in summary it is responsible for deciding how to implement Council budgets and policies, for monitoring and reviewing the effectiveness of all budgets and policies, joint working, area working and localism arrangements, corporate governance arrangements and all services provided to and by the Council.

26.2. The Cabinet is empowered to do anything that it considers necessary or appropriate to deliver the Council's priorities if it does not take any action or adopt any policy which is contrary to the Council's budget and policy framework.

26.3. The Cabinet can make recommendations to the relevant body in respect of any matters which are not within its remit, which include any suggested alteration to the Council's budget and policy framework.

26.4. Under the Local Authorities Functions and Responsibility Regulations 2000 there are a number of Cabinet functions that have been agreed in terms of local choice. The details of these local choice functions can be found in Appendix B

26.5. There are also several Outside Bodies the Cabinet can collectively appoint to. Details of which can be found in Appendix E.

27. Discharging of Cabinet Responsibilities

27.1. Whist Cabinet holds a collective responsibility for the functions outlined above, some functions of Cabinet have been discharged to both Individual Cabinet Members and Officers to ensure that decisions of the Council are taken at the most appropriate level and in a timely manner.

28. Responsibilities Delegated to Individual Cabinet Members

28.1. Each Cabinet Member will be responsible for all types of decisions which sit within their Portfolio unless the decision:

- Relates to a proposal to alter the Council's budget and policy framework.
- Is authorising expenditure more than £250,000.
- Is likely to have significant impact on the operation of the Council.
- Is likely to have significant impact on the Portfolio of another Cabinet Member.

28.2. Cabinet Members should consult with other Cabinet Members if a decision is likely to have an impact on their responsibilities. They should also consult with the relevant Officers, Monitoring Officer, and the Section 151 Officer.

28.3. The Leader, or Cabinet Member in respect of decisions within their Portfolio, may, prior to the decision being taken, give notice to the Monitoring Officer to the effect that the decision will no longer be taken by an individual Cabinet Member.

29. Responsibilities Delegated to Officers

29.1. Officer delegations are outlined within the Scheme of Delegation to Officers, and in the Finance Procedure Rules and Contract Procedural Rules in terms of limits on the amount of expenditure which Officers of the Council may authorise.

29.2. The Leader, or Cabinet Member in respect of Officer decisions within their portfolio, may, prior to the decision being taken, give notice to the Monitoring Officer to the effect that the decision will no longer be taken by an Officer.

30. Other Arrangements

30.1. The Cabinet may arrange for any decision that it is collectively responsible for to be taken by an individual Cabinet Member, a Committee of the Cabinet or under joint arrangements with or by another Authority.

31. Councillor Roles

31.1. Several role descriptions have been prepared to further assist Members. These include:

- Generic Elected Member role description
- Leader/Deputy Leader
- Cabinet Member
- Assistant Cabinet Member
- Chair/Vice Chair of the Council
- Chair/Vice Chair of Committee
- Leader/Deputy Leader of an Opposition Party

31.2. These role descriptions can be found in Appendix C.

32. Outside Bodies

32.1. Persons appointed by the Council or the Cabinet to serve on Outside Bodies shall be appointed for such time as may be specified or otherwise shall serve until they resign, are dismissed, or their successor is appointed.

32.2. Such persons may continue to serve, subject to any rules of the body on which they serve, notwithstanding that they may or may not have ceased to be Members of the Council.

SCHEME OF DELEGATION TO OFFICERS

33. Introduction

33.1. "Officers" is the term used to refer to people employed, retained or appointed by the Council to advise and support Members and implement their decisions. This may include contractors, consultants, and agency staff.

33.2. The Council also appoints "Statutory" and "Proper" officers that are required to discharge certain legal duties of the Council.

33.3. Several Council functions are delegated to Officers, for example Officers may enter into contracts and incur expenditure but must do so within the financial limits and procedures set out in the Finance Procedure Rules and Contract Procedural Rules.

33.4. The Council's approach to decision making is to ensure that its system of delegation enables decisions to be taken at the most appropriate level closest to those who will be affected by the decision in question. Under this system of delegation, most of the Council's decisions and actions will fall into this category of operational day to day decisions taken by its Officers.

33.5. Officer's powers have been delegated by means of a standing cascade. That means that there are no long lists in this Constitution of specific powers and who they have been delegated to, except for specific delegations which can be found in Appendix F.

33.6. When Officers act under delegated powers, they do so in the name of their Head of Service or Strategic Director who will retain the ultimate responsibility for ensuring the powers are exercised at the appropriate level by suitably competent and qualified Officers.

33.7. Officers are not empowered to make decisions in respect of matters that are specifically reserved to Members or which amount to the adoption or implementation of new policy.

33.8. Before taking decisions, Officers must be satisfied that they can demonstrate, through appropriate records, that they are duly authorised to act and that they have undertaken all appropriate consultation.

33.9. The relationship between Officers and Members is governed by a Protocol for Member/Officer relations, and Members and Officers are also bound by the applicable codes of conduct.

34. Officer Structure

34.1. The Chief Executive Officer is the Council's Head of Paid Service and is responsible for the operational management of the Council and works with a Corporate Leadership Team to deliver the Council's services within the budget and policy framework set by Members.

34.2. A copy of the current senior management and Council service areas can be found at Appendix G.

35. Statutory Officers

35.1. The Council is required to confirm the appointment of certain Officers to undertake Statutory Officer roles, which requires them to discharge specific legal duties to ensure the Council acts within the law and uses its resources wisely. These roles are the Head of Paid Service, The Section 151 Officer (also known as the Chief Finance Officer) and the Monitoring Officer.

36. Head of Paid Service

36.1. The Chief Executive Officer is the Council's Head of Paid Service. The Head of Paid Service reports to Council on how the discharge of Council functions is coordinated, the number and grade of Officers required for the discharge of functions and the organisation of Officers, including Strategic Director and Head of Service positions.

36.2. The Head of Paid Service may not be the Monitoring Officer but may hold the post of Section 151 Officer if a qualified accountant.

36.3. Where the Chief Executive is going to be absent for a significant period then responsibility for the Chief Executive functions may be allocated to the appropriate Strategic Director.

37. The Section 151 Officer (Chief Finance Officer)

37.1. The Section 151 Officer is the Council's Chief Finance Officer and is responsible for the proper administration of the Council's affairs. Their responsibilities include:

- Ensuring lawfulness and financial prudence of decision making.
- Administration of financial affairs.
- Contributing to the Corporate Leadership Team.
- Providing advice.
- Giving financial information.

37.2. The Section 151 Officer shall, where necessary, and in consultation with the Head of Paid Service and Monitoring Officer, report any compliance issues to the Council, the Cabinet, or the external auditor.

38. The Monitoring Officer

38.1. The Monitoring Officer is responsible for ensuring lawfulness and fairness in decision making and matters relating to the conduct of the elected Members. The Monitoring Officer may not hold any other Statutory Officer post.

38.2. Their responsibilities include:

- Providing advice to ensure decisions are taken on proper authority, by due process, and in accordance with the Budget and Policy Framework.
- May report to Council or Cabinet any proposal, decision or omission considered to be unlawful or to amount to maladministration. Such a report will have the effect of stopping the proposal or decision being made until the end of the day after the report has been considered. This can only be done in consultation with the Head of Paid Service and Section 151 Officer.
- Carrying out the obligations laid down in the Localism Act 2011 in relation to Member conduct and standards and will deal with breaches of the Members Code of Conduct.
- Determining questions as to the interpretation of the Constitution and will be responsible for ensuring the Constitution is kept up to date and is authorised to make minor or consequential amendments to the Constitution.
- Giving advice on the scope of the Council's powers and authority to take decisions alongside advice on maladministration, financial impropriety, probity and the Budget and Policy Framework.

38.3. All matters in respect to the conduct of legal (or quasi legal) proceedings (including the authentication or execution of documents) are reserved to the Monitoring Officer (also the Head of Legal and Democratic Services), and their duly authorised Officers, who shall be authorised to institute, defend, settle, discontinue or otherwise participate in any such proceedings or take any other action considered necessary to give effect to decisions or protect the interests of the Council.

39. Proper Officers

39.1. There are various laws which require certain functions to be undertaken by the "Proper Officer" of the Council. A list of Proper Officer designations can be found at Appendix H. If a Proper Officer is not listed, then the Proper Officer shall be the Strategic Director with responsibility for the subject matter in question or in the alternative the Head of Paid Service.

39.2. There are also specific delegations that relate to the Head of Planning and Building Control which are also specified in the above list of designations.

40. Powers of Officers

40.1. Officers are appointed to undertake particular roles. Those roles may be established by the terms of their appointment, job or role description, their position in the organisation, or from a specific instruction or the allocation of specific responsibilities

by their manager. Officers' roles may vary from time to time to reflect changes in Service delivery.

40.2. To ensure the smooth functioning of the Council and the efficient delivery of the Services that it is responsible for, the Council and the Cabinet delegate to Officers all of the powers that they need to do whatever their role requires of them from time to time.

40.3. All powers and functions not specifically reserved to Members in this Constitution or by statute stand delegated to Officers in accordance with the cascade principle set out below.

41. Cascade of Powers

41.1. Officers' powers have been delegated by means of a standing cascade. That means that there are no long lists in this constitution of specific powers and who they have been delegated and sub-delegated to, with the exception of the specific delegations in Appendix 1 to this Scheme of Delegation to Officers.

41.2. Instead, there is a standing delegation of all necessary powers from the Council and the Cabinet (and their committees) to the Chief Executive and from there to each Strategic Director and the Heads of Service. The cascade continues down through the Heads of Service to team managers and relevant Officers in each Service.

41.3. In each case the powers delegated are the full range and extent of powers vested in the Council as necessary in order to discharge functions, implement decisions, and undertake the efficient operational management of the Services that the Strategic Directors and Heads of Service are responsible for.

41.4. This includes the power to do anything ancillary or incidental to, arising from, or necessary to give effect to or facilitate the exercise of powers and the discharge of functions delegated to Officers.

42. Use of Powers

42.1. When Officers act under delegated powers, they do so in the name of their Head of Service or Strategic Director who will retain ultimate responsibility for ensuring that powers are exercised at the appropriate level by suitably competent and qualified Officers.

42.2. It is for the Chief Executive, Strategic Directors and Heads of Service, to determine, record and keep under review the extent to which Officers in their Service are authorised to exercise delegated powers in their name. They shall do this by ensuring that there is clarity in setting out their Service and team structures and defining the respective roles of their Officers.

42.3. It is the responsibility of each Officer in the chain of delegations to ensure that powers are being exercised at the most appropriate level by suitably competent and qualified Officers. They shall at all times have due regard for the nature, subject matter, and

likely impact of any decision and liaise closely with those above them in the chain of delegations, including relevant Members, especially where a matter has potentially significant strategic, policy or operational implications.

42.4. Any ambiguity that may arise as to whether or not a particular Officer is, by reference to the terms of their appointment, job or role description, or their position in the organisation, authorised in respect of any particular function is to be resolved by reference back up through the chain of delegations to Heads of Service, Strategic Directors or ultimately to the Chief Executive as appropriate who shall, where necessary, give written confirmation of the allocation of any given responsibility.

42.5. In exceptional circumstances, and with the agreement of those above them in the chain of delegations, Officers may decline to exercise powers which rest with them where it is considered, in all the circumstances, that it would be more appropriate for another Officer or for Members to exercise the power instead.

42.6. Unless specifically prohibited by the terms of any authorisation, Officers may arrange for any power which rests with them to be discharged by another suitably competent and qualified Officer, but they remain responsible for any powers so exercised.

42.7. Officers may direct that certain types of decisions, or decisions on particular matters, be reserved to them (or to another Officer) notwithstanding that they would ordinarily be taken at a point further along the chain of cascade.

42.8. Where the duly empowered Officer is unavailable or unable to act then, subject to any specific arrangements that may have been put in place, a suitably qualified and competent Officer who is most proximate to the absent Officer in the chain of delegations is empowered to act in place of that Officer. This will usually follow the chain of delegations or line of management back up through team managers and Heads of Service to the Chief Executive.

43. Controls on the use of powers

43.1. Officers are not empowered to make decisions in respect of matters that are specifically reserved to Members or which amount to the adoption or implementation of new policy.

43.2. Officers are only empowered to act in respect of matters which fall within their Service area, suite of responsibilities and sphere of competence.

43.3. Officers who propose to exercise powers in respect of any matter that is not wholly within their Service area, suite of responsibilities or sphere of competence shall be obliged to act in consultation with and take appropriate advice from those Officers with the relevant responsibilities and expertise and particularly from the Chief Financial Officer and the Head of Legal and Democratic Services in respect of financial and legal considerations.

43.4. Before taking decisions, Officers must be satisfied that they can demonstrate, through appropriate records, that they are duly authorised to act and that they have undertaken all appropriate consultation.

43.5. Officers must at all times observe and abide by the principles and controls governing decision making.

44. Conflicts of Interest

44.1. Every Officer is responsible for identifying whether they have a conflict of interest, actual or perceived, in any matter which is under consideration within the Council and notifying the Council (including under section 117 of the Local Government Act 1972) as necessary.

WORKING GROUPS

45. Constitution Review Working Group

45.1. Introduction

- The purpose of the Constitution Review Working Group is to monitor and review the Council's Constitution to ensure that it is complete, accurate, up to date, clear, lawful, fit for purpose and democratically sound.

45.2. Main Functions

- The CRWG can make recommendations but cannot take decisions.

- The CRWG's recommendations as to substantive changes to the Constitution are reported to Full Council. Any changes need to be approved by the Council prior to implementation.

PROCEDURE RULES

46. Council Procedure Rules

46.1. Meetings of the Council

46.1.1. Council will meet at least seven times a year.

46.1.2. It will meet alternately at East Suffolk House, Melton and Riverside, Lowestoft, or at such other place as the Chair of the Council may agree.

46.1.3. The Chief Executive will give public notice of the time and place of Council meetings at least five clear working days before the date of the meeting.

46.1.4. An agenda and accompanying reports as are available, will be sent to every Member.

46.1.5. The quorum of all Council meetings will be one third of the 55 elected Members rounded up, equating to 19 Councillors.

46.1.6. If the Chair declares the meeting is not quorate, then the meeting will be adjourned immediately.

46.1.7. Council meetings last for a maximum of three hours unless a motion to extend the meeting is passed.

46.2. Cancelling a Council Meeting

46.2.1. The Chief Executive may cancel any meeting of the Council following consultation with the Chair and Vice Chair if they are of the opinion that:

- The number of members able to attend due to inclement weather, sickness or an emergency resulting in the meeting likely to be inquorate; or
- There is insufficient business to be transacted to warrant the holding of the meeting.

46.2.2. If a meeting is cancelled the Chair in consultation with the relevant Proper Officer, can fix an alternative date and time for an additional Council meeting if one is required.

46.3. Chair of Meeting

46.3.1. The Chair presides over the meeting.

46.3.2. If the Chair is not available, the Vice Chair will preside.

46.3.3. If both are unavailable, then a temporary Chair will need to be elected.

46.4. **Minutes of the Meeting**

46.4.1. Minutes of the meeting should be signed by the Chair at the next suitable meeting.

46.4.2. The Chair will move that the minutes be signed as a correct record.

46.4.3. The only part of the minutes that can be discussed are their accuracy.

46.4.4. Minutes must contain all motions and amendments in the exact form and order they were discussed.

46.5. Exclusion of the Public

46.5.1. Members of the Public and press may be excluded from Council meetings in accordance with the Access to Information Procedure Rules. If the public is excluded under this rule, then any Member for the relevant discussion or Member that has access to the relevant documentation shall not disclose either publicly or to a third party any information of a confidential nature other than the actual decision relating to that confidential matter.

46.6. Disturbance by the Public

46.6.1. If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting and may adjourn the meeting for as long as they think it is necessary and may reconvene the meeting in another room.

46.6.2. If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

46.7. Members Interests

46.7.1. Members must register and declare interests at meetings pursuant to the Members' Code of Conduct.

46.7.2. Where a Member has a Disclosable Pecuniary Interest, Other Registerable Interest or Non-Registerable Interest in a matter to be discussed they shall orally declare that interest at the meeting where the interest is engaged.

46.7.3. Any such declaration shall be recorded in the minutes of the meeting.

46.7.4. Where a matter to be discussed relates to a Member's Disclosable Pecuniary Interest, they shall not take part in any discussion of the matter and shall withdraw from the room in which the meeting is being held while the matter is being discussed unless:

- A dispensation has been granted to the Member; or
- The matter before the meeting is only as part of the minutes or report and is not in itself the subject of debate.

46.8. Members Conduct

46.8.1. Members may stand when addressing the Council.

46.8.2. Only one Member should be standing at any time.

46.8.3. If the Chair stands, all other Members must sit and remain silent.

46.8.4. No Member shall use offensive language or expressions.

46.8.5. The Chair can bring attention to continued irrelevance, repetition, unbecoming language and any breach of order.

46.8.6. If a Member persistently disagrees with the ruling of the Chair any Member may move a motion for that Member to not be heard further.

46.8.7. If any issues continue a Member may move a motion for that Member to leave the meeting or adjourn the meeting.

46.8.8. The Council is committed to the ethos of Debate, not Hate.

47. Council Meetings

47.1. Annual General Council Meetings - Order of Business

47.1.1. Where there is an 'ordinary' election of Councillors, the Annual General Council Meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the Annual Meeting will take place on such Wednesday in May as the Council determines.

47.1.2. The order of business for the Annual General Council Meeting shall be as follows:

- The outgoing Chair (unless they are seeking to be re-elected as Chair) will oversee the start of the meeting and lead the election of the new Chair of the Council, who will then preside over the meeting.
- Election of the Vice Chair of the Council. There will then be an opportunity to receive any communications and announcements firstly from the outgoing Chair of the Council, then the new Chair and or Chief Executive.
- Approve the minutes from the last ordinary meeting of the Council.
- Elect the Leader of the Council for a period of four years from the first Annual Meeting after an election to the next post-election Annual Meeting, unless on an earlier date the Leader resigns, is disqualified as a Councillor, or is removed from office by a resolution on notice of the Council.
- Make appointments to all Committees and Sub Committees, including the Chair and Vice Chair as appropriate. This may include reviewing the various Committees and associated terms of reference.
- Make annual appointments to working parties and outside bodies. This may include reviewing the various working groups and outside bodies.
- Approve the date of the next Annual General Meeting and annual schedule of meetings.
- Consider any business required by the Council to determine in addition to the order of business outlined above.

47.1.3. Annual Meeting – Election of Chair

- The Outgoing Chair (or the Vice Chair if the Outgoing Chair is seeking re-election) will seek nominations and seconders for the position of Chair
- If there is only one Councillor proposed and seconded as Chair, they will be duly appointed Chair without speeches or a vote.
- If there is more than one Councillor proposed and seconded as Chair, each proposer will be allowed to speak for up to 3 minutes as to why their proposed candidate should be Chair.
- Speeches from seconders will not be allowed, and there will be no debate as to who the Chair should be.
- The vote will be by way of show of hands if there are 2 candidates and by recorded vote if there are more than 2 candidates.

47.1.4. Annual Meeting – Election of Vice Chair

- The newly appointed Chair will seek nominations and seconders for the position of Vice Chair.
- If there is only one Councillor proposed and seconded as Vice Chair, they will be duly appointed Vice Chair without speeches or a vote.
- If there is more than one Councillor proposed and seconded as Vice Chair, each proposer will be allowed to speak for up to 3 minutes as to why their proposed candidate should be Vice Chair.
- Speeches from seconders will not be allowed, and there will be no debate as to who the Vice Chair should be.
- The vote will be by way of show of hands if there are 2 candidates and by recorded vote if there are more than 2 candidates

47.2. Ordinary Council Meetings – Order of Business

47.2.1. The order of business for Ordinary Council Meetings is as follows:

- Approve the Minutes of the last meeting.
- Deal with any business expressly required by statue.
- Receive declarations of interest from Councillors.
- Receive any announcements from the Chair, Leader of the Council, Members of the Cabinet on matters relating to their portfolio, and or Chief Executive.
- Answer written questions asked.
- Deal with any business from the last Council meeting.
- Consider any petitions submitted under the Petitions Scheme.
- Receive any announcement from the East Suffolk Youth Council.
- Consider any motions agreed by the East Suffolk Youth Council.
- Consider motions of which notice has been given.
- Receive and consider any reports and recommendations including answering any questions and dealing with any subsequent motions in relation to a report and or recommendation.
- Deal with any other business specified in the agenda for the meeting.

47.3. Extraordinary Council Meetings

47.3.1. Those listed below may request a Chief Executive to call a Council meeting in addition to an ordinary Council meeting:

- The Council, by resolution.
- The Chair of the Council.
- The Monitoring Officer.
- The Section 151 Officer.
- Any five Members of the Council if they have signed a requisition presented to the Chair of the Council and the Chair has refused to ask for a meeting or within seven days of the presentation of the requisition.

47.3.2. No notices on motions or questions from Councillors or members of the public will be taken at an Extraordinary Meeting.

48. Questions For Council

48.1. Questions from the Public

48.1.1. A local government elector may ask the Chair of the Council, Leader of the Council, Members of the Council or Chair of any Committee or Sub Committee a question at Ordinary meetings of the Council.

48.1.2. A local government elector is defined as a person who is:

- An elector on the Electoral Register in East Suffolk.
- A Council taxpayer in East Suffolk.
- A Parish or Town Councillor in East Suffolk.
- A payer of non-domestic rates in East Suffolk.
- A person living in the district.

- The child of any person satisfying the above criteria, where the child is 12 years of age or older (with the permission of, and accompanied to Council by, their parent/guardian for persons aged under 18 years of age).

48.2. Submitting a Question

48.2.1. A question may only be asked if it has been received in writing or by electronic mail no later than five working days before the publication of the agenda (i.e., midday ten working days before the date of the meeting).

48.2.2. Each question must give the name and the address of the questioner and must name the Member of the Council to whom it should be put.

48.2.3. Questions must be addressed to the Council's Monitoring Officer.

48.2.4. The Monitoring Officer and Chair will determine if a question appears on the Council's agenda. A question may be rejected if it:

- Is not about a matter for which the local authority has a responsibility, or which affects the district.
- Is not a topic of general interest and relates to a personal issue or an individual case.
- Is defamatory, frivolous, or offensive.
- Is substantially the same as a question which has been put at a meeting of the Council in the last six months; or
- Requires the disclosure of confidential or exempt information.

48.2.5. The Monitoring Officer may also in consultation with the Chair edit the question as necessary to delete any irrelevant or repetitive matter.

48.2.6. All questions on notice will be considered by the Chair and Monitoring Officer together.

- Should the Chair and Monitoring Officer agree, the joint decision will be taken.
- Should the Chair disagree with the Monitoring Officer's positive opinion, the Monitoring Officer's opinion will stand unless the Chair is willing to put his/her reasons in writing for the proponent (copied to all Group Leaders), and to invite an edited re-submission.
- Should the Monitoring Officer disagree with the Chair's positive opinion, the Chair's opinion will stand in principle, but the proponent will be required to edit the question with the help of the Monitoring Officer to the satisfaction of the Monitoring Officer and Chair.

48.2.7. The Monitoring Officer will keep a record of questions open for public inspection and send a copy of the question to the Member to whom it is to be put.

48.3. Answering a Question in Council

48.3.1. Approved questions will appear on the agenda for the Ordinary Council Meeting.

48.3.2. Questions will be read out at the meeting by the member of public submitting the question or by the Chair at the Chair's discretion.

48.3.3. There is no provision for any member of the public to ask any supplementary questions.

48.3.4. A maximum of three minutes shall be allowed for any question that is read out.

48.3.5. The question will be answered by the Member who the question was directed to. This Member may:

- Give a direct oral answer.
- Undertake to provide a written reply
- Where a reply cannot conveniently be given orally, circulate a written answer to the questioner and all Members of the Council within 20 working days.
- Decline to answer, giving reasons why they are unable to answer.

48.3.6. A public question session will be held for a maximum of thirty minutes and any questions that cannot be dealt with within this time limit will be dealt with by way of a written answer. The Chair may decide to extend this time.

48.3.7. Unless the Chair decides otherwise, no discussion will take place on any question, but any Member may move a motion that a matter raised by a question be referred to Cabinet, Committee, or Sub Committee. Once seconded, such a motion will be voted on with no discussion.

48.4. Questions on Notice by Members

48.4.1. A Member may ask the Chair of the Council, Leader of the Council, Member of the Cabinet or Chair of any Committee or Sub Committee a question on any matter in relation to which the Council has powers or duties or which affects East Suffolk Council.

48.4.2. Any such question must be given on notice by delivering the question in writing or by electronic mail to the Monitoring Officer no later than five working days before the publication of the agenda (i.e., midday ten working days before the date of the meeting).

48.4.3. The Monitoring Officer and Chair will determine if a question appears on the Council's agenda and in doing so have regard to the following:

- The matter must not be unlawful, defamatory, or otherwise inappropriate to good governance as determined by the Monitoring Officer.
- The matter must not be about a subject matter on which the public already has common knowledge as determined by the Chair or the Council in consultation with the Monitoring Officer.
- The question must not be written as a motion or require the Council to vote on the issue as determined by the Monitoring Officer.

48.4.4. Questions relating to urgent matters may be submitted to the Monitoring Officer up to 9.30am on the morning of the Ordinary Council meeting if they Member has gained consent from the Chair. In giving any such consent the Chair will have regards to:

- If the issue is of critical importance to the Council and/or East Suffolk area for which an explanation or response is required and not just a public topic of interest and discussion which could be raised at the next meeting, via the Formal Committee process or with the relevant Strategic Director.
- Any decision to allow or not allow a question shall not be the subject of any comment or objection at a Council meeting.
- The member submitting the question will be informed directly as to the reasons why the question was rejected.
- Where any Member's question appears on the agenda, they are required to read the question aloud or in agreement with the Chair, the Chair may read the question on behalf of a Member.
- The Member must be present at the Council meeting for their question to be answered.
- The Monitoring Officer will keep a record of Member Questions for public inspection.

48.4.5. The question will be answered by the Member who the question was directed to. This Member may:

- Provide a direct oral answer.
- Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- Where the reply cannot be conveniently be given orally, a written answer will be circulated to all Members of the Council within 20 working days.

48.4.6. The Member asking the question may ask one related supplementary question without notice to the Member to whom the first question is asked.

48.4.7. A Member cannot ask a supplementary question if they did not themselves ask the original question.

48.4.8. The supplementary question must arise directly out of the original question or the reply.

48.4.9. A Member question session will be held for a maximum of thirty minutes and any questions that cannot be dealt with within this time limit will be dealt with by way of a written answer.

48.4.10. The Chair may decide to extend this time.

49. Petitions

49.1. The Council may receive a petition if it is received by the Chief Executive and or Monitoring Officer in writing or by electronic mail no later than five working days before the publication of the agenda (i.e., midday ten working days before the date of the meeting). The petition must have a least 1200 signatures and comply with the requirements of the Council's Petitions Scheme.

50. East Suffolk Youth Council

50.1. East Suffolk Youth Council will have a standing item on the Full Council agenda of Ordinary Council meetings, for a deputation of Youth Councillors to attend and address Full Council on the work of the East Suffolk Youth Council, ask a question of Full Council or answer a question from Full Council.

50.2. Any motions passed by the East Suffolk Youth Council will be put on the agenda for Full Council for discussion.

50.3. The Chair and/or Vice Chair of the East Suffolk Youth Council, or whoever else the East Suffolk Youth Council nominates to deputise in their place, may attend Full Council on their own or as a pair.

51. Motions For Council

51.1. Motion on Notice

51.1.1. A Motion on Notice must be given on notice by delivering the question in writing or by electronic mail to the Monitoring Officer no later than five working days before the publication of the agenda (i.e., midday ten working days before the date of the meeting).

- Any Motion on Notice should be succinct.
- Any Motion on Notice will be available for public inspection upon request.
- Motions must be about matters for which the Council has responsibility, or which affect the East Suffolk District.
- A similar motion must not have been submitted within the previous six months.

51.1.2. The Monitoring Officer and Chair will determine if a motion on notice appears on the Council's agenda. Should the Chair and Monitoring Officer agree, the joint decision will be taken.

51.1.3. Should the Chair disagree with the Monitoring Officer's positive opinion, the Monitoring Officer's opinion will stand unless the Chair is willing to put his/her reasons in writing for the proponent (copied to all Group Leaders), and to invite an edited re-submission to the satisfaction of the Monitoring Officer and Chair.

51.1.4. Should the Monitoring Officer disagree with the Chair's positive opinion, the Chair's opinion will stand in principle, but the proponent will be required to edit the question with the help of the Monitoring Officer to the satisfaction of the Monitoring Officer and Chair.

51.1.5. Any motion (other than a motion to refer a matter to an appropriate body or individual) which would affect the income or expenditure of any Committee to the

extent that a summary estimate would be required in terms of the Council's Financial Procedure Rules, shall not be considered until that body or individual shall have had an opportunity to consider the matter in the manner determined by the Financial Procedural Rules.

51.1.6. The process for hearing motions during a meeting is as follows:

- Where any Member's motion appears on the agenda, they are required to read the motion aloud or in agreement with the Chair, the Chair may read the motion on behalf of a Member.
- The Member must be present at the Council meeting for their motion is to be answered.
- The Chair may accept clarificatory questions on motions as a Point of Information.
- To facilitate free-flowing debate, Members may ask a question, or debate, during the debate of the motion.
- A member may only speak once.
- After a motion has been proposed and seconded, the Chair will invite each group leader to speak on the motion before recognising other Members.
- The mover of the motion can reply to questions raised during the debate in their right of reply at the end of the debate on the motion, immediately before it is put to the vote.
- There will be a 45 minutes maximum time limit allocated per motion with a total of 90 minutes allocated for motions.
- If there are motion received from all political groups a motion would be considered first from the administration then the second largest group, then the third largest group and so forth until the time allocated for motions is reached.
- The Chair may decide to extend this time.
- Any Motion on Notice not debated due to time limits at one Full Council meeting should be given priority for debate at the next Full Council meeting.

51.2. Rescinding or Amending a Council Decision

51.2.1. To rescind or amend a decision made by Council, a motion on notice must be signed by at least one third of Members of the Council. The same applies if a motion on notice is considering a subject that has previously been considered within the six-month timeframe, noting this does not apply to any policy decision made by Council, which cannot be re-visited, changed, or reaffirmed within six months of the decision being taken, unless required by legislation or other substantial circumstances.

51.3. Motions without Notice

51.3.1. The following motions may be moved without notice:

- To appoint a Chair of the meeting if the nominated Chair or Vice Chair is not present.
- Motions relating to the approval or accuracy of minutes, closure, adjournment of a debate or meeting.
- To refer something to an appropriate body or individual.
- To appoint a Committee or Member to a Committee or other body arising from an item on the agenda for the meeting.

- To receive reports or adoption of recommendations of the Cabinet, Committees or Officers and any resolutions following from them.
- To change the order of business, that an item of business takes precedence, or to proceed to the next business.
- To withdraw or amend a motion.
- That the allocated time periods laid down in the Constitution are extended or that the overall length of a Council meeting be extended past the allocated three hours.
- To suspend a particular Council Procedure Rule.
- To exclude the public and press in accordance with the Access to Information Rules.
- To not hear further from a Member or to exclude them from the meeting if a Member persistently disregards the ruling of the Chair or if a Member continues to behave improperly.
- To give consent of the Council where its consent is required by this Constitution.
- That voting on a question should be by ballot.
- Motions which may be moved while a motion is under discussion.
- Motions to carry out a statutory duty of the Council, which in the opinion of the Chair, is of an urgent nature.

51.4. Rules of Debate

51.4.1. No speeches may be made after the mover has moved a motion and explained the purpose of it and until the motion has been seconded.

51.4.2. When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

51.4.3. No speech may exceed five minutes without the consent of the Council.

51.4.4. A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- To speak once on an amendment moved by another Member.
- To move a further amendment if the motion has been amended since they last spoke.
- If their first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which they spoke was carried).
- In exercise of a right of reply.
- On a Point of Order.
- On a Point of Information.
- By way of a personal explanation.
- If they have reserved their speech to later in the debate.
- To move to close a motion.

51.4.5. The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

51.5. Amendments to Motions

51.5.1. The process for amending motions is as follows:

- An amendment to a motion must be relevant to the motion and will either refer the matter to an appropriate body or individual, leave out words and or insert or add others if the effect is not to negate the motion.
- If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but may not otherwise speak on it.
- The mover of the amendment has a right of reply to the debate on their amendment, immediately before the amendment is put to vote.
- Only one amendment may be moved and discussed at any one time.
- No further amendment may be moved until the amendment under discussion has been disposed of.
- If an amendment is not carried, other amendments to the original motion may be moved.
- If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, will put the substantive motion to vote.

51.5.2. The Chair may, if they think fit, sum up the debate before putting a motion or amendment to the vote and if such debate involves questions of a legal, technical, or administrative nature, they may request the appropriate Officer to draw the attention of the Council to any relevant factors.

51.6. Closing a Motion

51.6.1. A Member may move to close a motion by requesting to move to the next business, to adjourn the debate or adjourn the meeting.

51.6.2. It will be for the Chair to decide if a motion has been sufficiently discussed and put the procedural motion to the vote, and in doing so the mover of the motion will have a right to reply before the motion is voted on.

51.6.3. If the Chair agrees that a debate requires adjournment, he will put the procedural motion to vote, noting the mover of the motion will not be able to speak.

51.7. Withdrawing a Motion

51.7.1. A Member may withdraw a motion that they have moved with the consent of both the Council and seconder.

51.7.2. The Council's consent will be signified without discussion.

51.7.3. No Member may speak on the motion after the mover has asked for permission to withdraw it unless the permission is refused.

51.8. **Point of Order**

51.8.1. A Member may raise a Point of Order at any time.

51.8.2. The Chair will hear the Point of Order immediately.

51.8.3. A Point of Order may only relate to an alleged breach of these Council Rules of Procedure or the law.

51.8.4. The Member must indicate the Rule of law and the way in which he/she considers it has been broken.

51.8.5. The ruling of the Chair on the matter will be final.

51.9. Point of Information

51.9.1. A Member may raise a Point of Information at any time.

51.9.2. A Point of Information may be a clarificatory question on a motion or relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate.

51.9.3. The Point of Information may be given whilst another Member is speaking but only if that Member is willing to give way.

51.9.4. The ruling of the Chair on the admissibility of a Point of Information will be final.

51.10. Voting

51.10.1. Unless provided for otherwise in this Constitution, any matter will be decided on by a simple majority.

51.10.2. If there are equal numbers of votes for and against, the Chair will have the casting vote.

51.10.3. Voting can take place by a show of hands or via an electronic voting system.

51.10.4. A recorded vote will be used if seven Members request it at a Council meeting. The names of each Member present will be read out for a recorded vote and asked if they are for or against the motion or if they abstain.

- The details of the recorded vote will be recorded in the minutes of the meeting.
- A recorded vote will always be required for a budget decision making meeting.
- Any Member can request that their individual vote is recorded in the minutes.

51.11. Voting on Appointments

51.11.1. When voting on appointments, if there are more than two people nominated for any position and there is not a clear majority of votes in favour of one person, then the name of the person with the least votes will be taken off the list and a new vote taken. This process will continue until a decision is made.

51.12. Voting at a Quasi-Judicial Body

51.12.1. To be able to vote at a meeting of a quasi-judicial body (Appointments Committee, Planning Committee and Licensing Committee) a Member shall not be able to vote on an item unless they have been present from the start of that debate and for the totality of that debate.

51.13. Ballots

51.13.1. Ballots will be used if seven Members request it at a Council meeting.

51.13.2. Two Officers of the Council will act as tellers.

51.13.3. The Chair will announce the numerical result of the ballot as soon as it is known.

51.14. Suspension of the Council Procedure Rules

51.14.1. Any suspension of the Council Procedure Rules, except for recorded voting at a budget decision meeting and in accepting minutes from a previous Council meeting, can be agreed by way of a motion. However, the extent and duration of any suspension must be proportionate and cannot have the effect of the Council acting unlawfully.

51.15. Interpretation of Council Procedure Rules

51.15.1. The ruling of the Chair as to the interpretation of these Procedure Rules, or as to any proceedings of the Council, shall be final and no debate shall be permitted upon such decisions.

52. Cabinet Procedure Rules

52.1. Cabinet Meetings

52.1.1. The Cabinet will meet at least eight times per year, at a time agreed by the Leader.

52.1.2. It will meet alternatively at East Suffolk House, Melton and Riverside, Lowestoft, or at such other place as the Leader agrees.

52.1.3. The Leader of the Council will preside over the Cabinet meeting.

52.1.4. If the Leader of the Council is unavailable to do so, the Deputy Leader will preside.

52.1.5. If neither the Leader of the Council nor the Deputy Leader are present, then a person appointed to do so by those present shall preside.

52.1.6. Cabinet Members must attend the meeting venue in person to participate and vote.

52.1.7. All Members of the Council may attend public meetings of the Cabinet.

52.1.8. Members of Council who are not members of Cabinet can ask one question or make one contribution to the debate on an agenda item with the permission of the person presiding, before the Cabinet members proceed to debate an agenda item.

52.1.9. Members of the public may attend all public meetings of the Cabinet, subject to the exceptions in contained in the Access to Information Procedure Rules.

52.1.10. The Head of Paid Service, the Section 151 Officer and the Monitoring Officer, and their nominees, are entitled to attend any meeting of the Cabinet where a decision is to be made.

52.2. Deferred Questions

52.2.1. Cabinet Members must provide a written reply to any Members' questions they undertake in a Cabinet meeting to answer outside of the Cabinet meeting within twenty working days of the date of that meeting. The response to the question must also be sent to all meeting attendees, not just the person who asked the question.

52.3. **Quorum**

52.3.1. Quorum is five Cabinet Members.

52.3.2. Substitution of Members may not take place on the Cabinet.

52.4. **Public or Private Meetings of the Cabinet**

52.4.1. Meetings of the Cabinet at which decisions are made will be held in public unless the meeting is likely to consider exempt or contain confidential information as defined in the Access to Information Procedure Rules and consideration of the information is likely to result in the disclosure of that exempt or confidential information.

52.5. **Decisions Taken by the Cabinet**

52.5.1. Executive decisions which have been delegated to the Cabinet will be taken at Cabinet, in accordance with the Access to Information Procedure Rules and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

52.5.2. Where executive decisions are delegated to a Committee of the Cabinet, the rules applying to executive decisions taken by Committee shall be the same as those applying to those taken by the Cabinet.

52.5.3. Where Cabinet decisions are taken by Cabinet Members exercising delegated powers the rules applying shall be as set out in the Scheme of Delegation.

52.6. **Voting**

52.6.1. Any matter will be decided on by a simple majority.

52.6.2. If there are equal numbers of votes for and against, the Chair will have the casting vote.

52.6.3. Voting can take place by a show of hands or via an electronic voting system.

52.7. **Cabinet Business**

52.7.1. At each meeting of the Cabinet the following business will be conducted:

- Consideration of the minutes of the last meeting;
- Declarations of interest, if any;
- Matters referred to the Cabinet (whether by the Overview and Scrutiny Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules;
- Consideration of reports from the Overview and Scrutiny Committee; and
- Matters set out in the agenda for the meeting, and which shall indicate which are Key Decisions and which are not in accordance with the Access to Information Procedure Rules.

52.7.2. No other business shall be considered at the meeting unless it is included on the agenda.

52.8. **Consultation**

52.8.1. All reports to the Cabinet from any Member of the Cabinet or an Officer on proposals relating to the Budget and Policy Framework must contain details of the nature and extent of consultation with stakeholders and the Overview and Scrutiny Committee, and the outcome of that consultation.

52.8.2. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

52.9. **Who can put items on the Cabinet agenda**

52.9.1. The Leader.

52.9.2. Any Member of the Cabinet.

52.9.3. The Chief Executive will make sure that an item is placed on the agenda of the next available meeting of the Cabinet where the Overview and Scrutiny Committee, the Audit and Governance Committee, or the Council has resolved that an item be considered by the Cabinet.

52.9.4. Any Member of the Council may ask the Leader to put an item on the agenda of a Cabinet meeting for consideration, and if the Leader agrees the item will be considered at the next available meeting of the Cabinet.

52.9.5. The Monitoring Officer and/or the Section 151 Officer may include an item for consideration on the agenda of a Cabinet meeting and may require the Chief Executive to call such a meeting in pursuance of their statutory duties.

52.9.6. In other circumstances, where any two of the Head of Paid Service, Section 151 Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of a Cabinet meeting.

52.9.7. If there is no meeting of the Cabinet soon enough to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be convened at which the matter will be considered.

52.10. **Task Groups**

52.10.1. Cabinet can create time limited task groups (also referred to as working groups) which can make recommendations back to Cabinet.

52.10.2. Task Groups cannot take decisions or extend beyond the life of an administration.

52.10.3. Task Groups will set their own Terms of Reference for approval by Cabinet.

53. Committee Procedure Rules

53.1. Appointments to Committees

53.1.1. Membership of the Committees of East Suffolk Council is determined under the terms of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

53.1.2. Seats on Committees are allocated by Group Leaders in proportion to the political groups' membership of the Council.

53.2. Appointment of Sub-Committees

53.2.1. Every Committee may appoint Sub-Committees for such purposes as they think fit and may arrange for a Sub-Committee to discharge any of the functions of the Council which the Committee may discharge.

53.3. **Appointment of Substitute Members of Committees**

53.3.1. A Member of a Committee or Sub-Committee who is unable to attend a meeting may arrange for a substitute Member to take their place at the meeting.

53.3.2. Members must have undertaken any appropriate training relevant to the Committee on which they are substituting.

53.3.3. Substitute Members will have all the powers and duties of any ordinary Member of the Committee or Sub-Committee.

53.3.4. Substitute Members may attend meetings only where the ordinary Member will be absent for the whole of the meeting.

53.4. **Meetings of Committees and Sub-Committees**

53.4.1. The Council may fix the date of ordinary meetings of Committees and Sub-Committees.

53.4.2. Committees and Sub-Committees may fix the time or place of their ordinary meetings.

53.4.3. Evening meetings of Committees and Sub-Committees shall last no longer than three hours or as near as possible thereto unless the chair and a majority of other Members of the Committee or Sub-Committee so agree to conclude the business.

53.5. Quorum

53.5.1. Unless authorised by statute or ordered by the Council, business shall not be transacted at a meeting unless:

- At a meeting of any Committee, there is a quorum of at least five Members present; and
- At a meeting of any Sub-Committee, there is a quorum of at least three Members present.

53.5.2. If during any meeting of a Committee a quorum is not achieved, the meeting shall stand adjourned, and the consideration of any business not then transacted shall be adjourned to the next ordinary meeting of the Committee or to such other time as may be fixed by the Chair of the Committee.

53.5.3. In the case of any Committee where there is a co-opted Member or Members who have voting rights, that co-optee counts towards the total number of Members for the purpose of establishing a quorum.

53.6. Cancellation of Meetings

53.6.1. For any meeting of a Committee or Sub-Committee, the Chair of the Council or the Chair of the Committee or Sub-Committee may cancel the meeting, other than one requisitioned as an extraordinary meeting.

53.7. **Extraordinary Meetings**

53.7.1. The person appointed to preside at meetings of a Committee or Sub-Committee, his/her deputy, or the Chair of the Council may call an extraordinary meeting of the Committee or Sub-Committee at any time.

53.7.2. If a extraordinary meeting of a Committee or Sub-Committee is convened, notice must be given to the Chief Executive, specifying the business proposed to be transacted. The Chief Executive shall forthwith give notice to all Members of the Committee or Sub-Committee and all persons entitled to receive their papers.

53.8. **Order of Business**

53.8.1. The agenda shall set out the business to be considered at a meeting of a Committee and no business other than that set out in the agenda paper or arising in consequence thereof shall be considered.

53.8.2. The order of business shall be as set out in the agenda paper – provided that, at any time after the minutes have been approved and after an item of business has been disposed of, the chair, or in their absence the person chosen to preside, or the Committee may vary the order of any remaining business where this is considered necessary or desirable.

53.9. **Chair of Committees/Sub-Committees**

53.9.1. The Chair and Vice-Chair of all Committees of Council shall be appointed by Full Council at the Annual Council Meeting.

53.9.2. The Chair or Vice Chair of a Committee shall hold office until their successor is appointed unless they resign or cease to be a Member of the Committee.

53.10. **Rules of Debate**

53.10.1. The general provisions of the Council Procedure Rules as to rules of debate shall, with all necessary changes having been made, apply to all meetings of Committees and Sub-Committees except those parts of such procedure rule which relate to standing and to speaking more than once.

53.11. Who Can Ask a Question at Committee?

53.11.1. A Member of a Committee may ask the Chair of that Committee a question on any matter in relation to which the Council has powers or duties or which affect the East Suffolk Council, and which falls within the terms of reference of that Committee.

53.12. **Deferred Questions**

53.12.1. Cabinet Members must provide a written reply to any Members' questions they undertake in a committee meeting to answer outside of the committee meeting within twenty working days of the date of that meeting. The response to the question must also be sent to all meeting attendees, not just the person who asked the question.

53.13. **Voting**

53.13.1. Except as provided in the Council Procedure Rules, all matters shall be determined by a show of hands or via an electronic voting system, except where, by motion moved, seconded and duly carried before the matter is voted upon, the Committee decide that voting shall be by ballot.

53.13.2. Any matter will be decided on by a simple majority.

53.13.3. If there are equal numbers of votes for and against, the Chair will have a casting vote.

53.14. **Recorded Vote**

53.14.1. Before a vote is taken, if half of quorum (rounded up) request that the voting on the matter be recorded, there will be a recorded vote to show how each Member present and voting gave their vote.

53.14.2. The record shall be entered in the minutes of the meeting together with a record of any Member present but not voting.

53.15. **Task Groups**

53.15.1. Committees can create time limited task groups (also referred to as working groups) which can make recommendations back to the Committee.

53.15.2. Task Groups cannot take decisions or extend beyond the life of an administration.

53.15.3. Task Groups will set their own Terms of Reference for approval by the Committee.

54. Overview And Scrutiny Committee Procedure Rules

54.1. Arrangements for the Overview and Scrutiny Committee

54.1.1. The Overview and Scrutiny Committee has priority of esteem with Cabinet.

54.1.2. Its membership shall be politically balanced.

54.1.3. The Overview and Scrutiny Committee can convene their meetings at the Council's offices or any other venue within the district.

54.2. **Who May Sit on an Overview and Scrutiny Committee?**

54.2.1. All Councillors, except Members of the Cabinet, may be a Member of the Overview and Scrutiny Committee. However, no Member may be involved in scrutinising a decision which they have been directly involved in. Assistant Cabinet Members are precluded from examining matters related to their Cabinet Member's portfolio.

54.3. **Who Chairs the Overview and Scrutiny Committee Meetings?**

54.3.1. The Chair of the Overview and Scrutiny Committee must be a member of the opposition.

54.3.2. The Chair and the Vice-Chair of the Overview and Scrutiny Committee shall be elected by the Full Council at its Annual Meeting.

54.4. **Work Programme**

54.4.1. The Overview and Scrutiny Committee will, subject to any requests from the Council or Cabinet or as a result of a 'call-in', be responsible for setting its own work programme.

54.4.2. If the Council or the Cabinet require the Overview and Scrutiny Committee to undertake a piece of work then the Committee shall accommodate that request.

