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ITEM

BUSINESS



COMMITTEE: **JOINT OVERVIEW AND SCRUTINY COMMITTEE**

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

DATE/TIME: **Thursday, 15 February 2018 at 9.30 am**

Members

Chair: Rachel Eburne

Clive Arthey
Melanie Barrett
Peter Burgoyne
James Caston
John Field
Barry Gasper
Elizabeth Gibson-Harries

Lavinia Hadingham
Bryn Hurren
Lesley Mayes
Alastair McCraw
Derek Osborne
Fenella Swan
Kevin Welsby

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AGENDA

PART 1

ITEM

BUSINESS

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1 **APOLOGIES AND SUBSTITUTES**

2 **DECLARATION OF INTERESTS**

3 **JOS/17/7 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 18 DECEMBER 2017** 1 - 8

4 **THE SUFFOLK WASTE PARTNERSHIP - BEHAVIOURAL CHANGES PRESENTATION**

Rob Cole – Suffolk Waste Partnership Manager

A presentation to update Members on Waste Recycling in Suffolk

ITEM	BUSINESS	
5	JOS/17/8 WASTE SERVICES - OPTIONS FOR REVIEW	9 - 14
	Chris Fry, Assistant Director – Environment and Commercial Partnerships	
	Members to consider options for reviewing Waste Contracts, Recycling Services and Public Awareness based on the attached Waste Services Scoping report.	
6	JOS/17/9 SCOPING OF THE FIVE-YEAR LAND SUPPLY	15 - 18
	Tom Barker, Assistant Director – Planning for Growth	
	Members to scope the Five-year Land Supply to determine how to add value to progress this.	
7	JOS/17/10 INFORMATION BULLETIN	19 - 20
	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.	
	1. Voids times in Council Properties (BDC only)	
8	JOS/17/11 FORTHCOMING DECISION LIST	21 - 26
	To review the Council's Forthcoming Decisions List and identify any items to be brought before the Overview and Scrutiny Committee	
9	JOS/17/12 BABERGH FORWARD PLAN	27 - 32
	To agree the Forward Plan	
10	JOS/17/13 MID SUFFOLK FORWARD PLAN	33 - 38
	To note the Mid Suffolk Forward Plan	

For further information on any of the Part 1 items listed above, please contact Henriette Holloway on 01449 724681 or via e-mail at henriette.holloway@baberghmidsuffolk.gov.uk

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Agenda Item 3

JOS/17/7

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **JOINT OVERVIEW AND SCRUTINY COMMITTEE** held in the Britten room, Endeavour House, 8 Russell Road, Ipswich on Monday, 18 December 2017

PRESENT:

Councillor: Barry Gasper – Chair

Councillors: Clive Arthey
Rachel Eburne
Brun Hurren
Alastair McCraw
Kevin Welsby
Melanie Barrett
Lavinia Hadingham
Lesley Mayes
Fenella Swan

In attendance: Councillor Derek Davis
Strategic Director (KN)
Assistant Director – Corporate Resources (KS)
Assistant Director – Customer Services (SW)
Assistant Director - Law and Governance (EY)
Assistant Director – Planning for Growth (TB)
Corporate Manager – Law and Governance (JR)
Corporate Manager – Strategic Asset Management (JP)
Service Manager – Shared Legal Service (TH)
The Corporate Business Improvement Manager (KC)
Professional Lead – Key Sites and Infrastructure (CT)
Infrastructure Officer (NP)
Governance Support Officer (HH)

1 APOLOGIES FOR ABSENCE/SUBSTITUTES

An apology of absence was received from Councillors James Caston, Peter Burgoyne and Derek Osborne.

2 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS BY MEMBERS

There were no declarations of interests.

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

None received.

4 JOS/17/1 COMMUNITY INFRASTRUCTURE LEVY (CIL)

4.1 The Professional Lead – Key Sites and Infrastructure and the Infrastructure Officer, referred Members to Paper JOS/17/1 and reminded Members of the

briefing sessions 31 January at 5.30 pm and 14 March at 5.30pm.

- 4.2 Members asked how parishes applied for and received CIL funding and if any parishes had received any funding yet.
- 4.3 The officer responded that CIL funding was paid to the parishes every six months and that the CIL income from developers was paid to the Council in instalments. A summary of the payments made to parishes could be located on the website. Parishes could spend CIL money on a variety of projects and community groups. At this early stage there had not yet been any reports back from parishes on how they had spent the money. But Members were informed that for statutory payments parishes were required to account for how they spent the money, and this information was required to be published on the parishes' websites.
- 4.4 The route map provided on page 3 of report JOS/17/1 outlined the intended engagement with parishes on how the Councils and parishes jointly could spend CIL money. This would be supported by the launch of Parish Investment Infrastructure Document (PIIP).
- 4.5 Members asked if there were any arrangements made for spending the previous two years' CIL money and how the Council was going to discuss infrastructure arrangements with other organisations and wider service providers in Suffolk.
- 4.6 Joint infrastructure provider arrangements had been established to work alongside other organisations and service providers in Suffolk.
- 4.7 The Officer clarified that the 10 May 2018 was to be the launch of the spending arrangements. Spending arrangements had not been put in place before as it was not anticipated that much funding would be collected during the first couple of years. The team had been looking at how other councils had managed their CIL funding, but it appeared that each council took a different approach for these arrangements.
- 4.8 Members then asked if parishes could be involved in the planning of the infrastructure in the district wide spending of CIL funding. The response was that it was important to safeguard the sustainability of development projects in parishes and that especially the Planning Department could provide further information to Members in relation to the infrastructure required to support the approved development.
- 4.9 The discussion developed further, and clarification was given on the differences between Section 106 and CIL Funding, and how each form of funding related to planning applications.
- 4.10 It was established that CIL funding was not going to be enough to fund all infrastructure developments and there was concern that parishes were competing against each other to get the funding. It was agreed that the bidding process did not resolve this issue.

