



AGENDA

COUNCIL MEETING

THURSDAY, 26TH APRIL 2018 - 5.30 PM

Members of the Council are summoned to a meeting of the Mid Suffolk District Council at the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich IP1 2BX on **Thursday, 26th April 2018 at 5.30 pm**

A handwritten signature in black ink, appearing to read 'Arthur Charvonja'.

Arthur Charvonja
Chief Executive



COUNCIL	
DATE	Thursday, 26 April 2018
PLACE	King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich
TIME	5.30 pm

Please ask for: Committee Services

Direct Line: 01473 296472

Email: committees@baberghmidsuffolk.gov.uk

NOTE:

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends the meeting and wishes to be filmed should advise the Committee Clerk.

A G E N D A

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1 Apologies for absence	
2 To receive any declarations of pecuniary or non-pecuniary interests by Members	
3 MC/17/36 To confirm the minutes of the meeting held on 22 February 2018	1 - 18
4 MC/17/37 Chairman's Announcements	19 - 20
5 MC/17/38 Leader's Announcements	21 - 22
6 To receive notification of petitions in accordance with the Council's Procedure Rule	

In accordance with Council Procedure Rule 10, The Chief Executive will report the receipt of the following petition. There can be no debate or comment upon these matters at the Council meeting.

A petition with 85 valid signatures has been received regarding a bus service in Combs Ford. This petition has also been sent to the County Council.

7 Questions by the Public

The Chairmen of Committees to answer any questions from 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 11.

8 Questions by Councillors

The Chairman of the Council, the Chairman 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 12.

- 9 To receive reports from Cabinet Members** 23 - 56
- 10 MC/17/39 Overview and Scrutiny Committee Report** 57 - 58
- 11 MC/17/40 Community Infrastructure Levy (CIL) - CIL Expenditure Framework** 59 - 92
- David Whybrow – Cabinet Member for Planning
- 12 MC/17/41 Statement of Community Involvement Review** 93 - 122
- David Whybrow – Cabinet Member for Planning
- 13 MC/17/42 Pay Policy Statement for 2018/19** 123 - 130
- Report by the Chief Executive (Head of Paid Service) attached.
- 14 Appointments**
- 15 Resolution to Exclude the Public**
- Recommended Motion
- That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for Item 16 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraph registered against the item:
- Note:** *Information is exempt only if:
It falls within one of the 7 categories of exempt information in the Act and;
In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information*
- 16 MC/17/43 BMS Invest - Performance, Risk and Governance Update** 131 - 146
- Report from the Chair MSDC (Suffolk Holdings) LTD attached.

Please note that the next meeting is Annual Council on Monday 21 May 2018 at 5.30 p.m.

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.

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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.
3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

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Agenda Item 3

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK COUNCIL** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 22 February 2018

PRESENT:

Councillor: Derrick Haley (Chairman)
 John Levantis (Vice-Chair)

Councillors:	Roy Barker	Gerard Brewster
	Michael Burke	David Burn
	James Caston	Rachel Eburne
	Paul Ekpenyong	John Field
	Julie Flatman	Jessica Fleming
	Kathie Guthrie	Lavinia Hadingham
	Matthew Hicks	Glen Horn
	Diana Kearsley	Anne Killett
	Wendy Marchant	John Matthissen
	Lesley Mayes	Suzie Morley
	Dave Muller	Mike Norris
	Derek Osborne	Penny Otton
	Timothy Passmore	Jane Storey
	Andrew Stringer	Keith Welham
	Kevin Welsby	John Whitehead
	David Whybrow	

116 **APOLOGIES FOR ABSENCE**

116.1 Apologies for absence were received from Councillor Gowrley, Councillor Gibson-Harries, Councillor Green, Councillor Humphreys, Councillor Mansel and Councillor Wilshaw.

117 **TO RECEIVE ANY DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS BY MEMBERS**

117.1 The Monitoring Officer under her delegated authority had granted dispensations to all members in respect of Item 12, MC/17/15 Joint Medium Term Financial Strategy and 2018/19 Budget.

118 **MC/17/31 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 21 DECEMBER 2017**

It was Resolved: -

118.1 That subject to the third paragraph of the supplementary question reading that Councillor Eburne had looked at the website and a policy was not stated but that it just gave an application form and the spelling of Councillor Killett's name being amended, the Minutes be approved as a true record.

119 MC/17/32 CHAIRMAN'S ANNOUNCEMENTS

119.1 The Chairman's report was noted.

120 MC/17/33 LEADER'S ANNOUNCEMENTS

120.1 In the absence of the Leader, Councillor Whitehead presented the Leaders report and added an update relating to Item 2 in the report with regards to the purchase in Stowmarket, informing Council that the contracts had now been exchanged on the property with completion being anticipated in mid-March. Councillor Whitehead then invited the Chief Executive to update Council on the Boundary Commission Review.

120.2 The Chief Executive informed Council that the Local Government Boundary Commission for England was due to publish its final recommendations for Babergh and Mid Suffolk boundary reviews on 6th February. However, the Council had been advised that the Commission had delayed publication of its final recommendations as they were currently examining the electorate data and forecasts that underpin all of the recommendations and considering the suggested amendments to the recommendations arising from the consultation. Officers have been working with the Boundary Commission to verify the electorate forecasts and provide additional clarity around the expected growth areas. Following his meeting with the Boundary Commission this week the Chief Executive went on to say that a further announcement was due shortly regarding an additional 8 week public consultation. This information would be circulated as soon as it was received.

120.3 Commenting further the Chief Executive referred to Item 3 in the Leaders report in respect of Comres and informed Council that they would all be receiving an invitation to a presentation from Comres in the Council Chamber on 1st March 2018 at 5.30pm.

120.4 Councillor Eburne added that following the original announcement which had been due on the 6th February, Councillor Eburne had phoned the Boundary Commission on the 7th February to discuss some concerns she had relating to her wards and had been informed by the Commission that they were working with the Council to correct some anomalies and the new timetable will result in potential new recommendations to be published on 7th August 2018.

120.5 In response the Chief Executive stated Councillor Eburne probably had more up to date information than he had. All he could say that there would be an additional 8 week public consultation and then it would go through the normal processes.

120.6 Councillor Marchant asked if there was any update on the possibility of the compulsory purchase of the ex-showroom in Needham Market High Street?

- 120.7 In response Councillor Whitehead told Council that due to the short notice of the Leaders absence because of an unexpected emergency he had not been able to update Councillor Whitehead fully before the meeting, however as soon as any information was known he would update Council accordingly.
- 120.8 Councillor Welham asked what had the Council planned to support Suffolk Day and also what support the Council were giving to Stowmarket Town Council and Suffolk Chamber of Commerce with regard to the business exhibition in Stowmarket?
- 120.9 In response Councillor Whitehead stated that he certainly hoped that councillors and the Council would be participating in Suffolk Day although he had no further details he could give. He then invited Councillor Brewster to respond to the question relating to the business exhibition.
- 120.10 Councillor Brewster added that the Council had been involved very early on with the Chamber with regard to the organisation of the exhibition and would be sponsoring vouchers for the car parking for the trade stalls, also the Economic Team would be present at the exhibition to promote the Council's open for business strategies.

121 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PROCEDURE RULE

- 121.1 The Council noted that one petition had been received for Paddock House, signed by 53 valid signatures. The petition had requested that there was due public consultation and discussion before any commercial development was considered. In response the Council had agreed through the Assets and Investments Team to hold a consultation event on Tuesday 27 February 2018 specifically for Paddock House.

122 QUESTIONS BY THE PUBLIC

- 122.1 There were no questions received by the public.

123 QUESTIONS BY COUNCILLORS

- 123.1 The following questions were received in accordance with Council procedure Rule 12 of the Constitution:-

Question 1

Councillor Eburne to Councillor Nick Gowrley (answered by Councillor Whitehead in Councillor Gowrley's absence)

1. In December 2014, a £3.35 million transformation challenge award was provided by Government to Suffolk. How has this been spent across Suffolk, what amount spent in Mid Suffolk and what on?

Response:

Thank you for your question. Just under £2.5m has been spent or committed to date. The majority of this funding has been directed to the 'Suffolk System' as a whole; and so Mid Suffolk has been an equal beneficiary. In answer to both this question and your next question I will email you the tables which detail exactly how these funds have been allocated.