54.4.3. The Overview and Scrutiny Committee will report at least annually to Council on its workings.

54.5. **Who May Give Notice to the Chair of Overview and Scrutiny Committee for an Item to be Included on the Agenda?**

54.5.1. Any Member of the Overview and Scrutiny Committee.

54.5.2. Any three Members of the Council who are not Members of the Overview and Scrutiny Committee.

54.6. **Reports and Recommendations of the Overview and Scrutiny Committee**

54.6.1. Where the Overview and Scrutiny Committee makes a report or recommendation to the Council or the Cabinet, except in relation to a crime and disorder matter, they may publish the report or recommendations, and must by notice in writing require the Council or Cabinet:

- To consider the report or recommendation.
- To respond to the Committee indicating what (if any) action the Council or Cabinet proposes to take.
- If the Committee has published the report or recommendation to publish the response.
- If the Committee provided a copy of the report or recommendation to a Member to provide the Member with the response.
- To do all of the above within two months of receiving the report or recommendations
- It is the duty of the Council or Cabinet to which a notice is given to comply with the requirements specified in the notice.

54.7. Reports and Recommendations – Other Public Bodies

54.8. The Overview and Scrutiny Committee may review and scrutinise the performance of other public bodies in the area.

54.9. The Overview and Scrutiny Committee may by notice in writing to the relevant public body (accompanied by the report/recommendations) request that the public body has regard to the report or recommendations in the exercising of their functions.

54.10. **Recommendations to Cabinet**

54.10.1. Once it has formed recommendations the Overview and Scrutiny Committee will prepare a formal report and submit it to the Monitoring Officer for consideration by the Cabinet.

54.10.2. If the proposals are consistent with the existing budgetary and/or Policy Framework, the Cabinet may make a decision on any recommendations. If any recommendation would require a departure from or a change to the existing

Budget and Policy Framework then that recommendation must be referred by the Cabinet to the Council with or without a further recommendation from the Cabinet.

54.10.3. The agenda for each Cabinet meeting shall include an item entitled "Reports from the Overview and Scrutiny Committee".

54.10.4. Any report of the Overview and Scrutiny Committee so referred to Cabinet shall be considered (and if possible, a decision made thereon) within 2 months of the Overview and Scrutiny Committee completing that report and making any relevant recommendations applicable to that report.

54.10.5. The Chair of the Overview and Scrutiny Committee (or their nominated representative) will be entitled to attend any meeting of the Cabinet and speak (but not vote) on any report from the Committee that is being considered by the Cabinet.

54.10.6. If following careful and proper consideration by the Cabinet of any report (or reports) from the Overview and Scrutiny Committee:

54.10.7. The Cabinet is unable to agree in whole or in part with any recommendations in the report (or majority report if there be also a minority report) and proposes a decision at variance in whole or in part with any recommendations; or

54.10.8. The Cabinet in agreeing with any recommendations in the report (or majority report) is thereby supporting proposals that would require in whole or in part a departure from or change to the Council's existing Budgetary and/or Policy Framework. The recommendations in the report (or majority report) of the Overview and Scrutiny Committee and the recommendations of the Cabinet, shall stand referred to the next available meeting of the Council for further consideration.

54.10.9. The Monitoring Officer shall ensure that the item is placed in the agenda for the next Council meeting. After due consideration of the Council the decision of the Council shall be final.

54.11. Call-In

54.11.1. When a decision is made by the Cabinet, a Committee of the Cabinet, an individual Cabinet Member exercising delegated powers, under joint arrangements, or a Key Decision is made by an Officer, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 2 working days of being made.

54.11.2. All Members of the Overview and Scrutiny Committee will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

54.11.3. That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the date of publication of the decision, unless it is 'called in' by the Overview and Scrutiny Committee.

54.11.4. Within five working days of the date of publication of a decision any two (2) Members of the Overview and Scrutiny Committee or any five (5) Members of the Council may 'call-in' the matter for review of the decision by the Overview and Scrutiny Committee.

54.11.5. On receipt of a 'call-in' request, the Chair of the Overview and Scrutiny Committee will determine the most appropriate arrangements for consideration of the matter. The relevant Cabinet Member(s), all the signatories to the 'call-in', the relevant Strategic Director(s), Head(s) of Service and report author of the 'call-in' will immediately be notified of the 'call-in' arrangements. All action to implement the decision which is the subject of the 'call-in' shall be suspended.

54.11.6. Following the meeting of the Overview and Scrutiny Committee to consider the call-in, all Members of the Council, relevant Officers and stakeholders will be notified as soon as possible of the outcome of the meeting (including any recommendations from the Committee).

54.11.7. Having considered the 'call in' the Overview and Scrutiny Committee may refer the decision back to the Cabinet for reconsideration, setting out in writing the nature of its concerns.

54.11.8. If so referred the Cabinet shall then reconsider the decision within 10 working days, amending the decision or not, before proposing a final decision.

54.11.9. The Chair or any other Member of the Overview and Scrutiny Committee shall be entitled to attend the Cabinet meeting and speak to the matter, but not vote.

54.11.10. If the Cabinet's proposed final decision is consistent with the views of the Overview and Scrutiny Committee then that decision, once taken, is released for immediate implementation and cannot be subject to further 'call-in'.

54.11.11. If the Cabinet is unable to agree in whole or in part with the conclusions of any recommendations of the Overview and Scrutiny Committee, the original Overview and Scrutiny report and the Cabinet report shall stand referred to the next available meeting of the Council for further consideration and decision.

54.11.12. In reaching a decision the Council shall pay careful regard to the extent to which in whole or in part the proposed decision accords with the Council's existing budgetary and/or Policy Framework. The decision of the Council shall be final.

54.12. Call-in and Urgency

54.12.1. The call-in procedure set out above shall not apply where the decision being taken by the Cabinet is urgent.

54.12.2. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest.

54.12.3. The record of the decision, and notice by which it is made public, shall state whether, in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in.

54.12.4. The Chair of the Council and the Chair of Overview and Scrutiny Committee must both agree that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chair(s), the Vice-Chair(s) consent shall be required. In the absence of both, the Head of Paid Service or their nominee's consent shall be required.

54.12.5. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency. (This procedure shall not prevent the principle of the decision being subject to review even though, because of urgency it may have been implemented.)

54.12.6. The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

54.13. The Party Whip in Relation to the Overview and Scrutiny Committee

54.13.1. The Council will adopt the convention that there will be no application of any party whip on any Member of the Overview and Scrutiny Committee when sitting on this Committee.

54.14. **Deferred Questions**

54.14.1. Cabinet Members must provide a written reply to any Members' questions they undertake in the committee meeting to answer outside of the committee meeting within twenty working days of the date of that meeting. The response to the question must also be sent to all meeting attendees, not just the person who asked the question.

55. Budget and Policy Framework Procedure Rules

55.1. The Policy Framework

55.1.1. The plans and strategies listed the Budget and Policy Framework in Section 18 will comprise the Council's Policy Framework.

55.1.2. The appropriate Cabinet Member, after consulting those stakeholders they consider appropriate, will make their proposals for the above plans and strategies available to Members of the Scrutiny Committee and all other Members of the Council.

55.1.3. In the case of the Development Plan, the Cabinet Members' consultations will include the Strategic Planning Committee.

55.1.4. The Scrutiny Committee will meet to consider the Cabinet Members' proposals and will make recommendations to the Cabinet about their proposals. Any Member of the Council who is not a Member of the Cabinet will be entitled to attend and speak at the meeting of the committee.

55.1.5. The Cabinet will consider any recommendations from the committee and will make recommendations to the Council. The Council will then determine the plan or strategy.

55.1.6. Once the Council has approved the plan or strategy all those responsible for taking decisions on behalf of the Council will need to ensure that they are consistent with those plans and strategies. Material changes to any plan or strategy set out above can only be made by following the process above, unless the matter falls within the Council's procedures for dealing with urgent matters.

55.1.7. In order that plans and strategies can be kept up-to-date and free from error or doubt, the Cabinet Members whose Portfolio includes overseeing the particular plan or strategy may, after consulting the Council's Monitoring Officer and appropriate Member of the Strategic Management Team or Head of Service, make amendments to the plan or strategy to:

a) correct typographical errors and any similar changes needed to ensure clarity;
b) update any factual information contained in the plan or strategy; and
c) make minor modifications necessary to take account of changes in circumstances of the Council and its partners or Government legislation.

55.1.8. Where a Cabinet Member makes any changes under section 55. 1.7 they will be reported to the next available meeting of the Council.

55.2. The Budget

55.2.1. The Council's budget will be determined by a simple majority of those present at a meeting of the Council. For the purpose of this Constitution the budget to be determined by the Council will consist of:

a) the budget requirement as provided for in the Local Government Finance Act 1992;
b) the revenue budget allocations to the different services provided by the Council;
c) the council taxes;
d) the use of and contribution to reserves and balances;
e) the capital expenditure; and
f) the borrowing limits.

55.2.2. Immediately after any vote is taken at a budget decision meeting of the Council there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting. (See also Council Procedure Rules*).*

55.2.3. In paragraph 55.2.2 above, a "budget decision meeting" means as a meeting of the relevant body at which it:

a) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992(4): or
b) issues a precept under Chapter 4 of Part 1 of that Act, and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting.

55.2.4. At key stages in the development of the Council's budget the Cabinet will, after consulting those stakeholders it considers appropriate, make its proposals available to Members of the Scrutiny Committee and all other Members of the Council.

55.2.5. For the purpose of section 55.2.4 above the key stages will include:
a) a review of issues likely to affect the Council's budget in the next financial year or subsequent years;
b) the overall framework for the preparation of the budget;
c) the budget information set out in section 55.2.1 (a) to (f) above.

55.2.6. At a meeting to consider the Cabinet's proposals, the Scrutiny Committee will determine its views on the proposals. At this meeting any Member of the Council that is not a Member of the Cabinet will be able to attend and speak.

55.2.7. The Cabinet will consider the views of the Scrutiny Committee and will make recommendations to the Council about the items set out in section 55.2.1 above.

55.2.8. In order that the Council is able to respond quickly to changing circumstances some variations to the budget approved by the Council can be made. The Council's Financial Procedure Rules set out the circumstances under which these changes can be made without reference back to Council. Any other changes, except those dealt with under the Council's urgency procedures, must be made by the Council.

55.3. Conflict Resolution Procedure

55.3.1. The Cabinet will have five working days to object to a Council decision before that decision takes effect.

55.3.2. If the Cabinet registers such an objection, the Council must reconsider the issue in the light of that objection.

55.3.3. The Council may insist on its decision on the basis of a simple majority of those Members present and voting.

56. Access to Information Procedure Rules

56.1. The Local Government Acts 1972 and 2000, the Local Government (Access to Information) Act 1985, the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 and the Local Government (Access to Information) (Variation) Order 2006 set down rights of access to local authority meetings, reports and documents subject to specified confidentiality provisions. The Acts also give local authorities duties to publish certain information. In this

Constitution they are collectively described as the Access to Information Procedure Rules.

56.2. Definitions

56.2.1. A 'Key Decision' means an executive/Cabinet decision which is likely:

1. to result in the local authority incurring expenditure or making savings in excess of £250,000, or which is significant having regard to the local authority's budget for the service or function to which the decision relates; or
2. to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

56.2.2. An 'executive decision' means a decision made or to be made, by a decision-maker in connection with the discharge of a function which is the responsibility of the executive/Cabinet of a local authority.

56.2.3. In determining the meaning of 'significant' in (a) or (b) above regard shall be had to any guidance for the time being issued by the Secretary of State.

56.2.4. 'Meetings' does not include a meeting which is purely held to allow an Officer(s) to brief Members of a decision-making body or an individual decision-maker on matters related to the making of an executive decision.

56.2.5. 'Proper Officer' is the Chief Executive or such other person authorised by them.

56.3. Executive Arrangements

56.3.1. These Rules apply to all meetings of the Council, Scrutiny Committee, the Audit and Governance Committee and regulatory committees, public meetings of the Cabinet and meetings of the Appointments Committee (together called 'meetings').

56.3.2. The Rules also apply where an executive decision has been made by an individual Member of the Cabinet or a Key Decision has been taken by an authorised Officer. These Rules do not affect any more specific rights to information contained elsewhere in the Constitution or in general law.

56.4. Access To Meetings

56.4.1. Members of the public may attend all meetings of the Council, Cabinet, Scrutiny Committee, Audit and Governance Committee, regulatory committees and meetings of the Cabinet where a Key Decision is to be made, subject to the exceptions in paragraph 40.11 of these Rules.

56.5. Notices Of Meeting

56.5.1. The Council will give at least five clear working days notice of any meeting to which the public have access by posting details of the meeting at both Council Offices (East Suffolk House, Station Road, Melton, and Riverside, 4 Canning Road, Lowestoft) and on the Council's website.

56.6. Procedures Prior to Public Meetings

56.6.1. An item of business shall only be considered at a public meeting:

a) where a copy of the agenda or part of the agenda, including the item, has been available for inspection by the public as required under Rule 40.7 below for at least five clear days before the meeting; or

b) where the meeting is convened at shorter notice in accordance with Rule 40.15 (General Exception) or 40.16 (Special Urgency), a copy of the agenda including the item has been available for inspection by the public from the time that the meeting was convened.

56.7. Access to Agenda and Reports

56.7.1. A copy of the agenda and every report (except those which are exempt or confidential) for a public meeting, will be open for inspection in the Council Offices (East Suffolk House, Station Road, Melton, and Riverside, 4 Canning Road, Lowestoft) during normal office hours, or on the Council's website at least five clear working days before the meeting. The requirement for five clear days' notice of meetings will not apply to any meeting of a sub-committee considering an application in accordance with the Licensing Act 2003 (Hearings) Regulations.

56.7.2. If a report is added to the agenda later, the supplementary agenda will be open to public inspection from the time it is completed and sent to Councillors.

56.7.3. If the Proper Officer thinks fit, the Council may exclude access by the public (and in more limited circumstances by Members of the Council who are not Members of the committee or sub-committee considering the item) to a report or part of a report, which, in his or her opinion, relates to an agenda item during which the meeting is likely not to be open to the public. Such reports will be clearly marked "Exempt - not for publication". Each report will indicate clearly that it contains confidential information and the category of information disclosed (as specified under Schedule 12A of the Local Government Act 1972) by virtue of which the decision-making body is likely to exclude the public. In the case of executive reports, the report will also state, when appropriate, that it contains the advice of a political adviser or assistant.

56.8. Supply of Copies of Information for the Public

56.8.1. The Council will supply copies of:

- any agenda and reports which are open to public inspection;
- any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- if the Proper Officer thinks fit, copies of any other documents supplied to Councillors in connection with an item to any person on payment of a charge for postage and any other costs.

56.9. Background Papers

56.9.1. Every report will set out a list of background papers relating to the subject matter of the report which:

- discloses any facts or matters on which the report or an important part of the report is based; and

- have been relied on to a material extent in preparing the report.

56.9.2. Background papers will not include published works or those which disclose exempt or confidential information. Reports to the Cabinet will not include as a background paper any advice from a political advisor.

56.9.3. The Council will make available, for public inspection:
- a copy of a list compiled by the originating Officer of the background papers to the report or part of the report; and
- at least one copy of each of the documents included in that list.

56.9.4. These will remain available for public inspection for a period of four years from the date of the meeting.

56.10. Summary of the Public's Right to Information

56.10.1. These Rules shall be taken to constitute a written summary of the public's rights to attend meetings and to inspect and copy documents at the Council's Offices at East Suffolk House, Station Road, Melton, and Riverside, 4 Canning Road, Lowestoft.

56.11. Exclusion of Access by the Public to Meetings

Confidential Information – Requirement to Exclude Public

56.11.1. The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of proceedings, that confidential information would be disclosed.

Meaning of Confidential Information

56.11.2. Confidential information is information given to the Council by a Government Department on terms which forbid its public disclosure, or information which cannot be publicly disclosed by Court Order.

Exempt Information – Discretion to Exclude Public

56.11.3. The public may be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information will be disclosed.

56.11.4. Exempt information is, in broad terms, information relating to personal privacy, information about Council negotiations for land, goods or services where disclosure would be likely to prejudice the Council's position, information about legal proceedings, investigation of crime and security matters.

56.11.5. For meetings of either Cabinet or individual Cabinet Members, including where Executive decisions are being taken, at least 28 clear days' notice will be given of the intention to exclude the public from the meeting where exempt information is disclosed.

56.11.6. Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes

a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

Meaning of Exempt Information

56.11.7. 'Exempt information' is defined in Schedule 12A of the Local Government Act 1972. Information is only exempt if it falls within one of the following 7 categories and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

a) Information relating to any individual.
b) Information that is likely to reveal the identity of an individual.
c) Information relation to the financial or business affairs of any particular person (including the authority holding that information) but not if that information has to be registered at Companies House or with the Charity Commission etc.
d) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
e) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
f) Information which reveals that the authority proposes:
g) to give under any enactment a notice under or by virtue of which requirements are imposed upon a person; or
h) to make an order or direction under any enactment.
i) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

56.11.8. Information falling within any of paragraphs (a) to (g) is not exempt by virtue of that paragraph if it relates to proposed development for which the local planning authority can grant itself planning permission under Regulation 3 of the Town and Country Planning General Regulations 1992.

56.11.9. If the Monitoring Officer considers it appropriate, the Council may exclude access by the public to reports which in their opinion relate to items during which, in accordance with Rule 40.11.4 above, the meeting at which those reports are to be discussed is likely not to be open to the public. Such reports will be marked "Exempt - Not for publication" together with the category of information likely to be disclosed.

56.12. Individual Executive Decisions

56.12.1. No Key Decision shall be taken by a Cabinet Member or an Officer unless they have first received a report setting out the background to that decision, the available options and the implications of that decision. Provided that in cases of special urgency, the Cabinet Member or Officer may take that Key Decision without first having received a report if they first obtain the agreement of the Chair of the Scrutiny Committee that the taking of the decision cannot reasonably be deferred to permit the preparation, publication and consideration of a report. If there is no Chair of the Scrutiny Committee, or if the Scrutiny Committee Chair is unable to act, then the

agreement of the Chair of the Council (or in his or her absence, the Vice-Chair) will suffice.

56.12.2. Where a Cabinet Member or an authorised Officer receives a report which they intend to take into consideration when they make a Key Decision they shall not make that decision until the report has been available for public inspection for at least five clear days after the report is received by the Cabinet Member / Officer.

56.12.3. The person who submits the report to the Cabinet Member / Officer shall, at the same time, supply a copy of it to the Chair of the Scrutiny Committee, or where there is no Chair, to every Member of the Committee.

56.12.4. The originating Officer shall include, in any report required to be available for inspection by the public, a list of background papers for the report and shall ensure that sufficient copies of the background papers are available to meet every reasonable request from members of the public for them. This does not require the disclosure of exempt or confidential information or advice from a Political Assistant

56.12.5. As soon as reasonably practicable after an Executive/ Key Decision has been taken, they will prepare, or instruct the Proper Officer to prepare, a document setting out:

a) the title of the Officer and date of decision;
b) a record of the decision;
c) a statement of the reasons for the decision and any alternative options considered and rejected in accordance with provisions of Rule 18 (Recording and Publishing Decisions); and
d) a record of any conflict of interest in relation to the matter decided which is declared by any Member of the decision-making body, and in respect of any declared conflicts of interest, a note of any dispensation granted by the Head of Paid Service.

56.13. Access To Records Of Decisions And Minutes

56.13.1. After a private meeting or a public meeting of a decision-making body at which an executive decision has been made, after an individual Member has made an executive decision, after an authorised Officer has made a Key Decision or after a committee has made a decision, the Proper Officer will ensure that the following is made available for inspection:

a) a record of the decision(s);
b) a record of the reasons for the decision(s);
c) details of alternative options considered and rejected by the decision-making body or individual;
d) a record of any conflict of interest in relation to any matter decided which is declared by any Member of the decision-making body or a Cabinet Member, together with a record of any dispensation granted by the Council's Monitoring Officer;
e) any Disclosable Pecuniary Interest or Local Non-Pecuniary Interest declared by the decision taker or any Member of the decision-making body in connection

with the matter decided, and whether any dispensation has been granted in respect of that interest.

56.13.2. These documents, once prepared, will be available for the public to inspect at the Council's Offices (East Suffolk House, Station Road, Melton, and Riverside, 4 Canning Road, Lowestoft) during normal office hours, or on the Council's Website.

56.13.3. Confidential or exempt information or the advice of a Political Advisor need not be disclosed.

56.13.4. So far as is reasonably practical, we will aim to make available within ten working days after every meeting of the Council, Scrutiny, regulatory, and other committees, the minutes of the meeting excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information.

56.13.5. Records of decisions and minutes published in accordance with paragraphs 56.13.1 and 56.13.4 above shall continue to be available to the public for six years after the meeting date.

56.14. The Forward Plan Of Key And Exempt Decisions

56.14.1. A Forward Plan will be prepared by the Leader of the Council which will contain details of all the matters likely to be the subject of Key Decisions and confidential and exempt decisions by the Cabinet, individual Cabinet Members and authorised Officers of the Council for a period of four months.

56.14.2. The Forward Plan will be updated on a monthly basis, or as required, ensuring all Key Decisions and confidential and exempt decisions that are due to be taken are included within the Forward Plan.

56.14.3. The Forward Plan will be published at least 28 clear days before the start of the period covered by the plan.

56.14.4. The most recent Forward Plan shall be taken to have superseded any or each earlier plan.

56.14.5. Each current Forward Plan will be available for public inspection at the Council's Offices (East Suffolk House, Station Road, Melton, and Riverside, 4 Canning Road, Lowestoft) during normal office hours, or on the Council's Website.

56.14.6. The Forward Plan shall contain the items below if they are available when the plan is prepared, or which the person preparing it may reasonably be expected to obtain:

a) the matter in respect of which a decision is to be made;
b) where the decision taker is an individual, their name and title, if any and where the decision taker is a body, its name and details of membership;
c) the date on which, or the period within which, the decision will be taken;

d) the identity of the principal groups whom the decision taker proposes to consult before taking the decision;
e) the means by which any such consultation is proposed to be undertaken;
f) the steps any person might take who wishes to make representations to the Cabinet or decision taker about the matter in respect of which the decision is to be made, and the date by which those steps must be taken; and
g) a list of the documents submitted to the decision taker for consideration in relation to the matter and details about how the public can access these documents or request such details as they become available (subject to restrictions); and
h) whether the reports to be considered by the decision-maker will include confidential or exempt information and require the meeting to be private to consider the item, either in full or part and the relevant exemption category.

56.14.7. Where the public might be excluded from the meeting, or documents relating to the decision need not be disclosed to the public, then the Forward Plan shall contain details of the matter but may not contain any confidential or exempt information or particulars of the advice of a political adviser.

56.14.8. If the Cabinet, its committees or Cabinet Members exercising delegated powers meet to discuss a Key Decision to be taken collectively, with an Officer other than a political assistant, within 28 days of the date according to the Forward Plan of Key and Exempt Decisions by which it is to be decided, then it must also comply with these rules. This requirement does not include meetings, whose sole purpose is for Officers to brief Members.

56.15. General Exception For Inclusion In The Forward Plan

56.15.1. If a matter, which is likely to be a Key Decision, has not been included in the Forward Plan, then subject to Rule 56.16 'Special Urgency', the decision may still be taken if:
a) the decision must be taken by such a date that it is impracticable to defer the decision to ensure that notice has been published in the Forward Plan or any subsequent notice at least 28 days ahead of the expected date of the decision and;
b) the Proper Officer has informed the Chair of the Scrutiny Committee, or if there is no such person, each Member of the Scrutiny Committee in writing, by notice, of the matter to which the decision is to be made including reasons why compliance with the requirements to provide at least 28 clear days' notice was impractical in that case;
c) the Proper Officer has made copies of that notice available to the public at the offices of the Council (East Suffolk House, Station Road, Melton, and Riverside, 4 Canning Road, Lowestoft) and on the Council's Website; and
d) at least five clear days have elapsed since the Proper Officer complied with (b) and (c).

56.15.2. Where such a decision is taken by the Cabinet or by Cabinet Members exercising delegated powers, it must be taken in public unless it contains exempt or confidential information.

56.15.3. The call-in procedure will apply.

56.16. Special Urgency

56.16.1. If Rule 56.15.1 or 56.15.2 cannot reasonably be complied with, then the decision can be taken, but only if the decision taker (if an individual) or the Chair of the body making the decision, obtains the agreement of the Chair of the Scrutiny Committee that the taking of the decision cannot be reasonably deferred. If there is no Chair of the Scrutiny Committee, or if the Scrutiny Committee Chair is unable to act, then the agreement of the Chair of the Council, or in their absence the Vice-Chair will suffice. If Rule 15.3 cannot reasonably be complied with, it is for the Chair of Council to decide whether the decision can be exempt from the call in procedure pursuant to Rule 12 of the Scrutiny Procedure Rules.

56.16.2. As soon as practicable after the agreement has been obtained, a notice must be published, made available to the public at the Council's Offices and on the Council's website setting out the reasons for urgency and why the decisions cannot be reasonably deferred.

Urgency Provisions for taking Non-Key Decisions

56.16.3. In regard to non Key Decisions, if by virtue of the date by which a decision must be taken Rule 56.16 cannot be followed, then the decision can only be taken if the decision taker (if an individual) obtains the agreement of the Chair of the relevant committee, and confirmation of the decision is obtained at the next meeting of that committee.

56.17. Notice Of Private Meeting of the Cabinet

56.17.1. Where the Cabinet or Individual Cabinet Member is likely to consider an item of business that contains exempt or confidential information and will require the public to be excluded from the meeting to prevent disclosure of this information, it must publish a notice 28 clear days in advance of the meeting including a statement of reasons for the meeting being held in private for that item. The notice will include details of how representations can be made.

56.17.2. At least five clear days before the meeting a further notice will be published setting out the reasons for holding any part of the meeting in private, details of any representations received about why the meeting should be held in public and a response to those representations. The meeting will then consider the representations and responses and pass a resolution excluding the public.

56.17.3. Except for when the report contains confidential information provided by a Government Department on terms which forbid the disclosure of the information to the public or the disclosure of information of which the public is prohibited by or under any enactment or by the order of a court.

56.17.4. If the date of the meeting and the urgency of the decision makes compliance with this requirement impracticable, the meeting may only be held in private with the

agreement of the Chair of the Scrutiny Committee, or if the Scrutiny Committee Chair is unable to act, then the agreement of the Chair of the Council, or in their absence the Vice Chair will suffice. After that permission is obtained a notice will be published setting out the reasons why the matter is urgent and cannot reasonably be deferred.

56.18. Attendance at Private Meetings of the Cabinet

56.18.1. Notice of private meetings of the Cabinet and its committees will be served on the chairmen of the Scrutiny Committee and sub-committees, at the same time as notice is served on Members of the Cabinet. Where the Scrutiny Committee does not have a Chair, the notice will be served on all the Members of the Scrutiny Committee.

56.18.2. Where a decision is to be made at a private meeting of the Cabinet and that decision is within the remit of the Scrutiny Committee / sub-committee, the Chair of that Scrutiny Committee / sub-committee, or in their absence the vice Chair, may attend that private meeting and, with the consent of the person presiding, speak.

56.18.3. The Head of Paid Service, the Section 151 Officer and the Monitoring Officer, and their nominees, are entitled to attend any meeting of the Cabinet where a decision is to be made. Where a decision(s) is to be made, the Cabinet may not meet unless the Proper Officer has been given reasonable notice that a meeting is to take place.

56.18.4. Where a decision(s) is to be made, a private Cabinet meeting may only take place in the presence of the Proper Officer or their nominee with responsibility for recording and publicising the decisions.

56.19. Rights of Members of the Scrutiny Committee

Any Member of the Scrutiny Committee is entitled to copies of any document which is in the possession or control of the Cabinet, its committees or a Cabinet Member exercising delegated powers, and which contains material relating to:

a) any business transacted at a public or private meeting of a decision-making body of the District Council;
b) any decision taken by an individual Member of the Cabinet in accordance with executive arrangements; and
c) any Key Decision that has been made by an Officer of the Council in accordance with executive arrangements.

56.19.1. Every Member of the Scrutiny Committee will receive a copy of any report relevant to a private decision of the Cabinet at the same time as it is furnished to the Cabinet.

56.19.2. No Member of the Scrutiny Committee will be entitled to a copy of:

a) a document or any part of a document that is in draft form;
b) a document or any part of a document that contains exempt or confidential information unless that information is relevant to an action or decision they are scrutinising or intend to scrutinise; and
c) a document or any part of a document that contains the advice of a political adviser.

56.20. Reports to the Local Authority Where the Key Decision Procedure is not followed

Where an executive decision has been made and was not treated as being a Key Decision and the Scrutiny Committee is of the opinion that it should have been treated as a Key Decision, then any three Members of the Scrutiny Committee (including either the Chair or Vice Chair) may require the executive decision maker to submit a report to the Council within such a reasonable period as the Scrutiny Committee might specify. The report must include details of who made the decision, the decision and reasons for it and the reasons why the executive decision-maker did not consider the decision as a Key Decision.

56.21. Additional Rights of Access to Documents for Members

Any document which is in the possession or under the control of the Cabinet or its committees and contains material relating to any business to be transacted at a public meeting shall be available for inspection by any Member of the Council.

56.21.1. Any document which is in the possession, or under the control, of the Cabinet or its committees; and

a) contains any material relating to any business transacted at a private meeting of the Cabinet;

b) contains any material relating to any decision made by an individual Cabinet Member, or any Key Decision made by an authorised Officer, in accordance with executive arrangements;

56.21.2. shall be available for inspection by any Member of the Council when the meeting concludes or immediately after the executive decision by an individual Cabinet Member or Key Decision by an individual authorised Officer has been made.

56.21.3. Where it appears to the Proper Officer that any document or part document contains:

a) exempt information falling within paragraphs 1 and 2 of the categories of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 and;

b) the advice of a political adviser.

56.21.4. then paragraphs 40.23.1 and 40.23.2 above, will not apply.

56.22. Quarterly Reports of Urgent Decisions to the Local Authority

The Leader of the Council shall submit to the Council at quarterly intervals a report containing details of each executive decision taken during the preceding three months where the making of the decision was agreed as urgent. The report will include details of each decision made and a summary of the matters in respect of which each decision was made.

56.23. Additional Rights of Access For Members

All Members of the Council in attendance at public meetings of the Cabinet may speak with the permission of the person presiding.

56.24. Publication Of Additional Information

The Council maintains a register containing:

- the name and address of every Member of the Council;
- the area each Member represents; and
- the name of every Member of the Cabinet, Scrutiny Committee, Audit and Governance Committee, and regulatory committees.

56.25. Byelaws

A copy of any byelaws made by a local authority may be open to inspection by the public and any person may purchase a copy. Requests should be made to the Democratic Services Manager.

57. Contract Procedure Rules

57.1. Introduction and Overview

57.1.1. These Contract Procedure Rules exist to ensure that the Council lets contracts in a fair, consistent, honest, legal and transparent manner. There is also a statutory basis for the rules which promote good purchasing practice and public accountability.

57.1.2. These rules lay down the minimum standards which must be adhered to when undertaking a procurement.

57.1.3. Furthermore, these Contract Procedure Rules must be read in conjunction with the wider Constitution, including its Financial Procedure Rules, decision making processes and delegated authorities.

57.2. Excluded Contracts

57.2.1. Some contracts are not covered by these rules. These are:

- Contracts for employment
- Agreements regarding the acquisition, disposal or transfer of land
- Agreements creating planning obligations
- Grant awards or loan advances
- Procurements with an “in house” provider. This is often referred to as a “Teckal” or vertical arrangement and subject to specific legal tests
- Some procurements between other public sector bodies

Further advice can be sought from the procurement team.

57.3. Procurement Principles

57.3.1. The aim of every procurement exercise should be to achieve Value for Money as part of the Council’s general requirement to secure Best Value.

57.3.2. In addition to securing Value for Money, the Council will have a Procurement Strategy which lays down additional principles of the Council’s approach to procurement. The procurement strategy aligns procurement to the Council’s strategic plan and will consider things such as social value outcomes and local business participation.

57.4. Procurement Procedures and Approval Thresholds

57.4.1. The following table outlines the default minimum selection procedure for goods, works or services.

Estimated Total Value	Selection Procedure	Evaluator(s)	Contract Form*	Method of Completion
Up to £20,000 (ex VAT)	Single quotation in writing	Officer in consultation with line manager	Council's general terms and conditions	Signature or e-mail of officer
£20,001 - £75,000 (ex VAT)	At least three quotations in writing	Officer in consultation with line manager or Evaluation Panel of appropriate officers	Either a) The Council's standard form agreement for services/goods/works as appropriate or b) Standard forms of contract issued by an industry body (such as NEC4 or JCT)	Signature of line manager
£75,001 (ex VAT) but below the Public Procurement Threshold	Invitation to tender, issued openly or to a minimum of three suppliers. To be supported by the procurement team.	Evaluation Panel of appropriate officers chosen in consultation with the officer and Procurement Team	Either a) The Council's standard form agreement for services/goods/works as appropriate or b) Standard forms of contract issued by an industry body (such as NEC4 or JCT)	Signature of Strategic Director
At or above the Public Procurement Threshold	Advice and support must be sought from the procurement team. The Head of Legal and Democratic Services must be made aware of this procurement.	Evaluation Panel of appropriate officers chosen in consultation with the officer and Procurement Team	Either c) The Council's standard form agreement for services/goods/works as appropriate or d) Standard forms of contract issued by an industry body (such as NEC4 or JCT)	Execution as deed

** Any contract variations must be agreed by the procurement and legal teams, with the Head of Legal and Democratic Services being directly advised of any variations in relations to contracts over £75,000.*

57.5. **Contractual Requirements**

57.5.1. All contracts, including those to be made using purchase orders, must be concluded formally in writing (with contracts signed) before the supply, service or works begin except in exceptional circumstances and then only with the written consent of a Chief Officer (Chief Executive or a Strategic Director).

57.5.2. Contracts can only be awarded in line with the Financial Procedural Rules, with officers ensuring they have the relevant financial authorisation limits and approval levels.

57.6. **Contract Management and Register**

57.6.1. A detailed contract register for contracts worth over £5,000 will be maintained by the Council's procurement team. This is a legal requirement.

57.6.2. Named officers within the relevant team will be responsible for the day-to-day operational management of all contracts within their service area.

57.7. **Exemptions to the Contract Procedure Rules**

57.7.1. There may be times when the provisions of these Contract Procedure Rules cannot be fully implemented. When deviating from these rules an exemption must be sought.

57.7.2. When seeking an exemption advice must be sought from the procurement team. Consultation and agreement for an exemption must be undertaken with both the Council's Section 151 Officer and Monitoring Officer.

57.7.3. Where the total value of the contract exceeds £75,000 the relevant Cabinet Member must also be consulted.

57.7.4. Only the Chief Executive or a Strategic Director can sign off an exemption (after consultation with and agreement of s151 Officer, MO, and the Cabinet Member as required pursuant to the Contract Procedure Rules Supplementary Notes).

57.7.5. No exemptions can be sought for any procurements above the public procurement thresholds.

57.8. **Contract Procedure Rules Supplementary Notes**

57.8.1. An operational document has been prepared to further support and supplement the Council's procurement processes and must be referred to when undertaking any procurement and subsequent award of a contract. This guidance can be found here.

58. Finance Procedure Rules

58.1. Introduction

58.1.1. The Financial Procedure Rules provides the framework for the financial administration of the Council with a view to ensuring that financial matters are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge.

58.1.2. All financial decisions and decisions with financial implications must have regard to proper financial control. Any doubt as to the appropriateness of a financial proposal or correctness of a financial action must be clarified in advance of the decision or action with the Section 151 Officer.

58.1.3. These Financial Procedure Rules should be read in conjunction with the Contract Procedure Rules and the Scheme of Delegation.

58.2. **Responsibilities**

To the Council

58.2.1. Elected members and employees of the Council are responsible for ensuring that they use the resources and assets entrusted to them in a responsible and lawful manner. They should strive to achieve value for money and avoid legal challenge to the Council.

Personal

58.2.2. Any person charged with the use or care of Council resources and assets should make themselves aware of the Council's requirements under these rules. If anyone is in doubt as to their obligations, then they should seek advice. Unresolved questions of interpretation should be referred to the Section 151 Officer.

58.2.3. All employees must report immediately to their manager, supervisor, or other responsible senior Officer any illegality, impropriety, serious breach of procedure or serious deficiency in the provision of services that they suspect or become aware of. Employees can do this without fear or recrimination providing they act in good faith via the Council's Whistle Blowing Policy. In such circumstances mangers must record and investigate such reports and take appropriate action.

58.2.4. Compliance with the Council's Anti-Fraud and Corruption Strategy and the Code of Conduct for Officers is mandatory for all Officers.

58.2.5. The Corporate Leadership Team are responsible for ensuring that all staff within their service areas are aware of the existence and content of the Financial Procedure Rules and that they comply with them.

58.2.6. Wherever any matter arises which may involve irregularities in financial transactions, members of CLT must consult with the Section 151 Officer and, if a serious irregularity is confirmed, the matter shall be reported to the Chief Executive, Monitoring Officer and appropriate Cabinet Member.

58.2.7. Members of CLT must notify the Head of Internal Audit immediately of any suspected fraud, theft, irregularity, improper use or misappropriation of Council property, assets or resources. Pending investigation and reporting, the Strategic

Director/Head of Service should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.

58.3. **Section 151 Officer**

58.3.1. Section 151 of the Local Government Act 1972 states "every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs." This officer is the Council's Section 151 Officer.

58.3.2. The Council will also appoint a deputy Section 151 Officer who will act in the place of the Section 151 Officer if the Chief Officer is absent or unable to act due to conflict or other relevant issues.

58.3.3. The Section 151 Officer is responsible:

- For setting financial management standards and monitoring compliance with them.
- For preparing and submitting reports on revenue and capital budgeting and budget forecasts to Cabinet.
- For advising Cabinet and/or Council on prudent level of reserves and to consider the advice of CIPFA in this matter.
- For preparing the Council's annual Statement of Accounts.
- For advising the Council on Cabinet proposals in accordance with the responsibilities under Section 151 of the Local Government Act 1972.
- For reporting any breaches of the Financial Procedure Rules to Council/Cabinet.
- For powers under Section 114 of the Local Government and Finance Act 1988 which includes reporting to Council, Cabinet and External Auditor if unlawful action is about or has been taken.
- For developing and maintaining a Risk Management Strategy and Risk Register.
- For implementing appropriate measures to prevent and detect fraud and corruption and ensure that effective procedures are in place to investigate promptly any identified fraud or irregularities.

58.3.4. The Section 151 Officer can:

- In exceptional circumstance temporarily suspend the Financial Procedure Rules, keeping a written record of the reasons for such a decision.

59. Financial Planning

59.1. **Budgeting**

59.1.1. The Council is a complex organisation responsible for delivering a wide variety of services. It needs to plan effectively and to develop systems to enable scarce resources to be allocated in accordance with carefully weighted priorities.

59.1.2. The revenue budget must be constructed to ensure that resource allocation properly reflects the service plans and priorities of the Council. Budgets (spending plans) are needed so that the Council can plan, authorise, monitor, and control the way money is allocated and spent. It is illegal for a Council to budget for a deficit.

59.1.3. Medium-term planning involves a cycle in which managers develop their own plans in conjunction with the Section 151 Officer. As each year passes, another future year will be added to the Medium Term Financial Strategy (MTFS). This ensures that the Council is always preparing for events in advance.

59.2. **Capital Programme**

59.2.1. Capital expenditure involves acquiring or enhancing fixed assets with long-term value to the Council, such as land, buildings, and major items of plant, equipment or vehicles. Capital assets shape the way services are delivered in the long term and create financial commitments for the future in the form of financing costs and revenue running costs.

59.2.2. Capital expenditure must form part of an investment strategy and must be carefully prioritised and scrutinised to maximise the benefit of scarce resources.

59.2.3. When seeking additional capital monies for existing projects which is not excluded funding, approval is required, refer to supplementary and virement procedures.

59.2.4. Officers can only proceed with projects where there is adequate provision in the Capital Programme, following Cabinet or Council approval, and with the agreement of the Section 151 Officer. Cabinet can approve projects up to a value of £1,000,000 (general fund) and £1,000,000 (housing revenue) in any one financial year – either alone or cumulative after which Council approval is required.

59.2.5. With the agreement of the Section 151 Officer, the progress of a project may be accelerated by deferring the start of another project in that year's programme or, if delays are occurring generally, a scheme programmed to start in a later year may be brought forward.

59.2.6. Formal project management via the Council's project management framework is a requirement in the initiation and delivery of large or complex capital projects, including the completion of a business case.

59.3. **Maintenance of Reserves**

The Council must decide the minimum level of General Reserves it wishes to maintain before it can decide the level of Council Tax it sets. Reserves are set as a matter of prudence. They enable the Council to provide for unexpected events and thereby protect it from overspending, should such events occur. There are also reserves earmarked for specific requirements.

59.4. **Housing Revenue Account**

59.4.1. East Suffolk Council has a Housing Revenue Account (HRA).

59.4.2. The HRA records expenditure and income arising from the provision of housing accommodation by the Council. It is a ring-fenced account within the General Fund. The main items of expenditure included in the account are management and

maintenance costs, major repairs, loan charges, and depreciation costs. The main sources of income are from tenants in the form of rents and service charges.

59.4.3. The HRA is based on accruals in accordance with proper accounting practices, rather than cash accounting.

59.4.4. The HRA cannot budget for a deficit and all borrowing within the HRA must be in line with the CIPFA Prudential Code.

59.5. **Alternative Budget proposals**

59.5.1. Any alternative budget proposal an opposition group wishes Full Council to consider, at the meeting where the budget is to be set, must be sent to the Section 151 Officer at least five working days before the meeting is scheduled to take place.

59.5.2. If an alternative budget is submitted to the Section 151 Officer five working days before the budget setting Full Council meeting, then the Section 151 Officer will provide an opinion as to whether the alternative budget, if agreed by Full Council, would satisfy the legal requirement to set a balanced budget.

60. Financial Management

Managing Income & Expenditure

60.1. Budget Monitoring and Control

60.1.1. Once the budget has been approved by Council, allocated resources should be used for their intended purposes and properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budgets targets during the financial year.

60.1.2. By continuously identifying and explaining variances against budget targets, the Council can identify changes in trends and resource requirements at the earliest opportunity.

60.1.3. To ensure the Council does not overspend in total, each service is required to manage its own income and expenditure within the budget allocated to it. For the purposes of budgetary control by managers, a budget will usually be the planned income and expenditure excluding support and capital charges, for a department.

60.2. **Transfer of budgets (Virement)**

60.2.1. A virement is the transfer between existing budgets to manage budgets with a degree of flexibility within the overall budget and policy framework determined by Council.

60.2.2. The Section 151 Officer is responsible for agreeing procedures for transferring (virement) of expenditure between budget headings.

60.2.3. Virements are not permitted between the General Fund and the Housing Revenue Account, and between capital and revenue, and are also not permitted from staffing budgets to any other budget heading except with the express approval of the Section 151 Officer. The virement thresholds below apply separately to the;

- General Fund Revenue,
- General Fund Capital,
- Housing Revenue Account Revenue; and
- Housing Revenue Account Capital

Virement Scheme Approver Thresholds		
Approver	**Individual Threshold**	**Cumulative Threshold**
Head of Service/Budget Holder	Less than £20,000	-
Strategic Director	£ 20,000 to £75,000	-
Section 151 Officer in consultation with Strategic Director and Portfolio Holder	£ 75,001 to £250,000	£250,000 per portfolio Holder
Cabinet	£ 250,001 to £1 million	£1 million
Council	Over £1 million	-

60.3. **Carry Forwards (treatment of year end balances)**

60.3.1. The Section 151 Officer is responsible for agreeing procedures for carrying forward underspends on budget headings. The below thresholds apply separately to revenue for the General Fund and the Housing Revenue Account.

Carry Forward Approver Thresholds		
Approver	**Individual Threshold**	**Cumulative Threshold**
Section 151 Officer	£30,000 or less	£250,000 per portfolio
Cabinet	£ 30,001 to £1 million	£1 million
Council	Over £1 million	-

60.3.2. Underspent Capital budgets at year-end will be carried forward in the Capital Programme automatically unless no longer required.

60.4. Use of Earmarked Reserves

60.4.1. Earmarked reserves are funds and balances set aside for specific purposes. They can arise from external funding or year end balances carried forward.

60.4.2. The Section 151 Officer will ensure that proposed use of an earmarked reserve is aligned with the purpose for which the earmarked reserve was created.

60.4.3. The Section 151 Officer has the authority to change the designation of earmarked reserves if it is determined that the funds are no longer required for the purpose for which the reserve was created and there is no further obligation to an external party who may have provided the initial funding held in the reserve.

60.5. **Emergency Expenditure**

60.5.1. The Council needs a procedure in place for meeting immediate needs if an emergency or disaster arises in the district.

60.5.2. The Chief Executive and the Section 151 Officer shall have authority to approve expenditure on items essential to meet immediate needs created by emergencies or disasters, subject to a subsequent report to Cabinet and/or Council depending on whether the expenditure can be met within the current budget framework.

60.5.3. The Leader or Deputy Leader (having received a report from Chief Executive and Section 151 Officer) shall have the power to incur expenditure essential to meet immediate needs created by emergencies or disasters which is not otherwise authorised, or where it is necessary in the Council's interest to settle legal proceedings.

60.6. **Supplementary Budget**

60.6.1. A supplementary budget is a budget through which changes are made in respect of receipts or payments or which either no provision is available or the provision available is inadequate in the current year's budget.

60.6.2. The Supplementary Budget is administered by the Section 151 Officer within guidelines set by Council. The supplementary thresholds below apply separately to the;

- General Fund Revenue,
- General Fund Capital,
- Housing Revenue Account Revenue; and
- Housing Revenue Account Capital

Supplementary Budget Threshold		
Approver	**Collective Threshold**	**Cumulative Threshold**
Head of Service and Strategic Director in consultation with the Portfolio Holder and Section 151 Officer	Up to £250,000	£250,000
Cabinet	£250,001 to £1 million	£1 million
Council	Over £1 million	-

61. Financial Accounting

61.1. Statement of Accounts

61.2. The Council has a statutory responsibility to prepare its own Statement of Accounts, which give a "true and fair view" of the financial position and transactions of the Council.

61.3. The Audit and Governance Committee is responsible for approving the statutory annual Statement of Accounts.

62. Risk Management and Control Of Resources

62.1. **Risk Management**

62.1.1. Risk is the chance or possibility of loss, damage, injury, or failure to achieve objectives caused by an unwanted or uncertain action or event.

62.1.2. Risk Management is the planned and systematic approach to the identification, evaluation, and control of risk.

62.1.3. The Audit and Governance Committee monitors the effective development and operation of Risk Management. It is the overall responsibility of Cabinet to approve the Risk Management Strategy, and to promote a culture of risk management awareness throughout the Council.

62.2. **Indemnities**

62.2.1. Officers must consult with the Section 151 Officer and Monitoring Officer on the terms of any indemnity that the Council is requested (or has offered) to give.

62.2.2. Ensure that credit arrangements such as loans and lease arrangements are not entered into without prior consultation with the Section 151 Officer. This is to protect the Council against entering unapproved credit arrangements that might adversely affect financial standing, to ensure that value for money is being obtained and to ensure the correct approval route is followed

62.3. **Internal Audit**

62.3.1. The Council is required to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, considering public sector internal auditing standards and guidance.

62.3.2. The Chief Executive must ensure that the Head of Internal Audit has direct access to and freedom to report in his or her own name and without fear or favour to the Chief Executive.

62.3.3. This includes the ability to meet the Chair of the Audit and Governance Committee alone and External Auditors to discuss significant concerns that they may have over the adequacy and effectiveness of internal controls and risk management activities.

62.4. **External Audit**

62.4.1. External Auditors are legally required to scrutinise the Council's statement of accounts, they must be satisfied that they give a "true and fair view" of the financial position and transactions of the Council (including any group financial statements where applicable) during the year and complies with all legal requirements.

62.4.2. It is the Section 151 Officers responsibility to ensure that external auditors are given access at all reasonable times to premises, human resources, documents, and assets that the external auditors consider necessary for the purposes of their work.

