

Public Document Pack



COMMITTEE	MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE
PLACE	King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich
DATE	Thursday, 14 June 2018 at 9.30 am

PLEASE NOTE START TIME OF MEETING

Conservative and Independent Group	Green Group	Liberal Democrat Group
James Caston Elizabeth Gibson-Harries Lavinia Hadingham Lesley Mayes Derek Osborne – Vice-Chair Kevin Welsby	Keith Welham - Chair	John Field

A G E N D A

Page(s)

- 1 **Apologies for absence/substitutions**
- 2 **To receive any declarations of pecuniary or non-pecuniary interest by Members**
- 3 **MOS/18/1 To confirm the minutes of the meeting held on 15 March 2018** 1 - 8
- 4 **To receive notification of petitions in accordance with the Council's Petition Scheme**
- 5 **Overview and Scrutiny Training for Members of the Committee**

Emily Yule, Monitoring Officer and Assistant Director - Law and Governance will provide scrutiny training for Members

- 6 MOS/18/2 Information Bulletin 9 - 12**
- The Information Bulletin is a document that is made available to the public with the published agenda papers. It can include update information requested by the Committee as well as information that a service considers should be made known to the Committee.
- The Information Bulletin contains updates on the following subjects:
1. Staff Turnover and Welfare
- 7 MOS/18/3 Members to agree MSDC Work Plan for 2018/19 13 - 18**
- Members are asked to review and discuss the Mid Suffolk Overview and Scrutiny Work Plan for 2018/19
- 8 MOS/18/4 MSDC Overview and Scrutiny Time Table 19 - 20**
- To agree the proposed timetable for MSDC Overview and Scrutiny Committee 2018/19
- 9 MOS/18/5 Forthcoming Decisions List 21 - 28**
- To review the Council's Forthcoming Decisions List and identify any items to be brought before the Overview and Scrutiny Committee
- 10 MOS/18/6 BDC Overview and Scrutiny Work Plan 29 - 34**
- For information
- 11 EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**
- To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item.
- The author of the report proposed to be considered in Part II of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART II - MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

**12 MOS/18/7 Babergh and Mid Suffolk Building Services (BMBS) - A 35 - 116
Review of First Year Trading and Next Steps**

A 12 months review of Babergh and Mid Suffolk Building Services (BMBS)

Justin Wright – Newton, Corporate Manager - BMBS

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: 01449 724681 or Email: Committees@baberghmidsuffolk.gov.uk

Domestic Arrangements:

- Toilets are situated opposite the meeting room.
- Cold water is also available outside opposite the room.
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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 3

MOS/18/1

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE** held in the Britten room - Endeavour House, 8 Russell Road, Ipswich on Thursday, 15 March 2018

PRESENT:

Councillor: Rachel Eburne – Chair

Councillors:	James Caston	John Field
	Elizabeth Gibson-Harries	Lavinia Hadingham
	Lesley Mayes	Derek Osborne
	Kevin Welsby	

In attendance:

Councillors

- Glen Horn
- John Levantis
- Suzie Morley
- John Matthissen
- Mike Norris
- Kevin Welsby
- Jill Wilshaw

- Strategic Director (KN)
- Assistant Director – Planning for Growth (TB)
- Assistant Director – Housing (GF)
- Corporate Manager – Strategic Planning (RH)
- Corporate Manager – Growth and Sustainable Planning (PI)
- Corporate Manager – Financial Service (ME)
- Corporate Manager – Law and Governance (JR)
- HRA Accountant (TA)
- Governance Support Officer (HH)

Councillor Eburne asked the Committee to pay their respect to Councillor Ray Melvin, who had passed away on Sunday. He was the first chair of the Scrutiny Committee when the Local Government Act was first introduced in 2000 and believed that the Scrutiny Committee should always be chaired by a Member of the Opposition.

22 **APOLOGIES FOR ABSENCE/SUBSTITUTIONS**

There were no apologies received.

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

There were no declarations of interests.

24 **MOS/17/36 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18 JANUARY 2018**

It was RESOLVED: -

That the minutes of the meeting held on 18 January 2018 be confirmed as a true record with the following amendment:

Page 9, 19.1 to read:'and were concerned that there were so many confidential reports on the list'.

25 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCILS PETITION SCHEME**

None received.

26 **MOS/17/37 THE FIVE-YEAR LAND SUPPLY**

26.1 The Corporate Manager – Strategic Planning presented report MOS/17/37 to Members.

26.2 Members thanked the report authors for writing a comprehensive explanation of the process and the related implications for the Five-year Housing Land Supply.

26.3 Members queried, which sites could be included in the Five-year Housing Land Supply, and it was clarified that sites with planning permission and sites allocated for development were included, as long as they were available, suitable, sustainable, achievable and viable. It was established that allocation of sites was based on the judgement of experienced officers and on the confidence that the above criteria were met.

26.4 Members asked for clarification on how they could be involved, especially regarding the point of contacting developers (page 18, 10.28 and 10.29) and discussed the possibilities of this suggestion. However, Members agreed that as long as they operated within their Code of Conduct and remembered they represented their constituency it was an option for Members to consider, but not a necessity.

