

Public Document Pack



Arthur Charvonja

Chief Executive

Babergh District Council

Endeavour House, 8 Russell Road, Ipswich IP1 2BX

DX NO: 85055 Exchange: Babergh

Website: www.babergh.gov.uk

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, 23 October 2018 at 5.30 pm**

For those wishing to attend, prayers will be said at 5:25 p.m. prior to the commencement of the Council meeting.

Yours faithfully

Arthur Charvonja
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	Page(s)
1	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2	DECLARATION OF INTERESTS BY COUNCILLORS	
3	BC/18/25 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2018	1 - 10
4	BC/18/26 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER In addition to any announcements made at the meeting, please see Paper BC/18/26 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 Chairmen of Committees 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 Chairmen 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.	

ITEM	BUSINESS	
		<u>Page(s)</u>
8	TO RECEIVE REPORTS FROM CABINET MEMBERS	13 - 50
	CMU19 – Cabinet Member for Assets and Investment CMU20 – Cabinet Member for Communications CMU21 – Cabinet Member for Communities CMU22 – Cabinet Member for Economy CMU23 – Cabinet Member for Environment CMU24 – Cabinet Member for Finance CMU25 – Cabinet Member for Housing CMU26 – Leader & Cabinet Member for OD (Law and Governance) CMU27 – Cabinet Member for Organisational Delivery CMU28 – Cabinet Member for Planning	
9	OVERVIEW AND SCRUTINY COMMITTEE REPORT	
10	RECOMMENDATIONS FROM CABINET / COMMITTEES	
a	BCa/18/35 Strategic Property and Land Investment Fund	51 - 58
	<p>At its meeting on 13 September 2018, Cabinet considered Paper BCa/18/35 (revised copy attached with amendments made following the Joint Member Briefing highlighted in yellow).</p> <p>Cabinet approved the approach of the establishment of a Strategic Property and Land Investment Fund as recommended in paragraph 3.1 of the report, and delegated to the Strategic Director with responsibility for Assets and Investments, in consultation with the Cabinet Members for Assets and Investments, Finance and Economy, authority to pursue and finalise purchases of strategic property and land as set out in Sections 4.5 and 4.6 of Paper BCa/18/35.</p> <p>Council approval is required to the funding arrangements for this dedicated fund, which will enable the Council to act immediately when opportunities are available for strategic purchases of land and properties.</p> <p>Cabinet therefore RECOMMENDS TO COUNCIL:</p> <p>That approval be given to the establishment of a Strategic Property and Land Investment Fund of £3m, to be funded from borrowing as required.</p>	
11	BC/18/27 POLITICAL BALANCE AND COMPOSITION OF COMMITTEES	59 - 62
	Monitoring Officer	

ITEM	BUSINESS	<u>Page(s)</u>
12	COUNCILLOR APPOINTMENTS	
13	UPDATES TO TIMETABLE OF MEETINGS 2019/20	
	To note the revised Annual Council meeting now scheduled for Wednesday 22 May 2019.	
14	MOTION ON NOTICE	
	To consider the Motion on Notice received from Councillor Cresswell:	
	This council notes:	
	<ul style="list-style-type: none"> • 1 in 4 people will experience a mental health problem in any given year. • The World Health Organisation predicts that depression will be the second most common health condition worldwide by 2020. • Mental ill health costs some £105 billion each year in England alone. • People with a severe mental illness die up to 20 years younger than their peers in the UK. 	
	This council believes:	
	<ul style="list-style-type: none"> • As a local authority we have a crucial role to play in improving the mental health of everyone in our community and tackling some of the widest and most entrenched inequalities in health. • Mental health should be a priority across all the local authority's areas of responsibility, including housing, community safety and planning. • All councillors, whether members of the Executive or Scrutiny and in our community and casework roles, can play a positive role in championing mental health on an individual and strategic basis. 	
	This council resolves:	
	<ul style="list-style-type: none"> • To sign the Local Authorities' Mental Health Challenge run by Centre for Mental Health, Mental Health Foundation, AMHP, Mind, Rethink Mental Illness, Royal College of Psychiatrists and Young Minds. • We commit to appoint an elected member as 'mental health champion' across the council. • We will seek to identify a member of staff within the council to act as 'lead officer' for mental health. 	
	The council will also:	
	<ul style="list-style-type: none"> • Support positive mental health in our community, including in local schools, neighbourhoods and workplaces. • Work to reduce inequalities in mental health in our community. • Work with local partners to offer effective support for people with mental health needs. 	

ITEM	BUSINESS	
15	<ul style="list-style-type: none"> • Tackle discrimination on the grounds of mental health in our community. • Proactively listen to people of all ages and backgrounds about what they need for better mental health. <p>Proposer: Councillor Luke Cresswell Seconder: Councillor Tony Bavington</p> <p>EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)</p> <p>To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item.</p> <p>The author of the report proposed to be considered in Part 2 of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p style="text-align: center;">Part 2</p>	<u>Page(s)</u>
16	<p>BC/18/28 TO CONFIRM THE CONFIDENTIAL MINUTE OF 25 SEPTEMBER 2018</p>	63 - 68

Note: The date of the next meeting is Tuesday 20 November 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

Domestic Arrangements:

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

Evacuating the building in an emergency: Information for Visitors:

If you hear the alarm:

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

This page is intentionally left blank

Agenda Item 3

BABERGH DISTRICT COUNCIL

BABERGH COUNCIL

MINUTES OF THE MEETING OF THE BABERGH COUNCIL HELD IN KING EDMUND
CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH ON TUESDAY, 25
SEPTEMBER 2018

PRESENT: Barry Gasper - Chairman

Clive Arthey	Sue Ayres
Melanie Barrett	Simon Barrett
Tony Bavington	Peter Beer
Peter Burgoyne	Sue Burgoyne
Tom Burrows	David Busby
Sue Carpendale	Michael Creffield
Luke Cresswell	Derek Davis
Siân Dawson	Alan Ferguson
Kathryn Grandon	John Hinton
Jennie Jenkins	Richard Kemp
James Long	Margaret Maybury
Alastair McCraw	John Nunn
Adrian Osborne	Jan Osborne
Peter Patrick	Stephen Plumb
Nick Ridley	David Rose
Fenella Swan	John Ward
Stephen Williams	

44 APOLOGIES FOR ABSENCE

44.1 Apologies for absence were received from Councillor Campbell, Councillor Holt, Councillor Hurren, Councillor Lawrenson, Councillor Newman, Councillor Parker, Councillor Shropshire, Councillor Smith and Councillor Steer.

45 DECLARATION OF INTERESTS BY COUNCILLORS

45.1 There were no declarations of interest.

46 BC/18/17 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 24 JULY 2018

46.1 Councillor Hinton sought assurances from the Chair that all questions and answers raised by Members would be circulated to all Members.

46.2 In response the Chairman signalled that was the intent.

It was Resolved:

That the Minutes from the meeting held on 24 July 2018 be approved as a true record.

47 BC/18/18 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER

- 47.1 The Chairman's report as tabled was noted.
- 47.2 The Chairman then invited Councillor Ward to present his report
- 47.3 Councillor Ward introduced his report and highlighted three items, firstly the LGA Census of Councillors. Councillor Ward reminded members that earlier this month all members had received an email from the LGA about this year's national census of members, the first since 2013. Councillor Ward felt that it was well worth taking part as it would enable the LGA to ensure it could speak with a strong unified voice and provide effective support and advocacy for councillors.
- 47.4 Secondly, an update from Suffolk Public Sector Leaders. At the meeting on 14 September 2018, Suffolk Public Sector Leaders agreed to provide £140K of Transformation Challenge Award funding towards establishing a shared building control service for the whole county. Building control was a statutory service provided by all local authorities to enforce the building regulations within their area. However, unlike most other services the Council provided, it operated in competition with private sector providers who don't have to provide a statutory element that Councils do at a cost to the Council. The cost of running the building control service was offset by maintaining a high market share for commercial activity but the competition had increased with a growing number of local approved inspectors targeting our core business. More over when things go wrong it was the relevant local authority which had to pick up any enforcement implications which were normally complex and expensive matters to manage. The local authority building control service needs to be customer focused but also prides itself as being independent and impartial and should be free from the financial pressure that may compromise the integrity of the service. The unique selling point of local authority building control was that it was a trusted brand that focussed on the quality of building work. The Suffolk Public Sector Leaders agreed the way to maintain this was to pool resources and move towards a shared service.
- 47.5 Finally, the Leader updated Council on the Leader and Deputy Q&A sessions. Since the last Council meeting, Cllr Osborne and the Leader had three further Q&A sessions around the district in Bures, Lavenham and Glemsford and they would be in East Bergholt on 29 September 2018. With Bures and Glemsford the questions were principally around ongoing planning issues and like Shotley the sessions were well attended and those present were courteous and interested in being informed. Lavenham was disappointing in turnout, mainly because the gardening club we away on a coach trip that day. The Leader and Deputy will return on a later date, however they did attend two events held recently held by the Parish Council to promote a number of projects in the village and were able to answer a range of questions at those events.

48 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

48.1 There were no petitions received.

49 **QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

49.1 There were no questions received.

50 **QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

50.1 The following questions were received in accordance with Council Procedure Rule 12:-

Question 1 Councillor Ferguson to Councillor Ward

‘At a recent Parish Council meeting I was advised by a Suffolk County Councillor that the Respublica study into the feasibility of a Unitary local government arrangement for Suffolk has been shelved by the new Leader of the County Council.

The Leader of Babergh District Council is requested to confirm whether or not this is correct, and if so what are his intentions for taking forward merger discussions with Mid Suffolk.’

Response

I can confirm that the focus of the Respublica study has been amended. Really, however, the first part of Cllr Ferguson’s question can only be answered by the Leader of the County Council.

In respect of our own relationship with Mid Suffolk, we are working very closely and will continue to do so, exploring options for making further savings and more efficient working practices where possible, but the subject of forming a new authority is not on the agenda during the remaining months of this Council term.

Supplementary Question

in the light of the response that you have provided there, can I ask you for an assurance that you will stand by the promise that you gave to this Council earlier in the year when you said that you were committed to holding another referendum before any Babergh and Mid Suffolk merger decision is taken and I would be very happy with a yes/no response to that question.

Response to Supplementary Question

Given that the subject of forming a new authority is not on the agenda before May, there are no plans for holding a local poll.

51 **BC/18/19 OVERVIEW AND SCRUTINY COMMITTEE REPORT**

51.1 Councillor McCraw introduced his report and highlighted the following three emerging themes emanating from the committee:-

1. That we are looking to produce high quality reports to the committee both discussing and working before the meeting with the relevant officers.
2. That we are scoping more complex matters in advance and that has proved to be beneficial.
3. That we have informed and relevant witnesses, those have been most useful, and the Chair hoped that would continue.

51.2 The Chair also informed Council that the Overview and Scrutiny Committee had met on 21 September 2018 to discuss the annual review of the West Suffolk Crime Prevention Partnership again from a wide range of witnesses. Material from that session was being prepared for the use of members particularly within their wards, this was something the Committee felt very strongly about. Councillor McCraw would report more completely on that meeting at the next Council meeting.

52 **RECOMMENDATIONS AND REPORTS FROM CABINET / COMMITTEES**

a **JAC/18/3 JOINT ANNUAL TREASURY MANAGEMENT REPORT - 2017/18**

52a.1 Councillor Jenkins introduced the report and **MOVED** the recommendations in the report. The report was seconded by Councillor Patrick.