Supplementary Question

Can all of those figures be sent out to all Members?

Response:

Yes I am committed to send the figures out on behalf of Councillor Gowrley.

Question 2

Councillor Eburne to Councillor Nick Gowrley

1. As Suffolk Public Sector Leaders Group has access to funding from Government and also from business rates pooling, how much funding is currently held as at 31 December 2017; how is this funding accounted for; and where is this reported to Mid Suffolk District councillors?

Response:

As a result of the decision made across Suffolk, since 2013/14 our Councils have taken a pooling approach to Business Rates, which has enabled us to retain several million pounds within Suffolk rather than losing it back to Government.

As at 19th January 2018, when the position was last reported to the Suffolk Public Sector Leaders, there is £2.1m available to be allocated by the Suffolk Public Sector Leaders. As I mentioned previously I will ensure that the tables for both the transformation challenge award funding and the business rate pool be circulated to all Councillors.

In addition the Leaders decided at their meeting on 19th January 2018 that a review of Suffolk Public Sector Leaders governance arrangements should be carried out. The outcome of this review is likely to also improve the mechanisms for reporting discussions and decisions of the Suffolk Public Sector Leaders to Mid Suffolk.

Supplementary Question

Councillor Eburne asked if a business rates pooling briefing for all councillors could be held including the details about both business rates and how the Suffolk Public Sectors Leaders works, she also sought clarification from Councillor Passmore as to when the next meeting of the Suffolk Public Sectors Leaders would be?

Response

Councillor Passmore in response stated that the Group's TOR had changed over the last couple of year because of the Transformation Challenge Award and the Pooled Business Rates Fund, there was absolutely no reason why the table of grant funding shouldn't be published and that he agreed it should be much more open and transparent.

Question 3

Councillor Matthissen to Councillor Wilshaw

1. How many private householders have we helped to downsize, and at what cost?
2. Will you respond to the Commons Communities and Local Government Committee call (report on Housing for Older People published 9/2/18) to all local councils to employ a handyman to assist elderly residents?

Response:- (In the absence of Councillor Wilshaw Councillor Whitehead gave the response)

To your first question we do not currently provide any assistance to help private householders downsize and to the second the report published by the Commons Communities and Local Government Committee makes a suggestion that the coverage of Home Improvement Agencies (HIA) should be expanded so there is access to at least one HIA with a handyperson service in each local authority area.

In our district we already have an Home Improvement Agency namely Orbit East Care & Repair that already provide a chargeable handy man service to everyone over the age of 60, or disabled or vulnerable. It can help with minor repairs and odd jobs around the home. We therefore see no current business case to employ our own handyman to assist elderly residents.

Question 4

Councillor Matthissen to Councillor Whybrow

Will you publish a new timetable for Joint Local Plan production to adoption?
Why have delays occurred?

Response:-

The Council will publish a new Local Development Scheme in April with a revised timetable for Joint Local Plan production through to adoption.

The current Local Development Scheme identified preparation of the draft Local Plan and consultation in the summer of 2017. Public consultation did take place in the summer of 2017 commencing on 21st August for a period of twelve weeks to 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 recent 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. It will aid production of a robust and mature new Joint Local Plan

The timetable for the plan is important but it is equally important that we listen to our communities and I am confident that Officers are working hard to achieve the right balance.

Member briefings are arranged for March and April to develop the next draft of the Local Plan with further public consultation expected in the summer of 2018.

Supplementary Question

Are you not willing to hazard a date about when we'll get to adoption then?

Response

A revised scheme timetable will be published in April, the effect of this slippage will enable the councils to produce a draft submission plan that takes into account the revised National Planning Policy Framework and the governments new housing needs figures for the Councils. However the timing of those may actually alter the timing of any proposed timetable so hence it is difficult to nail down a timetable.

A further regulation 18 consultation is hoped to be taking place in the summer with preferred site allocations to meet any increased housing requirements before proceeding to a draft submission plan shortly thereafter. That would result if it were to take place without any further disruption in submission of a joint Local Plan to Government in March 2019 for an examination in public some 9 months later than originally planned.

Question 5

Councillor John Matthissen to Councillor Whitehead

In what way is the Council's adopted Investment Strategy consistent with the Government's **STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS (3rd edition)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf

which takes effect on April 1st 2018? In particular with reference to paragraphs 34-37

Response

Thank you for your question. If you refer to paragraph 12 of the guidance, to which you kindly sent me the link, you will see that it says:

“Strategies presented to Council or equivalent before 1 April 2018 but relating to 2018-19 and future financial years do not need to include all of the additional disclosures required by this edition of the guidance should it not prove practical or cost effective to do so. If a local authority chooses not to include the new disclosures in its 2018-19 Strategy, it must include the disclosures in full in the first Strategy presented to full Council or equivalent after 1 April 2018.”

Due to the late notification of this guidance in our Budget process and approval of our Treasury Management Strategy for 2018/19, it has not proven practical to include this information, but I will ensure that the Council complies with the disclosure requirements in the 2019/20 Strategy.

124 MC/17/34 OVERVIEW AND SCRUTINY COMMITTEE REPORT

124.1 Councillor Eburne introduced her report and informed Council that the Committee had an interesting meeting the week before where the five year land supply and waste services had been scrutinised. She then invited questions from members.

It was Resolved: -

That the report be noted.

125 RECOMMENDATIONS FROM CABINET AND COMMITTEES

126 JOINT TREASURY MANAGEMENT STRATEGY 2018/19 (PAPER MCA/17/41 - CABINET - 5 FEBRUARY 2018)

- 126.1 Councillor Whitehead introduced the report and informed Council that the report had been scrutinised by the Audit and Standards Committee prior to the presentation of the report to Cabinet and then to full Council. He added that he felt that the level of scrutiny undertaken underlined the importance of the report to the Council's operations and financial wellbeing.
- 126.2 Councillor Barker seconded the report and reserved the right to speak.
- 126.3 Councillor Stringer drew attention to page 29 of the report relating to the existing investment and debt portfolio holder position and said given that by the time the Minutes are published for this meeting the government will insist that Council's publish all borrowing from the Public Loans Board and where it goes including in CIFCO, why has the Council not taken that action already?
- 126.4 In response Councillor Whitehead stated that the new guidance had been announced very late in both the production of the report and the budget setting process and for this reason and the cost point of view it had not been actioned for this year.
- 126.4 The Section 151 Officer added that the Council would be examining the guidance in preparing the 19/20 Treasury Management Strategy to ensure the Council was compliant going forward.
- 126.5 Councillor Stringer then asked with the guidance from the Local Government Association it states that before you set a balance budget you should check all your significant risks, why is the significant risk register not in front of the Council when setting the budget that might need to address some of those risks.
- 126.6 Councillor Whitehead replied that the Corporate Manager for that area kept them under constant review, however he also said that he understood the thrust of the question and that it would take a long answer in terms of how the Council approached all of its investment strategies and all of the various risks, but in each case professional advice had been taken and every case the risk scenarios had been looked at and mitigations had been put in place.

It was Resolved:-

- (i) That the following be approved:**
- (a) The Treasury Management Strategy for 2018/19, including the Annual Investment Strategy as set out in Appendix A of the report**

- (b) **The Treasury Management Policy Statement set out in Appendix B of the report.**
 - (c) **The Treasury Management Indicators set out in Appendix E of the report.**
 - (d) **The Prudential Indicators and Minimum Revenue Provision Statement set out in Appendices F and G of the report.**
- (ii) **That the key factors and information relating to and affecting treasury management activities set out in Appendices C, D and H of the report be noted.**

127 MC/17/35 JOINT MEDIUM TERM FINANCIAL STRATEGY AND 2018/19 BUDGET

- 127.1 Councillor Whitehead introduced the report and informed Council that it was now in a position where it had a clear vision of not only next years budget but also a clearer view of how the Council's finances should look over the four terms of the Joint Medium Term Financial Strategy. He was pleased to report that although the Council faced a number of challenges from changing funding landscapes the Strategy responded to those challenges.
- 127.2 Continuing further he went on to say that Central Government continued to reduce core funding through the revenue support grant as part of its ongoing deficit reduction strategy. Going forward the Council's core funding was now predominantly business rates and council tax income and together they covered well over 80% of the Council's net service cost. Along with other Suffolk councils the Council had been selected to pilot the 100% business rate retention scheme. The Council anticipated receiving a one -off benefit from this of £1m however this had not been included within the figures in the report as it had been placed in an earmarked reserve where the activities from this had still to be agreed.
- 127.3 Councillor Whitehead informed Council that the future funding of New Homes Bonus remained uncertain. This funding stream had been a major element behind Mid Suffolk's ability to build up such a robust level of reserves. Since it was introduced in 11/12 the Council has received £11,000,000 in new homes bonus the bulk of which has been transferred to reserves rather than rely on core funding. The graph on page 74 of the papers illustrated that the new homes bonus peaked in 2016/17 and was now in decline. The reduction in amounts given from 6 years, first to 5 and then to 4 along with an imposed 40.4% growth baseline both contribute to this fall in new homes bonus income. Since 2015/16 the Council has had to utilise a part of the new homes bonus to balance the budget. Now in the Joint Medium Term Financial Strategy the Council has looked at 3 scenarios to determine the amount of new homes bonus it receives. The first, the minimum level of new homes bonus. Secondly, one based on a 5-year average of new homes built, and thirdly one based on projected completions. Now intuitively Councillor Whitehead felt that projected completions should prove to be the most realistic assumption to use.

