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	MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE
DATE	Thursday, 19 October 2017 at 9.30 am
PLACE	Giles Room, Endeavour House 8 Russell Road, Ipswich

PLEASE NOTE START TIME OF MEETING

Members

Chairman: Rachel Eburne
Vice Chairman: Derek Osborne

James Caston
John Field
Elizabeth Gibson-Harries

Lavinia Hadingham
Lesley Mayes
Kevin Welsby

A G E N D A

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2 To receive any declarations of pecuniary or non-pecuniary interest by Members	
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4 To receive notification of petitions in accordance with the Council's Petition Scheme	
5 MOS/17/17 Update on Joint Scrutiny Recommendations - Neighbourhood Planning	7 - 10
To receive a progress report on the recommendations agreed by the Joint Scrutiny Committee on 19 April 2017.	
6 MOS/17/18 Scoping - Supporting Business Growth	11 - 14
To complete the scoping of a review into how small and micro business can be supported by the council	

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	<p>The Information Bulletin is a document that is made available to the public with the published agenda papers. It can include update information requested by the Committee as well as information that a service considers should be made known to the Committee.</p> <p>The Information Bulletin contains updates on the following subjects:</p> <ol style="list-style-type: none">1. Update on the Leader of the Cabinet's response to the Chair of Overview and Scrutiny 's enquiry 14 September 2017	
8	MOS/17/20 Forthcoming Decisions List	17 - 22
	<p>To review the Council's Forthcoming Decisions List and identify any items to be brought before the Overview and Scrutiny Committee</p>	
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	<p>For information</p>	

Agenda Item 3

MOS/17/16

MID SUFFOLK DISTRICT COUNCIL

Minutes of the Meeting of the **MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Chamber, Mid Suffolk District Council Offices, High Street, Needham Market on Thursday, 14 September 2017

PRESENT:

Councillors:	Rachel Eburne - Chair	Elizabeth Gibson-Harries
	Derek Osborne - Vice Chairman	Wendy Marchant*
	James Caston	Kevin Welsby
	Lavinia Hadingham	

*denotes a substitute

In attendance:

Councillor Jill Wilshaw
Assistant Director – Law and Governance
Corporate Manager – BMBS
Corporate Manager – Housing Options
Project and Research Officer
Governance Support Officer

37 APOLOGIES FOR ABSENCE/SUBSTITUTIONS

An apology of absence was received from Councillors John Field and Lesley Mayes.

Councillor Wendy Marchant was substituting for Councillor Mayes.

38 TO RECEIVE ANY DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST BY MEMBERS

There were no declarations of interests.

39 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17 AUGUST 2017

The minutes of the meeting held on the 17 August 2017 be confirmed as a correct record with the following amendment:

Page 4, paragraph two from the bottom of the page to read:The Strategic Director said that it was not possible to make this comparison, as the Council was not a profit- making operation and worked within different parameters than an organisation in the private sector.

40 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME

None received.

MOS/17/12 REVIEW OF VOIDS

Councillor Rachel Eburne informed Members that voids had been before the Committee in February 2016, but there had been substantial changes to the voids procedures and processes, including the formation of Babergh and Mid Suffolk Maintenance Service (BMBS), and that the Committee was now scrutinising these to ensure they benefitted the void management process.

Sue Lister, Corporate Manager – Housing Options, began by saying that the void management for Mid Suffolk District Councils in 2015 – 2016 had been 42 days, but that this had improved to 35 days in 2016 -2017, including major repairs and hard to let properties. To continue to reduce void times improvements and operational changes had been made, including:

- An integrated IT system;
- Continuity in the working process for the trade teams for both Councils;
- A single IT platform for both Councils in December 2016.
- The introduction of Babergh and Mid Suffolk Maintenance Service (BMBS) in April 2017;

To implement all operational process and procedures would take time, to ensure that the working practices across both Councils were fully implemented and streamline.

Justin Newton-Wright, Corporate Manager for BMBS then explained that the complete overhaul of the procedures and processes for voids should have been put in place before BMBS was operational, however as this had not been the case the teams were working on updating these and provided a full repair service to both councils at the same time.

In response to Members' questions regarding the differences between the Target Reduction of Voids Times in Days (Appendix A) for Babergh and Mid Suffolk District Councils, the Officers explained that there existed differences in the workings of the teams and supervisory impetus, but also locations of depots and distances in the community had an impact on the Target Reduction.

It was established that currently the Mid Suffolk District team was working from Stowmarket but once the Council Offices were closed the main depots were to be at Creting Road in Stowmarket and Great Wenham in Babergh District

Table 8, page 8 in the report, was clarified by the Corporate Manager – Housing Options. Each figure represented the time it took for a property with a particular kind of repair to be re-let, and the blue column was the average for all voids to be re-let.