52a.2 Commenting further Councillor Jenkins informed Council that the report had been presented and discussed at the Joint Audit and Standards Committee meeting on 30 July 2018, there were no changes to the report as a result of this meeting.

52a.3 The report covered the year to 31 March 2018 and provided details of the performance and decisions taken throughout the year. It demonstrated that the Council's performance was in line with the Prudential indicators set for 2017/18 and was in accordance with the approved treasury management strategy and that except for one occasion when the council exceeded its daily bank account limit with Lloyds by £120K, the Council had complied with all the treasury management indicators for this period.

52a.4 Councillor Hinton asked where the increased borrowing of nearly £20m had actually been spent and also queried under the investment activity on table 4 Paragraph 1.2 of the report why the CCLA balance at 31/3/18 was £5 million and yet under page 3.51 the long- term investment return illustrated the value of those investments was now only £4.927 million?

- 52a.5 In response the Section 151 Officer said that the increase in borrowing was as a result of the Council starting the investment in CIFCO during 17/18 that table was talking about net borrowing but there were adjustments in there around useable reserves and working capital so there were other elements that make up the £20m in total other than just the borrowing itself. So that is the net position, there is another table on page 33 table 4.6 of the report which illustrates the absolute change in the borrowing. This shows that the actual borrowing has increased from just under £93m to £98m so actual borrowing rose by £5.5m. The question about CCLA and the difference between the £5m and the £4.9m. £5m was the cash that we invested up front in CCLA, the figure on page 40 was the current value of the units that the Council owns, so as with property itself units in property funds do go up and down but that will obviously be a long term investment so the Council certainly won't cash the units in while they are less than what was paid for them. The reason the Council invested in the CCLA was around the income stream that the Council gets back from having those units. So, there will be some change in the capital value of our investment but it is the net income stream that the Council has invested in.
- 52a.6 Councillor McCraw questioned why on page 37 the investment position showed both Babergh's treasury investment and Mid Suffolk's treasury investment as being almost identical except for one thing. The position for the percentage invested in banks and money market funds appeared to be reversed between the two councils and asked why that was case and if this was of any significance?
- 53.7 The Section 151 Officer in her response stated that this was simply a timing issue and reflected the position at the 31st March 2018. As the Councils had a Joint Investment Strategy it was simply what cash was available and what could be invested on that day.
- 53.8 Councillor Bavington asked when the council exceeded its daily bank account limit with Lloyds by £120K had the Council spent money on interest payments that it shouldn't have?
- 53.9 In response Councillor Patrick stated the excess was that there was more money put on the account than should have been put on the account. The Council didn't borrow money, it was not deducted. It was unfortunately a timing issue but too much money was put on the account therefore the limit was exceeded, but the Council did not owe interest on it.

It was Resolved:-

- (i) That the Treasury Management activity for the year 2017/18 be noted. Further, that it be noted that performance was in line with the Prudential Indicators set for 2017/18.**
- (ii) That Babergh District Council Treasury Management activity for 2017/18 was in accordance with the approved Treasury Management Strategy, and that, except for one occasion when the Council exceeded its daily**

bank account limit with Lloyds by £120k, as mentioned in Paragraph 4.6 of the report, the Council has complied with all the Treasury Management Indicators for this period be noted.

b BCA/18/35 STRATEGIC PROPERTY AND LAND INVESTMENT FUND

52b.1 The Chairman informed Council that the item had been deferred.

53 BC/18/20 REPORT FROM CABINET ON THE NOTICE OF MOTION FROM COUNCILLOR CRESSWELL

53.1 The Leader reported back to Council on the Motion from Councillor Cresswell that was referred to the Cabinet requesting that a Hadleigh Customer Access point similar to the one in Sudbury should be set up without delay to service the communities in central and east Babergh. Cabinet considered this in April in the context of the Customer Access Strategy already being implemented. The operating model that had been implemented is one that focusses on self-service in partnership with existing local organisation for support, In order to develop the community's capabilities to help themselves. Therefore, Cabinet agreed not to set up a Sudbury style access point in Hadleigh. But instead identify where the Council could set up self-service facilities including scanning, not just in Hadleigh but elsewhere in Babergh should the need be identified.

53.2 Commenting further the Leader went on to say that the first of these was actually set up in Shotley in partnership with the library. Hadleigh was planned to follow soon and to start on 18 October. The reason for this model was that this was a more appropriate and cost-effective solution which would allow more local access than just having two, one in Sudbury and another in Hadleigh. The Shotley trial has justified this decision with extremely positive feedback.

53.3 Councillor Davis added that following Councillor Cresswell's Motion to Council the notion of having an access point in Hadleigh, was what had been promised to residents when the Council had left the Hadleigh HQ. This had taken a lot of work and Councillor Davis commended Sarah Wilcox Assistant Director for Customer Services for getting this off the ground.

53.4 Councillor Davis went on to say that the access point in Shotley had proved that there was a need for this type of service, whilst the numbers weren't huge, it was the 20% of residents that didn't easily access IT and the internet. Councillor Davis also commended the officers that had worked at the Shotley access point, they had shown tremendous willingness and enthusiasm and had been a real credit to Babergh in the way that they have gone about their business. He mentioned one member of staff in particular, Megan Lloyd, who had gone above and beyond in terms of the communications, the work she had put in to the access point and undertaking a home visit to a house bound resident, and wished her all the very best in her new placement.

53.5 Councillor Busby asked if there were any plans to set up an access point in Ipswich at Endeavour House?

53.6 In response Councillor Davis acknowledged that this was a valid point and at this point in time he would rule nothing out.

54 **BC/18/21 LOCALISM ACT 2011 - APPOINTMENT OF INDEPENDENT PERSONS**

54.1 The Monitoring Officer introduced the report and informed Council that it was required by the Localism Act to appoint at least one independent person to be consulted on for Code of Conduct complaints. The Council had an arrangement with Ipswich Borough Council, Mid Suffolk District Council and Suffolk County Council to jointly appoint these independent persons. That arrangement had worked very well as it provided a pool of people which provided resilience and it also allowed for if an Independent Person had a conflict they could choose not to deal with that complaint because there were other people in the pool. The Monitoring Officer recommended that the Council appoint 3 people as contained in appendix A of the report.

54.2 Councillor Ward **MOVED** the recommendations which Councillor Ridley seconded.

54.3 Councillors raised concerns relating to whether there would one of the candidates would be conflicted because of their current occupation.

54.4 In response the Monitoring Officer informed Council that as part of the recruitment process any potential independent person who would have a conflict of interest that prevented them undertaking this role were filtered. The act itself required all of the Independent Persons to declare any interests that they may have when they were approached to deal with any particular case. All of these people have some link to the locality. They live within Suffolk and it may be that at times they have been involved in some previous correspondence or some previous activity and in that case, they have an obligation to declare an interest and not be involved in that complaint. Also all independent persons have a thorough training session. So all those points would be covered in the training and particularly as was rightly alluded to the kind of new area of social media and all that goes with it.

It was Resolved:-

That the three individuals included in Appendix A of the report be appointed as the Council's Independent Persons pursuant to section 28 (7) of the Localism Act 2011 for a term of two years with an option to extend the appointment for a further two years.

55 **BC/18/22 TIMETABLE OF MEETINGS 2019/20**

55.1 The Chairman requested that any issues were directed to the Corporate Manager for Democratic Services.

It was Resolved:-

That the draft committee timetable for 2019/20 be approved.

56 COUNCILLOR APPOINTMENTS

It was Resolved:-

- (i) That Councillor Melanie Barrett replace Councillor Patrick on the Overview and Scrutiny Committee**
- (ii) That Councillor Patrick replace Councillor Melanie Barrett on the Joint Audit and Standards Committee**

57 MOTIONS ON NOTICE

57.1 On the proposal of Councillor Cresswell and seconded by Councillor Bavington the following motion was **MOVED:-**

That Babergh District Council signs up to the Co-operative Party's Charter against Modern Slavery.

By signing the Charter, Babergh district council will:

- 1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.*
- 2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.*
- 3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.*
- 4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.*
- 5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.*
- 6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.*
- 7. Review its contractual spending regularly to identify any potential issues with modern slavery.*
- 8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.*
- 9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.*
- 10. Report publicly on the implementation of this policy annually.*

57.2 In his introductory speech Councillor Cresswell said that many councillors would be aware from the news of some of the reports on modern slavery. In Suffolk there were 16 cases last year. 8 were for minors and 8 for adults.

Last year across the country it was estimated that 136,000 people were victims of modern slavery and what this charter does is a measure that responsible business would welcome because it ensures that if there is any abnormal low attendance for example, they may be exploiting people, vulnerable people. Theresa May was the home secretary when the modern slavery act was passed. Which was and still is a ground-breaking piece of legislation. This Charter which compliments that Act will fill in some of the gaps, for example there is one bit in the Charter which calls on the government to extend support for victims in England to 100 days, and at the moment that is only in Wales and Scotland. That has gone through the Private Members Bill currently going through parliament by Lord McColl. The Charter ensures that there is nowhere to hide for modern slavery in our supply chains, so as councils collectively we spend more than £40 billion a year procuring goods and services on the public's behalf. This Charter is robust, simple to implement and it is developed using local government procurement experts and the co-operative group. It is low cost the only direct cost is the training for procurement officers which is an online training module which costs around £38 + VAT. The Charter is entirely legal, well within EU procurement regulations and domestic procurement law. Finally by signing this Charter it may only stop directly a few people in Babergh from being exploited but if it stops one person then clearly then that is an achievement. But by what signing this Charter does and if other council's will also be signing this, at the moment it is around 45 councils that have signed it. About 20 of those over the last 2-3 weeks. But if we do that collectively than as a bigger picture it will make such a big impact. Councillor Cresswell hoped members would support the motion.

- 57.3 The Monitoring Officer advised Council that this Motion would normally be referred to Cabinet without debate as this was a Cabinet function. However, in this instance as it was a new policy for the Council a full council debate would be appropriate.
- 57.4 On the proposal of Councillor Ward and seconded by Councillor Ridley an amendment to the Motion was tabled.
- 57.5 Speaking on his amendment Councillor Ward said that he deplored that slavery of various forms existed in this country and elsewhere. He said that the Council must do all it could and use all appropriate legislation to help stamp it out. The Council would look at its procurement processes to see where they can be strengthened to comply with the Modern Slavery Act 2015. Although the legislation doesn't specifically require local authorities to comply many are doing so and this Council should be among them. Whilst not explicitly committing to implementing the Charter both east and west Suffolk had already published statements describing the steps they were taking to ensure that there was no slavery in their own activities and supply chains. Ipswich Borough Council had implemented the Charter also the Local Government Association had a very good guide to how to address modern slavery. The Council needed its own policy as soon as possible but would need to incorporate the requirements for both councils' as otherwise they would be running different processes. The proposals for how Babergh would

respond to the Charter will be debated and decided by Cabinet in November. The Leader had spoken to the leader of Mid Suffolk and he was in agreement with this. In conjunction with this, in accordance with section 54 of the 2015 Act, The Council would publish a statement on its website. So, on the basis of the Monitoring Officer's advice he therefore proposed an alteration to the motion this evening namely "that Council recommends to Cabinet that a policy on modern slavery be drafted and approved."

