

Public Document Pack



MID SUFFOLK CABINET	
PLACE	King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich
DATE	Monday, 10 September 2018 at 2.30 pm

PLEASE NOTE START TIME OF MEETING

Conservative and Independent Group	Green Group	Liberal Democrat Group
Cllr N Gowrley – C Cllr J Whitehead – VC Cllr G Brewster Cllr D Burn Cllr J Flatman Cllr G Horn Cllr S Morley Cllr J Wilshaw	Cllr R Eburne	Cllr P Otton

AGENDA

Part 1

Page(s)

- 1 **Apologies for absence**
- 2 **To receive any declarations of pecuniary or non-pecuniary interest by Councillors**

Please note if any Members have been involved in the application for funding or who have supported an application in respect of the Community Infrastructure Levy (CIL) Expenditure Business Plan they should declare a local non-pecuniary interest.
- 3 **MCA/18/23 - Confirmation of the Minutes of the meeting held on 6 August 2018** 1 - 8
- 4 **To receive notification of petitions in accordance with the Council's Petition Scheme**
- 5 **Questions from Councillors**

6	Matters referred by Overview and Scrutiny or the Joint Audit and Standards Committee	
7	MCa/18/24 - Forthcoming Decisions List	9 - 16
	Please note the most up to date version can be found via the website: www.midsuffolk.gov.uk/the-council/forthcomingdecisions-list	
8	MCa/18/25 - Homelessness Reduction Strategy 2018-2023	17 - 44
a	MCa/18/26 - Joint Housing Strategy 2018-2023	45 - 52
9	MCa/18/27 - Quarter One Performance Outcome Reporting	53 - 92
10	MCa/18/28 - Mid Suffolk Community Infrastructure Levy Collection (CIL), Allocation and Expenditure 2017-18 Financial Year	93 - 102
11	MCa/18/29 - Community Infrastructure Levy (CIL) Expenditure Business Plan	103 - 146

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

To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item. The author of the report proposed to be considered in Part 2 of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Part 2

13	MCa/18/30 - To confirm the confidential minute of the 6 August 2018 meeting	147 - 148
-----------	--	------------------

14 Date of Next Meeting

The next meeting will be held on Monday 8 October at 2:30pm in the King Edmund Chamber, Second Floor, Endeavour House.

Introduction to Public Meetings

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

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Governance Officer on: 01449 724682 or Email: committees@baberghmidsuffolk.gov.uk

Domestic Arrangements:

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

Evacuating the building in an emergency: Information for Visitors:

If you hear the alarm:

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

This page is intentionally left blank

Agenda Item 3

MCa/18/23

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Monday, 6 August 2018 at 2:30pm

PRESENT:

Councillor: Nick Gowrley (Chair)
John Whitehead (Vice-Chair)

Councillors: Gerard Brewster Rachel Eburne
Julie Flatman Glen Horn
Penny Otton Jill Wilshaw
Suzie Morley

In attendance:

Councillor Roy Barker
Councillor Diana Kearsley
Councillor John Matthissen
Councillor Keith Welham

Chief Executive (AC)
Corporate Manager – Business Improvement (KC)
Corporate Manager – Finance (ME)
Assistant Director for Housing (GF)
Corporate Business Coordinator (SM - Notes)
Corporate Manager - Democratic Services (JR)
Assistant Director for Finance (KS)
Senior Environmental Health Officer (AT)
Corporate Manager – Property Services (HW)
Assistant Director for Law and Governance (EY)

27 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Burn.

28 TO RECEIVE ANY DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST BY COUNCILLORS

There were none.

29 MCA/18/15 - CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9 JULY 2018

The minutes of the meeting held on 9 July 2018 were confirmed as a correct record.

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

None received.

31 QUESTIONS FROM COUNCILLORS

31.1 The following question was received:

Councillor John Matthissen to Councillor Glen Horn

“Will you correct the media release (11/7/18) regarding the Annual Monitoring Report and 5 year housing land supply, which said “The Council has been unable to demonstrate this land supply since April 2017,”

Whereas Cllr Stringer was questioning the Administration on the point as long ago as June 2015? And will you issue a corrected media release?

<https://baberghmidsuffolk.moderngov.co.uk/Data/Executive%20Committee/20150608/Agenda/X-23-15%20Minutes%20of%208%20June%20meeting.pdf>

Response from Councillor Horn

“The press release issued on behalf of Mid Suffolk contained an unfortunate error where information relevant to Babergh District Council was carried over into the Mid Suffolk Press release. This has already been corrected on the website where you will now be able to see that it states that Mid Suffolk found itself unable to demonstrate a 5 year housing land supply from February 2015. (Available here: <https://www.midsuffolk.gov.uk/news/mid-suffolk-demonstrates-5-year-housing-land-supply/>)

The article carried by the Bury Free Press, which included quotes from three Green Party Councillors, stated that the 2017 date was disputed and Green Party Councillors claimed that developers had started to exploit the situation from 2015. With that in mind it is highly unlikely that any press would pick the story up again so we do not intend to re-issue the release to the media.”

31.2 Councillor Matthissen then asked a supplementary question. He was still concerned as the East Anglian Daily Times had carried the press release as submitted. Therefore, the current status was it had been wrongly published and as such he considered the Council should be open and transparent. He was worried it would undermine future communications from the Council to the public. Councillor Horn responded that there would be no advantage of going back as the most relevant and up to date information had been provided on the website.

31.3 Councillor Otton had a few issues in relation to the recent staff survey and felt it was important these were seriously reviewed. She realised there had been a massive change for staff in relation to the move from Needham Market to Endeavour House and that this would take some time to settle down. However, she was concerned at some of the findings and responses. In particular the “lack of transparency”, “feeling undervalued” and that “Councillors were not engaging or Communicating with Staff”. She did recognise that “lone working” and “career progression” should have appropriate policy or procedures in place and was not due to the impact of any move.

31.4 In response the Chief Executive explained there had been a series of engagement

sessions with staff enabling them to help put forward solutions as well as Member Briefings giving the full results. All suggestions had been captured, an action plan was in place and team meetings were being held to discuss. The Council was working towards a single corporate action plan. The Senior Leadership Team had looked at all the responses and were holding an additional session in September where they would bring the findings back to members. This would be an ongoing annual exercise. Councillor Horn wished to point out that having recruited a number of new officers to the Council recently, one of the reasons cited for joining Mid Suffolk District Council was because of its agile and flexible services offered within Endeavour House.

32 MATTERS REFERRED BY OVERVIEW AND SCRUTINY OR THE JOINT AUDIT AND STANDARDS COMMITTEE

There were no matters arising from either the Overview and Scrutiny or Joint Audit and Standards Committee.

33 MCA/18/16 - FORTHCOMING DECISIONS LIST

- 33.1 The forthcoming decisions list was noted.
- 33.2 The Suffolk Chamber of Commerce item was questioned, however, this would now be brought into the September Cabinet meeting.
- 33.3 CAB76 – “Regulation 62 for CIL” required further explanation. It was agreed further clarity would be provided.
- 33.4 A concern was raised in respect of CAB60, The Suffolk Waste Partnership Inter Authority Agreement, as the report had slipped by two months. It was explained this was work in progress and was a countywide project. The Chief Executive pointed out the dates listed on the Forthcoming Decisions List were target dates and as such it should not necessarily be classed as slippage.

34 MCA/18/17 - JOINT OVERVIEW AND SCRUTINY RECOMMENDATION TO CABINET IN RELATION TO JOINT COMPLIMENT, COMMENTS AND COMPLAINTS POLICY

It was agreed this item would be deferred until Item 11 when the proposed amendments to the Joint Compliments, Comments and Complaints Policy would be discussed.

35 MCA/18/18 - GENERAL FUND FINANCIAL MONITORING 2018/19 - QUARTER ONE

- 35.1 Councillor Whitehead, the Cabinet Member with responsibility for Finance, introduced report MCA/18/18 and moved the recommendation which was seconded by Councillor Brewster.
- 35.2 Councillor Whitehead pointed out there had been an error in paragraph 4.3 of the report as it included a reference to Babergh District Council’s New Homes Bonus. Also, that the Business Rate Pilot information had not been included

- 35.3 A concern was raised over paragraph 4.3 as the agenda had been published indicating Mid Suffolk District Council had not spent their New Homes Bonus, therefore was misleading. The Cabinet Member for Finance explained the figure quoted within the report was in relation to Mid Suffolk District Council but it was unfortunate that the transcript for Babergh District Council had been included. The Assistant Director for Law and Governance acknowledged there had been an unacceptable level of typographical errors in reports in recent months and as such interventions were now in place. This would include a proof reading service.
- 35.4 On page 27, paragraph 5.6a, it was questioned how many staff vacancies were no longer required or were considered essential? The Chief Executive explained there was never a full staff complement due to the time it took from an employee resigning and then filling that vacancy. An employment gap was necessary as otherwise it would mean an overspend on the budget. Members agreed that how the statement read at present was misleading, and as such required re-wording.
- 35.5 Appendix B was also questioned as being up to date as the Joint Local Plan stated August 2017 and should there be a more realistic date? The variance table shown on page 30 in relation to Building Control was questioned as Members had been informed that Building Control had been budgeted for. The Cabinet Member for Finance explained there were time pressures involved as Appendix B included expenditure from April to June. It was felt going forward there would be a cost saving due to the reduction in Councillor numbers. The Chief Executive explained it was a competitive market but Building Control was a statutory function ensuring buildings were safe. The Council was competing for staff but gave reassurance that the service would be maintained.
- 35.6 Page 27, paragraph 5.6 it was questioned whether recruitment commenced on the day the employee gave notice in order to minimise employment gaps. The Chief Executive confirmed this was normal procedure but that managers would look at the role and the process in terms of whether the environment or market had moved on. The importance was on obtaining the right candidate.
- 35.7 There was confusion in terms of the planning income figure shown, as to whether this was destined to become a major liability as it was a considerable sum of money. It was noted it was impossible to accurately forecast but it was regularly reviewed, and interest rates may well fluctuate, so Members should concentrate on the 12 month figure.
- 35.8 Also was recommendation 3.1 required as it was to note only? Historically the figures were noted but it was felt it would be better to say the figures had been considered. It was recognised the financial figures would continue to be reported on a quarterly basis in the future. Therefore, it would go into September Cabinet meetings in 2019, these would also be in line with the Performance report.

By a unanimous vote:

It was RESOLVED:-

- (1) That subject to any further budget variations that arise during the rest of the financial year, the surplus funds of £176k, referred to in Section 5.8 of report MCa/18/18, were considered.

- (2) That the revised 2018/19 Capital Programme referred to in Appendix C and section 5.15 of report MCA/18/18 be approved.

Reason for Decision: To ensure that Members were kept informed of the current budgetary position for both General Fund Revenue and Capital.

36 MCA/18/19 - HRA FINANCIAL MONITORING 2018/19 - QUARTER ONE

- 36.1 Councillor Whitehead, the Cabinet Member with responsibility for Finance, introduced report MCA/18/19 and moved the recommendation which was seconded by Councillor Wilshaw.
- 36.2 Members welcomed there being a separate report for the Housing Revenue Accounts as it made it far easier to read. They were pleased that the variances were going in the right direction and performance monitoring provided reassurance. It was felt to be innovative financial accounting.
- 36.3 There was an issue that as the number of void properties went down, the rental income would go up and as such it would be useful for a piece of work to be conducted showing the financial impact. The Assistant Director for Housing explained voids were being monitored on a weekly basis, however, it was agreed this detail would be taken into a future Overview and Scrutiny Committee.

By a unanimous vote:

It was RESOLVED:-

- (1) That the potential or likely variations in relation to the HRA both Revenue and Capital compared to the Budget be noted.
- (2) That subject to any further budget variations that arise during the rest of the financial year, the shortfall in funds of £322k, referred to in section 5.6 of report MCA/18/19 be noted.
- (3) That the revised 2018/19 Capital Programme referred to in Appendix A and Section 5.10 of report MCA/18/19 be approved.

Reason for Decision: To ensure that Members were kept informed of the current budgetary position for both the HRA and Capital.

37 MCA/18/20 - PROPOSED AMENDMENTS TO THE JOINT COMPLIMENTS, COMMENTS AND COMPLAINTS POLICY

- 37.1 Councillor Morley, the Cabinet Member with responsibility for Organisational Delivery, introduced report MCA/18/20 and moved the recommendation, to include a revised recommendation 3.2 to include the words "in accordance with paragraph 11.7 of the policy". This was seconded by Councillor Flatman.
- 37.2 Councillor Morley explained that Paragraph 11.7 of the Policy had been amended to read "The requirement for additional information to be supplied would be introduced as part of a phased approach, that included training for all complaint responders and

evidence being seen that the training has resulted in fewer complaints made and fewer progressing to a stage 2 investigation”.

- 37.3 It was noted the policy contained a number of exclusions at paragraph 9.3, page 61 of the report, and Members requested that these were expanded in order for complainants to be aware that the complaints process could not be used to complain about formal decisions taken by committee, or those delegated to officers, but it could be used to complain about the process in reaching the decisions. The process could also be used if a contractor or the Council failed to meet the standard set in addition to any complaint made directly to the contractor.
- 37.4 It was questioned whether having faster access to the Ombudsman would be inappropriate as it would be better to resolve in house. It was explained to refine the Stage 1 process, work needed to be done to improve Customer Service. Reassurance was given that this was being carefully monitored. It was noted the Policy would not come into force unless there was a real need.
- 37.5 On page 58 it was questioned whether the Deputy Leader should also be involved in any complaint against the Chief Executive. Also, on the Claim form it was agreed “behaviour” should be included.
- 37.6 It was noted Councillors were governed by the Code of Conduct and therefore only the Leader need be involved in complaints about the Chief Executive.
- 37.7 It was agreed the policy should be reviewed in six months, following training, and as such would be brought back into the Overview and Scrutiny Committee to review. They would assess whether a reduction in the number of complaints had been achieved as well as identifying any impact of training on the numbers and types of complaint received. This would be in advance of any decision to bring the revised Policy into force.
- 37.8 The Corporate Manager for Business Improvement was keen to work with Councillors to identify a process of change in order to capture part of future reporting.
- 37.9 It was agreed a report on “lessons learnt” was to be brought to a future meeting. The report would also try to capture process changes which Members identified as part of their Ward role in helping to resolve issues or informal complaints.
- 37.10 Cabinet recognised the complaints form was an electronic one and if a member of the public did not have access to the internet the Customer Services team would assist. However, Members remained unconvinced, at this point in time, whether the Council could go fully paperless on this issue as members of the public may not wish to come into the office. It was also agreed the comments form be amended to clarify that it could be used to comment on the Council or on behaviours.
- 37.11 In response to a question it was explained guidance was currently being prepared on how to deal with vexatious and persistent complainers to support the policy and as such would form part of Member development and induction training.

By a unanimous vote:

It was RESOLVED:-

- (1) That the revised Joint Compliments, Comments and Complaints Policy be agreed.
- (2) That the need for customers who wish to complain to the Ombudsman having to request a stage 2 complaint, once the phased approach has been delivered be withdrawn in accordance with paragraph 11.7 of the Policy.
- (3) That in consultation with the Council Leader and Cabinet Member, minor amendments to the policy be delegated to the Senior Leadership Team.
- (4) That the Policy be reviewed after a period of six months following the completion of training.

Reason for Decision: To improve the Joint Corporate Comments, Compliments and Complaints Policy so that the customer was at the heart of the process with complaints being dealt with effectively leading to more customers being satisfied at all stages of the process for the investigation of their complaints.

38 MCA/18/21 - HOUSES IN MULTIPLE OCCUPATION LICENSE FEES

- 38.1 Councillor Wilshaw, the Cabinet Member with responsibility for Housing, introduced report MCA/18/21 and moved the recommendation which was seconded by Councillor Flatman.
- 38.2 Smoke alarms within properties was questioned and it was confirmed that Property Services inspected Houses in Multiple Occupation, as well as carrying out joint inspections with the Fire Service.
- 38.3 It was confirmed that a "Houses in Multiple Occupation" license would be required in all circumstances. (This would apply to all properties where 5 or more people shared a property who were not related.
- 38.4 It was noted the actual regulations could not be amended.
- 38.5 It was proposed by Councillor Wilshaw and seconded by Councillor Flatman that recommendation 3.1 be amended to read "The proposed HMO Licence fee of £551 be adopted as per Appendix A".

By a unanimous vote

It was RESOLVED:

- (1) That the proposed HMO Licence of £551, as per Appendix A of report MCA/18/21, be adopted.
- (2) That the fee be reviewed in six months' time.

Reason for Decision: To enable Babergh and Mid Suffolk to charge a fee to landlords to issue an HMO Licence.

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

By a unanimous vote

It was RESOLVED:

That 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 was likely there would be the disclosure to them of exempt information as indicated against each item. The authors of the reports proposed to be considered in Part II of the agenda were satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

40 MCA/18/22 - JOINT OVERVIEW AND SCRUTINY RECOMMENDATION TO CABINET REGARDING BMBS

By a unanimous vote:

It was RESOLVED:-

- (1) That the recommendations set out in report MCA/18/22 be noted and approved.

Reason for Decision: That the Joint Overview and Scrutiny Committee requested that Cabinet ensure the BMBS updated Business was robust.

41 DATE OF NEXT MEETING

The next meeting would be held on Monday 10 September at 2:30pm in the King Edmund Chamber, Second Floor, Endeavour House.

The business of the meeting was concluded at 4:20pm.

.....

Chair (date)

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

September to March 2019 (Published 29 August 2018)

MCa/18/24

Page 9

Agenda Item 7

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB34	Cabinet 10/13 September Cabinet 10/13 December	Homelessness Reduction Strategy	To agree the draft strategy prior to wider consultation, in September, before endorsing the final version and its associated action plan in December.	Jill Wilshaw Jan Osborne	Gavin Fisk 01449 724969 Gavin.fisk@baberghmidsuffolk.gov.uk	No	No
CAB65	Cabinet 10/13 September 2018	Quarter One Performance Update	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@baberghmidsuffolk.gov.uk	No	No
CAB76	Cabinet 10/13 September 2018	Community Infrastructure Levy (CIL) Collection Allocation and Expenditure Report 2017-18 Financial Year	To request that Regulation 62 on CIL Collection and Expenditure for Babergh and Mid Suffolk for 2017/18 be noted.	Glen Horn Nick Ridley	Christine Thurlow 07702 996261 Christine.thurlow@baberghmidsuffolk.gov.uk	No	No
CAB77	Cabinet 10/13 September 2018	Community Infrastructure Levy (CIL) Business Plan 2018	To secure approval for the Babergh and Mid Suffolk CIL Business Plan	Glen Horn Nick Ridley	Christine Thurlow 07702 996261 Christine.thurlow@baberghmidsuffolk.gov.uk	Yes	No
CAB33	Cabinet 13 September 2018	Hamilton Road	To make a decision to review the developmental appraisal and agree the way forward.	Frank Lawrenson Simon Barrett	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberghmidsuffolk.gov.uk	Yes	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CAB78	Cabinet 13 September 2018	Strategic Property and Land Investment Fund	To request approval to establish a Strategic property and Land Investment Fund of £3M to enable Council	John Ward	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberghmidsuffolk.gov.uk	Yes	No

			to act immediately when opportunities are available for strategic purposes				
CAB80	Cabinet 13 September 2018	Local Tourism Strategy (Babergh Visitor Information Options)	To approve terms and conditions relating to disposal of 2 Lady Street, Lavenham	Simon Barrett	Lee Carvell 01449 724685 lee.carvell@babberghmidsuffolk.gov.uk	Yes	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CNL04	Council 25/27 September 2018	Localism Act 2011 – Appointment of Independent Persons	To approve the appointment of Independent Persons in respect of the Code of Conduct Complaints process.	Nick Gowrley John Ward	Emily Yule 01449 724694 Emily.yule@babberghmidsuffolk.gov.uk	N/A	No
CNL15	Council 25 September 2018	Belle Vue Development	Subject to Cabinet Decision to agree to the funding of the development	Frank Lawrenson Simon Barrett	Jonathan Stephenson/ Ian Winslett 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CNL16	Council September/ October 2018	Regeneration Proposal – Former Mid Suffolk District Council Headquarters site, Hurstlea Road, Needham Market	To discuss options and recommendation, for the delivery vehicle for developing the former HQ Sites for housing and retail	Nick Gowrley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	No
CNL17	Council September/ October 2018	Regeneration Proposal – Former Babergh District Council Headquarters site, Corks Lane, Hadleigh	To discuss options and recommendation, for the delivery vehicle for developing the former HQ Sites for housing	Frank Lawrenson	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	No
CAB72	Cabinet 8/11 October 2018	Developing a Suffolk Chamber of Commerce in Central Suffolk	To approve the support needed to develop the scheme and a linked delegation, including funding approval. To agree support for Suffolk Chamber Branch in Central Suffolk	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 lee.carvell@babberghmidsuffolk.gov.uk	No	No

CAB81	Cabinet 8/11 October 2018	BMBS	To approve the Business Case	Jill Wilshaw Jan Osborne	Justin Wright-Newton 01449 724735 Justin.wright-newton@babberghmidsuffolk.gov.uk	Yes	No
CAB42	Cabinet 8/11 October 2018	Tree Policy (Public Realm Review) Adoption of Policies and Procedures in relation to the management of Council Owned Trees	To agree a new policy and action plan on the management of Council owned trees, including risk management, tree health and planting programmes.	David Burn Margaret Maybury	Kathy Nixon 01449 724964 kathy.nixon@babberghmidsuffolk.gov.uk	No	No
CAB44	Cabinet 8/11 October 2018	Open Space Transfer Policy (Public Realm Review) Agree a New Policy and Procedure with respect to the Council's Adoption and Disposal of Open Space.	To agree new criteria on what open spaces may be adopted through new development. To agree new criteria by which existing land may be transferred into local community and/or third party management.	David Burn Margaret Maybury	Kathy Nixon 01449 724964 kathy.nixon@babberghmidsuffolk.gov.uk	No	No
CAB28	Cabinet 8/11 October 2018	Homelessness Prevention Fund Policy	To ensure the Councils are able to fulfil their new statutory obligations under the Homelessness Reduction Act 2017 to prevent homelessness wherever possible.	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@babberghmidsuffolk.gov.uk	Yes	No
CAB54	Cabinet 5 November 2018	Stradbroke Neighbourhood Plan	To seek Cabinet approval for the Stradbroke Neighbourhood Plan to proceed to a local referendum	Glen Horn	Robert Hobbs 01449 724812 robert.hobbs@babberghmidsuffolk.gov.uk	No	No
CAB46	Cabinet 5/8 November 2018	Leisure Centre Redevelopment	For comment and agreement	Julie Flatman Margaret Maybury	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	Yes	No

CAB55	Cabinet 5/8 November 2018	General Fund Financial Monitoring 2018/19 – Quarter 2	To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babergh midsuffolk.gov.uk	Yes	No
CAB74	Cabinet 5/8 November 2018	HRA Quarterly Monitoring – Quarter 2	To ensure that Members are kept informed of the current budgetary position for both HRA Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babergh midsuffolk.gov.uk	Yes	No
CAB37	Cabinet November/ December 2018	Assets Strategy	To approve the approach set out in the Asset Strategy document	Nick Gowrley Frank Lawrenson	Emily Atack 01449 724741 Emily.atack@baberghmid suffolk.gov.uk	No	No
CNL19	Council 22/22 November 2018	Draft Joint Local Plan – Regulation 18	To present a Draft Joint Local Plan, which sets out the preferred strategic policies, development management policies and site allocations to guide and support development in the two districts, prior to a Regulation 18 public consultation.	Glen Horn Nick Ridley	Rob Hobbs 01449 724812 Robert.hobbs@baberghm idsuffolk.gov.uk	N/A	No
CAB47	Cabinet 10/13 December 2018	As at Quarter 2 Performance Update	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@baberghmids uffolk.gov.uk	No	No
CAB48	Cabinet 10/13 December 2018	A Review of the First Two Quarters of the Homeless Reduction Act	To review how the Councils have managed the roll out of the Homeless Reduction Act 2017 (HRA 2017)	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@baberg hmidsuffolk.gov.uk	No	No

