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COMMITTEE:	BABERGH OVERVIEW AND SCRUTINY COMMITTEE
DATE:	MONDAY, 17 DECEMBER 2018 9.30 AM
VENUE:	KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

Members		
<u>Conservative</u> Sue Ayres (Vice-Chair) Melanie Barrett Barry Gasper Adrian Osborne Fenella Swan	<u>Independent</u> Alastair McCraw (Chair) <u>Liberal Democrat</u> Bryn Hurren	<u>Independent Conservative</u> Stephen Williams <u>Labour</u> <u>Babergh Unionist</u>

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AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

- 1 **APOLOGIES AND SUBSTITUTES**
- 2 **DECLARATION OF INTERESTS**
- 3 **BOS/18/16 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 22 OCTOBER 2018** 1 - 6
- 4 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**
- 5 **QUESTIONS BY THE PUBLIC**

To consider questions from and provide answer to members of the public on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.

6 **QUESTIONS BY COUNCILLORS**

To consider questions from and provide answer to Councillors on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.

7 **BOS/18/17 DRAFT REPORT TO CABINET - EXTENSION OF SERCO CONTRACT**

Presentation by Emma Tilbrook and Alex Davies from Eunomia

8 **BOS/18/18 INFORMATION BULLETIN**

7 - 12

The Information Bulletin is a document that is made available to the public with the published agenda papers. It can include update information requested by the Committee as well as information that a service considers should be made known to the Committee.

This Information Bulletin contains updates on the following subjects:

- Voids Performance
- BMBS

9 **FORTHCOMING DECISIONS LIST**

To review the Council's Forthcoming Decisions List and identify any items to be brought before the Overview and Scrutiny Committee.

Please note the most up to date version can be found via the website:

<https://www.midsuffolk.gov.uk/the-council/forthcoming-decisions-list/>

Paper copies will be available at the meeting.

10 **BOS/18/19 BABERGH OVERVIEW AND SCRUTINY WORK PLAN** 13 - 18

To agree the Work Plan.

11 **BOS/18/20 MSDC OVERVIEW AND SCRUTINY WORK PLAN** 19 - 24

For information.

Date and Time of next meeting

Please note that the next meeting is scheduled for Monday, 21 January 2019 at 9.30 am.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Committee Services on: 01449 724681 or Email: Committees@baberghmidsuffolk.gov.uk

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.

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.

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Agenda Item 3

BABERGH DISTRICT COUNCIL

BABERGH OVERVIEW AND SCRUTINY
COMMITTEE

MINUTES OF THE MEETING OF THE BABERGH OVERVIEW AND SCRUTINY
COMMITTEE HELD IN KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL
ROAD, IPSWICH ON MONDAY, 22 OCTOBER 2018

PRESENT: Alastair McCraw - Chairman

Sue Ayres
Melanie Barrett
Barry Gasper
Bryn Hurren

Adrian Osborne
Fenella Swan
Stephen Williams

16 APOLOGIES AND SUBSTITUTES

There were no apologies received.

17 DECLARATION OF INTERESTS

There were no declarations of interests received.

18 BOS/18/9 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18 JUNE
2018

That the minutes of the meeting held on 18 June 2018 be confirmed as a correct record.

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

None received.

20 QUESTIONS BY THE PUBLIC

None received.

21 QUESTIONS BY COUNCILLORS

None received.

22 BOS/18/10 STRATEGIC PROPERTY AND LAND INVESTMENT ACQUISITION

22.1 The Chair informed the Committee that Report BOS/18/10 were to be presented to Full Council the following day and that he would be presenting a report from the Scrutiny Committee at that meeting.

22.2 The Assistant Director – Assets and Investments, introduced report BOS/18/10 and explained the reason for setting up a Strategic Property and

Land Investment Fund. She said the Fund would not replace the normal acquisition process but enable the Council to purchase land or property quickly when required. She drew Members' attention to the process set out in Appendix A.

