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Arthur Charvonia

Chief Executive

Babergh District Council

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TO: THE CHAIRMAN AND MEMBERS OF
BABERGH DISTRICT COUNCIL

Dear Sir/Madam

A Meeting of the Babergh District Council will be held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on **Tuesday, 24 April 2018 at 5.30 pm**

For those wishing to attend, prayers will be said at 5:25 p.m. prior to the commencement of the Council meeting.

Yours faithfully

Arthur Charvonia
Chief Executive

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

Any member of the public who attends a meeting and objects to being filmed should advise the Committee Clerk.

AGENDA

PART 1

ITEM	BUSINESS	Page(s)
1	<u>APOLOGIES FOR ABSENCE</u> To receive apologies for absence.	
2	<u>DECLARATION OF INTERESTS BY COUNCILLORS</u>	
3	<u>BC/17/31 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2018</u>	1 - 18
4	<u>BC/17/32 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER</u> In addition to any announcements made at the meeting, please see Paper BC/17/32 attached, detailing events attended by the Chairman and Vice-Chairman.	19 - 20
5	<u>TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES</u> In accordance with Council Procedure Rule No. 10, the Chief Executive will report the receipt of any petitions. There can be no debate or comment upon these matters at the Council meeting.	
6	<u>QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES</u> The Chairmen of Committees to answer any questions by the public of which notice has been given no later than midday three clear working days before the day of the meeting in accordance with Council Procedure Rule No. 11.	
7	<u>QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES</u> The Chairman of the Council, the Chairmen of Committees and Sub-Committees and Portfolio Holders to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District of which due notice has been given in accordance with Council Procedure Rule No. 12.	
8	<u>TO RECEIVE REPORTS FROM CABINET MEMBERS</u>	21 - 54

ITEM	BUSINESS	
		<u>Page(s)</u>
9	<u>BC/17/33 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE FRAMEWORK</u> Cabinet Member for Planning – Nick Ridley	55 - 88
10	<u>BC/17/34 STATEMENT OF COMMUNITY INVOLVEMENT REVIEW</u> Cabinet Member for Planning – Nick Ridley	89 - 118
11	<u>BC/17/35 PAY POLICY STATEMENT FOR 2018/19</u> Report by the Chief Executive (Head of Paid Service) attached.	119 - 126
12	<u>BC/17/36 POLITICAL BALANCE AND COMPOSITION OF COMMITTEES</u> Report by the Monitoring Officer attached.	127 - 132
13	<u>APPOINTMENTS</u> That the following appointment be made: South Suffolk Leisure Trust Board Jennie Jenkins (replacing Sue Ayres)	
14	<u>EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)</u> To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item. The author of the report proposed to be considered in Part II of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
PART 2		
15	<u>BC/17/37 BMS INVEST: PERFORMANCE, RISK AND GOVERNANCE UPDATE (Exempt information by virtue of Paragraph 3 of Part 1)</u> Report from the Chair BDC (Suffolk Holdings) LTD attached.	133 - 144

Note: The next meeting is Annual Council on Tuesday 22 May 2018 at 9.30am

Introduction to Public Meetings

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Jan Robinson on: 01473 296472 or Email: committees@baberghmidsuffolk.gov.uk

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- Cold water is also available outside opposite the room.
- Please switch off all mobile phones or turn them to silent.

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1. Leave the building immediately via a Fire Exit and make your way to the Assembly Point (Ipswich Town Football Ground).
2. Follow the signs directing you to the Fire Exits at each end of the floor.
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BABERGH DISTRICT COUNCIL

BABERGH COUNCIL

MINUTES OF THE MEETING OF THE BABERGH COUNCIL HELD IN KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH ON TUESDAY, 20 FEBRUARY 2018

PRESENT: Peter Burgoyne - Chairman

Clive Arthey	Melanie Barrett
Simon Barrett	Tony Bavington
Peter Beer	David Busby
Tina Campbell	Sue Carpendale
Michael Creffield	Luke Cresswell
Derek Davis	Siân Dawson
Alan Ferguson	Barry Gasper
Kathryn Grandon	John Hinton
Michael Holt	Bryn Hurren
Jennie Jenkins	Richard Kemp
Frank Lawrenson	James Long
Alastair McCraw	John Nunn
Adrian Osborne	Jan Osborne
Lee Parker	Peter Patrick
Stephen Plumb	Nick Ridley
David Rose	Fenella Swan
John Ward	Stephen Williams

19 APOLOGIES FOR ABSENCE

19.1 Apologies for absence were received from Councillors Sue Burgoyne, Tom Burrows, Margaret Maybury, Mark Newman, William Shropshire, Ray Smith and Harriet Steer. Councillor Sue Ayres was unable to be present.

20 DECLARATION OF INTERESTS BY COUNCILLORS

20.1 The Monitoring Officer under her delegated authority had granted dispensations to all Members in respect of item 12 BCa/17/29 Joint Medium Term Financial Strategy and 2018/19 Budget.

21 BC/17/24 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2017

21.1 Councillor Hinton requested that the responses to his supplementary questions were circulated to all Councillors.

21.2 Councillor Bavington requested that the transcript of the Council meeting be amended to reflect that the remarks attributed to Councillor Bavington should have been attributed to Councillor Simon Barrett as he had left the meeting at 8.20pm.

It was RESOLVED: -

(i) That subject to the above amendments, the Minutes be approved as a true record.

22 BC/17/25 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 DECEMBER 2017

It was RESOLVED: -

That the Minutes be approved as a true record.

23 BC/17/26 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19 DECEMBER 2017

23.1 Councillor Hinton requested that under page 18 a response was to be provided to him within 3 months.

23.2 Councillor Williams requested that a 'd' was added to quantified under bullet point 3.

23.3 Councillor Bavington requested that 11.7 was amended to read that a referendum was held on the same basis as the 2011 referendum.

23.4 Councillor Busby requested that his name was amended in the recorded vote list.

It was RESOLVED: -

That subject to the above amendments, the Minutes be approved as a true record.

24 BC/17/27 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 JANUARY 2018

24.1 Councillor Bavington requested that 18.5 was amended to read "that the referendum be held on the same basis as the 2011 referendum"

24.2 The Chairman stated that there had been a typographical error on page 30 and the Minute should be amended to read "that Councillor John Ward be appointed Leader until the Annual Council meeting 2019".

It was RESOLVED: -

That subject to the above amendments, the Minutes be approved as a true record.

- 25.1 The Leader updated Council with the latest information on the Boundary Review. The Local Government Boundary Commission for England was due to publish its final recommendations for the Babergh and Mid Suffolk boundary reviews on 6 February 2018, however the Council had been advised by the Boundary Commission that it had delayed publication of its final recommendations as they were examining the electorate data and forecast that underpin all of the recommendations and were also considering the suggested amendments that had arisen from the consultation. However the Leader went on to say that it was expected that a further announcement would be made imminently regarding an additional 8- week consultation stage, this information would be circulated to all Councillors as soon as it was received.
- 25.2 The Leader informed Council that following the full Council meeting on 21 November 2017 where Councillor Jenkins had responded as Leader advising the Council that the Monitoring Officer would be preparing a layman's guide to the Constitution, the Monitoring Officer and Councillor McCraw have since been working on such a document. However, as the Leader had asked the Monitoring Officer to conduct a whole sale review of the Constitution this document will be produced alongside the revised Constitution. It was expected that the Monitoring Officer would be bringing a report to the Full Council meeting in April regarding the approach to the review.
- 25.3 Finally the Leader was pleased to report that the Council had been shortlisted in the top three for the Public Sector Transformation Awards and as a result of this due to the high calibre of the Council's nomination for the "Working Together" category the Council has also been nominated for the "Council of the Year Award". He went on to thank everyone at Babergh and Mid Suffolk for helping the Council get recognised for this and was hoping that the Council would win one of the awards.
- 25.4 Councillor Bavington made a short announcement and thanked Councillor Arthey and Linda Sheppard for attending Neil McMaster's funeral. He then went on to congratulate Councillor Cresswell who had recently become a father of daughter Tallulah Nye Cresswell.
- 25.5 The Chairman updated Council with his latest visits this included a visit to William Wood House to present them property that had actually belonged to them in the first place. This was a picture of Lady Diana Princess of Wales who had originally opened the building in July 1993. The Chairman then went on to inform Council that the Shotley Heritage Group had completed the purchase of Shotley Pier. He also drew attention to the fact that East Bergholt had made it through to the semi-final of the Village of the Year award.
- 25.6 Councillor Arthey asked the Chairman if he had an update on the flag pole outside the Council offices in Hadleigh?

25.7 In response the Chairman stated that it had been purchased by several Members of the Council and he was sure that in the fullness of time Council would be briefed on their proposals for the flag pole.

26 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

26.1 There were no petitions received.

27 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

27.1 There were no questions received by the Public.

28 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

28.1 Questions were asked in accordance with Council Procedure Rule No.12.

28.2 Question 1 Councillor Williams to Councillor Nick Ridley Cabinet Member for Assets and Investment.

1. Please supply a full copy of the Asset register of Babergh District Council before the office move to Needham Market and Endeavour House, itemising description and book values for each.

Response: - the asset register that is held for accounting purposes has a de minimis level and does not include items of office equipment.

2. Please supply a full copy of the Asset register of Babergh District Council after the office move to Needham Market and Endeavour House to the current date itemising description and book values for each.

Response: - as above

3. Please supply a full listing of the Assets appearing in 1 above but not 2, along with:

- 3.1. Their current location and to whom sold and/or donated by full name and address;
- 3.2. If sold, the amount agreed as consideration and the amount paid.

Response: - based on the response above I am unable to provide a response for 3.1 and 3.2.

- 3.3. A full explanation as to why assets were given away or sold at less than book value.

Response: - The programme board agreed to go through a 3 phase process for disposal of minor assets of little resale value.

- 1. To reuse within our own sites**
- 2. To have a closed auction to staff and members for purchase of items for their own personal use (money raised to go to charity)**
- 3. To offer, for free to charities, community groups, schools, etc providing they were able to collect items themselves. We also sold to interested parties more specialist items such as Audio Visual and catering equipment.**

4. Whether any assets in 3 above could be recovered and at what cost.

Response: - no.

5. Whether there are any assets now held in Hadleigh, Needham Market and Endeavour House and if so please supply a full description with their acquisition cost and current book values.

Response: - A list is currently being prepared but it is unlikely they will be of sufficient value to be put onto the asset register and hence it will not be possible to provide acquisition cost and current book values.

6. Can you please supply also: -

- 6.1 The cost of the move to Endeavour House in actual terms with a breakdown; (A)

- 6.2 The current annual running costs of operating from Endeavour House; (B)

- 6.3 The annual running costs of operating from Corks Lane in its final full financial year (C); and

- 6.4 The projected annual saving or loss (D) where:

$$(A + B) - (C) = D$$

- 6.5 The projected saving or loss over the next 5 years.

Response: - A document is currently being finalised covering the costs of the move to Endeavour House compared to the cost of the previous two headquarters and will be available for all Members during March.

- 6.6 The projected costs of a return to Corks Lane.

Response: - This information is not available

6.7 The projected annual loss to the economy of the move from Corks Lane to Endeavour House for:

6.7.1 Hadleigh

6.7.2 Babergh District

Response: - This information is not available

7. The extent to which the Council analysed the data available to it (whether in actual or projected terms) in 6 (but not 6.6) above before deciding to move to Endeavour House.

8. Details of any reports commissioned as to the effect on the community and its views of the move to Endeavour House and all conclusions drawn therein on the representational benefits /disbenefits of operating the HQ of Babergh District Council outside and from one end of the constituency (Ipswich).

Response: - The information that the Council analysed was contained within the report to council in September 2016 when the decision was taken to move to Endeavour House

Supplementary Question:-

Are you saying that there is no asset register and has there been a big bonanza giveaway to charities and other institutions or other entities of publicly funded assets?

Response: - The de minimis level is an item of cash of a certain value and that information can be communicated to you later.

Question 2 Councillor Hinton to Councillor Patrick Cabinet Member for Organisational Delivery

1. Bearing in mind the location of Babergh's office, now outside the District, how is it proposed to formally communicate notices of meetings to residents in the District so as to comply with current legislation?

Response: Legislation requires public notice to be given five clear working days before a meeting of a principal Council and of its Committees and Sub-Committees and for this notice to be published at the Council's main offices. Under Executive (Cabinet) arrangements there is an obligation to make copies of the agenda and copies of reports available for inspection by members of the public at the Council's main offices and on the Council's website. These arrangements are included in the Council's Constitution. Over and above this the Customer Access Points in Sudbury and Stowmarket receive copies of the notices for display and have internet access for customers who may wish to access the papers from there, with assistance from staff where necessary.

2. Bearing in mind that 60% of the Districts population have no connection with Sudbury or Ipswich (especially the Local Government campus area around the Football Club,) what extra measures will be taken to facilitate communication with the public we serve?

Response: We have made it quicker, easier and more convenient for residents to communicate with the Council at a time of their choosing. Last year, we launched a new website which works well on mobile as well as desktop devices and enables residents to, pay, apply for or report things 24 hours a day. We also introduced a single telephone number for residents to call and be connected directly to any of the Council's services. The Council communicates with residents across Babergh via a variety of channels including posters and leaflets in public buildings, our website and on social media. The local press regularly cover Council activities. Around a third of our staff continue to work in communities across the district and local Councillors are very active in the wards they represent.

3. Furthermore much has been made of the facility for officers to meet with residents away from the rigid office structure. How many of our officers are "based" in the outreach points, (Sudbury and Stowmarket) and what facilities are there for customer face to face points in the East of the District?

Response:- Approximately 34 officers work from our Stowmarket access point delivering telephony and face to face services. The vast majority of their work is providing our telephony services on a day to day basis. The same staff (on a rota basis) also answer enquiries from customers who visit in person, based on demand. Typically we require one officer to resource our reception area day to day, but have the flexibility to call on others should we have higher demand at peak times. The Sudbury access point is resourced by Sudbury Town Council staff who are able to answer a range of enquiries relating to Town, District and County enquiries. Sudbury Town Council employ 4 members of staff who predominantly fulfil these duties. Since the September 2016 resolution we have made clear that there would only be 2 customer access points, there are no other face to face points across either district. However with our new Assistant Director for Customer Services in place we are exploring opportunities to facilitate public access to our services, ensuring that access would be open to all including our most vulnerable customers.

Supplementary Question

Bearing in mind the limited access to often poor internet and the absence of a computer in many households how will these proposals work and will they be time sensitive to ensure the proper time notices are adhered to especially when you consider that 60% of the population of the district do not occupy Sudbury or Hadleigh and that the 0300 telephone number has 7 options when you get through so most people hang up when they have got to option 3?

Written Response to be provided.

29 **RECOMMENDATIONS FROM CABINET AND COMMITTEES**

30 **JOINT TREASURY MANAGEMENT STRATEGY 2018/19 (PAPER BCA/17/46 - CABINET - 8 FEBRUARY 2018)**

- 30.1 Councillor Patrick introduced the report and **MOVED** the recommendations highlighting the importance of investment income to the Council fortunes and the exposure of the Council from the vagaries of the market due to the strategic policy of borrowing to invest in property. He went on to say that the items listed in paragraph 2 of the report needed to be approved to minimise the risk to the Council.
- 30.2 Commenting further he also informed Council that the Joint Audit and Standards Committee had scrutinised the report and their comments had been incorporated in the report.
- 30.3 Councillor Busby queried the big increase in the first line of the General Fund with the figure rising from £18.6 to £57m and also why the high interest rates were being paid to the public works loan for both Councils?
- 30.4 In response the Section 151 Officer confirmed that the big increase was due to the transactions from CIFCO. She also stated that the interest rates for the Public Works Loan Board were correct because they were historic loans where the interest rate was fixed at the point the loan was actually taken out.
- 30.5 Councillor Busby then asked what the interest rate would be if the Council were to take out a loan with the Public Works Loan Board today?
- 30.6 In response the Section 151 Officer confirmed that a 30-year loan would attract around a 3% interest rate.
- 30.7 Councillor Ferguson sought clarification on the capital financing requirements for both Councils as there appeared to be a huge difference in terms of the cumulative net borrowing.
- 30.8 In response the Section 151 Officer informed Council that the table reflected how the borrowing had increased each year. In respect of the large difference the Section 151 Officer confirmed that Mid Suffolk was looking to make a major purchase and investment of a site.

- 30.9 Councillor Kemp asked how the Council produced 5.9% interest from £9.63 million of other pooled funds?
- 30.10 The Section 151 Officer replied that the Council took a decision about 2 years ago to change the Treasury Management Strategy and invest in things like the CCLA, which is churches and charities and local authorities properties fund which generates a return of about 5%. We have also got some money invested in a Schroders fund and a UBS fund so they all generate a better return on those investments hence how the Council has achieved the average rate illustrated.
- 30.11 Councillor Hinton queried how much the Council had lost from the funding circle investment and asked how bearing in mind the announcement that the Public Works Loan Board was going to be wound up and all debts transferred to the treasury how this was going to influence the Council's ability to borrow at competitive rates and would the Council be asked to pay back to improve their balance sheet?
- 30.12 The Section 151 Officer confirmed that the Funding Circle hadn't performed as well as expected, however the Council had only invested between six and seven hundred thousand pounds. Based on the Council's experience with the Funding Circle the Council has taken the decision not to put any further money into the Funding Circle and this was referenced in the Treasury Management Strategy. In terms of the Public Works Loan Boards (PWLB) the Section 151 Officer stated that in terms of the PWLB being wound up it was anticipated that there would not be any significant changes in the way that local authorities access the fund it just wouldn't be under this separate body anymore.
- 30.13 Councillor Hinton sought clarification on the amount that was agreed by each Council to invest in the Funding Circle?
- 30.14 In response the Section 151 Officer confirmed that it was £1m for each Council.
- 30.15 Councillor Arthey requested that future financial tables have a separate line for CIFCO.
- 30.16 In response the Section 151 Officer informed Council that the Joint Audit and Standards Committee had made similar comments. Also there had been some recent guidance issued from the Government around investment strategy and other disclosures so further changes to the format of the report would be made for next year. However in terms of CIFCO as a wholly owned company of the Council in accounting terms this would not be shown as external investments to the Council.

It was RESOLVED:-

That the following be approved:-

- (i) (a) The Treasury Management Strategy for 2018/19, including the Annual Investment Strategy as set out in Appendix A.
- (b) The Treasury Management Policy Statement set out in Appendix B.
- (c) The Treasury Management Indicators set out in Appendix E.
- (d) The Prudential Indicators and Minimum Revenue Provision Statement set out in Appendices F and G.
- (ii) That the key factors and information relating to and affecting treasury management activities set out in Appendices C, D and H be noted.

31 LEISURE INVESTMENT PROPOSALS KINGFISHER LEISURE CENTRE AND HADLEIGH POOL AND LEISURE (PART 1) (PAPER BCA/17/51 - CABINET - 8 FEBRUARY 2018)

- 31.1 Councillor Ward introduced the report and **MOVED** the recommendations in the report. He went on to say that Cabinet had previously approved a joint leisure sport and physical activities strategy, which had acknowledged that Babergh's two core leisure facilities would continue to play a critical role in providing publicly accessible sports and leisure for their communities.
- 31.2 He informed Council that the report set out the business case for investment in the two facilities, the detailed work undertaken on the two investment proposals including proposals for the Council to invest £3.4m. He went on to stress that both the interest and repayment costs would be met in full by South Suffolk Leisure in addition to a reduction in the management fee.
- 31.3 Councillor Barrett seconded the report and told Council that the proposals had been a long time coming, however he thought the delay had meant that the right decision had been arrived at as South Suffolk Leisure had proved a point and had delivered a good quality leisure facility to Babergh.
- 31.4 Councillor Barrett went on to say that when the work was being undertaken could the timing of the work be scheduled to ensure that residents could still access one or other of the sites.
- 31.5 In response Councillor Ward confirmed that with regards to the Hadleigh Pool site the construction of the new pool would take place side by side with the old one still operational so there would be no pool closure.

It was RESOLVED: -

- (i) That the Assistant Director Environment and Commercial Partnerships be authorised to commission detailed design for the refurbishment and redevelopment of Kingfisher Leisure Centre and for the replacement of the swimming pool at Hadleigh Pool and Leisure. This to include obtaining planning permissions and competitive tenders for the two schemes.

- (ii) That the detailed designs and tenders received be reported back to Cabinet for final approval before the work commences.
- (iii) That additional funding of up to £3.4m be allocated to the Capital Programme to support the refurbishment and redevelopment of Kingfisher Leisure and for the replacement of the swimming pool at Hadleigh Pool and Leisure (as per paragraph 3.4 of the report).

Reason: - To meet the outcomes of the adopted Leisure, Sport and Physical Activity Strategy.

31.6 The Chair stated that as the Council had not needed to exclude the public from the meeting to discuss item 38a exempt information, Items 37 to 38a on the agenda had since become obsolete and would fall from the agenda.

32 BC/17/29 JOINT MEDIUM TERM FINANCIAL STRATEGY AND 2018/19 BUDGET

- 32.1 An updated Appendix C to the report was tabled.
- 32.2 Councillor Patrick introduced the report and **MOVED** the recommendations in the report. Commenting further he went on to highlight the surplus of £244k in the HRA budget, the mandatory decrease in council house rents of 1% and the £3 per week housing related support charge that would be ended. Service charges which were eligible for housing benefit would be increased by £5 per week which represented a net increase of £2 per week for tenants.
- 32.3 Councillor Patrick went on to say that the principal administrative challenge for the Housing Team was to bring the BMBS building services operation which is shared with Mid Suffolk into profitable operation. He emphasised that the Council was intent on improving the supply of affordable homes and would use the albeit restricted proceeds of right to buy disposals to help fund new builds. Although the Council would still need to find match funding equivalent to 70% of the right to buy proceeds, its borrowing headroom could make this sustainable.
- 32.4 Councillor Patrick then went on to discuss the General Fund and stated that this presented more of a challenge. In order for the Council to continue to offer its present level of service it would need £5.2m Council tax income. This would require an increase in Council tax of £5 per annum for a Band D property, the maximum permitted. Even with this increase there was still a predicted shortfall of £329k which would be covered by a transfer from reserves – specifically the Transformation Fund. During the past year Councillor Patrick told Council that £720k had been spent from the fund largely on the All Together Programme which had seen the successful move to Endeavour House and the great strides being made in achieving an enabled and efficient organisation. The Transformation Fund was expected to show a balance of £534k which would be enough to meet the budget shortfall.

- 32.5 Councillor Patrick also stated that the principle concern centred around Income. Central Government funding via the Revenue Support Grant had diminished and would have ceased completely by 2019/20. In terms of funding the Council relies on business rates and the New Homes Bonus. The New Homes Bonus credited to 2018/19 was £866k, down from £1.2m the previous year. The major shift of emphasis was now towards business rates collected through the Shared Revenues Partnership as part of the business rate pilot scheme to retain 100% of the growth in business rates. There were risks associated with this source of income and indeed recently a major business rate payer had lodged an appeal for regrading effective back to 2010. This was not expected and had contributed to the deficit of £1.256m. This had been absorbed by transferring a number of surpluses including business rates surplus relating to 2016/17 and 2017/18 of £943k.
- 32.6 Commenting on the introduction of CIFCO, Councillor Patrick stated that this area of non-government funding was starting to come good with investment income budgeted to reach nearly £1.5m. The Council was also looking to further exploit its assets and invest further in property.
- 32.7 Finally Councillor Patrick paid tribute to the officers who controlled the finances, his Cabinet colleagues for their support and encouragement and the Mid Suffolk Members who had worked on the All Together Programme for their hard work and enthusiasm.
- 32.8 Councillor Ward seconded the report and reserved the right to speak.
- 32.9 The Chairman reminded Council that, in accordance with Council Procedure Rule 18.3, the vote would be recorded.
- 32.10 Councillor Busby requested a schedule of the money that was paid in and out of the Transformation Fund.
- 32.11 In response Councillor Patrick stated that this could be provided with either a detailed or very high-level analysis and was available in the papers.
- 32.12 Councillor Bavington queried how close the Council was over the next three years to having a Section 114 Notice issued?
- 32.13 In response the Section 151 Officer stated that her assessment was that the Council was definitely not in that position. When assessing whether to issue a Section 114 Notice the Section 151 Officer had taken into account whether the Council could set a balanced budget, the report in front of Council recommended approval of a balanced budget for 2018/19. She also had to take into account the level of the Council reserves – these still reflected a £1.2 million working balance and if the budget was approved there would be another £1.3 million in addition to that. The Section 151 Officer would also pay due regard to Council spending.

Coupled with the fact that the Council was not currently overspending in fact there was a projected underspend of £831,000 in 2017/18 and the work being carried out to ensure that there was a balanced medium term plan for the next three years, the Section 151 Officer stated that thankfully the Council was a long way off from having to do something like a Section 114 Notice.

32.14 Councillor Bavington asked the Section 151 Officer if she was confident that the Council could meet a balanced budget over the next three-year period?

32.15 In response the Section 151 Officer stated that the Council had two options either to reduce costs or increase income and that there would be some challenges ahead, however she was confident that they would work together to get to that position.

32.16 Councillor Bavington asked the Leader where the money was allocated in the budget for the referendum?

32.17 In response the Leader stated that the Council Motion approved in December explicitly forbade the Council to make any provision for any further work on merger in the 2018/19 budget, therefore there was no provision at present for the referendum vote.

32.18 Councillor Bavington queried how the proposed summer referendum was to be funded?

32.19 In response the Leader stated that the Cabinet would look at this in due course when deciding a date for the local poll.

