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COMMITTEE: **BABERGH OVERVIEW AND  
SCRUTINY COMMITTEE**

VENUE: **Britten Room, Endeavour  
House, 8 Russell Road, Ipswich**

DATE: **Monday, 23 October 2017  
at 9.30 a.m.**

## Members

Clive Arthey  
Melanie Barrett  
Peter Burgoyne  
Barry Gasper

Bryn Hurren  
Alastair McCraw  
Fenella Swan

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## AGENDA

### PART 1

ITEM	BUSINESS	
		<u>Page(s)</u>
1	<u>APOLOGIES AND SUBSTITUTES</u>	
2	<u>DECLARATION OF INTERESTS</u>	
3	<u>BOS/17/12 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2017</u>	1 - 6
4	<u>TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME</u>	
5	<u>QUESTIONS BY THE PUBLIC</u>  To consider questions from, and provide answer to members of the public on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.	
6	<u>QUESTIONS BY COUNCILLORS</u>  To consider questions from, and provide answer to Councillors on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.	

ITEM	BUSINESS	<u>Page(s)</u>
7	<u>BOS/17/13 UPDATE ON JOINT SCRUTINY RECOMMENDATIONS - NEIGHBOURHOOD PLANNING</u>  To receive a progress report on the recommendations agreed by the Joint Scrutiny Committee on 19 April 2017	7 - 10
8	<u>BOS/17/14 REVIEW OF WESTERN SUFFOLK COMMUNITY SAFETY PARTNERSHIP (WSCSP)</u>  To receive the annual report of the Western Suffolk Community Safety Partnership as the Committee for Crime and Disorder for Babergh District Council	11 - 20
9	<u>BOS/17/15 SCOPING SUPPORTING BUSINESS GROWTH</u>  To undertake a scoping of the scrutiny how business rates retention could be maximised and how growth of the micro businesses could be supported	21 - 24
10	<u>BOS/17/16 INFORMATION BULLETIN</u>  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.  The Information Bulletin contains updates on the following subject:  1. Update on the scoping exercise for Public Realm Transformation Project with the Corporate Manager for Countryside and Public Realm	25 - 26
11	<u>BOS/17/17 FORTHCOMING DECISIONS LIST</u>  To review the Council's Forthcoming Decisions List and identify any items to be brought before the Overview and Scrutiny Committee	27 - 32
12	<u>BOS/17/18 FORWARD PLAN</u>  To agree the Forward Plan	33 - 36
13	<u>BOS/17/19 MSDC OVERVIEW AND SCRUTINY FORWARD PLAN</u>  For information.	37 - 40

Please note that the next meeting is scheduled for 20 November 2017 commencing at 9.30 a.m.

# Agenda Item 3

**BOS/17/12**

## BABERGH DISTRICT COUNCIL

### MINUTES OF THE MEETING OF THE BABERGH OVERVIEW AND SCRUTINY COMMITTEE HELD IN COUNCIL CHAMBER, COUNCIL OFFICES, CORKS LANE, HADLEIGH ON MONDAY, 18 SEPTEMBER 2017

PRESENT: Barry Gasper (Chairman)

Clive Arthey  
Peter Burgoyne  
Bryn Hurren

Alastair McCraw  
Fenella Swan

24 **SUBSTITUTES AND APOLOGIES**

An apology of absence was received from Councillor Melanie Barrett.

25 **DECLARATION OF INTERESTS**

Councillors Barry Gasper and Clive Arthey declared non-pecuniary interests for Item 5 as they were both landlords.

26 **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 24 JULY 2017 - TO FOLLOW**

The minutes for the meeting held on 24 July 2017 had been forwarded to Members prior to the meeting.

The minutes for the meeting held on the 24 July 2017 were confirmed and signed as a correct record.

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

None received.

28 **BOS/17/8 VOID TIMES IN COUNCIL PROPERTIES**

Sue Lister, Corporate Manager – Housing Options, introduced Paper BOS/17/18 and began by informing Members that void times in 2015/16 were 43 days, but they were reduced 29 days in 2016/17. The void times included both major and standard repairs.

She continued that recently there had been some substantial changes, which included the integration of IT systems, a review of the trade teams, the introduction of a single IT platform in December 2016 and Babergh and Mid Suffolk Building Services (BMBS) in April. Continuity in working practices across the two councils were also being established, along with allocation of new roles within the teams, and therefore it was taking time for the teams to be fully operational.

Members asked where the BMBS teams were to be based and Justin Newton – Wright, Corporate Manager – BMBS, said the main depot in Babergh District would be at Great Wenham, which maximised efficiency for the teams working in this area, although teams could also be sent to other locations if needed. The base for Mid Suffolk District was to be situated at Creting Road in Stowmarket.

