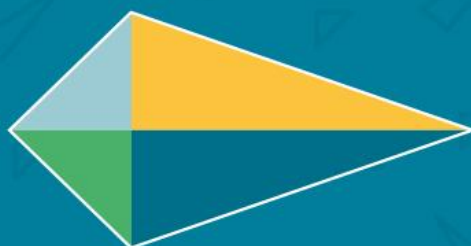




# PARTICIPANTS GUIDE

Model District Council

9 February 2024



**EASTSUFFOLK**  
COUNCIL

# Participants Guide

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# Participants Guide

## Welcome

### **CLlr Dr Anthony Specca, Chair of Council**

On behalf of East Suffolk Council, I'm positively delighted to welcome you to the first Model District Council ever held in East Suffolk.

Each of you have elected to participate in this simulation of the real East Suffolk Council because you're passionate about democracy, the youth voice, and your schools and communities. It's our privilege to invite you into the Council Chamber.

As Chair of Council, and as an educator, I believe it's vital to engage youth in politics. The better future that we politicians strive to imagine and realise belongs especially to you, and the better present that we work to govern and administer is yours as much as anyone else's. It's only fair that your voice is heard, and our democracy will be stronger for it.

That's why I've selected the topic of intergenerational political equity for you to discuss in your simulated Council. How should the youth voice be heard in East Suffolk politics? How should East Suffolk Council respond to it, and maybe even act upon it?

Playing the roles of Councillors from all wards and political parties in East Suffolk, your challenge is to negotiate, draft and pass a motion answering these questions. Can you find a way to agree on them, no matter what ward or political party you've been asked to represent in the simulation? Can you pass a motion that the real East Suffolk Council might be able to take forward?

This challenge will be at the heart of your day, but there's more, too. Through an inspiring keynote, as well as interactive briefings from officers, you'll learn more about local democracy, the work of East Suffolk Council, and the career opportunities we can offer. You'll learn valuable transferrable skills: public speaking, negotiating, building consensus, working constructively with others who disagree. And you'll learn a lot about yourselves and what you're capable of doing for your communities and your own futures.

I wish you a most enjoyable day. Get stuck in, learn a lot, make new friends – and help change the politics of East Suffolk for the better.

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### Chris Bally, Chief Executive

Welcome to East Suffolk Council - I'm really excited that the Council is holding its first "Model Council" in 2024.

East Suffolk Council is England's largest district council stretching from Felixstowe in the south to Lowestoft in the north taking in Kesgrave, Framlingham and Bungay along its western edge with a 49 mile coastline on the east. 251,000 people live in East Suffolk and the Council provides a range of services to them including Housing, Planning & Building Control, Environmental Health, Leisure, Waste & Recycling and Car Parking. We also manage the coastline, check goods coming into the UK at the Port of Felixstowe and deliver major programmes that support the economy and our communities across the district.

As well as these services, East Suffolk Council is a large organisation employing around 1,000 people. We have finance, human resources, property, IT, customer services, legal and communications teams supporting the organisation - it really is a very exciting and diverse place to work.

We're a political organisation - this means that our Councillors are elected and form an Administration which determines the policies of the Council. You can find out more about the Council's priorities on our website by looking for 'Our Direction 2028' - the Council's strategy for the next 4 years [East Suffolk Strategic Plan » East Suffolk Council](#). Our key themes are environmental impact, sustainable housing, tackling inequalities and a thriving economy.

Hopefully, as well as learning a bit about how we work as a council and the importance of democracy, you'll be inspired to find out more about what we do and maybe see yourself working in East Suffolk Council or in local government more generally in your future. It's a great place to work with many different career paths and I look forward to meeting you on the day.

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## Timetable

09:00	Sign-in
09:15	Welcome by the Chair and the Chief Executive
09:25	Icebreaker
09:30	Keynote speaker – Rhammel Afflick, BEM
09:50	Introducing the Model District Council – including introduction to Councils
10:10	Public speaking tips – Beth Derks
10:30	Break
10:45	Political Group meetings
12:00	Lunch and ESC Careers Fair and Information Stands
13:00	Model District Council meeting
14:30	Reflections on the meeting: How it felt debating and discussing? What do you think about the outcome? Any surprises?
14:50	Break
15:05	Question Time style panel with the Group Leaders
15:35	Model District Council – Next Steps
15:45	Group photos
15:55	Closing remarks

## Participants Guide

### How to Participate

Today you will be playing the role of an East Suffolk Councillor from a political group - GLI, which is Green, Liberal Democrat and Independent parties working together, Conservative or Labour - who has been elected to represent one of the 28 geographical wards (areas) in East Suffolk. Each ward has one, two or three Councillors depending on how many people live in that area.