62.5. Preventing Fraud and Corruption

62.5.1. The Council will not tolerate fraud and corruption in the administration of its responsibilities, whether from inside or outside the Council.

62.5.2. The Council's expectation or propriety and accountability is that Members and Officers at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

63. Assets

63.1. Asset Registers

63.1.1. The Council holds assets in the form of property, vehicles, plant, software, equipment and other items. It is important that these assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations.

63.1.2. Finance is responsible for maintaining an asset register. An asset register for all fixed assets with a value of over £10,000 must therefore be maintained in accordance with good practice.

63.1.3. Service areas must maintain their own register of assets in terms of anything valued higher than £250 and for insurance purposes the Payables, Receivables and Insurance Manager should be consulted

63.2. **Asset Disposals**

63.2.1. Disposal of assets must be pursuant to the Asset Management Strategy.

63.2.2. Any asset that is proposed to be disposed of must be appropriately valued. Any disposal of an asset should seek to achieve best value for the Council.

63.2.3. Disposal of Land is considered a freehold sale or a long lease of 7 years or more.

63.2.4. An individual asset valued up to £75,000 can be authorised for disposal by the relevant Strategic Director in consultation with the affected ward Member(s) and Cabinet Member responsible for assets.

63.2.5. Any disposal of assets of £75,000 or over must be approved by Cabinet.

63.2.6. If an asset being disposed of is part of a wider asset disposal programme, then the cumulative value of the programme, rather than each individual asset, is the value that needs to be considered.

63.3. **Intellectual Property Rights**

63.3.1. Intellectual Property Rights is a generic term that includes inventions and writing. If these were created by the employee during employment, then, as a rule. They belong to the Council, not the employee.

63.3.2. Certain activities undertaken within the Council may give rise to items that may be patentable, for example, software development. These Items are collectively known as intellectual property rights.

64. Treasury Management, Banking And Petty Cash

64.1. All Council monies must be effectively managed in a way that balances risk and return, with overriding consideration given to the security of capital sums. The Council's Treasury Management Strategy must be approved annually by Council.

64.2. The Section 151 officer has responsibility for all banking arrangements and petty cash, ensuring these processes are managed appropriately with key responsibilities confined to a limited number of authorised individuals.

65. Financial Systems And Procedures

65.1. **General**

65.1.1. Sound systems and procedures are essential to an effective framework of financial accountability and control. The Section 151 Officer is responsible for the operation of the Council's accounting systems, the form of accounts and the supporting financial records. Any changes proposed to be made to the existing financial systems or the establishment of new systems must be approved by the Section 151 Officer before they are implemented.

65.2. **Income**

65.2.1. Income can be a vulnerable asset and effective income collections systems are necessary to ensure that all income due is identified, collected, receipted and banked properly. It is preferable to obtain income in advance of supplying goods or services as this improves the Council's cashflow and avoids the time and cost of administering debts.

65.2.2. The Section 151 Officer is responsible for agreeing the write off of bad debts (in consultation with the relevant Strategic Director/Head of Service) up to £15,000 in value in each case and refer sums more than this limit, but up to £100,000, to the Cabinet Member for Resources for approval. Individual sums to be written off that exceed £100,000 require Cabinet approval and over £1 million requires Full Council approval.

65.3. **Ordering and paying for work, goods and services**

65.3.1. Public money should be spent with demonstrable probity and in accordance with Council policies. Councils have a statutory duty to achieve best value, in part through economy and efficiency. Council procedures should help to ensure that services obtain value for money from their procurement arrangements. These procedures should be read in conjunction with the Council's Contract Procedure Rules.

65.3.2. Officers and Members engaged in contractual or procurement decisions on behalf of the Council have a responsibility to declare links or personal interests that they may have with purchasers, suppliers and/or contractors, in accordance with appropriate codes of conduct.

65.3.3. Purchase orders must conform to guidelines approved by Council for the procurement of goods, services, and suppliers. Standard terms and conditions must not be varied without the prior Section 151 officer approval.

65.3.4. Direct debits will require prior Section 151 Officer agreement, or a designated bank signatory, before any agreement is signed.

65.3.5. Purchasing card payments may be made by Officers pre-authorised by the Section 151 Officer and identified on the Authorised Signatory List. Spending limits will be set/approved by the Section 151 Officer.

65.3.6. Official orders must not be raised for personal or private purchases, nor must personal or private use be made of Council contracts.

65.4. **Payments to Officers and Members**

65.4.1. The Section 151 Officer is responsible for approving the system of payments of salaries and expenses to all staff, including payments for overtime, and for payment of allowances and expenses to Councillors.

65.5. **Taxation**

65.5.1. The Section 151 Officer is responsible for advising the Head of Paid Service, in light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the Council.

65.5.2. The Section 151 Officer is responsible for maintaining the Council's Tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

65.6. **Trading accounts and business units (excluding Local Authority Companies)**

65.6.1. Under proper accounting practices, Councils are required to keep trading accounts for services provided on a basis other than a straightforward recharge of cost in accordance with the Accounting Code of Practice. Not every trading account requires a separate company. These rules do not relate to companies running as separate legal entities and going concerns.

65.6.2. It is the responsibility of the Section 151 Officer to advise on the establishment and operation of trading account and business units.

66. External Arrangements

66.1. External funding (which is not excluded funding)

66.1.1. The source of external funding and the conditions upon which funding is offered need to be carefully considered to ensure that they are appropriate and compatible with the aims and objectives of the Council.

Approver	Threshold
Head of Service/Budget Holder	Less than £20,000
Strategic Director	£ 20,000 to £75,000
Section 151 Officer in consultation with Portfolio Holder	£ 75,001 to £250,000
Cabinet	£ 250,001 to £1 million
Council	Over £1 million

66.1.2. Officers, wherever possible and practical, should seek consent from Cabinet to accept/spend external funding over £250K, which is not excluded funding, before or at the time of applying for the funding (rather than awaiting the outcome of the funding application because there can be a tight timescale to accept/spend the funding upon notification of the award).

66.1.3. In the absence of pre-approval, if time allows, an extraordinary meeting of Cabinet must be called to accept or spend the funding.

66.1.4. If timelines for the receipt, or spending, of external funding, which is not excluded funding, are too short to call an extraordinary Cabinet meeting to seek Cabinet's consent, the Chair of Council and Chair of Overview and Scrutiny can be approached to seek their approval to receive, or to receive and spend, the external funding.

66.2. Excluded funding

66.2.1. The following categories of funding are excluded funding which can be accepted without Cabinet approval:

- Emergency grant funding from central government
- Statutory grant funding from central government
- Funding that supports capital schemes, or revenue budgets, already approved in the Capital Programme.
- Funding that has no net capital or revenue cost impact on the Council

66.2.2. The relevant Cabinet Member must be informed of the funding bid and acceptance of funding for all excluded funding.

66.3. Local Authority Companies

66.3.1. The Council has a group company structure. East Suffolk Holdings Limited (company number 12280262) is wholly owned by the Council.

66.3.2. East Suffolk Holdings Limited is the sole shareholder in four subsidiary companies:

- East Suffolk Services Limited (company number 14001825),
- East Suffolk Property Investments Limited (company number 12334865),
- East Suffolk Property Developments Limited (company number 12334993), and
- East Suffolk Constructions Services Limited (company number 12334919)

66.4. **Shareholder Reference Group**

66.4.1. A Shareholder Reference Group (SRG), as a committee of Cabinet, performs the Council's role as shareholder/owner of its group of companies and exercises the Council's rights under the Articles of each company and under the Shareholder Agreement, except for any rights reserved to Cabinet or Full Council.

66.4.2. The decisions of the SRG are subject to 'call in' by the Overview and Scrutiny Committee. Members of East Suffolk Council may attend meetings of the SRG and may ask questions with the permission of the person presiding.

66.4.3. The Shareholder Representative is the Chair of the SRG. They act as a two-way channel of communication between the Directors of the company and the SRG. The day-to-day operation of the companies is the responsibility of the Directors of the company.

66.5. **Freeport East**

66.5.1. Freeport East Limited was incorporated on 6 December 2022. ESC is a Member of Freeport East Limited (company number 14525587) with the right to appoint a Director.

66.5.2. East Suffolk is also the Accountable Body for Freeport East Limited. As the Accountable Body, ESC oversees the proper governance and administration of financial affairs within the Freeport.

CODES AND PROTOCOLS

67. Protocol for Member/Officer Relations

67.1. Introduction

67.1.1. This protocol provides guidance to Members and Officers about how they should interact with each other and outlines some of the appropriate conventions in place within the Council. It cannot cover every eventuality and is not intended to be prescriptive but offers guidance on some issues which commonly arise.

67.1.2. This protocol needs to be considered alongside the Codes of Conduct for Members and Officers. The aim of those codes is to enhance and maintain the integrity of local government with very high standards of personal conduct.

67.2. Key Points

67.2.1. The following key points underpin the Member/Officer working relationship:

a) Working relations between Members and Officers must be based on mutual trust and respect.

b) Officers must always remain politically neutral and must not offer advice of a political nature.

c) Officers have a duty to support all Members and provide them with the level of information they need to carry out their roles.

d) Officers will keep discussions with political groups and individual Members confidential unless the group or Member gives permission to discuss the matter with others.

e) Ward Members will be kept informed of relevant matters within their ward and are normally invited to attend public meetings organised by the Council in their ward.

f) Members have a right to access the information which they "need to know" to carry out their duties and responsibilities as a Member.

g) Members must understand and respect the competing pressures and workloads on Officers' time.

67.3. Definition of the Role of Members and Officers

67.3.1. Members and Officers are servants of the public. Members are responsible to the electorate and serve only so long as their term of office lasts.

67.3.2. For the effective conduct of Council business, there should be mutual respect and courtesy in all meetings and contacts (both formal and informal) between Members and Officers.

67.3.3. Any behaviour which could be viewed as conferring an advantage or disadvantage should be avoided, as should close personal familiarity between Members and Officers, which could undermine public confidence in the Council.

67.4. Members

67.4.1. Members are accountable to and serve the electorate of East Suffolk who determine, every four years, the people they wish to represent them on the Council.

67.4.2. Members, as politicians, may express the values and aspirations of their party-political groups but they must recognise that in their role as Members they have a duty to always act in the public interest.

67.4.3. Members may have several roles within the Council and on external bodies or organisations and need to be alert to the possible conflicts of interest that may arise. Members should always be aware that the role they are performing may impact upon the nature of their relationship with Officers and the expectations that Officers may have of them.

67.4.4. Members are mainly responsible for:

a) the political direction and leadership of the Council

b) determining policies, plans and strategies

c) implementing those policies, plans and strategies
d) discharging the Council's regulatory functions
e) monitoring and reviewing, primarily through the Cabinet and Scrutiny functions, the Council's performance in implementing its policies, plans and strategies and delivering its services
f) participating in partnership working
g) representing the Council on national regional and local bodies and organisations
h) representing the views of their communities and individual constituents

67.4.5. Some Members will have additional responsibilities relating to their Membership (and/or Chairmanship) of the Cabinet, Scrutiny Committees/Panels or other committees and subcommittees. These roles may require different relationships with certain Officers.

67.4.6. Officers can expect Members:

a) to act within the policies, practices, processes and conventions established by the Council
b) to work constructively in partnership with Officers acknowledging their separate and distinct roles and responsibilities
c) to understand and support the respective roles and responsibilities of Officers and their workloads, pressures, scope of powers and management structures
d) to give political leadership and direction and to seek to further the Council's agreed policies and objectives with the understanding that, subject to the Scheme of Delegation to Officers and the Council's core objectives in decision making, Members have the right to take the final decision on issues
e) to consider the advice given by Officers
f) to treat them fairly and with respect, dignity and courtesy
g) to act with integrity, give support and respect appropriate confidentiality
h) to recognise that Officers work to the instructions of their senior Officers and not to individual Members;
i) not to subject them to intimidation, harassment, or put them under undue pressure
j) have regard to the seniority of Officers in determining what are reasonable requests, taking in to account the relationship between the Member and Officer, and the potential vulnerability of Officers, particularly at junior levels
k) not to knowingly request them to exercise discretion which involves acting outside the Council's policies and procedures
l) not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the Council or in their role as a Member without proper and lawful authority
m) not to use their position or relationship with Officers to advance their personal interest or those of others or to influence decisions improperly
n) to always comply with the Members' Code of Conduct, the law, the Constitution and other policies, procedures, protocols and conventions agreed by the Council
o) Not to criticize staff or specific Officers publicly, whilst recognizing that Members may wish publicly to criticize the activities of the Council or specific decisions of the Council.

p) To avoid inappropriate involvement in day to day managerial and operational decisions which are matters for Officers.

67.5. Officers

67.5.1. Officers are employed by and are responsible to the Council.

67.5.2. The primary role of Officers is to advise, inform and support all Members and to implement the lawfully agreed policies of the Council.

67.5.3. Officers are responsible for day to day managerial and operational decisions within the Council.

67.5.4. In performing their role Officers will act professionally, impartially and with political neutrality. Whilst Officers will report a Member's view on an issue, the Officer should not be influenced or pressured to make comments, or recommendations which are contrary to his professional judgement or views.

67.5.5. Officers should:

a) work in partnership with Members in an impartial and professional manner
b) implement decisions of the Council and its subordinate bodies which are lawful, have been properly approved in accordance with the requirements of the law and the Constitution, and are duly recorded
c) assist and advise all parts of the Council. Officers must always act to the best of their abilities in the best interests of the Council as expressed in the Council's formal decisions
d) respond to enquiries and complaints in accordance with the Council's standards
e) be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Members, the media or other sections of the public
f) always to act with integrity, honesty, respect, dignity and courtesy
g) provide support and learning and development opportunities for Members to help them in performing their various roles
h) not use their relationship with Members to advance their personal interests or to influence decisions improperly
i) always comply, with the Officer Code of Conduct, and such other policies or procedures approved by the Council
j) not publicly criticize any Member of the Council, the Council itself, or its decisions.

67.5.6. Officers do not have to support Members in any role other than that of Member and will not engage in actions incompatible with this protocol. Officers cannot get involved in political activities.

67.6. Officer Advice to Party Groups

67.6.1. Officers cannot be instructed to attend party political group meetings or write reports for such meetings. Any requests for advice or attendance shall be directed through the Group Leaders or Chair for the relevant Committee or the Cabinet Member concerned.

67.6.2. The request shall be made to the Chief Executive or relevant Strategic Director, or in their absence to the next appropriate Officer. An Officer accepting an invitation to one group or individual will not decline an invitation to advise another group or individual on the same subject. Any request received and advice given shall be the subject of strict confidentiality, unless agreed otherwise.

67.7. Political Group Support Officers

67.8. Section 9 of the Local Government and Housing Act, 1989 gives councils a power to appoint political group support officers to qualifying political groups. Whilst the Act allows the political affiliation of an individual to be taken into account in the appointment of any political group support officers, they remain officers of the Council and must therefore not undertake any activity, which may be deemed unlawful. In this context, it should be realised that officer support to the political groups is in the context of their role in the discharge of Council business and although it may require liaison with political parties, at both local and national level, should not be used in promoting the views of an individual political party or undertaking campaigning or other party political business.

67.9. Political group support officers hold politically restricted posts and therefore also face restrictions on their personal political activity.

67.10. Briefings for Cabinet and Committees

67.10.1. The principles outlined above do not obviate the necessity for regular contact on matters affecting the Council between Senior Officers and the leaders of political groups, or on matters affecting Cabinet Members' responsibilities or those of committee Chairmen.

67.10.2. It is recognised that groups may wish to give preliminary consideration to matters of Council business in advance of such matters being considered by the relevant decision-making body. Political groups may at their own discretion decide to engage jointly in such deliberations. Officers may be called upon to support and contribute to such deliberations, provided they maintain a stance of political neutrality.

67.10.3. Support includes briefings for the Cabinet and committees, and briefings for Members related to their individual role, e.g. Cabinet Member or Scrutiny Chairman. Officers should be asked to give advice on Council business only, and not on matters which are of a party-political nature. Support and advice on Council business is available to all political groups.

67.10.4. Usually, only the Chief Executive, Strategic Directors, Heads of Service or Managers may be asked to provide the support outlined in paragraphs 3 and 4. Requests for attendance should be made in sufficient time to allow proper preparation.

67.10.5. Due consideration will be given to the timing of meetings to avoid onerous demands being made on Officers. The time spent advising a group or individual will be reasonable, given the demands on the time of all concerned.

67.11. Support Services for Members

67.11.1. The role of Officers is to assist Members in discharging their role as Members of the Council. Officers must not be used in connection with party political campaigning or for private purposes. Council resources (e.g. Member services, stationery, photocopying) may only be used for Council business or where such use is conducive or incidental to that role.

67.12. Members' Access to Information

67.12.1. All political groups are equally entitled to request copies of background information underpinning decisions including essential financial information. All such requests and the replies shall remain confidential to that Party, although Parties may at their discretion choose to share that information between Political Groups.

67.12.2. Members are reminded of the need to consider whether such information is likely to fall within the categories of Confidential or Exempt Information (as defined in this Constitution) and to treat it accordingly. Release of information to Members will be subject to the laws on confidentiality and disclosure of information and the Code of Conduct.

67.12.3. The common law right of Members is based on the principle that any Member has a right to inspect Council documents so far as their access to the documents is reasonably necessary to enable them to properly perform their duties as a Member of the Council. This is referred to as the "need to know" principle.

67.12.4. The exercise of this common law right depends upon the Member's ability to demonstrate that they have the necessary "need to know". A Member has no right to a "roving commission" to go and examine documents of the Council.

67.12.5. The question must initially be determined by the Chief Officer whose team holds the documents in question, with advice from the Head of Legal and Democratic Services. If the Chief Officer refuses to supply the information requested by the Member, the Member may refer the matter to the Monitoring Officer who will review the decision.

67.12.6. In some circumstances (e.g. a committee Member wishing to inspect documents relating to the functions of that committee), a Member's need to know will normally be presumed. In other circumstances (e.g. a Member wishing to inspect documents which contain personal information about third parties), a Member will normally be expected to justify the request in specific terms and may be required to do so in writing.

67.12.7. Draft Council, Cabinet, committee or sub-committee reports and working papers will be considered as work in progress and so may not be requested under these rules.

67.13. Reports

67.13.1. The Chief Executive, Strategic Directors and Heads of Service may initiate reports on any matter where they believe the Council, Cabinet, committee or sub-committee should make a decision or should be informed.

67.13.2. Where such a report affects another service, the appropriate Strategic Director and Head of Service must be consulted. The appropriate Cabinet Member shall be consulted prior to the publication of a Cabinet report which concerns their Portfolio. Reports shall communicate all relevant information and professional opinions, together with appropriate recommendations. The Cabinet Member may make suggestions as to the content and timing of the report.

67.14. Scrutiny Committee

67.14.1. Scrutiny Committee may require Senior Officers and Members to attend and provide any information required to answer questions (other than those which they would be entitled to refuse to answer in a court of law). Detailed provisions are contained within the Scrutiny Procedure Rules.

67.15. Ward Members

67.15.1. It is recognised that because of the workload of both Members and Officers, it is impractical for Ward Members to be advised of everything that is happening within the Council which affects their ward. However, the Ward Members (and, where appropriate, neighbouring Ward Members) should be kept informed and consulted on significant matters affecting their Ward (other than planning applications which can be accessed via the Planning Portal). Officers will need to exercise their judgement in deciding which matters are “significant” in this context. In exercising this judgement, Officers will take into account the significance, publicity value or contentiousness of the issues. Where matters contained in reports to the Cabinet or a committee or sub-committee are considered to be of particular relevance to a single ward or identifiable group of wards, those wards will be identified in the report. In the case of public meetings in a particular locality, Ward Members will normally be invited to attend and can expect to be consulted on any form of consultation exercise on local issues.

67.15.2. So far as decision making is concerned, Members remain accountable to the whole electorate of the District and must make decisions on matters which come before them which balance the interests of the electorate as a whole.

67.16. Ward Members

67.16.1. Where an Officer copies correspondence addressed from one Member to another, it should be made clear to the originator and should not be sent to any Member of another group without the originator's consent.

67.16.2. Members' correspondence with Chief Officers should not be copied to Cabinet Members or Scrutiny Committee Chair unless the originating Member consents.

67.16.3. Official letters from the Council should normally be sent out in the name of the appropriate Officer, rather than a Member. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) to address correspondence in the name of the Member, but this is the exception rather than the rule. Letters which create obligations or give instructions must not be sent out in the name of a Member.

67.16.4. Any Members who receive correspondence in their capacity as Cabinet Members shall respond to the correspondence in their official capacity only. Such correspondence shall be copied to the Leader of the Council except when doing so would constitute a breach of professional confidence.

67.17. Media Management

67.17.1. All press releases will be written by the Council's Communications Team and should be approved by the relevant Cabinet Member or by the chairman and vice-chairman of the appropriate committee / sub-committee before issue. If the relevant Cabinet Member is not available, the Leader or Deputy Leader of the Council should be consulted. If neither the chairman nor vice-chairman of a committee is available, a representative of his / her group, nominated by the Leader or Deputy Leader of the group, should be consulted.

67.17.2. All local government publicity material must comply with the Local Government Act 1986 and the Code of Recommended Practice on Local Authority Publicity. The Communications Team should be contacted with any queries in this respect. Specific guidelines in the Code apply to election period and particular care must be taken at this time.

67.17.3. Approaches for information from the press which relate exclusively to matters of fact should be dealt with by the Council's Communications Team. Where approaches from the media relate to political matters or political controversy, the media should be directed, in seeking comments, to the Leader of the Council or relevant Cabinet Member (in relation to executive functions) and to the chairman of the relevant committee or, if they are not available, the vice-chairman (in the case of Scrutiny, and regulatory committees). It is recognised that the Communications Team will have to exercise their judgement in assessing whether a matter is or is likely to be the subject of political controversy.

67.17.4. Council publicity should not be used to publicise individual Members, except where they are acting to represent the Council as a whole

67.18. Ceremonial Events

67.18.1. Ceremonial events would normally be attended by the Chairman or Vice-Chairman of the Council, unless they relate specifically to initiatives led by the Cabinet or a particular committee, in which case the Cabinet Member, Chairman or Deputy Chairman of that Committee would attend.

67.18.2. In addition, local Members should be informed and, where possible and appropriate, invited to participate.

67.19. **Inspection of lands, premises, etc.**

67.19.1. A Member shall not, unless authorised to do so by the Council or the relevant committee or the head of the relevant department, inspect any lands, premises, or works which the Council have a right or duty to inspect.

67.19.2. A Member shall not issue any order with regard to any matter under the jurisdiction of the Council or as regards any works which are being carried out by or on behalf of the Council or give any instructions to any employee of the Council.

67.20. **Complaints**

67.20.1. Where a Member's conduct is considered inappropriate, contact should be made in the first instance with the Chief Executive or Monitoring Officer.

67.20.2. If it is a matter of party discipline, then the matter will be investigated by the party itself, otherwise such matters will be investigated by the Chief Executive or Monitoring Officer or a person duly authorised by them. In serious cases, or case where it appears that a Member may have breached the Code of Conduct, a written complaint may be made to the Monitoring Officer.

67.20.3. A written complaint about the conduct of a Member of this Council (or about a Member of one of the Town or Parish Councils of the district) may be made to the Monitoring Officer using the form on the Council's website;

67.20.4. Whilst this Protocol gives guidance only to Members on the most frequently encountered issues, a breach of the guidance may be regarded as bringing the Protocol and the Council into disrepute

67.20.5. For the purposes of the Protocol, a Chief Officer includes the Chief Executive, Strategic Directors and Head of Service.

67.20.6. Matters relating to Officer conduct will be dealt with solely by the Head of Paid Service and or their nominated Officer.

68. Officer Code of Conduct

68.1. Introduction

68.1.1. The public is entitled to demand and expect that local government employees will conduct themselves at the highest standard and with complete integrity. Officers are expected to demonstrate political neutrality when dealing with members of the public or elected Councillors.

68.1.2. This code has been drawn up to help employees of the Council to understand what is expected of them. Observance of this code will help to maintain and improve standards and protect employees from misunderstanding or criticism.

68.1.3. The code is based on a model produced, after consultation, by the local authority associations and the former Local Government Management Board. A copy of this code is made available to every employee of the Council.

68.1.4. Clearly, some provisions will be more relevant to individuals than others - and will depend on an employee's particular job. If Officers require further advice, assistance or clarification of any information contained within this code, please refer to your manager, or contact the HR team or the Monitoring Officer.

68.1.5. The code recognises the challenges that Officers face in an increasingly commercially orientated environment (e.g. local authority companies, trusts, joint partnership ventures etc.). There has always been a demand for transparency in local government and so ensuring that all Officers are aware of, and adhere to, this code helps to maintain and promote high standards of conduct.

68.2. **Standards**

68.2.1. Officers are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to Councillors and fellow employees with impartiality.

68.2.2. Officers will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any concerns that they have about the provision of services.

68.2.3. Officers should report to their manager any improper action or breach of procedure. Please see the Whistle Blowing Policy for assistance on how to raise matters which are of concern.

68.3. **Disclosure of information**

68.3.1. A great deal of information is now available to the public and most reports produced for Councillors are in the public domain unless there are good reasons for keeping them confidential.

68.3.2. The Council also has to comply with the Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations 2004(EIR). However, Officers must take care not to disclose confidential information and should seek guidance from their manager if in doubt about any item. FOI/EIR requests are co-ordinated by the Audit

Team, although service teams will be expected to provide information to enable the requests to be responded to.

68.3.3. Officers should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Any particular information received by an employee from a Councillor which is personal to that Councillor and does not belong to the Council should not be disclosed by the employee without the prior approval of that Councillor, except where such disclosure is required or sanctioned by the law.

68.3.4. The General Data Protection Regulation (GDPR) has six key principles:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimization
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)

68.3.5. Further details of the 6 principles are included at Appendix A to this document. Information about the GDPR can be found on the Council's intranet (Sharepoint).

68.4. **Political neutrality**

68.4.1. Officers serve the Council as a whole and may be required to advise political groups. In doing so they must not compromise their own political neutrality and must serve all groups equally. The individual rights of all Councillors must be respected.

68.4.2. Officers are, of course, entitled to maintain their own political views but must not allow these views to impact on the work they do. In some cases posts will be "politically restricted".

68.4.3. The Council is required to maintain a list of posts that are subject to restriction on political activity and this list is available from the HR team.

68.5. **Conduct of staff in pre-election period**

68.5.1. Prior to any election there will be a "pre-election period" (PEP) which is notified to all Officers of the Council.

68.5.2. There is a need for employees to be on their guard against political partiality in PEPs. In this connection political slogans should not be displayed as part of Officers' official duties.

68.6. **Relationships**

68.6.1. No special favour may be shown to friends, partners, and relatives or to current or former employees. Officers must disclose to their manager all personal relationships, whether of a business or private nature, which might have the potential to bring about a conflict of interest between their work and those with whom they have a personal relationship.

68.6.2. Examples of personal relationships which may give rise to conflicts of interest in the workplace include:

- a family relationship;
- a business/commercial/financial relationship;
- a close personal friendship;

68.6.3. However, personal relationships are not restricted to these examples and if Officers are concerned about a potential conflict of interest, they should discuss this with their manager.

68.7. **Councillors**

68.7.1. Officers are responsible to the Council through the Corporate Leadership Team (CLT). For some, their role is to give advice to Councillors and senior managers and all are there to carry out the Council's work. Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual Councillors can damage the relationship and prove embarrassing to other Officers and Councillors and should, wherever reasonable and possible, be avoided.

68.8. The local communities and service users

68.8.1. Officers should always remember their responsibilities to the communities they serve and ensure courteous, efficient and impartial service delivery to all within those communities, as set out in the policies of the Council. The Council has published customer access standards and all Officers are expected to meet these objectives as a minimum when dealing with local communities and service users.

68.9. **Contractors**

68.9.1. All relationships of a business or private nature with external contractors, potential contractors, agency staff, consultants or co-opted Members should be made known, in writing, to your manager. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favours should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

68.9.2. Officers who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, must declare that relationship in writing to their manager.

68.10. **Appointments and other employment matters**

68.10.1. Officers involved in appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant or have a close personal relationship outside work with them.

68.10.2. Similarly, Officers should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner etc. or with whom they have (or have had) a personal relationship.

68.10.3. The Council has detailed procedures for managing staff which must be followed in all cases relating to supervision or recruitment. These are available on the Council's intranet. The HR team is available to offer assistance and advice on such matters.

68.11. **Criminal Convictions**

68.11.1. If an Officer receives any type of criminal conviction (including driving offences that lead to points on licences) during the course of their employment with the Council, it is their duty to disclose the matter to their manager. The manager, in liaison with the HR Team, will make a decision as to whether this impacts on their employment. Failure to disclose a criminal conviction may lead to disciplinary action being taken against the employee.

68.12. **Outside employment**

68.12.1. Some Officers have conditions of service which require them to obtain written consent to take on any other outside employment. All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the Council's interests, and/or which has not been the subject of written consent. Please speak with your manager or HR about any other employment activity and before you make any decisions on the matter.

68.12.2. An Officer's off-duty hours are their personal concern but there needs to be realisation that some actions could impact upon the authority. Employees should not subordinate their work duty to private interests and put themselves in a position where duty and private interests conflict.

68.12.3. The Council will not preclude Officers from undertaking additional employment, but any such employment must not, in the view of the Council, conflict with or react detrimentally to the Council's interests, or in any way weaken public confidence in the conduct of its business.

68.12.4. Officers above Scale Point 23 shall devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.

68.12.5. Employment outside of East Suffolk Council must be declared and approved. Such declarations must be made on the 'Officer declarations of interests, outside employment, gifts or hospitality' form on DASH forms/Sharepoint within 28 days of starting employment with East Suffolk Council and within 28 days of any relevant change in circumstances thereafter.

68.13. **Intellectual Property**

68.13.1. This is a generic term that includes inventions, creative writings and drawings. If these are created by an Officer during the course of their employment then, as a general rule, they belong to the employer. Inventions are the property of the employer if:

- They have been made in the course of the employee's normal duties; or
- They have been made in the course of duties specifically assigned to the employee and where invention might be reasonably expected; or
- They have been made in the course of the employee's duties and at the time the employee had a special obligation to further the interests of the employers (because of the nature of their duties and particular responsibilities arising from them).

68.14. **Personal interests**

68.14.1. The Council is responsible for spending public money and must therefore ensure that everything is seen to be done in an impartial and transparent way. The system outlined below is designed to protect both Officers and the Council from any false accusation of bias or corruption.

68.14.2. Officers are required to declare an interest if they are involved in anything outside of work which could lead to a situation where they might reasonably be influenced to make a decision or to take an action at work which is not in the Council's best interests, or which shows favouritism to a certain person or body.

(a) **Non-financial interests**

68.14.3. Officers must declare to their manager any non-financial interests that they have, such as directorships of companies, trusteeships, governorships, voluntary roles (e.g. secretary, treasurer, coach) or positions of management or control in other organisations (e.g. clubs, societies, associations, charities), or any family connections with other businesses or organisations that may do business with the Council.

68.14.4. Such declarations must be made on the 'Officer declarations of interests, outside employment, gifts or hospitality' form on DASH on Sharepoint within 28 days of starting employment with East Suffolk Council and within 28 days of any relevant change in circumstances thereafter.

(b) **Financial interests**

68.14.5. Officers must declare to their manager any financial interests which they have such as directorships, trusteeships, partnerships, or family connections with other businesses or organisations that may do business with the Council and from which they gain income or other material benefit.

68.14.6. Such declarations should be made on the declaration of interests form which can be found on the Council's intranet, including a "nil" return.

(c) **Membership of organisations not open to the public**

68.14.7. Officers should declare to their manager membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct (e.g. Freemasons, some friendly societies etc.). Such declarations must be made on the 'Officer declarations of interests, outside employment, gifts or hospitality' form on DASH on Sharepoint within 28 days of starting employment with East Suffolk Council and within 28 days of any relevant change in circumstances thereafter.

68.14.8. The form should be completed as soon as possible after an Officer realises that they have an interest and no later than 28 days after they become aware of it. Failure to disclose such interests may lead to disciplinary action being taken against the Officer.

68.14.9. If an Officer has no interests to declare, they must submit a "Nil" return on the 'Officer declarations of interests, outside employment, gifts or hospitality' form on DASH/Sharepoint within 28 days of starting employment with East Suffolk Council. Any notifiable change in circumstances thereafter, must be declared on the 'Officer declarations of interests, outside employment, gifts or hospitality' form within 28 days of the change in circumstances..

68.15. **Equality issues**

68.15.1. All Officers should ensure that policies relating to equality issues as agreed by the Council are complied with in addition to the requirements of the law. All members of the local community, customers, job applicants and employees have a right to be treated with fairness and equity. In particular, employees must comply with all of the Council's policies, practices and procedures relating to the Equalities Act 2010.

68.15.2. In situations such as the requirement to give an interview under caution an Officer should not be treated any less favourably than a member of the public in a similar situation.

68.16. Separation of roles during tendering

68.16.1. Officers involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the Council. All Officers who have both a client and contractor responsibility must be aware of the need for accountability and openness.

68.16.2. Officers in contractor or client units must exercise and display fairness and impartiality when dealing with all customers, suppliers, tenderers, other contractors and sub-contractors.

68.16.3. Officers who are privy to confidential information on tenders or costs for either internal or external contractors must not disclose that information to any party or organisation which is not entitled to it.

68.16.4. Officers who may be contemplating a management buyout or may be considering tendering for any work usually delivered by the Council should, as soon as they have formed a definite intent, inform their manager and withdraw from the contract awarding processes.

68.16.5. Officers should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

68.16.6. Officers must fully comply with the Council's Procedure Rules, Financial Procedure Rules and Contract Procedure Rules.

68.16.7. The rules around these areas are designed to protect the employee as much as the Council.

68.17. **Corruption**

68.17.1. Corruption would include receiving or giving any payment, gift (other than a gift of a nominal value), hospitality, or any other benefit from any person or organisation who a member of staff deals with in their work, irrespective of what it is in respect of, including tips, and payment for additional 'private work'. It is also irrelevant whether any benefits are directly to an Officer or to the Officer's family or friends.

68.17.2. Any case of suspected corruption will be fully investigated and any proven cases will be treated as gross misconduct and criminal prosecutions undertaken.

68.18. **Use of financial resources**

68.18.1. Officers must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Council.

68.19. **Hospitality, gifts and sponsorship**

68.19.1. Not all offers of gifts and hospitality to Officers of the Council will be made in good faith, for example suppliers may be trying to influence the award of contracts. To protect both Officers and the Council from any accusations of favouritism, all offers need to be considered carefully and decisions recorded.

National Guidance

68.19.2. The NJC for Local Government Services states at 2.1 on official conduct employees will maintain conduct of the highest standard such that public confidence in their integrity is sustained.

68.19.3. There will be occasions when Officers are unsure whether they should accept gifts or offers of hospitality from clients or contractors. The following notes are intended to help staff make the right decision.

68.19.4. Officers must be aware that the offering and acceptance of gifts could result in criminal proceedings (under the Bribery Act 2010). It is obviously wrong for an Officer to accept inducements for personal gain in exchange for treating a client or

contractor favourably. On the other hand, it would be churlish to refuse minor items which are of only nominal value.

Gifts

68.19.5. Officers should refuse gifts made to them personally, or to a family member, by a person or organisation which has, or seeks, dealings with the authority. Excepted from this rule are minor promotional gifts distributed to a wide range of people and not uniquely to one Officer (e.g. pens, calendars, diaries etc. given usually at Christmas time for use in the office) of up to £20 in value, or gifts given in thanks for good service, such as a box of chocolates, plant or flowers up to the value of £20. All gifts above this value should be refused. Where it is felt that this will cause embarrassment, Officers should explain to the donor that they are not able to accept such gifts, and thank the donor for their kindness, nonetheless. If received by post, Officers should return the gift to the donor with a polite email making it clear that no individual has gained personal advantage from the gift.

68.19.6. If you are in any doubt you should seek advice from your manager.

Hospitality

68.19.7. Invitations to lunch or some other function from a person or organisation which has or is seeking dealings with the Council must be treated with care. A modest working lunch to discuss business or attendance at a reception or promotion which is proportionate and not extravagant, and which has been approved by an Officer's manager is acceptable.

68.19.8. Examples of offers which must be refused include:

- an overnight stay at a hotel,
- holidays or hotel accommodation,
- theatre tickets,
- membership of clubs,
- regular or frequent acceptance of corporate hospitality, particularly from the same source,
- hospitality in the immediate period before tenders are invited or during the tender process,
- hospitality unconnected to work, even if the hospitality is taken in the Officer's own time,
- hospitality which the Officer or their manager thinks is lavish, extravagant or excessive, even if the hospitality is taken in the Officer's own time.

68.19.9. If Officers are aware that hospitality will be offered at a meeting or event, they should discuss it with their manager beforehand, and if approved, make the necessary declaration prior to attending. Otherwise, all offers of hospitality should be declared as soon as possible after the event.

68.19.10. If Officers are in any doubt, they should seek advice and approval from their manager.

68.20. **Register**

68.20.1. All offers of gifts and / or hospitality must be recorded on a form which can be found on the Council's intranet. The form requires that the date of any offers of gifts/hospitality must be included, together with the financial value of it, and the name of the donor. Also, the reasons for acceptance of any gift or hospitality must be included on the form. The form must be approved by an Officer's manager and in the case of the Chief Executive Officer, by the Monitoring Officer.

68.21. **Public Meetings**

68.21.1. Invitations to attend public meetings in an official capacity should only be accepted where attendance by an Officer is considered appropriate by the Strategic Director or Head of Service. However, attendance should be restricted to meetings which are:

- clearly not part of any party-political activity
- manifestly open to all

68.22. Breach of this Code of Conduct

68.22.1. Breach of this Code may amount lead to disciplinary proceedings being brought against the Officer concerned.

69. Data Protection Principles (Appendix A)

69.1.1. The General Data Protection Regulation and Data Protection Act 2018 set out six key principles.

69.1.2. Personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals ('**lawfulness, fairness and transparency**');
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('**purpose limitation**');
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('**data minimisation'**);
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('**accuracy**');
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('**storage limitation**');
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against

accidental loss, destruction or damage, using appropriate technical or organisational measures (‘**integrity and confidentiality**’).



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.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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.
Contracts	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)

Subject	Description
	which has not been fully discharged.
Land and Property	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 theirr 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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	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.
Securities	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

MEMBERS SCHEME OF ALLOWANCES

All Councils are required to form a scheme of allowances that:

- Determines how much individual Members receive for being a Councillor (the Basic Allowance).
- Determines how much those Members who have additional responsibilities should receive (Special Responsibility Allowances).
- Determines the circumstances under which Members may claim expenses for costs they have incurred because they are a Member.

The Council must set the scheme in accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003. The scheme has been produced on the recommendation of an Independent Remuneration Panel, a group of individuals who are entirely separate from the Council who have considered how much Members should receive.

This scheme was approved by East Suffolk Council on 22 January 2025 and came into effect on 1 April 2025, and as required by the Regulations, will be subject to annual review.

70. Basic and Special Responsibility Allowances

70.1. A Basic Allowance of £9,379.00 is payable to all Councillors. This is paid monthly and no claim is required. This payment is intended to include all expenses and costs Councillors incur that fall outside the scope of the expenses scheme (see below), including costs of stationery, printing, home energy and internet costs. In addition to the Basic Allowance, Members are offered a laptop and sundries (keyboard, mouse, mobile phone etc.) The Basic Allowance is also meant to recompense time spent at training and briefing sessions.

70.2. In addition, Special Responsibility Allowances are payable to those Councillors holding the offices set out in the Table below. These are paid monthly and no claims are required.

70.3. Basic and Special Responsibility Allowances accrue on a daily basis and are payable from the date on which the Councillor takes office and will cease on the date on which the office ceases.

70.4. These Allowances count as earnings for Income Tax and National Insurance and the appropriate deductions will be made.

70.5. Members' Allowances are linked to Officers' pay/allowances, so that any annual pay/allowances increase applied to Officers' pay/allowances will be similarly applied to Members' Allowances. (Note: In some years, Officer pay increases have been expressed as a percentage whilst in other years, Officers have been awarded a lump sum, in this latter instance, the percentage increase in Officer allowances is used for the percentage increase in Members' Allowances.)

70.6. Up to two Special Responsibility Allowances will be paid to each Member – 100% of the highest eligible allowance and 25% of the second highest allowance provided the second allowance does not relate to a position on the same Committee. For example, the Chair of Licensing cannot also receive an allowance for being a Member of the Licensing Committee.

Table of Member Allowances	**Amount (rounded up)**
Basic Allowance	£9,379.00
Chair of the Council	£11,273.75
Vice-Chair of the Council	£3,939.18
Leader of the Council	£23,447.50
Deputy Leader of the Council	£15,662.93
Leaders of Opposition Parties/Groups (based on minimum of 3 in Opposition Party/Group: Leader Allowance ÷ 55 x number in Party/Group)	£426.32 per Councillor
Cabinet Members	£9,097.63
Assistant Cabinet Members	£6,283.93
Planning Committee Chair (N) and (S)	£8,065.94
Licensing Committee Chair	£8,065.94
Planning Committee Vice-Chair (N) and (S)	£3,939.18
Licensing Committee Vice Chair	£3,939.18
Overview & Scrutiny and Audit & Governance Committee Chair	£6,283.93
Overview & Scrutiny and Audit & Governance Committee Vice-Chair	£3,095.07
Community Partnership Chair	£3,095.07
Planning Committee Members (N) and (S)	£1,969.59
Licensing Committee Members	£1,969.59
Overview and Scrutiny Committee Members	£1,406.85
Audit and Governance Committee Members	£937.90

71. Travelling and Subsistence Allowances for Members and Independent Persons

71.1. Travelling and subsistence allowances may be claimed by Councillors, Co-opted Members and Independent Persons to reimburse expenses that they have necessarily incurred in the performance of an approved duty.

71.2. The current rates of these Allowances are shown below, in Section 3.

71.3. The definition of an approved duty for this purpose is shown below in Section 8. All formal meetings of the Council, Cabinet and Committees are so approved. Any travel that is out of the district eg overseas or for long distances needs to be approved in advance by the Head of Legal and Democratic Services.

72. Travelling Allowances

72.1. When claiming mileage or other travel costs, copies of tickets or receipts etc are required when making a claim. Once copies of the tickets or receipts have been loaded onto Oracle whilst making a claim and the claim has been approved, they can be disposed of.

72.2. Members living inside the district should claim expenses from their home, or the starting point of their journey, whichever is the closest. Where a Member lives outside the district the nearest border should be agreed with them by the Head of Legal and Democratic Services, which would then become their notional base for travel purposes from which claims from their "home" may be made.

72.3. Members should, when possible, seek to use alternatives such as walking, cycling, public transport or car sharing instead of personal car journeys to support the Council in reducing the environmental impact of its activities.

72.4. Any other forms of transport or arrangements that do not fall within the scope above should be notified to the Head of Legal and Democratic Services to consider for pre-approval. Wherever possible, where public transport or alternative transport is being used, then the Member or Council (on their behalf) should seek to pre-purchase tickets to ensure best value.

72.5. Where Members are undertaking official duties, claims for travel allowances will be paid at the following rate:

Method of Travel	**Payments**
Travelling by car or van: If providing transport to another Member or council employee to attend the same event	45 pence per mile An additional 5 pence per mile per passenger Evidenced by fuel receipt.
Travelling by motorcycle / moped	24 pence per mile
Travelling by bicycle	20 pence per mile
Public transport	Standard fare incurred; Members are expected to use any discount / concessionary fare entitlements. Evidenced by receipt.
Taxis	Actual fare, as evidenced by receipt; this should normally be pre-approved by the Head of Legal and Democratic Services and only in exceptional circumstances. Includes any reasonable gratuity paid.
Car parking and toll fares	Actual fee / fare incurred, as evidenced by ticket / receipt / statement

Travel overseas etc	Permission would need to be sought from the Head of Legal and Democratic Services before any tickets were purchased

73. Subsistence Allowances

73.1. No subsistence will be paid for breakfast, lunch or tea. However, an evening meal allowance will be paid where purchased outside of the District for the actual cost of an evening meal up to a maximum of £25.00 on the production of a receipt where an overnight stay is required. An evening meal allowance will only be paid on the production of a receipt. No further overnight subsistence allowances will be payable.

73.2. The booking of Conferences, accommodation and travel arrangements for Members which have been approved will continue to be coordinated by Council Officers, where possible, to maximise any discounts that can be achieved.

74. Dependent Carers' Allowances

74.1. These allowances are available for Councillors to claim, if they need assistance with the costs of care for their dependents, that are incurred in order to undertake their Council work which may include attending meetings in person or online, dealing with emails or constituents.

74.2. The Allowance for Specialist Care of Dependents, in circumstances previously approved by the Council's Head of Legal and Democratic Services, is set at a maximum of £30.00 per hour, per carer/nurse, for actual costs incurred.

74.3. The Allowance for Child Care is payable in circumstances previously approved by the Council's Head of Legal and Democratic Services, is set at a maximum of £15 per hour, unless provided free of charge under a government scheme, for actual costs incurred.

74.4. Payment of these allowances is subject to the production of a receipt and should not be provided by a family member, from the same household. Payment made on the production of receipts.

75. Co-opted Members of the Council

75.1. Co-optees are external people who are appointed to a Committee due to their extensive knowledge, skills or experience in a specific subject.

75.2. Co-opted Members are to be paid an amount per meeting that they attend. This will be the Basic Allowance multiplied by 1.75%, which is £164.13 per meeting attended. No retainer will be paid.

76. Additional notes

76.1. Basic and Special Responsibility Allowances and Co-optee Allowances are subject to Income Tax under the PAYE system and to National Insurance deductions.

76.2. HMRC may consider claims for tax relief for expenses incurred as a Councillor or Co-optee and may require reasonable proof of those expenses. For further information please visit the HMRC website.

76.3. National Insurance contributions will be deducted when the Allowances payable in any month exceed the prescribed threshold. You will be exempt from paying National Insurance once you have reached the state pension age.

76.4. The receipt of these Allowances can affect entitlements to benefits and they must be disclosed as income when claiming Housing Benefit and other means tested benefits.

76.5. A record of all claims and payments is maintained and is open to public inspection. A record of the payments made to each Councillor and Co-opted Member must be published annually.

76.6. Councillors and Co-opted Member must remain responsible for the accuracy of their own claims.

77. Approved duties

77.1. The duties for which travelling and subsistence allowances may be claimed are set out below. Effectively, the rules are designed to allow claims for travel and subsistence, where appropriate for any formal duty carried out on behalf of the District Council.

77.2. Attendance at any meeting of the Council and its Committees, Joint Committees, Sub-Committees, Panels and Working Parties, where a Councillor is a Member of that Committee or acting as a Substitute Member, provided that the meeting is formally established and arranged in advance and is open to at least two Councillors. (The exception to this would be where the Chair of the relevant Committee, Joint Committee etc. has specifically extended an invitation to non-Members of the Committee to attend).

77.3. Attendance at meetings of any outside bodies, or committees and sub-committees of those bodies, provided the Member has been appointed as the Council's representative, either ad hoc or on a continuing basis and no other arrangements exist for the payment of expenses to the Members of that body.

77.4. Meetings and engagements undertaken by the Leader of the Council, Deputy Leader or Cabinet Members through the course of their duties and as part of their specific roles and responsibilities.

77.5. Leader/Deputy Leader of the Opposition Groups where meetings have been called by the District Council/Officers and where the Opposition Leader(s) have been invited to attend for specific meetings for consultation purposes.

77.6. Attendance at meetings of Town and Parish Councils within a Member's Ward, which the Member attends as a representative of the District Council.

77.7. Attendance at meetings with at least one constituent within a Member's Ward, the Member may claim mileage in excess of any travel further than a 10 mile round trip from their home when the Member attends as a Ward Councillor, representing the District Council eg if a Member travelled 12 miles, they would be able to claim for 2 miles.