The Corporate Manager – BMBS, then informed Members of the process of dealing with asbestos in an empty property in accordance with the Health and Safety procedures. It involved the co-ordination of outside contractors to conduct the survey, testing for asbestos and the possible removal of asbestos, which lengthen the time it took to re-let the property.

Once a property was empty a pre-determination review was conducted and this

currently took longer than the target time of 48 hours. This area was identified as the prime reason for the increase for void times in the first quarter of 2017 – 2018 and work was ongoing to reduce the time to organise this aspect of the void process. Members were advised that two surveys were conducted as part of the pre-determination review, a Repair and Demolish survey (R & D survey) and a management survey. These surveys were kept on record and could provide information for other similar houses, but new surveys always had to be conducted in accordance with Health and Safety Regulations.

Members then asked if the purchases of private properties had any effect on voids and if it was possible for BMBS to maintain the standard required for tenants in these properties. The Officer explained that the Property Service team only purchased houses that met with the required standards for tenant housing. Some private houses had fittings, which were acceptable and these were left until repairs were necessary and then replaced with standard fittings.

Clarification regarding voids for Sheltered Houses was made as the location and circumstances of these properties sometimes determined the time it took to re-let them.

The officers continued to answer questions and said that records were kept of each stage in the void process and that the new void management system would improve the record keeping for the team. This would help to reduce the time properties were left empty or 'dwell' time before they could be re-let. The combination of the new voids management system and the establishment of effective processes for pre-determination period would improve the turn-around time for voids.

The Committees then asked if examples from other Councils and Housing Associations were being examined, for example that repair work could be carried out before a tenant moved out. The response was that this could only be done in agreement with the tenant and that Health and Safety Regulations dictate that an inspection could only be completed once a property was empty. The Council agreed with the tenant any repair work to be completed prior to the termination of the lease and the tenancy would only be terminated once the repair work was considered completed. Tenants had to remove any unauthorised changes or pay for the repair of unauthorised changes made to the property. Tenant alterations approved and inspected by the council, remained in the property after the termination of the tenant lease.

Some councils made agreements with new tenants about the repairs or improvements to be made before the tenant moved into a property and then completed these after the tenant had moved in. The Flagship Group had recently introduced this process as a new idea. This could improve voids but was not currently being operated in Mid Suffolk District Council, as it was considered more important to improve the timing of the pre-determination reviews.

Members asked how confident the officers were in achieving the targets set out on page 13 of the report and the Committee was assured that the target of 21 days for re-letting a property was achievable for 2019- 2020. All the changes currently taking place had a significant impact on void times. The Corporate Manager – Housing

Options enforced this, and said The Senior Leadership Team was of aware of the current increases in voids times in the first quarter of 2017- 2018, but that the Housing Revenue Account and the Business Plan included the predicted savings made by the introduction of BMBS and the changes to operations, processes and procedures which were reducing voids times.

Councillors Derek Osborne proposed and Councillor Elizabeth Gibson – Harries seconded the recommendations.

By a unanimous vote

RESOLVED

1. *That the Committee has received assurances that appropriate steps are being taken to reduce void times and that the position be reported to Cabinet;*
2. *That the approach to reducing void times be endorsed;*
3. *That the performance against voids targets be monitored and that any underperformance be reported back to the Overview and Scrutiny Committee.*

42 **MOS/17/13 INFORMATION BULLETIN**

The Information Bulletin is a document that is made available to the public with the published agenda papers. It can include update information requested by the committee as well as information that is service considers should be made known to the Committee.

This Information Bulletin contains updates on the following subjects:

1. Community Engagement

In the absence of Mike Evans – Strategic Director, Emily Yule – Assistant Director for Law and Governance, said that valuable lessons had been learnt from the recent projects.

43 **MOS/17/14 FORTHCOMING DECISIONS LIST**

Members were advised that the Forthcoming Decisions List had been updated to include a new report, 100% Business Retention Rates – Pilot, which was to go to Cabinet in October.

44 **MOS/17/15 MSDC OVERVIEW AND SCRUTINY FORWARD PLAN**

Members discussed various new topics for the forward Plan including:

- Local plan in relation to the lack of suitable land for housing and the over availability of employment land;
- Staff welfare in relation to whether the Cabinet were to discuss this.

The topic of Community Grants was moved to November.

The business of the meeting concluded at 10.45 a.m.