- 4.11 Members were informed that CIL funding for parishes was paid to parishes at 15% and this was capped at £100 per council tax dwelling. However, if there was a neighbourhood plan in place the CIL funding for parishes would raise to an uncapped 25%. The Regulation 123 element of the CIL was available for the whole district. Options were under consideration for a framework to providing further funding for parishes from the district wide funding.
- 4.12 CIL liable development applications varied on a case by case basis and circumstances could change whilst the application was being considered and after permission was granted, which impacted on the amount of CIL which could be received.
- 4.13 Members were encouraged to get involved and work with the infrastructure officers and were reminded of the briefings taking place in January and March.
- 4.14 Some Members wanted to know if it was possible to prevent some of the debt incurred by non-payment of CIL from building contractors and if validation of planning applications could prevent this. Officers responded that 8 to 10 debt recovery cases were on-going at any one time, but usually recovery of payments were received before the cases were presented to the Law Courts.
- 4.15 Members requested that the guide for CIL funding on the Website be produced in a brief guide for Members and that the link to the guide on the Website were forwarded to Members.
- 4.16 Members agreed that the CIL Spending scheme report was to be pre-scrutinised before going to Cabinet in March, however it was confirmed that the report would be presented to Cabinet at a later date, which was to be confirmed.

It was RESOLVED: -

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

5 JOS/17/2 REVIEW OF THE SHARED LEGAL SERVICES

- 5.1 The Assistant Director of Law and Governance began by introducing Theresa Halliday, Service Manager for the Shared Legal Service. She explained the staff structure for the service and the financial breakdown and the cost implications for Babergh and Mid Suffolk District Councils for the year 2016/17.
- 5.2 Members' attention was drawn to the underspend of £41,899.88.
- 5.3 In terms of caseloads and open cases, there had been no comparable data available before the Shared Legal Service was established. Currently there were 477 open cases, and of these 116 were in the process of being dealt with.

A large number of existing open cases from Babergh and Mid Suffolk Councils had been taken into the Shared Legal Service when it was established.

- 5.4 The Service Manager then outlined how the lack of a hand-over had hindered the initial setting-up of the Shared Legal Service. She also said that training of new legal and administrative staff had taken time and impacted on the service.
- 5.5 Councillor Derek Davis, who had been invited by the Committee to present evidence as a witness, recounted his experience as a Councillor dealing with the Shared Legal Service including:
- In one instance the Shared Legal Service has acted promptly;
 - That in the case of the unlawful use of a caravan site, the Shared Legal Service's advice had been conflicting, and the service had taken too long to catch up with the legal implications of the case and it was felt this could damage the reputation of the Council;
 - Generally, the Councillor felt that the Service was providing an inconsistent service and that advice was at times confusing.
- 5.6 Some Members reported that it had been difficult to get hold of the correct contact person within the Shared Legal Service and that staff were busy and at times unable to provide detailed legal advice. It was also reported that there was an impression that Members were not able to contact the service directly.
- 5.7 Officers responded that the first point of call was the Client Officer, but this did not prevent Members from contacting the Shared Legal Service directly. However, the Shared Legal Service was not insured to give legal advice on parish matters and could only provide advice on Babergh and Mid Suffolk Council matters.
- 5.8 Members felt that a review of the communication process would be beneficial.
- 5.9 The Corporate Manager for Strategic Asset Management explained the relationship between her team and Shared Legal Service. She said that at first the working relationship had been difficult until good procedures and processes had been established. For her, as a client of the Shared Legal Services, the current process was working effectively and satisfactorily.
- 5.10 The Service Manager informed Members that a new Case Management System was currently being launched, which would enable staff to direct calls to the legal person responsible and that, if the lead officer wasn't available, any staff member would be able to provide up to date information to clients. The system also had a client portal, which allowed clients to follow the progress of the individual cases.
- 5.11 Members requested that a list be made available of officers who could instruct Shared Legal Service in each client department in the Councils.
- 5.12 Some Members felt that in the case of the Shared Legal Service, and some of the Councils' other partnership working arrangements, a detailed and sound

business case was lacking. Members strongly recommended that in the future proper business cases should be undertaken before any change was made to the Councils' services to ensure that the impact and success of that change could be monitored effectively.

- 5.13 The Committee was concerned that there did not exist enough information from the former legal department to compare the service level with Shared Legal Service.