Some Members asked if BMBS' vans were leased and if this was more cost efficient than for the Council to maintain its own vans. The officer responded that it was far more cost effective to lease the fleet, and that the cost was included in the business plan for the Housing Revenue Account. The cost was also detailed in the business plans for BMBS, which was currently undergoing a revision, but once completed the Corporate Manager would provide the cost for leasing the vans to the Committee.

Members wanted to know why properties selected for sale took so long to be sold. The response was that this depended on the property market and that properties put on the property market were often in need of substantial repair, which could make them less attractive to potential buyers. However, until recently the main reason had been the committee cycle process, which had delayed the sales. Further questioning on the average time, it took to sell a property, resulted in that the officer was to provide this information to Members.

It was established that the 2016/17 void times of 29 days had not been possible to maintain in the first quarter of 2017/18 and were likely to remain higher in the second quarter of 2017/18 too. This was due to the lengthy process of conducting asbestos surveys for properties, which could take up to 2 – 3 weeks to organise for the initial inspection. The Corporate Manager – BMBS explained that once a property became vacant, a predetermination survey for Refurbishment and Demolishing (R and D survey) was conducted in the empty property to determine if any asbestos was present. This was the correct Health and Safety procedure, and only proper sampling and testing of potential asbestos could determine if the property was safe.

The Corporate Manager – BMBS said that the Flagship Group had produced new voids procedures and at the end of a tenancy lease, the Council made a visit to determine which repairs the tenant was responsible for. Once an agreement was reached, a deadline was set for the tenant to complete repairs. Minor repair work to be completed by the Council was conducted, whilst the new tenant was living in the property. This part of the process reduced void times considerably because the property was only likely to be empty for a short time. Only the Health and Safety checks were conducted in an empty property as stipulated by the Health and Safety law. It was noted that not all properties were suitable for the new procedure.

The Corporate Manager – BMBS, informed the Committee that the challenge with this new procedure was to manage tenants' expectations, as many new tenants expected all repair work to be finished by the time they moved in.

Councillor Jan Osborne, Cabinet Member for Housing, confirmed the expectations of tenants. It was the priority for not just BMBS and the Housing Options team but also for Gavin Fisk, Assistant Director – Housing, and herself to identify ways to reduce both voids times and tenants' expectations.

She ensured the Committee that the void figures would be reduced, but that the services needed some time to adjust to all the recent changes.

Some Members felt that to be confident that void times were going to be reduced, they needed all the questions answered, which had been generated in the scoping exercise. They felt that they needed to be able to understand the process for the current void times and that the processes and procedures put in place for voids were going to reduce the void times. They requested that the void times were reviewed in six months' time.

Members continued to debate voids times and the officers explained what kind of actions were being taken to reduce voids times including:

- A business analysis undertaken in co-operation with Suffolk County Council;
- Evaluation of the outcome from various void working groups;
- The new IT system on which process mapping was logging the void process with detail and accuracy;
- Reduction of the time it took asbestos surveys to be conducted.

Both members and officers agreed that the target time for voids of 21 days, was manageable.

Emily Yule, Assistant Director - Law and Governance, advised the Committee they could propose an amended set of recommendations if the Committee felt that reduction of void times was an on-going process.

New recommendations were proposed by Councillor Bryn Hurren and seconded by Councillor Alastair McCraw.

By a unanimous vote.

## **RESOLVED**

**1.1 That the Committee has received assurances that appropriate steps are still being taken to reduce void times and that the position be reported to Cabinet.**

**1.2 That the performance against void targets be monitored and be reported back to the Overview and Scrutiny Committee.**

**1.3 That a member of the Overview and Scrutiny Committee be appointed to work with the Cabinet Member for Housing and the Assistant Director for Housing to monitor progress with developing the process documents for reducing void times.**

**BOS/17/9 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

Mike Evans, Strategic Director, was unable to attend the meeting.

Members discussed the Community Engagement bulletin and it was generally felt that the 0300 number's response time of one to two minutes was still too long, although it was improving, and that more training for the staff was required.

Some Members thought that Members were becoming disengaged with their electors due to the move to Endeavour House and the new ways of engaging with the public.

It was generally agreed by Members that the website had improved.

Members requested that quarterly updates on Community Engagement be provided to the Overview and Scrutiny Committee under the Information Bulletin.

Councillor Peter Burgoyne provided a response to an action taken concerning a deficit in the Housing Revenue Account (HRA), which then became a surplus at the end of the four-year period for the HRA. The action was raised at the Overview and Scrutiny Committee on 19 June 2017 for The Housing Revenue Account 30 Year Business and Finance Plan Update 2017. He said that the business model used for the four-year business plan had created a surplus at the end of that period, as the production of Council properties was terminated at the end of the same period in the business model. It was this, which created the surplus. However, once the building of Council properties continued this surplus in the HRA would disappear by 2020.

Councillor Barry Gasper provided an update on the Council's risk assessments provided in reports. To provide an auditable trail for these the Senior Leadership Team had agreed to provide agendas and minutes from their meetings and make these available internally to Members and staff.