26.5 The Government had put pressure on Councils to deliver more housing and despite that during the recession the timescale for the applications had been shortened to accommodate this demand, it was still a fairly lengthy and time-consuming process. The problem with calculating the Five-year Land Supply was that after planning permissions had been granted, planning conditions and other requirements had to be met, before actual building could commence, and this could delay the process for up to 24 months. The rate of housing developments was also a contributing factor in the timeframe for completions and therefore on larger sites only part of the development was likely to be completed within the five-year period. It was left up to the

discretion of the developers to inform the Council of finished developments. This meant that the annual amount of planning permissions did not reflect the annual amount of properties being built.

- 26.6 The Assistant Director – Planning for Growth expanded on the process for developments and said the Council could invest in work, which would ‘de-risk’ sites to be able to bring them forward for planning consideration. However, this was not necessarily good use of the Housing Revenue Account’s Funds (HRA) as it was not a direct investment in development of housing. There were constraints on how the Council could use its own borrowing to be able to deliver housing and Mid Suffolk District Council was at the limit of the borrowing headroom within the HRA. However, the Council could use Council Funds for market housing.
- 26.7 The draft revised National Planning Policy Framework (NPPF) had only been available for a week and a consultation was currently being conducted for Councils to respond to the draft. One aspect of this was the ability for Councils to fix the Five-year Housing Land Supply for one year, which meant that developers could not take planning applications to appeal for that one year. A statement for an exemption required Councils to provide substantial proof that the five-year land supply was achievable. The new NPPF policies were published in September 2018, but officers estimated that a statement to fix the Five-land Housing Supply would not be possible until 2018/19.
- 26.8 Another aspect of the new NPPF was the potential new rules for housing delivery and this caused concern amongst Members. Officers responded that a detailed explanation could be found on page 75 of the NPPF, but if a Council had met the criteria for the Five-year Housing Land Supply, but failed to physically deliver the supply even for a couple of years, then the Council would revert to a status of having no Five-year Housing Land Supply. This would have consequences for the Council, including planning appeals for developments in the District.
- 26.9 Members were assured that the Council was providing a robust answer to the NPPF consultation on the issues raised above.
- 26.10 Currently the Mid Suffolk’s land supply for the previous two years was at 70%, however the third year was anticipated to be below that.
- 26.11 Members asked if there was any means of increasing the rate of developments and if it was possible to improve the Section 106 funding negotiation process. Officers responded that the legal implications of the Section 106 funding process were just one issue; another issue was the restriction on resources. This had been recognised by the Administration and further investment was allocated to increase delivery of the Five-year Housing Land Supply for a Section 106 officer to be recruited.
- 26.12 Members raised concerns about Suffolk County Highways and the complications of their representation at planning committees. Officers explained that work was being undertaken to improve the collaboration

between departments and that a dialogue with Suffolk County Highways department was ongoing.

26.13 Officers explained that a quarterly estimate of the Five-year Housing Land Supply would require additional resources, as it was a lengthy process and currently all extra resources were allocated to the preparation of the Local Plan. There was also the risk that due to the difficulties of collecting the data, a quarterly estimate could be less robust and that this in turn would have consequences for the annual Five-year Housing Land Supply. However, there was a possibility that the CIL funding application could contain a Commencement and Completion form for developers to complete and in the future, this could enable officers to collect more accurate data to estimate the Five-year Housing Land Supply more frequently.

26.14 In repose to the importance of increasing the delivery of housing, the Assistant Director – Planning for Growth, said that this could only be achieved if the Council was less concerned about developers including affordable housing in their developments. This would speed up the process of the Section 106 funding, however he was sure that the Council did not wish to compromise on affordable housing and the process had to undergo the necessary requirement for affordable housing to be included in developments. Members were reminded that each planning application had to be considered individually.

By a unanimous vote

It was RESOLVED: -

1.1 To recommend to Cabinet to review the resources required to improve the efficiency of all housing delivery

27 MOS/17/38 ALL TOGETHER PROGRAMME

27.1 The Strategic Director forwarded the Executive Director's apologies.

27.2 She then continued by explaining that in 2016, Full Council voted on the business plan for the move to Endeavour House and that the costing in report MOS/17/38 was taken from this plan. The savings for both Councils of £5.8 million was for a 10-year period for running costs and capital expenditure.

27.3 The Council was adapting to the increase in demand for 24 hours customer access to Council services and that access to services online would free up time for officers to help those members of the public who could not or did not want to access the online service. However, the customer access points were very popular with the public.

27.4 In response to questions from Members the Cabinet Member for Organisational Delivery said that more money had been spent on developing the Customer access points because the premises had required

full refurbishment including the installation of a toilet. The Depots had needed less work as they were already established. The cost for developing the Depots were included in the Touch-down points' costs.

- 27.5 The Touch-down points for Officers were very busy and allowed officers access to printers and secure network facilities. It was generally agreed that the Touch-down points were value for money.
- 27.6 The refurbishment costs for Endeavour House had been much less, as the out-fitting had been minimal.
- 27.7 It was established that the server at Hadleigh had to be decommissioned irrespective of the move to Endeavour House, as it could no longer cope with the volume of traffic generated by the increased mass use of computers.
- 27.8 Members enquired why the comparison had been made for the move from Hadleigh and Needham Market to Endeavour House. The Cabinet Members responded that the comparison was for a status quo scenario and that this illustrated that the move to Endeavour House was financially the better option. It was agreed that there had been other factors for the decision to move to Endeavour House and that these had been discussed at the Full Council in 2016.
- 27.9 Members wanted to know if the annual saving of £290,000 would be monitored to ensure that savings were actual being achieved. Officers responded this was monitored in the Revenue Account.
- 27.10 As part of the Councils Openness and Transparency policy it was agreed that the public access to services and public attendance at public meetings should be monitored, as this would provide indication if the move to Endeavour House provided better customer service.
- 27.1 The Corporate Manager – Law and Governance suggested that Committee Services monitored public attendance at public meetings and reported back to the Committee in six months' time.