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Chair

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Agenda Item 5

MOS/17/17

MID SUFFOLK DISTRICT COUNCIL

From: Bill Newman - Corporate Manager, Strategic Planning	Report Number: MOS/17/17
To: Mid Suffolk Overview and Scrutiny Committee	Date of meeting: 19 October 2017

UPDATE ON JOINT SCRUTINY RECOMMENDATIONS - NEIGHBOURHOOD PLANNING

1. Purpose of Report

- 1.1 To report back to Overview and Scrutiny Committee on the actions and recommendations arising from the 'Task & Finish Group' review of the Councils role and duties with regards to neighbourhood planning.

2. Recommendation:

- 2.1 That the Committee note that progress has been made on delivering against the actions arising from the Task & Finish Group.

3. Financial Implications

- 3.1 The preparation of Neighbourhood Plans is currently supported by Government grants. This consists of grant payments (up to specified limits) for groups preparing such plans and a separate payment claimable by Babergh and Mid Suffolk once a local referendum date has been set.

4. Legal Implications

- 4.1 The Councils have a statutory duty to support the preparation of neighbourhood plans.

5. Risk Management

- 5.1 This report most closely links with Strategic Risk no. 3a - *Failure to deliver Neighbourhood Plans*. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to provide adequate support for NP will damage relationships with Parish Councils.	Unlikely (2)	Noticeable (2)	Provide additional staff support. Manage expectations through use of a 'Memorandum of Understanding'. Monitor and adapt internal processes.

6. Consultations

- 6.1 Not applicable.

7. Equality Analysis

7.1 Not applicable

8. Shared Service / Partnership Implications

8.1 Not applicable

9. Key Information

Background

- 9.1 In December 2016, Joint Scrutiny Committee (JSC) were presented with a report that outlined the [then] current position in respect of neighbourhood planning across the Babergh and Mid Suffolk districts, and of the Councils' role in supporting the production of neighbourhood plans.
- 9.2 In February 2017, representatives from four parishes addressed JSC about their experiences and the level of support provided. Subsequently, JSC set up a 'Task & Finish Group' to look at the ideas put forward, and to carry out their own research. The outcomes of this work were a number of specific recommendations.
- 9.3 The table in **Appendix 1** records these recommendations and summarises what actions have been taken to date.

10. Background Documents

- 10.1 A copy of the Joint Scrutiny Committee Task & Finish Group report dated 19 April 2017 can be found at:

Link: <http://baberghmidsuffolk.moderngov.co.uk/documents/s4593/JSC1616.pdf>

Authorship:

For and on behalf of Assistant Director - Planning for Growth

Bill Newman Corporate Manager - Strategic Planning	01473 825712 Bill.Newman@babegrhmidssuffolk.gov.uk
Paul Munson Planning Consultant - Strategic Planning	01473 825881 Paul.Munson@baberghmidsuffolk.gov.uk
Paul Bryant Business Support Officer - Planning Policy	01449 724771 / 01473 825881 Paul.Bryant@baberghmidsuffolk.gov.uk

Task & Finish Group Action	Progress Report
<p>The Strategic Planning service gives priority to providing an in-house critical friend service to groups that enter into the neighbourhood plan process. This service to aim to provide continuity of contact for the groups and to give a holistic approach to the support and guidance provided. In order to achieve this SLT be requested to explore if an additional post in the team is required and how this can be funded.</p>	<p>Senior Planning Officers have already started working with Neighbourhood Planning (NP) Groups and further linkages are being made as follow-up's to the consultation events connected with the new Joint Local Plan. More specifically, NP Groups are being offered 1-to-1 meetings with officers to look at how their emerging NPs and our Joint Local Plan will work together.</p> <p>Resources for an additional Senior Planning Policy Officer post have been safeguarded and SLT have been asked to approve the recruitment to this post to help share the team workload and, specifically, to provide an additional internal 'critical friend' resource. Until that post has been advertised and filled, the main support work continues to be provided by two officers (one full time and one part time) and a mix of existing staff and consultants acting for the Council as critical friends.</p>
<p>The Councils should complete the planned development of a 'Memorandum of Understanding' to be used to clarify the roles and responsibilities of the Councils and the Neighbourhood Plan Groups when a plan is being planned or developed.</p>	<p>A Memorandum of Understanding is now in place with one NP group (Long Melford) and draft MoUs have been shared with a number of others. We will continue to roll these out on a case by case basis, and keep the document updated as appropriate.</p>
<p>To assist with the above, officers continue developing the neighbourhood planning websites including providing a map of the neighbourhood planning process.</p>	<p>Officers continue to keep the NP webpages updated. However, a Babergh / Mid Suffolk specific 'process map' has not been added as it is felt that this is readily covered elsewhere. Website viewers and those making enquiries through other means are being directed to the My Communities website which contains information and resource guides covering all aspects of neighbourhood planning. In particular the Neighbourhood Plans Roadmap Guide / Roadmap Worksheets are highlighted which contain helpful and clear instructions on the process.</p> <p>Discussions continue to take place with individual groups on a case by case basis re the timelines and critical dates associated with the stage that they have reached.</p>

