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Arthur Charvonia
Chief Executive

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TO: THE CHAIRMAN AND MEMBERS OF
BABERGH DISTRICT COUNCIL

PLEASE NOTE TIME OF MEETING

Dear Sir/Madam

A Meeting of the Babergh District Council will be held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on **Tuesday, 24 July 2018 at 6.00 pm**

For those wishing to attend, prayers will be said at 5:55 pm prior to the commencement of the Council meeting.

Yours faithfully



Arthur Charvonia
Chief Executive

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

Any member of the public who attends a meeting and objects to being filmed should advise the Committee Clerk.

AGENDA

PART 1

ITEM	BUSINESS	<u>Page(s)</u>
1	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2	DECLARATION OF INTERESTS BY COUNCILLORS	
3	BC/18/12 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19 JUNE 2018	1 - 10
4	BC/18/13 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER In addition to any announcements made at the meeting, please see Paper BC/18/13 attached, detailing events attended by the Chair and Vice-Chair.	11 - 12
5	TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES In accordance with Council Procedure Rule No. 10, the Chief Executive will report the receipt of any petitions. There can be no debate or comment upon these matters at the Council meeting.	
6	QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES The Committee Chairs to answer any questions by the public of which notice has been given no later than midday three clear working days before the day of the meeting in accordance with Council Procedure Rule No. 11.	
7	QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES The Chairman of the Council, the Chairs of Committees and Sub-Committees and Portfolio Holders to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District of which due notice has been given in accordance with Council Procedure Rule No. 12.	

8 TO RECEIVE REPORTS FROM CABINET MEMBERS

13 - 44

CMU9 – Cabinet Member for Assets and Investment – to follow
 CMU10 – Cabinet Member for Communications
 CMU11 – Cabinet Member for Communities
 CMU12 – Cabinet Member for Economy
 CMU13 – Cabinet Member for Environment
 CMU14 – Cabinet Member for Finance
 CMU15 – Cabinet Member for Housing – to follow
 CMU16 – Leader & Cabinet Member for OD (Law and Governance)
 CMU17 – Cabinet Member for Organisational Delivery
 CMU18 – Cabinet Member for Planning

9 OVERVIEW AND SCRUTINY COMMITTEE REPORT

Verbal update from the Chair of Overview and Scrutiny Committee.

10 BC/18/14 LOCAL DEVELOPMENT SCHEME UPDATE

45 - 58

Cllr Nick Ridley – Cabinet Member for Planning

11 COUNCILLOR APPOINTMENTS**12 BC/18/15 CAPITAL INVESTMENT FUND COMPANY ('CIFCO CAPITAL LTD') BUSINESS TRADING AND PERFORMANCE REPORT 2017/2018**

59 - 66

Cllr Nick Ridley – Chair of BDC (Suffolk Holdings) Ltd

13 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 these items, it is likely that there would be the disclosure to them of exempt information as indicated against each item.

The author(s) of the report(s) proposed to be considered in Part 2 of the Agenda are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

ITEM	BUSINESS	<u>Page(s)</u>
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PART 2

- | | | |
|----|--|---------|
| 14 | CONFIDENTIAL APPENDIX - CIFCO CAPITAL LTD BUSINESS PLAN 2018/19 (Exempt information by virtue of Paragraph 3 of Part 1) | 67 - 84 |
| | Cllr Nick Ridley – Chair of BDC (Suffolk Holdings) Ltd | |
| 15 | BC/18/16 TO CONFIRM THE CONFIDENTIAL MINUTE OF 19 JUNE 2018 MEETING | 85 - 86 |

Note: The date of the next meeting is Tuesday 25 September 2018 at 5.30pm

Introduction to Public Meetings

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

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

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

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1. Leave the building immediately via a Fire Exit and make your way to the Assembly Point (Ipswich Town Football Ground).
2. Follow the signs directing you to the Fire Exits at each end of the floor.
3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
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Agenda Item 3

BABERGH DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE BABERGH DISTRICT COUNCIL HELD IN THE KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH ON TUESDAY, 19 JUNE 2018

PRESENT: Barry Gasper – Chair
Adrian Osborne – Vice-Chair

Councillors:

Clive Arthey	Sue Ayres
Melanie Barrett	Simon Barrett
Tony Bavington	Peter Beer
Peter Burgoyne	Sue Burgoyne
Tom Burrows	David Busby
Tina Campbell	Sue Carpendale
Michael Creffield	Luke Cresswell
Derek Davis	Alan Ferguson
Kathryn Grandon	John Hinton
Bryn Hurren	Jennie Jenkins
Frank Lawrenson	Margaret Maybury
Alastair McCraw	Mark Newman
John Nunn	Jan Osborne
Lee Parker	Stephen Plumb
Nick Ridley	Harriet Steer
Fenella Swan	John Ward
Stephen Williams	

Officers:

Chief Executive (AC)
Strategic Director (KN)
Strategic Director (JS)
Assistant Director – Law and Governance (EY)
Corporate Manager – Tenant Services (LC)
Corporate Manager – Democratic Services (JR)

11 APOLOGIES FOR ABSENCE

11.1 Apologies for absence were received from Councillors Dawson, Holt, Kemp, Long, Patrick, Rose, Shropshire and Smith.

12 DECLARATION OF INTERESTS BY COUNCILLORS

12.1 The Monitoring Officer had granted dispensations for all Councillors relating to Item 9 (BC/18/8) Independent Remuneration Panel report.

13 BC/18/6 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 24 APRIL 2018

It was Resolved:-

That subject to the title of the Secretary of the State being added to paragraph 42.1 and grammatical amendments being made to the content of the Minutes, the Minutes from the meeting held on 24 April 2018 be approved as a true record.

14 BC/18/7 TO CONFIRM THE MINUTES OF THE ANNUAL MEETING HELD ON 22 MAY 2018

It was Resolved:-

That the Minutes from the Annual Meeting held on 22 May 2018 be approved as a true record.

15 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER

15.1 The Leader reported that he had attended a breakfast media event on 1 June 2018 to launch the Babergh/Mid Suffolk Business Awards and Local Hero Awards Scheme to recognise the stars across the districts. The awards would be split across sixteen categories that covered both the business and community sectors. The closing date for nominations was 28 September 2018 with the awards ceremony taking place on 18 October 2018 at St Mary's church in Hadleigh.

15.2 The Leader also reported that a second Q&A session hosted by the Leader and Deputy Leader had taken place on 9 June 2018 in Hadleigh. A further session was planned for Shotley on 21 July 2018. More dates were being programmed for other areas.

15.3 Lastly the Leader informed the meeting that the Council had completed the purchase of land known as the Baker's Mill footpath. Once work had been completed on the path and a crossing over a small stream provided, the riverside path would complete an uninterrupted pedestrian route all the way to Friars Meadow, near the Kingfisher Leisure Centre.

16 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

16.1 There were no petitions received.

17 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

17.1 There were no questions received.

18 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

18.1 There were no questions received.

BC/18/8 RECOMMENDATION FROM THE INDEPENDENT REMUNERATION PANEL

- 19.1 The Chief Executive introduced the report and highlighted the key elements within it. He went on to say that due to the difficulty of Councillors debating their own allowances, a Cross Party Panel had been formed to undertake an analysis of the Panel's findings.
- 19.2 The Cross Party Panel's recommendations were highlighted in the report in red, to draw attention to those areas where the Panel had deviated away from the recommendations of the Independent Remuneration Panel (IRP). The reasoning behind those recommendations were set out in paragraphs 3.4 to 3.12 in the report.
- 19.3 Finally the Chief Executive drew attention to the Terms of Reference of the IRP and informed Council that the IRP had been asked to look at the Scheme on the basis that a period of time had elapsed since the last review, and more specifically because the Council had adopted a Leader/Cabinet model and to consider whether any changes should be backdated to the implementation of the Leader/Cabinet model.
- 19.4 Councillor Ward **MOVED** the recommendations in the report and informed Council of two further amendments to the recommendations as follows:-
- that 2.1C be amended to reflect the current practice "that Babergh does not claim more than one SRA allowance" with the exception of the SRA for Group Leaders.
 - that the increase in allowances be backdated to the start of the new municipal year (22 May 2018).
- 19.5 Councillor Ward then went on to detail the history of the past reviews of the Independent Remuneration Panel informing Council that there had only been two minor changes to the allowances scheme within the past ten years. He also stated that Babergh had the lowest comparable allowance of all authorities that had been surveyed, at a time when Members' workloads had increased over the years.
- 19.6 Councillor McCraw seconded the report and reserved the right to speak.
- 19.7 On the proposal of Councillor Simon Barrett and seconded by Councillor Ferguson an amendment to restrict the allowance for political group leaders to those groups with five members or more was tabled.
- 19.8 This was **PUT** to the vote and **CARRIED**.
- 19.9 On the proposal of Councillor Cresswell and seconded by Councillor Williams an amendment to delay the increase in Members allowances until after the May 2019 elections was tabled.

19.10 Under Part 3 Paragraph 18.5 of the Constitution a recorded vote was requested by five councillors.

19.11 The amendment was **PUT** to the vote and **LOST**, the vote was recorded as follows:-

For	Against	Abstention
Cllr A Bavington	Cllr C Arthey	Cllr F Lawrenson
Cllr D Busby	Cllr S Ayres	
Cllr L Cresswell	Cllr M Barrett	
Cllr D Davies	Cllr S Barrett	
Cllr A Ferguson	Cllr P Beer	
Cllr J Hinton	Cllr P Burgoyne	
Cllr J Nunn	Cllr S Burgoyne	
Cllr S Plumb	Cllr T Burrows	
Cllr S Williams	Cllr T Campbell	
	Cllr S Carpendale	
	Cllr M Creffield	
	Cllr B Gasper	
	Cllr K Grandon	
	Cllr B Hurren	
	Cllr J Jenkins	
	Cllr M Maybury	
	Cllr A McCraw	
	Cllr M Newman	
	Cllr A Osborne	
	Cllr J Osborne	
	Cllr L Parker	
	Cllr N Ridley	
	Cllr H Steer	
	Cllr F Swan	
	Cllr J Ward	
Total 9	Total 25	Total 1

19.12 On the proposal of Councillor Bavington and seconded by Councillor Peter Burgoyne, an amendment to remove the wording "*that with the exception of the SRA for Group Leaders*" no Councillor will be entitled to claim more than one SRA was moved.

19.13 The amendment was **PUT** to the vote and **LOST**,

19.14 Under Part 3 Paragraph 18.5 of the Constitution a recorded vote was requested by five councillors for the amended recommendations as tabled along with the additional amendment as detailed in Minute 9.7 "to restrict the allowance for political group leaders to those groups with five members" as agreed.

19.15 The recommendations were **PUT** to the meeting and **CARRIED**.

19.16 The voting was recorded as follows:-

For	Against	Abstention
Cllr C Arthey	Cllr A Bavington	Cllr A Ferguson
Cllr S Ayres	Cllr D Busby	
Cllr M Barrett	Cllr L Cresswell	
Cllr S Barrett	Cllr D Davis	
Cllr P Beer	Cllr J Hinton	
Cllr P Burgoyne	Cllr J Nunn	
Cllr S Burgoyne	Cllr S Plumb	
Cllr T Burrows	Cllr S Williams	
Cllr T Campbell		
Cllr S Carpendale		
Cllr M Creffield		
Cllr B Gasper		
Cllr K Grandon		
Cllr B Hurren		
Cllr J Jenkins		
Cllr F Lawrenson		
Cllr M Maybury		
Cllr A McCraw		
Cllr M Newman		
Cllr A Osborne		
Cllr J Osborne		
Cllr L Parker		
Cllr N Ridley		
Cllr H Steer		
Cllr F Swan		
Cllr J Ward		
Total 26	Total 8	Total 1

It was Resolved:-

- (i) that the recommendations of the Independent Remuneration Panel (IRP) as reviewed by the joint, cross party panel of councillors be approved as set out below:-
- a) That the Basic (Ward Representation) Allowance be set at £5,000.
- b) That the Special Responsibility Allowances (SRA) be set at:-

Role	Multiplier	Amount
Chairman of the Council	1	£5,000
Deputy Chairman of the Council	0.5	£2,500
Leader of Council	2.5	£12,500
Deputy Leader of the Council	1.25	£6,250
Chair of Planning Committee	1	£5,000
Vice-Chair of Planning Committee	0.25	£1,250

Chair of Scrutiny Committee	1	£5,000
Vice-Chair of Scrutiny Committee	0.5	£2,500
Chair of Joint Audit and Standards Committee	0.5	£2,500
Planning Committee Members	0.1	£500
Political Group Leaders (of at least five members)	0.2	£1,000
Chair of Regulatory Committee	0.5	£2,500
Vice-Chair of Regulatory Committee	0.25	£1,250
Cabinet Member with Portfolio	1.25	£6,250
Cabinet Member without Portfolio	0.5	£2500
Lead Member	0.5	£2500

- c) That with the exception of the SRA for Group Leaders, no Councillor will be entitled to claim more than one SRA.
- d) That the Travel and Subsistence Allowance be set at:-
- Mileage Rate 45p per mile
 - Cycle Mileage Rate 27.7p per mile
 - Passenger Allowance 5p per mile
- e) That the Childcare and Dependants Allowance be set at:-
- Childcare Allowance up to £13 per hour (subject to a receipt)
 - Dependants Relative Care/Specialist Nursing Care Allowance up to £30 per hour (subject to a receipt)
- f) That the revised Member Allowance Scheme will take effect from the date of the Annual Council meeting (22 May 2018)
- g) That the revised Basic Allowance be increased in line with the Local Government Officer pay awards until the scheme is next reviewed in 2022 or earlier.
- h) That a revised Members Allowances Scheme incorporating the decisions of the Council be prepared by the Monitoring Officer. Further, that the Monitoring Officer be authorised to make any typographical and other minor / consequential amendments prior to publication of the final document.
- i) That the Council formally records its thanks to the Independent Remuneration Panel for their work in preparing the report.

20 **BC/18/9 DISBANDMENT OF JOINT HOUSING BOARD**

20.1 On the proposal of Councillor Jan Osborne and seconded by Councillor Bavington,

It was Resolved:-

That the Joint Housing Board be disbanded.

