



AGENDA

COUNCIL MEETING

THURSDAY, 26TH JULY 2018 - 5.30 PM

Members of the Council are summoned to a meeting of the Mid Suffolk District Council at the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on **Thursday, 26th July 2018 at 5.30 pm**

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

Arthur Charvonja
Chief Executive



COUNCIL	
VENUE	King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich
DATE	Thursday, 26 July 2018 5.30 pm

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

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

In accordance with Council Procedure Rule 10, The Chief Executive will report the receipt of the following petition. There can be no debate or comment upon these matters at the Council meeting.

A petition with 68 valid signatures expressing opposition to planning permission for an event venue at Rockylls Hall.

7 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

The Chairs of Committees to answer any questions from 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 11.

8 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

The Chairman of the Council, the Chairs of Committees and Sub-Committees and Portfolio Holders to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District of which due notice has been given in accordance with Council Procedure Rule No. 12.

9 TO RECEIVE REPORTS FROM CABINET MEMBERS 15 - 50

CMU16 – Leader and Cabinet Member for Assets and Investment
CMU17 – Cabinet Member for Communities
CMU18 – Cabinet Member for Economy
CMU19 – Cabinet Member for Environment
CMU20 – Cabinet Member for Finance
CMU21 – Cabinet Member for Housing – to follow
CMU22 – Leader and Cabinet Member for Organisational Delivery
CMU23 – Cabinet Member for OD (Law and Governance)
CMU24 – Cabinet Member for Planning

10 OVERVIEW AND SCRUTINY COMMITTEE REPORT

Verbal update from the Chair of Overview and Scrutiny Committee

11 MC/18/13 LOCAL DEVELOPMENT SCHEME UPDATE 51 - 64

Cabinet Member for Planning

12 COUNCILLOR APPOINTMENTS

Appointment of Chair of the Joint Audit and Standards Committee

Following her appointment to the Cabinet, Cllr Morley has resigned from the position of Chair for the Joint Audit and Standards Committee on the advice of the Monitoring Officer.

The Council is required to appoint a new Chair for the remainder of the municipal year.

13 MOTIONS ON NOTICE

To consider the Motion on Notice received from Councillor Matthissen:

This Council notes that

- Community Rail Partnerships (CRP) are a useful way of promoting tourism without generating road traffic
- Abellio Greater Anglia offers start-up grants of £20,000 and continuing financial and practical support
- Greater Anglia supports 8 CRPs at present, and has just launched a ninth, for the Southend line
- The Mid Anglia CRP is one of 3 remaining CRPs, and 4 of its 8 intermediate stations are in Mid Suffolk

Accordingly, Council calls on Suffolk County Council and the West Suffolk councils to join Mid Suffolk in approaching Greater Anglia to propose that work begins to launch a Mid Anglia CRP next Spring.

Proposed John Matthissen
Seconded Sarah Mansel

14 MC/18/14 CAPITAL INVESTMENT FUND COMPANY ('CIFCO CAPITAL LTD') BUSINESS TRADING AND PERFORMANCE REPORT 2017/2018 65 - 72

Cllr Gerard Brewster – Chair of MSDC (Suffolk Holdings) Ltd

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

To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during these items, it is likely that there would be the disclosure to them of exempt information as indicated against each item.

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

PART 2

16 CONFIDENTIAL APPENDIX - CIFCO CAPITAL LTD BUSINESS PLAN 2018/19 (Exempt information by virtue of Paragraph 3 of Part 1) 73 - 90

Cllr Gerard Brewster – Chair of MSDC (Suffolk Holdings) Ltd

17 MC/18/15 TO CONFIRM THE CONFIDENTIAL MINUTE OF 21 JUNE 2018 MEETING 91 - 92

Note: The date of the next meeting is Thursday 27 September 2018 at 5.30pm

Introduction to Public Meetings

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

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

Domestic Arrangements:

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

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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.
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4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

Agenda Item 3

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK COUNCIL** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 21 June 2018

PRESENT:

John Levantis (Vice-Chair in the Chair)

Councillors:	Roy Barker	Gerard Brewster
	Michael Burke	David Burn
	James Caston	Rachel Eburne
	Paul Ekpenyong	John Field
	Julie Flatman	Jessica Fleming
	Elizabeth Gibson-Harries	Nick Gowrley
	Gary Green	Glen Horn
	Anne Killett	Sarah Mansel
	Wendy Marchant	John Matthissen
	Suzie Morley	Dave Muller
	Mike Norris	Derek Osborne
	Penny Otton	Andrew Stringer
	Keith Welham	Kevin Welsby
	John Whitehead	Jill Wilshaw

In attendance:

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

12 APOLOGIES FOR ABSENCE

12.1 Apologies for absence were received from Councillors Guthrie, Hadingham, Haley, Hicks, Humphries, Jewson, Kearsley, Mayes, Passmore, Storey and Whybrow.

13 DECLARATION OF INTERESTS BY COUNCILLORS

13.1 The Monitoring Officer had granted dispensations to all Councillors in respect of Item 9 Report MC/18/7 Independent Remuneration Panel Report on Member Allowances.

13.2 The Monitoring Officer also gave advice on Item 11 and 13 (MC/18/9) Mid Suffolk HQ Regeneration Project to Development Committee Members regarding their position about being able to participate in the debate without prejudicing their ability to partake in the planning decision when it eventually came forward to the Development Committee.

14 MC/18/6 TO CONFIRM THE MINUTES OF THE ANNUAL MEETING HELD ON 21 MAY 2018

It was Resolved:-

That the Minutes from the Annual Meeting held on 21 May 2018 be approved.

15 LEADER'S ANNOUNCEMENTS

15.1 The Leader's report was tabled.

15.2 The Leader drew attention to Item 7 the Annual Monitoring Report and informed Members that because of the complexity of the exercise that had been further complicated by the anticipated publication of the NPPF, officers had made initial calculations and given the substantial complexity surrounding the issue had submitted these for Counsel's opinion to confirm the validity of the approach taken. The Leader expected the figures to be published by the middle of July and would be accompanied by Member Briefings.

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

16.1 There were no petitions reported.

17 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

17.1 There were no questions received from the public.

18 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

Question 1

Councillor Marchant to Councillor Wilshaw Cabinet Member for Housing

Would it be possible for Mid Suffolk to have allocation rights for some of the large number of vacant properties on Wattisham Army Camp belonging to the MoD?

Answer

Officers have been in contact historically with both the Ministry of Defence and Suffolk County Council to discuss the vacant properties at Wattisham. Our understanding is that the MoD have made the decision to privately let all vacant properties via a local commercial Lettings Agency.

Thus there is no role for Mid Suffolk District Council to be involved in the letting of these properties.

Question 2

Councillor Marchant to Councillor Burn Cabinet Member for Environment

Has Mid Suffolk reduced too drastically the number of countryside staff, managing Mid Suffolk and Babergh's Countryside sites?

There used to be 2 x part time (22.2 hpw) Communities Officers (Countryside) – both posts cut.

And 2 Seasonal Ranger posts (May- September) 30 hpw covering weekend – both posts cut.

And 1 Communities Officer (Countryside) retained; and 1 Countryside Maintenance Officer – retained.

So now two countryside officers instead of six, and this is to manage eight countryside sites in Mid Suffolk, plus a further nine since countryside integrated with Public Realm, and now have involvement in Babergh as well as Town Parks in Hadleigh and Sudbury and numerous other small open spaces across both Districts.

Answer

The Countryside and Public Realm Team came together in 2015 but had separate budgets and management arrangements. It was identified at that time that there would be benefit from a full integration at some point in the future.

The Countryside Service had been holding 2 vacant Community Officer (Countryside) posts since 2015 in anticipation of the consultant's report on Countryside and Public Realm services produced by Whites, Green and Young (WYG) in 2017 and considered by Cabinet in March 2018. The report identified that the level of resources devoted to Countryside Services was unusually high compared to other authorities with a similar portfolio of sites and responsibilities and that there was also duplication with many of the functions delivered by the in-house Public Realm Grounds Maintenance Team. The two vacant posts also had a dual locality role in the Communities Team and were not able to devote their full time to Countryside work.

In 2017 the 2 vacant posts were put forward as a saving as well as two Seasonal Ranger posts. This reduction was confirmed during the budget setting process for 2018/19.

The functions formerly delivered by a separate Countryside Service have now been integrated into Public Realm. The Communities Officer (Countryside) who had already been working in Public Realm for the last 3 years will continue to work alongside the 3 Public Realm Officers and 2 Tree Officers delivering an integrated service for all open spaces owned by the Council. The Countryside Maintenance Officer will work more closely with the in-house Grounds Maintenance Team to ensure that sites are managed for both people to enjoy and for nature conservation.

In summary, because vacancies have been held in the Countryside Service since 2015, the level of resource in the now joint Public Realm and Countryside Service is not very different to the overall resourcing levels at the same time last year. The Corporate Manager confirms that he can manage with this amount of resource and that the expected efficiencies have been realised from the integration of the two services.

Supplementary Question

Would it be possible for this to be looked at again?

19 MC/18/8 DISBANDMENT OF JOINT HOUSING BOARD

- 19.1 Councillor Wilshaw introduced the report and **MOVED** the recommendations in the report.
- 19.2 Councillor Wilshaw informed Council that a review of the tenant engagement structure had been undertaken and had concluded that the Council was not fully compliant with the tenant involvement and empowerment standard in that there was no tenant scrutiny of the housing service and no rigorous customer led challenge both of which were integral to the current regulatory framework.
- 19.3 Following a series of consultations and workshops with tenants, an alternative tenant engagement structure had been developed that would replace the Joint Housing Board and Tenants Forum with a single Tenant Board. The Joint Housing Board at their last meeting agreed this approach and agreed to the disbandment of the Joint Housing Board.
- 19.4 Councillors queried what processes would be put in place to ensure that the Single Tenant Board would be independent. Councillors also asked for more information on how the tenants would be selected, what the criteria would be for those tenants on the Board and how the governance arrangements would work.
- 19.5 On the proposal of Councillor Gowrley and seconded by Councillor Eburne it was **MOVED** that the report be deferred to allow further information to be provided.

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

It was Resolved:-

That the report be deferred to allow for further information to be provided to Council.

20 APPOINTMENTS

- 20.1 There were no changes to appointments.

21 MC/18/9 MID SUFFOLK HQ REGENERATION PROJECT - APPROVAL OF RECOMMENDED OPTION (PART 1)

- 21.1 Councillor Gowrley introduced the report and **MOVED** the recommendations within the report.
- 21.2 Commenting further he went on to say that in April 2017, Executive Committee had given approval for the appointment of a design and planning team following a full and compliant procurement process. The team were appointed to support the Assets and Investments Team to develop options for the future use of the existing headquarters building and associated car park sites at Hurstlea Road, Needham Market and to develop a programme of work which would ensure the successful delivery of a developed design for the site.
- 21.3 Councillor Gowrley then confirmed that the purpose of the report was to provide information on the proposed option for the site's development for Council to debate and comment on. The comments would be recorded and presented to Cabinet in July. Following which, if Cabinet approved the proposed option, a decision would be taken to submit a full planning application for the preferred option.
- 21.4 Finally, Councillor Gowrley stated that subject to planning permission being achieved he looked forward to the Council delivering a flagship, high quality development at the former HQ site, in a timely fashion that would provide much needed homes for residents and support the prosperity of Needham Market.
- 21.5 Councillor Welsby seconded the report and reserved the right to speak.
- 21.6 A short presentation on the design principles of the scheme was delivered by the Lead Design Partner.
- 21.7 Councillors were asked to comment on the proposals and the following comments were made:-
- 21.8 Councillor Mansel queried whether buyers for the properties not included in the exemplar proportion would have the opportunity to bring their properties up to those standards if they so wished?
- 21.9 Councillor Barker welcomed the electric charging points for cars and asked that the scheme be progressed as soon as possible.
- 21.10 Councillor Ekpenyong asked why radiators were being used and not underfloor heating?
- 21.11 Councillor Stringer welcomed the sustainability of the proposed design but asked if any consideration had been given to battery storage?