You have each been given your ID badge for the day, which contains the information about your role. Please wear your ID badges all day.

This Model District Council is a chance for you to stand up and get involved with local government. You will negotiate, draft, debate and vote on a motion (explained below but in a nutshell an idea or proposal) about **how the youth voice could and should be heard in East Suffolk**. You will also have a chance to question the leaders of the political groups on East Suffolk Council and ask that they take your motion forward to a meeting of East Suffolk Council's Full Council in 2024.

The Chair will introduce the Model District Council to everyone and explain the purpose of the day – what we all want to achieve by the end of the Model District Council.

You will then go into your separate political group meetings in one of the breakout rooms nearby and will be supported by various officers, including the Council's Political Group Support Officers (PGSOs). They are as follows:

Isabel Rolfe – GLI

Agnes Ogundiran – Conservative

Sue Meeken – Labour

Once in your breakout rooms, you will have the opportunity to discuss the question in bold above in full and decide on your particular stance (your opinion) on the issue you have been asked to consider.

#### **Stimulus questions – things you might want to consider in your groups:**

*Are you in favour of an East Suffolk Youth Council?*

*Can you think of a better alternative/ a different way of engaging young people and hearing the youth voice?*

*Are things already happening to help public bodies to hear, understand and respond to the youth voice that the Council doesn't know about?*

*Or, are you happy with the way things currently are and feel that no change is needed?*

Once you have discussed the matter fully and have hopefully come to an agreement with your fellow Councillors, you will then need to work upon a Motion (see information about what a Motion is below) to take to the Model District Council meeting in the afternoon.

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### Motions

A Motion is a request for Full Council to make a decision or to take an action. This request must be about matters for which the Council has a responsibility and/or which affects the East Suffolk district.

### Format of the Motion

The Motion could begin with:

*This Council notes that.....* [a list of factual statements and opinions about this topic]

Followed by:

*This Council resolves to.....* [the views or actions you want the Council to endorse or commit to take]

Don't worry about coming up with a Motion all by yourselves or getting the wording right, the PGSOs are here to assist you and they have plenty of experience in drafting Motions.

Once you have agreed what your Motion will be, you will need to decide which Councillor from your political group will propose the Motion by reading out the Motion at the Full Council meeting and explaining why they support it. You will also need another Councillor from your political group to formally second the Motion (which is to agree and support the proposal). Councillors who are not proposing or seconding the motion should still think about what opinions they would like to express, for or against the motion, when the motion is debated.

Once you have come up with a Motion that you are all happy with, decided who the proposer and seconder will be and collated your key arguments and considered how you could best express them to seek to persuade other councillors to agree with your point of view, you are ready for the Model District Council Full Council meeting which will take place after lunch.

### Full Council Meeting

The room will be laid out as it is for East Suffolk Council Full Council meetings. Please sit with your political groups in the seat allocated to you. The Chair will start and control the meeting and the agenda (order of business) for the meeting will be:

- Apologies
- Announcements (things Councillors need to know)
- Questions from Councillors
- Motions on Notice
- Close

The Chair will then invite a political group to share their Motion. The Proposer should read out the Motion in full and explain why they support it. The seconder should then share their support for the Motion. The Chair will ask if the seconder wishes to explain why they have supported the Motion at that point, or if they would prefer to wait until later.

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The Chair will then invite all the Councillors to debate the Motion. Councillors will be expected to raise their hands when they wish to speak and the Chair will keep a note of who raised their hands and in which order. The Chair will invite Councillors to speak in the order they put their hands up.

If a Councillor wishes to amend the Motion presented by another party, they can propose a change to it, which must be seconded by another Councillor. If the amendment is proposed and seconded, there will need to be a vote on it.

Everyone who wishes to speak during the debate will be given the opportunity to do so.