And this reflected the Council going into a relatively modest budget deficit position in 2021/22. With earmarked reserves forecast to fall to 10,584,000 by the end of 2018 according to attachment 5 on page 144 of the report.

- 127.4 Commenting further Councillor Whitehead said this figure was after putting significant money aside from the transformation fund for the Regal Theatre improvement project. That was by far the major driver behind the year on year fall. He also explained to all members that the transformation fund was being renamed to the Growth and Efficiency Fund effective from 01 April 2018 as many of the Council's transformation activities which were started from 2011 were now completed. The new name not only explained where the funding had come from i.e. growth that produced new homes bonus, additional planning income, along with many operating efficiencies that have produced out turns well ahead of those budgeted and going forward the Council can use this fund to create further growth or improved efficiencies.
- 127.5 Councillor Whitehead also advised Council that following a meeting with the Green Party their various suggestions were discussed with the Conservative Group and he was pleased to say that they had been incorporated into the 18/19 budget initiatives to increase the uptake of disability grants, action on stalled planning sites and the tree at birth concept as these have cross party consensus.
- 127.6 Councillor Whitehead also stated that the general fund budget position for 2018 had resulted in a very modest increase in council tax. For a band D property, it would increase by 81p a year which is 1.5p a week and that would equate to a 0.5% increase.
- 127.7 Turning to the Housing Revenue Account, Councillor Whitehead said that when he had introduced last year's budget at full council he had said that there was no real gloss act put on the position of the HRA and the Council faced medium-term challenges. That conclusion was driven primarily by the effect of the 1% annual reduction in council house rents. The Council has since been able to update the HRA business plan to reflect the impact of increases in rent from 2021 by CPI plus 1%. This had mitigated by £9,500,000 the effect of the earlier rent reductions. However, the mandatory 1% reduction remained in place for 18/19 and was therefore included in the budget recommendations. The Council was nearing the completion of the housing stock condition survey and had built £1,100 contingency per property into the 18/19 budget. The historically subsidised sheltered service charges of £100,000 a year were unsustainable in the longer term, so the Council was proposing changes which overall would result in a net increase of £2 per week in 18/19 that being half of last year's increase. The Council were proposing no changes to sheltered housing utility charges and were maintaining garage rents at current levels. The capital programme was set out in appendix D of the report for both general fund and HRA. as well as showing the detailed proposals year by year, it also shows how the Council intended to finance the capital programme.

The paper also sets out the council tax collected on behalf of the other authorities i.e. the County, Police, and a multitude of parish councils within Mid Suffolk including the late submission from Syleham Parish of their precept that had been included in the papers.

- 127.8 Finally Councillor Whitehead expressed his heart felt appreciation for all the hard work of the finance team in preparing the budget.
- 127.9 Councillor Whybrow seconded the recommendations and reserved the right to speak.
- 127.10 On the proposal of Councillor Otton and seconded by Councillor Field the following amendment was tabled:-
- a. Invest 50k in a feasibility study covering the introduction of a separate food waste collection aimed at processing that element of the waste stream by anaerobic digestion as the Energy from Waste Plant is close to capacity. The free capacity could then be used to deal with local commercial waste at a profit.
 - b. £50k to be set aside for a referendum on merger to ensure that the current Mid Suffolk opinion is polled transparently and equally to that of Babergh
 - c. Support the 0.5% rise in Council tax
 - d. Work with SCC to use police/firestations for emergency homeless provision
 - e. Introduce a radical approach for getting disabled grants dealt with, using £40k that is currently unspent to do so.
 - f. Re-instate £30k for supported living. It is not reasonable to introduce a £2 per week increase in costs for the residents of supported housing while keeping the rise to council tax payers to £0.015per week.
 - g. Reduce the £200K rent loss on council homes by £100k by targeting delays in the assessment, authorisation, materials procurement and scheduling of work processes possibly using a local contractor to deal with any backlog.
 - h. Make a robust approach to Government to ensure that Mid Suffolk benefits from the lifting of the Cap on HRA borrowing.
 - i. Take advantage of the raised cap to Increase borrowing by £20million to deliver 200 new affordable homes using the Transformation Fund to fund interest until building is complete and rent revenue increases.
 - j. Investigate the possibility of MSDSC setting up a Community Land Trust to build more social and affordable homes thus avoiding right to buy
 - k. Re-establish the income stream from building control by setting up a stand-alone company to provide this service operating from premises nearer to its clients.
- 127.11 Councillor Otton presented the Motion to Council and told members that the reasons for the amendment was that their Group felt that waste was an important area and many other councils had a food waste recycling scheme and they believed that Mid Suffolk and Suffolk should do the same.

She went on to say that £50k should also be set aside for a referendum for the residents of Mid Suffolk to have the opportunity to vote on the proposed merger with Babergh Council as it seem illogical and undemocratic if Babergh were given the chance to have their say but Mid Suffolk residents were not. Commenting further she said that this was an important decision which must not be left to officers and a few Council leaders to make.

- 127.12 Councillor Otton stated that her Group were prepared to support the 0.5% increase in Council tax and she asked the Council to support her request to investigate the possibility of using manned fire stations as emergency provision for rough sleepers when the temperatures dropped below zero, she had spoken with the Chief Fire officer and was investigating the scheme in Nottingham.
- 127.13 Commenting further Councillor Otton raised the issue of disabled facilities grants and the long waiting list many of them awaiting discharge from hospital therefore exacerbating the problem of bed blocking. She therefore proposed to use the £40k that was not spent to do this.
- 127.14 She went on to say that she could not support the introduction of a £2 a week increase for those people in sheltered housing when the rise to council tax payers of all incomes equated to just 15p per week. She also recommended that the loss of income from voids should be reduced by targeting and scheduling work and using local contractors to clear the backlog. Councillor Otton also requested that the Council lobby the government to raise the cap on housing borrowing then the Council could use its healthy transformation fund to fund this borrowing and also investigate the possibility of the council setting up a community land trust to build more homes to replace the void from right to buy.
- 127.15 Councillor Field spoke about the concept of a separate food waste collection service saying that the County may no longer wish to block such an initiative as it now has its EFW plant operational, the cost aspect of this with the need to provide waste freighters which had additional compartments in which food could be collected was not as concerning as previously. Councillor Field went on to say if technology such as an anaerobic digestion the Council could generate methane for commercial use the residue to improve soil fertility, avoid the incinerator gate fee and free up capacity at the EFW to sell to local companies so although clearly there would be a cost associated with this, there would also be benefits.
- 127.16 Councillor Fleming spoke as a Green County Board member representative and said that generally speaking trying to recycle food waste from households did not provide enough benefit to the environment and he would rather focus on reducing the amount of food waste that was generated.
- 127.17 Councillor Hicks added that unfortunately food waste collection only really worked in real urban areas where you could collect a lot in a very short space of time, the cost of separating the waste was just too prohibitive and would be more environmentally more damaging because you would need a

whole new fleet of vehicles travelling around Suffolk.