57.6 The Chairman asked Councillor Cresswell if he accepted the amendment.

57.7 Councillor Cresswell accepted the amendment.

57.8 This was **PUT** to the meeting and **CARRIED**.

It was Resolved:-

That Council recommends to Cabinet that a policy on modern slavery be drafted and approved.

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

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 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.

59 BC/18/23 REGENERATION OF BELLE VUE PARK AND SURROUNDING AREAS (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 1 OF PART 1)

60 BC/18/24 TO CONFIRM THE CONFIDENTIAL MINUTE OF 24 JULY 2018 MEETING

It was Resolved:-

That the confidential Minutes of the meeting held on 24 July 2018 be approved as a true record.

The business of the meeting was concluded at 7.41 pm.

.....
Chair

Agenda Item 4

			BC/18/26	
BABERGH DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS				
COUNCIL - 23 OCTOBER 2018				
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
SEPTEMBER 2018				
Sudbury Mayor's Civic Service	St Gregory's Church and Town Hall, Sudbury	30-Sep		✓
OCTOBER 2018				
University of Suffolk Graduation at West Suffolk College Graduation Ceremony 2018	St Edmundsbury Cathedral, Bury St Edmunds	06-Oct		✓
Needham Market Mayor's Civic Service	St John the Baptist Church and Community Centre, Needham Market	14-Oct	✓	
Suffolk Harvest Festival Lunch and Service	The Athenaeum and St Edmundsbury Cathedral, Bury St Edmunds	14-Oct		✓
Royal British Legion Sudbury Branch Festival of Remembrance	Ormiston Academy, Sudbury	16-Oct	✓	
Babergh and Mid Suffolk District Councils Stars Awards Ceremony	St Mary's Church, Hadleigh	18-Oct	✓	✓
Babergh and Mid Suffolk District Councils Staff Long Service Awards Presentations	Endeavour House, Ipswich	24-Oct	✓	

This page is intentionally left blank

Agenda Item 8

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Frank Lawrenson, Cabinet Member for Assets & Investment	Report Number: CMU19
To: Council	Date: 23 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ASSETS & INVESTMENT

1. Overview of Portfolio

- 1.1 Property investment to generate income and regenerate local areas
- 1.2 Make best use of land and buildings across the Suffolk system
- 1.3 Manage our corporate assets effectively

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Three Months

- 3.1 At the Cabinet meeting in February the decision was taken to gift a property in Sudbury, known as Gainsborough Chambers, to the Gainsborough House Society. This transfer completed in September. The Gainsborough House Society have successfully achieved a grant of £4.5m from the Heritage Lottery Fund with the total development investment anticipated to be circa £8.5m, benefitting the wider economic area of Sudbury.
- 3.2 In September the Cabinet agreed to the transfer of the Lavenham Tourist Information Centre to the Town Council. It is anticipated that this transfer will complete by the end of the year.
- 3.3 Plans for the regeneration of the Council's former Head Quarters site in Hadleigh are progressing well. A full planning application will be submitted at the end of this month.
- 3.4 The Government launched the additional HRA borrowing programme in June this year with a closing date end of September. Councils located in high affordability pressure areas were able to bid to borrow more to increase their headroom to bid to build more council housing. We made a bid to increase headroom by approximately £4.8m.
- 3.5 The Cabinet considered the development of Belle Vue in Sudbury at the meeting during July. In September, Council approved the funding to support the regeneration and development of this site to assist a key deliverable within the "Vision for Sudbury".
- 3.6 The Cabinet approved the draft prospectus for the Hamilton Road, Sudbury redevelopment in September. The prospectus identifies delivery opportunities for the redevelopment and seeks expressions of interest from potential delivery partners. The prospectus will be launched nationally this quarter.

- 3.7 Discussions have been held with the partners representing the Hardwick House Surgery relocation project, within Sudbury. The Council are working to secure a central location for this important scheme. Heads of terms are being progressed alongside development feasibility work.
- 3.8 In September the Cabinet agreed the approach of creating a £3million fund for the purchase of strategic property and land within the district. This fund will allow the Council to react in a proactive and more commercial way to secure property and land within the district. Council are being asked to endorse the fund and allocate funding in October.

4. Future Key Activities

- 4.1 Hamilton Road, Sudbury prospectus will be launched nationally and the process of identifying a delivery partner will commence.
- 4.2 A review of the current and future occupation, use and maintenance of The Borehamgate Shopping Centre will be undertaken to ensure its on-going viability and to enhance plans for the adjacent development at Hamilton Road.
- 4.3 A delivery programme will be developed for the Belle Vue redevelopment and heads of terms will be finalised with the proposed occupier.

5. Conclusion

There has been a lot of activity and some exciting recent developments over the last few months, and this is set to continue as we look to utilise assets as a way of developing our district and to generate additional income for the Council.

Authorship: Cllr Frank Lawrenson

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

TO: COUNCIL	REPORT NUMBER: CMU20
FROM: Councillor Kathryn Grandon - Cabinet Member for Communications	DATE OF MEETING: 23 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR COMMUNICATIONS

1. OVERVIEW OF PORTFOLIO

The Cabinet Member for Communications is responsible for effective and timely communications, both internally and externally. Their responsibilities include 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

3.1 End of term report

The communications team has been working with the business improvement team to deliver an end of term report covering the councils' key achievements and challenges over the previous term. This includes work on content, design and distribution to ensure residents can access the information as easily as possible. Members have been invited to suggest material for inclusion in the report, which is now being drafted. The report will be published in the coming months.

3.2 Town and parish council briefings

A new members' briefing note has been introduced to provide monthly updates to all members that can be included in their reports to their town and parish councils. Distributed by email, this briefing covers the key messages that the council has been promoting over the previous month, as well as key activities that have taken place. In addition, this provides another channel to communicate upcoming council meetings and engagement opportunities for town and parish councils.

3.3 Stars of Babergh and Mid Suffolk

Content promoting the awards has more than doubled in last couple of months and will continue until the event itself. Some small sums of money have been put behind social media (posts about award categories receiving fewer nominations) which has resulted in an increase in nominations. We are currently in discussion with videographers (incl. the event organiser) to look at options for the evening. A press release with Flagship was sent out to re-encourage nominations and received good coverage.

4. 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 proactive and responsive service for journalists with press enquiries and advises staff from across the organisation on internal and external communications.

- £75,000 of infrastructure bids approved – the allocation of CIL funds to three bids in Cockfield, totalling £75,000 that will be spent on delivering infrastructure projects.
- Work has begun on the Multi-Use-Games-Area (MUGA) in Belle Vue Park in Sudbury, receiving media coverage. Work on the skate park will commence later this year once the MUGA is complete.
- New options for the Hamilton Road Quarter – the publication of an investor prospectus and new proposals for the redevelopment of Sudbury's Hamilton Road Quarter, following work commissioned by Babergh and carried out by Carter Jonas, proposing a mixed use development including retail, residential and leisure uses, including potentially a new cinema.
- Options study commissioned for Delphi site – Carter Jonas was commissioned by Babergh to conduct an options and appraisal study on the future of the former Delphi Industries site in Sudbury. Focusing on maintaining high skill employment on the site, the study is intended to identify key ways to secure the future of the site and is part of Babergh's work as a member of the South Suffolk taskforce.
- Tourist Information Centre in Lavenham – The decision to sell the TIC building in Lavenham to the parish council, securing its future, received media coverage
- Pop-up customer services in Shotley – The first provision of a pop-up style customer services desk in Shotley received positive media coverage, offering residents a face to face service without the need to travel into Stowmarket or Sudbury. The pop-up ran as part of a pilot scheme until the end of September, with more planned in future.
- Leaders' Question Time – the popular Leaders' Question Time, run by Cllr Ward and Cllr Osborne, continued, with visits to Lavenham, Bures and East Bergholt continuing the run of events.

5. INTERNAL COMMUNICATIONS CAMPAIGNS

- Prostate Cancer Awareness Week – a campaign was run to promote awareness of prostate cancer internally, in partnership with other bodies based in Endeavour House.
- Developing our values – promotion of the work done by the developing our values team has continued, with both regular articles in internal newsletters and posters displayed in BMSDC floorplates in Endeavour House.

6. FUTURE KEY ACTIVITIES

- Opening of the Cornard Riverside Path – following the purchase of a stretch of riverside in Great Cornard from the local angling association earlier this year, work is underway to complete the Cornard Riverside Path. When this work is finished there will be opportunities to promote this work, closing a long running chapter in the development of Bakers' Mill, to the local residents and media.

7. 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.

This page is intentionally left blank

BABERGH COUNCIL CABINET MEMBER UPDATE

From: Councillor Margaret Maybury Cabinet Member for Communities	Report Number: CMU21
To: Babergh Council	Date of meeting: October 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)
- 1.2 Strong Communities (including grants, external funding, community development, community rights)
- 1.3 Healthy Communities and Policy (including health and wellbeing, Health and Wellbeing Board, health interventions and preventative activity) and Public Realm (including grounds maintenance, street cleansing, arboriculture, public conveniences)

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

- 3.1 The Active Wellbeing programme, which is a bespoke approach to help those who are physically inactive into more active lifestyles and is being delivered in association with Suffolk Sport, was successfully launched in Long Melford on 16th July.
- 3.2 A new Dementia Action Alliance was launched in Lavenham on 18th July. The launch event built upon the Golden Age Fair event held earlier in the year and is being supported by the Parish Council and the local Co-Op.
- 3.3 The Town and Parish Liaison Meeting was held on 11th October 2018. This provided updates on the work of the Council's Economic Development team; the distribution of monies collected through the Community Infrastructure Levy, forthcoming elections and an early conversation on the development of the Councils' Community Strategy.
- 3.4 Women on Wheels (a mass participation ride for women and girls with a strong focus on fun, friends and cycling) events were delivered on 16th September. The ride started in Acton and people rode into Sudbury.
- 3.5 A range of activities including Yoga and health walks were delivered as part of Workplace Health Week, held between 10 – 14 September.

- 3.6 A Capital Grant to the value of £25,000 has been offered to the Stephenson Centre in Great Cornard. The overall project has a value in excess of £430,000 but the specific phase of the works that Babergh's contribution went towards has a value of £89,000.
- 3.7 Section 106 money to the value of £16,000 has been provided to a range of projects including the purchase of new open space in Cockfield, new play equipment in Lawshall and new fencing at Layham. In addition to s106 monies, the first CIL spending round has now finished. Three different 'community' bids were approved in Cockfield which will see the provision of recreation land and a shelter together with improvements to the Village Hall (including a refurbished kitchen and a dedicated electric supply) with one further bid being approved for an electric charging point at Lindsey Village Hall.

4. Key Activities Planned for the next 3 months

- 4.1 Continuing to deliver a range of health and wellbeing projects including supporting the work of the new Dementia Alliance.
- 4.2 Continuing to address anti-social behaviour and other community safety issues.
- 4.3 Working with groups seeking to nominate Assets of Community Value.
- 4.4 Supporting community groups and projects to access the Councils grant aid and to secure funding from external sources (such as the National Lottery, etc).
- 4.5 Work on the new Multi Use Games Area (MUGA) at Belle Vue Park, Sudbury is underway. Work on the new Skate/BMX park is due to start during the week commencing 29th October and is expected to finish in December.
- 4.6 Continuing to support the inaugural 'Stars of Babergh & Mid Suffolk' Community and Business Awards preparations, nominations and event – to be held at St.Mary's Church, Hadleigh on Thursday 18th October 2018.