21 **APPOINTMENTS**

It was Resolved:-

That Council note the following appointments:-

- i) **Councillor Creffield to replace Councillor Ayres on Planning Committee.**
- ii) **Councillor Arthey to replace Councillor Davis on Planning Committee.**
- iii) **Councillor Davis to replace Councillor Arthey on Joint Audit and Standards Committee.**

22 **BC/18/10 BABERGH DC HQ REGENERATION PROJECT - APPROVAL OF RECOMMENDED OPTION (PART 1)**

22.1 Before the item was introduced the Monitoring Officer gave advice to Planning Committee Members regarding their position about being able to participate in the debate without prejudicing their ability to partake in the planning decision when it eventually came forward to the Planning Committee.

22.2 Councillor Lawrenson introduced the report and **MOVED** the recommendations in the report. He went on to say that the report that he was presenting set out the options that had been considered for the site and explained the rationale for the recommended option.

22.3 He also highlighted that Option 2 (the recommended option) had been amended following further reports and surveys that had concluded that it was not viable to retain Bridge House and therefore it should be demolished.

22.4 A short presentation providing an overview of the proposed design and the iterative process that had been undertaken through the optioneering, assessment and consultation stages of the process was delivered by the Design Consultants.

22.5 Councillor Ward seconded the recommendations in the report and reserved the right to speak.

22.6 Councillor Beer sought reassurance that the very latest parking space sizes were being used for the proposed development and that the size of the second bedroom was of a sufficient size to be useful.

- 22.7 In response the Design Consultant confirmed that in this case the local authorities guidance for car parking space sizes had been used, which was slightly more generous than a standard size car parking space. Regarding the ground floor bedroom or multi-purpose room, these had been designed based on the lifetime homes guidance. All of the designs however, exceeded that guidance.
- 22.8 Councillor Bavington sought reassurance that under no circumstances was the Cabinet seeking to divest the Council of the freehold of the main site.
- 22.9 Councillor Maybury asked if the downstairs toilet should actually be a wet room in line with the lifetime homes standard?
- 22.10 Councillor Hinton commented that there was not enough detail given for each option to gain an understanding of why option 2 had been selected as the preferred option compared to options 1 and 3.
- 22.11 Councillor Grandon stated that there was a lot of positivity from local residents regarding the proposals for the site.
- 22.12 The Monitoring Officer advised at this point in the meeting that if the Council wished to discuss the relative merits of the different options they should move to exclude the public.

23 EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)

- 23.1 On the proposal of the Chairman and seconded by Councillor McCraw,

It was Resolved:-

That pursuant to part 1 of Schedule 12A of the Local Government Act 1972, the public be excluded from the meeting for the business specified in the report on the grounds that if the public were present during discussion of this item, it is likely that there would be disclosure to them of exempt information as indicated in the report.

24 BC/18/10 BABERGH DC HQ REGENERATION PROJECT - APPROVAL OF RECOMMENDED OPTION (PART 2) (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 1 OF PART 1)

- 24.1 Council discussed the relative merits of the different options in closed session.

25 RE- ADMISSION OF PUBLIC

It was Resolved:-

That the public be re-admitted to the meeting.

26 **BC/18/10 BABERGH DC HQ REGENERATION PROJECT- APPROVAL OF RECOMMENDED OPTION**

It was Resolved:-

That the Council's comments on the proposed option for redeveloping the former Council HQ site at Corks Lane and the Bridge House and car parks (option 2, Section 2.1 of the report and Appendix G) be reported to Cabinet for consideration, prior to a decision being taken to submit a full planning application for the site's redevelopment.

27 **EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

27.1 On the proposal of Councillor Peter Burgoyne and seconded by Councillor Bavington,

It was Resolved:-

That pursuant to part 1 of Schedule 12A of the Local Government Act 1972, the public be excluded from the meeting for the business specified in the Minutes on the grounds that if the public were present during discussion of this item, it is likely that there would be disclosure to them of exempt information as indicated in the report.

28 **BC/18/11 TO CONFIRM THE CONFIDENTIAL MINUTE OF 24 APRIL 2018 MEETING**

It was Resolved:-

That the confidential Minute of 24 April 2018 be approved as a true record.

The business of the meeting was concluded at 8.25 p.m.

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Chairman

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Agenda Item 4

BC/18/13				
BABERGH DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS				
COUNCIL - 24 JULY 2018				
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
MAY 2018				
Ipswich Mayor and Association of Dunkirk Little Ships Parade and Service	Haven Marina Ipswich	27-May	✓	
The Suffolk Show - President's Drinks Reception	Trinity Park Ipswich	31-May	✓	
NSPCC East Suffolk Branch AGM and Reception	Orwell Park School Nacton	31-May	✓	
JUNE 2018				
Felixstowe Mayor's Civic Service	River of Life Church Felixstowe	17-Jun	✓	
Suffolk Day	Town Hall Sudbury	21-Jun	✓	
St Edmundsbury Mayor's Civic Service	St Mary's Church Haverhill	24-Jun		✓
West Suffolk College - Celebration of Achievement Gala Dinner 2018	St Edmundsbury Cathedral Bury St Edmunds	25-Jun		✓
Royal Visit and Royal Hospital School Prize Giving & Commemoration Service	Royal Hospital School Holbrook	30-Jun	✓	
JULY 2018				
Ipswich Mayor's at Home	Ipswich Museum Ipswich	06-Jul	✓	
Felixstowe Mayor's Reception	Felixstowe Ferry Golf Club Felixstowe	18-Jul	✓	
Annual Cocktail Party and Beating Retreat	Wattisham Flying Station	19-Jul		✓
The River Stour Trust's Official Opening Ceremony of The Granary	The Granary, Quay Lane, Sudbury	22-Jul		✓

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Agenda Item 7

Item 7

COUNCIL QUESTIONS BDC 24th July 2018

Question 1

Councillor Bavington to Councillor Simon Barrett (Cabinet Member for Economy)

My questions are all to do with the continued productive existence of high precision engineering manufacture on the Sudbury site, making use of the outstanding levels of skill and professionalism of the existing workforce, when the production transfer of Delphi Technologies to Romania is completed in summer 2020; and the support that Babergh District Council can and will give to ensure that there is a successful and smooth transition of the site to a new employer who will be able to employ those outstanding skills to continue high precision engineering in the Sudbury area.

1. Are you aware that:
 - the Delphi Sudbury site gives employment not just to people who live in Sudbury itself but to those who live in surrounding villages, for example Great Cornard?
 - Delphi supports other small engineering companies in the local area and beyond?
 - Delphi wage levels are the benchmark for the whole Sudbury sub-district area?
2. Do you accept that the loss of high precision engineering to the local economy will undermine the ambitions laid out in the recently published 'Sudbury Vision for Prosperity' document?
3. Has Babergh District Council commissioned an Economic Impact Assessment of the devastating effects full Delphi site closure would have on the local economy?
4. What active steps is Babergh taking to encourage a new employer with a good business fit in high-precision automotive or aerospace related industries to take over the site and take the development of this uniquely talented workforce to the next level?

5. What financial incentives, for example business rate relief and business development grants, are the Council offering to suitable potential employers to take on this site without any time gap once Delphi leave in 2020?
6. What co-ordination is there between Babergh District Council and the South Suffolk Taskforce set up by James Cartlidge M.P.? Is Babergh contributing to the 'Options Appraisal' apparently being undertaken and will he ensure that any report is published in a reasonable timescale?
7. As far as I am aware, there has been no discussion of this issue at either Council or Cabinet. What steps will you take to ensure that the Council is kept informed of the steps you are taking to preserve this unique high-precision machine tool design manufacturing capability in the most highly populated corner of our district?

Agenda Item 8

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

TO: COUNCIL	REPORT NUMBER: CMU10
FROM: Councillor Kathryn Grandon - Cabinet Member for Communications	DATE OF MEETING: 24 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR COMMUNICATIONS

1. OVERVIEW OF PORTFOLIO

- 1.1 The Leader of the Council has created the new position of Cabinet Member for Communications in recognition of the importance of effective and timely communication both internally and externally. The Cabinet Member's responsibility includes a specific focus on the Council's key messages through a range of communication 'channels' and how they are used to engage with and listen to all our communities, residents, electors, businesses, visitors, tenants, partners, customers, staff and members.

2. RECOMMENDATION

- 2.1 That Council notes the report.

3. KEY ACTIVITIES/ISSUES OVER THE PAST 3 MONTHS

Annual Summary 2017/18

- 3.1 A new-style end of year summary was produced by the Communications Team working in partnership with the Business Improvement Team. This highlighted the Councils' key achievements during 2017/18 in the form of infographics aligned to the Councils' Joint Strategic Plan. The summary also assisted Councillors attending the annual meetings of their Town and Parish Councils.

Monthly communications evaluation reports

- 3.2 Previously, no evaluation of the effectiveness of the Councils' communications was carried out. Processes have now been put in place to enable the impact of communications activities to be monitored and assessed. These monthly evaluation reports, starting from April 2018, are circulated to all Councillors.

District facts

- 3.3 The Communications Team and the Business Improvement Team have worked together to compile a fact sheet, which aims to highlight some of the key facts regarding each district, through a collection of key statistics, illustrated by infographics.

Key stories

These are the main stories from the last quarter which have been proactively promoted on our communications channels. On a daily basis the Communications Team provides a responsive service for journalists with press enquiries and advises staff from across the organisation on internal and external communications.

iESE award presentation

- 3.4 There was significant external and internal communication in relation to the presentation of the iESE Public Sector Transformation Awards to Babergh and Mid Suffolk District Councils for 'Council of the Year' and 'Working Together'. The Chief Executive of the awarding organisation (iESE) came to Suffolk to personally present the awards to the Councils. The judges were so impressed with the Councils' submission for the 'Working Together' award that they entered Babergh and Mid Suffolk District Councils into the overall 'Council of the Year' award, where it received the silver award.

Stars of Babergh and Mid Suffolk Awards

- 3.5 The Communications Team co-ordinated the launch of the Stars of Babergh and Mid Suffolk Awards on 1 June. Nominations are now open for the awards which have 17 categories split between community awards and business accolades. The closing date is 28 September and nominations can be made via the website of the *East Anglian Daily Times*, which is part of Archant, our media partner for the awards, which featured the launch. The awards ceremony will be held in Hadleigh during October.

Future plans for Corks Lane, Hadleigh

- 3.6 Extensive communications support has been provided for the two public engagement events on future plans for Babergh District Council's former headquarters sites in Corks Lane, Hadleigh. Council representatives and consultants answered questions and discussed the plans at the exhibitions. This was covered in the Suffolk Free Press.

Suffolk Day

- 3.7 The Sudbury Vision for Prosperity Action Plan was launched on Suffolk Day, as part of the town's Suffolk Day celebrations on 21 June. BBC Radio Suffolk interviewed Deputy Leader Councillor Jan Osborne live from Sudbury and there was media coverage in the local press. The Communications Team also designed the document and banners for a public information event which was held in the town hall two days later. Walks in Hadleigh and Shotley, held as part of the Suffolk Day celebrations, were also promoted.

Housing

- 3.8 Housing was in the headlines as the Council took on the first shared ownership housing in 25 years at Admiral's Quarter in Holbrook. This was just a week after new tenants moved into council housing in Glemsford. Priority was given to people with local connections to the area. In addition, the development of 12 new affordable homes in Lavenham, commissioned by the Council, were shortlisted for the East Anglia Building Excellence Awards. These stories generated media coverage in the local press, including the *East Anglian Daily Times* and the Suffolk Free Press.

Public question times with the Leader and Deputy Leader

- 3.9 The 'Meet the Leader and Deputy Leader' events in Sudbury and Hadleigh, were publicised in the Sudbury Free Press, the East Anglian Daily Times and via posters. These provided an opportunity for people from the towns to come and directly ask questions about the Council's work and services.

New chairman

- 3.10 Following the appointment of Councillor Barry Gasper as Chairman of the Council work is underway to promote the Chairman's chosen charity, Bumblebee Children's Charity. This is a specialist centre in Sproughton which provides support for babies and young children who have difficulties with movement and coordination. These problems can be caused by a wide range of conditions including cerebral palsy, Down's Syndrome and autism.

Internal communications campaigns

Mental Health Awareness Week

- 3.11 A range of activities and information was provided during Mental Health Awareness Week in May which were publicised to staff and also resulted in a story in the East Anglian Daily Times.

GDPR

- 3.12 Extensive work has been carried out through internal communications to raise awareness among staff and prepare for the introduction of the General Data Protection Regulations on 25 May 2018.

Future key activities

- 3.13 Communications work is being planned to publicise key decisions which are due to be made during the next few months including the future development of the council's former headquarters in Hadleigh and the Vision for Prosperity in Sudbury. Plans are being made to mark Local Democracy Week by raising awareness of the role of a councillor and the services that the council provides.

CONCLUSION

The Council is working closely with staff and councillors to increase awareness of the Council's positive work, initiatives and services. A recruitment process has also recently been carried out to add capacity to the Communications Team. Restructuring the team will enable more fully integrated media, marketing and digital campaigns to be delivered.

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BABERGH COUNCIL CABINET MEMBER UPDATE

From: Councillor Margaret Maybury, Cabinet Member for Communities	Report Number: CMU11
To: Council	Date of meeting: 24 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR COMMUNITIES

1. Overview of Portfolio

- 1.1 The Communities Portfolio includes: Safe Communities (including community safety, anti-social behaviour, safeguarding and the Community Safety Partnership), Strong Communities (including grants, external funding, community development, and community rights), Healthy Communities and Policy (including health and wellbeing, health interventions and preventative activity) and Public Realm (including grounds maintenance, street cleansing, arboriculture and public conveniences)

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

- 3.1 **Local Dementia Action Alliances** - As part of the National Dementia Awareness week, the Councils' Health and Wellbeing Team supported the Hadleigh Dementia Action Alliances to run a number of events in the town to raise awareness. These included a business breakfast at the East of England Co-op, a market stall event, a coffee morning at Magdalen House and a quiz night. Dementia Friends' sessions led to 15 new friends pledging their support to the campaign. Hadleigh Bowls club have also been enabled to set up a new dementia-friendly bowling initiative.
- 3.2 **Safeguarding Section 11 Audit** - Local Safeguarding Children's Boards have a statutory duty to assess whether agencies in their area are fulfilling their statutory obligations to safeguard and promote the welfare of children. The Communities Team recently completed a full Section 11 Audit, which concluded that Babergh and Mid Suffolk Councils could provide strong evidence that they were compliant with the required standards. The audit was validated by a panel of the Local Safeguarding Children's Board, which officers were required to attend in person to discuss the evidence in detail.
- 3.3 **Anti-Social Behaviour** - The Babergh multi-agency Anti-Social Behaviour Partnership is co-ordinated by the Councils' Communities Officers. It meets monthly and works in partnership with Police, Social Care, Housing Associations and others to seek to resolve anti-social behaviour complaints collaboratively with other key agencies. The group continues to address a wide range of complaints including neighbour disputes, noise nuisance and inconsiderate parking.