By a unanimous vote

It was 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 include 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 is prepared and that the business case will be presented to the Overview and Scrutiny Committees for pre-scrutiny.**

6 JOS/17/3 INFORMATION BULLETIN

Information Bulletin 1

Recent Customer Access Activities – October 2017

- 6.1 The Assistant Director for Customer Services explained Information Bulletin 1 to Members and ensured them that the service was improving all the time.
- 6.2 Members agreed that the abandoned call rate of 10% was very high and the Officer explained that the way this figure was presented did not account for the callers who hung up and then called again and was responded to successfully.
- 6.3 Members also agreed that more detailed information would be useful and requested a further information Bulletin be presented to the Committee in due course.
- 6.4 The officer to forward information to members regarding number of calls to each Council and the number of visits to the Customer Access points for each Council.

It was RESOLVED: -

That Bulletin 1 be noted.

Information Bulletin 2

Off-payroll Costs

- 6.5 The Assistant Director – Corporate Services, outlined the four categories of staff currently employed by the Councils and that generally staff costs were paid by the General Fund Budget, except for specific projects which could be funded from the Transformation Fund.
- 6.6 Members discussed the tables and queried why staff costs had not been reduced since 2011 and the response was that several projects had required additional staff but that these projects were now completed, and this would be reflected in the staff cost in the next financial year.

It was RESOLVED: -

1.1 That the Off-payroll Costs be reviewed in May 2018.

1.2 That Information Bulletin 2 be noted.

Information Bulletin 3:

Defining the performance framework, and indicators for monitoring delivery of the Joint Strategic Plan.

- 6.1 The Corporate Business Improvement Manager presented the Information Bulletin to Mid Suffolk Members and informed Babergh Members that the full December performance report to Cabinet, and accompanying appendices were available on Connect for both Councils.
- 6.2 Various points were made including:
- Good progress had been made with Cabinet Members working with Assistant Directors to identify performance measures monitoring delivery of the Joint Strategic Plan;
 - Business Growth and Productivity, and Assets and Investments hadn't been included in the December report, but Officers and Members were working on these areas;
 - The final stage of a holistic review of the Performance Framework was being undertaken for both Councils, by Cabinet Members and the Assistant Directors in March;

Note: Councillor Lesley Mayes left the meeting at 12.25 pm.

It was RESOLVED: -

That Information Bulletin 3 be noted.

7 JOS/17/4 FORTHCOMING DECISIONS LIST

Councillor McCraw informed Members that the Public Realm Transformation Project Task and Finish Group met the previous week and that a report was being presented to Cabinet before going to back to the Overview and Scrutiny Committees.

It was RESOLVED: -

That the Forthcoming Decisions List be noted.

8 JOS/17/5 BABERGH OVERVIEW AND SCRUTINY FORWARD PLAN

It was RESOLVED: -

1.1 That the topic and purpose for Staff Welfare and Turnover for April 23, 2018 be redefined.

1.2 That the 5-Year Land Supply be moved to February 15 and to be conducted as a scoping exercise.

1.3 That the Babergh Overview and Scrutiny Forward Plan be noted.

9 JOS/17/6 MID SUFFOLK OVERVIEW AND SCRUTINY FORWARD PLAN

It was RESOLVED: -

That the Mid Suffolk Overview and Scrutiny Forward Plan be noted.

10 NOTE: THE DATES OF THE NEXT MEETINGS ARE:

The next Joint Overview and Scrutiny Committee meeting is scheduled for 15 February 2018 at 9.30 am.

The business of the meeting was concluded at 12.43 pm.

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Chair (& date)

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Agenda Item 5

BABERGH and MIDSUFFOLK DISTRICT COUNCILS

From: Assistant Director Environment and Commercial Partnerships	Report Number: JOS/17/8
To: Joint Overview and Scrutiny	Date of meeting: 15 February 2018

WASTE SERVICES SCOPING REPORT

1. Purpose of Report

- 1.1 To identify future dates when there will be an opportunity for Overview and Scrutiny to examine specific aspects of the joint Council's waste service.

2. Recommendations

- 2.1 Officers to report to Joint Overview and Scrutiny in October / November, prior to the Cabinet report, on the outcomes of the review and possible extension of the Joint Waste Contract.
- 2.2 Officers to report to Joint Overview and Scrutiny in December on the outcome of the MRF procurement process.

3. Financial Implications

- 3.1 There are no financial implications involved with this specific report.

4. Legal Implications

- 4.1 There are no legal implications involved with this specific report.

5. Risk Management

- 5.1 There are no specific risks associated with this report.

6. Consultations

- 6.1 There are no consultations with this specific report.

7. Equality Analysis

- 7.1 There are no equality issues with this specific report.

8. Shared Service / Partnership Implications

- 8.1 The waste service is a joint service and the waste contract with Serco is a joint contract.

9. Links to Joint Strategic Plan

- 9.1 The joint waste service aligns to those strategic priorities within An Enabled and Efficient Organisation.

10. Key Information

Serco Joint Waste Contract

- 10.1 The joint waste contract (JWC) we have with Serco has been running since 1st April 2007, the contract is set to run for 14 years to 31st March 2021. The contract has an annual joint spend of £3.755 Million however considering the impact of the income generating aspects of the waste service i.e. Trade Waste & Garden Waste services and recycling payments from Suffolk County Council result in a joint net waste budget of £1.274 Million.
- 10.2 The table below highlights the main income and expenditure elements of the waste budget.