Authorship:
Cllr Margaret Maybury
October 2018

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Simon Barrett Cabinet Member for Economy	Report Number: CMU22
To: Council	Date of meeting: 23 October 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 NALP, SELEP 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.
- 3.2 The Open for Business Team continue to support the South Suffolk Taskforce, led by local MP James Cartledge, to explore options for the future of the Delphi site in Sudbury and supporting the local economy. Officers are currently working with New Anglia LEP to develop an options appraisal for the site. Babergh have been working hard with Suffolk County Council and legal team to ensure a smooth handover of ownership to BDC on 1st September 2018 of the South Suffolk Business Centre, located near to the Delphi site. The SSBC is currently 100% occupied, supporting local SMEs and building maintenance and improvements are currently taking place/being negotiated with County.
- 3.3 Work with Suffolk Chamber of Commerce has continued so the Council can support their ambition to develop a Central Suffolk Chamber that covers the Mid Suffolk and Babergh area.
- 3.4 Negotiations with Lavenham Parish Council have continued successfully following the decision by Babergh Cabinet to the disposal of the freehold title of 2 Lady Street, Lavenham CO10 9RA. Officers are currently working to ensure a smooth transition.

- 3.5 Discussions with Suffolk Libraries have continued with a view to their providing some visitor information services as happens elsewhere in the County. The first Library to deliver this activity in Babergh will be Long Melford with others to follow depending upon success.
- 3.6 Cabinet agreed the recommendations set out in report BCa/18/16 for the regeneration of Belle Vue Park and surrounding areas at its meeting on 12th July 2018.

4. Future Key Activities

- 4.1 Progressing all of the above to next stages.
- 4.2 Officers will also 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, increase the options for our micro and SME businesses, increase value of existing businesses and attract 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. Senior Officers will be thanking TIC staff for their contribution to the organisations.
- 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 Gambling Act 2005 and Taxi/PHV matters.
- 4.6 Continuing to support the inaugural 'Stars of Babergh & Mid Suffolk' Community and Business Awards preparations, nominations and event – to be held at St.Mary's Church, Hadleigh on 18th October 2018.

5. Conclusion

- 5.1 The above demonstrates that the Councils are continuing the good momentum that has been achieved on key activities and collaborations delivering against set priorities. As well as justifying Officer activity the Open for Business strategy also outlines the breadth of work underway and demonstrates the Councils' 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, and the key activities in section 4.

Authorship: Councillor Simon Barrett

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Christina Campbell Cabinet Member for Environment	Report Number: CMU23
To: Council	Date of meeting: 23 October 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. Recommendations

- 2.1 That Council notes the report.

3. Key Activities/Issues – July to September

Waste Service

Suffolk Waste Partnership Projects

- 3.1 Negotiations for the tender of the MRF (Sorting and Marketing of Mixed Dry Recyclables) contract are continuing to take place and will be concluded in November with the new contract commencing in May 2019.
- 3.2 Working through the Suffolk Waste Partnership, officers have been developing a Waste Planning Guidance document with the aspiration of the forming part of Suffolk Design Guide now under development. SWP officers held a training workshop with planners from Babergh and Mid Suffolk and Ipswich in June, the session was well received and will help further development of the document.
- 3.3 The Suffolk Waste Partnership along with its counter parts in Norfolk have launched their joint Food Waste Reduction initiative working with environmental charity 'Hub-Bub' on the 2-year project.

Sustainable Environment Service

Environmental Protection and Environmental Management

Solar PV Bulk Buy

- 3.4 More than 2,800 Suffolk residents have so far registered for this council-led group buying scheme for solar panels in partnership with iChooser, the group buying specialist. The successful contractor for this scheme is EEC Ltd, a renewable energy specialist which has installed more than 15,000 renewable energy systems over the last nine years. The project has 'morphed' into a joint scheme with other Essex and Norfolk local authorities and more than 5,000 households over the three counties have registered. The expected outcome is 2.5 MW of installed solar power, which will save some 880 tons of CO2 emissions. Registration remains open to households

until 19th October. It is free to register and there is no obligation to buy. Registrants will also be invited to information events being organised throughout the three counties.

Electric Vehicle Charge Point - Highways England Network Funding

- 3.5 This is a BMSDC led project for a network of rapid Electric Vehicle charging points along the A12, A14 and A11 for which the tender process has recently been completed. Installations will be subject to UKPN mobilisation and all work needs to be complete by March 2019.

Planning Enforcement Service

Work is continuing on transferring all of the planning enforcement historical data to the new Uniform system. This has been a protracted issue which along with problems in recruitment has seen an increase in the number of enforcement cases currently under investigation by the team. From 2014 to 2017 cases were consistently held at/around 180-200 at each authority. Due to the IT problems the reporting tools in Uniform do not currently function as required and so the estimated number of cases is around 220 cases in Babergh and 250 in Mid Suffolk. However, the Data Information team now have recruited additional staff to complete transferring the Planning Enforcement team's data.

Heritage Service

Business as Usual

- 3.6 Up to 30/09/18 we received 1,322 consultations, enquiries and service requests and processed 1,354 consultations, enquiries and service requests, as detailed below. In considering the 'balance' between incoming work and work undertaken, it should be noted that many work requests are carried forward from one reporting period to the next or have consultation timeframes that span the quarterly periods.

	Received since 01.04.18	Processed since 01.04.18
Consultations on applications for planning permission and Listed Building Consent	997	1,016
Consultations on applications to discharge planning conditions	164	161
Pre-application enquiries (charged for service)	68	75
Defending appeals against refusal of planning/listed building consent	23	19
External consultations (e.g. applications to change to colour of listed buildings)	37	39

Miscellaneous enquiries/requests	33	44
----------------------------------	----	----

Food and Safety Service

- 3.7 Partnership work between the Food & Safety team, the Public Health team and the other district and borough councils saw the launch of the Take Out Eat Well award (TOEW) in September. This extends the current healthy catering award scheme to fully include take-aways as part of a Suffolk strategy to combat the growing obesity problem. The Chinese Chequers in Stowmarket and Pizza Rosso have been involved in the development of the scheme.
- 3.8 A simple caution was administered by the Corporate Manager to the Pitstop mobile food outlet based in Stratford St Mary for food hygiene offences.
- 3.9 Changes to Animal Licensing Legislation come into effect on the 1st of October 2018 with The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. These regulations update and bring together licensing legislation relating to Pet Shops, Riding Establishments, Breeding and Boarding activities and Performing Animals. New standards and model conditions have been created alongside the regulations themselves. Performing Animal licensing comes to district councils when previously it was a County Council function. As is often the case with legislative changes, much of the detail has been published at a very late stage so that the full implications of any changes are still being assessed by the Food and Safety team.
- 3.10 A warehouse safety campaign, identified and planned through the Food and Safety service plan, will commence in October and run through until the end of the financial year. Part of the work involved will be to update records and identify more of the warehouse businesses that come under local authority health and safety jurisdiction in the two districts.

Licensing Service

- 3.11 The Gambling Act 2005 Statement of Licensing Principles document is now out to consultation and will be reported back to Licensing Committees before going on to Full Councils in December 2018 for adoption.
- 3.12 Premises licensing applications are high at the moment with around 18 new MSDC premises licence applications and full variations, events and diversification applications coming in over the past few months.
- 3.13 The Licensing Team reported to Licensing and Regulatory Committee on a revised Mid Suffolk's Gambling Act 2005 Statement of Licensing Principles document, that will take effect from January 2019 for a three-year period.
- 3.14 Changes to Policing framework in Suffolk from 1st Nov 2018, affecting Mid Suffolk and Babergh including Licensing Service, were discussed between Licensing Team, Environmental Protection and Suffolk Constabulary on 17 Sept 2018 so that approach and processes integrate seamlessly into the local working arrangements and processes.

- 3.15 The Gambling Act 2005 statutory policy revision is now out to consultation and will be reported back to Licensing Committees before going on to full Councils in December 2018 for adoption.
- 3.16 Mid Suffolk DC (Strategic Asset Management Team) now hold a flexible premises licence for the ex-NatWest Bank building purchased previously by the Council. This will add-value to the asset and enable flexible licensable uses in support of the local community and economy.

Building Control Service

Collaborative working across Suffolk

- 3.17 The Suffolk wide collaborative working development plan continues to be developed. A successful bid was made to the Transformation Challenge Award (TCA) fund to support the implementation of the development plan. Recruitment for a project manager is currently underway.
- 3.18 Following the publication of the Hackitt review on building regulations and fire safety the Government have issued a statement fully supporting the recommendations of the review and that a detailed implementation plan will be set out in the autumn. This is likely to involve changes to the law. There is talk within the industry, and particularly in local authority building control, about the implications which will need to be considered once known.
- 3.19 Implementation of the ISO9001 quality management system (QMS) is currently underway, procedures will need to be aligned with those of the QMS. This is being implemented across Suffolk as part of the collaborative working. Competency levels of the surveying staff will need to be assessed in line with the competency matrix of the QMS which are in line with the recommendations of the Hackitt review.

Public Realm Service

- 3.20 The locations to plant a memorial avenue of Oak trees, one in each District, to commemorate the end of the 1914-18 Great War has been agreed. Debenham will be the location in Mid Suffolk and Beaumont Park in Hadleigh.
- 3.21 A Public Conveniences Strategy was agreed by both councils in July.
- 3.22 The Litter Innovation Fund pilot period has been extended into September. Initial feedback has indicated that since the level of rubbish in bins has been monitored this has greatly assisted the teams to deploy staff resources where they are actually needed. Several parish Councils have expressed an interest in buying the special bins as the new design is encouraging more people to place their rubbish in the bins rather than around them.
- 3.23 Fly Tips collected during this period are as follows:

BDC:

July	22
August	34
September	20

- 3.24 **Grass Cutting:** following the cessation of grass cutting in both Districts during July and most of August grass cutting has commenced following the rain (albeit small amount) experienced at the end of August. It is amazing how quickly the grass recovers and the grass cutting on the usual 3-week cycle is now back in full swing.

Authorship: Christina Campbell

October 2018

This page is intentionally left blank

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor John Ward Cabinet Member for Finance	Report Number: CMU24
To: Council	Date of meeting: 23 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR FINANCE

1. Overview of Portfolio

- 1.1 I am pleased to present my first report to Council in my new capacity as Cabinet Member for Finance, having taken over from Councillor Peter Patrick in July. My report covers the key areas of activity over the last 3 months and what is coming up for the next 3 months for the breadth of my portfolio which includes Finance, Commissioning and Procurement, HR and Organisational Development and the Shared Revenues Partnership.

2. Recommendations

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

2017/18 Statement of Accounts

- 3.1 Since the last report to Council in July, the external auditors Ernst & Young (EY) have been undertaking their work on the 2017/18 Statement of Accounts.
- 3.2 The Joint Audit & Standards Committee received a report from the auditors at their meeting on 30th July 2018, but unfortunately not all their work was complete at that date, so they were unable to sign off the accounts by the earlier deadline of 31st July. Finalisation of the accounts was delegated to the Section 151 Officer in consultation with the Chair of the Joint Audit and Standards Committee.
- 3.3 I can report to Council that the accounts have now been finalised, were signed off by EY with an unqualified audit opinion on 27th September and are now on the Council's website.
- 3.4 It is likely that the original deadline would only have been missed by about one week, if the loan agreement for CIFCO had been signed off by the Board and the Councils. The reason that it has taken longer to complete, in addition to completing the loan agreement, is that on the expectation that the work would be finished at the end of July, annual leave had been arranged by both teams and EY had alternative commitments including auditing the housing benefit subsidy.
- 3.5 Public Sector Audit Appointments Ltd confirmed during September that, as this was the first year of the tighter timescales, if local authorities were able to get their accounts signed off by the end of September then they would not appear on a list of authorities that had failed to meet the new timescales. Whilst I am disappointed that

the audit was not finished by 31st July, I am pleased that the Council will not be named on this list.