**BOS/17/10 FORTHCOMING DECISIONS LIST**

Emily Yule, Assistant Director – Law and Governance, advised Members that the purpose of including the Forthcoming Decisions List in the Overview and Scrutiny Agenda was to enable the Committee to decide on which forthcoming decisions to scrutinise before they went to Cabinet.

She also explained the procedure for Call-ins for Cabinet decisions and that an item on the Forthcoming Decisions List could be delayed, if the Overview and Scrutiny Committee requested an item be scrutinised.

Members decided that the Public Realm Transformation Project report should be added to the Overview and Scrutiny Forward Plan for October and that Councillor Alastair McCraw should undertake a scoping exercise with Peter Garratt, Corporate Manager – Public Realm.

By a unanimous vote

## **RESOLVED**

- 1. That the Public Realm and Transformation Project be added to the Overview and Scrutiny Forward Plan in October.**
- 2. That Councillor Alastair McCraw together with the Corporate Manager – Public Realm undertake a scoping exercise of the Public Realm and Transformation Project prior to the Overview and Scrutiny Committee on 23 October 2017**

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## **BOS/17/11 BDC OVERVIEW AND SCRUTINY FORWARD PLAN**

Ben Staines, Project and Research Officer presented the Overview and Scrutiny Forward Plan and the following changes were noted:

- The report on Community Grants was moved to December and the item was to be presented as an Information Bulletin;
- A new report from the Assistant Director – Corporate Resources on the use of temporary and interim staff was added to the Forward Plan in November;
- The report on Supporting Business Growth was moved to December and to include the results from Business Survey conducted in 2016;
- A review of CIFCO was added to the Forward Plan for January 2018;
- Suggestion for two reports from the SLT on staff welfare, absences, sick leave and the cost of moving to Endeavour House were added to the Forward Plan in March 2018, but the Chairman would discuss these reports with the Chairman for Overview and Scrutiny for Mid Suffolk District Council at the next Joint Chair and Vice-Chair Meeting on 25 October 2017.

The business of the meeting was concluded at 11.42 a.m.

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Chairman

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# Agenda Item 7

## BABERGH DISTRICT COUNCIL

<b>From: Bill Newman - Corporate Manager, Strategic Planning</b>	<b>Report Number: BOS/17/13</b>
<b>To: Babergh Overview and Scrutiny Committee</b>	<b>Date of meeting: 23 October 2017</b>

### 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:

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Measures</b>
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*

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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 <a href="#">My Communities</a> website which contains information and resource guides covering all aspects of neighbourhood planning. In particular the <a href="#">Neighbourhood Plans Roadmap Guide / Roadmap Worksheets</a> 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 '<a href="#">Funding Options</a>' 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 8

## BABERGH DISTRICT COUNCIL

<b>From: Assistant Director – Communities and Public Access</b>	<b>Report Number: BOS/17/14</b>
<b>To: Overview and Scrutiny Committee</b>	<b>Date of meeting: 23 October 2017</b>

### REVIEW OF WESTERN SUFFOLK COMMUNITY SAFETY PARTNERSHIP (WSCSP)

#### 1. Purpose of Report

- 1.1 For the committee to fulfil its function under Sections 19 and 20 of the Crime and Disorder Act 1998, the Police and Justice Act 2006 and the Crime and Disorder Overview and Scrutiny Regulations 2009 to scrutinise the work of Community Safety Partnerships (CSPs).

#### 2. Recommendations

- 2.1 To review and scrutinise the community safety activity of the Western Suffolk Community Safety Partnership (WSCSP) from April 2016 to July 2017
- It is recommended that the Committee note the contents.

#### 3. Financial Implications

- 3.1 Funding for Domestic Homicide Reviews (DHRs). A decision was agreed through the Strong and Safe Communities Group (SSCG), that DHRs will be funded equally by the statutory partners of the CSP in the area where the review is being conducted.
- 3.2 Funding for target hardening for high risk victims of domestic abuse. A decision was agreed through the Safe and Strong Communities Group (SSCG), that a pooled funding pot of £19,000 would be made available to partner organisations to co-ordinate this activity across the county. From September 2017, each of the seven District and Borough Councils will contribute £2,000, Suffolk County Council (SCC) will contribute £3,000 and £2,000 from the Police and Crime Commissioner (PCC). This will be funded from existing budgets. The pilot will run for 18 months.
- 3.3 In 2013-2014 the Police and Crime Commissioner passed the Home Office Crime and Disorder Grant on to the Suffolk Community Safety Partnerships to commission services and award grants that contributed to their Strategic Priorities and the Police and Crime Strategic Priorities in the Police and Crime Plan. Since April 2014, Suffolk CSPs no longer receive this funding as the PCC has devolved the Home Office Crime and Disorder Grant to Suffolk Community Foundation as the Safer Suffolk Fund (SSF). Bids to this fund can be made by community and voluntary organisations but not by statutory bodies including CSPs. Community Safety Partnerships can support these organisations with applications to access funding from the SSF to deliver community safety projects that address the CSPs strategic priorities.