At the end of the debate, once all Councillors have had an opportunity to speak, the Chair will invite the Councillors to vote as to whether they are for or against the motion. Councillors can elect to abstain (not to vote) on the motion if they prefer. The votes will be counted and the Chair will announce the result.



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### Social Media

If you want to share your experience of the Model District Council on social media, use #ESCMDC2024

East Suffolk Council is on X, Facebook and Instagram.

 [X.com/EastSuffolk](https://x.com/EastSuffolk)

 [Facebook.com/eastsuffolkcouncil](https://Facebook.com/eastsuffolkcouncil)

Instagram @eastsuffolkcouncil

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### Policies / Code of Conduct

East Suffolk Council takes both respect for all and health and safety very seriously and asks all participants today to abide by the following policies.

#### **Code of good conduct**

As a student representing your school, you are expected to maintain high professional standards of behaviour throughout the day. In particular, you must adhere to the following code of good conduct, any breach of which may result in exclusion from Model District Council.

- You must respect the authority of Cllr Dr Anthony Specca and the East Suffolk Council Councillors and officers.
- You must treat all participants and observers, whether Councillors, officers or guests, with respect. Bullying, insults or abuse of any kind is strictly forbidden, whether openly in speech, or in written notes exchanged during the event.
- You must negotiate with the other participants (both in your political party and the other political parties) in a respectful way – listen to what they say and take it in turns to make your point. Staged ‘walkouts’ or refusals to speak with other participants are unacceptable.
- Please wear your ID badges all day.
- You must respect the privacy rules outlined below.
- You should dress smartly in school uniform for this event.
- You must be on time for all meetings (group meetings and the Council meeting). Meetings will begin promptly out of respect for all participants.
- You are not authorised to access all areas of the building. You must stay in the areas that you are directed to.
- The toilets are located in the Reception area.

#### **Privacy**

All participants must maintain confidentiality for themselves and for other participants.

Participants must not make any attempt to photograph or record other participants without permission.

Participants should under no circumstances reveal personal information about themselves to each other or share personal information about one another if using social media to communicate about their experience at this event.

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### **Publicity**

East Suffolk Council staff may photograph or otherwise record certain elements of the day, including images of participants, for use in publicity material, website content and social media content. Any participants who do not wish to appear in photographs or recordings should please inform Cllr Dr Speca or any Council officer.

### **Teaching staff and other observers**

Teaching staff whose students are taking part in this event may observe — but may not participate in — the proceedings. At the discretion of Cllr Dr Speca, other educators or special guests may also observe the event.

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### Councillor and officer roles at the meeting of the Council

Councillors come together at Council meetings to discuss matters (key topics or issues facing East Suffolk people or places) and take decisions. In relation to some matters, all Councillors are able to agree the way forward. However, in relation to other matters, there will be a range of different views, and different Councillors may want the Council to take different actions. When there isn't agreement and matters are voted upon, the option supported by the most Councillors in attendance at the meeting will be implemented.

#### **The Chair**

The Chair leads the meeting through the agenda to ensure that it runs smoothly. The Chair is an elected Councillor from a political group but when they are carrying out the role of Chair they are independent and neutral. The Chair of East Suffolk Council, Anthony Specca, will chair the Model Council meeting. The Chair decides when councillors can speak on a matter and interprets and enforces the Council Procedure Rules. The Chair announces the result of matters voted on.

#### **The Monitoring Officer**

The Monitoring Officer is employed by the Council. The Monitoring Officer is responsible for ensuring the Council acts lawfully in its decision making. The Monitoring Officer counts the votes at council meetings.

#### **The Democratic Services Officer**

The Democratic Services Officer is employed by the Council. The Democratic Services Officer advises the Chair if any Councillors are not in attendance at a meeting (Apologies). The Democratic Services officers writes down what Councillors says at meetings (takes the minute) and records the results of votes.

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## Model District Council Procedure Rules

### 1. Meetings of the Council

- 1.1. The meeting will take place at the Riverside Offices in Lowestoft on 9 February 2024.
- 1.2. Unless the majority of Councillors present vote for the meeting to continue any meeting that has lasted for 90 minutes will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair.

### 2. Quorum (the minimum number of councillors who must be in attendance for the meeting to take place)

- 2.1. The quorum of the meeting will be 14 Councillors.
- 2.2. During any meeting, if the Chair counts the numbers of Councillors present and declares there is not quorum, then the meeting will adjourn immediately.