- 22.3 Members asked for clarification on how much it would cost the Council to fund the borrowing for this fund. Officers responded that when the borrowing was required the most favourable interest rate would be sought. Currently the interest rate indicator was at 1.85% for short term borrowing.
- 22.4 Some Members felt the paper was vague and questioned the following bullet points:
- 1.3 That the process only required two Cabinet Members' agreement. This did not safeguard against Cabinet Members' role being amalgamated.
 - 4.7 That the criteria use for the purchases was only a guide and not a requirement.
 - 2.2 Was there any evidence that the Council need this Fund?
- 22.5 The Assistant Director – Assets and Investments responded that currently it could take between two to eight months to get a report through Cabinet and Council, not at least because the decision would have to be on the Forthcoming Decisions List for 28 clear days. Although officers would always prefer to use this established process for property and land acquisitions, there were situations, such as Auctions, which required a swifter process. Auctions could be completed in as little as two weeks.
- 22.6 Members asked if there had been a situation in which the Council had been unable to acquire land or property because of the lengthy acquisition process and had thus lost an opportunity. The Executive Director responded that the Council had not as far as he knew, previously been purchasing strategic strips of land or property.
- 22.7 Members ask which councils had been used for benchmarking in bullet point 4.5, and officers responded an answer would be provided outside of the committee.
- 22.8 Further questions were raised for bullet section 6 and the table illustrating the borrowing of £1.5 million and if there were any specifically commercial restrictions associated with this. Also, interest would have to be paid back on the loan with money from the Transformation Fund without receiving an income.
- 22.9 In response to the above question and further questions about the risk involved, the Assistant Director responded that part of the consultation paper was to include the S151 officer to evaluate if the borrowing of the Funds were prudent or not and this would be a key consideration prior to an acquisition. Risk assessment and a risk statement would be included in the consultation report, as financial risks were specific to individual acquisitions. The Consultation paper were to be submitted to Full Council for

consideration. As illustrated in Appendix A the process also required the Ward Members to be consulted to enable them to share their knowledge of any acquisitions in their area.

- 22.10 Some Members enquired if acquisitions were sold, which had been purchased by the Fund, would the profit from these be returned to the Fund. Officers explained that this would have to be decided as the Fund had no jurisdiction over this.
- 22.11 Members asked that the words 'strategic properties' were added to bullet point 4,7 to ensure that this was clear and to maintain consistency in the report.
- 22.12 Members then debated the recommendations and the number of Cabinet Members to be included in the consultation process. The Chief Executive explained that the decisions made during the consultation process were not Cabinet or Executive decisions, but a combined process including a Strategic Director, the S151 Officer and three Cabinet Member to ensure that the consultation process followed a sound process.
- 22.13 Some Members expressed concern for the criteria in bullet point 4.7 and how the capital repayment would impact on the General Fund. Other Members were concerned if the borrowing was prudent and if the Council could afford it.
- 22.14 The Leader and Cabinet Member for Finance responded that he had been reassured that the Council was able to afford the borrowing.
- 22.15 Members continued debating the social and financial benefits for the Council to obtain property and land quickly and the financial implications of the borrowing. It was generally felt that that the Strategic Property and Land Investment Fund would be a benefit to the Council if the governance and the consultation processes were sound. They also agreed that the Fund should be reviewed annually by Full Council as outlined in the report.
- 22.16 Members requested that recommendations were made to full Council that recommendation 3.2 should be amended to include not two but three Cabinet Members in the consultation process and that words 'section 4.5 and 4.6' be changed to be '4.7 and 4.8'. Members agreed that recommendation 3.2 in the report be amended as follows and forwarded to Full Councils as a recommendation from the Overview and Scrutiny Committee:

3.2 *Delegates to the Strategic Director, with responsibility for Assets and Investments, in consultation with a minimum of **three** Cabinet Members including the Cabinet Members for Assets and Investments, Finance and Economy, the authority to pursue and finalise purchases of strategic property and land as set out within sections **4.7** and **4.8** of this report.*

