



AGENDA

ANNUAL COUNCIL MEETING

MONDAY, 21ST MAY 2018 - 5.30 PM

Members of the Council are summoned to the Annual meeting of the Mid Suffolk District Council at the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on **Monday, 21st May, 2018 at 5.30 pm**

A handwritten signature in black ink, appearing to read "Arthur Charvonia".

Arthur Charvonia
Chief Executive



ANNUAL COUNCIL	
DATE	Monday, 21 May 2018
PLACE	King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich
TIME	5.30 pm

**Please
ask for:**

Committee Services

**Direct
Line:**

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committees@baberghmidsuffolk.gov.uk

NOTE:

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

A G E N D A

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| 1 | Election of the Chairman | |
| 2 | Election of the Vice-Chairman | |
| 3 | Apologies for absence | |
| 4 | To receive any declarations of pecuniary or non-pecuniary interest by Councillors | |
| 5 | MC/18/1 - To confirm the minutes of the meeting held on 26 April 2018 | 1 - 16 |
| 6 | MC/18/2 - Chairman's Announcements | 17 - 18 |
| 7 | Leader's Announcements | |
| 8 | Appointments | |
| a | Designation of Committees and Joint Committees | |

To appoint the following Committees and Joint Committees:

- Mid Suffolk Overview and Scrutiny Committee
- Development Control Committee A
- Development Control Committee B
- Planning Referrals Committee
- Mid Suffolk Licensing and Regulatory Committee
- Joint Audit and Standards Committee
- Joint Appointments Committee

b MC/18/3 - Political Balance and Composition of Committees and Constitutional Amendments 19 - 26

Report by the Monitoring Officer attached.

c Election of Chairs and Vice-Chairs of Committees

In accordance with the Council's Constitution (Article 6 (6.2.1)) the Leader shall take up Chairmanship of the Cabinet.

To elect a Chair and Vice-Chair for the following Committees and Joint Committees:

- Mid Suffolk Overview and Scrutiny Committee
- Development Control Committee A
- Development Control Committee B
- Mid Suffolk Licensing and Regulatory Committee
- Joint Audit and Standards Committee
- Joint Appointments Committee

d MC/18/4 - Appointments to Outside Bodies for 2018/19 27 - 34

Nick Gowrley - Leader of the Council

e Appointment of Councillors to the Shared Revenues Partnership Committee

The Assistant Director – Law and Governance to report that, in accordance with the joint arrangements established with Babergh District Council and Ipswich Borough Council, Council is asked to appoint two Councillors and two substitutes to serve on the Committee for the Current municipal year.

The political balance rules do not apply to Mid Suffolk's appointees. The Group Leaders have been asked to put forward names to be considered for these positions.

Mid Suffolk's appointees for 2017/18 were Derrick Haley and John Whitehead. The appointed substitutes were Kathie Guthrie and Diana Kearsley.

f Appointments to the Suffolk Joint Standards Board

The Assistant Director – Law and Governance to report that, in accordance with the joint arrangements established with Babergh District Council and Suffolk County Council, Council is asked to appoint three Councillors to serve on the Board for the current municipal year.

The political balance rules do not apply to Mid Suffolk's appointees who cannot be:

- The Chairman of the Council
- Members of the Cabinet

The Group Leaders have been asked to put forward names to be considered for these positions. Appointments will be made for the ensuing year, unless one of the circumstances in Section 5 of the Board's Terms of Reference relating to resignations, removal/replacement of members, changes to the constitutional arrangements takes effect.

Mid Suffolk's appointees for 2017/18 were Barry Humphreys, Suzie Morley and John Matthissen.

g Appointments to the Joint Gypsy and Traveller Steering Group

Council is asked to appoint three Councillors to the Joint Gypsy and Traveller Steering Group.

Mid Suffolk's appointees for 2017/18 were Jill Wilshaw, Kevin Welsby and Andrew Stringer.

9 MC/18/5 - Annual Report of the Overview and Scrutiny Committee 2017/18 35 - 58

Chair of the Mid Suffolk Overview and Scrutiny Committee

10 Resolution to Exclude the Public

Recommended Motion:

That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for item 16 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraph registered against the item:

Note: Information is exempt only if:

It falls within one of the 7 categories of exempt information in the Act and; In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11 To confirm the Exempt Minute of the 26 April meeting

Please note that the next meeting is scheduled for Thursday 21 June 2018 commencing at 5.30 p.m.

Introduction to Public Meetings

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

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

Domestic Arrangements:

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

Evacuating the building in an emergency: Information for Visitors:

If you hear the alarm:

1. Leave the building immediately via a Fire Exit and make your way to the Assembly Point (Ipswich Town Football Ground).
2. Follow the signs directing you to the Fire Exits at each end of the floor.
3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

Agenda Item 5

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK COUNCIL** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 26 April 2018

PRESENT:

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

Councillors:	Roy Barker	Gerard Brewster
	Michael Burke	David Burn
	James Caston	Rachel Eburne
	Paul Ekpenyong	John Field
	Julie Flatman	Jessica Fleming
	Elizabeth Gibson-Harries	Nick Gowrley
	Gary Green	Kathie Guthrie
	Lavinia Hadingham	Matthew Hicks
	Glen Horn	Barry Humphreys MBE
	Esther Jewson	Diana Kearsley
	Anne Killett	Sarah Mansel
	Wendy Marchant	John Matthissen
	Lesley Mayes	Suzie Morley
	Dave Muller	Mike Norris
	Derek Osborne	Penny Otton
	Timothy Passmore	Jane Storey
	Andrew Stringer	Keith Welham
	Kevin Welsby	John Whitehead
	David Whybrow	Jill Wilshaw

129 **APOLOGIES FOR ABSENCE**

129.1 There were no apologies received

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

There were no declarations of interest.

131 **MC/17/36 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 22 FEBRUARY 2018**

131.1 Subject to Minute 127.34 being amended to read "Councillor Stringer welcomed the opportunity to sit down with the Administration and look at past alternative Green Group submissions and it was for this reason on balance that he would be voting for the recommendations in the report"

It was Resolved: -

That the Minutes be approved as a true record.

132 MC/17/37 CHAIRMAN'S ANNOUNCEMENTS

132.1 The Chairman thanked everybody who had attended the Chairman's dinner or who had made a contribution to the fund, which was now approaching £2000 for the evening.

133 MC/17/38 LEADER'S ANNOUNCEMENTS

133.1 The Leader presented his report and invited questions from Members.

133.2 Councillor Otton asked about MYGO in Stowmarket and whether it was under threat, she also raised concerns about the use of plastic bags that she had received her council papers in.

133.3 In response Councillor Gowrley confirmed that MYGO had already finished in Stowmarket. However, the Council was working with the MIX to see if an alternative provision could be provided. Reassurance was also given that the plastic bags were fully bio-degradable.

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

The Corporate Manager for Democratic Services reported that the Council had received a petition with 85 valid signatures relating to a bus service in Combs Ford. This petition had also been sent to the County Council and the Council was awaiting their response.

135 QUESTIONS BY THE PUBLIC

135.1 There were no questions received

136 QUESTIONS BY COUNCILLORS

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

Question 1

Councillor Stringer to Councillor Whybrow Cabinet Member for Planning:

“Given the new Joint Local Plan will include a joint housing number for both Mid Suffolk and Babergh District Councils – and will equally have a joint five year housing land supply number – how can Mid Suffolk District Council as a sovereign council have authority over the work at Babergh District Council to meet these numbers.”

Response from Councillor Whybrow - Cabinet Member for Planning:

“This remains an issue to be resolved. Working to develop the Joint Local Plan at the same time as the National Planning Policy Framework (NPPF) is being revised does have challenges because officers and Councillors are having to adapt to an evolving policy context. Early documentation emerging from the Government’s White Paper, “Fixing the Broken Housing Market” (early 2017), and the “Right Homes Right Places” consultation (late 2017), described a clear direction towards joint numbers for joint plans so officers had been working on that basis. The recent consultation on the revised NPPF is silent on the matter but the revised Planning Practice Guidance (a technical document) indicates that it will be a matter of choice for authorities working towards joint plans. So the question of whether the two Councils have a joint number or individual numbers remains part of the emerging work.

The cross-party workshops that have been delivered over the past couple of months articulated the anticipated requirement to combine numbers. There was general agreement to this during the discussion, although the implications might not have been discussed at length, and there are workload and timetabling implications to having separate numbers (for example separating out each Councils approach to Spatial Distribution). Current interpretation of guidance indicates that it remains a choice available to the Councils, however, so your officers will be seeking external advice to clarify this point.

Of course, if both Councils choose to have a combined number then the opportunity exists to create a Joint Housing Delivery Board, for example, which could provide a mechanism that would enable each Council to influence the others’ activity to stimulate housing delivery.”

Supplementary Question

Can you categorically on record now say that Mid Suffolk councillors of this Council will have a vote as to whether this is a joint or a separate housing number?

Response from Councillor Whybrow - Cabinet Member for Planning:

In as much as prior to submission of the Reg 19 document, no I can’t because I’m not sure myself whether it will be Cabinet approved to go to consultation or full Council. I might be able to receive some advice on that but very much so both options are still open and I personally wouldn’t want to see a single or a joint number being agreed as the way forward without Members of cross parties agreeing that that was the right thing to do.

137 TO RECEIVE REPORTS FROM CABINET MEMBERS

137.1 The following questions were received for the Cabinet Member reports:

CMU8 - Councillor Gowrley Cabinet Member for Assets and Investment

Question 1: Councillor Matthissen to Councillor Gowrley - Cabinet Member for Assets and Investment

Regal Car Park: Will the remodelling of the car park include improved pedestrian access and additional blue badge parking?

Response from Councillor Gowrley - Cabinet Member for Assets and Investment:

Options for re-lining and provision of designated parking spaces will be considered as part of the re-modelling of the Ipswich Street car park adjacent to the Regal Theatre. There are opportunities offered through the project to consider afresh, pedestrian access and blue badge parking. I am aware that our partner Stowmarket Town Council has invited representatives of Mid Suffolk Disability Advisory Forum to be involved in the design phase of the project, an invitation that they have accepted

CMU9 - Councillor Flatman - Cabinet Member for Communities

Question 1: Councillor Eburne to Councillor Flatman - Cabinet Member for Communities

With reference to your Council report, I am concerned that we do not currently have full staffing levels in order to support our local communities especially in regards to external funding opportunities. Several staff are off sick and the team are not at full capacity.