- 21.12 Councillor Burke queried whether there were enough car parking spaces for members of the public?
- 21.13 Councillor Welham asked if there would be any control over the sustainability of the retail units?
- 21.14 Councillor Killett queried whether there was any evidence to show that families were happy to live in this three- storey type of provision?
- 21.15 Councillor Eburne asked how the exemplar design and sustainable energy provision would be measured and recorded to highlight the benefits it would have on the environment and the residents.
- 21.16 Councillor Otton questioned whether consideration had been given to provide supported housing for people over 55?.
- 21.17 The Monitoring Officer advised at this point in the meeting that if the Council wished to discuss the relative merits of the different options they should move to exclude the public.

22 RESOLUTION TO EXCLUDE THE PUBLIC

It was Resolved: -

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

23 MC/18/9 MID SUFFOLK HQ REGENERATION PROJECT - APPROVAL OF RECOMMENDED OPTION (PART 2) (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 1 OF PART 1)

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

24 RESOLUTION TO RE- ADMIT THE PUBLIC

It was Resolved:-

That the public be re-admitted to the meeting.

25 MC/18/9 MID-SUFFOLK HQ REGENERATION PROJECT - APPROVAL OF RECOMMENDED OPTION

It was Resolved:-

That the Council's comments on the proposed option for redeveloping the former Council HQ site and Hurstlea Road Carparks in Needham Market (Option 1, section 2.1 of the report and Appendix G) be reported to Cabinet for consideration, prior to a decision being taken to submit a full planning application for the sites redevelopment.

26 MC/18/7 RECOMMENDATION FROM THE INDEPENDENT REMUNERATION PANEL

- 26.1 The Chief Executive introduced the report and highlighted the key elements within it. He went on to say that due to the difficulty of Councillors debating their own allowances, a Cross Party Panel had been formed to undertake an analysis of the Independent Remuneration Panel (IRP)'s findings.
- 26.2 The Cross- Party Panel's recommendations were highlighted in the report in red, to draw attention to those areas where the Panel had deviated away from the recommendations of the IRP. The reasoning behind those recommendations were set out in paragraphs 3.4 to 3.12 in the report.
- 26.3 Finally, the Chief Executive drew attention to the Terms of Reference of the IRP and informed Council that the IRP had been asked to look at the Scheme on the basis that a period of time had elapsed since the last review, and more specifically because the Council had adopted a Leader/Cabinet model and to consider whether any changes should be backdated after the implementation of the Leader/Cabinet model.
- 26.4 Councillor Gowrley **MOVED** the recommendations in the report and informed Council of a further amendment to the recommendations as follows:-
- “that the multiplier for the Lead Member role remain at 0.75 of the basic allowance”
- 26.5 Councillor Horn seconded the proposals and reserved the right to speak.
- 26.7 Councillor Mansel asked why the review had taken so long?
- 26.8 In response the Chief Executive stated that the formal decision to create the Cabinet/Leader model was made in May 2017. It was always known that there was a need to carry out a review and the intention was that the review would have taken place ahead of Christmas last year. The Panel itself was not created and commissioned until towards the end of the year and it had taken longer than expected to carry out the review. As the review had taken place further into the new model it has been possible to gain the actual evidence from Members as to what their new roles and responsibilities entailed.
- 26.9 Councillor Otton sought clarification on the recommendation from the IRP relating to childcare and dependents allowances and asked whether the allowance would only be paid for professional care on the production of a receipt?

- 26.10 In response the Chief Executive clarified that the Cross- Party Panel had disagreed that these allowances should only be paid for professional care and had amended the wording in 2.1e of the report to reflect this.
- 26.11 Councillor Field raised concerns relating to the proposals to pay more than one Special Responsibility Allowance (SRA).
- 26.12 In response Councillor Gowrley stated that there had always been a history of having multiple allowances at Mid Suffolk but the proposal was now to limit this to two, which he fully supported, as he felt that if you did the job you should receive the relevant allowance.
- 26.13 Councillor Eburne asked what the total cost of the recommendations would be to the Council if they were approved?
- 26.14 In response the Chief Executive confirmed that if the changes that Councillor Gowrley had moved at the start of the meeting be approved the cost to the Council would be £66,050.
- 26.15 Councillor Stringer stated that the review had been undertaken at the wrong time and should be done as the last task of the outgoing Council ready for the new incoming Councillors.
- 26.16 Under Part 3 Paragraph 18.5 of the Constitution a recorded vote was requested by five Councillors for the amended recommendations as tabled along with the additional amendment as detailed in Minute 26.4 “that the multiplier for the Lead Member role remain at 0.75 of the basic allowance”
- 26.17 The recommendations were **PUT** to the meeting and **CARRIED**.
- 26.18 The voting was recorded as follows:-

For	Against	Abstention
Cllr R Barker	Cllr J Caston	
Cllr G Brewster	Cllr R Eburne	
Cllr M Burke	Cllr J Field	
Cllr D Burn	Cllr A Killett	
Cllr P Ekpenyong	Cllr S Mansel	
Cllr J Flatman	Cllr W Marchant	
Cllr J Fleming	Cllr J Matthissen	
Cllr E Gibson- Harries	Cllr D Muller	
Cllr N Gowrley	Cllr M Norris	
Cllr D Green	Cllr P Otton	
Cllr G Horn	Cllr A Stringer	
Cllr J Levantis	Cllr K Welham	
Cllr S Morley		
Cllr K Welsby		
Cllr J Whitehead		
Cllr J Wilshaw		
Total 16	Total 12	Total 0

It was Resolved:-

- (i) that the recommendations of the Independent Remuneration Panel (IRP) as reviewed by the joint, cross party panel of councillors be approved as set out below:-

- a) That the Basic (Ward Representation) Allowance be set at £5,000.
- b) That the Special Responsibility Allowances (SRA) be set at:-

Role	Multiplier	Amount
Chairman of the Council	1	£5,000
Deputy Chairman of the Council	0.5	£2,500
Leader of Council	2.5	£12,500
Deputy Leader of the Council	1.25	£6,250
Chair of Development Control Committee	1	£5,000
Vice-Chair of Development Control	0.25	£1,250
Chair of Scrutiny Committee	1	£5,000
Vice-Chair of Scrutiny Committee	0.5	£2,500
Chair of Joint Audit and Standards Committee	0.5	£2,500
Planning Committee Members	0.1	£500
Political Group Leaders	0.2	£1,000
Chair of Regulatory Committee	0.5	£2,500
Vice-Chair of Regulatory Committee	0.25	£1,250
Cabinet Member with Portfolio	1.25	£6,250
Cabinet Member without Portfolio	0.5	£2500
Lead Member	0.75	£3750

- c) That with the exception of the SRA for Group Leaders, no Councillor will be entitled to claim more than two SRAs.
- d) That the Travel and Subsistence Allowance be set at:-
- Mileage Rate 45p per mile
 - Cycle Mileage Rate 27.7p per mile
 - Passenger Allowance 5p per mile
- e) That the Childcare and Dependants Allowance be set at:-
- Childcare Allowance up to £13 per hour (subject to a receipt)
 - Dependants Relative Care/Specialist Nursing Care Allowance up to £30 per hour (subject to a receipt)
- f) That the revised Member Allowance Scheme will take effect from the creation of the Leader/Cabinet model (22 May 2017)
- g) That the revised Basic Allowance be increased in line with the Local Government Officer pay awards until the scheme is next reviewed in

2022 or earlier.

- h) That a revised Members Allowances Scheme incorporating the decisions of the Council be prepared by the Monitoring Officer. Further, that the Monitoring Officer be authorised to make any typographical and other minor / consequential amendments prior to publication of the final document.**
- i) That the Council formally records its thanks to the Independent Remuneration Panel for their work in preparing the report.**

The business of the meeting was concluded at 7.46 pm

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Chair

Agenda Item 4

			MC/18/11	
MID SUFFOLK DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS				
COUNCIL - 26 JULY 2018				
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
MAY 2018				
Mid Suffolk Chairman's Charity Cheque Presentation	Museum of East Anglian Life Stowmarket	23-May	✓	
The Suffolk Show - President's Drinks Reception	Trinity Park Ipswich	31-May		✓
JUNE 2018				
Stowmarket Mayor's Civic Service	United Reformed Church Stowmarket	10-Jun	✓	
Suffolk Day	Town Hall Sudbury	21-Jun		✓
Eye Mayor's Civic Service	Town Hall and Church of St Peter and St Paul	24-Jun	✓	
St Edmundsbury Mayor's Civic Service	St Mary's Church Haverhill	24-Jun	✓	
St Edmundsbury - Armed Forces Week Parade including Sunset Ceremony	Angel Hill/Athenaeum Bury St Edmunds	28-Jun		✓
Grand Opening of PPG at The Mix	The Mix Stowmarket	29-Jun		✓
St Edmundsbury Mayor's Official Opening of Armed Forces Day	Abbey Gardens Bury St Edmunds	30-Jun		✓
JULY 2018				
Democracy Week - Visit to Thurston College	Thurston	03-Jul	✓	
Ipswich Mayor's at Home	Ipswich Museum Ipswich	06-Jul		✓
The Collation and Installation of The Reverend Canon Joseph Hawes as Dean - St Edmundsbury	St Edmundsbury Cathedral Bury St Edmunds	14-Jul	✓	
Annual Cocktail Party and Beating Retreat	Wattisham Flying Station	19-Jul	✓	

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Leaders Report – 26th July 2018

1. **Cabinet changes**

Following the announcement of the Mid Suffolk Annual Monitoring Report, and due to personal reasons, Cllr. David Whybrow has announced his resignation as Cabinet Member for Planning. With effect from Monday 16th July, I have appointed Cllr. Glen Horn to that position, and Cllr Suzi Morley will become the Cabinet Member with responsibility for Organisational Delivery. Cllr. Morley's lead member role of Customer Access will be subsumed into her new cabinet role, and the post will be removed from the Administration's establishment.

I would like to place on record my thanks for the work Cllr Whybrow has done in his portfolio area.

2. **East of England LGA AGM – 4th July 2018**

The Leader of Essex County Council, Councillor David Finch, was elected as the new Chairman of the. Councillor Finch will be supported by the Leader of Welwyn Hatfield Borough Council, Councillor Mandy Perkins, who was also elected as the Vice-Chairman at the meeting.

3. **LGA Conference -3rd to 5th July 2018.**

Cllr. Eburne and I attended this year's conference which was held in Birmingham. Having attended a number of sessions, it is clear that the governments domestic priority is housing, although there was a strong emphasis on communities and place shaping. There seems to be recognition of local government and their role in dealing with the issues over the last few years, but it was made painfully clear there is no extra money.