<p>To facilitate Members being able to provide maximum support to groups that wish to complete neighbourhood plans, a members' briefing be used to provide training on how they can best do this and enable them to signpost to the appropriate resource or officer.</p>	<p>A Joint Member Briefing session has been scheduled for Wednesday 29 November 2017 (at Endeavour House). The exact details and content of the briefing are being developed at present.</p>
<p>Members note that smaller villages tend to be put off starting a neighbourhood plan by a combination of uncertainty about funding and the lack of resources. Members found that funding is available for a lot of the costs of completing a neighbourhood plan. Members ask that officers look at how the development of neighbourhood plans by small villages can be encouraged through the new Local Plan and how the Councils can provide support to small villages investigating whether to complete a neighbourhood plan.</p>	<p>Meetings and conversations continue to take place with parishes about all aspects of neighbourhood planning, including encouraging smaller parishes to talk to their neighbours to see if they have any shared / common grounds of interest which might enable them to deliver a multi-parish NP. One such conversation is currently taking place with Stutton, Holbrook and Tattingstone but none of the parishes have reached a firm decision yet one way or the other.</p> <p>The one question that keeps coming up relates to grant funding. Guidelines on this are set out on the My Community website, under its 'Funding Options' section. At present, the most any one group can apply for is a £9k basic payment with an additional £6k worth of support being available <u>if</u> they meet certain criteria. A new grant funding programme will come into effect from 1 April 2018, the details of which have yet to be announced.</p>

Agenda Item 6



Mid Suffolk District Council Overview and Scrutiny Committee – Review Scoping Document

Review Topic (name of review)	Supporting Business Growth	
Lead members	John Ward, and Gerard Brewster – BDC and MSDC Portfolio Holders for Business Growth and Increased Productivity	
Officer Support	Lee Carvell – Corporate Manager – Open for Business; Ben Staines – Project and Research Officer	
Rationale Key issues and reason for the review. Include how it relates to the Joint Strategic Plan.	<p>Following on from previous report to Joint Scrutiny, both Councils' O&S committees decided they wanted a further examination of measures for supporting micro and small businesses.</p> <p>Relates to the following outputs from the JSP: Engage with and support businesses to thrive; Increased understanding of our local businesses and their needs; and Further develop local economy and market towns to thrive.</p>	
Purpose of the review/Objective (quantify the outcomes the review will seek to achieve)	The committee needs to be assured that the Council has in place measures or plans to support the establishment or growth of all types of businesses in the districts, including small and micro businesses.	
Success measures	What are the expected outcomes?	
	What are the likely benefits to the council and its community?	
	What value is O&S adding to the process?	
	Are there any barriers/dangers/risks?	
	How are you going to know that you have reached the end of the O&S activity?	

<p>Background information</p>	<ul style="list-style-type: none"> • The Councils are about to implement a new piece of software that will assist in understanding the data we hold and have access to and also in turning this into intelligence that will help target and deliver support to promote business growth and development. • The New Anglia Local Economic Partnership have been working to develop a new Economic Strategy – providing the blueprint for how the LEP and its partners will work together to deliver economic growth across Norfolk and Suffolk. Papers on this were presented to both Cabinets in October. One of the risks identified in the paper was: ‘That the Economic Strategy is too focused on the ‘big ticket’ and that rural needs including infrastructure are underplayed – e.g. micro and SME economy support for sectors/sites, which are vital for BMSDC are marginalised’ The mitigation for this is: ‘The East’s business offer needs cohesion and co-ordination in a global investment context. A thematic approach and evidential analysis to place interventions should support inclusive growth. Alignment with local and national delivery strategies is a crucial part of this. Local strategies to pick up local priorities and delivery actions which demonstrate the contribution our places make to regional economy’. <p>BMSDC Councils have paused their local strategic work to allow the economic development team to take full account of the new regional strategy. Work on developing the local strategy/strategies will resume shortly so this review is an opportunity for the O&S committees to consider how they can input into that process, specifically with regard to small and micro business development.</p>
<p>Methodology/ Approach (what types of enquiry will be used to gather evidence and why)</p>	<p>In 2016 an Open for Business survey was carried out. The committee would like to know if the results from this are available and, if so, what actions have taken place or are planned. Has the Account Manager as a point of contact approach been effective? Does the business pack play a part in this? If so, has it been effective?</p>
<p>Resource requirements</p>	
<p>Project parameters</p>	<p>This item is targeted to look at the support the Council gives</p>