#### **4. Legal Implications**

- 4.1 Community Safety Partnerships were created in accordance with Section 17 of the Crime and Disorder Act 1998 which gave local authorities and the police new responsibilities to work in partnership with other organisations and the community to draw up strategies to reduce crime and disorder.

#### **5. Risk Management**

- 5.1 This report does not link to any of the Council's Corporate / Significant Business Risks. However, the risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If there are changes and reorganisations of key statutory partners, then the strength of partnership working may be lost.	4 - Highly Probable	3 - Bad	Review role of partnership working and ensure all key partners have a key responsibility
If staff are working in isolation rather than collaboratively this could see a return to silo working within partners and withdraw from engagement	3 - Probable	3 - Bad	WSCSP Portfolio Holders, Members and Senior Leadership Team to encourage and embed partnership working in all areas of business for the Council(s)

#### **6. Consultations**

- 6.1 The annual monitoring report draws on information from partner agencies relating to community safety issues. Due to the sensitivity, some information remains restricted.

#### **7. Equality Analysis**

- 7.1 The content of this report is such that there are no equality issues arising from this report although the review itself may consider any equality impacts.

#### **8. Shared Service / Partnership Implications**

- 8.1 The Western Suffolk Community Safety Partnership consists of a wide range of statutory representatives from:

- Babergh and Mid Suffolk District Councils
- Forest Heath and St Edmundsbury District Councils
- Suffolk County Council

- Suffolk Fire and Rescue Service
- Suffolk Constabulary
- Youth Offending Service
- National Probation Service
- Norfolk and Suffolk Community Rehabilitation Company (CRC)
- West Suffolk and Ipswich and East Clinical Commissioning Group (CCG)
- Registered Social Landlords (RSLs)

These partners form the Responsible Authorities Group (RAG)

## **9. Links to Joint Strategic Plan**

9.1 Continued support for health and wellbeing outcomes that prevent interventions.

## **10. Key Information**

10.1 On 30 November 2015, the Combination Agreement was finalised between the Suffolk Police and Crime Commissioner and each of the responsible authorities which saw the Western CSP merging with the Babergh CSP.

10.2 Over the past 15 months, the Western Suffolk Community Safety Partnership (WSCSP) continued to meet and to discharge its statutory functions by:

- I. carrying out an annual assessment of crime
- II. producing an annual plan
- III. undertaking Domestic Homicide Reviews (DHRs) as required.

In June 2017, the WSCSP completed and published its partnership plan and project plan for identified community priorities for 2017/2018. The project plan is attached as Appendix 1.

10.3 The WSCSP has completed a Domestic Homicide Review (DHR) for the Babergh area. The report, compiled by an Independent Chair commissioned by the Partnership, was published in October 2016, following approval by the Home Office. An Action Plan relating to the recommendations in the report is being monitored by the WSCSP and will continue until all actions are completed to the satisfaction of the partnership. The total cost of the review was just under £7,000. The WSCSP is currently undertaking a Domestic Homicide Review in the Mid Suffolk District. The Partnership has commissioned an Independent Chair to complete the report. The total cost of the review once known will be shared equally among the statutory partners.

10.4 Following a recommendation from the Health and Wellbeing Board (HWB) in February 2015, a need was recognised to have a countywide strategic coordination of community safety issues. As a result, the SSCG was formed from a number of partners across Suffolk. The Group's purpose is to:

- I. Provide a strategic steer and coordination in the key areas for community safety across the county
- II. Reduce duplication and
- III. Ensure that partners share one set of data and intelligence

- 10.5 Membership of the SSCG includes: District and Borough Councils, Clinical Commissioning Group (CCG), Public Health, Police, Youth Offending Service (YOS), Adults Safeguarding, Children's Safeguarding, Police and Crime Commissioner (PCC) and chairs of Community Safety Partnerships (CSPs).

## 11. Appendices

Title	Location
1) Western Suffolk Community Safety Partnership Plan 2016 - 2019	Attached
2) Multi-Agency Working Groups	Attached
3) WSCSP Outputs and Outcomes	Attached

## 12. Background Documents

- 12.1 The Police and Crime Commissioners Police and Crime Plan (2017-2021)  
[www.suffolk-pcc.gov.uk](http://www.suffolk-pcc.gov.uk)

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### Western Suffolk Community Safety Partnership Plan 2016-19

The Western Suffolk Community Safety Partnership (WSCSP) is a statutory body with a responsibility to:

- Make an assessment of community safety issues
- Produce a plan which responds to those issues
- Review and report on progress against that plan
- Carry out Domestic Homicide Reviews

The partnership is made up of statutory representatives from local councils in St Edmundsbury, Forest Heath, Mid Suffolk and Babergh, Suffolk Police, Registered Social Landlords, Suffolk County Council, Probation, Rehabilitation company and the Clinical Commissioning Group. The Youth Offending Service and Havebury Housing Partnership are long-serving co-opted members.