- 127.18 Councillor Passmore commented on the proposal to use fire stations as emergency provision for rough sleepers stating that there was a lot of provision already available for the homelessness in Ipswich. He also saw problems around using the fire stations due to security, sensitive information, who would supervise them and how would the facilities be available 247 and felt that the suggestion was impractical.
- 127.19 Councillor Barker said that he could not support the proposal for food waste and felt that money should be spent on changing people's behaviour on buying food and not using food past its sell by date.
- 127.20 Councillor Matthiessen stated that he was in support of the amendment especially the proposal to set aside money for a referendum, lobbying the Government to lift the cap on housing borrowing and the proposal to set up a community land trust.
- 127.21 Councillor Norris also stated that he supported the proposal to put aside £50k for a referendum for Mid Suffolk.
- 127.22 Councillor Whybrow felt that the amendment had been brought forward at the eleventh hour and suggested that earlier discussion and engagement would have yielded better outcomes.
- 127.23 Councillor Whitehead thanked Councillor Otton for her support of the proposed council tax rise. Commenting further he could not support the request for a referendum as he felt that the Comres results would illustrate that there was not a strong case for a referendum. With regard to the disabled facilities grant he felt that an increase in staffing was the Chief Executive's prerogative, so rather than being specific the Administration had requested that they would like to see better spending of the disabled grants and take whatever steps were needed to improve the process. Commenting further he went on to say with regard to the £2 increase in sheltered housing fees between 60% and 70% of the people affected are on housing benefit and therefore personally won't be paying this. In terms of the voids Councillor Whitehead stated that the Administration were very keen to see these voids reduced and there was a current ongoing project to get these reduced.
- 127.24 Councillor Otton in her response said that she had forwarded her proposals to Councillor Gowrley and Councillor Whitehead several weeks ago and had no response. With regards to the use of fire stations for rough sleepers this was a model that had been introduced in other places such as Manchester and Nottingham and was working extremely well with the help of the Red Cross. As for the increase of £2 for those in sheltered accommodation because they are on benefits, this is a major issue as the government policy was to reduce benefits, she hoped the Council would continue to lobby the government to lift the cap on the HRA borrowing and felt very disappointed that Suffolk would not be following other counties across the country to

recycle food waste. She thanked members who had supported the amendment.

127.25 The amendment was **PUT** to the meeting and **LOST**.

127.26 In accordance with Council Procedure Rule 18.3 the vote was recorded as follows:-.

For	Against	Abstention
Cllr Eburne	Cllr Barker	
Cllr Field	Cllr Brewster	
Cllr Killett	Cllr Burke	
Cllr Marchant	Cllr Burn	
Cllr Matthissen	Cllr Caston	
Cllr Norris	Cllr Ekpenyong	
Cllr Otton	Cllr Flatman	
Cllr Stringer	Cllr Fleming	
Cllr Welham	Cllr Guthrie	
	Cllr Hadingham	
	Cllr Haley	
	Cllr Hicks	
	Cllr Horn	
	Cllr Kearsley	
	Cllr Levantis	
	Cllr Mayes	
	Cllr Morley	
	Cllr Muller	
	Cllr Osborne	
	Cllr Passmore	
	Cllr Storey	
	Cllr Welsby	
	Cllr Whitehead	
	Cllr Whybrow	
Total 9	Total 24	0

127.27 The Chairman announced that the Motion was lost and returned to debate the substantive motion.

127.28 Councillor Matthiessen asked if there was a response regarding the lobbying of the MH DCLG with regards to lifting the HRA cap?

127.29 Councillor Eburne asked if the Council was confident that BMBS would break even in the timescale predicted and sought clarification on what projected completions actually meant with regards to the five- year land supply?

- 127.30 In response Councillor Whitehead stated that the Business Case was based on three scenarios:- the worst, best and middle case and the budget and performance was kept under constant review. The Assistant Director for Housing added that Overview and Scrutiny would be reviewing the service in April and a revised business plan and financial forecast would be going to Cabinet in April or May. A lot of work had been done in revising the business plan where originally the forecast had predicted a surplus within year 5 of the scheme, however this was looking increasingly likely that a surplus would not be seen until year 6 but Obviously this would be greatly scrutinised in the forthcoming weeks and months.
- 127.31 In response to the questions relating to projected completions Councillor Whitehead stated that he would need to go back to the Strategic Planning team to gain an exact definition of what numbers and assumptions they have used.
- 127.32 Councillor Eburne asked if it would be possible to have the figures on which the graph was based?
- 127.33 Councillor Whitehead in response stated that he would be happy to provide the figures and would be very disappointed if those figures couldn't be robustly supported.
- 127.34 Councillor Stringer stated that for the first time in his Groups history they had not produced an alternative budget however they had welcomed the opportunity to sit down with the Administration and go through some of the reasoning behind the budget decisions, it was for this reason on balance that his Group would be voting for the recommendations purely because he felt that the Administration had listened .
- 127.35 Councillor Whitehead in his summing up thanked Councillor Stringer for his comments he also went on to say that in terms of the budget the recommendations would be taken as a whole and a recorded vote would be undertaken.
- 127.36 The recommendations were **PUT** to the meeting and **CARRIED**.
- 127.37 In accordance with Council Procedure Rule 18.3 the vote was recorded as follows:-.

For	Against	Abstention
Cllr Barker	Cllr Field	Cllr Matthissen
Cllr Brewster	Cllr Marchant	
Cllr Burke	Cllr Norris	
Cllr Burn	Cllr Otton	
Cllr Caston		
Cllr Eburne		
Cllr Ekpenyong		
Cllr Flatman		
Cllr Fleming		

Cllr Guthrie		
Cllr Hadingham		
Cllr Haley		
Cllr Hicks		
Cllr Horn		
Cllr Kearsley		
Cllr Killett		
Cllr Levantis		
Cllr Mayes		
Cllr Morley		
Cllr Muller		
Cllr Osborne		
Cllr Passmore		
Cllr Storey		
Cllr Stringer		
Cllr Welham		
Cllr Welsby		
Cllr Whitehead		
Cllr Whybrow		
Total 28	Total 4	1

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 be based on a council tax increase of 0.5%, an increase of 81p per annum for a Band D property 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 £0.83 a week, as required by the Welfare Reform and Work Act be implemented.**
- (v) That the 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 £30k.**
- (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 Mid Suffolk in the Business Rate Pilot for 2018/19 as set out in paragraph 11.9 to 11.10 of the report be accepted.

128 APPOINTMENTS

128.1 There were no changes to placings.

The business of the meeting was concluded at 7.19 p.m.

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Chairman

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Agenda Item 4

				MC/17/37	
MID SUFFOLK DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS					
COUNCIL - 26 APRIL 2018					
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR	
MARCH 2018					
High Sheriff of Suffolk - The Suffolk Justice Service Choral Evensong at St Edmundsbury Cathedral	Bury St Edmunds	18-Mar	✓	✓	
Mayor of St Edmundsbury Torch-light Tour of the Portraits and Treasures at Ickworth House	Ickworth	22-Mar	✓		
SSAFA (Forces Charity) AGM & Lunch	Needham Market	23-Mar	✓		
APRIL 2018					
Remembrance of Past Mid Suffolk District Councillor and Chairman, Ray Melvin	Woolpit	04-Apr	✓		
Forest Heath Chairman's Civic Reception	Newmarket	13-Apr	✓		
Suffolk Coastal District Council Chairman's Civic Reception	Kesgrave	19-Apr	✓		
Chairman's Charity Supper and Auction of Promises	Stowmarket	20-Apr	✓		
Stowmarket Mayor's St George's Day Dinner	Stowmarket	23-Apr	✓		
Suffolk County Council Chairman's Civic Reception	Ipswich	26-Apr	✓		

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Council – 26th April 2018

Leaders Report

1. The “Merger”

You will by now be aware that for a number of reasons, not least the County Council’s new-found willingness to consider unitary government, the potential merger with Babergh District Council has now been put on pause. Once the outcome of the local government review being undertaken by the Suffolk Public Sector Leaders (SPSL) (see below) has been completed, we will reconsider the position.

2. Unitary Government

You will also by now know that the County Council have engaged consultants (Respublica) to look into the way that unitary government might work in Suffolk. This review is to also consider how an enhanced two-tier system might work. However, the SPSL have agreed not to participate in this proposal and indeed have further agreed to carry out their own review (the County Council has been invited to join in with this review). Once details have been finalised, I shall advise you accordingly.