	to the development of micro and small businesses in their districts. A separate report will examine the 100% business rates retention scheme.		
Specify Witnesses/ Experts/ Stakeholders (who to see and when)- subject to review as evidence becomes available.			
Specify Evidence Sources for documents	New Anglia Strategic Economic Plan presented to BDC and MSDC Cabinets in October.		
Specify Site Visits (where and when)	None		
Barriers/dangers/risks Identify any weaknesses and potential pitfalls			
Projected start date	BDC O&S Committee 23 October 2017. MSDC O&S Committee 19 October 2017	Draft report deadline	BDC O&S – with Committee services by 9 November 2017 MSDC O&S: - with Committee Services by 5 December 2017
Meeting frequency		Projected completion date	

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MID SUFFOLK DISTRICT COUNCIL OVERVIEW AND SCRUTINY COMMITTEE INFORMATION BULLETIN – 19 October 2017

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1. Update on the Leader of the Cabinet's response to the Chair of Overview and Scrutiny's Question 14 September 2017

From Councillor Rachel Eburne – Chair of MSDC Overview & Scrutiny Committee

Following the MSDC Overview & Scrutiny Committee on 14 September 2017, the Chair wrote to the Leader of the Council asking the following:

The Committee has concerns about staff welfare – including staff absences, staff turnover and morale. We understand that a lot of work is currently going on and, rather than review this now, we agreed to examine this in six months' time.

On behalf of Overview & Scrutiny Committee, please can you advise what process Cabinet has in place to monitor these issues, take appropriate action and apply any learnings.

Staff are the Councils' greatest asset and on this important issue we look forward to your response before our next meeting of 19th October 2017.

The Leader of the Council responded with the following:

Just to give you my assurance that Cabinet is keeping an eye on this and I have already asked for a report to come to us in the next month or so. If there is any chance that personal details might be disclosed in the course of the discussion, Cabinet would consider the item in closed session.

Forthcoming Decisions list (KEY, EXEMPT AND OTHER EXECUTIVE DECISIONS)

October to February 2018

Status	Subject	Summary	Decision Maker & Decision Date	Contacts:		Reason for Inclusion
				Portfolio Holder(s)	Officer(s)	
No change since last plan	Quarter One Budgetary Control	For comment and agreement	Simultaneous Cabinet 13 October 2017	John Whitehead	Katherine Steel 01449 724806 Katherine.steel@baberghmidsuffolk.gov.uk	Key Decision
No change since last plan	New Anglia Strategic Economic Plan	To agree the proposals for endorsement	Simultaneous Cabinet 13 October	John Ward Gerard Brewster	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@baberghmidsuffolk.gov.uk	Key Decision
BROUGHT FORWARD	Mutual Land Transaction – Laxfield	For comment and agreement	Simultaneous Cabinet 13 October	David Whybrow	Jill Pearmain 01449 724573 Jill.pearmain@baberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions.
No change since last plan	Cordell Road – Public Toilets	For comment and agreement	Cabinet 9 November	John Ward	Jill Pearmain 01449 724573 Jill.pearmain@baberghmidsuffolk.gov.uk	Key Decision
Date amended	Leisure Strategy	For comment and agreement	Cabinet 4/7 December 2017	Julie Flatman/ Margaret Maybury	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	Key Decision

New	BMSDC Enterprise Zone Sites	Draft discretionary business rates relief policies for Babergh and Mid Suffolk and draft memo of agreement for Sproughton	Cabinet 4/7 December 2017	Gerard Brewster/ John Ward	Lee Carvell 01473 825719 Lee.carvell@baberghmidsuffolk.gov.uk	Key Decision <ul style="list-style-type: none"> Acquire Member approval to Discretionary Business Rates Policies for both Collection Authorities Acquire Member approval to MoU Passporting Agreement BDC/IBC for Sproughton Enterprise Park Acquire Member approval proposed legal document signatory in absence of Deputy CEO
No change since last plan	Regeneration Proposal Business Case	EXEMPT	Simultaneous Cabinet 13 October 2017 BDC Council 24 October 2017	Jennie Jenkins	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@baberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions.
No change since last plan	Investment and Commercial Delivery	EXEMPT	Simultaneous Cabinet 13 October 2017 BDC Council 24 October 2017	Jennie Jenkins	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@baberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions
No change since last plan	Land Acquisition – Business Case	EXEMPT	Simultaneous Cabinet 13 October 2017 MSDC Council 26 October 2017	Nick Gowrley	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@baberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions.