The WSCSP works to support community/voluntary groups to secure funding to deliver projects/initiatives which meet an identified community safety issue, which are a threat or risk or will cause the greatest harm to the community.

#### **How does this work?**

WSCSP has a duty to consider the more strategic overarching issues which are affecting community safety in Western Suffolk. These are issues which may not affect our communities on a day to day basis, but are a threat to overall safety in Suffolk and undermine families and communities. These will be identified by making an assessment of crime and community safety in partnership with Suffolk County Council and Suffolk Police.

#### **Who we will work with?**

In addition to the statutory agencies of the partnership working together, we also have strong links with the following groups;

Police and Crime Commissioner (PCC): The PCC is fully supportive of CSPs and their work and in turn, CSPs have a duty to take due regard of the Police and Crime Commissioner's Police and Crime Plan. The WSCSP plan reflects those issues in the PCP which result in producing the greatest threat, risk and harm to our communities.

Strong and Safe Communities Group (SSCG): This group was commissioned by the Health and Wellbeing Board and works with the Community Safety Partnerships; it does not replicate or duplicate what is already happening. Community safety is a key determinant for health and wellbeing and this tactical county wide group has been developed with an aim to give a light touch coordinated response, with a view of getting a better understanding of the whole picture in community safety, drawing agendas together, identifying gaps and responding.

### **Priorities for WSCSP**

A strategic assessment has been undertaken. This is an assessment of all crime and disorder and substance misuse problems that Western Suffolk faces. This assessment assists with the most effective use of available resources in a way which will have the greatest impact on the most relevant problems. It is not intended that the issues identified are the ONLY issues which are addressed throughout the year, but that the issues highlighted are prioritised when resources are available for allocation.

The following data sources have been used to determine this assessment:

- Crime and Disorder data and reports from Suffolk Police
- Ambulance call out data
- Substance misuse data from Public Health England
- Iquanta performance data

Open source research has also been undertaken where relevant to identify emerging national policy developments.

The following priority areas of work have been identified as the focus for the WSCSP:

- 1) Supporting vulnerable people from becoming targeted by criminals from out of out of the county. This will include victims of substance misuse, Drug dealing and supply, vulnerable adults at risk of 'cuckooing', young people being used to 'run' drugs and sexual exploitation.
- 2) Violence against women and girls. This will include domestic abuse, sexual violence, modern day slavery, sexual exploitation.
- 3) Emerging issues. This could include rural crime, homelessness and street begging, E safety, Hate Crime and Prevent.
- 4) Domestic Homicide reviews. This will include ensuring that the WSCSP continues to carry out reviews, refines processes and shares learning.

The intention is not to duplicate any work that individual agencies may be doing but to understand the relevance to Community Safety for residents in Western Suffolk and maximise the opportunities for coordinating a response and intelligence between agencies in the West.

For further information please contact:

Cllr Robert Everitt, Chair, Western Suffolk Community Safety Partnership

**Western Suffolk Community Safety Partnership (WSCSP)**

**Multi-Agency Working Groups**

**Safe and Strong Communities Group (SSCG)**

Chaired by Ian Gallin, (Chief Executive for West Suffolk Councils), the multi-agency group identified four key workstreams on which to focus as they are considered to be the greatest threat, risk and harm to our communities. The four workstreams are:

- I. Domestic abuse
- II. Youth violence and gangs
- III. Sexual exploitation and
- IV. Cyber crime

Work on each of these four workstreams has been progressing, commencing with a deep-dive exercise to establish the current position for each workstream.

- I. Domestic abuse – an action plan has been produced and four areas of work were identified;
  1. Commissioning
  2. Training
  3. Awareness raising and
  4. One front door to access services for victims and professionals

Work is progressing in each of these areas.

- II. Youth violence and gangs – the University of Suffolk has been commissioned to produce a threat assessment for youth gang and violence in Ipswich, followed by the West and then the East with final assessment being completed by September 2017.
- III. Sexual exploitation – the deep dive identifies that work is fully embedded for safeguarding children, however, gaps were identified for adults. This will be the focus of future work, led by the Safeguarding Adults Board.
- IV. Cybercrime – the deep dive identified work which is now fully embedded and led by the Police cybercrime unit and the Safeguarding Boards.

**Babergh Partnership Group**

The Babergh Partnership Group is a multi-agency operational group which has been in existence for a number of years and continues to meet monthly in the Babergh District area.