At the EELGA session, Lord Adonis spoke about the need for the Eastern region to get involved with extending the Oxford/Cambridge/Milton Keys corridor across the region to the eastern coast. Surprisingly he was unaware of the Transport East Forum (a forum including local councils, Highways England, Network Rail and Local Enterprise Partnerships as well as other strategic partners such as ports, airports, rail and bus operators from across the East of England).

The Secretary of State's speech to the Assembly was, it has to be said, short on policy announcements, but I attach a summary as appendix 1 to this report.

Cllr Nick Gowrley
Leader MSDC

Appendix 1- Notes from James Brokenshire's speech to LGA Conference

Funding:

- Plans to publish a prospectus for a further round of Business Rates retention pilots for 2019-2020, to help best understand how to shift to greater retention from 2020-21. This will be published alongside consultation on the approach to next year's annual settlement.
- The Social Care Green Paper will be published in the Autumn.

Modernising Services:

- Highlighted launch of the Digital Declaration (4 July) which is a joint Government Digital Service/MHCLG initiative describing what good digital transformation looks like and setting out five principles that organisations can adopt to achieve this. The aim is to help central and local government learn from best practice and "...build the public services of tomorrow."
- Local government reorganisation will be supported if it has local support and a credible geography. It will not be forced on areas if it is not wanted or needed.

Onward Devolution:

- Will publish a Civil Society Strategy later this summer, which will set out the government's vision for how it can work with groups 'on the ground', taking advantage of the opportunity of the digital age to harness local knowledge to redesign services, and reflecting the fact that people want more of a say as to what happens in their communities.
- Wherever possible such 'onward devolution' should be integral to devolution deals, allowing local communities to decide what outcomes matter most and finding local solutions.
- Such an "...ultra-localist..." agenda will help create stronger communities and renew democracy, giving people a real sense of ownership of the places where they live.

Housing:

- Highlighted that the government has responded to the call from local authorities for extra financial flexibility and invited them to bid for £1bn of additional borrowing.
- Changes are being made to how the Affordable Homes Programme works, with Homes England now entering into longer-term strategic partnerships with housing associations.
- The first wave of these deals was announced on 3 July and a second is planned for later this summer.
- The Social Housing Green Paper will be published shortly.

Brexit and Local Growth

- Will set up a delivery board with local government that will support implementation of changes linked to Brexit within the sector.
- It is essential that focus on local growth and productivity is renewed, both via devolution deals and other opportunities such as housing deals, local industrial strategies, and the LEP Review.

Communities

- Everything the government is doing comes down to building strong, vibrant and well-integrated communities, with "...local government leading the way."
- Consultation on the *Integrated Communities Strategy Green Paper* closed on 5 June 2018 and the government is now considering the responses received.
- The government plans to host a Communities Conference in September, to showcase the impact communities can have and "...inspire policymakers..."

Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Nick Gowrley, Leader and Cabinet Member for Assets and Investment	Report Number: CMU16
To: Council	Date of meeting: 26 July 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 June the decision was taken to submit a bid for a strategic property and site within Stowmarket. The Council's bid was successful, and contracts will be exchanged on this property and site within July. I look forward to being able to tell you more about this purchase and its intended use once the purchase has been completed.
- 3.2 At the same Cabinet Meeting in June it was agreed to allocate £3million from the Growth and Efficiency Fund towards an Investment Fund, , to support 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. All property and land purchased will be reported to Cabinet periodically following completion.
- 3.3 Plans for the regeneration of the Council's Former Head Quarters site in Needham are progressing well. During June and July proposed plans for the site have come before Council and Cabinet, for agreement to pursue with the planned redevelopment of the site for housing and retail. A full planning application will be submitted during August.
- 3.4 Consultation has been undertaken during July for the Needham Market Middle School affordable housing development, that includes market housing, a re-provided library for Needham Market and the Internet Cafe. The consultation was held at the Internet Cafe in Needham Market and approximately 120 people attended. All comments will be considered with the final scheme being submitted to planning during August.

- 3.5 During June an event was held within Stowmarket at the Former Nat West bank in Stowmarket, that the Council owns. The event was held during the week of Suffolk Day and included the launch of the “Vision for Stowmarket”. Over 300 people visited the former bank and they were able to tour the site and comment on concept proposals, that included creating a link to the John Peel Centre. Work has been undertaken to market and develop the site to gain a long-term partner. The intention is to work with key stakeholders to deliver a pilot project, while waiting to secure a longer-term tenant, prior to Christmas. Further details will be provided to councillors when a more formal agreement is agreed.
- 3.6 During May, interviews were undertaken to appoint the new Assistant Director for Assets and Investments and the MD for the Councils wholly owned company CIFCO. The interviews concluded with the successful appointment of Emily Atack and she will start with BMSDC during August. Emily joins us from Ipswich Borough Council where she held a similar dual role. Prior to working for Ipswich, Emily held roles at Bidwell’s, Strutt & Parker and Lambert Smith Hampton.

4. Future Key Activities

- 4.1 Work is currently being undertaken to review the options available to the Council, to assist the house building programme, with regards to construction and funding. Options will be presented to Council, prior to November, to enable an appropriate vehicle to be selected to assist the Council in building homes (Market Sale and Affordable) across all its development sites.

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.

Joint priorities
BDC priorities
MSDC priorities

KEY



Our Priorities 2018|19

Housing Delivery

- Local Plan (5yr Land Supply) Submitted for inspection by Spring 2019
 - Narrow land supply gap
- Housing Strategy
 - Complete (Winter 2018-19)
- Council Housing Building Programme
 - 210 Houses Babergh; 90 Mid Suffolk (2018-21)
- Increase Affordable Housing
- Delivery of stalled sites - Increase rate of completions e.g. Ganges (Shotley); Ashes Farm (Stowmarket)
- More empty homes brought back into occupation faster (Council housing & private)
 - Increase Temporary Accommodation
 - Provision in Stowmarket (Autumn 2018)
 - Review demand/feasibility for another facility (Winter 2018-19)

Assets & Investments

- CIFCO
 - Financial revenue target & fully invest £50M (Winter 2018-19)
 - Review options to further extend investment (Autumn 2018)
- Former HQ Sites
 - Planning application (Autumn/Winter 2018-19)
 - On site (Spring/Summer 2019)
- Development sites
 - Planning application (Autumn/Winter 2018-19)
 - On site (Spring/Summer 2019)
 - Angel Court - Hadleigh (Linked to Hadleigh HQ)
 - Stowmarket & Needham Middle Schools
 - Paddock House, Eye
- Assets Strategy - Asset utilisation and approach (Summer 2018)
 - Bakers Mill - Great Cornard Bridge solution
 - Hamilton Rd, Sudbury
 - Complete feasibility on regeneration work and develop business plan (Summer 2018)
 - Belle Vue, Sudbury
 - Business case to Cabinet (Summer 2018)
 - Planning application (Summer 2018)
 - Leisure Investment (Hadleigh, Stowmarket & Sudbury)
 - Gainsborough Chambers Asset Transfer

Enabled & Efficient Organisation

- Financially Sustainable Council
 - Transformation Programme (Celebrate success of last 5yrs)
 - Finance Strategy 2019-22 and balanced budget 2019-20
- Customer Strategy (Refresh) (Summer 2018)
 - Measure and work towards increasing overall customer satisfaction
- Communications Strategy (Spring 2018)
 - Programme of key activities
- Council Recognition
 - National award application/shortlisting (Spring 2019)
- Joint Parking Policy (Winter 2018-19)

Business Growth & Increased Productivity

Community Capacity Building & Engagement

Environment

Business Growth & Increased Productivity

- Deliver Economic Development Strategy
 - Support for Enterprise Zones Sproughston & Gateway 14
- Business Awards (Winter 2018-19)
- Tourism Strategy (Spring 2018)
- Vision For Prosperity (Town development in Partnership with Town Councils)
 - Vision for Sudbury (Winter 2018-19)
 - Vision for Stowmarket (Winter 2018-19)
- TECH Hub Stowmarket
 - Deliver pilot scheme (Winter 2018-19)
- Development plan for Stowmarket Nat West Building
 - Feasibility (Spring 2018)
- Support Sudbury Bypass
- Support A14 Improvements and A14 Express Way

Environment

- Environment Strategy (Winter 2018-19)
- Deliver sustainable energy schemes
 - PV Panels
 - Facility battery power
 - Vehicle charging points
- Recycling Rate: BDC 43.63%
- MSDC 45.98%
- Garden Waste (Customer increase)
- Public Realm Review
 - Deliver action plan benefits (Summer 2018 - Winter 2019)
- 6. Trees for Life-Deliver Scheme
 - New-born Children 18-19 (Summer 2018 - Winter 2019)

Community Capacity Building & Engagement

- Communities Strategy (Winter 2018-19)
- Community Grants (visibility approach for 2018-19 and outcomes)
- Community Awards (Winter 2018-19)
- Sudbury Skate Park (Belle Vue)
 - Commence work (Winter 2018-19)
- Develop cafe/visitor centre Needham Lakes
 - Feasibility (Summer 2018)

One Council

Business Case complete (Spring 2018)
Local Poll (Summer 2018)
MHCLG 'Minded to decision' (Autumn 2018)

March 2018

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MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor Julie Flatman – Cabinet Member for Communities	Report Number: CMU17
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR COMMUNITIES

1. Overview of Portfolio

- 1.1 The Communities Portfolio includes: Safe Communities (including community safety, anti-social behaviour, safeguarding and the Community Safety Partnership), Strong Communities (including grants, external funding, community development, community rights), Healthy Communities and Policy (including health and wellbeing, Health and Wellbeing Board, health interventions and preventative activity).

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

- 3.1 **Local Dementia Action Alliances** - As part of the National Dementia Awareness week, the Council's Health and Wellbeing Team supported the Stowmarket Dementia Action Alliance to run a number of events in the town to raise awareness. These included a dementia friends' session which led to 40 new friends pledging their support, a wellbeing class at Mid Suffolk Leisure Centre and a market stall and coffee morning at Cedrus House. Events were also held in Eye, including a dementia friends' session and coffee morning at Eye care home which generated 11 new dementia friends.
- 3.2 **Safeguarding Section 11 Audit** - Local Safeguarding Children's Boards have a statutory duty to assess whether agencies in their area are fulfilling their statutory obligations to safeguard and promote the welfare of children. The Communities Team recently completed a full Section 11 Audit, which confirmed that Babergh and Mid Suffolk Councils could provide strong evidence that they were compliant with the required standards. The audit was validated by a panel of the Local Safeguarding Children's Board, which officers were required to attend in person to discuss the evidence in detail.
- 3.3 **Anti-Social Behaviour** - The Mid Suffolk Anti-Social Behaviour (ASB) working group meets bi-monthly and works in partnership with Police, Social care, Housing Association and others to seek to resolve ASB complaints collaboratively. The number of ASB referrals generally increases during the Summer months and this year is no exception. The group addresses a wide range of complaints including neighbour disputes, noise nuisance and inconsiderate parking.