No change since last plan	Investment and Commercial Delivery – New Business Model	EXEMPT	Simultaneous Cabinet 13 October 2017 MSDC Council 26 October 2017	Nick Gowrley	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@babberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions
No change since last plan	Future Options HQ Sites - BDC	To agree and recommend to Full Council for adoption	Cabinet 9 November 2017 Council 19 December 2017	Jennie Jenkins	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@babberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions
No change since last plan	Future Options HQ Sites - MSDC	To agree and recommend to Full Council for adoption	Cabinet 4 December 2017 Council 21 December 2017	Nick Gowrley	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@babberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions
No change since last plan	Half Yearly Risk Update	To provide an update	Cabinet 6/9 November 2017	Peter Patrick Glen Horn	John Snell 01473 825768 John.snell@babberghmidsuffolk.gov.uk	
No change since last plan	Response to “Planning for the Right Homes in the Right Places” – Consultation Proposals	To agree the response	Cabinet 6/9 November 2017	Lee Parker David Whybrow	Bill Newman 01473 825712 bill.newman@babberghmidsuffolk.gov.uk Andrea McMillan 01473 825881 Andrea.mcmillan@babberghmidsuffolk.gov.uk	

No change since last plan	Cedars Park Community Centre – Lease Arrangements	To comment and agree	Cabinet 6 November 2017	David Whybrow	Jill Pearmain 01449 724573 Jill.pearmain@babberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions
No change since last plan	Public Realm Transformation Project	To comment and agree	Cabinet 6/9 November 2017	David Burn Margaret Maybury	Peter Garrett 01449 724944 peter.garrett@babberghmidsuffolk.gov.uk	Key Decision This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions
No change since last plan	Council Tax Reduction Scheme (CTRS) – Amendments from April 2018	To seek approval to go out to public consultation on options for changes – recommend to Full Council	Council 24/26 October	John Whitehead Peter Patrick	Katherine Steel 01449 724806 Katherine.steel@babberghmidsuffolk.gov.uk	
No change since last plan	2018/19 Budget Report	For comment and agreement	Cabinet 4/7 December 2017	Peter Patrick John Whitehead	Katherine Steel 01449 724806 Katherine.steel@babberghmidsuffolk.gov.uk	Key Decision
No change since last plan	Quarter Two Budgetary Control	For comment and agreement	Cabinet 4/7 December 2017	Peter Patrick John Whitehead	Katherine Steel 01449 724806 Katherine.steel@babberghmidsuffolk.gov.uk	Key Decision

New	Taking Forward the Suffolk Growth Framework – Next Steps	For comment and agreement	Cabinet 4/7 December 2017	John Ward/Gerard Brewster	Tom Barker 01449 724647 Tom.barker@babberghmidsuffolk.gov.uk	
No change since last plan	Suffolk Framework for Growth – Housing, Economic and Infrastructure Strategies	To agree and recommend to Full Council for Adoption	Cabinet 4/7 December 2017	John Ward/Gerard Brewster	Ian Winslett Lou Rawsthorne 01449 724772 Louise.rawsthorne@babberghmidsuffolk.gov.uk	
No change since last plan	Half Yearly Performance Report – April to September '17	To provide an update on performance	Cabinet 4/7 December 2017	Peter Patrick Glen Horn	Karen Coll 01449 724566 Karen.coll@babberghmidsuffolk.gov.uk	
New	2018/19 Budget and Medium Term Financial Position	For comment and agreement	Cabinet 5/8 February 2018	Peter Patrick John Whitehead	Katherine Steel 01449 724806 Katherine.steel@babberghmidsuffolk.gov.uk	Key Decision
No change since last plan	Neighbourhood Plan Update	To give an update on Neighbourhood plans	Cabinet TBA	David Whybrow/ Lee Parker	Paul Bryant/Paul Munson 01449 724771 Paul.bryant@babberghmidsuffolk.gov.uk	Key Decision
No change since last plan	Introduction of Fixed Term Tenancies	For comment and agreement	Cabinet TBA	Jan Osborne/ Jill Wilshaw	Sue Lister 01449 724758 Sue.lister@babberghmidsuffolk.gov.uk	Key Decision

If you have any queries regarding this Forward Plan, require further information about Council or Committee meetings, please contact the Governance Team on 01449 724673/01473 826610 or Email: CommitteeServices@babbergh.gov.uk

If you wish to make any representations as to why you feel an item that is marked as an “exempt” or confidential item should instead be open to the public, please contact the Monitoring Officer on 01473 825891 or Email: emily.yule@babberghmidsuffolk.gov.uk. Any such representations must be received at least 10 working days before the expected date of the decision.