32.20 On the proposal of Councillor Bavington and seconded by Councillor Hinton it was **MOVED**

“That the Transformation Fund be closed with effect from 31 March 2018 and the remaining balance be transferred to general reserves.

32.21 Councillor Arthey sought clarification that in the proposed budget the Transformation Fund reserves would reduce to £154k by the end of the year and asked what the proposals were planned for that fund?

32.22 Councillor Patrick in response confirmed that the £154k assumed the absorption of the loss that had been incurred as a result from a business rates appeal. There were still items to be spent from projects via the Transformation Fund and these items would be brought to the next Cabinet meeting where the quarter three figures were due to be reported.

32.23 The Section 151 Officer sought confirmation that the date to close the Transformation Fund as proposed in the amendment was 31 March 2018. The Section 151 Officer then went on to say that the Budget that was being proposed had money going in and out of the Transformation Fund as part of the budget process for 2018/19 so the £154k that was referred to would be the figure as at March 2019.

32.24 The Chief Executive emphasised that if Members were proposing that the £154k be transferred to the general fund now, then they would need to find other ways to fund the budget. He therefore suggested that the wording of the amendment be changed to read “That the Transformation Fund be closed and residual funds anticipated as at 31 March 2019 of £154k be transferred into the general fund.

32.25 In response Councillor Bavington stated that he had made it clear that he didn’t believe in having an un-itemised Transformation Fund in the budget and wanted this fund ended as soon as possible on or after the 31 March 2018.

32.26 The amendment was **PUT** to the vote and **LOST**, the vote was recorded as follows: -

For	Against	Abstention
Cllr C Arthey	Cllr M Barrett	
Cllr S Barrett	Cllr P Beer	
Cllr T Bavington	Cllr P Burgoyne	
Cllr D Busby	Cllr T Campbell	
Cllr S Carpendale	Cllr M Creffield	
Cllr L Cresswell	Cllr S Dawson	
Cllr D Davis	Cllr B Gasper	
Cllr A Ferguson	Cllr K Grandon	
Cllr J Hinton	Cllr M Holt	
Cllr B Hurren	Cllr J Jenkins	
Cllr R Kemp	Cllr F Lawrenson	
Cllr J Long	Cllr A Osborne	
Cllr A McCraw	Cllr J Osborne	
Cllr J Nunn	Cllr L Parker	
Cllr S Plumb	Cllr P Patrick	
Cllr D Rose	Cllr N Ridley	
Cllr S Williams	Cllr F Swan	
	Cllr J Ward	
Total 17	Total 18	

32.27 Councillor M Barrett asked a question relating to Borehamgate and whether the units were let the majority of time as she was concerned that one of the units had been empty for a long time?

32.28 In response Councillor Patrick informed that the Council had a department specifically for managing the Council’s properties that would ensure that steps were taken promptly to ensure that the empty property was occupied as soon as possible.

32.29 Councillor S Barrett queried the figures in the capital programme for acquisitions and said that there appeared to be no detail for this figure?

- 32.30 Councillor Patrick informed the Council that the figure was a provision based on an estimate provided by the Assets and Investments Team as to what they may require over a period of time to generate activity.
- 32.31 The Section 151 Officer added that there were two projects that the Team were working on, one of these was obviously what would happen with the HQ sites. There was enough money in the budget for some of these proposals and these would come forward for approval in due course.
- 32.32 Councillor Arthey queried why the proposals had not yet come forward as they had been scheduled to come forward in February?
- 32.33 In response the Leader stated that the report would now be coming in April.
- 32.34 Councillor Hinton queried the increase in supplies and service costs?
- 32.35 In response Councillor Patrick informed the meeting that he had a schedule which listed in detail all the items that made up those figures which he would be happy to make available.
- 32.36 Councillor Hinton also queried an increase in transport costs of £96k and where the money received from East House was reflected in the accounts?
- 32.37 In response the Section 151 Officer informed Council that the increase in transport costs was as a result of disturbance travel that staff were entitled to following the move to Endeavour House for a period of three years. In terms of money received for East House this would be reflected as a capital receipt which would appear in the accounts at the end of this financial year.
- 32.38 Councillor Kemp queried where the Section 106 monies were included in the accounts?
- 32.39 The Section 151 Officer referred Council to page 185 of the booklet which reflected the reserves breakdown and also that some Section 106 monies are held on the Council's balance sheet.
- 32.40 Councillor McCraw sought clarification as to whether the additional Section 106 monies were those allocated to parish councils and held in trust for them
- 32.41 The Section 151 Officer stated that she did not have this information to hand but would confirm this and report back.
- 32.42 The recommendations were **PUT** to the meeting and **CARRIED**.
- 32.43 In accordance with Council Procedure Rule 18.3 the vote was recorded as follows:-

For	Against	Abstention
Cllr C Arthey	Cllr T Bavington	Cllr S Williams
Cllr M Barrett	Cllr D Busby	Cllr J Hinton
Cllr S Barrett	Cllr L Cresswell	Cllr B Hurren
Cllr P Beer	Cllr D Davis	
Cllr P Burgoyne	Cllr S Plumb	
Cllr T Campbell		
Cllr S Carpendale		
Cllr M Creffield		
Cllr S Dawson		
Cllr A Ferguson		
Cllr B Gasper		
Cllr K Grandon		
Cllr M Holt		
Cllr J Jenkins		
Cllr R Kemp		
Cllr F Lawrenson		
Cllr J Long		
Cllr A McCraw		
Cllr J Nunn		
Cllr A Osborne		
Cllr J Osborne		
Cllr L Parker		
Cllr P Patrick		
Cllr N Ridley		
Cllr D Rose		
Cllr F Swan		
Cllr J Ward		
Total 27	Total 5	Total 3

It was RESOLVED:-

- (i) That the Joint Medium Term Financial Strategy (MTFS) and Budget proposals set out in the report be approved.**
- (ii) That the final General Fund Budget for 2018/19 based on an increase to Council Tax of £5 per annum (10p per week) for a Band D property, which is equivalent to 3.25%, to support the Council's overall financial position, be approved.**
- (iii) That the Housing Revenue Account (HRA) Investment Strategy 2018/19 to 2022/23 and HRA Budget for 2018/19 be agreed.**
- (iv) That the mandatory decrease of 1% in Council House rents, equivalent to an average rent reduction of £0.90 a week as required by the Welfare Reform and Work Act be implemented.**

- (v) That Sheltered Housing Supported people cost of £3 per week be removed and Service charges be increased by £5 per week for each scheme (set at £4 cap per week last year) meaning a net increase of £2 per week to tenants. This will reduce the subsidy by £27k.
- (vi) That Sheltered Housing utility charges are kept at the same level.
- (vii) That in principle, Right to Buy receipts should be retained to enable continued development and acquisition of new Council dwellings.
- (viii) That garage rents are kept at the same level.
- (ix) That the revised HRA Business Plan in Appendix E of the report be noted.
- (x) That the Capital Programme in Appendix D of the report be agreed.
- (xi) That the offer to participate for Babergh in the Business Rate Pilot for 2018/19 as set out in paragraph 11.9 to 11.10 of the report be accepted.

33 BC/17/30 POLITICAL BALANCE AND COMPOSITION OF COMMITTEES

33.1 On the proposal of Councillor Ward and Seconded by Councillor Beer

It was RESOLVED: -

- (i) That the Committees' size and numerical allocation of seats be approved as detailed in Appendix 1 to the report.
- (ii) That the revisions to the appointments to Committees as set out in Appendix 2 to the report be noted.

34 APPOINTMENTS

It was RESOLVED: -

- (i) That Councillor Jenkins be appointed to the Overview and Scrutiny Committee
- (ii) That the appointment of Councillor Nick Ridley to the Cabinet be noted.

35 ELECTION OF CHAIRMAN OF PLANNING COMMITTEE

36.1 On the proposal of Councillor Ridley and Seconded by Councillor Simon Barrett

It was RESOLVED: -

That Councillor Peter Beer be appointed Chair of the Planning Committee until the Annual Council Meeting 2019.

35.2 Councillor Busby queried whether there would be a conflict of interest as Councillor Beer was the Chair of Planning for Suffolk County Council.

35.3 In response the Deputy Monitoring Officer clarified that there was nothing to prevent him from taking up that position, however it would be for the Chair of either Planning Committee at the time an application came forward to decide whether they had a conflict of interest.

36 MOTIONS ON NOTICE

36.1 On the proposal of Councillor Cresswell and Seconded by Cllr Bavington it was **MOVED** that: -

1. A Babergh District Council access point be set up in Hadleigh to support residents and be a point of contact for the community in central and East Babergh; and
2. This access point to have similar capabilities to the access point in Sudbury and provide support, advice and a facility to scan information to Babergh District Council and or Suffolk County Council; and
3. This access point to be set up and operational without delay.

36.2 Under Part 3 Paragraph 13.6 the Chairman without discussion or debate determined that the Motion would be referred to Cabinet for consideration.

36.3 Councillor Rose requested that the Cabinet also consider whether a Customer Access point should be created in Ipswich for residents from the Pinewood and Shotley areas.

37 EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)

37.1 **The Chair stated that as the Council had not needed to exclude the public from the meeting to discuss item 38a exempt information, Items 37 to 38a on the agenda had since become obsolete and would fall from the agenda.**

38 RECOMMENDATION FROM CABINET

a Leisure Investment Proposals Kingfisher Leisure Centre and Hadleigh Pool and Leisure (Part 2)

38.a **The Chair stated that as the Council had not needed to exclude the public from the meeting to discuss item 38a exempt information, Items 37 to 38a on the agenda had since become obsolete and would fall from the agenda.**

The business of the meeting was concluded at 8.27 p.m.

.....
Chairman

Agenda Item 4

		BC/17/32		
BABERGH DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS				
COUNCIL - 24 APRIL 2018				
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
FEBRUARY 2018				
Re-location and presentation of the signed Photograph of Princess Diana and Visitors Book of the official opening of William Wood House, Sudbury	William Wood House, Sudbury	20-Feb	✓	
MARCH 2018				
Ipswich Mayor's Charity Ball	Town Hall, Ipswich	24-Mar		✓
APRIL 2018				
Suffolk Coastal Chairman's Reception	Milsoms, Kesgrave Hall, Ipswich	19-Apr	✓	
Mid Suffolk Chairman's Supper and Auction of Promises	Museum of East Anglian Life, Stowmarket	20-Apr	✓	

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Agenda Item 8

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Nick Ridley Cabinet Member for Assets & Investment	Report Number: CMU1
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ASSETS & INVESTMENT

1. Overview of Portfolio

- 1.1 Property investment to generate income and regenerate local areas
- 1.2 Make best use of land and buildings across the Suffolk system
- 1.3 Manage our corporate assets effectively

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Six Months

- 3.1 At the Cabinet meeting in February the decision was taken to gift a property in Sudbury, known as Gainsborough Chambers, to the Gainsborough House Society. This decision demonstrates the Council's commitment to contribute to a multi-million pound investment and development in Sudbury known as "Reviving an Artist's Birthplace – A National Centre for Gainsborough". The property was purchased in 2014 by the Council in order to support the ambition of the Gainsborough House Society to develop the site and assists the Society with seeking a balance of funding for the project from the Heritage Lottery Fund.
- 3.2 Fifteen new Council homes have been built in Glemsford. The homes are a mixture of two and three-bed houses and have been funded by the Council and Homes England grant funding. These homes contribute to the Councils aim to build more affordable homes in its district.
- 3.3 Plans for the regeneration of the Council's former Head Quarters site in Hadleigh are progressing well. Plans have been shared with Councillors, Town Councils and other stakeholders. Following this consultation, the plans will be shared with residents and other interested groups of people in April for their views and comments.

4. Future Key Activities

- 4.1 One of the key pieces of work that we need to undertake over the next few months is the development of an Asset Strategy, so that we have a framework (including governance arrangements) within which to make property investment, maintenance and disposal decisions. Officers will begin work on this later in March, through a discussion with the Senior Leadership Team to identify key objectives. A draft document will then be developed and discussed through the appropriate channels over the next few months.

- 4.2 The final preferred plan for the Head Quarters sites will be put before Councillors for their approval and authority for officers to submit a planning application.
- 4.3 Draft designs are being developed for the Councils own housing development in Hadleigh. The developments will be a mixture of affordable and market sale homes. Plans will be shared soon, with planning applications anticipated for submission in late summer/autumn.

5. Conclusion

There has been a lot of activity and some exciting recent developments over the last few months, and this is set to continue as we look to utilise assets as a way of developing our district and to generate additional income for the Council.

Authorship: Cllr Ridley

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Margaret Maybury Cabinet Member for Communities	Report Number: CMU2
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR COMMUNITIES

1. Overview of Portfolio

- 1.1 The Communities Portfolio includes three themed service areas: Safe Communities (including community safety, antisocial behaviour, safeguarding and the Community Safety Partnership), Strong Communities (including grants, external funding, community development, community rights, arts) and Healthy Communities and Policy (including health and wellbeing, Health and Wellbeing Board, health interventions and preventative activity).

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Three Months

Strong Communities:

- 3.1 **Arthur Ransome Review Event** - Supporting the Shotley Peninsula Tourism Action Group on 11th January the Arthur Ransome review event was held at the Suffolk Food Hall in Wherstead and celebrated a year of Community events and activity to mark the writing of 'We Didn't Mean to Go to Sea' by Arthur Ransome which was based in part at Pin Mill and along the River Orwell.
- 3.2 **Shotley Pier** –In late February The Shotley Pier Group completed the purchase of the Shotley Pier. BDC has supported this group with advice and some funding support to enable this first key step in the future renovation of this significant local landmark.
- 3.3 **Tastes of Sudbury** – during February Tastes of Sudbury announced National Lottery Funding success with a £10,000 grant to help extend its programme of activity to include 'Fringe Events' during the festival held annually in June.
- 3.4 **Funding and Volunteering.** On Tuesday 13 February the Babergh & Mid Suffolk Communities Team facilitated a further Funding & Volunteering Event at the Cedars Park Community Centre in Stowmarket. The Event was attended by over 60 representatives from a range of voluntary and community sector organisations across both our districts. These included parish councils, newly emerging community groups, established charities working in our localities and village hall members.

- 3.5 Attendees had opportunities to hear from The Meadlands Men's Shed Project, the National Citizen Service and the Suffolk Community Foundation and were provided with a wide ranging level of information on starting up new groups, encouraging and enabling volunteering and accessing funding programmes.

Safe Communities:

3.6 **Safeguarding Training delivered to BMSDC staff and Members Feb and March 2018**

The delivery of safeguarding training to staff and councillors has progressed well with the following delivery:

Adult Safeguarding	44 people trained through 4 sessions
Children Safeguarding	39 people trained through 4 sessions
Adult and Children combined training	3 Members trained through 1 session
Adult and Children combined training	9 Members booked for April session.

Safeguarding awareness is critical for all staff and Members please can I encourage all councillors to sign up to these sessions which are very informative and help us to ensure that we meet our safeguarding commitments

Healthy Communities

- 3.7 **Walking programmes** – As part of the 2018 Suffolk Walking Festival which runs from 12th May to 3rd June there will be 27 walks in the Babergh area. In addition to supporting the festival, the team continue to work with One Life Suffolk to enable the Health Walks programme (known as *Stepping Out in Suffolk*).
- 3.8 **Great Run Local** – Following on from the success of the Great Run Local at Needham Lake (the best attended event of its type in the country) we have worked with our Most Active County partners to establish a new GRL events in our district:
- **Holbrook.** This will be based at the Peninsula Sports Centre. Events will start on 18th March with an official launch on 22nd April.
- 3.9 **Dementia** – Through the local Dementia Action Alliances (DAA) we are supporting a range of new opportunities for those living with dementia and their carers. The DAA in Hadleigh is now well established.
- 3.10 We are currently working with partners and communities to establish a new Dementia Action Alliance in Lavenham. Partnership working with the Parish Council in Lavenham has involved support to establish a steering group and the planning of a launch event with the local community. The launch event will be held at the Village Hall on 21st March; the Rural Coffee Caravan and a range of partner organisations will offer taster sessions, information and advice. We are continuing to work with local partners to establish DAAs in Sudbury (with Ipswich Building Society).
- 3.11 As part of our commitment to the DAAs, we are supporting Hadleigh to develop a week-long programme of activities to coincide with National Dementia Awareness Week which is 19-27th May. Activities will include tea parties and dementia friends sessions. As a long-standing partner of the Quay Theatre Sudbury, we have also worked with them to develop a monthly programme of dementia friendly film screenings

3.12 After the success of last years' Dementia Memory Walk in Stowmarket (part of the town's mini-walking festival), we are now working with Hadleigh DAA to enable a similar event on 7 October.

3.13 **Social isolation and loneliness** - Working in partnership with SCC's Local Area Coordinator for the Sudbury area and *Go Start* we are currently scoping a new programme of community transport days out on Sundays to support those who feel lonely or are isolated in their communities. The initial delivery area from April onwards will include pick-ups in Glemsford, Long Melford and Great Cornard as well as Sudbury.

4. Key Activities Planned for the next 3 months

Strong Communities

4.1 Scoping and work on the Community Strategy will commence in this period.

4.2 Parish Liaison – listening to feedback from our Parish Council colleagues these will now be scheduled 12 months in advance and the frequency will increase to four per year.

4.3 **Community Live events.** 'Inn Crowd' - working with Creative Arts East on an initiative to bring live events into community pubs to help reinforce how central pubs are in creating thriving communities. We will work closely with The Cross Keys in Redgrave to organise a promoter day in April/May, where we'll be inviting publicans/landlords from across both districts to learn more about the scheme and sample performances.

4.4 **Arts.** 'Village Stage' – we are working with Creative Arts East to bring professional arts into community settings using the village hall networks. Recruiting 5-6 village halls to take performance over the next 12 months. This project is funded through Arts Council.

4.5 **Cultural activity promotion.** Supporting the establishment of Heart of East Anglia Cultural Educational Partnership covering West Suffolk (Sudbury area) to enable every child and young person to have access to and participate in cultural activity

4.6 **Tourism.** Beginning work on Wools Towns Festival in Autumn 2018 in partnership with two tourism providers.

4.7 **Volunteering.** Working with our HR department to develop an Employee Supported Volunteering offer for BMSDC staff.

4.8 **Funding.** Supporting Tastes of Sudbury and the River Stour Festival, with the aim of building up the food and community elements as two themes.

Safe Communities

5. Safeguarding Training for staff and Members continues.

Healthy Communities

6. ***Babergh and Mid Suffolk Active Wellbeing Programme*** – this is an exciting new 3-year commissioned programme which will engage older people who need to increase physical activity to support their health and wellbeing. The project which will be delivered by Suffolk Sport will provide an education package to GP Practice staff and Patient Participation Groups to increase their confidence in advocating physical activity.
- 6.1 A social prescription approach will be used enabling health professionals to direct individuals to physical activity opportunities in their local area. Where gaps in provision are identified Suffolk Sport will develop age-appropriate local programmes including their successful “Fit Villages” model. The programme will commence in May 2018 and the localities for the first year are Long Melford and Fressingfield.
- 6.2 ***Mental Health and Wellbeing*** – We have been working with elected members, services and partners to develop a clear set of priorities to guide the Councils’ work in this area for the next 2 years. At their February meeting, Communities Portfolio Holders reviewed a range of information and evidence and agreed the following joint priorities:
 - i. **Priority 1** – Improve mental health in the early years through support for young families.
 - ii. **Priority 2** – Improve workplace mental health and emotional wellbeing.
 - iii. **Priority 3** – Continued support for local action on Dementia.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor John Ward Leader & Cabinet Member for Economy	Report Number: CMU3
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ECONOMY

1. Overview of Portfolio

- 1.1 Increasing jobs, productivity and supporting our businesses to thrive and grow
- 1.2 Attracting and encouraging inward investment
- 1.3 Business friendly and collaborative strategies to support being 'Open for Business'
- 1.4 Build relationships with local businesses
- 1.5 Liaise with neighbouring authorities and other organisations such as NALP, SELEP and the Haven Gateway Partnership to support cross-border economic development and investment.

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Six Months

- 3.1 'Visioning for Prosperity' work for Greater Sudbury communities is progressing and the team have met with local place shaping groups in Sudbury to look at the outputs so far. Collaborative work continues towards establishing deliverables and activities which link to the visioning project.
- 3.2 Approval of our Joint BMS Economic 'Open for Business' Strategy by both Cabinets in February 2018. This is now being formatted ready for publishing before April 2018.
- 3.3 The New Anglia Economic Strategy 2017-2036 was successfully endorsed by both Cabinets in October 2017 and formally published on 25 October 2017. The next phase of this work is a Local Authority and New Anglia LEP summit on identifying the big opportunities that Norfolk and Suffolk face and what actions and investments are needed to make sure that the people, businesses and communities see the maximum benefits and opportunities from growth. This summit was postponed on 28 February 2018 due to weather but BMS will be represented when the meeting is reorganised.
- 3.4 Discussions continue with Ipswich Borough Council and New Anglia LEP to support the Sproughton 'Space to Innovate' Enterprise Zone. In December 2017 planning applications were submitted for redevelopment of the site to form Sproughton Enterprise Park. This is due to go to planning committee in March 2018.

- 3.5 The Open for Business Team have progressed conversations with SCC and Nwes (management/service contractors) for Babergh DC to take full ownership and control from Suffolk County Council with 24 managed small business units in Sudbury, from June 2018. The Asset and Investments Team has also been involved in this work and Officers have worked well with colleagues in SCC economic development team to move this forward. This is vital to support businesses in South Suffolk and is financially self-sustaining from the rental income.
- 3.6 Significant tourism and visitor economy work is underway – reviewing our directly delivered TIC services, working with SCC/NALEP/Visit East Anglia, Local Tourism Action Groups and Destination Management Organisations to best support the vital visitor economy sectors.

Our Priorities 2018/19 (Business Growth & Increased Productivity)

- 3.7 The Cabinet Members, with Portfolio's, for Babergh and Mid Suffolk District Councils, working with the Senior Leadership Team (SLT), have recently completed work on a set of priorities for 2018/19, ahead of the new financial year.
- 3.8 The priorities (attached in full, Appendix 1) align with the Joint Strategic Plan Refresh (2016-2020) and will be used to feed into Service Area Plans and the setting of personal objectives for all staff in 2018/19 to enable the organisation to deliver on these key activities. The priorities for 2018/19 accompany the great work undertaken by all our employees, as part of 'business as usual' to enable the delivery of excellent value for money frontline services.

4. Future Key Activities

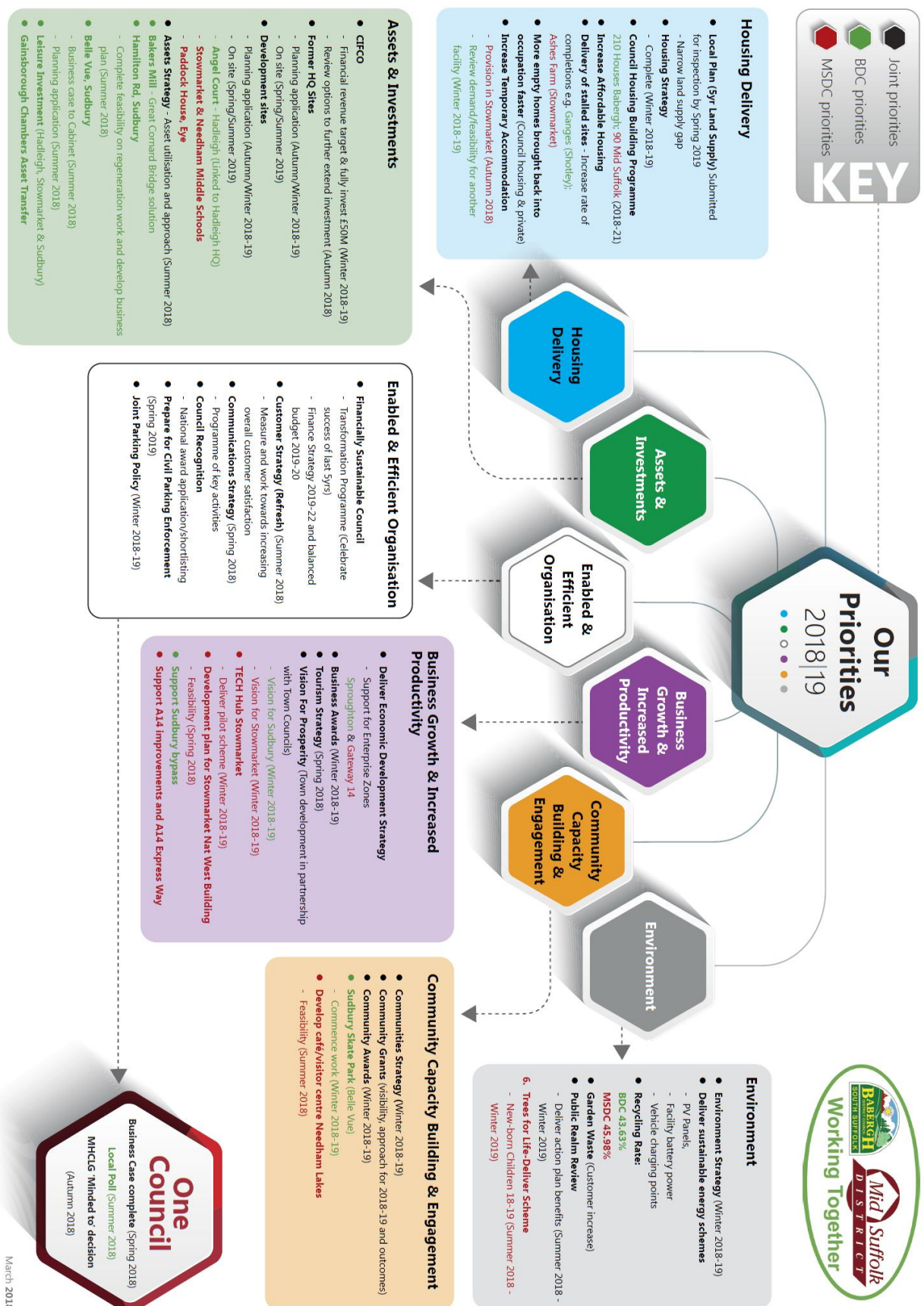
- 4.1 Progressing all of the above to next stages.
- 4.2 Officers will be developing a baseline of evidence and also forming service plans for 18/19 - linked to the Joint Strategic Plan, performance measures, budget work, economic strategy, achievements and successes and team development.
- 4.3 Officers will also be continuing several collaborative and commercially sensitive lines of conversation with some significant businesses, attractions and developers. This increases the potential for high value inward investment and links to unlocking stalled sites and promotion of our Enterprise Zone/Food Enterprise Zone designated sites. This work also potentially helps to create jobs, increase the options for our micro and SME businesses, increase value of existing businesses and attract New Anglia LEP and central government investment, including vital infrastructure. Influence and networking is growing with businesses, utility sectors and other partner organisations – all focusing on sustainable growth, jobs and productivity.
- 4.4 Tourism strategy work streams will progress significantly over the next few months, some of which will form reports to Cabinet.
- 4.5 Officers will continue to work with SCC and other stakeholders to progress Skills and Youth Employment Service strategy during the next period.
- 4.6 Officers will also be progressing regulatory policy/local standards reviews in Gambling Act 2005 and Taxi/PHV matters.