By a unanimous vote

It was RESOLVED: -

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

28 MOS/17/39 RECOMMENDATION FROM CABINET TO THE OVERVIEW AND SCRUTINY COMMITTEE

- 28.1 The Chair explained that Paper MOS/17/39 had been referred to the

Committee by Cabinet for scrutiny and asked the Committee to consider options A and B on the Agenda.

28.2 Councillor Eburne proposed the recommendation from Cabinet in respect of the variation between Quarter 2 and Quarter 3 on the Outturn paper for the Housing Revenue Account on page 87 of the report and that the Committee conducted the scrutiny at the meeting.

28.3 Councillor Osborne seconded the proposal.

By a unanimous vote.

It was RESOLVED: -

1.1 That Cabinet recommend to Overview and Scrutiny that the causes of the variations between Quarter 2 and 3 within the Housing Revenue Account be investigated.

28.4 The Assistant Director – Housing explained that the Budget Monitoring report for the Housing Revenue Account (HRA) was a forecast based on the quarterly income and expenditure budget for the past nine months.

28.5 The HRA had not previously been subject to a monitoring report and the request for such had been made after the agenda deadline and therefore the paper had been tabled at the Cabinet meeting.

28.6 Members had been presented with a best and worst-case scenario in the forecast to allow for the eventualities of the budget variance. He explained the variance between Quarters 2 and 3 and said that one of the main reasons for the variance was due to changes for Babergh and Mid Suffolk Building Service (BMBS). Similarly, a roofing contract for tenant housing had been brought forward from the 2018/19 forecast. This contract was included in the RCCO budget line and this had produced a movement of £282,000. The movement for Repairs and Maintenance, BMBS and RCCO alone accounted for over two thirds of the variance.

28.7 He assured the Committee that measures had been taken to prevent this from happening again and that the team was monitoring the difference between income and expenditure. The budget was being monitored throughout the year and, and a forecast for the expenditure was to be produced at the end of the year.

28.8 The variance for premises costs included the development of the Customer Access points, improvements to the Creting Road and Great Wenham depots and disposal of the carpentry workshop. This was to make them suitable as a base for the BMBS team and as touch down points for officers.

28.9 Members were concerned that the original Business Plan for BMBS had been insufficient and that other surprises in the outturn, such as the Roofing Contract had not been properly forecasted. Some Members felt this made the

Council look incompetent, as the budget contained large variances and asked if Cabinet Members had been involved in the budget and planning process. They also questioned the decision-making process for large expenditures, such as the Roofing Contract.

- 28.10 The Cabinet Member for Housing responded that the decision for BMBS had been made by previous Members and that the final decision had been taken at Full Council based on the Business Plan available. She assured the Committee that she was working closely with the Housing team and with BMBS to develop the services within the budget framework.
- 28.11 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. Other improvements included the format of reports going to Cabinet, which would include an executive summary, headlines, movement between quarters, sufficient details and explanations, better presentation and plain English. No tabled papers would be presented at Cabinet meetings, and any updated additional papers would be forwarded to Cabinet Members as early as possible.
- 28.12 Cabinet Members for Housing and Finance would be updated frequently, and work would be undertaken with Cabinet Members to avoid any unexpected surprises.
- 28.13 The finance and the HRA teams were working closely on the budget and the best/worst case scenario predictions would not be part of future budgets.

It was 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 endorsed Appendix B Mid Suffolk District Council Medium Case Scenario Quarter 3 compared to Quarter 2 outturn for the Housing Revenue Account**

29 **MOS/17/40 INFORMATION BULLETIN**

- 29.1 The Committee were reminded that from 1 April 2018 the Mid Suffolk Transformation fund would be renamed to the 'Growth and Efficiency Fund'.
- 29.2 Members wanted to know why the Finance Department was involved in the Transformation Fund bidding and officers responded that it was to maintain control of the spending.
- 29.3 Each bid took approximately two weeks and were presented to the Senior Leadership Team. A quarterly report of the spend for each project was included in the Monitoring Report.

It was RESOLVED:

That the Information Bulletin be noted

30 MOS/17/41 FORTHCOMING DECISIONS LIST

It was RESOLVED: -

That the Forthcoming Decisions List be noted

31 MOS/17/42 MSDC OVERVIEW AND SCRUTINY FORWARD PLAN

It was RESOLVED: -

That the Mid Suffolk Forward Plan be noted

32 MOS/17/43 BDC OVERVIEW AND SCRUTINY FORWARD PLAN

It was RESOLVED: -

That Babergh Forward Plan be noted

The business of the meeting was concluded at 11.50am.

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Chair (& Date)

Agenda Item 6

MOS/18/2

OVERVIEW AND SCRUTINY COMMITTEES – 14th AND 18th JUNE 2018

INFORMATION BULLETIN – STAFF TURNOVER AND WELFARE

The Joint Overview and Scrutiny Committee requested a review of impact on staff turnover and welfare resulting from the move to Endeavour House and Stowmarket.