3.4 **Assets of Community Value** - The King's Head, Laxfield. The moratorium was triggered on this asset on 11th January 2018 and purchased by a community group on 4th May 2018. The Communities Team continues to work with the group supporting fund raising, events and tourism

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

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

3.6 **Community Engagement** - The Council held an exhibition event in April 2018 for the ex-headquarters site in Needham Market, supported by Purcell and LLP (Lawson Planning Partnership). The exhibition provided an opportunity for the general public to receive an update on how the proposed development was progressing, and to feedback their views, prior to the submission of a planning application at the end of August.

The Council, supported by its development partners, Icen and Ingleton Wood, is holding a consultation event on 11th July 2018 engage with the general public on the proposed development of the Needham Market Middle School. These events have been promoted via social media, the local press and a local distribution of flyers to households within the town.

3.7 **Stowmarket Bowls project** - In line with the Council's Leisure, Sport and Physical Activity Strategy (adopted in December 2017) the Health and Well-Being Team are working to promote bowling as a popular form of activity for older people, encouraging more people to play and join a local club, become more active and connected and reduce loneliness.

As part of this, the Council has partnered with Stowmarket Rookery Bowls Club to help provide outreach opportunities for people to get active and enable the club to become a community hub. Since the launch of the project in April 2018, several community roll-up sessions have been hosted at the club and outreach "taster sessions" have been delivered in 6 sheltered and care home settings (including Cedrus House, Jubilee Court and Hill Lodge). All volunteers taking part have received Dementia Friends training and 3 adult safeguarding leads have been appointed. The club is currently working with the Council's External Funding Officer to secure funds for an upgrade to their facilities so they can fulfil their ambition to become a community hub.

- 3.8 **Ovo Energy Women's Cycling Tour** - The professional Women's Cycling Tour of Britain, which passed through the Mid Suffolk district on 13th June was a great success, attracting significant numbers of spectators and generating some fantastic media attention for the area and what it has to offer. The Councils' Health and Wellbeing Team organised two community events, one at Bosmere Primary School, Needham Market and the other at Stradbroke Community Centre; these attracted around 160 visitors in total. Activities included cycle simulators and an open-air cinema screening. There was also a very good turnout of spectators along the route. In addition to these events, the Council supported a range of other community activities through a small grant fund. Many of these took place on the day, including a decorating bikes initiative at Wilby, a school colouring competition (5 primary schools took part) and a tea party held by Stowmarket Town Council to raise money for Stow Dementia Action Alliance and the Alzheimer's Society. Debenham Leisure Centre also hosted a fun packed activity morning for the children at the local primary school which included a 'bikeability' session.

Hosting prestigious events such as this raises local awareness of cycling, encouraging people to think of it as an alternative mode of transport and also to try out cycling as a means of becoming and staying more active as part of a healthy lifestyle.

Locality Awards 2017/18 – Available spend £250,000. Actual spend £247,000. See Appendix 1 for spend by category.

4. **Key Activities Planned for the next 3 months**

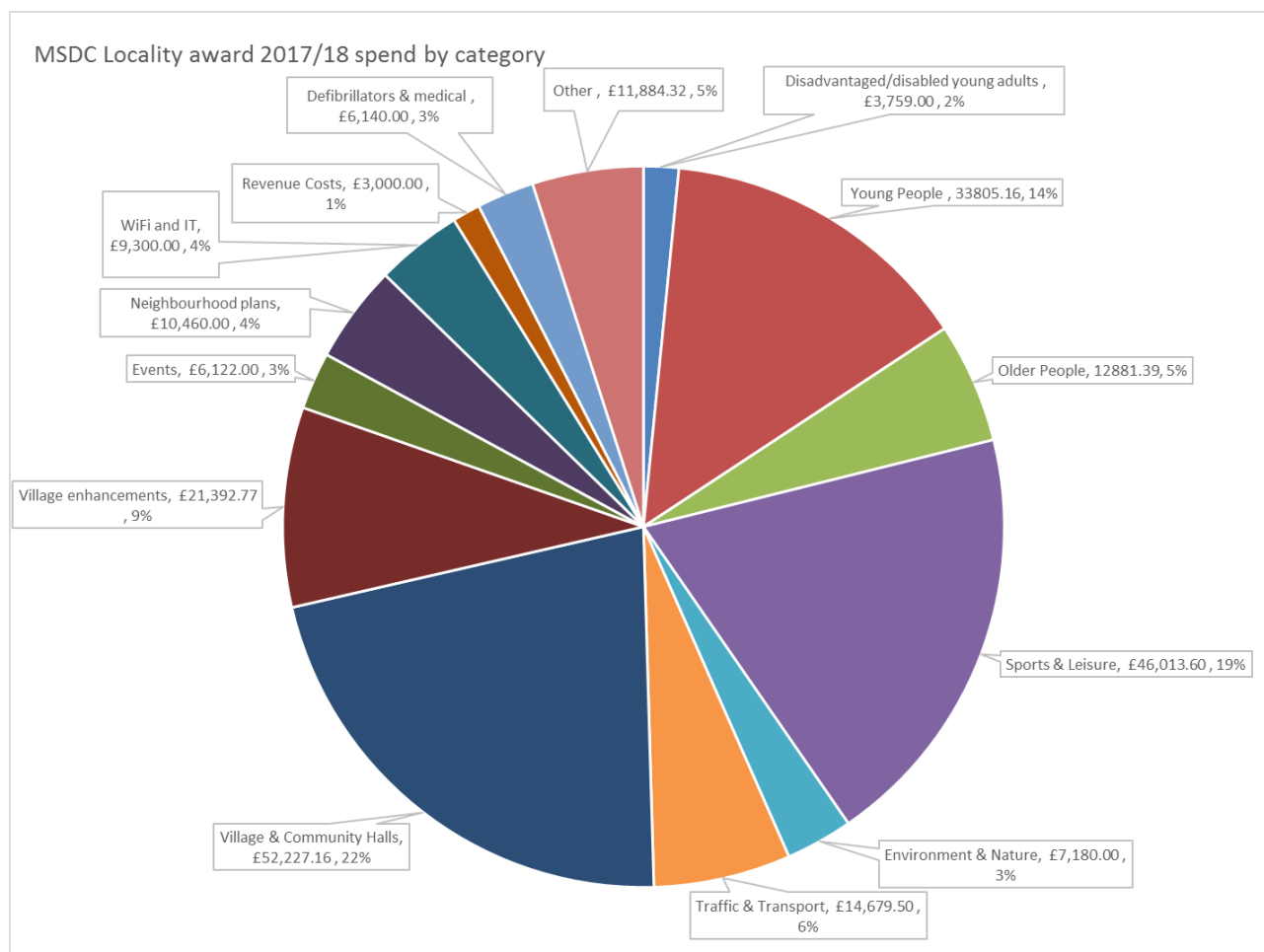
- 4.1 **Active Wellbeing Programme** - Babergh and Mid Suffolk District Councils are set to launch a new three-year joint project with Suffolk Sport. Active Wellbeing will be officially launched in Mid Suffolk with a welcome event at Fressingfield Methodist Church on the 17th July between 10:00 – 11:30.

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

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

- 4.2 **New Dementia Action Alliance** – This will be launched in Lavenham on 18th July 2018 at the Guildhall. The Councils' Health and Wellbeing Team has been working with their newly formed committee to ensure that they all receive the Alzheimer's Society's recommended dementia friends training. The team has also been working with local businesses to get them to sign up to the Dementia Friends Alliance and train their staff. The launch event will build upon the Golden Age Fair event held earlier in the year and is being supported by the Parish Council and the local Co-Op.

- 4.3 **Community Strategy** – This strategy will be developed in liaison with statutory and community partners over the next six months.
- 4.4 **Community Engagement regarding the Council’s development sites** – This will be on-going.
- 4.5 **The Mid Suffolk multi-agency Anti-Social Behaviour Partnership’s work to resolve complex cases of anti-social behaviour** – This will continue.
- 4.6 **Town and Parish Liaison meetings** - A recent meeting was held on 12th July in Capel St Mary. The next meeting will take place on Tuesday 9 October 2018.
- 4.7 **Mental Health Awareness** – A further cohort of Managers will attend a 1 Day training course on Positive Mental Health in August 2018.
- 4.8 **Locality Awards 2018/19** - deadline for community groups/award recipients to submit the form to the Ward Member 31 December 2018
- deadline for Ward Members to submit the fully completed form and any supporting information to the Communities team 31 January 2019



Disadvantaged/disabled young adults	holiday activities, camping equipment, Caring with Confidence programme (Suffolk Family Carers)
Young People (under 18's,)	beach party, circus skills, laptop/desk set up, recreational equipment
Older People (over 60's)	dementia summer outing, craft workshops,
Sports & Leisure	sports clubs, scouts, bowls, play areas, equipment
Environment & Nature	nature reserves, conservation, tree work
Traffic & Transport	community transport, speed indication display units, grit bins
Village & Community Halls	furniture, flooring, feasibility studies, smaller works
Village enhancements	notice boards, village maps, village green enhancements
Events	annual events, bouncy castles, play equipment, promotion
Neighbourhood plans	contributions, surveys,
WiFi and IT	installation, hardware, TV, screens
Revenue Costs	supporting groups not covered within usual revenue funding, kitchen / toilet refurbishment
Defibrillators & medical	equipment and training for volunteers
Other	CCTV for Stow Cab. Van purchase for Lofty Heights. Renovation towards MEAL steam engine. Fence for forest school

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Gerard Brewster Cabinet Member for Economy	Report Number: CMU18
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ECONOMY

1. Overview of Portfolio

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

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

- 3.1 'Visioning for Prosperity' work for Greater Stowmarket communities continues to progress. Cabinet approved the recommendations at its meeting of 4th June 2018 and the final documents were presented to the public at an open day at the Natwest Bank on 16th June 2018. Further presentations will be provided to Parish Councils between August and October. The team are currently working on the decision-making criteria and process for the shop front and accessibility grant funding schemes.
- 3.2 The Joint BMS Economic 'Open for Business' Strategy was endorsed by Cabinet in February 2018 and has now been published on the Councils' website (here: <https://www.babergh.gov.uk/assets/Economic-Development/OpenForBusiness-Strategy-with-links.pdf>).
- 3.3 The Open for Business Team have been successful in commissioning Nautilus Associates to develop the Phase 1 feasibility study to progress a Technology Hub for the Mid Suffolk area. Work towards this will commence immediately with an initial interim report anticipated in early Autumn.
- 3.4 The Open for Business Team, alongside the Chief Executive and Strategic Director, continue to work with Suffolk Chamber of Commerce to develop a Central Suffolk Chamber. Progress on this will be reported to Cabinet in August.
- 3.5 Planning permission for the Gateway14 Enterprise Zone site was granted on 20th June 2018.

- 3.6 Significant tourism and visitor economy work remains ongoing and a workshop with stakeholders was attended by over 30 people on 6th June 2018. Discussions with Suffolk Libraries continue with a view to them providing some visitor information services as happens elsewhere in the county.
- 3.7 The team are supporting two interns over the Summer (which started on 11th June 2018) and also a work experience placement in July. This provides vital work experience, mentoring, coaching and skills support to these young people and the organisation gains their ideas, insights and perspectives.