Members also requested the following amendment to bullet point 4.7, page 11:

*4.7 The following criteria will be used to guide such **Strategic** property and land purchases:*

- a) The property/land will be within the district of Babergh;*
- b) Both urban and rural opportunities will be considered;*
- c) The purchases of the property/land would represent good value for money given the potential return on investment;*
- d) The property/land will have some development potential, although not necessarily immediate, to allow the Council to be able to take a medium and long-term view;*
- e) No more than £1.5m will be paid for any individual land or property acquisition;*

The amended recommendation 3.2 and amended Bullet Point 4.7, page 11, were proposed and seconded by Councillors Williams and Hurren.

By 7 votes to 0, 1 abstention

It was RESOLVED: -

That amended Recommendation 3.2 and amended bullet point 4.7, page 11 be recommended to Babergh Full Council to read as follows:

3.2 *Delegates to the Strategic Director, with responsibility for Assets and Investments, in consultation with a minimum of **three Cabinet Members including the Cabinet Members for Assets and Investments, Finance and Economy, the authority to pursue and finalise purchases of strategic property and land as set out within sections **4.7** and **4.8** of this report.***

4.8 *The following criteria will be used to guide such **Strategic property and land purchases:***

- f) The property/land will be within the district of Babergh;***
- g) Both urban and rural opportunities will be considered;***
- h) The purchases of the property/land would represent good value for money given the potential return on investment;***
- i) The property/land will have some development potential, although not necessarily immediate, to allow the Council to be able to take a medium and long-term view;***
- j) No more than £1.5m will be paid for any individual land or property acquisition;***

23 BOS/18/11 INFORMATION BULLETIN

Information Bulletin - Staff Turnover and Welfare

Members debated the Information Bulletin. Officers said recruiting for the Planning Department was ongoing, but that recruiting was a national issue.

Members thanked the officers for successful recruiting to the historic planning department.

It was RESOLVED: -

That the Information Bulletin be noted.

24 BOS/18/12 FORTHCOMING DECISIONS LIST

It was RESOLVED: -

That the Forthcoming Decisions List be noted.

25 BOS/18/13 BABERGH OVERVIEW AND SCRUTINY WORK PLAN

It was RESOLVED: -

That the Babergh Workplan be noted.

26 BOS/18/14 MSDC OVERVIEW AND SCRUTINY WORK PLAN

It was RESOLVED: -

That the Mid Suffolk Workplan be noted.

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

By a unanimous vote.

It was RESOLVED: -

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

The Committee was also satisfied that the public interest in maintaining the

exemption outweighed the public interest in disclosing the information.

28 BOS/18/15 CONFIRMATION OF THE OF THE CONFIDENTIAL MINUTE FROM THE MEETING HELD ON THE 18 JUNE 2018

Members requested that the date and place of the meeting be added to the minutes.

It was RESOLVED: -

That the confidential minute from the meeting held on the 18 June 2018 be conformed as a correct record with follow amendments be added to the heading of the minute:

BABERGH OVERVIEW AND SCRUTINY COMMITTEE 18 JUNE 2018

The business of the meeting was concluded at 10:58 am.

.....

Chair (& Date)

Agenda Item 8

Information Bulletin – Voids Performance

Heather Sparrow – Corporate Manager, Housing Solutions
December 2018

Introduction

This report has been produced to give the Overview and Scrutiny Committee's an update on voids performance.

At the time of writing this report, the performance for November was not available, therefore, this report will cover performance for August – October 2018.

Current Performance

Performance for Standard Void Re-let Time in Days

	Babergh	Mid Suffolk
April	32	42
May	38	28
June	17	34
July	21	19
August	13	31
September	12	22
October	18	12
Cumulative Figure for the Year to Date	22	27

As the table above demonstrates, performance is continuing to improve.