- 3.6 The Finance Team held their own internal lessons learned workshop and a similar exercise was carried out with EY in the week that they signed off our accounts. Following this, I and the Section 151 Officer are confident that we will be able to achieve the tighter deadline for the audited accounts for 2018/19.
- 3.7 I would like to take this opportunity to remind councillors that in the last report to Council it was reported that the unaudited accounts were published within the required timescale of 31st May, so we just need to improve the work with the auditors.

2018/19 Budget Monitoring

- 3.8 The first budget monitoring reports for 2018/19 for both the General Fund and Housing Revenue Account (HRA) were presented to Cabinet in August (reports BCa/18/22 and BCa/18/23 respectively).
- 3.9 The General Fund report identified a shortfall in funding of £223k, with the HRA report identifying a shortfall of £252k at this early stage in the year. The position will continue to be monitored on a quarterly basis by Cabinet.
- 3.10 The two reports include a lot more detail than I can cover in this report to Council, so I would encourage you to look at the two reports to gain a more in depth understanding of our current financial position for 2018/19.

Business Rates

- 3.11 I know a number of you took advantage of attending the Joint Member Briefing session on 8th August 2018 that focussed on business rates and was presented by Katherine Steel and Andrew Wilcock.
- 3.12 I hope you will agree with me that there was a lot of useful information for us within the presentation from the perspective of talking to businesses in our wards who are impacted by business rates, but also the impact that it has on the Council's finances.
- 3.13 The slides were subsequently shared with all councillors, so that those who were unable to attend on the day could also benefit from the work that had been put into the presentation.
- 3.14 The presentation will form the basis of a module for the councillor induction programme following next year's election, so I know the officers are keen to receive any further feedback as to how it could be improved for that purpose.
- 3.15 The business rates retention pilot for 2018/19 is well underway, but the Government has confirmed that it will be for one year only. A report was presented to Cabinet earlier in October (report BCa/18/39) to earmark some of the additional funds, that will be received by the Council from the pilot, to specific projects. Individual business cases have been or will be approved by Cabinet before the earmarked sums are used.
- 3.16 The Government has announced its intention to pilot 75% retention of business rates in 2019/20 and invited bids from interested local authorities to be considered for pilot status. Suffolk, through the Public Sector Leaders, agreed to apply again for pilot

status and the application was submitted by the deadline of 25th September. The successful areas are likely to be named in the 2019/20 provisional local government finance settlement published in December.

Staff Survey

- 3.17 A workshop was held with councillors on 11th September to focus on one topic from the staff survey. This was the relationship and communication between officers and councillors. Approximately 25 councillors took the opportunity to participate in this session.
- 3.18 The outputs from the workshop will be included in the action plan that the Senior Leadership Team (SLT) will be signing off during October and will also help to inform the basis of how councillor and officer relationships are built following the election in May 2019.
- 3.19 Whilst the action plan has not yet been formally signed off and shared with staff, actions have already been taken to address some of the feedback and comments that were received through the survey.

Shared Revenues Partnership (SRP)

- 3.20 The most recent meeting of the SRP Joint Committee was on 5th September 2018. A key component of the work of the Committee is to keep the performance of SRP under review using a suite of performance measures that are reported against.
- 3.21 I am pleased to report that there are currently no measures that are giving the Committee cause for concern, but if you would like to see further information on the measures that are reported, the papers can be accessed via our website.
- 3.22 The other topics covered at the September meeting were discretionary housing payments, Universal Credit, the financial position of the partnership for 2018/19 to date and the business plan.

4. Future Key Activities

Medium Term Financial Sustainability

- 4.1 Over recent weeks SLT has been undertaking work to look at options as to how we can achieve a financial position in the medium term that not only shows a balanced position, but one where we generate some surplus to be invested in our district.
- 4.2 To get to this position, without relying on New Homes Bonus within our base budget to fund core services, will require us to find savings or generate income of approximately £2m over the next 4-year period.
- 4.3 A number of options are being considered and will initially be discussed informally with the Cabinets during October, then further refined during November to be in a position to pull together the first draft budget and Medium Term Financial Strategy (MTFS) report in December for presentation to Cabinet in early January 2019.

2018/19 Budget Monitoring

- 4.4 As mentioned earlier in my report, performance against the 2018/19 budget continues to be monitored on a quarterly basis. I will present the second report of 2018/19 to Cabinet in November and will include the key headlines in my next quarterly report to Council.

Information Bulletin to Overview and Scrutiny Committee

- 4.5 You may recall that the report to Council in July included the fact that an Information Bulletin on staff welfare was received by the Babergh Overview and Scrutiny Committee in June.
- 4.6 At that meeting the Committee requested that a general update be brought back to the Committee in 6 months. The update will be presented to the Overview and Scrutiny Committee in December. I will include the key findings in my next quarterly report to Council.

Modern Slavery Charter

- 4.7 As you are aware, a motion was put to Babergh Council about the Modern Slavery Charter and a debate on the motion was held at our meeting in September. It was agreed that a report would be presented to the Cabinets of both Councils in November because the main impact would be in our procurement and supply chains where we operate integrated processes across the two councils.
- 4.8 I will update Council on the outcome of the report to Cabinet in my next quarterly report.

5. Conclusion

- 5.1 As my first report to Council has outlined, the past three months have seen a great deal of activity, not only in finance but across the various strands of my new portfolio. The annual cycle of finance work continues with the initial work having already started for the next budget cycle.
- 5.2 The Council faces a challenge over the next 4 years to ensure that we are financially sustainable in the medium term, particularly in relation to our General Fund, but I look forward to working with you and our officers to bring forward proposals that will see us meet and exceed that challenge.

Authorship: Councillor John Ward

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

TO: COUNCIL	REPORT NUMBER: CMU25
FROM: COUNCILLOR JAN OSBORNE CABINET MEMBER FOR HOUSING	DATE OF MEETING: 23 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR HOUSING DELIVERY

1. OVERVIEW OF PORTFOLIO

- 1.1 The Housing Portfolio includes: Home Ownership, Sheltered Housing, Tenancy Management, Income Collection, Property Services, Building Services (BMBS), Private Sector Housing, Housing Development, Housing Solutions, Choice Based Lettings and HRA Finance. Our Vision is for residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.

2. RECOMMENDATION

- 2.1 This report is for information.

3. KEY ACTIVITIES/ISSUES OVER THE PAST THREE MONTHS

First Joint Housing Strategy soon to be released for consultation

Officers are making the final alterations to the Draft Joint Housing Strategy before it goes out for public consultation at the end of October.

The Strategy was initially developed by working with key housing market partners at consultation events, at which a wide range of representatives were invited to help shape and inform the priorities, based on what we think are our housing market challenges.

The Strategy helps us to deliver against our Vision for residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.

Whilst developing this strategy and to broaden the consultation, we have sought the views from all Babergh and Mid Suffolk District Councillors at different stages of the development process.

At the end of October, an eight-week consultation specifically targeted at partner agencies, Town and Parish Councils, communities and key stakeholders will take place.

The purpose of the consultation is to:

- Ensure people agree with our identification of the current most pressing housing market challenges, priorities for action
- Allow people to make comments and suggestions about the contents of the strategy

- Review the Priority areas which set out what we are going to do, and how we are going to do it, and what the outcome of that action will be.

Following the consultation period, Officers will finalise the Strategy ready to present to Full Council for adoption in early 2019.

Private Rented Sector (PRS) 'Offer' Project

Officers are about to commence an exciting project to develop our Private Rented Sector 'offer' to maximise our opportunities to prevent homelessness. There is a significant shortage of social housing and therefore, to prevent accommodating everyone in a housing crisis into temporary accommodation, we need to maximise the opportunities to access housing through the Private Rented Sector.

There are significant issues with accessing the PRS currently and our current Rent Deposit Guarantee Scheme does not meet the new obligations under the Homelessness Reduction Act. There are two main parts to the project, the first will be focussing on reviewing, re-designing and re-launching the Rent Deposit Scheme. The second is looking at the financial viability of developing an in-house leasing scheme. A leasing scheme would mean us, in effect, renting the property from a landlord for three-five years and then enabling a client a longer term housing solution than just an ordinary Assured Shorthold Tenancy. This project is significant and involves a lot of investigation and the development of comprehensive business cases before these will be presented to Members during 2019.

Homelessness Reduction Strategy (HRS)

Our Homelessness Reduction Strategy 2018-2023 will go out to consultation in October for a period of six weeks.

The Strategy sets out how we want to grow and develop our Homelessness Provision over the next five years. The HRS can be found using the link below:

<https://baberghmidsuffolk.moderngov.co.uk/documents/s11679/Appendix%20A.pdf>

When we review the effectiveness of this Strategy in 2023, we want to have achieved the following: -

1. To have ended rough sleeping in our Districts
2. To have proactively working with clients at an early stage, prior to the 56 days we have to statutorily
3. To have significantly reduced the usage of Bed and Breakfast
4. To have successfully prevented homelessness in the Private Rented Sector
5. To have ensured everyone contacting the service receives in depth advice and assistance on their housing rights and housing options

To achieve this, we will need to work against the six key priorities:-

- Prevention of Homelessness
- Supporting Vulnerable Households to Secure and Maintain Accommodation
- Mitigating Against the Impact of Welfare Reforms
- Increasing Access to Suitable Accommodation
- Raise Aspirations of Positive Health and Wellbeing amongst Homeless People
- End Rough Sleeping

A comprehensive action plan detailing what work we need to be carrying out to meet our ambitious plans and get to where we want to be in 2023 is currently being developed. This will be finalised after the consultation process.

After the consultation period, a final Strategy will be presented to Council for approval before being published.

Performance – Housing Solutions

The Housing Solutions Officers have been working very hard getting to grips with the new Homelessness Reduction Act, which came into effect in April this year. It has completely changed the way that they work and has had a significant impact on their workloads. They now have to do far more paperwork than they did previously and issue more decision letters than ever before. This is a huge task, which could easily detract from the prevention work that they should be focussing on.

Historically, we used to report *Prevention* and *Relief* figures quarterly through a system called the P1E. Since April, we are now expected to report outcomes through a new system called H-Clic. This system reports in a different way and as a result our statistical returns look very different.

Previously, under the P1E, not only would we include all the work carried out by Officers, but we were able to include successful Discretionary Housing Payment (DHP) applications too. However, under the new system, that is no longer possible. The DHP figures used to account for a significant amount of positive outcomes and therefore, when we first started to look at our performance this year, it looked dramatically less.

Officers have looked at how much prevention and relief work was carried out each year for the past five years excluding the DHP data, and compared that to the work carried out so far this year.

	13/14	14/15	15/16	16/17	17/18	Apr 18- Aug 18
Preventions	15	31	20	25	44	73
Reliefs	98	105	88	73	64	35
Total	113	136	108	98	108	108

As you can see from the table above, in the first five months of this year (2018/19), Officers have managed to achieve the same performance that they did in the whole of the last financial year.