### 3. Order of Business

- 3.1. Apologies
- 3.2. Chair's Announcements
- 3.3. Questions from Councillors
- 3.4. Motions on Notice
- 3.5. Close

### 4. Motion on Notice

- 4.1. A Motion on Notice is a request to Council for a decision to be made or action to be taken.
- 4.2. A Motion on Notice must be delivered in writing or by e-mail to the Monitoring Office.
- 4.3. Motions must be about matters for which the Council has responsibility, or which affect East Suffolk.
- 4.4. Motions must be proposed by one Councillor and seconded by another Councillor.

### 5. Amending a Motion

- 5.1. An amendment to a motion must be relevant to the motion and be to remove and/or add words.
- 5.2. An amendment to a motion must be proposed by a Councillor and seconded by another Councillor.
- 5.3. If an amendment is supported by the majority of councillors, the motion is duly amended as proposed.

### 6. Rules of Debate

- 6.1. No speech by any Councillor may exceed 2 minutes.
- 6.2. A Councillor who has spoken on a motion may not speak again, except to speak on an amendment.
- 6.3. The mover of a motion has a right to reply at the end of the debate on the motion.

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### 7. Point of Order

**7.1.** A Councillor may raise a Point of Order at any time.

**7.2.** A Point of Order is a complaint to the Chair that the correct procedure is not being followed by a councillor (for example, a councillor has been speaking for 5 minutes, when under these Procedure Rules they can only speak for 2 minutes).

### 8. Voting

**8.1.** Any matter put to the vote will be decided by a show of hands of those Councillors voting and present.

**8.2.** If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

### 9. Councillor's Conduct

**9.1.** When a Councillor speaks at Council they may stand if they wish.

**9.2.** No Councillor may use offensive expressions concerning any other Councillor.

### 10. Interpretation of the Procedure Rules

**10.1.** The ruling of the Chair as to the interpretation and application of the Procedure Rules shall be final and no debate shall be permitted upon such decisions.

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### Biographies of Councillors and Officers

#### **Cllr Dr Anthony Specca FRGS FRSA, Chair of East Suffolk Council**

Cllr Dr Specca is an educator and politician with a passion for democracy and the youth voice. In May 2023, the residents of Bungay and Wainford elected him as their Green Party representative on East Suffolk Council, and his fellow councillors elected him as their Chair. He strongly believes that the Chair serves not only as the Civic Head of East Suffolk, but also as its democratic champion. He seeks to steer Full Council as an impartial but dynamic president, so that Opposition can contribute as effectively as Administration, and so that all Councillors can take part. He has also initiated a review of East Suffolk Council's Constitution to strengthen its democratic soundness, and to improve its accessibility to Councillors and the public.

Cllr Dr Specca was formerly a civil servant with the Government of Nunavut in the Canadian Arctic, before becoming a teacher and university lecturer in the UK. He coordinates Model United Nations at his school, and he also designs and runs some of the world's only Model Arctic Council programmes for schools and universities. Model District Council is a centrepiece of his Chairship, which he is delighted to be able to offer to schools across our District with the help of a dedicated and expert officer team. He hopes that it will be just the start to amplifying the youth voice in East Suffolk.

#### **Chris Bally – Chief Executive, East Suffolk Council**

Chris Bally is the Chief Executive and Head of Paid Service for East Suffolk Council. East Suffolk Council serves a population of just over 250,000 across an area of 487 square miles. The Council has a net revenue budget of £49m and employs around 1,000 staff.

Prior to joining East Suffolk Council, Chris was Deputy Chief Executive & Director of Corporate Services at Suffolk County Council for 5 years, having held various roles in the County Council since 2008. Chris' background is the leadership of corporate services in local government including finance, HR, procurement, property, legal, Digital/IT and corporate policy and communications and he had led various transformation, collaborative and partnership projects across Suffolk. Prior to joining the County Council, Chris worked for Tendring District Council and the Audit Commission across London and the South East of England.

#### **Rhammel Afflick, BEM – Keynote Speaker**

Rhammel Afflick has been working for the British Youth Council since 2011 as a consultant and later joined the team full time in February 2015. He is now the Head of Advocacy and Communications for the British Youth Council, responsible for the planning, production and curation of digital and social content, the development of our brands and the coordination of our media enquiries. Rhammel is also currently

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Trustee and Director of the charity, Police Now, which focuses on recruiting a diverse range of people into policing with a particular focus on recruiting Black, Asian and minority ethnic people.