3. Ex National Westminster Bank, Stowmarket

I’m pleased to confirm that MSDC have completed the purchase of the redundant bank. Some market testing on its future use is currently being undertaken, although a commitment has been made to the John Peel Centre to provide them with access to the High Street. A consultation event is being arranged with the Stowmarket Society to gather views from the local community as to their suggestions.

4. Needham Market Headquarters site.

Two consultation events have now been held in Needham Market to gather views from local residents as to the draft proposals for the headquarters site. They were well attended, and officers are currently correlating the outcomes. 274 attendees (6% of population) and 157 written comments. A report will come to full Council in due course.

5. Further education for 16+

Cllr Brewster and I have had an approach from West Suffolk College about the possibility of providing facilities for 16+ further education including skills training in the Stowmarket area. I have therefore arranged for a discussion with the Cabinet Member responsible for this at the County Council to see if we can progress the ideas any further. I’ll keep you informed of progress.

Cllr. Nick Gowrley
Leader - MSDC

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Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Nick Gowrley Leader and Cabinet Member for Assets & Investment	Report Number: CMU8
To: Council	Date of meeting: 26 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 invest a total of £2.575m into the redevelopment of the Regal Theatre in Stowmarket, in association with Stowmarket Town Council. The support is in the form of a £1m loan, a capital grant of £1.56m and a capital allocation of £15k to remodel the car park beside the Theatre. This decision demonstrates the Council's commitment to Stowmarket as our key town within the district, builds on the cultural and creative offer that already exists in Stowmarket and will enable the town to establish a more vibrant and sustainable town centre. The development is also anticipated to have a number of economic benefits for the town as were set out in the report to Cabinet. The Council is now setting up a project team with Stowmarket Town Council to ensure successful delivery of the project in a timely manner.
- 3.2 At the same Cabinet meeting in February the decision was also taken to submit a bid for a strategic property in Stowmarket Town Centre. The Council's bid was successful and contracts have been exchanged on the property. I look forward to being able to tell you more about this purchase and its intended use once the purchase has been completed.
- 3.3 Plans for the regeneration of the Council's former Head Quarters site in Needham Market 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.

Our Priorities 2018/19 (Assets and Investment)

- 3.4 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, to include assets and investment priorities.
- 3.5 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 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 developments in: Needham Market, Stowmarket and Eye. The developments will be a mixture of affordable and market sale homes. Plans will be shared soon, with planning applications anticipated for submission in the 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 Nick Gowrley

Appendix 1 - Our Priorities 2018/19

Joint priorities
BDC priorities
MSDC priorities

KEY



Our Priorities 2018|19



Housing Delivery

- Local Plan (5yr Land Supply) Submitted for inspection by Spring 2019
 - Narrow land supply gap
- Housing Strategy
 - Complete (Winter 2018-19)
- Council Housing Building Programme 210 Houses Babergh, 90 Mid Suffolk (2018-21)
- Increase Affordable Housing
- Delivery of stalled sites - Increase rate of completions e.g. Ganges (Shotley); Ashes Farm (Stowmarket)
- More empty homes brought back into occupation faster (Council housing & private)
 - Increase Temporary Accommodation
 - Provision in Stowmarket (Autumn 2018)
 - Review demand/feasibility for another facility (Winter 2018-19)

Assets & Investments

- CFCO
 - Financial revenue target & fully invest £50M (Winter 2018-19)
 - Review options to further extend investment (Autumn 2018)
- Former HQ Sites
 - Planning application (Autumn/Winter 2018-19)
 - On site (Spring/Summer 2019)
- Development sites
 - Planning application (Autumn/Winter 2018-19)
 - On site (Spring/Summer 2019)
 - Angel Court - Hadleigh (Linked to Hadleigh HQ)
 - Stowmarket & Needham Middle Schools
 - Paddock House, Eye
- Assets Strategy - Asset utilisation and approach (Summer 2018)
 - Bakers Mill - Great Cornard Bridge solution
 - Hamilton Rd, Sudbury
 - Complete feasibility on regeneration work and develop business plan (Summer 2018)
 - Belle Vue, Sudbury
 - Business case to Cabinet (Summer 2018)
 - Planning application (Summer 2018)
 - Leisure Investment (Hadleigh, Stowmarket & Sudbury)
 - Gainsborough Chambers Asset Transfer

Enabled & Efficient Organisation

- Financially Sustainable Council
 - Transformation Programme (Celebrate success of last 5yrs)
 - Finance Strategy 2019-22 and balanced budget 2019-20
- Customer Strategy (Refresh) (Summer 2018)
 - Measure and work towards increasing overall customer satisfaction
- Communications Strategy (Spring 2018)
 - Programme of key activities
- Council Recognition
 - National award application/shortlisting (Spring 2019)
- Joint Parking Policy (Winter 2018-19)

Business Growth & Increased Productivity

- Deliver Economic Development Strategy
 - Support for Enterprise Zones Sproughston & Gateway 14
- Business Awards (Winter 2018-19)
- Tourism Strategy (Spring 2018)
- Vision For Prosperity (Town development in partnership with Town Councils)
 - Vision for Sudbury (Winter 2018-19)
 - Vision for Stowmarket (Winter 2018-19)
- TECH Hub Stowmarket
 - Deliver pilot scheme (Winter 2018-19)
- Development plan for Stowmarket Nat West Building
 - Feasibility (Spring 2018)
- Support Sudbury Bypass
- Support A14 Improvements and A14 Express Way

Environment

- Environment Strategy (Winter 2018-19)
- Deliver sustainable energy schemes
 - PV Panels,
 - Facility battery power
 - Vehicle charging points
- Recycling Rate: BDC 43.63%
- MSDC 45.98%
- Garden Waste (Customer increase)
- Public Realm Review
 - Deliver action plan benefits (Summer 2018 - Winter 2019)
- 6. Trees for Life-Deliver Scheme
 - New-born Children 18-19 (Summer 2018 - Winter 2019)

Community Capacity Building & Engagement

- Communities Strategy (Winter 2018-19)
- Community Grants (visibility approach for 2018-19 and outcomes)
- Community Awards (Winter 2018-19)
- Sudbury Skate Park (Belle Vue)
- Commence work (Winter 2018-19)
- Develop cafe/visitor centre Needham Lakes
 - Feasibility (Summer 2018)

One Council

Business Case complete (Spring 2018)
Local Poll (Summer 2018)
MHCLG 'Minded to decision' (Autumn 2018)

March 2018

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MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor Julie Flatman Cabinet Member for Communities	Report Number: CMU9
To: Council	Date of meeting: 26 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 **Assets Community Value (ACV)** – The Cross Keys pub in Redgrave was placed up for sale in early 2017. The Redgrave Community Society took an interest and the pub nominated and subsequently registered as an Asset of Community Value (ACV) with Mid Suffolk District Council. Redgrave Community Society attended a BMSDC event called ‘Your Asset of Community Value – the Pub is the Hub’ and following this, a speaker from the event visited Redgrave to talk to the Society about owning their own community pub.
- 3.2 BMSDC provided continued support to enable the community to buy the pub: offering advice and support in raising the necessary funding to purchase the property. 66 people became shareholders £85,000 was raised and the remainder was secured through loans. The pub was purchased by the community and opened its doors on Saturday 3 March 2018.
- 3.3 Cllr Julie Flatman, Mid Suffolk District Council’s Cabinet Member for Communities, said: “In any locality, a specific place or business can put the heart into the community, and that is doubly true in rural areas. We at Mid Suffolk have been working hard to spread the news of community’s rights under the Localism Act, and it is heart-warming to see the results that can be achieved: Redgrave have been a real example for us all, as the community pulled together and this Saturday they will see the result of that work, sitting down for a drink in their very own pub at the Cross Keys. I hope many more communities follow their example.”

- 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 **Connect** – *As reported last quarter the Suffolk-wide Connect programme continues to integrate local delivery of health, social care and community services in Stowmarket, Eye & Northwest Suffolk, Bury Rural, South Rural and Sudbury.*
- 3.8 **Cycling events** – Working with Suffolk County Council we have secured Stage 1 of the Women's Tour of Britain. The event, which is to be held on 13th June 2018 will run from Framlingham to Southwold, passing through large parts of Mid Suffolk. We are currently working with local partners to plan 2 community cycling events – in Needham Market and Stradbroke, a school's competition and a film night screening at Stradbroke. These events will form part of a wider programme to ensure that Mid Suffolk maximises the opportunity presented by hosting this prestigious event. We are also supporting a Women on Wheels event at Debenham Leisure Centre.
- 3.9 **Walking programmes** – As part of the 2018 Suffolk Walking Festival which runs from 12th May to 3rd June there will be 12 in Mid Suffolk. 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*).