Membership of the group includes: BMSDC Communities, BMSDC Housing and BMSDC Environmental Protection Officers, Police Safer Neighbourhood Teams and Suffolk Family Focus, SCC Adults Social Care, SCC Children and Young People's Services, SCC Local Area Co-ordinators, Student Services from Schools, Catch 22 mediation service and a number of housing associations.

## Appendix 2

The group addresses referrals of anti-social behaviour (individuals/families/locations), we also discuss referrals relating to vulnerable people, homelessness, mental health and substance misuse including drugs. These meetings focus on 'task and finish' solutions to issues within the Babergh District that need a joined-up approach. For cases involving vulnerable people, a multi- agency approach is taken with regards to supporting them and identifying and tackling those that are responsible.

Babergh Partnership successes include resolving a number of neighbour disputes, mainly using conflict resolution (mediation), one of which had been ongoing for a number of years, a vulnerable person who was a repeat caller to Police being provided with additional support from Adult Social Care and being rehoused into accommodation more suited to their needs.

### Compassion

Compassion is the Babergh District multi-agency forum which promotes awareness and understanding about all aspects of domestic violence and abuse nationally and locally. It runs report services and delivers programmes such as Caring Dads and the Freedom Programme.

It is a small charity which has been in existence since 2001 has been successful in securing funding to support the programmes and services it delivers. Compassion run a highly successful 11-week Freedom Programme in the Babergh District for women to identify the effect and impact of domestic violence and abuse on themselves and their children, recognise potential future abusers and gain self-esteem and the confidence to improve the quality of their lives.

*My feelings before the freedom programme .... why me? No one else has had this happen to them!*

*My feelings after the programme .... I am a survivor! I can rise above the fear and challenges and become whole again.*

**Western Suffolk Community Safety Partnership (WSCSP)**

**Outputs and Outcomes**

Detailed below are some of the outputs and outcomes the Western Suffolk Community Safety Partnership has achieved from April 2016 to Jul 2017:

- The Babergh Domestic Homicide Review was published in October 2016. Recommendations detailed in the accompanying Multi-Agency DHR Action Plan have all now been implemented. The Action Plan is now complete and will be signed off by the WSCSP in October 2017.
- The Domestic Homicide Review which occurred in Mid Suffolk in February 2017 is underway and the 1<sup>st</sup> draft of this report is anticipated November 2017.
- WSCSP in partnership with Catch22 Mediation Service successfully secured funding in 2015 from the Police and Crime Commissioner (PCC) to pilot Catch 22 delivering Mediation (conflict resolution) in anti-social behaviour cases involving neighbour disputes across Babergh, Mid Suffolk, Forest Heath and St Eds. Following this successful pilot, in 2016 further funding was secured from Suffolk Community Foundation (SCF) to deliver the service across all of the Districts in Suffolk. For Babergh District, Catch22 has received 27 referrals, 14 of which did not progress, 13 received Mediation, of which 9 resulted in a positive outcome.
- In 2016, WSCSP in partnership with Safe Partnership, a national charity that provides practical and immediate home security to vulnerable victims of domestic abuse, successfully secured 1 years funding from Suffolk Community Foundation (SCF). This funding was to deliver target hardening (additional security measures to their property or perimeter) across Babergh, Mid Suffolk, Forest Heath and St Eds to enable victims and families of domestic violence to remain safe in their own homes. Following this successful pilot, Suffolk County Council have recognised a need for target hardening across Suffolk and funding has been secured from all District Councils and the PCC. A further funding application is being submitted to an external provider to secure funding for this service to continue past 12 months.

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# Agenda Item 9

## BOS/17/15



### **Babergh District Council Overview and Scrutiny Committee – Review Scoping Document**

<b>Review Topic</b> (name of review)	Supporting Business Growth	
<b>Lead members</b>	John Ward, and Gerard Brewster – BDC and MSDC Portfolio Holders for Business Growth and Increased Productivity	
<b>Officer Support</b>	Lee Carvell – Corporate Manager – Open for Business; Ben Staines – Project and Research Officer	
<b>Rationale</b> 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&amp;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>	
<b>Purpose of the review/Objective</b> (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.	
<b>Success measures</b>	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?	

<b>Background information</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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’.</li> </ul> <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&amp;S committees to consider how they can input into that process, specifically with regard to small and micro business development.</p>
<b>Methodology/ Approach</b> (what types of enquiry will be used to gather evidence and why)	<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.</p> <p>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>
<b>Resource requirements</b>	
<b>Project parameters</b>	<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.		
<b>Specify Witnesses/ Experts/ Stakeholders</b> (who to see and when)- subject to review as evidence becomes available.			
<b>Specify Evidence Sources for documents</b>	New Anglia Strategic Economic Plan presented to BDC and MSDC Cabinets in October.		
<b>Specify Site Visits</b> (where and when)	None		
<b>Barriers/dangers/risks</b> Identify any weaknesses and potential pitfalls			
<b>Projected start date</b>	BDC O&S Committee 23 October 2017. MSDC O&S Committee 19 October 2017	<b>Draft report deadline</b>	BDC O&S – with Committee services by 9 November 2017 MSDC O&S: - with Committee Services by 5 December 2017
<b>Meeting frequency</b>		<b>Projected completion date</b>	

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**BOS/17/16**

**BABERGH DISTRICT COUNCIL OVERVIEW AND SCRUTINY COMMITTEE  
INFORMATION BULLETIN – 23 OCTOBER 2017**

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 to the Committee.