	BDC	MSDC
Expenditure		
Salaries	£161,000	£161,000
Serco contract payments	£1,859,000	£1,896,000
Garden waste - gate fees	£122,000	£169,000
MRF (recycling) - gate fees	£78,000	£89,000
Commercial waste - gate fees	£223,000	£148,000
Income		
Recycling Performance Payments (SCC)	-£743,000	-£819,000
Garden waste service charges	-£669,000	-£683,000
Commercial Waste Service	-£570,000	-£400,000
Other Income (Bulky / New Bins / Sacks)	-£59,000	-£112,000

Waste Contract Review

- 10.3 The Joint Waste Contract with Serco has the option to be extended for a further 7 years from the 1st April 2021 until 2028 on agreement of the contract parties. There is a review mechanism within the contract that is triggered during year 12 (2018/2019) with a 2-year notice period for the extension or termination from 1st April 2019.
- 10.4 With the formal review period starting from 1st April this year Serco are currently undertaking a comprehensive service delivery appraisal. This will look at 2 elements: the delivery of the service up to 2021 and the optimisation of the current collection rounds (this element is not directly linked to the contract review) and then a longer-term plan to deliver the service through to 2028 allowing Serco to take a view on their business model for the delivery of the service.
- 10.5 The review process involves capturing all collection data; current round routes, information from the vehicles on board trackers, number of bins emptied & weight of waste collected, vehicle capacities and the road network. From this information the software will produce optimized collection rounds that ensure the service is delivered in the most efficient way. For the longer term this will incorporate areas of

planned growth and how this will be accommodated in the future and any additional resources required.

- 10.6 Following this review and any subsequent negotiations with Serco Officers we will be in a position to present proposals to either extending the contract or considering future delivery options.
- 10.7 As part of the contract review process being undertaken by with Serco Officers will carry out our own value for money analysis of the waste contract e.g. bench marking the contract costs against other local authority waste services.
- 10.8 Officers will also consider other delivery options as part of the review. This would include:
1. Retender Joint Waste Contract for a new contract from 1st April 2021 with a new provider
 2. Take service back in-house
 3. Partnership / Joint Venture with neighboring authority
- 10.9 The proposed service review and contract extension timetable is as follows:

Date	Action
Jan – March 2018	Review and optimisation of service rounds
Jan – August 2018	Review of service options
April – May 2018	Implementation of changes to current collection rounds
July – August 2018	Draft proposals from Serco for contract from April 2021 - 2028
August – October 2018	Negotiation of contract terms and establish final proposal
October – December 2018	Formal sign off if an extension is recommended
1 st April 2019	Start of 2-year notice period if extension is not agreed

- 10.10 Given the above timeline it would be recommended that Overview and Scrutiny could be involved in pre-Cabinet review of the outcome of both the Serco review and Officer review between October and November.

Other Key Waste Contracts

Suffolk Waste Partnership (SWP) 2019 Project

- 10.11 By design the key strategic Suffolk waste contracts that impact on the Counties Local authorities, except for the 25-year EfW contract Suffolk County Council have with Suez, end during 2019 although some have extension clauses for up to a further 2 years:
1. MRF (collected recycling) held by Viridor

2. Household Waste and Recycling Centres – Suffolk County Council Recycling Centres held by FCC
3. Organic Waste Treatments – (Garden and food waste) various contractors
4. Waste Transfer & Haulage – FCC

10.12 Of the above the MRF and Organic contracts have the most direct impact on our waste service. There is an opportunity for the Overview and Scrutiny Committee to review the approach and recommendations for both contracts. However, it needs to be stressed that the MRF contract is a countywide partnership contract.

MRF Contract

10.13 During 2016 a comprehensive review was undertaken by the SWP looking at our approach to Waste Collections across Suffolk; other service models used elsewhere, efficiency of services compared to others, value of recycled materials and opportunities, bench marking against national data, a business case for food waste collections, recycling performance and customer satisfaction.

10.14 The review concluded that current system provided the optimum value against recycling performance and customer satisfaction and a business case for food waste collections was not viable. Whilst this determined the way in which Suffolk would continue to collect household waste, residual collection bin and co-mingled dry recycling bin, the way in which the dry recycled material is processed and sorted was to be determined.

10.15 The current contract with Viridor to provide the service for receipt, processing and marketing of the collected recyclable material ends in May 2019 with the option for a further contract extension up to 2 further years.

10.16 Viridor have held the MRF contracts since the since of the twin bin system in 2005 and they own the facility in Great Blakenham. During 2017 the Suffolk Waste Partnership with the assistance of a leading Waste Management Consultant carried out a piece of work to review options for the delivery of this service; the comprehensive review looked at alternative delivery models e.g. status-quo or business as usual, in-house provision e.g. design & build, collaborating with other local authorities and joint ventures.

10.17 The report concluded that current system (the status quo) to be most financially beneficial. Officers are now undertaking negotiations with Viridor regarding potential extension options and market engagement before deciding on a final procurement strategy. The timetable is as follows:

Date	Action
Feb – April 18	Industry Engagement, Negotiation with Viridor
April – June 18	Determine Procurement Strategy
June 18	OJEU Notice

July – November 18	Procurement process
December 18	Evaluation of tenders and award subject to sign off by SWP authorities
May 2019	Contract commencement

A report of the outcome of the tender process could be presented to Overview and Scrutiny in December prior to Cabinet report.