77.8. Attendance at any meeting or event, including site visits, at the invitation of the Chief Executive or an Officer authorised by the Chief Executive to assist with the functions of the Council.

77.9. Attendance at official and courtesy visits of a civic nature within the United Kingdom at the request of the Chief Executive or an Officer authorised by the Chief Executive.

77.10. Attendance at conferences, seminars and meetings which relate to the interests of the district or any section of the local community and for which the Council has appointed the Member as a delegate.

77.11. Attendance at any training courses/Member briefings at the invitation of the Chief Executive or an Officer authorised by the Chief Executive or where such training is arranged by the Council, a Committee or Sub-Committee.

77.12. Attendance at consultative and/or informative meetings approved by the Council, a committee or sub-committee with groups or local taxpayers to discuss Council business.

77.13. Attendance at Court, Inquiries or Tribunal hearings on behalf of the Council where attendance is requested by the Chief Executive or an Officer authorised by the Chief Executive.

77.14. Attendance at meetings, forums, panels and task groups of the Local Government Association. (Note: where a Member has been appointed in a representative role on behalf of the LGA such claims will be reimbursed by the LGA).

77.15. Attendance at online meetings from home, in circumstances where online participation is permitted.

NOTE: Party political meetings (eg meetings that Councillors from other political groups cannot attend) and attendance at Member/Ward Surgeries are specifically excluded from this

Scheme, and travel expenses will not be paid under the East Suffolk Council Members' Allowances Scheme for these meetings.

78. Submission of Claims

78.1. Claims must be made via the online Oracle Fusion HR system accessible from the Council's Intranet. Guidance on using the system may be obtained from the Democratic Services Team. The claims must provide full and clear details of the duties to which they relate and include receipts for petrol etc.

78.2. Claims should be made regularly and not allowed to accrue for several months and will only be paid a maximum of 3 months following the date of the duty, unless in exceptional circumstances.

78.3. Payments are made on the nineteenth day of each month and will normally include claims received by the first day of the relevant month. Late claims will be paid in the following month. Payment is by bank credit and an advice slip will be issued in respect of each payment made.

79. Forgoing of Allowances

79.1. A Councillor who does not wish to receive Basic and/or Special Responsibility Allowances may give notice in writing to the Head of Legal and Democratic Services. The notice can be withdrawn (in writing) at any time and the Allowances will be reinstated from the date of that second notice.

East Suffolk Council

Constitution

Appendices

Version Dated: 15 September 2025

Contents

APPENDIX A - COMMITTEE TERMS OF REFERENCE 3
APPENDIX B – COUNCIL AND CABINET FUNCTIONS 15
APPENDIX C – CABINET RESPONSIBILITIES 17
APPENDIX D – COUNCILLOR ROLE DESCRIPTIONS 21
APPENDIX E – CABINET PORTFOLIOS 35
APPENDIX F – OUTSIDE BODIES 37
APPENDIX G - REGISTER OF SPECIFIC OFFICER FUNCTIONS 37
APPENDIX H – SENIOR MANAGEMENT STRUCTURE 40
APPENDIX I – PROPER OFFICERS 41
APPENDIX J - MONITORING OFFICER PROTOCOL 48
APPENDIX K – CODE OF GOOD PRACTICE/GUIDANCE FOR MEMBERS – PLANNING AND RIGHTS OF WAY 50
APPENDIX L – MEMBERS ICT PROTOCOL 61
APPENDIX M – GLOSSARY OF TERMS 63

APPENDIX A - COMMITTEE TERMS OF REFERENCE

APPOINTMENTS COMMITTEE

Introduction

The purpose of the Appointments Committee is to oversee the appointment and dismissal of the Council's statutory officers and Strategic Directors.

Main Functions

- Recommends to Council that it confirms the appointment of the Head of Paid Service, Chief Finance Officer (also known as the Section 151 Officer), Monitoring Officer.
- Appointing Strategic Directors

Appointment/Dismissal of Officer Appointed by this Committee

The Appointments Committee will recommend to Council that it confirms the appointment of the Head of Paid Service, Chief Finance Officer, Monitoring Officer and Strategic Directors.

For the consideration of and advice to Council regarding the dismissal of Officers originally appointed by this Committee, this Committee will co- opt two independent persons and then will constitute 'the Panel' for the purposes of the Local Authorities (Standing Orders) (England) Regulations 2015 and will act accordingly.

The Committee will be comprised of three Members (politically balanced). Membership would normally comprise:

- Leader or Deputy Leader of the Council in their absence.
- Cabinet Member for the Service Area concerned or another Cabinet Member in their absence.
- One Member of the Opposition (or nominated substitute in their absence).

Each of the three Members of the Appointments Committee will have one vote and the Chair will be the Leader/Deputy Leader of the Council.

Any Member appointed to the Appointments Committee will be asked to undertake refresher training regarding the interview process, prior to sitting on the Appointments Committee, in accordance with good practice and to ensure that the recruitment process is fair and robust.

Where External Stakeholder Panels form part of the recruitment process, the Leader may invite other Members to participate in the informal part of the process.

AUDIT AND GOVERNANCE COMMITTEE

Introduction

The purpose of the Audit and Governance Committee is to provide an independent and high-level focus on audit, assurance and reporting arrangements that underpin good governance and financial standards.

Main Functions

- Provides independent assurance of the adequacy of the risk management framework and the internal control environment.
- Provides independent review of the Council's governance, risk management and control frameworks
- Oversees the financial reporting and annual governance processes.
- Oversees internal audit and external audit, helping to ensure effective relationships exist and efficient and effective assurance arrangements are in place.

Membership and Meetings

The Audit and Governance (A&G) Committee is independent of Cabinet. No Member of the A&G Committee (or their designated substitute) should be a Member of the Cabinet. Membership shall be in accordance with the political balance rules. The A&G Committee will consist of nine Councillors plus two non-voting co-opted (independent) members. Quorum is five voting Members.

The A&G Committee shall meet at least four times each municipal year, with the authority to convene additional meetings as circumstances require.

Responsibilities

The A&G Committee will have various responsibilities in the following areas:

Financial Management

- Review the Annual Statement of Accounts and consider if they reflect appropriate accounting principles.
- Review significant accounting and reporting issues, including complex or unusual transactions and judgements made in connection with the preparation of the Annual Statement of Accounts.
- To consider the External Auditor's report, including any difficulties encountered.
- To review and monitor the Council's treasury management policies and practices.

Internal control, governance and risk management

- To consider the effectiveness of the Council's internal control system, including information technology security and control.
- To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
- To review the Annual Governance Statement prior to approval and consider whether it properly reflects the Corporate Risk Register, taking into account Internal Audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
- To monitor the effective development and operation of risk management within the Council.
- To monitor progress in addressing risk-related issues reported to the A&G Committee.
- To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up of any instances of non-compliance.
- Review the findings of any reports provided by regulatory agencies, and any auditor.

Internal Audit

- To review and approve the Internal Audit Mandate and Charter to ensure that it is appropriate to the needs of the organisation.
- To review and approve the annual internal audit plan and any major changes to it.
- To ensure that Internal Audit has unrestricted scope, the necessary resources and access to information to enable it to fulfil its function and is equipped to perform in accordance with appropriate professional standards for internal auditors.
- To consider the effectiveness of Internal Audit.
- To consider reports from the Head of Internal Audit on Internal Audit's performance during the year. These will include:

    - Updates on the work of Internal Audit including key findings, issues of concern and actions taken by management as a result of Internal Audit work.
    - Regular reports on the Quality Assurance Improvement Programme.
    - Reports on instances where the Internal Audit function does not conform to the Global Internal Audit Standards and accompanying Application Note, considering whether non-conformance is significant enough that it must be included in the Annual Governance Statement.

- To consider the Head of Internal Audit's Annual Report:
    - The statement of the level of conformance with the Global Internal Audit Standards and Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement.
    - The opinion of the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of work supporting the opinion – these will assist the Committee in reviewing the Annual Governance Statement.

- To receive reports outlining the action taken where the Head of Internal Audit has concluded that Officers have accepted a level of risk that may be unacceptable or there are concerns about progress with the implementation of agreed actions.
- To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of Internal Audit that takes place at least once every five years.
- To receive as a standing agenda item, the status of internal audit recommendations, with accompanying Officer's responses.
- Review the assessment of fraud risks and potential harm to East Suffolk Council from fraud and corruption.
- Monitor the counter-fraud strategy, activity and resources.
- Review the Council's Whistleblowing Policy.
- Review the Council's Anti-Money Laundering Policy.
- To ensure the Head of Internal Audit has free and confidential access to the Chair of the A&G Committee.
- Meet with the Head of Internal Audit at least once a year without the presence of other Officers.

External Audit

- To review the performance of the External Auditors and consider the appointment or discharge of the External Auditors.
- To review the External Auditor's proposed scope and approach, including coordination of audit effort with Internal Audit.
- To consider the External Auditor's Annual Audit Letter, relevant reports, and the report to those charged with governance.
- Review and monitor Officer's responsiveness to External Audit's findings and recommendations.
- Review and confirm the independence of External Audit by obtaining statements from the auditors on relationships between the auditors and the Council, including non-audit services.

Standards Functions

- Make recommendations to the Council on the adoption or revision of the Officers' Code of Conduct and Member/Officer Protocol.
- Review the Council's protocols for Councillors dealing with planning and rights of way matters.
- Consider appeals against the Monitoring Officer's refusal to grant a written application made by a Member of the Council for a dispensation under s33 of the Localism Act 2011.
- Receive reports summarising the results of the allegations made and investigations conducted into possible breaches of the Members' Code of Conduct and to determine those cases referred to it by the Council's Monitoring Officer.
- Receive reports on declarations of interests made and gifts or hospitality received by Members and Officers.

Reporting Responsibilities

- To report to those charged with governance on the A&G Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and Internal Audit and External Audit functions.
- To report to Council on a regular basis on the A&G Committee's performance in relation to the terms of reference of the Committee in meeting its purpose.

LICENSING COMMITTEE

Introduction

The purpose of the Licensing Committee is to consider policy issues on licensing matters alongside the hearing and determination of licensing applications in accordance with statutory requirements.

Main Functions

- Determines policy in relation to licensing matters
- Delegates to a Licensing Sub Committee comprising of three Members drawn from the wider Committee to determine licenses (for example individual applications made under the Licensing Act 2023 and Gambling Act 2005).

The Licensing Committee will consist of 15 Councillors. Quorum is five. Members of the public have the right to address the Licensing Committee on any application in which they have an interest.

The Licensing Committee has the power to/responsibility for:

- License hackney carriages and private hire vehicles
- License drivers of hackney carriages and private hire vehicles
- License operators of hackney carriages and private hire vehicles
- License sex shops, sexual entertainment venues and sex cinemas
- License performances of hypnotism
- Register premises and persons for acupuncture, tattooing micropigmentation/ semi-permanent makeup, cosmetic piercing (including ear–piercing) and electrolysis
- License pleasure boats and pleasure vessels
- License market and street trading
- License scrap yards
- License premises for the breeding of dogs
- License pet shops
- License horse riding establishments
- License animal boarding establishments
- License zoos

- License dangerous wild animals
- License persons to collect for charitable and other causes
- Approve food establishments
- Keeping a register of food business establishments
- Register food business premises
- Discharge the licensing functions under the Gambling Act 2005
- Discharge the licensing functions under the Licensing Act 2003
- Control of pollution, statutory nuisances and other environmental protection where they involve:
- Clearance of properties and the making of demolition orders and prohibition orders; and
- Regulation and enforcement of the opening hours of shops
- The formation and review of licensing policy in accordance with the provisions of the Licensing Act 2003 and the Gambling Act 2005.
- The formation and review of licensing policies in relation to all licensing functions (with delegated authority being given to the Head of Legal and Democratic Services to make minor changes to the licensing policies arising from legislative changes, having first consulted with the Chairman of the Licensing Committee).

Licensing sub-committee

Hearing and determination of applications in accordance with statutory requirements in respect of the Licensing Act 2003, Gambling Act 2005, The Local Government (Miscellaneous Provisions) Act 1976, Part II and The Local Government (Miscellaneous Provisions) Act 1982 as amended by Section 27 of the Policing and Crime Act 2009 are delegated to be heard and determined by a sub-committee of three Members drawn from a pool of the 15 Members from time to time sitting on the Licensing Committee.

A substitute Member will also be nominated for each hearing but will only take part in the proceedings should one of the three Members be unable to take part.

Members of the public have the right to address the Licensing Sub-Committee on any application in which they have an interest.

The Licensing sub-committee shall be responsible for functions in connection with other environmental protection where they involve:

- Determining an application from a person for a licence, approval, consent, permission or registration;
- Direct regulation of a person; or
- Enforcement of any such licence, approval, consents, permission or direct regulation.

The Licensing sub-committee shall exercise on behalf of the Council the issue, renewal or revocation or suspension of licences and the registration of persons and premises for public control purposes.

OVERVIEW AND SCRUTINY COMMITTEE

Introduction

The purpose of the Overview and Scrutiny Committee is to hold public-service decision-makers and providers to account and facilitate the improvement of public services in East Suffolk. Effective scrutiny enhances accountability, ensures transparency of decision-making, contributes to service improvement, and acts as a 'check and balance' on decision-makers.

Main Functions

- Reviews and/or scrutinises decisions made, or actions taken in connection with the discharge of any of the Cabinet functions.
- Makes reports and/or recommendations to the Full Council or the Cabinet in connection with the discharge of any functions.
- Makes reports or recommendations to the Full Council or the Cabinet with respect to matters affecting the area or its inhabitants.

Membership and Meetings

The Overview and Scrutiny Committee comprises 13 councillors. Quorum is five. No member of the Overview and Scrutiny Committee (or their designated substitute) may be a Member of the Cabinet. Membership shall be in accordance with the political balance rules. The Chair of Scrutiny Committee shall be a member of an opposition group.

This Committee will discharge the functions conferred on the Council by Section 21 of the Local Government Act 2000, and any relevant regulations.

General Role of the Scrutiny Committee

Within its terms of reference, the Overview and Scrutiny Committee may:

- Review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions.
- Make reports or recommendations to the Council or the Cabinet or any policy, joint or area committee in connection with the discharge of any functions.
- Consider any matter affecting the Council area.
- Consider petitions created in line with the Council's petition scheme, which have attracted over 600 and up to 1199 signatures, and make recommendations to the Council or Cabinet.
- Exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet or Cabinet Members exercising delegated powers.
- Create any Task & Finish or Research Groups as required in connection with any functions that are the responsibility of the Overview and Scrutiny Committee.
- Consider matters referred under s21A of the Local Government Act 2000 (Councillor Call for Action).

- Be the Council's designated Crime & Disorder Committee for the purposes of the Police & Justice Act 2006.

Appointments to Outside Bodies

The Council has decided that the Scrutiny Committee will collectively appoint to the following outside bodies:

- Suffolk County Council Health Scrutiny Committee

Specific Functions of the Overview and Scrutiny Committee

Overview

- Assist the Council and the Cabinet in the development of its Budget and Policy Framework where appropriate by in-depth analysis of policy issues.
- Conduct community research and other consultation in the analysis of policy issues and possible options.
- Consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
- Question Members of the Cabinet or Committees or Chief Officers about their views on issues and proposals affecting the district.
- Liaise with external organisations, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

Scrutiny

- Review and scrutinise the decisions made by Cabinet and Cabinet Members exercising delegated powers, and the performance of Council Officers in relation to the impact of individual decisions on the performance of a Council service.
- Review and scrutinise the performance of the Council and the Cabinet in relation to its policy objectives, performance targets or particular service areas.
- Question Members of the Cabinet or Committees and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects.
- Make recommendations to the Cabinet or Council arising from the outcome of the scrutiny process.
- Review and scrutinise the performance of other public bodies in the Council's area and invite reports from them by requesting them to address the Scrutiny Committee about their activities and performance.
- Question and gather evidence from any person (with their consent).

PLANNING COMMITTEE

Introduction

East Suffolk Council has two area Planning Committees known as Planning Committee North and Planning Committee South. The purpose of each area Planning Committee is to make decisions as the local planning authority on planning applications, development control and similar regulatory matters.

Main Functions

- Determine Planning applications and/or delegate to Officers in terms of who considers an application.

Strategic Planning Committee

- There is also a Strategic Planning Committee which covers the whole District.
- The purpose of the Strategic Planning Committee is to consider, advise or determine applications on matters which impact the whole of the district and monitor the work of the area planning committees and the Council's planning service.
- The Strategic Planning Committee comprises the nine members from Planning Committee North and Planning Committee South plus the Cabinet Member for Planning and Coastal Management. Quorum is seven.

General Delegations

There will be a pool of at least 25 of its Members nominated by the political groups, according to the political balance of the Council, to be available to serve on the area Planning Committees, from which 9 Members will be drawn, also according to the political balance of the Council, to serve on each of the area Planning Committees. Quorum is five.

The Terms of Reference for the area Planning Committees shall be subject to any restrictions set out in this Constitution including matters reserved for Council or for Officers of the Council.

Each Planning Committee has responsibility for the delegated functions set out in these Terms of Reference within its designated area, provided that the Planning Referral Panel can decide that a specific Planning Committee can determine an application or matter which is outside of its designated area, because of the location or impact of that application or matter, including those that may be referred to the Strategic Planning Committee due to their impact on a wider area.

The Strategic Planning Committee may at any time review and make changes to the allocation of parishes within the North and South Planning Committee areas.

Planning Committee North and Planning Committee South

Each area Planning Committee shall meet at least monthly; Planning Committee North shall meet on the second Tuesday of each month and Planning Committee South shall meet on the fourth Tuesday of each month, with additional meetings being called as necessary.

Functions of the Planning Committees

- To determine and advise the Council on all planning and development management applications and any local development proposals and other applications under the Town & County Planning Act 1990, Town & Country Planning Development Orders and all subordinate legislation (including the Town & Country Planning Act (Public Path Orders) Regulations 1993) and other associated legislation relating to planning, development and building control, including local plans and the National Planning Policy Framework, and including applications in relation to advertisements, listed buildings and any other notices, orders, certificates demands, permissions, consents and grants under any such legislation.
- To carry out the duties and powers of the Council as the local planning authority under the Town and Country Planning Act 1990, and its duties and powers under the Listed Buildings and Conservation Areas Act 1990, the Building Act 1984, Building Regulations and other subordinate legislation.
- To exercise the powers and duties of the local planning authority in relation to the planning of sustainable development within the policies of the local development documents; local development monitoring reports and neighbourhood planning.
- To deal with matters relating to the designation and management of conservation areas and building conservation.
- To deal with matters relating to tree preservation orders and consents to all work affecting protected trees, statutory notices, highways, hedgerows, reclamation of derelict land, enforcement, structures used for unauthorised display, unauthorised advertisements, defacement of premises, removal of signs at the request of the owner or occupier of premises, deposited plans under the Health & Safety at Work Act 1974, Building Act 1984 and Building Regulations or other subordinate legislation, public rights of way including stopping up and diversions, registration of common land and town/village greens, the creation, stopping up and diversion of highways and other related matters, including without limitation those specified in Schedule 1, Part 1A of the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 relating to town and country planning and development control functions.
- To represent the Council in any appeal against determination of a planning application or matter.
- To delegate these functions, where appropriate, to employees of the Council or any subcommittee.
- To confirm site specific/emergency Article 4 directions.

Each Planning Committee has:

- The power to impose any condition limitation or other restriction on any approval consent licence permission or registration granted in the exercise of those functions

and the power to determine any other terms to which any such approval consent licence permission or registration is subject.

- The power to determine whether, and in what manner, to enforce any failure to comply with any approval consent licence permission or registration granted or any failure to comply with the condition limitation or term to which a such approval consent licence permission or registration is subject or any other contravention in relation to a matter with regard to which the function has been exercised.
- The power to amend modify or vary any such approval consent licence permission or registration or any condition limitation or term to which it is subject and the power to revoke any such approval consent licence permission or registration

Each of the area Planning Committees shall have the power to decide to take enforcement action and to institute, defend, and conduct legal proceedings in furtherance of or arising from the discharge of functions delegated to it except where specific functions have been delegated to an employee of the Council.

Strategic Planning Committee

The Strategic Planning Committee will be made up from the two area Planning Committees and should also include the Cabinet Member who is the holder of the Portfolio for Planning. The quorum will be seven.

Strategic Planning Meetings will be held quarterly or as necessary.

Functions of the Strategic Planning Committee

- To consider and advise the Council and Cabinet where appropriate on planning matters impacting the whole of the district, including NSIP applications.
- (Where an application has been referred to the Strategic Planning Committee by the Planning Referral Panel due to its impact on a wider area) to determine and advise the Council on planning and development management applications and any local development proposals and other applications under the Town & County Planning Act 1990, Town & Country Planning Development Orders and all subordinate legislation (including the Town & Country Planning Act (Public Path Orders) Regulations 1993) and other associated legislation relating to planning, development and building control, including local plans and the National Planning Policy Framework, and including applications in relation to advertisements, listed buildings and any other notices, orders, certificates demands, permissions, consents and grants under any such legislation.
- To review the performance of the Council's planning and rights of way services.
- To carry out an annual monitoring role in relation to the work of the Planning Committees.
- To consider the annual report by Officers of the Council on any planning obligations or conditions which are required by the Council, including a summary of progress in the receipt and use of financial sums or development in kind received in accordance with a planning obligation.
- To consider responses to Central Government consultations as appropriate.

- To approve, adopt, review, amend and revise codes of best practice and procedure for planning and other matters, including the Planning and Rights of Way Code of Practice, within its terms of reference and to make the same publicly available.
- To guide the Council in setting its planning policy objectives and priorities.
- To determine fees and charges which are relevant to planning and related matters.
- To review and monitor the operational impact of planning and development control and other policies and to recommend proposals for new initiatives and policy developments including new legislation or central government guidance and initiatives.
- To consider any recommendations made by reports from the Local Government and Social Care Ombudsman.
- To consider and advise on Planning Appeals.
- To review the training in planning matters undertaken by Members and the provision of information to Members who are appointed to the Planning Committees.
- To deal with matters relating to the review, designation and management of conservation areas
- To deal with the confirmation of Article 4 directions.
- To deal with applications for grants for repair or maintenance of buildings of architectural or historic interest and matters in connection with the acquisition, restoration and disposal of buildings (excluding terms for the acquisition or disposal of land and property) or materials for conservation purposes.

Special Provisions as to Membership

Only Members who have undertaken the appropriate training in accordance with the Planning and Rights of Way Code of Practice may be appointed to any of the Planning committees.

Substitutes

Substitutions are allowed to any of the Planning Committees, subject to being in receipt of appropriate training in accordance with the Planning and Rights of Way Code of Practice.

APPENDIX B – COUNCIL AND CABINET FUNCTIONS

The Local Authorities Functions and Responsibilities Regulations 2000 and the amendment regulation 2008 set out statutory functions of a Council in Schedule One of the regulations. The following table shows where the responsibility lies for those functions (where these are shown in the table to be delegated to committees, refer to the relevant committee's 'Terms of Reference' for further information):

	Function	Responsibility
A	Town and Country Planning and Development Control (Not including Nationally Significant Infrastructure Projects - NSIPs)	Council - delegated to Planning Committee
B	Licensing and Registration functions	Council - delegated to Licensing Committee
C	Health and Safety at work	Council - delegated to Licensing Committee
D	Functions relating to elections	Council
E	Functions relating to the name and status of areas and individuals	Council
EA	Functions relating to Community Governance	Council
F	Power to make, amend, revoke or re-enact bye-laws	Council
G	Power to promote or oppose local or personal Bills	Council
H	Functions relating to pensions etc.	Council
I	Miscellaneous functions as set out in Schedule One	Council - delegated to Licensing Committee

EAST SUFFOLK COUNCIL SPECIFIC FUNCTIONS

In addition to the Statutory Functions above, the following functions are reserved for Council:

- Changing this Constitution;
- Adopting and making any changes to the Council's Codes of Conduct and arrangements;
- Changing the Policy Framework;
- Setting the Capital Programme, Revenue Budget, Budget and Council Tax;
- Making decisions which would be contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget;
- Electing the Chairman and Vice Chairman of the Council each year at the annual meeting of the Council;
- Electing the Leader of the Council every four years at the Council's Annual Meeting;
- Resolving to remove the Leader;
- Changing the terms of reference of the Council's Committees and deciding on their composition and making appointments to them;

- Appointing to any working groups established by the Council;
- Appointing representatives to outside bodies unless the appointment is a Cabinet function or has been delegated by the Council;
- Adopting a Members Allowances Scheme (having regard to the recommendations of an independent remuneration panel);
- Approving the appointment or dismissal of the Head of the Paid Service, the Monitoring Officer or the Section 151 Officer;
- Power to make standing orders including in relation to contracts;
- Power to agree and set the Budget for the Council's establishment;
- Power to appoint Independent Persons in terms of Code of Conduct issues;
- Power to appoint Officers for particular purposes (i.e. Proper Officers);
- Consideration and approval of Neighbourhood Plans;
- Authorising the making of payments or other benefits in cases of maladministration;
- Any other matter which, by law, must be reserved to the Council that has not been delegated elsewhere;
- Anything conducive or incidental to a Council function.

Any other functions not listed are by default a Cabinet function.

APPENDIX C – CABINET RESPONSIBILITIES

The Local Authorities Functions and Responsibilities Regulations 2000 sets out functions which may be the responsibility of Cabinet under Schedule Two of the regulations. The following table shows where the responsibility lies for those local choice functions:

Function	Responsibility
Any function under a local Act other than a function specified or referred to in regulation 2 or Schedule 1	Cabinet
The determination of an appeal against any decision made by or on behalf of the authority	Cabinet
Any function relating to contaminated land	Cabinet
The discharge of any function relating to the control of pollution or the management of air quality	Cabinet
The service of an abatement notice in respect of a statutory nuisance	Cabinet
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area	Cabinet
The inspection of the authority's area to detect any statutory nuisance	Cabinet
The investigation of any complaint as to the existence of a statutory nuisance	Cabinet
The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land	Cabinet
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976	Cabinet
The appointment of any individual a) to any office other than an office in which he is employed by the authority; b) to any body other than i) the authority; ii) a joint committee of two or more authorities; or c) to any committee or sub-committee of such a body, and the revocation of any such appointment	Cabinet
The making of agreements with other local authorities for the placing of staff at the disposal of those authorities	Cabinet
Any function of the local authority as a harbour authority (to the extent it does not fall within the first function in this table above.	Cabinet

Discharging Cabinet Functions

Discharge by Officers

So that the Council can ensure that decisions of the Council are taken at the most appropriate level and in a timely manner, unless a function or power is expressly reserved to Members

under this Constitution or by operation of law, it will be delegated to Officers in accordance with the Scheme of Delegation to Officers

The Finance Procedure Rules and Contract Procedure Rules of the Constitution impose limits on the amount of expenditure which Officers of the Council may authorise.

The Leader, or a Cabinet Member in respect of decisions within their Portfolio, may, prior to the decision being taken, give notice to the Monitoring Officer to the effect that the decision will no longer be taken by an Officer.

Discharge by Individual Cabinet Members

Each Cabinet Member will be responsible for their decisions which sit with their Portfolio unless the decision:

- Relates to a proposal to alter the Council's budget and policy framework;
- Is to authorise expenditure in excess of £250,000
- Is likely to have a significant impact on the operation of the Council;
- Is likely to have a significant impact on the Portfolio of another Cabinet Member.

The Leader (on advice from the appropriate Chief Officer) shall resolve any ambiguity as to which Portfolio includes a particular decision or matter.

Where a matter or decision is likely to have an impact upon the responsibilities contained within the Portfolio of another Cabinet Member, but this impact is not considered to be significant as set out above, then the Cabinet Member holding the lead Portfolio may make the decision following consultation with the Cabinet Member(s) holding the other relevant Portfolios.

Cabinet Members should consult relevant Officers, the Monitoring Officer and the Chief Financial Officer prior to making any decisions. Where a Chief Officer, the Monitoring Officer, or the Chief Financial Officer, prior to the making of a decision, provides written advice to the effect that one of the exceptions above applies, then the decision in question will stand deferred until the next Cabinet meeting.

The Leader, or a Cabinet Member in respect of decisions within their Portfolio, may, prior to the decision being taken, give notice to the Monitoring Officer to the effect that the decision will no longer be taken by an individual Cabinet Member.

Discharge by full Cabinet

All Cabinet decisions which are not delegated to Officers or Cabinet Members holding a particular Portfolio in the manner set out above will be taken by full Cabinet.

Other Arrangements

The Cabinet may arrange for any decision that it is collectively responsible for to be taken by an individual Cabinet Member, a committee of the Cabinet or under joint arrangements with or by another authority.

Cabinet Procedure Rules

The Cabinet and individual Cabinet Members will comply with the requirements of the Cabinet Procedure Rules of the Constitution in discharging Cabinet functions.

Services and Functions within Cabinet Responsibilities

- Making proposals on the Policy Framework to the Council
- Preparation and recommendation to Council of the Budgets and Council Tax
- Preparation and recommendation to Council of the Capital Programme
- Agreeing strategies and plans at a level below the Policy Framework
- Preparation of a rolling Forward Plan and submission of quarterly report to Council
- Receipt of reports on liaison meetings with town and parish councils and with business interests
- Any function of a local authority in their capacity as a harbour authority
- Economic, environmental or social well-being
- Community Health and Community Safety
- Community Liaison and Development
- Theatres, arts and cultural development
- Economic Development and European issues
- Leisure and Sports
- Recreation and associated Services
- Tourism services and tourism development
- Emergency planning
- Car parks
- Travel concessions
- Public health and safety, environmental services, public conveniences, health service liaison
- Food Safety
- Health and Safety
- Port Health
- Cemeteries and closed churchyards
- Waste management and recycling including; household, commercial and industrial waste reduction, refuse, collection, recycling and disposal, septic tank and cesspool service, abandoned vehicles, pest control and dog warden services
- Implementation of the Environmental Policy
- Housing
- Private sector housing matters
- Estates management
- Travellers, Gypsies and Houseboats

- Treasury and debt management
- Asset management
- Revenues and Benefits
- Rating matters
- All residual finance matters (including the administration of the Council's Capital Grants Scheme and the allocation of Revenue Grants)
- The powers, duties and functions of the Council as Local Planning Authority (insofar as these relate to planning policy, positive planning, and conservation)
- Building Control (insofar as this relates to policy and the performance of the service)
- Town Centre Management
- The maintenance and lighting of highways and footways (residual or agency functions)
- Coast protection
- Land drainage
- Transportation
- Local Land Charges
- Major Project Co-ordination
- Human Resources (insofar as this relates to policies on recruitment, training, terms of employment, remuneration, employee relations, equal opportunities, health, safety and welfare, and the achievement of the Council's objectives)
- Corporate information and promotion functions
- Procurement and contracts management
- ICT operations and digital strategy
- Industrial relations
- Public Relations (PR) and communications
- Burial of the poor
- Energy conservation
- Grants

APPENDIX D – COUNCILLOR ROLE DESCRIPTIONS

ELECTED MEMBER ROLE DESCRIPTION

Accountabilities

- To the electorate of the Ward and District
- To the wider public
- To Full Council
- To the Political Group and Group Leader (where applicable)

Role Purpose

- To provide a bridge between the community and the Council
- To represent individual constituents and local organisations in a fair and equal way, undertaking casework on their behalf
- To represent the interests of the Ward and communities served
- If appointed, to attend and represent the Council at meetings of other partner organisations (outside bodies) as and where appropriate
- To communicate with members of the community on:
    - Council strategies, policies, services and procedures
    - Decisions that affect them and explain why those decisions are being taken
    - Opportunities in the community
    - The rights of constituents
- To be an advocate for the Council
- To proactively support the good governance of the District, through the formation and scrutiny of the Council's policies, plans, strategies, budget and service delivery
- To liaise with Member colleagues, Officers and partner organisations to ensure that the needs of the local community are identified, understood and supported

Duties & Responsibilities

- To promote and at all times maintain high standards of conduct in accordance with the Code of Conduct, acting with Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
- To act as a link between East Suffolk Council and Town and Parish Councils in the Ward served
- To take account of any legal requirements that relate to this role such as General Data Protection Regulations, Safeguarding etc
- To use information technology in its various forms, including the use of social media, participating in the webcasting of Council meetings and video conferencing
- To attend and participate in meetings of the Council at both its offices - East Suffolk House in Melton and Riverside in Lowestoft – or any other location as required

Governance, Ethical Standards and Relationships

- To promote and support good governance of the Council and its business
- To promote community leadership and active citizenship

- To promote and at all times maintain high standards of conduct in accordance with the Code of Conduct, acting with Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership, and to adopt the highest standards of behaviour in public office
- To support and adhere to respectful, appropriate and effective relationships with Officers of the Council in accordance with the Protocol for Member/Officer Relations
- To uphold our values in terms of Equalities, Diversity and Inclusion

Skills and Knowledge

East Suffolk Council has a significant Member Development Programme which has been designed to ensure all our Members have the following skills:

Representing and Supporting Communities

- Good advocacy skills
- Interpersonal skills
- Integrity and ability to set aside own views and act impartially
- The ability to present relevant and well-reasoned arguments
- Good communication skills
- Knowledge and understanding of the democratic process and the Council's Constitution

Representing East Suffolk Council

- Good public speaking skills
- Good presentation skills
- The ability to persuade others and act with probity
- The ability to travel around the District
- The need to be IT literate
- Understanding the role of external partners and other organisations in the public, private, charitable and voluntary sectors

Making Decisions and Overseeing Council Performance

- Knowledge and understanding of procedures, legal requirements, rules and conventions for meetings
- The ability to scrutinise and challenge reports and ideas
- The ability to contribute positively to policy development

LEADER/DEPUTY LEADER ROLE DESCRIPTION

Accountabilities

- To the public
- To the Cabinet (through collective responsibility)
- To Full Council

Role Purpose

- To be the leading political figurehead(s) for the Council as a whole and the principal political spokespersons for the Administration
- To provide strong, clear political leadership in the co-ordination of Council policies, strategies and service delivery
- To provide visible leadership in relation to the Council and its citizens, stakeholders and partners in the overall delivery of Council policies, strategies and service delivery

Duties and Responsibilities

- To appoint the Cabinet (Leader)
- To appoint the Deputy Leader (Leader)
- To designate appropriate Cabinet portfolio groupings
- To appoint Cabinet Members to specific portfolios having regard to their abilities, expertise and past work/life experiences
- To have a thorough knowledge of the Constitution and the decision-making processes within the Council
- To ensure effective running of the Cabinet by overseeing the Forward Plan of Key and Exempt Decisions
- To chair meetings of the Cabinet in line with Council procedures and the Constitution
- In conjunction with other Cabinet Members, to ensure the development of effective Council policies, the budgetary framework and delivery of high-quality services to local people
- To represent the Council in the community and in discussions with regional, national and international organisations and others to pursue matters of interest to the Council and its communities
- To liaise regularly with the Chief Executive – giving and receiving advice on the management of the Council and delivery of Council services
- To challenge the status quo, thinking creatively and taking advantage of opportunities, and to help create an organisational culture which can enable this approach
- To develop and maintain effective relationships with Officers, other Councillors, partners and other public sector bodies, local businesses and voluntary and community groups and the general public in the area

The Deputy Leader will assist the Leader of the Council in discharging the above duties and in the absence of the Leader, the Deputy Leader will assume responsibility.
These duties and responsibilities are in addition to those detailed in the role description for an Elected Member.

CABINET MEMBER ROLE DESCRIPTION

Accountabilities

- To the public
- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

Role Purpose

- To be responsible for developing and implementing Council policies, strategies and service delivery within allocated Cabinet portfolios
- To give leadership and political direction to Officers and be accountable for choices and the performance of their relevant portfolio
- To act as a spokesperson both within and outside the Authority on matters covered by their portfolio

Duties and Responsibilities

- To take individual responsibility for a specific Cabinet portfolio and share in undertaking executive responsibility for developing and progressing overall strategy, budget, policies, service delivery and priorities
- To give direction on, and ensure the development of the vision for, those services within their portfolio so that they are consistent with the Council's overall strategic approach
- To work as a team with other Cabinet Members and to recognise and contribute towards issues which cut across portfolios or are issues of collective responsibility
- To liaise with the Chief Executive, Strategic Directors and Heads of Service to ensure the effective management of the delivery of those services within the portfolio throughout the district
- To speak on behalf of the Council in relation to portfolio responsibilities including representing the portfolio at Full Council and other meetings, representing the Council to the media and on relevant external bodies, and to develop and maintain effective working relationships with the public, local businesses, the media, and voluntary and community groups in the area
- To encourage public participation and consultation and to ensure effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders to ensure they are widely understood and positively promoted
- To participate in Committee meetings of the Council e.g. Scrutiny Committee and other Committees when requested to do so
- To have a thorough knowledge of the Constitution and the decision-making processes within the Council
- To be called to account for decisions made on behalf of the Cabinet or as an individual Cabinet Member
- To work closely with and support Assistant Cabinet Members to ensure they are effective in their role

These duties and responsibilities are in addition to those detailed in the role description for an Elected Member

ASSISTANT CABINET MEMBER ROLE DESCRIPTION

Accountabilities

- To the public
- To the Leader
- To the Cabinet (through collective responsibility)

- To the Cabinet Member they assist
- To Full Council

Role Purpose

- To assist the Cabinet Member in being responsible for developing and implementing Council policies, strategies and service delivery within allocated Cabinet portfolios
- To assist the substantive Cabinet Member in giving leadership and political direction to Officers and to be accountable for choices and performance of relevant portfolio
- To act as a spokesperson in consultation with the Cabinet Member both within and outside the Authority on matters covered by their portfolio

Duties & Responsibilities

- To assist in taking responsibility for a specific Cabinet portfolio and share in undertaking executive responsibility for developing and progressing overall strategy, budget, policies, service delivery and priorities
- To work in consultation with the Cabinet Member to give direction on, and ensure the development of the vision for, those services within their portfolio so that they are consistent with the overall strategic approach of the Council
- To work as a team with their Cabinet Member, other Cabinet Members and their Assistant Cabinet Members and to recognise and contribute towards issues which cut across portfolios or are issues of collective responsibility
- To support the Cabinet Member and to assist as necessary in speaking on behalf of the Council in relation to portfolio responsibilities including representing the portfolio at Full Council, representing the Council to the media and on relevant external bodies, and to develop and maintain effective working relationships with the public, local businesses, the media, and voluntary and community groups in the area
- To encourage public participation and consultation and to ensure effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders to ensure they are widely understood and positively promoted
- To participate in Committee meetings of the Council e.g. Scrutiny Committee and other Committees where requested to do so, and to support the substantive Cabinet Member
- To have a thorough knowledge of the Constitution and the decision-making processes within the Council

These duties and responsibilities are in addition to those detailed in the role description for an Elected Member.

CHAIR/VICE-CHAIR OF THE COUNCIL ROLE DESCRIPTION

Accountabilities

- To the public
- To Full Council

Role Purpose and Activity

Acting as the Council's Civic Head

- As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council
- To represent the Council at civic and ceremonial functions

Chairing Council Meetings

- To preside over meetings of the Council so its business can be carried out efficiently
- To ensure the Council conducts its meetings in line with the Council's Standing Orders

Upholding and promoting the Council's Constitution

- To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation
- To act in the capacity of Chair for the Constitution Review working Group (Chair)

Internal Governance, Ethical Standards and Relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with Officers of the Council
- To adhere to the Code of Conduct, Protocol for Member/Officer Relations and the highest standards of behaviour in public office

Work Programming

To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

The Vice-Chair will assume responsibility for the above duties in the absence of the Chair.

CHAIR/VICE-CHAIR OF AUDIT & GOVERNANCE COMMITTEE

Accountabilities

- To the public
- To Full Council
- To the Audit and Governance Committee
- To External Auditors

Role Purpose and Activity

Provide Leadership and Direction

- To promote and support good governance by the Council

- To demonstrate independence, integrity and impartiality in decision making which accords with legal, financial, constitutional and policy requirements
- To provide confident and effective management of the Committee to facilitate inclusivity, participation and clear decision making
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in the audit process
- To uphold and promote ethical governance and high standards in public office, particularly in relation to the Code of Conduct and the Protocol for Member/Officer Relations

Lead the Audit & Governance Committee in its role to:

- Review and scrutinise the Authority's financial affairs and make reports and recommendations in relation to them
- Review and assess the risk management, internal control and corporate governance arrangements of the Authority and make reports and recommendations to the Authority on the adequacy and effectiveness of these arrangements
- Oversee the Authority's internal and external audit arrangements
- Review the financial statements prepared by the Authority
- Consider and approve the unqualified Statement of Accounts and the Annual Governance Statement (if the Statement of Accounts is qualified it will be debated at a meeting of Full Council)
- Develop effective working relationships with Internal and External Auditors

Manage the Work Programme

- Develop a forward work programme designed to deliver the requirements of the Committee and to meet statutory requirements as appropriate
- Monitor progress against the work programme

Governance, Ethical Standards and Relationships

- Understanding of the financial risks associated with corporate governance, being satisfied that the Authority's assurance statements, including the Annual Governance Statement, reflect the risk environment and any activities required to improve it
- Develop the standing and integrity of the Committee and its decision making
- Understand the respective roles of Members, Officers and external parties operating within the Audit & Governance Committee's areas of responsibility
- Review and self-assess the performance of the Committee and its Members

CHAIR/VICE-CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

Accountabilities

- To the public
- To Full Council
- To the Overview and Scrutiny Committee

Role Purpose and Activity

Provide Leadership and Direction

- Provide confident and effective management of the Scrutiny Committee and Scrutiny activities
- Chair Scrutiny Committee meetings and develop and maintain a good working knowledge of the practices, procedures and functions which fall within the Committee's terms of reference
- Promote the role of Scrutiny within and outside East Suffolk Council, liaising effectively both internally within the Council and externally with the Council's partners, other public sector bodies and community organisations
- Develop a balanced work programme which includes Cabinet pre-decision scrutiny, policy development and review, investigative scrutiny and performance monitoring
- Demonstrate an objective and evidence-based approach to scrutiny
- Evaluate the impact and added value of scrutiny activity and identify areas for improvement

Manage the Work Programme

- Oversee the development of a balanced work programme which takes account of relevant factors such as the work programme of the Cabinet and other committees, strategic priorities and risks and relevant community issues
- Monitor and report on progress against the work programme to Council
- Liaise with Officers, other Members, external partners and public sector bodies and community representatives to resource and deliver the work programme

Holding the Cabinet and Individual Cabinet Members to Account

- Oversee the arrangements for consideration of any challenge to the validity of Cabinet decisions through the Call-in process

Effective meeting management

- Ensure agendas contain clear objectives and outcomes for meetings
- Ensure that the necessary preparation is done for meetings
- Manage the progress of business at meetings; ensuring that meeting objectives are met and the Code of Conduct, rules of procedure and other constitutional requirements are adhered to
- Ensure that all participants have an opportunity to make an appropriate contribution

Community Leadership

- To act as a focus for liaison between the Council, community and external bodies in relation to the Scrutiny function and in particular in relation to any 'Councillor Calls for Action'
- To build understanding and ownership of the Scrutiny function within the community
- To identify relevant community-based issues for scrutiny

- To promote the full involvement of external stakeholders such as service users, expert witnesses and partners in scrutiny activity

Involvement and Development of Committee Members

- To promote effective contributions from all Committee Members in both the Committee and any Task & Finish Groups
- To assess individual and collective performance within the Committee and facilitate appropriate development

Governance, Ethical Standards and Relationships

- Develop the standing and integrity of the Scrutiny Committee and its role in the Council's decision-making processes
- Understand the respective roles of Members, Officers and external parties operating within the Committee's areas of responsibility
- To support and promote good governance by the Council

CHAIR/VICE-CHAIR OF A REGULATORY COMMITTEE (PLANNING, LICENSING etc.)