5. Conclusion

- 5.1 The above demonstrates that the Councils are developing good momentum on key activities and collaborations delivering against set priorities. As well as justifying Officer activity the Open for Business strategy also outlines the breadth of work underway and demonstrates the Councils' impact. There is a lot of other supportive activity and 'business as usual' engagements underway in addition to the above report headlines. The next period will push all of the above work on further, and the key activities in section 4. As progress is made there will be difficult decisions and choices to be made, including on resource investment, and therefore a clear and transparent strategic approach is crucial to underpinning this.

Authorship: Councillor John Ward

Appendix 1 - Our Priorities 2018/19



BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Christina Campbell Cabinet Member for Environment	Report Number: CMU4
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ENVIRONMENT

1. Overview of Portfolio

- 1.1 The Environment Portfolio covers several distinct service areas. This report provides a snapshot and summary of recent work.

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Three Months

Waste Service

3.1 Christmas and New Year Collections

Collection crews worked over 3 weekends to catch up from the festive period. Over the 2-week Christmas and New Year period waste & recycling volumes generally increase by over 30% and an additional 200 tonnes refuse and recycling was collected which is equivalent to over 20 extra lorry loads.

Calendars and collection changes were sent out to all Parish Clerks and advertised through our web site and social media channels. The message around changes to collections were well received with very little customer contact.

Our Christmas Tree collection service again proved popular with residents, resulting in over 750 trees being picked up from designated collect points across the district.

3.2 Joint Waste Contract – Joint Waste Contract review

We are continuing the work with Serco on their service review and round reorganisation project. Changes to collections days are planned for the later in the year. Members will receive a full briefing prior to any implementation of changes.

The Joint Waste Contract with Serco has the option to be extended for a further 7 years from the 1st April 2021 until 2028 on agreement of the contract parties. There is a review mechanism within the contract that is triggered during year 12 (2018/2019) with a 2-year notice period for the extension or termination from 1st April 2019.

With the formal review period starting from 1st April this year Serco are currently undertaking a comprehensive service delivery appraisal. This will look at 2 elements: the delivery of the service up to 2021 and the optimisation of the current collection rounds (this element is not directly linked to the contract review) and then a longer-term plan to deliver the service through to 2028 allowing Serco to take a view on their business model for the delivery of the service.

The review process involves capturing all collection data; current round routes, information from the vehicles on board trackers, number of bins emptied & weight of waste collected, vehicle capacities and the road network. From this information the software will produce optimized collection rounds that ensure the service is delivered in the most efficient way. For the longer term this will incorporate areas of planned growth and how this will be accommodated in the future and any additional resources required.

Following this review and any subsequent negotiations with Serco Officers we will be in a position to present proposals to either extending the contract or considering future delivery options. As part of the contract review process being undertaken by with Serco Officers will carry out our own value for money analysis of the waste contract e.g. bench marking the contract costs against other local authority waste services.

Officers will also consider other delivery options as part of the review. This would include:

- Retender Joint Waste Contract for a new contract from 1st April 2021 with a new provider
- Take service back in-house
- Partnership / Joint Venture with neighboring authority

The proposed service review and contract extension timetable is as follows:

Date	Action
Jan – March 2018	Review and optimisation of service rounds
Jan – August 2018	Review of service options
April – May 2018	Implementation of changes to current collection rounds
July – August 2018	Draft proposals from Serco for contract from April 2021 - 2028
August – October 2018	Negotiation of contract terms and establish final proposal
October – December 2018	Formal sign off if an extension is recommended
1 st April 2019	Start of 2 year notice period if extension is not agreed

3.3 Glass Collection

Officers submitted a glass collection transformation bid in 2016 to provide a separate glass collection service. By including the collection of glass we were able to plug a gap in our service offering and reducing risk of clients elsewhere. At Service launch, in June 2016, there were 52 paying clients signed up. By December 2017 a total of 353 glass bins were in place across both BDC and MSDC areas. An average of some 15 tonnes of glass is collected weekly and taken out of the general refuse stream per week saving some £63k pa in disposal costs. Overall the commercial collection service has seen an increase of 15%.

Sustainable Environment Service

3.4 Environmental Protection and Environmental Management

Officers from BMSDC are leading on a project to obtain a 100% grant from Highways England to create a network of rapid-charging points every 20 miles along the A11, A14 and A12 key trunk roads, on behalf of nine other local authorities in Suffolk, Norfolk and Essex. The grant has now been awarded which will cover all procurement and administration costs for the project (including our officer's time). Work has begun on procuring and delivering the network. A charging point at Needham lakes is being scoped for suitability. The charging points will generate income due to the predicted exponential growth in the uptake of electric vehicles (90% of all vehicles in the UK by 2050).

BEE Anglia (Business Energy Efficiency Anglia) – Through our membership of the Suffolk Climate Change Partnership (SCCP), Mid Suffolk businesses have benefited from the BEE Anglia programme to provide free support to at least 1,000 SMEs across Suffolk and Norfolk to help them become more energy efficient. The Partnership successfully bid for £6.5M of funding from the EU European Regional Development Fund (ERDF) for this 3-year programme of support and grants to businesses. Since the programme began in April 2016, 35 businesses in Mid Suffolk have received free audits, which have identified measures that are projected to achieve energy bill savings of £82,079 and save 372 tonnes of carbon dioxide emissions.

Through our membership of the Suffolk Climate Change Partnership (SCCP) MSDC together with the other Suffolk authorities has been awarded almost £2.8M from the Warm Homes Fund (a £150 million fund announced by National Grid and Community Interest Company Affordable Warmth Solutions). We will use this to further extend our offer to homeowners to deliver first time central heating systems and gas connections to 540 fuel poor households in Suffolk. Additional insulation measures, cavity wall and loft insulation, would also be delivered to these households to achieve a 'whole house' approach. We are now working with our delivery partners to implement the 3-year project.

Business as Usual – By the end of the third quarter of 2017/18 we had received and processed 3350 complaints, enquiries and consultations for Mid Suffolk and Babergh, including:

- 675 noise, smoke, odour and other nuisance complaints
- 168 litter, fly-tipping, dog fouling and other 'envirocrime' complaints
- 296 abandoned vehicle reports

- 1273 planning consultations

Planning Enforcement Service

- 3.5 The Planning Enforcement service has experienced resource issues over the past 8 months having lost two senior officers and being unable to recruit despite two rounds of advertising. Within a team of 5.2 full-time-equivalent operational officers, two vacant posts is a significant proportion of our resource. We are considering options to recruit and train less experienced/qualified personnel and to use contractors in the interim.

The team has also experienced several issues with the transfer from the previous Accolade IT system to the new IDOX 'Uniform' IT system. The Uniform system has regularly 'gone off line' due to ongoing technical problems with the public access system. We have also been unable to access historical information because large amounts of data are yet to be transferred across from the old system, which has caused the team significant challenges. Additional staff have been recruited in the Information Management team to assist with the transfer of data and we have been assured support will be forthcoming.

Heritage Service

- 3.6 Like Planning Enforcement, the Heritage team has experienced challenges as a result of the regular downtime of the Uniform IT system and the loss of two experienced officers in a small team. Although we have been unable to recruit experienced officers, we have recently appointed two graduate conservation officers who are being mentored and have settled into the team. We have also commenced a system of 'triaging' of consultation requests from the Development Management team to try to streamline the process and reduce the backlog of work that has built up.

Food and Safety Service

- 3.7 Following the closure of the two offices, members of the team are predominantly working remotely from the head office to avoid unnecessary travel and trying to maintain productivity and minimise any inefficiency. The new way of working has been hampered to some degree by the lack of available functioning touchdown points in the Mid Suffolk area but this is being addressed and the Food and Safety team are on schedule to complete the planned inspections for the financial year 2017/18.

The Food and Safety service have been involved in an investigation into three linked cases of Legionnaires disease. Sampling of water systems was carried out in conjunction with Public Health England which resulted in no contamination being found at the business that had been implicated. This was clearly a relief to the business in question which is considered by the Food and Safety service to be a compliant operation but it leaves the source of the disease a mystery.

Food Safety training is once again available from the Food and Safety service with details on the councils' website at: <http://www.babergh.gov.uk/business/food-safety/food-safety-training/> Both scheduled and bespoke courses are offered to businesses as well as a specific low cost course for charities.

Licensing Service

- 3.8 The Licensing Team will be preparing work to set a statutory Gambling Act 2005 Statement of Principles review. As per the last revision this will be as common as possible between MSDC and BDC (but cannot be joint given separate Licensing Authorities).

Work will also commence on a common policy update between MSDC and BDC on taxi and private hire work, as that work has been waiting for national scheme changes which have been stop start over the past couple of years. We may see a Private Members' Bill pass to enactment which will influence this area of work.

We are beginning the upcoming event season support (festivals, public outdoor events and temporary activities) which contribute much from the visitor economy and health and wellbeing, as well as showcasing some of our excellent SME businesses in crafts, food and drink, agriculture and leisure/hospitality. The Licensing Team co-ordinate this work which brings in a range of blue-light and essential services to give event organisers the best support possible to enable safe and successful events.

The newly approved Joint BMS Economic Open for Business Strategy also commits to closer work between regulators, economic development and the business community. This will maximise the support we can influence for our businesses, including important licensed sectors.

We continue to support, from the small team, a combined per annum 900 licensed leisure, club, retail and event premises, 1000 temporary events, 350 licensed vehicles (taxi and private hire) and 400 drivers. The service is continuing to refine from agile working learning and business process re-engineering, which will be complemented by progressing item 3 above.

Building Control Service

- 3.9 Our Building Control service, following the recruitment of 2 new surveyors, continues to be the provider of choice for Building Control within the district. The new members of staff have settled in very well and, following a re-organisation of the surveying staff and the areas they cover, we now hope to continue building on the good work from last year.

The Suffolk wide collaborative working development plan is continuing on from the ground work laid down last year. Work has now been undertaken, in conjunction with the other Suffolk authorities, to identify key areas in the market place where work is being lost and work is underway to develop a Suffolk-wide business plan to address the issues.

Challenges remain in what is a very competitive environment. Stabilising our position within the market is a priority to ensuring our continued resilience. We have recently secured the work for providing the building control service for the construction of 175 dwellings in Stowupland, an indication of what can be achieved. The work being done with our counterparts in Suffolk will be crucial in increasing market share and keeping the standard of new housing within the control of the Council.

Public Realm Service

3.10 Public Realm Transformation

A report was received by Cabinet on 5th March 2018 following final report back from the consultants, WYG. Short term actions involve focussing on enhanced litter collection on arterial roads and co-ordination of grounds maintenance activity and street cleansing to avoid litter shredding, for example on rural highway verges following flailing by the County Council. The development of an Environment Strategy, that will feature a major contribution from Countryside and Public Realm will help focus the Councils work in this area which includes ongoing work by the team on enhancing sites for biodiversity, increasing community engagement and exploring the more efficient management of Council assets such as parks and open spaces. A task and finish group will be set up looking at Performance/Quality Standards, Tree Policy/Strategy, Public Conveniences and Open Space Adoption.

3.11 Litter Innovation Fund

Officers from Public Realm contributed to a successful Suffolk wide bid to the litter innovation fund from central government which will be part of an anti-litter campaign. The money will be used to purchase new bins for designated spots on A roads, literature production, posters, stickers and advertising. A £10k grant will be used to boost funds already available through the Suffolk Fly Tipping Action Group (STAG) that the Council is part of. STAG was first developed to tackle fly tipping but is now involved in general anti-littering as well.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Peter Patrick Cabinet Member for Finance	Report Number: CMU5
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR FINANCE

1. Overview of Portfolio

- 1.1 Whilst this report is from me as the Cabinet Member for Finance the remit of my portfolio also covers Commissioning and Procurement, HR and Organisational Development and the Shared Revenues Partnership. This report covers the key areas of activity over the last 6 months.

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Six Months

2018/19 Budget and Joint Medium Term Financial Strategy (MTFS)

- 3.1 As you will be aware from the Council meeting in February, we have now approved the General Fund and Housing Revenue Account budgets for 2018/19 and an updated MTFS that takes us up to 2021/22. We agreed a modest increase in council tax for next year at £5 and a decrease in council housing rents of 1%, with the latter being set by the Government.
- 3.2 The Council meeting in February is still fresh in all our minds, so I will not cover any more of the detail of the reports, but it is the culmination of many months work for officers and particularly the Finance Team, so I am sure you would like to join me in thanking them for all their hard work over this period of time.
- 3.3 You may also remember that at the Council meeting in December we agreed to increase the discount on our Council Tax Reduction Scheme from 91.5% to 95%, which means that our residents most in need will only have to pay 5% of the council tax bill from 1st April 2018.

2017/18 Budget Monitoring

- 3.4 The third quarter budget monitoring report that was discussed at Cabinet on 8th March showed a favourable variance of £1.227m on the General Fund. Two key reasons for this variance result from higher than expected planning fee income, including the introduction of pre-application charges, and additional business rates income. Both of these income sources can be volatile and difficult to forecast. The planning income budget has been increased in 2018/19 to reflect the fact that the increased activity around planning applications is likely to continue.

- 3.5 Subject to the final variance at the end of the year, it is proposed that the majority of the variance (£943k) is put into the business rates equalisation reserve. This is because the Business Rates Collection Fund will be in deficit at the end of this year due to the need to make a large provision for an appeal on the Tesco store at Copdock and will impact on the General Fund in 2018/19. As part of the budget setting process we assumed that the reserve would be boosted in 2017/18 to enable it to fund the majority of the deficit in 2018/19, but, as you may remember from the Council papers, a balance of just over £300k had to be funded from the Transformation Fund in order to balance the budget.

Business Rates Revaluation Grant

- 3.6 Councillors may remember that after the business rates revaluation, which took effect from April 2017, the Government made £300m available nationally over a 4-year period, via local authorities, to assist those businesses that had seen a significant increase in their business rates bill.
- 3.7 Cabinet approved a policy in July 2017, by which the money (£182k in 2017/18) would be distributed to affected businesses in the district and further delegation to the Assistant Director for Corporate Resources to agree further changes following consultation with myself and the Leader.
- 3.8 Since the policy was first approved it has proven difficult to allocate all the grant because the Government, in calculating how much money was required, did not allow for the fact that it cannot be awarded to public bodies, so as business rates payers the Council and NHS for example are not eligible for any grant funding.
- 3.9 A couple of subsequent amendments have been made to the policy, so that more of the funds could be allocated. The most recent change is currently being implemented by the Shared Revenues Partnership, but I am pleased to report that this should ensure that all of the grant allocated to Babergh in this financial year will be spent.
- 3.10 The allocation reduces to £89k in 2018/19, £36k in 2019/20 and £5k in 2020/21, so we will need to reduce the assistance provided over the next 3 years, so that businesses are picking up their revised business rates bill by the next revaluation.

Business Rates Pilot 2018/19

- 3.11 As was outlined in the Budget report, Suffolk was successful in its bid to become one of the business rates pilot areas for 2018/19. A further 10 areas were designated and the pilot will test out further features of how 100% retention of business rates could work by enabling Suffolk to retain 100% of the growth in 2018/19.
- 3.12 The first call on the additional money to be retained by the authorities in Suffolk will be to cover the Revenue Support Grant and Rural Services Delivery Grant that the Government will not be paying under the pilot. After this it is anticipated that there will be a further £10m retained in Suffolk to be invested in growth related initiatives. Babergh's share of this will be approximately £1m, which will be placed in a new earmarked reserve.
- 3.13 The governance arrangements covering the pilot are still being finalised, but the expectation is that the Council will put forward proposals as to how the money should be invested and this will be agreed with Suffolk County Council. Officers are currently working on proposals for consideration by councillors.

- 3.14 Business rates is a complicated area to monitor and predict and the introduction of the pilot in 2018/19 adds another degree of complexity. Due to the growing importance of this as a source of income for the council, a Joint Member Briefing will be developed and delivered early in the new financial year on this topic.

4. Future Key Activities

Early Closure of Accounts

- 4.1 The deadline for closing the accounts this year has been further tightened, so that the unaudited accounts have to be prepared and signed off by our Section 151 Officer by the end of May, with the auditors completing their work by the end of July. This is two months earlier for the whole process to be completed compared with last year. One month less to prepare the accounts and one month less for them to be audited.
- 4.2 This is a significant challenge for both the Finance Team and our auditors and closely follows the budget and budget monitoring work, so there is going to be no respite for our hard-working team.
- 4.3 The Team undertook a trial run last year to see what lessons needed to be learnt before they had to do it in earnest this year. They are working closely with our external auditors, EY, to achieve the required timetable.

Medium Term Financial Sustainability

- 4.4 One of our key strategic priorities is to be financially sustainable in the medium term. The updated MTFS gives us an idea of the challenge that we face over the 3 years beyond 2018/19 in light of reductions in Revenue Support Grant and New Homes Bonus funding and the volatility surrounding business rates income.
- 4.5 Whilst we have been able to set a budget for 2018/19 we have had to use some Transformation Fund to achieve that, so we are not resting on our laurels, as the future shows us that we have some challenges over the following 3 years to achieve balanced budgets. In response to this, the Senior Leadership Team will start work in April to look at options as to how we can achieve a balanced position over the medium term rather than just concentrating on the year to come.
- 4.6 We have made some progress with this in terms of projecting forward some of the actions that we have already taken e.g. income from CIFCO and this is shown within the MTFS that we approved last month, but there is much more work to be done.
- 4.7 Due to the importance of the income from our commercial and other property investments on our financial affairs, I also attend the Assets and Investments Cabinet Member briefing, with my Cabinet colleague Councillor Nick Ridley, where we monitor the income-generating activities.

Staff Survey

- 4.8 You may have seen from recent editions of Working Together or on Connect that we launched a staff survey, which closed on Sunday 18th March. Staff views were sought on a range of matters including their job, team and the organisation as a whole, as well as training and development opportunities, agile working and internal communications.

- 4.9 The survey will give us a baseline of information about how staff are feeling at this moment in time and will be used to make some positive changes within the organisation. The base set of questions will be repeated at a point in the future (to be agreed) so that it can be seen what impact the actions have made.
- 4.10 It is part of a suite of initiatives that the Senior Leadership Team is undertaking to develop the organisation and the results and associated actions from the survey will be shared with all staff and councillors.

5. Conclusion

- 5.1 There have been a number of key activities over the past six months as my report has outlined, but with the annual cycle of finance work and the financial challenges that we face in the medium term, there is always much to do. As I have stated a number of times at Cabinet meetings, I would welcome suggestions from members, particularly with regard to increasing the Council's income.

Authorship: Councillor Peter Patrick

BABERGH COUNCIL CABINET MEMBER UPDATE

From: Councillor Jan Osborne Cabinet Member for Housing	Report Number: CMU6
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR HOUSING

1. Overview of Portfolio

- 1.1 The Housing Portfolio covers several distinct areas of both Housing Management and Housing Delivery. The world of housing has naturally been extremely busy for our officers during the past few months, this snapshot is a summary of recent work streams as well as looking forward to forthcoming work.

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Few Months

Property Services

- 3.1 Following the tragic events of Grenfell in June 2017, whilst we do not have any high-rise tower blocks within districts, our team have been working on reviewing fire safety in all accommodation that has communal areas or are blocks of flats. This has been a significant piece of work but now ensures we have robust fire risk assessments for every site, and where necessary remedial action has already taken place.
- 3.2 A stock condition survey of 20% of our housing stock has been taking place and it is expected to be complete later this month. The introduction of a freephone number and a letter of explanation to tenants which applies the theory of 'nudge' has resulted in a higher response rate than similar historic surveys. The outcomes of the stock condition survey will be provided to members in due course.
- 3.3 Work is nearing its completion in relation to 'compliance'. This follows an external review last year. The project which is due to be complete by March 2018 focuses on our approach to managing areas of work such as Legionella, Asbestos and Gas Servicing with the aim of ensuring we are complaint and have robust policies and procedures that deliver an exemplar service.
- 3.4 Within the past six months we have moved from a 12 to 10-month gas servicing cycle which ensures that we will always have a 2-month window to service properties that do not comply. Currently because of this along with a project to access hard to reach properties we have maintained a 100% gas servicing record.

Tenant Services & Income Services

- 3.5 Universal Credit – UC Full Service began in October last year, in Sudbury and will begin in Stowmarket from May, this year. A project team has been working on an action plan to mitigate against the risks UC presents for tenants, including higher rent arrears levels.
- 3.6 Digital Sign-up – Following a successful trial we have introduced a digital sign up which allows a new tenant to complete all the relevant paperwork electronically before moving in to their home. This is estimated it will save more than 400 hours of officer time, per year, in the future; and be simpler, easier and quicker for tenants.
- 3.7 Housing Enforcers - Our officers were recently involved in the production and airing of the fourth consecutive series of 'Housing Enforcers' which follows the work of our Community Housing Officers.

Homelessness

- 3.8 Work has continued in preparation of the Homeless Reduction Act 2018 (HRA) which places a greater responsibility on the Councils to prevent homelessness. This has most recently involved restructuring the existing team, training and the development of new ways of working. In November, last year, Scrutiny committee reviewed the performance of the team and its preparation for the HRA 2018 and a further review will be conducted by Joint Overview and Scrutiny, six months following the implementation of the act in approximately October/November this year.
- 3.9 In preparation for the HRA, we have just launched a new Lodgings scheme, with a local charity, called Solo Housing who have been established for many years and successfully prevented homelessness for single people in a high number of cases. The scheme is a very simple and successful model. Solo provides practical help and advice to anyone who has a spare room in their house that they would like to rent out. At the same time Solo use assessment criteria to match suitable people to available rooms, providing advice and support to single people who may like to take up a lodging offer.
- 3.10 During a recent period of extreme weather the Homelessness team provided Severe Weather and Extended Winter Provision SWEP. Publicity promoted that any rough sleeper would be given accommodation overnight whilst the temperatures were below zero for an extended period.
- 3.11 As a result of the Homeless Reduction Act both Babergh and Mid Suffolk are considering their provision of Temporary accommodation and during the next few months will review if this accommodation is suitable in respect to its location, cost, and quality, as part of this process we will consider opportunities to purchase or dispose of such accommodation accordingly.

BMBS Babergh Mid Suffolk Building Services

- 3.12 Following its inception last year, work has continued to develop the Building Services team. Currently the team is focussed on developing policies and procedures, and increasing the overall volume of work it undertakes to generate additional revenues.

- 3.13 A revised Business plan has been written and this will be reviewed by both Overview/Scrutiny and Cabinet within the next two months.

Resident Involvement

- 3.14 Work has been ongoing recently to consult residents on what and how would encourage them to become involved in the management of the landlord service. The outcomes of the project and a proposal for future Customer Engagement is expected to be completed by April 2018.

Housing Delivery

- 3.15 This financial year we have acquired the following properties using right to buy receipts (up to 30.11.17):

Cedar Walk, Acton, CO10 0UP	£210,000	3 bed terr	12/04/2017
Devlin Road, Ipswich	£78,528	2 bed terr	20/06/2017
Maldon Court, Great Cornard, CO10 0LX	£205,000	3 Bed end terr	11/09/2017
Larman Court, Brantham, CO11 1RG	£175,000	2 bed terr	27/09/2017
Larman Court, Brantham, CO11 1RG	£177,500	2 bed end terr	20/10/2017
Jubilee Way, Acton, co10 0xe	£215,000	3 bed end terr	27/11/2017
Essex Avenue, Sudbury, CO10 1YZ	£170,000	2 Bed Terr	30/11/2017

We recently exchanged contracts to buy 27 new build units at Holbrook, this includes 15 affordable rented units and 12 shared ownership units. This is being funded through right to buy receipts and HRA capital. They will be delivered between March 18 and February 19 as part of a bigger Taylor Wimpey development.