Organics – Garden Waste Processing and Composting

10.18 Babergh and Mid Suffolk’s current contract was let after a joint Suffolk Wide procurement process carried out by the SWP with the contract ending in 2019 but with an option to extend for further 2 years. The contract is held with Material Change Ltd. with all BMS garden waste delivering material into the composting facility in Creeting St. Mary, Stowmarket.

10.19 The current spend for organic treatment is as follows

Year	Price per tonne (£)		Total spend (£)	
	BDC	MSDC	BDC	MSDC
15/16	27.80	27.80	140,000	144,313
16/17	21.00	27.00	115,434	158,983
17/18	21.65	27.85	123,994	172,589

10.20 Currently we are working with the Suffolk Partnership to review the current contract arrangement, we will look at the options for the extension period and either come to a negotiated agreement on an extension or take the view to retender.

11. Appendices

Title	Location
Nil	

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Agenda Item 6

JOS/17/9



Babergh and Mid Suffolk Overview and Scrutiny Committees – Review Scoping Document

Review Topic (name of review)	Five year housing land supply	
Lead members	Councillor Parker and Councillor Whybrow	
Officer Support	Tom Barker (lead officer) + others as appropriate	
Rationale Key issues and reason for the review. Include how it relates to the Joint Strategic Plan.	There is mixed understanding among Councillors and communities regarding the 5 year housing land supply – both how it’s calculated and the implications of not having one. There is also limited understanding of how to influence it. Both of these issues impact on delivery of the Joint Strategic Plan in a number of way – particularly in terms of housing delivery but also community capacity.	
Purpose of the review/Objective (quantify the outcomes the review will seek to achieve)	To provide greater understanding of how the 5 year housing land supply is calculated; To provide greater understanding of the implications of not having a 5 year housing land supply; and To understand the actions available to positively effect the 5 year housing land supply.	
Success measures	What are the expected outcomes?	Greater understanding among Councillors and communities. Provide a mechanism for Councillors to be able to brief their Parish Councils and constituents
	What are the likely benefits to the council and its community?	Clearer understanding Better communication Consensus on solutions Reputational benefit More homes delivered in sustainable way

	What value is O&S adding to the process?	Sense of focus Clearer communication of the processes involved Provide a steer on how Councillors can have a positive impact
	Are there any barriers/dangers/risks?	Danger of being passive when there may be potential actions available
	How are you going to know that you have reached the end of the O&S activity?	Uncertain at this stage
Background information	<p>Email from Bill Newman to all Babergh Councillors dated 24th March 2017 (advising that the Council could no longer rely upon having a Five Year Housing land supply) - attached.</p> <p>Interim 5 year supply statement (BDC): http://www.babergh.gov.uk/assets/Strategic-Planning/AMR/INTERIM-BDC-5-year-land-supply-update-report-April-2017.pdf</p> <p>Joint Annual Monitoring Report: See attached email</p> <p>5 Year Land Supply briefing note from August 2015 (see attached – this was provided to All Councillors in August 2015)</p>	

Methodology/ Approach (what types of enquiry will be used to gather evidence and why)	
Resource requirements	Resource is a major challenge. Retention and recruitment of planning staff has been added to the Corporate Risk Register. We are currently carrying vacancies in both Development Management and Strategic Planning following unsuccessful recruitment exercises. For the awareness of Councillors, it is important to note that the same officers undertake the 5 year land supply review as those developing the Joint Local Plan.
Project parameters	Looking solely at the 5 year housing land supply Explicitly not looking into planning committees, decision-making, housing affordability or the Local Plan more broadly.
Specify Witnesses/ Experts/ Stakeholders (who to see and when)- subject to review as evidence becomes available.	Philip Isbell (Corporate Manager Growth and Sustainable Planning) Robert Hobbs (Corporate Manager Strategic Planning) Matt Deakin (Senior Policy Strategy Planner)
Specify Evidence Sources for documents	LGA Briefing: https://www.local.gov.uk/plan-making-5-year-housing-land-supply NPPF: https://www.gov.uk/government/publications/national-planning-policy-framework--2
Specify Site Visits	Not required.

(where and when)			
Barriers/dangers/risks Identify any weaknesses and potential pitfalls	Changes to government policy Changes to methodology Availability of data is a constraint Volatility of the market – things outside our control can have big impacts		
Projected start date		Draft report deadline	
Meeting frequency		Projected completion date	

Babergh Overview & Scrutiny Committee

February 2018

Void Improvement Project Update



The Void Improvement Project commenced in December 2017 to reduce void re-let times for ‘Standard Voids’ by 10 days within 6 months.

The Project Team has led on identifying areas for improvement. Running in parallel, actions have been completed within the first 2 months to implement solutions.

A highlight of actions completed to date include:

- 1) Project Management Plan with supporting documentation i.e. risk map, issue log etc.
- 2) Focus Groups with staff
- 3) Employee Survey to understand what works well and areas for improvement
- 4) Resident survey from recent re-lets to understand the resident’s perspective
- 5) Interim cover to the vacant team leader post in BMBS
- 6) Successful recruitment campaign to the vacant team leader post, (applicant estimated to start in February)

Information gathering has formed the first draft of a Service Improvement Plan (SIP). Scrutiny will be updated on the SIP and the actions taken later in the project. At the time of writing, Cllr Gasper shadowed staff on Monday 29th January and will have seen first-hand the work being undertaken.