Accountabilities

- To the public
- To Full Council
- To Members of the Regulatory Committee

Role Purpose and Activity

Provide Leadership and Direction

- Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- Understanding and appreciation of the regulatory framework, law and policies relevant to the quasi-judicial Committee
- Ensure consistency in the quality and effectiveness of decision making
- Ensure that applicants and other interested parties are clear on the procedures being followed and are satisfied as to the transparency of the regulatory process
- Demonstrate integrity and impartiality in decision making which accords with legal, constitutional and policy requirements
- Delegate actions to Sub-Committees as appropriate

Promoting the Role of the Regulatory Committee and Quasi-Judicial Decision Making

- Act as a representative for the Regulatory Committee, facilitating understanding of the role, the Committee and its quasi-judicial function
- Act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly
- Ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal Committee meetings

Effective Meeting Management

- Manage the progress of business at meetings; ensuring that meeting objectives are met and the Code of Conduct, standing orders, rules of procedure, legal requirements and other constitutional requirements are adhered to
- Ensure that all participants have an opportunity to make an appropriate contribution (where applicable)
- Ability to conduct meetings in accordance with agreed procedures to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused and that they are clear on the outcome of their application

Governance, Ethical Standards and Relationships

- Develop the standing and integrity of the Committee and its decision making
- Understand the respective roles of Members, Officers and external parties operating within the Committee's areas of responsibility
- Promote and support good governance by East Suffolk Council

CHAIR/VICE-CHAIR OF A COMMUNITY PARTNERSHIP

Accountabilities

- To the public
- To Full Council
- To the Community Partnership Board

Role Purpose and Activity

Provide Leadership and Direction

- Provide confident and effective management of the Community Partnership, including by Chairing Community Partnership meetings and leading a solution focussed problem solving approach to tackling shared priorities
- Drive the activities of the Community Partnership and maintain a good working knowledge across all of the key areas of activity of the Community Partnership
- Champion and promote Community Partnerships within and outside East Suffolk Council, liaising effectively both internally within the Council and externally with the Council's partners (including Town/Parish Councils and other public sector bodies), businesses and voluntary and community organisations
- Develop a balanced work programme for the Community Partnership based on the priorities identified through the Community Partnership workshop as well as emerging local priorities
- Encourage organisations to work together on behalf of the local community, both jointly and within their individual areas of responsibility/speciality to tackle the collective priorities
- Commission further data and insight about the Community Partnership area as relevant to enable greater understanding of key issues
- Make recommendations to the Cabinet Member for Communities in relation to the allocation of the Community Partnership budget, monitor any allocations are

spent according to plan that is set out, and lead bids for funding on behalf of the Community Partnership to the Strategic funding pot and other funding sources
- Contribute to the evaluation of the impact and added value of Community Partnerships and identify areas for improvement

Managing the Work Programme

- Develop a balanced work programme which takes account relevant factors such as the Councils Business Plan, Community Partnership priorities and the priorities of other the organisations/partnerships that make up the Community Partnership structure, as well as emerging community issues
- Monitor and report on progress against the Community Partnership work programme to Council and to the Community Partnership Board
- Liaise with Officers, other Members, external partners (including public sector bodies) and business/voluntary and community sector representatives to resource and deliver the work programme

Effective Meeting Management

- Work with relevant Officers to set agendas, ensuring clear objectives and outcomes for meetings and an engaging and solution focussed approach to achieving these objectives
- Ensure that the necessary preparation is done for meetings
- Manage the progress of business at meetings; ensuring that meeting objectives are met
- Ensure that all Community Partnership members act co-operatively, in an open and honest manner, value others' contributions and are prepared to learn from each other in seeking to achieve the objectives of the Partnership
- Ensure that all participants have an opportunity to make an appropriate contribution to meetings and Task and Finish Groups

Community Leadership

- To establish Community Partnerships as a focus for community leadership in East Suffolk
- Ensure that the Partnership focuses on the needs of the whole Community Partnership area, especially the marginalised and disadvantaged.
- Champion the work of the Community Partnership within and beyond East Suffolk
- To build understanding and ownership of Community Partnerships within the communities across the Community Partnership area
- To identify relevant emerging community issues for consideration at Community Partnership meetings
- To promote the full involvement of all key stakeholders, including residents, service users, expert witnesses and partners

Involvement and Development of Community Partnership Members

- To encourage effective contributions from partners in both the Community Partnership meetings and any Task & Finish Groups

- To identify and facilitate appropriate development for Community Partnership members

Governance, Ethical Standards and Relationships

- Develop the standing and integrity of the Community Partnership and its role in both the Council's decision-making processes and those of other key partners
- Understand the respective roles of Members, Officers and partners

MEMBER OF OVERVIEW AND SCRUTINY COMMITTEE

Accountabilities

- To the public
- To Full Council
- To the Chair of the Scrutiny Committee

Role Purpose and Activity

- To participate fully in the activities of the Scrutiny Committee, the development and delivery of its work programme and any associated Task & Finish Groups
- To scrutinise the decision making of the Cabinet against the Budget and Policy Framework laid down by the Council and against performance targets and budgets
- To evaluate the validity of Cabinet decisions and challenge policies/decisions on a sound basis of evidence through the Call-in process where appropriate
- To assist in the scrutiny of the management and policy implementation of East Suffolk Council and of external organisations and to recommend changes and improvements
- To assist in the investigations referred to the Committee by the Cabinet, Council or Council Members
- To identify subjects for internal/external scrutiny review for inclusion in the work programme
- To assist in the scrutiny of Councillor Call for Action requests

Participating in Meetings and Making Decisions

- To participate effectively in meetings of the Scrutiny Committee, questioning and seeking clarification on matters before the Committee
- To make informed and balanced recommendations/decisions within the Committee's Terms of Reference, which accords with legal, financial, constitutional and policy requirements
- To develop and maintain a good working knowledge of the practices, procedures and functions which fall within the Scrutiny Committee's terms of reference
- The ability, as a Member of the Scrutiny Committee to require Cabinet Members to attend and be questioned on matters relating to their roles and responsibilities
- The ability, as a Member of the Scrutiny Committee, to require the Chief Executive, Strategic Directors and Heads of Service to attend and be questioned on matters relating to their roles, functions and responsibilities
- The ability, as a Member of the Scrutiny Committee, to call expert witnesses and invite advisors from outside the Council, or a Member of the Council not serving on the Committee, to provide advice on matters under review or discussion

- To add value to the decision making and service provision of the Authority through effective scrutiny
- To respect and treat all witnesses and participants in the Scrutiny process in a fair and equal way

Promoting the Work of the Scrutiny Committee

- To promote the role and scope of the Scrutiny Committee within and outside the Council, developing effective internal and external relationships

Governance, Ethical Standards and Relationships

- Develop the standing and integrity of the Scrutiny Committee and its role in the decision-making process
- Understand the respective roles of Members, Officers and external parties operating within the Committee's areas of responsibility
- To support and promote good governance by the Council
- To undertake appropriate training and professional development provided by East Suffolk Council and external bodies

MEMBER OF A REGULATORY COMMITTEE (PLANNING, LICENSING ETC)

1. Accountabilities

- To the public
- To Full Council
- To the Chair of the Regulatory Committee

Role Purpose and Activity

Understanding the Nature of the Regulatory Committee and Quasi- Judicial Decision Making

- To be aware of the quasi-judicial nature of Regulatory Committee decision making
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the Committee
- Demonstrate integrity and impartiality in decision making which accords with legal, constitutional and policy requirements

Participating in Meetings and Making Decisions

- Understanding and appreciation of the regulatory framework, law and policies relevant to the quasi judicial Committee
- To participate effectively in meetings of the Committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
- To make informed and balanced decisions, within the terms of reference of the Committee, which accords with legal, constitutional and policy requirements

Governance, Ethical Standards and Relationships

- Develop the standing and integrity of the Committee and its decision-making
- Understand the respective roles of Members, Officers and external parties operating within the Committee's areas of responsibility
- Promote and support good governance by East Suffolk Council
- To undertake appropriate training and professional development provided by East Suffolk Council and external bodies

LEADER/DEPUTY LEADER OF AN OPPOSITION GROUP ROLE DESCRIPTION

Accountabilities

- To the nominating group

Role Purpose

- To be a political figurehead for an Opposition Group and to be a spokesperson for that Group
- To provide leadership in the constructive challenge of the Council's policies
- To undertake the functions of a Councillor and provide Leadership for that Group

Duties and Responsibilities

- To provide strong, clear leadership to their Opposition Group on the Council
- To act as a spokesperson for their Opposition Group and as a representative of the Authority to external bodies and organisations as appropriate
- To work with, comment on, challenge and review the Council's controlling group's performance in the co-ordination and implementation of its policies and procedures
- To establish and represent the views of their Opposition Group on issues of policy and probity
- To have a good understanding of the roles of Members, Officers, external partners and agencies

Governance, Ethical Standards and Relationships

- To promote and support good governance by East Suffolk Council
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support and promote respectful, appropriate and effective relationships with employees of the Council
- To promote and support adherence to the Code of Conduct, the Protocol for Member/Officer Relations and the highest standards of behaviour expected in public life
- To promote and participate in Member development

The Deputy Leader of an Opposition Group will assist the Leader of that Opposition Group in discharging the above duties and in the absence of the Leader of an Opposition Group, the Deputy Leader of that Opposition Group will assume responsibility.

APPENDIX E – CABINET PORTFOLIOS

PORTFOLIO	KEY RESPONSIBILITIES
Leader of the Council	Community Partnerships – Implementation Council Policy and Strategic Finance Council performance Communications Member Development Consultation and Parish Liaison Legal and Democratic Services
Deputy Leader and Housing	Housing Stock Tenant Services Building Services Housing Development Private Sector Housing Travellers Homelessness
Communities, Leisure and Tourism	Communities Tourism Young People / Apprentices / Youth Council Leisure Sport Theatre and arts
Community Health	Health and wellbeing Licensing Food and safety Port Health Health promotion / NHS Emergency planning Community Safety
Corporate Services -Digital, Customer Services, HR & Assets	Customer services Customer access Channel Shift Complaints Commercial partnerships IT and digital transformation
Planning and Coastal Management	Development Management Building Control Local Plan Design and Conservation Planning Policy

	Coastal Management Coastal Partnership East Rights of Way
Resources and Value for Money	Value for Money Financial Compliance and Planning Medium Term Financial Strategy Council Tax and Business Rates Payables and Purchasing Capital Programme Treasury Management External Audit Welfare Reforms (Universal Credit) Anglia Revenues Partnership (ARP) Audit and Risk Management Counter Fraud Data Protection
The Environment	Environment protection Pollution control Waste management Joint Environmental Sustainability Policy Green agenda Countryside management Environmental Partnerships
Energy and Climate Change	Energy Joint Environmental Sustainability Policy Green agenda
Economic Development and Transport	Transport and infrastructure Car Parks Economic Development Regeneration Growth and Skills Enterprise Zones Energy Assets and property services

APPENDIX F – OUTSIDE BODIES

Appointment to Outside Bodies

The Council has decided that the Cabinet will collectively appoint to the following outside bodies:

Appointments to Outside Bodies (Executive Functions)

APPENDIX G - REGISTER OF SPECIFIC OFFICER FUNCTIONS

All planning application decisions including decisions concerning Environmental Impact Assessment (EIA) decisions or considerations requiring Habitat Impact Assessments (HRA) are delegated to the Head of Planning and Building Control UNLESS:

1. The Planning Application is, in the opinion of the Head of Planning and Building Control or the Chairman/Vice Chairman of the Planning Committee, of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect; or
2. The applicant or landowner is East Suffolk Council; or
3. The applicant, or agent, is an East Suffolk Councillor or an East Suffolk Council employee,
4. The 'minded to' decision of the Planning Officer is contrary to either:
    a. The material planning consideration comments received from the Town or Parish Council within the 21-day consultation period; or
    b. The material planning consideration comments received from the Ward Member within the 21-day consultation period; or
    c. The material planning consideration comments received from a statutory consultee within the 21-day consultation period.

    In which case, if item 4 is invoked, the Planning Application will be referred to the Planning Referral Panel – the panel will discuss with the Head of Planning and Building Control (based on planning grounds) to either refer the application to Planning Committee for decision or remain delegated to the Head of Planning and Building Control.
5. Within the 21-day consultation period [on a planning application] if a contrary position to the officer recommendation is received from the Town or Parish Council and a request for Committee decision is received from a Ward Member, then a Planning Committee member call-in process would be triggered. In the event that only a Town/Parish Council response or Ward Member response is received then the existing Referral Panel process would proceed.

    With the Planning Committee member call-in process triggered, the Planning case officer would send a notification to all relevant North or South Planning Committee members by email.

This would be carried out once the officer is able to understand whether a decision will be contrary to Town or Parish Council and Ward Member positions.
The Notification shall include:

- The case reference number, the description of development and the address
- A link to Public Access to view the application and documents
- A copy of Town or Parish Council response
- A copy of the Ward Member response
- A sentence setting out the likely officer recommendation

After the notification has been sent, any member of the relevant North or South Planning Committee must respond within 5 working days if they wish to confirm that it should be considered by the Planning Committee. Any Planning Committee member calling the application in must 'reply to all' (including all members of the relevant Planning Committee) and the first response received will be taken as the call-in request.

A call-in request from a Planning Committee member must set out how they consider it meets the expectation that:
"The proposal would be of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect".

The above process could not be utilised where:

a) the Head of Planning and Building Control or the Chair/Vice Chair of the Planning Committee, has already made the decision that in their opinion the application should be determined at Planning Committee because "The proposal would be of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect" (point 1 of the current scheme of delegation); or

b) b) either the applicant or landowner is East Suffolk Council, or the applicant or agent is an East Suffolk Council employee: or the applicant, or agent, is a close relative of an East Suffolk Councillor or East Suffolk employee, (points 2 and 3 of the current scheme of delegation) because such applications have to be determined by Planning Committee in any case.

Planning Referral Panel

The Planning Referral Panel is a consultative panel consisting of the Chairman and Vice Chairman of each area Planning Committee, convened by the Head of Planning and Building Control as necessary and established to advise on the delegated route of decision making for planning permission and other planning matters as part of the scheme of delegation.
Officers will use the Planning Referral Panel to consult with the Chairman and Vice Chairman of the committees as to whether the application or matter will be determined by the relevant Planning Committee or remain delegated to the Head of Planning and Building Control in

accordance with the Scheme of Delegation. The final decision on whether the relevant Planning Committee or the Head of Planning and Building Control shall determine the application or matter shall be made by the Head of Planning and Building Control as part of the consultation with the Planning Referral Panel.
The Planning Referral Panel will also consider whether it is appropriate for the relevant Planning Committee to undertake a site visit before the case is presented to the Planning Committee.

All consultations with the Planning Referral Panel will be recorded

Nationally Significant Infrastructure Projects (NSIPs)

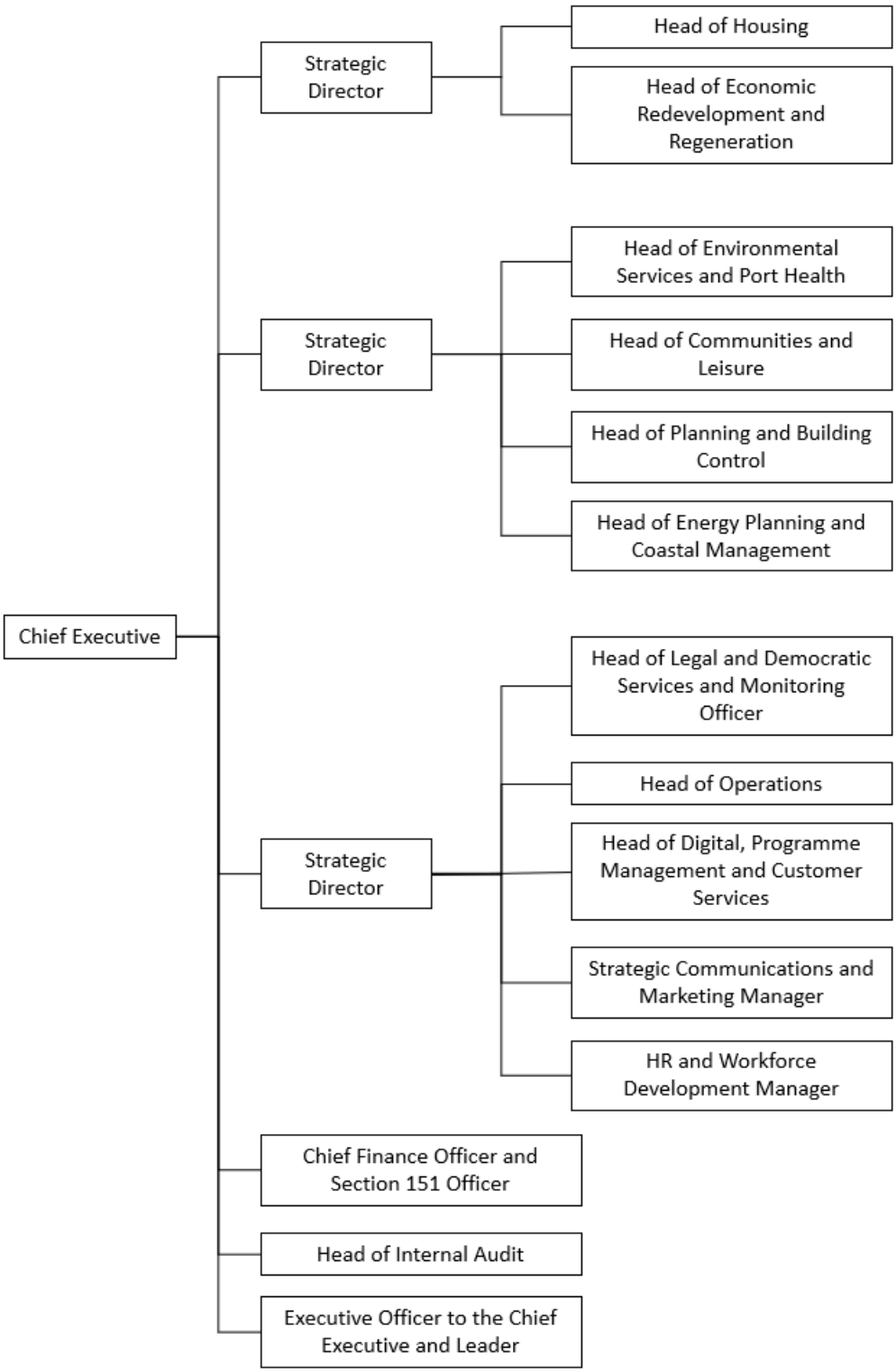
Responsibility for managing East Suffolk Council's engagement, responses and all decision making in relation to Nationally Significant Infrastructure Projects (NSIPs) during the different stages of the pre-application, consenting and post consent process, including:

- pre-application
- application submission and acceptance
- pre-examination
- examination
- recommendation and decision
- post decision including legal challenge

be delegated to the Head of Energy Planning and Coastal Management in consultation with the Cabinet Member for Energy and Climate Change, with the exception of the local authority's initial Relevant Representation, where East Suffolk Council is the host authority and a significant proportion of the proposed onshore infrastructure is within East Suffolk, in which case a report will be taken to Cabinet at this stage.

If due to time limitations or following agreement with the Cabinet Member for Energy and Climate Change, it is deemed not possible to take the Relevant Representation to Cabinet, the decision on the response will be additionally agreed in consultation with the Leader of the Council.

APPENDIX H – SENIOR MANAGEMENT STRUCTURE



Updated June 2025

APPENDIX I – PROPER OFFICERS

There are various laws which require certain functions to be undertaken by the "Proper Officer" of the Council. The following is a list of designated Proper Officers in East Suffolk. In the event that a Proper Officer is not listed then the Proper Officer shall be the Strategic Director with responsibility for the subject matter in question or in the alternative the Head of Paid Service.

"Proper Officer" functions may be discharged by other Officers duly authorised to act in the name of the "Proper Officer" concerned.

Local Government Act 1972

Section of the Act	**Duty or function involving appointment of an Officer of the Council**	**The Proper Officer for the functions referred to and the Officer to act in the absence for any reason of the first named Officer**
13(3)	The Officer to act as a Parish Trustee with the Chairman of a parish meeting	Chief Executive
39	The Registration Officer for any constituency or part of a constituency coterminous with or contained in the district	Chief Executive
41(1)	The Returning Officer for the elections of councillors of the district and of councillors of parishes or committees within the district	Chief Executive Head of Legal and Democratic Services
83	Declaration of acceptance of office by chairman, vice-chairman or councillor of the district	Chief Executive Head of Legal and Democratic Services
84	Receipt of written notice of resignation of office by person elected to that office	Chief Executive Head of Legal and Democratic Services
88(2)	Convening of meeting of Council to fill casual vacancy in office of Chairman of the Council	Chief Executive Head of Legal and Democratic Services
89(1)(b)	Receipt of a notice in writing given by two local government electors for the district of a casual vacancy occurring in the office of councillor	Chief Executive Head of Legal and Democratic Services
96(1) & (2)	The Officer to whom a Member of the Council shall give written notice of interests in contracts	Chief Executive Head of Legal and Democratic Services
100B(7)(c)	Supply of documents to press	Head of Legal and Democratic Services Democratic Services Manager

100C(2)	Written summary of exempt proceedings	Head of Legal and Democratic Services Democratic Services Manager
100D(1)(a)	Compilation of list of and inspection of background papers	Head of Legal and Democratic Services Democratic Services Manager
100F(2)	Exclusion of document containing exempt information	Head of Legal and Democratic Services Democratic Services Manager
115(2)	Receipt of money due from Officers	S151 Officer
146(1)(a) and (b)	Declarations and certificates with regard to securities	S151 Officer
151	Arrangements for proper administration of Council's financial affairs	S151 Officer
191(2)	Functions with respect to ordnance survey	Head of Planning and Building Control
204(3)	Receipt of notice of application for justices' licence under Schedule 2 Licensing Act 1964	Chief Executive Head of Legal and Democratic Services
210	Charity functions of predecessor authorities transferred to the Council	Chief Executive Head of Legal and Democratic Services
212	The Officer to act as local registrar for local land charges	Head of Planning and Building Control
223(1)	Appearance of Council in legal proceedings	Head of Legal and Democratic Services
225(1)	Deposit of documents	Chief Executive Head of Legal and Democratic Services
228(3)	Accounts to be open to inspection	S151 Officer
229(5)	Certification of photographic copies of documents	Chief Executive Head of Legal and Democratic Services
234(1) and (2)	The Officer to sign any such notice, order or other document which the Council are authorised or required by or under any enactment to given, make or issue	Chief Executive Head of Legal and Democratic Services
236(9)(10)	To send copies of byelaws to Parish Councils	Head of Legal and Democratic Services Democratic Services Manager
238	Certification of byelaws	Head of Legal and Democratic Services Democratic Services Manager
248(2)	Keeping of Roll of Freemen	Chief Executive Head of Legal and Democratic Services

Schedule 6 Para 1	The Officer capable of deputizing for the registration Officer for carrying out his registration duties	Head of Legal and Democratic Services
Schedule 12 para 3(2), 4(2)(b)	Signature of summons to council Meeting	Chief Executive Head of Legal and Democratic Services
Schedule 12 para 4(3)	Receipt of notices regarding address to which summons to meeting is to be sent	Chief Executive Head of Legal and Democratic Services
Schedule 14, para 13	Taking action under s152(1), s157, s158(1), and s163(1) of the Public Health Act 1936	Head of Environmental Services and Port Health
Schedule 14 para 15	s162(1) of the Public Health Act 1936	Head of Environmental Services and Port Health
Schedule 14 para 25(7)	The Officer to certify in writing a true copy of resolution of the Council applying or disapplying provisions of the Public Health Acts 1875-1924	Head of Legal and Democratic Services Head of Environmental Services and Port Health
Schedule 14 para 38(1)(2)	Issuing of written certificates for the purposes of ss38(1) and (2) of the Public Health Acts 1875-1924	The Registered medical practitioner appointed by the Council for the purpose
Schedule 14 para 47(1)(2)	Issuing of written certificates for the purposes of the Health Services and Public Health Act 1968 Section (1) and (2)	The Registered medical practitioner appointed by the Council for the purpose
Schedule 16 para 28	The Officer to receive on deposit lists of buildings of special architectural or historic interest	Head of Planning and Building Control Head of Legal and Democratic Services
Schedule 22	The Officer for the purposes of s166(1) and (2) of the Housing Act 1957	Chief Executive Head of Legal and Democratic Services
Schedule 29 para 4(1)(a) and (c)	The Officer referred to as the Clerk of a Council or the Town Clerk of a Borough in any enactment passed before or during the 1971/72 Session of Parliament, other than the Local Government Act 1972, or in any instrument made before 26 October 1972 and in any local statutory provisions	Chief Executive Head of Legal and Democratic Services

Representation of the People Act 1983

8(1) and	Appointment of electoral registration	
(2) (a)	Officer	
35(1)	Appointment of returning Officer	

Local Government Finance Act 1988

114	Officer responsible as regards Reports	

	Reports	

Local Government and Housing Act 1989

2(4)	Deposit of list of politically restricted posts	
4	Head of Paid Service	
5	Monitoring Officer	
15-17	Receipt of various notices relating to political groups under relevant	
	Regulations	
19(1)	Receipt of notice of direct and indirect	
and (4)	pecuniary interests	

Local Government Act 2000

The Officer to receive written notice from the Leader of the removal from the Cabinet of an individual Cabinet Member	Head of Legal and Democratic Services Democratic Services Manager
The Officer to call in a decision for scrutiny by the Scrutiny Committee in accordance with the Scrutiny Procedure Rules	Head of Legal and Democratic Services Democratic Services Manager
The Officer to receive reasonable notice that the Cabinet is to meet to make a decision	Head of Legal and Democratic Services Democratic Services Manager
The Officer to ensure that an item requires by a Cabinet Member is placed on the agenda for the next available meeting of the Cabinet	Head of Legal and Democratic Services Democratic Services Manager
The Office to ensure that an item requested by the Scrutiny Committee or by Council is placed on the agenda for the next available meeting of the Cabinet	Head of Legal and Democratic Services Democratic Services Manager
The Officer to call a meeting of the Cabinet requested by the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer in pursuance of their statutory duty	Head of Legal and Democratic Services Democratic Services Manager
The Office responsible for the recording and publicising of decisions made at private meetings of the Cabinet	Head of Legal and Democratic Services Democratic Services Manager
The Officer to receive notice from a member of the Scrutiny Committee that they wish an item to be placed on the agenda for the next available meeting of the Scrutiny Committee and to ensure that such item is included on the next agenda	Head of Legal and Democratic Services Democratic Services Manager
The Officer to receive written notice from the requisite number of members of the Council who are not members of the Scrutiny Committee that they wish an item to be	Head of Legal and Democratic Services Democratic Services Manager

included on the agenda of the Scrutiny Committee and to ensure that such item is included on the next agenda	
The Officer to receive the report of the Scrutiny Committee and to allocate such report to either both Cabinet appropriate regulatory committee or Council	Head of Legal and Democratic Services Democratic Services Manager
The Office to inform in writing a Member or Officer required to attend the Scrutiny Committee of that requirement	Head of Legal and Democratic Services Democratic Services Manager
Functions under the Local Authorities (Executive Arrangements) (Access to Head of Information)(England) Regulations 2000	Legal and Democratic Services Democratic Services Manager

Countryside and Rights of Way Act 2000

1	Access to the Countryside (Maps in Draft Form) (England) Regulations	Head of Planning and Building Control

The Local Authorities (Standing Orders) (England) Regulations 2001

All sections	Giving notice to Cabinet in respect of Chief Officer appointments	HR Manager

The Magistrates' Courts

To represent the Council in the Magistrates' Court in respect of Council Tax and Non-Domestic rates matters	To be appointed by the Monitoring Officer

The Health and Safety at Work Act 1974

S19(1)	To carry out enforcement	Head of Environmental Services & Port Health Food & Safety Manager Health & Safety Manager Lead Food Officer Food & Safety Officer

1. **Notices, Authorisations, Determinations, Orders, Licences, Agreements, and Consents**

   a. For the avoidance of doubt the delegation of authority through the Officer structure includes the power to take all action necessary in connection with or ancillary to the following, subject always to powers reserved for exercise by the Council, Cabinet and Cabinet Member, and any committees established by the Council and to the framework set out in the Financial Procedure Rules and Contract Procedure Rules

   b. the instruction of the Monitoring Officer in respect of legal (or quasi legal) proceedings.

c. the authorisation of Officers as may be required by statute (whether as "Proper Officers" or otherwise) to undertake certain roles, or to exercise or discharge any powers, duties or functions including investigatory or regulatory functions and affecting entry to land or premises;
d. the issuing, service, variation, or withdrawal of any notice, direction, determination, requisition, ultimatum or demand;
e. the making, confirmation, variation or withdrawal of any order or regulation;
f. the formation, variation or termination of any contract or agreement;
g. the grant, variation, withdrawal, suspension or termination of any permission, authorisation, licence or consent.

2. Authorising Expenditure and Signing and Sealing Agreements

a. The Finance Procedure Rules and Contract Procedure Rules and individual Service schemes of financial delegation sets out the financial limits that Officers must work within and procedures that they must follow when authorising expenditure. In the absence of any requirement to the contrary, Officers may:
   i. authorise expenditure of up to £30,000;
   ii. in consultation with the Cabinet Member for the Portfolio to which the expenditure relates, authorise expenditure of up to £250,000.
b. The Finance Procedure Rules and Contract Procedure Rules set out which documents can be signed by Officers within individual Services and which documents must be signed or sealed by the Head of Legal and Democratic Services.

3. Legal Proceedings and Protecting the Council's Interests

a) All matters in respect of the conduct of legal (or quasi legal) proceedings (including the authentication or execution of documents) are reserved to the Head of Legal and Democratic Services (and their duly authorised Officers) who shall be authorised to institute, defend, settle, discontinue or otherwise participate in any such proceedings or take any other action considered necessary to give effect to decisions or protect the interests of the Council.

4. Conflicts of Interest

a) Every Officer is responsible for identifying whether they have a conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Council (including under section 117 of the Local Government Act 1972) is necessary.
b) Where an Officer has a conflict of interest in any matter, they shall not participate in that matter in their capacity as an Officer except with the prior approval of the Monitoring Officer or the Chief Executive.
c) Where the Chief Executive is unable to act on a matter because of a conflict of interest, the matter shall be discharged by the appropriate Strategic Director or Head of Service, where the appropriate Strategic Director or Head of Service is unable to act the matter shall be discharged by the CMT collectively, or by such Officer as they shall determine for this purpose.
d) Where a Head of Service is unable to act on a matter because of a conflict of interest, the Chief Executive shall discharge the matter themselves or allocate the matter to another Officer.

e) Where the Monitoring Officer is unable to act on a matter in their statutory capacity under section 5 of the Local Government and Housing Act 1989, the matter shall be discharged by the Officer designated by the Monitoring Officer as Deputy Monitoring Officer.

f) Where the Monitoring Officer is unable to act on a matter in relation of Member conduct, the matter shall be discharged by the person appointed by the Monitoring Officer for this purpose under section 82A of the Local Government Act 2000.

g) Where any other Officer is unable to act on a matter that Officer's line manager or the Chief Executive may discharge the matter or may arrange for another Officer to discharge the matter.

h) No Officer other than the Head of Legal and Democratic Services shall authorise or institute any legal proceedings or process or instruct legal agents or Counsel without the prior written consent of the Head of Legal and Democratic Services unless the Head of Legal and democratic Services is absent or conflicted in which case the Chief Executive may discharge the matter or arrange for another officer to discharge the matter.

i) The Chief Executive may allocate or re-allocate responsibility for functions between Officers as necessary for the effective discharge of those functions or to cover absence of particular Officers.

j) Where an Officer is going to be absent for a period, they or their line manager may re-allocate responsibility for that Officer's functions as necessary to ensure the effective discharge of those functions during the Officer's absence. Where the Chief Executive is going to be absent for a period then responsibility for the Chief Executive's functions as necessary to ensure the effective discharge of those functions during the Chief Executive's absence shall be allocated to the appropriate Strategic Directors or Heads of Service, unless otherwise allocated by the Chief Executive.

k) Where a function is delegated to an Officer it shall also be exercisable by their Head of Service. Where a function is delegated to a Head of Service it shall also be exercisable by the Chief Executive, except for the functions of Monitoring Officer and Section 151 Officer. Where a function is stated to be specifically delegated to a particular Officer, that function shall not be exercised by any other Officer, except in accordance with this Scheme. Staff exercising delegated powers shall do so with regard to Section A (Principles of Decision Making).

APPENDIX J - MONITORING OFFICER PROTOCOL

1. The Monitoring Officer shall discharge their responsibilities with determination and a manner which will enhance the reputation of the Council. In general terms their ability to discharge these duties depends on excellent working relations with colleagues and Members but also the flow of information and access to debate particularly at early stages.
2. The following arrangements and understandings between the Monitoring Officer and colleagues and Members are designed to help ensure the effective discharge of the relevant functions.
   (a) As a member of the Corporate Leadership Team, the Monitoring Officer will have advance notice of those meetings and agenda and reports and the right to attend and speak.
   (b) Advance notices of meetings whether formal or informal between member of the Strategic Management Team or Head of Service and Cabinet Members or committee chairmen will be given to the Monitoring Officer where any procedural, vires or other constitutional issues are likely to arise. The Monitoring Officer shall be entitled to attend these meetings as an observer.
   (c) A member of the Strategic Management Team or Head of Service will alert the Monitoring Officer to all emerging issues of concern including legality, probity, vires and constitutional issues.
   (d) The Monitoring Officer or their staff will have copies of all reports to Members.
   (e) They shall endeavour to develop good liaison and working relations with the External Auditor and the Local Government and Social Care Ombudsman and Housing Ombudsman Service including the giving and receiving of relevant information whether confidential or otherwise.
   (f) The Monitoring Officer shall endeavour to maintain a special relationship with the Chairman of the Council, Chairman of the Audit and Governance Committee and the Scrutiny Committee and to ensure the Head of Paid Service and members of the Strategic Management Team have up-to-date information regarding emerging issues.
   (g) The Monitoring Officer shall report to the Council on any proposal, decision or omission by the Council, or by or on behalf of the Executive, or any committee or sub-committee of the Council, or any Officer of the Council, or any Joint Committee on which the Council are represented, which has given rise to or is likely to or would give rise to any contravention of any enactment or rule of law or any such maladministration or injustice as is mentioned in Part 3 of the Local Government Act 1974.
   (h) The Monitoring Officer, together with the Section 151 Officer, shall advise the Cabinet or Council about whether a decision is likely to be considered contrary or not wholly in accordance with the budget.
   (i) The Monitoring Officer shall record and analyse issues raised with them by Members, Officers, the public and other relevant stakeholders.
   (j) In carrying out any investigation (whether under regulations or otherwise) the Monitoring Officer shall have unqualified access to any information held by the Council and any employee who can assist in the discharge of the relevant functions.

(k) The Monitoring Officer shall make enquiries into allegations that the Council's Code of Conduct may have been breached on receipt of a written complaint and after having conferred with one of the Council's Independent Persons appointed in accordance with the Localism Act 2011. If appropriate, having investigated such a complaint, the Monitoring Officer may refer the matter to the Audit and Governance Committee having also referred the written report to the Independent Person.

(l) The Head of Paid Service, Section 151 Officer and Monitoring Officer shall meet regularly to consider and recommend action in connection with current governance issues and other matters of concern regarding probity.

(m) The Monitoring Officer shall have control of a budget sufficient to enable them to seek Counsel's opinion on any matter concerning their functions.

(n) The Monitoring Officer shall keep the Constitution up to date and shall report to the Council from time to time on the Constitution and any necessary or desirable changes, following consultation in particular with the Head of Paid Service and Section 151 Officer. In order to fulfil this responsibility, the Monitoring Officer may compare practices in this Council with those in other comparable authorities, or national examples of best practice.

(o) In consultation with the Chairman of the Council the Monitoring Officer may defer the making of a formal report under Section 5 LGHA 1989 where another investigative body is involved.

(p) The Monitoring Officer shall report to the Council from time to time as necessary on the staff, accommodation and resources they require to discharge their functions.

(q) The Monitoring Officer will appoint a deputy and keep them briefed on emerging issues. The Deputy will act in place of the Monitoring Officer if the Monitoring Officer is absent or unable to act due to conflict or other relevant issues.

(r) The Monitoring Officer shall endeavour to ensure good communication with clerks to town and parish councils.

3. DEFINITIONS

For the purpose of this protocol a "Senior Officer" is a member of the Corporate Leadership Team or Head of Service.

APPENDIX K – CODE OF GOOD PRACTICE/GUIDANCE FOR MEMBERS – PLANNING AND RIGHTS OF WAY

1 INTRODUCTION

1.1 Planning applications, the allocation of sites within the Development Plan and the way in which they are decided is subject to a great deal of public and media interest. Planning decisions affect the daily lives of everyone and the private lives of individuals, landowners and developers, and therefore on many occasions will be contentious. Because of this it is important that the system of making decisions is seen to be open and impartial, consisting of sound judgements made for justifiable reasons.

1.2 The Council has powers under the Highways Act 1980 and the Town and Country Planning Act 1990 to make orders for the creation, diversion and extinguishment (or stopping up) of public footpaths, bridleways and restricted byways, and to enter into agreements for the creation of footpaths and bridleways. The changes made by such orders and agreements affect the right of the public to cross private land and so can be contentious and the subject of impassioned debate. Because of this it is important that the system of making decisions on changes to the public rights of way network is seen to be open and impartial, consisting of sound judgements made for justifiable reasons.

1.3 This Code of Practice has been drawn up to set out clearly the way in which the Council deals with planning, public path orders and other applications.

1.4 It complements the Suffolk Code of Members' Conduct and Officers' Code of Conduct which address a range of aspects of Members' and Officers' conduct in carrying out official duties. Further information on the provision of the Code can be obtained from the Council's Monitoring Officer.

2 BASIC PREMISE

2.1 The basis of the planning system is the consideration of private proposals against wider public interests. The Town and Country Planning Acts provide that decisions on individual proposals should be made in accordance with the Development Plan unless material planning considerations justify a departure from those policies. The Development Plan for East Suffolk Council consists of the Suffolk Coastal Local Plan, the Waveney Local Plan and the Minerals and Waste Local Plan. In addition, the Broads Local Plan is part of the Development Plan for the district.

2.2 The Highways Act 1980 and the Town and County Planning Act 1990 both lay down precise criteria to be met for the making and confirmation of public path orders. The legislation is supplemented by advice contained in the Department of Environment, Food and Rural Affairs (DEFRA) Circular (1/09) 'Guidance for Local Authorities' and other circulars and Regulations. The basic premise is to ensure that appropriate balanced consideration is given to the impact of changes to the network upon both the landowner's / occupier's interests and the public's right.

2.3 Within the context of the legal provisions, the successful operation of the planning and rights of way system relies on ensuring that Members and Officers act in a way which is not only fair but is clearly seen to be so. The respective roles of Members and Officers are set out in this Code of Practice.

2.4 The Government has placed a high priority on speed in the determination of planning applications and the practice contained in this code has to take account of this Government priority.

2.5 If a Councillor acts in breach of this Code this could potentially amount to a breach of the Council's Code of Conduct and have potential consequences for that Councillor. If an Officer acts in breach of this Code this may result in action under the Council's Disciplinary Procedure.

3 DECISION MAKING ON PLANNING AND RIGHTS OF WAY APPLICATIONS

3.1 Consideration should be given when appointing Members to the North and South Planning Committees, that there are a number of Members who serve across both Committees for consistency on decision making across the district as a whole.

3.2 **The Role of Committee Members**

Members of the Planning Committee, in making decisions on planning and rights of way applications, will:

- Act fairly and openly;
- Approach each application with an open mind;
- Carefully weigh up all the material planning or rights of way considerations;
- Avoid undue contact with interested parties
- Ensure that reasons for decisions are clearly stated.

3.3 The planning system exists to balance the consideration of private proposals against the wider public interest. Members must take into account the interests of all of the District, together with the Government's national planning priorities, and will act in a way which is not only fair but is clearly seen to be so.

3.4 Members will be free to vote on applications however they consider appropriate within the context set by the Town and Country Planning Act or Highways Act and shall not have pre-judged the outcome prior to their consideration at the committee meeting of all relevant available information. Members should not, prior to the meeting, give an undertaking as to the stance they will take on the determination of a planning application, e.g. at a Town or Parish Council meeting, or to an interested party. They should indicate that any view they might put forward might change in the light of the Planning Officer's report and the Committee's discussion.

3.5 Committee Members will also have a role (see 3.8 below) on behalf of their ward to present local views, but Members must make it explicit when acting in that role. The decision-making role and its impartiality must not be prejudiced by any such action.

3.6 Members can expect Officers to give them help in answering questions on planning or rights of way matters.

3.7 Members will not give instructions to Officers, and they will not put pressure on Officers to make a particular recommendation on an application.

3.8 **The Role of Members**

The representational role of Members is a key part of the planning and rights of way process. Subject to compliance with the terms of the Members' Code of Conduct, in fulfilling that role Members will be given the opportunity in respect of all applications to:

- Respond in writing to Officers on the merits of the application;
- Attend any committee site meetings for applications within their ward;
- To make representations to the determining committee.

3.9 Members shall not give instructions to Officers, nor should they place pressure on Officers in order to secure a particular recommendation on an application.

3.10 Members can expect Officers to give them every help and assistance in answering questions relating to planning matters.

3.11 **The Role of the Planning Referral Panel**

The Planning Referral Panel will be called by the Head of Planning and Building Control, as necessary, for consultative purposes to agree the route for determining a planning application subject to the criteria set out in the Scheme of Delegation to Officers.

3.12 The Planning Referral Panel will consider referral if the 'minded to' decision by Planning Officers is contrary to comments received from the Town or Parish Council, a Ward Member or a Statutory Consultee.

3.13 The Planning Referral Panel is a consultative panel with the Head of Planning and Building Control. The Head of Planning and Building Control will have final say on items to be referred for Committee decision rather than exercising delegated Officer powers.

3.14 **The Role of Officers**

In respect of applications to be determined by the Planning Committee, Officers will:

- Provide professional and impartial advice;
- Make sure that all information necessary for a decision to be made is given, including the substance of any objections and the views of those consulted;
- Set the application in the context of the Development Plan or Highway Authority policy and practice, and all other material considerations;
- Provide a clear and accurate written analysis of the issues;
- Give a clear recommendation;
- Be responsible for carrying out the decisions of the Planning Committee.

3.15 In respect of planning decisions that are taken under delegated authority the case Officer for the application will prepare a brief written resume of key issues and a recommendation. This written report will be considered by a senior Officer, given the appropriate delegated authority by the Head of Planning and Building Control, who may exercise that authority to determine the application. In no circumstances will the case Officer determine the application.

3.16 In respect of Public Path Order decisions that are taken under delegated authority, the Head of Planning may exercise that authority to determine an application where there are no unresolved objections. A brief written résumé of key issues, the decision and reasons for it will be prepared and placed on the application file. Further details of public path orders and agreements made by the Council, are available on the East Suffolk Public Rights of Way website.

3.17 The Council recognises that Chartered Town Planners and other Professional Officers shall not make or subscribe to any statements or reports which are contrary to their own professional opinions and the appropriate Professional Institute's Code of Conduct.

4 DISCUSSIONS WITH APPLICANTS

4.1 Pre-application meetings for planning matters with prospective applicants are encouraged but will normally only involve Officers. They may involve Members acting in a representative role where approached by a prospective applicant, such meetings should not normally involve Members of the Planning Committee which may be

making the decision on the intended application. Exceptions are where the Planning Committee has, by resolution, determined that a pre-application meeting shall exceptionally involve Members and where the meeting is limited to providing advice on the proper process to follow, involving which Officer to contact for further advice. Committee Members may also wish to pass applicants on to a neighbouring District Councillor.

4.2 Where pre-application meetings involve Members appointed by the Planning Committee a note of the discussion will be taken and will be made available for public inspection subject to the usual rules about Access to Information, when an application is submitted. At least one Officer will be present at all such meetings. The same provisions will apply where following a determination of an application consideration is being given to a fresh application.

4.3 It will be made clear at pre-application meetings that:

- Only Officers' initial and provisional views can be given, based upon the provisions of the Development Plan and other material planning considerations;
- No decisions can be made which would bind or otherwise compromise the decision of the Council;

4.4 A written note will be made of all substantive meetings. A follow-up letter should be normal practice when documentary evidence has been left with the Council.

4.5 A note will be taken of telephone conversations where express advice on the planning merits of a proposal has been given. The meeting note and the follow-up correspondence shall be placed on the relevant file, should an application materialise following initial discussions.

4.6 Members will not take part in post-submission meetings with applicants or other parties, unless:

- Section 5 of this Code of Practice allows this; or
- the matter has been reported to the Planning Committee and the Councillors concerned have been appointed by the Committee

5 CONSULTATION AND LOBBYING

5.1 The Council is required by legislation to give certain publicity and consult certain key parties on particular planning and rights of way applications. The Council supplements the statutory requirements with its own practice on consultation.

5.2 Attached as Appendix A is a statement of the Council's current practice of consultation on planning applications.

5.3 Attached as Appendix B is a statement of the Council’s current practice of consultation on rights of way applications.

5.4 In all instances interested parties are asked to make their representations in writing in order that a true record of the representation can be placed on the appropriate file for public inspection and to be used in informing the decision-making process. Representations can be submitted electronically or submitted in hard copy form.

5.5 It is quite common for applicants and other interested parties to wish to discuss a proposed development with Members before an application is determined. This can aid the understanding of issues involved. However, to avoid compromising their position before they have received all the relevant information, evidence and arguments, Members of the determining committee may choose, as a matter of

principle, not to meet applicants or interested parties. Where they do choose to meet relevant parties they will:

- Not express an opinion which could be taken as firm support or opposition to a proposal;
- Not organise support or opposition for a proposal or lobby other Members;
- Inform lobbyists or objectors of the importance of their views being submitted in writing to the Council;
- Advise the Chairman of the Planning Committee or the Head of Planning and Building Control of the existence of any party that appears to be trying to exercise undue or unreasonable pressure on Members of the Council.

5.6 Members should take great care to maintain impartiality when attending public meetings in relation to planning matters. They should consider carefully whether it is appropriate to attend in the first place. If they do wish to attend it is advisable to invite the relevant Officer also. At such meetings it is preferable for no view on the merits or otherwise of a proposal to be given.

6 COMMITTEE PROCEDURES

6.1 The Planning Committee papers will be available, in accordance with the Access to Information Act provisions, at least five clear working days prior to the meeting.

6.2 All applications presented to the Planning Committee for determination will have a full written report from Officers, including the substance of objections, and the views of those who have been consulted on the proposal, a clear explanation of the relevant Development Plan policies or legislation, site related history, any other material planning considerations or relevant information, a reasoned consideration of the proposal and a clear recommendation.

6.3 Any material information which is received after the written report has been prepared but more than 24 hours before the start of the Planning Committee meeting will be presented orally by Officers. Information received within 24 hours of the start of the meeting will only presented where it is brief and can be readily conveyed to the Committee.

6.4 The Head of Planning and Building Control will have the discretion to withdraw any item from the agenda of the Planning Committee subsequent to the preparation of the report, but prior to a discussion by the Planning Committee if the circumstance of the application has changed within that period.

6.5 Where an application is determined in accordance with an Officers' report the decision will be as set out in that report subject to any amendments which Officers or Members may put forward at the meeting.

6.6 Where the Planning Committee disagrees with the Officers' professional advice, the reasons for rejecting a report's recommendation will be clearly stated at the meeting and recorded in the minutes. Members need to be sure that when they do not follow Officers' professional advice, their decisions are based on sound planning reasons. Members shall be aware that they may be required themselves to justify their decision at appeal.

6.7 If an application is granted against Officer recommendation, the Committee must provide reasons for approval but also suggest any conditions that it thinks should be imposed or should delegate those conditions (and any planning obligations) to the officers.

6.8 The Council considers that there are benefits in allowing public speaking at Planning Committee meetings. A summary of the adopted practice is set out in Appendix C.

6.9 The application will be determined by a simple majority vote by show of hands. All Members of the Committee, including the Chair, should cast a vote in favour or against the motion before the Committee. As the Planning Committee is appointed for the purpose of making decisions on planning applications, members are encouraged not to abstain. If members feel they must abstain they are encouraged to explain their reasoning.

6.10 Where a planning obligation is required in respect of a development proposal, the Officers' report to the Planning Committee will set out the reasons for this and indicate any principal terms that the obligation might contain. If the Planning Committee requires additional or amended obligations they shall be clearly specified by the Planning Committee and in all cases the detail will also be recorded in the minutes of the meeting.

6.11 A register is kept of planning obligations entered into and an annual report will be made to the Strategic Planning Committee summarising progress in the receipt and use of financial sums or development in kind received in accordance with a planning obligation.

7 SITE VISITS

7.1 All sites are investigated by Officers as part of the application process. However, there may be circumstances when Members will wish to visit specific sites, for example, to understand local conditions and the relationship of a proposed development or rights of way proposal and the surrounding area, where these features cannot be assessed from the submitted drawings, illustrative material or from outside the site.

7.2 Formal site visits will be held when there is a clearly identified material benefit for holding one and the Planning Referral Panel agrees with the relevant Planning Officer that there is a need to do so to provide a better understanding of the proposals or the Planning Committee so requests that a visit be held.

7.3 All Members attending formal site visits by the Planning Committee shall be accompanied by an appropriate Officer(s) of the Council.

7.4 The site visit is not part of the consideration of the merits of an application and therefore public rights to attend the meeting do not apply.

7.5 If access to private land is necessary, then Officers will secure the prior agreement of the landowner. All appropriate measures will be taken to ensure that the site visit takes place in a manner which is legally compliant and pursuant to government guidance so as not to compromise anyone’s health and safety.

7.6 The purpose of the site visit is fact finding. Officers will be able to point out relevant features of the site and surroundings. Members will be able to see the physical features of the site

7.7 When on a site visit, the Members of the Planning Committee should not make any comments that could create an impression that they have already formed a firm position on the merits of the application. The decision on the application should not be made until the formal meeting of the Planning Committee when the Members will

have before them all the necessary information to be able to make an informed decision.

8 DISCLOSURE OF INTERESTS AND HOSPITALITY

8.1 Members are required to comply with the requirements of the Suffolk Code of Conduct, including registration of their interests, making the appropriate declarations of interest and declaring the receipt of any gifts or hospitality of at least £25 in value. Officers are required to comply with the Officer Code of Conduct, including the registration of their interests and making appropriate declarations of any offers of gifts or hospitality worth £10 or more.

8.2 Members need to declare the receipt of any gifts or hospitality of at least £25 in value as a local non-pecuniary interest, on their Register of Interests' form. Officers need to declare the offer of any gifts or hospitality of £10 or more on the e-form which can be found on the Council's intranet. Any hospitality or gifts above the financial limit that have been offered but not accepted will also need to be registered by Officers.

9 DISTRICT COUNCIL APPLICATIONS

9.1 Where the District Council wishes to carry out development which requires planning permission or make alterations to the rights of way network, it will need to make an application for its own development before development may be carried out. The appropriate application will be submitted by the Chief Executive or his duly authorised nominee and will be dealt with by the Council as Local Planning Authority in the same way as those submitted by private applicants.

9.2 No District Council application will be determined under delegated authority but will be determined by the appropriate Planning Committee.

10 APPLICATIONS SUBMITTED BY MEMBERS AND OFFICERS

10.1 All applications which are submitted by or on behalf of Members, or any Officers of the Council or their spouse / partner in their private capacity, will be reported to the Planning Committee for a decision, rather than being dealt with in accordance with the Scheme of Delegation to Officers.