CAB38	Cabinet 10/13 December 2018	Community Strategy	To adopt and agree.	Julie Flatman Margaret Maybury	Kathy Nixon 01449 724964 kathy.nixon@babberghmid.suffolk.gov.uk	No	No
CAB39	Cabinet 10/13 December 2018	Joint Parking Policy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	No	No
CAB56	Cabinet 10/13 December 2018	2019/20 Budget Report	To ensure that Members were aware of the progress being made to set the 2019/20 budgets	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB69	Cabinet 10/13 December 2018	Gambling Act 2005 – Statement of Principles Statutory Three-Yearly Revision and Simultaneous Fee Review	To endorse the statutory revision and re-adoption of the Policy and Fees	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 lee.carvell@babberghmidsuffolk.gov.uk	Yes	No
CAB70	Cabinet 10/13 December 2018	BMS Invest Half Year Performance and Risk Management	To provide an update across the Council's Investment Portfolio and Commercial Activities for the period of April 2018 to September 2018	Nick Gowrley Nick Ridley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	No	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CAB71	Cabinet 10/13 December 2018	End of Term Performance	To agree and share the achievements over the last 4 years.	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@babberghmidsuffolk.gov.uk	No	No
CAB60	Cabinet 10/13 December 2018	The Suffolk Waste Partnership Inter Authority Agreement	To discuss and agree the Suffolk Waste Partnership Inter Authority Agreement and to consider the options for extending the waste contract managed by Serco.	Roy Barker (Lead Member) Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	No	No
CNL14	Council 18/20 December 2018	BMS Invest Half Year Performance and Risk Management	To provide an update across the Council's Investment Portfolio and Commercial Activities for the period	Nick Gowrley Nick Ridley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>

			of April 2018 to September 2018				
CNL11	Council 18/20 December 2018	Gambling Act 2005 – Statement of Principles Statutory Three-Yearly Revision and Simultaneous Fee Review	To endorse the statutory revision and re-adoption of the Policy and Fees	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 lee.carvell@babberghmidsuffolk.gov.uk	N/A	No
CNL18	Council 20 December 2018	Stradbroke Neighbourhood Plan	To seek approval for the Stradbroke Neighbourhood Plan to proceed to a local referendum	Glen Horn	Robert Hobbs 01449 724812 robert.hobbs@babberghmidsuffolk.gov.uk	N/A	No
CAB57	Cabinet 7/10 January 2019	Draft Joint Medium Term Financial Strategy and 2019/20 Budget	Endorse the draft Joint Medium Term Financial Strategy (MTFS) and Budget proposals, subject to further consideration at the February meeting for recommendation to Council.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB58	Cabinet 4/7 February 2019	Joint Medium Term Financial Strategy and 2019/20 Budget	To ensure that Members approve the budget proposals for 2019/20, Medium Term Financial Strategy and the Council Tax for 2019/20 recommending to Council.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CNL08	Council 5/8 February 2019	Joint Medium Term Financial Strategy and 2019/20 Budget	To approve the budget proposals for 2019/20, Medium Term Financial Strategy and the Council Tax for 2019/20.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	N/A	No
CAB40	Cabinet 4/7 February 2019	Environment Strategy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	No	No

CAB59	Cabinet 4/7 March 2019	General Fund Financial Monitoring 2018/19 – Quarter 3	To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babergh midsuffolk.gov.uk	Yes	No
CAB75	Cabinet 4/7 March 2019	HRA Quarterly Monitoring – Quarter 3	To ensure that Members are kept informed of the current budgetary position for both HRA Revenue and Capital	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babergh midsuffolk.gov.uk	Yes	No
CAB79	Cabinet 4/7 March 2019	Quarter 3 Performance Update	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@baberghmids uffolk.gov.uk	No	No

Key:

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

Page 15

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

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

Arthur Charvonia - Chief Executive

This page is intentionally left blank

Agenda Item 8

MID SUFFOLK DISTRICT COUNCIL

TO: MSDC Cabinet	REPORT NUMBER: MCa/18/25
FROM: Cabinet Member with responsibility for Housing	DATE OF MEETING: 10 September 2018
OFFICER: Heather Sparrow – Corporate Manager, Housing Solutions	KEY DECISION REF NO. CAB34

HOMELESSNESS REDUCTION STRATEGY 2018-2023

1. PURPOSE OF REPORT

- 1.1 To consider and provide comment on the draft Joint (Babergh and Mid Suffolk) Homelessness Reduction Strategy 2018-2023, prior to being published for consultation with stakeholders.

2. OPTIONS CONSIDERED

- 2.1 The Council is required under the Homelessness Act 2002 to carry out a review of homelessness within its District and formulate and publish a strategy based on the results of that review. As we have a statutory obligation to publish the strategy there are no other options to consider.

3. RECOMMENDATION

- 3.1 That Cabinet approves the Draft Babergh and Mid Suffolk Joint Homelessness Reduction Strategy to go to a formal 30-day consultation period 5 October 2018 – 2 November 2018.

REASON FOR DECISION

To ensure that Mid Suffolk District Council meets its statutory obligations under the Homelessness Act 2002 to review homelessness within its District and publish the results of that review and a strategy for tackling homelessness over the next five years.

4. KEY INFORMATION

- 4.1 Mid Suffolk District Council has an obligation under the Homelessness Act 2002 to carry out a review of homelessness within its District every five years. The review has shown that: -
- Homelessness has been prevented in 704 cases. This means 704 households have been able to remain in their home that they were at risk of losing because of the intervention of the Housing Solutions team.
 - Homelessness has been relieved and alternative accommodation secured in 173 cases.

- A full homelessness rehousing duty has been accepted to 275 households.
- It is clear from these figures that prevention and relief of homelessness is the focus for the team as far fewer households have been accepted as being owed a full rehousing duty.
- The main reason for people becoming homeless is the loss of privately rented accommodation or relatives being unable to accommodate them.
- The main reason for households being owed a duty under the *priority need* criteria under homelessness is dependent children.

4.2 The Strategy highlights the key achievements in the 2013-2018 strategy, including being awarded funding through the then DCLG for developing a targeted approach to rough sleeping and funding accommodation within the District for victims of domestic abuse.

4.3 The Strategy has six key priorities: -

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

4.4 Detailed within the Strategy for each of the six key priorities, are five actions (30 in total), which will be the basis of a detailed action plan to ensure we successfully deliver the strategy over five years.

4.5 Mid Suffolk District Council committed an additional £100K to preventing homelessness in the 2018/19 budget. A project is currently being developed to look at how we can use the money most effectively to prevent homelessness into the Private Rented Sector, reducing the demand for social housing and temporary accommodation. The options being considered as part of the project are landlord incentive schemes, an improved rent deposit scheme and a leasing scheme.

4.6 It is envisaged, this work will commence by November and we will have costed options to discuss with Members early in 2019.

5. LINKS TO JOINT STRATEGIC PLAN

5.1 Being clear about what housing is needed

5.2 Continued support for Health and Wellbeing outcomes that prevent interventions.

6. FINANCIAL IMPLICATIONS

Revenue/Capital/ Expenditure/Income Item	Total	2018/19
Cost of developing the strategy including the associated consultation will cost no more than £5,000 in total	£5,000	MSDC Contribution 50% £2,500

7. LEGAL IMPLICATIONS

- 7.1 It is a statutory requirement to publish a Homelessness Reduction Strategy. The Ministry for Housing, Communities and Local Government monitor which Councils have published a strategy and will contact us if we fail to publish one during 2018/19.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Without a revised and adopted Homelessness Reduction Strategy, it is unlikely the Councils will reduce homelessness and higher numbers of Babergh and Mid Suffolk residents may be at increased risk. This will impact most on our vulnerable residents and children.	Highly unlikely (1)	Disaster (4)	Dedicated officer resources support the production and inclusion of a reviewed Homelessness Reduction Strategy in accordance with new duties and guidance of the Homelessness Reduction Act 2017, as part of the comprehensive Housing Strategy development process.

9. CONSULTATIONS

- 9.1 April 2018: Housing market stakeholder event to determine areas of strategic focus and begin work on Action Plans.
- 9.2 June 2018: Babergh and Mid Suffolk Councillors workshop event to comment on and refine work so far.

- 9.3 June 2018: Babergh and Mid Suffolk Town and Parish Councils alerted in advance of the consultation period during September / October.
- 9.4 July 2018: Babergh and Mid Suffolk Joint Overview and Scrutiny Committee: to comment on the process and endorse the approach.
- 9.5 September 2018: Babergh and Mid Suffolk Cabinets to agree the draft strategies and actions and authorise a 30-day consultation beginning on the 5th October until 2nd November 2018. During the consultation period copies of the draft strategy will be sent to all key stakeholders including; Parish Councils, Local Borough & District Councils, Third Sector organisations such as the Citizens Advice Bureaux.
- 9.6 October 2018: An event is to be held in Endeavour House Atrium whereby stakeholders can speak to officers regarding the content of the consultation.
- 9.7 November 2018: Babergh and Mid Suffolk Councillors workshop to consider consultation feedback and offer final amendments to the strategy and associated Action Plans.
- 9.8 December 2018: Both strategy and associated Action Plans to Full Council to request adoption.

10. EQUALITY ANALYSIS

- 10.1 See screening Equality Impact Assessment (Appendix B) for the Housing Strategy and the revised Homelessness Reduction Strategy. No further action required at this time.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications as a result of the Homelessness Reduction Strategy 2018 - 2023

12. APPENDICES

Title	Location
(a) Draft Copy of the Joint (Babergh and Mid Suffolk) Homelessness Reduction Strategy 2018-2023	Attached
(b) Babergh and Mid Suffolk Housing Strategy Equality Screening Analysis	Attached

13. BACKGROUND DOCUMENTS

Homelessness Reduction Act 2017	http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted
---------------------------------	---

Joint Homelessness Reduction Strategy

Babergh District Council
and
Mid Suffolk District Council

2018 – 2023

Heather Sparrow
Corporate Manager – Housing Solutions

(Draft – To be formatted / designed once content agreed)

Introduction

Babergh and Mid Suffolk District Councils are required under the Homelessness Act 2002 to carry out a review of homelessness in their Districts and formulate a homelessness strategy based on the results of that review. Babergh and Mid Suffolk are required to publish the strategy and carry out a further review within five years.

Babergh and Mid Suffolk's current homeless strategy 2013-18 has been reviewed and will require significant changes to be made to bring it in line with the Homelessness Reduction Act 2017 (HRA 2017), which was implemented in April 2018.

The HRA 2017 places many new duties on Local Authorities and has brought about the most significant changes in more than 40 years to how those who are homeless, or at risk of becoming so, are dealt with. Preventing homelessness and working together in partnership are central to Babergh and Mid Suffolk meeting their new Statutory duties.

Babergh and Mid Suffolk's Housing Directorate have ambitious plans for the development of the whole housing service, including Housing Solutions, which has responsibility for delivering the homelessness advice and prevention service.

Babergh and Mid Suffolk have a vision for our residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.

Babergh and Mid Suffolk will need to consider the levels of activity required to achieve the aims set out in the strategy and ensure sufficient resources are made available to meet them.

A homelessness reduction strategy will ensure it has a clear focus on how Babergh and Mid Suffolk can effectively prevent or relieve homelessness. It will also provide a plan on how to ensure that sufficient accommodation, support and advice is and will be made available for residents of the Districts who are at risk of becoming homeless or may already be homeless.

Our Vision – Where will be in 2023?

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

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

Strategic Context

This part of the Strategy explains the legal, national and local context behind the Homelessness Reduction Strategy.

The Legal Framework

This is the legal framework, which we have to follow in order to meet our statutory obligations to those who are homeless or at risk of becoming so. Below is a summary of the legislation along with a link to the full legislation.

Housing Act 1996

Full legislation:

<https://www.legislation.gov.uk/ukpga/1996/52/contents>

The Housing Act 1996 (HA 1996) came into effect 20 January 1997. Part 7 of the Housing Act 1996 is the overarching piece of legislation that relates to homelessness.

The Act has been amended by the Homelessness Act 2002, the Localism Act 2011 and more recently by the Homelessness Reduction Act 2017.

Homelessness Act 2002

Full legislation:

<https://www.legislation.gov.uk/ukpga/2002/7/contents>

The Homelessness Act 2002 introduced the following amendments to Part 7 of the HA1996:

- Changes to appeals against the suitability of accommodation
- Exclusion from eligibility for assistance of anyone refused housing benefit on eligibility (immigration) grounds
- Provisions relating to Allocations
- Right of Appeal against the refusal by the Local Authority to provide accommodation pending an appeal to the County Court on the homelessness decision
- Cooperation between a local housing authority and a social services authority
- Late appeals to the County Court

Localism Act 2011

Full legislation:

<https://www.legislation.gov.uk/ukpga/2011/20/contents>

The Localism Act 2011 amended Part 7 of the HA1996 with effect from 9 November 2012. It introduced powers for a Local Authority to end the main housing duty, owed to applicants where a homeless duty had been accepted, by arrangement of a suitable offer of accommodation through the private rented sector.

Welfare Reform Act 2012

Full legislation:

<https://www.legislation.gov.uk/ukpga/2012/5/contents>

The Welfare Reform Act 2012 (WRA 2012) came into effect 1 April 2013. Amongst the provisions of the WRA 2012 are the introduction of Universal Credit (UC) and Personal Independence Payments (PIP), the benefit cap, under-occupation reduction in entitlement and changes to the ‘Social Fund’ now known as Local Welfare Assistance (LWA).

The Care Act 2014

Full legislation:

<https://www.legislation.gov.uk/ukpga/2014/23/contents>

The Care Act 2014 prescribes that local authorities must promote wellbeing when carrying out their care and / or support functions when working with clients. One of the areas, which the Act details is the suitability of living accommodation, therefore, we should consider the suitability of living accommodation in line with this Act.

De-regulation Act 2015

Full legislation:

<https://www.legislation.gov.uk/ukpga/2015/20/contents>

The Deregulation Act 2015 came into effect 1 October 2015. It aims to prevent notices being issued in retaliation for complaints made about the condition of the property. It also introduced more stringent rules around the validity of notice, ensuring notices could only be served, if certain processes had been followed by the landlord at the beginning or during the tenancy.

Housing and Planning Act 2016

Full legislation:

<https://www.legislation.gov.uk/ukpga/2016/22/contents>

The Housing and Planning Act 2016 introduces a number of changes and new initiatives. These include measures to tackle rogue landlords within the private sector, extension of right to buy to include tenants of housing associations and the mandatory use of Fixed Term Tenancies, which we are currently awaiting more detail on when this will come into force.

Homelessness Reduction Act 2017

Full legislation:

<https://www.legislation.gov.uk/ukpga/2017/13/contents>

The Homelessness Reduction Act 2017 is the most significant change to legislation relating to homelessness in over 40 years. It has transformed the way homelessness services are expected to be delivered and introduced new duties.

The definition of homelessness has changed and extends the number of days someone is deemed to be threatened with homelessness from 28 to 56. It also prescribes that when a person receives a valid notice under section 21 of the Housing Act 1988 and it is due to expire within 56 days, then they should be treated as threatened with homelessness.

All Local Authorities are now required to provide or secure services to give people free information and advice on:

- Preventing homelessness
- Securing accommodation if homeless
- Housing Rights
- Help that is available to resolve their housing crisis and how to access that help

Services needs to be designed to meet the needs of specific groups of people who are deemed to be more likely to become homeless. These groups include care leavers, victims of domestic abuse, people leaving the armed forces, people leaving prison or those who suffer with a mental illness or impairment.

There is a new duty to assess all applicants and agree a personal plan, which must be provided to the client in writing and outline the steps that they and the Authority will need to take to ensure accommodation is either retained or alternative accommodation secured.

There are two new duties, the 'prevention' duty for those threatened with homelessness and the 'relief' duty for those who are already homeless. For these duties, the applicant must be 'eligible' and either at risk of becoming homeless within 56 days, or already homeless.

There is no need to satisfy 'priority need' criteria and whether homelessness is threatened or occurred due to the client's own actions (intentionality) is not considered at this stage either.

Local authorities must take 'reasonable steps' to prevent or relieve homelessness and these must be written down in a personalised plan, which must be regularly reviewed and updated.

The duties can be discharged if accommodation is secured and has a reasonable prospect of being available for the next six months.

Applicants will be encouraged to follow the steps set out in their personalised plan as failure to do so could result in the Councils discharging their duties if it is deemed an applicant has 'deliberately and unreasonably refused' to work with them.

There is a new 'Duty to Refer', which comes into effect 1st October 2018. This places new duties on a specified list of agencies to refer someone (with their permission) to a Local Council of their choice for advice if they are at risk of homelessness within 56 days. The agencies with an obligation to refer people are: -

- (a) prisons;
- (b) youth offender institutions;
- (c) secure training centres;
- (d) secure colleges;
- (e) youth offending teams;
- (f) probation services (including community rehabilitation companies);
- (g) Jobcentre Plus;
- (h) social service authorities;
- (i) emergency departments;
- (j) urgent treatment centres; and,
- (k) hospitals in their function of providing inpatient care.

The Secretary of State for Defence is also subject to the duty to refer in relation to members of the regular forces. The regular forces are the Royal Navy, the Royal Marines, the regular army and the Royal Air Force.

Homelessness Code of Guidance for Local Authorities 2018

Full legislation:

https://assets.publishing.service.gov.uk/media/5a969da940f0b67aa5087b93/Homelessness_code_of_guidance.pdf

The Homelessness Code of Guidance 2018 (CoG 2018) was published in February 2018 in readiness for the implementation of the Homelessness Reduction Act 2017.

The CoG 2018 must be considered alongside the legislation when assessing and dealing with applications for assistance under either the Homelessness Reduction Act 2017 or Part 7 of the HA 1996.

National Context

Laying the Foundations: A Housing Strategy for England 2011

Full Strategy: -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7532/2033676.pdf

The housing strategy sets out a package of reforms to:

- get the housing market moving again
- lay the foundations for a more responsive, effective and stable housing market in the future
- support choice and quality for tenants
- improve environmental standards and design quality

The new strategy will address concerns across the housing market making it easier to secure mortgages on new homes, improving fairness in social housing and ensuring homes that have been left empty for years are lived in once again.

Governments Pledge to End Rough Sleeping

In 2011, the No Second Night Out Approach was launched by the Government aimed at engaging with anyone sleeping rough after one night. It had six commitments, which included helping people off the streets, to access healthcare and obtain employment.

Despite many Local Authorities trying to adopt this model, figures obtained from Homeless Link show that 2,181 people were estimated to be sleeping rough in 2011 but that figure has risen significantly to 4,751 in 2017.

On 30th November 2017, Sajid Javid, the Housing Minister at the time announced a new Rough Sleepers Advisory Panel would be developed. The panel would work together to meet the Governments ambitious target of halving rough sleeping by 2022 and ending it completely by 2027.

The panel is made up of a number of representatives including the Local Government Association, Homeless Link, Shelter, St Basils, National Housing Federation, Crisis and the Mayors for London, Manchester and the West Midlands. There will also be a homelessness expert from Finland who has successfully developed and implemented a Housing First model.

The Government has already taken action to tackle rough sleeping including: -

- £1 billion committed until 2020 to tackle homelessness and rough sleeping
- The introduction of the Homelessness Reduction Act 2017
- £28 million committed to a Pilot of the Housing First model in the West Midlands, Manchester and Liverpool City.

Local Context

Gateway to Homechoice Allocations Policy (2018)

Full Policy: -

<http://www.gatewaytohomechoice.org.uk/content/Information/Allocationspolicy>

The Gateway to Homechoice is a housing register and choice based lettings system, which advertises available social housing properties located in Babergh, Braintree, Colchester, Ipswich, Maldon, Mid Suffolk, Suffolk Coastal and Waveney areas.

Applications are prioritised by Band and effective date in line with the Allocations Policy. Once an application is 'active', applicants are able to 'bid' for suitable vacancies.

Greater Haven Gateway Housing Strategy 2010-2015

The Greater Haven Gateway (GHG) Housing Strategy, which was published in 2010, incorporates the future plans for strategic housing across the Babergh, Braintree, Colchester, Ipswich, Maldon, Mid Suffolk, Suffolk Coastal and Tendring areas.

The vision of the GHG Housing Strategy is 'to build on the maturity of the GHG strategic housing partnership to work together on issues that benefit from a collaborative approach'

There are five main objectives of the strategy: -

1. Enable the development of high quality and sustainable affordable housing
2. Improve the condition and use of existing housing
3. Maximise customers housing choices and mobility
4. Provide enhance housing options based on an understanding of links between health, wellbeing, training, employment and housing to help prevent homelessness and support vulnerable people
5. Increase the capacity and skills of the GHG partnership

Joint Health and Wellbeing Strategy for Suffolk 2013

The Joint Health and Wellbeing Strategy was produced by the Suffolk Health and Wellbeing Board.

The vision of the strategy is that people in Suffolk live healthier, happier lives. We also want to narrow the differences in healthy life expectancy between those living in our most deprived communities and those who are more affluent through achieving greater improvements in more disadvantaged communities.

There are four outcomes within the strategy:

- Every child in Suffolk has the best start in life,
- Suffolk residents have access to a healthy environment and take responsibility for their own health and wellbeing,
- Older people in Suffolk have a good quality of life and
- People in Suffolk have the opportunity to improve their mental health and wellbeing.

A refreshed version of the Strategy was published in 2016, which highlighted some of the key achievements so far and embedded four cross cutting themes across all outcomes:

- Stronger / Resilient Communities
- Embedding Prevention
- Addressing Inequalities
- Health and Care Integration.

Strategic Housing Market Assessment (SHMA) 2017

This document covers the Ipswich and Waveney Housing Market Areas. The Ipswich Housing Market Area includes Babergh and Mid Suffolk districts along with Ipswich Borough Council and Suffolk Coastal District Council. The document has been produced to assess and evidence housing mix, tenures and, general and affordable housing need.

Gypsy, Traveller, Travelling Show People and Boat Dwellers Accommodation Needs Assessment May 2017

This document assesses the accommodation needs of Gypsy, Traveller, Travelling Show People and Boat Dwellers. The areas cover the IHMA and Waveney and includes Babergh and Mid Suffolk District Councils. The document has been used to assess and evidence housing needs for these groups.

What did we achieve in the 2013-2018 Homeless Strategy?

Babergh and Mid Suffolk have successfully continued to prevent homelessness since the last review and strategy, which was published in 2013. These are just some of the key successes over the past five years.

1. Continued to focus on reducing the number of households accommodated in Bed and Breakfast accommodation by regularly monitoring demand and as a result, have acquired an additional seven temporary accommodation units in each District. Mid Suffolk has recently acquired an additional seventeen units of temporary accommodation, which should significantly reduce the reliance on Bed and Breakfast accommodation.
2. Successfully prevented homelessness using the Government's *Mortgage Rescue Scheme* for 11 households in Babergh and 7 in Mid Suffolk. When the previous strategy was published, the Government was funding a *Mortgage Rescue Scheme*, to help those facing financial difficulty as a result of the economic downturn. The scheme aimed to prevent homelessness by a Registered Provider purchasing the property and then renting it back to the household. The scheme ended in 2014 when funding ceased.
3. Successfully prevented homelessness using the Councils Rent Deposit Scheme, which is used to try and assist clients in housing crisis access housing through the Private Rented Sector. Since 2013, Babergh has assisted 72 households and Mid Suffolk 32 to secure an Assured Shorthold Tenancy to prevent them from becoming homeless.
4. Babergh have brought over 140 and Mid Suffolk have brought over 150 empty homes back into use.
5. Babergh and Mid Suffolk have each built 27 new homes and have ambitious plans to build another 300 over the next three years.
6. Babergh and Mid Suffolk have used Right to Buy Receipts to acquire additional properties, which have been made available for affordable rent. Babergh have acquired 32 and Mid Suffolk 43.
7. Successfully awarded funding from the then Department for Communities and Local Government (DCLG) domestic abuse accommodation fund. Funding of £516,244 has been granted to partners to provide accommodation for victims of domestic abuse across Suffolk;
8. Successful in a joint bid with West Suffolk Councils in 2016 to fund a rough sleeper prevention outreach and support worker to work across the areas covered by Babergh, Mid Suffolk and West Suffolk Councils.
9. Integrated our Financial Inclusion Service within the Housing Solutions Team and created capacity to enable the service to be rolled out to be 'tenure neutral' rather than purely focussing on our current tenants.
10. A business case was approved, and additional staff recruited to tackle the new duties set out within the Homelessness Reduction Act 2017.

Babergh



Homeless Strategy Facts

Mid Suffolk

2013-2018

695
Homeless Applications Taken

405
Households Accepted as Homeless

Main Reasons for Homelessness:-



Loss of Private Rented Accommodation	164
Relatives can no longer accommodate	113
Fleeing Violence	42
Relationship Breakdown (non-violent)	44
Other	42



Reason for Priority Need:-

Dependent Children	231
Pregnancy	55
Mental Health	48
Physical Disability	26
Fleeing Violence	16
Other	29

1 Rough Sleeper recorded in 2017 'count'

1372 Cases where Homelessness has been prevented

428 Cases where Homelessness has been relieved

34 Temporary Accommodation Units at 1st April 2018



435
Homeless Applications Taken

275
Households Accepted as Homeless

Main Reasons for Homelessness:-



Loss of Private Rented Accommodation	104
Relatives can no longer accommodate	67
Fleeing Violence	35
Relationship Breakdown (non-violent)	29
Other	40



Reason for Priority Need:-

Dependent Children	193
Pregnancy	19
Mental Health	23
Physical Disability	17
Fleeing Violence	9
Other	14

2 Rough Sleeper recorded in 2017 'count'

704 Cases where Homelessness has been prevented

173 Cases where Homelessness has been relieved

15 Temporary Accommodation Units at 1st April 2018

Key Priorities for the Strategy

Babergh and Mid Suffolk will focus on preventing and relieving homelessness through six key priorities over the next five years. This strategy will cover the period 2018-2023.