It is important to acknowledge the project team has identified multiple actions to address the current c120 voids undergoing repair. I am pleased the report actions are happening now to improve resources and the efficiency of operations to enable these properties to be let. When the properties are let, this will regrettably impact negatively on the current void time statistics.

Voids coming empty during February and March will follow a new revised process and I am confident these will be repaired and re-let in a substantially reduced time.

Historical and Current Performance

Table 1: BDC - Average Time to Re-let.

Year	All Properties	Major Works	Minor Works	Standard Works
2015/16	43	148	49	31
2016/17	29	140	33	27
2017/18 quarter 1	44	63	57	41
2017/18 quarter 3	50	99 (7 properties)	57 (32 properties)	45 (112 properties)

The current c120 voids currently open will continue to impact negatively on the performance reported until they are let. Members should expect to see a further small increase in re-let times during February and March. Thereafter the new ways of working being implemented now will reduce void re-let from April onwards.

This brief update will help Members understand and give reassurance on the progress. A further update will be in issued in March and full details will be reported in the Scrutiny paper due June/July 2018.

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BABERGH DISTRICT COUNCIL PORTFOLIO HOLDER – CONTACT DETAILS			
Name	Portfolio	Telephone No	E-mail Address
Cllr John Ward	Leader of the Council – Economy	01787 210551	John.ward@babergh.gov.uk
Cllr Jan Osborne	Deputy Leader of the Council – Housing	01787 466096	Jan.osborne@babergh.gov.uk
Cllr Tina Campbell	Environment	01473 822290	Christina.campbell@babergh.gov.uk
Cllr Margaret Maybury	Communities	01787 464358	Margaret.maybury@babergh.gov.uk
Cllr Lee Parker	Planning	01787 376073	Lee.parker@babergh.gov.uk
Cllr Peter Patrick	Finance	01787 210346	Peter.patrick@babergh.gov.uk
Cllr Nick Ridley	Assets and Investments	01473 652226	Nick.ridley@babergh.gov.uk

MID SUFFOLK DISTRICT COUNCIL PORTFOLIO HOLDER – CONTACT DETAILS			
Name	Portfolio	Telephone No	E-mail Address
Cllr Nick Gowrley	Leader of the Council – Assets and Investments	01449 774297	Nick.gowrley@midsuffolk.gov.uk
Cllr John Whitehead	Deputy Leader of the Council - Finance	01473 833279	John.whitehead@midsuffolk.gov.uk
Cllr Gerard Brewster	Economy	01449 073856	Gerard.brewster@midsuffolk.gov.uk
Cllr David Burn	Environment	01379 788712	David.burn@midsuffolk.gov.uk
Cllr Julie Flatman	Communities	01986 798661	Julie.flatman@midsuffolk.gov.uk
Cllr Glen Horn	Organisational Delivery	07889 300907	Glen.horn@midsuffolk.gov.uk
Cllr David Whybrow	Planning	07799 068926	David.whybrow@midsuffolk.gov.uk
Cllr Jill Wilshaw	Housing	01449 781194	Jill.wilshaw@midsuffolk.gov.uk

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

February to August 2018 (Published 1 February 2018)

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB01	Cabinet 8 February 2018	Gainsborough Chamber – Transfer of Asset	To ask Members to approve the transfer of an asset.	John Ward	Jill Pearmain 01449 724802 Jill.pearmain@babberghmidsuffolk.gov.uk	Yes	<i>Part of the 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>
CAB02	Cabinet 5/8 February 2018	2018/19 Budget and Medium Term Financial Position	To approve the Budget and Medium Term Financial Position	Peter Patrick John Whitehead	Katherine Steel 01449 724806 Katherine.steel@babergmidsuffolk.gov.uk	Yes	No
CAB03	Cabinet 5 February 2018	Regal Theatre (Stowmarket) Redevelopment	The purpose is to seek Cabinet approval, to agree funding, to support the redevelopment of the Regal Theatre and the regeneration of Stowmarket	John Whitehead	Jonathan Stephenson 01449 724704 jonathan.stephenson@babergmidsuffolk.gov.uk	Yes	<i>Part of the 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>
CAB04	Cabinet 5/8 February 2018	Community Infrastructure Levy – Framework for Expenditure	To obtain approval to the appointment of a Panel of Members from Cabinet of both Councils to assist with the shaping of current	David Whybrow/ Lee Parker	Christine Thurlow 07702996261 christine.thurlow@babberghmidsuffolk.gov.uk	Yes	No