Tenant Board

The newly established Tenant Board has been meeting over the last few months to build their training and knowledge about the Housing Service and the wider Housing world. They recently heard from Jenny Osborne, Chief Executive from TPAS (Tenant Participation Advisory Service) who spoke about the Green Paper and the importance of groups such as the Tenant Board to really work alongside the landlord to drive forward the change needed to Social Housing.

There are now five tenants signed up to the Board and officers are continually looking to recruit other tenants to join the Board.

Officers are also about to launch the first Tenant Sounding Board around Fire Safety. This will involve tenants helping us to look at how we communicate with fellow tenants about fire safety in the home.

Proposals for a Member Sounding Board are currently being worked on by Officers with further information to follow in the near future.

Houses of Multiple Occupation (HMO) Licensing

From October 1st, all HMO's require a license from the local authority. The fee for a license within Babergh and Mid Suffolk has been agreed at £551. Property Services will be inspecting these properties to ensure they are in good repair and meet all the fire safety requirements. A programme of inspections is currently underway.

BMBS update

In the past three months, Officers have achieved:

- A total rollout of Total Mobile across the whole Repairs team resulting in Officers using the technology to access their work whilst on the go. This has had positive impacts on the back office arrangements and for the team using the technology too. The technology is now being rolled out to the VOIDs team.
- All work vans have now been branded to create more visibility within the Districts and to support the cultural development of the team. Tenants are now able to identify when a van arrives at their property or within their estate.

More recently, the revised Business Plan for BMBS has been reviewed by Overview and Scrutiny (O&S) Committee. On the back of the O&S recommendations, internal audit have also reviewed the report and made some suggestions to incorporate. This report will be presented to Cabinet shortly and O&S at the point of the six-monthly review in December.

Additional Housing Revenue Account (HRA) Headroom Borrowing

In the Summer, the Government announced the regulations on bidding for additional HRA borrowing, which includes the opportunity to use additional borrowing along with Homes England Grant or Right to Buy Receipts. Babergh and Mid Suffolk both qualified to bid for the additional borrowing, which supports our ambitious plans to build new Council homes. Officers worked incredibly hard to put together the information necessary to bid for the headroom required to deliver the 214 homes across Babergh (£4.794m) and 200 homes across Mid Suffolk (£16.865m).

Since the deadline, Theresa May announced at the Conservative Party Conference that the Government were scrapping the debt cap. Further details have not yet been released but Officers are monitoring to see how this will develop and support our plans to build new homes.

Social Housing Green Paper

In August, the Government published their Social Housing Green Paper: A new deal for Council Housing.

The paper is a consultation document that seeks views on the Government's proposal for the future of Social Housing. It contains 48 consultation questions around five key principles:

- Ensuring a safe and decent home
- Improving and speeding up how complaints are resolved
- Empowering residents and strengthening regulator
- Tackling stigma and celebrating thriving communities
- Building new social homes and supporting home ownership

The paper can be found at: <https://www.gov.uk/government/news/social-housing-green-paper-a-new-deal-for-social-housing>

Deadline for responses is 6th November and Housing Management Team are in the process of reviewing the consultation to consider what response Babergh and Mid Suffolk may wish to make.

Void Performance

Joint Overview & Scrutiny Committee heard in September the detail in relation to the improved void re-let times over the past eight months. They heard how the teams involved had undergone changes to procedures and processes, re-allocation of resources, co-working and culture changes to deliver the improved performance. Void times have already reduced significantly through the work officers had undertaken.

There is now a confidence that both Councils are well positioned to ensure that the housing stock would continue to be ready to be re-let to tenants with-in our agreed 21 day target.

Disabled Facilities Grants (DFG's)

BDC/MSDC and the Suffolk partners continue to work with Orbit Home Improvement Agency to ensure DFG's are administered in a timely manner.

Alongside this contract, Property Services are currently working on proposals which will enable our residents to access the help they need without the need to navigate their way through complicated, confusing and time consuming application procedures.

Any proposals will require Cabinet approval before we proceed. This work will compliment the Orbit contract.

Community Land Trust update

In Babergh we have two Community Land Trusts established to date.

Lavenham Community Land Trust are working in partnership with Hastoe Housing Association to deliver 18 affordable, local needs, rented dwellings that will be held in perpetuity for the community forever. This is on the former SCC depot site at Harwood Place, off Melford Road, in Lavenham. This is an amazing scheme and something that Babergh are extremely proud to be involved in. The dwellings will be completed and occupied by tenants with a local connection to Lavenham, and their families, in 2019. For full details and photographs see the Lavenham CLT Website.

Babergh are also working in partnership with East Bergholt Community Land trust to deliver affordable, local needs housing in East Bergholt. We are regularly meeting and communicating to help them to achieve this aspiration. See also their website for more information.

We are in conversation with Parishes all across Babergh regarding Community-Led housing schemes with interest increasing month on month. Community Housing Fund money remains available for any parish interested in delivering a local needs, affordable housing schemes that delivered in a Community-Led way. Contact Elizabeth Ling for more details at elizabeth.ling@baberghmidsuffolk.gov.uk

Update of Housing Delivery Programme

To date, we have had 64 completions in Babergh – 14 in 18/19. The proposed Babergh pipeline 2018/19 to 2021/22 includes 214 new homes of which 143 will be new build by the Council.

Members can monitor progress of the programme through the quarterly performance reports.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: The Leader of the Council and The Cabinet Member for Organisational Delivery	Report Number: CMU26
To: Council	Date of meeting: 23 October 2018

TO PROVIDE AN UPDATE FROM THE LAW AND GOVERNANCE DIRECTORATE

1. Overview of Directorate

- 1.1 The Law and 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 and 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. Recommendation

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

3. Key Activities/Issues Over the Past Three Months

3.1 Annual Canvass of Electors

Beginning in July every year, the Electoral Registration Officer (the Chief Executive) is required by law to send up to three household enquiry forms to every residential property in the district. The purpose of this form is to collect details of residents who need to be included on the register of electors. A revised register is then published annually on 1 December.

The third stage of the canvass is now underway, which involves a personal visit by one of the canvassers to any properties where there has been no response to the first two forms. To date 84.86%¹ of households have responded to the canvass which is an excellent result for this stage in the process.

Invitation to register forms are being sent out in weekly batches to new electors who have been identified on the household forms.

3.2 Electoral Review of Ward Boundaries

The Order amending the district ward boundaries will be laid in Parliament on 22 October 2018, which is later than expected due to delays in the Government Legal Department. This will be made into legislation after 40 sitting days.

¹ As at 1 October 2018

The new wards are effective from the election on 2 May 2019, therefore the Electoral Services Team will be publishing a revised register on the new boundaries ahead of the nominations window for those elections.

3.3 Review of UK Parliamentary Constituency Boundaries

The final recommendations of the Boundary Commission for England were published on 10 September 2018 and must now go through the process of parliamentary approval. The revised constituencies will be effective from the next scheduled UK Parliamentary Election in May 2022.

The South Suffolk Constituency covers the whole of the Babergh District and two wards of the St Edmundsbury Borough. There is no proposed change to this constituency.

3.4 Internal Audit Services to the Holding Companies

The Internal Audit Team have been awarded the contract for providing the internal audit provision for Babergh DC Holding Company and Mid Suffolk Holding Company. This represents 20 days of paid audit work.

The types of audit will include:

- Compliance Audit – To provide assurance on compliance with rules, regulations and laws applicable to the operating environment.
- Operational Audit – To provide assurance on efficient and effective conduct of operations within the operating environment.
- Information System Audit – To provide assurance on the proper functioning and use of the information system through the life cycle of those activities operated within.
- Performance Audit – To provide assurance on the efficient use of resources to obtain the objectives of the companies.
- Environmental Audits – To provide assurance on compliance with any associated environmental laws and regulations.
- Special Audits – Relating to any investigations on fraud and corruption, or any other service area with the prior approval of the Board.

3.5 Improvements to Freedom of Information response times

The Information Management Team are taking proactive steps to improve response times to requests for information made under the Freedom of Information (FOI) Act and to ensure that all requests are responded to within the statutory deadline of 20 working days. These steps include implementing an escalation process for outstanding requests and providing weekly metrics on the number of requests received and answered. There will also be a refresh of the FOI training package for officers and Councillors in the coming months.

4. Future Key Activities

4.1 Publication of the 2018 Register of Electors

The 2018 Register of Electors will be published on Saturday 1 December 2018, in accordance with statutory requirements. This will be using the existing ward boundaries. Registers will be distributed to those individuals and organisations entitled to receive a copy during the following week.

Due to the ward boundary changes the electoral register will be republished using the new boundaries on 1 February 2019.

4.2 Polling District Review

The Electoral Registration and Administration Act 2013 requires a review of polling districts to be undertaken in the 16 months following 1 October 2018. Furthermore, the changes to the ward boundaries have resulted in some necessary amendments to polling districts. The review will therefore be undertaken ahead of the republication of the register on 1 February 2019.

The designation of polling districts is a Council function and a report to gain Full Council's approval will be presented in December. The allocation of the actual polling stations within each polling district is for the Returning Officer to determine.

4.3 Constitution Working Group

The Constitution Working Group held its first meeting on 3 September. The Working Group agreed principles for the review and identified key areas for revision by the Monitoring Officer. It was also agreed that the review timetable would be amended so that the revised Constitution would be presented to the December Full Council meeting for adoption.

Authorship:

Emily Yule
Assistant Director – Law and Governance

This page is intentionally left blank

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Derek Davis Cabinet Member for Organisational Delivery	Report Number: CMU27
To: Council	Date of meeting: 23 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ORGANISATIONAL DELIVERY

1.0 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 continued to focus on improving core performance, and we have also worked hard on a number of key projects which build upon our business as usual activities. A summary of activity that has taken place across the three themes over the last few months follows.

2.0 Recommendations

- 2.1 That Council notes the report.

3.0 Key activities/issues over the past 3 months

3.1 *Customer Services*

- 3.2 Performance in Quarter 2 continues to improve; with customers waiting on average 1 minute 30 seconds for their call to be answered which is a reduction of 12 seconds from the previous Quarter. We have also increased the number of calls we answer and reduced the number of phone calls abandoned by customers, on average we answered just over 88% for Q2. The improvements in performance have been set against a backdrop of reduced resource for a variety of reasons over the summer months, but we have still maintained good performance levels and continued with our programme of staff development.

- 3.3 A new online service has been introduced for customers to access their Council Tax or Business Rates account information. Customers can already provide information to us through the website including registering to pay Council Tax and applying for discounts. Improved functionality now means they can view their account online, which gives details of their account balances, payments and bills and their ability to update their contact details.

- 3.4 A pilot initiative with Suffolk Libraries was also launched in August. Customer Service officers are on hand to help customers every Monday afternoon between 1pm – 4.30pm at Shotley Village Hall, either to help answer queries directly or

support them to use our self-service facilities. The pilot is running for 8 weeks, when we will then review provision of the service moving forwards. A further pilot initiative with Suffolk Libraries is also planned for launch later in October, which will see self-service facilities provided at Hadleigh Library.