Please Note:

- The information below does not relate specifically to organisations who had relocated as this type of information was not available.
- Three-year information is not available at present owing to a change in software systems. We will be able to collect this data going forward.

TURNOVER

- **A comparison of staff turnover in Babergh and Mid Suffolk (BMSDC) to other sectors when a company / council relocated**
- **Did the move cause an increase in decisions from some staff to leave?**
- **A review of the historical figures for staff turnover over the last three years**
- **A breakdown of staff turnover for each department – not currently available**

Turnover Period	BMSDC	Public Sector	Private Sector
April 2016 – March 2017	10.5%	19.4%	22.5%
April 2017 – March 2018	22.5%	Not available	Not available

- 122 members of staff decided to leave BMSDC during the year 2017/18. 20 of those were employed on a fixed term contract as scanners in preparation for the move and contributed to the increase in turnover during 2017/18.
- From the remaining 102 leavers, **23** members of staff directly cited the move (to either Endeavour House or Stowmarket) as a reason for leaving. Employees are not required to provide a reason for leaving therefore this figure is indicative only.
- The Council has now seen a period of stability, following the move, with the final quarter of 2018 showing a **decrease** in staff leaving to **22**. This is comparable with the same period in 2016/17 which saw a total of 21 staff leave.

Indication of which departments were understaffed and vacancy timescales

- There are specific recruitment challenges in the Development Management team. 17 people have left in the last 18 months. This was driven by several factors including the move and changes to terms and conditions, retirements and people choosing to move onto promoted or alternate posts. There is also a recognised shortage of Planning Officers across the Suffolk system. We have had 4 or 5 recruitment campaigns in the last 18 months. We have taken on new staff as well as seen some internal progression. We are struggling to recruit, at Grades 5 and 6 with 6 vacancies at Grade 5 and 2 at Grade 6. This is a national pattern for this profession and we are currently considering whether a market forces supplement would assist with recruitment.

SICKNESS ABSENCE and STRESS RELATED ABSENCE

- Did the move cause more long-term sickness and stress related absence?

Two-year comparison of sickness absence

Sickness	Sickness days lost (total for 12 months)	Number of employees	Sickness days lost per employee	Full Time Equivalent (FTE)		Sickness over FTE (average days lost per FTE)
Apr 17 Mar-18	4,470	531	8.42	25/03/2018	463	9.65
Apr 16 Mar-17	3,920	543	7.22	25/03/2017	480	8.17

Reasons for Absence

	BMSDC Top 3 2016/17 Number of workers 543	BMSDC Top 3 2017/2018 Number of workers 531	HSE 2016-2017 Number of workers 1.3 million
1	Virus/Infection 537 days lost	Stress/Anxiety/Depression 933 days	Stress/Anxiety/Depression 13,475,000 days
2	Other 468 days	Musculoskeletal 823.5 days	Musculoskeletal 9,625,000 days

3	Stress/Anxiety Depression 375 days	Virus/Infection 439 days	Other 4,400,000 days
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Mental Health Sickness Absence

Mental health related sickness absence data for BMSDC over the past two years shows that we have seen a significant increase in this type of illness. We have undertaken a programme to raise awareness of mental health issues, support staff and more proactively manage trigger factors causing absence.

Employee Assistance Programme**Categories of counselling calls**

Counselling Calls	1 Jan - 31 Dec 2016	1 Jan - 31 Dec 2017
Work Related Stress	11	21
Separation/Divorce	10	0
Anxiety	5	23
Service Enquiry	5	6
Disciplinary	2	9
Depression	1	15
Partner	1	6
Individual Event	1	0
Impact of Mental Health of Another	0	3
Bereavement	0	2
TOTAL	35	85

- The Council over the past year has been preparing for the move to a new headquarters with an extended period of uncertainty for staff. With a change as big as this, it is inevitable that it will cause some stress that people have differing levels of resilience against or decide that the change does not suit them. It is therefore not surprising that the level of leavers and sickness has increased, but this will be carefully monitored post move to ensure that both indicators move downwards again.

Action Planning

- There is a planned introduction of a Wellbeing Programme (base line assessments, analysis followed by team wide or individual interventions), and a Mental Health First Aider (MHFA) programme which was launched in January 2018.

- The Suffolk User Forum spoke to the Extended Leadership Team (ELT) in March 2018 on Mental Health in the Workplace. We have four Positive Mental Health Management workshops being held for ELT from April to July 2018. The first MHFA cohort is on 28/29 June which is when our co-sponsored Suffolk County Council (SCC) trainer will be able to deliver her first cohort following her train the trainer training.
- We have had a wide range of events available in collaboration with SCC for Mental Health Awareness Week and Dementia Awareness Week.
- There were Agile Working, Wellbeing and Resilience and Stress workshops delivered as part of the All Together Organisational Development Plan.
- Coaching conversations are built into 1:1 performance discussions. The organisation has an ongoing programme of Agile Working and Building Resilience training, and Business Partner relationships with managers identify early interventions and analyse HR trends to formulate preventative action. Developmental activity underway includes an improved induction programme, and a Workforce Strategy which includes skills analysis, succession planning, personalised CPD and links skills to the Joint Strategic Plan outcomes.

ADDITIONAL INFORMATION

The Committee also requested information relating to service area and grade split for sickness information and average length of service for leavers. At present we do not collect this data, but we will do so moving forward.