These priorities are based on the key priorities set by Elected Members for 2018-19, the Joint Strategic Plan 2016-2020 and new duties as prescribed in the Homelessness Reduction Act 2017, which was enacted in April 2018.

For each priority, there will be a number of actions, which we will shape our service accordingly to ensure we meet.

The Action Plan will be reviewed yearly to monitor progress made and celebrate achievements.

The Action Plan will be a working document and as the landscape around us changes, additional actions may be added to ensure we meet the needs of our residents.



1. Prevention of Homelessness

Preventing and relieving homelessness underpins the work carried out by the Housing Solutions Service. We will continue to build on the successful preventions, which have taken place over the last five years. Prevention is and will continue to be better than cure. Not only does it provide a more positive outcome for those facing a housing crisis, but it is also more cost effective.

We are proud of the achievements made over the past five years and the successful number of cases where homelessness has been prevented or relieved. However, we cannot be complacent, we face a number of challenges when accessing prevention options due to demand, cost and availability.

Although we have delivered a prevention focussed service for several years, following the introduction of the Homelessness Reduction Act 2017, prevention and relief work is now a statutory (legal) duty.

Homelessness cannot be solved alone, it is imperative that we work collaboratively with partners, both statutory and non-statutory across the Suffolk system.

We want to support people facing housing difficulties to access our services earlier. The Homelessness Reduction Act allows us to take an application at an earlier stage. Previously, someone could only apply for homelessness assistance when they were at risk of homelessness within 28 days, but under the new legislation, they can apply within 56 days. This additional time gives us more opportunities to prevent homelessness because the earlier we can intervene, the higher the chance of success.

The new Act requires action plans, known as *Personal Housing Plans* to be produced for every client accessing the housing solutions service. We will ensure these plans are realistic and meaningful. They will set out what actions we will take and what actions we expect the client to take. We will monitor and review these on a regular basis.

There are more people than ever trying to access services through the internet. We want to develop a comprehensive advice section on our website, including downloadable fact sheets on housing advice and options.

Prevention of Homelessness - Actions

1a. Ensure all clients who access the Housing Solutions Service are provided with accurate, comprehensive advice on the housing options available to them

1b. Develop a Homelessness Partnership to work with across Suffolk to raise awareness of our service and to access our offer at an earlier stage

1c. Provide and publish a pathway plan for the most vulnerable client groups to help them access our services at an earlier stage

1d. Produce a comprehensive online advice service for clients to access housing options advice

1e. Ensure that all cases are accurately recorded to inform future strategies and prevention initiatives, so we can effectively target our approach to tackling homelessness

2. Supporting Vulnerable Households to Secure and Maintain Accommodation

Those facing a housing crisis and approaching the Housing Solutions service are often the most vulnerable households within our Districts. We also support a number of marginalised adults who are excluded from society. It is imperative we continue to work with the most vulnerable to try and reduce the incidences of homelessness.

We will ensure the pathway plans, which were referred to in the *Prevention of Homelessness* priority, are targeted and focussed on the most vulnerable client groups.

We already have good working relationships with partners agencies, but we will continue to build on these and develop them further to ensure a joined up, holistic approach for all clients.

We also want to reduce the likelihood of those who have previously faced homelessness from facing it again. This is often known as the 'revolving door' of homelessness.

We want to develop and grow the service we provide to monitor the progress of those where homelessness has been successfully prevented or relieved, to try and identify risk factors at an early stage to prevent them from losing that accommodation and reduce the likelihood of a 'revolving door' issue.

Some of the most vulnerable and marginalised clients we work with are the hardest to find suitable accommodation for. We want to re-introduce a panel of partners who also work with these clients, along with supported housing providers to try and find suitable pathway plans follow in order to access appropriate accommodation.

Supporting Vulnerable Households to Secure and Maintain Accommodation - Actions

2a. Develop a process for offering short term support and then regular 'check ins' to monitor progress in accommodation and reduce the likelihood of repeated homelessness

2b. Adopt a comprehensive recording process for this action, so we can monitor and inform future projected case work and identify gaps in services, which lead to someone being at repeated risk of homelessness

2c. Creation of a multi-agency panel to monitor and find solutions for the hardest to house client group

2d. Introduce tenancy training, initially to those in temporary accommodation or requesting assistance through the Rent Deposit Scheme to understand how to budget effectively, read meters, liaise with utility companies, benefits and council tax. It will also cover other useful information such as repairs, anti-social behaviour and who to contact if you are unable to pay your rent.

2e. Ensure effective transitional support is provided to those moving on from supported housing projects and temporary accommodation to minimise the risk of repeated homelessness

3. Mitigating against the impact of Welfare Reforms

The introduction of the Welfare Reform Act has had a noticeable effect on a number of clients and we want to continue to ensure we minimise any impact and reduce the risk of homelessness occurring.

We are already working closely with partners including the Department of Work and Pensions (DWP) and Citizens Advice Bureaux (CAB), but we want to continue to build upon the foundations we have. Working together, in partnership will ensure the most positive outcome for the client.

We have a small team of Tenancy Support Officers who were initially part of the Financial Inclusion Team, which focussed on financial advice and assistance for Babergh and Mid Suffolk tenants in rent arrears. This work was restructured into the Solutions Team in August 2017 to reflect the synergies between the preventative role they undertake and the preventative approach taken by the Solutions Team.

We have increased the capacity within the role from two posts to three. These roles are now tenure neutral meaning financial inclusion, budgeting advice, accessing discretionary funds and low-level tenancy support is offered to tenants of Councils, Registered Providers, Private Tenants and Mortgagee's.

The Tenancy Support Officers also provide Personal Budgeting Support (PBS) to those claiming Universal Credit in Babergh and Mid Suffolk through the Job Centres at Ipswich, Stowmarket and Sudbury.

We want to build good working relationships with private landlords and be able to offer advice and assistance to those accepting tenants in receipt of Universal Credit.

Mitigating against the impact of Welfare Reforms - Actions

3a. Continue to work closely and meet regularly with the DWP to tackle the impact of Welfare Reforms and the roll out of Universal Credit Full Service

3b. Offer Personal Budgeting Support and Assisted Digital Support to clients in receipt of Universal Credit

3c. Ensure clients income is maximised and debts are addressed to reduce financial pressures and minimise the risk of homelessness occurring.

3d. Build on relationships with CAB's to ensure a joined-up approach to tackling the most complex cases

3e. Development of a landlord's forum, where advice and assistance on Universal Credit, Grants for Home Improvements and Rights and Responsibilities as a Landlord can be given to private landlords and build better working relationships to increase our access to the Private Rented Sector.

4. Increasing access to suitable accommodation

To successfully prevent homelessness, we need to increase the accommodation options available. Babergh and Mid Suffolk District Councils already try to source a number of accommodation options including supported housing, lodgings, private rented, temporary accommodation, shared housing and social housing.

Access to the private rented sector (PRS) has its challenges, which have increased in recent years. The challenges having a significant impact are the Local Housing Allowance 'Cap', which means the amount of Housing Benefit (HB) a client can apply for is restricted to a certain amount, which at present is significantly lower than rents charged across Babergh and Mid Suffolk.

The rollout of Universal Credit (UC) and the statistics released nationally show a significant increase in arrears figures, this often makes landlords more reluctant to accept a tenant who is reliant on UC to pay their rent.

The high house prices across Babergh and Mid Suffolk means that a lot of households are unable to access the housing market. Therefore, the private rented sector is in higher demand.

Therefore, we want to invest time in redeveloping the 'offer' we make to landlords to try and increase the number of successful preventions into the PRS.

We want to improve relationships with private landlords to offer our households more choice over property type and area they wish to live in. We need to balance this against what is affordable though.

We want to continue to work closely with the Housing Related Service at Suffolk County Council to ensure need and demand is considered when commissioning Housing Related Support services.

We want to ensure we continue to invest in housing options for those under 35, who are significantly impacted by the effect of the Welfare Reform Act changes.

Increasing access to suitable accommodation - Actions

4a. Review and redesign the 'Rent Deposit Scheme' to increase access to the Private Rented Sector

4b. Ensure a sufficient supply of suitable temporary accommodation to reduce the usage of Bed and Breakfast accommodation

4c. Ensure continued investment in accommodation options for under 35's, including lodgings schemes

4d. Ensure we continue to work with Suffolk County Council to provide them with need and demand data for Housing Related Support to inform their commissioning decisions

4e. Support the development of a short term Supported Housing Strategy

5. Raise aspirations of positive Health and Wellbeing amongst Homeless People

Homelessness is a complex issue and it is essential that we work closely with partners to improve health outcomes, reduce health inequalities and ensure we accurately inform commissioning decision that lead to better outcomes across the Suffolk system.

Health and Wellbeing amongst homeless people is often low, especially single homeless and rough sleepers. The average age of death for a rough sleeper is 47 years old, compared to 77 years old of those who have no history of sleeping rough.

A report by the Local Government Association on *The Impact of Homelessness on Health* states that 57% of young homeless people are not in education, employment or training (NEET). They are also at higher risk of exploitation, criminal activity or becoming involved in gang culture. They also have high levels of self-reported mental health issues, self-harm and drug and alcohol abuse.

There has been 111% increase in older persons classed as homeless since 2009/10. Age UK estimates that 1.6M older households live in poverty. Living in poverty is likely to significantly affect their health and wellbeing.

We need to ensure all staff are trained effectively to ensure they recognise the linkages between health, wellbeing and homelessness.

Unless we ensure a holistic approach to tackling the causes to homelessness, we are unlikely to deliver a long term successful outcome.

Raise aspirations of positive Health and Wellbeing amongst Homeless People – Actions

5a. Ensure suitable pathway plans are developed and published in partnership with relevant bodies for the most vulnerable groups including those being discharged from hospital and those with mental health issues or learning disabilities

5b. Work with Public Health to provide data as required to ensure services such as Marginalised Adults continue to support the most vulnerable

5c. Ensure workforce development and awareness to the links between health, wellbeing and homelessness by providing adequate training on Mental Health, Drugs and Alcohol, Prevent, Gangs, County Lines, Making Every Contact Count and Domestic Abuse / Violence.

5d. Ensure everyone being accommodated in Temporary Accommodation has access to appropriate health services

5e. Ensure all temporary accommodation including Bed and Breakfast accommodation is regularly inspected to ensure they meet all required standards and ensure there is no detrimental impact on their health and wellbeing as a result of their placement in the accommodation.

6. End Rough Sleeping

The Government has pledged to half rough sleeping by 2022 and eliminate it altogether by 2027.

Babergh and Mid Suffolk take place in the yearly estimated rough sleeper count through the Homeless Link. The estimate is a 'snapshot' on one particular night and is estimated in partnership with other agencies working across the Districts.

The table below shows the number of rough sleepers recorded during the past five years.

Rough Sleeper Count - Estimated (November)					
	2013	2014	2015	2016	2017
Babergh	4	0	2	7	1
Mid Suffolk	0	0	2	1	2

The numbers of people sleeping rough within the Districts is low, but still too many. No one should sleep rough and we need to ensure we have sufficient provision in place to promptly manage anyone sleeping rough.

We were successful in jointly bidding with West Suffolk Councils through the 'Trailblazer' programme in 2016 for a *Rough Sleeper Prevention and Support Worker*. This post is for two years and due to end in May 2019.

We will continue to work closely with partners, including drug and alcohol services, mental health and marginalised adult's services to provide a holistic, rounded service and actively engage at an early stage to minimise the risk of the rough sleeper becoming entrenched.

End Rough Sleeping – Actions

6a. Ensure we provide suitable provision for rough sleepers in extreme weather conditions under Severe Weather Emergency Provision (SWEP)

6b. Ensure we access funding streams when available for additional support to tackle rough sleeping if there is a need

6c. Ensure contact is made with all rough sleepers within 24 hours of being notified of them

6d. Ensure that rough sleepers presenting from another area, where safe to do so are reconnected back to the area they originated from

6e. Work with partners and voluntary organisations to educate them on rough sleeping and the most positive, effective way to support and help the rough sleepers

Equality Impact Assessment (EIA) Initial Screening Form



Screening determines whether the policy has any relevance for equality, ie is there any impact on one or more of the 9 protected characteristics as defined by the Equality Act 2010. These are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

<p>1. Policy/service/function title</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 39</p>	<p>Babergh and Mid Suffolk Housing Strategy 2018 – 2023, to include the Babergh and Mid Suffolk Homelessness Reduction Strategy 2018 – 2023.</p>
<p>2. Lead officers (responsible for the policy/service/function)</p>	<p>Robert Hobbs – Babergh and Mid Suffolk Housing Strategy</p> <p>Heather Sparrow – Babergh and Mid Suffolk Homelessness Reduction Strategy</p>
<p>3. Is this a new or existing policy/service/function?</p>	<p>B&MS Housing Strategy is new.</p> <p>However, the Homelessness Reduction Strategy 2018-2023 is a 5-year review of the previous Homeless Strategy and incorporates a revision ensuring compliance with new Duties under the Homelessness Reduction Act 2017.</p>
<p>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</p>	<p>For both Councils to adopt a Babergh and Mid Suffolk Housing Strategy 2018-2036, in line with the timeline of the new Joint Local Plan 2018 – 2036.</p> <p>Phase 1 Housing Strategy and Action Plans will cover the period 2018 – 2023.</p> <p>The new Housing Strategy will be developed through extensive collaboration and engagement with relevant internal operational teams, external housing market stakeholders – such as developers,</p>

estate agents, public sector partners, registered social landlords, voluntary organisations – and town and parish councils.

The Housing Strategy will set out how the housing needs of the residents of Babergh and Mid Suffolk will be met over the next 5 years by the Council, partners, and stakeholders.

The Housing Strategy is a key document used to set the strategic direction in the planning and delivery of new homes, and, the delivery of housing related services. It supports the Strategic Priority outcomes to ensure we have ‘more of the right sort of homes, of the right tenure, in the right places’.

The Housing Strategy also supports Government Housing Policy which is ‘helping local councils and developers work with local communities to plan and build better places to live for everyone. This includes building affordable housing, improving the quality of rented housing, helping more people to buy a home, and providing housing support for vulnerable people’.

If policy / service or function changes are required as part of the implementation of the new Housing Strategy or revised Homelessness Reduction Strategy, specific Equality Impact Assessment work will be carried out as that programme of work is developed.

5. Why? (Give reasons why these changes are being introduced)

There is currently no legal requirement for local authorities to create and / or publish a Housing Strategy under the deregulation Act 2015. Section 29 ‘Removal of power to require preparation of Housing Strategies’.

However, both Councils want to see greater focus on the planning and delivery of new homes and housing related services and an evidenced based Babergh and Mid Suffolk Housing Strategy will be a useful tool to support this ambition. ‘Housing delivery’ is one of the Councils six priorities for 2018 /19.

It is intended to benefit all residents of Babergh and Mid Suffolk district council areas.

The new Housing Strategy (including the Homelessness Reduction Strategy) will enable the Councils to focus their own resources and those of key stakeholders on:

- Preventing Homelessness
- Stimulating the housing market
- Challenging poor quality housing in the private sector, and supporting improvements
- Housing acting to support inclusive economic growth

- Commissioning housing support for people with complex needs, via Suffolk County Council
- Increasing housing options for our ageing population
- Promoting and supporting independent living through the home
- Promoting affordable warmth
- Supporting regeneration of place including housing to improve quality of place.

6. How will it be implemented? (Describe the decision making process, timescales, process for implementation)

Summary of Housing Strategy development process

- a. Scoping / ideas / SLT Nov 2017 – Jan 2018
- b. Formal decision-making processes:
 - Joint Overview and Scrutiny for process sign-off. July 2018
 - Cabinet’s to comment on 1st draft, seek approval for next stage (6-week consultation): Sept 2018
 - Full Councils: Request adoption of both strategies: December 2018
- c. Additional input from:
 - Initial technical stakeholder workshop April 2018
 - All Member briefings / workshops x 2; June and November 2018
 - 6-week open consultation period Sept/Oct 2018. The consultation will be presented via a variety of communication channels and in formats to ensure groups are not knowingly excluded.

7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?

Yes, potentially. The Housing Strategy outcomes, the delivery of new homes, will be monitored in line with the Councils existing procedures to ensure fair use of resources.

The 2017 Strategic Housing Market Assessment evidence base clearly defines the future housing needs of residents, often mentioning specifically those households with protected characteristics.

The evidence in the 2017 Ipswich and Waveney Housing Market Area Strategic Housing Market Assessment forms the basis of the programme of work for new homes delivery. In addition evidence generated by local housing needs surveys at parish level, Neighbourhood Plan Housing Policies in settlements where Plans have been made and adopted, and work of other community groups with interests in housing as appropriate.

Good quality housing is recognised as a key factor in promoting health and wellbeing, supporting independent living, and moving towards more integrated services to reduce ill health and promote positive health outcomes. With an ageing population there are likely to be increasing numbers of people with complex health problems and disabilities, who may have different housing and service needs to other age groups. It would be entirely appropriate to address these specific housing needs.

Younger people as individuals or households are finding it increasingly difficult to get on the housing market ladder, no matter what tenure; to buy; to privately rent; or to live in a social affordable home of their own, as homes demand continues to outstrip supply. Therefore, the strategy highlights the need to make provision for younger people to access affordable housing through the offer of more homeownership products.

8. Is there the possibility of **discriminating unlawfully**, directly or indirectly, against people from any protected characteristic?

No; both the Housing Strategy and Homelessness Reduction Strategy are focussed on creating a positive impact on housing availability, current housing stock conditions and housing related services provided by both Councils and other providers.

For example, with an ageing demographic, providing an increase in more suitable housing options for older households who may prefer and be at less risk from slips, trips and falls in single storey accommodation. Additionally, we need to create more fully accessible homes to meet the needs of households where one or more person requires this type of housing solution.

For example, wider doorways, ramps up to front doors, increased light levels, improvements to

	<p>heating systems thus reducing the potential for fuel poverty, level access wet rooms instead of bathrooms, an increase of households in receipt of Disabled Facilities Grants and home improvements / adaptations support independence wellbeing and choice for people living with disabilities or poor mental health. These changes to existing housing stock and building new homes with these features in mind also prevent many residents becoming vulnerable. Many households with children will also reap positive benefit from these types of more accessible, and user-friendly homes.</p>
<p>9. Could there be an effect on relations between certain groups?</p>	<p>No. The B&MS Housing Strategy and B&MS Homelessness Reduction Strategy are intended to enhance relations between certain groups by extending and creating greater choice and options in the local housing markets and additional housing information services.</p>
<p>10. Does the policy explicitly involve, or focus on a particular equalities group, i.e. because they have particular needs?</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 43</p>	<p>Yes. See 7 and 8 above for some examples.</p> <p>Additionally, the housing needs of Gypsy, Traveller, Travelling Showpeople and Boat Dwellers has been assessed (see https://www.babergh.gov.uk/assets/Strategic-Planning/Current-Evidence-Base/Final-ANA-Report-May-2017.pdf) and currently a need has been found across Suffolk for additional Gypsy and Traveller transit sites.</p> <p>At the time of writing (June 2018) final decisions have not been made as to any housing related policy changes, service changes or council functions as we await changes to central Government policy and strategy.</p> <p>However, should B&MS policy / service or function changes be required as part of the implementation of the new Housing Strategy or revised Homelessness Reduction Strategy outcomes, additional specific EQIA work will be carried out as that programme of work is developed to ensure compliance with the Public-Sector Equality Duties.</p>
<p>Proceed to full assessment: No Equalities Lead sign-off: Kate Parnum, 9th July 2018.</p>	
<p>Authors signature: Gill Cook (Housing Strategy Officer).</p>	
<p>Date of completion: 9th July 2018</p>	

* Public sector duty does not apply to marriage and civil partnership.

This page is intentionally left blank

Agenda Item 8a

MID SUFFOLK DISTRICT COUNCIL

TO: MSDC Cabinet	REPORT NUMBER: MCa/18/26
FROM: Cabinet Member With Responsibility For Housing	DATE OF MEETING: 10 September 2018
OFFICER: Gavin Fisk Assistant Director - Housing	KEY DECISION REF NO. N/A

JOINT HOUSING STRATEGY 2018-2023

1 PURPOSE OF REPORT

- 1.1 To support the process of developing a Joint Housing Strategy 2018-2023, this report is to inform Cabinet of the proposed timetable for consulting stakeholders on a draft version of the Housing Strategy.
- 1.2 This report requests that Cabinet Members be consulted on the final draft version of the Housing Strategy, prior to the consultation process beginning, and that the Assistant Director for Housing be given delegated authority to finalise the draft version of the strategy, once Cabinet members have been consulted.

2 OPTIONS CONSIDERED

- 2.1 The Council has agreed to publish a Joint five-year Housing Strategy to support the delivery of Housing and to inform future decision making on the Councils aims to deliver Housing services.

3 RECOMMENDATIONS

- 3.1 That the consultation timetable for the Joint Housing Strategy be agreed.
- 3.2 That the Assistant Director for Housing be given delegated authority to finalise the draft Joint Housing Strategy, having consulted with all members of the Cabinet prior to the Strategy going out for consultation

REASON FOR DECISION

- 3.3 To ensure that Mid Suffolk District Council meets its expectations and desires to publish a Joint Housing Strategy for the next five years (2018-2023).
- 3.4 To ensure that Babergh and Mid Suffolk together through the Housing Strategy:
 - Systematically review housing related issues in both districts
 - Set out key housing challenges to stimulate the housing market
 - Establish priorities for action both by Babergh and Mid Suffolk alone and together with other services providers and stakeholders

- Consider the views of parish and town councils as well as technical stakeholders through a 30-day period of consultation
- Having a published, stakeholder agreed Joint Housing Strategy based on evidence of housing and health needs will enable Babergh and Mid Suffolk to be ready to access any additional funding streams to enhance the local housing market, in turn to support inclusive growth to the benefit of all residents.

4 KEY INFORMATION

- 4.1 The significance of having a ready supply of affordable homes, which are well designed inside and out, makes a huge difference to the health, wellbeing and quality of life our residents can expect.
- 4.2 The Housing Strategy will set out our current housing challenges and how we will tackle them over the short term through to 2023 and set the direction of travel through to 2036. The strategy and action plans will be reviewed annually and the way we work will be flexible enough to incorporate changes as central Government housing, planning, and social care policy around us changes. We are anticipating many such changes in the next 12 months.
- 4.3 There is a current housing shortage that needs to be addressed and the Councils have a key role to play. Existing housing stock and new homes delivery is under strain from several factors, including a growing population and increasing life expectancy. The refreshed Joint Strategic Plan 2016-2020 prioritises delivery of 'more of the right type of homes, of the right tenure in the right place' which forms the focus for this Strategy.
- 4.4 Both Councils support the Suffolk inclusive growth ambition, whereby everyone should feel the social and economic benefits brought to their local area by new homes, new people and enhanced facilities. Getting the housing element of inclusive growth right is fundamental to this, which is why Babergh and Mid Suffolk Councillors are creating these long term strategic housing plans. New homes are important not only in meeting housing need, but also raising housing standards and ensuring communities can thrive, supporting local facilities.
- 4.5 Both Babergh's and Mid Suffolk's vision for housing, is for our residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.
- 4.6 The Babergh and Mid Suffolk Joint Housing Strategy will contribute to the outcomes and impacts of the wider portfolio of strategies which together support the strategic priorities. These include; *B&MSDC Open for Business Strategy*, *B&MSDC Infrastructure Strategy*, and *B&MSDC Communities Strategy*.
- 4.7 Furthermore, the Babergh and Mid Suffolk Joint Housing Strategy will relate to many Suffolk-wide strategies, policies, evidence and procedures, such as those from Public Health, Adult Services, Children Services, Clinical Commissioning Groups, Community Safety, the Local Enterprise Partnership, and the Greenest County Partnership.

Together these focus on creating an enhanced quality of life for individuals, families, the communities in which they live and work and the wider geographical areas of Babergh and Mid Suffolk.