New residents will shortly move in to fifteen new units at Schoolfields, Glemsford

We have held two key meetings with our new development partner Iceni Homes. The contract for this development partner comes with advantages in that we procured all the major consultants as part of a wider team, so we have Ingelton Wood working on architectural and planning services and Richard Utting Associates working on the costings/employer's agent role.

Our property team have re-written the Councils development brief to accommodate changes in specification since it was last written for the Havebury contract.

Iceni have been given 4 sites in Babergh to date, Angel Court and 3 further HRA owned redevelopment sites in Brantham and Shotley. Planners are carrying out a stage 2 pre-app for us on a range of other sites, the first stage was a high level yes/no exercise with a very large number of sites. Once that work is completed we can see which other sites could be used to deliver more affordable housing and will pass these to Iceni and team for their feasibility work.

We will also shortly be engaging with Iceni and the HCA to decide how and what grant funding opportunities are available to us.

A timeline for those schemes is being developed and will be shared in the near future.

Following on from the Community Housing Workshops, Lavenham Parish Council have expressed an interest in working in partnership with Babergh District Council to bid for any new planning gain affordable dwellings.

4. Current Key Activities

Voids

- 4.1 Following recent scrutiny of void performance, we have embarked on a review of void management to reduce the average void time by a minimum of 10 days within six months. This project began in December and will report progress on a monthly basis, to Overview and Scrutiny. The total number of voids across Babergh & Mid Suffolk has reduced by 28 since the start of the project, and within Babergh the standard void time has reduced by five days.

Sheltered Housing

- 4.2 Currently we are reviewing the outcomes of last years Sheltered Housing Review. We will be presenting a report early in 2018 that considers residents opinions, on what impact the changes to Sheltered Housing have had on them.

Housing Revenue Account Business Plans

- 4.3 Currently work is taking place to further review our HRA Business plans to ensure that they remain robust and fit for purpose. This work includes scenario testing a range of variables to ensure the Councils optimise revenues and mitigate against risk. A report will be prepared for Cabinet in April/May 2018 to present the outcomes of scenario testing and to begin exploring how to make best use of the HRA Account in the future to deliver the Councils' our strategic priorities.

Homelessness/Housing Strategy

- 4.4 Work is beginning on the development of both a Homelessness and over-arching Housing strategy, both will be developed by the end of 2018 and will involve wide engagement with tenants and Councillors.

Asset Management Strategy

- 4.5 Further to the completion of the stock condition survey, work will begin early in 2018 on the development and production of a refreshed Asset Management Strategy that provides an overarching strategy that supports the strategic priority of managing assets most effectively.

Housing Allocations Policy

- 4.6 Currently there is an ongoing review of the sub regional Housing Allocations Policy. It is anticipated that a report will be consider by Cabinet in April/May 2018

Changes to Housing Management Team

- 4.7 March and April will see changes to the Housing Staffing structure with development of a smaller Corporate Management team, whilst creating a larger number of Professional lead roles.

It is intended these changes will further support officers on the front line, whilst creating greater capacity amongst Corporate Managers to undertake transformational change of their service areas.

4.8 Introduction of the BIG 20 Fund

The Assistant Director of Housing has developed a £200k pot of monies that are to be made available for Housing staff to directly bid for. The aim of this initiative is to support officers to develop ideas that they will either generate income, reduce cost or improve the customer experience. There will be an application process with funds of up to £10,000 being offered to support the development of individual projects.

5. Conclusion

5.1 Currently the Housing Directorate is managing a significant number of projects. Work is currently taking place to rationalise the projects and develop the Councils' approach to program management. The following key themes are being developed:

Digital Shift, Continuous Improvement and Efficiencies, Housing Solutions, Asset Management. In due course a refreshed version of the projects and work streams that underpin these programmes will be published.

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BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Peter Patrick Cabinet Member for Organisational Delivery	Report Number: CMU7
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ORGANISATIONAL DELIVERY

1. Overview of Portfolio

- 1.1 The Organisational Delivery Portfolio encompasses Customer Services, Business Improvement and ICT. Over the past 6-9 months, much of the work undertaken across these areas has related to the All Together programme of work including the move to Endeavour House and the delivery of in-person services from Sudbury customer access point. More recently following the move, we are now focused on building upon these changes, continuing to make incremental improvements on our day to day activities and progressing programmes of work supporting key priorities. Highlighted below is a summary of activity that has taken place across the three themes over the last few months.

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past 6 – 9 Months

Customer Services

- 3.1 Following the implementation of the new customer telephony system Genesis at the end of March 2017, further back office calls were taken on by the customer services team, including Housing Repair calls and most recently Environmental Health enquiries. Significant training was undertaken to ensure that staff were able to answer queries accessing multiple IT systems. We are continuing to work with other services to identify opportunities for further team calls to be answered by our advisors.
- 3.2 Training and cross skilling of our staff has been taking place to ensure that we build resilience and capacity across the team. This is an on-going programme of work alongside refresher training to ensure that our staff are fully up to date. This is particularly important as we approach our busiest period of the year, with the posting of Council Tax, Benefits and Business Rate bills and notifications during March.
- 3.3 A review of our telephony opening times was conducted, with a different opening time trialled. Analysis of call volumes and abandonment rates informed a revised opening time of 8.45am.

- 3.4 Sudbury Town Council now provide our 'in person' customer services, ensuring that queries relating to Town, District and County enquiries are answered at our single point of contact. We continue to work very closely with Sudbury Town Council, ensuring that we provide up to date training and support for their staff.
- 3.5 All Customer Service staff were invited to team workshops during December 17. The aim of these was to encourage team building, now all customer service officers are based in one location. It was also used to capture feedback from the team as to how we can work more efficiently, and will help shape the refresh of our customer access strategy.
- 3.6 We have reviewed the messaging on our payment telephone lines. This has resulted in a shortened, more concise message when ringing the automated payment number. Through direct feedback we had identified an issue with customers caught in a messaging loop on some occasions; again we have reviewed the messages and given clearer guidance to improve the experience.

Business Improvement including Policy & Performance, Data analysis and Programme Management

- 3.7 The small Business Improvement team have continued to cope with a high workload. Despite having to deal with temporary staff shortfall where a skilled team member has been seconded in the holding company structure. It is, however good news that we are growing our own talent and promoting within the Council as appropriate. Interviews will shortly be taking place to fill the void that has been left. A prioritised focus has therefore been on the following:
- 3.8 Developing our Performance Framework – work has continued to ensure that our Councillor performance reporting is fit for purpose and provides assurances that we are delivering the JSP and performing well - Q3 performance data has been inputted into Connect for Councillors to access. A new internal performance dashboard is being developed for the Senior Leadership team to receive regular monthly reporting on the health of the organisation and in line with recently agreed priorities..
- 3.9 Seeking recognition through awards – following a submission by the team, we were recently shortlisted to the top three, from a record number of nominations, for the Working Together and Council of the Year categories in the 2018 Public Sector Transformation Awards run by iESE. The submission was based upon our move to Endeavour House; our Agile working and use of technology, the way in which we serve our customers and our partnership working. As you will now know, we achieved Silver placing in both categories at the awards ceremony in London on 6th March. This is a tremendous achievement by our staff.
- 3.10 Producing an End of Year Report – news stories, facts and figures have been collated across the organisation in readiness for a very different joint End of Year Report. Our communications team will be using this information to graphically produce visual representation of our greatest achievements during the last year. Work will soon start on an End of Term report which will feature digital elements also.
- 3.11 Researching & Data Analysis – the Overview and Scrutiny committee continues to be supported by the team with scoping and topic papers. In addition a wide range of research and analysis has been undertaken for various audiences.

Examples include: what the latest social mobility study means for the Councils, and the provision of local intelligence to feed into the 'One Council' business case.

- 3.12 Managing our Programmes and Projects - The team have been actively providing programme and project overviews, preparing an EQIA, writing a Transformation Fund bid, developing a business case and updating project plans. Alongside this, development work has commenced to improve the management, reporting and visibility of our programmes and projects, learning from others, and taking opportunities to strengthen our programme and project culture.
- 3.13 Investigating Stage 2 complaints – whilst continuing to provide an independent investigation of stage 2 complaints and improvements through lessons learnt, we have recently reviewed our internal complaints policy, including how we deal with persistent complainers and what constitutes a stage 2 complaint. This revised policy will be brought to Cabinet on 10 May and if approved will be followed by detailed guidance and a training programme. We have been experiencing an increase in the number of stage 2 complaints and the policy (and programme of work) will look to reduce these going forward.
- 3.14 Policy Development - In addition to the revised complaints policy, work has been undertaken on a high-level strategy for equality and inclusion with an accompanying action plan; and a fuel poverty strategy. Much research has gone into developing these, including working closely with key partners and organisations and ensuring strategic alignment. These will be coming before Councillors in due course.

ICT

- 4.0 Much of the activity in 2017 was driven by the move to Endeavour House and enabling staff to work in an agile way. Activity has included:

The set-up of a centralised scanning team, ensuring that incoming post is distributed electronically by email to relevant teams. Lately we have been working hard to ensure that the scanning team now scan all post received for the Councils. This helps ensure information received is retained in an electronic format and can be channelled to the correct team effectively.

Roll out of 'Skype for Business' for staff, enabling staff to make and receive calls from their laptops at home, in the office or out and about in the districts. Roll out of over 120 laptops to staff, so that they can work flexibly from any location. Touch Down points created across the district, providing multiple geographical locations for staff to work from, and access facilities such as printing and meeting rooms.

- 4.1 Following the move to Endeavour House, work has completed on de-commissioning the server rooms at Hadleigh, and remaining servers have been migrated to Constantine House.
- 4.2 Other transformation work has continued including:
- Implementation of a joint planning system, enabling teams across Mid Suffolk and Babergh to integrate working practices.
 - Introduction of a new Council Committee Information system to better manage Council business.

- Installation of 'in vehicle' devices in our refuse lorries, to more efficiently collect up-to-the-minute rounds information, including missed bins.
- Upgrade of our Finance system and the transfer of our HR system to Suffolk County Council.
- On-going roll out of Office 2016 and Windows 10 to all teams, to keep abreast of latest software releases.

Whilst these projects have been implemented, work continues to ensure we make best use of the new functionality available

- 4.3 To ensure we provide an efficient service supporting agents and residents we are investing time enhancing and loading electronic data into our planning system. This enables us to search our records electronically and draw information out of our IT systems effectively. We have already reduced the number of days taken to search for information by 9 days.
- 4.4 New General Data Protection Regulations (GDPR) come into force in May 2018. We are holding workshops with teams to help them understand the implications of these changes and the preparatory work that needs to be undertaken between now and May 2018. This involves reviewing how we handle and store customers' personal data. The implications of non-compliance include large fines as well as reputational damage and concern from customers over how we handle sensitive and personal information. We will also be sharing information with members in due course.

Conclusion

- 5.0 Many of the activities noted above were the result of the All Together programme, and I would like to pay tribute to the members of the All Together Lead Group who, as staff, helped to progress particular themes of work, and, as members, maintained a watching brief throughout the project. Our Chief Executive, Arthur Charvonia, had to take over the leadership of the project at a difficult time last summer. Carl Reeder and the IT teams ensured that we continued to operate business as usual. Melissa Evans provided regular reports of the costs. Our external adviser, Pete Revell, masterminded the physical move and kept his nerve under often very testing circumstances.

Progress continues to be made across all teams, delivering day to day activities as well as projects and programmes supporting the Joint Strategic Plan. Over the coming months we will focus on some key corporate issues including the development of Connect and the website, enabling teams to work more efficiently in an agile environment, as well as ensuring high levels of day to day performance.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Lee Parker Cabinet Member for Planning	Report Number: CMU8
To: Council	Date of meeting: 24 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR PLANNING

1. Overview of Portfolio

1.1 The role includes the following responsibilities:

Ensure the Council carries out its statutory duties as Local Planning Authority
Ensure Development Management makes good quality and timely Decisions
Ensure that the Council has up-to-date Planning Policies that have a positive impact without unduly restricting development

1.2 These collectively deliver the following outcomes:

Protect and enhance our built and natural environment
Understand what housing and employment sites are needed
Unlock the barriers to sustainable growth
Help create and maintain sustainable communities
Agree where growth goes
Liaise with neighbouring authorities to fulfil our Duty to Cooperate

2. Recommendation

2.1 This report is for information.

3. Key Activities/Issues Over the Past Six Months

3.1 Performance on planning applications (as judged by DCLG statistics) is good, with Babergh delivering 100% of majors in time in the last quarter. On non-majors Babergh was at 83%. As part of this statistic, 88% of Householder applications have been determined within the statutory 8-week timescale, which is marginally improved since December.

3.2 In respect of the numbers of dwellings where decisions have been issued, as at the end of December, Babergh had approved 74% of the dwellings before it. The numbers of dwellings with a resolution to grant but which haven't yet had a decision is significant, though it is difficult to give a definitive number because several of these applications are in outline form with exact numbers subject to reserved matters applications. Many of these applications remain subject to negotiations relating to legal agreements but officers are working hard to issue as many decisions as possible ahead of the 31st March year end.

- 3.3 An All Member 'Planning' briefing session was delivered on 8th February 2018. The session updated Councillors on the Joint Local Plan and the emerging Policy context, described the Infrastructure Delivery Plan and provided an update on Development Management activities. The session was well received, and it was heartening to see the support that fellow Councillors have for the work that our Planning teams are doing. Following the success of this event I am working with Officers to see if we can deliver similar sessions more regularly.
- 3.4 Neighbourhood Plans continue to be of interest, with nine communities actively working towards developing their plans. Over the last six months new Area Designations have been received from Chilton and Stoke By Nayland.
- 3.5 An All Member briefing session was provided on 31st January to update Councillors about the current work underway to produce a CIL Expenditure Framework. As part of developing this work Parish Council Workshops were also delivered in Holbrook and Great Waldingfield on 22nd February. This work will progress through Cabinet, and all being well, will be presented to Full Council in April.
- 3.6 Your officers worked on a Suffolk-wide application to the Planning Delivery Fund: Design Quality. I am pleased to be able to report that bid was successful and £300,000 has been awarded from the Ministry for Housing, Communities and Local Government (MHCLG). There are two elements of the initiative; to adopt an updated Suffolk Design Guide as supplementary planning guidance, and to develop further the design skills of planning teams and communities working towards Neighbourhood Plans. The letter announcing the award stated that the successful scheme scored highly on the scale and strength of proposal and the commitment to making a step change in the quality of new development to accelerate the delivery of housing growth.
- 3.7 Public consultation on the Joint Local Plan was completed on 10th November. The Councils' public consultation was effective at this first stage of the Local Plan preparation and resulted in 13,960 comments from 1,370 respondents as reported at the Member training event on 8th February. This was an unexpected level of response that presents challenges which the team are working through. The timetable agreed last summer did not have sufficient time allocated to enable officers to satisfactorily address the quantum of consultation responses received. However, this level of response can only be seen as positive and a sign of good community engagement, which will aid production of a robust and mature new Joint Local Plan.

4. Future Key Activities

- 4.1 The next stage of the Joint Local Plan is an important piece of work. Member briefings are arranged throughout March and April to develop the next draft of the Local Plan with further public consultation expected in the summer of 2018. An updated Local Development Scheme, setting out the timetable for production, is currently in development and will be reported to Cabinet in April.
- 4.2 Continuing to provide support to Neighbourhood Planning groups remains a priority. It is likely that several groups will be moving towards their pre-submission consultation soon and it is important that the Council provides appropriate support to them. Recruitment to a dedicated role to support this process has not been successful thus far but Officers continue to provide this support both through officer time and dedicated consultancy support.

- 4.3 Development of the Councils' Community Infrastructure levy (CIL) Expenditure Framework continues and will be reported to Full Council in April. There will be another Member Briefing session during March.
 - 4.4 The five-year housing land supply will be discussed at the Overview and Scrutiny Committee on 19th March. The Annual Monitoring Report process will also commence at the end of March with the final report likely to be published during June.
 - 4.5 There have been a range of challenges relating to workforce capacity. The recent round of recruitment for roles in Development Management saw more than 15 applications. A successful round of interviews were held during March, and announcements will be made shortly on appointments. There is also ongoing recruitment within the Strategic Planning team which will not be completed until later in March.
- 5. Conclusion**
- 5.1 The service is currently dealing with high demand on a day-to-day basis as well as several significant projects. It is vitally important to maintain momentum and engagement on the Joint Local Plan. Developing the Councils' approach and governance around CIL Expenditure is also high priority. At the same time, it is important that we retain focus on decisions made on individual planning applications and continue to improve the efficiency and quality of our decision-making processes.

Authorship: Councillor Lee Parker

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Agenda Item 9

BABERGH DISTRICT COUNCIL

From: Cabinet Member for Planning	Report Number: BC/17/33
To: Council	Date of meetings: 24 April 2018

COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE FRAMEWORK

1. Purpose of Report

- 1.1 Reports were presented to Cabinet for both Councils on 5th February (MSDC) and 8th February (BDC) to describe the current thinking around a joint CIL Expenditure Framework (see Background Documents below).
- 1.2 At both Cabinet meetings it was agreed that a joint Member Panel of six Members (three from each Council) be formed to shape and influence the detailed CIL Expenditure Framework. This Member Panel comprising Gerard Brewster, David Whybrow, Andrew Stringer, Lee Parker, Frank Lawrenson and Clive Arthey met on three occasions during the week beginning 12th February. Agreement was reached about the detail of the framework together with a timeline for its implementation. The proposed scheme comprises Appendix A to this report with Appendix E.
- 1.3 A Communication Strategy for the framework has also been devised by the Joint Member Panel. This forms Appendix B to this report.
- 1.4 All these documents (Appendices A, B and E) were presented to Cabinet on 8th March and were agreed. The inclusion of a definition to explain the meaning of the “cap” on page 5 of the CIL Expenditure Framework now forms part of Appendix A. (Appendices C and D which are already approved in January 2016 and are included for reference purposes only.)
- 1.5 Options - there is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided to Cabinet's on 5th and 8th of February 2018 and discussed in full during the workshops with the Member advisory panel.
- 1.6 This report therefore seeks to obtain approval and final adoption of the detailed CIL Expenditure Framework (Appendix A) and the CIL Expenditure Framework Communications Strategy (Appendix B) and the timeline for implementation and Review (Appendix E) - (except for Appendices C and D which are already approved in January 2016 and are included for reference purposes only).

2. Recommendations

- 2.1 That the detailed CIL Expenditure Framework (including details of implementation and review) forming Appendices A and E to this report and the joint CIL Expenditure Framework Communications Strategy (Appendix B) be approved as recommended by Cabinet. (Appendices C and D comprise the CIL “Regulation 123 lists” and were approved in January 2016 and accompany the other documents for reference purposes only)
- 2.2 That the Joint Member Panel (alongside Overview and Scrutiny) inform the Review of the CIL Expenditure Framework within the timescales contained in the Appendix E to this report.

Reason for decision: Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL in April 2016. There is no prescribed way for Councils to decide upon the spend of money collected through CIL so the Council has to agree their own approach.

3. Financial Implications

- 3.1 The development of a detailed framework for CIL expenditure for consideration and adoption by both Councils is required as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations 2010 (as amended).
- 3.2 As such all Councils across the country where a CIL charging regime has been adopted and is being implemented have brought in their own schemes for how CIL monies are spent.
- 3.3 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Each Council is required to publish a list of infrastructure that they will put the CIL towards. These lists, known as the “Regulation 123 lists”, were adopted and published in January 2016. These documents (which are different for both Councils) constitute Appendix C and D to this report.
- 3.4 As such the development and adoption of a CIL expenditure framework is critical to the funding of infrastructure to support inclusive growth and sustainable development.

4. Legal Implications

- 4.1 Any detailed framework for CIL expenditure must be legally sound and robust and thereby not at risk of challenge. A legal representative from the Councils Shared Legal Service has attended each of the Joint Member workshop sessions and agreed the background documents to this report. This report has also been endorsed as being sound and legally compliant by the Councils Shared Legal Service prior to its consideration by both Cabinets and future adoption by both Councils.

- 4.2 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils but where there is a Neighbourhood Plan in place this figure rises to 25%. For those parishes where there is no Parish or Town Council in place the Council retains the monies and spends the CIL Neighbourhood funds through consultation with the Parish.
- 4.3 Since the implementation of CIL for both Councils on 11th April 2016 there have been three payments to Parish Councils, in October 2016, April 2017, and October 2017 (<http://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/cil-reporting/>)
- 4.4 Regulation 62 of the CIL Regulations 2010 (as amended) requires CIL charging authorities to publish monitoring statistics for collection allocations and expenditure of CIL monies by 31st of December for each year. The 2017 Monitoring Report for both Councils is published on our websites (see below).

<http://www.babergh.gov.uk/assets/CIL-and-S106-Documents/Babergh-District-Council-CIL-Monitoring-Report-2016-17.pdf>

5. Risk Management

- 5.1 This report most closely links with Strategic Risk no. 1d – Housing Delivery: If we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable.
- 5.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable.</p> <p>CURRENT RISK SCORE: 6</p>	Unlikely (2)	Bad (3)	<p>Adopted Community Infrastructure Levy (CIL), secure investment on infrastructure via the planning process (which includes S106). Creating the Infrastructure Delivery Plan as part of the Strategic Plan, Joint Local Plan with associated Infrastructure Strategy will ensure that infrastructure across both Councils is addressed, New Anglia LEP Economic Strategy, draft created.</p>

Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities.	Highly Unlikely (1)	Noticeable /Minor (2)	The Infrastructure Team produces the report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the Regulation 62 Monitoring report is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented
Failure to monitor expenditure such that CIL expenditure is not effective.	Unlikely (2)	Bad (3)	The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a yearly CIL Business plan (with a 6 month update) will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.
If too high a value is allocated into the Strategic 123 CIL Fund, there is a risk that there would be insufficient Local 123 CIL Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.	Unlikely (2)	Bad/ Serious (3)	The Infrastructure Team will continue to monitor all allocations of Regulation 123 CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure the level set remains appropriate.
If 25% Neighbourhood CIL is automatically allocated to any parish/town councils where there is no Neighbourhood Plan in place, there is a risk that there would be insufficient 123 CIL Funding to allocate to the Strategic 123 CIL Fund and also the risk that there would be insufficient Local 123 CIL Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.	Unlikely (2)	Bad/ Serious (3)	The Infrastructure Team will continue to monitor all allocations of Neighbourhood CIL and Regulation 123 CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.

6. Consultations

- 6.1 There is no requirement upon the Council to formally consult on a detailed scheme of CIL expenditure. However, some briefings and soundings have occurred throughout the design process with key Infrastructure providers (Suffolk County Council, Officers from BMSDC and Health representatives).
- 6.2 Discussions with some Parish Councils have also occurred during the design process where questions have arisen. In addition, Parish Council briefings have also taken place (19th and 22nd February).
- 6.3 Regular Parish events will continue to be held to familiarise all with the detailed expenditure framework and how we can continue to work together to provide infrastructure for the benefit of our communities.

Assurances (for collection of CIL monies)

- 6.4 In September 2016 Internal Audit issued a report in relation to CIL governance processes. The Audit Opinion was High Standard and no recommendations for improvement to systems and processes were made. Table 5 provides a definition of this opinion:

Table 5

	Operation of controls	Recommended action
High standard	Systems described offer all necessary controls. Audit tests showed controls examined operating very effectively and where appropriate, in line with best practice.	Further improvement may not be cost effective.
Effective	Systems described offer most necessary controls. Audit tests showed controls examined operating effectively, with some improvements required.	Implementation of recommendations will further improve systems in line with best practice.
Ineffective	Systems described do not offer necessary controls. Audit tests showed key controls examined were operating ineffectively, with a number of improvements required.	Remedial action is required immediately to implement the recommendations made.
Poor	Systems described are largely uncontrolled, with complete absence of important controls. Most controls examined operate ineffectively with a large number of non-compliances and key improvements required.	A total review is urgently required .

- 6.5 On 18th December 2017 Joint Overview and Scrutiny received a fact sheet on collection and current thinking on CIL expenditure and questions were answered in relation to it. Members of that Committee were advised of the route map towards getting a framework for CIL expenditure formally considered. Members were advised that this would be a key decision for both Councils and would need to go to Cabinet and then full Council.

- 6.6 It is likely that a further internal audit of CIL collection will occur in quarter three of 2018, commencing September onwards (Audit Workplan 2018).

Assurances (for expenditure of CIL monies)

- 6.7 It is expected that internal audit will audit CIL expenditure processes and expenditure once any scheme is developed and look at it further once implemented.

7. Equality Analysis

- 7.1 There are no equality and diversity implications arising directly from the content of this report.

8. Shared Service / Partnership Implications

- 8.1 The CIL Expenditure Framework is a joint framework albeit the monies for each Council are collected and allocated according to where the development is being carried out. Expenditure of Council CIL monies would also be spent in accordance with that Councils Regulation 123 list (which are slightly different for both Councils - see Appendices C and D).

9. Links to Joint Strategic Plan

- 9.1 The effective spending of CIL monies will contribute to all the three main priority areas that Councillors identified in the Joint Strategic Plan: Economy and Environment, Housing and Strong and Healthy Communities.

10. Key Information

- 10.1 Current thinking around a joint CIL expenditure framework was shared with Members through a Member Briefing on the 31st January 2018 which was based upon a report to both Cabinets on the 5th and 8th February 2018.