Anne Conway
Corporate Manager – HR & Organisational Development
June 2018



MID SUFFOLK DISTRICT COUNCIL WORK PLAN

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Mid Suffolk Overview and Scrutiny Committee	REPORT NUMBER: MOS/18/3
FROM: N/A	DATE OF MEETING: 14 June 2018
OFFICER: Henriette Holloway Governance Support Officer	KEY DECISION REF NO. None

WORK PLAN FOR 2018/19

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

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 services.	Justin Wright - Newton Corporate Manager - BMBS	Cllr Jill Wilshaw	Intelligence based community insight and outcome - focused performance management Strengthened and clear governance to enable delivery
Information Bulletin	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	Cllr Glen Horn	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		
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28 June 2018 Joint Committee with BDC

Topic	Purpose	Lead Officer	Cabinet Member	Joint Strategic plan reference
CIFCO	Members to comment on the Report and Business Plan	Jonathan Stephenson – Strategic Director	Cllr Nick Gowrley Cllr Frank Lawrenson	Financially sustainable Councils Manage our corporate assets effectively

23 July 2018 Joint Committee with BDC

Topic	Purpose	Lead Officer	Cabinet Member	Joint Strategic plan reference
Scoping of Pre-Planning Application –	To scope a review of the newly introduced pre-planning application fees. (P Isbell/ G Walker)	Phillip Isbell Professional Lead - Growth and sustainable Planning Gemma Walker – Area Planning Manager	Cllr David Whybrow Cllr Nick Ridley	Community Capacity and Building Engagement Alternative Service Delivery models
Review of Shared Legal Service	Review of Shared Legal Service – To review the progress and communication following the meeting 18 December.	Emily Yule – Corporate Manager – Law and Governance	Cllr Glen Horn Cllr Darek Davis	Enabled and Efficient Organisation

Joint Housing Strategy	To comment and agree Recommendations	Robert Hobbs Corporate Manager - Strategic Planning	Cllr Jill Wilshaw Cllr Jan Osborne	Housing Delivery
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WORK PLAN 2018/19 for Mid Suffolk Overview and Scrutiny Committee:

	20 December 2018
	MRF Procurement Process Officer to report back to the committee on the outcome of the MRF Procurement Contract. (JOS/17/8)
16 August 2018	17 January 2019 - Joint
Voids – A review of the time it takes to re-let a property Pre-planning Application report	Budget Report
20 September 2018 - Joint	14 February 2019
Crime and Disorder Panel The HQ Sites – the Investment Business Case for Development (TBC) Review of public attendance at public committee meetings	
18 October 2018	18 March 2019 - Joint
Investment Strategy - To scrutinise the Business Plan for BMS Invest CIFCO An update on the Homeless Reduction Act (2017) Six months after the implementation of the Act Waste Strategy Scrutiny of the outcome of Waste Services Review and possible extension of the Joint Waste Contract, prior of report going to Cabinet. (JOS/17/8) The Five-year Housing Land Supply A report to review the recalculation of the Five-year Housing Land Supply	
19 November 2018 - Joint	18 April 2019
CIL Expenditure Framework The Joint Member Panel to be part of the Scrutiny Process	
	16 May 2019 - Joint
	Annual Review of BMS Invest Business Plan

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Topics identified for review by O&S 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 scrutinise after May, to check it was fully prepared)
Officers: Amy Mayes and Andrew Wilcock (SCC)

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

Disable Facilities Grant

To scrutinise a review of the Disable Facilities Grant

Authorship:

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Agenda Item 8

MOS/18/4

Mid Suffolk Overview and Scrutiny Committee Timetable 2018/19

Suggested dates and times for Overview and Scrutiny Committees and Joint Overview and Scrutiny Committees

Committee	Date	Start time for Pre-meeting	Committee Start Time
Joint Committee	23 July 2018	2.00 pm	2.30 pm
MSDC	16 August 2018	9.00 am	9.30 am
Joint Committee	20 September 2018	9.00 am	9.30 am
MSDC	18 October 2018	9.00 am	9.30 am
Joint Committee	19 November 2018	2.00 pm	2.30 pm
MSDC	20 December 2018	9.00 am	9.30 am
Joint Committee	17 January 2019	9.00 am	9.30 am
MSDC	14 February 2019	9.00 am	9.30 am
Joint Committee	18 March 2019	2.00 pm	2.30 pm
MSDC	18 April 2019	9.00 am	9.30 am
Joint Committee	16 May 2019	9.00 am	9.30 am

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

June to March 2019 (Published 30 May 2018)

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB24	Council 19/21 June	Local Development Scheme	To introduce a revised timetable for the preparation of the Joint Local Plan to reflect further consultation on the document, to be able to incorporate changes to national planning policy, and broadly align the timetable with Local Plan preparation in neighbouring local authorities.	David Whybrow Nick Ridley	Robert Hobbs 01449 724812 robert.hobbs@baberghmidsuffolk.gov.uk	Yes	No
CNL02	Council 19/21 June	Independent Remuneration Panel report	To review and agree the findings from the Panel	Nick Gowrley John Ward	Emily Yule 01449 724694 Emily.yule@baberghmidsuffolk.gov.uk	No	No
CNL10	Council 19/21 June	Disbandment of the Joint Housing Board	To approve the disbandment of JHB	Jill Wilshaw Jan Osborne	Emily Yule 01449 724694 Emily.yule@baberghmidsuffolk.gov.uk	No	No
CAB30	Cabinet 4 June	Stowmarket Vision for Prosperity	To seek agreement to publish a response to the issues raised in recent public engagement together with an action plan. To begin work	Gerard Brewster	Andrew McMillan 01449 724931 Andrew.mcmillan@baberghmidsuffolk.gov.uk	Yes	No