- 4.8 Inclusive growth is being shaped and informed by the development of the new Babergh and Mid Suffolk Joint Local Plan through to 2036. By developing the Babergh and Mid Suffolk Joint Housing Strategy and action plans with partners, their expertise will be incorporated from the start to ensure housing makes a key contribution to the delivery of inclusive growth, whilst protecting and enhancing quality of place.
- 4.9 The Joint Local Plan consultation document (August 2017) sets out a housing requirement for the two districts. This is based upon evidence from the Strategic Housing Market Assessment (May 2017). This housing requirement will be revisited once the publication of a standard methodology for calculating housing need is issued by the Government (expected in September 2018).
- 4.10 To achieve the Babergh and Mid Suffolk housing vision, work will be undertaken to improve the quality, choice, and supply of homes for current and future households. With a projected population increase of 16,600 over the period 2018 to 2036 based on Government projections, many of whom will be over 65 years old, housing of the right type and in the right place is an important part of supporting inclusive growth.
- 4.11 The Babergh and Mid Suffolk Joint Housing Strategy outcomes are about more than simply increasing the supply of new homes to meet identified housing need, maintaining and regenerating our existing social housing stock, or ensuring decent homes are available to all.
- 4.12 Housing plays a significant role in supporting quality of life, health and well-being, access to work, training or education, and much needed leisure time. The quality of housing, its availability, cost, and location are of primary importance to enable everyone to settle and fully participate in their community to enhance quality of place and quality of well-being.
- 4.13 Therefore, we will emphasise the leadership role of each Local Housing Authority, separately and jointly with others, as well as promoting and fostering successful new working partnerships with all parts of the housing market. We will further develop existing working partnerships, for example with other registered providers of social housing, specialist providers of market homes for older households, estate agents and businesses.
- 4.14 Most recently a report 'Development of the Joint Housing Strategy 2018-2036' went to Joint Overview and Scrutiny Committee on 23 July 2018 to seek recommendations and comments about the background and Joint Housing Strategy development process. Issues raised have been incorporated in to the process and commentary within the documents.

5 LINKS TO JOINT STRATEGIC PLAN

- 5.1 The Councils have re-iterated and highlighted priorities, grouped under five strategic themes, in the Babergh and Mid Suffolk 'Annual Report Summary 2017/18' which supports the delivery of the refreshed Joint Strategic Plan 2016-2020. They are part of the vision for the Councils, centred around Economy and Environment, Housing Delivery and Strong and Healthy Communities.
- 5.2 'Housing' is a vital aspect of the Councils sustainable inclusive growth ambition. It will make a significant contribution to achieving the aims and objectives of the Joint Strategic Plan as outlined in the Medium Term Financial Strategy.
- 5.3 A specific outcome 'Housing Strategy to be complete winter 2018-19' forms part of the 'Housing Delivery Priorities' found on page 8 of the Annual Report Summary 2017/18, underlining the continued commitment to better housing outcomes.

6 FINANCIAL IMPLICATIONS

6.1

Revenue/Capital/ Expenditure/Income Item	Total	2018/19
Cost of developing the strategy including the associated consultation will cost no more than £5,000 in total	£5,000	MSDC Contribution 50% £2,500

7 LEGAL IMPLICATIONS

7.1 There are no legal implications to this report

8 RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. (Insert risk number / description). Key risks are set out below:
- 8.2 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 1c and 1e – Housing Delivery. 3a – Community Capacity Building and Engagement. 4b – Assets and Investments. 5g – An Enabled and Efficient Organisation.

Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Without the adoption of a comprehensive Babergh and Mid Suffolk Housing Strategy, it is less likely	Highly unlikely (1)	Bad (3)	Joint Housing Strategy project plan and officer working group in place to create a comprehensive Housing Strategy,

the Councils will achieve their vision for housing.			Homelessness Reduction Strategy and action plans.
Without systematic collaboration, it is unlikely the Councils will work most effectively with other housing market stakeholders, and we may not address the identified housing market challenges in a timely manner.	Unlikely (2)	Noticeable (2)	A Communications and Stakeholder Involvement Plan, including a timetable for specific stakeholder engagement activity has been created. A workshop was held in April with housing market stakeholders to invite them to shape and inform the housing strategy and action plans from the outset.
Without effective use of Babergh and Mid Suffolk and public estate assets it is unlikely the Councils will reduce costs to the public purse, and significant opportunities to co-create new and imaginative ways to inform and influence successful housing outcomes may be missed.	Unlikely (2)	Bad (3)	Numerous new opportunities exploited to inform and work with relevant partners in Babergh and Mid Suffolk areas. E.g. Contributed to the 'Housing & Health' 2017 evidence base, being used by the Suffolk Health & Well-Being Board to deliver its Key Priorities.
Without an effective plan for increasing new homes delivery the Councils may increase the risk of a loss of planning control and a potential loss of New Homes Bonus for local authorities in accordance with the new 'Housing Delivery Test' introduced by a revised National Planning Policy Framework (NPPF) in July 2018.	Probable (3)	Bad (3)	Within the new Housing Strategy increasing the delivery of new homes is given highest priority. This means new and additional resources are already on track to support this work as well as preparation of a Housing Delivery Test – Action Plan. E.g. additional staff resources have been allocated within Strategic Planning and Housing Solutions. The Joint Local Plan will allocate sites for housing delivery over the period to 2036 that will be supported by evidence to their delivery.

<p>Without an effective plan to address the changing housing needs of an ageing population, the Councils may see a significant proportion of residents being inadequately housed. Inadequately housed may mean people are: unsafe; insecure; at high risk of premature death.</p>	<p>Probable (3)</p>	<p>Bad (3)</p>	<p>The Councils are actively working with Suffolk County Council colleagues to develop shared understanding and action plans to address the highest priority housing needs of older residents. Also exploring all and every new funding stream to bring in the necessary resources to support this ambition.</p>
<p>Without continuing to ensure current housing stock (approximately 80,000 homes) is fit for 21st century living, it is unlikely the Councils will make best use of public and private assets and investments.</p>	<p>Probable (3)</p>	<p>Bad (3)</p>	<p>Detailed action plans to support private sector landlords fulfil their duties form part of the Housing Strategy, to include Licensing of relevant Houses of Multiple Occupation. Warm Homes funding bid opportunities constantly monitored to bring in additional funding for to support those households in fuel poverty. Empty Homes project revitalised to bring even more empty homes back in to use. The Housing Revenue Account business plan used to maximum to support Babergh and Mid Suffolk social landlord function, new build work and estate regeneration.</p>

9 CONSULTATIONS

- 9.1 April 2018: Housing market stakeholder event to determine areas of strategic focus and begin work on action plans.
- 9.2 June 2018: Babergh and Mid Suffolk Councillors workshop event to comment on and refine work so far.
- 9.3 June 2018: Babergh and Mid Suffolk Town and Parish Councils alerted in advance of the consultation period during September / October.

- 9.4 July 2018: Babergh and Mid Suffolk Joint Overview and Scrutiny Committee: to comment on the process and endorse the approach.
- 9.5 September 2018: Babergh and Mid Suffolk Cabinets to agree the draft Strategy and actions and authorise a 30-day consultation beginning on the 5 October until 2 November 2018. During the consultation period copies of the draft strategy will be sent to all key stakeholders including; Parish Councils, Local Borough and District Councils, Third Sector organisations such as the Citizens Advice Bureaux. With a request to complete a survey and capture views.
- 9.6 October 2018: An event is to be held in Endeavour House Atrium whereby stakeholders can speak to officers regarding the content of the consultation.
- 9.7 November 2018: Babergh and Mid Suffolk Councillors workshop to consider consultation feedback and offer final amendments to the strategy and associated action plans.
- 9.8 December 2018: Strategy and action plans to Full Council to request adoption.

10 EQUALITY ANALYSIS

- 10.1 See screening Equality Impact Assessment (Appendix B) for the Housing Strategy and the revised Homelessness Reduction Strategy. No further action required at this time.

11 ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications as a result of the Joint Housing Strategy 2018 - 2023

12 APPENDICES

None.

13 BACKGROUND DOCUMENTS

None.

This page is intentionally left blank

Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

TO: Mid Suffolk Cabinet	REPORT NUMBER: MCa/18/27
FROM: Cabinet Member with responsibility for Organisational Delivery	DATE OF MEETING: 10 September 2018
OFFICER: Karen Coll – Corporate Business Improvement Manager	KEY DECISION REF NO. CAB65

QUARTER 1 PERFORMANCE OUTCOME REPORTING

1. PURPOSE OF REPORT

- 1.1 To provide the Cabinet of Mid Suffolk District Council with the first quarter performance outcome report (April – June 2018) in delivering the key outcomes in the Joint Strategic Plan (JSP).

2. OPTIONS CONSIDERED

- 2.1 It is a requirement to report this information to Cabinet, therefore there are no other available options.

3. RECOMMENDATIONS

- 3.1 That the performance report and the performance outcome information tabled at Appendices A to G be agreed as reflecting Mid Suffolk District Council's performance for April – June 2018
- 3.2 That Members identify any priority areas for further action.

REASON FOR DECISION

To provide assurance that the Council is meeting its performance objectives.

4. KEY INFORMATION

- 4.1 This is the first of the revised quarterly performance reports to be submitted to Cabinet. Ongoing development of the performance framework has resulted in a significant amount of work being undertaken by the Assistant Directors, Cabinet Portfolio Holders and Lead Members to ensure that the performance measures reflect the outcomes in the Joint Strategic Plan and in particular the agreed priorities. The new Assistant Director for Assets and Investments will be working with the Cabinet Member to agree the performance measures that will be included in future reports to Cabinet.
- 4.2 The appendices are integral to this summary report. They provide detailed information on the individual measures and trends and are designed to provide a robust reporting system to ensure confidence in the Council's progress to achieving the agreed priorities.

- 4.3 In addition, key achievements are summarised in the appendices, providing an overall feel of performance and the difference the Council is making in the community. Work is in progress to provide benchmarking data in future, to enhance our understanding of the Councils performance against both neighbouring districts, and national targets.
- 4.4 Please note that the performance measures have unique numeric identifiers, these may not run concurrently, and this report excludes data for half yearly and annual measures which will be reported at the appropriate points in the year e.g. as evident in Appendix F (Communities).
- 4.5 The following highlights have been lifted from the appendices, through using a 10% tolerance, to identify areas where good performance is demonstrated, or where performance improvement is required. With the latter, the appendices detail the reasons for not meeting the target and the corrective action that is underway:

Planning for Growth

- **GSP01 - % of major planning applications processed 'in time'**. Quarter one shows a significant improvement on the last two quarters of 2017/18 (72.20% and 75%) to **83.33%**. This performance is **better than the target** of 60%. The target set for 2018/19 aligns with the Ministry of Housing Communities and Local Government assessment thresholds.
- **GSP02 - % of non-major planning applications processed 'in time'**. Mid Suffolk's quarter one performance on planning applications (as judged by Ministry of Housing Communities and Local Government statistics) is good, with Mid Suffolk delivering **77.55%** of non-majors in time, which is **better than the target** of 70%. The target set for 2018/19 aligns with the Ministry of Housing Communities and Local Government assessment thresholds.

Housing

- **BMBS01 % of repairs completed within agreed timescale (by priority/trade)** – It appears that a large number of housing repairs across Babergh and Mid Suffolk are not being completed within the priority or trade timescales, as detailed in the appendices. However, data quality is an issue which is hampering accurate reporting. Resource is being directed to resolve the identified issues.
- **HP01 – No. of households in B & B accommodation for more than 6 weeks**. It is evident that with **11** households in B & B accommodation in Mid Suffolk at quarter one, against a government target of 0, that **this is a challenge** for the authority. Property purchases and a review of temporary accommodation in the district is underway.

Law and Governance

- **IM02 – Average number of days taken to complete land searches**. This is a new measure for 2018/19 which is currently **performing worse than the target** of 5 days with a total of **7.84 days** for completion. However, this is an improving picture compared to the last quarter of 2017/18 which recorded the average number of days as 12 days.

Corporate Resources

F06 – Average time taken to process Housing/Council Tax benefit change of circumstance requests.

This measure has seen continued improvement over the past two years, which has led to a reduction in the target from 10 days to 7 days for 2018/19. The total number of days for quarter one is **above this amended target** recording an average of **6 days**.

Customer Services

- **CS07 - % of overall calls abandoned.** Quarter one has seen an increase in the percentage of abandoned calls to **14.31%** against a target of 10%. However, this is the busiest quarter as this coincides with the beginning of the new financial year. Although **performance is worse than the target** for this quarter, this is an improvement on the same period for last year (22.33%).

Environment and Commercial Partnership

- **WS07 – Missed Bins.** This figure is **well below expected performance at 266.6** against a target of 100 per 100,000 collections. Our contractor has reorganised staffing to improve performance

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 Effective performance management enables our Officers, Councillors and Communities to track progress against the delivery of the JSP to understand our key risks and to share in the celebration of our achievements.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no immediate financial impacts arising from this report. Effective performance monitoring has a positive impact on the Council.

7. LEGAL IMPLICATIONS

- 7.1 There are no immediate legal implications arising from this report.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No.5G06 'If we do not understand and monitor current performance, then we will be unable to deliver the Strategic Plan with possible reputational damage and potential for financial shortfall.' Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Without an effective performance framework, it is unlikely that the Council will deliver its priorities and			The performance framework is intrinsically linked to the Council's Risk Management Strategy, creating an approach where it is clearly

outcomes and achieve value for money.			understood what stops effective performance and ensuring remedial actions are in place.
---------------------------------------	--	--	---

9. CONSULTATIONS

- 9.1 Officers and Councillors continue to develop and refine the outcome performance framework through discussions at Cabinet member briefings and Cabinet meetings.

10. EQUALITY ANALYSIS

- 10.1 There are no equality and diversity implications arising from this report. This report should have a positive impact on equality.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications arising from this report. The Councils performance measures show a positive impact on the environment.

12. APPENDICES

Title	Location
(a) Law and Governance Performance Qtr.1	Attached
(b) Corporate Resources Performance Qtr.1	Attached
(c) Customer Services Performance Qtr.1	Attached
(d) Planning for Growth Performance Qtr.1	Attached
(e) Housing Performance Qtr.1	Attached
(f) Communities Performance Qtr.1	Attached
(g) Environment & Commercial Partnerships Qtr.1	Attached

Law and Governance
Assistant Director Emily Yule

The Law and Governance teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other service areas. The team have an essential role in maintaining and promoting good governance throughout the organisation.

	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>1. The Council has introduced a new online payments system for those buying homes in their districts. The new system allows those requesting a Local Land Charge Search – which carries with it a search fee – to pay quickly and easily online, via credit or debit card. Most Land Charge Service customers are solicitors and agents delivering conveyancing services to those buying a house although anyone can request this service regarding any property. In addition we have added a new online form and payment system for personal searches, which include only selected parts of the full official search.</p> <p>2. The Council is GDPR compliant. GDPR or General Data Protection Regulations came into effect on the 25 May 2018. We have been training staff, updating privacy notices and introducing new procedure and policies to ensure we are complaint and that we treat people’s personal data accordingly inline with the new regulations.</p>			
Impact on communities / the way we work	<p>1. The new processes is easier and more convenient for our customers and by reducing administration time associated with payment by cheque this will reduce the time required for searches to be completed, giving customers the information they need faster. It will also help control the cost of delivering the service and there have been no increases in the Land Charges search fees this year.</p>			

Key for trend graph:

- 2015/16
- 2016/17
- 2017/18
- 2018/19
- _____ target

Key:

- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

**Internal Audit
Corporate Manager John Snell**

Performance measure	Period	Data	Target	Council	Trend	Comments
IA01 % of 'high priority' Internal Audit recommendations implemented NEW MEASURE Cabinet Member: Nick Gowrley Data Owner: John Snell	2018/19	n/a	100%	Both		There have been no 'high priority' recommendations issued during Q1
	Qtr.1					
	Qtr.2					
	Qtr.3					
	Qtr.4					

**Democratic Services
Corporate Manager Janice Robinson**

Performance measure	Period	Data	Target	Council	Benchmarking Information	Comments
DS02 No: of members of the public attending formal Council, Cabinet and Committee meetings NEW MEASURE Cabinet Member: Nick Gowrley Data Owner: Claire Philpot	2018/19	82	n/a	MSDC		Details of meetings where 15 or more members of the public were in attendance. Development Control A 11/04/2018 - 17 Development Control B 25/04/2018 - 17 Development Control A 09/05/2018 - 21
	Qtr.1					
	Qtr.2					
	Qtr.3					
	Qtr.4					

Shared Legal Services Service Manager Teresa Halliday						
Performance measure	Period	Data	Target	Council	Benchmarking Information	Comments
SLS03 % of legal challenges successfully defended (context of success means the outcome is a ruling in the Council's favour) NEW MEASURE Cabinet Member: Nick Gowrley Data Owner: Teresa Halliday	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	100%	n/av	Both		There was one legal challenge in Q1, which was found in the Council's favour.
Information Management Corporate Manager Carl Reeder						
Performance measure	Period	Data	Target	Council	Trend	Comments
IM01 % of Freedom of Information requests responded to in 20 working days NEW MEASURE Cabinet Member: Nick Gowrley Data Owner: Martyn Jackson	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	95%	100%	Both		During Q1 we received a total of 207 Freedom of Information requests, as well as 70 Environmental Information requests and 8 Subject Access requests.
Performance measure	Period	Data	Target	Council	Trend	Comments
IM02 Average number of days taken to complete land searches NEW MEASURE Cabinet Member: Nick Gowrley Data Owner: Julien Mery	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	7.84	5 days	Both		Data from the previous year 2017/18 Q1 records a turn around time of 9.5 days, and at Q4 2017/18 was 12 days. Data provided for Q1 is based on figures obtained from 16 Mar - 7 June, total number of searches during this period was 1030, following a transfer to a new system there should be a further improvement within the year. We are currently continuing to cleanse and digitise legacy data, this enables us to automate and speed up land search requests further.

This page is intentionally left blank

<p style="text-align: center;">Corporate Resources Assistant Director Katherine Steel</p> <p style="text-align: center;">The Corporate Resources 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.</p>				
	Apr - Jun 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>1. Following the closure of the Staff Survey the results have been analysed in detail and a series of briefing sessions for staff and members have been held. Following these sessions an action plan is being developed.</p> <p>2. Approximately 1 in 4 people in the UK will experience a mental health problem each year and in England 1 in 6 people report experiencing a common mental health problem (such as anxiety and depression) in any given week. Babergh and Mid Suffolk District Councils have responded to this by holding a series of events to promote positive mental health during Mental Health Awareness week and by providing managers with skills to help promote positive mental health at work and support people with their mental health. They have also trained their first cohort of Mental Health First Aiders with further courses planned. Mental Health First Aiders are trained to identify, understand and help someone who may be experiencing a mental health issue.</p>			
Impact on communities / the way we work	<p>1. The action plan will be monitored by the Senior Leadership Team, to ensure that the survey results in positive actions and change in the organisation.</p> <p>2. Providing these skills can help people talk about mental health more openly, give people tools to help keep themselves and others well, encourage people to access support and enable people with long term mental health issues or disabilities to thrive in work.</p>			

Key for trend graph:

- 2015/16
- 2016/17
- 2017/18
- 2018/19
- target

Key:

- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

**HR, Organisational Development, Health & Safety
Corporate Manager Anne Conway**

Performance measure	Period	Data	Target	Council	Trend	Comments																				
HR01 No: of days lost to sickness Cabinet Member: John Whitehead Data Owner: Magda Brauer	2017/18				<table border="1"> <caption>HR01: Days lost to sickness</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>949</td> <td>908</td> <td>1191</td> <td>1072</td> </tr> <tr> <td>2018/19</td> <td>1128</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2017/18	949	908	1191	1072	2018/19	1128				Overview and Scrutiny reviewed general staff absence and requested a further update in 3 months. SLT will be reviewing a range of measures covering health and wellbeing on a monthly basis with the identification of a number of actions. One of these actions is HR working with the Corporate Managers to understand underlying trends, sickness absence is subject to fluctuations. In addition a sickness absence lead is being recruited to target sickness and support the Corporate Managers. There are further positions that are being recruited within HR to increase capacity, this will present the opportunity to work on policy development and case work.					
	Year	Q1	Q2	Q3		Q4																				
	2017/18	949	908	1191		1072																				
	2018/19	1128																								
	Qtr.1	949	Decrease	Both																						
	Qtr.2	908																								
	Qtr.3	1191																								
	Qtr.4	1072																								
2018/19																										
Qtr. 1	1128																									
Qtr. 2																										
Qtr. 3																										
Qtr. 4																										
Performance measure	Period	Data	Target	Council	Trend	Comments																				
HR02 No: of staff on long term sickness (Absent for 4 or more weeks) Cabinet Member: John Whitehead Data Owner: Magda Brauer	2016/17				<table border="1"> <caption>HR02: Staff on long term sickness</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td></td> <td></td> <td>13</td> <td>14</td> </tr> <tr> <td>2017/18</td> <td>15</td> <td>16</td> <td>21</td> <td>13</td> </tr> <tr> <td>2018/19</td> <td>12</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2016/17			13	14	2017/18	15	16	21	13	2018/19	12				No comment
	Year	Q1	Q2	Q3		Q4																				
	2016/17			13		14																				
	2017/18	15	16	21		13																				
	2018/19	12																								
	Qtr.3	13	Both																							
	Qtr.4	14																								
	2017/18																									
	Qtr.1	15																								
	Qtr.2	16																								
	Qtr.3	21																								
	Qtr.4	13																								
2018/19																										
Qtr. 1	12																									
Qtr. 2																										
Qtr. 3																										
Qtr. 4																										

Finance
Corporate Manager Melissa Evans

Performance measure	Period	Data	Target	Council	Trend	Comments
F01 Tax base - No. of Band D equivalent properties AMENDED MEASURE Cabinet Member: John Whitehead Data Owner: Sue Palmer	2016/17	35,336	35,756	MSDC		This measure has been amended to enable tracking of the target base number on a quarterly basis. There are various factors that can cause a fluctuation in these figures. However, we are seeing a steady increase year on year.
	2017/18	36,109				
	2018/19	36,374	36,337			
	Qtr. 1					
	Qtr. 2					
Qtr. 3						
Qtr. 4						
Performance measure	Period	Data	Target	Council	Trend	Comments
F02 £ Income generated from investing cash £'000 Cabinet Member: John Whitehead Data Owner: Edward Banyard	2016/17			MSDC		No comment
	Qtr. 1	71				
	Qtr. 2	70				
	Qtr. 3	73				
	Qtr. 4	86				
	2017/18		112			
	Qtr. 1	130				
	Qtr. 2	129				
	Qtr. 3	116				
	Qtr. 4	112				
	2018/19		n/av			
	Qtr. 1	119				
	Qtr. 2					
Qtr. 3						
Qtr. 4						
Performance measure	Period	Data	Target	Council	Trend	Comments
F03 % Council tax collected Cabinet Member: John Whitehead Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18		98.40%	MSDC		Slightly down at the same point as last year (approximately £65k). This is down to cashflow rather than non-payment. This is due to a combination of the following - changes in circumstances, changes to Council Tax Reduction (all create future instalments) and more customers choosing to pay over 12 monthly instalments (there are now 5,513).
	Qtr1.	30.05%				
	Qtr.2	57.68%				
	Qtr.3	86.00%				
	Qtr.4	98.65%				
	2018/19		30.05%			
	Qtr. 1	29.94%				
	Qtr. 2					
	Qtr. 3					
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments	
F04 % Business rates collected Cabinet Member: John Whitehead Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18		98.40%	MSDC		The target was missed by around £40k. This is due to changes in circumstances (liability/rateable values) recalculating bills and profiling instalments into the future rather than non-payment. As an example of this at the start of the year there was £1,976,893 due to be paid in June, this reduced to £1,872,461 as changes were processed and instalments reprofiled.	
	Qtr. 1	31.10%					
	Qtr. 2	60.45%					
	Qtr. 3	85.89%					
	Qtr. 4	98.97%					
	2018/19						
	Qtr. 1	30.93%	31.10%				
	Qtr. 2		60.45%				
	Qtr. 3		85.89%				
Qtr.4		98.40%					
Performance measure	Period	Data	Target	Council	Trend	Comments	
F05 Average time taken to process new Housing Benefit/Council Tax Reduction claims Cabinet Member: John Whitehead Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2016/17		24 days	MSDC		No comment	
	Qtr. 1	22					
	Qtr. 2	22					
	Qtr. 3	22					
	Qtr. 4	22					
	2017/18		24 days				
	Qtr. 1	23					
	Qtr. 2	30					
	Qtr. 3	31					
	Qtr. 4	23					
	2018/19		24 days				
	Qtr. 1	25					
	Qtr. 2						
Qtr. 3							
Qtr.4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
F06 Average time taken to process Housing/Council Tax Benefit Change of Circumstance requests Cabinet Member: John Whitehead Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2016/17		10 days	MSDC		No comment	
	Qtr. 1	9					
	Qtr. 2	9					
	Qtr. 3	10					
	Qtr. 4	3					
	2017/18		10 Days				
	Qtr. 1	7					
	Qtr. 2	7					
	Qtr. 3	6					
	Qtr. 4	3					
	2018/19		7 days				
	Qtr. 1	6					
	Qtr. 2						
Qtr. 3							
Qtr.4							

Performance measure	Period	Data	Target	Council	Trend	Comments	
F07 Online housing new claims as a % of all housing benefit new claims Cabinet Member: John Whitehead Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2016/17			MSDC		The target for 2018/19 is a short term measure as the ambition is to get as close to 100% as possible	
	Qtr. 1	71%					
	Qtr. 2	66%					
	Qtr. 3	83%					
	Qtr. 4	83%					
	2017/18						
	Qtr. 1	79%					
	Qtr. 2	85%					
	Qtr. 3	83%					
	Qtr. 4	80%					
	2018/19						85%
	Qtr. 1	86%					
	Qtr. 2						
Qtr. 3							
Qtr. 4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
F08 % of business rates payers using Direct Debit Cabinet Member: John Whitehead Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18		n/av	MSDC		This measure for Q1 currently shows the % of Business rate payers using Direct Debit. We are in the process of obtaining the data which will include all digital options. Once this has been received this measure will be updated accordingly.	
	Qtr. 1	53%					
	Qtr. 2	54%					
	Qtr.3	53%					
	Qtr.4	53%					
	2018/19						
	Qtr. 1	53.85%					
	Qtr. 2						
	Qtr. 3						
	Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments	
F09 % of council tax payers using Direct Debit Cabinet Member: John Whitehead Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18		n/av	MSDC		This measure for Q1 currently shows the % of council tax payers using Direct Debit. We are in the process of obtaining the data which will include all digital options. Once this has been received this measure will be updated accordingly.	
	Qtr. 1	78%					
	Qtr. 2	79%					
	Qtr.3	78%					
	Qtr.4	77%					
	2018/19						
	Qtr. 1	78.43%					
	Qtr. 2						
	Qtr. 3						
	Qtr.4						

This page is intentionally left blank

<p style="text-align: center;">Customer Services Assistant Director Sara Wilcock</p> <p style="text-align: center;">The Customer Services teams work to provide all our customers with flexible and efficient access to services, ensure our most vulnerable customers receive additional support to meet their needs, and drive business improvement across the organisation through tracking performance, utilising insight and intelligence and raising project management standards.</p>				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<ul style="list-style-type: none"> ◆ Average telephone wait times this quarter 1 min 42s compared to 3 mins for the same period last year. ◆ In April we answered on average 83% of calls, increasing to 86% in May and June. ◆ Continuing with our programme of staff development. The Customer Service team have trained First Aiders, Fire Wardens and a Health and Safety representative on the Health and Safety board. ◆ Piloting a customer satisfaction survey for our in person customers. Initial results are promising with (of those completing the survey), 94% of customers seen within 5 minutes or less, and 100% customers rating us either good, very good or excellent in respect of our staff and their helpfulness, information and advice provided, and taking time to listen and understand their query. ◆ Further development of the performance reporting has now enabled collection and reporting of performance information to Cabinet on a quarterly basis, this is the first of such reports. 			
Impact on communities / the way we work	<ul style="list-style-type: none"> ◆ Increased calls answered leading to less abandoned phone calls by customers ◆ Cross skilling our team enabling them to answer different types of call enquiries leading to improved resilience. ◆ Learning from the pilot will help us develop a telephony satisfaction survey also. 			