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**1. Update on the scoping exercise for Public Realm Transformation Project with the Corporate Manager for Countryside and Public Realm**

Forthcoming Decision 6/9 November 2017

The final report from the Consultants (WYG) is due back in late September. The intention is to bring the Public Realm Transformation Task and Finish Group back together to finish their role. They may or may not be able to make recommendations to Cabinet.

- Cabinet in turn are expected to bring this to the Full Councils in November/December.
- The matter is exempt due to confidential financial information considerations.
- There seems to be no immediate need for any Scrutiny and Oversight functions.
- Margaret Maybury, as Cabinet Member for Communities (and de-facto Chair of the Task & Finish Group) has been asked if she can confirm those arrangements, when the report has been received.
- In the event of a Cabinet Decision without reference to the Full Councils Members could consider a Call In as per the Constitution, but that's purely hypothetical.

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# 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 <a href="mailto:Katherine.steel@baberghmidsuffolk.gov.uk">Katherine.steel@baberghmidsuffolk.gov.uk</a>	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 <a href="mailto:Louise.rawsthorne@baberghmidsuffolk.gov.uk">Louise.rawsthorne@baberghmidsuffolk.gov.uk</a>	Key Decision
BROUGHT FORWARD	Mutual Land Transaction – Laxfield	For comment and agreement	Simultaneous Cabinet <b>13 October</b>	David Whybrow	Jill Pearmain 01449 724573 <a href="mailto:Jill.pearmain@baberghmidsuffolk.gov.uk">Jill.pearmain@baberghmidsuffolk.gov.uk</a>	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 <a href="mailto:Jill.pearmain@baberghmidsuffolk.gov.uk">Jill.pearmain@baberghmidsuffolk.gov.uk</a>	Key Decision
Date amended	Leisure Strategy	For comment and agreement	Cabinet <b>4/7 December</b> 2017	Julie Flatman/ Margaret Maybury	Chris Fry 01449 724805 <a href="mailto:Chris.fry@baberghmidsuffolk.gov.uk">Chris.fry@baberghmidsuffolk.gov.uk</a>	Key Decision

<b>New</b>	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 <a href="mailto:Lee.carvell@baberghmidsuffolk.gov.uk">Lee.carvell@baberghmidsuffolk.gov.uk</a>	<p>Key Decision</p> <ul style="list-style-type: none"> <li>Acquire Member approval to Discretionary Business Rates Policies for both Collection Authorities</li> <li>Acquire Member approval to MoU Passporting Agreement BDC/IBC for Sproughton Enterprise Park</li> </ul> <p>Acquire Member approval proposed legal document signatory in absence of Deputy CEO</p>
<b>No change since last plan</b>	Regeneration Proposal Business Case	EXEMPT	Simultaneous Cabinet 13 October 2017 BDC Council 24 October 2017	Jennie Jenkins	Ian Winslett Lou Rawsthorne 01449 724772 <a href="mailto:Louise.rawsthorne@baberghmidsuffolk.gov.uk">Louise.rawsthorne@baberghmidsuffolk.gov.uk</a>	<p>Key Decision</p> <p>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.</p>
<b>No change since last plan</b>	Investment and Commercial Delivery	EXEMPT	Simultaneous Cabinet 13 October 2017 BDC Council 24 October 2017	Jennie Jenkins	Ian Winslett Lou Rawsthorne 01449 724772 <a href="mailto:Louise.rawsthorne@baberghmidsuffolk.gov.uk">Louise.rawsthorne@baberghmidsuffolk.gov.uk</a>	<p>Key Decision</p> <p>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</p>
<b>No change since last plan</b>	Land Acquisition – Business Case	EXEMPT	Simultaneous Cabinet 13 October 2017 MSDC Council 26 October 2017	Nick Gowrley	Ian Winslett Lou Rawsthorne 01449 724772 <a href="mailto:Louise.rawsthorne@baberghmidsuffolk.gov.uk">Louise.rawsthorne@baberghmidsuffolk.gov.uk</a>	<p>Key Decision</p> <p>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.</p>