			into viability and deliverability of a town centre regeneration project, and marketing/branding strategy.				
CAB22	Cabinet 4/7 June	End of Year Performance Outcome reporting	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance.	Glen Horn Derek Davis	Karen Coll 01449 724566 Karen.coll@babberghmidsuffolk.gov.uk	No	No
CAB32	Cabinet 4 June	Asset Investment Fund (Acquisition Fund and Strategic Property Acquisition)	To seek establishment of an Asset Investment Fund and approval of the delegation limits for officers to work within.	Nick Gowrley	Jill Pearmain 01449 724802 Jill.pearmain@babberghmidsuffolk.gov.uk	Yes	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CAB25	Cabinet 4/7 June	BMBS Review of Year to Date	To create visibility around the revised business plan and feedback on the first year's performance	Jill Wilshaw Jan Osborne	Justin Wright-Newton 07990 542087	No	Yes <i>As per Paragraph 1 of Part I of Schedule 12A of the Local Government Act</i>
CAB50	Cabinet 7 June	Sudbury Vision for Prosperity	To seek agreement to publish a response to the issues raised in recent public engagement.	John Ward	Andrew McMillan 01449 724931 Andrew.mcmillan@babberghmidsuffolk.gov.uk	No	No
CAB52	Cabinet 7 June	5 Year Housing Land Supply	To follow on from the Overview and Scrutiny Committee recommendations to Cabinet on 12 April 2018	Nick Ridley	Tom Barker 01473 825811 Tom.barker@babberghmidsuffolk.gov.uk	No	No
CNL01	Council 19/21 June	BMS Invest – Business Plan/Investment Strategy	To approve the business plan/investment strategy	Nick Gowrley Nick Ridley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	No	No

CNL03	Council 24/26 July	CIFCO Capital Ltd Business Plan 18/19	To comment on the robustness of the business plan 18/19	Nick Gowrley Nick Ridley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberghmidsuffolk.gov.uk	No	No
CAB53	Cabinet 12 July	South Suffolk Leisure and Abbeycroft Leisure and Formal Partnership Proposal	To discuss and agree	Margaret Maybury	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	Yes	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CNL09	Council 24 July	South Suffolk Leisure and Abbeycroft Leisure and Formal Partnership Proposal	To approve	Margaret Maybury	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	Yes	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CAB33	Cabinet 12 July	Hamilton Road	To agree	Frank Lawrenson	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberghmidsuffolk.gov.uk	No	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CAB51	Cabinet 12 July	Local Tourism Strategy (Babergh Visitor Information Options)	To approve the Local Tourism Strategy	John Ward	Lee Carvell 01449 724685 lee.carvell@baberghmidsuffolk.gov.uk	No	Yes in part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CAB34	Cabinet 9/12 July Cabinet 8/11 October	Joint Housing Strategy	To agree and adopt	Jill Wilshaw Jan Osborne	Gavin Fisk 01449 724969 Gavin.fisk@baberghmidsuffolk.gov.uk	No	No
CAB41	Cabinet 9/12 July	Update to the Joint Policy form dealing with compliments, comments and complaints	That Cabinet agree the change and delegate authorisation for future minor changes to the Senior Leadership Team and Leaders	Glen Horn Derek Davis	Sara Wilcock 01473 296473 Sara.wilcock@baberghmidsuffolk.gov.uk	No	No
CAB35	Cabinet 9/12 July	Customer Strategy Refresh	To approve and agree the approach as set out in the refreshed Customer Strategy. To include the Hadleigh Public Access point.	Glen Horn Derek Davis	Sara Wilcock 01473 296473 Sara.wilcock@baberghmidsuffolk.gov.uk	No	No

CAB43	Cabinet 9/12 July	Public Convenience Policy (Public Realm Review)	To agree the public convenience policy and action plan to implement the policy.	David Burn Margaret Maybury	Jonathan Free 01449 724859 Jonathan.free@baberghmidsuffolk.gov.uk	No	No
CAB60	Cabinet 9/12 July	The Suffolk Waste Partnership Inter Authority Agreement	To discuss and agree the Suffolk Waste Partnership Inter Authority Agreement	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	No	No
CAB11	Council 21 June 2018 Cabinet 9 July 2018	Regeneration Proposal – Former Mid Suffolk District Council Headquarters Site, Hurstlea Road, Needham Market	For debate by Council, determination by Cabinet	Nick Gowrley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberghmidsuffolk.gov.uk	Yes	<i>This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions.</i>
CAB12	Council 19 June 2018 Cabinet 12 July 2018	Regeneration Proposal – Former Babergh District Council Headquarters Site, Corks Lane, Hadleigh	For debate by Council, determination by Cabinet	Frank Lawrenson	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberghmidsuffolk.gov.uk	Yes	<i>This report will be heard in private as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions</i>
CAB27	Cabinet 6/9 August 2018	Quarter One Budgetary Control 2018/19	To approve the Quarter One Budgetary Control	John Whitehead Peter Patrick	Melissa Evans 01473 296320 Melissa.evans@baberghmidsuffolk.gov.uk	Yes	No
CAB14	Cabinet 6/9 August 2018	Review of Housing Allocations Policy	To gain approval for changes to the Housing Allocations Policy	Jan Osborne Jill Wilshaw	Sue Lister 01449 724758 Sue.lister@baberghmidsuffolk.gov.uk	Yes	No
CAB36	Cabinet 9 August	Belle Vue	To agree	Frank Lawrenson	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberghmidsuffolk.gov.uk	No	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>