- 10.2 Both Cabinets agreed on 5th and 8th of February to appoint a Joint Member Panel (consisting of 6 Members – three from each Council) to shape and influence the detailed CIL Expenditure Framework. Members discussed and agreed matters relating to the following: -

- Key Principles of the CIL Expenditure Framework
- Processes for a CIL Expenditure Framework
- Assessment and Prioritisation Criteria for expenditure
- Governance of the CIL Expenditure Framework
- A CIL Expenditure Framework Communication Strategy
- Timetable for Implementation of the CIL Expenditure Framework and its Review.

Conclusions of key information

- 10.3 The outcomes from these joint Member Panel discussions have been added to the other agreed information from the Cabinet reports on 5th and 8th February (where relevant) to comprise the CIL Expenditure Framework (Appendix A).
- 10.4 The Timetable for the implementation of the CIL Expenditure Framework and Review constitutes Appendix E to this report and includes other key related information around the CIL expenditure cycle.
- 10.5 The Joint Member Panel have suggested that the Review of the CIL Expenditure Framework starts after the first Bid round has been completed in September 2018 and occurs at the same time as the second Bid round is happening such that the Review is completed by April 2019. (Appendix E refers)
- 10.6 In addition, the Joint Member Panel have indicated that the CIL Expenditure Framework should be the subject of scrutiny by Overview and Scrutiny after the first Bid round. Dates have been included for this in the forward workplan for Overview and Scrutiny on 18th and 22nd October 2018. (Appendix E) The Joint Member Panel have also indicated they wish to inform the Review going forward before its formal consideration. This matter forms the second recommendation to this report above. Governance arrangements agreed by the joint Member Panel are included in Appendix A and the delegation for making Delegated decisions for the Community Infrastructure Levy falls to Assistant Director Growth under the Constitution for both Councils - Part 2 – Schedule of Specific Delegation to Officers.
- 10.7 A CIL Expenditure Framework Communications Strategy has been devised by Members for consideration (Appendix B).

11. Appendices

Title	Location
A The CIL Expenditure Framework	Attached
B CIL Expenditure Framework Communications Strategy	Attached
C Regulation 123 List for Babergh District Council	Attached
D Regulation 123 List for Mid Suffolk District Council	Attached
E Timetable for the implementation of the CIL Expenditure Framework and Review	Attached

12. Background Documents

- 12.1 The Cabinet report and Appendices (BDC) dated 8th February 2018 is a background document to this report

<http://baberghmidsuffolk.moderngov.co.uk/documents/s8778/BCa1748.pdf>

- 12.2 The Cabinet report and Appendices (BDC) dated 5th March 2018 is a background document to this report

<http://baberghmidsuffolk.moderngov.co.uk/documents/s9155/MCa1751.pdf>

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The Community Infrastructure Levy Expenditure Framework

Babergh and Mid Suffolk District Councils

The Community Infrastructure Levy Expenditure Framework

1. Background

- 1.1 The development of a detailed framework for Community Infrastructure Levy (CIL) expenditure for consideration and adoption by both Councils is required as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations 2010 (as amended).
- 1.2 As such all Councils across the country where a CIL charging regime has been adopted and is being implemented have brought in their own schemes for how CIL monies are spent.
- 1.1 The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. Each Council is required to publish a list of infrastructure types that will be funded wholly or partially through CIL. These lists, known as the “Regulation 123 Lists”, were adopted by Babergh and Mid Suffolk and published in January 2016. These documents (which are slightly different for each Council) constitute appendices to this document and should be read in conjunction with it.
- 1.3 This CIL Expenditure Framework was agreed by Cabinet of both Councils (5th and 8th March 2018) and adopted by both Full Councils (24th and 26th April 2018) and constitutes the Community Infrastructure Levy Expenditure Framework for both Councils.
- 1.6 This document should also be read in conjunction with Babergh and Mid Suffolk’s CIL Expenditure Framework Communications Strategy which was also agreed by Cabinet of both Councils (on 5th March and 8th March 2018) and adopted by full Council of both Councils (on 24th and 26th April 2018).
- 1.7 This CIL Expenditure Framework will be kept under periodic review.
- 1.8 This document sets out the key elements and information relating to the CIL Expenditure Framework in a clear and concise format under the following headings: -
 - Key principles of the CIL Expenditure Framework
 - Processes of the CIL Expenditure Framework
 - Validation and screening of bids and prioritisation criteria of bids under the CIL Expenditure Framework (to allow bids to be considered and determined)
 - Governance of the CIL Expenditure Framework

2. Key principles of the CIL Expenditure Framework

2.1 These are: -

- The process should encourage openness and transparency of decision taking;
- CIL data must be 100% accurate and software database must have integrity and be “trusted”;
- Decisions must be compliant with the CIL Regulations 2010 (as amended) and expenditure must follow the CIL Regulation 123 Lists for each Council;
- The expenditure approach must be legally sound;
- Deliverability and Timeliness – a “can do” approach towards delivery of infrastructure to be employed;
- CIL expenditure should support The Joint Strategic Plan and The Joint Local Plan objectives and the Infrastructure Delivery Plan (which will underpin the Joint Local Plan) and link to other Council strategies including the Infrastructure Strategy;
- The apportionment of CIL Regulation 123 monies into two separate funds, Local Infrastructure, and Strategic Infrastructure Funds, would allow saving of monies towards strategic infrastructure projects for the betterment of either or both Districts and facilitate the prospect of collaborative spend with other funding organisations and or funding streams to achieve strategic infrastructure. The amount to be saved into the Strategic Infrastructure Fund would occur after the 5% administrative costs are removed and then the Neighbourhood portion of monies is taken out (either 15% for Parishes with no made Neighbourhood Plan or 25% where a Neighbourhood Plan is made). Following this 20% of the remaining CIL Regulation 123 monies would be saved into the Strategic Infrastructure Fund leaving the remaining 80% to go into the Local Infrastructure Fund
- Planning decisions to approve housing/employment development which carry Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission and considered by Planning Committee) shall be supported and considered a priority so that the approved development which is ultimately carried out is sustainable.
- Publication of all expenditure, the CIL Business Plan and the CIL Expenditure Update document on the website, meaning information is readily accessible and transparent. A list of all Bids for CIL monies from either the Strategic Infrastructure Fund or from the Local Infrastructure fund will be published after each Bid round;
- CIL expenditure to be regularly audited, including The CIL Expenditure Framework Review;

- A Communications Strategy for the CIL Expenditure Framework is necessary and constitutes an appendix to this document;
- Infrastructure projects that are funded by each Council's CIL Regulation 123 funds (whether Strategic or Local) shall be carried out on publicly owned or controlled land/buildings or where public access is guaranteed unless exceptional circumstances apply;
- Spending outside each Councils geographical boundaries is acceptable where appropriate to the circumstances of the infrastructure to be provided and where there is clear benefit to the residents;
- No Member referral of cases to Cabinet for decision taking;
- Costs which will not be eligible for CIL expenditure are as follows;
 - Feasibility studies for infrastructure projects
 - Maintenance costs of infrastructure projects (except for that listed in the CIL Regulation 123 lists)
 - Interests on loans for projects
- No public speaking at Cabinet where decisions are either to be noted or made, and;
- Where offers of CIL Regulation 123 funds are made to authors of Bids the monies will be allocated to the infrastructure project for a period of no longer than 2 years whereupon the support for the Bid would be withdrawn and it would be necessary to reapply through the Bid process to secure CIL Regulation 123 funds to that project.

3. Processes of the CIL Expenditure Framework

3.1 The CIL Expenditure Framework will operate with the following approach:

- Use of the Councils' existing software
- The process is centred upon a bidding round with consideration on a bi-annual basis, with email submission of bids by Infrastructure Providers (including officers of Babergh and Mid Suffolk where appropriate) and all Parishes including Community Groups.
- The bi annual bid round cycle will be as follows:

Bid Round 1		
	May	Open 1 st – 28 th May

	June/July	Bids validated screened and assessed against prioritisation criteria
	August	Information collated for production of CIL Business Plan ready for presentation to Cabinet
	September	Consideration of CIL Business Plan by Cabinet. Letters issued confirming outcome of bids to applicants
Bid Round 2		
	October	Open 1 st – 28 th October
	November /December	Bids validated screened and assessed against prioritisation criteria
	January	Information collated for production of CIL Business Plan ready for presentation to Cabinet
	February	Consideration of CIL Business Plan Update by Cabinet. Letters issued confirming outcome of bids to applicants

- Full documentation of the process for lodging, consideration, and determination of the bids with supporting guidance documents for bid submission, bid application forms and prioritisation criteria to be used for assessment of the bids will be made available on the Councils' websites.
- The timetable for the bi yearly bid process will be clearly documented on the Councils' websites together with the inclusion of a flow chart and appropriate early notification of bid submission timescales (to facilitate bid submission) to all Infrastructure Providers (including officers of Babergh and Mid Suffolk where appropriate) and all Parish/Town Councils. Bids from Community Groups may also be received.
- **Distribution of CIL income** - The Councils will retain up to 5% of the CIL income received within each District (for administrative costs). This will be apportioned at the same time as the Neighbourhood CIL allocation to Parishes. The Neighbourhood CIL allocation to Parish/Town councils (either 15% or 25% subject to a cap*) occurs in April and October each year. On the same 6 monthly basis, the CIL Regulation 123 funds will be saved into two funding streams with the following apportionment and definitions:
 - **Strategic Infrastructure fund – 20 % of the CIL Regulation 123 fund will be held in this account**
 - **Local Infrastructure fund – 80% of the CIL Regulation 123 fund will be held in this account**

* 25% of Neighbourhood CIL is paid where permissions are granted on or after the Neighbourhood Plan is made. 15% Neighbourhood CIL is paid where a Neighbourhood Plan is not made. There is a financial cap which relates to the total amount of the 15% Neighbourhood CIL receipts passed to a parish council. Any payment must not exceed an amount equal to £100 per council tax dwelling in that parish in each financial year. This financial cap does not apply in Parishes where a Neighbourhood Plan is made.

- **Definitions of Strategic and Local Infrastructure:**
 - **One or more of these elements constitute Strategic infrastructure:**
 - is of strategic economic or social importance to the local Authority Areas or region in which it would be located;
 - would contribute substantially to the fulfilment of any of the objectives of the Joint Strategic Plan, Joint Local Plan, Infrastructure Delivery Plan, The Joint BMSDC Economic 'Open for Business' Strategy, the Suffolk Framework for Growth, the Government's Industrial Strategy or Local Enterprise Partnership (LEP) New Economic Strategy for Norfolk and Suffolk objectives or in any regional spatial and economic strategy in respect of the area or areas in which the development would be located;
 - would have a significant effect on the area of more than one planning authority;
 - requires authorisation at Cabinet level
 - will routinely be the subject of collaborative spend
 - Illustrated Examples include: strategic flood defence; hospitals and new rail infrastructure
 - **One or more of these elements constitute Local infrastructure:**
 - Local infrastructure is infrastructure types detailed on the Regulation 123 List which has been identified as being required to support granted planning permissions in order to make the development sustainable in planning terms – (this is allocated CIL 123 spend);
 - Local infrastructure relates to infrastructure projects which are meeting need at a local level, can easily be identified as compliant with the Regulation 123 List infrastructure types and which support the expansion, improvement, provision of local services for the people living or visiting within the local area
 - Illustrated examples include: extensions to early years, primary, secondary, or further education; bus stops and Real Time Passenger Information notice boards (RTPI); expansion of libraries or enhancement of the mobile library service; expansion to GP practices (where approved by NHS England); provision of leisure and community facilities, such as extensions to community buildings and leisure centres, provision of play equipment and areas, sports facilities and open space; and waste recycling facilities.

- The apportionment of CIL Regulation 123 monies into two pots, Local Infrastructure and Strategic Infrastructure Funds, would allow saving of monies towards strategic infrastructure projects for the betterment of either or both Districts and facilitate the prospect of collaborative spend with other funding organisations and or funding streams to achieve strategic infrastructure. The division of monies between the two funds will occur in April and October each year.
- Current 6 monthly allocations to Parish/Town Councils (which occur in April and October) continue, and where CIL is received use a proactive approach to encourage collaborative spend using Parish Infrastructure Investment Plans document and approach (PIIPs) The Parishes apportionment of CIL monies will remain at 15% (where there is no Neighbourhood Plan) and 25% where a Neighbourhood Plan is made for two reasons;
 - to safeguard the ability to secure strategic infrastructure and make the 20% saving from the CIL 123 funds into the Strategic Infrastructure Fund
 - to ensure that the CIL infrastructure requirements on the growth projects are met such that development is therefore sustainable
- Collaborative approach towards expenditure working with Infrastructure Providers and Parishes to get projects delivered and to “add value” is important and supported
- Explore and secure funding from other funding streams (LEP and Government funding) to spend alongside CIL where appropriate, especially in connection with strategic infrastructure projects. Proactive work will be needed to identify and secure strategic infrastructure projects for both Districts.
- Proactive work will also need to occur around CIL infrastructure such that the Infrastructure to be provided by CIL from the Local Infrastructure Fund (together with the s106 items) are known (and can be understood in terms of viability and the level of affordable housing to be provided). This work will provide clarity around Bids which are likely to come forward for growth projects in the future.
- Funding bids must provide adequate evidence/information to provide necessary certainty on timely delivery – “oven ready” schemes will be given priority
- The production and publication of an annual CIL Business Plan (with an Update document during the second 6 months)
- CIL monies can be spent flexibly alongside s106 monies but expenditure of s106 monies must be in accordance with the terms of the s106 agreement
- Tiered approach to decision-taking involving some officer delegation and larger decisions by Cabinet

- All decisions to be final.
- No appeals process
- No Member referrals
- Only one Bid per project per bidding round
- After a refusal – no more Bids for this project unless funding circumstances are materially different – or a time period passes of not less than 1 year.
- Where Bids to be submitted, evidence of Community support shall be required (From Division County Councillor Ward District Member and Parish Council)
- Once Bids are validated and screened (see below) Officers will direct any appropriate Bids towards other funding streams where this is considered to be more appropriate (each Councils unspent s106 monies – where the terms of the Legal Obligation would allow that spend to occur)
- Yearly Report on collections and expenditure required by Regulation 62 of the CIL Regulations 2010 (as amended) in addition to the yearly CIL Business Plan and 6 monthly up date
- Payment of successful bids to be in accordance with guidance to be published on the Councils' websites.

4. Validation and Screening of Bids and Prioritisation Criteria of Bids under the CIL Expenditure Framework (to allow Bids to be considered and determined)

4.1 Each Bid will be validated, screened, and prioritised as follows: -

4.2 **Validation criteria** is as follows: -

- All the questions the Bid application form must be fully completed (where information known)
- Valid Bids on Bid Submission template to new email address including the following:
 - Description of infrastructure, location, purpose?
 - Need /Justification?
 - Costs and funding streams for provision?
 - Quotations for works
 - How much financial support is sought from BMSDC and for what?

- Collaborative spend – yes/no and if yes give details?
- Who is leading on delivery?
- Delivery proposal and timescales?
- Will the Infrastructure be provided on Public or Private land? – has the Bidder obtained all the necessary permissions to implement the infrastructure?
- If the infrastructure needs planning permission - has this been sought and obtained?
- has any State Aid already been received or offered from other government sources?
- Consideration of future funding/maintenance once project is complete

4.3 **Screening process** is as follows: -

- Must follow the CIL Regulation 123 Lists for each Council where infrastructure to be provided
- Could this infrastructure bid be provided using other funding streams that the Councils have available? (e.g. s106? – if so can it be delivered using this without reliance on CIL funds)
- Any incomplete bids will be considered, and effort will be made to get the bid fully complete and capable of then being assessed against the priority criteria.
- Where appropriate, information will be checked or sought to verify the information within the bid
- Where there are CIL “asks” under Development Management decisions on major projects using delegated powers, these will be given automatic priority

4.4 **Prioritisation criteria** is as follows: -

- Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable
- Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into
- It represents key infrastructure (essential)
- Value for money
- Clear community benefits
- Community support
- Deliverability (“oven ready” schemes)
- Affordability (from CIL Funds)

- Timeliness
- By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)
- Supports housing and employment growth
- Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured
- Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise
- Does the provision of this infrastructure address a current inadequacy in infrastructure terms?
- By releasing funds, it would allow infrastructure to be realised such that our funds are like the last piece of the jigsaw puzzle
- Will the infrastructure be capable of being used by the wider community
- By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth

5. Governance of the CIL Expenditure Framework

5.1 All decisions once validated screened and assessed and considered against the priority criteria will be collated and presented to Cabinet in the yearly CIL Business Plan which will be updated in the second 6 months of that year.

5.2 There will be tiered approach to decision taking in respect of bids submitted for Strategic Infrastructure Funds or Local Infrastructure Funds as follows: -

- **Delegated Decisions (to Assistant Director – Growth)**

- a) Decisions to approve Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission and considered by Planning Committee) in order that development which is ultimately carried out is sustainable. (Cabinet to note these decisions because of the likely amount of expenditure involved – over £150K)
- b) Decisions to approve infrastructure projects the subject of bids where the amount of monies sought from the Local Infrastructure Fund is £10,000 or less
- c) Decisions to refuse infrastructure projects the subject of bids where the amount of monies sought from the Local Infrastructure Fund is £10,000 or less
- d) Decisions to carry forward Infrastructure projects the subject of bids to the next Bid Round where the amount of monies sought from the Local Infrastructure Fund is £10,000 or less

- e) Any decision which Officers consider may be of such significance or of a controversial nature such that Cabinet should take the decision in respect of the bid

Cabinet decisions

- a) Decisions to approve or refuse all Strategic Infrastructure Fund bids
- b) All other decisions to approve or refuse all other Local Infrastructure Fund bids which are not covered by the delegated decision taking outlined above under the delegated decisions listed above
- c) Noting of all decisions on bids where delegated decisions are taken.

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The Community Infrastructure Levy Expenditure Framework **Communications Strategy**

Babergh and Mid Suffolk
District Councils

The Babergh and Mid Suffolk Community Infrastructure Levy (CIL) Expenditure Framework Communications Strategy

1.0 Background

- 1.1 Following the decision by Babergh and Mid Suffolk Councils to implement Community Infrastructure Levy charging, both Councils have been charging for CIL liable development since 11th April 2016. A scheme for CIL expenditure has been devised and sits alongside this Communications Strategy

CIL collection

- 1.2 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils but where there is a Neighbourhood Plan in place this figure rises to 25%
- 1.3 Regulation 62 of the CIL Regulations 2010 (as amended) requires CIL charging authorities to publish monitoring statistics for collection, allocation and expenditure of CIL monies by the 31st of December for each year (on the website for both Councils).

CIL Expenditure

- 1.4 The development of a detailed framework for CIL expenditure for consideration and adoption by both Councils has been devised as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations 2010 (as amended).
- 1.5 As such all Councils across the country where a CIL charging regime has been adopted and is being implemented have established their own schemes for how CIL monies are spent.
- 1.6 The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. Each Council is required to publish a list of infrastructures that will be all or partially funded through CIL. These lists, known as the "Regulation 123 Lists", were adopted by Babergh and Mid Suffolk and published in January 2016.
- 1.7 The CIL Expenditure Framework which sits alongside this Communications Strategy is critical to the funding of infrastructure to support inclusive growth and sustainable development.
- 1.8 The CIL Expenditure Framework for both Babergh and Mid Suffolk was considered by the Cabinets of both Councils on and adopted by both Full Councils on The implementation of the agreed CIL Expenditure Framework is scheduled to commence on..... As this expenditure for the provision of infrastructure affects both Districts communities, it is considered necessary to have a Communications Strategy to sit alongside the CIL expenditure Framework.

- 1.9 The CIL expenditures process will involve Bids being submitted for CIL Regulation 123 monies (from Infrastructure Providers including Officers of Babergh and Mid Suffolk where appropriate) and Parish Councils (including Community Groups) on a bi yearly basis.
- 1.10 Whilst some Bids will be determined on a delegated basis, some Bids will be determined by the Cabinet of the District Council where the Bid falls geographically.
- 1.11 Some of the information (including financial information) around the Bids when submitted may be commercially sensitive. However, it is intended that basic information concerning the infrastructure to be provided by the Bid will be capable of being placed on the Council's website together with outcomes both when the Bids are determined and when the infrastructure project has been completed. This information will be placed in both Councils yearly CIL Business plan (updated after the first 6 months of that year)
- 1.12 The key messages of this Communications Strategy reflect this position and strike a balance between openness and transparency and the need to safeguard any commercial sensitivity that may apply.

2.0 Aims of the Strategy

2.1 These are: -

- To identify the key messages and ensure these remain consistent throughout all communications which this Strategy covers.
- Establish the key stakeholders and determine the communication channels and tools needed to convey the key message.
- Set out the framework for communication in terms of where and when and how to deliver key messages.
- Identify opportunities for proactive communication and address circumstances when communication is necessary to address any CIL collection and expenditure issues.
- Identify any potential risks and put in place communication countermeasures to mitigate against these.

3.0 Key Messages and the Framework for Communication

General

- 3.1 These will relate to CIL expenditure (including CIL collection – see Background above). They will involve the process and any specific cases where Bids are made together with the outcome following decision taking.

- 3.2 Key messages will also include details of the completion of any infrastructure projects which are the outcome of successful Bids (for Strategic or Local infrastructure expenditure) where CIL monies are spent including infrastructure projects which are the subject of a collaborative spend (see CIL Expenditure Framework)
- 3.3 There will be regular briefings and workshops undertaken throughout each year in the following way for the following key organisations and people: -
- Twice yearly briefings on CIL collection and expenditure including updates on process and detailed CIL expenditure for all District Members
 - Twice yearly briefings on CIL collection and expenditure including updates on process and detailed CIL expenditure for all Parish and Town Councils within the two Districts (by holding Parish Briefings or Workshops in locations within both districts (which will change each year)
 - Yearly event for all Infrastructure providers (to be held on a Suffolk-wide basis if other authorities are willing and timescales allow). Otherwise Babergh and Mid Suffolk will engage once a year (on an event basis) and hold regular meetings with infrastructure providers as required throughout the remainder of the year.

Regular Communication - Frequency and type

- 3.4 Regulation 62 of the CIL Regulations 2010 (as amended) requires CIL charging authorities to publish monitoring statistics for collection, allocation and expenditure of CIL monies by the 31st of December for each year - this will be published on both Councils website).
- 3.5 Details of and payment of Neighbourhood CIL monies from both Councils CIL income to both Councils Parish Councils /Town Councils (see paragraph 1.2 above) will be undertaken twice yearly (April and October). For those Parishes where there is no Parish or Town Council in place both Councils retain the monies and spend it through consultation with the Parish. All Parishes (via the Clerks), all Ward and District Members will be advised twice yearly of the allocation of these monies via email with the relevant CIL allocation reports published on our Web site each April and October. All Babergh and Mid Suffolk staff will be notified either by email or through internal newsletter.
- 3.6 Details of the Councils' CIL Expenditure Framework, (including details of the yearly cycle of Bid submission, consideration) supporting Guidance Documents, Bid Application forms and prioritisation criteria (which will be applied to Bids) will be available on the Councils' web site in order to facilitate Bid submission. Clear information of the process including a flow chart will also be provided on both Councils' web site.

- 3.7 Email communication will be sent to all Infrastructure Providers (including officers of Babergh and Mid Suffolk) and all Parish and Town Councils who are also infrastructure providers to advise of the Bid process being open for the submission of Bids twice yearly. This will also be communicated through the Councils web sites and email notification to potential Bidders together with a general media release to encourage Bid submission.
- 3.8 Following validation of submitted Bids, the Ward Member(s), Division County Councillor for that Ward and the Parish Council (via the Clerk) shall be advised of the receipt of the validated Bid via email and be given 21 days to comment upon the submitted Bid.
- 3.9 A list of all validated Bids received will be placed on each Councils web site at the time that local consultation takes place containing basic information only to safeguard any commercial sensitivity.
- 3.10 For the duration of the Bid when it is validated, during consultation and under consideration until decision taking there will be no comment on individual Bids or comments made following consultation except for affected Infrastructure Providers, the District and County Councilor for the Ward affected and the affected Parish or Community Group or the author of the Bid. (This will allow resources to be directed towards consideration of and determination of the Bids). No proactive press statements will be made during this time.
- 3.11 After the decisions have been made on the Bids whether delegated or by Cabinet all authors of the Bids, all Parishes, all Members and County Division Councilors affected by the Bids will be advised by email of the decision of the Bids (whether approved or not and/or whether held in abeyance and carried forward to the next Bid round for a particular reason).
- 3.12 All authors of successful Bids will receive an offer letter and an acceptance form which would need to be signed and returned and which would make the terms of the Bid decision clear. The web site will be duly updated with the decisions on the Bid and appropriate press/media coverage will be undertaken involving joined up communication for all organisations where collaborative spend is involved. **When all press releases are devised – paragraphs 7.3 and 7.4 will be taken into account and the Communication will reflect the inclusion of District Ward Members and other key organisations particularly in the case of the latter where collaborative spend is involved.**
- 3.13 A yearly CIL Business Plan will be presented to both Councils Cabinet and approved within 6 months of the Bid round being opened. It will be formally updated during the following 6 months (through presentation of the updated document to both Councils Cabinets). The CIL Business Plan will contain details of CIL collection, details of all Bids approved or otherwise, any carried forward for particular reasons, any allocated spend

whether collaborative or not with details of delivery (of the infrastructure project) and timescales and any details of delegated decision or cabinet decisions for infrastructure. Our key audience will be advised by email and the CIL Business Plan and updated CIL Business Plan will be made available on both Councils web sites.