Please can you advise?

Response from Councillor Flatman - Cabinet Member for Communities:

The capacity and resilience within the Communities teams is kept under regular review. Communities did indeed have significant levels of sick leave last year, but we now only have one member of staff off sick and that ill health absence is covered by a temporary worker. There are currently 2 vacancies for Communities Officers across the safer and stronger and health and well-being teams, which have just become vacant in the last month as a result of a retirement and an internal secondment. There is also a vacancy for a Business Support post. The managers have taken the opportunity of these vacancies to relook at the skills they require to better respond to the nature of the teams' work and are currently revising job descriptions, prior to advertising these posts. However, an additional post was established in the team in March and has already been filled. There has been no reduction in capacity with regard to external funding. In fact, recently external funding was added to the job description of a second officer in the team to increase resilience in this important area of work. The development of the Communities Strategy over the next 6 months will also be an appropriate point to carry out a more fundamental review of the skills and capacity required to deliver the priorities in the longer term.

Question 2: Councillor Matthissen to Councillor Flatman - Cabinet Member for Communities

Assets of Community Value (ACV): While welcoming the success with the Redgrave Cross Keys pub, have you lobbied Government regarding the unsatisfactory aspects of the ACV process?

Response from Councillor Flatman - Cabinet Member for Communities:

No, we haven't lobbied Government. I have, however, asked officers to review the learning from ACVs and reviews of ACVs in Mid-Suffolk during 2017/18 and I will consider next steps after I have received that briefing.

Question 3: Councillor Matthissen to Councillor Flatman - Cabinet Member for Communities

Noting that we are going to produce a community strategy which is noted at paragraph 4.1 in the portfolio report. I was asking if there would be a task and finish panel for the producing of a community strategy?

Response from Councillor Flatman - Cabinet Member for Communities:

We are currently working on an engagement plan to support the development of the Communities Strategy. At this time we don't anticipate that we will establish a dedicated Member Task and Finish Group, but we will definitely be holding workshops for Members and statutory, voluntary and community sector partners. We recognise that proper collaboration with Members, communities and partners during the process of developing this strategy will be key to its success.

Question 4: Councillor Marchant to Councillor Flatman - Cabinet Member for Communities:

I'd like to ask you about the great local run at Needham Market at the top of page of 29. Sometime ago I was asking about the possibility of refreshments being provided early Sunday mornings for them, so how is that progressing? And also the dementia awareness. In Needham Market we already have a Dementia Awareness Group. It says here a new dementia action alliance in Needham Market and Eye so could you tell us more about that thank you.

Response from Councillor Flatman - Cabinet Member for Communities:

So firstly the refreshments at Needham Market, that is on our agenda and we are hoping to build something there so watch this space on that one. The dementia question, I can't answer that sorry, I will have to go back to officers and check that one out, I think that's just some extra work going on there as well but I will come back to you privately on that one.

CMU10 - Councillor Brewster - Cabinet Member for Economy

Question 1: Councillor Marchant to Councillor Brewster - Cabinet Member for Economy

It's about the tourist information office closing in Stowmarket. I was very sorry to hear that because tourism brings in a lot of money into the district so could you tell us more about the reasoning why you've closed it or couldn't you have done more in conjunction with the museum and worked with them?

Response from Councillor Brewster - Cabinet Member for Economy:

Yes thank you for that question. Yes tourism does bring an awful lot of money into not just the local area of this district but into the wider district as well. We have reviewed what is happening with the TIC and there are other ways and better ways of actually delivering the tourism information. It's recognised across the country and many district Councils now have closed TICs. We don't have necessarily a legal responsibility to provide TICs but we will be working and this workshop will actually help you to understand where we are going with it and I think that is probably where we are. Obviously this is a reasonably confidential area at the moment because of staffing.

CMU11 - Councillor Burn - Cabinet Member for Environment

Question 1: Councillor Otton to Councillor Burn - Cabinet Member for Environment

The bottom of page 37 on the warm homes fund. I'm sure we are all pleased to see that this money is available. What concerns me, and I'm sure lots of you have had unsolicited phone calls purporting to be companies or saying this is a government scheme and would you like to take it up, so I am somewhat worried that there are residents who will be receiving these phone calls and I just want to know how you are going to be able to ensure that any phone calls that are made to often elderly people that are vulnerable are actually legitimate. And therefore what worries me is because so many times they feel that they are unsolicited or maybe dodgy that they actually are not taking up the funds that are available for them.

Response from Councillor Burn - Cabinet Member for Environment:

I can't give you a direct answer to that straightaway but it is something that I too feel very strongly about and we do need to be sure that there are mechanisms in place for being able to at least prove our bone fides or at least the way in which the phone call is introduced to the customer. I'll try and find out what the actual procedure is and let you know.

Question 2: Councillor Field to Councillor Burn - Cabinet Member for Environment

It's on page 38 Section 3.6 it's the second paragraph seems to present a somewhat disastrous view of the IDOX system and the problems with it almost equal to the TSB I guess but when I look at page 51 para 4.3 there's a much more rosy spectacle to view, seems to be suggesting there that it's all going brilliantly and we've reduced the number of days to do various searches by 9 days just wondered what the actual true position is?

Response from Councillor Burn - Cabinet Member for Environment:

The true position depends on what day you are talking about. These reports cover 3 months as you know and they are drafted on the basis that when the news comes in that's when the text is written down. I cannot tell you exactly what date that particular paragraph on page 38 applies to nor can I tell you what date the paragraph on the later page, which I had nothing to do with, applies to but the two are not necessarily one and the same so that may explain the difference between them. The current position I think is probably considerably rosier than the one on page 38 but again I'll try and find out the answer and let you know what the current position is.

Question 3: Councillor Matthissen to Councillor Burn - Cabinet Member for Environment

Christmas and New Year waste collections: Do the statistics quoted relate to Mid Suffolk alone or to the combined performance of the two Districts?

Response from Councillor Burn - Cabinet Member for Environment:

The statistics quoted in both BDC and MSDC reports on Christmas waste were specific to both Councils although the general 30% uplift in volume was generic. The tonnage, additional lorry loads and Christmas trees was specific for each.

CMU12 - Councillor Whitehead - Cabinet Member for Finance

Question 1: Councillor Eburne to Councillor Whitehead - Cabinet Member for Finance

In the minutes of today's papers paragraph 127.31 I'd asked at the last meeting whether the Medium Term Financial Strategy was based on actual housing completions or the projected ones that are in the joint Local Plan and Cllr Whitehead had at the time had said he'd come back to me with an answer so I wondered if Council could have an answer in due course.

Response from Councillor Whitehead - Cabinet Member for Finance:

I must confess that it was only when I read the minutes late last week that I noted that again and subsequent to speaking to you just before Council I had a quick look at some spreadsheets in the finance department and to be honest I think when we'd seen the term projected completions I perhaps had gone off at a wrong tangent because in the minutes I referred to the strategic planning team and I assume in terms of that's where the completions would come from. Now looking at the spreadsheet which is headed up CTB1 which stands for Council Tax Base 1 the projections start from looking at historic data from the Council Tax Base and projecting that forward. I'm assured and I believe that these are conservative figures which are based on historic council tax base movements. The spreadsheet itself ran to several tabs and is a quite complex one but I think we should be able to pull together a short paragraph to explain more where they've come from.

CMU13 - Councillor Wilshaw - Cabinet Member for Housing

Question 1: Councillor Matthissen to Councillor Wilshaw - Cabinet Member for Housing

Right to Buy: While welcoming the purchase of 39 properties into our housing stock, how many have been sold through Right to Buy in the same 8 month period.

Response from Councillor Wilshaw - Cabinet Member for Housing

MSDC sold 26 properties in financial year 2016/17 and 31 properties in 2017/18.

Supplementary Question

First apologies I didn't spot the fact that the 39 properties that we bought which is welcome actually was over a 3 year period so my question is not quite correct in asking about the number we'd sold through right to buy. What I was trying to ascertain was whether we were actually increasing or decreasing our housing stock and so I think on the whole if we bought 39 in 3 years and we've sold 57 in 2 years I think we can unfortunately deduce that our housing stock is still shrinking so if you could perhaps just confirm my understanding that would answer the question.

Response from Councillor Wilshaw - Cabinet Member for Housing:

I will confirm this and come back to you.

Question 2: Councillor Otton to Councillor Wilshaw - Cabinet Member for Housing

Yes paragraph 4.2 on sheltered housing review, I know you are doing this review but in the meantime I am very concerned that it appears that there is some policy decision that no one will be admitted to what was a de-sheltered accommodation who is under 40. I have information where this has happened and I don't normally bring what I consider to be local instances to Council but I was really disturbed that somebody had applied for a house who was blind and wanted to be there because they would have the support of their family but was categorically told on numerous occasions that because they were not over 40 they would not be entitled to be allocated this property. Now I would seriously hope that there is discretion here when you are reviewing this sheltered housing review but I have been told that in other places people under 40 and obviously people with young children have been allocated properties in these sheltered areas.

Response from Councillor Wilshaw - Cabinet Member for Housing:

As I am not aware of this case personally I am unable to comment but as far as I am aware the policy is they are not accepting anybody under 50 in the de-sheltered houses.

Question 3: Councillor Field to Councillor Wilshaw Cabinet Member for Housing

My question was about the right to buy reinvestment programme I just found I was unsure about this. Are these properties we're buying opportunistically at full market value or are they properties that you have the right to buy and are being recovered at a discounted value or are they properties that developers are making available through the affordable housing programme and therefore at an appropriate price which one understands it is usually somewhat lower than market housing?

Response from Councillor Wilshaw - Cabinet Member for Housing:

I think that we as far as I can remember we are actually buying houses at the value that they should be so we are buying them through right to buy and we are getting them at the face value or we are negotiating down as much as we can.

Question 4: Councillor Stringer to Councillor Wilshaw - Cabinet Member for Housing

How many houses were completed in Mid Suffolk April 2017 to April 2018, whether built by housing associations, Mid Suffolk District Council, house builders and self builders?

Response from Councillor Wilshaw - Cabinet Member for Housing:

The current working estimate is between 350 – 400 completions during 2017/18 – the confirmed number will become clear during the latter part of May.

Supplementary Question

Given that number falls short of our current housing supply number that we should hit which is 440 odd which is due to rise by an extra 130 in the new joint Local Plan would you agree if we are to achieve and maintain this supply number this Council needs to become a serious player in our own housing delivery future?