Rhammel is a British writer and political activist. He is best known for his campaigning on race, knife crime and LGBT+ rights and he was Director of Communications for Pride in London from 2019 to 2021.

### **Beth Derks – Honorary Lecturer at the University of East Anglia (UEA)**

Beth Derks, now an Honorary Lecturer at the University of East Anglia (UEA), is passionate about giving young people a voice, and the insight, skills and confidence to instigate positive social change. She set up The Future Leaders project at the UEA, and developed a Public Speaking method, called 'Dare to Speak up' and runs workshops in these at Universities, high schools and at festivals. She is also a Human Rights trainer, in training, for the Model International Criminal Court.

Today she will share tips on communication skills needed to make collaborative decisions in local, regional, national and international governing bodies.

### **Councillor Caroline Topping – Leader of East Suffolk Council**

Cllr Topping has been a District Councillor for over 8 years and she was re-elected onto East Suffolk Council on 4 May 2023. Cllr Topping is a Councillor for the Green Party and is a Councillor of the ruling GLI Group. She was elected as Leader of the Council on 24 May 2023 and represents the Beccles and Worlingham Ward. Cllr Topping is also a Councillor of Suffolk County Council and was elected in May 2021. She is a Councillor of the Green Party and represents the Beccles Division.

Cllr Topping was also a Beccles Town Councillor for 13 years and was the Town Mayor for 2013-15. She joined Beccles Town Council as a natural progression from being volunteer in her community since the age of 18. She strongly believes that volunteering in your community, being part of it, giving back and being proud to be a member of it is really important and that is why she is a councillor representing our communities, the people and the environment. She was also the Youth Champion on Beccles Town Council for several years and want to make sure our young people are engaged with, listened to and provided for. Cllr Topping has had an interesting and varied career including being an office manager, sales and marketing, freelance writer, exam invigilator and she was a Youth Offending Services Panel Member. She also has a degree in Criminal Psychology.

### **Councillor Craig Rivett – Leader of the Conservative Group, East Suffolk Council**

Cllr Rivett was first elected as a Conservative District Councillor in 2016 and he was re-elected to East Suffolk Council on 4 May 2023 for the Carlton Colville Ward. He is the Conservative Group Leader. Prior to the 2023 elections, he was East Suffolk Council's Deputy Leader and Cabinet Member for Economic Development.



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He was first elected as the Conservative Suffolk County Councillor for Carlton Colville and Pakefield Division in 2017, was re-elected in 2019 and he is also the Deputy Cabinet Member for Childrens Services. Cllr Rivett was born and raised in the Lowestoft area. He has had an interesting and varied career including working as a Manager at Royal Mail.

### **Cllr Peter Byatt – Leader of the Labour Group, East Suffolk Council**

Cllr Byatt was first the elected as a District Councillor in 2010 and he has been the Leader of the Labour Group since 2018. He was re-elected to East Suffolk Council on 4 May 2023 for the Kirkley and Pakefield Ward.

Cllr Byatt was also elected as a Suffolk County Councillor for the Pakefield Division and served from 2013 to 2015. He has had an interesting and varied career including as a teacher, a policeman and in the coastguard.

### **Kate Blakemore – Strategic Director, East Suffolk Council**

Kate Blakemore is a Strategic Director and she leads on corporate services, supporting services such as Human Resources, Procurement and Democratic Services.

Kate began her career in local government as a Student Environmental Health Officer at Great Yarmouth Borough Council, where she successfully completed a degree in Environmental Health, alongside a number of professional exams. Following several promotions, Kate became Head of the Environmental Services section and then she lead the Council's transformation programme to help address some significant financial challenges. During this time, Kate became involved with change processes from a systems thinking perspective and she then studied a Masters degree in Systems Thinking in Practice in her own time. Kate was then promoted again to Strategic Director in 2017 and also completed an MBA.

### **Chris Bing – Head of Legal and Democratic Services and Monitoring Officer, East Suffolk Council**

Chris Bing is the Head of Legal and Democratic Services and Monitoring Officer. As Monitoring Officer, Chris has a statutory duty to ensure the Council acts lawfully and to promote the highest standards of conduct in public life.