10.2 The Member / Officer concerned will inform the Head of Planning and Building Control of the submission of their application to ensure that the above-mentioned procedure can be adopted.

10.3 No Member or Officer concerned will take part in the processing or determination of the application, and if normally present at the determining Planning Committee meeting, will declare a prejudicial interest in the normal manner and leave the meeting for the consideration of that item of business.

11 TRAINING

11.1 To facilitate the effective working of the planning system, all Members of the Council are expected to undertake training in the principles of the planning system, rights of way and the procedures followed by the Council in determining applications. The precise contents of this training will be determined from time to time by Officers in consultation with Members.

11.2 East Suffolk Council's Public Rights of Way website provides details on rights of way principles and legislation, particularly as relevant to the Council's rights of way role and is updated regularly.

11.3 Members of the Planning Committee will be expected to have undertaken training on current planning and rights of way procedures and the principles of the planning

system. When significant changes to the planning system or policy applicable to the District occurs updated information or training as appropriate will be provided to all Members of the Planning Committee – information / training which all Members of the Council will be invited to benefit from if they so wish.

11.4 A programme of training will be available each year, covering issues of current importance as well as updating knowledge. From time to time, specialist training will be provided to cover particular topics or to look at matters in greater depth.

11.5 Members who have not participated in appropriate training cannot be Members of the Planning Committee. Only in the most exceptional cases when there are no trained Members available and a Planning Committee meeting would be potentially inquorate, should a Member who has not received training take part in making a decision on a planning or rights of way application. A record of Member training in planning will be maintained.

11.6 As part of the annual monitoring role of the Strategic Planning Committee, the training and provision of information undertaken and provided each year will be reviewed.

12 COMPLAINTS

12.1 If there is concern that the Code of Practice set out in this document has not been adhered to you should contact your local ward councillor or you should write to:

For Planning matters:	
Head of Planning and Building Control	Ben.woolnough@eastsuffolk.gov.uk
For Rights of Way matters:	
Head of Planning and Building Control	Ben.woolnough@eastsuffolk.gov.uk
Suffolk Code of Conduct or Officers' Code of Conduct matters:	
Monitoring Officer	Chris.bing@eastsuffolk.gov.uk

12.2 The Council has adopted a Complaints Procedure which may be followed in the event that the initial enquiry is not resolved to the complainant's satisfaction. A copy of the Complaints Procedure is available on the Council's website, or from the Council Offices.

APPENDIX I (A) STATUTORY PUBLICITY - Planning

Nature of Development	**Publicity Required**
Development where application accompanied by environmental statement	Advertisement in newspaper and site notice
Departure from development plan	Advertisement in newspaper and site notice
Affecting public right of way	Advertising in newspaper and site notice
Major Development	Advertisement in newspaper, site notice and neighbour notification as appropriate
Minor Development	Site notice and neighbour notification as appropriate
Development affecting the setting and character of a listed building	Advertisement in newspaper and site notice
Development affecting the character or appearance of a Conservation Area	Advertisement in newspaper and site notice

Agricultural permitted development where Local Planning Authority indicates a need for its prior approval	Site notice posted by developer
Telecommunications	Site notice
Householder Applications	Site notice and neighbour notification as appropriate

INFORMAL PUBLICITY ARRANGEMENTS

The planning Officer dealing with a case has discretion to notify a neighbour direct, or not, as they consider desirable having regard to adopted guidelines. Notification is carried out having regard to the following guidelines:

1 Notification will take place when, in the opinion of the inspecting Officer, demonstrable harm may be caused to the amenities of a neighbouring property resulting in:
   a) loss of privacy;
   b) loss of peaceful enjoyment;
   c) loss of daylight or sunlight;
   d) adverse visual impact;
   e) or other adverse effect.
2 The person notified will be the occupier of the neighbouring property affected by the proposals;
3 'Neighbouring property' is any residential property having a boundary contiguous with, or abutting, an application site but does not include a property separated from the site by a public highway;
4 Notification will not be undertaken simply because a neighbour's outlook over adjoining property is affected or because a solely private interest is involved e.g. a private right of way;
5 Where application proposals affect properties over a wider area, the local town / parish council will be able to express a local view but where the impact could be substantial, consideration will be given to advertising the application by press advertisements as an item of general interest.

APPENDIX I (B) STATUTORY CONSULTATION – Rights of Way

The Council is required by legislation to consult statutory undertakers and other affected councils on applications for public path orders. In addition, the Council follows national best practice to achieve unopposed orders wherever this is possible, as recommended by the 'Rights of Way Review Committee Practice Guidance Note No 1'. Upon receipt of a technically correct application the Council will consult widely with representatives of user groups and other bodies and individuals it considers may be affected by or interested in proposals as appropriate.

In all instances consultees and interested parties are asked to submit their views in writing in order that a true record can be placed on the appropriate file and used in informing the decision-making process. A period of 28 days is usually allowed for consultation responses, but this can be extended at the discretion of Officers if consultees require extra time. Responses can be submitted electronically or in hard copy form.

At the end of the consultation process it is usual procedure for the views of the consultees to be forwarded to applicants for consideration. Officers are responsible for managing such subsequent negotiation as is deemed useful in respect of the Council's intention to achieve unopposed public path orders wherever possible.

Negotiation may result in changes to the original proposals and re-consultations will be carried out as appropriate.

APPENDIX I(C)
PUBLIC SPEAKING PROCEDURES FOR PLANNING COMMITTEE MEETINGS

Subject to the procedure detailed below, there is a right to speak for, or against, any applications for rights of way, planning permission or similar applications (e.g. Listed Building). There is no right to speak on enforcement issues, which appear on the agenda of the Planning Committee.

PROCEDURE WHEN AN ITEM IS SCHEDULED TO BE REPORTED TO A PLANNING COMMITTEE
Progress on applications can be monitored online by visiting the Council's website – www.eastsuffolk.gov.uk. This will indicate if the application is going to be considered by the Planning Committee and, if so, when. The following would normally be permitted to speak:

- representative of Town / Parish Council or Parish Meeting;
- applicant or representative; or supporter in the case of a Right of Way Application;
- objector;
- relevant ward Members

The intention is that only one person would speak from each of the above parties or where multiple speakers have co-ordinated to share the opportunity, the three minutes will be shared over durations confirmed with Democratic Services in advance. In circumstances where multiple speakers desire the three minutes but cannot agree to share it, the three minutes will be granted to the first request to speak.

PROCEDURES AT PLANNING COMMITTEE MEETINGS
Interested parties who wish to speak will be able to register to do so, using an online form. Registration may take place on the day that the reports for the scheduled meeting are published on the Council's website, until 5.00pm on the day prior to the scheduled meeting. A link to the online form will be included on each published agenda.
Online registration form to speak at Planning Committees.

ORDER OF SPEAKING
The order of debate will be as follows:

1. Introduction by Planning Officer or relevant Officer for rights of way applications;
2. Questions from Members of the Committee for Officers on the proposal and locality
3. Questions from Members of the Committee for Officers on any third party representations;
4. Representations by objector (objecting to the recommendation);

5. Representations by relevant town or parish council (in exceptional circumstances the Chairman may allow more than one parish council to send a representative by prior agreement where a development proposal is of such magnitude that it affects several parishes);
6. Representations by applicant or representative;
7. Ward Member(s);
8. Officer clarifications following public speaking and any further questions from Members of the Committee for Officers;
9. Planning Committee general debate.

DURATION OF SPEAKING

Speakers, other than Ward Members, will be given a maximum of three minutes to speak in presentation, with the Chairman having absolute discretion as to how many and in what form questions are allowed over and above the three-minute presentation.

Ward members will be given a maximum of five minutes to speak. Where there are multiple ward members they will be allowed a maximum of five minutes each.

No speaker will be given a second opportunity to speak to ensure equality of representation. All questions should be based upon matters of fact only and channelled exclusively through the Chair. There will be no general debate, including those engaged in public speaking, given that the purpose of allowing public speaking is to make appropriate representations and to tease out matters of fact.

ILLUSTRATIVE MATERIAL

If a speaker wishes to refer to illustrative material, which they wish to be displayed at the meeting, then this must be provided to the Officers 24 hours in advance of the meeting so that appropriate arrangements can be made for its display.

If the application is deferred until the next meeting for further information, negotiations or a site visit, either before or after public speaking, speakers will have the opportunity to present their views again.

There will be an Officer present at all meetings to ensure that procedures are properly followed.

APPENDIX L – MEMBERS ICT PROTOCOL

1. Introduction

East Suffolk Council (ESC) has an expectation that Councillors will use ICT to enable them to effectively deliver all aspects of their role and will therefore provide all necessary ESC ICT resources and ICT support. However, it is important that the use of ICT is managed to ensure that ESC complies with all relevant legislation, regulatory codes of practice, policies and ICT best practice. This document has been developed to provide clear guidance on ICT use for Members.

2. Scope

This protocol applies to all Members who have access to ESC ICT resources.

3. Definitions

ICT resources are defined as all elements of ICT infrastructure and environment and includes:

- ESC email account and file storage
- Data network and enterprise business applications such as Microsoft Office
- Portable computer devices such as laptops and smartphones provided by the ESC ICT Service as part of the Members' ICT solution
- Electronic files, data and information accessed through the above

4. Guidance on the use of ICT Resources

4.1 ICT Security

All ICT usage must be in compliance with corporate ICT Security Policy and ICT Acceptable Use Policy.

4.2 Use in respect of Council Business

ESC ICT resources are provided for all ESC related business activities and those related to other public bodies or organisations on which Members are the ESC representative or nominee. Members should be aware that use of personal IT for such activities may incur risks to ESC or residents' data.

Members should use ESC ICT resources in accordance with ESC Health and Safety standards; guidance on the safe use of such equipment is available from Corporate Health & Safety Advisor

ESC ICT resources should not be used for any party-political activities or election campaigning

Members should use their ESC email address for all ESC related email communication and contact arrangements. ESC email addresses should not be used for any election material or party-political statements.

Inappropriate use of ESC ICT resources could be a breach of the Suffolk Code of Conduct and could give rise to formal complaints being made against a Councillor. Any queries about the Suffolk Code of Conduct in relation to ICT resources should be directed to the Monitoring Officer.

5. Responsibilities

Members must take reasonable precautions in the care and use of ESC ICT resources. If ICT equipment is damaged, lost or stolen, this should be immediately reported to ICT Service

Desk on 01502 523555. All ICT resources issued to Members remain the property of ESC and should be returned to ESC in the event that a Member ceases to be an East Suffolk Councillor. Access to ESC email and other systems will be suspended and terminated within 3 working days of the councillor ceasing to hold office.

Members must return any ICT resources on the request of the ICT Service for the purposes of audit, repairs or maintenance. A replacement device will be provided if required. Members will likely receive sensitive and personal data in the course of their duties and should be aware of their responsibilities under data protection and the need to comply with all relevant legislation including the GDPR (General Data Protection Regulations). The ESC Data Protection Lead (Head of Internal Audit) can provide guidance on any aspect of compliance with data protection and dealing with personal information. Members also need to be aware that data held on their ESC systems may be subject to FOI (Freedom of Information) requests.

ESC does not permit the automatic forwarding of corporate emails (member@eastsuffolk.gov.uk) to other external providers due to security implications. Whilst Members can forward individual emails to personal or other email accounts they should be aware of the data protection implications of this.

6. Support

All ESC ICT resources are maintained and supported to agreed operational and security standards by the ICT team who also provide a dedicated Member ICT Support line which is available during normal office hours for any Member ICT support issue.
ICT advice and guidance for all users is published on the Corporate Intranet (FRED) as well as notifications on any disruptions to ICT.

7. **Printing and Scanning**

Members have access to the corporate printing service and can collect any printing securely from MFD (multi-functional device) at any ESC office location (East Suffolk House, Riverside, Marina, Woodbridge Library, Felixstowe Library and Beccles Library). Print requests which are not printed and collected within 72 hours will be automatically deleted. Personal printers or printing consumables are not supplied as part of Members ICT.
Members can use the MFDs to scan documents for their ESC business for electronic storage and management.

APPENDIX M – GLOSSARY OF TERMS

Term	Definition
Agent	(In the context of the Contract Procedure Rules) A person or organisation acting on behalf of the Council or on behalf of another organisation
Announcements	Announcements are agenda items on Full Council and Cabinet agendas. They are factual statements which provide information to Councillors about something that has happened or is due to happen (e.g. a visit by a dignitary, the receipt of external funding, a change to committee placings, the result of a Council byelection, the retirement of a Council officer, an award nomination/win etc.). Announcements are distinct from Speeches and Motions.
Annual General Meeting (AGM)	The first meeting of the Council in each municipal year, usually held in May
Audit and Governance Committee	A committee (group of councillors) who meet to review the work of the Council, in particular with regard to finance and audit. The committee is entirely separate from the Cabinet and provides independent assurance to the Council as to the adequacy of the Council's risk management and internal controls. The committee also promotes and maintains high standards of behaviour by Councillors and deals with any allegations of a breach of the Members Code of Conduct
Best Value	The duty which Part I of the Local Government Act 1999 places on local authorities to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness, as implemented by the Council. Guidance is available at https://www.gov.uk/government/publications/revised-best-value-statutory-guidance. (See also Value for Money)
Bond	An insurance policy in the form of either a Performance Bond or a Guarantee Bond: if the contractor does not do what it has promised under a contract with the Council, the Council can claim from the insurer the sum of money specified in the bond. A bond is intended to protect the Council against a level of cost arising from the contractor's failure
Budget and Policy Framework	The key policy documents that set out the Councils position on key activities and set the budget for each year. Documents that make up the Budget and Policy Framework must be approved by Full Council. A list of these documents is shown in Part 2 Section B of this constitution
Cabinet	(See also Executive) The Cabinet/Executive is made up of the Leader, a Deputy Leader and up to eight other Cabinet Members who are chosen and appointed by the Leader. The Cabinet are responsible for the Executive decisions of the Council and take most of the decisions

	on service delivery. A list of responsibilities can be found in Part 2, Section B of this constitution
Cabinet Member	A Member of the Cabinet to whom political responsibility is allocated for certain functions
Cabinet Portfolio	A range of functions and services of the Council that are grouped together and allocated to a particular Cabinet Member
Calendar of Meetings	The agreed schedule of Council, Cabinet, and Committee meetings for the municipal year, as agreed by the Council at its annual general meeting (AGM)
Call-in	Within five working days of the date of publication of any decision that is made by the Cabinet, a committee of the Cabinet, an individual Cabinet Member exercising delegated powers, under joint arrangements, or by an Officer, any two (2) Members of the Scrutiny Committee or any five (5) Members of the Council may 'call-in' the matter for review by the Scrutiny Committee. The Call-in provision does not apply to urgent decisions.
Chairman of the Council	The Chairman of the Council is elected by the Council at their annual general meeting (AGM) each year. The Chairman sits at the head of Council meetings and runs the meetings in accordance with the constitution. The Chairman also carries out some civic and ceremonial roles on behalf of the Council
Chief Executive	The lead Officer of the Council who is ultimately responsible for the operational management of the Council, its Officers, and for the delivery of all the Council's Services within the budget and policy framework set by Members
Chief Officer	(In the context of the Contract Procedure Rules) A Member of the Strategic Management Team or Officer delegated to deal with the contract in question
Committee	A group of councillors who are appointed to carry out specific functions. Some committees are given the power to make decisions for the Council, e.g. regulatory committees such as Planning Committee
Conflict of interest	A situation or circumstance in which an individual has competing interests or loyalties which may impair their ability to make an unbiased decision
Constitution	The legally binding constitutional document approved and adopted by the Council which: • allocates powers and responsibility within the Council and between it and others • delegates authority to act to the Cabinet, Committees, Portfolio Holders, Strategic Directors, Heads of Service, and Officers • regulates the behaviour of individuals and groups through Procedure Rules, Codes and / or Protocols
Consultant	A Person employed for a specific length of time to work to a defined project brief with clear outcomes to be delivered, who brings specialist skills or knowledge to the role, and where the Council has

	no ready access to employees with the skills, experience or capacity to undertake the work
Contract	Includes any contract and any deed which does not fall within Rule 2.1 of the Contract Procedure Rules (excluded contracts)
Contract Register	The register to be kept and maintained by the Procurement Team recording details of all contracts entered into by the Council (see Rule 7 of the Contract Procedure Rules).
Contracting Decision	Any of the following decisions: • withdrawal of Invitation to Tender • whom to invite to submit a Quotation or Tender • Shortlisting • Award of contract • Termination of a contract
Contracts Finder	The facility for private firms to find opportunities to win national and local government contracts above a low minimum value (www.gov.uk/contracts-finder)
Constituents	Residents living in the area that the Council or Councillor represents
Corporate Agreement	A procurement facility approved and managed by the Procurement Team (in consultation with the Head of Legal and Democratic Services) to support the Council's aim of achieving Value for Money. This may, for example, be a Framework Agreement operated by the Council or a suitable external organisation for government buyers (such as the Crown Commercial Service).
Corporate Leadership Team	The Corporate Leadership Team is made up of the Chief Executive, the two Strategic Directors, and all of the Heads of Service of the Council
Corporate objectives	The key priorities and values of the Council. These are set out in more detail in the Council's Business Plan
Councillor	(See also Member) An elected Member of the Council
Data Protection Act 1998	Statutory requirement that the Council must • not use or disclose data except as registered • hold only adequate and relevant data • keep data accurate and up to date • give a print of the data to the individual concerned if requested
Development Plan	The Development Plan for East Suffolk Council consists of the Suffolk Coastal Local Plan, the Waveney Local Plan, and the Minerals and Waste Local Plan and 'made' Neighbourhood Plans. The Broads Local Plan is part of the Development Plan for the area of the district which falls within the Broads. As local planning authority for their area the Broads Authority is responsible for the preparation of its own Local Plan and for taking planning decisions within the Broads.
Executive	(See also Cabinet) The Cabinet/Executive is made up of the Leader, a Deputy Leader and up to eight other Cabinet Members who are chosen and appointed by the Leader. The Cabinet are responsible for the Executive decisions of the Council and take most of the decisions

	on service delivery. A list of responsibilities can be found in Part 2, Section B of this constitution
Extraordinary meetings	Meetings of the Council which are not scheduled in the Calendar of Meetings but are called, usually at short notice, to deal with a particular issue(s)
Financial Procedure Rules	The Council's financial regulations, as set out within Part 3 of this Constitution
Forward Plan of Key Decisions	(See also Key Decision) A plan showing the upcoming significant decisions that the Council intends to take.
Framework Agreement	(In the context of the Contract Procedure Rules) An agreement between one or more authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged. Examples of Framework Agreements include those awarded by The Crown Commercial Service and others.
Full Council	A meeting of all Members of the Council
Governance arrangements	The structure of committees and meetings that sets out how the council takes decisions and how decisions are scrutinised.
Head of Service	An Officer of the Council employed as a Head of Service (see Management Structure Chart for responsibilities). (In the context of the Contract Procedure Rules) A Head of Service, or another Officer of the Council nominated to act in the capacity of Head of Service, for the purposes of the Contract Procedure Rules and a specified procurement exercise
Intellectual Property	A generic term that includes inventions, creative writings and drawings. If these are created by the Officer during the course of his/her employment then, as a general rule, they belong to the Council
Invitation to Tender	Invitation to tender documents in the form required by the Contract Procedure Rules included within this constitution
Key Decision	Key decisions are those which have a significant impact on the Council or where there will be spending or savings of over £250k within agreed budgets
Leader of the Council	After each election, the party with the most elected Councillors nominates one of their Councillors to be the Leader of the party. At the Council's annual general meeting (AGM) the Full Council then votes to elect them to become the Leader of the Council
Line Manager	An Officer's immediate superior, responsible for their day-to-day management. (In the context of the Contract Procedure Rules) The Officer's immediate superior or the Officer designated by the Strategic Director or Head of Service to exercise the role reserved to the line manager by the Contract Procedure Rules
Member	(See also Councillor) An elected Member of the Council
Minutes	A written record of the debate and decisions reached at meetings

Monitoring Officer	The Officer appointed to fulfil the statutory role of Monitoring Officer, whose duties are set out in Part 2 of this constitution. For East Suffolk Council this is the Head of Legal and Democratic Services.
Most Economically Advantageous Tender (MEAT)	See Rule 4.6 of the Contract Procedure Rules
Motions	Proposals put forward for debate or decision. Motions must be proposed (moved) and seconded before any debate or vote can take place at Full Council, Cabinet or committee.
Nominated Suppliers and Sub-Contractors	Those persons specified in a main contract for the discharge of any part of that contract
Non-commercial Considerations	(In the context of the Contract Procedure Rules) (a) The terms and conditions of employment by contractors of their workers or the composition of, the arrangements for the promotion, transfer or training of or the other opportunities afforded to, their workforces ('workforce matters'). (b) Whether the terms on which contractors, contract with their sub-contractors constitute, in the case of contracts with individuals, contracts for the provision by them as self employed persons of their services only. (c) Any involvement of the business activities or interests of contractors with irrelevant fields of government policy. (d) The conduct of contractors or workers in industrial disputes between them or any involvement of the business activities of contractors in industrial disputes between other persons ('industrial disputes'). (e) The country or territory of origin of supplies to, or the location in any country or territory of the business activities or interests of, contractors. (f) Any political, industrial or sectarian affiliations or interests of contractors or their directors, partners or employees. (g) Financial support or lack of financial support by contractors for any institution to or from which the authority gives or withholds support. (h) Use or non-use by contractors of technical or professional services provided by the authority under the Building Act 1984. There are exceptional circumstances in which some such matters can be taken into account, but only with advice from the Head of Legal and Democratic Services. For example, workforce matters and industrial disputes, as defined in paragraphs (a) and (d), may cease to be non-commercial considerations to the extent necessary or expedient to comply with Best Value; or where there is a transfer of staff to which TUPE may apply.
Officer	A member of staff employed by the Council. (In the context of the Contract Procedure Rules) The Officer designated by the Strategic Director or Head of Service to deal with the contract in question

Ordinary meetings	Meetings of the Council that are scheduled in advance and appear in the agreed Calendar of Meetings
Parent Company Guarantee	(In the context of the Contract Procedure Rules) A contract which binds the parent of a subsidiary company as follows: if the subsidiary company fails to do what it has promised under a contract with the Council, the Council can require the parent company to do so instead
Planning Application	An application seeking Planning Permission, that is applications for Full Planning Permission, Outline Planning Permission, Reserved Matters Approval, Changes of Use, Variations of Conditions, Removal of Conditions, Listed Building Consent and Advertisement Consent.
Planning Decisions	Any formal decision made by East Suffolk Council as the Local Planning Authority in relation to Planning Applications, planning related applications, planning enforcement, and creation of Tree Preservation Orders in relation to planning related legislation including, but not limited to: - Town and Country Planning 1990 Act (as amended), - Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended), - Town and Country Planning Act (Public Path Orders) Regulations 1993 (as amended), - Town and Country Planning Advertisement Regulations 2007 (as amended), - Town and County Planning General Permitted Development Order 2015 (as amended), and/or any Acts, Statutory Instruments or other national regulations that have amended them or may amend them in the future.
Planning Related Application	A formal application for consent from the Local Planning Authority, including but not limited to those for Approval of Matters Reserved by Condition (i.e. Discharge of Condition), Non-Material Amendments, Prior-Notification Approval, Certificates of Lawfulness, works to trees covered by a Tree Protection Order or within a Conservation Area etc, but excluding those applications seeking Planning Permission (i.e. Planning Applications).
Political Neutrality	Officers serve the Council as a whole and may be required to advise political groups. In doing so they must remain neutral and serve all groups equally
Politically Restricted	Officers are entitled to maintain their own political views but must not allow these views to impact on the work they do. In some cases posts will be 'politically restricted' meaning the post-holder may not hold the office of councillor (except for a Town/Parish Council) and may not be a member of a political party or have any close connections to a political group or its activities such as canvassing at elections or speaking or writing publicly on party political matters
Post Tender Negotiations	(In the context of the Contract Procedure Rules) Discussions with prospective suppliers after submission of a tender/bid and before the

	award of a contract, with a view to obtaining adjustments in price, delivery, quality or content
Procurement Team	The Council's central procurement unit charged with providing strategic direction and advice to secure Value for Money in matters pertaining to the Council's procurement and partnership activities
Public Procurement Procedure	(In the context of the Contract Procedure Rules) The procurement procedure or other requirements which apply in the relevant circumstances under the Public Procurement Regulations where the Total Value exceeds the Public Procurement Threshold and the Officer has not received confirmation from Legal Services that the procurement is exempt
Public Procurement Regulations	(In the context of the Contract Procedure Rules) The laws applying to the Council (including any European Union law directly or indirectly in force in England) at the relevant time. When the Contract Procedure Rules were made, these were the Public Contracts Regulations 2015
Public Procurement Threshold	(In the context of the Contract Procedure Rules) The contract values at which the Public Procurement Regulations apply, as amended from time to time (see Rule 3.2 of the Contract Procedure Rules).
Quorum	The minimum number of Members that must be present at a particular meeting to make the proceedings of that meeting valid
Quotation	(In the context of the Contract Procedure Rules) A quotation of price and any other relevant matter (without the formal issue of an Invitation to Tender)
Relevant Contract	See Rule 2.1 of the Contract Procedure Rules
Scheme of Delegation	The section of the constitution which sets out how decision-making will be carried out by the Council including which functions which will be passed to Cabinet, Committees, Members or Officers
Scrutiny Committee	A committee (group of councillors) who meet to review and challenge the work of the Cabinet and the Council as a whole. The committee also holds inquiries into matters of local concern in which citizens often take part.
Section 151 Officer	The Officer appointed to fulfil the statutory role of Section 151 Officer, whose duties are set out in Part 2 of this constitution. For East Suffolk Council, this is the Chief Finance Officer (CFO).
Shortlisting	(In the context of the Contract Procedure Rules) The process of selecting bidders who are to be invited to quote or bid or to proceed to final evaluation
Speeches	The expression of opinions by Councillors on agenda items in meetings, in seeking to persuade other Councillors to share and support their point of view on a Motion.
Strategic Director	An Officer of the Council employed as a Strategic Director (see Management Structure Chart for responsibilities). (In the context of the Contract Procedure Rules) A Strategic Director, or another Officer of the Council nominated to act in the capacity of Strategic Director, for the purposes of the Contract Procedure Rules and a specified procurement exercise

Strategic Management Team	The Strategic Management Team is made up of the Chief Executive and the two Strategic Directors of the Council
Supervising Officer	(In the context of the Contract Procedure Rules) The Line Manager's immediate superior
Supplier List	(In the context of the Contract Procedure Rules) A preselected list of suppliers used by a department – See Rule 6.8 of the Contract Procedure Rules
Tender	(In the context of the Contract Procedure Rules) A bidder's proposal submitted in response to an Invitation to Tender
Total Value	(In the context of the Contract Procedure Rules) The whole of the value or estimated value (in money or equivalent value) for a single procurement or disposal calculated as follows: (a) where the contract is for a fixed period, by taking the total price to be paid or which might be paid during the whole of the period (b) where the procurement involves recurrent transactions for the same type of item, by aggregating the value of those transactions in the coming 12 months (c) where the contract is for an uncertain duration, by multiplying the monthly payment by 48 (d) for feasibility studies, the value of the scheme or contracts which may be awarded as a result (e) for Nominated Suppliers and Sub-contractors, the total value shall be the value of that part of the main contract to be fulfilled by the Nominated Supplier or Sub-contractor.
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006 No. 246): subject to certain conditions, these regulations apply where responsibility for the delivery of works or services for the Council is transferred from one organisation (e.g. private contractor or local authority in-house team) to another (e.g. following a contracting out or competitive tendering process) and where the individuals involved in carrying out the work are transferred to the new employer. These regulations seek to protect the rights of employees in such transfers, enabling them to enjoy the same terms and conditions, with continuity of employment, as existed with their former employer. Broadly, TUPE regulations ensure that the rights of employees are transferred along with the business
Value for Money (VfM)	Value for money is not the lowest possible price; it combines goods or services that fully meet the Council's needs, with the level of quality required, delivery at the time the Council needs it, and at an appropriate price
Whistleblowing	Officers are expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service. The Council's '*Whistleblowing Policy*' provides assistance on how to raise matters which concern Officers

East Suffolk Council Equality and Diversity Policy

Our commitment

East Suffolk Council is committed to ensuring a supportive and inclusive culture amongst our workforce, striving to promote diversity and eliminating all forms of unlawful and unfair discrimination. This policy reinforces our commitment to providing equality and fairness to all in our employment, to treating all employees with respect and not providing less favourable services, facilities or treatment on the grounds of protected characteristics.

The protected characteristics are **age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race (including ethnic origin, colour, nationality and national origin), religion or belief, or sex and sexual orientation**. The District Council also includes **socio economic factors** in addition to the protected characteristics. This policy will positively contribute to the delivery of the East Suffolk Business Plan by promoting and valuing diversity within our community in order to "*maintain and sustainably improve the quality of life for everyone growing up in, living in, working in and visiting East Suffolk"*

Our duty as a public authority

The Equality Act 2010 introduced some specific duties for public bodies, including local authorities. These include a set of provisions that we must comply with as an employer, and a regulator. We must have 'due regard' to the need to:

- **Eliminate unlawful discrimination, harassment and victimisation or any other conduct prohibited by the Equality Act 2010.**
- **Advance equality of opportunity between people who share a 'protected characteristic' and those who do not share it.**
- **Foster good relations between people who share a protected characteristic and people who do not share it**

What is Equality and Diversity?

"Equality and Diversity" is about promoting diversity within the workforce of the organisation, providing equal opportunities for both employees and service users and eliminating discrimination, harassment and victimisation. People may experience different forms of disadvantage depending on one or more protected characteristic and/or their social and economic status e.g. the impact that our activities and policies may have on those on low income, isolated due to rurality and/or for whom English is not a first language. We regularly review our policies and practice to guard against institutional discrimination.

1. Aims and objectives

- Services that are accessible for all;
- Equal and appropriate opportunities in employment and recruitment;
- Effective partnership working with all sectors of the community; and
- Positive action to promote equality wherever possible.

2. We are committed to promoting equality by:

- Ensuring that service users are treated with dignity, respect and fairness (All)
- Ensuring that our services are accessible and relevant to the needs of our community and that they adapt and change to service user needs, including through consultation with affected groups and communities when developing or adapting policies (Section 3);
- Ensuring that services are provided without discrimination or prejudice against, or bias towards, any of the protected characteristic groups (Section 3);
- Supporting a diverse and engaged workforce that feels empowered and involved, who are encouraged to put forward new ideas, and who receive praise and recognition (Sections 4 and 5)
- Having in place appropriate and fair recruitment, employment and promotion practices and procedures (Section 5)
- Providing training opportunities for staff and councillors (Section 7.4);
- Letting contracts to suitable/appropriate suppliers of services (Section 6.2);
- Working effectively in partnership with all sectors of the community (Section 3 and 6.1);
- Taking positive action to promote equality wherever possible (All);
- Providing clear and understandable information on our policies/the services we provide, in accessible formats e.g. different languages (Section 3);
- Ensuring equal access to our compliments, comments and complaints and other procedures;
- Making funding decisions based on a fair, equitable and consistent approach (as well as Best Value Statutory Guidance) (Section 7.3 and 9).

3. The environment that East Suffolk District Councils aim to create for both employees and service users

- **Access to council buildings** – we will work to ensure that buildings from which a public service is delivered are as accessible as is reasonably practicable
- **Charges for services** – when charges are made for services, we recognise this may have an impact on people with low incomes and work to minimise these impacts where possible.
- **Co-production** – we will, where appropriate, engage with relevant organisations/individuals in order to help us develop policies and services
- **Information about services** – we will provide, on request, information on our services, policies and practices in a reasonable variety of formats to avoid the exclusion of any group or individual.
- **Inspection and regulation** – we will undertake inspection/regulation duties in such a way that prevents prejudice, stereotyping and unequal treatment.
- **Interacting with the public** – we will ensure that all staff and councillors are familiar with the principles, practices and policies of equality and diversity and equal opportunities.
- **Service delivery** – we will seek to ensure equality of access and will strive to meet people's specific needs.
- **Take-up of services** – we will, wherever practicable, monitor the use of our services to ensure that no individual or group is excluded because of a protected characteristic and take positive action when positive We will review and monitor service provision and any customer feedback.
- **Transparency** – we will be open about the information on which we base our decisions, about what we are seeking to achieve and about our results.
- **Frontline Staff** - we will ensure, through training, that frontline staff understand how to respond to specific needs e.g. a customer with impaired hearing.

4. How East Suffolk Council will protect those in employment under the protected characteristics

East Suffolk Council aims to have a workforce that is representative of the community it serves. This will be achieved by ensuring that there are no barriers to securing positions or progression. All employees will be given help and encouragement to develop to their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce. **East Suffolk Council aims to:**

- Create a positive and supportive working environment for all employees that is inclusive and free of discrimination.
- Protect employees from being discriminated against because of one or more protected characteristics that apply to them.
- Provide equal opportunities to all employees in the workplace.
- Promote diversity in the workplace.
- Respond to changing demographics and working patterns.

Equalities information, advice, training and support will be provided as part of the induction training to all new employees to promote a positive culture within the organisation in relation to all protected characteristic groups, and ensure that this is embedded in all services that the organisation provides. All employees will be clear that must comply with this Policy, which will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

We encourage a diverse workforce and aim to provide a working environment where staff are valued and respected, and where discrimination, bullying and harassment are not tolerated. It is intended that this responsibility is shared by everyone including both councillors and staff. The Council ensures that all employees are aware of Bullying and Harassment Policy and that all employees are comfortable to raise any concerns so we can apply corrective measures. Any concerns raised through our Bullying and Harassment Policies will be reviewed by the Services for All group (explained later in the policy).



Bullying and Harassment Policy.do

5. Selection for employment, promotion and training

When appointing individuals to positions or promotions the selection process and their suitability for the role will be solely based on their aptitude, ability and behaviours. Appointments will not be affected by any of the protected characteristics i.e. anyone with one or more protected characteristic will not be treated unfairly nor favoured. East Suffolk Council is committed to providing all our staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible. We carry out regular engagement to keep up to date with staff opinions and this helps us to identify what we can do better and carry out a biennial staff engagement survey, the results of which feed into our People Strategy. This is also covered within regular 1-1 ‘My Conversation’ between staff and their line managers.

6. How East Suffolk District Councils will maintain Equality and Diversity when working with partner organisations.

6.1 Partnership Working

We work in partnership with other organisations to achieve best practice and ensure the best use of resources across Suffolk. Key partnerships include:

- Sentinel Leisure / Place for People
- Openwide Coastal
- Town and Parish Councils
- Anglia Revenues Partnership
- Orwell Housing
- East Suffolk Shared Services
- Suffolk Coastal and Waveney Norse
- Norfolk Property Services
- Homechoice Administration Services
- Suffolk County Council
- Suffolk Crime and Disorder Reduction Partnership.
- Lowestoft Rising /Felixstowe Forward /Leiston Together

6.2 Procurement and Social Value

Procurement is the process by which we enter into a contract to carry out works or provide goods and services – it's the way we buy things. Equality considerations form a very important part of the procurement process. We will ensure that the purchase of goods, services and facilities is undertaken in line with our commitment to ensure equality of access and opportunity for all and complies with the requirements included in the Equality Act 2010.

We aim to ensure that our suppliers abide by the law and are working to best practice in this area. As part of our tender evaluation criteria, suppliers are required to provide evidence that they have appropriate equal opportunities policies in place and are committed to them.

East Suffolk Council supports Social Value through its Social Value policy, to ensure the capital invested with our partners, contractors and suppliers contributes to the delivery of the East Suffolk Business plan key objectives (Enabling Communities, Economic Growth and Financial Self Sufficiency).

7. East Suffolk - intolerant towards discrimination

7.1 Managing Equality and Diversity

This Equality and Diversity policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives. Senior management in all departments take ownership for its implementation across each of the Councils service areas.

7.2 Equality and Diversity Steering Group – Services for All Group

The organisation has created an Equality and Diversity steering group – "Services for All". The aim of the group is to co-ordinate and lead on Equality and Diversity issues and initiatives across the Council. The group aims to meet quarterly to discuss any issues surrounding Equality and Diversity across the councils and is made up of managers, employees and elected members.

7.3 Councillors

To ensure that we have given due regard to all duties under the Equality Act, Elected Members will check and 'sign off' EqIA's (see final section) completed and submitted by East Suffolk Council employees and the active consideration of Equality Impact Assessments will be recorded in the minutes of relevant Council meetings.

7.4 Human Resources:

The Human Resources (HR) Team drive the transformation and organisational development of the Councils through the implementation of the People Strategy and ensuring the Council meets its ethical and legal responsibilities in respect of all employment and workforce matters including the equality Duty. The HR team encourage a culture where our staff are able to achieve their potential and feel valued and supported in a safe and healthy workplace. The team works hard to ensure that the Councils have a productive and skilled workforce and effective policies which support diversity and good people management. The HR team will report quarterly on relevant workforce equalities monitoring information.

Training and development provision - regular training is provided face to face and online, including equality and diversity duties and responsibilities, equality impact analysis, safeguarding children, young people and vulnerable adults and community mapping. Equalities is a key component of the Council's induction programme for new recruits to the Council and specialist training is provided depending on the needs of the employee and their role.

7.5 The role of Employees:

Employees have an integral part to play in ensuring that the policy is implemented correctly. All employees will complete Equality and Diversity training as part of their induction and further training depending on the needs of their role. They will be expected to act on and to raise their concerns so we can apply corrective measures and appropriate action can be taken.

8. How East Suffolk Council will monitor the policy.

Our policy will be monitored and reviewed annually to ensure that Equality and Diversity is continually promoted in the workplace, including through the Services for All group. The policy will be reviewed more widely and on a regular basis through the Waveney and Suffolk Coastal Disability Forums.

The Waveney Disability Forum provides an opportunity for disabled people, their carers and disability organisations in the area to come together to consult directly with the Council on the services and facilities which affect disabled people and provide a collective and stronger voice on disability issues to achieve positive outcomes for the community. SCDC also created a Disability Forum in order to meet the aims stated above. Both Disability Forums will continue under East Suffolk Council and are represented on the Suffolk Disability Forum which generates a Suffolk wide voice on disability related issues and services.

The Council is involved with and support the Suffolk County Council's Hate Crime unit initiatives such as the Stay Safe scheme and support the Domestic Abuse Forums that cover the area.

9. Equality Impact Analysis (EqIA's):

Under the new equality duty, we are not required to follow any specific methodology or template to undertake equality analysis, but we need to be able to demonstrate that we have had due regard to the effect of our policies and practices on equality – this will involve looking at evidence, engaging with people, staff, service users and others and considering the effect of what we do on the whole community. The Government Equality Office (2010) suggests that Equality Impact Assessments should be a normal and integral part of the decision-making process, showing that we have given 'due regard' to achieving the three general duties under the Equality Act (2010).

We undertake EqIA's in order to help us fully consider the impact that our work has on different communities, promote access to services for all sections of our communities and take positive action where possible to promote access to services and community cohesion. We are required to be transparent about the results of such assessments and the data that underpins them. We therefore publish summaries of our EqIAs on our website.

The District Councils EqIA template has recently been updated into an electronic version, this is to ensure that it is easier to access and can be quickly submitted to the relevant person to check and agree with what has been put forward within the EqIA. (A copy of this can be seen in Appendix 1).

Communications and community engagement project costs

East Suffolk Council on behalf of The Lowestoft Kittiwake Partnership

Durable folding table:

105

Folding poster board:

150

Banner (feather flag) with base, attachments and case:

190

Trolley or equivalent for safe, sustainable, transport of equipment:

100

Carriers for table and equipment:

100

2000 educational leaflets:

300

Brochures for businesses and residents coexisting with kittiwakes:

300

Activities:

250

Eco-friendly event giveaways (200+ giveaway bags):

500

Example giveaways breakdown:

Unique keyrings: 240

Branded pencil/pen: 80

Custom bags: 180

Additional equipment/stationary (adhesives, table cloth, etc):

50

Throughout this project, environmental impact will be considered in all purchasing decisions. We are committed to sustainable procurement and resource efficiency.

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	East Suffolk Council
Name of account to which payment to be made (explain if not your organisation's name)	East Suffolk Council
What does your organisation do? (100 words max)	East Suffolk Council is a local authority. Its purpose is to ensure that the over 250,000 residents of East Suffolk experience a good quality of life while also managing and protecting the district's heritage, biodiversity and sustainability. East Suffolk Council deliver frontline services transparently and efficiently. Our four strategic priorities are to protect the environment, strengthen the local economy, tackle inequalities and meet the growing need for sustainable housing. We are pursuing this funding on behalf of the Lowestoft Kittiwake Partnership, the purpose of which is to conserve kittiwakes while minimising gull/human conflict.
What relevant local area does your organisation cover?	Lowestoft is the relevant area. My organisation covers all of East Suffolk.
Who are the main beneficiaries of your work?	Lowestoft's population exceeds 71,000 residents. This project directly targets residents coexisting with kittiwakes by producing tangible, accessible, advice. However, we aim to benefit the wider population through community engagement and by advising businesses in Lowestoft's most central areas to make safer decisions when managing the presence of nesting kittiwakes. Lowestoft's nationally significant colony of over 1000 nesting pairs of kittiwakes will benefit from a reduction in unsafe deterrents. They will also benefit from increased community pride and amiableness towards them.

Lowestoft Town Council
Grant Application Form

	Visitors to Lowestoft will also be encouraged to participate in community activities, promoting awareness of Lowestoft's rare kittiwake colony to the wider public.
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£ 55,399,638
Organisation expenditure (last complete financial year)	£ 55,399,638
Contact details	
Name	[redacted]
Address	Property Services Team East Suffolk Council Riverside 4 Canning Road Lowestoft NR33 0EQ
Telephone number/s	[redacted]
E-mail	[redacted]@eastsuffolk.gov.uk
Position within organisation	Kittiwake Partnership Project Officer
Explain how you are authorised to make this application on behalf of the organisation	I am employed by East Suffolk Council as an officer
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Kittiwakes colonise Lowestoft's most central business premises and local homes. Spikes and netting are the most commonly used deterrents for kittiwakes in Lowestoft. These are fatal to kittiwakes every year. A recent foi request revealed to us that the local fire brigade attend gulls trapped in netting multiple times each year. We have advice we share with businesses, based on the findings of

	our Marina Theatre partner who implement best practice through safe deterrents alternative nesting provision. We have received feedback from local businesses who would like a tangible brochure, instead of online support. We would offer these to businesses and residents, and keep a number in reserve for anticipated future need. This year, we produced educational leaflets with information about Lowestoft's kittiwakes. Several local organisations asked for leaflets to give to customers/visitors and we depleted all of our 1000 leaflets. We'd like to produce another 2000 as there is clear demand for these. We would like to capitalise on upcoming opportunities, such as Lowestoft's ongoing legacy projects, by developing our community events programme. We would benefit from branded display items to increase our visibility and help people locate us at events. Purchasing our own items, such as a folding table and poster-board would enable us to be present at more events. As our partnership includes members with demonstrated expertise in community outreach such as Lowestoft Town Council and the RSPB, we have the proficiency within our group to create something memorable which fosters a positive outlook towards kittiwakes.
Total cost of project	£2,045
Breakdown of cost	See attached
Grant requested from Lowestoft Town Council	£2,000
What specifically would the grant from the Council fund?	See attached
Have any funds been requested/agreed from other sources? Provide details	East Suffolk Council have agreed to fund the remaining £45. Care has been taken to ensure the attached estimate costs are accurate. However, in case of a shortfall, East Suffolk Council will fund the remainder.
When are the funds required?	March 2026

Lowestoft Town Council
Grant Application Form

Project start date	March 2026
Project completion date	December 2026

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	YES
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES

Signed..[redacted]…… Date..03/12/2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Lowestoft Town Council
Grant Awarding Policy

1.0 General Information for Applicants

1.1 Lowestoft Town Council has statutory powers to make funds available to local organisations for the overall benefit of Lowestoft and its residents. These provide an option (not an obligation) to make grants and Lowestoft Town Council has adopted this policy to help guide relevant decisions. Any groups or organisations wishing to apply for a grant should read this policy carefully.

1.2 In addition to outlining Lowestoft Town Council's guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness. The Town Council reserves the right to deviate from this policy where it considers it appropriate to do so.

1.3 It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set an annual budget for this. Applications will be considered every three months by the Finance and Governance Committee. The annual budget set is the maximum budgeted total amount for all grants and does not represent an obligation by the Town Council to spend this money on grants.

1.4 The size of any grant awarded is at the discretion of the Town Council, but would not normally exceed £2,000 in any one application.

1.5 Where the application provides a breakdown of costs, a quotation or other supporting evidence must be provided in respect of the sum being applied for.

2.0 Who is Eligible?

2.1 The following organisations are eligible to apply:

a. Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
b. Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.

3.0 Who is not Eligible?

3.1 Applications will normally be rejected:

a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
d. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
e. From organisations or in connection with projects which negatively discriminate.

4.0 What Can Be Funded?

4.1 It is expected that the project will:

a. In some significant way make Lowestoft a better place to live, work or play.

b. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
c. Improve the social, environmental and/or economic profile of Lowestoft.
d. Add value and help make projects self-sustaining

5.0 What Is Unlikely to be Funded?

5.1 It is unlikely that projects will be considered where:

a. They simply replace existing facilities with no significant improvement.
b. There is no clear business or project plan.
c. On larger budget projects with a budget in excess of £2,000, where there is a shortfall with limited or no other contributory funding, unless a decision is required to secure match funding.
d. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
e. Expenditure on general business overheads (running costs).

6.0 Conditions of Grant

6.1 It is a condition of acceptance of a grant that:

a. Lowestoft Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
b. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
c. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
d. The outcome and impact of the grant must be reported to the Council within six months' of the grant being made. The Council reserves the right to specify the form, content and any different timescale for reporting.

7.0 What factors will be considered as part of the decision making?

7.1 The following are among those matters which are likely to be taken into account:

a. General eligibility
b. Organisational credibility
c. Impact on identified local need
d. Community support
e. Value for money
f. Any match-funding and other efforts to self-fund the project
g. Social, environmental or economic impact
h. Community involvement
i. Likely effectiveness
j. Soundness of the business or project plan
k. Added value and Sustainability

7.2 For grant applications made by sports clubs, evidence will need to be provided for one or more of the following:

a. How the club has used its income from the preceding year to increase its membership
b. How the club has used its income from the preceding year to make improvements to its facilities

c. How the club has maintained its facilities

8.0 When Will Decisions Be Made?

8.1 Applications will be considered by the Finance and Governance Committee every three months (at its meetings in March, June, September and December). The Committee reserves the right to consider urgent or time sensitive applications in the interim. If you feel that your application requires consideration outside of the regular three-monthly cycle please ensure this is clearly indicated on your application form. Please refer to Lowestoft Town Council's website (www.lowestofttowncouncil.gov.uk) for the meeting schedules or contact the office on 0330 053 6019/ admin@lowestofttowncouncil.gov.uk for details.

Revisions	
Date	**Amendment**
February 2021	Amendment made to reflect Council's decision that applications will be considered quarterly, rather than twice per year (with effect from the Annual Meeting in May 2021).
June 2021	Removed the sentence *'For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.'* from point 1.3, as it is not applicable for the 2021 – 2022 year.
June 2021	Amended the amount specified at point 1.3 from £500 to £2,000.
June 2021	Amended point 8.1 to reflect that applications will be considered monthly rather than quarterly.
July 2021	Added point 1.5 to specify that a quotation or supporting evidence must be provided where there is a breakdown of costs.
November 2021	Amended point 1.3 to reflect that applications are now considered monthly rather than quarterly. Also removed reference to sports clubs as not applicable under the fee waiver.
November 2021	At point 5.1d added 'unless a decision is required to secure match funding'.
November 2021	At points 7.2a and 7.2b replaced references to specific years to 'the preceding year'.
May 2022	Point 5a removed (~~There is a large shortfall in the funding required to complete the project~~). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c. Point 5d removed (~~The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years~~). Words 'or

	equivalent' added at sections a and b of the application form.
October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.

Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Oulton Broad Water Sports Centre (CIO)
Name of account to which payment to be made (explain if not your organisation's name)	Oulton Broad Water Sports Centre
What does your organisation do? (100 words max)	Oulton Broad Water Sports Centre provides opportunities for all ages and abilities to sample a range of water sports activities. Activities and training comprise sailing, canoeing, kayaking, paddle boarding, wind and wing surfing, power boats safety and team building activities, such as raft building. We particularly offer courses and water experience activities for schools and other youth groups. Rowing and Open Water Swimming are being added for 2026. Most importantly with the aid of this project we shall further extend activities to underprivileged children in particular. .
What relevant local area does your organisation cover?	We are based on Oulton Broad but cover all Lowestoft and Waveney post codes
Who are the main beneficiaries of your work?	Schools and youth groups. Also, for the whole community to experience water sports and further training to Royal Yachting Association and British Canoeing standards and qualification.. Paddle USK and Open Water Swimming organisations join OBWSC in 2026.

Are you a charity? If yes, describe the type of charity	Yes. A Charitable Incorporated Organisation, newly established in 2021, operating on a not- for- profit basis. C.I.O.
If registered, what is the charity number?	1193626
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£88,639
Organisation expenditure (last complete financial year)	E59,896
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Centre Manager and Principle Instructor
Explain how you are authorised to make this application on behalf of the organisation	Appointed and authorised by the Trustees as Centre Manager. As part of my role as Centre Manager I am required to generate funding and income to enable the Centre to grow and achieve its ultimate aim of becoming a self-funding operation, with the ability to offer free -to -access water sports activities to members and children of the local community that would otherwise not be able to afford it. Thus generating equality within the populace.
About your project	

Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	It is now recognised that the effect of Covid-19 pandemic has widened the gap between those already in areas of deprivation and those in more affluent areas, both financially and in their state of fitness and well-being. We believe that we can play our part in rectifying this disparity. Following a growth of school children attending the centre of 500 in 2024 to 1500 during the 2025 seaso,n it has become necessary to expand our staffing in order to accommodate the identified increase during 2026. This will only be possible if we can double our available hours of operation. Whilst attendees are on the water, a qualified Centre Manager has to be on site to manage activities. Currently we have several qualified instructors, first aid and safety personnel, but only one qualified Centre Manager whose time is now fully committed. Following heavy investment, the Centre's facilities have been upgraded and new equipment to cater for an expanded inflow of users has been purchased. A new web site with booking opportunity has been developed and and is operational. This proposal requests funding to train a Deputy Centre Manager to a fully qualified status, thus opening up the possibility to accommodate an identified increased volume from more schools, group activities and extend accessibility to the local population during 2026. Secondly, a part time(seasonal) admin person is required to control scheduling and bookings etc.. Following our attendance at the November Crucial Crew event several local schools who have not previously attended the Centre have requested information and costings to attend during the 2026 season. The Charity's plan for 2024/25 was to increase the water sports offering to schools and youth groups, extending the numbers of children that can be accommodated in each session; offering subsidised rates for disadvantaged children so that they are not excluded. **This has been achieved during 2025.** This will improve the revenue stream to finance the free point of use attendance for the identified underprivileged attendees. Prospective attendees would be jointly identified by schools/youth organisations, Lowestoft/ESC Councillors and officers and the Centre working in partnership. Schools' attendance increased last year and the Centre has a two year plan to increase that participation again by 50% year on year on year (from last year's 1500 children sessions to 2500 by 2026). We are currently subsidising each session that we run to keep the activity affordable for the local schools. The target is to be in a position where we can cap the cost to schools (with challenging budgets) and offer free places to those that still can't afford to come. A floating pontoon has been purchased to run sessions on the safest part of the broad on any given day, accommodating various wind conditions. We also also acquired an assortment of wetsuits and buoyancy aids in various child and adult sizes.
Total cost of project	£36,799

Breakdown of cost

We have summarised the key elements of this expansion project under the two headings of Project Management and Equipment.

Table 1 Project management (year 1 of the project)

Description	Timing	£
One off Training costs Deputy Manager see break down included in grant application	Jan 26	£10298
Deputy Centre Manager	SALARY FUNDED BY OBWSC NOT INCLUDED IN APPLICATION	*(£14211)*
Salary admin assistant obwsc funded - Not included in grant aplication	Mar 26 OBWSPC funded wage Not included in application	*(£8,500)*
Qualification fees Paddle UK British Rowing RYA	Apr 2026 one off costs for certification	£1719

Additional management time is essential and needs to begin early in 2026 (Jan to Mar). Most important are the contacts and arrangements to be made with representatives of the various disadvantaged school and youth groups in Lowestoft and district.
Subsequently, from April 2026, we anticipate the need to employ an a Deputy Manager in order to handle increased business.

Table 2 Equipment (Incl VAT)

Description	Timing	£
2 Dell lap tops	Feb/Mar 2026	£860.00
PPE Equipment	Jan/Feb 2026	£1000
Epsom Printer	Mar2026	£146
Basic Mobile phone	Mar 2026	£65

Grant requested from Lowestoft Town Council: £6,658

What specifically would the grant from the Council fund?

Table 3 Request from Lowestoft Town Council

Description
Contribution to training costs £4298.00 Match funded with ESC Contribution £6000 applied for Qualification fees £1719
Equipment

,..

Dell lap top	Feb 2026	£430
Epson Printer	Feb 2026	£146.00
Basic Mobile Phone	April2026	£65.00
Total		£641.00

Have any funds been requested/agreed from other sources? Provide details	Yes. We have made a simultaneous application for funding of this project to East Suffolk Council under the Enabling Community Budget. **Table 4 Enabling Community Budget (ref: 11ECB78)** **Description** / **£** Training cost Deputy Center Manager / £6,000
When are the funds required?	Dec 2025
Project start date	Recruitment once Grant approved. Jan 2026 2 Prospective candidates identified. Would wish to recrute local applicants Roll out for training Jan/Feb 2026
Project completion date	Ongoing until completed Est. Aug/Sept2026 The Manager will be able to oparate disciplines ie paddle-boarding ,canoeing a planned date of competence over some diciplines will be as early as March/April more complicated will be Aug/Sept.
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	

Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed…… [redacted] …… Date.....02.12.2025.....

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

OULTON BROAD WATER SPORTS CENTRE

Notes to the Grant Application Lowestoft Town Council

!.TRAINING

Training of the Deputy Centre Manager will commence immediately so that the centre can benefit from the identified increased attendance from the schools and the extra income which will be generated by being able to open the centre to other interested groups wishing to attend in out of school hours.

This season we have enquires from 5 more schools wishing to attend.

The established schools are also expected to attend with bookings already being made year on year.

This plan is designed to increase revenue by its ability to have greatly increased opening hours by having two managers with Senior Instructor industry recognised qualifications this means increased opening hours as currently with only one Senior Instructor available opening hours are severely restricted.

Last year the centre benefited from upgrading the facilities and the on water equipment was renewed which means that now the centre can not only serve the school community which educators tell us has a positive impact on anti social behaviour and water safety awareness but have the equipment to offer fun on the water to other groups and even help to revitalise Lowestoft as a holiday destination.

The successful candidate will train to be a senior instructor with the legal power to manage the centre. He/She will be able to train volunteers to attain instructor qualification.

Managed training scheme

The successfully candidate will be trained to instructor level by our team of available all on demand paid instructors,these people specialise in the various disciplines I.e canoeing,paddle boarding etc. and can take him/her to a level where our in house centre manager pass then to instructor level.

To attain Senior instructor level they have to attend a course with trainers from the Governing organisations such as the RYA. These courses vary but are usually 3 to 4 days in leangh.

The plan will be to train on the most popular disciplines first to shorten the process to senior status and be available to manage the centre on the most popular disciplines quickly.

Early Resignation

Once qualified this person will have sought after transferable skills therefore the contract of employment will include a clause stating that resignation within three years from the date of signing will require full repayment of the training cost.

Invoices

All training hours will be logged and instructor invoices filed for any inspection on demand by LTC officials .

Training costs to attain Water Sports Assistant qualifications:

(SKILL SET ONE)
PADDLE SPORTS AND SAFETY :
British Canoeing Membership:
£47.00
BC Registration:
£47.00
RYA Paddle board instructor qualification (two day course):
£150.00
RYA Paddlesport leader qualification:
£150.00
RYA First aid qualification:
£80.00.
RYA Power boat level 2 qualification: £320.00

(Sub-total 1 = £794)

(SKILL SET TWO)
WIND SPORTS (Sailing and Wingsurfing)
RYA U21's membership:
£29.00
RYA Level 2 sailing qualification: (4x3 hour sessions)
£440.00
RYA Seamanship Skills qualification: (2x3 hour sessions)
£220.00
RYA Learn to wingsurf qualification:
£80.00
RYA Improver wingsurf qualification:
£80.00
RYA Dinghy Instructor: (pre -entry day)
£100.00
RYA Dinghy Instructor qualification: (5 days)
£410.00
RYA Wingsurf instructor qualification: (3 days including moderation day)
£360.00

(Sub-total 2 = £1719)

As part of the conditions of your grant, we ask that you complete the below form to provide the Seescouncil with information on the outcome and impact of the grant. This should be completed within six months of the grant being made. You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.

General Details	
Name of organisation	OULTON BROAD WATER SPORTS CENTRE
Company or Charity Registration Number	1193626
Summary of the Project details (max 250 words)	Seed funding to support the aim of achieving longevity of Oulton Broad Water Sports Centre by increasing attendance levels supported by additional support staff and equipment.
Timescale of the project	January 2024 to November 2025
Date of grant funding award	16/11/2024 (paid 24/11/2024)
Amount of grant funding awarded	£7500
What did the grant funding help you to achieve?	Purchase of additional safety boat (Rigiflex). Additional part time staff to manage the project which has resulted in increased number of people (particularly children) attending the Centre.
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The funds enabled us to plan for a more secure future. With 1500 children benefitting from activities this year, we have increased engagement with the local community. We plan to continue to expand this and other areas of the service , where possible,working in partnership with LTC to offer free activities to disadvantaged areas of Lowestoft.The additional equipment purchased enabled us to to expand our hiring offer to the community and visitors ,impacting on the local economy.

Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	Direct conversations with Members. Acknowledgement on our new website and featured in local publications.(Jounal and ESP) Oulton Broad Parish Council Magazine
Contact details	
Name	REDACTED
Address	Oulton Broad Water Sports Centre Colmans Dyke Nicholas Everitt Park Lowestoft NR33 9JR
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Centre Manager and Principal and Chief Instructor
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	NO
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	YES
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use?	TBA

Signed……REDACTED……
Date....9/12/2025.....

Nature play CIC Constitution

Aim:

To improve nature connection within the community, to bringing the community closer to nature via play, workshops and nature connection experiences.

Objects (Purpose of the group):

We provide quality play experiences as a playgroup setting, we aim to move away from plastic toys and reuse, recycle and find treasures for play. Rescuing Childhoods and believing in the power of play.
As an education programme our aim is to connect families and the wider community to nature and to have a outreach footprint within the school community too.

Methods of Achieving Objectives

a) To provide a variety of playgroups across the ages. Such as baby group, toddler group and after school group.
b) To provide cross generational workshops for wellbeing and nature connection.
c) To run inspiration workshops for educational staff
d) To run community inspirational workshops to combat nature deficit and turn our local area into a place that looks after wildlife.
e) To raise awareness of local wildlife and its issues/ needs.
f) To undertake training, as and when identified as a need
g) To raise awareness of the group among other voluntary and statutory groups, so that new and existing initiatives can be identified, and to exchange information and advice with them.
h) Charge for our services as well as offering free workshops if funded.
i) The group shall have the power to raise funds by means of contributions, legacies, grants and fundraising, by lawful means
j) All funds and property of the group shall be used solely to promote its objectives as set forth within this constitution

5. Area of benefit – Local Community and local wildlife.

6. Powers

may hire or purchase premises or equipment; hire tutors and facilitators; fundraise; attend training; charge for activities; facilitate events and workshops: and collaborate with other groups and organisations in order to carry out its objects.

7. Application of income and property:

i. The income and property of nature play cic shall be applied solely towards the promotion of the objects.

8. Accounts:

i. The Lead / nominated Trustee shall present to each ordinary meeting an up-to-date statement of the accounts

ii. The Lead / Nominated Trustee shall prepare annual statements of accounts which shall be presented at the Annual General Meeting. Good practice is to have the accounts independently examined

iii. Where funds are received by donation, grant, gift, bequest or otherwise for specifically defined purposes, such funds shall be held as restricted funds and shall be used only for the purposes defined by the donor(s). They shall be reported in the accounts as restricted funds. Any unspent balance shall be returned to the donors or to their trustees, or otherwise used only as the donors or trustees require or permit. In the absence of such requirement or permission, after reasonable notice to the donor(s) or trustee(s), the Management Committee shall apply such funds to purposes as near as possible to those for which they were granted.

9. Membership (Not currently Operating To commence 2026)

i. **Full Membership** is open to anyone over the age of eighteen who lives, works, volunteers or is otherwise connected to the Nature play CIC

ii. **Membership will be to access Nature play services, newsletters and exclusive events.**

iii. The Management Committee will reply within 28 days, with a reason, if people are not accepted for membership

iv. Individuals may appeal to the whole committee, at a meeting convened for that purpose, if membership is turned down or revoked. The decision of the whole committee is final.

v. Membership may be revoked if a member is found to have brought the organisation into disrepute

vi. Everyone should abide by the group's Code of Conduct

8. Working Groups

i. The Management Committee may nominate working groups to organise events, training or activities.

ii. Each working group will be chaired by a member of the Management Committee, but not all members of the working group need be a member of the Management Committee.

iii. The working group will remain responsible to the Management Committee and will provide a report of its work, through the Chair of the group, at Management Committee Meetings. If the Working Group Chair is unable to attend a

Management Committee meeting, another member of the sub-group may attend to give a report.

9. Extraordinary Meetings / General Meetings

Meetings with Staff, trustees and volunteers, parent support. These meetings take place to discuss events,fundraise, help with sessions or to raise any concerns or policies every quarter.

Constitution adopted at initial meeting on the
DATE: 10/1/2024

REDACTED – Fonder / Manager

REDACTED – Lead policy officer

REDACTED -Trustee / administrator

REDACTED - play worker /independent complaints officer.

Updated 9/92025.

To: Lowestoft Town Council
From: Nature Play CIC
Date: 02/10/2025
Subject: Proposal for a Two-Year Community Partnership

1. Introduction: A Partnership for Lowestoft's Future

Nature Play CIC is a community interest company dedicated to enriching the lives of children and families in Lowestoft through outdoor learning, play, and nature connection. We believe that every child deserves the profound developmental, health, and well-being benefits that come from regular time spent in nature.

We are writing to propose a strategic two-year sponsorship partnership with Lowestoft Town Council. This partnership is not merely a request for funding, but an invitation to co-invest in the health, happiness, and resilience of our community's youngest members and their families. By joining forces, we can ensure these vital services remain accessible and sustainable for the 4,000 families within the Lowestoft Parish.

2. Our Impact in the Community

Our work is centred on providing regular, structured, and accessible nature-based activities. Our key programmes include:

- **Regular Nature Play Sessions:** Weekly groups for families with young children, fostering early social skills, physical development, and a love for the outdoors.
- **Home Education Support:** A critically important service for approximately **30 Lowestoft families**. We provide specialised, curriculum-linked outdoor learning sessions, offering a subsidised rate to keep them affordable.
- **Community Outreach Projects:** We actively bid for and deliver targeted outreach, including recent applications for the Sizewell Fund and projects supporting fostering families, ensuring we reach the most vulnerable in our community.

3. The Sponsorship Opportunity: A Two-Year Commitment

We are seeking a committed partner to help us stabilise and grow our operations. We propose a sponsorship of **£600 per month for a period of 24 months** (£14,400 total).

This two-year commitment will provide the stability we need to plan effectively and maximise our long-term impact, moving away from a hand-to-mouth funding model.

4. How Your Investment Will Be Used

Your sponsorship will be strategically allocated to cover our core operating costs, directly supporting our work within the Lowestoft Parish. A key focus is sustaining our essential services, as illustrated by our Home Education programme:

Case Study: The True Cost of Home Education Support

- Our actual cost per child per session is **£30**.
- To ensure accessibility, we charge families a subsidised rate of **£8**.
- This results in a loss of **£22 per child, per session**.
- With **30 children from Lowestoft families** regularly using this service, the financial gap is significant, but the social return is immense.

Your sponsorship would directly bridge this gap and cover other essential operating costs such as:

- Expert session leaders
- High-quality, safe equipment and resources
- Site maintenance and rental fees
- Administrative costs to ensure robust and efficient operations

We are concurrently exploring all options to ensure our long-term viability, including a review of our service model to manage ever-increasing costs. Your partnership would provide the secure foundation needed to navigate this process without reducing our vital community impact.

Nature play EQUAL OPPORTUNITIES POLICY

Nature play is committed to achieving equal opportunities, respects and values diversity, and is committed to applying equality of opportunity in all its practices and objective/service delivery with regard to ethnic origin, age, gender, religion or belief, sexual orientation, marital status and disability or any other criterion not relevant to the point at issue.

Nature play Trustees/Committee Members have overall responsibility for the effective operation of this policy. However, all Committee Members/Trustees volunteers and service users have a duty as part of their involvement with the group/organisation to do everything they can to ensure that the policy works in practice. Trustees and members of Nature play will bring to the attention of all committee members/trustees and volunteers the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

Equal Opportunities Policy Implementation General activities of nature play as a provider of a service to the community, accepts responsibility to promote equal opportunities and challenge discrimination wherever it occurs.

This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities. We will actively monitor all activities to ensure that we are serving the needs of all communities and groups. It is the responsibility of all staff, volunteers and service users to ensure that no other committee member, volunteer or service user receives less favourable treatment than another on the grounds of age, ethnic origin, disability, sexual orientation, religion or belief, marital status or gender. We will encourage our committee, volunteers and the staff of any organisation working with us to take positive steps to ensure that the needs of minority communities and disadvantaged people are met.

We will listen carefully to what people tell us they need from Nature play and do everything in our power and within our resources to ensure their needs are met. This policy will be reviewed every (three) years or when new legislation requires it. Physical access nature play premises will be reviewed regularly so that access by committee, staff and users with disabilities can be maintained and improved where necessary.

Recruitment and Employment Practices It is vitally important that Nature play committee members/staff understand the full diversity of their clientele. As far as it lies within our power we will ensure that our recruitment processes are designed to ensure equal access for all. All committee or job vacancies will initially be advertised internally to encourage service users and volunteers to apply.

Nature play CIC work force is never likely to be large enough to reflect the full diversity of our users. However, we will do everything we can to ensure that those we do employ share our belief in the value of everyone and reflect that belief in their work.

Adopted by the Management Committee on 1 /7/24

REDACTED

Health and Safety Policy of Nature play CIC

Health and Safety Policy

1. Legislation The main piece of formal legislation that sets out health and safety requirements in law is the Health and Safety at Work etc Act 1974. This governs legal health and safety requirements for any organisation that uses any paid workers or controls any premises. It contains specific requirements aimed at protecting people who are doing paid work. This includes, “as far as is reasonably practicable”, providing: • safe equipment
2. • safe substances • necessary information, instruction, supervision and training • a safe and healthy workplace • a safe and healthy working environment.

3. Nature play CIC will be responsible for the health and safety of staff and visitors; on the premises as set out in the tenancy agreement, and within our outreach programme.

4. Nature play volunteers are not included in Health and Safety legislation in the same way as paid staff, any organisation involving volunteers has a legal responsibility and a ‘duty of care’ towards their volunteers. ‘Duty of care’ is a common law duty to take reasonable care to avoid causing harm to others. A duty of care is required when delivering an activity that might harm another person – physically, mentally, or economically.

5. Statement of intent The policy of Nature play cic is to provide and maintain safe and healthy working conditions and environment for all staff and our volunteers and members, plus any other people who are directly affected by our activities, such as members of the public at our events.

6. 3. Responsibility Overall and final responsibility for health and safety at events and activities organised by the Nature play lies with the Management Committee. This responsibility will be delegated to a named member of staff for each event or activity.

7. This staff will be responsible for ensuring that this policy is upheld.

8. 4. Volunteers should: • Co-operate with the Management Committee / paid staff and representative on health and safety matters • Take reasonable care of their own health and safety

9. • Report all health and safety concerns to an appropriate person.

10. 5. Arrangements for health and safety

11. •Nature play will complete relevant risk assessments and take appropriate action to minimise hazards at events and activities

12. • Nature play will review risk assessments when working habits or conditions change • will give volunteers appropriate health and safety information and training if necessary • Nature play will provide personal protective equipment as necessary. 6. Review This policy will be reviewed as necessary, but at least annually

Signed REDACTED

REDACTED

Signed REDACTED

REDACTED

Nature play CIC Safe Guarding Policy

Nature play CiC is a educational programme that believes in the power of play, we carry out nature play based activities and educational workshops for children and adults of all ages.

The purpose of this policy statement is:

• To protect children and young people who use Nature play CIC services from harm. This includes the children of adults who use our services

• To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf Nature play CIC including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework –

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

• role description for the designated safeguarding officer

• dealing with disclosures and concerns about a child or young person

• managing allegations against staff and volunteers

• recording concerns and information sharing

• child protection records retention and storage

• code of conduct for staff and volunteers

• behaviour codes for children and young people

• photography and sharing images guidance

• safer recruitment

• online safety

• anti-bullying

• managing complaints

• whistleblowing

• health and safety

• induction, training, supervision and support

• adult to child supervision ratios.

We believe that:

• children and young people should never experience abuse of any kind

• we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

• the welfare of children is paramount in all the work we do and in all the decisions we take

• working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

• all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

• some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues , extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

• valuing, listening to and respecting them

• appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding

• adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers

• developing and implementing an effective online safety policy and related procedures
• providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.

• recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made

• recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]

• sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions

• making sure that children, young people and their families know where to go for help if they have a concern

• using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

• using our procedures to manage any allegations against staff and volunteers appropriately

• creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise

• ensuring that we have effective complaints and whistleblowing measures in place

• ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

• building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

Contact details

Nominated child protection lead Name: REDACTED

Trustee/Senior lead for safeguarding and child protection

Name: REDACTED

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: …1st July 2024)

Signed:

REDACTED

REDACTED

More information regarding keeping children safe please contact –

NSPCC Helpline 0808 800 5000

Adult Safeguarding Policy for Nature Play CIC

Introduction:

Nature play CIC believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities nature play in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed.

Definitions:

The Care Act 2014 definition of an adult at risk of abuse:

- Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)
  (a) has needs for care and support (whether or not the authority is meeting any of those needs),
  (b) is experiencing, or is at risk of, abuse or neglect, and
  (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Key Principles of Adult Safeguarding:

In the safeguarding of adults, nature play are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Nature play aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse. The adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Wigan borough also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse -** Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

- **Domestic violence/ Domestic abuse -** This could be any of the indicators of abuse relating to physical, psychological/emotional, sexual or financial but by a person with whom you have a close family or intimate relationship such as a partner, child, parent.
- **Sexual abuse -** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological or emotional abuse -** Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse -** Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.
- **Modern slavery -** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse -** Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational or institutional abuse -** Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect or acts of omission -** Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect -** This covers a wide range of behavior, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. There is a difference between what constitutes a safeguarding incident that requires a statutory response and an incident that is rooted in concern for someone's general wellbeing.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.

- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of, being abused or radicalised must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Nature play will

- Inform the adult of the action we propose to take.
- Seek their agreement for any referral.
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- Endeavour to ensure that they are safe and supported before proceeding with any other action.
- Inform the adult at nature play they are planning to seek advice from or report concerns to an external agency.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and through referral to Adult Social Care.

If the adult requires immediate protection from harm, contact the emergency services.

Safe Recruitment & Selection:

Nature play is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Nature play has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

Social Media:

All employees and volunteers should be aware of social media policy and procedures and the code of conduct for behaviour towards the adults we support.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer.

Training and Awareness:

Nature play will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).
For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to Nature plays Children and Young People's Safeguarding Policy.

Mental Capacity:

The Mental Capacity Act Mental is about whether an individual has the capacity to make a specific decision at a specific time and if they are unable because they lack capacity as a result a mental disorder of the mind . This includes not being able to

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice. will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from West Berkshire Council Adult Social Care should anyone have concerns regarding an adult's capacity.

Confidentiality and Information Sharing:

Nature play expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or they pose a risk of harm to another. **You should contact the police if they are in immediate danger, or a crime has been committed**.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Whistleblowing:

Nature play is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Important Contacts:

Designated Senior Lead for Safeguarding
Name: REDACTED

Designated Trustee for Safeguarding
Name: REDACTED

Local Authority Designated Officers

Email on LADO@suffolk.gov.uk or. LADO central telephone number 0300 123 2044.

Police
Emergency – 999
Non-emergency – 101

Id	Start time	Completion time	Email
1	7/1/2025 10:49	7/1/2025 10:49	michael.winter@lowestc
5	7/3/2025 10:44	7/3/2025 10:45	michael.winter@lowestc
7	7/4/2025 9:10	7/4/2025 9:12	lauren.elliott@lowestoft
10	7/7/2025 12:33	7/7/2025 12:35	michael.winter@lowestc
13	7/8/2025 11:59	7/8/2025 12:00	christopher.meek@lowe
19	7/11/2025 13:23	7/11/2025 13:24	christopher.meek@lowe
20	7/11/2025 13:24	7/11/2025 13:25	christopher.meek@lowe
23	7/15/2025 10:29	7/15/2025 10:40	christopher.meek@lowe
24	7/15/2025 10:41	7/15/2025 10:43	christopher.meek@lowe
28	7/15/2025 10:52	7/15/2025 10:53	christopher.meek@lowe
30	7/16/2025 16:53	7/16/2025 16:55	christopher.meek@lowe
31	7/16/2025 22:34	7/16/2025 22:35	christopher.meek@lowe
32	7/16/2025 22:35	7/16/2025 22:35	christopher.meek@lowe
33	7/16/2025 22:35	7/16/2025 22:37	christopher.meek@lowe
34	7/16/2025 22:37	7/16/2025 22:39	christopher.meek@lowe
36	7/17/2025 15:32	7/17/2025 15:34	christopher.meek@lowe
37	7/17/2025 15:34	7/17/2025 15:35	christopher.meek@lowe
41	7/18/2025 16:54	7/18/2025 16:55	lauren.elliott@lowestoft
42	7/21/2025 11:55	7/21/2025 11:56	christopher.meek@lowe
45	7/28/2025 11:06	7/28/2025 11:08	christopher.meek@lowe
49	7/28/2025 11:14	7/28/2025 11:15	christopher.meek@lowe
50	7/28/2025 11:15	7/28/2025 11:16	christopher.meek@lowe
53	7/28/2025 12:14	7/28/2025 12:16	christopher.meek@lowe
56	7/29/2025 16:15	7/29/2025 16:18	christopher.meek@lowe
58	8/1/2025 10:09	8/1/2025 10:23	taylor.williams@lowesto
59	8/4/2025 9:44	8/4/2025 9:45	lauren.elliott@lowestoft
61	8/4/2025 9:47	8/4/2025 10:14	lauren.elliott@lowestoft
62	8/4/2025 10:14	8/4/2025 10:21	lauren.elliott@lowestoft
63	8/4/2025 10:21	8/4/2025 10:26	lauren.elliott@lowestoft
69	8/12/2025 11:43	8/12/2025 11:45	christopher.meek@lowe
70	8/12/2025 11:45	8/12/2025 11:45	christopher.meek@lowe
72	8/12/2025 11:47	8/12/2025 11:47	christopher.meek@lowe
73	8/12/2025 11:48	8/12/2025 11:49	christopher.meek@lowe
74	8/12/2025 11:49	8/12/2025 11:50	christopher.meek@lowe
75	8/12/2025 11:50	8/12/2025 11:51	christopher.meek@lowe
76	8/12/2025 11:51	8/12/2025 11:51	christopher.meek@lowe
79	8/12/2025 11:55	8/12/2025 11:56	christopher.meek@lowe
82	8/13/2025 10:38	8/13/2025 10:39	christopher.meek@lowe
83	8/14/2025 9:03	8/14/2025 9:04	christopher.meek@lowe
87	8/18/2025 12:50	8/18/2025 12:51	christopher.meek@lowe
88	8/18/2025 12:51	8/18/2025 12:51	christopher.meek@lowe
89	8/18/2025 12:51	8/18/2025 12:53	christopher.meek@lowe
90	8/18/2025 12:53	8/18/2025 12:54	christopher.meek@lowe
91	8/18/2025 12:54	8/18/2025 12:54	christopher.meek@lowe
92	8/18/2025 12:55	8/18/2025 12:55	christopher.meek@lowe
94	8/18/2025 12:56	8/18/2025 12:58	christopher.meek@lowe
95	8/18/2025 12:58	8/18/2025 12:59	christopher.meek@lowe
96	8/18/2025 14:41	8/18/2025 14:41	christopher.meek@lowe
97	8/27/2025 11:55	8/27/2025 11:58	christopher.meek@lowe

98	8/27/2025 11:58	8/27/2025 11:59	christopher.meek@lowe
102	8/27/2025 12:03	8/27/2025 12:03	christopher.meek@lowe
103	8/27/2025 12:03	8/27/2025 12:04	christopher.meek@lowe
104	8/27/2025 12:04	8/27/2025 12:06	christopher.meek@lowe
105	8/27/2025 12:06	8/27/2025 12:07	christopher.meek@lowe
106	10/23/2025 12:07	10/23/2025 12:07	anonymous
107	10/23/2025 12:08	10/23/2025 12:09	anonymous
108	10/23/2025 12:09	10/23/2025 12:11	anonymous
109	10/23/2025 12:11	10/23/2025 12:12	anonymous
110	10/23/2025 12:12	10/23/2025 12:14	anonymous
111	11/12/2025 11:14	11/12/2025 12:45	anonymous
112	11/18/2025 11:58	11/18/2025 12:00	anonymous

Name	Language	Email, Phone or other?	Reason of dissatisfaction
Michael Winter		Phone	LTC Asset;
Michael Winter		Phone	LTC Asset
Lauren Elliott		Email	LTC Asset
Michael Winter		Email	LTC Asset
Christopher Meek		Phone	No Bulky Waste Scheme
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Phone	bulky waste scheme
Lauren Elliott		Email	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	Bulky waste scheme
Christopher Meek		Phone	Bulky waste scheme
Christopher Meek		Phone	LTC Asset
Christopher Meek		Phone	Bulky Waste Contract
Taylor Williams		Email	LTC Staff
Lauren Elliott		Email	LTC Asset
Lauren Elliott		Email	LTC Asset
Lauren Elliott		Email	LTC Asset
Lauren Elliott		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Email	bulky waste query
Christopher Meek		Email	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Email	LTC Asset
Christopher Meek		Phone	LTC Asset
Christopher Meek		Phone	LTC Asset

Christopher Meek	Email	LTC Asset
Christopher Meek	Email	LTC Asset
Christopher Meek	Email	LTC Asset
Christopher Meek	Email	LTC Asset
Christopher Meek	Email	LTC Asset
	Email	District/County Council
	Email	Bulky Waste
	Email	District/County Council;possil
	Email	District/County Council
	Email	LTC/ESC
	Email	Issue with various shops in th
	Email	Bulky Waste Contractors

Details of Dissatisfaction	Action Taken
Cllr Brooks phoned to report that a bin at Denes Oval was overflowing	Comment passed to relev
Phone call received about Triangle Market Disabled Toilet needing a deep clean f	Comment passed to relev
Enquiry as to why equipment at Thirlmere Walk is fenced off and when it will be u	No further action require
Lack of fence around the play area at Cotman Close	Comment passed to relev
advised member of public of timeline and said there will be official press release (	No further action require
Members from Maritime Museum reported blocked drains outside - asked if this	Comment passed to relev
member of public called to report continue flush of the disable toilet at Triangle -	Comment passed to relev
Nightingale park gates were closed - was identified person tried to use maintenar	No further action require
member of public called - having access issues booking tennis courts - phone call t	No further action require
member of public raised issues about play equipment and maintenance in britten	Comment passed to relev
owner of Kensington Gdns Tearoom called to ask about cleaning schedule of boat	Comment passed to relev
person unable to log onto LTA app to book tennis courts	Comment passed to relev
member of public unable to find a document(2021) on the new website	Comment passed to relev
member of public unable to access normanston tennis courts - code was able to b	No further action require
Person trying to make contact with Gunton Community Hall - unable to find emai	No further action require
Person called to say that they believe a chemical has been added to the natural p	Comment passed to relev
person called to ask about bulky waste scheme - advised currently on hold but if	No further action require
Concern as to level of duckweed in Kensington Gardens pond and overall mainter	Comment passed to relev
member of public had issues with using the booking link for free sports sessions	Comment passed to relev
Person without permanent residence on Fen Park -police aware and Rough Sleep	No further action require
enquiring when this is recommencing- advised contracts are still be negotiated bu	No further action require
advised contract is on hold - advised to check our website or media platform for a	No further action require
owners in Normanston - called to report blocked drain - OOH called emergency d	No further action require
when is it starting - gave updated details to contact from 1st AUGUST	No further action require
Member of public parked partially in front of the gate at Rosedale Park and was d	Comment passed to relev
Management of the North Denes.	Comment passed to relev
Maintenance of the duck pond in Kensington Gardens.	Responded to member o
Condition of Fen Park pond.	Responded with mainten
Maintenance of the Uplands Road North pond.	Comment passed to relev
Member of public reported damaged pickleball rackets x 3 in box up at Denes Ova	Comment passed to relev
unable to access courts at Denes Oval - code expired - CM reset code	No further action require
State of Fen Park - algae growth, feathers and rat activity	Comment passed to relev
Court 1 Lights at Denes Oval - permanently on-	Comment passed to relev
member of public raised issues about GECH use of warm rooms fund - advised me	No further action require
Broken Glass and Litter at Normanston Park -	Comment passed to relev
Broken Glass at Pakefield Green Play area	Comment passed to relev
flytipping at Parklands Area -	Comment passed to relev
member of public complained about sanitary bins full at Triangle Market Toilets	Comment passed to relev
Broken Glass at Rosedale Park - at main entrance opposite drs-	Comment passed to relev
gunton cliff tree cutting - why is it happening ?	No further action require
belle vue rat problem - increased sightings in the park	Comment passed to relev
A charity organisation enquired about bulky waste scheme- advised it was not op	No further action require
broken glass at Rosedale Park near a park bench	Comment passed to relev
member of public raised issues about waste in pond area near uplands	Comment passed to relev
rough sleepers in sparrows nest gdns	and relevant LTC staff me
broken fence at Normanston Park	Comment passed to relev
member of public raised sound issues about TC meetings	Comment passed to relev
Pakefield Urinal blocked - member of public called in	Comment passed to relev
Triangle Toliets - used catheter left in cubicle	Comment passed to relev

Rat Activity Denes Oval	Comment passed to relev
FOI Request about Denes Oval tree cutting	Comment passed to relev
Denes Oval Tree Cutting - FOI Request	Comment passed to relev
complaint about Denes Tree Cutting - member of public advised they were under	No further action require
complaint about trees overhanging about trees overhanging at waterlane Road A	Comment passed to relev
request of yellow lines /change of parking - triaged to SCC as first point of call.	Triaged to relevant autho
person confirmed they were out of area to sue this scheme - advised person of th	No further action require
person expressed issues with neighbour , issues around enforcement of parking r	No further action require
broken play equipment on ESC owned play area	Triaged to relevant autho
MP on behalf of member of public shared email about member of public mercha	No further action require
Member of public expressed dissatisfaction of numerous vape shops, mini-marts	No further action require
Email and phone calls made by member of public to A1 Clearance but not heard a	Comment passed onto co

f the public with details of maintenance regime.
ıance regime and efforts to improve water quality.

Meeting Announcement

Welcome to the meeting.

In the event of a fire, please follow instructions and directions to the fire exits, and make your way to the assembly point adjacent to the Kwik Fit building.

Please put your phones on silent mode and put phones away for the duration of the meeting, and adhere to the no-smoking policy of this building and its grounds.In the interests of openness and transparency, the law permits recording and photography to report on the proceedings of Council meetings when they are open to the public. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting, or anyone not wishing to be filmed or photographed, should notify the Clerk or Chair.

The meeting will be livestreamed on YouTube, therefore please remember to speak clearly and use your microphone, remembering to switch it off when you have finished.

Please raise your hand to indicate your wish to speak and wait for me to call upon you. To ensure the efficiency of the meeting, I will determine the order in which members will be invited to speak and no member may speak for more than three minutes on one item or more than once, therefore please make your points as concisely as possible.

As the Chair of the meeting, I have the discretion to suspend or terminate the livestreaming, if, in my opinion, continuing to do so would prejudice the proceedings of the meeting. Improper conduct or disruptive behaviour will not be tolerated.

Councillor Co-option Policy

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to Lowestoft Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and transparent process is carried out.

Lowestoft Town Council has 20 Councillors, split across eight wards (Elmtree, Gunton, Harbour and Normanston, Kirkley, Pakefield, St Margaret's East, St Margaret's West, Tom Crisp), who typically serve a full four year term.

What is Co-option

The co-option of a Town Councillor can occur at:

- Ordinary Election
  A seat has been left vacant because no eligible candidate or insufficient candidates stood for election at the full elections, which happen every four years. Provided that those elected constitute at least a quorum (one third of the total number of Councillors).

  In this instance the Town Clerk will be notified of vacancies by East Suffolk Council and advised that efforts must be made to fill the vacancies by co-option. The Town Council will be notified and they must give public notice of the vacancies and intention to co-opt.

  The time period to complete a co-option in these circumstances is 35 days (not including weekends, public holidays and other notable days), from the election date. After 35 days, East Suffolk Council will advise the Town Council whether there will be a further election or to take other appropriate action to fill the vacancies.

  If the Town Council is not quorate following an election, East Suffolk Council has powers to do anything necessary to constitute the Town Council, including the temporary appointment of Councillors pending a further election.

- During the four year term of Council
  A casual vacancy arises when:
  - a Councillor fails to make their declaration of acceptance of office at the proper time
  - a Councillor resigns
  - a Councillor dies
  - a Councillor becomes disqualified
  - a Councillor fails for six months to attend meetings of the Council including Committees or Sub-committees of which they are a member or as a representative of the Council at a meeting unless they have a 'statutory excuse' (broadly speaking, military service during war or an emergency) or the failure to attend is due to a reason approved by the Council.

The Town Clerk will notify East Suffolk Council that a seat has fallen vacant. (However, if the vacancy is within the six months period prior to an election, then the Town Council may choose whether to fill the vacancy or not).

The Notice of a Vacancy would be advertised which would give the electorate the opportunity to call for a poll (by-election).

If a by-election is called within 14 days (not including weekends, public holidays and other notable days), if only one candidate is nominated they will be duly elected unopposed without a ballot. If there are two or more candidates nominated then a polling station will be set up in the ward by East Suffolk Council and the electorate of the ward will be asked to go to the polls to vote – either at a polling station or via postal vote - for a candidate who has put themselves forward by way of a nomination paper.

Lowestoft Town Council will pay the costs of the election.

If the required ten electors of the parish do not claim a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will be notified by East Suffolk Council that the vacancy can be filled by co-option. The Town Council will be notified and they must give public notice of the vacancy and intention to co-opt.

Confirmation of Co-option

On receipt, of written confirmation, from East Suffolk Council, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advise the Town Council that the co-option process has been instigated
- Advertise the vacancy for four weeks on the Town Council notice boards and website
- Promote the vacancy on social media platforms and any other relevant media and publications
- If the vacancy is as a result of the death of a Councillor, no advertisement will be posted until after the funeral

The Town Council will ensure an open and transparent co-option process and engage as fully as possible to attract a diverse range of potential candidates. The process for standing for co-option will be accessible and have due regard to equality and diversity. If the Town Council is not satisfied that the vacancy has been adequately advertised and a sufficient diversity of candidates has not been sought, it will postpone the co-option until this is addressed.

Councillors elected by co-option are full members of Lowestoft Town Council.

Eligibility of Candidates

The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the Local Government Act 1972):

- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union and either
    - An elector
    - Or resided in the parish for the past 12 months
    - Or within three miles/4.8 kms (direct) of it
    - Or occupied as an owner or tenant land or premises therein
    - Or have their principal place of work in the parish.

There are certain disqualifications for election, of which the main are (see section 80 of the Local Government Act 1972):

- Holding a paid office within the Town Council or other local authority[1]
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Application Process

All potential candidates will be requested to put their request for consideration in writing with the following information:

- Confirm their eligibility (as set out in the Local Government Act 1972 section 79)
- Confirm that they do not meet any of the criteria to be disqualified from being a Councillor (as set out in the Local Government Act 1972 section 80)
- Reason for wishing to become Councillor
- Previous community and/or Council work
- Other skills and experience that may be relevant in support of their application

Candidates will be informed it is a condition of a being a Town Councillor that a means of contact by email will be public information and that being a Town Councillor entails having contact details in the public domain. However for the purpose of co-option, private email addresses and other personal data will not be in the public domain, except for their name and the supporting information above.

Following receipt of applications, the next suitable Full Council meeting will have an agenda item:

'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the

[1] Local Government Act 1972 Section 80

existing vacancy'.

Applications must be received at least seven days prior to a Full Council meeting as copies of the candidates' applications will be circulated to all Councillors by the Town Clerk, at least five clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council, and this Co-option Policy.

Candidates will also be informed that they will be invited to speak about their application at the meeting. If a candidate is unable to attend the meeting, a written apology should be submitted ahead of the meeting. A candidate's application would still be considered regardless of being in attendance.

<u>At the Co-option Meeting (a meeting of the Full Council)</u>

At the co-option meeting, candidates will be given three minutes maximum to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a Lowestoft Town Councillor.

All discussions will be in public, but the Council reserves the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates. The Town Council will proceed to a vote on the acceptability of each candidate by the Town Councillors in attendance by a vote by a show of hands.

In order for a candidate to be elected to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting, typically the Mayor, has a second casting vote.

Once the Chair has declared the successful candidate(s) duly elected and after their declaration of acceptance of office has been signed, they may take their seat immediately.

The decision of Full Council is final.

The Town Clerk will notify East Suffolk Council of the new Councillor appointment. The successful candidate(s) must complete the 'register of interests' within 28 days of being elected. The form should be submitted to the Monitoring Officer at East Suffolk Council or may be completed on-line. Further details will be provided to the successful candidate(s).

If insufficient candidates come forward for co-option, the vacancies will be re-advertised.

Revisions	
Date	**Amendment**
July 2021	Updated to reflect the decision of the Council to reserve the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates.
April 2022	Under the heading "Confirmation of Co-option", added the word "Town" to the third sentence of paragraph 2 Included 4.8kms to Eligibility of Candidates In disqualifications, added "or other local council" to bullet point 1 Added "(a meeting of the Full Council)" to the heading "At the Co-option Meeting"
March 2025	

Lowestoft Town Council
Complaints Procedure

Definition: A complaint is defined as “any expression of dissatisfaction made directly to the office, either verbally or any form of written communication.”

1.0 Complaints Against Procedures or Administration, Town Councillors or Staff

The following procedure should be followed by anyone wishing to make a complaint against the Council’s procedures or administration:

If you have a complaint against a Town Councillor you should write to:

The Monitoring Officer
East Suffolk Council
Council Offices
4 Canning Rd
Riverside
Lowestoft
NR33 0EQ

If you have a complaint against an employee of the Town Council, you should write to the Clerk. If the complaint is about the Clerk, you should write to the Mayor, whose details can be found on the Town Council’s website: www.lowestofttowncouncil.gov.uk.

Contact for Complaints

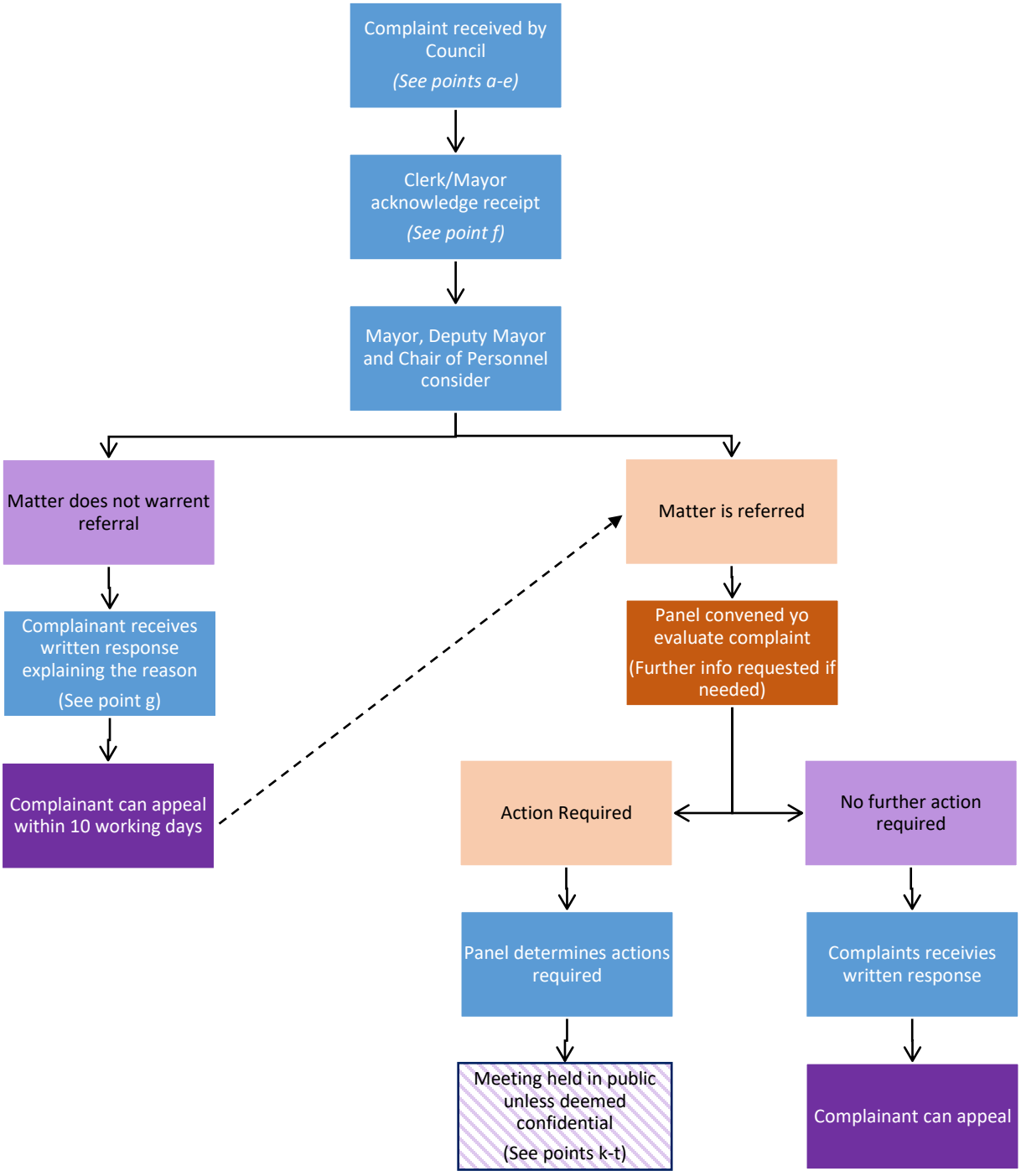
Lowestoft Town Council
First Floor
Hamilton House
Battery Green Road
Lowestoft
Suffolk
NR32 1DE

admin@lowestofttowncouncil.gov.uk.