Response from Councillor Wilshaw - Cabinet Member for Housing:

Yes we are trying to do that at the moment.

Question 5: Councillor Humphreys to Councillor Wilshaw - Cabinet Member for Housing

it's really refreshing to see the work that has been done on the Homeless Reduction Act and the fact that we are actually getting prepared well in advance of it being implemented so well done for that. Just a question and I know its fluid so I'm not expecting it by the actual figure but roughly how many people suffer from homelessness within Mid Suffolk and more importantly how many rough sleepers do we have?

Response from Councillor Wilshaw - Cabinet Member for Housing:

I will find out and come back to you.

CMU14 - Councillor Horn - Cabinet Member for Organisational Delivery

Question 1: Councillor Matthissen to Councillor Horn - Cabinet Member for Organisational Delivery

Access Strategy: Will there be a Task and Finish Panel to work on the refresh of our access strategy?

Response from Councillor Horn - Cabinet Member for Organisational Delivery:

The refresh of the Customer Strategy will be presented to Cabinet in July, we are currently finalising the governance process around this.

Question 2: Councillor Matthissen to Councillor Horn - Cabinet Member for Organisational Delivery

ICT: Please can Members receive at least quarterly some measures of down time, support calls and average time to answer calls?

Response from Councillor Horn - Cabinet Member for Organisational Delivery:

We are currently working with SCC IT to agree a range of measures that will be reflective of the service provided which will be shared on a regular basis. For the 3 months of Quarter 4 in 17/18 a total of 94 incidents or additional service requests were raised by 22 Mid Suffolk Councillors. Examples of issues raised include requests for new equipment, support for hardware such as PC's and laptops, and help resetting passwords and accessing emails. SCC IT answered a total of 9878 telephony calls in quarter 4 of 17/18, and the average time to answer a call during this period was 1 min 49; over half of these calls were answered within 30 seconds.

Supplementary Question

Would you support the view that there needs to be a Cabinet report regarding the difficulties with the IT System that serves the Planning Dept – IDOX?

Response: Councillor Horn Cabinet Member for Organisational Delivery

Cllr Morley is the lead Member for ICT and she will be working directly with the portfolio holder for Planning, portfolio holder for business environment right across Cabinet and that decision will be made at that level with the Assistant Directors to decide whether Cabinet is the right place to bring forward that report. I think we do need to see something and we need to understand exactly what is going on I think everybody has had some challenges with IT but let's see what's the right level to bring that forward to is and ask the officer

team to try and resolve some of the issues that have been raised.

CMU15 - Councillor Whybrow - Cabinet Member for Planning

Question 1: Councillor Matthissen to Councillor Whybrow - Cabinet Member for Planning

Dwelling decisions not issued: While accepting a precise number is difficult to ascertain, please can you provide an approximate number to the nearest hundred, as this is an important measure of the process to achieving housing delivery.

Response from Councillor Whybrow - Cabinet Member for Planning:

2400 – which includes 600 at Chilton leys and 300 at Union Road in Stowmarket, 250, 175, 129 and 64 at Thurston, 120 at Woolpit and 106 at Elmswell as well as a number of other applications that have a resolution to grant permission from Planning Committee but are still in the process of s106 completion.

Supplementary Question

Thank you very much for the estimated numbers on the decisions not issued. I wondered if you have any idea how many of those are held up because the S106s are not getting signed as opposed to those, where clearly at Chilton Leys, the developer is moving forward at 50 or 60 a year and it doesn't need yet to get signed off on the latter ones.

Response from Councillor Whybrow - Cabinet Member for Planning:

I think that's a detail that we'll have greater understanding of when we've actually recruited to the post that's about to go out to the market place in terms of a dedicated officer to look at the stalled sites and look at where we are with legal but I will try and give you information that we have knowledge of at the moment but I think that's probably something that we'll be coming back to you with later in the year in a more informed way than I can respond to now.

Question 2: Councillor Matthissen to Councillor Whybrow - Cabinet Member for Planning

Suffolk Design Guide: In welcoming the grant for this Suffolk-wide work, what arrangements will be made for member input to the process?

Response from Councillor Whybrow - Cabinet Member for Planning:

Councillor input to the work on revising the Suffolk Design Guide is an important part of the process. Tenders are being received and the brief that has been put out requires information from the consultants on how they anticipate engaging Councillors. The timetable anticipates engagement early on and then throughout the process, but arrangements are not developed further than this at present. Given that Councillors are the decision-makers on

major schemes, it is vitally important that the new approach recognises our collective aspirations. Once the consultants have been chosen, which should happen over the next month, I will be able to provide more detail on the mechanisms for engaging Councillors across the County.

Question 3: Councillor Eburne to Councillor Whybrow Cabinet Member for Planning

My question is on the joint Local Plan you had originally said that there would be a report to Cabinet in April which obviously we all know was delayed in terms of the schedule for when that was going to be delivered. I was just wondering if you've got a further update on that for us please?

Response from Councillor Whybrow - Cabinet Member for Planning:

Off the top of my head the answer to that is no. I think this matter has been discussed relatively recently and the last time we discussed a timetable for the Local Plan there's no change since that previous commentary. Still heading towards preferred options Reg 18 out in September and hoping to have Reg 19 published in January so submission would be something like March next year which I think is the timetable I have previously advised.

138 MC/17/39 OVERVIEW AND SCRUTINY COMMITTEE REPORT

138.1 Councillor Eburne presented the report and informed Council that the Overview and Scrutiny Committee sessions had been covering a lot of different areas of the Council. The Committee had tried to ensure that they were really getting to know what the important matters were out in the public domain and to also ensure that the Committee added value to those from a Council perspective, improve transparency and to ensure that any representation to the public is made clear.

138.2 Commenting further she wanted Council to note that following a request with regards to public attendance at meetings this was now being monitored and she also requested that if there were any issues coming up that Councillors would like to scrutinise please could they contact her.

139 MC/17/40 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE FRAMEWORK

139.1 Councillor Whybrow introduced the report and informed Council that the report and appendices basically encapsulated the thinking around CIL that was contained in the February Cabinet report but also includes now the work from the Joint Member Panel who met after Cabinet in February.

139.3 Councillor Whybrow went on to outline the key outcomes from the Panel meetings and **MOVED** the recommendations in the report.

139.4 Councillor Guthrie seconded the report and reserved the right to speak.

139.5 Councillor Field queried how money would be allocated where parishes were without a parish council and he sought further explanation on the proposed cap of £100 per existing dwelling if you did not have a neighbourhood plan?

139.6 In response Councillor Whybrow informed Council that where there was no parish council, consultation would be undertaken directly with the community, he felt that this could reasonably be undertaken because the settlement would be very small. Commenting on the cap he stated that this was the cap agreed and this did not roll over.

139.7 Councillor Stringer welcomed the opportunity he had to be on the Working Group and congratulated the team for pulling the report together in a very short time. He also queried how the CIL team would link in with the existing Communities and Grants team as that team already had a lot of inbuilt knowledge about communities.

139.8 In response Councillor Whybrow confirmed that that there was a level of communication that did take place between the two teams to use the knowledge base that existed within the communities teams, he also went onto say that the team was also working and bringing visibility of Section 106 funds and available monies within the same scope as CIL monies. The current software that was being purchased had been trialled internally and was seen to be successful and it was his understanding that the Council was very much a leading authority in terms of bringing together the software that provides visibility in one place for all communities.

139.9 Councillor Otton raised concerns that there would be no public speaking and no appeals process and felt that she would be unable to support the report because of this.

It was Resolved: -

(i) That the detailed CIL Expenditure Framework (including details of implementation and review) forming Appendices A and E to the report and the joint CIL Expenditure Framework Communications Strategy (Appendix B) be approved as recommended by Cabinet.

(Appendices C and D comprise the CIL "Regulation 123 lists" and were approved in January 2016 and accompany the other documents for reference purposes only)

(ii) That the Joint Member Panel (alongside Overview and Scrutiny) inform the Review of the CIL Expenditure Framework within the timescales contained in the Appendix E to the report.

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

140.1 Councillor Whybrow introduced the report and informed Council that the Statement of Community Involvement was a joint planning document with Babergh that explained how the Council would engage with the public and other stakeholders in the preparation of planning documents and in determining planning applications. The current version of the joint Statement of Community Involvement for the two Councils was published in March 2014. It had been necessary to update this document to reflect greater use of the Councils' website and move to Endeavour House and the opening of customer access points in Stowmarket and to reflect the support offered to neighbourhood planning groups in producing a neighbourhood plan and to acknowledge the introduction of CIL and to detail the introduction of a pre application charging service. 2017 planning regulations also introduce the requirement to review the Statement of Community Involvement every 5 years.

140.1 This Statement of Community Involvement draft update would also inform the preparation of the wider communities and communications' strategies that were being prepared by the Councils. Councillor Whybrow went on to say that it was recommended that a 4 week public consultation be undertaken on this draft update, in May and June. A final version would come back to Council for adoption later in the year.

140.2 Councillor Brewster seconded the report and reserved the right to speak.

140.3 Councillor Mansel queried the table on page 116 and asked if there was some information missing as the table only referred to pre- applications and it did not appear to include the process for minor and other planning related applications.

140.4 In response Councillor Whybrow stated that he would deal with the question outside of the meeting and circulate the answer.

It was Resolved:-

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

141 MC/17/42 PAY POLICY STATEMENT FOR 2018/19

141.1 Councillor Whitehead introduced the report and informed Council that the Chief Executive had produced this Pay Policy Statement for 2018/19 in his formal role as Head of Paid Service. The Localism Act of 2011 requires the Council to publish and approve each year a Pay Policy Statement which sets out the

remuneration of its Chief Officers through to its remuneration of its lowest paid employees and the relationships between the two.

141.2 Continuing further Councillor Whitehead asked Council to note the removal of the role of Deputy Chief Executive from the Council's structure and hence also from this Pay Policy Statement with affect from 1 April 2018. He also said that as Babergh and Mid Suffolk have a single organisational structure with harmonised pay grades and terms and conditions of service a single Pay Policy Statement covered both Councils.

141.3 The lowest paid employees were those on the lowest increment within the Grade 1 pay band. At 31 March 2018 that full time equivalent pay was £16,491. Councillor Whitehead asked Members to note that this pay rate exceeds both the National Minimal Wage and the Living Wage set by the Living Wage Foundation.