4.0 Key Audience

4.1 These are: -

- Infrastructure Providers (including Officers of Babergh and Mid Suffolk)
- All District Members
- County Council Member (of the Ward affected by any Bids)
- All Parish Councils
- Community Groups where Bids are made
- Local Residents in both Districts
- Leaders and Cabinet Members of both Babergh and Mid Suffolk
- Joint Chief Executive
- All Staff (including all Strategic Directors, Assistant Directors, Corporate Managers and Professional Leads)
- Media

5.0 Communication Channels

5.1 These are: -

- District Councils websites
- Emails to our Key Audience
- Town and Parish Council Meetings
- Leader and Portfolio Holder briefings
- District Council Member Briefings

- Parish and Town Council briefings and workshops
- Media releases
- Social media (Facebook, Twitter)
- Town and Parish Council newsletter
- Working Together, Connect.

6.0 Communication Tools

- 6.1 Many of our audience already receive a number of communications from us across a range of subjects and projects. To help ensure our communication on CIL is easily recognisable and read, it will be necessary to clearly identify the purpose of the communication at the top of the key message.
- 6.2 Templates for emails, and updates will also be developed to ensure clarity of message. Our website will identify through a flow chart about how the process will work and when Bid submission and decision taking will occur.
- 6.3 Social media will also be a key channel for communicating with our audiences and to help ensure these messages are recognised is intended to use the CIL expenditure and CIL collection hashtag for each Twitter and Facebook update where appropriate.

7.0 Spokespeople

- 7.1 For CIL collection information will be communicated through the Councils website and this will be regularly updated subject to the other requirements in this document.

For Strategic Infrastructure Expenditure – which has considerable impact on each District suggest the following: -

- Cabinet Member for Planning BDC
- Cabinet Member for Planning MSDC

For Local Infrastructure Expenditure which has less significant impact on the District suggest the following: -

- Cabinet Member for Planning BDC
- Cabinet Member for Planning MSDC

- 7.2 **With every decision on submitted Bids or where Infrastructure projects are delivered the District Ward Member for the Community where the Infrastructure is to be provided must be included in the Key message.**
- 7.4 **Where proactive or reactive Key messages are delivered these must be managed so that where the Bids involve collaborative spend the different organisations working in collaboration must be part of the Key message and the key message is effective and joined up (including the District Ward Member)**
- 8.0 **Risks**
- 8.1 The successful delivery of Infrastructure projects across both District Councils are important for a number of reasons. Not only are these projects aligned with a range of our key strategic priorities but the infrastructure that is provided will mitigate any harm from new development and make that development sustainable. In addition, some infrastructure projects may address current infrastructure inadequacy or deliver a Parish or community infrastructure initiative. As such they will be the focus of a great deal of interest from our key audience and may generate media interest and engagement on a wider level
- 8.2 All this audience is invested in the outcome of these projects for a variety of reasons. (financial, social and economic). This will bring these projects under very close scrutiny and we need to acknowledge that failure to effectively communicate with our audience could have a significant impact on its success and the reputation of both Councils.
- 8.3 It is also important to recognise that communication needs to be accurate and clear and both Councils will take appropriate measures to correct any factual inaccuracies should they occur.

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COMMUNITY INFRASTRUCTURE LEVY BABERGH DISTRICT COUNCIL



Regulation 123 Infrastructure list January 2016

Regulation 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended) places limitations on the Council's ability to use planning obligations to fund the provision of infrastructure across the district.

As a charging authority, **Babergh District Council** is required by Regulation 123(2) to publish a list of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by CIL. The order of infrastructure items within the list do not imply or signify any order of preference or priority for CIL funding.

The CIL Regulation 123 List will be expected to be subject to review once a year, as part of the ongoing and continuous monitoring of CIL collection and spend.

Where site-specific exclusions are identified, they will be subject to statutory tests set out under Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended), which stipulates:

"A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is:

- a) Necessary to make the development acceptable in planning terms*
- b) Directly related to the development; and*
- c) Fairly and reasonably related in scale and kind to the development."*

Infrastructure across the district that may be wholly or partly funded by Community Infrastructure Levy funds, except for the listed strategic sites
Provision of passenger transport
Provision of library facilities
Provision of additional pre-school places at existing establishments
Provision of primary school places at existing schools
Provision of secondary, sixth form and further education places
Provision of health facilities
Provision of leisure and community facilities
Provision of 'off site' open space
Strategic green infrastructure (excluding suitable alternative natural greenspace)
Maintenance of new and existing open space and strategic green infrastructure
Strategic flooding
Provision of waste infrastructure

It is expected that the proposed development of the strategic sites at Chilton Woods, Sudbury/Gt. Cornard; strategic broad location for growth - East of Sudbury / Gt Cornard; Lady Lane, Hadleigh; Babergh Ipswich Fringe; Brantham Regeneration Area will provide all the necessary infrastructure for each site through planning obligations (and not Community Infrastructure Levy) relating specifically to those developments.

CIL funding will not be spent on specific planning obligations required with the following strategic sites:

- Chilton Woods, Sudbury
- Strategic broad location for growth - East of Sudbury / Gt Cornard
- Lady Lane, Hadleigh
- Babergh Ipswich Fringe
- Brantham Regeneration Area

Babergh District Council as Charging Authority is required to pass a set percentage (15% or 25%) of CIL funds generated onto local communities in line with the Regulations. The money passed onto local communities can be spent on a wider remit than detailed on the Regulation 123 List but must be used to support the development of the area.

COMMUNITY INFRASTRUCTURE LEVY MID SUFFOLK DISTRICT COUNCIL



Regulation 123 Infrastructure list January 2016

Regulation 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended) places limitations on the Council's ability to use planning obligations to fund the provision of infrastructure across the district.

As a charging authority, **Mid Suffolk District Council** is required by Regulation 123(2) to publish a list of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by CIL. The order of infrastructure items within the list do not imply or signify any order of preference or priority for CIL funding.

The CIL Regulation 123 List will be subject to review at least once a year, as part of the ongoing and continuous monitoring of CIL collection and spend.

Where site-specific exclusions are identified, they will be subject to statutory tests set out under Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended), which stipulates:

"A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is:

- a) Necessary to make the development acceptable in planning terms*
- b) Directly related to the development; and*
- c) Fairly and reasonably related in scale and kind to the development."*

Infrastructure across the district that may be wholly or partly funded by Community Infrastructure Levy funds, except for the listed strategic sites
Public transport improvements
Provision of library facilities
Provision of additional pre-school places at existing establishments
Provision of primary school places at existing schools
Provision of secondary, sixth form and further education places
Provision of health facilities
Provision of leisure and community facilities
Provision of 'off site' open space
Strategic green infrastructure (excluding suitable alternative natural greenspace)
Maintenance of new and existing open space and strategic green infrastructure
Strategic flooding
Provision of waste infrastructure

It is expected that the proposed development of the strategic sites at Chilton Leys, Stowmarket; Ashes Farm, Stowmarket; Farriers Road, Stowmarket; Union Road, Stowmarket; Lake Park, Needham Market and Eye Airfield will provide all the necessary infrastructure for each site through planning obligations (and not Community Infrastructure Levy) relating specifically to those developments.

CIL funding will not be spent on specific planning obligations required with the following strategic sites:

- Chilton Leys, Stowmarket
- Ashes Farm, Stowmarket
- Farriers Road, Stowmarket
- Union Road, Stowmarket
- Lake Park, Needham Market
- Eye Airfield

Mid Suffolk District Council as Charging Authority is required to pass a set percentage (15% or 25%) of CIL funds generated onto local communities in line with the Regulations. The money passed onto local communities can be spent on a wider range of things than detailed on the Regulation 123 List but must be used to support the development of the area.

Timetable for Implementation of CIL Expenditure Framework and Review

- Sign off of by CIL Expenditure Framework and Communication Strategy by Cabinet – 5th and 8th March
- Members Briefing 14th March at 5.30pm - (update on the work of the Joint Member Panel and the CIL expenditure scheme and the Communications Strategy)
- Full Council sign off of the CIL Expenditure Framework and Communication Strategy on the 24th and 26th April
- Launch Bid round - start 27th April (prepare documents guidance etc Feb to April)
- Bid round opens 1st May -31st May
- Consultation on the Bids starts June
- Validation and Screening of all Bids and prioritisation of Bids – June and July
- Prepare report to Cabinet where decisions need to be made together with the CIL Business plan – June and July
- Meeting of the Joint Member Panel – in July 10th July or the 17th July date to be confirmed at 5pm – progress meeting and scope of any Review
- Member Briefing in July - possible date 25th July at 5.30pm
- Next round of Parish Briefings July onwards?
- Preparation for presentation of decisions and CIL Business Plan in August for September Cabinet
- CIL Business Plan and decisions on first Bid round where decisions are to be made by Cabinet on the 10th September and 13th September
- Review scoping and start - Meeting of the Joint Member Panel Review 18th or 20th September at 5pm
- Review by Overview and Scrutiny – 18th and 22nd October
- Second Bid round – starts 1st October -30th October
- Parish Pay outs to Parishes by 28th October together with apportionment of 5% for Admin and 20% saving in the Strategic Infrastructure Fund with the remainder of the monies going into the Local Infrastructure Fund
- Validation and Screening of all Bids and prioritisation of Bids – November and December 2018
- Regulation 62 report to Cabinet to note about CIL collection and expenditure (5th and 8th November or 10th and 13th December
- Prepare Update report to Cabinet where decisions need to be made relating to the CIL Business plan – November and December
- Preparation for presentation of decisions and CIL Business Plan in January 2019 for February 2019 for Cabinet for 4th and 7th February or March 4th or 7th March 2019
- Review of CIL expenditure framework completed in April 2019 (with scope timetable to be established for Review between September 2018 and April 2019)
- Parish Pay outs to Parishes by 28th October together with apportionment of 5% for Admin and 20% saving in the Strategic Infrastructure Fund with the remainder of the monies going into the Local Infrastructure Fund
- Launch Bid round 3 - end of April
- Bid round starts on the 1st May-31st May

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Agenda Item 10

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Cabinet Member for Planning	Report Number: BC/17/34
To: Babergh Council Mid Suffolk Council	Date of meetings: 24 April 2018 26 April 2018

STATEMENT OF COMMUNITY INVOLVEMENT REVIEW

1. Purpose of Report

- 1.1 To present Members with the draft update to the Councils' Statement of Community Involvement (SCI).
- 1.2 To secure agreement to undertake consultation on the draft update to the Statement of Community Involvement for a period of four weeks.

2. Recommendations

- 2.1 That Council note the draft update to the Babergh and Mid Suffolk Statement of Community Involvement: Planning Issues, which updates the March 2014 adopted version.
- 2.2 That Council agree to public consultation for four weeks during May and June on the Babergh and Mid Suffolk Statement of Community Involvement: Planning Issues (Draft Update, April 2018)
- 2.3 That the Corporate Manager – Spatial Planning Policy be authorised to make minor technical and formatting amendments to the Babergh and Mid Suffolk Statement of Community Involvement: Planning Issues (Draft Update, April 2018) prior to consultation.

3. Financial Implications

- 3.1 Financial implications of consultation were an integral consideration through the production of the 2014 SCI. Opportunities were identified to make cost savings through such means as increased use of electronic communications. The proposed update to the SCI does not alter this approach and therefore does not in itself result in additional expenditure.
- 3.2 Provision of advice and assistance to support those producing neighbourhood plans is an expanding area of work. The proposed amendments to the SCI in relation to neighbourhood planning reflect the Councils' current approach to the provision of support and assistance which is largely officer time and is funded through the Councils' Strategic Planning budget. The Councils receive £20,000 from the Ministry of Housing, Communities and Local Government for each neighbourhood plan once a referendum date has been set following a successful examination. In relation to a modified neighbourhood plan, the Councils are able to claim £10,000 once a referendum date has been set following a successful examination.

The amendments to the SCI refer to the broad ways in which the Councils will offer support and as such do not in themselves represent a financial commitment over and above current working practices.

- 3.3 The costs of updating the SCI, including consultation, can be met through the Strategic Planning budget.

4. Legal Implications

- 4.1 The Councils are required to produce an SCI under Section 18 of the Planning and Compulsory Act 2004. The Neighbourhood Planning Act 2017 has introduced new duties in relation to the content of SCIs. The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 has introduced a requirement to review SCIs every five years. As detailed within this report, the update to the Babergh and Mid Suffolk SCI will ensure that these new legislative requirements are met.

5. Risk Management

- 5.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 3b 'If we do not effectively engage our communities about their future needs, then we will not be able to help them become more sustainable'. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the SCI is not updated, there is a risk that the Councils will not meet their statutory duties in relation to the SCI and that communities / stakeholders will not have an up to date statement of how the Council will engage on planning matters.	2 – Unlikely	2 – Noticeable (should the Councils' consultation practices not reflect the SCI).	Members to agree to consultation on the SCI Draft Update (April 2018)

6. Consultations

- 6.1 Consultation has been undertaken internally with officers from Development Management, Communities and Communications. As the review is an update to the existing SCI, the purpose of this consultation was to ensure that the amendments are consistent with the Councils' current or emerging practices and strategies.
- 6.2 In respect of neighbourhood planning, a Task and Finish Group was set up to look at Neighbourhood Plan support by the Councils and the outcomes were reported to the Joint Scrutiny Committee on 19th April 2017. These have been incorporated into the support provided by the Councils to the preparation of neighbourhood plans, which are detailed in the draft update to the SCI.

- 6.3 There are no statutory requirements for public consultation as part of the preparation of an SCI however it is acknowledged to be good practice, and the Councils wish to listen to the views of the community in preparing this document. Public consultation was undertaken as part of the production of the adopted 2014 SCI. It is proposed that public consultation is undertaken in respect of the proposed update and that this will take place during May and June 2018 for a period of four weeks.

7. Equality Analysis

- 7.1 An Equality Analysis was undertaken in relation to the production of the 2014 SCI, and can be viewed at <http://www.babergh.gov.uk/assets/Strategic-Planning/Statement-of-Community-Involvement/EqualityScreeningSCI2014.pdf> and <http://www.midsuffolk.gov.uk/assets/Strategic-Planning/Statement-of-Community-Involvement/EqualityScreeningSCI2014.pdf>. A Screening Exercise has been undertaken in relation to the update of the SCI.

8. Shared Service / Partnership Implications

- 8.1 Implications for shared service / partnership arrangements were considered through the production of the 2014 SCI. The proposed updates to the SCI do not have any further implications in relation to shared service or partnership arrangements.

9. Links to Joint Strategic Plan

- 9.1 The update to the SCI is consistent with the Councils' priority area of 'Strong and healthy communities' and the strategic outcome of 'Community capacity building and engagement – All communities are thriving, growing, healthy, active and self-sufficient', through providing an up-to-date basis on which consultation on planning matters can take place.

10. Background

- 10.1 Local planning authorities are required to produce a Statement of Community Involvement (SCI) under Regulation 18 of the Planning and Compulsory Purchase Act 2004. An SCI sets out an authority's policy in relation to involvement of the community in its planning functions.
- 10.2 The Councils' current SCI was adopted in March 2014 and can be viewed at <http://www.babergh.gov.uk/assets/Strategic-Planning/Statement-of-Community-Involvement/SCIMarch2014.pdf> and <http://www.midsuffolk.gov.uk/assets/Strategic-Planning/Statement-of-Community-Involvement/SCIMarch2014.pdf>.
- 10.3 The adopted SCI was developed through internal consultation with relevant departments to ensure it aligned with other adopted and emerging Council strategies, and through external consultation which included engagement with Town and Parish Councils as well as a formal consultation exercise.
- 10.4 Recently, a number of legislation changes have resulted in the need to update the SCI. These include, through the Neighbourhood Planning Act 2017, a requirement for the SCI to set out the local planning authority's policies for giving advice and assistance in relation to making and modifying neighbourhood plans and neighbourhood development orders. The Neighbourhood Planning Act also requires the SCI to include the authorities' policies for involvement in relation to the production of the Local Development Scheme and in the preliminary stages of plan production.

10.5 There is also a need to update the SCI to reflect the Councils' new arrangements for public access including the opening of the two customer service centres in Stowmarket and Sudbury.

10.6 Further, updating the SCI provides an opportunity to reflect changes to the Councils' practices such as the introduction of charging for pre-application advice in 2017.

11. Update to Statement of Community Involvement

11.1 The Babergh and Mid Suffolk Statement of Community Involvement: Planning Issues (Draft Update 2018) is attached at Appendix 1 (referred to hereafter as SCI Draft Update). The principles of community involvement are considered to remain relevant, albeit that there is now greater emphasis on the use of the Councils' website, and the focus of the update therefore relates largely to specific practices.

11.2 Amendments in relation to consultation in relation to the production of plans largely reflects the move of the Councils' headquarters and opening of the two customer access points in Stowmarket and Sudbury. Further amendments are also proposed to meet the requirements of Section 13 of the Neighbourhood Planning Act 2017 in relation to setting policies for involvement in evidence gathering stages and in the production of the Local Development Scheme.

11.3 Neighbourhood Planning was introduced via the 2011 Localism Act as a means of enabling communities to have a greater say in the future development of their areas. To date, four Neighbourhood Plans have been 'made' in Babergh and Mid Suffolk and over 20 are currently in progress with numerous other communities showing interest. The Councils have a duty to provide advice and assistance to 'qualifying bodies' producing a neighbourhood plan or order, as well as a number of specific statutory duties. The Councils support the production of neighbourhood plans in particular through the provision of officer time to provide assistance in relation to both the process and content of neighbourhood plans. The SCI Draft Update reflects current practice in terms of the support offered. This reflects the requirement of Section 6 of the Neighbourhood Planning Act 2017.

11.4 The proposed amendments relating to community involvement in relation to planning applications largely reflects the introduction of the Community Infrastructure Levy in 2016 and charging for pre-application advice in 2017, a greater focus on use of the websites, the move of the Councils' headquarters and the opening of the two customer access points.

11.5 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 introduce a requirement to review the SCI every five years. However, it may be the case that further updates or reviews are needed in advance of this time and the SCI Draft Update contains reference to this.

11.6 The SCI Draft Update will inform the preparation of the Councils' wider Communities and Communications Strategies.

12. Appendices

Title	Location
(a) Babergh and Mid Suffolk Statement of Community Involvement: Planning Issues (Draft Update, April 2018)	Attached.

13. Background Documents

- 13.1 Babergh and Mid Suffolk Statement of Community Involvement: Planning Issues (March 2014).

<http://www.babergh.gov.uk/assets/Strategic-Planning/Statement-of-Community-Involvement/SCIMarch2014.pdf>

<http://www.midsuffolk.gov.uk/assets/Strategic-Planning/Statement-of-Community-Involvement/SCIMarch2014.pdf>

- 13.2 Joint Scrutiny Committee Report JSC/16/16 'Report from the Task and Finish Group set up to look at Neighbour Plan support by the Councils', 19th April 2017.
<http://baberghmidsuffolk.moderngov.co.uk/documents/s4593/JSC1616.pdf>

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Babergh and Mid-Suffolk

Statement of Community Involvement:

Planning Issues

Draft Update – for consultation
April 2018



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Foreword

At both Babergh and Mid Suffolk, the District Councils want to effectively involve residents, businesses and others with an interest in planning. The Councils want to make it easier for local people and others with a planning interest to be involved in shaping plans and influencing planning decisions in the local area and importantly to encourage more residents and businesses to get involved. To do this, the Councils have made strong commitments in this joint Statement of Community Involvement that will make sure planning processes in Babergh and Mid Suffolk are as fair, transparent and inclusive as possible.

Local people, local businesses etc. are often the best source of information about their local area and better decisions can be made by tapping into this wealth of knowledge.

The Councils also want residents and businesses to know that their ideas and concerns have been listened to and considered. Although getting involved does not guarantee that the Councils will make changes or decisions that reflect everyone's views, the Councils aim to ensure that they explain appropriately why they have made those decisions. The Councils look forward to working with all parties to help shape planning decisions in Babergh and Mid Suffolk in the future.

1. INTRODUCTION

1.1 Purpose of the Statement of Community Involvement (SCI)

The 2004 Planning and Compulsory Purchase Act requires local planning authorities to prepare a Statement of Community Involvement (SCI). However, there are no current formal / regulatory requirements for preparing an SCI, so Councils have their own discretion as to how to do this. Similarly, there is no requirement for an SCI to be subject to an external examination (independent scrutiny) process (such as that for other planning documents, as carried out by the Planning Inspectorate). This SCI demonstrates how these requirements will be met to ensure the community has the opportunity to be fully involved in the planning process. This document sets out how and when Babergh and Mid Suffolk District Councils will involve the community in preparing the Local Plan (and related planning documents) and in assessing planning and similar applications for consents. The Councils are required to follow these procedures when preparing the Local Plan and when consulting on planning applications. The Councils are committed to ensuring mechanisms are in place for effective community engagement when preparing plans and assessing planning applications.

1.2 The joint SCI (March 2014)

In recent years, changes to the planning system and service integration between Babergh (BDC) and Mid Suffolk (MSDC) District Councils meant both Councils needed to update their Statements of Community Involvement. The Councils took the opportunity to work jointly on combining and revising the SCI to ensure more consistent and efficient ways of involving communities in planning across both Babergh and Mid Suffolk. The joint SCI was adopted in March 2014 and this document brings it up-to-date.

1.3 How the joint SCI (March 2014) was prepared

The adopted joint SCI was prepared through gathering views from the community and others via a questionnaire about how they wanted to be involved in planning in the future. The questionnaire focused on the approach of the SCI and what consultation methods should be used. A draft SCI was then produced for further public consultation before being adopted in March 2014.

1.4 2018 Update to the SCI

The 2014 SCI includes a commitment to review the document to reflect changes in circumstances. The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 have also placed a duty on local planning authorities to review their SCIs every five years. Changes to legislation and to the Councils' arrangements for public access have made it necessary to update the SCI. These changes do not alter the Councils' principles of community engagement as established through the 2014 SCI.

In 2017, Babergh and Mid Suffolk District Councils introduced new ways of working with regards to public access to make it quicker, easier and more convenient for people to contact the Councils at a time of their choosing. Following the closure of the Councils' former headquarters in Hadleigh and Needham Market, customers can contact the Councils in a variety of ways including via the websites and via a new, single telephone number. Two new customer service centres have also opened in Stowmarket and Sudbury.

The Neighbourhood Planning Act 2017 has introduced a requirement on local planning authorities to include within their SCIs their policies for giving advice or assistance on making and modifying neighbourhood development plans and on making neighbourhood development orders.

The Neighbourhood Planning Act 2017 also introduces a requirement for a local planning authority's SCI to also include policy on involvement in certain preliminary stages of plan making, including in relation to the production of the Local Development Scheme.

1.5 The geographical area covered by the Statement of Community Involvement

This Statement of Community Involvement covers all of the Babergh and the Mid Suffolk Districts.

1.6 Reviewing and updating the Statement of Community Involvement

The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 set a requirement to review the SCI every five years. Circumstances are also likely to change further and these may also indicate a need for review and / or revision of the SCI, including:

- The changing relationship between the public sector and communities it serves;
- Technology and preferred methods of communication;
- Legislative and regulatory requirements; and
- The planning system itself.

2. Key Principles of Community Involvement

2.1 Aims

The Councils both wish to pursue the most efficient ways of involving communities in planning across both local authorities. It is therefore necessary for the SCI to provide a framework for community engagement which is flexible, deliverable, effective and provides best value. To do this the Councils have developed the following aims / characteristics for their approach to community engagement:

- Fully inclusive and accessible to all (this will include provision of paper copies of documents where needed on request at the Councils' standard document charges).
- Transparent and accountable.
- Encourage principle of self-service for users and customers of the planning service through the Councils' websites / computers available for public use at its customer service centres and similar means.
- Work collaboratively with internal and external parties such as the Councils' Communities Team and a range of partners.
- Dovetail the Councils' communications strategies and various community engagement initiatives to optimise existing communication / making best use of partners' engagement resources.
- Be flexible, adaptable and non-prescriptive on approach and detail.
- Be proportionate to the community benefit including value for money.
- Be clear about what, why and when.
- Be legally compliant, whilst remaining proactive on involvement.
- Be affordable, deliverable and sustainable in terms of cost and resource implications.
- Reflect environmental sustainability considerations (including limiting the use of paper).

2.2 The Councils' Commitments

When the Councils involve the community in preparing the Local Plan or consult the community on a planning application they will:

- Meet the legislative requirements for community engagement as a minimum, whilst considering proactive opportunities to involve the community as set out in the rest of this document.
- Use the Councils' websites as the primary hub for publicising consultation, hosting supporting information and providing an up-to-date position whenever possible.
- Encourage consultation responses to be made electronically, either through the online consultation system or by e-mail, whilst continuing to receive responses by post if that is necessary (note that electronic responses enable much easier sharing / viewing of consultation responses).
- Notify Specific Consultees named in the legislation together with others as appropriate electronically by preference (or otherwise by letter if essential).
- Explore opportunities for innovative methods of engagement including use of social media (or other technology) to reach groups of the community who prefer to engage in this way.
- Monitor the use of consultation / engagement methods used including innovative methods to ensure they are effective and if necessary modify them accordingly.
- Make available to view online all relevant information. If appropriate to the consultation make hard copies of relevant information available in community venues.

- Provide a clear indication of what the Councils are committed to do and also be clear on what the Councils cannot do, such as accept racist views or guarantee to accept / uphold all views that they receive. Likewise the Councils cannot enter into correspondence in relation to pre-application advice, with respondents on planning applications or on representations in response to (local) Development Plans or other new planning documents (due largely to the volume of these received).
- Ensure all consultation stages and the methods used are fully inclusive and provide all groups with the opportunity to become involved should they wish to.
- Work with town / parish councils, community groups and other local representatives to help the wider community take a more active role in planning.