3.4 **Assets of Community Value** - The Community Post Office and Shop at Monks Eleigh have been successfully listed as assets of community value. The aim of the right is to give community groups time to make realistic bids to buy ACV listed land or buildings that are of importance to the local community when they come up for sale. The moratorium period was triggered on both of these assets on 17th April 2018 to give a community group time to assemble a bid.

3.5 **Eden's Project** - With the help and support of the External Funding Officer, a crowd-funding webpage has been created to raise £180,000 by January 2019, which is the deadline to buy the premises the Eden Project currently rents. The funds will buy the buildings, pay costs and complete much needed repairs and renovations.

Other Council support to the Eden's Project includes annual revenue funding support for youth work staff salaries. This service provides a safe venue and activities for young people from Sudbury and surrounding areas, supporting health and wellbeing and assisting in the prevention and reduction of anti-social behaviour.

3.6 **Mental Health Awareness** - As part of the national Mental Health Awareness week 14th-20th May, the Council's Health and Well-Being Team within this portfolio worked in partnership with the Human Resources Service and Suffolk County Council to support a range of events and activities to raise awareness of mental health in the workplace. These included workshops on reducing stress and anxiety, yoga, mindfulness, choir singing, a seed swap, origami and art therapy. These were all selected as evidence suggests these activities help to improve wellbeing. There was also an opportunity to hear the stories of guest speakers who contributed to a "human library"; that is individuals who have lived experience of a mental health condition and agreed to share their experiences of living with that condition and their recovery process.

Managers across the organisation have attended a 1 Day training course on Positive Mental Health, designed to assist them to manage mental health and well-being with their staff. In addition, the first cohort of 11 staff volunteers from across the Council have completed the Mental Health First Aider course. A further cohort will follow in August.

3.7 **Community Engagement** - The Council held an exhibition event in April 2018 for the ex-headquarters site in Hadleigh, supported by Purcell and LLP (Lawson Planning Partnership). The exhibition provided an opportunity for the general public to receive an update on how the proposed development was progressing, and to feedback their views, prior to the submission of a planning application at the end of August. The Council, supported by its development partners, Icen and Ingleton Wood, also held a consultation event on 11th July to engage with the general public about the proposed development of Angel Court in Hadleigh.

These events were promoted via social media, the local press and a local distribution of flyers to households within the town. Signage is currently being designed and developed, and will soon be erected at these sites, to improve communication throughout the town to ensure the general public and community are aware and kept informed of any developments in a timely and clear way.

3.8 **Public Realm Transformation** - In March 2018, both Babergh and Mid Suffolk Cabinets agreed to establish a joint, cross party Member Advisory Task and Finish Group to support this programme. The following tasks have been progressed over recent months and are on-going:

- A new policy and action plan for the future management of public conveniences across both Councils;
- Performance standards for both grounds maintenance and street cleaning including the development of Key Performance Indicators;
- A new policy and procedure for the adoption and transfer of Council owned open spaces and other public realm assets; and
- A new policy and procedure for Council owned trees and woodlands.

A new policy on public conveniences was agreed by Cabinet on 12th July 2018.

4. Key Activities Planned for the next 3 months

- 4.1 **Active Wellbeing Programme** - Babergh and Mid Suffolk District Councils are set to launch a new three-year joint project with Suffolk Sport. Active Wellbeing will be officially launched in Babergh with a welcome event at the Long Melford library on the 16th July between 10:00 – 11:30.

Active Wellbeing is a bespoke approach to help those who are physically inactive into more active lifestyles. Active Wellbeing will initially work with the Long Melford and Lavenham GP surgeries in Babergh, celebrating and linking to the great work already taking place within those communities. The programme will also support the development of new activities, where they are needed, to help older people to become and stay active. Working alongside health professionals and the community, Physical Activity Advisors will identify and work with those people most in need of support by delivering clinics in the community.

The Physical Activity Advisors have a wealth of experience in supporting people who have genuine concerns or barriers to becoming more active, such as, cost, transport, management of chronic pain, no one to go with, etc. They will use this knowledge to guide people into suitable activity. There will be a range of options available from free lifestyle activities such as walking and gardening to group classes such as Tai Chi and Pilates.

- 4.2 **New Dementia Action Alliance** – This will be launched in Lavenham on 18th July 2018 at the Guildhall. The Councils' Health and Wellbeing Team has been working with their newly formed committee to ensure that they all receive the Alzheimer's Society's recommended dementia friends training. The team has also been working with local businesses to get them to sign up to the Dementia Friends Alliance and train their staff. The launch event will build upon the Golden Age Fair event held earlier in the year and is being supported by the Parish Council and the local Co-Op.
- 4.3 **Community Strategy** – This strategy will be developed in liaison with statutory and community partners and Members over the next six months.
- 4.4 **Community Engagement regarding the Council's development sites** – This will be on-going.
- 4.5 **The Babergh multi-agency Anti-Social Behaviour Partnership's work to resolve complex cases of anti-social behaviour** – This will continue.
- 4.6 **Town and Parish Liaison meetings** - A recent meeting was held on 10th July in Capel St Mary. The next meeting will take place on Thursday 11 October 2018.

- 4.7 **Multi Use Games Area (MUGA) and New Skate/BMX Park** - Plans are well underway for a new Multi Use Games Area (MUGA) and new Skate/BMX park at Belle Vue Park, Sudbury. A contract for the construction of the MUGA is being awarded in July 2018 with construction beginning in October. Following completion of the MUGA, work will begin on the Skate/BMX park which will be finished in December.
- 4.8 **ActivLives** - elsewhere in Belle Vue Park, ActivLives have been working hard with local volunteers and the Sudbury in Bloom Group to get the park ready to be judged for Anglia in Bloom. This has included artwork produced by a local artist to soften the impact of the heras fencing around Belle Vue House, producing a pleasant back drop to the work completed by the volunteers on the horticultural displays in front of the house.
- 4.9 **Public Realm Transformation** - the work of the Task & Finish Group will continue and policies on trees and open space adoption will be reported to Cabinet in October 2018.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Cabinet Member for Economy	Report Number: CMU12
To: Council	Date of meeting: 24 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ECONOMY

1. Overview of Portfolio

- 1.1 Increasing jobs, productivity and supporting our businesses to thrive and grow.
- 1.2 Attracting and encouraging inward investment.
- 1.3 Business friendly and collaborative strategies to support being 'Open for Business'.
- 1.4 Build relationships with local businesses.
- 1.5 Liaise with neighbouring authorities and other organisations such as New Anglia LEP, South East LEP and the Haven Gateway Partnership to support cross-border economic development and investment.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

- 3.1 'Visioning for Prosperity' work for Greater Sudbury communities continues to progress. Cabinet approved the recommendations at its meeting of 11th June 2018 and the final documents were presented to the public at an open day at the Sudbury Town Hall on 21st June 2018. Further presentations will be provided to Parish Councils between August and October.
- 3.2 The Joint BMS Economic 'Open for Business' Strategy was endorsed by Cabinet in February 2018 and has now been published on the Councils' website (here: <https://www.babergh.gov.uk/assets/Economic-Development/OpenForBusiness-Strategy-with-links.pdf>).
- 3.3 The Open for Business Team continue to support the South Suffolk Taskforce, led by local MP James Cartlidge, to explore options for the future of the Delphi site in Sudbury and to support the local economy. Officers are currently working with New Anglia LEP to develop an options appraisal for the site. Babergh has been working hard with Suffolk County Council and the legal team to achieve a smooth handover of ownership to BDC on 1st September 2018 of the South Suffolk Business Centre, located near to the Delphi site. The South Suffolk Business Centre is currently 100% occupied, supporting local SMEs. Building maintenance and improvements are currently taking place/being negotiated with Suffolk County Council.

- 3.4 The Open for Business Team, alongside the Chief Executive and Strategic Director, continue to work with Suffolk Chamber of Commerce to develop a Central Suffolk Chamber. Progress on this will be reported to Cabinet in August.
- 3.5 Planning permission for infrastructure elements of the Sproughton Enterprise Zone site was granted on 20th April 2018 and permission for the first occupier was granted on 30th April 2018. A related Memorandum of Understanding (MoU) relating to enterprise zone infrastructure funds has also been progressed between BDC and Ipswich Borough/New Anglia LEP.
- 3.6 Significant tourism and visitor economy work remains ongoing and a workshop with stakeholders was attended by over 30 people on 6th June 2018. Discussions with Suffolk Libraries continue with a view to them providing some visitor information services as is the case elsewhere in the county. The latest update report was presented to Babergh Cabinet on 12th June 2018 and includes a recommendation to delegate authority to the Strategic Director to negotiate a lease or disposal arrangement with a view to Lavenham Parish Council taking over the building to provide visitor information and other community facilities.
- 3.7 The team are supporting two interns over the Summer (which started on 11 June 2018) and also a work experience placement in July. This provides vital work experience, mentoring, coaching and skills support to these young people, while also gaining their ideas, insights and perspectives.

4. Future Key Activities

- 4.1 Progressing all of the above to the next stages.
- 4.2 Officers will be continuing several collaborative and commercially sensitive lines of conversation with some significant businesses, attractions and developers. This increases the potential for high value inward investment and links to unlocking stalled sites and promotion of our Enterprise Zone/Food Enterprise Zone designated sites. This work also potentially helps to create jobs, increases the options for local micro and SME businesses, increases the value of existing businesses and attracts New Anglia LEP and central government investment, including vital infrastructure. Influence and networking is growing with businesses, utility sectors and other partner organisations, all focusing on sustainable growth, jobs and productivity.
- 4.3 Tourism strategy work streams will continue to progress.
- 4.4 Officers will continue to work with SCC and other stakeholders to progress Skills and Youth Employment Service strategy during the next period.
- 4.5 Officers will also be progressing regulatory policy/local standards' reviews in relation to Gambling Act 2005 and Taxi/Private Hire Vehicle matters.
- 4.6 Continuing to support the inaugural 'Stars of Babergh & Mid Suffolk' Community and Business Awards preparations, nominations and event. This will be held at St. Mary's Church, Hadleigh in October 2018.

5. Conclusion

- 5.1 The above demonstrates that the Council is continuing the momentum that has been achieved on key activities and collaborations, delivering against set priorities. As well as guiding officer activity, the Open for Business strategy also outlines the breadth of work underway and demonstrates the Council's impact. There is a lot of other supportive activity and 'business as usual' engagements underway in addition to the above report headlines. The next period will push all of the above work on further, including the key activities in section 4. As progress is made there will be difficult decisions and choices to be made, including on resource investment, and therefore a clear and transparent strategic approach is crucial to underpinning this.

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BABERGH COUNCIL CABINET MEMBER UPDATE

From: Councillor Christina Campbell Cabinet Member for Environment	Report Number: CMU13
To: Council	Date of meeting: 24 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ENVIRONMENT

1. Overview of Portfolio

- 1.1 The Environment Portfolio covers several distinct service areas. This report provides a snapshot and summary of recent work.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past three Months

Waste Service

Education and Promotional Events

- 3.1 Recycling Officers had a stand at the Hadleigh show again this year to promote our waste services and spoke with over 250 visitors discussing the benefits of composting, waste reduction and recycling. The reduction of plastics was a hot topic.

Suffolk Waste Partnership Projects

- 3.2 The procurement for the MRF (Sorting and Marketing of Mixed Dry Recyclables) contract went live on the 8th June 2018. Tenders will be received and evaluated over the coming months.
- 3.3 The Suffolk Waste Partnership (SWP) undertook a waste analysis in 2016 and found that Suffolk residents were throwing away over 52,000 tonnes of food waste each year. This avoidable waste is sent to our Energy from Waste facility costing the Suffolk taxpayer almost £4.5 million in disposal costs.
- 3.4 To tackle this huge cost, the SWP has been working with Norfolk County Council colleagues to devise a unique 2 county project which aims to reduce household food waste by 20% by 2025. This is a far reaching and challenging target but will see Suffolk play its part in supporting the national Courtauld 2025 initiative, of which the SWP is a signatory, led by the Waste and Resources Action Programme (WRAP).
- 3.5 The Project has been designed as a multi-campaign initiative focusing on the positive benefits of reducing food waste and challenging the behaviour's that cause it. We will work with local business and community groups as well as undertaking a host of different initiative with householders.

As many national and multi-national companies are also building food waste into their corporate strategies, our project also seeks to draw corporate investment into Suffolk, allowing us to raise the campaigns profile and realise new opportunities.

- 3.6 SWP Members approved the project Vision and 2 Year Action Plan in April 2018. Officers are now working to translate the Action Plan into specific ‘on the ground’ campaigns and it is hoped that once this process is complete, a full campaign launch will occur in Autumn 2018.”

Joint Waste Contract – Contract extension

- 3.7 Serco are continuing the work with on their service review and round reorganisation project. Members will receive a full briefing prior to any implementation of changes.

Garden Waste Service – Annual Growth

- 3.8 The table below shows the annual growth in our garden waste subscription service for Babergh (B) and Mid Suffolk (M)

	B	M	TOTAL
Apr-17	13226	13301	26527
May-17	13301	13451	26752
Jun-17	13378	13656	27034
Jul-17	13431	13790	27221
Aug-17	13516	13992	27508
Sep-17	13567	14034	27601
Oct-17	13582	14023	27605
Nov-17	13572	14010	27582
Dec-17	13563	13979	27542
Jan-18	13554	13981	27535
Feb-18	13541	14003	27544
Mar-18	13567	14063	27630
Apr-18	13777	14284	28061
May-18	13899	14484	28383

EU Circular Economy Package

- 3.9 On the 22nd May 2018 the European Council of Ministers adopted the Circular Economy Package. The EU Circular Economy package sets several binding targets including increased recycling rates and the separate collection of bio-waste (end of 2023) and textiles (start of 2025).
- 3.10 We will, working with the SWP, need to consider all these measures in due course once more is known about how the Package will be applied in the UK. However, to quote the article, “even though the UK is to leave the European Union, the government has signalled the Circular Economy measures will be adopted within UK legislation at a later date.” Further clarity will hopefully be supplied by the UK government when it publishes its new Resources and Waste Strategy later this year.

Changes to RPP and IAA revision.