CAB54	Cabinet 6 August	Stradbroke Neighbourhood Plan	To seek Cabinet approval for the Stradbroke Neighbourhood Plan to proceed to a local referendum	David Whybrow	Robert Hobbs 01449 724812 robert.hobbs@babberghmidsuffolk.gov.uk	No	No
CAB37	Cabinet 10/13 September	Assets Strategy	To approve the approach set out in the Asset Strategy document	Nick Gowrley Frank Lawrenson	Jill Pearmain 01449 724802 Jill.pearmain@babberghmidsuffolk.gov.uk	No	No
CAB28	Cabinet 10/13 September	Homelessness Prevention Fund Policy	To ensure the Councils are able to fulfil their new statutory obligations under the Homelessness Reduction Act 2017 to prevent homelessness wherever possible.	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@babberghmidsuffolk.gov.uk	Yes	No
CNL07	Council 25/27 September	Assets Strategy	To approve the approach set out in the Asset Strategy document	Nick Gowrley Frank Lawrenson	Jill Pearmain 01449 724802 Jill.pearmain@babberghmidsuffolk.gov.uk	No	No
CNL04	Council 25/27 September	Localism Act 2011 – Appointment of Independent Persons	To approve the appointments	Nick Gowrley John Ward	Emily Yule 01449 724694 Emily.yule@babberghmidsuffolk.gov.uk	No	No
CAB42	Cabinet 8/11 October	Tree Policy (Public Realm Review)	To adopt and agree	Julie Flatman Margaret Maybury	Jonathan Free 01449 724859 Jonathan.free@babberghmidsuffolk.gov.uk	No	No
CAB44	Cabinet 8/11 October	Open Space Transfer Policy (Public Realm Review)	To adopt and agree	Julie Flatman Margaret Maybury	Jonathan Free 01449 724859 Jonathan.free@babberghmidsuffolk.gov.uk	No	No
CNL05	Council 23/25 October	Homelessness Strategy	To agree the strategy	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@babberghmidsuffolk.gov.uk	No	No

CAB46	Cabinet 5/8 November	Leisure Centre Redevelopment	For comment and agreement	Julie Flatman Margaret Maybury	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	No	No
CAB55	Cabinet 5/8 November	Quarter Two Budgetary Control 2018/19	To approve the Quarter Two Budgetary Control	John Whitehead Peter Patrick	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB47	Cabinet 10/13 December	Half Yearly Performance Outcome report	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance	Glen Horn Derek Davis	Karen Coll 01449 724566 Karen.coll@babberghmidsuffolk.gov.uk	No	No
CAB48	Cabinet 10/13 December	A Review of the First Two Quarters of the Homeless Reduction Act	To review how the Councils have managed the roll out of the Homeless Reduction Act 2017 (HRA 2017)	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@babberghmidsuffolk.gov.uk	No	No
CAB38	Cabinet 10/13 December	Community Strategy	To adopt and agree.	Julie Flatman Margaret Maybury	Jonathan Free 01449 724859 Jonathan.free@babberghmidsuffolk.gov.uk	No	No
CAB39	Cabinet 10/13 December	Joint Parking Policy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	No	No
CAB56	Cabinet 10/13 December	2019/20 Budget Report	To review the 2019/20 Budget	John Whitehead Peter Patrick	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB57	Cabinet 7/10 January 2019	2019/20 Budget report	To finalise the 2019/20 Budget	John Whitehead Peter Patrick	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No

CAB58	Cabinet 4/7 February 2019	2019/20 Budget report	To approve the 2019/20 Budget and recommend to Council.	John Whitehead Peter Patrick	Melissa Evans 01473 296320 Melissa.evans@babergh midsuffolk.gov.uk	Yes	No
CNL08	Council 5/8 February 2019	2019/20 Budget report	To approve the 2019/20 Budget	John Whitehead Peter Patrick	Melissa Evans 01473 296320 Melissa.evans@babergh midsuffolk.gov.uk	Yes	No
CAB40	Cabinet February 2019	Environment Strategy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@baberghmidsuff olk.gov.uk	No	No
CAB59	Cabinet 4/7 March 2019	Quarter 3 Budgetary Control	To approve the Quarter 3 budgetary control	John Whitehead Peter Patrick	Melissa Evans 01473 296320 Melissa.evans@babergh midsuffolk.gov.uk	Yes	No

Key:

 Babergh District Council Only
  Mid Suffolk District Council Only
  Joint – Mid Suffolk and Babergh District Councils

If you have any queries regarding this Forward Plan, please contact Sophie Moy on 01449 724682 or Email: Sophie.moy@baberghmidsuffolk.gov.uk

If you wish to make any representations as to why you feel an item that is marked as an “exempt” or confidential item should instead be open to the public, please contact the Monitoring Officer on 01449 724694 or Email: emily.yule@baberghmidsuffolk.gov.uk. Any such representations must be received at least 10 working days before the expected date of the decision.