2.0 Complaints Procedure

2.1 Complaints about the Town Council’s administration or procedure will be dealt with as shown in the following diagram and explained in subsequent paragraphs.

Lowestoft Town Council
Complaints Procedure



a. The Council will not deal with anonymous complaints.

b. Complaints made to the Clerk are complaints made to the Council. The Clerk cannot accept complaints made on the basis that the information is not passed to the Council. The right to report relevant matters to enforcing authorities will be reserved.

c. The complainant shall be asked to put the complaint about the Council's procedures or administration in writing.

d. Reasonable support will be provided to any person with a disability which affects their ability to put a complaint in writing.

e. If the complainant does not wish to put the complaint to the Clerk, they will be advised to put it to the Mayor.

f. The Clerk or Mayor will acknowledge the receipt of the complaint and advise the complainant that the matter will be passed for consideration to the Mayor, Deputy Mayor and the Chair of the Personnel Committee to consider with the Clerk.

g. If they consider the matter does not warrant referral, they shall explain in writing why the matter will not be referred, which might include how the matter has been resolved or why the matter is not appropriate or does not warrant referral, including where the matter is repetitious or vexatious. An appeal request must be made within ten working days and will be referred to the Council/Committee unless they have previously considered this, related matters or the complainant (or an associated person) repetitious or vexatious.

h. In the event of a referral, the complaint will be considered by a panel comprising three appointed Councillors nominated by the Personnel Committee from amongst its members. The three Councillors on the panel will evaluate the complaint and if they feel no further action is required by the Council they will provide a response as to why. Should they decide that further action is required, they will decide how this is taken forward and by whom.

i. At any stage in this process, documentation and further information may be required of the complainant, and the complainant may be requested to attend a meeting.

j. Consideration will be given as to whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the meeting in public, excluding any confidential information.

In the event of a formal process, the following guidance applies:

k. The Chair of the meeting will introduce everyone.

l. The Chair of the meeting will explain the procedure.

m. The Complainant (or any representative permitted, at the discretion of the panel, to attend) will outline the grounds for complaint.

n. The panel will then ask any question of the complainant.

o. If relevant or necessary the Clerk will explain the Council's position.

p. The panel will ask any question of the Clerk.

q. The Clerk and the complainant will be offered a final opportunity to sum up the respective positions.

r. The Clerk and the complainant will be asked to leave the room while the panel decides whether the grounds for the complaint have been made and to decide the outcome of the complaint. If a point of clarification is necessary then both parties will be invited back.

s. The Clerk and the complainant will return to hear the panel's decision or will be advised as to when the decision will be made.

t. The decision will be confirmed in writing within ten working days together with details of any action to be taken.

3.0 Appeals Against Decisions

3.1 If the complainant feels that it wishes to appeal against the process in which the decision was reached, they should appeal in writing, stating the full grounds of appeal, to the Clerk within ten working days of the decision being made.

3.2 The Clerk will have delegated responsibility for making arrangements for an appeal, where it is appropriate to do so and will give written notice of the date, time and place of the appeal hearing. The appeal should be able to set aside the original decision if it is found that the decision is incompatible with the facts or that the correct procedures were not followed.

3.3 The appeal hearing will be conducted by Councillors who were not previously involved in the procedure. Those Councillors not on the Personnel Committee may be called upon should the complaint go to appeal.

3.4 Following the appeal hearing the Clerk will confirm, in writing and within ten working days, the outcome of the appeal.

Revisions	
Date	**Amendment**
20220704	3.1h amended 'panel comprising any three from six appointed Councillors formed by the Personnel Committee, from amongst its members' to 'three appointed Councillors nominated by the Personnel Committee from amongst its members' 4.2 amended 'The appeal hearing will be limited to a review of the procedures that were followed and not a review of the original decision

	given.' to 'The appeal should be able to set aside the original decision if it is found that the decision is incompatible with the facts or that the correct procedures were not followed' 4.3 Deleted 'Where possible' from first sentence
March 2025	2.1 added "shown in following diagram and explained in subsequent paragraphs" Added diagram

Lowestoft Town Council
Data Protection Policy

1.0 Policy Statement

1.1 Everyone has rights with regard to how their personal information is handled. During the course of the Town Council's activities, it will collect, store and process personal information about its staff, Councillors and electorate, and it recognises the need to treat it in an appropriate and lawful manner.

1.2 The types of information that the Town Council may be required to handle include details of current, past and prospective employees, suppliers and customers, in accordance with our document retention policy. The information which may be held on paper or on a computer or other media is subject to certain legal safeguards specified in the UK Data Protection Act 2018 (the Act), General Data Protection Regulation 2018 and any other prevailing legislation. The Act imposes restrictions on how it may use that information.

1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy will be taken seriously and may result in disciplinary action.

2.0 Status of the Policy

2.1 This policy sets out the Town Council's rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

2.2 If you consider that the policy has not been followed in respect of personal data about yourself or other you should raise the matter with the Data Protection officer.

3.0 Definition of Data Protection Terms

3.1 Data is information which is stored electronically, on a computer, or in certain paper-based filing systems.

3.2 Data Subjects for the purpose of this policy include all living individuals about whom we hold personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal data.

3.3 Personal Data means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal).

3.4 Data Controller is the Proper Officer (Town Clerk) of Lowestoft Town Council and its Councillors, who determines the purposes for which, and the manner in which, any personal data is processed. They have a responsibility to establish practices and policies in line with the Act, or prevailing legislation. They are the data controller of all personal data used in our business.

3.5 Data Users include employees whose work involves using personal data. Data users have a duty to protect the information they handle by following our data protection and security policies at all times.

3.6 Data Processors include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition but it could include suppliers who handle personal data on our behalf.

3.7 Data Protection Officer is responsible for all data protection procedures and policies and subject access requests. Local Councils are not required to appoint a Data Protection Officer, but Lowestoft Town Council has appointed an officer of the Council to be responsible for the day-to-day execution of data protection procedures and policies and dealing with subject access requests.

3.8 Processing is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.
3.9 Sensitive Personal Data includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be accessed under strict conditions, and will usually require the express consent of the person concerned.

4.0 Data Protection Principles

4.1 Anyone processing personal data must comply with the eight enforceable principles of good practice. These stipulate that personal data must be:

- Processed fairly and lawfully
- Processed for limited purposes and in an appropriate way
- Adequate, relevant and not excessive for the purpose
- Accurate
- Not kept longer than necessary for the purpose
- Processed in line with data subjects' rights
- Secure
- Not transferred to people or organisations situated in countries without adequate protection

5.0 Fair and Lawful Processing

5.1 The Act is intended not to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject. The data subject must be told who the data controller is, the purpose for which the data is to be processed by us, and the identities of anyone to whom the data may be disclosed or transferred.
5.2 For personal data to be processed lawfully, certain conditions have to be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for the legitimate interest of the data controller or the party to whom the data is disclosed. When sensitive personal data is being processed, more than one condition must be met. In most cases the data subject's explicit consent to the processing of such data will be required.

5.3 Processing for Limited Purposes

5.3.1 Personal data may only be processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Act. This means that personal data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the data is processed, the data subject must be informed of the new purpose before any processing occurs.

5.4 Accurate Data and Adequate, Relevant and Non-Excessive Processing

5.4.1 Personal data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps should therefore be taken to check the accuracy of any

personal data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date data should be destroyed.

5.5 Data Retention

5.5.1 Personal data should not be kept longer than is necessary for the purpose. This means that data should be destroyed or erased from the Town Council's systems when it is no longer required. For guidance on how long certain data is likely to be kept before being destroyed, contact the officer referred to in 3.4.

5.6 Processing In Line With Data Subjects' Rights

5.6.1 Data must be processed in line with data subjects' rights. Data subjects have a right to:

- Request access to any data about them by a data controller
- Prevent the processing of their data for direct-marketing purposes
- Ask to have inaccurate data amended
- Prevent processing that is likely to cause damage or distress to themselves or anyone else

6.0 Data Security

6.1 The Town Council must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against accidental loss of, or damage to, personal data. Data subjects may apply to the courts for compensation if they have suffered damage from such a loss.

6.2 The Act requires us to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data may only be transferred to a third-party data processor if they agree to comply with those procedures and policies, or if they put in place adequate security measures themselves.

6.3 Maintaining data security means guaranteeing the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only the Proper Officer, or a member of staff authorised by the Proper Officer, is authorised to use the data and can access it
- Integrity means that personal data should be accurate and suitable for the purpose for which it is processed
- Availability means that authorised users should be able to access the data if they need it for authorised purposes

6.4 Security procedures include:

- Data stored on computers should be protected by strong passwords that are changed regularly
- Secure lockable desks and cupboards. Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential)
- Methods of disposal. Paper documents should be shredded.
- Equipment. Data users should ensure that individual monitors do not show confidential information to passers-by

- All servers containing sensitive data must be approved and protected by security software and a strong firewall

7.0 Subject Access Requests

7.1 Under the UK Data Protection Act 2018 or prevailing legislation, individuals are entitled, subject to certain exceptions, to request access to information held about them. Any subject access request received will be immediately referred to the officer responsible, who may ask other officers and Councillors to help comply with those requests. Please contact the Town Council if you would like to correct or request information that Council holds about you. There are also restrictions on the information to which an individual is entitled under applicable law.

8.0 Providing Information over the Telephone

8.1 Any member of staff dealing with telephone enquiries should be careful about disclosing any personal information held by the Town Council. They should ask the caller to put their request in writing and refer to the Town Clerk for assistance in difficult situations. No one should be bullied into disclosing personal information.

9.0 GDPR and Data Protection Act Provisions

9.1 Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

9.1.1 Privacy Notice – transparency of data protection

Being transparent and providing accessible information to individuals about how the Council will use individuals' personal data is important for our organisation.

9.1.2 Conditions for Processing

The Council will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented.

9.1.3 Justification for Personal Data

9.2 The Council will process personal data in compliance with the following six data protection principles:

- Personal data is processed lawfully, fairly and in a transparent manner
- Personal data is collected only for specified, explicit and legitimate purposes
- Personal data is processed only where adequate, relevant and limited to what is necessary for the purposes of processing
- Personal data is kept accurate and all reasonable steps are taken to ensure that inaccurate personal data is rectified or deleted without delay
- Personal data is kept only for the period necessary for processing
- Appropriate measures are adopted to ensure that personal data is secure and protected against unauthorised or unlawful processing and accidental loss, destruction or damage

9.3 The Council will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

9.4 Consent The data that the Council collects is subject to active consent by the data subject. This consent can be revoked at any time.

9.5 Criminal Record Checks Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.

9.6 Data Portability Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

9.7 Right to be Forgotten A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

9.8 Privacy by Design and Default Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The officer responsible for data protection compliance will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan. When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

9.9 Data Audit and Register Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

9.10 Reporting Breaches All members of staff have an obligation to report actual or potential data protection compliance failures, and must do so within 48 hours of discovery. This allows the Council to:

- Investigate the failure and take remedial steps if necessary
- Notify the ICO of any compliance failures that are material either in their own right or as part of a pattern of failures with 72 hours of discovery
- To report a breach, please contact the officer responsible via admin@lowestofttowncouncil.gov.uk

9.11 Monitoring Everyone must observe this policy. The officer responsible for data protection compliance has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.

9.12 Consequences of Failing to Comply Compliance with this policy is taken very seriously. Failure to comply puts both the individual (Councillor or Officer) and the Council at risk. The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under the Council's procedures which may result in dismissal.

Revisions	
Date	**Amendment**
September 2021	Amended Point 2.2 to raise concerns with the Data Protection officer, rather than the Chair of the Finance and Governance Committee.
September 2023	Requirement for staff to sign as acceptance of how data will be handled added.

Lowestoft Town Council
Data Retention Policy

The Council considers it necessary to implement a system of records management which also incorporates arrangements for the disposal of all or some of its records. This policy also sets out how long employment-related information will normally be held and when information will be confidentially destroyed.

1.0 Our Process

1.1 Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule (sometimes known as a Data retention schedule or guidelines) (see Error! Reference source not found.).

1.2 All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

1.3 Hard copy and electronically-held documents and information must be deleted at the end of the retention period.

1.4 Hard *copy documents and information must be disposed of* placing in confidential waste bins for shredding.

2.0 General

2.1 Any such system or policies relating to record management will include a review of council documentation on an annual basis

2.2 Where it is necessary to retain or manage documents due regard will be made of the option to securely hold that information electronically, instead of in paper form and due regard will be made to the requirements of mandatory Data Protection legislation (General Data Protection Regulation and UK Data Protection Act 2018)

2.3 Anything that is no longer of use or value can be destroyed but if the council is in any doubt it will professional advice and retain that document until that advice has been received.

2.4 Documents of historical importance, if not retained by the council, will be offered to a repository agreed by the Council.

3.0 Retention of Documents

3.1 Attached is an Annex which indicates the appropriate retention period for audit and other purposes and the reasons for retention. In respect of the retention of documents in case of a legal dispute, Council's policy is set out under Section 3.

3.2 Other documents not mentioned in the Annex will be treated as follows:

<u>Planning Papers</u>

- Where planning permission is granted, the planning application, any plans and the decision letter will be retained until the development has been completed, so that, if necessary, the Clerk can check that the development proceeds in accordance with the terms and conditions of the permission.
- Where planning permission is granted on appeal, a copy of the appeal decision will also be retained likewise
- Where planning permission is refused, the papers will be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter will be retained against further applications relating to that site.
- Copies of Structure Plans, Local Plans and similar documents will be retained as long as they are in force.

Insurance Policies

- Insurance policies and significant correspondence will be kept for as long as it is possible to make a claim under the policy.
- Article 4 of the Employers Liability (Compulsory Insurance) Regulations 1998 (SI 2753) requires that local councils, as employers, retain certificates of insurance against liability for injury or disease to their employees arising out of their employment for a period of 40 years from the date on which the insurance is commenced or renewed.

Information from other bodies

- Circulars and legal topic notes from the National Association of Local Councils and other bodies such as principal authorities will be retained for as long as the information contained therein is useful and relevant.

Correspondence

- If related to audit matters, correspondence will be kept for the appropriate period specified to the Annex thereto.
- In planning matters correspondence will be retained for the same period as suggested for other planning papers.
- All other correspondence will be kept for as long as the matter contained therein is still of interest or use to the council and or the town.

Personnel matters

Documentation relating to staff will be kept securely and for as long as it would be possible for a claim to be made against the council. The keys for the secure location for hard copies of data are held by the Mayor and Chair of Personnel.

4.0 Retention of Documents for Legal Purposes

4.1 Most legal proceedings are governed by 'the Limitation Acts' which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question.

4.2 The table below sets out the limitation periods for the different categories of claim.

Claims under category	**Limitation period**
Negligence (and other Torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years

Lowestoft Town Council
Data Retention Policy

Breach of Trust None

5.0 Annex to Policy

5.1 Record Retention Schedule - Employment

Introduction

This Record retention schedule accompanies and is incorporated into Lowestoft Town Council's Data Retention policy. It sets out the time periods that different types of (employment-related) business records must be retained for business and legal purposes. This is a relatively lengthy document listing the many types of employment-related records used by Lowestoft Town Council and the applicable retention periods for each record type.

The retention periods are based on business needs and legal requirements. If you maintain any types of records that are not listed in this Schedule, and it is not clear from the existing record types in this Schedule what retention period should apply, please contact the data protection officer for guidance.

Any deviation from the retention periods in this Schedule must be approved in advance by the Town Council.

Employment records

Personnel records

Record	Recommended retention period	Storage format	Reference
Rejected job applicant records, including: contact details application letters or forms CVs references certificates of good conduct interview notes	Six months after applicant is notified of rejection or *a* longer period if there is a clearly communicated policy to keep candidates' CVs for future reference.	Paper or electronic	ICO Employment Practices Code para 1.7 Equality Act 2010, s 123

Record	Recommended retention period	Storage format	Reference
assessment and psychological test results			
Application records of successful candidates, including: application letters or forms copies of academic and other training received references correspondence concerning employment CVs interview notes and evaluation forms assessment and psychological test papers and results	Seven years after employment ceases	Paper or electronic	Limitation Act 1980 (LA 1980), s 5
Criminal records information: criminal records requirement assessments for a particular post criminal records information forms the Disclosure and	Criminal records requirement assessments for a particular post—12 months after the assessment was last used All other information in this category—as soon as practicable after the check has been completed and the outcome recorded (ie whether satisfactory or not) unless, in exceptional circumstances, the	Paper or electronic	DBS guidance for employers: Duration of criminal record check validity ICO Employment Practices Code Nov 2011, part 1.7.4

Record	Recommended retention period	Storage format	Reference
Barring Service (DBS) check forms DBS certificates	data protection officer assesses that it is clearly relevant to the ongoing employment relationship eg to allow for consideration and resolution of any disputes or complaints in which case, six months If the data protection officer considers it necessary to keep the information for longer than six months, the DBS should be consulted		
Employment contracts, including: personnel and training records written particulars of employment changes to terms and conditions	Seven years after employment ceases, unless document executed as a deed, in which case 13 years after employment ceases	Paper or electronic	LA 1980, ss 5, 8
Directors' service contracts and any variations	Seven years from termination or expiry of the contract, unless executed as a deed, in which case 13 years from termination or expiry	Paper or electronic	LA 1980, ss 5, 8 Companies Act 2006, ss 227 and 228
Copies of identification documents (eg passports)	Not less than two years from date of termination of employment	Paper or electronic	Immigration (Restrictions on Employment) Order SI 2007/3290, Art 6(1)(b)
Identification documents of foreign nationals (including right to work)	Not less than two years from date of termination of employment	Paper or electronic	Immigration (Restrictions on Employment) Order SI 2007/3290, art 6(1)(b)

Record	Recommended retention period	Storage format	Reference
Records concerning a temporary worker	Seven years after employment ceases	Paper or electronic	LA 1980, s 5
Employee performance records, including: probationary period reviews review meeting and assessment interviews appraisals and evaluations promotions and demotions	Seven years after employment ceases	Paper or electronic	LA 1980, s 5
Records relating to and/or showing compliance with Working Time Regulations 1998 including: registration of work and rest periods working time opt-out forms	Two years from the date on which the record was made	Paper or electronic	Working Time Regulations 1998, SI 1998/1833, reg 9
Redundancy records	Seven years from date of redundancy	Paper or electronic	LA 1980, s 5
Annual leave records	Seven years after the end of each tax year	Paper or electronic	LA 1980, s 5
Parental leave records	Seven years after the end of each tax year	Paper or electronic	LA 1980, s 5

Record	Recommended retention period	Storage format	Reference
Sickness records	Seven years after the end of each tax year	Paper or electronic	LA 1980, s 5
Records of return to work meetings following sickness, maternity etc	Seven years the end of each tax year	Paper or electronic	LA 1980, s 5
Records relating to Disciplinary procedures and Grievance procedures.	Seven years after employment ceases	Paper or electronic	LA 1980, s 5

Payroll and salary records

Record	Recommended retention period	Storage format	Reference
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	Seven years	Paper or electronic	Taxes Management Act, 1970 s 12B Finance Act 1998, Schedule 18, para 21
Pay As You Earn (PAYE) records, including: wage sheets deductions working sheets calculations of the PAYE income of employees and relevant payments to them, the deduction of tax from, or accounting for tax in respect of, such	Three years after the end of the tax year to which they relate	Paper or electronic	Income Tax (Pay As You Earn) Regulations 2003, SI 2003/2682, reg 97

Record	Recommended retention period	Storage format	Reference
payments all documents relating to any information which an employer is required to provide to HMRC under Form P11D (benefits in kind)			
Income tax and NI returns, income tax records and correspondence with HMRC	Three years after the end of the financial year to which they relate	Paper or electronic	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55
Records demonstrating compliance with national minimum wage requirements, including hours worked	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends	Paper or electronic	National Minimum Wage Regulations 2015, SI 2015/621, reg 59
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	Six years (but general time limit under the TMA 1970 is reducing to four years from 1 April 2012)	Paper or electronic	Taxes Management Act 1970
Employee income tax and national insurance returns and associated HMRC correspondence	Three years from end of tax year to which they relate	Paper or electronic	Income Tax (Pay as You Earn) Regulations 2003, SI 2003/2682, reg 97
Statutory sick pay (SSP) records	Three years after the end of the tax year to which they relate	Paper or electronic	The requirement to maintain SSP records for three years after the end of the tax year to which they relate was revoked in 2014, but an employer may still be required by HMRC to produce such

Record	Recommended retention period	Storage format	Reference
			records as are in his possession or power which contain, or may contain, information relevant to satisfy HMRC that statutory sick pay has been and is being paid. The Statutory Sick Pay (General) Regulations 1982, SI 1982/894, reg 13(A)
Wage or salary records (including overtime, bonuses and expenses)	Seven years	Paper or electronic	Taxes Management Act 1970, s 43
Records relating to hours worked and payments made to workers	Three years	Paper or electronic	National Wage Act 1998, s 9 The National Wage Regulations 1999, reg 38
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	Three years after the end of the tax year in which the period of statutory pay ends	Paper or electronic	Statutory Maternity Pay (General) Regulations 1986, SI 1986/1960, reg 26

Record Retention Schedule – Health and Safety

Record	Recommended retention period	Storage format	Reference
Records of reportable injuries, diseases or dangerous occurrences reportable incidents reportable diagnoses injury arising out of accident at work (including Lowestoft	Three years from date of the entry	Paper or electronic	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471, reg 12

Record	Recommended retention period	Storage format	Reference
Town Council's accident book)			
Lists or register of employees who have been exposed to asbestos dust, including health records of each employee	40 years from the date of the last entry made in the record	Paper or electronic	Control of Asbestos Regulations 2012, SI 2012/63, reg 22(1)
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry made in the record	Paper or electronic	The Control of Lead at Work Regulations 2002 (CLAW 2002), SI 2002/2676, reg 10
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry made in the record	Paper or electronic	The Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002), SI 2002/2677, reg 11
Records of monitoring of exposures to hazardous substances (where exposure monitoring is required under COSHH)	Where the record is representative of the personal exposures of identifiable employee—40 years from the date of the last entry made in the record Otherwise, five years from the date of the last entry made in the record	Paper or electronic	COSHH 2002, reg 10(5)
Records of tests and examinations of control systems and protective equipment under COSHH	Five years from the date on which the record was made	Paper or electronic	COSHH 2002, reg 9

Retention of documents required for the audit of Town Councils

DOCUMENT	MINIMUM RETENTION PERIOD	REASON

Minutes Book	Indefinite	Archive
Receipt and payment accounts	Indefinite	Archive
Receipt books	Six years	VAT
Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations/tenders	Last completed audit year	Statute of Limitations
Paid invoices	Six years	VAT
Paid cheques	Six years	Statute of Limitations
VAT records	Six years	VAT
Petty cash, postage	Six years	Tax. VAT. Statute of Limitations
Timesheets	Last completed audit year	Audit
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management.
Title deeds, leases, agreements and contracts	Indefinite	Audit. Management
Members allowances registers	Six years	Tax, Statute of Limitations

Revisions	
Date	**Amendment**
September 2023	

FREEDOM OF INFORMATION ACT 2000 MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.
Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Lowestoft Town Council under the model publication scheme:

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Accounts available hard copy	Free 10p per sheet + second class postage
Annual return form and report by auditor	Website or Hard copy	Free 10p per sheet + second class postage
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet +

		second class postage
Members' allowances and expenses, if applicable	Hard copy	10p per sheet + second class postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish (available 2018)	Website	Free
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	These are included in the Councils minutes and also available on the East Suffolk Council website	Free
Bye-laws	Hard copy	10p per sheet + second class postage
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:	Website	Free

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy; some information may only be available by inspection	Free or 10p per sheet + second class postage
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers **Currently maintained lists and registers only**		
Any publicly available register or list	Website	Free
Assets register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town councils)	Website	Free
Register of members' interests	Website	Free

Register of gifts and hospitality	Hard copy from the Town Council offices	10p per sheet + second class postage
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting, CCTV	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public conveniences	Website	Free
Agency agreements	Hard copy from the Town Council offices	10p per sheet + second class postage
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free

Contact details:

Shona Bendix, Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE.
Email: admin@lowestofttowncouncil.gov.uk Website: www.lowestofttowncouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the public authority
	Photocopying @ 25p per sheet (colour)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

Revisions	
Date	**Amendment**
January 2021	In the 'information to be published' table, added 'if applicable' after 'Members' allowances and expenses'
November 2021	Added that cost of 'Any publicly available register or list' is free

Protocol for Public Participation in Council Meetings

The Council is committed to being open and transparent in the way decisions are made and welcomes public attendance at Council meetings. The following protocols enable the Council to conduct its business whilst ensuring that there is an opportunity to engage with the electorate and for them to duly bring matters to the Council's attention. Please note that Council meetings are not the only opportunity for you to engage with your Council. Please contact the Council by phoning 0330 053 6019 or email admin@lowestofttowncouncil.gov.uk

1) Participation in the public forum

A council meeting is not a public meeting, it is a meeting conducted in public. There is no requirement in law to provide a public forum.

As the council meets and makes its decisions in public and is committed to community engagement, we warmly invite members of the public, the press, the police and district and county councillors to attend our meetings and contribute **during the public forum.**

Please respect that this is a meeting to conduct council business. Interjections are not permitted and if you disrupt business in any way you may be asked to leave. If you feel that you do not wish to take part in the public forum or if your problem is complex, you might wish to provide information to the council prior to the meeting (at least seven days if possible).

Following amendments made to the law in 2014, any person attending a council (or committee) meeting can report on the proceedings of the meeting. 'Reporting' is defined as filming, photographing, audio recording, written reporting (e.g. blogging) or oral commentary (not during the meeting).

The following rules will apply to the public forum:-

- The agenda will indicate when the forum will take place, which will generally be early on the agenda so that councillors can take account of any views expressed. The public participation session will normally be for a maximum period of 15 minutes.

- Questions and comments must relate to business on the agenda and only one question on a topic will generally be received from each person and supplementary questions will be at the Chair's discretion. No question shall normally be asked again within a six month period but is subject to the Chair's discretion. The Chair may direct that a written or oral response be given.

- A person shall raise their hand when requesting to speak. Questions must be addressed to the Chair and a member of the public must not speak for more than three minutes.

2) Reports in the public forum

The Council provides an opportunity for the police and district or county councillors to present reports. An opportunity will be given to ask questions, at the council's discretion, subject to the relevant conditions above and within an overall time limit of 15 minutes.

Protocol for Public Participation in Council Meetings

Revisions	
Date	**Amendment**
January 2022	Three minutes extended at Chair's discretion

Lowestoft Town Council
Representation on Outside Bodies Protocol

1.0 Purpose of Representation

1.1 Lowestoft Town Council is committed to achieving genuine benefits and outcomes for the community.

1.2 The Council's representation on other bodies takes place for a variety of reasons in line with this intention including to help foster positive relations, to help valued community organisations, to promote the social, environmental and economic well-being of Lowestoft and to safeguard its interests in specific assets and services.

1.3 Councillors and staff have an important role in championing and representing the Council as part of their roles; representing the Council on other bodies is one significant responsibility which, depending on the role, can carry specific duties and responsibilities.

2.0 The Role of the Council Representative and the Council

2.1 A person appointed by the Council to be its representative on an outside body represents the Council as a whole, rather than acting in personal capacity and the Council reserves the right to vary the term and conditions of the appointment and to change the person representing the Council at any time. Bodies will have their own constitution, rules and procedures and might impose certain conditions and terms.

2.2 Although being appointed as the Council's representative initially, under the body's own constitution, that representative might become a trustee or otherwise become a representative in their own right. This might mean, for example, being bound by trustee rules and responsibilities and, potentially their primary allegiance, continuing in this role even if they cease being a councillor or employee.

2.3 All representatives of the Council must always act in accordance with Council policies and procedures and the Council's Code of Conduct. Staff should conduct themselves as if they were bound by the Code of Conduct.

2.4 All representatives should:

- Understand the terms of their appointment and the scope of the activities they are entitled to undertake
- Familiarise themselves with the Constitution, rules and procedures of the outside body
- Bear in mind that individual councillors do not and cannot have delegated authority to make decisions on behalf of the Council
- Be aware of the parameters within which the Council acts e.g. subject to restrictions on expenditure a Council representative cannot commit Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Town Clerk, for consideration.
- Help the outside body to gain an understanding of the Council's procedures, policies and relevant decisions
- Help the outside body and Council to work together and communicate effectively for the benefit of Lowestoft.
- Provide the Council with reports to be noted at its Full Council/Committee meetings (as appropriate). These can be submitted in a format of the Councillors choosing but, for guidance, may contain:
    - Essential information about meetings or associated developments

-A description on how their attendance made a difference in terms of providing or influencing genuine benefits and outcomes for the community

- Agendas, minutes and any updates may also be submitted to the Town Clerk for circulation to all councillors. This is a very effective and efficient way of keeping the Council updated and enables other members to pose any questions to the representative that they might have. Minutes of the outside body's meeting will only be shared where they are not confidential

- Alert the Town Clerk to any matters that needs to be considered by Full Council or a Committee and will prepare any report necessary for this purpose.
- Submit an end of year report to be used for the Council's Annual Report and, as relevant, for the Council's Annual Meeting and the Annual Assembly. A standard form for this report will be made available to you by the Town Clerk and as much information as possible should be shared.

2.5 Administrative support by Council staff is not available to outside bodies nor to Council representatives on outside bodies. Council representatives are responsible for carrying out the administration to support their own role. An exception to the above might be at liaison or management committee meetings where Council Officers may be present, as it has been deemed in the Council's best interest to have an Officer directly involved or representing the Council.

3.0 Attendance

3.1 Representatives should attend as many meetings of an outside body as they are reasonably able and should send apologies if they are not able to attend, copied to the Town Clerk.

3.2 Representatives should try to ensure that there are arrangements on the outside body for a substitute. In the event that a substitute is needed, the representative should make arrangements with the substitute direct and should ensure that the outside body and Town Clerk are aware.

3.3 Should a representative fail to attend meetings of an outside body for three meetings (or six consecutive months where meetings are less frequent than monthly) they will be automatically removed from the position and a replacement representative appointed at the next available Full Council meeting.

4.0 Appointment

4.1 Council representatives will be appointed at each Annual Meeting of the Council and the Council reserves the right to vary its representatives or their terms at other times as the need arises.

5.0 Change of Representation by the Outside Body

5.1 An outside body is free to reject a specific Council representative where this is provided for under their own constitution. Where the Council is prepared to do so, a replacement will be sought by the Council, not by the outside body. The Council considers repeated non-attendance at meetings without good reason to be a valid ground to reject a specific Council representative.

5.2 An outside body is free to inform the Council at any time that Council representatives are no longer required, if its constitution so allows.

5.3 A representative wishing to stand down from their role should inform the outside body itself and the Town Clerk, in writing. Where relevant, a report will then be taken to the next available Full Council meeting to appoint a replacement. Where reasonably possible, the Town Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by the Council.

Lowestoft Town Council
Representation on Outside Bodies Protocol

Revisions	
Date	**Amendment**
20/11/2020	Point 3.3 (removal from position following persistent non-attendance) added following discussions by the Standing Orders and Policies Sub-Committee on 18/11/2020.
24/11/2020	Point 3.3 further refined in line with Full Council discussions of this date - three months absence (or 6 consecutive months where less frequent).
09/03/2022	Point 2.2 the words 'primary allegiance' were added.

Protocol for the Reporting at Meetings of the Council or Committees

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session.

2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from the official welcome (calling the meeting to order) to the official closure of the meeting. Nothing will prevent the Chair, in their role as presiding Councillor, from keeping order, in line with the Town Council's Standing Orders.

3. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.

4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chair of the Council. This will enable reasonable facilities to be afforded.

5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.

6. At the start of each meeting, the Chair will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.

7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chair.

8. Live oral commentary will not be permitted at any time.

9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.

10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.

11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:

    - Moving outside designated public areas
    - Excessive noise during debate
    - Intrusive lighting and use of flash photography
    - Asking people to repeat for the purpose of recording
    - Failure to observe this protocol

Protocol for the Reporting at Meetings of the Council or Committees

12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.

13. Recording and reporting the council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.

14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.

15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.

16. Generally, archived recordings made by the Council will be available on request.

Revisions	
Date	**Amendment**
March 2021	At point 2 clarified that calling the meeting to order refers to the official opening of the meeting, and that nothing will prevent the Chair from keeping order.

Lowestoft Town Council
Safeguarding Policy

1.0 Introduction

1.1 The purpose of this policy is to make clear to all members, staff, volunteers and contractors what is required in relation to the protection of children, young people and adults at risk of harm. Children, young people and adults at risk of harm have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents / carers choose for them. This policy will help to maintain a safe and positive environment for children and adults at risk of harm.

2.0 Policy Coverage

2.1 This policy applies to all members, employees, volunteers and contractors working in partnership with Lowestoft Town Council. Under the Children Act 1989 and the Domestic Abuse Act 2021, Lowestoft Town Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. Suffolk County Council is the lead agency for the protection of adults at risk of harm.

2.2 It is not the role of Lowestoft Town Council to investigate allegations of abuse. However, all members, employees, volunteers and contracted services providers have a responsibility to take action when they suspect or recognise that a child or adults at risk of harm may be a victim of significant harm or abuse. This policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policies, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.

2.3 The phrase '**children and young people'** refers to:

Anyone under the age of 18 years,

The phrase '**Adult at Risk'** refers to:

b) Someone who is over the age of 18 who is (para 42.1 of the Care Act 2014 refers)

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

When the term '**parents**' is used, it is used in the broadest sense to include parents, carers and guardians.

3.0 Policy Principles

3.1 Lowestoft Town Council recognises that all have an equal right to protection from abuse. It is committed to safeguarding children and adults at risk of harm and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.

3.2 Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the agency that made that referral will be made clear.

Lowestoft Town Council will not tolerate the harassment of any member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

4.0 Policy Statement

4.1 Lowestoft Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and adults at risk of harm that use its services and will promote a safeguarding culture and

environment.

- It will endeavour to keep children and adults at risk of harm safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- It will act in the best interests of the child or adult at risk of harm at all times.
- It will proactively seek to promote the welfare and protection of all children and adults at risk of harm.
- It will endeavour to ensure that unsuitable people are prevented from working with children and adults at risk of harm through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- It will take any safeguarding concern and act in line with Suffolk safeguarding policies and procedures for reporting abuse

5.0 Procedure and Systems

5.1 **Definitions of Abuse:**

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For adults at risk of harm abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or adults at risk of harm knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

5.2 It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

5.3 This policy is inclusive of all children, young people and adults at risk of harm, not least irrespective of their age, gender, race or ethnicity, religion, disability or sexual preference and as per the protected characteristics for the Equalities Act 2010.

5.4 **Use of Video and Photography**

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

6.0 Responding to Allegations

6.1 If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions

- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets
- Record the facts as you know them.
- Refer the allegation immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a manager or another young person is implicated, refer directly to the Town Clerk. If the Town Clerk is implicated, refer to the Town Mayor. All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- Try to ensure that no-one is placed in a position which could cause further compromise.

6.2 As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the relevant agencies through the Suffolk Referral Process

  Referral details can be found here https://suffolksp.org.uk/concerned/

  Prepare a confidential file. Record all notes, conversations and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.

6.3 **Responding to concerns about a child's welfare where there has been no specific disclosure or allegation**

All members, employees, volunteers and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Town Clerk, the Council's Designated Safeguarding Lead. The Town Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- an injury for which the explanation seems inconsistent or which has not been treated adequately
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts
- reluctance to get changed e.g. for swimming.
- neglected in appearance, dirty or 'smelly'
- constant hunger, sometimes stealing food from others
- inappropriate dress for the conditions
- fear of parents or carers being approached for an explanation
- flinching when approached or touched

- neurotic behaviour e.g. hair twisting, rocking
- being unable to play
- fear of making mistakes
- self harm
- fear of being left with a specific person or group of people, lack of trust in adults
- sexual knowledge which is beyond their age or development age
- sexual drawings or language
- saying they have secrets they cannot tell anyone about
- not allowed to have friends

6.4 **Contact Details for the Suffolk Referral Process**

https://suffolksp.org.uk/concerned/

Social Services Child Protection – Suffolk County Council:
Telephone: 0808 800 4005
East Suffolk Council – Monitoring Officer:
Telephone: 0333 0162 000
Suffolk Police:
Telephone: 101 or in an emergency 999

6.5 **Confidentiality**

Members, employees, volunteers and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Town Clerk so that appropriate risk assessments may be undertaken.

7.0 Prevention

7.1 **Recruitment**

- Prospective employees will be interviewed and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a probationary period.
- All members, employees and volunteers who are required to carry out duties that involve working with children or adults at risk of harm or whose roles mean they come directly into contact with children or adults at risk of harm will be checked by the Government's Disclosure and Barring Service (DBS) and / or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

7.2 **Training**

- The council will make the Safeguarding policy available to all members, staff and volunteers. Line managers will encourage good practice and identify any training needs required through the Council's Appraisal System.
- All members and employees will be expected to read this policy and sign the Declaration at the end of the document.

- Members and employees will need to undertake appropriate training on safeguarding children and adults at risk of harm once every two years (for councillors this will mean at the start of their terms of office and two years thereafter). Councillors joining during the four year term of office will be required to undertake training on election to the council

7.3 **Reporting**

The Council is committed to maintaining an open culture where members, employees, volunteers, children, vulnerable persons, parents, guardians and carers feel able to express concerns both about child protection, adults at risk and issues of poor practice.

In addition to the procedures outlined in this policy, the Council's Complaints Policy are available to all members, staff, volunteers, and the general public.

8.0 Codes of Practice and Behaviour

These guidelines have been devised to protect children and adults at risk of harm from abuse, as well as to protect members, staff and volunteers from situations where false allegations may occur.
The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of Lowestoft Town Council or at services provided by Lowestoft Town Council.

8.1 **Members, staff and volunteers must:**

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture or religious beliefs
- Provide an example of good conduct they wish others to follow
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others
- Respect a person's right to personal privacy.
- Provide access for young people to talk to others about any concerns they may have.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret their actions, no matter how well-intentioned
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse or personal development.
- Recognise that some children or adults at risk of harm will be more vulnerable to abuse than others, and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background or culture.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Be identifiable and wear a name badge at all times.

8.2 **Members, staff and volunteers must not:**

- Engage in physical horseplay, such as wrestling or tickling
- Have any inappropriate verbal or physical contact with children or vulnerable people, or make suggestive remarks or gestures
- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying etc.)

- Play physical contact games with children or adults at risk of harm
- Jump to conclusions about others without checking the facts
- Ask children or adults at risk of harm to do things that are potentially dangerous, illegal or otherwise unreasonable
- Exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on just their good name to protect them
- Believe it could "never happen to me"
- Take chances when common sense, policy or practice suggest a more prudent approach
- Allow allegations to go unchallenged, unrecorded and not acted upon

Lowestoft Town Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal. Volunteers in breach of the above (8.2) will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a Councillor does not adhere to the policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require an investigation under the Suffolk Code of Conduct. Where there is evidence of illegal activity, the member, employee or volunteer will be reported to the relevant authorities and may face a criminal investigation.

9.0 Procedure in Relation to Specific Services

9.1 **Work Experience**

Lowestoft Town Council may offer work experience placements. The Council will ensure that employees are provided with a copy of Town Council's Safeguarding Policy. Line managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

9.2 **Leisure services / Hall hire**

Independent sports clubs and private individuals who regularly use the facilities operated by Lowestoft Town Council must have appropriate safeguarding policies and procedures in place, commensurate with the level of contact they have. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children and adults at risk of harm must have satisfactory DBS checks.
The Council will state on its Booking Forms and on posters in its Halls for hire that it is the Council's expectation that groups will follow good practice procedures in relation to safeguarding.

9.3 **Use of Contractors**

Lowestoft Town Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people or adults at risk of harm, must have its own equivalent Child Protection and adult at risk of harm policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

9.4 **Internet and e-mail Policy**

Please refer to Lowestoft Town Council's Data Protection policy and IT Policy

9.5 **First Aid**

The administration of first aid to children, young people and adults at risk of harm can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or

guardian expressly permits this course of action.
When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered. Child welfare is of paramount importance. In certain circumstances councillors, employees, volunteers and contracted service providers may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.

9.6 **Special Events - Photography**

Anyone using cameras or film recorders for or on behalf of the Council should obtain consent from the carers of children being photographed or filmed before the activity commences. Members, employees, volunteers and contracted service providers should be vigilant at all times.
When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic sessions.

9.7 **Misuse of Procedure**

Complaints about a member or an employee(s) and/or serious abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Lowestoft Town Council's disciplinary process where the complaint affects an employee and via the Code of Conduct when the complaint affects a member.

10.0 Policy Monitoring and Review

10.1 All incidents and allegations of abuse and complaints will be recorded and monitored.

Declaration

Lowestoft Town Council is fully committed to safeguarding the wellbeing of children, young people and adults at risk of harm and promoting their welfare. Representing Lowestoft Town Council as an Elected Member or working as an employee, volunteer or contracted service provider of Lowestoft Town Council it is important that you have taken the time to thoroughly read the Safeguarding Policy and Procedures document.

In making its employees, volunteers, contractors, and elected members aware of this policy, it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and adults at risk of harm in our community.

……..

I have received, read and understood the Lowestoft Town Council Safeguarding Policy and Procedures document. By signing, I agree to adhere to the principles of the policy.

Signed: _____

Name (please print): _____

Lowestoft Town Council
Safeguarding Policy

Date: _____

Revisions	
Date	**Amendment**
March 2022	Item 9.2 'should have' changed to 'must have'. 9.4 'and IT Policy' added. 9.7 final sentence amended to include code of conduct reference for members. 2nd para of declaration 'employees, volunteers, contractors and elected members' added.
March 2023	Policy reviewed by CAS and amendments made throughout. Particularly the term vulnerable people being amended to Adults at Risk.

Lowestoft Town Council
Video Meeting Protocol

1. Background

1.1 This protocol is intended to guide councillors, officers and any other participants, who are using video meetings.

1.2 All councillors and officers are provided with a tablet/laptop by Lowestoft Town Council, have a dedicated @lowestofttowncouncil.gov.uk email address and are understood to have internet access at home. Where reasonably practicable, Council equipment and email addresses should be used for Council communications.

1.3 The Council will use a mainstream and reputable video meeting platform such as Zoom or Skype and will have due regard to data protection and other relevant laws.

1.4 This protocol was developed during the COVID-19 pandemic but is intended for use in all video meetings held by or participated in by the Council. It will be reviewed by the Clerk as needed in light of any developments, and by the Council prior to being presented for formal adoption at its Annual Meeting.

2. Current Legislation

2.1. Where local authorities are required to hold formal meetings in public, the Local Government Act 1972 requires councillors to be physically present in order for a meeting to take place.

2.2. There was temporary flexibility permitting online meetings during part of the pandemic under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020. However, this flexibility is no longer available and primary legislation is being considered.

2.3 Nevertheless, it is recognised that there are situations where the Council does not have to meet in person when use of Video Meetings remains valuable. It is also foreseeable that emergency situations will arise from time to time when Video Meetings will again be important. The advantages include not having to travel (which fits well with the Council's environmental commitments), and fitting in better with work-life balance including for councillors with mobility issues, childcare responsibilities etc. It is recognised that there are also disadvantages and adherence to this protocol is designed to ameliorate this.

2.4 Whilst the council has always facilitated such, there is no legislation that states public participation sessions have to be provided for as part of a council meeting whether in person or remotely. However, this Council is committed to enabling the public to view and participate in a public forum via video meeting portals for any formal online and in-person meetings where it is appropriate and practical to do so. . Regardless of the media platform used, the controls will be set by the meeting host (the Clerk to the Council). Formal Council meetings may be streamed via YouTube and it should be recognised that any members of the public observing these meetings may make recordings of such. The streaming will stop when confidential items of business are transacted. A public protocol on the observation of meetings will also be adopted. The public are given advance notice of meetings with the link to access the online platform of the meeting and can provide written or verbal statements or questions on matters relating to the agenda in advance of the meeting. A webinar facility for participation will also be provided where appropriate and reasonably practicable. Additionally non-confidential papers and minutes of meetings will be published on the website in advance or subsequent to meetings, as appropriate. Normal telephone and email contacts routes remain.

2.5 It is recognised that officers and councillors may use video conferencing for other aspects of their Council activities e.g. meetings with stakeholders and discussions with the public. All Council users need to be mindful of the ease of video and audio recording and that images are personal data. Subject to appropriate consideration of data, information, safeguarding and other legal issues, video conferencing is a useful communication tool.

3. Detail

3.1 Video meeting groups will be set up for Full Council, Committees and some other groupings, where needed, and, in most circumstances, only those councillor and officer participants using their dedicated Town Council email address will be enabled to join these meetings.

3.2 Officers will create video meetings and will start them normally at least 5 minutes before the meeting.

3.3. Officers will ensure all video meetings are audio and/or video recorded.

3.4 The YouTube recordings of meetings will be stored by the Town Council for the calendar year and be available for public viewing via the Town Council's YouTube channel.

3.5 Officers will ensure there are minutes or notes, as relevant, of all relevant video meetings. The confirmed minutes will remain the official document of proceedings of the Town Council.

3.6 At the beginning of meetings, checks may be made on video and audio functioning.

3.7 It is recognised that it will not always be possible to facilitate the participation of all intended participants at the meeting but all reasonable endeavours will be made, while prioritising the need to progress the business of the meeting.

3.8 Where appropriate, the Chair will open the meeting with a provided statement covering key issues regarding recording and participation.

3.9 To avoid background noise and enable orderly participation, all participants should mute their audio when not speaking, clearly indicate when they wish to speak (by whatever means is indicated by the Chair) and await the Chair's indication that they can speak.

3.10 In the interests of efficiency, participants should avoid duplication and unnecessary, irrelevant, and lengthy comments; a time limit may be applied by the Chair.

3.11 All users may opt to use the 'subtitle' function where platforms have this facility but should note that they are unlikely to provide a perfect translation of all spoken words.

3.12 If a vote is required, councillors will cast their vote as directed by the Chair of the meeting.

3.13 All supporting documents required for the video meeting will be uploaded to the members' area of the Town Council website or shared at the meeting.

3.14 Councillors must comply with the Code of Conduct and at formal meetings of the council must declare disclosable pecuniary and other registerable interests.

3.15 For confidential items, councillors and staff must not participate unless they are sure that any members of the public, including family, are not present or within earshot.

3.16 Training on use of the relevant video conferencing platform will be given.

3.17 Conduct, visible backgrounds, and dress, must be appropriate for an in person meeting. This includes, but is not limited to, refraining from consuming alcohol and smoking during the meeting. There may be facility to blur your background via some platforms.

3.18 Video conferencing is only undertaken by agreement between parties and any non-meeting business, apologies for absence, requests for dispensations and other matters connected to meetings but not forming part of the meeting, should be undertaken through the usual email and telephone media.

4. Troubleshooting

4.1 Any questions regarding about video meetings should be emailed to james.cox@lowestofttowncouncil.gov.uk. During emergency situations, officers will not be able to meet in person with councillors to assist with operating issues.

4.2 Any participant not abiding with the above protocol and causing disruption during the meeting will be removed, subject to 1) a warning being issued by the Chair and, in the event of continued problems, 2) a majority vote of the meeting.

Revisions	
Date	**Amendment**
July 2021	Updated to reflect that regulations permitting online Council meetings during the pandemic have now ceased, but there are still circumstances in which video meetings remain valuable. Also updated to reflect that the webinar function enables members of the public to participate in the public forum section of meetings. Some wording rationalised.
May 2022	3.17 business meeting dress was replaced with appropriate in-person meeting and smoking was added to items to refrain from during meeting.
April 2023	Amended 3.14 to reflect the updated Code of Conduct
December 2023	Amended 3.4 to reflect Full Council decision for YouTube recordings to be available for a calendar year