- 3.11 We entered a series of negotiations with Suffolk County Council regarding their proposal to amend the Inter Authority Agreement (IAA) to reduce the levels of Recycling Performance Payments (RPP) they make to the Suffolk Waste Collection Authorities. The IAA was agreed by all authorities for a 5-year period from May 2014 to May 2019.
- 3.12 We had, as part of the Medium Term Financial Plan, allowed for an overall budget impact of £250,000 for each authority from 2019/2020. The proposed changes to RPP from 2019/20 will also impact on the payments made for bring site recycling, SCC proposed to reduce the RPP payments for this recycling from £54.76 to £30.00 per tonne. Following discussions with SCC and the acknowledgment that both authorities pass on monies from bring banks to third parties, SCC will pay both BDC and MSDC a grant of £35,000 (based on 2016/17 third party payments) to mitigate the reduction in RPP.
- 3.13 The revised IAA will be presented to Cabinet in the Autumn of this year.

Sustainable Environment Service

Environmental Protection and Environmental Management

Solar PV Bulk Buy

- 3.14 Through its membership of the Suffolk Climate Change Partnership, BMSDC will be partnering with the other Suffolk local authorities and i-Choosr Ltd to deliver '**Solar Together Suffolk**', a group buying solar scheme open to all residents in Suffolk. The scheme aims to get the most competitive offer available on solar PV panel installations by consolidating the buying power of residents across the county. This is an "able-to-pay" solar panel buying scheme aimed predominantly at home-owners, but also open to small businesses and community groups, offering them both good value and a quality-assured, Council-backed solar PV scheme. The scheme will launch in July with a direct mail of at least 100,000 letters to targeted properties, together with media releases, bill-boards and posters in public buildings. Installations are planned to commence in October.

Electric Vehicle charge point – Hadleigh

- 3.15 A second EV charge point has been installed in our car park on Magdalen Road, Hadleigh, adding to the existing one in Sudbury. The unit is being operated on our behalf by EV Driver of Bentwaters. We fully anticipate that the unit will not be used very much in the short term, but from 2040 it will not be possible to purchase a combustion engine only vehicle and so the increase in hybrid and fully electric vehicles is set to rise exponentially in the coming years.

Electric Vehicle charge point - Highways England network funding

- 3.16 This is a BMSDC led project for a network of rapid EV charging points along the A12, A14 and A11 for which the work is currently out to tender. Bids will be received by July after which the prices will be scrutinised along with the fees from UK Power Networks for electrical connection. Highways England will be informed and funds allocated and instructions issued.

Battery Storage

- 3.17 Investigations are proceeding relating to battery storage at our leisure centres. Officers have spoken to some aggregators (the 'middle men' in this arena) and had reassurance that the size of units we are proposing would be of interest.

Streetlights – LED replacements

- 3.18 Work has been completed on replacing Council maintained Streetlights with LED lights in a number of locations. Around 20 are of a particular heritage design.

Litter Innovation Fund

- 3.19 Central Government gave local authorities the opportunity to bid for funding to combat roadside littering in 2018. The Project is supported by all 7 Suffolk local authorities. £10,000 funding was secured from Central Government and each authority also put in £500 and agreed to pledge officer time for monitoring the project.

- 3.20 The following actions were collectively agreed:

- Trial a new style and colour of bin at known hot spot areas – these bins were in addition to bins already in places like lay-bys – monitor use and litter
- Place additional wheelie bins in other locations (to see if it was the new style bin that made a difference or any bin) – monitor use and litter
- Monitor control lay-bys where nothing had changed
- Trial bin fill devices (fitted to the lids of wheelie bins and send a message to phone/computer when a bin is nearly full – we are trying to find out if the cost of the devices is outweighed by not having to visit bins so often if they do not need emptying
- Advertising campaign at petrol stations – targeting the pumps themselves
- Advertising campaign across the whole of Suffolk with each authority having a number of banners, signs and posters to deploy in key locations and known litter hotspots.

A full update will be provided for Members once the trial monitoring period is over in July.

Annual Litter Awareness Poster Competition

- 3.21 The winner of Babergh Council's annual Litter Awareness Poster competition was Cockfield School. Two Highly Commended awards also went to Tattingstone School. The awards are to be presented in early July. Cockfield School will now receive a special 'froggy' litter bin as a prize. The winning design will be displayed on the side of one of the Council's contractors' litter collection vehicles for the next year to encourage residents to bin their rubbish. As part of the project, pupils were asked to think about the impact that littering has on the environment and the knock-on effects for both people and animals. It is hoped that by engaging with children of this age group they will not become litter droppers of the future.

Planning Enforcement Service

- 3.22 A prosecution case for non-compliance with an Enforcement Notice by an Indian Restaurant and Takeaway in Hadleigh High Street has been withdrawn following the last-minute demolition of an unauthorised garage at the rear of the premises.

Heritage Service

- 3.23 Consultation is underway with the parishes and public of Great Waldingfield, Brent Eleigh and Naughton into draft Appraisals for the respective Conservation Areas. The appraisal documents will provide guidance when assessing proposed works in the Conservation Areas. Draft appraisals will also be prepared for consultation with Nayland, Thorington Street and East Bergholt. Formal council adoption of the finalised appraisal documents will be sought in due course.

Food and Safety Service

- 3.24 We have submitted our annual returns to both the Food Standards Agency (FSA) and the Health and Safety Executive.
- 3.25 The team participated in The FSA annual food safety week (week beginning 4th June) which was on the theme of 'the people that keep your food safe'. We used social media (Twitter) to publicise the team and the work we do as part of a national campaign.
- 3.26 The Food and Safety and Environmental Protection Teams have had an intern working for them through the Suffolk Intern Programme from the 11th of June.
- 3.27 The Food and Safety Team have carried out 227 routine food hygiene inspections across both authorities in the first quarter of 2018/19 from 788 scheduled for the full year.
- 3.28 Against the service standards set out in the Food and Safety team service plan, 84% of responses have met targets for the 52 recorded service requests and complaints received by the team. Those responses not meeting the service standard have been due largely to the complexity of the questions involved. It is the intention to incorporate this response measure in future performance reporting.
- 3.29 There are currently two food safety prosecutions in progress, one relating to a café with an initial hearing on the 10th of July 2018 and the second against a hotel with the prosecution file now with the legal services team for their action. In the first quarter of 2018/19 one Simple Caution has been administered by the Corporate Manager – Food and Safety for food hygiene offences by a market trader and another is scheduled for a food mobile operator.
- 3.30 Following the death of a seven-year-old child resulting from the poor management of an inflatable (bouncy castle) in 2016 and the subsequent conviction for manslaughter of the owners and the more recent tragedy in Norfolk, the Food and Safety Team will be writing to all those who may either operate a play inflatable (bouncy castles etc.) or hire them out giving advice on safe operation.

Licensing Service

- 3.31 The Licensing Team are now beginning to revise the Gambling Act 2005 Statement of Licensing Principles document, that will take effect from January 2019 for a three-year period. This is a statutory requirement and technical piece of work which has been added to the forward plan and service plan. The district's main gambling activity relates to betting premises, gaming machines and small society lottery fundraising for local and national good causes.
- 3.32 Whilst each Council is a separate Licensing Authority and must consult/approve policy separately, this fourth revision Gambling Act policy is essentially the same content for both authorities. Adoption of policy is a matter reserved for full Council and a consultation period and relevant briefings will follow up until the Autumn.
- 3.33 Following a Westminster Briefing session attended earlier in the year, as central government are not now planning short-term/wholesale legislative reform in the taxi and private hire sectors, Mid Suffolk and Babergh will progress further policy and procedural alignment through its Licensing and Regulatory Committees. Whilst we already take sufficient safeguards we will look to make some further progress to link taxi and private hire transport functions with visitor economy support and also enhance safeguarding/wellbeing training for operators.
- 3.34 Generally licensing sectors are busy indicating good levels of local economic activity. We will also be sourcing and looking to arrange a licensing training update for Members in 18/19.

Building Control Service

- 3.35 The Suffolk wide collaborative working development plan is continuing on from the ground work laid down last year. Following work to identify key areas in the market place a proposal is being drawn up to present to Chief Executives of the Suffolk authorities to provide the necessary expertise and resource we need to promote and increase service resilience.
- 3.36 Work will soon be under way to implement our new ISO9001 quality management system. This is being done in conjunction with LABC and in-line with the review in to building control standards. Work is due to begin July.

The Hackitt review full report has now been published, there are some significant challenges ahead for us should the recommendations be employed in full and may lead to further collaborative working with our counterparts in Suffolk.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Cabinet Member for Finance	Report Number: CMU14
To: Council	Date of meeting: 24 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR FINANCE

1. Overview of Portfolio

- 1.1 Whilst this report is from me as the Cabinet Member for Finance the remit of my portfolio also covers Commissioning and Procurement, HR and Organisational Development and the Shared Revenues Partnership. This report covers the key areas of activity over the last 3 months.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

2017/18 Outturn and Closure of Accounts

- 3.1 The financial position for 2017/18 was reported to Cabinet in May (report BCa/17/68). There is a lot of detail within that report that I would encourage you to look at, so my report to Council will just cover the key headlines.
- 3.2 The report showed an overall favourable variance of £1,966k for the General Fund and a deficit of £577k for the Housing Revenue Account (HRA).
- 3.3 The General Fund outturn position showed that expenditure on services was generally in line with the budget that was set in February 2017, but the receipt of additional income from business rates, planning fees, the Community Infrastructure Levy (CIL) and waste services contributed to the favourable end of year position.
- 3.4 Whilst this could be regarded as very good news and the answer to our financial problems, I must highlight that this money is already committed and has been placed into a variety of earmarked reserves for use in 2018/19 and beyond. The transfers to reserve were:
- £892k to Business Rates Equalisation
 - £546k to Community Infrastructure Levy (CIL)
 - £143k to Homelessness,
 - £123k to Planning for legal costs
 - £119k to Waste for MRF costs
 - £96k to other Government Grants
 - £47k to Strategic Planning

There was no additional money placed into our Transformation Fund and the balance as at 31st March 2018 stood at just £609k, so we still have some challenges to face over the coming three years.

- 3.5 The HRA year-end deficit of £577k was just £51k greater than the budget that was set in February 2017 at £526k. Whilst there was a number of favourable and adverse variances across the range of budget headings, the final position is less than 1% variance against budget and keeps our HRA in a very favourable position to deliver new housing over the coming years.
- 3.6 The unaudited Statement of Accounts for 2017/18 has already been published on our website and the auditors are currently reviewing the accounts. Their report on the accounts will be presented to Joint Audit and Standards Committee on 30th July 2018.
- 3.7 Whilst preparing the Statement of Accounts, there was an adjustment that needed to be made to the outturn position to ensure that everything agreed with the General Ledger. This was a reduction to the favourable variance of £204k and resulted in £688k being placed in the Business Rates Equalisation reserve rather than the £892k reported to Cabinet in May. There was also a minor adjustment to the Transformation Fund leaving a revised balance as at 31st March 2018 of £606k.
- 3.8 The timescale for producing the unaudited accounts for 2017/18 was reduced by one month compared with previous years, with the requirement to publish being changed from 30th June to 31st May. The auditors also have one month less to undertake their work, so that they need to report their findings to those charged with governance by 31st July.
- 3.9 I am pleased to report that the Finance Team rose to this challenge and our Section 151 Officer was able to sign off and publish the unaudited accounts within the reduced timescale. They also had the added challenge of producing Group Accounts within the Statement of Accounts for the first time, resulting from the Holding Company and CIFCO being established in 2017. The Team was simultaneously working on producing similar documents for Mid Suffolk, so overall a tremendous workload. I hope you will join me in thanking them for all their hard work to complete the accounts in the very demanding timescale and I will report the outcome of the audit work to you in a future report to Council.

Staff Survey

- 3.10 Following the closure of the Staff Survey on 18th March, the results have been analysed in detail and a series of 11 briefing sessions for staff have been held at locations in the districts and at Endeavour House. These staff sessions have been a mixture of both giving feedback from the survey, whilst also seeking views and suggestions from our staff about what actions could be taken to address the issues that have emerged.
- 3.11 You will be aware that this was the topic for discussion at the Joint Member Briefing on 20th June where the key messages coming from this first survey were shared with us.

- 3.12 Following the briefing sessions, an action plan is being developed that will be monitored by the Senior Leadership Team, to ensure that the survey results in positive actions and change in the organisation. The outcome of these actions on staff opinion will be visible through future staff surveys.

Information Bulletins to Overview and Scrutiny Committee

- 3.13 The Babergh Overview and Scrutiny Committee received two Information Bulletins from my area of responsibility in June. These were in relation to an update on Off-Payroll Costs for 2017/18 and Staff Welfare following the move into Endeavour House. The bulletins provided valuable information on these topics and were discussed in detail at the Committee. I would encourage you to look at them to increase your knowledge and understanding of these subject areas.

Shared Revenues Partnership (SRP)

- 3.14 The performance of the Shared Revenues Partnership is reported to the Joint Committee on a regular basis and the papers are available on our website. Councillor Jan Osborne and myself are your representatives on this Committee. I would like to share with you the highlights of the SRP performance for last year as set out in the table below:

	Target	Actual
Council tax collected	98.4%	98.5%
Business rates collected	98.4%	98.5%
Average time taken to process new claims	24 days	26 days
Average time taken to process changes to claims	10 days	5.1 days
Local Authority Error (affects housing benefit subsidy payment to the Council)	< 0.48%	0.24%

- 3.15 As can be seen from the table above, all but one of the indicators were better than target for last year. The average time taken to process new claims was slightly above target at the end of last year because performance slipped between June and October 2017, following reconfiguration of the team and a new priority management system was put in place.
- 3.16 Two of the targets have been tightened for 2018/19. The average time taken to process new claims and changes to claims has been reduced from 14 days to 10 days. The average time taken to process changes to claims has been reduced from 10 days to 7 days.
- 3.17 I thought it might also be useful for councillors to be aware of the contents of a table that was included within the June 2018 Joint Committee papers, as this demonstrated the cumulative savings that have been achieved by the Shared Revenues Partnership, on behalf of the three partner councils, since its inception in April 2011. The table demonstrated that across the period 2011/12 to 2017/18, cumulative savings of £3.76m have been achieved across the three councils.