141.4 Councillor Whitehead also highlighted a reference to the gender pay gap reporting which is now required by a new 2017 regulation under the Equality Act 2010. Both Councils must report that separately although strictly Babergh actually falls below the 250 employee reporting threshold. They are for both Councils reported along with the combined data which is more meaningful giving the fully integrated nature of the workforce.

141.5 Councillor Otton requested that future reports should actually state the salary of the Chief Executive and asked whether Overview and Scrutiny could look at the gender pay gap within the Council to see whether the Council needs to consider any issues as part of being a good employee.

141.6 In response Councillor Whitehead stated that he would be happy to agree to Overview and Scrutiny examining the gender pay gap. As for the publication of the Chief Executive's salary in terms of the statutory regulations they were just required to publish the range and the fact that there were five incremental points.

141.7 Councillor Eburne welcomed the report on the gender pay gap and asked why there wasn't a report with it, detailing what the Council was doing about it. She also asked if the Chief Executive could decide at some point to reinstate the Deputy Chief Executive without seeking Council approval?

141.8 The Chief Executive in response said in terms of the pay equality gap as per the report on line, the Council was currently researching the reasons during this month and next month and so he would hope that by the end of May to be in a position to have published an action plan and would be more than happy to bring that through Scrutiny in advance of it being published to ensure it's a comprehensive action plan that helps to reduce the current gap. In terms of structures he was obliged through legislation that if he wished to bring forward a major change to the Senior Leadership Team that that broader structure would need to come through full Council so not if he were for example adding or removing a single post but if he was making a fundamental change then he would report that full structure change through to full Council. He also gave reassurance that he had no intentions of creating a Deputy Chief Executive post.

On the proposal of Councillor Whitehead and seconded by Councillor Ward

It was Resolved:-

- (i) **That the proposed Pay Policy Statement for 2018/19 attached as Appendix A to the report be approved.**

142 APPOINTMENTS

142.1 There were no changes to placings.

143 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED

That under Section 100(4) of the Local Government Act 1972, the public be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as defined in Part 1 of the Schedule 12a of the Act Category 1.

144 MC/17/43 BMS INVEST - PERFORMANCE, RISK AND GOVERNANCE UPDATE

144.1 Councillor Field and Councillor Barker both declared a personal non - pecuniary interest.

144.2 Councillor Brewster introduced the report.

It was Resolved:-

That the performance report be noted and agreed as an accurate reflection of Mid-Suffolk District Council's current performance across its investment portfolio.

The business of the meeting was concluded at 7.07 pm.

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Chairman

Agenda Item 6

			MC/18/2	
MID SUFFOLK DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS				
COUNCIL - 21 MAY 2018				
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
APRIL 2018				
St Edmundsbury Mayor's Dinner and Viewing of the Suffolk Regiment Museum	Bury St Edmunds	27-Apr	✓	
SEBC Mayor & RAF Honington 100th Anniversary Freedom Parade	Bury St Edmunds	29-Apr	✓	
MAY 2018				
iESE Awards Presentation	Endeavour House, Ipswich	01-May	✓	
St Edmundsbury Mayor's Charity Concert	Bury St Edmunds	05-May	✓	
Stowmarket Operatic and Dramatic Society - Performance of Made in Dagenham	Stowmarket	12-May	✓	
Army Board Reception and Briefing by the Army Engagement Team	Ipswich	15-May	✓	
Presentation of Fundraising Cheque to Suffolk Family Carers by the Chairman of the Council	Claydon	16-May	✓	
St Edmundsbury Mayor Making Ceremony	Bury St Edmunds	17-May	✓	
St Edmundsbury Civic Dinner for the Outgoing Mayor	Bury St Edmunds	17-May		✓

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Agenda Item 8b

MID SUFFOLK DISTRICT COUNCIL

TO: Annual Council	REPORT NUMBER: MC/18/3
FROM: Monitoring Officer	DATE OF MEETING: 21 May 2018

POLITICAL BALANCE AND COMPOSITION OF COMMITTEES AND CONSTITUTIONAL AMENDMENTS

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to comply with the provisions of the Local Government and Housing Act 1989 which require a Local Authority to review the allocation of seats to Political Groups at every annual meeting of the Council or as soon as practicable after that meeting. The report also seeks the Council's approval of the composition of committees which must be agreed each year at the Annual Council meeting.
- 1.2 In addition this report is seeking approval for constitutional amendments as recommended by the Joint Audit and Standards Committee.

2. RECOMMENDATIONS

- 2.1 That the Committees' size and numerical allocation of seats be approved as detailed in Appendix (a) to this report.
- 2.2 That Committee members and named substitutes be appointed as set out in Appendix (b) to this report.
- 2.3 That a Joint Constitution Working Group be established, that the scope of the review detailed in section 3 of this report be agreed and that the Councillors named in Appendix (c) to this report be appointed to the working group.
- 2.4 That the amendments recommended by the Joint Audit and Standards Committee to its terms of reference be agreed.

3. KEY INFORMATION

Political Composition and Appointments to Committees

- 3.1 Under the provisions of the Local Government and Housing Act 1989 where a local authority is grouped for committee composition purposes, the Authority is required to make arrangements to ensure that its committees share the same political balance as the full Council.
- 3.2 The Local Government (Committees and Political Groups) Regulations 1990 allow ungrouped members to receive committee seats if any are left over once allocations have been made to the political groups in proportion to their membership of the authority. The political groups of Mid Suffolk make up 100% of the Council and therefore all of the politically balanced committee seats go to political groups.

The current committee structure has 49 available seats which go to political groups.

- 3.3 Separate items on the composition of the Babergh and Mid Suffolk Joint Standards Board and the Shared Revenues Partnership Committee appear elsewhere on the agenda.
- 3.4 The first step, therefore, is for the Council to approve the numerical allocation of committee seats, and the calculation in accordance with the provisions of the Local Government and Housing Act 1989 is shown in Appendix (a) to this report. The calculation provides for 49 committee seats to the various groups as follows:-
- Conservative & Independent 37 seats
 - Green 7 seats
 - Liberal Democrats 5 seats
- 3.5 At its meeting on [13 November 2017](#), the Joint Audit and Standards Committee recommended that named substitutes for each committee should also be appointed at the Annual Council meeting. This would give clarity about who may sit as substitutes for each committee, provide greater consistency when substitutes are used and ensure that substitutes have the requisite training and experience to make a valuable contribution to the committee meeting.
- 3.6 The appointment of substitutes would need to reflect the political balance of the committee in question and depending on the size of the group, sufficient named substitutes could be chosen to cover all of the main committee places – i.e. a group with 5 places on the committee could appoint up to 5 substitutes. Anyone in the ‘pool’ of substitutes from the same political group can take the place of the absent Councillor.
- 3.7 The names of the substitutes would be printed on the agendas along with the committee members and substitutes would automatically be sent links to the agenda papers at the time of despatch. This new arrangement would also mean that the notice period for appointing substitutes could be reduced and that Committee Services could be responsible for contacting substitutes once they have been notified of apologies for absence.
- 3.8 There would be an exceptions process in the event that none of the named substitutes were available which would be by gaining the agreement of the Monitoring Officer to appoint someone else.
- 3.9 The Monitoring Officer would also be required to make changes to the following areas of the constitution:
- Part 2 – Responsibility of functions: the substitute section for each committee would need to be updated;
 - Part 3 – Council Procedure rules: Rule 4.1 (m) to be updated to include appointment of substitutes
 - Part 3 – Committee and Sub Committee Procedure rules: Rule 20.1 to be updated to include reference to ‘appointed’ substitutes

- 3.10 Discussions are on-going with Group Leaders on the allocation of seats and appointment of substitutes and therefore Appendix (b) – Composition of Committees will be tabled at the meeting.

Constitution Working Group

- 3.11 The Constitution was last reviewed in April 2017 to include provisions for the introduction of the leader-cabinet model of governance. During that revision, responsibility for reviewing the Constitution was delegated to the Joint Audit and Standards Committee. However this was intended to be for piecemeal annual reviews rather than an in depth review of the whole, or a significant portion, of the Constitution. Adoption of any amendments to the Constitution remains the preserve of the full Council.
- 3.12 The revised Constitution has been in effect since the Annual Council meetings in May 2017, and it has become apparent that some inconsistencies exist within the Constitution following the insertion of the Cabinet provisions and procedure rules. Further, certain provisions of the Constitution, such as the procedure for Council questions, should be revised to provide greater clarity and transparency.
- 3.13 Given the potential extent of this review, it is recommended that the Babergh and Mid Suffolk District Councils appoint a joint cross-party working group to undertake this piece of work. The working group does not need to be politically proportionate as it is not a formal committee. Therefore it is suggested that each Council appoints three Councillors (two from the administration group and one from the opposition groups) to form the working group, as named in appendix (c) to this report. The working group would meet four times between June and October, with a set of final recommendations being presented to Council at the end of October 2018.

Proposed schedule of work for the Constitution Working Group:

Date of Meeting	Work to be undertaken
June 2018	Confirmation of Terms of Reference for Working Group, agreement of approach to review and arrangements for meetings
Early July 2018	Agreement of required amendments to the Constitution
July / August	Officer drafting of amendments to the Constitution
Early September 2018	Consideration of draft revised Constitution
September	Engagement with Councillors
Early October 2018	Confirmation of final recommendations to Council
23 October 2018	Council to consider recommendations of the Working Group

- 3.14 It is recommended that the scope of this Constitution review is limited to the Articles of the Constitution (section 1), the Terms of Reference for Council, Cabinet and Committees (section 2), and the Rules of Procedure (section 3), and any consequential amendments to the remaining sections of the Constitution. The Scheme of Officer Delegations is being revised separately by the Monitoring Officer to ensure that the responsibilities for each Assistant Director area are properly represented.

- 3.15 The Joint Audit and Standards Committee considered these arrangements at its meeting on 14 May 2018 and its comments and recommendations will be reported at the Council meeting.