4. Future Key Activities

- 4.1 Progressing all of the above to the 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.
- 4.4 The Open for Business Team will be progressing the Needham Lake Visitor Centre priority work stream by working up a feasibility specification for commissioning the next stage of this project.
- 4.5 Officers will continue to work with SCC and other stakeholders to progress Skills and Youth Employment Service strategy during the next period including direct discussions with West Suffolk College on occupational skills and with *the Mix* in Stowmarket that could result in a bid to the Council's Growth and Efficiency fund.
- 4.6 Officers will also be progressing regulatory policy/local standards reviews in the Gambling Act 2005 and Taxi/Private Hire Vehicle matters.
- 4.7 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 in October 2018.

5. Conclusion

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

MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor David Burn Cabinet Member for Environment	Report Number: CMU19
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ENVIRONMENT

1. Overview of Portfolio

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

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past three Months

Waste Service

Education and Promotional Events

- 3.1 The Compost give away event at Needham Market Lake on the 6th May during Compost Awareness Week was again a great success, with over 300 visitors helping themselves to 60 tonnes of compost.
- 3.2 Recycling Officers have continued to make visits to summer shows this year to promote our waste services and discuss the benefits of composting, waste reduction and recycling, with the reduction of plastics being a hot topic.

Suffolk Waste Partnership Projects

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

- 3.6 The project has been designed as a multi-campaign initiative focusing on the positive benefits of reducing food waste and challenging the behaviours that cause it. We will work with local businesses and community groups as well as undertaking a host of different initiatives with householders. As many national and multi-national companies are also building food waste into their corporate strategies, our project also seeks to draw corporate investment into Suffolk, allowing us to raise the campaign's profile and realise new opportunities.
- 3.7 Suffolk Waste Partnership Members approved the project vision and 2 year action plan in April 2018. Officers are now working to translate the action plan into specific 'on the ground' campaigns and it is hoped that once this process is complete, a full campaign launch will occur in Autumn 2018.

Joint Waste Contract – Contract extension

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

Garden Waste Service – Annual Growth

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

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

EU Circular Economy Package

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

Changes to Recycling Performance Payments and Inter Authority Agreement revision.

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

Sustainable Environment Service

Environmental Protection and Environmental Management

Solar PV Bulk Buy

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

Electric Vehicle Charge Point - Highways England Network Funding

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

Battery Storage

- 3.17 Investigations are proceeding relating to battery storage at our leisure centres. Officers have spoken to some aggregators (the 'middle men' in this arena) and had reassurance that the size of units we are proposing would be of interest. One supplier has confirmed battery size and this has been communicated to our surveyors so that allowance can be made alongside any other works being undertaken.

Streetlights – LED replacements

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

Planning Enforcement Service

- 3.18 A court injunction has been obtained requiring the owners and occupiers of Bridge Field Paddocks, Haughley to comply with the terms of an Enforcement Notice by 21st June 2018, including the cessation of the use of the land for the stationing of caravans; demolition of the stable buildings; removal of an altered access to the highway and reinstatement of the original access.

Heritage Service

Fison's Building

- 3.19 The Council continues to work in both a proactive and robust way with the owners of the Fison's building. There are two main issues the Council is dealing with, a sustainable planning proposal incorporating a grade II listed building and the management of a potentially dangerous structure. The Council is currently in detailed discussion with the owners of the site on a revised pre-application proposal. The Council has also been undertaking significant action on an enforcement front. A detailed structural report has been commissioned and received by the Council. The Council has taken legal advice and is progressing with actions against the owners of the site to ensure the building's ongoing safety.

Food and Safety Service

- 3.20 We have submitted our annual returns to both the Food Standards Agency (FSA) and the Health and Safety Executive.
- 3.21 The team participated in the FSA annual food safety week (week beginning 4th June) which was on the theme of 'the people that keep your food safe'. We used social media (Twitter) to publicise the team and the work we do as part of a national campaign.
- 3.22 The Food and Safety and Environmental Protection Teams have had an intern working for them through the Suffolk Intern Programme from the 11th of June.
- 3.23 The Food and Safety Team have carried out 227 routine food hygiene inspections across both authorities in the first quarter of 2018/19 from 788 scheduled for the full year.

- 3.24 Against the service standards set out in the Food and Safety team service plan, 84% of responses have met targets for the 52 recorded service requests and complaints received by the team. Those responses not meeting the service standard have been due largely to the complexity of the questions involved. It is the intention to incorporate this response measure in future performance reporting.
- 3.25 There are currently two food safety prosecutions in progress, one relating to a café with an initial hearing on the 10th of July 2018 and the second against a hotel with the prosecution file now with the legal services team for their action. In the first quarter of 2018/19 one Simple Caution has been administered by the Corporate Manager for Food and Safety for food hygiene offences by a market trader and another is scheduled for a food mobile operator.
- 3.26 Following the death of a seven-year-old child resulting from the poor management of an inflatable (bouncy castle) in 2016, and the subsequent conviction for manslaughter of the owners, and the more recent tragedy in Norfolk, the Food and Safety Team will be writing to all those who may either operate or hire out a play inflatable (bouncy castles etc.) giving advice on safe operation.

Licensing Service

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

Building Control Service

- 3.31 The Suffolk wide collaborative working development plan is continuing on from the ground work laid down last year. Following work to identify key areas in the market place a proposal is being drawn up to present to Chief Executives of the Suffolk authorities to provide the necessary expertise and resource we need to promote and increase service resilience.

- 3.32 Work will soon be under way to implement our new ISO9001 quality management system. This is being done in conjunction with LABC (Local Authority Building Control) and in-line with the review into building control standards. Work is due to begin July.

The full report from the Hackitt Review of Building Regulations and Fire Safety has now been published and there are some significant challenges ahead for us should the recommendations be employed in full and may lead to further collaborative working with our counterparts in Suffolk.

Public Realm Service

- 3.33 Consideration is being given to plant a memorial avenue of Oak trees, one in each District, to commemorate the end of the 1914-18 Great War. A number of possible park and open space venues are being considered. This will be presented to the Task and Finish Group in July for their consideration.

Public Realm Transformation

- 3.34 Following consideration by Cabinet Members from both Councils in March a cross party Task and Finish Group has been set up to explore a number of the recommendations considered in each report. Tasks being progressed are:
- A new policy and action plan for the future management of public conveniences across both Councils.
 - Performance standards for both grounds maintenance and street cleaning including the development of Key Performance Indicators.
 - A new policy and procedure for the adoption and transfer of Council owned open spaces and other public realm assets.
 - A new policy and procedure for Council owned trees and woodlands.
- 3.35 The first worked up proposals to be formally considered have been ones for Public Conveniences considered by Cabinet in both Councils at the beginning of July.
- 3.36 For the second year running Somersham Primary School has won Mid Suffolk District Council's annual Litter Awareness Poster competition. A pupil at the school produced the winning design and was presented her first prize certificate by Cllr David Burn, on Wednesday 27th June 2018. The school also received the prize of a 'Froggy' litter bin which will complement the 'Monkey' bin they received last year. Four other pupils from the school each received a Highly Commended certificate for their designs.
- 3.37 The winning design will be displayed on the side of one of the council's litter collection vehicles, where it will encourage residents to bin their rubbish for the next year. Pupils were asked to think about the impact that littering has on the environment and the knock-on effects for both people and animals. It is hoped that by engaging with children of this age group they will not become litter droppers of the future.

Litter Innovation Fund

- 3.38 Central Government gave local authorities the opportunity to bid for funding to combat roadside littering in 2018. The project is supported by all 7 Suffolk local authorities. £10,000 funding was secured from Central Government and each authority also put in £500 and agreed to pledge officer time for monitoring the project.
- 3.39 The following actions were collectively agreed:
- Trial a new style and colour of bin at known hot spot areas – these bins were in addition to bins already in places like lay-bys – monitor use and litter.
 - Place additional wheelie bins in other locations (to see if it was the new style bin that made a difference or any bin) – monitor use and litter.
 - Monitor control lay-bys where nothing had changed.
 - Trial bin fill devices (fitted to the lids of wheelie bins and send a message to phone/computer when a bin is nearly full – we are trying to find out if the cost of the devices is outweighed by not having to visit bins so often if they do not need emptying.
 - Advertising campaign at petrol stations – targeting the pumps themselves.
 - Advertising campaign across the whole of Suffolk with each authority having a number of banners, signs and posters to deploy in key locations and known litter hotspots.

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

- 3.40 54 incidents of fly tipping were dealt with between the 1st April and 30th June 2018. Each incident is investigated for evidence and when found this is passed back to Environmental Protection for legal action against the individual.
- 3.41 The Chernobyl Children's' Lifeline visited Needham Lake on Friday 6th July. This is an annual event. 15 children and their helpers enjoyed a morning of countryside activities with us. They spent time pond dipping in the lake, finding a whole host of fascinating creatures. We then collected butterflies, crickets, grasshoppers and a multitude of beetles in the meadow. The children are hosted by a network of local families and supporters. They enjoy activities and experiences as well as slightly less pleasant treats such as a visit to the dentist.
- 3.42 A programme of environmental activities is being planned through a partnership with Kinetic Sciences, a company based in Stowmarket. They will be paying the Council a site hire fee at locations like Needham Lake for children's activities and events over the summer.

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor John Whitehead Cabinet Member for Finance	Report Number: CMU20
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR FINANCE

1. Overview of Portfolio

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

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

2017/18 Outturn and Closure of Accounts

- 3.1 The financial position for 2017/18 was reported to Cabinet in May (report MCa/17/65). There is a lot of detail within that report that I would encourage you to look at, so my report to Council will just cover the key headlines.
- 3.2 The report showed an overall favourable variance of £2,410k for the General Fund and a surplus of £467k for the Housing Revenue Account (HRA).
- 3.3 The General Fund outturn position showed that expenditure on services was generally in line with the budget that was set in February 2017, but the receipt of additional income from business rates, planning fees and the Community Infrastructure Levy (CIL) contributed to the favourable end of year position.
- 3.4 Whilst this is indeed a bonus to our financial situation, I must highlight that this money is already committed and has been placed into a variety of earmarked reserves for use in 2018/19 and beyond. The principle transfers to reserve were:
- £1,140k to Business Rates Equalisation
 - £768k to Community Infrastructure Levy (CIL)
 - £203k to Homelessness,
 - £155k to Planning for legal costs
 - £110k to other Government Grants
 - £50k to Strategic Planning

There was no additional money placed into our Transformation Fund (now called Growth and Efficiency Fund) and the balance as at 31st March 2018 stood at £9,328k. The Cabinet has subsequently made a number of key decisions, so that the uncommitted balance of the Growth and Efficiency Fund is now less than £2m although not all this money has been spent at this stage in the year.