4. Future Key Activities

Medium Term Financial Sustainability

- 4.1 One of our key strategic priorities is to remain financially sustainable in the medium term. The updated MTFFS, approved by Council in February 2018, gives us an idea of the challenge that we face over the 3 years beyond 2018/19, in light of reductions in Revenue Support Grant and New Homes Bonus funding and the volatility surrounding business rates income.
- 4.2 The outturn position for 2017/18, as I outlined in the backward-looking section above, means that there is little respite in terms of the work that we need to undertake to achieve a balanced budget position over the next 3 years. The Senior Leadership Team has already started work on this by considering what the options could be and we will look at these in due course, as proposals are firmed up.

2018/19 Budget Monitoring

- 4.3 No sooner have we concluded the accounts for 2017/18 than we need to begin to monitor our performance against the budget for the current year, that we set at Council in February. The first quarter budget monitoring report will be reported to Cabinet in August.

5. Conclusion

- 5.1 There have been some key activities over the past three months as my report has outlined, but as ever with the annual cycle of finance work and the financial challenges that we face in the medium term, there is always much to do and as ever I would welcome suggestions from councillors that could contribute to our medium term financial position.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Leader of the Council and Cabinet Member for Organisational Delivery	Report Number: <big>CMU16</big>
To: Council	Date of meeting: 24 July 2018

TO PROVIDE AN UPDATE FROM THE LAW & GOVERNANCE DIRECTORATE

1. Overview of Directorate

- 1.1 The Law & Governance group comprises Audit & Risk Management, Democratic Services, Information Management and the Shared Legal Services. The Assistant Director is also the Councils' Monitoring Officer and the section therefore plays a critical role in supporting the work of the MO.
- 1.2 The Law & Governance teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other service areas. The team have an essential role in maintaining and promoting good governance throughout the organisation.

2. Recommendations

- 2.1 That the Cabinet Members' report for Law & Governance be noted.

3. Key Activities/Issues Over the Past Three Months

3.1 General Data Protection Regulations (GDPR)

The new GDPR provisions came in to force on 25 May 2018. The Council now holds completed information asset registers for all service areas, 92% of staff members have completed e-learning and awareness training has been offered to all Councillors. Contracts with third party suppliers continue to be updated to ensure that they are GDPR compliant and privacy impact assessments are being completed for all new software which holds or processes personal data.

3.2 Electoral Review of Ward Boundaries

The Local Government Boundary Commission for England (LGBCE) is due to publish its final recommendations for warding in Babergh and Mid Suffolk on 7 August 2018. The Order implementing the revised number of councillors and new ward boundaries is due to be laid in Parliament on 4 September 2018 and will be made 40 sitting days after this date.

3.3 National Democracy Week

The inaugural National Democracy Week was held week between 2 and 6 July 2018, marking the 90th anniversary of the 1928 Equal Franchise Act which gave women the same voting rights as men. The Council supported this important event by launching a series of videos which highlighted the different roles held by Councillors and the work that we all undertake.

We also supported the 'Be A Councillor' campaign and promoted registering to vote through our social media channels.

4. Future Key Activities

4.1 District and Town & Parish Council Elections – 2 May 2019

Preparations have already commenced for the all-out elections to the District Council and Town and Parish Councils on 2 May 2019. Information for prospective candidates will be made available on the Councils' website as we move closer to the election date and details of key processes for electors, candidates and election agents will be published throughout the election timetable. The Returning Officer is planning to verify the ballots immediately after the close of poll from 10pm on Thursday and then hold the count during the day on Friday 3 May 2019. The verification and count will be held at Wherstead Park.

The Monitoring Officer will be issuing 'purdah' guidance to Councillors and Officers in due course.

4.2 Induction Programme for Newly Elected Councillors

Alongside election preparations work is being undertaken on the induction process for Councillors. This will include a councillor handbook, orientation events at Endeavour House and a suite of training events. The dates of these events should be confirmed before nominations open so that prospective candidates can be provided with the programme.

4.3 Review of UK Parliamentary Constituency Boundaries

The Boundary Commission for England will be publishing its final report for UK Parliamentary Constituency boundaries to Government on 5 September 2018. Convention requires that Parliament is the first audience of statutory reports, therefore the recommendations will not be made public until the Secretary of State lays the report in Parliament – i.e. some time after 5 September. Once the recommendations have been published, further information will be circulated to Councillors about the impact on constituencies that fall within the District.

4.4 Joint Member Briefings

Due to recent low attendance at the joint member briefings, a survey is being prepared to gain Councillors' views on how these events should run in the future. The survey will seek views on preferred scheduling, locations and agenda items.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Derek Davis – Cabinet Member for Organisational Delivery	Report Number: CMU17
To: Council	Date of meeting: 24 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ORGANISATIONAL DELIVERY

1. Overview of Portfolio

The Organisational Delivery Portfolio encompasses Customer Services, Business Improvement and Information and Communication Technology (ICT). Over the past 3 months, we have focused on improving core performance, and making incremental progress on our day to day activities and projects. We have also worked hard to lay the foundations for future improvements, for example, by developing our team service plans and ensuring we have set objectives for the team and individuals. A summary of activity that has taken place across the three themes over the last few months follows.

2. Recommendation

2.1 That Council notes the report.

3. Key activities/issues over the past 3 months

Customer Services

Performance in quarter 1 remains good with customers waiting on average 1 minute 42 seconds for their call to be answered compared to an average 3 minutes for the same period last year. We have also increased the number of calls we answer and reduced the number of phone calls abandoned by customers; in April we answered on average 83% of calls, increasing to 86% in May and June.

- 3.1 We are continuing with our programme of staff development; building skills across our team so they can deal with different types of enquiries. This improves our resilience at busy times and gives our staff a greater variety of work. We now also have trained First Aiders, Fire Wardens and a Health and Safety representative in the Customer Services team.
- 3.2 Measuring our performance and gaining greater insight into why and how customers contact us is crucial to improving our services. We are currently piloting a customer satisfaction survey for our customers who call in person. Initial results are promising with (of those completing the survey), 94% of customers seen within 5 minutes or less, and 100% of customers rating us either good, very good or excellent in respect of the helpfulness of our staff, the information and advice provided and time taken to listen and to understand their query. We will learn from the pilot to help us develop a similar satisfaction survey for customers contacting us by telephone and through the website.

3.3 We are also developing a suite of customer standards which will set some minimum corporate expectations for how we will deal with customer enquiries. The first step has been to confirm that, in general (excepting specific requests e.g. Freedom of Information requests) customer enquiries are acknowledged within 24 hours of being received and that a substantive response should be provided to all enquiries within 5 working days of receipt (unless, where necessary, agreed differently with the customer).

4. ***Business Improvement including Policy & Performance, Data Analysis and Programme Management***

The Councils achieved silver awards from the Improvement and Efficiency Social Enterprise (iESE) in the categories of 'Best Efficiency' and 'Transformation Initiative' with a presentation attended by staff and Councillors on the 1st May at Endeavour House. We have submitted 2 entries to the Association for Public Service Excellence (APSE) and we will hear if we have been shortlisted by the 21st July.

4.1 During quarter 1 we have carried out independent investigations into 19 stage 2 complaints. In 4 cases the complaint was upheld and in a further 2 part upheld. In the same period last year we investigated 6 stage 2 complaints upholding 1 and partly upholding another. We have been considering revisions to our complaints policy to focus more on trying to resolve the issues raised by the customer at the first opportunity and where a formal complaint is made, the quality of the responses we provide at stage 1. The revised policy was presented to the Joint Overview and Scrutiny committee in May and will be considered by Cabinet in August. Councillors were also briefed in May on their role in dealing with housing complaints.

4.2 We have continued to provide insight and intelligence, to help inform a range of discussions, activities and projects. Examples have included: research to provide some key facts about the district; background information to accompany the 2017/18 Statement of Accounts; the collation of disability data to be used in discussion with the Government with regard to an 'Access for All' funding bid for Needham Market railway station; and an analysis of cheques processing, exploring options for reducing this method of payment.

4.3 The end of year outcome performance report was presented to Cabinet in June. Trend data was reported alongside highlights of key achievements, demonstrating that the Council is performing well overall. The performance framework continues to be developed and Cabinet members have been working with the Assistant Directors to refine the indicators and targets to reflect the priorities of the Council. The performance indicators for quarterly reporting to Cabinet have been agreed for 2018/19 and we are working to provide more context in the reports by using benchmarking data. The first of these revised reports will be presented to Cabinet in September.

4.4 Support has been provided to a range of organisational policy and strategies currently under development. A Policy Framework is currently being developed to ensure our strategies are aligned and fit with our strategic priorities.

4.5 The organisation has a wide range of projects and programmes particularly focused on the Council's priorities. Project support is provided to teams to develop project plans and monitor delivery against project milestones, as well as to compile funding bids and support task and finish groups. In this quarter examples include supporting a range of Public Realm projects, project management of the preparation of the 2017/18 statement of accounts resulting in publication one month earlier than previous years, and the facilitation of a 'natural work team' to develop the organisations values. In addition, we are providing the Senior Leadership team with a high level overview report to monitor progress on priority projects and work is underway to enhance our project management processes and governance.

5. **ICT**

We have introduced a Strategic and Operational ICT programme board with Suffolk County Council IT (SCC IT). This will ensure that we approve, monitor and develop our programme of ICT projects alongside Suffolk IT and can better manage the overall service our customers and staff receive. Our staff survey highlighted that we needed to improve communication about IT, as a first step, we are piloting a regular IT newsletter. This newsletter will summarise actions and progress reports from the new Programme boards, provide useful IT hints and tips, and give a round-up of what's new across the organisation in terms of IT.

5.1 We have set up a project group to understand why users are having differing ICT experiences when working from home and consider ways to improve this. The project group consists of officers from across our Councils as well as from Suffolk County Council IT. Most staff and Councillors are able to work freely from home. However we are experiencing some issues with older legacy applications, and we are working with SCC IT to either upgrade these as soon as possible or find suitable alternative workarounds.

5.2 The performance of the SCC IT support desk has been improving throughout the quarter. During April, SCC IT took on average 2 minutes 55 seconds to answer IT related support calls, but this reduced to 2 minutes 38 seconds in May, and to 1 minute 42 seconds in June. In total (all SCC IT customers) the IT support desk answered over 8455 calls during the quarter. 735 incidents (issues/problems) and 712 additional service requests were raised from Babergh and Mid Suffolk Councils during this period. A total of 28 Babergh Councillors raised 56 incidents and service requests, nearly half of which concerned the upgrading of laptops.

5.3 Our current performance for Land Charge search times is 10 days. We are continuing to enhance and load more accurate data into our planning system so that we can search our records electronically and draw information out of the system more efficiently. Our current focus is enforcement cases past and present, digitising the information and automating as much as possible.

5.4 We are working on a number of updates and upgrades to current core IT systems. This includes an upgrade to the Environmental Health system, which in the long term will enable us to roll out a mobile tablet solution, and a trial of software in the Development Management planning team which will provide an effective traffic light system to help manage workload more efficiently. Finally, we are upgrading the Uniform planning software, to ensure it works more efficiently with our telephony system.

5.5 The new General Data Protection Regulations (GDPR) came into force on the 25 May 2018. We have delivered an intensive training programme to staff and Councillors, as well as updating all relevant web pages with our privacy notices. We are currently reviewing our contracts to ensure that where we are working with external suppliers to ensure we have robust processes in place to ensure the right levels of data protection are in place.

6. ***Conclusion***

We continue to make progress and improve performance across all of our teams. Over the next few months we will focus on developing the actions and communication plans to implement our Customer Strategy. We will also identify improvements to be made in response to the Staff Survey and develop both corporate and directorate level action plans to deliver these.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Nick Ridley Cabinet Member for Planning	Report Number: CMU18
To: Council	Date of meeting: 24 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR PLANNING

1. Overview of Portfolio

1.1 The role includes the following responsibilities:

Ensure the Council carries out its statutory duties as the local Planning Authority;
Ensure Development Management makes good quality and timely decisions; and
Ensure that the Council has up-to-date Planning policies that have a positive impact without unduly restricting development.

1.2 These collectively deliver the following outcomes:

Protect and enhance the Council's built and natural environment;
Understand what housing and employment sites are needed;
Unlock the barriers to sustainable growth;
Help create and maintain sustainable communities;
Agree where growth goes; and
Liaise with neighbouring authorities to fulfil the Council's Duty to Cooperate.

2. Recommendation

2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

- 3.1 Performance on planning applications (as judged by MHCLG statistics) is good, with Babergh delivering 80% of applications classed as 'majors' on time in the three months since the beginning of April 2018. On 'non-majors' Babergh is at 83%. Both of these statistics are broadly similar with performance in the last Cabinet Member report. Work is in progress to develop and customise "Enterprise" application workload management software to operational needs. It is intended that this will enable officers to track and prioritise their workload with greater efficiency once tested and rolled out to the team. The intention is that this will be introduced in the autumn.
- 3.2 The Annual Monitoring Report has now been published. It identifies a 6.7 year housing land supply against the Core Strategy requirement.
- 3.3 Staff recruitment and retention has been a challenge and has been flagged as a significant risk on the corporate risk register. An action plan has been created to address the issue which includes looking at apprenticeships, refining the career progression scheme and looking at smarter use of consultants. It also includes looking at pay and to that end a Market Factor Supplement has been introduced, which aims to bring remuneration in line with other nearby Local Authorities.

- 3.4 Neighbourhood Plans continue to be of interest, with fifteen communities actively working towards developing their plans. Aldham and Assington have both recently designated their plan areas.
- 3.5 The Community Infrastructure Levy (CIL) Expenditure Framework was approved by Councillors in April. The first round of bids has been received and officers are currently screening those applications. Further Member briefings are anticipated later in July.
- 3.6 The Suffolk Design project continues to progress. Hemmingway Design, Design South East and Hudson Architects won the tender to deliver the work. The launch event was held at the University of Suffolk on 9th July. There are two elements to the initiative. These are to adopt an updated Suffolk Design Guide as supplementary planning guidance and to develop further the design skills of planning teams and communities working towards Neighbourhood Plans. Further workshops and seminars will be held throughout the remainder of the year.
- 3.7 The next stage of the Joint Local Plan remains an important piece of work. Member briefings were delivered throughout March and April to develop the next draft of the Local Plan with further public consultation expected in the Autumn of 2018.
- 3.8 The Local Development Scheme, which sets out the timetable for the Joint Local Plan, is also being presented at this Cabinet meeting. The revisions to the National Planning Policy Framework (NPPF), which are due to be published at the end of July, have complicated matters but officers are confident that they will be able to meet the revised timeline as long as the actual published version is not too dissimilar from draft documents.