Key for trend graph:
 ● 2015/16
 ● 2016/17
 ● 2017/18
 ● 2018/19
 _____ target

Key:
 n/a not applicable
 n/av not available
 highlighted measure, further detail in main report

**Customer Services
 Managers Helen Austin & Claire White**

Performance measure	Period	Data	Target	Council	Trend	Comments															
CS01 Average number of daily visitors to joint website Cabinet Member: Suzie Morley Data Owner: John Broadwater	2017/18		Increase - No target set as establishing benchmark	Both	<table border="1"> <caption>CS01 Trend Data</caption> <thead> <tr> <th>Year</th> <th>Qtr.1</th> <th>Qtr.2</th> <th>Qtr.3</th> <th>Qtr.4</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>2310</td> <td>2397</td> <td>2432</td> <td>3147</td> </tr> <tr> <td>2018/19</td> <td>2762</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Qtr.1	Qtr.2	Qtr.3	Qtr.4	2017/18	2310	2397	2432	3147	2018/19	2762				The average is 20% higher than the same period in 2017-18, clearly indicating continued steady growth in use of the website. It also confirms that the sharp increase in the previous three months average was driven by use of the website during periods of severe weather.
	Year	Qtr.1				Qtr.2	Qtr.3	Qtr.4													
	2017/18	2310				2397	2432	3147													
	2018/19	2762																			
	Qtr.1	2310																			
	Qtr. 2	2397																			
	Qtr.3	2432																			
	Qtr.4	3147																			
2018/19																					
Qtr.1	2762																				
Qtr. 2																					
Qtr.3																					
Qtr.4																					
Performance measure	Period	Data	Target	Council	Trend	Comments															
CS02 No: of daily transactions completed via website NEW MEASURE Cabinet Member: Suzie Morley Data Owner: John Broadwater	2018/19		Increase - No target set as establishing benchmark	Both	<table border="1"> <caption>CS02 Trend Data</caption> <thead> <tr> <th>Year</th> <th>Qtr.1</th> <th>Qtr.2</th> <th>Qtr.3</th> <th>Qtr.4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>174</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Qtr.1	Qtr.2	Qtr.3	Qtr.4	2018/19	174				This includes all online forms completed directly from the Council's website. It does not include eforms completed from linked websites such as Shared Revenue Partnership and Planning Portal.					
	Year	Qtr.1				Qtr.2	Qtr.3	Qtr.4													
	2018/19	174																			
	Qtr.1	174																			
	Qtr. 2																				
Qtr.3																					
Qtr.4																					
Performance measure	Period	Data	Target	Council	Trend	Comments															
CS03 No: of payments collected digitally (automated telephony, web payment) NEW MEASURE Cabinet Member: Suzie Morley Data Owner: Marie Fletcher	2018/19		Increase - No target set as establishing benchmark	Both		Q1 figure will need reviewing once further data validation has taken place. Measure includes all Direct Debit, Automated Telephony and Online form payments															
	Qtr.1	237,068																			
	Qtr. 2																				
	Qtr.3																				
	Qtr.4																				

Performance measure	Period	Data	Target	Council	Trend	Comments
CS04 No: of face to face visitors to customer access point (Stowmarket) NEW MEASURE Cabinet Member: Suzie Morley Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	1027	Decrease No target set as establishing benchmark	MSDC		Recording system is manual so some customers may not be captured.
CS05 No: of calls answered NEW MEASURE Cabinet Member: Suzie Morley Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	35014	No target to be set as establishing benchmark	Both		Q1 - covers the busiest time as beginning of the financial year.
CS06 Average time taken to answer calls (mins) Cabinet Member: Suzie Morley Data Owner: Helen Austin	2017/18 Qtr.1 Qtr. 2 Qtr.3 Qtr.4 2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	2.76 2.08 2.19 1.38 1.42	1m 0s 1m 45s	Both		Q1 - covers the busiest time as beginning of the financial year. We are continuously working on improving our efficiencies.
CS07 % of overall calls abandoned Cabinet Member: Suzie Morley Data Owner: Helen Austin	2017/18 Qtr.1 Qtr. 2 Qtr.3 Qtr.4 2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	22.33% 15.33% 15.81% 10.96% 14.31%	10%	Both		Q1 - covers the busiest time as beginning of the financial year. We are continuously working on improving our efficiencies. Although over the target for this quarter, still have improved significantly from the same quarter last year.

Performance measure	Period	Data	Target	Council	Trend	Comments
CS08 Customer Satisfaction rate, of those measured achieve good, very good or excellent NEW MEASURE Cabinet Member: Suzie Morley Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	100%	85%	Both	<p>The chart displays a vertical bar for Qtr.1 reaching 100% on the y-axis. A horizontal line is drawn at the 85% level, extending across Qtr.2, Qtr.3, and Qtr.4. The y-axis is labeled from 0% to 100% in 20% increments.</p>	Q1 - represents face to face customers only and not a full quarter as only started in June.
Performance measure	Period	Data	Target	Council	Trend	Comments
CS09 No: of complaints to Ombudsman where Council is at fault NEW MEASURE Cabinet Member: Suzie Morley Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	0	n/av	MSDC		No comment

Planning for Growth

Assistant Director Tom Baker

The Planning for growth agenda is supported by a number of teams including Strategic Planning, Development Management and Open for Business. The focus is on delivering more of the right homes, in the right places, creating resilient and well served communities and encouraging and facilitating new employment opportunities.

	April- June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>Performance on planning applications (as judged by Ministry of Housing Communities and Local Government statistics) is good, with Mid Suffolk delivering 83% of majors and 77% of non-majors in time.</p> <p>Seventeen communities are working on Neighbourhood Plans, Stradbroke will be undergoing Examination over the summer.</p> <p>The Community Infrastructure Framework (CIL) Expenditure Framework was approved by Councillors in April and the first round of bids have been received. Further member briefings on the next draft of the Local Plan took place in April with further public consultation expected in Autumn.</p> <p>Visioning for Prosperity' work for Greater Stowmarket was approved at Cabinet in June, with final documents presented at a public open day.</p> <p>The Open for Business Team has commissioned Nautilus Associates to develop the Phase 1 feasibility study for a Technology Hub for Mid Suffolk area. Planning permission for the Gateway14 Enterprise Zone site was granted in June.</p>			
Impact on communities / the way we work	<p>The Joint Local Plan will shape how development happens across both Districts.</p> <p>The ongoing consultation provides a meaningful opportunity for communities to engage in the plan-making process and therefore influence the policy backdrop against which planning decisions are made.</p>			

Key for trend graph:

- 2015/16
- 2016/17
- 2017/18
- 2018/19
- target

Key:

- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

**Strategic Planning
Corporate Manager Robert Hobbs**

Performance measure	Period	Data	Target	Council	Trend	Comments								
SP01 No: of dwellings completed Cabinet Member: Glen Horn Data Owner: Matt Deakin	2016/17 2017/18 2018/19	305 426	430 tbc	MSDC	<table border="1"> <caption>SP01 Trend Data</caption> <thead> <tr> <th>Year</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>305</td> </tr> <tr> <td>2017/18</td> <td>426</td> </tr> <tr> <td>2018/19</td> <td>Target: 430</td> </tr> </tbody> </table>	Year	Value	2016/17	305	2017/18	426	2018/19	Target: 430	The benchmarking provides an annual comparison between some of our neighbouring Councils. The recently released data for Mid Suffolk for 2017/18 data indicates that the number of completions, at 426, was only slightly short of the 430 target and was a significant improvement on the 2016/17 figure. Following the publication of the new standard methodology for calculating housing need in July, the target for 2018/19 will be confirmed in quarter 2.
Year	Value													
2016/17	305													
2017/18	426													
2018/19	Target: 430													
Performance measure	Period	Data	Target	Council	Trend	Comments								
SP02 Effective Land Supply Cabinet Member: Glen Horn Data Owner: Matt Deakin	2016/17 2017/18 2018/19	3.9 6.5, see comment	6.5 6.5 6.5	MSDC		In quarter 2 of the performance monitoring timeframes, the Annual Monitoring Report which was released in July 2018 demonstrates a Housing Land Supply of 6.5 years. With a 5 Year Land Supply in place the Council can address the housing need in our district and ensure we build the right houses in the right places, with more input at a local level.								

Performance measure	Period	Data	Target	Council	Trend	Comments	
SP03 No. of neighbourhood plans at preparation stage (cumulative total) Cabinet Member: Glen Horn Data Owner: Paul Bryant	2016/17		10	MSDC		Neighbourhood Plans continue to be of interest, with seventeen communities actively working towards developing their plans. Debenham, Haughley and Stowupland will reach the end of their Consultation periods during July and August.	
	Qtr. 1	7					
	Qtr. 2	8					
	Qtr.3	8					
	Qtr.4	9					
	2017/18						
	Qtr.1	9					
	Qtr. 2	11					
	Qtr. 3	14					
	Qtr. 4	16					
	2018/19						tbc
	Qtr.1	17					
	Qtr. 2						
Qtr. 3							
Qtr. 4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
SP04 No. of neighbourhood plans entering examination stage (cumulative total) Cabinet Member: Glen Horn Data Owner: Paul Bryant	2016/17		3	MSDC		Of the seventeen or so NP's in preparation at the end of Q1 2018/19, only one (Stradbroke) was at a sufficiently advanced stage to be advanced to independent examination. Current indications are that one other Plan (Debenham) will be ready for independent examination during Q2 2018/19	
	Qtr. 1	0					
	Qtr. 2	0					
	Qtr.3	1					
	Qtr.4	1					
	2017/18						3
	Qtr.1	0					
	Qtr. 2	0					
	Qtr. 3	0					
	Qtr. 4	0					
	2018/19						3
	Qtr.1	1					
	Qtr. 2						
Qtr. 3							
Qtr. 4							

Performance measure	Period	Data	Target	Council	Trend	Comments	
SP05 No. of neighbourhood plans made (cumulative total) Cabinet Member: Glen Horn Data Owner: Paul Bryant	2016/17		1	MSDC		See also SP04 above. No NP's have been made (adopted) in Mid Suffolk since Mendlesham's Plan went to a local referendum in March 2017.	
	Qtr. 1	0					
	Qtr. 2	0					
	Qtr.3	0					
	Qtr.4	1					
	2017/18		1				
	Qtr.1	0					
	Qtr. 2	0					
	Qtr. 3	0					
	Qtr. 4	0					
	2018/19		1				
	Qtr.1	0					
	Qtr. 2						

**Growth & Sustainable Planning
Corporate Manager Philip Isbell**

Performance measure	Period	Data	Target	Council	Trend	Comments	
GSP01 % of major applications processed 'in time' (13 wks., 16 wks. or within agreed Extension of Time/ Planning Performance Agreement) Cabinet Member: Glen Horn Data Owner: John Mawdsley	2016/17		95%	MSDC		The target set for 2018/19 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds.	
	Qtr. 1	77%					
	Qtr. 2	91%					
	Qtr.3	100%					
	Qtr.4	89%					
	2017/18		95%				
	Qtr. 1	91%					
	Qtr. 2	84.60%					
	Qtr. 3	72.20%					
	Qtr. 4	75%					
	2018/19		60%				
	Qtr. 1	83.33%					
	Qtr. 2						

Performance measure	Period	Data	Target	Council	Trend	Comments	
GSP02 % of non major applications processed 'in time' (8 wks, or within agreed Extension of Time/ Planning Performance Agreement) Cabinet Member: Glen Horn Data Owner: John Mawdsley	2016/17		85%	MSDC		The target set for 2018/19 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds.	
	Qtr. 1	69.90%					
	Qtr. 2	81.10%					
	Qtr.3	74.60%					
	Qtr.4	77.90%					
	2017/18		85%				
	Qtr. 1	82%					
	Qtr. 2	62.70%					
	Qtr. 3	69%					
	Qtr. 4	85.30%					
	2018/19		70%				
	Qtr. 1	77.55%					
	Qtr. 2						
Qtr. 3							
Qtr. 4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
GSP03 % of the total number of major decisions made by the authority on applications that are then subsequently overturned at appeal NEW MEASURE Cabinet Member: Glen Horn Data Owner: John Mawdsley	2018/19	0.85%	10%	MSDC		Data reflects the position to date. MHCLG allow 9 months following the planning decision for appeals to work their way through the process. They currently measure the Council's 'quality' based on the period 01 April 2016 to 31 Mar 2018. They will then assess performance in early 2019.	
Performance measure	Period	Data	Target	Council	Trend	Comments	
GSP06 % of delegation rate Cabinet Member: Glen Horn Data Owner: John Mawdsley	2016/17		90%	MSDC		Performance for Qtr 1 for 2018/19 is an improvement on the last Qtr and exceeds target. There is not a government set target for this measure.	
	Qtr. 1	91.90%					
	Qtr. 2	92.30%					
	Qtr.3	93.60%					
	Qtr.4	94.10%					
	2017/18		90%				
	Qtr.1	92.20%					
	Qtr. 2	97.50%					
	Qtr. 3	95.50%					
	Qtr. 4	95.20%					
	2018/19		90%				
	Qtr.1	95.60%					
	Qtr. 2						
Qtr. 3							
Qtr. 4							

**Open for Business
Corporate Manager Lee Carvell**

Performance measure	Period	Data	Target	Council	Trend	Comments										
OFB01 No: Business Enquiries/Business Assisted directly through the OfB Team/Project Group NEW MEASURE Cabinet Member: Gerard Brewster Data Owner: Lee Carvell	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	46	tbc	MSDC	<table border="1"> <caption>Trend Data</caption> <thead> <tr> <th>Quarter</th> <th>Data</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>46</td> </tr> <tr> <td>Qtr.2</td> <td>0</td> </tr> <tr> <td>Qtr.3</td> <td>0</td> </tr> <tr> <td>Qtr.4</td> <td>0</td> </tr> </tbody> </table>	Quarter	Data	Qtr.1	46	Qtr.2	0	Qtr.3	0	Qtr.4	0	This data relates to individual enquiries and so does not cover group engagement, project work, business forums etc. Some enquiries were direct into the team, some were referred by partners. They include a variety of different sectors and scales and matters included grant funding, business rate relief enquiries, business support, sites/relocation and growth/export and other including problem/barrier solving requests. This is the first data collection for this measure and provides an initial baseline.
Quarter	Data															
Qtr.1	46															
Qtr.2	0															
Qtr.3	0															
Qtr.4	0															

<p style="text-align: center;">Housing Assistant Director Gavin Fisk</p> <p style="text-align: center;">The Housing Service Area includes: Home Ownership, Sheltered Housing, Tenancy Management, Income Collection, Property Services, Building Services (BMBS), Private Sector Housing, Housing Development, Housing Solutions, Choice Based Lettings and HRA Finance. Our Vision is for residents of Babergh & Mid Suffolk to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.</p>				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>1. 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 previously set and a positive downward trend towards the long-term target of 21 days.</p> <p>2. 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.</p>	<p>1. The Government has 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. Babergh & Mid Suffolk both qualify to bid for the additional borrowing, should it be required to support our ambitious plans to build new Council homes.</p>		
Impact on communities / the way we work	<p>1. Delivering an effective and efficient VOID service means we are making effective use of our assets and maximising our rental income.</p> <p>2. 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.</p>	<p>1. A project team is working on the development of a bid, should we feel it would assist our current ambitions and support our current Housing Revenue Accounts.</p>		
<p>Key for trend graph:</p> <ul style="list-style-type: none"> ● 2015/16 ● 2016/17 ● 2017/18 ● 2018/19 — target 	<p>Key:</p> <ul style="list-style-type: none"> n/a not applicable n/av not available highlighted measure, further detail in main report 			

Tenancy Services
Corporate Manager Lee Crowdell

Performance measure	Period	Data	Target	Council	Trend	Comments	
TS01 % of local authority housing rent (incl. garages) collected Cabinet Member: Jill Wilshaw Data Owner: Lee Crowdell/Polly Bearman	2017/18		98%	MSDC		The overall performance of the Income Team has only weakened by less than 1%. 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.	
	Qtr. 1	97.98%					
	Qtr. 2	97.81%					
	Qtr. 3	97.60%					
	Qtr. 4	97.46%					
	2018/19		98%				
	Qtr. 1	97.45%					
	Qtr. 2						
Qtr. 3							
Qtr. 4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
TS02 Value/percentage of arrears caused by Universal Credit NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner: Lee Crowdell/Polly Bearman	2018/19		tbc	MSDC		The report required to produce this data is still under development - further updates will be provided in future reporting.	
	Qtr. 1						
	Qtr. 2						
	Qtr. 3						
	Qtr. 4						
Performance measure	Period	Data	Target	Council	Trend	Comments	
TS03 Levels of write off against bad debt provision NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner: Lee Crowdell/Polly Bearman	2018/19		£65,000	MSDC		Within our business plans and financial accounts we make allowances for 'bad debt' or monies that we are unfortunately unable to recover. We continue to only write off monies that are uneconomical to collect or where every opportunity to recover the debt has been exhausted.	
	Qtr. 1	£6,955.48	Annual				
	Qtr. 2						
	Qtr. 3						
	Qtr. 4						

Property Services
Corporate Manager Heather Worton

Performance measure	Period	Data	Target	Council	Trend	Comments
PS03 No: of House in Multiple Occupation licenses issued NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner:	2018/19 Qtr. 3 Qtr. 4		tbc	MSDC		We 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 has been discussed at Cabinet. Reporting on PS04 will therefore begin after Q3 when the legislation will be in place.
Performance measure	Period	Data	Target	Council	Trend	Comments
PS04 £ Committed budget for Disabled Facilities Grants (cumulative) NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner: Theresa Grzedzicki/Christine Ambrose	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	£71,147.90	tbc	MSDC		We are working with Orbit Home Improvement Agency to improve their performance in responding to the incoming demand for DFG's. Their performance is steadily improving, however it remains an area of concern. There have been staff resourcing issues within Property Services and only statutory work (within the Private Sector Housing team) has been undertaken. An additional member of staff starts on Monday 30 July and we will review capacity in 3 months' time.

**BMBS Housing Maintenance
Corporate Manager Justin Wright-Newton**

Performance measure	Period	Data	Target	Council	Trend	Comments
BMBS01 % of repairs completed within agreed timescale (by priority/trade) NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner: Justin Wright-Newton	2018/19		93%			Currently figures are combined with Babergh - we will look to provide Mid Suffolk and Babergh split within future reporting arrangements. The target has not been achieved as a result of a lack of resource (needed to close the completed jobs off the system) and the lack of site completions due to the mobile working solution not being functional for all operational staff throughout the first quarter. With the roll out of Total Mobile this should create a more consistent reflection of completed jobs from site with the operatives taking ownership of completing the jobs off the system they have been tasked with. Some temporary resource has been implemented to focus on the closing off of the historic works orders so this may reflect in an overall change of the current percentages.
	Qtr. 1	Job Priority Percentage Completed in time 1 Day 50% 3 Day 59% 5 Day 70% 20 Day 57% 60 Day 25% By Trade Percentage Completed in time Brick Layer 67% Carpenter 60% Day Rate 77% Electrician 50% Plumber 59% Various 59%		Both		
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					

**Homeless Prevention and Financial Inclusion
Corporate Manager Heather Sparrow**

Performance measure	Period	Data	Target	Council	Trend	Comments
HP01 No: of households in B&B accommodation more than six weeks AMENDED MEASURE Cabinet Member: Jill Wilshaw Data Owner: Victoria Stuart	2018/19		0			We are aware we have a challenge with how many households are living within B&B accommodation for more than six weeks. The 0 target is a Government target, which all councils look to aspire to. We are confident that with the purchase of The Foyer in Stowmarket, as agreed by Cabinet in March this year, will help us to deliver against this target by increasing the number of temporary accommodation units available across our districts. A wider review in this financial year of our temporary accommodation will look to ensure we have the right type of accommodation in the right place, helping us to achieve the target also.
	Qtr.1	11		MSDC		
	Qtr.2					
	Qtr.3					
	Qtr.4					

Performance measure	Period	Data	Target	Council	Trend	Comments	
HP03 No. households where homelessness has either been prevented or relived through intervention by the Housing Solutions Officers. AMENDED MEASURE Cabinet Member: Jill Wilshaw Responsible Officer: Victoria Stuart	2017/18		150	MSDC		Target has been reduced by 50 from previous year due to no longer using the P1E recording methodology. The new system, known as H-Clic, is very different therefore we cannot produce a like-for-like report on previous years. To give some idea of what the team (five staff) have dealt with since April 2018 (as well as prevent 24 households from homelessness), they 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.	
	Qtr. 1	87					
	Qtr. 2	69					
	Qtr.3	68					
	Qtr.4	52					
	2018/19		100				
	Qtr.1	24					
	Qtr.2						
Qtr.3							
Qtr.4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
HP04 Movement (-/+) on the housing register (including total divided by bands) NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner:	2018/19		No target - information only	MSDC		This is a new measure so the data submitted is a base line for us to measure against in future quarters i.e we can indicate a plus or minus on movement.	
	Qtr.1	Band A - 29 Band B - 109 Band C - 188 Band D - 42 Band E – 366 Band F – 2 Total - 736					
	Qtr.2						
	Qtr.3						
	Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments	
HP05 £ of Discretionary Housing Grants obtained NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner: Victoria Stuart	2018/19		£98,406	MSDC		These grants are administered by Shared Revenues Partnership and they are used to help people in financial difficulty, to top up rent payments, to prevent homelessness and keep people in their current home.	
	Qtr.1	£18,088.16					
	Qtr.2						
	Qtr.3						
	Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments
HP06 No: of cases in which the Tenancy Support Officers (Financial Inclusion) has likely prevented eviction. NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner:	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	15	75	MSDC		The work being carried out by the Tenancy Support Officers is essential to minimising the risk of evictions taking place. As you can see from the data, in Q1 they have already prevented 15 cases and are expected to reach or potentially exceed the target at the end of the year.
HP07 No: of Personal Budgeting Support interventions for Universal Credit NEW MEASURE Cabinet Member: Jill Wilshaw Data Owner:	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	36	No Target Information Only	MSDC		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. We have received really positive feedback on the service we are providing from the Department of Work & Pensions.
Housing Financials Professional Lead Tricia Anderson						
HF03 No: of houses built for HRA NEW MEASURE Cabinet Member: Data Owner: Corporate Manager: Anne Bennett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	6	Target within the Affordable Housing Strategy for 2018-2021 is 98 This is inline with a new development partner being appointed.	MSDC		6 dwellings scheme in Noyes Avenue, Laxfield (4x1 bed flats /2x 2bedroom houses) 3 schemes currently being progressed – total of 66 Affordable units. Needham Market Middle School – 34 Affordable (total units 44 due in for planning Aug/Sep 2018.) Paddock House, Eye - 17 units all affordable, and Stowmarket Middle School – 15 Affordable units (41 total units). NB: financial viability still underway so mix subject to change, all schemes being progressed to submit for planning asap.