			thinking and the development of detail such that a fully worked up CIL expenditure framework is achieved for re-presentation and consideration by Cabinet for both Councils				
CAB05	Cabinet 5 February 2018	Wingfield Barns Community Interest Company Update Report	To provide an update on the activity of the Wingfield Barns Community Interest Company	Julie Flatman	Jonathan Free 01449 724859 Jonathan.free@midsuffolk.gov.uk	No	No
CAB06	Cabinet 5/8 February 2018	Joint Babergh and Mid Suffolk Economic "Open for Business" Strategy	To approve the Joint Babergh Mid Suffolk Economic "Open for Business Strategy"	John Ward Gerard Brewster	Lee Carvell 01449 724685 lee.carvell@baberghmid.suffolk.gov.uk	Yes	No
CAB07	Cabinet 5/8 February 2018	Treasury Management Strategy	To approve the Treasury Management Strategy	Peter Patrick John Whitehead	Katherine Steel 01449 724806 Katherine.steel@baberg-hmidsuffolk.gov.uk	Yes	No
CAB08	Cabinet 5/8 February 2018	Local Tourism Strategy Review	To approve the Local Tourism Strategy Review	John Ward Gerard Brewster	Lee Carvell 01449 724685 lee.carvell@baberghmid.suffolk.gov.uk	Yes	<i>This report will be heard in private as per Paragraph 3,4, 6 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>
CAB09	Cabinet 8 February 2018	Leisure Investment Options	To seek approval for refurbishment and redevelopment of the Hadleigh Leisure and Kingfisher Leisure Centres	Margaret Maybury	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	Yes	

CAB10	Cabinet 5/8 March 2018	Public Realm Transformation Project	To consider and agree the Public Realm Transformation Project following the outcomes from the review of the Task and Finish Panel.	David Burn/ Margaret Maybury	Peter Garrett 01449 724944 Peter.garrett@baberghmidsuffolk.gov.uk	Yes	
CAB11	Council March 2018 Cabinet March 2018 (dates to be scheduled)	Regeneration Proposal – Former Mid Suffolk District Council Headquarters Site, Hurstlea Road, Needham Market	For debate by Council, determination by Cabinet	Nick Gowrley	Lou Rawsthorne 01449 724772 Louise.rawsthorne@babergmidsuffolk.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 20 February 2018 Cabinet 8 March 2018	Regeneration Proposal – Former Babergh District Council Headquarters Site, Corks Lane, Hadleigh	For debate by Council, determination by Cabinet	John Ward	Lou Rawsthorne 01449 724772 Louise.rawsthorne@babergmidsuffolk.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>
CAB13	Cabinet 5/8 March 2018 Council 20/22 March 2018	BMS Invest – Consolidated Performance, Risk and Governance Report	To approve the BMS Invest – Consolidated Performance and Risk Report	Nick Gowrley John Ward	Lou Rawsthorne 01449 724772 Louise.rawsthorne@babergmidsuffolk.gov.uk	Yes	
CAB15	Cabinet 5/8 March 2018	Quarter Three Budgetary Control	To approve the Quarter Three Budgetary Control	Peter Patrick/John Whitehead	Katherine Steel 01449 724806 Katherine.steel@babergmidsuffolk.gov.uk	Yes	
CAB16	Cabinet 5/8 March 2018	CIL Expenditure Framework	To approve the CIL Expenditure Framework	David Whybrow/Lee Parker	Christine Thurlow 07702996261 christine.thurlow@baberghmidsuffolk.gov.uk	Yes	
CAB17	Cabinet 5/8 March	The acquisition of accommodation in Stowmarket to provide additional temporary accommodation units	To approve the acquisition of accommodation.	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@babergmidsuffolk.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</i>

(including the Council) with regards to detailed financial information to enable negotiated acquisitions

CAB18	Cabinet 9/12 April	To consider Battery Storage at all the Leisure Sites	To approve the Battery Storage at the Council's Leisure Facilities	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	Yes	No
CAB19	Cabinet 9/12 April	Review of Statement of Community Involvement	To review the Statement of Community Involvement	David Whybrow Lee Parker	Andrea McMillan 07860826983 Andrea.mcmillan@babberghmidsuffolk.gov.uk		
CAB20	Cabinet 9/12 April	Food and Safety Service Plan	To agree the way services will be delivered as required by the Food Standards Agency Framework Agreement and the Health and Safety Executive National Local Authority enforcement code.	David Burn Tina Campbell	John Grayling 01449 724722 John.grayling@babberghmidsuffolk.gov.uk	No	No
CAB21	Cabinet 8/10 May	End of Year Risk Progress Report	To provide an update on the Significant Risk Register and progress of risk management during 17/18	Glen Horn Peter Patrick	Claire Crascall 01449 724570 Claire.crascall@babberghmidsuffolk.gov.uk	No	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@babberghmidsuffolk.gov.uk	Yes	No

Key:

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

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



BABERGH DISTRICT COUNCIL

FORWARD PLAN

BABERGH DISTRICT COUNCIL

From: Henriette Holloway – Governance Support Officer	Report Number: JOS/17/12
To: Babergh Overview and Scrutiny Committee	Date of meeting: 15 February 2018

FORWARD PLAN FOR 2017/2018

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

19 March 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
The Five-year Land Supply	To receive a report based on the scoping exercise conducted 15 February	Tom Barker – Assistant Director – Planning for Growth	
Cost of the move to Endeavour House	To scrutinise the cost effectiveness of moving to Endeavour House	Arthur Charvonia Chief Executive/Head of Paid Service Katherine Steel – Assistant Director, Corporate Resources Melissa Evans Corporate Manager – Financial Services	Financially sustainable Councils
Information Bulletin	Voids times in Council Properties	Sue Lister – Corporate Manager – Housing Options Justin King – Interim Consultant for the Voids Team	