4. Future Key Activities

- 4.1 Continuing work on the Joint Local Plan is a significant priority and the teams are working diligently to meet the emerging requirements of the revised NPPF. A key element of this includes working with neighbouring authorities on Statements of Common Ground as the Plan progresses. In particular, we need to work with those authorities in the Ipswich Housing Market Area (Ipswich Borough, Suffolk Coastal, Babergh and Mid Suffolk) in addressing strategic cross-boundary matters and will continue to progress matters through the Ipswich Strategic Planning Board (formerly known as the Ipswich Policy Area Board).
- 4.2 Continuing to provide support to communities experiencing development pressures and to Neighbourhood Planning groups remains a priority. It is likely that several groups will be moving towards their pre-submission consultation soon and it is important that the Council provides appropriate support to them. Recruitment to a dedicated role to support this process has been successful and Officers continue to provide support both through officer time and some dedicated consultancy support.
- 4.3 Refinement of the Councils' CIL Expenditure Framework will be important once the Council has been through the first bidding round.

4.4 There have been a range of challenges relating to workforce capacity as mentioned above. There has been some success and several new starters have been welcomed into the team. A further round of recruitment will commence imminently as there still remains vacancies in both the Development Management Team and the Planning Policy Team.

5. Conclusion

5.1 The service is currently dealing with high demand on a day-to-day basis as well as several significant projects. It is vitally important to maintain momentum and engagement on the Joint Local Plan. Refining the Councils' approach and governance around CIL Expenditure is also a high priority. At the same time, it is important that we retain focus on decisions made on individual planning applications and continue to improve the efficiency and quality of our decision-making processes.

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Agenda Item 9

BABERGH DISTRICT COUNCIL

OVERVIEW & SCRUTINY REPORT

JULY 24TH, 2018

Previously quarterly, this report will be given monthly in line with Mid Suffolk. The Annual Report presented in May's Annual Council could not include the Joint Meeting on the 21st. That meeting is included now.

The Committee examined proposed updates to the Joint Compliments, Comments & Complaints Policy. It was proposed in the paper that Stage 2 complaints would require additional information to proceed. The committee had reservations on this, split almost evenly, and after discussion and a Chairman's Casting Vote we resolved that the revised policy be recommended to Cabinet subject to consideration of those concerns. We also recommended that Portfolio holders receive reports on any emerging negative trends.

Examining figures for the Capital Costs for the Hadleigh & Needham Market Headquarters it emerged that the historic figures on which the Council decision to leave was based were unchanged. The committee felt that all that could now be achieved was to learn any lessons from the moves and to ensure that the predicted savings were monitored. The Information Bulletin was noted.

The newly appointed Babergh Overview & Scrutiny Committee met on the 18th June with a short half an hour pre-meeting to prepare our passage through the Agenda. Both chairs have agreed that this is a productive approach designed to focus and speed the meeting itself.

In Information Bulletins we considered a report on Staff Turnover & Welfare. There was concern about a rise in the stress and anxiety figures. These were not solely due to the move to Endeavour House however, but part of a three-year trend and in line with national and sector trends. The Assistant Director (Corporate Resources) and the Chief Executive were able to provide clarification on questions. The committee felt that a further Information Bulletin with a breakdown of stress related absences should be brought back to us in 6 months.

We noted a satisfactory reduction in Off Payroll Costs and asked that any future increases be monitored for possible future attention.

The Voids in Council Properties were showing significant improvement. This had been an important effort under the previous Chairman, who undertook a considerable amount of work. The committee felt that rather than a monthly update on Void times, we could now review quarterly.

A review of the first year of Babergh Mid Suffolk Building Services was the main item. It was clearly shown in the report that the original business plan had been overly optimistic and ambitious. The revised plan presented was realistic and achievable. Members had considerable concerns about day to day operational issues and introduction of technology.

We resolved that the Service should continue to be monitored, with any identified issues to be referred back to Scrutiny. A further review should be presented to the Committee in 6 months.

We received an Interim Update for the BDC Tourism Strategy, with particular reference to the Lavenham Tourist Information Centre. This was a matter of some concern to many across the Council. Given the nature of ongoing negotiations we were not able to act to produce recommendations. We were however able to encourage the sharing of some useful background information apart from that provided in the Visitor Economy Workshop. We also took written

submissions from concerned parties. In this instance, Scrutiny was operating to provide an opportunity for information sharing, discussion and transparency in the process. The update was duly noted.

The Joint Committee also met in an additional meeting at Ipswich Town Players Lounge on the 28th June to consider a single item on the Councils Joint Investment Vehicle CIFCO. All levels of the structure were represented and extensively questioned on the business plan, performance and potential risks. The committees focussed very strongly on the General Lines of Reporting and Risk Management. Market conditions were addressed as well as alternative areas for investment. The additional information for Performance and Risk management and reporting reassured the committee that CIFCO could achieve its targets. These comments are being reported on today.

Fuller details are available within the Babergh & Joint Scrutiny Committee Minutes and Confidential Minutes, although those for the 18th June are yet to be confirmed.

Future reports will hopefully be much shorter.

Alastair McCraw

Chairman, Overview & Scrutiny Committee.

Babergh District Council

Agenda Item 10

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

TO: Babergh Council Mid Suffolk Council	REPORT NUMBER: BC/18/14
FROM: Cabinet Member for Planning	DATE OF MEETINGS: BDC 24 July 2018 MSDC 26 July 2018
OFFICER: Robert Hobbs, Corporate Manager – Strategic Planning	KEY DECISION REF NO. CNL11

LOCAL DEVELOPMENT SCHEME UPDATE

1. PURPOSE OF REPORT

- 1.1 The Councils are legally required to prepare and maintain a local development scheme (LDS), which is the local planning authority's work programme for the preparation of development plan documents.
- 1.2 A review of the LDS is proposed to revise the 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 within the Joint Local Plan, and to broadly align the timetable with local plan preparation in neighbouring local authorities in the Ipswich Housing Market Area.
- 1.3 This review extends the Joint Local Plan timetable from submission of the draft plan in the summer of 2018 to the proposal being submission of the draft plan in the spring of 2019. The Councils undertook public consultation on a Regulation 18 Issues and Options document between 21st August and 10th November 2017. A series of Member workshops took place between March and May to discuss strategic policy matters. The strategic planning team are now drafting the next version of the plan.

2. OPTIONS CONSIDERED

- 2.1 Option 1 is to not revise the LDS. However, the timetable for the Joint Local Plan within this document is out-of-date and does not reflect the current proposal to undertake an additional stage of public consultation as outlined in paragraph 1.2 of this report.
- 2.2 Option 2 is to agree the revised timetable for the preparation of the Joint Local Plan and to bring the revised LDS into effect by 31st July 2018.

3.	RECOMMENDATION
3.1	Council is asked to agree the revised timetable for the preparation of the Joint Local Plan and to bring the revised Local Development Scheme into effect by 31 st July 2018.
REASON FOR DECISION	
To bring the timetable for the preparation of the Joint Local Plan up-to-date and agree with the proposed stages contained within it. The Local Development Scheme will be referred to at the Examination in Public stage.	

4. KEY INFORMATION

- 4.1 The existing LDS published in March 2017 identifies a timetable for the preparation of the Joint Local Plan that is now out-of-date. Furthermore, it does not contain an additional stage in the plan-making process that is beneficial to enable the Councils to engage effectively with interested parties, to ensure compliance with revisions to national planning policy made through a revised National Planning Policy Framework (NPPF) and be in broad alignment with local plan preparation in neighbouring local authorities in the Ipswich Housing Market Area.
- 4.2 It is proposed that a new LDS is published in July 2018 that details a new timetable that the Councils can work to as they progress to a submission draft of the Joint Local Plan in March 2019. This involves the publication of a further Regulation 18 draft Joint Local Plan in the autumn of 2018 for public consultation, which contains detailed policies and site allocations supported by detailed evidence, particularly in respect of infrastructure delivery. The benefit of a Regulation 18 public consultation is it allows the Councils to be able to respond to and make any amendments to the Joint Local Plan necessary following the consultation before any Examination in Public.
- 4.3 The Regulation 19 draft submission version is proposed to be published in March 2019 at which point it will be material and have greater weight in the determination of planning applications. A technical public consultation on the appropriateness of the plan, referred to as ‘soundness’, and its legal compliance is then undertaken where representations are invited. Representations are then submitted with the Joint Local Plan to the Government for an Examination in Public.
- 4.4 The benefits of a revised LDS are a more up-to-date timetable that enables stakeholders to have a clear position on the Joint Local Plan preparation and those benefits outlined in paragraph 4.1. Broad alignment with the neighbouring local authorities in the Ipswich Housing Market Area is important in preparing the Statement of Common Ground, which is likely to be required by the Government following revisions to the NPPF.
- 4.5 As a result of effective public consultation between August and November 2017 on the emerging Joint Local Plan, the Councils received almost 14,000 comments from 1,370 respondents, which has prolonged the timetable.

4.6 The proposed revisions to the LDS enable the Councils to have undertaken effective engagement in respect of the preferred policies and the choice of sites to be allocated within the Joint Local Plan, to respond to national legislative and policy changes particularly the housing requirement, and to respond to any further comments made at the next stage of public consultation.

5. LINKS TO JOINT STRATEGIC PLAN

5.1 The LDS is consistent with the Councils' priority areas of 'Economy and Environment' and 'Housing' as the Joint Local Plan will help to deliver the strategic outcomes of 'Housing delivery – More of the right type of homes, of the right tenure in the right place' and 'Business growth and increased productivity – Encourage development of employment sites and other business growth, of the right type, in the right place and encourage investment in skills and innovation in order to increase productivity', through its policies and site allocations.

6. FINANCIAL IMPLICATIONS

Revenue/Capital/ Expenditure/Income Item	Total	2017/18	2018/19	2019/20
BDC – Local Plan preparation: Professional and Consultancy Fees		£96,284	£111,873	£50,840
MSDC – Local Plan preparation: Professional and Consultancy Fees		£107,329	£96,627	£62,130
Net Effect		£203,613	£208,500	£112,970

6.1 The costs of the Joint Local Plan preparation are met through the financial planning process. The revisions to the LDS introduce a further round of public consultation. However as noted in section 4, this would enable the Councils to engage effectively with interested parties, to ensure compliance with revisions to national planning policy made through a revised NPPF and be in broad alignment with local plan preparation in neighbouring local authorities in the Ipswich Housing Market Area. This would also have the potential to reduce costs at an examination in public, for example the length of the examination.

6.2 The Joint Local Plan budget also includes provision for the appointment of consultants to undertake the detailed evidence work required to support the preparation of the Plan through to Examination, which is detailed above. The 2017/18 figures include an underspend carried forward from 2016/17, which was £45,448 for Babergh and £45,195 for Mid Suffolk. The 2018/19 figures include an underspend carried forward from 2017/18, which was £61,033 for Babergh and £34,497 for Mid Suffolk. The 2019/20 figures are the current base budget, which is to be reviewed alongside anticipated Examination costs in 2019/20.

7. LEGAL IMPLICATIONS

7.1 The LDS must be revised at such times as the local planning authority thinks appropriate or at the direction of the Secretary of State. To bring the LDS into effect, the local planning authority must resolve that the scheme is to have effect and in the resolution specify the date from which the scheme is to have effect.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 1b 'If we do not have a sufficient, appropriate supply of land available in the right locations, then we may be unable to meet housing needs in the district'. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>Detail of evidence required to inform the preparation of a sound Local Plan to Examination as a result of changes to national policy and legislation.</p> <p>If additional detailed infrastructure and viability evidence work is not undertaken in accordance with emerging national planning policy, there is a risk that this work needs to be undertaken during the Examination or that the Joint Local Plan is found unsound.</p>	2 – Unlikely	3 – Bad	<p>Members to agree to the publication of a revised LDS (July 2018) with a timetable that allows for more detailed infrastructure and viability assessments to be undertaken to inform proposed site allocations. Ensure close working with infrastructure providers to obtain the detailed information required. Briefs prepared for the appointment of consultants to undertake evidence base assessments.</p>
<p>If the Councils do not undertake a second Regulation 18 consultation then there is a risk that an Examination of the document may find some elements of the plan have not been developed enough between Regulation 18 and Regulation 19, and the Councils will not be able to fully respond to changes to national planning policy or responses to further consultation.</p>	2 – Unlikely	3 – Bad	<p>Members to agree the publication of a revised LDS (July 2018) with a timetable that includes an additional stage of plan preparation and public consultation.</p>

If the LDS is not updated it will be out-of-date and the Councils would not be in accordance with it at examination.	2 – Unlikely	2 – Noticeable (should the Joint Local Plan not be prepared in accordance with the LDS).	Members to agree to the publication of a revised LDS (July 2018).
The expected level of engagement of stakeholders in the plan preparation prior to publication of consultation drafts extends the time taken to produce the Joint Local Plan.	3 – Probable	3 – Bad	Programme of engagement agreed with stakeholders and its effect on the Joint Local Plan timetable explained. Project management tools to keep timetable on track.
Service delivery affected by reduced level of staff.	3 – Probable	3 – Bad	Recruitment currently being undertaken for multiple roles. Prioritisation of the Joint Local Plan over other workloads.

9. CONSULTATIONS

- 9.1 There are no statutory requirements for public consultation as part of the preparation of an LDS.

10. EQUALITY ANALYSIS

- 10.1 Equality Impact Assessment (EIA) not required. This will be undertaken for the Joint Local Plan.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 The Joint Local Plan will be accompanied by a Strategic Environmental Assessment incorporating a Sustainability Appraisal document.

12. APPENDICES

Title	Location
(a) Proposed Babergh and Mid Suffolk Joint Local Development Scheme (July 2018)	Attached
(b) Babergh and Mid Suffolk Joint Local Development Scheme (March 2017)	http://www.babergh.gov.uk/assets/Strategic-Planning/BMSDC-LDS2017.pdf http://www.midsuffolk.gov.uk/assets/Strategic-Planning/BMSDC-LDS2017.pdf
(c) Babergh and Mid Suffolk Joint Local Plan: Consultation Document (August 2017),	http://www.babergh.gov.uk/assets/Strategic-Planning/JLP-Reg-18-Docs/BMSDC-Joint-Local-Plan-Consultation-Document-August-2017.pdf http://www.midsuffolk.gov.uk/assets/Strategic-Planning/JLP-Reg-18-Docs/BMSDC-Joint-Local-Plan-Consultation-Document-August-2017.pdf

13. BACKGROUND DOCUMENTS

13.1 As appended.

**Babergh District Council and
Mid Suffolk District Council**

Joint Local Development Scheme

July 2018

Babergh and Mid Suffolk Local Development Scheme

July 2018

Introduction

The Local Development Scheme (LDS) sets out the Council's timetable for adopting new planning documents which will help guide development in the Districts of Babergh District Council and Mid Suffolk District Council (BMSDC).