- 3.5 The HRA year-end surplus of £467k was £1,181k better than the budget that was set in February 2017 with a deficit of £714k. Whilst there was a number of favourable and adverse variances across the range of budget headings, the final position is mainly attributable to a lower use of revenue to fund the capital programme than was planned. The final outturn position is a welcome addition to our HRA reserves as a means of contributing towards the challenges set out in the 30-year business plan.
- 3.6 The unaudited Statement of Accounts for 2017/18 has already been published on our website and the auditors are currently reviewing the accounts. Their report on the accounts will be presented to Joint Audit and Standards Committee on 30th July 2018.
- 3.7 Whilst preparing the Statement of Accounts, there was an adjustment that needed to be made to the outturn position to ensure that everything agreed with the General Ledger. This was an increase to the favourable variance of £139k and resulted in £1,279k being placed in the Business Rates Equalisation reserve rather than the £1,140k reported to Cabinet in May. There was also a minor adjustment to the Transformation Fund leaving a revised balance as at 31st March 2018 of £9,320k.
- 3.8 The timescale for producing the unaudited accounts for 2017/18 was reduced by one month compared with previous years, with the requirement to publish being changed from 30th June to 31st May. The auditors also have one month less to undertake their work, so that they need to report their findings to those charged with governance by 31st July.
- 3.9 I am pleased to report that the Finance Team rose to this challenge and our Section 151 Officer was able to sign off and publish the unaudited accounts within the reduced timescale. They also had the added challenge of producing Group Accounts within the Statement of Accounts for the first time, resulting from the Holding Company and CIFCO being established in 2017. The Team was simultaneously working on producing similar documents for Babergh, so overall a tremendous workload. I hope you will join me in thanking them for all their hard work in completing the accounts in this very demanding timescale and I will report the outcome of the audit work to you in a future report to Council.

Staff Survey

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

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

Information Bulletin to Overview and Scrutiny Committee

- 3.13 The Mid Suffolk Overview and Scrutiny Committee received an Information Bulletin from my area of responsibility in June. This was in relation to Staff Welfare following the move into Endeavour House. The bulletin provided valuable information on this topic and was discussed in detail at the Committee. I would encourage you to look at it to increase your knowledge and understanding of this subject area.

Shared Revenues Partnership (SRP)

- 3.14 The performance of the Shared Revenues Partnership is reported to the Joint Committee on a regular basis and the papers are available on our website. Councillors Derrick Haley and myself are your representatives on this Committee and Councillor Haley has been chosen as Chairman of the Committee every year since its inception in 2011. I would like to share with you the highlights of the SRP performance for last year as set out in the table below:

	Target	Actual
Council tax collected	98.4%	98.7%
Business rates collected	98.4%	99.0%
Average time taken to process new claims	24 days	26 days
Average time taken to process changes to claims	10 days	5.2 days
Local Authority Error (affects housing benefit subsidy payment to the Council)	< 0.48%	0.33%

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

4. Future Key Activities

Medium Term Financial Sustainability

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

2018/19 Budget Monitoring

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

5. Conclusion

- 5.1 As my report has outlined, the past three months have seen a great deal of activity, not only in finance but across the several strands of my portfolio. The annual cycle of finance work continues with little respite in the workload, although I trust the Team will find some time to relax and refresh their batteries before the next budget cycle starts in earnest. We are far from immune to the financial challenges that generally face local government, but from a position of relative strength I feel that we can face the future and those challenges with confidence and enthusiasm.

MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor Jill Wilshaw – Cabinet Member for Housing	Report Number: CMU21
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR HOUSING

Additional HRA Borrowing

The Government have recently 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. In addition, on 26 June 2018, a multi-billion-pound boost to social housing across England was confirmed by the Secretary of State for Communities, The Rt Hon James Brokenshire MP, as part of the drive to build the homes communities need. Around 23,000 new affordable homes will be delivered through a £1.67 billion government investment deal. This will include at least 12,500 social rent homes in high cost areas in a move to support families struggling to pay their rent.

The question on what a high affordability locality is has been answered as follows:

“High affordability pressure areas are defined as those where there is a difference of £50, or more, per week between average social and private rents at the local authority level”

As a result, Babergh & Mid Suffolk both qualify to bid for the additional borrowing, should it be required to support our ambitious plans to build new Council home. We only have until Friday 7th September to bid, and submissions need to meet certain criteria as a result we have developed a project team that is working on the development of a bid, should we feel it would assist our current ambitions and support our current Housing Revenue Accounts.

Financial Inclusion and Universal Credit

Almost all post codes within Babergh and Mid Suffolk are now part of Universal Credit Full Service. We have three Tenancy Support Officers who all work one day per week at their nominated Job Centre (Ipswich, Stowmarket or Sudbury), where they carry out personal budgeting support to those claiming UC.

Since 1st April we have assisted almost 60 clients with personal budgeting support and have received really positive feedback on the service we are providing from the Department of Work & Pensions.

Housing Solutions

The Housing Solutions service has been working extremely hard to manage the implementation of the Homelessness Reduction Act.

The team have taken over 200 applications from those either homeless or at risk of becoming so within 56 days. This is more applications than the team took in the whole of the last financial year. There have been 100 cases accepted under the new 'prevention' duty and 30 cases under 'relief' duty.

Of those 130 cases owed a prevention or relief duty, the team have managed to discharge duty (successfully prevent homelessness) in 45 cases and have only accepted one household as homeless under S184 of the Housing Act. A large number of these cases remain open and are being actively engaged with to prevent or relieve homelessness. The team have conducted 75 in depth comprehensive telephone appointments and 119 face to face appointments. The additional amount of administration time required under the new legislation is significant and we are carefully monitoring the new processes and ways of working and adapting things as necessary to try and give officers more capacity.

LGA Housing Advisers Programme

A bid has been submitted to the LGA Housing Advisers Programme to 'Improve access to the Private Rented Sector'. The bid is requesting specialist adviser support to deliver a project with the Housing Solutions Team to increase access to the private rented sector for those at risk of homelessness. This is a key focus of the new Homelessness Reduction Act and if successful it would enable the team to bring this project forward and deliver it sooner than currently planned.

Houses of Multiple Occupation (HMO's)

Property Services are working closely with the other Suffolk District and Borough Councils and Suffolk Fire and Rescue to ensure we have a consistent approach to the new HMO legislation. A joint protocol is being produced which details the required standards in all HMO's. All associated documentation e.g. application forms and information material will be the same across all Suffolk authorities.

An associated Licence Fee Policy is to be discussed by Cabinet shortly.

Tenant Engagement Project

Tenant Board

The Tenant Board is now in existence, with a membership of five residents.

Their first official meeting is scheduled for the 24 July with a team-building session, and this will mark the start of a 6-month capacity building program. This program will give them the knowledge and skills that they need to effectively scrutinize our landlord services and comment on policy and service-delivery. The terms of reference have also been agreed.

Tenant Sounding Board

The first Tenant Sounding Boards will be agreed with the Board. It is hoped that the initial Sounding Board will comprise of some of the previously involved volunteers who are still keen to contribute, but who do not feel that the Board is the right group for them.

Communication

The next stage of the Tenant Engagement Project will include wider communication with tenants in Babergh and Mid Suffolk both to inform them about the Board and seek more volunteers. This may well take the form of tenant newsletter, but we will try to move towards increased digital communication from that point onwards.

Income Management Strategy

The Income Management Strategy 2015 – 2020 is currently being reviewed to determine which of its pledges have been achieved, and which are still outstanding. It is our intention to present this review alongside the new Income Management Policy to Cabinet in the forthcoming months.

Income Management Policy

This is in first draft and is being developed by the Tenant Services Professional Lead, Polly Bearman, and the Income Team. The policy intends to bring all housing-related income (rents, service charges, rechargeable repairs, sundry debts etc) under the remit of the Income Team and put a greater focus on debt prevention.

Income Team Performance

The overall performance of the Income Team has only weakened by less than 1%, over the past year as can be seen below:

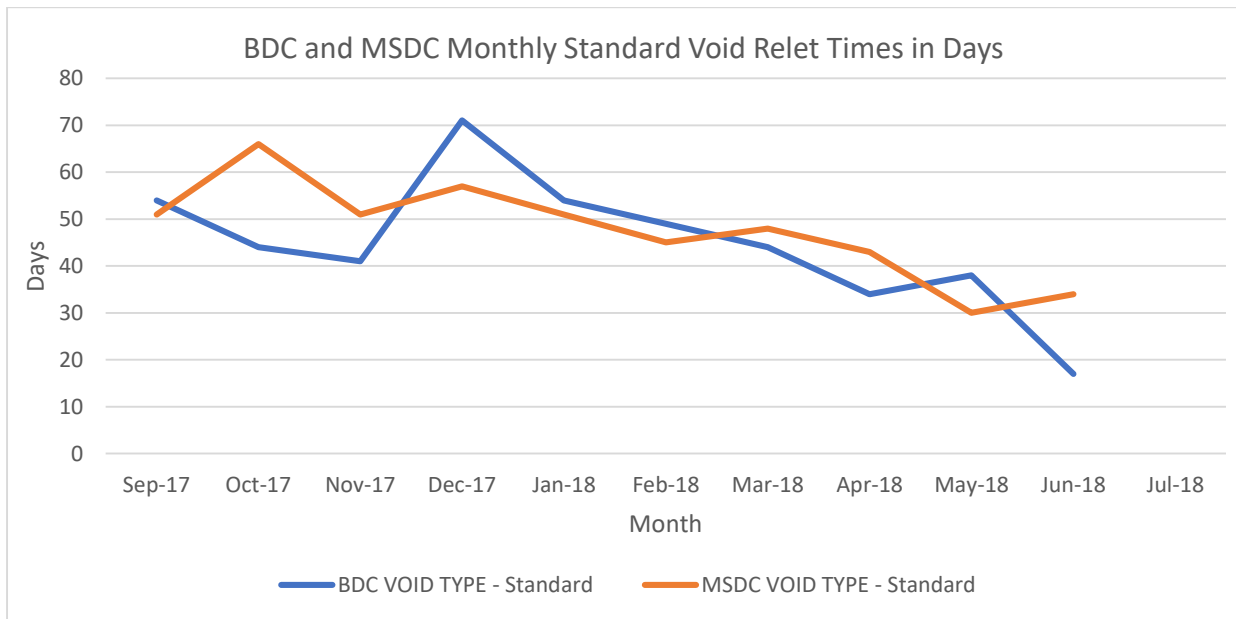
% of Local Authority Housing Rent collected	Babergh	Mid Suffolk
2017 - 2018 Quarter 1 (target 98%)	98.39%	97.98%
2017 - 2018 Quarter 2 (target 98%)	98.33%	97.81%
2017 - 2018 Quarter 3 (target 98%)	98.17%	97.60%
2017 - 2018 Quarter 4 (target 98%)	98.11%	97.46%
2018 - 2019 Quarter 1 (target 98%)	98.01%	97.26%

This has, in part, been the effect of Universal Credit, however changes within the team have already improved performance in the past two months, on an individual officer basis. Performance is being closely monitored and will be supported further by the introduction of an Income Management Policy.

Void Improvement Project

A project team was formed in December 2017 a Project Management Plan was approved with a target to reduce standard void re-let times by 10 days from December 2017 – April 2018.