19 April 2018
Joint Committee with Mid Suffolk District Council
Chair: Chair Gasper

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Babergh and Mid Suffolk Building Services (BMBS)	12 months review after the implementation of the services 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	
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	Enabled and Efficient Organisation
Leisure Strategy (key Decision for Cabinet Dec 2017)	To scrutinise the paper presented to Cabinet	Chris Fry Assistant Director - Environments and Commercial Partnerships	
Investment Strategy for BMS Invest and CIFCO	To scrutinise the Business Plan before final presentation to Full Council and to make any suggestions felt appropriate	Louise Rawsthorne Managing Director – BMS Invest	Financially sustainable Councils
Information Bulletin	Voids times in Council Properties	Sue Lister – Corporate Manager – Housing Options Justin King – Interim Consultant for the Voids Team	

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Scoping of Pre-planning Application	To conduct a scoping exercise to review the newly introduced Pre-planning Application	Philip Isbell Corporate Manager – Growth and Sustainable Planning Gemma Walker – Senior Planning Officer	
Information Bulletin	Voids times in Council Properties	Sue Lister – Corporate Manager – Housing Options Justin King – Interim Consultant for the Voids Team	
Review of Shared Legal Services	To review the progress and communication following the presentation in December	Emily Yule Assistant Director, Law and Governance	
Waste Strategy	Report based on the scoping exercise conducted in February	Chris Fry Assistant Director – Environment and Commercial Partnership	Financially sustainable Councils.
Off-payroll Costs Review	A review of Off-payroll Cost following on from the update presented 18 December 2017	Katherine Steel Assistant Director – Corporate Resources	

Future Babergh Overview and Scrutiny Committee Meetings:

<p>18 June 2018</p> <p>Voids – A review of the time it takes to re-let a property</p> <p>Pre-planning Application report</p>	<p>17 December 2018</p>
<p>23 July 2018</p> <p>Waste Strategy</p> <p>Members to receive a updated forecast of how to reduce the BDC deficit based on the 1st quarter of 2017/18 figures</p>	<p>21 January 2018</p>

20 August 2018 The HQ Sites - The Investment Business Case for the Development	18 February 2018
17 September 2018 Crime and Disorder Panel meeting Investment Strategy To scrutinise the Business Plan	18 March 2018
22 October 2018 An update on the Homelessness Reduction Act (2017) (Six months review after the implementation of the Act)	15 April 2018
19 November 2018	20 May 2018

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**

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:

Henriette Holloway
Governance Support Officer

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MID SUFFOLK DISTRICT COUNCIL
FORWARD PLAN

MID SUFFOLK DISTRICT COUNCIL

From: Henriette Holloway – Governance Support Officer	Report Number: JOS/17/13
To: Mid Suffolk Overview and Scrutiny Committee	Date of meeting: 15 February 2018

FORWARD PLAN FOR 2017/2018

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

15 March 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
The Five-Year Land Supply	To receive a report based on the scoping exercise conducted 15 February	Tom Barker – Assistant Director – Planning for Growth	
Cost of the Move to Endeavour House	To scrutinise the cost effectiveness of moving to Endeavour House	Arthur Charvonja Chief Executive/Head of Paid Service Katherine Steel Assistant Director – Corporate Resources Melissa Evans Corporate Manager – Financial Services	
Information Bulletin Review of the Growth Efficiency Fund (Previously the Transformation Fund)	Review of the process for how money is allocated to the Fund, the spending of and the council's use of the Fund.	Katherine Steel Assistant Director – Corporate Resources Melissa Evans Corporate Manager – Financial Services	

19 April 2018
Joint Committee with Babergh District Council
Chair - Cllr Gasper

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Babergh and Mid Suffolk Building Services (BMBS)	12 months review after the implementation of the service, in April 2018. This to include reporting back to the committee on progress in implementing the actions drawn up to reduce the days council properties are void.	Justin Wright – Newton Corporate Manager - BMBS	
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	
Leisure Strategy		Chris Fry Assistant Director – Environments and Commercial Partnerships	
Investment Strategy – for BMS Invest and CIFCO	To scrutinise the Investment Strategy for and to make any suggestions felt appropriate	Louise Rawsthorne – Managing Director – BMS Invest	Financially sustainable Councils

17 May 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Community Transport Services	To scrutinise the services provided by SCC and consider what Overview and Scrutiny can add to these services		

Review of Shared Legal Services	To review the progress and communication following the presentation in December	Emily Yule Assistant Director – Law and Governance	Enabled and Efficient Organisation
Waste Strategy	Report based on the scoping exercise conducted in February	Chris Fry Assistant Director – Environment	Financially sustainable Councils.
Scoping of Pre – planning Application	To conduct a scoping exercise to review the newly introduced Pre-planning Application fees	Philip Isbell Corporate Manage – Growth & Sustainable Planning Gemma Walker Senior Planning Officer	

Future Mid Suffolk Overview and Scrutiny Committee Meetings

14 June 2018	20 December 2018
19 July 2018	17 January 2018
16 August 2018 The HQ Sites – the Investment Business Case for Development (TBC)	14 February 2018
20 September 2018 Crime and Disorder Panel meeting Investment Strategy to scrutinise the Business Plan for BMS Invest CIFCO	14 March 2018
18 October 2018 An update on the Homeless Reduction Act (2017) Six months after the implementation of the Act	18 April 2018
15 November 2018	16 May 2018

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.

Authorship:

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