As a legacy of last year's mini walking festival in Stowmarket, we have worked with our Most Active County partners, Dance East and the John Peel centre to enable a 12-week funded programme – the Stow Elders project which runs until the end of March 2018.

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 in Eye based at Hertismere High School.

3.10 **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 DAAs in Stowmarket is now well established.

- We are currently working with partners and communities to establish a new Dementia Action Alliance in Needham Market and Eye.

As part of our commitment to the DAAs, we are supporting Stowmarket 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.

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 to learn more about the scheme and sample performances.
- 4.4 The Duke of Marlborough in Somersham has already expressed an interest in hosting live events. This project is being funded through Applause and Creative Arts East. We anticipate 5-6 events per year.
- 4.5 **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.
- 4.6 **Volunteering.** Work with our HR department to develop an Employee Supported Volunteering offer for BMSDC staff.

Safe Communities

- 4.7 Safeguarding Training for staff and Members continues.

Health and Wellbeing

- 4.8 ***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.
- 4.9 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.
- 4.10 ***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:
- 4.11 **Priority 1** – Improve mental health in the early years through support for young families.
- 4.12 **Priority 2** – Improve workplace mental health and emotional wellbeing.
- 4.13 **Priority 3** – Continued support for local action on Dementia.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Brewster Cabinet Member for Economy	Report Number: CMU10
To: Council	Date of meeting: 26 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 NALEP, 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 Stowmarket communities is progressing and the team have met with local place shaping groups in Stowmarket 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 The Open for Business Team have advertised a temporary project co-ordinator post and feasibility study commission to progress a Technology Hub for the Mid Suffolk area. Officers, in collaboration with core stakeholders, will review applications and scope the next stage (and interview process) from March 2018. Jo Churchill MP has also expressed interest in being part of the extended group involved with this work as she holds a particular interest in this concept.

- 3.5 Officers are continuing work in the Eye area with colleagues from SCC (highways), businesses and business support sectors to progress economic growth opportunities and will be looking to engage further with businesses in Eye in the near future. In October 2017 the Department for Transport confirmed funding of £3.75m for A140 improvements from its National Productivity Investment Fund. BMS will continue to support delivery of this important project to help unlock the significant potential of Eye Airfield.
- 3.6 In January 2018 the Cabinet Member, Ward Member, Chief Executive, Assistant Director and Corporate Manager for Planning met with Moulson Coors following their recent acquisition of Aspalls. They described the history of the company and ambition for Aspalls, drawing on examples of similar acquisitions elsewhere in the country.
- 3.7 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.

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 Gerard Brewster

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MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor David Burn Cabinet Member for Environment	Report Number: CMU11
To: Council	Date of meeting: 26 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 220 tonnes of refuse and 50 tonnes of recycling is collected which is equivalent to over 30 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 1300 trees being picked up from designated collect points across the district.

3.2 Education and Promotional Events

Our officers continue to take part in education and promotional events and attended an event at Stonham Barns on Saturday 10th February, "Potato Day", where we promoted our home composting, waste minimisation and recycling services. We had conversations with over 200 people during the event.

3.3 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 two 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 and weight of waste collected, vehicle capacities and the road network. From this information the software will produce optimised 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 with Serco officers we will carry out our own value for money analysis of the waste contract, for example benchmarking the contract costs against those of other local authority waste services.

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

- Re-tender 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

3.4 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 reduce the risk of clients going 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 seen an increase of 15%.

Sustainable Environment Service

3.5 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

- 3.6 The Planning Enforcement service has experienced resource issues over the past 8 months having lost two senior officers and being unsuccessful in recruiting 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

- 3.7 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 started 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

- 3.8 Following the closure of the two offices, members of the team are predominantly working remotely from the head office to avoid unnecessary travel and are 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 has 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

- 3.9 The Licensing Sub-Committee meet on 26th February to determine an application for (minor) licence changes at the Limes Hotel, Needham Market. Local resident objections will be heard and an outcome notified once set.

The Licensing Team will be preparing work to set a statutory Gambling Act 2005 Statement of Principles review. As with the last revision this will be as common as possible between MSDC and BDC (but cannot be joint given that they are separate licensing authorities).

Work will also begin on a common policy update between MSDC and BDC on taxi and private hire work. 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 to 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 offer to our businesses, including important licensed sectors.

Our small team, continues to support a combined per annum total of 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 itself through agile working learning and business process re-engineering, which will be complemented by progressing the common policy update referred to in paragraph three, above.

Building Control Service

- 3.10 Our Building Control service, following the recruitment of two 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 groundwork 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 elsewhere 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

3.11 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 Council's 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 as required to look at performance/quality standards, tree policy/strategy, public conveniences and open space adoption.

3.12 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.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor John Whitehead Cabinet Member for Finance	Report Number: CMU12
To: Council	Date of meeting: 26 April 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR FINANCE

1. Overview of Portfolio

- 1.1 Whilst I have compiled this report 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 through to 2021/22. We agreed a small increase in council tax for 2018/19 at 0.5% 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.

2017/18 Budget Monitoring

- 3.3 The third quarter budget monitoring report was discussed at Cabinet on 5th March and shows a favourable variance of £1.158m 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 anticipated to continue.
- 3.4 Subject to the final variance at the end of the year, it is proposed that most of the variance (£938k) is put into the business rates equalisation reserve. This is because the Business Rates Collection Fund will be in deficit at the end of 2017/18 due to a large rebate following an appeal on the Wattisham base and this 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 deficit in 2018/19.

Business Rates Revaluation Grant

- 3.5 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.
- 3.6 Cabinet approved a policy in July 2017, by which the money (£217k 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 in consultation with myself and the Leader.
- 3.7 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.
- 3.8 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 the grant allocated to Mid Suffolk in this financial year will be spent.
- 3.9 The allocation reduces to £105k in 2018/19, £43k in 2019/20 and £6k in 2020/21, so we will need to reduce the assistance provided over the next 3 years. When this transition ends, businesses will be picking up their revised business rates bill by the next revaluation.

Business Rates Pilot 2018/19

- 3.10 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. We are one of 10 areas designated and this 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.
- 3.11 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. Mid Suffolk's share of this will be approximately £1m, which will be placed in a new earmarked reserve.
- 3.12 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.
- 3.13 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 on this topic is being developed for delivered early in the new financial year.

4. Future Key Activities

Early Closure of Accounts

- 4.1 The deadline for closing the accounts for 2017/18 has been further tightened, so that the unaudited accounts must 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 The Team undertook a trial run for the 2016/17 accounts to see what lessons needed to be learnt before they had to do it in earnest for 2017/18. They are working closely with our external auditors, EY, to achieve the required timetable. It will be a significant challenge for both the Finance Team and our auditors and, as it follows closely on from the budget and budget monitoring work, there is going to be very little if any respite for our hard-working team.

Medium Term Financial Sustainability

- 4.3 One of our key strategic priorities is to be financially sustainable in the medium term. The updated MTFS gives us an insight into the challenges 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.
- 4.4 Whilst we have been able to set a budget for 2018/19 with a surplus position, we cannot rest on our laurels, as the future shows us that the challenges increase over the following 3 years. 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.
- 4.5 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 more work to be done.

Staff Survey

- 4.6 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 being sought on a range of matters including their job, team and the organisation, as well as training and development opportunities, agile working and internal communications.
- 4.7 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 another point in the future, still to be agreed, so that it can be seen what impact the actions have made.
- 4.8 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 My report has outlined both the key activities undertaken over the past six months and the next steps in our annual cycle of finance work. As always there are further challenges ahead, but with our able and experienced team I feel confident we are equipped to meet them.

Authorship: Councillor John Whitehead

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Jill Wilshaw Cabinet Member for Housing	Report Number: CMU13
To: Council	Date of meeting: 26 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 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.
- 3.2 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 compliant and have robust policies and procedures that deliver an exemplar service. A planned review of this work will take place by our own Internal Audit team shortly to ensure the project has met its aims and objectives.
- 3.3 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

- 3.4 Universal Credit – UC Full Service began in October last year, in Sudbury, Babergh and will begin in Stowmarket, Mid Suffolk 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.