Since 2011 the production of an LDS has been guided by the requirements of s.111 of the Localism Act 2011 which amended s. 15 of the Planning and Compulsory Purchase Act 2004 and is further supported by the Town and Country Planning (Local Planning) (England) Regulations 2012.

The LDS:

- Provides a brief description of all the Local Plan documents and Neighbourhood Plans to be prepared and the content and geographical area to which they relate.
- Explains how the different documents relate to each other and especially how they relate to the adopted and forthcoming Local Plan.
- Set outs the timetable for producing Local Plan Documents, giving the timings for the achievement of the following milestones:
 - publication of the document
 - submission of the document
 - adoption of the document
- Provide information on related planning documents outside the formal Local Plan, including the Statement of Community Involvement, Annual Monitoring Report and other strategies.

This LDS will update the Joint LDS adopted in March 2017.

Progress of the LDS is reviewed at least annually as part of the Annual Authority Monitoring Process.

The Local Plan –

The following table provides a brief description of the Local plan documents and the main milestones as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 for the production of each of the documents we intend to prepare over the next two years.

It is important that the Local Plan is kept up to date so that change is managed strategically and at the local level.

- **The Joint Local Plan (Table 1)**

The Joint Local Plan – description	Regulatory Stages						
	Evidence gathering and pre-preparation stage	Reg 18: Preparation of draft Local Plan Issues and Options and Consultation	Reg 18: Preparation of draft Local Plan Preferred Options and Consultation	Reg 19: Publication of draft Local Plan and Consultation	Reg 22: Submission	Reg 24: Examination in Public	Reg 26: Adoption
<p>The Council is undertaking a thorough review of its adopted policies and allocations which will result in a new joint Local Plan to guide development until 2036 and beyond across in Babergh and Mid Suffolk.</p> <p>The current development plan for BDC consists of the saved policies of the Local Plan (2006) and the Babergh Core Strategy 2011-2031 (2014). The current development plan for MSDC comprises the saved policies of the 1998 Local Plan, the Core</p>	(Including consulting on sustainability reports where applicable)	Opportunity for interested parties and statutory consultees to be involved at an early stage.	<u>Plan is developed further with accompanying evidence base including preparation of an Infrastructure Delivery Plan and viability evidence.</u>	The Council publishes the draft plan and supporting evidence base. There follows a period of at least six weeks consultation.	The Council submits the Local Plan to the Secretary of State along with the public representations received.	Conducted by independent Planning Inspector who will consider representations made at Reg 22 stage.	Subject to outcome of examination, the Council formally adopt the plan.

The Joint Local Plan – description	Regulatory Stages						
	Evidence gathering and pre-preparation stage	Reg 18: Preparation of draft Local Plan Issues and Options and Consultation	Reg 18: Preparation of draft Local Plan Preferred Options and Consultation	Reg 19: Publication of draft Local Plan and Consultation	Reg 22: Submission	Reg 24: Examination in Public	Reg 26: Adoption
<p>Strategy (2008), and the Core Strategy Focused Review (CSFR) (2012). The new Joint Local Plan will replace the Local Plans (saved policies) and the Core Strategies.</p> <p>The Plan will identify the amount and locations for accommodating growth in terms of new homes, jobs, community facilities and other supporting infrastructure.</p> <p>The Plan takes account of strategic county issues which require collaborative and, where appropriate, will be prepared through coordinated working with partners to inform and enable delivery.</p>							

The Joint Local Plan – description	Regulatory Stages						
	Evidence gathering and pre-preparation stage	Reg 18: Preparation of draft Local Plan Issues and Options and Consultation	Reg 18: Preparation of draft Local Plan Preferred Options and Consultation	Reg 19: Publication of draft Local Plan and Consultation	Reg 22: Submission	Reg 24: Examination in Public	Reg 26: Adoption
<p>The Joint Local Plan (Babergh and Mid Suffolk)</p> <p>The new Joint Local Plan for BMSDC will cover a 20-year period up to 2036 (aligned with the timescale for the Suffolk Coastal and Ipswich Local Plans). The new Plan will have regard to the Plans of the neighbouring authorities.</p> <p>The new Joint Local Plan will comprise a suite of BMSDC's strategic and development management policies together with site proposals. This will be illustrated by a Local Plan Policies Map.</p>	2016 - Spring 2017	Summer 2017	Autumn 2018	Spring 2019	Spring 2019 / <u>Summer 2019</u>	Summer 2019	Winter 2019 / 2020
		<u>Consultation August to November 2017</u>	<u>Consultation December 2018 to January 2019</u>	<u>Technical consultation April 2019 to May 2019</u>	<u>Documents sent to Government for Examination May / June 2019</u>	<u>June 2019</u>	<u>February 2020</u>

Neighbourhood Planning

The Localism Act 2011 and the publication of the National Planning Policy Framework (NPPF) in March 2012 placed greater emphasis on developing plans at the community level through a concept of neighbourhood planning. The Housing White Paper (2017) and the Neighbourhood Planning Act 2017 provides ongoing support.

Neighbourhood plans are produced by local communities and once completed (subject to examination and local referendum) they become part of the local authorities' development plan and have a significant influence on the future growth and development of the respective area.

The first stage of developing a neighbourhood plan is to designate a neighbourhood area. A number of parishes in BMSDC have now achieved this stage, as shown below. Once a neighbourhood area has been agreed, preparation of a neighbourhood plan can be carried out by a parish or town council, or in the case of unparished areas, a neighbourhood forum.

Details on the current status of Neighbourhood Plans is available on the Councils' website neighbourhood planning pages at:

<https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/> and

<https://www.midsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-mid-suffolk/>.

Phasing of work for other Local Development Documents

- **Statement of Community Involvement (SCI)**

The Statement of Community Involvement provides a first step in plan making as it outlines the processes for consultation and engagement during the production of future documents of all types.

The latest Joint Babergh and Mid Suffolk SCI was adopted in March 2014 and is currently under review (June 2018).

The Councils joint SCI (March 2014) sets out the framework for consultation and engagement with the community in making planning decisions.

The joint SCI responds to legislative changes including the Localism Act 2011, together with the resource constraints facing the public, private and voluntary sectors. The production of an SCI is in part governed and directed by guidance and requirements at the national level, with the Neighbourhood Planning Act 2017 introducing the requirement for SCIs to 'set out the local authority's policies for giving advice or assistance' in the preparation neighbourhood development plans and neighbourhood development orders.

- **Annual Authority Monitoring Report (AMR)**

The Joint BMSDC Annual Authority Monitoring Report, is published each year between May and July to demonstrate the progress of the objectives of the adopted Joint Local Plan(s).

- **Evidence Base**

The evidence base is a key feature of the Joint Local Plan and associated planning documents.

Evidence informs and ensures the development plan's proposals and policies are soundly based. To ensure this a number of specialist studies and other research projects are, or will be undertaken. These will also be important in monitoring and review, as required by the AMR.

Some documents will also be published that are not specifically for planning purposes but are important in informing the process (e.g. the Council's Joint Strategic Plan and other service strategies).

Each document will be made publicly available at the appropriate time in the process, on the Councils' website (<https://www.babergh.gov.uk/> and <https://www.midsuffolk.gov.uk/>).

All documents will be made available at the relevant examination. These documents will be reviewed in the AMR to see if they need to be reviewed or withdrawn. Other documents may also be produced as needed during the process.

- **Integration with other Strategies**

The Local Plan has a key role in providing a spatial dimension for many other strategies and helping their co-ordination and delivery. The Council works closely with other public bodies and stakeholders to satisfy the duty to co-operate on strategic matters and the evidence base reflects collaborative working at the Suffolk level, with other authorities and stakeholders.

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Agenda Item 12

BABERGH DISTRICT COUNCIL

TO: BDC Council	REPORT NUMBER: BC/18/15
FROM: Cllr Nick Ridley – Chair of BDC (Suffolk Holdings) Ltd	DATE OF MEETING: 24 July 2018
OFFICER: Julia Barker - Business Support Manager	KEY DECISION REF NO. CNL03

CAPITAL INVESTMENT FUND COMPANY ('CIFCO CAPITAL LTD') BUSINESS TRADING AND PERFORMANCE REPORT 2017/2018

1. PURPOSE OF REPORT

- 1.1 This report presents the trading activity for CIFCO Capital Ltd following its first full year since the venture was approved. Appended to the report (Confidential Appendix A) is a revision to the business plan which will be presented to each Council for approval in July and will form the basis of trading in year 2.

2. OPTIONS CONSIDERED

- 2.1 Not applicable

3. RECOMMENDATION

- 3.1 That Babergh District Council note CIFCO Capital Ltd trading activity and performance for the year to end April 2018 and approve CIFCO's 2018/19 business plan.

REASON FOR DECISION

To provide Babergh District Council with oversight of CIFCO Capital Ltd performance and activity in its first year of trading.

4. KEY INFORMATION

- 4.1 The investment strategy for 2018/19 commissioned by the Board and developed by the Boards Fund Manager JLL is designed not only to give strong short-term results but medium and long-term income resilience. CIFCO does not target Capital growth and its projections are not based upon such growth.

- 4.2 This medium to long term resilience is based upon:

- A current average WAULT to expiry of over 10 Years
- A strategy that balances the portfolio so that a significant number of the assets are 'Core' and liquid
- A strategy that balances other attributes such as geography, asset class and sector so that resistance to medium and longer-term market stresses in any individual attribute can be mitigated

- A company structure that allows exit from the market by disposal through share transfer rather than individual asset sale *in extremis*

4.3 The 2018/19 Business Plan contains all the elements of the 2017/18 Business Plan approved by both Councils last year. The Plan includes;

- A summary of the full market conditions assessment and revised investment strategy commissioned by the Company's Fund Manager, JLL
- This assessment of the market does not include a specific category for Local Authority investment since in the latest figures (2016) transactions amounted to £2.31 Billion (source: House of Commons Library Briefing Paper No. 08142 February 2018) 0.26% of total UK commercial property valued at £883 Billion. (Source: IPF report 'The Size and Structure of the UK Property Market End 2016 update). Although of passing interest the impact of this small level of activity is unlikely therefore to affect pricing in isolation.
- The JLL market assessment upon which the Plan is based looks at the individual attributes of each asset class targeted by CIFCO including strengths and weaknesses.
- The risks of investment in individual asset classes such as high street retail and the effects of 'clicks not bricks' are implicit in the strategy and the limits imposed on exposure across the fully invested portfolio
- The business plan is not the document to analyse the strengths and weaknesses of individual brand covenant. This is a matter for the Board in its due diligence as those assets arise in the marketplace and for the quarterly portfolio covenant review by Board undertaken independently by fund manager JLL
- The Business Plan incorporates high level financial cash flow back to the Council through loans. CIFCO borrows on a fixed rate so interest rate fluctuations are mitigated. Cashflow and operational finance is dealt with quarterly by the Board alongside quarterly risk analysis
- In addition, the Board's future revisions to its investment strategy are influenced by quarterly portfolio analysis report from JLL. These cover;
 - Investment Guidelines
 - JLL IPD (a UK benchmarking index) Forecasts
 - Tenant Covenant Log
 - Critical Dates Schedule
 - Individual Property Business Plans
 - Tenancy Schedule
 - Arrears
 - EPC Schedule

4.4 Often quoted in the media as an authority on the Council investment sector is Lord Oakeshott. CIFCO Capital Ltd is a private commercial investment company which has a coherent and bespoke investment strategy, revised annually in consultation with its Fund Manager JLL. Lord Oakeshott is the Chairman of Olim Properties, a company that invests in commercial property throughout the UK and as such is a direct competitor of CIFCO Capital Ltd when purchasing assets. Any quotations from him or views that he has expressed might therefore be seen in that context.

5. COMPANY STRUCTURE AND IN-YEAR REPORTING

- 5.1 The Board of CIFCO Capital Ltd ('CIFCO') is responsible to its shareholders MSDC (Suffolk Holdings) Ltd and BDC (Suffolk Holdings) Ltd for the proper performance of the company against the business plan approved by the two parent Councils in April 2017.
- 5.2 Since its first meeting 12 June 2017, the Board meets monthly and has held 10 Meetings to date (between June 2017 and April 2018) to review performance, make new acquisition decisions, appoint corporate advisers and put in place strategies and policies for company governance. A wide range of approvals have taken place covering risk, performance management, governance, acquisitions, delegations and procurement.
- 5.3 Each acquisition is approved in the first instance by the CIFCO Board and reported to each Holding Company Board for further consideration and approval before funds are released. No acquisition can be made without the approval of both Holding Company Boards.
- 5.4 Each quarter the Chairman of CIFCO reports progress at a simultaneous Holding Company Boards meeting. He presents his assessment of company activity during the last quarter and performance data relating to that activity.
- 5.5 Each year, the CIFCO Board revises its annual business plan to ensure that it remains consistent with the market place and emerging risks and opportunities. A revision to its investment strategy is incorporated within the revision and developed with advice from Jones Lang LaSalle Ltd (JLL). The Chairman reports this revision again at a simultaneous meeting of both Holding Companies for consideration and approval before it progresses to both full Councils for final consideration.

6. BOARD DIRECTOR PROFILES

- 6.1 In 2017 the Holding Companies appointed Directors to the Board of CIFCO that offered the Board a Council shareholder perspective (through the appointment of two elected member Directors) but balanced this with a strong commercial property industry expertise (through the appointment of three industry expert Directors not linked to the Council). In combination, the aim was to ensure that business plan targets were understood and achieved. Both Council Directors underwent a mandatory and externally validated skills assessment before appointment. The following individuals have been appointed;



Chris Haworth (Chairman of the Board) - BSc. in Estate Management from Reading University, Fellow of the Royal Institution of Chartered Surveyors, and a member of the National Landlords Association. Partner of Carter Jonas for 12 years, until August 2012, and Head of the National Commercial Division for 8 years.

Henry Cooke - Investment banking professional with over 30 years' experience in roles across research, sales, trading, structuring, origination, syndication and asset management of US, UK, Australian and European mortgage backed, asset backed, whole-business and real estate financing.