Joint Audit and Standards Committee Terms of Reference

- 3.16 The Constitution currently only contains terms of reference for a single Joint Audit and Standards Committee between Babergh District Council and Mid Suffolk District Council. However, a line was left in the terms of reference in error following the last Constitution review stating “Note: There are separate Terms of Reference for the Mid Suffolk and Babergh Audit Committees which set out their specific roles and functions.” It is recommended that this wording is removed.
- 3.17 Despite this, there are some matters which remain the preserve of the sovereign Councils, such as the Statement of Accounts. Therefore it is recommended that the following provision: “Issues that are pertinent only to a single Council area will remain the preserve of the Mid Suffolk Audit Committee or the Babergh Audit Committee.”, be amended to: “Where there are issues that are pertinent to only a single Council area, only Councillors from the relevant Council will be able to vote on the matter.”
- 3.18 Consequently it is also recommended that the quorum is amended to six Councillors, three from each Council. This is to ensure that there is equal and adequate representation from each Council and that there are sufficient Councillors present to take decisions on matters that are the preserve of a single Council.
- 3.19 The Joint Audit and Standards Committee considered these recommendations at its meeting on 14 May 2018 and its resolution and comments will be reported at the Council meeting.

4. LINKS TO JOINT STRATEGIC PLAN

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

5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

6. LEGAL IMPLICATIONS

- 6.1 The approval of the recommendations will ensure compliance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

7. RISK MANAGEMENT

- 7.1 Key risks are set out below:

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

The constitution does not provide lawful or fit for purpose governance arrangements	1 – Highly unlikely	3 - Bad	The Monitoring Officer reviews the constitution on an annual basis. Creation of a constitution working group.
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8. CONSULTATIONS

8.1 The Group Leaders, Joint Audit and Standards Committee and Joint Housing Board have been consulted on the relevant aspects of this report.

9. EQUALITY ANALYSIS

9.1 An Equality Impact Assessment is not required as none of the protected characteristics will be affected by the recommendations within this report.

10. ENVIRONMENTAL IMPLICATIONS

10.1 There are no environmental implications associated with this report.

11. APPENDICES

Title	Location
(a) Numerical allocation of committee places	Attached
(b) Appointments to committees	To follow
(c) Appointments to Constitution Working Group	To follow

12. BACKGROUND DOCUMENTS

12.1 None

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Mid Suffolk District Council – Allocation of Committee Placements 2018-19

COMMITTEES	NO. OF SEATS	CONSERVATIVE AND INDEPENDENT (30 MEMBERS)		GREEN (6 MEMBERS)		LIBERAL DEMOCRATS (4 MEMBERS)	
OVERVIEW & SCRUTINY	8	6	6	1.2	1	0.8	1
JOINT AUDIT AND STANDARDS	8	6	6	1.2	1	0.8	1
DEVELOPMENT CONTROL A	10	7.5	8	1.5	1	1	1
DEVELOPMENT CONTROL B	10	7.5	7	1.5	2	1	1
LICENSING & REGULATORY	10	7.5	8	1.5	1	1	1
JOINT APPOINTMENTS	3	2.25	2	0.45	1	0.3	0
TOTAL TARGET	49	36.75	37	7.35	7	4.9	5

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Agenda Item 8d

MID SUFFOLK DISTRICT COUNCIL

From: Leader of the Council	Report Number: MC/18/4
To: Annual Council	Date of meeting: 21 May 2018

APPOINTMENTS TO OUTSIDE BODIES FOR 2018/2019

1. Purpose of Report

- 1.1 To consider appointments to Outside Bodies for 2018/2019 as outlined in Appendix A.

2. Recommendation

- 2.1 That Councillors be appointed to the Outside Bodies detailed in Appendix A.

3. Financial Implications

- 3.1 Councillors appointed to Outside Bodies are able to claim expenses in accordance with the Council's Members Allowance Scheme.

4. Legal Implications

- 4.1 Appointments to Outside Bodies may be made under the general power in Section 2 of the Local Government Act 2000 - to do anything which is likely to promote the economic, social or environmental wellbeing of the area, unless specifically prohibited.

5. Risk Management

- 5.1 This report is most closely linked with the Council's Corporate/Significant Business Risk No. 1 (Political and Managerial Leadership). Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Members not appointed and therefore not able to represent the Council's strategic priorities on Outside Bodies	Unlikely (2)	Bad (3)	Members appointed to Outside Bodies to provide an Annual Report to the relevant committee and to discuss key issues with their Group Leader on a regular basis.

6. Consultations

6.1 Consultations have been undertaken by the Council Leader.

7. Equality Analysis

7.1 The Outside Bodies represent the diverse range of communities across the District. This will be continuously reviewed by officers to ensure that the range of Bodies continues to be diverse and inclusive of our communities.

8. Shared Service / Partnership Implications

8.1 To support synergy between the two Councils, opportunities for joint appointments were explored when appointments were reviewed in 2015, and the joint appointments which were identified have been continued, with the exception of the Suffolk Health and Wellbeing Board.

8.2 The Board's composition now allows for each District to have its own representative (and substitute).

9. Implications for the Joint Strategic Plan

The annual review process which was agreed by the Council enables it to review the appropriateness of the appointments in the context of the Council's Strategic Outcomes.

10. Key Information

The Leader of the Council has put forward his nominations for the Bodies listed in Appendix A, which are those to which appointments were made in 2017.

Review process

10.2 A regular review of the list of Outside Bodies will help to ensure relevance and appropriateness of membership by applying basic criteria such as the following:

- The appointment is necessary to fulfil one of the Council's statutory functions
- The appointment is necessary to protect the Council's investment and assets
- There was not a significant cost and resource implication for the Council when measured against any accrued benefit.
- The balance or risk of any detrimental impact on the Council if it were not represented.
- The appointment raises the profile of the Council at a national or regional level.
- The appointment furthers the Council's strategic priorities.
- The Council works in partnership with a number of the Outside Bodies in a variety of ways, some more directly than others because of the existence of service level agreements or by holding corporate positions on organisations because of legal agreements.

11. Appendix

Title	Location
A Appointment of Representatives on Outside Bodies/Partnerships 2018/19	Attached

12. Background Papers

None.

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**MID SUFFOLK DISTRICT COUNCIL
APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES/PARTNERSHIPS 2018/19**

NAME OF BODY Frequency, time and venue of meetings	NUMBER OF REPRESENTATIVES TO BE APPOINTED	NAME OF MEMBER NOMINATED
ASSOCIATION FOR SUFFOLK MUSEUMS 3 x per annum weekday a.m. at Suffolk museums	1 Management Committee member	Gerard Brewster
COUNTY DOMESTIC VIOLENCE FORUM 4 x per annum a.m. at various locations.	1	Elizabeth Gibson-Harries
EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION 4 per annum a.m./pm at local authority venues across the East of England	1	Leader
EAST SUFFOLK INTERNAL DRAINAGE BOARD	3	James Caston Keith Welham <i>Vacancy – nomination to be advised</i>
GREATER IPSWICH CITY DEAL BOARD	1 (+ 1 substitute from MSDC) <i>Joint appointment (alternates annually)</i>	Lee Parker Substitute: Gerard Brewster
HOME-START MID SUFFOLK 8-12 per annum a.m. at Principal's House, Kerrison, Thorndon	1	Lavinia Hadingham
HAVEN GATEWAY PARTNERSHIP 5 x per annum daytime various/locations	1 (+ 1 substitute)	Gerard Brewster Substitute: Glen Horn
IPSWICH STRATEGIC PLANNING AREA BOARD (formerly Ipswich Policy Area Board) 4 x per annum p.m. in Ipswich	1 (+ 1 substitute)	David Whybrow Substitute: Glen Horn
JOINT WASTE MANAGEMENT BOARD	1 (+ 1 substitute)	Roy Barker Substitute: Jessica Fleming

**MID SUFFOLK DISTRICT COUNCIL
APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES/PARTNERSHIPS 2018/19**

NAME OF BODY Frequency, time and venue of meetings	NUMBER OF REPRESENTATIVES TO BE APPOINTED	NAME OF MEMBER NOMINATED
LOCAL GOVERNMENT ASSOCIATION ASSEMBLY Annual meeting	1	Leader
LOCAL GOVERNMENT ASSOCIATION – SPARSE 3 x per annum daytime LGA London and at Rural Conference Venues, 11.30 a.m. – 3 p.m.	1	Derrick Haley
MUSEUM OF EAST ANGLIAN LIFE LTD 8 x per annum various times at Museum	1 Trustee	Lesley Mayes
FUNDERS GROUP	1	John Whitehead
<i>RAISING THE BAR SPONSORING GROUP</i> <i>4 x per annum late p.m. at various locations</i> <i>Status of Group to be confirmed</i>	1 <i>(+ 1 substitute from BDC/MSDC)</i> Joint appointment (alternates annually)	<i>Sue Carpendale / Julie Flatman</i>
SUFFOLK FLOOD RISK SCRUTINY SUB-COMMITTEE 2 x per annum, various locations.	1 (+ 1 substitute)	James Caston Substitute: Roy Barker
SUFFOLK HEALTH AND WELLBEING BOARD 6 x per annum – Thursdays at Ipswich or Bury St Edmunds – formal meeting a.m. followed by optional informal session p.m.	1 (+ 1 substitute) full voting rights Note – formerly a joint appointment which alternated annually	Diana Kearsley Substitute: vacancy
SUFFOLK HEALTH SCRUTINY COMMITTEE	1 (+ 1 substitute)	Elizabeth Gibson-Harries Substitute: Derek Osborne
SUFFOLK JOINT EMERGENCY PLANNING POLICY PANEL 2 x per annum, Endeavour House.	1 (+ 1 substitute)	Nick Gowrley Substitute: John Whitehead
SUFFOLK POLICE AND CRIME PANEL	1 Places are allocated by SCC County-wide on a political basis. MSDC currently has to appoint a Conservative.	Diana Kearsley Substitute: Vacancy

**MID SUFFOLK DISTRICT COUNCIL
APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES/PARTNERSHIPS 2018/19**

NAME OF BODY Frequency, time and venue of meetings	NUMBER OF REPRESENTATIVES TO BE APPOINTED	NAME OF MEMBER NOMINATED
SUFFOLK WASTE PARTNERSHIP (SWP) 4 x per annum a.m.	1	Roy Barker
WESTERN SUFFOLK COMMUNITY SAFETY PARTNERSHIP (formerly Western Area Crime and Disorder Reduction partnership) 4 x per annum a.m. various locations on a rotational basis	2 Voting rights	Elizabeth Gibson-Harries Suzie Morley

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Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Mid Suffolk Annual Council	REPORT NUMBER: MC/18/5
FROM: The Chair of the Overview and Scrutiny Committee	DATE OF MEETING: 21 May 2018
OFFICER: Henriette Holloway – Governance Support Officer	KEY DECISION REF NO. None

MID SUFFOLK OVERVIEW AND SCRUTINY ANNUAL REPORT

1. PURPOSE OF REPORT

- 1.1 In accordance with the constitution, the Committee must report annually to Council on its work during the last year.