<b>No change since last plan</b>	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 <a href="mailto:Louise.rawsthorne@babberghmidsuffolk.gov.uk">Louise.rawsthorne@babberghmidsuffolk.gov.uk</a>	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
<b>No change since last plan</b>	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 <a href="mailto:Louise.rawsthorne@babberghmidsuffolk.gov.uk">Louise.rawsthorne@babberghmidsuffolk.gov.uk</a>	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
<b>No change since last plan</b>	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 <a href="mailto:Louise.rawsthorne@babberghmidsuffolk.gov.uk">Louise.rawsthorne@babberghmidsuffolk.gov.uk</a>	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
<b>No change since last plan</b>	Half Yearly Risk Update	To provide an update	Cabinet 6/9 November 2017	Peter Patrick Glen Horn	John Snell 01473 825768 <a href="mailto:John.snell@babberghmidsuffolk.gov.uk">John.snell@babberghmidsuffolk.gov.uk</a>	
<b>No change since last plan</b>	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 <a href="mailto:bill.newman@babberghmidsuffolk.gov.uk">bill.newman@babberghmidsuffolk.gov.uk</a> Andrea McMillan 01473 825881 <a href="mailto:Andrea.mcmillan@babberghmidsuffolk.gov.uk">Andrea.mcmillan@babberghmidsuffolk.gov.uk</a>	

<b>No change since last plan</b>	Cedars Park Community Centre – Lease Arrangements	To comment and agree	Cabinet 6 November 2017	David Whybrow	Jill Pearmain 01449 724573 <a href="mailto:Jill.pearmain@baberghmidsuffolk.gov.uk">Jill.pearmain@baberghmidsuffolk.gov.uk</a>	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
<b>No change since last plan</b>	Public Realm Transformation Project	To comment and agree	Cabinet 6/9 November 2017	David Burn Margaret Maybury	Peter Garrett 01449 724944 <a href="mailto:peter.garrett@baberghmidsuffolk.gov.uk">peter.garrett@baberghmidsuffolk.gov.uk</a>	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
<b>No change since last plan</b>	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 <a href="mailto:Katherine.steel@baberghmidsuffolk.gov.uk">Katherine.steel@baberghmidsuffolk.gov.uk</a>	
<b>No change since last plan</b>	2018/19 Budget Report	For comment and agreement	Cabinet 4/7 December 2017	Peter Patrick John Whitehead	Katherine Steel 01449 724806 <a href="mailto:Katherine.steel@baberghmidsuffolk.gov.uk">Katherine.steel@baberghmidsuffolk.gov.uk</a>	Key Decision
<b>No change since last plan</b>	Quarter Two Budgetary Control	For comment and agreement	Cabinet 4/7 December 2017	Peter Patrick John Whitehead	Katherine Steel 01449 724806 <a href="mailto:Katherine.steel@baberghmidsuffolk.gov.uk">Katherine.steel@baberghmidsuffolk.gov.uk</a>	Key Decision



<b>New</b>	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 <a href="mailto:Tom.barker@baberghmidsuffolk.gov.uk">Tom.barker@baberghmidsuffolk.gov.uk</a>	
<b>No change since last plan</b>	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 <a href="mailto:Louise.rawsthorne@baberghmidsuffolk.gov.uk">Louise.rawsthorne@baberghmidsuffolk.gov.uk</a>	
<b>No change since last plan</b>	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 <a href="mailto:Karen.coll@baberghmidsuffolk.gov.uk">Karen.coll@baberghmidsuffolk.gov.uk</a>	
<b>New</b>	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 <a href="mailto:Katherine.steel@baberghmidsuffolk.gov.uk">Katherine.steel@baberghmidsuffolk.gov.uk</a>	Key Decision
<b>No change since last plan</b>	Neighbourhood Plan Update	To give an update on Neighbourhood plans	Cabinet TBA	David Whybrow/ Lee Parker	Paul Bryant/Paul Munson 01449 724771 <a href="mailto:Paul.bryant@baberghmidsuffolk.gov.uk">Paul.bryant@baberghmidsuffolk.gov.uk</a>	Key Decision
<b>No change since last plan</b>	Introduction of Fixed Term Tenancies	For comment and agreement	Cabinet TBA	Jan Osborne/ Jill Wilshaw	Sue Lister 01449 724758 <a href="mailto:Sue.lister@baberghmidsuffolk.gov.uk">Sue.lister@baberghmidsuffolk.gov.uk</a>	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@babergh.gov.uk](mailto:CommitteeServices@babergh.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@baberghmidsuffolk.gov.uk](mailto:emily.yule@baberghmidsuffolk.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 12

## BABERGH DISTRICT COUNCIL

<b>From: Ben Staines, Project and Research Officer</b>	<b>Report Number: BOS/17/18</b>
<b>To: Babergh Overview and Scrutiny Committee</b>	<b>Date of meeting: 23 October 2017</b>

### 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

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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.

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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)**

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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**

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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**

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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 1<sup>st</sup> 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](mailto:ben.staines@baberghmidsuffolk.gov.uk)

# Agenda Item 13

## MID SUFFOLK DISTRICT COUNCIL

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

### 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

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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

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

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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)**

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Joint Strategic plan reference</b>
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:

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