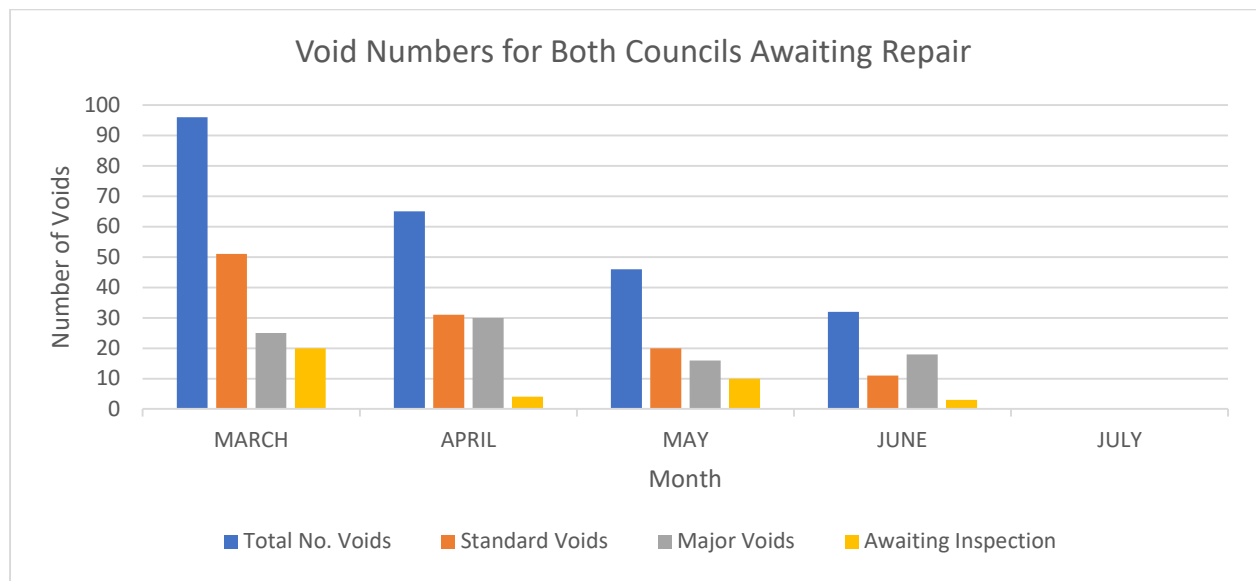
As at June 2018, standard void times have reduced by 37 Days for BDC and 17 Days for MSDC. This exceeds the 10-day target and a positive downward trend towards the long-term target of 21 days. Members will be reassured by the positive downward trend in the following graph. BDC and MSDC Monthly Standard Void Relet Times in Days



BDC and MSDC Monthly Void Relet Times in Days

	BDC	MSDC
	STANDARD	STANDARD
SEP 17	54	51
OCT 17	44	66
NOV 17	41	51
DEC 17	71	57
JAN 18	54	51
FEB 18	49	45
MAR 18	44	48
APR 18	34	43
MAY 18	38	30
JUN 18	17	34
JUL 18		

The graph below shows the decline in void numbers to a manageable level that creates the capacity for the improved performance. The reduction in the number of voids awaiting repair now means BMBS has enough resource to repair standard voids within 7-10 days.



Building Services Update

A revised Business plan for BMBS has recently been discussed and approved by Cabinet prior to a review by our Overview & Scrutiny Committee. A further report will be considered shortly by Cabinet in light of recommendations put forward by O & S.

It has been agreed that the focus of the Building Service Team will change slightly to focus on the following:

BMBS will provide an inhouse repairs and maintenance service to both Babergh & Mid Suffolk with a priority on delivering an efficient, value for money service that places a high-quality customer service above a surplus generating “commercial” business.

Housing Strategy

Work continues on the development of our Housing & Homelessness Strategies for which the intention is to seek Cabinet approval of the final draft in December this year. In the meantime, Cabinet will review a draft in September prior to a formal consultation during September and October.

In recent weeks we have held a member session which has informed the debate and the development of the current draft of the Strategy.

Working with Community Land Trusts/ Development of Rural Housing

On Wednesday 4th July, officers from Babergh & Mid Suffolk held a Rural Housing event in conjunction with Hastoe Housing at Lavenham Village Hall. The morning involved a number of presentations and key note speakers discussing Community Land Trusts, Rural Exception sites, and Housing Need surveys. There were a wide range of attendees from parishes across Babergh & Mid Suffolk.

Managing the Risk of Fire

On Sunday 8th July, a fire took place within a resident's flat at Sydney Brown Court, Hadleigh, which is a Very Sheltered Scheme owned by Babergh and managed by Orwell Housing. Whilst the tenant managed to raise the alarm and get out safely, the case has been managed as part of 'Disaster Recovery' when a significant incident takes place.

This is involving a Tactical Management Team meeting daily since the fire to complete tasks, as part of a wider action plan focussed on (i) Ensuring the tenant returns to her flat as soon as possible. (ii) Reviewing current practice across all our Housing Sites, and (iii) Reflecting on Future & Best practice to ensure the management of Fire and Fire Prevention is of the highest standards.

In the past three years there have been eight significant fires in council tenants' homes that have resulted in insurance claims being made.

We therefore intend to learn from these examples and produce tenant friendly information guides with the aim to prevent fires in our council housing stock in the future.

The Foyer

Following agreement by Cabinet earlier this year it is intended that the Council will exchange contracts by the end of July on the purchase of accommodation that will provide 17 additional units of temporary accommodation, in Stowmarket.

Providing works are completed on time and to schedule, we are expecting the first households to move in early September.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Cabinet Member for Organisational Delivery	Report Number: CMU22
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ORGANISATIONAL DELIVERY

1. Overview of Portfolio

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

2. Recommendation

- 2.1 That Council notes the report.

3. Key activities/issues over the past 3 months

Customer Services

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

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

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

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

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

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

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

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

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

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

5. **ICT**

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

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

5.2 The performance of the SCC IT support desk has been improving throughout the quarter. During April, SCC IT took on average 2 minutes 55 seconds to answer IT related support calls, but this reduced to 2 minutes 38 seconds in May, and to 1 minute 42 seconds in June. In total (all SCC IT customers) the IT support desk answered over 8455 calls during the quarter. 735 incidents (issues/problems) and 712 additional service requests were raised from Babergh and Mid Suffolk Councils during this period. A total of 20 Mid Suffolk Councillors raised 49 incidents and service requests, nearly a quarter of these were in respect of upgrading laptops.

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

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

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

6. **Communications**

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

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

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

6.3 **Key Stories**

iESE award presentation - There was significant external and internal communication in relation to the presentation of the iESE Public Sector Transformation Awards to Babergh and Mid Suffolk District Councils for 'Council of the Year' and 'Working Together'. The Chief Executive of the awarding organisation (iESE) came to Suffolk to personally present the awards to the Councils. The judges were so impressed with the Councils' submission for the 'Working Together' award that they entered Babergh and Mid Suffolk District Councils into the overall 'Council of the Year' award as well. Working with the Business Improvement Team we have submitted a further 2 entries to APSE (Association for Public Service Excellence) and we will hear if we have been shortlisted by 21 July 18.

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

6.5 *Future plans for former council headquarters* - Extensive communications support has been provided for the two public engagement events on future plans for Mid Suffolk District Council's former headquarters site in Needham Market. Council representatives and consultants answered questions and discussed the plans at the exhibitions.

- 6.6 *Suffolk Day* - On Suffolk Day, councillors launched this year's Locality Funding, inviting community groups, charities and organisations to apply for a share of £6,250, that each councillor has to award to projects or organisations that support local people. The Communications Team also promoted two walks being held in the district as part of the Suffolk Day celebrations in Needham Market and Eye.
- 6.7 *Vision for prosperity Stowmarket* - The Stowmarket Vision for Prosperity Action plan was launched as part of the Stowmarket Society's Civic Day. The public were invited to a drop-in session to look at the plans for investment which are proposed to improve the town centre and boost the local economy.
- 6.8 *Re-election of Chairman* - Following the re-election of Cllr Derrick Haley to serve as Chairman of the Council, work is underway to promote the Chairman's chosen charities. Cllr Haley presented cheques totalling £1,920 to two local charities following last year's fundraising, split equally between Suffolk Family Carers, based in Claydon and the Museum of East Anglian Life in Stowmarket. Cllr Haley has chosen to support Suffolk Mind during his second year as chairman.
- 6.9 *OVO Energy Women's Tour* - This international sporting event passed through Mid Suffolk, including a sprint in Needham Market. A series of events organised by the Council in partnership with local communities were held to celebrate and these were promoted alongside live coverage of the cyclists on social media.
- 6.10 *Internal communications campaigns* – A range of activities and information was provided during Mental Health Awareness week in May. Extensive work was also carried out to raise awareness and prepare for the introduction of the General Data Protection regulations on 25 May 2018.

7. **Conclusion**

We continue to make progress across all of our teams, improving performance. Over the next few months we will focus on developing our action and communication plans from the Customer Strategy. We will also be identifying improvements to be made from the results of the Staff Survey which will be captured in both corporate and directorate level action plans. In terms of Communications' activity we are 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 and introduce a full business partner model, with an emphasis on delivering fully integrated media, marketing and digital campaigns.

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: The Leader of the Council and Cabinet Member for Organisational Delivery	Report Number: CMU23
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR LAW & GOVERNANCE

1. Overview of Directorate

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

2. Recommendation

- 2.1 That the report be noted.

3. Key Activities/Issues Over the Past Three Months

3.1 General Data Protection Regulations (GDPR)

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

3.2 Electoral Review of Ward Boundaries

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

3.3 Constitution Working Group

The Constitution Working Group has now held its first meeting and has highlighted a number of areas within the constitution for revision. Officers are now working on drafting these amendments. It was agreed that the Working Group would meet again in September to confirm the revised wording before making recommendations to Council.

3.4 National Democracy Week

The inaugural National Democracy Week was held between 2nd and 6th July 2018, marking the 90th anniversary of the 1928 Equal Franchise Act which gave women the same voting rights as men. The Council supported this important event by launching a series of videos which highlighted the different roles held by Councillors and the work that we all undertake. The Chairman of the Council visited Thurston Community College on 3rd July to talk with a group of students studying democracy.

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

4. **Future Key Activities**

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

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

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

4.2 Induction Programme for Newly Elected Councillors

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

4.3 Review of UK Parliamentary Constituency Boundaries

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

4.4 Joint Member Briefings

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

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Cabinet Member for Planning	Report Number: CMU24
To: Council	Date of meeting: 26 July 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR PLANNING

1. Overview of Portfolio

1.1 The role includes the following responsibilities:

Ensure the Council carries out its statutory duties as the Local Planning Authority.
Ensure Development Management makes good quality and timely decisions.
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 statistics) is good, with Mid Suffolk delivering 83% of applications classed as 'major' on time in the three months since the beginning of April 2018. On applications classed as 'non-major' Mid Suffolk is at 77%. Both of these statistics have improved since the last Cabinet Member report. Work is in progress to develop and customise "Enterprise" application workload management software to operational needs. It is intended that this will enable officers to track and prioritise their workload with greater efficiency once tested and rolled out to the team. The intention is that this will be introduced in the autumn.

3.2 The Annual Monitoring Report has now been published. It identifies a 6.5 year housing land supply against the Core Strategy requirement.

3.3 Staff recruitment and retention has been a challenge and has been flagged as a significant risk on the corporate risk register. An action plan has been created to address the issue which includes looking at apprenticeships; refining the career progression scheme; and looking at the smarter use of consultants. It also includes looking at pay scales, and to that end a Market Forces Supplement has been agreed which aims to bring pay in line with that paid by other nearby Local Authorities.