2. OPTIONS CONSIDERED

- 2.1 None, as the Annual Report from the Overview and Scrutiny Committee is a constitutional requirement.

3. RECOMMENDATIONS
3.1 That the Mid Suffolk Overview and Scrutiny Committee's Annual Report for 2017/18 be noted.
3.2 That the Mid Suffolk Overview and Scrutiny Work Plan 2018/19 be approved.
REASON FOR DECISION
The Council is required to note the Overview and Scrutiny Committee's Annual Report and approved the Committee's Work Plan.

4. KEY INFORMATION

- 4.1 None.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 This report in itself does not link directly to the Joint Strategic Plan. Links to the delivery of the Joint Strategic Plan are considered in the selection of topics for review.

6. FINANCIAL IMPLICATIONS

Revenue/Capital/ Expenditure/Income Item	Total	2017/18	2018/19	2019/20
Net Effect				

The main financial implications have been the cost of officer time, normal allowances for Members attending and Members training costs, which are all included in the budget.

7. LEGAL IMPLICATIONS

- 7.1 The Committee is required to submit an annual report with details of its work programme under Part 3 Paragraph 3.1 of the Constitution.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. none. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures

There are no inherent risks associated with this report. The Mid Suffolk Overview and Scrutiny Committee takes account of the Council's key risks, when determining its work plan and carry out its reviews.

9. CONSULTATIONS

- 9.1 Members of the Mid Suffolk Overview and Scrutiny Committee have been consulted on an on-going basis on topics to be included in the future work plan.
- 9.2 The review of the Scrutiny function has involved consultations with a range of members and officers including Scrutiny Members, Leaders and Senior Leadership Team.

10. EQUALITY ANALYSIS

- 10.1 There are no inherent equality implications within this report. Equality analysis considerations for individual topics will be included in reports to Mid Suffolk Overview and Scrutiny Committee as the year progresses.

11. ENVIRONMENTAL IMPLICATIONS

None.

APPENDICES

Title	Location
(a) Appendix A Mid Suffolk Overview and Scrutiny Annual Report 2017/18	Attached

12. BACKGROUND DOCUMENTS

None

MID SUFFOLK DISTRICT COUNCIL **ANNUAL REPORT**

2017-18

Overview & Scrutiny



MID SUFFOLK DISTRICT COUNCIL ANNUAL REPORT

FOREWORD BY THE CHAIR OF MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE 2017/18

This year has seen a further period of change at Mid Suffolk District Council and as Chair of Overview & Scrutiny Committee I have tried to ensure all areas of concern are heard within the Committee process. Changes have included moving to a Leader/Cabinet governance model, moving the Council's HQ to Ipswich and a significant change in staffing. Through this the Committee has focused on ensuring residents and businesses within the Council's area are well served and, in general, adding value to the work of the Council.

As we move into the new Council year I would particularly like to thank Ben Staines, Project and Research Officer – Business Improvement and Henriette Holloway, Governance Support Officer - Committee Services, for their input and support - and more recently Jan Robinson, Corporate Manager – Law and Governance. I am grateful to Members of the Committee for their continuing input, to other Members for their participation and to Council officers for their responsive and professional contributions. I would also like to thank my colleagues at Babergh District Council for their ongoing liaison with regard to improving the work of both Mid Suffolk and Babergh District Councils.

I hope that good working relationships continue for the next year and that further work takes place with more external organisations involved and that the Committee contributes towards improved working practices and better outcomes for the residents and businesses of Mid Suffolk District

Councillor Rachel Eburne

April 2018

MEMBERS OF THE MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE 2017/18



Cllr Rachel Eburne (Chair)



Cllr James Caston



Cllr John Field



Cllr Elizabeth Gibson-Harries



Cllr Lavinia Hadingham



Cllr Lesley Mayes



Cllr Derek Osborne (Vice-Chair)



Cllr Kevin Welsby

OVERVIEW AND SCRUTINY

In May 2017 Babergh and Mid Suffolk District Councils adopted the Leader/Cabinet governance model for each Council. This resulted in the Joint Scrutiny Committee being decommissioned and the formation of separate Overview and Scrutiny Committees for each Council.

The Committee consists of eight Members of the Council and can be any Member except Members of the Cabinet. No Member is allowed to scrutinise a decision where they have been part of the decision process. Substitutes for Members on the Committee must be from the same political group and Council. The Committee sets its own workplan and can set up task and finish groups as and when considered appropriate.

The Babergh and Mid Suffolk Overview and Scrutiny Committees also conduct joint meetings on a regular basis to scrutinise topics and external stakeholders and Service providers relevant to both Councils.

THE ROLE OF OVERVIEW AND SCRUTINY COMMITTEE

The role of the Overview and Scrutiny Committee is defined as having the key purposes of:

- Scrutinising the work of external stakeholders and service providers.
- Holding the Cabinet to account
- Being the home of “call in”.
- Being the home of Member Call for Action.

The Overview and Scrutiny review items in relation to the Strategic Plan and where the Committee can add value; avoiding duplication with any other Committee or working group and ensuring where changes have been made and significant time has lapsed before a review has been undertaken. These suggestions are worked up by the Chairs, Vice Chairs and officers into a forward plan which is then discussed with the Leaders before being referred back to the Overview and Scrutiny Committee for agreement.

The Overview and Scrutiny Committee cannot make decisions or policies itself but has the power of influencing and can make informed recommendations to the Cabinet, Full Council and other Committees. Cabinet can also recommend that the Overview and Scrutiny Committee conduct detailed investigation of items considered to require further scrutiny before being referred back to Cabinet for final decision.

Overview and Scrutiny forms an important part of the democratic process within the Council and wider community by examining topics and continuing to monitor the outcome of its work. Where it is considered necessary to follow up on the outcome of a scrutinised topic the Committee will conduct further scrutiny or receive updates on the topic to enable the Council to continue to deliver the best service for all residents in the District.



THE CENTRE FOR PUBLIC SCRUTINY'S FOUR PRINCIPLES OF GOOD SCRUTINY

1. Scrutiny provides a critical friend challenge to executive policy and decision makers by conducting a constructive, robust, and purposeful challenge. This challenge should be non-aggressive and non-political so as to create the optimum conditions for an investigative evidence-based process.
2. Scrutiny enables the voice and concerns of the public through innovative public communications, consultation and feedback. Meetings are conducted in public to enable transparency and openness.
3. Scrutiny is carried out by independent minded councillors, who actively engage in the scrutiny function so as to drive improvement. Areas are reviewed in an a-political atmosphere.
4. Scrutiny drives improvement and promotes community well-being. Good scrutiny improves the quality of life by undertaking strategic reviews of corporate policies, plans, performance and budgets.

Sources: Centre for Public Scrutiny; www.cfps.ukfps

Mid Suffolk Annual Scrutiny Report JSC/8/13 Appendix

Annual Report of the Joint Scrutiny Committee Report BC/17/5 and MC/17

THE STRUCTURE FOR OVERVIEW AND SCRUTINY OUTSIDE COMMITTEE MEETINGS

The Overview and Scrutiny Committee cycle is based round monthly pre-committee meetings in which the authors who will be presenting items at the Committee are invited to attend. This enables co-operation between Officers, Chairs and Vice-Chairs of the Overview and Scrutiny Committee when discussing the relevant contents of reports, and to give a steer to what the committee is expecting to achieve from upcoming items. It also allows the Chairs and Officers to consider any question which may be asked at the Committee meeting. Generally, each item will be discussed at two pre-committee meetings before going to Committee.

Between meetings, Officers and the Chairs of the Committees maintain an open and engaging working relationship to ensure that the scrutiny process will be efficient and beneficial to the Committee meeting.

Members also partake in 'Task and Finish Groups' which focus on a specific item set by the Overview and Scrutiny Committee. This enables Members to engage with a topic separately from the Committee and then to report back on the finding of the 'Task and Finish Group' to the Committee, which then recommends any action required to the relevant Officers.

TRAINING

At the meeting in June, the Committee was updated on the training options available from the Centre of Public Scrutiny, when it was decided that the Law and Governance team should proceed to organise a comprehensive training program for Members and Officers. Training was scheduled to commence in the Autumn, however the move to Endeavour House and outside circumstances beyond the Council's control, required the training to be rescheduled. This will now start in April for both Members and officers of the Overview and Scrutiny Committee, the Senior Leadership Team, and the Extended Leadership Team as well as other officers who work with the Committee.

THE ORGANISATION OF THE 2017 - 2018 WORK PLAN

In May 2017 the Leader/Cabinet Model was adopted by the Council, whereupon the Joint Scrutiny Committee was de-commissioned. At the separate Overview and Scrutiny Committees in July, the Members of the Committee developed a new Forward Plan centred around incomplete topics from the previous Joint Scrutiny Committee's Forward Plan. Further items were discussed and duly added to the individual Forward Plan. The revised Forward Plan was then agreed by each Committee in August 2017.

The Forward Plan is updated at each Committee meeting and Members evaluate each item in relation to the Strategic Plan in order to assess whether the scrutiny process adds value. This results in unnecessary duplication of work carried out by any other Committee or working groups and ensured sufficient time had lapsed between reviews.

Towards the end of 2017 it was agreed by the Chairs that regular joint meetings could be conducted on a bi-monthly basis. This was implemented from December 2017.

The Work of Mid Suffolk Overview and Scrutiny Committee 2017/18

The Housing Revenue Account (HRA) 30 Year Business and Finance Plan Update 2017

This report was considered in June by Mid Suffolk Overview and Scrutiny Committee. Members were updated on the Business and Financial plan for the District, with the Committee being informed on changes made to the assumptions contained in the Housing Revenue Account financial plan; the reasons for these changes and the impact the changes have had on the 30-year financial position. Also, Members were updated on how the management of the HRA was being adapted to meet evolving needs and demands and to reflect legislative, financial and technological change.

The update also set out a roadmap for the transformation of the role of local authority housing and the HRA in light of the significant financial challenges caused by changes to Government policy “The emerging Suffolk work on housing delivery and the Government’s White Paper ‘Fixing our Broken Housing Market’ to create a sustainable and robust plan for the future.”