Performance measure	Period	Data	Target	Council	Trend	Comments										
HF04 No: of houses acquired for HRA NEW MEASURE Cabinet Member: Data Owner: Tricia Anderson Corporate Manager: Anne Bennett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	1	Houses acquired are part of the overall target of 98 (see above)	MSDC	<table border="1"> <caption>HF04 Trend Data</caption> <thead> <tr> <th>Quarter</th> <th>Data</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>1</td> </tr> <tr> <td>Qtr.2</td> <td>0</td> </tr> <tr> <td>Qtr.3</td> <td>0</td> </tr> <tr> <td>Qtr.4</td> <td>0</td> </tr> </tbody> </table>	Quarter	Data	Qtr.1	1	Qtr.2	0	Qtr.3	0	Qtr.4	0	Purchase of a property in Combs, Stowmarket. The Housing Market can impact on number of properties purchased i.e. if properties don't become available on the market, we cannot purchase. For an acquisition to show within the data, the house sale must be at the exchange part of the process for it to be counted. The purchase of existing properties to use as Council houses will be considered only where the properties can meet the Council's standards and it can be demonstrated that acquisition would be financially viable.
Quarter	Data															
Qtr.1	1															
Qtr.2	0															
Qtr.3	0															
Qtr.4	0															
Performance measure	Period	Data	Target	Council	Trend	Comments										
HF05 No: of houses sold through Right to Buy NEW MEASURE Cabinet Member: Data Owner: Tricia Anderson	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	3	25	MSDC	<table border="1"> <caption>HF05 Trend Data</caption> <thead> <tr> <th>Quarter</th> <th>Data</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>3</td> </tr> <tr> <td>Qtr.2</td> <td>0</td> </tr> <tr> <td>Qtr.3</td> <td>0</td> </tr> <tr> <td>Qtr.4</td> <td>0</td> </tr> </tbody> </table>	Quarter	Data	Qtr.1	3	Qtr.2	0	Qtr.3	0	Qtr.4	0	Tenants can apply to buy their homes under Right to Buy and can be liable for up to 70% discount if they meet specific government criteria. Therefore, a house sold under RTB will not give us the same funding as it would if sold on the housing market.
Quarter	Data															
Qtr.1	3															
Qtr.2	0															
Qtr.3	0															
Qtr.4	0															

This page is intentionally left blank

**Communities
Assistant Director**

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

	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>The professional Women's Cycling tour of Britain, passed through Mid Suffolk district on 13th June.</p> <p>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.</p> <p>Mental Health work has included a successful Mental Health Awareness and Dementia Fortnight in the workplace with many activities in partnership with SCC and HR. 11 staff members now trained as Mental Health First Aiders.</p>			

<p>Main Achievements continued</p>	<p>The Communities team recently completed a full Section 11 Audit which required the Councils' to evidence how well we are meeting our statutory obligations in relation to safeguarding, duty of care, and promoting the welfare of Children and Vulnerable Adults. The audit takes account of the level of Corporate commitment toward safeguarding and how the Councils' ensure that safeguarding measures are implicit in our procurement processes and embedded into our policies. The Audit was validated by a Panel of members from the Local Safeguarding Children's Board. The Panel confirmed that Babergh and Mid Suffolk Councils provided strong evidence of compliance and agreed we demonstrated a high standard of service. The Health and Wellbeing Team have officially launched a new three-year joint project with Suffolk Sport.</p>			
<p>Impact on communities / the way we work</p>	<p>Active Wellbeing is a bespoke approach to help people living in rural communities who are physically inactive into more active lifestyles. The programme will also support the development of new activities, where they are needed, to help older people to become and stay active. Active Wellbeing will initially work with GP surgeries in Stradbroke and Fressingfield.</p>			
<p>Key for trend graph: ● 2015/16 ● 2016/17 ● 2017/18 ● 2018/19 target</p> <p>Key: n/a not applicable n/av not available</p>				

Environment and Commercial Partnerships
Assistant Director Chris Fry

The Environment and Commercial Partnerships teams provide the services and expertise to support our communities and businesses to maintain a sustainable environment and meet the highest possible standards of environmental protection, food safety, energy efficiency, built environment, heritage protection and waste management.

	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<ul style="list-style-type: none"> • Additional 942 Garden Waste customers in the first 3 months, exceeding the annual target. • Material Recovery Facility Procurement documentation completed and advertised • Recycling Officers attending summer shows and a successful compost give away at Needham lake • 'Solar Suffolk Together' launched • 1445 Environmental enquiries, complaints and consultations dealt with • Suffolk Climate Change Partnership successfully bid for just under £2.8M from the Warm Homes Fund • Successful prosecution for fly-tipping • Successful bid for £10,000 to the Litter Innovation Fund for Suffolk 			
Main Achievements (continued)	Central Government gave local authorities the opportunity to bid for funding to combat roadside littering. £10,000 funding was secured and the project is supported by all 7 Suffolk local authorities, each authority also put £500 into the budget and agreed to pledge officer time for monitoring.			
Impact on communities / the way we work	Support for local events and continued expansion of garden waste collection service is enabling communities to recycle and compost more waste and by pursuing prosecutions for fly-tipping we are helping to protect communities from illegal and irresponsible behaviours.			

Key for trend graph:

- 2015/16
- 2016/17
- 2017/18
- 2018/19
- target

Key:

- n/a not applicable
- n/av not available
- highlight measure, further detail in main report

**Building Control
Corporate Manager Paul Hughes**

Performance measure	Period	Data	Target	Council	Trend	Comments
BC01 No: of live cases for building control Cabinet Member: David Burn Data Owner: Paul Hughes	2017/18			MSDC		A 'live' case can be anything from an extension to a multiple unit development, there is no distinction as each will result in a single application to building control.
	Qtr. 1	234				
	Qtr. 2	202				
	Qtr. 3	144				
	Qtr. 4	167				
	2018/19					
	Qtr. 1	176				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
Performance measure	Period	Data	Target	Council	Trend	Comments
BC02 % of market share of building control applications Cabinet Member: David Burn Data Owner: Paul Hughes	2016/17			MSDC		Our competitors for market share continue to market aggressively in our district. Work is underway to stabilise our share however staff resource issues have caused us to focus on maintaining service levels in the short term.
	Qtr.1	73.40%				
	Qtr. 2	77.60%				
	Qtr. 3	73.30%				
	Qtr. 4	73.80%				
	2017/18					
	Qtr. 1	72.60%				
	Qtr. 2	68.00%				
	Qtr. 3	68.00%				
	Qtr. 4	68.00%				
	2018/19					
	Qtr. 1	61.00%				
	Qtr. 2					
Qtr. 3						
Qtr. 4						
			65%			

Waste Services
Corporate Manager Oliver Faiers

Performance measure	Period	Data	Target	Council	Trend	Comments	
WS01 £ Overall income generated through chargeable waste services (including business waste) Lead Member: Roy Barker Data Owner: Laura Sewell	2016/17		985,210	MSDC		Performance on target	
	Qtr.1	723,949					
	Qtr.2	891,604					
	Qtr.3	999,604					
	Qtr.4	1,111,043					
	2017/18		1,114,575				
	Qtr.1	734,491					
	Qtr.2	966,550					
	Qtr.3	1,113,921					
	Qtr.4	1,222,775					
	2018/19		1,284,000				
	Qtr.1	779,382					
	Qtr.2						
Qtr.3							
Qtr.4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
WS04 £ Income generated through business waste services Lead Member: Roy Barker Data Owner: Laura Sewell	2015/16			MSDC		A strong start influenced by the majority of clients paying either annually or half their invoice during this quarter. Growth from adding services, such as additional bins and some events leading to growth in income compared to last year. Cumulative figure is plotted on graph to show the final total income generated.	
	Qtr.1	282,468					
	Qtr.2	4,896					
	Qtr.3	844					
	Qtr.4	936					
	2016/17						
	Qtr.1	322,010					
	Qtr.2	14,038					
	Qtr.3	6,476					
	Qtr.4	2,254					
	2017/18						
	Qtr.1	377,365					
	Qtr.2	11,001					
Qtr.3	3,444						
Qtr.4	1,607						
2018/19		405,000					
Qtr.1	408,023						
Qtr.2							
Qtr.3							
Qtr.4							

Performance measure	Period	Data	Target	Council	Trend	Comments
WS05 No: of business waste customers Lead Member: Roy Barker Data Owner: Laura Sewell	2015/16			MSDC		With continued growth and the existing three rounds in MSDC operating over capacity with concerns about impacting customer service work has commenced to re-organise the rounds adding a fourth day. Expected the fourth day will start during the autumn.
	Qtr.1	475				
	Qtr.2	471				
	Qtr.3	500				
	Qtr.4	502				
	2016/17					
	Qtr.1	522				
	Qtr.2	540				
	Qtr.3	556				
	Qtr.4	563				
	2017/18					
	Qtr.1	589				
	Qtr.2	601				
	Qtr.3	613				
	Qtr.4	615				
	2018/19					
	Qtr.1	620	680			
Qtr.2						
Qtr.3						
Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments
WS06 No: of garden waste subscribers Lead Member: Roy Barker Data Owner: Laura Sewell	2015/16			MSDC		Performance exceeded target.
	Qtr. 1	11,701				
	Qtr. 2	11,913				
	Qtr. 3	11,972				
	Qtr. 4	12,315				
	2016/17					
	Qtr. 1	12,581				
	Qtr. 2	12,956				
	Qtr. 3	12,955				
	Qtr. 4	13,415				
	2017/18					
	Qtr. 1	13,656				
	Qtr. 2	14,034				
	Qtr. 3	13,979				
	Qtr. 4	14,063				
	2018/19					
	Qtr. 1	15,005	15,000			
Qtr. 2						
Qtr. 3						
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments	
WS07 Missed Bins - rate/100,000 collections Lead Member: Roy Barker Data Owner: Laura Sewell	2017/18		100	Both		Performance below expected. Higher number of missed bins partly caused by use of agency staff not sure of rounds to cover holiday and sickness of regular employees. Our contractor have reorganised staffing to improve their performance and to improve the number of missed bins reported.	
	Qtr. 1	267					
	Qtr. 2	98					
	Qtr. 3	248					
	Qtr. 4	186					
	2018/19		100				
	Qtr. 1	266.6					
	Qtr. 2						
Qtr. 3							
Qtr. 4							

**Sustainable Environment
Corporate Manager James Buckingham**

Performance measure	Period	Data	Target	Council	Trend	Comments
SE01 No: of instances of fly tipping AMENDED MEASURE Cabinet Member: David Burn Data Owner: Joanna Hart	2016/17	324	tbc	MSDC		This will now be reported on a quarterly basis
	2017/18	322				
	2018/19					
	Qtr.1	80				
	Qtr.2					
	Qtr.3					
Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments	
SE03 No: of planning enforcement cases referred to team Cabinet Member: David Burn Data Owner: Simon Bailey	2017/18		n/a	MSDC		No comment	
	Qtr. 1	85					
	Qtr. 2	71					
	Qtr. 3	62					
	Qtr. 4	58					
	2018/19						
	Qtr. 1	44					
	Qtr. 2						
	Qtr. 3						
	Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments
SE04 No: of planning enforcement decisions resolved NEW MEASURE Cabinet Member: David Burn Data Owner: Simon Bailey	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	86	n/a	MSDC		No comment
SE05 £Solar PV net income generated Cabinet Member: David Burn Data Owner: Sharon Bayliss	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	£21,775	tbc	MSDC		Target to be developed however it should be noted that due to the variables outside of our control, this will impact on target/performance. Variables include Right to Buy, the weather and how dirty a solar panel gets can effect individual performance therefore, impacting on income generated.
Countryside and Public Realm Corporate Manager Peter Garrett						
Performance measure	Period	Data	Target	Council	Trend	Comments
CPR02 The amount of waste collected from community litter picks NEW MEASURE Cabinet Member: David Burn Data Owner: Peter Garrett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	bags collected 220	No target, these are new programmes with baselines to be established	MSDC		No comment
CPR03 No: of community litter picks supported by council NEW MEASURE Cabinet Member: David Burn Data Owner: Peter Garrett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	44	No target, these are new programmes with baselines to be established	MSDC		There are 88 individuals that regularly pick litter within their areas.
Performance measure	Period	Data	Target	Council	Trend	Comments
CRP04 Average response time for fly tipping from report to collection NEW MEASURE Cabinet Member: David Burn Data Owner: Peter Garrett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	1 day	No target these are new programmes with baselines to be established	MSDC		This measure is based on number of working days.

Agenda Item 10

MID SUFFOLK DISTRICT COUNCIL

TO: MSDC Cabinet	REPORT NUMBER: MCa/18/28
FROM: Glen Horn Cabinet Member for Planning	DATE OF MEETING: 10 September 2018
OFFICER: Nicola Parrish, Senior Infrastructure Officer	KEY DECISION REF NO. CAB76

MID SUFFOLK COMMUNITY INFRASTRUCTURE LEVY (CIL) COLLECTION, ALLOCATION AND EXPENDITURE REPORT 2017-18 FINANCIAL YEAR

1. PURPOSE OF REPORT

- 1.1 The CIL Regulations 2010 (as amended) require that the Council, as a CIL Collecting Authority, produces and publishes a Regulation 62 Financial Report for each financial year.
- 1.2 This report sets out the latest position regarding the collection, allocation and expenditure of the councils Community Infrastructure Levy (CIL) for the 2017/18 financial year. It provides CIL collection and allocation related information:
 - From 11 April 2016 to 31 July 2018
 - The Mid Suffolk CIL Regulation 62 Monitoring Report for 2017/18

2. OPTIONS CONSIDERED

- 2.1 The Council is required under the CIL Regulations to publish a report for the financial year in which it collects CIL or has CIL collected on its behalf and must also report on any money which has not been spent in that year. The CIL Regulations 62 (4) go on to describe the required content of the report.
- 2.2 Cabinet are asked to note the report and endorse the Regulation 62 Monitoring Report 2017/18 for publication.

Options Considered: It is a statutory requirement to report and publish this information and therefore there are no other available options.

3. RECOMMENDATIONS
3.1 That Cabinet endorse the CIL report and Mid Suffolk CIL Regulation 62 Monitoring Report 2017-18 and agree that it should be published.
REASON FOR DECISION
3.2 There is a statutory requirement to produce a Regulation 62 CIL Monitoring Report and publish this on the Councils website by 31 December of the following financial year.

4. KEY INFORMATION

- 4.1 CIL is charged at a £m² rate and is charged on most new development granted permission. Its purpose is to contribute some funding towards the provision of new infrastructure needed to support growth.
- 4.2 CIL is collected in accordance with the CIL Regulation 2010 (as amended) and is usually paid in instalments as detailed in Table 1:

Table 1

Amount of calculated CIL	Number of Instalments	Payment periods and amounts
Any amount less than £50,000	2	50% of the chargeable amount within 90 days (3 months) of the commencement date, the remaining 50% of the chargeable amount within 150 days (5 months) of the commencement date
Amounts equal to or greater than £50,000 and less than £100,000	3	25% of the chargeable amount within 90 days (3 months) of the commencement date, 25% of the chargeable amount within 270 days (9 months) of the commencement date, and the remaining 50% of the chargeable amount within 360 days (12 months) of the commencement date
Amounts equal to or greater than £100,000	5	20% of the chargeable amount within 90 days (3 months) of the commencement date with the balance payable in four equal instalments within 270 days (9 months), 360 days (12 months), 480 days (16 months) and 730 days (24 months) of the commencement date

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 There is a direct link with the joint strategic priorities of Housing and Strong and Healthy Communities. The purpose of CIL is to provide infrastructure to mitigate the impact of housing growth and to support sustainable development and growth.

6. FINANCIAL IMPLICATIONS

CIL RECEIVED

- 6.1 Table 2 below shows the CIL received by year since CIL was adopted on 11 April 2016.

Table 2

CIL received MSDC	2016/17	2017/18	1 April 2018/19 to 31 July 2018
CIL Admin (5%)	25,695.91	38,398.84	18,372.18
Neighbourhood CIL (15% or 25%)	76,649.89	115,196.52	54,554.31
Regulation 123 Fund	411,571.95	614,381.36	294,516.97
TOTALS	513,917.75	767,976.72	367,443.46

CIL ALLOCATIONS

6.2 Table 3 below shows the total Neighbourhood CIL payments made to the Town and Parish Councils to date. The two statutory payment dates are as follows:

- Neighbourhood CIL paid 28 October (CIL received between 1 April and 30 September)
- Neighbourhood CIL paid 28 April (CIL received between 1 October and 31 March)

Table 3

Parish Councils	October 2016	April 2017	October 2017	April 2018	Totals
Bacton Parish Council				1,686.55	1,686.55
Barking Parish Council				3,578.00	3,578.00
Bramford Parish Council	2,973.21	3172.97		3,350.74	9,496.92
Claydon and Whitton Parish Council			288.08	946.25	1,234.33
Coddenham Parish Council		1,169.90	1,169.90		2,339.80
Cotton Parish Council			3,559.70	558.77	4,118.47
Creeting St Mary Parish Council		3,766.71			3,766.71
Eye Town Council			2,924.83	2,924.83	5,849.66
Finningham Parish Council			891.54		891.54
Framsden Parish Council		1,471.25			1,471.25
Fressingfield Parish Council			1,305.48		1,305.48
Gedding Parish Meeting				548.59	548.59
Gislingham Parish Council				9,358.91	9,358.91
Haughley Parish Council			503.41		503.41
Hemingstone Parish Council	1,264.69				1,264.69
Mendlesham Parish Council		67.10		3,914.02	3,981.12
Norton Parish Council			3,566.19		3,566.19
Old Newton with Dagworth & Gipping Parish Council				2,464.65	2,464.65
Palgrave Parish Council		6,629.82	7,099.93	14,336.91	28,066.66
Rattlesden Parish Council			2,874.84		2,874.84
Redgrave Parish Council			2,148.80	2,148.80	4,297.60
Rickinghall Parish Council				3,457.94	3,457.94
Ringshall Parish Council				2,105.29	2,105.29
Stonham Aspal Parish Council				2,453.88	2,453.88
Stonham Parva Parish Council			343.97	343.97	687.94
Stowmarket Town Council		54,539.29	3,314.19	1,198.98	59,052.46
Stowupland Parish Council				18,499.53	18,499.53
Tannington Parish Meeting				2,839.95	2,839.95
Thurston Parish Council				1,629.69	1,629.69
Tostock Parish Council				4,290.10	4,290.10
Wilby Parish Council				1,387.55	1,387.55
Woolpit Parish Council				1,073.76	1,073.76
Worlingworth Parish Council			151.46		151.46
Wyverstone Parish Council		1,594.94	-43.47*		1,594.94
Totals	4,237.90	72,411.98	30,098.84	85,097.66	191,889.86

* Permission 3412/16 abated against 1272/17 and remaining CIL refunded. Negative CIL to be clawed back against future CIL receipts.

7. LEGAL IMPLICATIONS

- 7.1 CIL is collected, allocated and reported in accordance with the CIL Regulations 2010 (as amended). The Mid Suffolk CIL Regulation 62 Monitoring Report 2017-18 attached as appendix A is reported in compliance with CIL Regulation 62 and will be published on the councils website by 31 December 2018.

8. RISK MANAGEMENT

- 8.1 This report most closely links with Strategic Risk no. 1d – *Housing Delivery: If we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable*
- 8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>If we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable.</p> <p>CURRENT RISK SCORE: 6</p>	Unlikely (2)	Bad (3)	Adopted Community Infrastructure Levy (CIL), secure investment on infrastructure via planning process (e.g. S106). Creating Strategic Planning and Infrastructure framework (SPIF), creating Local Plan, Infrastructure Strategy, New Anglia LEP Economic Strategy, draft created.
<p>Failure to produce a Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that members and the public are not aware of CIL income and expenditure activities.</p>	Highly Unlikely (1)	Noticeable /Minor (2)	The Infrastructure Team produces the report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the Regulation 62 Monitoring report is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented.

9. CONSULTATIONS

- 9.1 Key Stakeholders are consulted/advised when Neighbourhood CIL Payments are made in April and October and CIL Allocation Reports are published on the Councils website by 28 April and 28 October accordingly in compliance with CIL Regulations.
- 9.2 CIL Regulation 62 (5) provides that the Regulation 62 Monitoring Report is published on the Councils website by 31 December following the financial year it relates to.

10. EQUALITY ANALYSIS

- 10.1 Equality Impact Assessment (EIA) is not required. There are no equality and diversity implications arising directly from the content of this report.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications arising directly from the content of this report.

12. APPENDICES

Title	Location
(A) Mid Suffolk CIL Regulation 62 Monitoring Report 2017-18	Attached

This page is intentionally left blank



Community Infrastructure Levy (CIL) Regulation 62 Monitoring Report 2017/2018

Mid Suffolk District Council

1.0 Introduction

1.1 The Mid Suffolk Community Infrastructure Levy (CIL) Charging Schedule was approved by Full Council on the 20 January 2016 and came into effect on the 11 April 2016. Planning applications decided on or after the 11 April 2016 may be subject to CIL.

1.2 Mid Suffolk will use CIL to secure infrastructure as shown on the Regulation 123 list.

1.3 Regulation 62 of the CIL Regulations 2010 (as amended) requires a Charging Authority to: “Prepare a report for any financial year (“the reported year”) in which:

- a) it collects CIL, or CIL is collected on its behalf; or
- b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent.”

2.0 Monitoring

2.1 Table 1 on the following page sets out the CIL monitoring information as required by Regulation 62 (4) (as amended).

3.0 Further Information

3.1 Further information about Mid Suffolk CIL including the Charging Schedule, Instalment Policy, Regulation 123 List and CIL Financial Reports can be found on our Developer Contributions (CIL) webpages.