Arthur Charvonia - Chief Executive

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BABERGH DISTRICT COUNCIL

WORK PLAN

BABERGH DISTRICT COUNCIL

COMMITTEE: Babergh Overview and Scrutiny Committee	REPORT NUMBER: XXXX
FROM: N/A	DATE OF MEETING: 18 June 2018
OFFICER: Henriette Holloway Governance Support Officer	KEY DECISION REF NO. None

WORK PLAN FOR 2018/19

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

18 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 services.	Justin Wright - Newton Corporate Manager - BMBS	Cllr Jan Osborne	Intelligence based community insight and outcome - focused performance management Make best use of our existing Housing assets
Local Tourism Strategy	To scrutinise the Local Tourism Strategy	Lee Carvell Corporate Manger – Open for Business	Cllr John Ward	Further develop local economy and market towns to thrive

18 June continued

Information Bulletin	<p>Staff Turnover and Welfare</p> <p>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.</p>	<p>Anne Conway Corporate Manager HR & OD</p> <p>Katherine Steel Assistant Director – Corporate Resources</p>	Cllr Derek Davis	Strengthened and clear governance to enable delivery
Information Bulletin	<p>Off-payroll Costs Review</p> <p>A review of Off-payroll Cost following on from the update presented 18 December 2017</p>	<p>Katherine Steel Assistant Director – Corporate Resources</p>	Cllr Peter Patrick	<p>Financially sustainable Councils</p> <p>Manage our corporate assets effectively</p>
Information Bulletin	Voids times in Council Properties	<p>Lee Crowdell Corporate Manager – Tenant Services</p> <p>Justin King – Interim Consultant for the Voids Team</p>	Cllr Jan Osborne	Make best use of our existing Housing assets
Start Times for the Committee	A discussion of the start time for the Committee	Henriette Holloway – Governance Support Officer		
Members to agree the BDC Work Plan for 2018/19		Henriette Holloway – Governance Support Officer		

28 June 2018 Joint Committee with MSDC

Topic	Purpose	Lead Officer	Cabinet Member	Joint Strategic plan reference
CIFCO	Members to comment on the report	Jonathan Stephenson – Strategic Director	Cllr Frank Lawrenson Cllr Nick Gowrley	Financially sustainable Councils Manage our corporate assets effectively

23 July 2018 Joint Committee with MSDC

Topic	Purpose	Lead Officer	Cabinet Member	Joint Strategic plan reference
Scoping of Pre-Planning Application –	To scope a review of the newly introduced pre-planning application fees. (P Isbell/ G Walker)	Phillip Isbell Professional Lead - Growth and sustainable Planning Gemma Walker – Area Planning Manager	Cllr Nick Ridley Cllr David Whybrow	Community Capacity and Building Engagement Alternative Service Delivery models
Review of Shared Legal Service	Review of Shared Legal Service – To review the progress and communication following the meeting 18 December.	Emily Yule – Corporate Manager – Law and Governance	Cllr Darek Davis Cllr Glen Horn	Enabled and Efficient Organisation
Joint Housing Strategy	To comment and agree recommendations	Robert Hobbs Corporate Manager - Strategic Planning	Cllr Jan Osborne Cllr Jill Wilshaw	Housing Delivery
Information Bulletin	Five-year Housing Land Supply	Tom Barker Assistant Director – Planning for Growth Robert Hobbs Corporate Manager - Strategic Planning	Cllr Nick Ridley	Unlock barriers to growth Agree where growth goes
Information Bulletin	Voids times in Council Properties	Lee Crowdell Corporate Manager – Tenant Services	Cllr Jan Osborne	Make best use of our existing Housing assets

WORK PLAN 2018/19 for Babergh Overview and Scrutiny Committee:

	17 December 2018
	Five-year Housing Land Supply – Information Bulletin – Half Year update
20 August 2018	17 January 2019 - Joint
<p>Voids – A review of the time it takes to re-let a property</p> <p>Members to receive an updated forecast of how to reduce the BDC deficit based on the 1st quarter of 2017/18 figures</p> <p>Pre-planning Application report</p>	Budget Report
20 September 2018 - Joint	18 February 2019
<p>Crime and Disorder Panel</p> <p>The HQ Sites - The Investment Business Case for the Development</p>	
22 October 2018	18 March 2019 - Joint
<p>Investment Strategy To scrutinise the Business Plan for BMS Invest and CIFCO</p> <p>An update on the Homelessness Reduction Act (2017) (Six months review after the implementation of the Act)</p> <p>Waste Strategy Scrutiny of the outcome of 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>	
19 November 2018 - Joint	15 April 2019
<p>CIL Expenditure Framework The Joint Member Panel to be part of the Scrutiny Process</p>	
	16 May 2019 - Joint

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

Information Bulletin: Customer Access Activity Update

An update on the customer activity Information Bulletin presented 18 December 2017 **TBC**

Information Bulletin: Community Engagement – update to be provided quarterly (sept 2017) **TBC**

Community Grants

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

Fuel Poverty

Reporting back to the Committee on the changes incorporated into the Joint Fuel Poverty Strategy – To consider if further action is needed at this stage, in the light of it being incorporated into a Suffolk-wide strategy

CIL

Update on the outcome from the Joint Overview and Scrutiny Committee 18 December 2018

Crime and Disorder Panel meeting

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

Void times in Council Properties – Monthly Information Bulletin

Other topics identified:

- Home ownership review

Authorship:

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Governance Support Officer

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Agenda Item 12

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

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