Questioning from Members referred to concerns regarding the income from the new system for housing repairs as well as the accuracy of forecasts and reporting.

RESOLVED

- 1.1 That the updated 30-year HRA Business and Financial Plan (Appendix A to Paper MOS/17/4) be approved.**
- 1.2 That a reporting framework for a performance monitoring system be put in place.**

Void Times in Council Housing

In August Members conducted a scoping exercise of void times in Council Housing, with several issues being identified in relation to the challenges facing the Void’s team to reduce the amount of time that Council Housing was left empty and vacant. Some of the issues included the method of calculating void times and the understanding of what was included in this calculation, the introduction of Babergh and Mid Suffolk Building Services and the implementation of this new service.



Concerns were raised that the issue of long time scales for voids was ongoing and, while not a problem exclusive to this Council, did need some impetus to improve.

RESOLVED 

The Voids report be presented at the Overview and Scrutiny Committee on 19 October 2017 and that a draft report be circulated to the Chair and Vice-Chair of Mid Suffolk District Council and to the Chair of Babergh District Council before the final report was produced.

The report 'Review of Voids' was completed early and went to Committee in September. Members of the committee were informed about the average time to re-let vacancies within Council housing stock and the action being taken to improve performance. The concerns raised at the scoping exercise were answered and the Committee was reassured that the Housing Team was working toward reducing voids in Council housing as a priority.

RESOLVED 

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

Review of Great Western Community Safety Partnership (WSCSP)

In August the Committee received the annual report from the Great Western Community Safety Partnership to fulfil the Committee's 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). The Committee heard from the Chair of the Partnership, Councillor Robert Everitt of St Edmundsbury Borough Council.

The Committee valued the report and some issues were identified which needed to be addressed and suggested that more positive information about successful cases were distributed to Members. The Committee agreed the additional resolutions 1.1 to 1.3.

RESOLVED 

- 1.1 The Western Suffolk Community Safety Partnership's annual report includes an outcome summary.**
- 1.2 The designated WSCSP Member to report annually to the Council on the work of the Western Suffolk Community Safety Partnership.**
- 1.3 To review and scrutinise the community safety activity of the Western Suffolk Community Safety Partnership (WSCSP) from April 2016 to July 2017.**
- 1.4 It is recommended that the Committee note the contents.**



The Homelessness Reduction Act 2018

The Committee conducted a scoping exercise for the Homelessness/Bed and Breakfast Accommodation Review in July. It was anticipated by the Committee that with the introduction of the Homelessness Reduction Act 2018, the Councils' resources would be tested. The Committee wanted to scrutinise the work to be done and how the Homelessness Team were preparing for the introduction of the Homelessness Reduction Act in April 2018.

The Committee raised concerns about the availability of temporary accommodation in the Mid Suffolk District, the duration of stay in temporary accommodation and the impact of the Homelessness Reduction Act 2018. However, the Committee was satisfied that work was being undertaken to reduce the use of Bed and Breakfast accommodation and this would be reported to the Cabinet.

RESOLVED ✓

That a review of the work being undertaken in preparation for the implementation of the Homelessness Reduction Act be brought to the 16 November meeting.

In November a report 'Implementation of the Homelessness Reduction Act', was presented to the Committee, providing Members with detailed information of how the changes would impact on the Council, and outline the work being carried out to ensure that the Councils were legally compliant and able to fulfil the new duties. It also outlined the current and predicted work levels within the homelessness service.

RESOLVED ✓

- 1.1 That the information contained within the report be noted.**
- 1.2 That a recommendation to Cabinet be made to ensure there is enough funding to support the implementation of The Homelessness Reduction Act and the rental of temporary accommodation in Stowmarket**
- 1.3 That the Homelessness Reduction Act implementation be reviewed in October 2018.**

At the Cabinet meeting in December 2017, Councillor Eburne raised recommendation 1.2 and explained that the Overview and Scrutiny Committee was concerned as to whether there was sufficient funding to implement the Homelessness Reduction Act and requested that Cabinet monitor this.

Update on Joint Scrutiny Recommendation – Neighbourhood Planning

In October the Committee received an update on Neighbourhood Planning from the ‘Task and Finish Group’s review of the Councils role and duties with regards to neighbourhood planning. The ‘Task and Finish Group’ identified action areas which the Council needed to address, and the Neighbourhood planning team provided a progress report on each area.

The Members of the Task and Finish Group liaised with other Councils in the eastern region and established how they were working to ensure Neighbourhood Plans came forward. This information proved invaluable in assessing the overall contribution from Mid Suffolk.

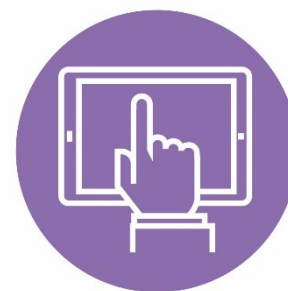
Members were concerned that the smaller villages were less likely to participate in the neighbourhood planning process but were assured that smaller villages were encouraged to take an interest locally and cross parish Neighbourhood Plans were possible for these villages. Alternatively, smaller villages could rely on the Local Plan and were able to input to the emerging Joint Local Plan.

RESOLVED ✓

The Committee noted that progress had been made on delivering against the actions arising from the Task and Finish Group.

Supporting Business Growth

In October the Committee scoped the topic Supporting Business Growth. Following the debate, it was agreed that the best way forward would be for the Committee to receive the Draft Economic Development ‘Open for Business’ Strategy report for comment.



Members particularly wanted to see focus on how the Council supported very small firms – noting that the Council was more strategically involved with the development of larger organisations.

RESOLVED ✓

That the Overview and Scrutiny Committee agree to a pre-scrutiny of the draft Economic Development ‘Open for Business’ Strategy at the Overview and Scrutiny Committee on 16 November 2017.

In November the Committee received the report and discussed the contents and Members discussed how Members could promote awareness for the Open for Business project and use their role in the community to engage with local business people and facilitate questions regarding the services available to small and micro businesses.

RESOLVED ✓

That the report be noted.

Review of the Shared Legal Services

In November Members scoped a review of the Shared Legal Service. The Committee responded to the concerns from Members of the Council that there had been issues with the Service. The Shared Legal Partnership came into existence in September 2016 as a result of the reorganisation of the Council's use of resources.



The Committee's objectives were to establish how the working relationship with the Shared Legal Services could be improved and if general processes could be identified to achieve these objectives. Other concerns were how the service was measured and how quickly the Shared Legal Services responded to cases forwarded by the Council, and what was the level of expertise. Members were also concerned that it was unclear how they could access the Shared Legal Services on behalf of constituents.

RESOLVED ✓

That the scoping document be noted.

At the Joint Overview and Scrutiny meeting in December, the Service Manager for the Shared Legal Service was present to answer questions, with Councillor Davis being invited by the Committee as a witness to relay his experience with the Shared Legal Service. The Corporate Manager – Strategic Asset Management had been invited by the Director of Law and Governance to represent the development of corporation between a Client and the Shared Legal Service.

After a detailed discussion of the report and the Shared Legal Service, it was identified that the Service had issues with performance, however the Service was working to address these issues. The Committee agreed that communication and clarification on delegation of responsibilities both within the Shared Legal Service and within the Councils would improve the relationship between the Clients and the Service.

RESOLVED ✓

1.1 That the Joint Overview and Scrutiny Committee concluded that further improvements in the performance of Shared Legal Service are required, specifically around communication and the understanding of which officer within the client department is able to give instructions.

1.2 That the Shared Legal Service be reviewed by Overview and Scrutiny Committee again in six months' time and that this review included updates on case management and the information previously presented to the Committee.

1.3 That the Joint Overview and Scrutiny Committee recommend to Cabinet that prior to any future shared services or partnership working arrangements that a full and proper business case be prepared and that the business case to be presented to the Overview and Scrutiny Committees for pre-scrutiny.

At the Cabinet meeting in December 2017 the resolution above was brought before the Cabinet and the Chair explained there had been much discussion, and concerns had been raised. A review of the Shared Legal Services would be brought back to a future Committee to indicate improvements made to date, as the Committee were unhappy with the level of service. The Chair also raised the point that a business case for any future shared services should be prepared as without one scrutiny of future shared services would be difficult. The Leader of the Council agreed with this.

In February 2018 the Overview and Scrutiny Committee made a recommendation to Cabinet in report MCA/17/39 as the Committee had established that lack of a proper business case for the Shared Legal Services had made scrutiny of the Service difficult and that a proper and robust business case should be brought to the Overview and Scrutiny Committee for scrutiny.

RESOLVED 

1.1 That prior to any future shared services or partnership working arrangements, a full and proper business case be prepared and presented to the Overview and Scrutiny Committees for pre-scrutiny

Reason for Decision:

To ensure that Overview and Scrutiny Members are provided with a full and proper business case in relation to future shared services or partnership working arrangements.

The Overview and Scrutiny Committee will be reviewing the Shared Legal Service again in July 2018 to see what progress has been made.

Community Infrastructure Levy (CIL)

In December a Joint Overview and Scrutiny Committee was updated on CIL funding. Members had requested clarification of how the CIL was managed and applied for, and how much had been paid from the CIL funding to the Community. Members were interested not only in the working relationship between parishes and the Council, but also the process for how CIL funding was managed both within the District and with other service providers. As a result, the Committee requested pre-scrutiny of the CIL report before it was presented to Cabinet so as to allow for recommendations to Cabinet from the Committees.

RESOLVED 

That the CIL Spending Scheme report be pre-scrutinised before being presented to Cabinet.

Draft Joint Medium Term Financial Strategy and Mid Suffolk 2018/19 Budget

In January the Committee received a report, which provided an update on the work that had been undertaken so far on the 2018/19 General Fund budget and explained the budget process and the approach taken, the current budget shortfall or surplus across the Medium Term Financial Strategy (MTFS) period, and the changes from 2017/18 to 2018/19.

On the General Fund there was detailed discussion on funding from business rates and Members requested that the budget papers included greater breakdown on this as well as capital financing charges, investment income and new homes bonus funding. There were questions on the increase in costs of 20% over the next four years, queries on pension contributions and the cost of security at the old Needham Market Headquarters. Members also questioned specific elements of the Capital budget. On the Housing Revenue Account (HRA) questions were raising regarding the change to when BMBS would break even and how this would impact the HRA. Members were advised that the HRA was constantly being updated and a summary would be provided to Members when it had been next reviewed.

RESOLVED ✓

That report MOS/17/33 be noted.