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Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

From: Ben Staines, Project and Research Officer	Report Number: MOS/17/21
To: Mid Suffolk Overview and Scrutiny Committee	Date of meeting: 19 October 2017

FORWARD PLAN FOR 2017/2018

The table below is a draft of the forward plan for the Mid Suffolk Overview and Scrutiny Committee. This table will be reviewed at each meeting and could be amended in the light of new items arising or as a result of items on the Forthcoming Decisions List being selected for scrutiny.

Date of Committee – 19 October 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Neighbourhood plans	The Corporate Manager – Community Planning and Heritage was asked to report back on progress on the recommendations made by the Joint Scrutiny Committee in April 2017.	William Newman - Corporate Manager – Strategic Planning	Communities engaged as early as possible - community led planning
Scoping Supporting Business Growth	To scope the committee looking at how current initiatives support the growth of small and micro businesses.	Lee Carvell – Corporate Manager - Open for Business	Engage with and support business to thrive; Increased understanding of local businesses and their needs.

Date of Committee – 16 November 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
CIL	Review of the impact and delivery of the CIL regime for Infrastructure	William Newman - Corporate Manager – Strategic Planning	Agree where growth goes

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Supporting Business Growth	To look at how the growth of micro-businesses could be supported.	Lee Carvell – Corporate Manager - Open for Business.	Engage with and support business to thrive; Increased understanding of local businesses and their needs.
Review of the effectiveness of preparations for the introduction of the Homelessness Reduction Act	To review the actions that are being taken to prepare for the anticipated impacts of the Homelessness Reduction Act being implemented in April 2018	Heather Sparrow – Corporate Manager - Homeless Prevention and Older Persons	Make best use of our existing Housing assets
Scoping a review of the Legal Services Partnership.	To identify what the Committee would want to look at in this review and also what the aims, objectives and desired outcomes, of the review would be.	Emily Yule - Assistant Director – Law and Governance.	Financially sustainable Councils; Strengthened and clear governance to enable delivery.

**Date of Committee – 18 December 2017
(Joint meeting with Babergh O&S Committee)**

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Review of the Legal Services Partnership.	To carry out the review in accordance with the aims, objectives and desired outcomes identified in the scoping carried out at the November 2017 meeting.	Emily Yule - Assistant Director – Law and Governance.	Financially sustainable Councils; Strengthened and clear governance to enable delivery.
Community grants	The Corporate Manager – Strong and Safe Communities was asked to report back following a 'health check' of the groups receiving grants. (To be an Information Bulletin).	Sue Clements - Corporate Manager – Strong and Safe Communities	Targeted grants and funding to support Community capacity building; Community led solutions to deliver services and manage assets.

Performance management	To consider the performance measures that have been developed since the matter was considered at the July meeting of the Committee.	Karen Coll - Corporate Manager – Business Improvement (Communities)	Intelligence-based community insight and outcome-focused performance management.
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Date of Committee – January 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Draft Joint Medium Term Financial Strategy and 2017/18 Budget.	To scrutinise the papers before final presentation to Full Council and to make any suggestions of changes felt appropriate.	Katherine Steel - Assistant Director – Corporate Resources	Financially Sustainable Councils
Investment Strategy	To scrutinise the Business Plan before final presentation to Full Council and to make any suggestions felt appropriate.	Assistant Director – Investment and Commercial Delivery.	Financially Sustainable Councils

February 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Waste Strategy.	Review the Waste Strategy prior to it going to Cabinet	Assistant Director – Environment	Financially sustainable Councils.

Topics identified for review by O&S but not currently timetabled:

Babergh and Mid Suffolk Building Services

Plan for this to be reviewed 12 months after the implementation of the services, in April 2018. This to include reporting back to the committee on progress in implementing the actions drawn up to reduce the days council properties are void.

Reviewing the impact the office move has had on staff with the aim of learning points for other future major change activities.

To be timetabled for six months after the move out of the Needham Market and Hadleigh offices has been completed. This to be a joint meeting with Babergh's Overview and Scrutiny.

Crime and Disorder Panel meeting

Required to take place at least once a year, provisionally agreed to take place in September of each year.

The Five-Year Land Supply

To be discussed how Overview and Scrutiny can add value to progress on this.

Authorship:

Ben Staines
Project and Research Officer

Tel: 01449 724572
E-mail: ben.staines@baberghmidsuffolk.gov.uk

Agenda Item 10

BABERGH DISTRICT COUNCIL

From: Ben Staines, Project and Research Officer	Report Number: MOS/17/22
To: Babergh Overview and Scrutiny Committee	Date of meeting: 23 October 2017

DRAFT FORWARD PLAN FOR 2017/2018

The table below is a draft of the forward plan for the Babergh Overview and Scrutiny Committee. This table will be reviewed at each meeting and could be amended in the light of new items arising or as a result of items on the Forthcoming Decisions List being selected for scrutiny. It could also be revised to take account of items previously scrutinised by the Joint Scrutiny Committee and being reviewed at this meeting.