Chris trained as a Solicitor in local government, qualifying in 2008. He has a degree in Politics, and postgraduate qualifications in Law and Management.

### **Nicole Rickard – Head of Communities and Leisure, East Suffolk Council**

Nicole has worked for the Council for nearly nine years and leads on Community Enabling, Community Partnerships, Community Safety, Anti-Social Behaviour, Health and Wellbeing, Community Help, Leisure, Safeguarding and Equality, Diversity and Inclusion. Communities and Leisure staff are out and about in

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communities, working with individuals, families and community groups, including support around the rising cost of living.

Nicole started her career in the voluntary sector with a charity working in rural areas, before moving to Leicestershire County Council in 2000 where she had three different roles which culminated in heading up the Policy and Partnerships Group which included research and insight, performance and community forums. While she was at the County Council she led an innovative three day Youth Citizens Jury. She has a MSc in Public Leadership and Management from Warwick Business School and a degree in English Literature.

### **Sam Kenward – Communities Officer for Framlingham, Wickham Market, Kelsale and Yoxford and surrounding villages, East Suffolk Council**

Sam Kenward is the Communities Officer for the Beccles, Bungay and Halesworth area. He has co-led on youth engagement and has been actively working to involve young people in decision making and he has helped to lead on Waveney Youth Council, Youth Takeover Days, Free Summer Activities for Young People and Youth Voice across the District.

Sam has always been interested in linking Councils with young people and he was a Member of both Waveney Youth Council and the UK Youth Parliament from 2010 to 2014. He was also elected to Beccles Town Council in May 2015, at the age of 18, where he served as the Youth Champion for three years engaging with primary and high schools in the area to speak directly with pupils. Sam gained a First class degree from the UEA in Politics.

### **Nicola Wotton – Councillor Support and Civic Manager, East Suffolk Council**

Nicola Wotton is the Councillor Support and Civic Manager, where she supports Cllr Dr Speca in his role as Chair of the Council and manages his civic diary. She also has overall responsibility for Councillor Development (Councillor Training) and Scrutiny.

Nicola has worked in a variety of roles in local government and was the Democratic Services Manager for Waveney District Council for several years. She has also worked in the NHS and at Norfolk Police Authority. Nicola has a BSC (Hons) degree in Human Geography and the Certificate in Local Council Administration (CILCA) qualification.

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### The Riverside Building, 4 Canning Road, Lowestoft

The Riverside building has been open since May 2015 and it took around 2 years to build.

Riverside and the nearby Marina Centre in Lowestoft are both jointly owned by East Suffolk Council and Suffolk County Council. The budget to build Riverside and refurbish the Marina Centre was £13.65 million. The site was chosen to help rejuvenate South Lowestoft, as there was a significant amount of unused land along the river. The Essex and Suffolk Water offices have since opened close by, as has the Children's Centre.

Riverside has good transport links, as it is near to the railway station and Tom Crisp Way. The new Gull Wing Bridge (third crossing) is being constructed very close by (look out of the window when you are at Riverside), which will provide easy access to North Lowestoft and beyond. The Gullwing Bridge it is due for completion in 2024.

You may notice that when turning off Waveney Drive, to head towards Riverside, you enter Colin Law Way. The road is named after Colin Law, who was the Leader of Waveney District Council for many years. He sadly passed away, not long after the Riverside building opened.

At Riverside, Suffolk County Council staff are based on the first floor, whilst East Suffolk staff are based on the second floor. The ground floor is primarily for smaller meetings rooms, the Conference Room, the Reception area and café.

#### **First Aid**

Should you need First Aid, please inform one of the Secretariat or other East Suffolk Council officers. They will inform Reception and who will summon a First Aider to assist you.

#### **Fire Alarms**

There is no fire alarm test planned for today, so should the fire alarm sound, it will be for real. In the event of a fire, please follow the instructions that will be issued to you and congregate in the South Car Park near the Children's Centre. The Fire Exits in this room are clearly marked. Please do not re-enter the building until you are informed it is safe to do so. You will be escorted by the East Suffolk Council staff at all times, so they will guide you to safety.

#### **Facilities**

Toilets are available on the ground floor, near to the Reception desk.