Waste Services

Members were concerned that the Waste contracts represented the largest share of out-sourced contracts, and that a proportion of these contracts were soon coming up for renewal.



During the pre-committee meetings for this item the Chairs established that the Waste Service and Waste contract and related service agreements were complex. In order for the Committee to add value to the scrutiny process, further information on how the waste service contracts related to the management of the Waste Service would be needed.

The Strategic Director and the Assistant Director – Environment and Commercial Partnership together with the Chairs conducted a scoping exercise out of Committee to establish which areas of the Waste Service and associated contracts could be scrutinised and any necessary adjustments made. A report based on this scoping was then presented to the Joint Committee in February.

The Committee scrutinised the ‘Waste Services - Options for Review’ report and identified the timing for when scrutiny of Waste Contracts would be appropriate. The report also contained details of the how the waste service operated across the two Districts. The Committee was concerned that insufficient information was received by Members about the structure and the management of the Waste Service. This resulted in a request from the Committee to receive a five-year forecast of for the income and expenditure for the Waste Service.

RESOLVED

- 1.1 **Officers to report to Joint Overview and Scrutiny in October 2018, prior to the Cabinet report, on the outcomes of the review and possible extension of the Joint Waste Contract.**
- 1.2 **Officers to report to Joint Overview and Scrutiny in December on the outcome of the MRF procurement process.**
- 1.3 **That the Babergh and Mid Suffolk Overview and Scrutiny Committees to receive a report from Suffolk Waste Partnership for food waste after April 2018.**
- 1.4 **That the cost and income be supplied to Members for the Waste Services for the next five years.**

The Five-year Housing Land Supply

The Committee requested to scrutinise the Five-year Housing Land Supply due to a mixed understanding in the communities regarding the way Five-year Housing Land Supply was calculated and how the lack of supply could be resolved. The Committee was concerned of the implications of not having provision for the Five-year Housing Land Supply. There was also limited understanding of how Members could influence the process. The above issues impacted on delivery of the Joint Strategic Plan in a number of ways, in particular in terms of housing delivery and community capacity.



At the Joint Overview and Scrutiny Committee in February the Five-year Housing Land Supply was scoped by Members, and officers were able to explain in detail the complicated process for calculation the Five-year Land Supply as well as discussing some of the concerns of the Committee. It was agreed that this information and the additional questions identified should form part of the upcoming report to the Committee.

RESOLVED

That a report based on the scoping document be presented to Mid Suffolk Overview and Scrutiny Committee on 15 March 2018 and to Babergh Overview and Scrutiny Committee on 19 March 2018.

In March the Five-year Housing Land Supply report was presented to the separate Overview and Scrutiny Committees and answered many of the concerns raised by the scoping exercise. Mid Suffolk Members raised further concerns over the availability of sites, the process of planning permission and how the Council could deliver the amount of new housing required by the Government. They also discussed the new draft National Planning Policy Framework which was at the consultation stage. The Committee was concerned that there was a potential lack of resources to support the Five-year Housing Land Supply and made a recommendation to Cabinet to ensure this was reviewed.

RESOLVED ✓

- 1.1 To recommend to Cabinet to review the resources to improve the efficiency of all housing delivery.**

All Together Programme

In March the Committee received a report for the cost of the move to Endeavour House and a comparison of the costs if the Council had remained in the headquarters in the Needham Market.



The Committee had expressed concern of the financial position for both Councils following the move to Endeavour House, the opening of the new customer access points in Sudbury and Stowmarket; and the opening of the touchdown locations across both districts. Members discussed the consequences of the move and the cost implications for the Council in the long term. The Committee was concerned that the move had an effect on the possible attendance at public meetings.

RESOLVED ✓

- 1.1 That Committee Services monitor public attendance at public meetings and report back to the Overview and Scrutiny Committee in September 2018**

Recommendations from Cabinet to the Overview and Scrutiny Committee

In March the Committee received a recommendation from Cabinet to scrutinise the causes of the variations between Quarter 2 and 3 within the Housing Revenue Account. The Committee identified several areas which concerned them including the insufficient business plan for the in-house repairs and maintenance team (Babergh Mid Suffolk Building Services – BMBS), unexpected entries in the forecast for the outturn and decision-making process.

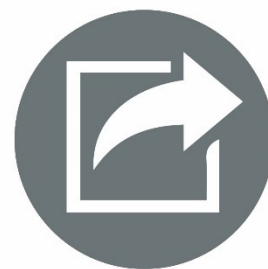
The Assistant Director – Housing was confident that an improved management structure and delegation of budgetary responsibility to the HRA Team’s Managers would provide a robust and intelligent prediction for future budgets.

RESOLVED ✓

- 1.1 That Cabinet notes the points raised in the minutes from the Mid Suffolk Overview and Scrutiny Committee meeting on 15 March 2018.**
- 1.2 That the Overview and Scrutiny Committee endorse Appendix B Mid Suffolk District Council Medium Case Scenario Quarter 3 compared to Quarter 2 outturn for the Housing Revenue Account.**

The Transformation Fund

The Committee had requested an Information Bulletin on the Transformation Fund to review the process for how money was allocated to the Fund, the spending of and the Council's use of the Fund. The Information Bulletin answered these questions and it was established that each bid for funding took approximately two weeks and were presented to the Senior Leadership Team.



TOPICS TO BE CONSIDERED AT THE MAY 2018 OVERVIEW AND SCRUTINY COMMITTEE

- **Investment Strategy**

The Committee will be scrutinising the BMS Business Plan for the Investment Strategy.

- **Updated Joint Complaints Policy**

Members will be updated and reviewing the Joint Complaints Policy.

- **Information Bulletin**

Void times in Council Properties

All Together Programme - a Breakdown of Capital Expenditure (BDC only)

RECOMMENDATIONS TO CABINET AND OTHER COMMITTEES

During the year the Committee made recommendation to Cabinet or Council on the following items:

- **Void Times in Council Properties**
- **Review of the Shared Legal Service**
- **The Five-year Land Supply**
- **Recommendations from Cabinet to the Overview and Scrutiny Committee**

INFORMATION BULLETINS PRESENTED TO THE OVERVIEW AND SCRUTINY COMMITTEE 2017/18

September 2017	Community engagement
October 2017	Update on the Leader of the Cabinet's Response to the Chair of the Overview and Scrutiny's Question on 14 September 2017
November 2017	Mid Suffolk Business Rate Relief Summary 2017/18
December 2017 (Joint)	Recent Customer Access Activities
	Use by the Council of interims, temporary staff and consultants
	Defining the Performance Framework, and Indicators for Monitoring Delivery of the Joint Strategic Plan (Mid Suffolk District Council)
	Void Improvement Project (BDC)
March 2018	Review of the Transformation Fund

SCOPING TOPICS FOR MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE 2017/18

July 2017	Scoping for Homelessness/ Bed and Breakfast Accommodation Review
August 2017	Scoping a Review of voids
October 2017	Scoping for Supporting Business Growth
November 2017	Scoping Legal Services Partnership
February 2018	Scoping Waste Services – Options for Review
	Scoping the Five-year Land Supply

**MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE
WORK PLAN 2018/19:**

14 June 2018

Topic	Purpose	Lead Officer	Cabinet Member	Joint Strategic plan reference
Overview and Scrutiny Training for Members of the Committee		Janice Robinson Corporate Manager – Law and Governance		Enabled and Efficient Organisation
Babergh and Mid Suffolk Building Services (BMBS)	12 months review after the implementation of the Service This to include reporting back to the Committee on progress in implementing the actions drawn up to reduce the days Council properties are void.	Justin Wright - Newton Corporate Manager - BMBS	Jill Wilshaw	Intelligence based community insight and outcome - focused performance management Strengthened and clear governance to enable delivery
Staff Turnover and Welfare	Reviewing the impact the office move has had on staff and the financial impact of the move to Endeavour House, with the aim of learning points for other future major change activities.	Anne Conway Corporate Manager HR & OD Katherine Steel Assistant Director – Corporate Resources		Intelligence based community insight and outcome - focused performance management Strengthened and clear governance to enable delivery
Members to agree the MSDC Work Plan for 2018/19		Henriette Holloway – Governance Support Officer		

19 July 2018	20 December 2018
<p>Scoping of Pre-Planning Application – to scope a review of the newly introduced pre-planning application fees. (P Isbell/ G Walker)</p> <p>Review of Shared Legal Service – To review the progress and communication following the December meeting.</p>	<p>MRF Procurement Process Officer to report back to the Committee on the outcome of the MRF Procurement Contract. (JOS/17/8)</p>
16 August 2018	17 January 2019
<p>Voids – A review of the time it takes to re-let a property</p> <p>Pre-planning Application report</p>	
20 September 2018	14 February 2019
<p>Crime and Disorder Panel meeting</p> <p>The HQ Sites – the Investment Business Case for Development (TBC)</p> <p>Review of public attendance at public Committee meetings</p>	
18 October 2018	14 March 2019
<p>Investment Strategy To scrutinise the Business Plan for BMS Invest CIFCO</p> <p>An update on the Homelessness Reduction Act (2017) Six months after the implementation of the Act</p> <p>Waste Strategy Scrutiny of the outcome of the Waste Services Review and possible extension of the Joint Waste Contract, prior of report going to Cabinet. (JOS/17/8)</p> <p>The Five-year Housing Land Supply A report to review the recalculation of the Five-year Housing Land Supply</p>	
15 November 2018	18 April 2019
<p>CIL Expenditure Framework The Joint Member Panel to be part of the Scrutiny Process</p>	
	16 May 2019
	Annual Review of BMS Invest Business Plan

TOPICS IDENTIFIED FOR REVIEW BUT NOT CURRENTLY TIMETABLED:



Universal Credit

To review steps for implementation of Universal Credit and ensure the Council is fully prepared for the roll-out in May 2018 (if scrutinised after May, to check it was fully prepared) Officers: Amy Mayes and Andrew Wilcock (IBC)



Community Grant

Strong and safe communities was asked to report back following a 'health check' of the groups receiving grants. (to be an Information Bulletin) **TBC**



Crime and Disorder Panel meeting

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



Enforcement

Enforcement for parking, planning etc to be discussed with Babergh Overview and Scrutiny Committee and Kathy Nixon – Strategic Director to decide how to approach this area.



Community Transport Services

To scrutinise the services provided by SCC and consider what Overview and Scrutiny can add to these services