- 3.5 Our customer satisfaction survey is still being piloted. During Quarter 2, 50 customers who visited either of our Customer Access Points completed our satisfaction survey. Two customers highlighted areas for improvement to services, one in respect of the website and the other in respect of our automated payment line; both of which we are now reviewing to see if we can make improvements. With respect to customers rating our staff, (as good, very good or excellent, for helpfulness, information and advice provided, and time taken to listen and to understand their query) we maintained 100%.
- 4.0 ***Business Improvement including Policy & Performance, Data Analysis and Programme Management***
- 4.1 During quarter 2 we have carried out investigations into 9 stage 2 complaints: one was upheld as per stage 1; two were partially upheld; and six were not upheld. We are still seeing an increase in stage 2 requests when compared to the same period last year. To improve the quality of responses to complainants, reduce the need for stage 2 investigations and ensure faster access to the Local Government Ombudsmen, a revised complaints policy was presented to and approved by Cabinet in August. Implementation of the Policy is subject to evidence that the number of stage 2 requests reduces as a result of a training programme which will be delivered to all officers who respond to complaints. This training will be provided by the Local Government Ombudsmen and will focus on helping us to resolve customer issues at the first opportunity.
- 4.2 We are compiling a baseline of social data which will help us better understand how we can help those who need us most. We can use this information to feed into our policies as well as business as usual activity. We are now part of a Suffolk wide group called SODA, the Suffolk Office of Data and Analysis. The group consists of staff across all Local Authorities, both CCG's and the Suffolk Constabulary; working together to make better use of data and generate new insights into public services. Suffolk is part of the 100% Business Rates retention pilot and SODA developed a business rates forecasting model which has supported funding decisions by the Suffolk Chief Officers Leadership Group (SCOLT). This is just one example of how this group will be working together to make better use of data and generate new insights, apply them to improve policy and improve service design and delivery.
- 4.3 Work has commenced on the End of Term Report for this Administration, with all Councillors being invited to provide input. The report will reflect on the commitments made in the Joint Strategic Plan (JSP) with a summary of stories, facts and a video containing short clips.

- 4.4 The first quarter of our newly revised outcome performance report was presented to Cabinet in August. The Assistant Directors and Portfolio Holders had worked together to refine the indicators and targets reflecting the priorities of the Council. This more focused report was well received; the changes welcomed, with Council Members agreeing that it provided a good reflection of the Council's performance, and transparency of the areas where improvements are underway.
- 4.5 The senior leadership team have continued to monitor our strategic projects progress through the provision of a high-level overview report, and have signed off a new project management framework implementation plan which is being rolled out from the 1st October through to April 2019. Alongside developing this framework we have provided specific support to a range of other projects including public realm, payment methods, and implementation of moderngov.
- 5.0 **ICT**
- 5.1 We have now run four Operational ICT Programme Board meetings with Suffolk County Council IT (SCC IT). With key officers attending from both SCC IT teams as well as Babergh Mid Suffolk Corporate Managers and lead officers, we have seen improved communication across the teams and a greater visibility of progress on key projects and programmes of work. We published our first staff IT Newsletter in July which provided updates from the board meetings and our second IT Newsletter will be published in October.
- 5.2 The performance of the SCC IT support desk has continued to improve from Quarter 1 through Quarter 2. During June, SCC IT took on average 1 minute 55 seconds to respond to support calls, but this has reduced to 1 minute 28 seconds in July, and to less than 42 seconds in August (traditionally a quieter month). In total (all SCC IT customers) the IT service desk answered over 8739 calls during the quarter. 626 incidents (issues/problems) and 659 additional service requests were raised from Babergh and Mid Suffolk Councils during this period. During Quarter 2 SCC IT resolved 81% of incidents within 7 working days, moving towards their target of 90%, and 71% of their service requests.
- 5.3 As recommended by the National Cyber Security Centre and in line with SCC IT we will be changing our network password policy; such that the length increases from 8 to 10 characters and you only have to change your password once a year. Experts are advocating not to force customers to change their passwords at regular short intervals as this behaviour can lead to weak passwords being chosen e.g. a dictionary word with sequenced incremented numbers or a date type password.
- 5.4 A project group has been working to understand why users are having differing ICT experiences when working from home. Most staff and Councillors are able to work freely from home; however we have experienced some issues with older legacy

applications. We have identified some solutions which include where possible moving users across to Windows 10 and also providing information to users explaining what can cause some of the issues, for example moving large files and bulk uploads with the associated work arounds.

- 5.5 The Democratic team have recently switched to using tablet devices to conduct the canvassing exercise – this means the Electoral system is updated immediately as we complete the information on the doorstep, avoiding us having to rekey information.
- 5.6 After listening to customer feedback, SCC IT have increased the opening hours of the IT Platform; which now opens at 8:30 and closes at 4.30pm. This has been greatly welcomed by those staff who like to start work early in the morning.

6.0 **Conclusion**

We continue to make progress and improve performance across all of our teams. Over the next few months we will continue to focus on maintaining performance whilst looking to deliver our services in the most efficient way possible. We will continue to develop our Customer Strategy action plan in line with our aspirations to provide excellent customer services across the whole organisation. Two new graduates have joined Babergh Mid Suffolk Councils for their next 6 month placement, and they will also be working alongside us on a number of projects supporting our day to day work, including the partnership initiatives with Suffolk Libraries and further enhancements to our performance framework.

BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Ridley Cabinet Member for Planning	Report Number: CMU28
To: Council	Date of meeting: 23 October 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 Local Planning Authority
Ensure Development Management makes good quality and timely Decisions
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 our 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
Liaise with neighbouring authorities to fulfil our 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 standards) is good, with Babergh delivering 77% of majors in time in the three months to the end of September 2018. On non-majors performance is also at 77%. For Majors we determined 15 applications in the previous quarter and 9 in this quarter which is accordingly more exposed to statistical variation as 1 additional decision in time would have exceeded previous quarter performance. For non-Majors it is likely that staffing challenges have compromised performance. It should nevertheless be noted that MHCLG performance measures run over a rolling two year period and currently are at 87% for Majors for that two year period (target 60%) and 82% for non-Majors (target 70%).
- 3.2 The five-year housing land supply has been challenged at the Public Inquiry relating to the Boxford appeal. A verbal update on the outcome of this appeal will be provided if the decision is issued between publishing this paper and the Council Meeting.

- 3.3 Despite a successful recruitment round some months ago, and the introduction of a market factor supplement to support the recruitment and retention of qualified Planning Officers, there are still some vacancies in both Development Management and Planning Policy teams. Application caseloads remain accordingly high. Consequently, this has been flagged as a significant risk on the corporate risk register. To support longer term change, we continue to financially support apprentice planners through their professional planning qualifications.
- 3.4 Staff recruitment and retention remains a challenge and has been flagged as a significant risk on the corporate risk register.
- 3.5 I am pleased to see more Neighbourhood Plans coming forward, with nineteen communities actively working towards developing their plans. Boxford, Little Cornard and Whatfield have all designated their areas since my last report.
- 3.6 The first round of bids for Community Infrastructure funding have been dealt with and officers are currently working on the first review of the process.
- 3.7 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 of the initiative; 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.
- 3.8 The next stage of the Joint Local Plan remains an important piece of work. The new NPPF has placed additional responsibilities on all Councils and Officers are addressing the further evidence required, much of which relates to infrastructure requirements.
- 3.9 The Local Development Scheme, which sets out the timetable for the Joint Local Plan, was adopted in July.

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 requirements of the revised NPPF.
- 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 The second 'bidding round' for CIL expenditure is underway. It opened on 1st October and will close on 28th October with validation and screening during November and December and relevant bids brought to Cabinet in February 2019.

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 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.

Authorship: Councillor Nick Ridley

This page is intentionally left blank

Agenda Item 10a

BABERGH DISTRICT COUNCIL

TO:	COUNCIL	REPORT NUMBER: BCa/18/35 Amended
FROM:	Cabinet Member for Assets and Investments	DATE OF MEETING: 23 October 2018
OFFICER:	Emily Attack - Assistant Director, Assets and Investments	KEY DECISION REF NO. CAB83

Strategic Property & Land Investment Fund

1. PURPOSE OF REPORT

- 1.1 This report requests Cabinet's approval to establish a Strategic Property and Land Investment Fund of £3million, to be funded from borrowing as required, to enable the Council to act immediately when opportunities are available for strategic purchases.
- 1.2 The allocation of this dedicated fund will provide the Council with the opportunity to react and secure, when required, strategic properties and land, within the district.
- 1.3 The proposed fund will not require a secondary decision-making process, with the proposed final decision, to purchase, delegated to the Strategic Director (responsible for Assets and Investments) in consultation with a minimum of two Cabinet Members including the Cabinet Members for Assets and Investments, Finance and Economy. All transactions will have a thorough due-diligence process and will follow the strict criteria detailed within sections 4.5 and 4.6 of this report. Acquisitions will be reported, at Cabinet, following the completion of all purchases.

2. OPTIONS CONSIDERED

- 2.1 The following options have been considered:
 - 2.1.1 **Option 1** Not allocating a fund for strategic purchases;
 - 2.1.2 **Option 2** Allocating a fund of £3million;
- 2.2 Both options above have been considered and the recommended option within this report is option 2, to allocate a fund of £3million. The reason the other option has not been recommended is detailed below.
 - 2.2.1 **Option 1** - This does not allow the Council to react and secure strategic assets on a level playing field with the commercial sector.

<p>3. RECOMMENDATIONS</p> <p>That the Council:</p> <p>3.1 Approves the establishment of a Strategic Property and Land Investment Fund of £3million to be funded from borrowing as required.</p> <p>3.2 Delegates to the Strategic Director, with responsibility for Assets and Investments, in consultation with a minimum of two Cabinet Members including the Cabinet Members for Assets and Investments, Finance and Economy, the authority to pursue and finalise purchases of strategic property and land as set out within sections 4.5 and 4.6 of this report.</p>	<p>REASON FOR DECISION</p> <p>To enable the Council to react and secure, when required, strategic property and land, as an investment opportunity, and to assist future house building and economic growth within the district.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. KEY INFORMATION

- 4.1 The Council has in the past approved, through the Strategy Committee process, the purchase of strategic assets, prior to a formal offer being made and accepted. However, the delayed decision-making process could put the Council at risk of not securing strategic properties and not being able to compete with the commercial sector, in a timely way, to gain the best purchase price for the Council.
- 4.2 The ability to act quickly with authority is particularly important when properties are sold by auction or by way of other restricted timescale methods such as best bids with a set completion date. For example, if a key piece of property within a regeneration area were to be listed for sale at auction, the Council would need the ability to act quickly to acquire it. Failure to do so could result in a lengthy and costly Compulsory Purchase Order process to enable the regeneration to come forward or alternatively could result in the inability to deliver the proposed regeneration to the detriment of the wider community.
- 4.3 Equally where property is available adjacent to other land and property holdings there can be opportunities to add value by merging the interests into a single ownership. For example, acquiring a small strip of land adjacent to a car park may enable the car park to be laid out more efficiently to provide more spaces or alternatively adjacent to residential development land it could increase the number of dwellings that can be provided.
- 4.4 The proposal is that the Council establishes a Strategic Property and Land Investment Fund and allocates £3million to be funded from borrowing as required. It is an innovative step, that some other councils have also recently adopted, to set up a fund and delegate authority to invest in strategic property and land in this way.
- 4.5 Following benchmarking with other similar councils, £3million is the most appropriate amount to allocate to this type of fund. A review would be proposed after the first year to measure the success of the fund and enable the funding allocation to be reviewed to ensure it is appropriate moving forward.