- 3.5 Officers are working hard to ensure rent collection levels at the end of the year meet targets set.

Homelessness

- 3.6 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, for which this work is now complete, and we have a number of new starters joining the organisation during March. 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.
- 3.7 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. We have received some positive radio coverage of this scheme, recently by Radio Suffolk who spoke to individuals that have participated in the scheme.
- 3.8 Cabinet will have decided at its meeting on the 5th March whether to enter negotiations on the potential purchase of seven dwellings in Stowmarket which would provide 17 additional rooms of temporary accommodation for those that are homelessness and need temporary accommodation.
- 3.9 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.

BMBS Babergh Mid Suffolk Building Services

- 3.10 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.
- 3.11 A revised Business plan has been written and this will be reviewed by both Overview/Scrutiny and Cabinet within the next two months.
- 3.12 During February and March tradespeople have been undertaking work to Creting Road Depot, Stowmarket to form new office space, new toilet and meeting room provision and the development of the site as a touchdown point.

Resident Involvement

- 3.13 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

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

Right to Buy Reinvestment Programme 2015 – 2018

- 39 Market Sale Homes purchased

Property Details	
Stowmarket	22
Great Blakenham	6
Needham Market	3
Gislingham	1
Elmswell	1
Haughley	2
Barham	1
Woolpit	1
Gt Bricett	1
Stowupland	1

On Friday 9th March a presentation will take place with the handover over of six new affordable homes at Noyes Avenue, Laxfield.

We have held two key meetings with our new development partner Icen 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.

We will also shortly be engaging with Icen 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.

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 January and will report progress on a monthly basis, to Overview & Scrutiny.

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.

It is intended that there will be a member briefing on the progress made with developing the strategy and gaining further member input.

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 considered 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.

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.

MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor Glen Horn Cabinet Member for Organisational Delivery	Report Number: CMU14
To: Council	Date of meeting: 26 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. Following the move to Endeavour House and the consolidation of work streams under the All Together programme, we are now focused on building upon these changes. We are 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 Three Months

Customer Services

- 3.1 Further calls have been subsumed into the Contact Centre. Calls in respect of Environmental Health are now answered by our customer service advisors, providing a consistent and effective response. 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 All Customer Service staff were invited to team workshops during December 17. The aim of these, to encourage team building now all customer service officers are based in the one location, following the closure of Hadleigh & Needham Market HQ's. 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.

- 3.4 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

- 3.5 The small Business Improvement team have continued to have a very high workload over this last period. Whilst a staff member has returned from maternity leave and one from secondment, activity has been hampered by a vacancy where a skilled team member has taken up a secondment in the holding company structure. It is fantastic that once again we can demonstrate that we are growing our own talent and promoting within the Council where appropriate. Interviews will shortly be taking place to fill the void that has been left. A prioritised focus has therefore been on the following:
- 3.6 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..
- 3.7 Seeking recognition through awards – following a submission by the team, we have recently received notification that we have been shortlisted in 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. I (Glen) will be attending an awards ceremony tomorrow in London (6 March) and will let everyone know of the outcome.
- 3.8 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.
- 3.9 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.
- 3.10 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.

- 3.11 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 7 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.
- 3.12 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.

4.0 *ICT*

- 4.1 Following the move to Endeavour House, work has completed on de-commissioning the server rooms at Hadleigh and Needham Market, and remaining servers have been migrated to Constantine House.
- 4.2 The scanning team has been reconfigured and are now able to scan all the post received, in respect of the Councils. This helps ensure information received is retained in an electronic format and can be channelled to the correct team effectively.
- 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.
- 4.5 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.

5. Conclusion

- 5.1 Progress continues to be made across all teams, delivering business as usual as well as projects and programmes supporting the joint strategic plan. For some teams such as Customer Services we now enter our busiest period, with traditionally high volumes of contact. Over the coming months we continue to develop 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.

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Whybrow Cabinet Member for Planning	Report Number: CMU15
To: Council	Date of meeting: 26 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 reasonable, with Mid Suffolk delivering 78% of majors in time since the beginning of April 2017. On non-majors Mid Suffolk is at 73%. As part of this statistic, 76.6% of Householder applications have been determined within the statutory 8-week timescale, which is marginally improved since the last Cabinet Member update in December.

3.2 In respect of the numbers of dwellings where decisions have been issued, as at the end of December, Mid Suffolk had approved 51% 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 fifteen communities actively working towards developing their plans. Stradbroke has recently completed their pre-submission consultation and Debenham reach the end of their consultation on the 16th March. Over the last six months new Area Designations have been received from Botesdale and Rickinghall, Diss and District (including the Mid Suffolk villages of Palgrave, Stuston and Brome and Oakley), Eye, Fressingfield, Laxfield, Thorndon and Wilby.
- 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 Elmswell and Eye on 19th 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 Mid Suffolk's Overview and Scrutiny Committee on 15th 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 was held during March, and announcements will be made shortly on appointments. There is 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 David Whybrow

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Agenda Item 10

MC/17/39

Overview & Scrutiny Committee Report for Council – 26 April 2018

The February 2018 Joint Overview & Scrutiny Committee reviewed:

- Options to scrutinise an element of Waste Services
- Scoping of Five Year Housing Land Supply

The March 2018 Mid Suffolk Overview & Scrutiny Committee reviewed:

- The Five Year Housing Land Supply
- Costs of the move to Endeavour House, Ipswich (All Together Programme)

The May 2018 Joint Overview & Scrutiny Committee will review:

- Babergh and Mid Suffolk Building Services (BMBS)
- Staff turnover and welfare
- Joint Complaints Policy

Waste Services: Members considered the current position of the joint waste contract (due for review in 2018/19) and the recycling contract (due for renewal in 2019) and agreed to review these later in the year. It was noted that the Council should be encouraging waste minimisation and it was agreed to particularly look at ways of reducing food waste.

Five Year Housing Land Supply: A scoping exercise was undertaken in February and a review in March. Matters discussed included the impact of proposed changes to the National Planning Policy Framework, the ability to have regular updates, the accuracy of the Five Year figure and particularly the delivery of housing to meet it. The Committee recommended that Cabinet review the resource to enable this.

Costs of the move to Endeavour House, Ipswich: A variety of issues were discussed including use of touchdown points, cost of the changes to the Stowmarket depot and other fit-out costs, cost comparisons between Needham Market and Hadleigh, IT issues and public access. There was a suggestion for public attendance at meetings to be monitored over the next few months to ensure best practice for public access.

Other matters: The Committee also looked at the procedures for using the Transformation Fund and received assurances that decisions were made on an operational basis with financial input and that Members could assess the outturn quarterly.

Cabinet referred to the Overview & Scrutiny Committee an issue relating to variance reporting within the Housing Revenue Account. Members heard that administration procedures and accounting procedures had been changed as a result of the issue and lessons had been learnt. A key point of the variances was expenditure relating to BMBS and Members noted a review of BMBS is due to be undertaken by the Committee.

Councillor Rachel Eburne

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Agenda Item 11

MID SUFFOLK DISTRICT COUNCIL

From: Cabinet Member for Planning	Report Number: MC/17/40
To: Council	Date of meeting: 26 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 5th March and were agreed subject to:
 - A) The inclusion of a definition to explain the meaning of the “cap” on page 5 of the CIL Expenditure Framework (Appendix A)
 - B) Members of Cabinet agreed a further recommendation - “Officers to consider whether it would be beneficial to administer the Section 106 monies and CIL within same team”
- 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 the 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).

- 1.7 The definition of the “cap” is now included in the document forming Appendix A. Officers are currently considering the request made by Cabinet under paragraph 1.4 B) above.

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 the 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 the 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/Mid-Suffolk-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>

<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.</p>	<p>Highly Unlikely (1)</p>	<p>Noticeable /Minor (2)</p>	<p>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</p>
<p>Failure to monitor expenditure such that CIL expenditure is not effective.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>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.</p>
<p>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.</p>	<p>Unlikely (2)</p>	<p>Bad/ Serious (3)</p>	<p>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.</p>
<p>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.</p>	<p>Unlikely (2)</p>	<p>Bad/ Serious (3)</p>	<p>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.</p>

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 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 (MSDC) dated 5th February 2018 is a background document to this report
<http://baberghmidsuffolk.moderngov.co.uk/documents/s8726/MCa1743.pdf>
- 12.2 The Cabinet report and Appendices (MSDC) 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.