2.3 Who will the Councils Involve?

The Councils want to give everyone the chance to have their say on emerging Local Plan documents and on the planning (and similar consent) applications which affect them. Local people can offer knowledge and understanding of an area, including historic knowledge of towns and villages, and can be aware of important local issues.

A database of individuals, groups and stakeholders has been developed and this will continue to be used to contact external parties in the preparation of new planning documents. This database is continually updated and reviewed. If anyone wants their contact details to be added please contact the Planning Policy team (contact details at the end of the document).

Existing partnerships will be made use of that already operate and engage effectively with groups / organisations in the local area. This includes the valuable work of the community and voluntary sector. Prominent local organisations include the Suffolk Association for Local Councils, Community Action Suffolk and a number of local amenity societies.

Town and Parish Councils are considered to be key partners in the planning process and co-operation with these bodies represents a fundamental element to the community involvement approach. Babergh and Mid Suffolk together cover a large rural area (over 500 square miles) with 200 Town and Parish Councils who will play an important role in the future planning / development of the district. The role of Town and Parish Councils is becoming increasingly important in the planning process through Neighbourhood Planning. If a community elects to produce a Neighbourhood Development Plan then this work will be led by the Town or Parish Council, with the District Council involved at certain statutory stages. For further details on Neighbourhood Planning please see below.

Government Regulations require that certain groups are consulted at key stages in the preparation of Local Plan documents; these include statutory consultees such as the Environment Agency, Historic England and Natural England. A fuller list of those who will be consulted during the process is available in Appendix 2.

The Councils' **Equality and Diversity Policy** explains the approach taken in the districts to inclusion and sets out the way in which relevant groups are involved in Council processes and consultations. The Councils are committed to offering the opportunity for all sections of the community to become involved in the planning process and, consequently, the methods used in reaching out to various groups will vary.

There are often barriers that prevent people from taking part in public consultation and there are some sections of the community that may be difficult to reach using standard consultation methods.

'Hard to reach' groups can include young people, minority groups, those with disabilities and the business community. However given the nature of the districts this also includes people in remote rural areas with limited access to services and facilities, including electronic communications (with identified deficiencies in both Broadband internet coverage and mobile telecommunications locally).

Sometimes barriers relate to issues of language and understanding. Documents may therefore be made available in alternative formats on request including large print, Braille and alternative languages. An Equality Analysis Assessment screening has been undertaken to ensure that the process is open to all in the community. For further assistance please contact the Councils using the details provided at the end of this document (the BDC and MSDC websites are convenient in this regard).

As a consequence of these policies, and continued commitment to inclusivity through planned processes, involvement will aim to be open to all those who want to be involved regardless of gender, race, disability, sexuality, age, rural isolation and social deprivation.

2.4 Duty to Co-operate

The Localism Act 2011 sets out a new 'duty to co-operate' for local planning authorities, county councils, and a number of other public organisations to engage with one another and deal with cross-boundary, strategic planning issues in particular. Babergh and Mid Suffolk District Councils have met and will continue to adhere to the duty to co-operate and work closely with partner organisations, using long developed / evolving methods to deliver sustainable growth in the Babergh and Mid Suffolk areas. The Councils are working collaboratively with appropriate bodies to develop a shared / agreed approach on strategic issues where significant impacts occur as set out in legislation and the National Planning Policy Framework (NPPF) (paragraph 156).

At the time of updating the SCI, the Government are intending to introduce a requirement for local planning authorities to produce a Statement of Common Ground where planning issues need to be addressed by more than one local planning authority.

2.5 Local Development Scheme

The Council's Local Development Scheme sets out the programme and timetable for the production of local plans. Whilst consultation is not required, or appropriate, in relation to the production or review of the Local Development Scheme, should it be necessary to engage with other bodies in relation to the Councils' programme or timetable, the Statement of Common Ground (or other Duty to Co-operate mechanism) would most likely be the appropriate means.

3. Plan-making

3.1 The role of Babergh and Mid Suffolk in preparing plans

As local planning authorities, Babergh and Mid Suffolk are required to produce local plans about what new development is needed, where it should go, and how it fits in with its surroundings. This includes deciding what facilities are needed (such as schools, public transport and hospitals), how much new housing is required and ensuring land is available to provide local jobs to minimise commuting. Involving communities in making these plans is very important in ensuring locally identified needs and priorities shape the plan. The Councils are keen to remain pro-active in involving the community and make the best use of their resources, producing master plans with the local community for key development areas. Such exercises help the local community to become involved in shaping the development that will have a significant impact on their local areas. However these pro-active exercises are very resource intensive and have relied on resources and work from the developers of the sites. In addition, the Plan preparation stages and processes to be followed, including consultation exercises and their duration, need to be considered carefully and kept under review. In this context, the National Planning Policy Framework (NPPF) confirms that the planning system remains a Plan-led system and therefore relies upon the production of up-to-date Local Plans in a prompt and timely way. Such Plans are also important to ensure an appropriate basis for the successful planning and delivery of growth.

3.2 The different types of plans that can be prepared

There are a number of different types of plans that can be prepared. These can be grouped into three broad categories:

Local Plans

These documents set out policies about what types of development will be allowed and to make proposals about future development. These documents have to be prepared with involvement from the community and others. They must be examined by an Independent Inspector and found 'sound' before they can be adopted by the Councils. Local Plans must be taken through distinct stages of production and engagement (see section 3.4).

Supplementary Planning Documents (SPDs)

These documents can take the form of issue-based or site-specific documents, which add detail to policies or proposals in a Local Plan such as affordable housing. These documents will also be prepared with the involvement of the community and others. They are not subject to examination by an Independent Inspector but are adopted following formal agreement by the Councils.

Neighbourhood, Community and Parish Planning

The Localism Act makes provision for communities to prepare their own Neighbourhood Development Plans. These plans can set planning policies to guide future development in the parish (or a different local area). They must be in conformity with national policy as well as any Development Plans that have been adopted by the local authority.

Both Babergh and Mid Suffolk District Councils are working with local communities to enable them to prepare Neighbourhood Development Plans or other forms of community and parish plans.

Neighbourhood Development Plans must be subject to a local referendum and examined by an Independent Examiner.

In addition the Councils may also prepare other types of informal planning documents to support the above plans, such as development briefs or concept statements / plans for particular sites and work with partners to bring forward master plans for sites.

3.3 Consultation and engagement for plan preparation

For plan preparation the following indicative methods of consultation and engagement will be considered and used where appropriate:

- Ensure all consultation stages and the methods used are fully inclusive and provide all groups with the opportunity to become involved should they wish.
- If the views of a specific group are particularly important to a plan proposal, then targeted (or bespoke) engagement with the relevant groups / individuals / bodies may be appropriate.
- Be clear of results / outcomes by producing an outline level summary of feedback on consultation / engagement, typically for both the Councils' Committee reports. In relation to consultation under Regulation 19 (Publication), comments would be submitted to the Secretary of State. Please note that in future, detailed or long schedules of representations or responses will not be produced but instead a summary of main issues raised will be provided for Council members, together with proposed broad / generic, overall responses.
- Maintain and keep up-to-date a consultation database so anyone wishing to register on the database can do this at any time.
- The Councils' websites will be used as the primary hub for publicising consultation, hosting supporting information and providing an up-to-date position whenever possible.
- Specific Consultees named in legislation (as appropriate at a given time) together with others as appropriate, will be notified at the relevant stages, by e-mail (or letter if essential).
- Make available hard copies of all appropriate Local Plan information at the Councils' customer service centres. If suitable to the area / the consultation, other locations may also host hard copies including libraries, community centres, shops, and schools. However, cost considerations and volumes of paper need to be considered.
- Explore opportunities for digital methods of engagement including use of social media.
- The media may be used to publicise community engagement opportunities where appropriate. This may include press releases, radio, electronic communications or other media promotional opportunities as appropriate where there is sufficient interest.
- Be clear on how engagement can be taken into account to ensure plans are informed by locally identified needs and priorities, rather than preventing sustainable development.
- Consider using proactive opportunities to involve the community to progress key sites required for the delivery of the Local Plan such as master plan exercises.
- Be clear in consideration of sites for possible allocation from landowners / developers that these need to meet sustainable development principles and be the best option in the circumstances.
- Use Plain English and produce a Glossary for any technical terms used.
- Produce a Newsletter (or other form of update or news item) to update on the progress of Local Plan production.
- The Councils would not usually formally consult on the production of evidence, however the Councils may engage with specific consultees or groups for their input to evidence where appropriate.

3.4 Neighbourhood Planning

Neighbourhood planning was introduced by the Localism Act 2011. It is a way for communities to shape the future of the places where they live and work by having more of a say in the development of their local area, along with being able to allocate sites for development.

Neighbourhood Development Plans allow communities to establish planning policies and to allocate land for development for a particular neighbourhood area – typically a single parish or a group of connected parishes who are working together. Once ‘made’ (adopted), a neighbourhood plan becomes part of the statutory development plan. This means that the Councils and Planning Inspectors will need to take the plan into consideration when making planning decisions.

Neighbourhood Development Orders (including community right to build orders) grant planning permission for a specific type of development proposal or classes of development in a particular area.

Like local plans, the preparation of neighbourhood plan / orders is covered by regulations including consultation requirements. The Councils will meet their statutory responsibilities in relation to the production of Neighbourhood Plans / Neighbourhood Development Orders and are committed to providing ongoing advice and support to groups who wish to prepare neighbourhood plans and orders. The support offered to those producing a neighbourhood plan / order will be tailored to reflect their local circumstances, but as a general guide the Councils will provide:

- Initial advice regarding the suitability of preparing a plan or order and its potential scope.
- Ongoing advice and support throughout the process including technical input into each key stage of the process. This will focus on the conformity of the Neighbourhood Plan / Order with the existing national and local planning framework.
- Guidance on key issues including project management and timetabling, the role of the qualifying body, community engagement, site selection and relevant legislation including Strategic Environmental Assessment.
- Practical assistance such as provision of data to support mapping.
- Examples of best practice.
- Relevant contact information including statutory consultees.

The Councils are responsible for and will undertake consultation on the Submission version of the Neighbourhood Plan and will organise and fund the independent examination and local referendum.

The Councils will offer all groups preparing a Neighbourhood Plan, a Memorandum of Understanding which sets out the respective roles and responsibilities of each party and the support that the Councils will provide at each stage of the process.

The support offered to those producing Neighbourhood Plans / Orders will be kept under review and regard will be had to experience and legislative changes.

The Councils’ websites contain further information on Neighbourhood Planning.

3.5 Parish and Community Plans

Many of the communities in the districts have now completed a Parish or Town Plan. They can take a variety of different formats depending on the resources available to the community, the scope of objectives and the desired outcomes to be achieved.

The production of these plans will continue to be encouraged as part of the range of options available for community-led planning. Parish or Town Plans can be very useful in obtaining the views of the wider community and will be used as part of the evidence base in the preparation of more local, site specific, Local Plan documents. The Councils can, in appropriate circumstances, also use these plans as a consideration in planning decisions but they will not carry as much weight as a Neighbourhood Plan.

3.6 Key Stages of plan production

Local Plans, Supplementary Planning Documents and Neighbourhood Plans are prepared in distinct, sequential stages to enable the public to engage and inform the documents as they develop. Please note that these may vary between different types of planning document and be subject to review or change over time, so the diagrams below reflect the current general position (including the Councils' own internal procedures used for document preparation and adoption). The following diagrams are accordingly indicative in nature and provided as a general outline of processes followed and consultation stages / opportunities.

Figure 1 - Key stages in the production of Local Plan documents

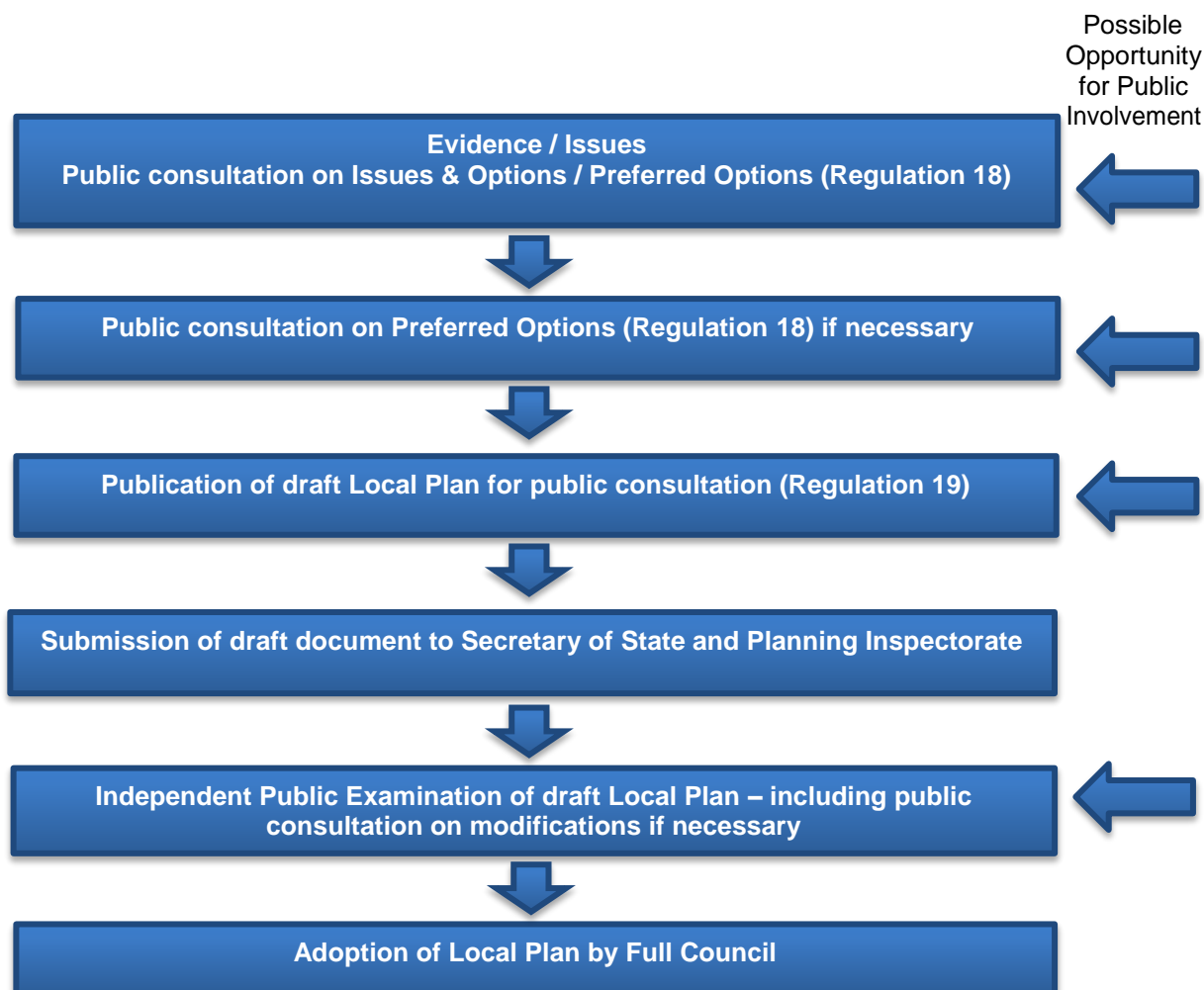
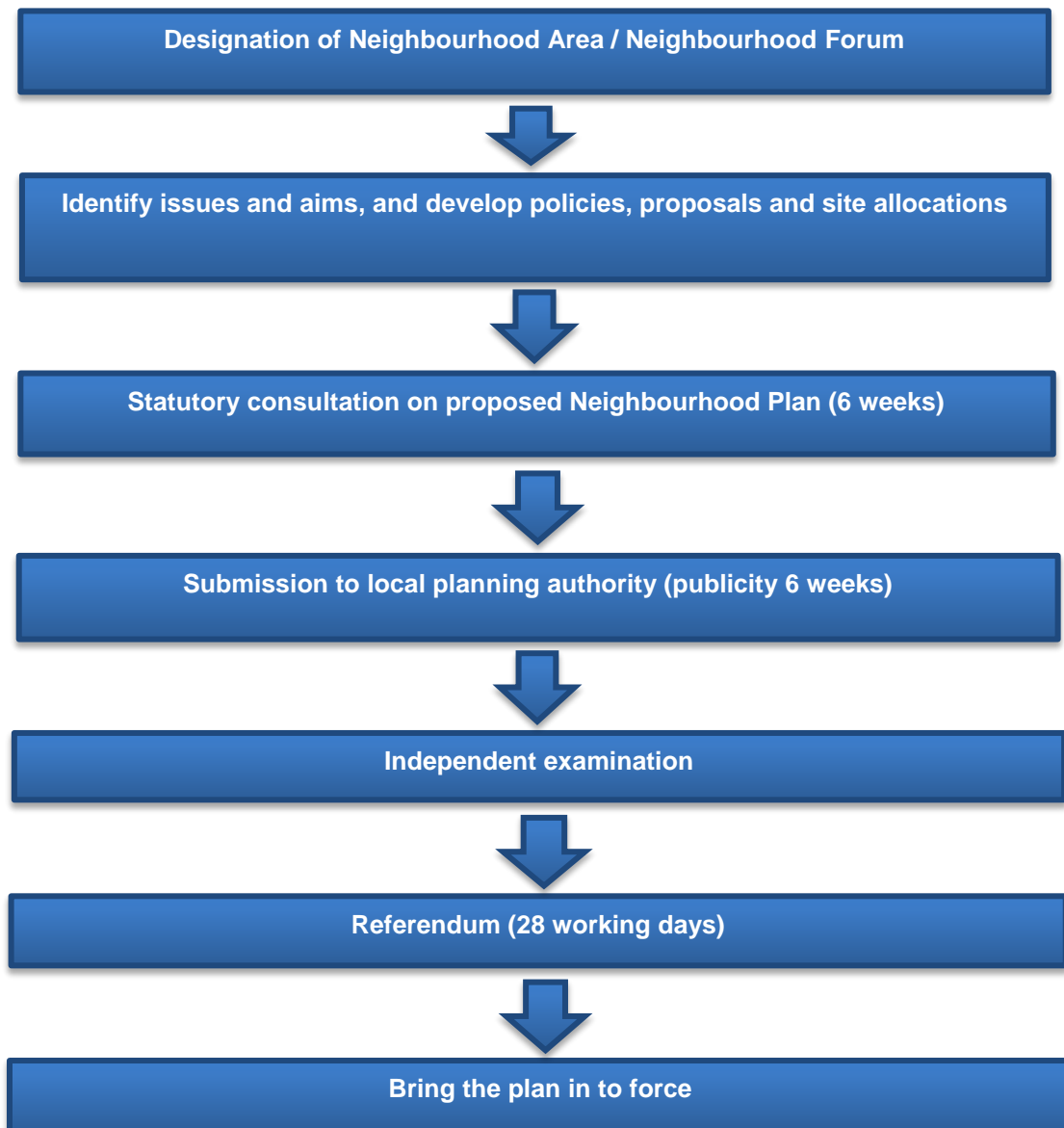


Figure 2 - Key stages in production of Supplementary Planning Documents (SPDs)



Figure 3 - Key stages in production of Neighbourhood Plans



3.7 Sustainability Appraisal

The Councils must check the Local Plan Documents they prepare to make sure they consider the social, economic and environmental needs of (and effects on) the area. To do this, a Sustainability Appraisal is carried out on these plans. The Sustainability Appraisal assesses the different options for development to make sure the most sustainable proposals are taken forward. The process can also be used to suggest ways for new development to address or limit any negative impacts they might have on sustainability considerations. A Habitats Regulation Assessment may also be required to establish whether the Local Plan document has significant effects on internationally important biodiversity (nature conservation) sites and any possible mitigation to reduce those effects.

The Sustainability Appraisal and Habitats Regulation Assessment will be made available for public comment alongside plans that are published.

3.8 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a system of charges that local authorities can choose to collect on new development in their area. The money collected is used to fund infrastructure that has been identified through evidence as necessary, both by the Council, service providers, or others, to support new development.

Both Councils have been charging CIL since the 11th April 2016. Further information on CIL is available on the Councils' websites. Parish Councils automatically receive 15% of the CIL monies which have been collected (subject to a cap¹) and where a Neighbourhood Plan is made this figure increases to 25% (with no cap). The CIL Expenditure Framework has been the subject of Parish Briefings in February 2018 across both Districts where not only was the detail of the Councils Expenditure Framework discussed but also the CIL Community Strategy and the timeline for the launch of the scheme (subject to approval by both Councils in April 2018). At these Parish workshops (together with supporting e-mail communications sent to all Parish Clerks) Parishes were advised that the CIL expenditure will work on a twice-yearly Bidding round and a document called the Parish Investment Infrastructure Plan was launched to assist with the process. Draft applications forms and guidance documents together with a flow chart will be placed on the Councils' websites in April 2018. Copies of the CIL Expenditure Framework, the CIL Communications Strategy (which proposes twice yearly workshops with Parishes (on CIL Expenditure) and the timeline for the implementation of the scheme and its Review are on the Councils' websites. Within the CIL Communications Strategy document there is a commitment on behalf of both Councils to hold Parish workshops twice yearly going forward.

3.9 The Roles of Elected Councillors

Councillors have a key role to play in plan making. In particular, they are:

Community representatives: The local community may share views about draft plans directly with their Ward Member.

Information providers: Councillors can act as a link between planning officers and people in the community.

¹ 25% of Neighbourhood CIL is paid where permissions are granted on or after the Neighbourhood Plan is made. 15% Neighbourhood CIL is paid where a Neighbourhood Plan is not made. There is a financial cap which relates to the total amount of the 15% Neighbourhood CIL receipts passed to a parish council. Any payment must not exceed an amount equal to £100 per council tax dwelling in that parish in each financial year. This financial cap does not apply in Parishes where a Neighbourhood Plan is made.

Decision-makers: Before any plans are published, Councillors will discuss the plan and decide whether it is ready for wider public consultation. In order for a plan to be submitted to the Secretary of State or adopted, it must be agreed by the Council.

4. Planning Applications

4.1 Development Management

The submission of a planning application can often be the first time that many people come into contact with the planning system, either as applicants or as affected parties. The Councils' development management function exists to assess applications that are made under the relevant Town and Country Planning and associated Acts. It deals with applications for planning permission, listed building and conservation area consents, advertisement consents and other similar forms of permission. The Councils can provide general advice on the development management system and its procedures. The Councils offer a pre-application advice service for which a fee is chargeable. Details of the pre-application service are available on the Councils' websites. The Councils offer general planning information through signposting via its websites or via the telephone service. There is also a Planning Charter which for Babergh can be viewed at <http://www.babergh.gov.uk/the-council/constitution-and-charters/> and for Mid Suffolk can be viewed at <http://www.midsuffolk.gov.uk/the-council/constitution-and-charters/>.

4.2 Involving the community

The Councils have a number of well-established procedures in place aimed at involving the community in the planning application decision-making process. All planning applications are normally publicised as soon as possible after receipt by:

- Display of a site notice (discretionary but normal practice).
- Consultation letters to the occupiers of appropriate neighbouring properties (discretionary, and based on the judgement of the planning team).
- Details of planning applications being placed on the Councils' websites.
- Those requiring advertisement (for example Development Plan departures) are publicised in a local paper circulating in the locality which covers the relevant part of the Districts.
- Details of the application, which may be provided as a link to the Councils website is sent to the relevant Town and Parish councils.
- Consultation with relevant statutory consultees e.g. County Highways, Environment Agency and any relevant non-statutory consultees.
- The Councils take a proportionate approach to consultation and publicity arrangements to suit the application.
- An individual or organisation that does not need to be individually consulted on an application may submit their views for consideration if they so wish. Comments may be made using the Councils' website in appropriate cases.

Where a proposal is the subject of pre-application dialogue before a planning application is made and is considered to be controversial, or of public interest, the Councils may ask the developer to consider holding a public meeting or engaging in appropriate publicity to gather community views which may include staging an exhibition to enable pre-application community involvement to take place.

The Councils strongly encourage applicants to openly discuss their proposals through the pre-application process with planning officers before submission. Since July 2017, the Councils' offer a chargeable pre-application service. Further details are available on the Councils' websites. Formal publicity by the Council is not normally undertaken at the pre-application stage and the manner and method of engagement are the responsibility of the applicant with advice from the planning team.

The minimum requirements for dealing with planning applications are set out in the Town and Country Planning (Development Management Procedure) Order 2010 (as amended).

4.3 Comments

Comments on planning applications either direct via the Councils websites, in writing or by e-mail, should be submitted during the publicity / consultation period. They can be considered up to the time of the decision being made. Comments will be filed with the application and made available for public inspection as they cannot be treated as confidential. Respondents will usually be expected to include their name and address details when commenting. Due to the large numbers of applications and comments received, individual acknowledgement is not possible. Similarly, the Councils cannot normally enter into correspondence with respondents on planning applications or respond to questions or enquiries. The majority of planning applications (approximately 90%) are determined by the Assistant Director – Planning for Growth or their Corporate Managers under delegated authority and after full consideration of all relevant comments. While the normal period for response comment is 21 days, stakeholders may exceptionally be allowed a longer period of time to comment on applications where that is proportionate to the case.

4.4 Decision making

In addition to details of planning applications, Planning Committee reports and minutes, and decision notices can normally be viewed on the Councils' websites at: www.babergh.gov.uk and www.midsuffolk.gov.uk (see "Search the Planning application database"). Information on the dates of Planning Committee meetings, together with the agenda, can also be found on the websites under The Council and Democratic Services.