Infrastructure Team

Tel: 01449 724563

E-mail: infrastructure@babrqhmidsuffolk.gov.uk

Website: <http://www.midsuffolk.gov.uk/>

Table 1 – Mid Suffolk CIL Monitoring Information 2017/18

Regulation 62 Reference	Description	Amount Collected / Project Title	Notes
4 (a)	The total CIL receipts for the reported year	£767,976.72	CIL income received between 1 April 2017 and 31 March 2018
4 (b)	The total CIL expenditure for the reported year	£136,849.55	See breakdown of this figure in sections 4(c) to 4(ca)
4 (c)	Summary details of CIL expenditure during the reported year (other than in relation to CIL to which regulation 59E or 59F applied) including:	-	-
4 (c) (i)	The items of infrastructure to which CIL (including land payments) has been applied	n/a	Bid Round 1 still in progress
4 (c) (ii)	The amount of CIL expenditure on each item	n/a	As above
4 (c) (iii)	Amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)	£0	
4 (c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation	£34,295.26 5%	£24,262.31 allocated April 2017 and £10,032.95 allocated October 2017
4 (ca)	The amount of CIL passed to:- (i) any local council under regulation 59A or 59B (ii) any person under regulation 59(4)	£102,554.29* £0	A full list of Neighbourhood CIL allocations for April 2017 and October 2017 are detailed on the CIL Reporting webpage * This figure includes the sum of £43.47 not yet clawed back against future CIL receipts for Wyverstone Parish Council.
4 (cb)	Summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including: (i) the total CIL receipts that regulations 59E and 59F applied to (ii) the items to which the CIL receipts to which regulations 59E and 59F applied have been applied; and (iii) the amount of expenditure on each	£0 n/a n/a	Neighbourhood CIL for Parish Meetings has not been retained

	item		
4 (cc)	<p>Summary details of any notices served in accordance with regulation 59E, including:</p> <p>(i) the total value of CIL receipts requested from each local council; and</p> <p>(ii) any funds not yet recovered from each local council at the end of the reported year.</p>	<p>£0</p> <p>£0</p>	
4 (d)	<p>Total amount of</p> <p>(i) CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;</p> <p>(ii) CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;</p> <p>(iii) CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;</p> <p>(iv) CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year;</p>	<p>£631,127.17</p> <p>£411,571.94</p> <p>£0</p> <p>£0</p>	<p>Total CIL receipts for the reported year less Neighbourhood CIL and CIL Admin allocations</p> <p>2016-17 Receipts less 2016-17 Neighbourhood CIL and CIL Admin allocations (in other words Reg 123 Funds)</p> <p>No Parish Meeting funds held for 2017-18</p> <p>No Parish Meeting funds held for 2016-17</p>
4 (e)	<p>The amount in relation to any infrastructure payments accepted by the charging authority—</p> <p>(i) the items of infrastructure to which the infrastructure payments relate,</p> <p>(ii) the amount of CIL to which each item of infrastructure relates</p>	<p>None</p> <p>n/a</p>	<p>No infrastructure payments have been received or made</p>

Agenda Item 11

MID SUFFOLK DISTRICT COUNCIL

TO: MSDC Cabinet	REPORT NUMBER: MCa/18/29
FROM: Glen Horn Cabinet Member for Planning	DATE OF MEETING: 10 September 2018
OFFICER: Christine Thurlow Professional Lead Key Sites and Infrastructure	KEY DECISION REF NO. CAB77

COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE BUSINESS PLAN

1. PURPOSE OF REPORT

- 1.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Timeline for Implementation and Review were all adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk). (Background Documents refer)
- 1.2 The processes and governance around CIL expenditure is set out in these documents and the type of infrastructure that CIL 123 monies can be spent on is set out in each Councils Regulation 123 list. (Background Documents refer).
- 1.3 CIL expenditure operates using a process of twice yearly bid rounds which occur on the 1st- 31st May and 1st - 31st October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds (allowing the opportunity for other funding streams to also be considered). Following this all valid Bids are prioritised using criteria set out in the CIL Expenditure Framework and recommendations on Valid Bids are included within a CIL Business Plan for each District. The CIL Business Plan for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the valid Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Mid Suffolk's CIL Business Plan - September 2018 which forms Appendix A to this report. This report also contains the assessment of the Bids including the judgements around the prioritisation criteria. (Appendix B)

2. OPTIONS CONSIDERED

- 2.1 There is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided to Cabinet's on the 5th and 8th of February 2018 and discussed in full during the workshops with the Joint Member advisory panel. Members however adopted the documents set out in paragraph 1.1 above by Council decision in April 2018.

3. RECOMMENDATIONS

3.1 That the CIL Expenditure Business Plan and accompanying technical assessments of the CIL Bids forming Appendices A and B and which include decisions on valid Bids for Cabinet to make and those for Cabinet to note and endorse be approved as follows: -

Decisions for Cabinet to take:

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid	Recommendation
M05-18 STOWMARKET Improvements to 2 Bus stops, bus shelters and Real time passenger information transport screen (Suffolk County Council)	£35,000 Total Cost £35,000	Cabinet to approve
M08-18 BOTESDALE Botesdale Health Centre Increase in capacity incorporating Hospice facilities (National Health Service England)	£98,000 Total Cost 552,864.30	Cabinet to approve

Decisions for Cabinet to note and endorse:

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Delegated Decision
M02-18 LAXFIELD – New Bus stops (Suffolk County Council)	£5,000 Total cost £5,000	Approved on the 20 th August 2018
M04-18 STOWMARKET - Improvements to 2 Bus Stops (Suffolk County Council)	£5,000 Total cost £5,000	Approved on the 20 th August 2018
M11-18 STOWUPLAND Church Road (Stowupland Sports and Social Club)	£3442.43 Total cost £6954	Approved on the 20 th August 2018
M12-18 STOWUPLAND Village Hall (Stowupland)	£9797.67	Approved on the 20 th August 2018

Village Hall Management Hall Committee	Total Cost £24161.12 (excluding VAT)	
3.2	Cabinet are asked to note and endorse that except for CIL Bids M07-18 and M09-18 which were s106 draw down and were not CIL 123 compliant respectively (such that neither Bid could be progressed), all other non-determined valid or invalid Bids continue to be worked upon and all will be carried forward to the next CIL Bid round 2 for consideration.	
3.3	Cabinet are also asked to note and endorse this CIL Business Plan which includes all those valid CIL Bids where offers of other sources of funding have been made for projects as part of the CIL process such that the value of that original CIL Bid is reduced.	
<p>REASON FOR DECISION</p> <p>Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11th April 2016. The CIL Expenditure Framework adopted in April 2018 requires the production of a CIL Business Plan for each District which contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form the one of the ways which necessary infrastructure supporting growth is delivered.</p>		

4. KEY INFORMATION

- 4.1 Given the determination of “available monies” for Bid Round 1 - (paragraphs 6.7 and 6.8 below) Members are advised: -
- 19 Bids submitted in total – all acknowledged and given a reference
 - Majority of Bids were initially invalid due to inadequate or erroneous information. Further information on all such Bids has been requested.
 - A list of Valid Bids is published on the Web site (including a recent addition to the list when another Bid became valid due to satisfactory information being received)
 - 9 out of the 19 Bids are collaborative (ie more than one source of anticipated income for the project.)
 - One Bid was for s106 draw down (£13,688.40) and has been dealt with as the CIL Bid was made erroneously. (Bid Reference M/07-18 Stowmarket – Stow Health)
 - The remaining 9 bids seek 100% CIL monies for funding for the project.
 - 9 of the 18 remaining Bids are from Parish Councils or Community Groups and 9 Bids are from 2 different infrastructure providers (Suffolk County Council and Health).

- The total value of the Bids being made is **£3,478,470.50** (excludes CIL Bids which are treated as withdrawn and not regulation 123 compliant). This figure includes all valid and invalid Bids and where applicable the reduced value of the CIL Bids where other funding has been offered.
- Not all of the Bids are CIL 123 Regulation compliant. (ie Bids which do not form part of the CIL 123 list) All such Bidders have been made aware these cannot be progressed. (e.g M09-18 Stowupland – Trinity Walk to public footpath – upgrading of existing track to footpath)

Conclusions of key information

- 4.2 The amount of money sought from Bidders in Bid round 1 exceeds the “available funds” from the Local Infrastructure fund. However not all Bids have been made valid yet because further clarifying information is required and/or because not all of the necessary formal approvals are yet in place to allow the Bid (and therefore the project to commence on site (ie the grant of planning permission and /or Building Regulation approval for the project). This therefore reduces demand on the available funds for this Bid round.
- 4.3 The list of CIL Bids for the first round is contained in the CIL Business Plan and includes Valid and Invalid Bids. (Appendix A) The valid Bids have been the subject of Consultation, Screening (for s106 and the opportunity has been taken to consider other potential sources of funding). In addition, where appropriate, these valid Bids have been assessed using the prioritisation criteria in the CIL Expenditure Framework so that a decision can be made. This forms the technical assessment using all the criteria in the CIL Expenditure Framework and comprises Appendix B. (All valid Bids where a decision is being taken will be the subject of a technical assessment.)
- 4.4 Where decisions on Valid Bids are delegated they have been determined and the decision is for Members to note. Where under the governance arrangements Valid Bids have been submitted and these are for Cabinet to decide, a recommendation has been provided (for each valid Bid) for Cabinet to consider and determine.
- 4.5 All those Bids which are currently listed as invalid in the Appendix A will be carried forward to the next Bid round unless otherwise stated. This will allow further discussions to take place, the submission of further information which clarifies/amends the Bid and/or confirms that all the necessary formal approvals for the project have been secured.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The effective spending of CIL Monies will contribute to all the three priority areas that Councillors identified in the Joint Strategic Plan. Economy and Environment Housing and Strong and Healthy Communities.

6. FINANCIAL IMPLICATIONS

- 6.1 The adopted CIL Expenditure Framework is critical to the funding of infrastructure to support inclusive growth and sustainable development.
- 6.2 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Each Council is required to publish a list of infrastructure that they will

put the CIL towards. These lists, known as the “Regulation 123 lists”, were adopted and published in January 2016. These documents are different for both Councils; the hyperlink for the 123 List for Mid Suffolk is contained at paragraph 12.1.

- 6.3 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils but where there is a Neighbourhood Plan in place this figure rises to 25%. For those parishes where there is no Parish or Town Council in place the Council retains the monies and spends the CIL Neighbourhood funds through consultation with the Parish
- 6.4 Since the implementation of CIL for both Councils on the 11th April 2016 there have been four payments to Parish Councils, in October 2016, April 2017, and October 2017 and April 2018. At the time that the Parish pay-outs are made, the 20% save for Strategic Infrastructure fund is also undertaken. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. As this accounting requires Finance to verify the figures, daily accounting in this way would be too cumbersome and resource hungry to carry out. There is no adverse impact on the Bid Round process or cycle to this method of accounting. Indeed, these dates work well with the Bid round process. (Paragraph 1.3 refers).
- 6.5 The remaining 80% of the CIL 123 monies comprises the Local Infrastructure Fund from which the available funds for expenditure against the Bid round are calculated. Within the CIL Expenditure Framework infrastructure provision for major housing developments is prioritised and ringfenced for spend against these housing projects. In this way housing growth occurring within the Districts is supported by infrastructure provision.
- 6.6 When commencement of these major housing schemes occurs, monies are collected according to the CIL Payment plan in place. If the scale of development is large the CIL Payment Plan could be up to 5 equal payments collected over a two-year timescale. Smaller developments are required to pay the money in less instalments and over a shorter timescale. These monies are held in a separate account from the Strategic and Local Infrastructure fund to ensure the monies are safeguarded for that development. The remaining monies are known as the “**available funds**” and it is these (together with Bids for allocated funds if any are submitted) that can be spent against according to the Bid round process.

Available funds For Strategic and Local Infrastructure Funds – Mid Suffolk

- 6.7 These are: -
- Total Amount of Regulation 123 monies available (after 5% CIL admin charge and Parish apportionment pay-out on the 28th April 2018)
 - Strategic Infrastructure Fund £ 205,190.66
 - Local Infrastructure Fund £ 820,762.65
 - Four major housing schemes where commencement has occurred and CIL monies have been paid before 28th April Parish pay- out date. (Lion road Palgrave, Phase 6C Cedars Park Stowmarket, Land at Norton Road Tostock and Land between Gipping road and Church Road Stowupland)

- As such the Local Infrastructure pot needs to be reduced by £395,063.01 for ring fenced infrastructure. (see CIL Business Plan)

6.8 The available funds (from the Local Infrastructure Fund) for expenditure on Bid round 1 is **£425,699.64**. The total value of the CIL Bids for approval of infrastructure in Bid round 1 is **£156,240.10**. The amount to be carried forward to the next Bid round is **£269,459.54**.

Expenditure	Total	2017/18	2018/19	2019/20
CIL Expenditure “Available Funds” in Bid Round 1		N/A	£425,699.64	N/A
Total Expenditure in Bid Round 1		N/A	£156,240.10	N/A
Amount carried forward to Bid Round 2		N/A	£269,459.54	N/A

7. LEGAL IMPLICATIONS

- 7.1 The detailed framework for CIL expenditure is legally sound and robust and was designed including a legal representative from the Councils Shared Legal Service (who also attended each of the Joint Member workshop sessions and agreed the adopted CIL Expenditure Framework documents (prior to consideration by Cabinet and Council of both Districts).
- 7.2 This report and the accompanying CIL Business Plan for Mid Suffolk District Council-September 2018 (including Appendices A and B) has also been endorsed as being sound and legally compliant by the Councils Shared Legal Service.
- 7.3 Governance arrangements agreed in April 2018 as part of the CIL Expenditure Framework are indicated for each Bid in the list of Bids. The delegation for making Delegated decisions for the Community Infrastructure Levy falls to Assistant Director Growth under the governance arrangements in the CIL Expenditure Framework.
- 7.4 Regulation 62 of the CIL Regulations 2010 (as amended) requires CIL charging authorities to publish monitoring statistics for collection allocations and expenditure of CIL monies by the 31st of December for each year. The 2017 Monitoring Report for both Councils is published on our websites (see below).

<http://www.babergh.gov.uk/assets/CIL-and-S106-Documents/Mid-Suffolk-District-Council-CIL-Monitoring-Report-2016-17.pdf>

- 7.5 The Regulation 62 report for the financial year 2017/2018 forms a separate item to Cabinet for consideration.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Strategic Risk 1d – Housing Delivery. If we do not secure satisfactory investment in infrastructure (schools, health, public transport improvements etc) then development is stifled and /or unsustainable.
- 8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, public transport improvements etc.), then development is stifled and/or unsustainable.</p> <p>Current Risk Score: 6</p>	Unlikely (2)	Bad (3)	<p>Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106). Creating the Infrastructure Delivery Plan as part of the Strategic Plan, Joint Local Plan with associated Infrastructure Strategy and Infrastructure Delivery Plan will ensure that infrastructure across both Councils is addressed, New Anglia LEP Economic Strategy, draft created together with the Councils Open for Business Strategy.</p>
<p>Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities.</p>	Highly Unlikely (1)	Noticeable /Minor (2)	<p>The Infrastructure Team produces the report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the Regulation 62 Monitoring report is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented</p>

<p>Failure to monitor expenditure such that CIL expenditure is not effective.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a yearly CIL Business plan (with a 6 month update) will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.</p>
<p>If too high a value is allocated into the Strategic 123 CIL Fund, there is a risk that there would be insufficient Local 123 CIL Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>The Infrastructure Team will continue to monitor all allocations of Regulation 123 CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure the level set remains appropriate.</p>
<p>If 25% Neighbourhood CIL is automatically allocated to any Parish/Town councils where there is no Neighbourhood Plan in place, there is a risk that there would be insufficient 123 CIL Funding to allocate to the Strategic 123 CIL Fund and also the risk that there would be insufficient Local 123 CIL Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>The Infrastructure Team will continue to monitor all allocations of Neighbourhood CIL and Regulation 123 CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.</p>
<p>If commencements of major housing developments were not correctly monitored or the incorrect apportionment of CIL 123 monies were to occur such that monies could not be allocated towards major housing developments, inadequate infrastructure provision would result.</p>	<p>Unlikely (2)</p>	<p>Disaster (4)</p>	<p>The Infrastructure Team will continue to monitor all commencements of development through the service of the required Commencement Notice by developers such that correct apportionment of 123 CIL Funds can be undertaken. The CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.</p>

Assurances (for collection of CIL monies)

8.3 In September 2016 Internal Audit issued a report in relation to CIL governance processes. The Audit Opinion was High Standard and no recommendations for improvement to systems and processes were made. Table 5 provides a definition of this opinion:

Table 5

	Operation of controls	Recommended action
High standard	Systems described offer all necessary controls. Audit tests showed controls examined operating very effectively and where appropriate, in line with best practice.	Further improvement may not be cost effective.
Effective	Systems described offer most necessary controls. Audit tests showed controls examined operating effectively, with some improvements required.	Implementation of recommendations will further improve systems in line with best practice.
Ineffective	Systems described do not offer necessary controls. Audit tests showed key controls examined were operating ineffectively, with a number of improvements required.	Remedial action is required immediately to implement the recommendations made.
Poor	Systems described are largely uncontrolled, with complete absence of important controls. Most controls examined operate ineffectively with a large number of non-compliances and key improvements required.	A total review is urgently required.

8.4 On the 18th December 2017 Joint Overview and Scrutiny received a fact sheet on collection and current thinking on CIL expenditure and questions were answered in relation to it. Members of that Committee were advised of the route map towards getting a framework for CIL expenditure formally considered. Members were advised that this would be a key decision for both Councils and would need to go to Cabinet and then full Council. The resulting joint CIL: Expenditure Framework, the CIL Expenditure Communications Strategy and the Timeline for the Expenditure of CIL and its Review were adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk).

8.5 In May 2018 the results of an investigation by Internal Audit on behalf of the Assistant Director Growth were produced following complaints regarding the CIL process in place for Babergh and Mid Suffolk. The investigation concluded: -

- “The information provided to the public in relation to the CIL process is superior to that found for some other Councils and the team go over and above the requirements when supporting applicants where resources allow them to do so. It is Internal Audit’s opinion that the Infrastructure team, even though working under challenging conditions with increasing numbers of applications, are providing a good service to customers and also pro-actively looking for ways to improve where possible.”
- “The audit opinion is therefore high standard” – (paragraph 8.3 defines high standard classification)

Assurances (for collection and expenditure of CIL Monies)

- 8.6 It is likely that a further internal audit of CIL collection and expenditure will occur in quarter three of 2018, commencing September onwards (Audit Workplan 2018) As such Internal Audit have already been invited to be part of the Review process of CIL and have already attended the Joint Member panel meeting on the 10th July 2018.
- 8.7 It is expected that Internal Audit will continue to regularly audit CIL collection allocation and expenditure processes and actual expenditure once any scheme is developed and implemented.
- 8.8 As Members will recall there is a timeline for implementation of CIL and its review which contains key dates for the remainder of the CIL expenditure year cycle (Background papers refer)
- 8.9 The Review of the CIL Expenditure Framework starts after the first Bid round has been completed in September 2018 and occurs at the same time as the second Bid round is happening such that the Review is completed by April 2019.
- 8.10 Both Councils also agreed in April 2018: -
- That the Review of the CIL Expenditure Framework should be the subject of scrutiny by Overview and Scrutiny after the first Bid round. Dates have been included for this in the forward workplan for Overview and Scrutiny on the 18th and 22nd October 2018.
 - The Joint Member Panel will also inform the Review going forward before its formal consideration.

9. CONSULTATIONS

- 9.1 The CIL Expenditure Communications Strategy contains a requirement for both Councils to consult the following bodies or organisations (for a period of 21 days) where Valid Bids for their Wards or Parish have been submitted: -
- Division County Councillor
 - District Member(s)
 - Parish Council
- 9.2 Where appropriate as part of the CIL process and assessment of the Bids, Officers have also taken advice from other Officers within the Council; including the Communities team and the Strategic Leisure Advisor.
- 9.3 Regular Parish events and Member briefings will continue to be held to familiarise all with the Expenditure Framework and how we can continue to work together to provide infrastructure for the benefit of our communities.

10. EQUALITY ANALYSIS

- 10.1 There are no equality and diversity implications arising directly from this report.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 It is important that appropriate infrastructure mitigates harm which could be caused by new development without its provision. CIL is one way in which infrastructure is provided and the CIL expenditure framework requires two bid rounds per year supported by the provision of a business plan for each bid round. This CIL expenditure framework contains the bids and outcomes for bid round 1. There is no EIA assessment required.

12. APPENDICES

Title	Location
A The CIL Business Plan for Mid Suffolk - September 2018	ATTACHED
B Appendix B to the CIL Business Plan for Mid Suffolk -September 2018	ATTACHED

13. BACKGROUND DOCUMENTS

- 13.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Regulation 123 List for Mid Suffolk District Council together with the Timetable for the implementation of the CIL Expenditure Framework and Review constitute background papers for this report. These were adopted by Mid Suffolk on the 26th April 2018 and are as follows:-

- The CIL Expenditure Framework:

<https://babberghmidsuffolk.moderngov.co.uk/documents/s9921/CIL%20Appendix%20A.pdf>

- The CIL Expenditure Framework Communications Strategy:

<https://babberghmidsuffolk.moderngov.co.uk/documents/s9922/CIL%20Appendix%20B.pdf>

- Regulation 123 List for Mid Suffolk District Council:

<https://babberghmidsuffolk.moderngov.co.uk/documents/s9924/CIL%20Appendix%20D.pdf>

- The Timetable for the implementation of the CIL Expenditure Framework and Review

<https://babberghmidsuffolk.moderngov.co.uk/documents/s9925/CIL%20Appendix%20E.pdf>

This page is intentionally left blank



The Community Infrastructure Levy (CIL) Expenditure Business Plan
Mid Suffolk District Council
September 2018

MID SUFFOLK CIL BUSINESS PLAN - SEPTEMBER 2018

KEY FACTS

- The CIL Expenditure Framework, the CIL Communications Strategy and Timeline for Implementation and Review were approved on the 26th April 2018. Documentation on website
Mid Suffolk - <http://baberghmidsuffolk.moderngov.co.uk/documents/s9920/MC1740%20CIL%20report.pdf>
- First Bid Round (for Infrastructure providers including Officers from Babergh and Mid Suffolk DC and Parishes and Community Groups) for funds opened 1st May - 31st May 2018.
- Documents contain the processes, criteria for consideration and governance of the scheme which includes the production of a CIL Business Plan (twice yearly – after each bi annual Bid Round). This document contains decisions to be made by Cabinet on Bids and for Cabinet to note decisions which have been made under delegated powers (all as detailed in the Governance section of the Councils CIL Expenditure Framework)
- 20% of all CIL collected (after the 5% Admin charge and the Parish apportionment has been deducted) is being saved for Strategic Infrastructure expenditure (definition in the CIL Expenditure Framework)
- Infrastructure for new housing growth (over ten dwellings) is prioritised in the CIL Expenditure Framework and the CIL monies collected against such schemes are saved in a different fund in order that these monies are available for infrastructure for these housing projects.
- The remaining Regulation 123 monies are available for Local Infrastructure expenditure (definition in the CIL Expenditure Framework) and it is these “**available funds**” (together with the prioritised funds) that CIL Bids will be spent against.
- The “**available funds**” are stated below together with details of all new starts on new major housing growth projects (within the specified period) so that allocated funds can be understood and accounted for. .
- All CIL expenditure must be in accordance with the CIL 123 lists for Mid Suffolk which are on the Web site
Mid Suffolk - <http://baberghmidsuffolk.moderngov.co.uk/documents/s9924/CIL%20Appendix%20D.pdf>
- Timetable for consideration of Bids and the review of the CIL Expenditure Framework is on the website
Babergh and Mid Suffolk - <http://baberghmidsuffolk.moderngov.co.uk/documents/s9925/CIL%20Appendix%20E.pdf>

CONSIDERATION OF BIDS

Key Facts

- All received Bids are acknowledged and all missing or outstanding information must be submitted before the Bid can be made valid or progressed to formal determination
- When a Bid is made valid consultation will occur with the Ward County Council the Ward District Member(s) and the Parish Council for a period of 21 days
- All valid Bids will be assessed against the Validation Screening and Prioritisation criteria set out in the CIL Expenditure Framework. For each Bid there will be a Technical assessment section (Appendix B) within the CIL Business Plan
- The technical assessment of all the valid Bids contains a conclusion section that the Recommendation to Cabinet in the CIL Business Plan is founded upon.
- The CIL Business Plan for each Council contains decisions to be made by the Cabinet on Bids and Bids for the Cabinet to note where decisions have been made under delegated powers (all as detailed in the Governance section of the Councils CIL Expenditure Framework)

PRIORITISATION OF FUNDS

- The CIL Expenditure Framework requires “all planning decisions to approve housing/employment development which carry Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission and considered by Planning Committee) shall be supported and considered a priority so that the approved development which is ultimately carried out is sustainable”.
- As such any such planning applications which have been commenced and for which CIL monies have been received shall have the CIL monies kept in a separate pot so that the spend against these priority infrastructure projects can be safeguarded for the community receiving the growth. The remaining monies shall be known as the “available funds” for expenditure in the Bid round process. Those priority schemes where works have started and are subject to CIL will be listed below in this document together with the amount of CIL collected so far.. Infrastructure Officers will work with Infrastructure providers to ensure that Bids are received for these priority schemes.

PRIORITY HOUSING SCHEMES (commenced between 11th April 2016 - 28th April 2018)

LOCATION	ADDRESS	APPROVED DEVELOPMENT	TOTAL AMOUNT OF CIL TO BE COLLECTED	AMOUNT OF CIL COLLECTED TODATE	TOTAL INFRASTRUCTURE REQUIREMENTS AT TIME OF THE PLANNING APPLICATION	BIDS SUBMITTED AND TOTAL AMOUNT OF CIL SOUGHT
PALGRAVE	Lion Road	4195/15 – 21 dwellings	£238,491.60	£142,912.22	Education = £85,267.00 Libraries = £4536.00 Waste = 1071.00 TOTAL = £90,874	Bid reference, type and Bid value M03-18 Bus stops Lion Road Palgrave
STOWMARKET	Phase 6C Cedars Park	1709/16 – 89 dwellings	£363,595.24	£363,595.24	Libraries = £19224.00 Education = £468,964.00 TOTAL=£488,188	None as yet
TOSTOCK	Land at Norton Road	4974/16 – 14 dwellings	£143,003.45	£28,600.69	Education = £36543.00 Pre School = £12,182.00 Libraries = £3024.00 TOTAL=£51,749	None as yet
STOWUPLAND	Land Between Gipping Road and Church Road	3112/15	£1,783,032.36	£123,330.21	Education =£1,212,230.00 Pre School = £103,547.00 Libraries = £37,800.00 Waste = £ 8925.00 TOTAL=£1,362,502	Bid reference, type and Bid value:- Bid M13-18 Increase capacity in Stowupland Freemans Primary School = £523,783.00 M14-18 Increase capacity in Stowupland Secondary School Church Road = £1,173,437.00 TOTAL=£1,697,220

AVAILABLE MONIES

Total Amount of Regulation 123 monies available (after 5% CIL admin charge and Parish apportionment pay-out on the 28th April 2018 allowing for the 20% save for the Strategic Infrastructure Fund and the prioritisation of funds to meet the infrastructure costs associated with major housing developments.