- 3.4 Neighbourhood Plans continue to be of interest, with seventeen communities actively working towards developing their plans. Stradbroke will be undergoing examination over the summer and Debenham, Haughley and Stowupland will reach the end of their Consultation periods during July and August.
- 3.5 The Community Infrastructure Framework (CIL) Expenditure Framework was approved by Councillors in April. The first round of bids has been received and officers are currently screening those applications. Further Member briefings are anticipated later in July.
- 3.6 The Suffolk Design project continues to progress. Hemmingway Design, Design South East and Hudson Architects won the tender to deliver the work. The launch event was held at the University of Suffolk on 9th July. There are two elements 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.
- 3.7 The next stage of the Joint Local Plan remains an important piece of work. Member briefings were delivered throughout March and April to develop the next draft of the Local Plan with further public consultation expected in the autumn of 2018.
- 3.8 The Local Development Scheme, which sets out the timetable for the Joint Local Plan, is being presented at this Cabinet meeting. The revisions to the National Planning Policy Framework (NPPF), which are due to be published at the end of July, have complicated matters but officers are confident that they will be able to meet the revised timeline as long as the actual published version is not too dissimilar from draft documents.

4. Future Key Activities

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

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

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.

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Agenda Item 11

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

TO: Babergh Council Mid Suffolk Council	REPORT NUMBER: MC/18/13
FROM: Cabinet Member for Planning	DATE OF MEETINGS: BDC 24 July 2018 MSDC 26 July 2018
OFFICER: Robert Hobbs, Corporate Manager – Strategic Planning	KEY DECISION REF NO. CNL11

LOCAL DEVELOPMENT SCHEME UPDATE

1. PURPOSE OF REPORT

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

2. OPTIONS CONSIDERED

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

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

4. KEY INFORMATION

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

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

5. LINKS TO JOINT STRATEGIC PLAN

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

6. FINANCIAL IMPLICATIONS

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

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

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

7. LEGAL IMPLICATIONS

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

8. RISK MANAGEMENT

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

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

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

9. CONSULTATIONS

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

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

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

12. APPENDICES

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

13. BACKGROUND DOCUMENTS

13.1 As appended.

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

Joint Local Development Scheme

July 2018

Babergh and Mid Suffolk Local Development Scheme

July 2018

Introduction

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

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

The LDS:

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

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

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

The Local Plan –

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

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

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

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

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

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

Neighbourhood Planning

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

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

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

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

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

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

Phasing of work for other Local Development Documents

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

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

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

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

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

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

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

- **Evidence Base**

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

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

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

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

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

- **Integration with other Strategies**

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

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Agenda Item 14

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: MSDC Council	REPORT NUMBER: MC/18/14
FROM: Cllr Gerard Brewster – Chair of MSDC (Suffolk Holdings) Ltd	DATE OF MEETING: 26 July 2018
OFFICER: Julia Barker Business Support Manager	KEY DECISION REF NO. CNL03

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

1. PURPOSE OF REPORT

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

2. OPTIONS CONSIDERED

- 2.1 Not applicable

3. RECOMMENDATION

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

REASON FOR DECISION

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

4. KEY INFORMATION

- 4.1 The investment strategy for 2018/19 commissioned by the Board and developed by the Boards Fund Manager JLL is designed not only to give strong short-term results but medium and long-term income resilience. CIFCO does not target Capital growth and its projections are not based upon such growth.
- 4.2 This medium to long term resilience is based upon;
- A current average WAULT to expiry of over 10 Years
 - A strategy that balances the portfolio so that a significant number of the assets are 'Core' and liquid
 - A strategy that balances other attributes such as geography, asset class and sector so that resistance to medium and longer-term market stresses in any individual attribute can be mitigated

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

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

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

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

5. COMPANY STRUCTURE AND IN-YEAR REPORTING

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

6. BOARD DIRECTOR PROFILES

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



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

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



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

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



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

7. CORPORATE GOVERNANCE

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

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

8. FINANCIAL PERFORMANCE AND ACQUISITION PROGRESS

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



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

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

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

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

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



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

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

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



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

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



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

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



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



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

9. CORPORATE APPOINTMENTS

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

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

10. RISK MANAGEMENT

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

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

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

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

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

12. EQUALITY ANALYSIS

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

13. ENVIRONMENTAL IMPLICATIONS

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

14. APPENDICES

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

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

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

PRESENT:

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

*Denotes a substitute

In attendance:

Councillors	Gerard Brewster
	David Busby
	Derek Davis
	Nick Ridley

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

1 APOLOGIES AND SUBSTITUTES

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

Councillor John Hinton was substituting for Councillor Simon Barrett.

2 DECLARATION OF INTERESTS

There were no declarations of interests.

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

None received.

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

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

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

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

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

The resolution was proposed and seconded.

By a unanimous vote

It was RESOLVED: -

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

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

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

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

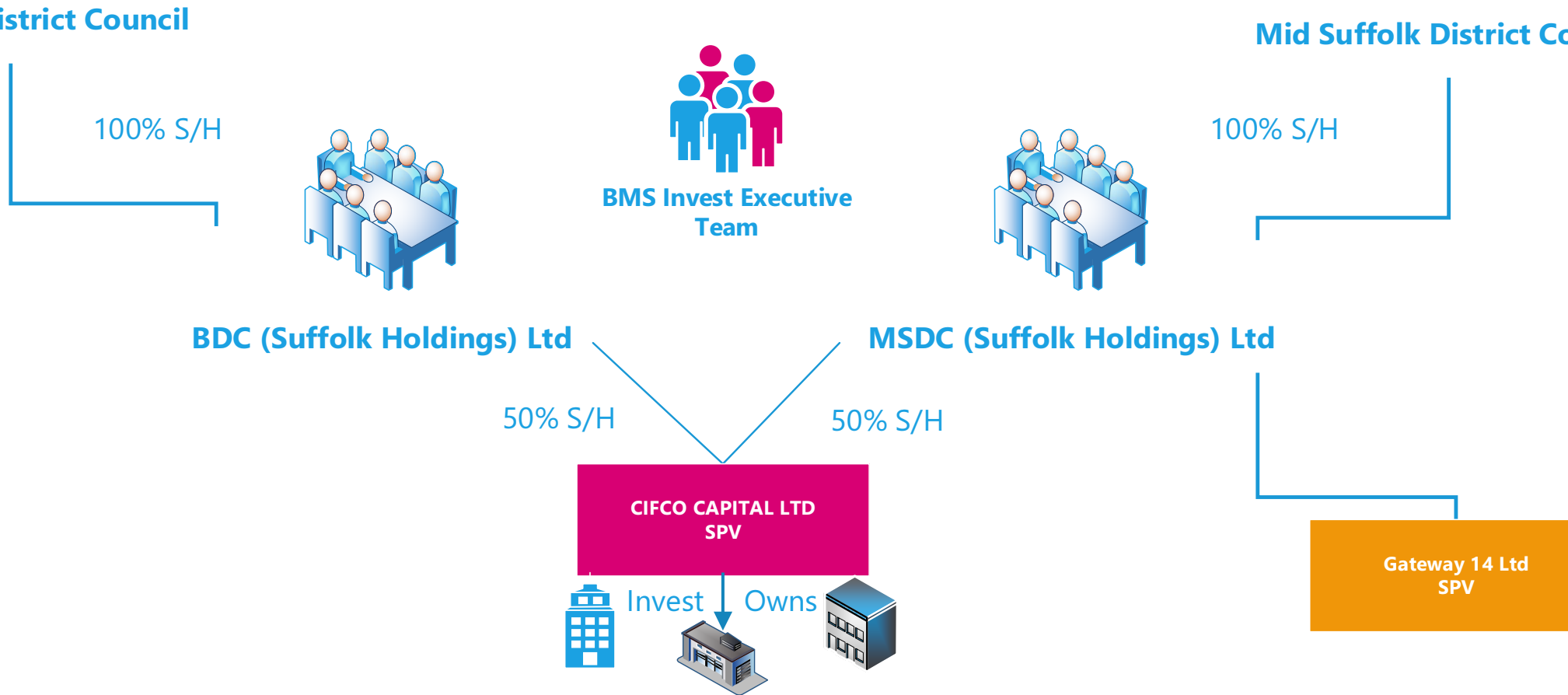
The business of the meeting was concluded at 1.50 pm.

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Chair (& date)

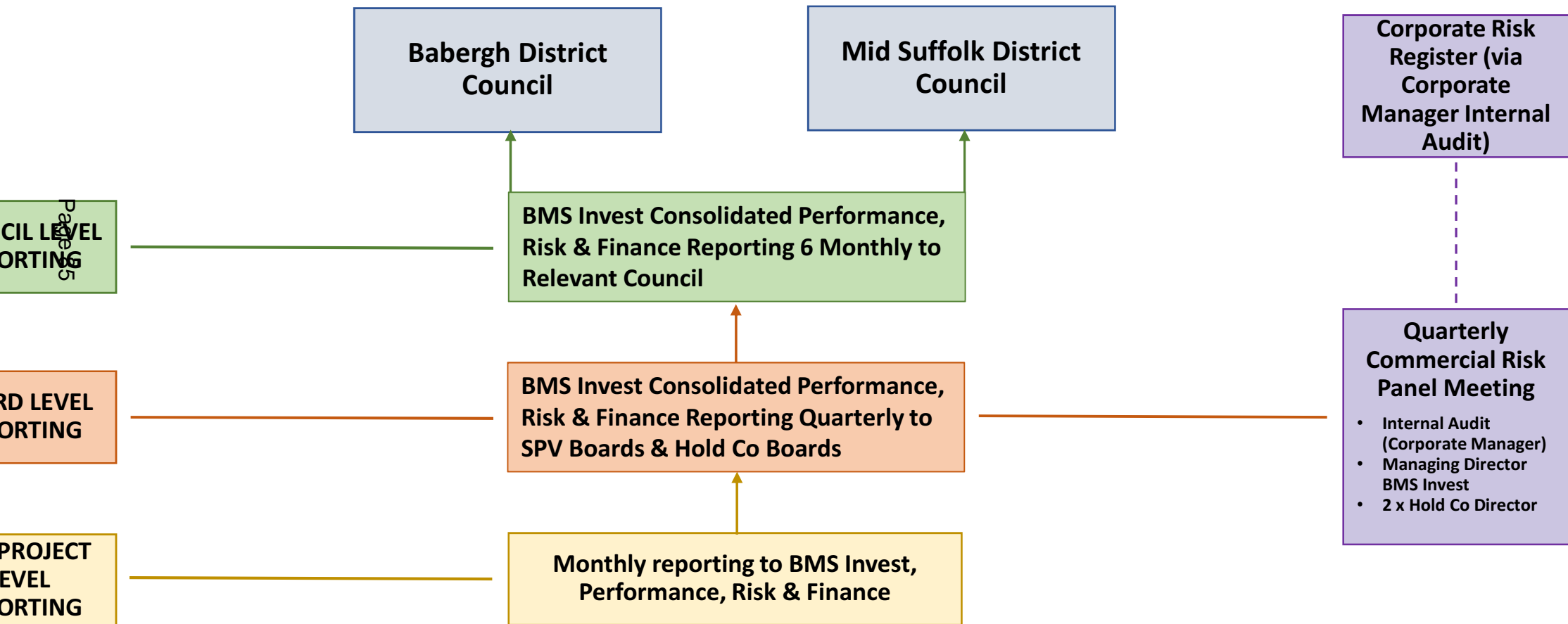
Existing BMS Invest Structure Inc. Holding Companies with Subsidiary Special Purpose Vehicles

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BMS Invests – Performance, & Risk Reporting Strategy



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Agenda Item 16

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of the Local Government Act 1972.

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Agenda Item 17

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