

## About the meeting

### Who will be there?

Meetings always include county councillors, but can include other people such as service users, business and voluntary sector representatives or other outside experts. Some county council staff will be there as witnesses. Others will be there to help you in your role and to take notes. Meetings are open to the public so there may also be a small audience, including journalists.

### What happens at the meeting?

All meetings begin with some formal items of business (such as agreeing the record of the last meeting). When it comes to your turn, the chairman will introduce you to the committee, and explain your role and why you have been asked to attend. Members of the committee may ask you particular questions to help them before they make any recommendations.

### Where will the meeting be?

The Scrutiny Officer will talk to you about where the meeting will be held, and you will be sent a written invitation with the details.

### After the meeting

Suffolk County Council and the scrutiny committees truly value your input. Most investigations take place over a few months, and as a contributor to the findings, you can ask to be sent a copy of the final report or you can view it on the county council's website.

## If you need to contact

### Suffolk County Council

**Telephone:** 08456 066 067

**Email:** [customerservice@csduk.com](mailto:customerservice@csduk.com)

### Further information about the Environment, Waste Management and Economic Development Scrutiny Committee

**Contact:** Brian Boast Scrutiny Officer

**Telephone:** 01473 264374

**Email:**

[brian.boast@legal.suffolkcc.gov.uk](mailto:brian.boast@legal.suffolkcc.gov.uk)

**Web:** [www.suffolkcc.gov.uk](http://www.suffolkcc.gov.uk)

We offer a telephone interpreting service. To use it, phone 0845 6 066 067. Leave your name, language and phone number and a translator will call you back.

我們設有電話傳譯服務，如欲使用，請撥電 0845 6 066 067，留下你的姓名、所用語言和電話號碼，便會有翻譯員回覆你的。

টেলিফোনে অনুবাদ প্রদান করার একটি ব্যবস্থা আছে। এটা ব্যবহার করতে হলে 0845 6 066 067 নম্বরে ফোন করে আপনার নাম, কোন ভাষায় কথা বলেন এবং টেলিফোন নম্বর বলুন তাহলে একজন অনুবাদকারী আপনাকে ফোন করবেন।

Caso deseje esta publicação em português ligue 0845 6 066 067. Será atendido por um gravador de chamadas. Queira por favor, deixar o seu nome, língua a traduzir e número de telefone e um tradutor telefonar-lhe-á em seguida.

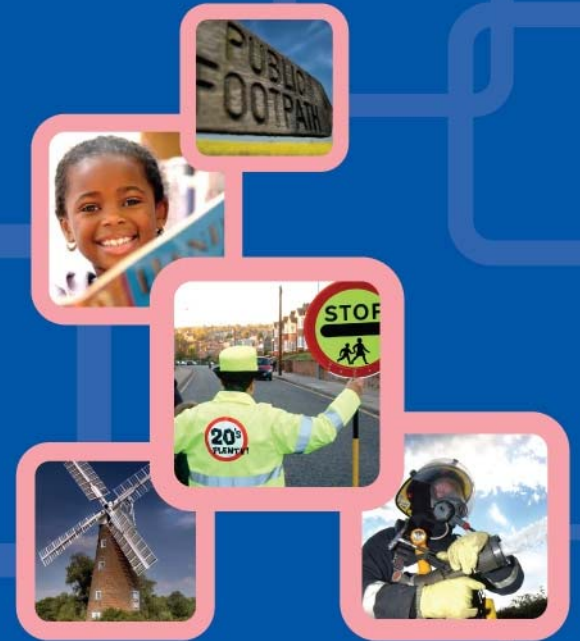
If you would like this leaflet in large type, Braille or audio tape phone 0845 6 066 067.

Scrutiny Management Board  
Review of Scrutiny performance  
Evidence Set 1 Appendix 1



## Environment, Waste Management and Economic Development Scrutiny Committee

### Information for witnesses



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

## Scrutiny Committees

Scrutiny committees are council committees that investigate issues that are of concern to the people of Suffolk. Once a scrutiny committee has finished its investigation it will recommend how services can be improved.

Committees gather evidence about the issue being investigated from a wide variety of people, including council employees, councillors, customers and service users, partner organisations and other experts. The evidence may be presented to the committee as a written report, a verbal presentation or it could be responses from a question and answer session.

The committee will always take an impartial approach and analyse the evidence that they have gathered. The committee will use the evidence to reach conclusions and this will lead them to recommend how services could be improved.

As a county council committee there will be county councillors sitting as members on all scrutiny committees. However, some scrutiny committees will also have members from other Suffolk Councils as well as representatives from community groups or other experts.

Scrutiny committees do not investigate individual concerns about public services.

## Environment, Waste Management and Economic Development Scrutiny Committee

The remit of this Committee recognises that the environment plays a key role in making Suffolk an attractive place to live, work, and visit, and as such it will deal with strategic planning issues as well as examining issues linked to ensuring that the environment is maintained and improved for future generations.

In particular, the Committee's remit recognises that issues of waste management are amongst the most important confronting the County Council.

This Committee, in considering the impact that they county's economy, has on the lives of people living in Suffolk, may also examine issues around how the Council and other organisations, with which it works, supports existing businesses, attract new employers and encourages tourism.

### Your role as a witness

We will usually contact a potential witness by phone in the first instance. We will talk to you about the sorts of information the committee will be asking questions about. If you are prepared to be involved in the scrutiny, we will write to you to invite you to attend a particular scrutiny meeting. The invitation will also include brief information about how you can help the committee and other information that may be helpful to you. It will also include details of who you can contact for more information and advice about your involvement. In some cases the committee will prepare a list of questions in

advance, although members of the committee may ask further questions at the meeting.

Remember, if you are invited to attend as a witness, it is because you have special knowledge that may help the committee to see how services in Suffolk could be improved. Members of the committee are not looking to criticise, only to find out what works well, and where services need to be better.

Witnesses do not have to answer any questions that they feel unhappy with and it is fine for witnesses to say that they do not know the answer to a question.

### What can you contribute?

You could be asked to talk to members of the committee about your experience and knowledge. This could include the experience you have working in a particular area or receiving a type of service. It could be about the views of a group of people that you represent.

If you agree to be a witness you may wish to provide particular information. You could do this in writing, by a presentation, a video clip, photographs, or just by talking to the members of the committee.

You may prefer to meet with just some of the committee rather than all of them. Your scrutiny contact will be able to talk through the options.