- **Strategic Infrastructure Fund = £ 205,190.66**
- **Local Infrastructure Fund = £ 820,762.65**
- **Prioritisation of funds for major housing growth projects (listed above) = PALGRAVE- application reference 4195/15 = £85,747.33**
STOWMARKET - application reference 1709/16 = £218,157.14
TOSTOCK - application reference 4974/16 = £17,160.41
STOWUPLAND - application reference 3112/15 = £73,998.13
- **AVAILABLE FUNDS FOR BID ROUND 1 = £425,699.64**

CIL BUSINESS PLAN

The following table comprises a list of CIL Bids received in Bid Round One (May 1st May-31st May 2018). Not all of the Bids are valid (either missing information, no formal approvals for the proposed infrastructure or further investigation or clarification being sought). All Bids where no decision is being made or where they are invalid will be carried forward to the next Bid round.

The sum total of all the recommendations in the CIL Business Plan result in a spend of £156,240.10 from the available monies leaving the remainder to go back into the pot for Local Infrastructure Fund spend in Bid Round Two. This is as follows: -

- **Total Value of Bids being approved through Bid Round 1 (both Delegated and Cabinet) = £156,240.10**
- **Local Infrastructure Fund monies carried forward to Bid Round 2 = £269,459.54**

LIST OF ALL BIDS RECEIVED FOR BID ROUND ONE (1ST May - 31ST May 2018) FOR MID SUFFOLK DISTRICT COUNCIL (including recommendations to Cabinet to make decisions or for Cabinet to note delegated decisions already taken).

This list should be read in conjunction with Appendix B which comprises the technical assessment upon which the recommendations are based)

Bid number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant (Y/N)	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other Sources of other funding and amounts	Consultation and expiry date (on valid Bids only)	Valid	Reasons why Bid Invalid	Recommendation to Cabinet (for Cabinet Decision or Delegated decision (for Cabinet to note)
M01-18	GISLINGHAM Mill Street	Construction of new Band Hall Gislingham Silver Band	Yes Provision of Community facilities	£130,000.00	No	Total cost £161,921.60 Other sources of funding Band Funds £20,287.00 Gislingham United Charity £5,000.00 Gislingham Parish Council	Start date -19 th July 21 day period expires 9 th August	Yes	N/A	It is necessary to defer consideration of this Bid to allow further investigation into occupancy and capacity of the Village Hall and this proposed building so as to understand the resilience of a second community building in the parish together with the

						<p>£4,000.00 Gislingham Variety £1,000.00 Alfred Williams Charitable Trust £3,000.00 Councillor Fleming Locality Budget £1,000.00 Botesdale Parish Council £150.00 Scarfe Trust £500.00 East of England Co-op £200.00 Eye Town Council £100.00 The Ganzoni Charitable Trust £1,000.00</p>				<p>implications this has on the Village Hall. This Bid will be carried forward for determination into Bid Round 2.</p>
--	--	--	--	--	--	---	--	--	--	---

						Personal donations £823.00				
M02 - 18	LAXFIELD Mill Road	2 New Bus Stops Suffolk County Council	Yes Public Transport improvement s	£5,000.00	Yes	Total cost £5,000.00	Start date 19 July. 21 day period expires 9 th August	Yes	N/A	Delegated decision taken on 20th August 2018 Decision for Cabinet to note
M03 - 18	PALGRAVE Lion Road	2 New Bus stops Suffolk County Council	Yes Public Transport Improvement s	£5,000.00	Yes	Total cost £5,000.00	Start date 19 July. 21 day period expires 9 th August	Yes	N/A	Following an objection to the proposed infrastructure from Palgrave Parish Council the Bid determination is deferred until Bid Round 2 to resolve this objection
M04 - 18	STOWMARKET Finborough Road	Improvement to 2 Bus stops Suffolk County Council	Yes Public Transport Improvement s	£5,000.00	Yes	Total cost £5,000.00	Start date 19 July. 21 day period expires 9 th August	Yes	N/A	Delegated decision taken on 20th August 2018 Decision for Cabinet to note
M05 - 18	STOWMARKET Mortimer Road	Improvement to 2 Bus stops bus shelters and real time passenger transport screen Suffolk County Council	Yes Public Transport Improvement s	£35,000.00	Yes	Total cost £35,000.00	Start date 19 July. 21-day period expires 9 th August	Yes	N/A	Recommended to Cabinet to approve CIL Bid for £35,000.00

M06 - 18	MENDLESHAM Opposite High House Farm Mendlesham Green	Three additional pieces of play equipment (a climbing frame a nest swing a roundabout plus grass matting Mendlesham Parish Council	Yes Provision of leisure facilities	£7,201.00	Yes but ultimately not required	Total cost £22,201.00 (excluding VAT) Other sources of funding Mendlesham Parish Council £10,000.00 Mendlesham Community Council £2000.00 Mendlesham Educational Foundation £500.00 SCC Locality Fund £2500.00	Consultation process commenced on the 19 th July but a community grant offer was made for £7201.00 on the 20 th July 2018	Yes	N/A	Community Grant offered for sum of £7201.00 on 20th July 2018. Consequently, no decision is required on this CIL Bid as all the funding for this project is in place. Therefore, the CIL Bid can be treated as withdrawn.
M07-18	STOWMARKET Stow Health	Nurse Treatment Room Expansion of capacity and capability Stow Health	Paid for by s106 in full – No decision required on CIL	Not CIL Bid but drawdown of s106 - £13,688.40	Yes but ultimately not required	N/A	N/A	No	N/A	Dealt with as s106 drawdown – no CIL Bid decision required
M08 18	BOTESDALE Botesdale Health Centre	Increase in capacity of Practice to	Yes = Provision of	£98,739.74	No	Total Costs £552,864.30	Start date 1 st August. 21 day period expires	Yes	N/A	Recommended to Cabinet to approve CIL Bid for

		Serve new and existing Development incorporating Hospice Facilities Botesdale Health Centre	health facilities			Other sources of funding Practice £136,854.28 NHS £317,270.37	22 nd August 2018			£98,739.74.
M09-18	STOWUPLAND Trinity Walk to public footpath	Upgrading of existing track to provide all weather surface for cyclists and pedestrians	No These are highway works. Not Reg 123 compliant	£5,305.00	No	Total cost not specified Works by Bloor Homes but not financial contribution Stowupland Parish Council £2000.00 Cost of finishing works and sundries	Consultation not started as the scheme is not Regulation 123 list compliant.	No	N/A	Not Regulation 123 list compliant. The CIL Bid cannot therefore be progressed and has been treated as withdrawn.
M10-18	STOWUPLAND Trinity Meadows Development Church Road	Parish Notice Board Stowupland Parish Council for Trinity Development	Yes Provision of community facilities	£641.35	No	Total cost £1282.35 (excluding VAT) Stowupland Parish Council £641.00	N/A	No	Notice Board would be on land which is not owned by the Parish Council	Delegated Decision ultimately if Bid made valid

		Stowupland Parish Council							and is not publicly owned land. There is also a question which is unresolved about whether planning permission is also required	
M11-18	STOWUPLAND Church Road	Development of Stowupland Sports and Social Club Shower Facilities Stowupland Sports and Social Club	Yes Provision of Community facilities	£5,954.00 Originally. Now £3442.43 given other funding secured	No	Total cost £6954.00 MSDC - £500.00 SCC Locality Budget - £500.00	Start date 19 th July. 21 day period expires 9 th August 2018	Yes	N/A	For Community Grant funding and s106 purposes only Bid has been assessed with M12-18 and Community Grant and s106 offered (see M12-18 for details) Delegated decision taken on this project for CIL funding of £3,442.43 on 20th August. Cabinet to note
M12-18	STOWUPLAND Village Hall	Stowupland Village Hall project Stowupland Village Hall	Yes Provision of Community facilities	£17,053.34 Originally Now £9797.67	No	Total cost 24161.12 excluding VAT	Start date 19 th July. 21 day period expires 9 th August 2018	Yes	N/A	For Community Grant funding and s106 purposes only this Bid has been assessed together

		Management Hall Committee		given other funding secured		Village Hall Funds £6,000.00 Stowupland Parish Council CIL fund (not yet secured £3,000.00				with M11-18 and Community Grant and s106 offered of £9,767.24 Delegated decision taken on this project for CIL funding of £9,797.67 on 20th August. Cabinet to note
M13-18	STOWUPLAND Freeman Community Primary School Church Road	Increase capacity at Freeman Primary Suffolk County Council	Yes (enlargement of buildings and potentially additional land (extension of existing school) although 15,000 for scope and design is not eligible through CIL expenditure scheme as it represents a feasibility study	£523,783.00 including £15,000.00 (initial scope and design -	Yes	Total cost £523,783.00	N/A	No	No formal approval in place for the proposed infrastructure Discussions continuing to hone this Bid.	Cabinet decision ultimately when Bid made valid. However, this Bid is held over until Bid round 2.
M14-18	STOWUPLAND Church Road	Enlargement of Stowupland	Yes to Provide additional	£1,173,437.00	Yes	Total cost £1,173,437.00	N/A	No	No formal approval	Cabinet decision ultimately when Bid made valid

		Secondary School Suffolk County Council	capacity at the school						s in place for the proposed infrastructure Discussions continuing to hone this Bid.	However, this Bid is held over until Bid round 2
M15-18	MENDLESHAM Primary School	To increase capacity Suffolk County Council	Yes to Provide additional capacity at the school	£73,077.00	No	Total cost £115,600.. S106 funds secured from 0245/15 and RM – GR warehousing £42,523.00	N/A	No	No formal approvals in place for the proposed infrastructure Discussions continuing to hone this Bid.	Cabinet decision ultimately when Bid made valid However, this Bid is held over until Bid round 2
M16-18	STOWMARKET Lavenham Way Combs	To increase capacity at Trinity Church of England Voluntary Primary School	Yes to enlarge capacity of existing primary school	£95,656.00 although £7,000 is sought for initial design and scoping	Yes	Total cost £95,656.00	N/A	No	No formal approvals in place for the proposed	Cabinet decision ultimately when Bid made valid However, this Bid is held over until Bid round 2

		Suffolk County Council		which is not eligible					infrastructure Discussions continuing to hone this Bid.	
M17-18	THRANDESTON Village Hall Committee	Refurbishment of Village Hall to include new ceiling sound quality during meetings and rewiring and improvements to the heating system Thrandeston Village Hall Committee	Yes provision of Community Facilities	£2,658.00	Yes	Total cost £2658.00	N/A	Yes	N/A	S106 monies offered of £1980.69 on 8th August 2018 with other funding opportunities being explored for sum of £667.31 for remainder of the cost of the works. Bid will be held over until Bid round 2 but if other funding secured the CIL Bid is likely to be withdrawn.
M18-18	EYE Hartismere School	Provision of Sports Hall (4 Badminton Court) and Squash Court and provision of a Community Sports Leisure Facility. The	Yes Provision of Community facilities	£1,000,000.00	No	Total estimated cost £1,818,188.40 excluding VAT Sports England Lottery Fund –	N/A	No	No formal approval in place for the proposed infrastructure or three quotes	Cabinet decision ultimately when Bid made valid However, this Bid is held over until Bid round 2

		Hartismere School of Academies				application submitted= £500,000 School and possible Eye Town Council Contribution (TBC) £318,1888.40 VAT can be reclaimed by School			Discussions continuing to hone this Bid.	
M19-18	OLD NEWTON Village Hall	Redevelopment and expansion of the Village Hall Old Newton Village Hall and Playing Field Committee	Yes provision of community facilities	£319,229.00	No	Total cost £329,229.00 Old Newton Village Hall; and Playing Fields Committee £10,000.00	N/A	No	Not enough quotes for the works received. The exact costings of the proposal need clarification as it currently includes elements which are not eligible	Cabinet decision ultimately when Bid made valid However, this Bid is held over until Bid round 2



Appendix B

Technical Assessment of Bid – Project M02-18-Laxfield – New Bus Stops

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Provide new bus stops to directly serve the development 3079/15 (12 dwellings)
Delivery /timescales	Within 6 months of funding of the project
Necessary other approvals	Not required
Public or private land	Public land – existing highways land
State aid details if any	n/a
Details of future funding maintenance	SCC to maintain

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – provision of passenger transport (enhancements)
Can the infrastructure be provided using s106 funds	S106 funds for bus stops would be held by SCC and the District Council is not aware if all bus stop funding via s106 has been spent in the Laxfield area
Is Bid complete	No – no evidence of community support has been provided
Has information be verified	No – it is not possible to verify costs
Is this infrastructure linked to a major housing project which has priority?	The need for new bus stops (via CIL) was not included in the County Councils consultation response in relation to planning permission 3079/15.

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning	No

permission) in order that development carried out is sustainable.	
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Promotes the use of environmentally sustainable transport
It represents key infrastructure (essential)	No: the need for new bus stops (via CIL) was not included in the County Councils consultation response in relation to planning permission 3079/15.
Value for money (VFM)	Not known -SCC have a preferred supplier for highways works and it is assumed that the supplier has
Clear community benefits	Yes - project provides 2 new bus stops which are DDA compliant
Community support	No
Deliverability ("oven ready" schemes)	Delivery within 6 months from funding being confirmed
Affordability (from CIL Funds)	Yes
Timeliness	Yes
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	No other funding sought (eg Neighbourhood CIL)
Supports housing and employment growth	Yes
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	The kerbs, surfacing and poles are part of the highway so regular maintenance (such as resurfacing) would be done as part of the roads/footways that they are located on. Reactive works through the Suffolk Highways control hub (who deal with damage reports). Where fitted, stop flags, shelters, real time screens and timetable cases would come under SCC Passenger Transport to maintain and keep the contents up to date.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This bid for 2 new bus stops at Laxfield received full support of the Parish Council and serves development whilst promoting the use of sustainable transport.

RECOMMENDATION

- Delegated decision taken on 20 August 2018. Decision for Cabinet to note.

Technical Assessment of Bid – Project M04-18 – Stowmarket Finborough Road – Bus Stop Enhancements

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Enhancement of 2 existing bus stops on Finborough Road in Stowmarket.
Delivery /timescales	Within 6 months of funding of the project
Necessary other approvals	Not required
Public or private land	Public land – existing highways land
State aid details if any	n/a
Details of future funding maintenance	SCC to maintain

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – provision of passenger transport (enhancements)
Can the infrastructure be provided using s106 funds	S106 funds for bus stops are held by SCC and the District Council is not aware if all bus stop funding via s106 has been spent in the Stowmarket area

Is Bid complete	No – no evidence of community support has been provided
Has information be verified	No – it is not possible to verify costs
Is this infrastructure linked to a major housing project which has priority?	No, although Stowmarket has seen a large amount of new development in recent years. The nearest development is 0958/16 which is for 22 dwellings and the need for new bus stops (via CIL) was not included in the County Councils consultation response in relation to this planning permission.

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Promotes the use of environmentally sustainable transport
It represents key infrastructure (essential)	No: the nearest development is 0958/16 which is for 22 dwellings and the need for new bus stops (via CIL) was not included in the County Councils consultation response in relation to this planning permission.
Value for money (VFM)	Not known -SCC have a preferred supplier for highways works and it is assumed that the supplier has been selected on a VFM basis.
Clear community benefits	Yes: the project provides for the enhancements of 2 bus stops in order to make them DDA compliant
Community support	None identified, and no consultation responses received at point of writing
Deliverability (“oven ready” schemes)	Delivery within 6 months from funding being confirmed
Affordability (from CIL Funds)	Yes
Timeliness	Yes
By releasing CIL money can we achieve infrastructure provision through	No other funding sought (eg Neighbourhood CIL)

collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	
Supports housing and employment growth	Yes
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	The kerbs, surfacing and poles are part of the highway so regular maintenance (such as resurfacing) would be done as part of the roads/footways that they are located on. Reactive works through the Suffolk Highways control hub (who deal with damage reports). Where fitted, stop flags, shelters, real time screens and timetable cases would come under SCC Passenger Transport to maintain and keep the contents up to date.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This bid for enhancement to 2 existing bus stops at Finborough Road, and encourages the use of sustainable transport.

RECOMMENDATION

- Delegated decision taken on 20 August 2018. Decision for Cabinet to note
-

Technical Assessment of Bid – Project M05-18 – Stowmarket Mortimer Road- Enhancements to existing Bus Stops

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Enhancements to the existing bus stops (south and northbound) which directly serve the development (1709/16). Currently the bus stops are grass verges. Enhancements would make the bus stops DDA compliant and provide RTPi Screens.
Delivery /timescales	Within 6 months of funding of the project
Necessary other approvals	Not required
Public or private land	Public land – existing highways land
State aid details if any	n/a
Details of future funding maintenance	SCC to maintain

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – provision of passenger transport (enhancements)
Can the infrastructure be provided using s106 funds	S106 funds for bus stops are held by SCC and the District Council is not aware if all bus stop funding via s106 has been spent in the Stowmarket area
Is Bid complete	No – no evidence of community support has been provided
Has information be verified	No – it is not possible to verify costs
Is this infrastructure linked to a major housing project which has priority?	No, although Stowmarket has seen a large amount of new development in recent years. The nearest development is 1709/16 which is for 89 dwellings and the need for new bus stops (via CIL) was not included in the County Councils consultation response in relation to this planning permission.

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No, although Stowmarket has seen a large amount of new development in recent years. The nearest development is 1709/16 which is for 89 dwellings and the need for new or enhanced bus stops (via CIL) was not included in the County Councils consultation response in relation to this planning permission.
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Promotes the use of environmentally sustainable transport
It represents key infrastructure (essential)	No: the nearest new development is 1709/16 which is for 89 dwellings and the need for new bus stops (via CIL) was not included in the County Councils consultation response in relation to this planning permission.
Value for money VFM)	Not known -SCC have a preferred supplier for highways works and it is assumed that the supplier has been selected on a VFM basis
Clear community benefits	Yes: the project provides for the enhancements of 2 bus stops in order to make them DDA compliant
Community support	Support has been expressed by the Ward Member for Stowmarket North
Deliverability (“oven ready” schemes)	Within 6 months of funding of the project
Affordability (from CIL Funds)	Yes
Timeliness	Within 6 months of funding of the project
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	No other funding sought (eg Neighbourhood CIL)
Supports housing and employment growth	Yes
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the	The kerbs, surfacing and poles are part of the highway so regular maintenance (such as resurfacing) would be done as part of the roads/footways that they are located on. Reactive works through the Suffolk Highways control hub (who deal with damage reports). Where fitted,

infrastructure such that its longevity can be assured	stop flags, shelters, real time screens and timetable cases would come under SCC Passenger Transport to maintain and keep the contents up to date.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This bid for enhancement to 2 existing bus stops at Mortimer Road, Stowmarket and promotes the use of sustainable transport.

RECOMMENDATION

- Recommended to Cabinet to approve this CIL Bid for £35,000.

Technical Assessment of Bid – Project reference M08-18 Botesdale Health Centre – Increase in capacity and extension to provide palliative care

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Botesdale Health Centre: Extension and reconfiguration to enable practice Service Development incorporating palliative care. For a number of years Botesdale has worked with local practices Woolpit & Stanton under the grouping of Blackbourne in an extensive rural area covering 30,000 patients. This standalone project is directed towards services, particularly Palliative Care for the local community. By offering local access to services and support from the local Hospice and additional specialist led outreach clinics this will help patients to manage their conditions more effectively. This will bring care to the community and help reduce avoidable unplanned admissions
Delivery /timescales	26 week project from initial funding agreement to completion of project

Necessary other approvals	Building Control Application has been logged 24 July 2018
Public or private land	Private - Owned by GP partners
State aid details if any	Below threshold
Details of future funding maintenance	By the practice as per current arrangements.

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – Provision of Health Facilities
Can the infrastructure be provided using s106 funds	No – none have been secured in the past for this project
Is Bid complete	Yes
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No – but will provide services across Mid Suffolk and wider

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No – but will provide services across Mid Suffolk and wider
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – health is a key objective
It represents key infrastructure (essential)	Yes
Value for money	Yes CIL is last piece of funding jigsaw
Clear community benefits	Yes – This project will bring care to the community

Community support	Yes County Divisional and Ward Member support
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes
Supports housing and employment growth	Yes
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This project will provide essential adult hospice and health services across a wide catchment area, The Bid is collaborative in nature with significantly higher sums of money being provided by others. It represents value for money and is supported by the community.

RECOMMENDATION

- Recommended to Cabinet to approve this CIL Bid for £98,739.74
-

Technical Assessment of Bid – Project reference M11-18- Stowupland Church Road – Development of Stowupland Sports and Social Club and shower facilities

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Club has received lots of comments from groups that use the facilities that say they need improvements
Delivery /timescales	Can commence as soon as funding is secured
Necessary other approvals	Possibly Building Control will be required but all internal works
Public or private land	Public – Village Hall
State aid details if any	n/a
Details of future funding maintenance	Membership fees should cover maintenance

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – community facilities
Can the infrastructure be provided using s106 funds	Partial - £1267.24 available
Is Bid complete	Yes
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No but Stowupland is going to have large scale growth over next 5 years

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning	No

permission) in order that development carried out is sustainable.	
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – Community benefit, encouragement of healthy and active lifestyles
It represents key infrastructure (essential)	no
Value for money	Three quotes provided
Clear community benefits	Yes – improved sports facilities
Community support	Sports clubs, MSDC ward member, parish council
Deliverability (“oven ready” schemes)	Yes – see above
Affordability (from CIL Funds)	Yes – collaborative funding has reduced CIL ask
Timeliness	Yes – expected to be completed within a month
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes – CIL, s106, Capital Grants
Supports housing and employment growth	Yes – better facilities encourage growth
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	yes
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	no

CONCLUSIONS

- This Bid is collaborative in nature with other funding sources contributing. It is an affordable oven ready scheme with community support where growth in terms of new housing development is taking place.

RECOMMENDATION

- **For Grant funding and s106 purposes only the Bid has been assessed with M12-18 and Community Grant and s106 offered. Delegated decision taken on this project for CIL funding of £3,442.43 on 20th August. Cabinet to note**

Technical Assessment of Bid – Project M12-18 - internal and external improvements to the Village hall

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Not having sound and vision equipment is reducing the attractiveness of the hall to hirers
Delivery /timescales	1 -2 months
Necessary other approvals	Have liaised with Building Control
Public or private land	Public – Village Hall
State aid details if any	n/a
Details of future funding maintenance	Funded by Village Hall Management Committee

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – Community Facilities
Can the infrastructure be provided using s106 funds	Partial payment - £1267.24 available
Is Bid complete	Yes
Has information be verified	3 quotes obtained, Grants Team criteria met

Is this infrastructure linked to a major housing project which has priority?	no
--	----

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	no
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – Community benefit, provision of village hall facilities
It represents key infrastructure (essential)	no
Value for money	Three quotes provided
Clear community benefits	Yes – improved village hall facilities
Community support	Existing Clubs/hirers, MSDC ward member, parish council
Deliverability (“oven ready” schemes)	Yes – see above
Affordability (from CIL Funds)	Yes – collaborative funding has reduced CIL ask
Timeliness	Yes – expected to be completed within 2 months
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes – CIL, s106, Capital Grants
Supports housing and employment growth	Yes – better facilities encourage growth
Have a package of measures been proposed and submitted which allow for	yes

ongoing maintenance of the infrastructure such that its longevity can be assured	
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This Bid is collaborative in nature with other funding sources contributing. It is an affordable oven ready scheme with community support where growth in terms of new housing development is taking place.

RECOMMENDATION

- **For Grant funding and s106 purposes only this Bid has been assessed together with M11-18 and Community Grant and s106 offered of £9,767.24. Delegated decision taken on this project for CIL funding of £9,797.67 on 20th August. Cabinet to note**
-

This page is intentionally left blank

Agenda Item 13

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

Document is Restricted

This page is intentionally left blank