- 4.6 The nature of negotiating on property and land purchases means that the ability to act quickly and with the relevant authority is often needed. Having to make offers which are subject to Cabinet approval and wait for the next meeting cycle for proposals to be formally approved is not efficient, especially when in competition for strategic property and land with the commercial and housebuilding sectors.
- 4.7 The following criteria will be used to guide such property and land purchases:
- a) The property/land will be within the district of Babergh;
 - b) Both urban and rural opportunities will be considered;
 - c) The purchases of the property/land would represent good value for money given the potential return on investment;
 - d) The property/land will have some development potential, although not necessarily immediate, to allow the Council to be able to take a medium and long-term view;
 - e) No more than £1.5m will be paid for any individual land or property acquisition;
- 4.8 Further checks and balances would be put in place. Before agreeing to purchase any property/land, the Cabinet Members for Assets and Investments, Finance, Economy and local members will always be consulted. Once completed, the details of all property and land purchases will be reported, in full, to Cabinet. The Fund, its operation, and performance will be reviewed annually. The process as outlined in Appendix A will be followed for all purchases.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The purchase of the property, highlighted within this report and the opportunity to purchase future properties and land, meets the following key strategic priorities and outcomes:
- 5.1.1 Property investment to generate income and regenerate local areas
 - 5.1.2 Ensure there are enough good quality, environmentally efficient and cost-effective homes with the appropriate tenures and in the right locations
 - 5.1.3 Making best use of land and buildings across the Suffolk system
 - 5.1.4 Further develop the local economy and market towns to thrive.

6. FINANCIAL IMPLICATIONS

Revenue/Capital/ Expenditure/Income Item	
Capital	
Strategic Property and Land Investment Fund (to include all associated purchase costs)	£3m

- 6.1 The Council will need to borrow to pay for any purchases using this Fund and depending upon the type of asset purchased there may be some time where the Council has to cover the capital financing charges from its General Fund, before a return can be achieved.

6.2 The costs will depend upon the type of asset purchased e.g. land is depreciated over 50 years and property over 40 years.

6.3 There are also two elements to capital financing charges where borrowing is used to pay for a purchase. The first is interest, which is due from the day that a loan is taken out. The second is the minimum revenue provision (MRP / depreciation) which is paid from the financial year following the year of acquisition.

6.4 The table below identifies the capital financing costs that would be borne by the Council on the purchase of an asset for £1.5m for the first two years following acquisition for both land and property options.

	Year 1 (£)	Year 2 (£)
Property Purchase		
Interest (1.85% over 40 years)	27,750	27,750
MRP (40 years)	0	37,500
Total Cost	27,750	65,250
Land Purchase		
Interest (1.8% over 50 years)	27,000	27,000
MRP (50 years)	0	30,000
Total Cost	27,000	57,000

7. LEGAL IMPLICATIONS

7.1 The Local Government Act 1972, Section 120, gives the Council the power to acquire property and land.

7.2 The purchase of the property mentioned in this report and future properties/land will be subject to a legal contract. The development of the property/land may also require a planning application to be submitted or change of use.

8. RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 4c. If we do not manage our asset portfolio effectively it may result in: lost opportunity; loss of capital value; increased revenue costs and loss of public confidence. Key risks are set out below:

8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Strategic Asset Management Operational Risk 4A07. If we do not have readily accessible funds with appropriate delegations in place to make timely strategic acquisitions, then the council may miss opportunities to add assets to its portfolio which could contribute significantly to its strategic priorities	2 - Unlikely	3 – Bad / Serious	Identify funding and put appropriate delegations in place via BDC Cabinet.

9. CONSULTATIONS

- 9.1 Prior to all purchases, consultation will be made with all local ward members to the land or property
- 9.2 Consultation will also take place with Planning Officers who will be able to provide pre-application planning advice for all properties and sites prior to acquisitions being completed, where appropriate.
- 9.3 Consultation with the public would also take place under the usual planning process in the event of any future redevelopment.

10. EQUALITY ANALYSIS

- 10.1 The content of this report is such that there are no equality issues arising directly from this report and an Equality Impact Assessment (EIA) is not required.

11. ENVIRONMENTAL IMPLICATIONS

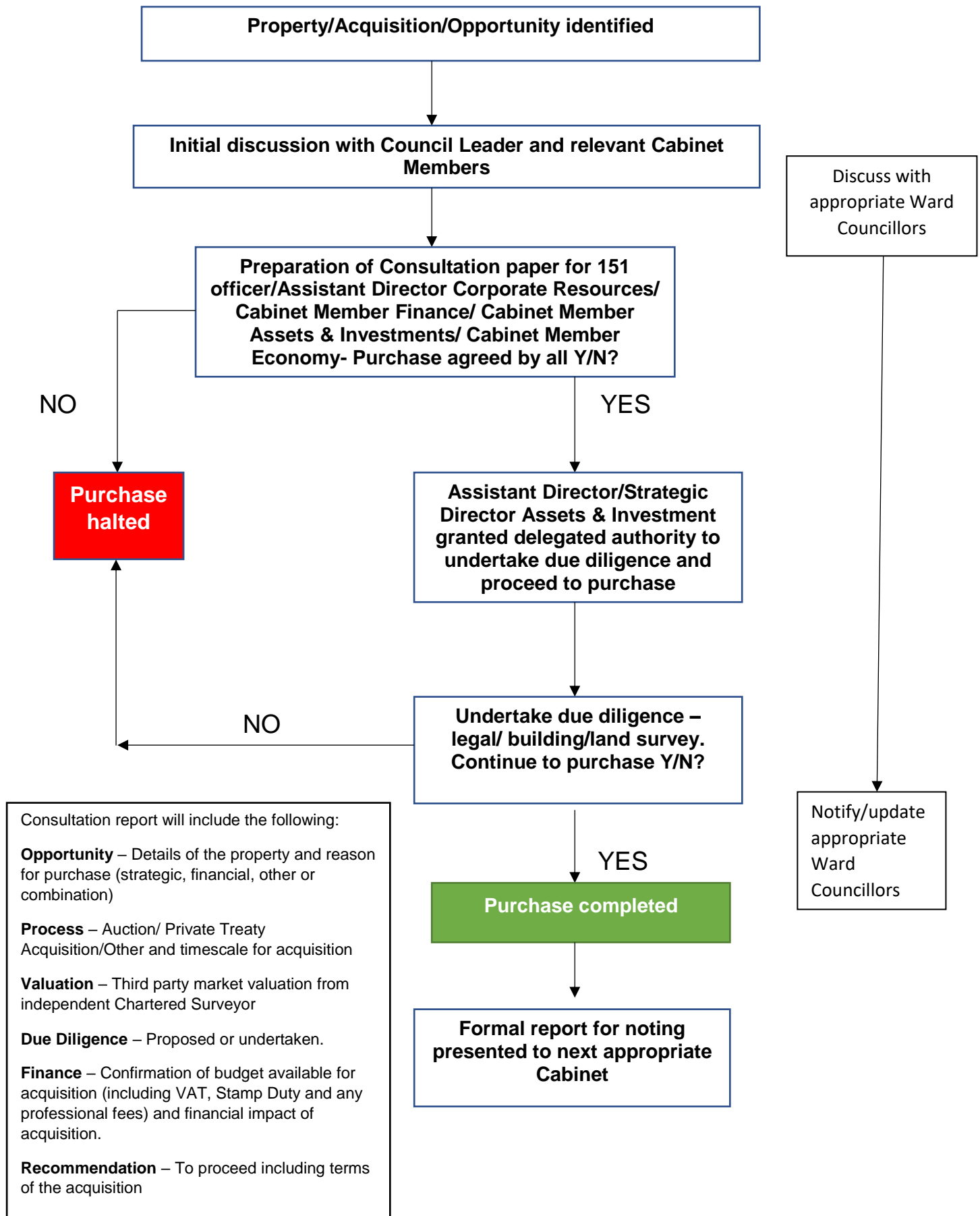
- 11.1 Environmental issues will be considered prior to all acquisitions being made, for example as one area of due diligence, energy certificates will be obtained and reviewed.
- 11.2 All acquisitions will be reviewed, post purchase, to enable them to be as energy efficient as possible

12. APPENDICES

Title	Location
(a) Acquisition Indicative Process flowchart	Attached

This page is intentionally left blank

Opportunity, Land and Property Acquisition Indicative process



This page is intentionally left blank

Agenda Item 11

BABERGH DISTRICT COUNCIL

To: COUNCIL	REPORT NUMBER: BC/18/27
FROM: MONITORING OFFICER	DATE OF MEETING: 23 OCTOBER 2018

POLITICAL BALANCE AND COMPOSITION OF COMMITTEES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to agree the revised political balance and composition of the Council's committees as a result of Councillor Alan Ferguson and Councillor Sian Dawson re-joining the Conservative Group.
- 1.2 In addition, this report is asking Council to note the appointments to committees as set out in Appendix (b) to this report.

2. RECOMMENDATIONS

- 2.1 That the committees' size and numerical allocation of seats be approved as detailed in Appendix (a) to this report
- 2.2 That the revisions to the appointments to committees as set out in Appendix (b) to this report be noted.

3. KEY INFORMATION

Political Composition and Appointments to Committees

- 3.1 Under the provisions of the Local Government and Housing Act 1989 where a local authority is grouped for committee composition purposes, the Authority is required to make arrangements to ensure that its committees share the same political balance as the full Council.
- 3.2 The Local Government (Committees and Political Groups) Regulations 1990 allow ungrouped members to receive committee seats if any are left over once allocations have been made to the political groups in proportion to their membership of the authority. The political groups of Babergh make up 100% of the Council and therefore all of the politically balanced committee seats go to political groups.
- 3.3 The current committee structure has 43 available seats which go to political groups.
- 3.4 As a result of Councillor Alan Ferguson and Councillor Sian Dawson re-joining the Conservative Group, the committee seats need to be adjusted to ensure that Council's committees share the same political balance as the full Council.
- 3.5 The Council is therefore asked to approve the revised numerical allocation of committee seats, and the calculation, in accordance with the provisions of the Local

Government and Housing Act 1989, as shown in appendix (a) to this report. The calculation provides for 43 committee seats to the various groups as follows:-

Conservative	-	26 seats
Independent	-	8 seats
Independent Conservative	-	2 seats
Liberal Democrats	-	3 seats
Labour	-	2 seats
Babergh Unionists	-	2 seats

- 3.6 Further to the proposed amendments to the allocation of committee seats the relevant Group Leaders have notified the Monitoring Officer of alterations to the members appointed to the committees. The Council is asked to note these appointments as at appendix (b) to this report.

4. LINKS TO JOINT STRATEGIC PLAN

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

5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

6. LEGAL IMPLICATIONS

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

7. RISK MANAGEMENT

- 7.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Sufficient members are not appointed and the Committee is inquorate and unable to take decisions	1 – Highly unlikely	3 - Bad	Early discussions with Group Leaders regarding Committee placements
The constitution does not provide lawful or fit for purpose	1 – Highly unlikely	3 - Bad	The Monitoring Officer reviews the constitution on an annual basis.

governance arrangements			Creation of a constitution working group.
-------------------------	--	--	-------------------------------------------

8. CONSULTATIONS

8.1 The Group Leaders have been consulted on the relevant aspects of this report.

9. EQUALITY ANALYSIS

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

10. ENVIRONMENTAL IMPLICATIONS

10.1 There are no environmental implications associated with this report.

11. APPENDICES

Title	Location
(a) Numerical allocation of committee places	To follow
(b) Appointments to committees	To follow

12. BACKGROUND DOCUMENTS

12.1 None

This page is intentionally left blank

Agenda Item 16

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

Document is Restricted

This page is intentionally left blank