Applications that are referred to Planning / Development Committee will be debated in public where applicants and objectors have the opportunity to speak under an ordered procedure. The Councils publish information in respect of public speaking at Planning Committee and other information about the Committee on their websites.

Planning Committee reports are made available at least five clear working days before the date of the meeting, and in addition are posted on the Councils' websites.

At Babergh where amendments are submitted to the Council before and after a formal decision has been made, they will be publicised by neighbour letter and parish council consultation. The decision on whether this takes place will depend on the likely impact of the amendment and be at the discretion of the case officer. At Mid Suffolk the consideration of amendments to any application, after submission of an application, is at the discretion of the Council and material amendments which are more than trivial will not normally be accepted. Where, exceptionally, amendments are accepted they will be the subject of proportionate publicity and consultation.

4.5 The Development Management Service - process for different types of applications

The table below provides advice to applicants on how different types of applications can be progressed and advises how the Councils will normally publicise them. Where charged pre-application advice has been sought the Councils will aim to agree pre-application engagement and publicity steps tailored to the proposal.

Major Planning Applications – Pre-application stage

Type of application	Suggested action by applicants	Action by Council
<p>These can include:</p> <ul style="list-style-type: none"> Residential dwellings of 10 or more dwellings or sites of 0.5 hectares or more All other uses where floor-space is 1000m² or more or the site is 1.0 hectare or more including changes of use 	<ul style="list-style-type: none"> Engage in charged pre-application discussions as early as possible with the Councils, and check if master plan or development brief is likely to be needed Discuss with development management service and stakeholders to identify likely levels of planning obligations or contributions for infrastructure provision Consider pre-application publicity and engagement with local communities Enter appropriate Planning Performance agreement or agree timeline and programme to promote collaborative working Agree appropriate validation requirements 	<ul style="list-style-type: none"> Proportionate advice through charged pre-application service and self-directed, online use of Councils' websites Enter appropriate Planning Performance agreement or agree timeline and programme to promote collaborative working Establish project team in appropriate strategic cases including relevant internal stakeholders Agree appropriate validation requirements Agree pre-application publicity and engagement with local communities

Major Planning Applications – Application stage

Type of application	Suggested action by applicants	Action by Council
	<ul style="list-style-type: none"> Agree and comply with validation requirements in submitting the application and related paperwork Include a statement summarising the results of the pre-application publicity / consultation undertaken 	<ul style="list-style-type: none"> Consultation letter to adjoining neighbours Consultation letter to statutory consultees Site notice Statutory notice in newspaper Advice by telephone or e-mail or in person at Council offices Applications and self-serve access to updates available on website Applications available for inspection at Council Customer Access Points Applications available for inspection through Town / Parish Councils (by agreement) Consider press release if appropriate

Minor and other planning and related applications

Type of application	Suggested action by applicants	Action by Council
These can include:	Pre-application stage:	Pre-application stage:
<ul style="list-style-type: none"> Development not meeting criteria for major development Other applications including: Householder, Changes of Use, Telecommunications, Works to Trees covered by Tree Preservation Orders or within Conservation Areas, Advertisement Consent applications Prior Notification applications 	<ul style="list-style-type: none"> Engage in proportionate charged pre- application discussions with development management service as early as possible. Householders recommended to discuss proposal with neighbours before submitting application Agree validation requirements with Council 	<ul style="list-style-type: none"> Proportionate pre-application advice and website information together with telephone or email support Agree appropriate validation requirements

4.6 Neighbour consultation scheme

The neighbour consultation scheme applies to larger single-storey rear extensions. This means that extensions of between four and eight metres for detached houses and between three and six metres for all other houses are permitted development subject to a notification process. The Local Planning Authority is responsible for notifying adjoining neighbours who share a boundary (including the rear) and subject to receiving no objections, the development will be permitted. If any adjoining neighbour raises an objection within the 21-day period, the local authority will take this into account and make a decision about whether the impact on the amenity of all adjoining properties is acceptable. No other issues will be considered.

4.7 Post-decision

Once a decision has been made on a planning application the Town / Parish Council is notified of the decision. Neighbours and interested parties are also informed of the decision where comments / objections have been received, but consultees are not advised of the outcome unless they ask the Councils to do so. All the decisions are posted on both the Councils' websites.

DRAFT STATEMENT OF COMMUNITY INVOLVEMENT – CONSULTATION FOR 2014 SCI

SUMMARY OF RESPONSES

The Councils previously undertook consultation on a Draft SCI January / February 2014 that set out the joint approach to engagement on planning.

The majority of respondents agreed with the approach taken including making best use of the web for engagement. Other Comments included;

- Placing all supporting and objecting submissions to a planning application on the website
- Resolve cross county boundary issues collaboratively
- Include further detail on Strategic priorities for local authorities to co-cooperate upon, as per paragraph 156 of the NPPF
- Much more emphasis on enforcement
- Summarise the document/make some parts shorter
- Fuller engagement needed e.g. better advertising/website/posters for Parish Councils/longer consultation period/explain post consultation decisions with overall rationales
- Avoid using social media
- Welcomed contents of SCI but had scepticism of how it will actually be put into practice
- The planning website should contain more on the applicant's materials
- Vary policy to allow more speakers on a substantial/complicated planning application
- At least for all major applications if pre-app involve the conservation society/needs tightening up
- Access to an information hub critical for IT consultation

The above feedback helped to inform the production of the 2014 joint SCI especially in terms of the need to remain pro-active in involving the community in planning issues and expediting the requirements of the Duty to Co-operate legislation.

Local Plan Consultees

The list below sets out the organisations and bodies that the Council is legally obligated to consult in the preparation of planning documents as a requirement of [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). These regulations and requirements are likely to be reviewed and may change over the course of time.

The following are statutory consultees:

- Coal Authority
- Historic England (The Historic Buildings and Monuments Commission for England)
- Environment Agency
- Highways England
- Homes England (formerly the Homes and Communities Agency)
- Marine Management Organisation
- Natural England
- Network Rail
- Ipswich and East Suffolk Clinical Commissioning Group & West Suffolk Clinical Commissioning Group (formerly Primary Care Trust)
- Suffolk Police
- Relevant authorities within, or adjacent to, the district:
- Town and Parish Councils
- Telecommunications companies
- Electricity and gas companies
- Sewerage and water companies

The Regulations also require that the Council consult 'general consultation bodies'. Five types representing certain groups within the community, and relating to voluntary organisations, are identified:

- Voluntary bodies whose activities benefit any part of the authority's area
- Bodies that represent the interests of different racial, ethnic or national groups
- Bodies that represent the interests of different religious groups
- Bodies that represent the interests of disabled persons
- Bodies that represent the interests of businesses in the area

Where appropriate the Council will consult with a range of other organisations when the scope of the issue relates to their role or area of interest. Examples of such agencies and organisations may include:

- National controllers of waterways and navigation authorities
- Other transport related bodies / airport operators
- Government departments
- Ecology / biodiversity interests
- Sport, leisure & recreation interests
- Fire & rescue authorities
- HM Prison Service
- Land owners
- House builders and developers

This list is not exhaustive and consultees will be updated whenever necessary including taking account of successor bodies as reorganisation and restructuring of organisations occur.

As part of the '[duty to co-operate](#)' the Council will identify relevant partners, who are felt to be important for the planning process to be as effective as possible, and will explore further opportunities for joint working at a variety of levels.

GLOSSARY OF TERMS

Appeal	Process by which a planning applicant can challenge an adverse decision made by the Local Planning Authority.
Equality Analysis Assessment	An evaluation tool which analyses the effect that a policy will have on a particular group of people to highlight whether their needs are being met. The tool promotes equality and aims to ensure there are no discriminatory effects.
Habitats Regulation Assessment (HRA)	A requirement under the Habitats Regulation 2007 (as amended) to assess the possible effects of a plan on European-protected areas.
Informal Hearing	A planning appeal hearing undertaken in a structured way but without the full formality of a local inquiry.
Legislation	The laws made by the government such as Acts of Parliament. Planning law comprises primary legislation such as the Planning and Localism Acts and more detailed secondary legislation such as Planning Regulations.
Local Planning Authority	The Council responsible under legislation for dealing with local planning issues within an area.
National Planning Policy Framework	The National Planning Policy Framework (2012) provides the Government's planning policies for England and how these are expected to be carried out. This document is being revised in 2018.
Public Inquiry	An independent inquiry carried out by the Planning Inspectorate assessing planning decisions made by the local planning authority allowing applicants the right to appeal against the refusal of permission / consent / enforcement proceedings. The inspector produces a decision after hearing evidence in person. This can be overturned by the Secretary of State or challenged on legal grounds through judicial review.
Public Register	Contains information that the Council has a legal duty to make publicly available.
Planning Inspectorate	The Planning Inspectorate is responsible for processing planning and enforcement appeals and conducts examinations into local plans.
Statement of Community Involvement (SCI)	A document that sets out how and when communities will be involved in preparing development plans and processing planning applications.
Sustainability	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.
Sustainability Appraisal (SA)	Sustainability Appraisal is mandatory under the Planning and Compulsory Purchase Act 2004 and helps to fulfil the objective of achieving sustainable development in preparing projects, policies and plans. The purpose of the SA/SEA is to appraise the social, environmental and economic effects of policies and proposals in Local Development Documents.

Babergh District Council and Mid Suffolk District Council are committed to acknowledging the full diversity of their communities and to promoting equality of opportunity for everyone.

This document can be made available in large print, Braille, tape format or in any other language on request.

For further information please contact:

Babergh District Council & Mid-Suffolk District Council

Planning Policy Team

E-mail: planningpolicy@baberghmidsuffolk.gov.uk

Development Management Team

E-mail: planning@baberghmidsuffolk.gov.uk

Tel: 0300 123 4000

Agenda Item 11

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Chief Executive (Head of Paid Service)	Report Number: BC/17/35
To: Babergh Council Mid Suffolk Council	Date of meeting: 24 April 2018 Date of meeting: 26 April 2018

PAY POLICY STATEMENT FOR 2018/19

1. Purpose of Report

- 1.1 The Pay Policy Statement being recommended for adoption is attached at Appendix A. Babergh and Mid Suffolk District Councils have a single organisational structure with harmonised pay, grades, terms and conditions of service and have a single pay policy statement which covers both Councils.

2. Recommendation

- 2.1 That the proposed Pay Policy Statement for 2018/19 attached as Appendix A to this report be approved.

3. Financial Implications

- 3.1 The pay policy has been produced within existing resources and is the basis on which the 2018/19 budget has been prepared.

4. Legal Implications

- 4.1 The Council is required by the Localism Act 2011 to annually approve and publish a pay policy statement that sets out:
- (a) the remuneration of its chief officers
 - (b) the remuneration of its lowest paid employees, and
 - (c) the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.

5. Risk Management

This report is not directly linked to the Councils' Significant Risks, but the key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the salary ranges for the Chief Officers are set too low to	Unlikely (2)	Bad / Serious (3)	Whilst we have been advised by an LGA pay

attract suitable candidates or too high, then it could result in failure to recruit or attracting adverse publicity.			consultant that the current senior manager pay levels are lower than similar councils, we have nevertheless been successful in recruiting to any vacant senior posts.
If the legal framework is not complied with, then it could make any appointments null and void.	Unlikely (2)	Bad / Serious (3)	Formal approval required and through annual reviews.
If the pay policy is not applied fairly to all staff, then this could lead to equal pay claims.	Unlikely (2)	Bad / Serious (3)	HR involvement to ensure that policy is applied equally.

6. Consultations

- 6.1 There is no requirement to consult on this policy statement.

7. Equality Analysis

- 7.1 The publication of the Pay Policy Statement supports the Council in delivering its equality duty and links closely with the duty to publish workforce data.

8. Shared Service / Partnership Implications

- 8.1 This is a single pay policy reflecting the integrated workforce across both councils.

9. Links to Joint Strategic Plan

- 9.1 The pay policy supports our Enabled and Efficient Organisation outcomes.

10. Key Information

- 10.1 The Localism Act 2011 and supporting guidance provide information and detail on the matters that must be included within this statutory pay policy. However, they also emphasise that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be formally approved by Full Council. The statement must be published on the Council's website and it must be complied with when setting the terms and conditions of those in Chief Officer posts.
- 10.2 In the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees, but at the same time needs to avoid being unnecessarily generous.

10.3 This Pay Policy Statement includes a policy on:

- a) Level and elements of remuneration for each chief officer (for this Council this is defined as Chief Executive, Strategic Directors and Assistant Directors)
- b) The remuneration of the Council's lowest paid employees
- c) The relationship between the remuneration of the Council's chief officers and other officers
- d) Other specific aspects of chief officers' remuneration, remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

10.4 The main change in the Pay Policy Statement, compared with 2017/18, is the removal of the Deputy Chief Executive role from the structure with effect from 1st April 2018.

10.5 Also, under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap, with the first set of data being published by 31st March 2018. The first report for the councils has been prepared using data as at 31st March 2017 and has been published on the Councils' website under transparency requirements.

10.6 As the two councils are sovereign bodies, a report had to be published for each council, but the combined data is more important for any comparative purposes due to the workforce being fully integrated. This report does not have to be approved by Council but is included in this report for completeness of outlining recent activity around pay data. The reports can be found using the link www.babergh.gov.uk/the-council/your-right-to-information/transparency-agenda/.

11. Appendices

Title	Location
Pay Policy Statement for 2018/19	Attached at Appendix A

Authorship:
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HR

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**BABERGH AND MID-SUFFOLK DISTRICT COUNCILS' PAY POLICY STATEMENT
2018/19**

1. INTRODUCTION

- 1.1 Babergh and Mid Suffolk District Councils recognise that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market. In particular, it is recognised that senior management roles in local government are complex and diverse, functioning in a politicised environment where often national and local pressures conflict.
- 1.3 The Councils' ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is critical if the Councils are to retain and improve their current performance levels and to deliver for local people.
- 1.4 The Councils publish their joint Pay Policy Statement and details of the Chief Officers' remuneration on their websites: www.babergh.gov.uk and www.midsuffolk.gov.uk

2. CONTEXT

- 2.1 Babergh and Mid Suffolk District Councils have an integrated workforce structure, supported by a single pay and grading structure and supporting policies, terms and conditions of service which were achieved through a collective agreement across both Councils.
- 2.2 The national job evaluation schemes for local government were used to create the grading structure for all posts within the operational delivery teams and the management structure.

3. LEGISLATION

- 3.1 Section 38 (1) of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year.
- 3.2 This document comprises the Pay Policy Statement being recommended for adoption.
- 3.3 This statement must include the Councils' policy on the following:

- a) Level and elements of remuneration for each chief officer. This is defined by the Councils as Chief Executive (Head of Paid Service), Strategic Directors (Non-Statutory Chief Officers), and Assistant Directors (two of whom cover the roles of Section 151 and Monitoring Officers).
- b) The remuneration of the Councils' lowest paid employees
- c) The relationship between the remuneration of the Councils' chief officers and others
- d) Other specific aspects of chief officers' remuneration; remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

4. REMUNERATION OF EMPLOYEES WHO ARE NOT CHIEF OFFICERS

- 4.1 For employees subject to the 'National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services' (commonly known as the 'Green Book'), the Councils currently use a total of 11 pay grades. Posts have been allocated to a pay band through a process of job evaluation.
- 4.2 Each grade has between 1 and 7 increments. The value of the pay increments (known as the 'Spinal Column Points') increases when the Councils are notified of an increased pay award by the National Joint Council for Local Government Services. In addition, the Councils review all pay levels every April, to determine who is eligible for incremental progression.
- 4.3 There is also a group of staff on the 'National Agreement on Pay and Conditions of Service for Local Authority Craft and Associated Employees (commonly known as the 'Red Book'). The Councils use a spot salary for this staff group and all are currently paid at £27,295 per annum (p.a.).
- 4.4 For the purpose of this Policy Statement, employees on the lowest increment within the Grade 1 pay band are defined as our lowest paid employees. This is because no employee of the Council is paid at an hourly salary level that is lower than this grade. At 31 March 2018, the full time equivalent (FTE) annual value of the lowest increment used within Grade 1 is £16,491 which is the same as the national Spinal Column Point 13. This rate exceeds the National Minimum Wage and the Living Wage set by the Living Wage Foundation. This excludes apprentices who are paid the National Minimum Wage rates for apprentices.

5. REMUNERATION OF CHIEF OFFICERS

5.1 The Councils share the following posts, which fall within the definition of 'Chief Officer' for the purposes of this Pay Policy:

- Chief Executive (the Councils' Head of Paid Service)
- Strategic Directors x 2
- Assistant Directors x 8

5.2 The Chief Executive post was evaluated in 2016; the remaining posts were evaluated in 2011, using the Local Government Senior Managers' evaluation scheme. The pay grades for these posts were established following recommendations by an independent Local Government Association (LGA) consultant who drew on current data on salary levels within the sector.

5.3 The value of the incremental points or Spinal Column Points within each of the pay grades will be increased by the pay awards notified from time to time by the Joint Negotiating Committee for Local Authorities.

5.4 Chief Executive

5.4.1 The Chief Executive is the Councils' head of paid service. As at 31 March 2018, the annual Full Time Equivalent (FTE) salary range for the grade of this post is £111,100 to £129,280. There are five incremental points in the grade.

5.4.2 It is the Councils' policy that the FTE salary range for the post of Chief Executive will normally be no greater than 8 x the FTE salary range of a Grade 1 'Green Book' employee. The FTE salary for the Chief Executive does not exceed this range.

5.4.3 The Chief Executive also receives a Returning Officer fee in respect of District and Parish Council Elections, and a Deputy Returning Officer fee for County Council elections. Each Council has agreed a scale of fees for this function dependent upon the number of contests at any given election. Fees for conducting UK Parliamentary Elections, European Parliamentary Elections and national referenda are determined by way of a Statutory Instrument.

5.5 Strategic Directors and Assistant Directors

5.5.1 The Strategic Directors, report to the Chief Executive. The Assistant Directors report to the Strategic Directors. As at 31 March 2018, the annual FTE range for the Strategic Director Grade is £76,866 to £90,555.

5.5.2 There are five incremental points in the grade.

- 5.5.3 It is the Councils' policy that the FTE salary range for Strategic Directors will normally be no greater than 7 x the FTE salary range of a Grade 1 'Green Book' employee. The FTE salary for the Strategic Directors does not exceed this range.
- 5.5.4 The Assistant Directors report to the Strategic Directors. As at 31 March 2018, the annual FTE salary range for the Assistant Director grade is £55,807 to £69,496. There are five incremental points in this grade.
- 5.5.5 It is the Councils' policy that the FTE salary range for the Assistant Director posts will normally be no greater than 4.5 the FTE salary range of a Grade 1 'Green Book' employee. The FTE salary for Assistant Directors does not exceed this range.
- 5.5.6 The Councils' Monitoring Officer and Section 151 Officer are shared between both councils at Assistant Director Grade. In addition, there is an allowance for the Council's Monitoring Officer and Section 151 Officer for undertaking a statutory officer role across two councils within the range of £7,819 and £11,468 per annum.

6. GENERAL PRINCIPLES APPLYING TO REMUNERATION OF CHIEF OFFICERS AND EMPLOYEES

Recruitment

- 6.1 On recruitment, individuals (including Chief Officers) will be placed on an appropriate pay increment within the pay grade for the post that they are appointed to. Access to appropriate elements of the Councils' Relocation Scheme may also be granted in certain cases, when new starters need to move to the area.

Pay Increases

- 6.2 Pay increments within the grades may increase as a result of the Joint Negotiating Committee for Local Authorities. Individuals (including Chief Officers) may also progress within their pay grade. Individuals cannot progress beyond the top increment within their pay grade. Progression arrangements within the grade will be dependent upon competency and performance.

Termination of Office/Employment

- 6.3 On ceasing to hold office or be employed by the Councils, individuals (including Chief Officers) will only receive compensation:
- (a) in circumstances that are relevant (e.g. redundancy), and
 - (b) that is in accordance with our policies on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
 - (c) that complies with the specific term(s) of a settlement agreement

Additional Remuneration

- 6.4 The Councils do not currently pay market supplements but will keep pay under review and may develop a policy on this if required. A service area that is currently being examined is Development Management.
- 6.5 The Councils do not pay honoraria awards
- 6.6 The Councils pay Essential and Casual Car User allowances in accordance with agreed policy. The payment of Essential Car User allowances will be reviewed during 2018/19 as part of agile working following the move to Endeavour House. The rates for essential car user mileage are based on the rates set by the National Joint Consultative Council for Local Government Services. The Councils only apply the rates up to a 1199cc engine size; and do not pay the 1200cc to 1450cc (i.e. the top band). The rates for casual car user mileage are based on the rates set by HMRC. There are also rates in force for individuals who use their bicycle or motorcycle which are also based on the rates set by HMRC.
- 6.7 Subsistence allowances that are paid will be determined locally.
- 6.8 Chief Officers are not paid a bonus or any other performance-related pay.

7. REVIEW

- 7.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each financial year. Our next Statement is scheduled to be for 2019/20 and will be submitted to Full Council for approval.
- 7.2 If it should be necessary to amend this 2018/19 Statement during the year that it applies, an appropriate resolution will be made to Full Council.

Agenda Item 12

BABERGH DISTRICT COUNCIL

From: Monitoring Officer	Report Number: BC/17/36
To: Council	Date of Meeting: 24 April 2018

POLITICAL BALANCE AND COMPOSITION OF COMMITTEES

1. Purpose of Report

- 1.1. The purpose of this report is to agree the revised political balance and composition of the Council's committees following Councillor Melanie Barrett's and Councillor Holt's decision to join the Independent Conservative Group.

2. Recommendations

- 2.1 That the Committees' size and numerical allocation of seats be approved as detailed in Appendix 1 to this report.
- 2.2 That the revisions to the appointments to Committees as set out in Appendix 2 to this report be noted.

3. Financial Implications

- 3.1 None.

4. Legal Implications

- 4.1 The approval of the recommendations will ensure compliance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations.

5. Risk Management

- 5.1 This report is most closely linked with the Council's Significant Business Risk No. 5c – Failure to develop clear governance arrangements that enable the right decisions to be taken that are appropriate for the environment that we are operating in. Key risks are set out below.

Risk Description	Likelihood	Impact	Mitigation Measures
Sufficient members are not appointed and the Committee is inquorate and unable to take decisions.	1 – Highly unlikely	3 - Bad	Early discussions with Group Leaders regarding Committee placements

6. Consultations

- 6.1 Consultations have been undertaken with Group Leaders and other relevant Members.

7. Equality Analysis

- 7.1 Good governance and democratic, sound and transparent decision-making should enable potential inequalities to become apparent and should therefore be more obviously addressed.

8. Shared Service/Partnership Implications

- 8.1 There are no shared service implications.

9. Implications for the Joint Strategic Plan

- 9.1 Good governance and democratic, sound and transparent decision-making support the delivery of the Joint Strategic Plan.

10. Key Information

- 10.1 Under the provisions of the Local Government and Housing Act 1989 where a local authority is grouped for Committee composition purposes, the Authority is required to make arrangements to ensure that its Committees share the same political balance as the full Council.

- 10.2 The Local Government (Committees and Political Groups) Regulations 1990 allow ungrouped members to receive committee seats if any are left over once allocations have been made to the political groups in proportion to their membership of the authority. The political groups of Babergh make up 100% of the Council and therefore all of the politically balanced Committee seats go to political groups.

- 10.3 The current Committee structure has 43 available seats which go to political groups.

- 10.4 Following the decision of Councillor Melanie Barrett and Councillor Holt to join the Independent Conservative Group from the Conservative Group, the committee seats need to be adjusted to ensure that the Council's committees share the same political balance as the full Council.

- 10.5 The Council is therefore asked to approve the revised numerical allocation of Committee seats, and the calculation in accordance with the provisions of the Local Government and Housing Act 1989, as shown in Appendix one to this report. The calculation provides for 43 Committee seats to the various groups as follows:-

Conservative	-	24 seats
Independent	-	8 seats
Independent Conservative	-	6 seats
Liberal Democrats	-	3 seats
Labour	-	2 seats

- 10.6 Further to the proposed amendments to the allocation of committee seats the relevant Group Leaders have notified the Monitoring Officer of alterations to the members appointed to the Committees. The Council is asked to note these appointments as at Appendix two to this report.

11. Appendices

Title	Location
Appendix 1 – Size of Committees and numerical allocation	Attached
Appendix 2 – Alterations to committee appointments	To follow

12. Background Documents

None.

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Babergh District Council – Allocation of Committee Placements 2017-18

COMMITTEES	NO. OF SEATS	CONSERVATIVE (24 MEMBERS)		INDEPENDENT (8 MEMBERS)		INDEPENDENT CONSERVATIVE (6 MEMBERS)		LIBERAL DEMOCRATS (3 MEMBERS)		LABOUR (2 MEMBERS)	
OVERVIEW & SCRUTINY	8	4.47	4	1.49	1	1.12	2	0.56	1	0.37	0
JOINT AUDIT AND STANDARDS	8	4.47	5	1.49	1	1.12	1	0.56	0	0.37	1
PLANNING	14	7.81	7	2.60	3	1.95	2	0.98	1	0.65	1
LICENSING & REGULATORY	10	5.58	6	1.86	2	1.40	1	0.70	1	0.47	0
JOINT APPOINTMENTS	3	1.67	2	0.56	1	0.42	0	0.21	0	0.14	0
TOTAL TARGET	43	24	24	8	8	6	6	3	3	2	2

NB: changes are highlighted in yellow

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Agenda Item 15

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