Appendix A

- 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 12

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Cabinet Member for Planning	Report Number: MC/17/41
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

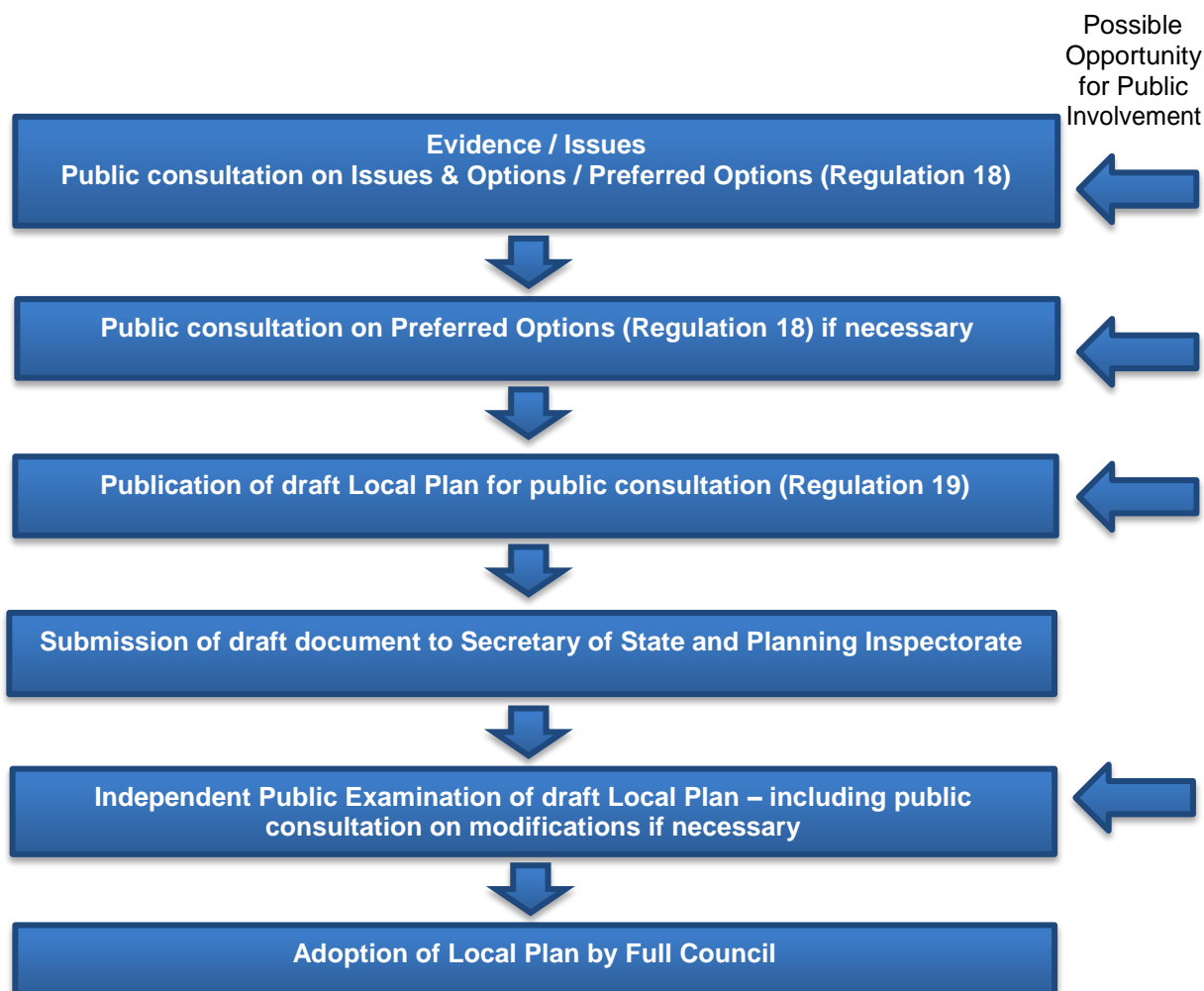
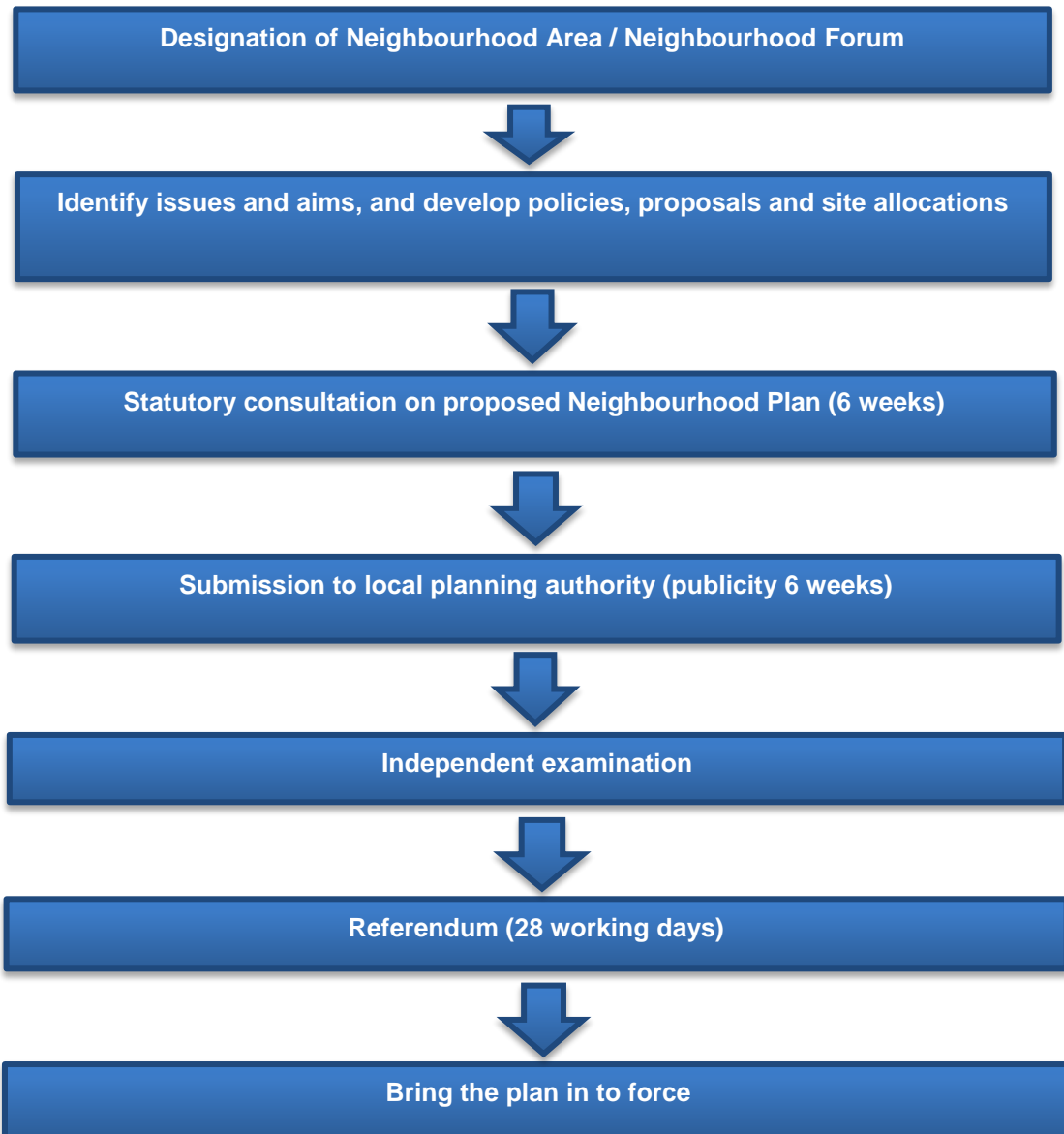


Figure 2 - Key stages in production of Supplementary Planning Documents (SPDs)



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 13

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Chief Executive (Head of Paid Service)	Report Number: MC/17/42
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:
Anne Conway
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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 16

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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