Tea/coffee/water and biscuits will be available throughout the day and lunch will be provided at around 12.00 noon.

The café is also open, providing a range of items, until around 2.30pm on a Friday.

If you need any assistance or have any queries, please just ask one of the Secretariat or East Suffolk Council officers who will be present throughout the day.

#### **Travelling to Riverside**

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**By train, bus and foot** Riverside is on the route of the 101 First Buses service which runs every 10 minutes during the day. The stop for Riverside is on Waveney Drive. The timetable and route can be found at [www.firstgroup.com](http://www.firstgroup.com). Abellio Greater Anglia runs trains directly from Norwich and Ipswich to Lowestoft. You can find the timetables you need at [www.abelliogreateranglia.co.uk](http://www.abelliogreateranglia.co.uk). The train station is less than a mile from Riverside (around 20 mins by foot) and is also served by the 101 bus.

**By bike** Defined cycle routes in and around the town are available at [www.greensuffolk.org](http://www.greensuffolk.org) (search for 'cycle routes'). There is covered cycle parking for visitors.

**By car or motorcycle** The visitor car park is in front of the Registrar's Office at 2 Canning Road - NOT Riverside. There is then a short walk across to the main building. If the visitor car park is full there is on-street parking in the vicinity. Motorcycle and Blue Badge visitor parking is within the grounds of the main Riverside building which is accessed via a barrier. Visitors will need to press the intercom to speak to the reception staff to enable access to the disabled parking spaces.

**Directions by road from the west/southwest** Follow A146 to Oulton Broad, then take second exit at roundabout following directions for Riverside Business Park. Continue for about a mile, staying left over two mini roundabouts. Continue until you see the sign for Riverside and turn left. Follow the road to the end and then turn right, at the end of the road it bears left and then you will see the gravelled visitors car park on the left.

**From the south** Approach Lowestoft on the A12 and at the end of Tom Crisp Way, take the first exit at the roundabout, signposted Oulton Broad / Riverside Business Park. Take the first left on the roundabout (continuing straight over) and continue until you see the sign for Riverside and turn right. Follow the road to the end and then turn right, at the end of the road it bears left and then you will see the gravelled visitors car park on the left.

**From the north** Head south towards Lowestoft on the A12, then follow signs for the A1117 across three roundabouts. At the fourth, by Normanston Park, take the third exit, (directions for South Beach, Docks, Station.) At the retail park roundabout take the third exit, then the second exit at the mini roundabout. Following signs for Ipswich A12, go straight on through two sets of traffic lights, then over the Bascule Bridge, and a further roundabout (with the Dunelm store on your right). At the final roundabout, take the third exit signposted Oulton Broad / Riverside Business Park. Continue until you see the sign for Riverside and turn right. Follow the road to the end and then turn right, at the end of the road it bears left and then you will see the gravelled visitors car park on the left.

**On arrival** When you arrive at the building please report to Reception where a member of the Democratic Services Team will greet you, issue you with an ID badge and show you into the Conference Room

Riverside reception Telephone - 01502 521500 Email - [riverside.reception@easternfms.co.uk](mailto:riverside.reception@easternfms.co.uk)

## Participants Guide

### Glossary

Term	Explanation
<b>Chair and Vice-Chair of the Council</b>	<p>The Chair and Vice-Chair are elected in May each year at the Annual Meeting of Full Council. The Chair (or Vice-Chair in his/her absence) provides civic and ceremonial leadership for the Council. Once elected, the Chair rises above party politics in chairing meetings of Full Council, ensuring that the Council's constitution is upheld at those meetings.</p> <p>The Chair also acts as the Council's representative at formal or public engagements during his/her year of office. The Chair of the Council wears a chain of office when carrying out civic duties but does not have any formal robes.</p>
<b>Chair's Casting Vote</b>	Chair's casting vote - if there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.
<b>Chief Executive</b>	The Chief Executive is the most senior officer (paid staff) in East Suffolk Council and they are responsible for leading and managing the Council.
<b>Constituents</b>	These are the people that live in each Ward (area) that the Councillors are elected to represent.
<b>Constitution</b>	The Constitution is the 'rule book' that the Council must follow, to make sure that actions and decisions are taken legally. The Monitoring Officer will help to explain the rules to ensure they are followed correctly.
<b>Councillor</b>	A Councillor's main role is to represent their Ward (area) and the people who live in it. Councillors provide a bridge between the community and the council. They are an advocate for local residents, signpost them to the right people at the Council and keep them informed about issues that affect them. Councillors are elected for a 4 year term of office.
<b>District</b>	Suffolk is divided up into smaller areas called Districts and each of those Districts has a District Council to provide services for that area. The East Suffolk District covers a large area, from Lowestoft in the North to Felixstowe in the South.
<b>East Suffolk Council (ESC)</b>	East Suffolk Council provides local services to the East Suffolk area such as bin collections, environmental health, council tax collection, planning applications, licensing, leisure centres and housing. The Councillors make decisions about how the Council's budget will be spent and the aims and objectives for the Council.
<b>Full Council</b>	Full Council is made up of all 55 Councillors that make up East Suffolk Council and they meet every other month. The meetings are chaired by the Chair of the Council. They consider items of business such as setting the budget and council tax, petitions, questions from Councillors and the public.