Mark Sargeantson - Fellow of the Royal Institution of Chartered Surveyors, Partner of Cluttons, until early 1991. Acted for a wide range of property owners and investors mostly in portfolio and asset management in London and across UK. Joined Fenn Wright, Ipswich in April 1991 and was a partner until 2008 and a consultant to the practice to the present day.

Nick Ridley OBE DL - Elected Member, Babergh District Council - Has been a Babergh Councillor since 2003, Chairman of the Strategy Committee (Leader), Chairman of the Council, Chairman of Planning. Before joining the Council was Chairman of several Statutory and Voluntary Organisations, has had long term experience in Property Development and Property Investment Companies



Derrick Haley - Elected Member, Mid Suffolk District Council - Has been a Mid Suffolk District Councillor since 2003. Held all the major council positions; Portfolio Holder for Finance for nine years, Deputy Leader six years and Leader for four years and Chairman of the Council. Has served as Chairman of various Voluntary Organisations including the CAB and U3A. Held senior positions in the metal industry.

7. CORPORATE GOVERNANCE

- 7.1 In its first year, the Board of CIFCO has adopted the UK Corporate Code of Governance, a strong risk management strategy and continues to scrutinise all its acquisition opportunities with the appointed legal and investment strategy advisers to ensure it meets the criteria required by its Council shareholders.
- 7.2 The Councils' future predicted income as originally envisaged is shown in Appendix 1 of the Business Plan. A loan repayment schedule has been produced by the two shareholding Councils and the income projections for the Councils based upon actual investment to date and predicted income from future investments is shown in Appendix 2 to the business plan once loan documentation is finalised.
- 7.3 The Board has continued existing property management arrangements on acquisition to maintain continuity and ensure a smooth transition of ownership. It is currently however procuring a property management partner for the whole portfolio and this is expected to be completed shortly. It has insured all assets thorough Zurich Municipal, based on the existing relationship with the Councils. The Board has however commissioned a review of insurance to ensure that its risks are fully covered and that it is achieving market value in premiums paid.

- 7.4 The Board aims to complete full investment 6 Months ahead of the original 18 Month target. This revised Business Plan for 2018/19 lays out how this will be achieved.
- 7.5 The Board's fund management adviser (JLL) provides quarterly advice on the economic outlook upon which the Board, in part, can base its investment decisions. In the most recent financial quarter JLL reported on the national outlook and on individual sector attributes. This outlook data has been used to inform the 2018 investment strategy and is outlined in the Business Plan.
- 7.6 The Board will be requesting from the Councils (via its holding company shareholders) a maximum 10% (£5m) contingency against the full investment previously approved to ensure that its makes its final acquisition in line with the business plan criteria.

8. FINANCIAL PERFORMANCE AND ACQUISITION PROGRESS

- 8.1 The Board has considered the merits of acquiring 46 assets, rejected 36 as unsuitable, submitted offers on ten and acquired six. The Board, with holding company approval, has invested in these six assets valued at £23,572,000. This accounts for almost half of the total funds allocated by shareholder Councils.



- 8.2 From these 6 properties, the company receives £1,410,466 in rental income per annum, which will rise to £1,462,448 by 2022 based on ERV assumptions and known reversions. Once fully invested, the complete portfolio can reasonably be expected to produce rental income of circa £2.8 million per annum based upon the performance of the portfolio to date and assuming the investment market remains broadly similar and full investment is reached.

- 8.3 A summary of the assets acquired and held by the company at end April 2018 are;

36-39 Long Causeway, Peterborough (Completed 18 December 2017)

The property presented a good opportunity to invest in a centrally located asset within the prime retail pitch in Peterborough. The units are well let to strong covenants and both units are let off rebased rents in line with the market, providing an opportunity for future rental growth as the retail market in Peterborough continues to strengthen. This property is let to Wagamama Ltd and Nero Holdings Ltd.

20-25 Kingsway, Norwich. (Completed 14 February 2018)



The property presented a good opportunity to invest in a fully let estate within an established industrial location in Norwich. The units are fully let to a variety of smaller local and regional traders, although risk is spread across 6 separate tenants. 2 have been in occupation since the 1980s.

43-45 High Street, Brentwood. (Completed 15 January 2018)

The property provides a well let, recently refurbished retail unit in an established prime retail location. The long unexpired term and fixed rental uplifts will generate an increasing annual income for the fund with minimal exposure to capital expenditure. Going forward the Brentwood location should also benefit from the soon to open Crossrail transport links. The property is fully let to Marks and Spencer PLC



Greyfriars Court, Milton Keynes. (Completed 31 January 2018)

The property is a well-located asset within an established dealership location. The showroom is let to a good covenant with the additional benefit of a guaranteed lease. The recent refurbishment provides income for an extended period with minimal need for capital expenditure. The building comprises the head office for the Marshall Motor Group Ltd.



2-4 Pasadena Trading Estate, Harlow. (Completed 14 February 2018)

The property is an industrial asset in a south-eastern location. The units are both let to local covenants, although market evidence demonstrates that the acquisition is underpinned by VP values, which are currently higher than the agreed investment value being paid. The strengthening industrial market and lack of competing stock provides a good basis for future rental growth.



Go Outdoors & Lewis's, Princes Gate Retail Park, Harlow. (Completed 23 March 2018)



The property is a retail warehouse within an established south-eastern location. The property provides a good income stream as well as presenting asset management opportunities. The strengthening local market provides a good basis for future rental growth. The property is fully let to 2 tenants, Go Outdoors Ltd and Lewis's Home Retail Ltd.

9. CORPORATE APPOINTMENTS

9.1 During its first year of trading, the Board appointed a range of corporate partners to support its investment activity;

- JLL – Fund Manager and Acquisitions Adviser
- Birketts LLP - Legal Adviser
- Zurich UK - Portfolio Insurer
- Lloyds Bank PLC – Corporate Banking
- Ensors – Accountancy and Financial Audit
- ARK Consultancy Ltd – Asset Acquisition and Co-ordination
- Council's Audit Services – Appointment currently being negotiated

10. RISK MANAGEMENT

10.1 The Board of CIFCO CAPITAL LTD actively manages risk and considers the fund risk register formally at the Board meetings each quarter. There is a comprehensive risk management strategy in place which requires the Managing Director to attend a group risk panel each quarter to report on risk to the Holding Company Chairs and shareholder senior risk officers.

10.2 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 4a – If the Capital Investment Fund (CIF) is not able to generate the investment returns forecast in its Business Plan; income projections for the Councils will not be met. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Financing and availability of funds that offer returns required.		Cost of borrowing with costs exceeds net return resulting in fund not contributing to the level expected.	Retaining of treasury advisors to fix best rates over investment period. Use of PWLB rather than commercial borrowing arrangements. Flexibility in structure to seek alternative sources of finance if required, Initial modelling of returns includes for fluctuations in cost of borrowing over time. Tax efficient structures being explored by Board including REIT structures

Reduction in opportunities, including through upturn and competition in market, resulting in full fund not being invested		Reduced income in early years.	Acquisition policy allows for regional acquisitions as a norm and national acquisitions in extremis. Current progress shows a pipeline of 47% invested within 6 months of trading commencing. Business plan for 2018 reflects latest realities of market place and adjusts sector and Core, Core Plus split. Fully invested yield still targeted at 6%
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11. REVISED BUSINESS PLAN CONSULTATIONS

11.1 The Board of Directors considered a revision to its business plan in consultation with its adviser JLL for 2018/19 and subsequently approved its revision on 19th April. The Chair subsequently presented the revised plan to both BDC and MSDC Holding Companies on 25th April where it was unanimously approved for presentation and consideration for approval by the two shareholding Councils. This will now take place at meetings in July.

12. EQUALITY ANALYSIS

12.1 An Equality Impact Assessment was originally completed in September 2016. The outcome of the assessment was that the strategy itself will not impact residents, staff or any specific protected characteristics. Funding for the programme is independent of existing revenue streams and therefore it will not impact the delivery of any existing front-line services.

13. ENVIRONMENTAL IMPLICATIONS

13.1 There are no known negative environmental impacts resulting from the proposals within the CIFCO CAPITAL LTD Business Plan 2018/19.

14. APPENDICES

Title	Location
(a) CIFCO CAPITAL LTD Business Plan 2018/19 (CONFIDENTIAL)	Attached

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

Minutes of the meeting of the **JOINT OVERVIEW AND SCRUTINY COMMITTEE** held in the PLAYERS SUITE - IPSWICH TOWN FOOTBALL CLUB on Thursday, 28 June 2018

PRESENT:

Councillors:	James Caston	Bryn Hurren
	Alastair McCraw	Lesley Mayes
	John Field	Adrian Osborne
	Lavinia Hadingham	Keith Welham
	John Hinton*	Kevin Welsby

*Denotes a substitute

In attendance:

Councillors	Gerard Brewster
	David Busby
	Derek Davis
	Nick Ridley

Also attending	Chris Haworth – Chair of the Board - CIFCO
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Officers	Chief Executive (AC)
	Strategic Director (JS)
	Development Consultant (IW)
	Corporate Manager – Law and Governance (JR)
	Business Support Manager (JB)
	Governance Support Officer (HH)

1 APOLOGIES AND SUBSTITUTES

Apologies were received from Councillors Sue Ayres, Simon Barrett, Elizabeth Gibson-Harries, Derek Osborne, Fenella Swan and Stephen Williams.

Councillor John Hinton was substituting for Councillor Simon Barrett.

2 DECLARATION OF INTERESTS

There were no declarations of interests.

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

None received.

4 JOS/18/1 CAPITAL INVESTMENT FUND COMPANY ('CIFCO CAPITAL LTD') BUSINESS TRADING AND PERFORMANCE REPORT 2017/18

- 4.1 Councillor Brewster, Chair of MSDC (Suffolk Holdings) Ltd. introduced the report and said that CIFCO had been trading for one year and that the Business Plan presented today had been approved by the Board of CIFCO. The Business Plan was to be presented to both Councils in July.
- 4.2 Ian Winslet, Development Consultant, informed Members that the reporting and risk structure had been presented to both Cabinets in October 2017. He referred to the tabled papers, which detailed 'The General Lines of Reporting' and 'BMS Invest – Performance and Risk Reporting Strategy'.
- 4.3 Each Council owned 100% shares in their Holding Companies, which each held 50% of the shareholding in CIFCO Capital Ltd (CIFCO). Each year both Councils approved the Business Plan and Investment Strategy for CIFCO.
- 4.4 In response to Members' questions, he said that CIFCO could not make any purchases without the approval of the Holding Companies and that the two Boards of the Holding Companies meet jointly every month.
- 4.5 A Quarterly Risk Panel was attended by the Chairs of the Holding Companies, the Development Consultant, the Managers of BMS Invest and the Corporate Manager – Internal Audit.
- 4.6 Mr Winslet detailed the reporting structure, which included two annual reports in September and December presented to the Boards of the Holding Companies. These reports were confirmed by the Cabinets and included auditing and risk analysis. An independent risk review was also conducted annually.
- 4.7 Members then asked questions in relation to Report JOS/18/1 and Councillor Caston enquired if there was sufficient funding for an independent risk review and who was involved in assessing the risk processes.
- 4.8 It was explained that risk review was an integral part of the organisational process. The Corporate Manager – Internal Audit also had his own team conducting risk assessments. The Board of Director for CIFCO included experts from the investment sector and Jones Lang LaSalle Ltd (JLL) had a clear idea of the risk in the sector.
- 4.9 Chris Haworth, the Chair of the Board of CIFCO, said he had 40 years of experience in the commercial market and was familiar with the reporting structure for CIFCO and he felt that it was working well. JLL had enormous experience in the Market and provided market evidence and background.
- 4.10 Councillor Brewster agreed with the Chair of the Board of CIFCO and said that both the review and the reporting was good. At the monthly meeting questions were raised and discussed for both risk and investments.
- 4.11 Councillor Ridley, one of the Babergh Non-executive Member of the CIFCO Board, Councillor Haley being the other representative for Mid Suffolk, said that JLL had been involved from the beginning and provided sound advice.

He continued that both the Non-executive Members monitored the advice received from JLL. He reminded Members that CIFCO was a proper property investment company and that the long-term investment was beneficial for both Councils to increase the income.

- 4.12 Councillor Busby said he had been against the project in the beginning but had been impressed by the process and the professional approach throughout the Company's existence. Each proposal for investment was considered very carefully.
- 4.13 Councillor Field asked questions in relation to the reported increase in closure in the retail sector. He wanted to know if this was a risk for the Councils' investments, as they were heavily involved in this sector.
- 4.14 The Chair of the Board – CIFCO admitted that the retail sector was going through a challenging time, but that the retail sector had its strengths and was currently evolving. The current investments had been carefully chosen. However, it was not the intention to invest any further in the retail sector, but that future investments were to be in the office and industrial sector.
- 4.15 Members were advised on the split of the portfolio and that the Board received weekly updates from JLL. Each opportunity was considered carefully before an informed decision was taken.
- 4.16 The mitigation strategy to secure income was based on the evaluation of each asset. The investment had to represent both a strong covenant and a strong position for renting.
- 4.17 Questions were raised in relation to the tenants of the properties, their specific retail sectors and inherent turnover risks the three investment categories and what effect Brexit might have on the investment.
- 4.18 The Chair of the Board – CIFCO responded that to spread the risk factor the investments were spread over three categories; Core, Core Plus and Opportunistic investments. Currently the Company had only invested in the Core category, which meant that the properties were in more valuable locations to ensure a return on the investments. He also pointed out that some investment opportunities had been rejected because they had been too expensive.
- 4.19 Councillor Ridley explained that investments in the local market had been considered and there had been opportunities with good covenant, however the rent would have been too high to achieve a good return and was therefore not considered a sound business opportunity.
- 4.20 It was agreed by all that it was difficult to predict what effect Brexit would have on the property market, but Members were reassured that Brexit was taken into consideration in the investment discussion.

5 RESOLUTION TO EXCLUDE THE PUBLIC (WHICH TERM INCLUDES THE PRESS)

The resolution was proposed and seconded.

By a unanimous vote

It was RESOLVED: -

That pursuant to Part 1 of Schedule 12AA of the Local Government Act 1972 the public be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure of them of exempt information as indicated against the item.

The Committee was also satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

6 JOS/18/2 CIFCO CAPITAL LTD BUSINESS AND INVESTMENT PLAN 2018 -19

Report JOS/18/2 was discussed by the Committee.

The business of the meeting was concluded at 1.50 pm.

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Chair (& date)

Agenda Item 14

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

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

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Agenda Item 15

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

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