The Council's Constitution also stipulates that the Overview and Scrutiny Committee discharges the function of the Crime and Disorder Committee. The Crime and Disorder Committee is required by legislation to meet at least once every 12 months. The Overview and Scrutiny Committee does not need to arrange a separate meeting to discharge the function of the Crime and Disorder Committee but, as just noted, does need to plan to include this on the agenda for least one meeting every 12 months.

Date of Committee – 20 November 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
CIL	Review of the impact and delivery of the CIL regime for Infrastructure	Corporate Manager – Strategic Planning.	Agree where growth goes.
Supporting Business Growth	To look at how business rates retention could be maximised and how the growth of micro-businesses could be supported.	Katherine Steel - Assistant Director – Corporate Resources. Lee Carvell – Corporate Manager - Open for Business.	Engage with and support business to thrive; Increased understanding of local businesses and their needs.

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Review of the effectiveness of preparations for the introduction of the Homelessness Reduction Act	To review the actions that are being taken to prepare for the anticipated impacts of the Homelessness Reduction Act being implemented in April 2018	Heather Sparrow – Corporate Manager - Homeless Prevention and Older Persons	Make best use of our existing Housing assets
Use by the Council of interims, temporary staff and consultants.	To provide assurance that appropriate budgetary controls are applied when using these and their usage is supported by business cases.	Katherine Steel - Assistant Director – Corporate Resources.	Financially Sustainable Councils.
Scoping a review of the Legal Services Partnership.	To identify what the Committee would want to look at in this review and also what the aims, objectives and desired outcomes, of the review would be.	Emily Yule - Assistant Director – Law and Governance.	Financially sustainable Councils; Strengthened and clear governance to enable delivery.

**Date of Committee – 18 December 2017
(Joint meeting with Mid Suffolk O&S Committee)**

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Review of the Legal Services Partnership	To review the effectiveness of the partnership and the	Emily Yule - Assistant Director – Law and Governance.	Financially sustainable Councils; Strengthened and clear governance to enable delivery.
Performance.	Information bulletin to update the Committee on the refined performance measures.	Corporate Manager – Business Improvement.	Intelligence-based community insight and outcome focussed performance management.

Grants Review and External Finding	Information Bulletin to update the Committee on the outcomes of the new Health Check system outlined to the JSC in June 2016.	Corporate Manager – Strong Communities.	Targeted grants and funding to support Community capacity building; Community-led solutions to deliver services and manage assets; Community volunteers are skilled and able.
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Date of Committee – 22 January 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Draft Joint Medium Term Financial Strategy and 2017/18 Budget.	To scrutinise the papers before final presentation to Full Council and to make any suggestions of changes felt appropriate.	Assistant Director – Corporate Resources.	Financially Sustainable Councils; Property investment to generate income and regenerate local areas.
Investment Strategy	To scrutinise the Business Plan before final presentation to Full Council and to make any suggestions felt appropriate.	Assistant Director – Investment and Commercial Delivery.	Financially Sustainable Councils.

Date of Committee – February 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Waste Strategy.	Review the Waste Strategy prior to it going to Cabinet	Assistant Director – Environment.	Financially sustainable Councils.

Topics identified for review by O&S but not currently timetabled:

Babergh and Mid Suffolk Building Services

Plan for this to be reviewed 12 months after the implementation of the services, in April 2018.

Community Infrastructure Levy (CIL)

It was planned for CIL to be reviewed 12 months after it was implemented. This would have been April 2017 but advice from officers was that very little had been collected in the 1st year.

Costs of the move to Endeavour House

This was resolved to be considered 3 months after the move has been completed.

Reviewing the impact the office move has had on staff with the aim of learning points for other future major change activities.

To be timetabled for six months after the move out of the Needham Market and Hadleigh offices has been completed. This to be a joint meeting with Babergh's Overview and Scrutiny.

Pre-application planning process

To be scoped three months after introduction for review after six months (probably in October 2017 and January 2018).

Leisure Strategy

To scrutinise the paper presented to Cabinet

West Suffolk Crime and Disorder Partnership

To be timetabled for review again in September 2018

Authorship:

Ben Staines
Project and Research Officer

Tel: 01449 724572, mobile 07860 829632
E-mail: ben.staines@baberghmidsuffolk.gov.uk