## Participants Guide

<b>Group Leaders</b>	<p>Each Political Group has a Leader, who is in charge and is the main representative and spokesperson for that political group.</p> <p>Councillor Topping is the Leader of the GLI Group (and also Leader of the Council)</p> <p>The GLI Group includes Green, Liberal Democrat and Independent Councillors.</p> <p>Councillor Rivett is the Leader of the Conservative Group</p> <p>Councillor Byatt is the Leader of the Labour Group</p>
<b>Leader of the Council</b>	<p>The Leader is the head of the largest political group represented on the Council. They are the most senior Councillor and they lead on the decision-making process and direct strategic policy and budget setting. Councillor Caroline Topping is the Leader of the Council.</p>
<b>Monitoring Officer (MO)</b>	<p>The Monitoring Officer is responsible for the legal governance of the Council. They ensure the Council acts lawfully and promotes the highest standards of behaviour for Councillors and officers. They also provide support to the Chair of the Council at Full Council meetings. The Monitoring Officer will also investigate when things are not done properly. Chris Bing is the Council's Monitoring Officer.</p>
<b>Motion</b>	<p>A Motion is a request for Full Council to make a decision or to undertake an action. This request must be about matters for which the Council has a responsibility, or which affects the East Suffolk district.</p>
<b>Petitions</b>	<p>A petition is a written document, which is signed by a large number of people, that asks somebody in a position of authority to do or change something.</p> <p>If enough signatures are received (over 1,200), the Petition must be considered at a Full Council meeting.</p>
<b>Political Groups</b>	<p>There are 55 East Suffolk Councillors and the GLI are in charge of the Council. The political groups are as follows:</p> <p>There are 28 GLI Councillors (which is made up of Greens (16), Liberal Democrats (11) and Independents (1)).</p> <p>There are 15 Conservative Councillors</p> <p>There are 12 Labour Councillors</p>
<b>Political Group Support Officers (PGSOs)</b>	<p>Each political group (GLI, Conservative and Labour) has a Political Group Support Officer to assist them with their work and responsibilities. They help arrange their group meetings, do research and assist with questions and motions for Full Council meetings.</p>
<b>Proposer</b>	<p>A proposer is someone who puts forward a Motion for consideration by Full Council. (please see above for the definition of a Motion).</p>

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<b>Secunder</b>	A secunder is someone who supports and agrees with the Motion put forward by the proposer. (please see above for definitions of Motion and proposer).
<b>Suffolk County Council (SCC)</b>	Suffolk County Council is responsible for the following services across the whole of the Suffolk: Education, Transport, Social Care, Planning, Libraries, Waste Management, Trading Standards, Fire and Public Safety.
<b>Voting</b>	The Chair of the Council will ask Councillors to vote on a recommendation or Motion by a show of hands (raising their hands). He will ask Councillors to raise their hands if they are voting for, against or abstaining (deliberately note voting). Officers will count the vote and inform the Chair of the results, which he will then announce to the Councillors.
<b>Ward</b>	A Ward is the area and people (Constituents) in it that a Councillor is elected to represent. There are 29 separate Wards in East Suffolk. Some Wards are large and need 3 Councillors to represent them eg Beccles and Worlingham Ward. Others are much smaller and only need 1 Councillor to represent them eg Kessingland Ward.

# Participants Guide

## Your Notes