Whilst carrying out a manual audit of the voids performance, we discovered the computer generated report was not reporting on some voids. Therefore, we have updated the figures for April to July, which show performance is higher than we previously reported. We have now put measures in place to ensure no voids are missed from performance monitoring in the future.

Comparison

The table below compares performance in October 2017 to October 2018. There is a significant improvement from 2017 to 2018.

	October 2017	October 2018	Reduction of...
Babergh	44	18	26 Days
Mid Suffolk	66	12	54 Days

The Voids Project

As discussed at the Joint Overview and Scrutiny Committee in September, a longer-term void improvement plan is now in place.

The voids project group continue to meet monthly to monitor the plan and ensure we are meeting the milestones to enable us to continue to build on the success to date.

We are still working towards achieving a consistent standard void re-let time of 21 days by March 2019 and 15 days by March 2020. This will further reduce lost income and ensure those in need of housing are housed as quickly as possible.

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BABERGH DISTRICT COUNCIL

COMMITTEE: BDC OVERVIEW & SCRUTINY	REPORT NUMBER: XXXX
FROM: JAN OSBORNE CABINET MEMBER WITH RESPONSIBILITY FOR HOUSING	DATE OF MEETING: DD MMM YYYY
OFFICER: JUSTIN WRIGHT-NEWTON, CORPORATE MANAGER BMBS	KEY DECISION REF NO. Item No.

VOID RELET TIMES IN COUNCIL PROPERTIES

1. PURPOSE OF REPORT

- 1.1 This report provides a summary update to members of the committee on the level of performance over the last six months. In particular, the improvement, where measurable, on void re-let times and repairs completions, along with progress in relation to the business plan.

2. OPTIONS CONSIDERED

- 2.1 N/A

3. RECOMMENDATIONS

- 3.1 The committee notes the performance levels for repairs and voids and acknowledges the development of the service against the business plan.

REASON FOR DECISION

For update only and be represented in 6 months time.

4. KEY INFORMATION

- 4.1 Following the presentation of the Business Plan to Overview and Scrutiny, it was requested that performance be monitored and presented every 6 months.
- 4.2 Performance against the targets set out in the forward plan have progressed with a working group having been implemented to develop and publish clear service standards. These are now available on the website but work is progressing to create an even more “tenant Friendly” version of this for circulation. There are still system changes to be made with regards to priorities around “Right to Repair” work (and this will impact on performance on time frames), but this is to be included in the future IT work scheduling and will reduce the number of jobs currently being raised as 5 day repair requests and the creation of un-achievable performance targets.
- 4.3 The response times for void repairs has been substantially reduced with a lot of hard work across all teams involved in the process. The goal was for 21 days for standard

voids. An anomaly was found with the figures where calculations omitted all voids with a “zero day” turnaround, so these numbers have been improved further.

Performance for Standard Void Re-let Time in Days

	Babergh	Mid Suffolk	Joint
October	18	12	15
Cumulative Figure for the Year to Date	22	27	23

As the table above demonstrates, performance is continuing to improve.

Comparison

The table below compares performance in October 2017 to October 2018. There is a significant improvement from 2017 to 2018.

	October 2017	October 2018	Reduction of...
Babergh	44	18	26 Days
Mid Suffolk	66	12	54 Days

- 4.4 Work on the Day to Day Repairs processes is underway with a dashboard of performance being developed. There appears to be some anomalies with some of the data around number of jobs raised. This currently averages at 488 jobs per week, which would equate to 26,000 jobs per year. A normal repairs service for this size stock would look to raise around 12,000 jobs per annum. Historically, between Babergh and Mid-Suffolk, an average of 12,300 each year over the last three years. Investigation in to this is ongoing.

In enabling the operatives access to emails, a reboot of the devices was required, so each operational staff member would have been without their device for approximately one week each (affecting the number of jobs completed on Total Mobile - TM).

November 2018	Average per Week	Estimate for Year	Percentage
Jobs Scheduled	238	12,376	49% (of 26,000)
Jobs Completed	175	9074	73% (of jobs scheduled)
Jobs Completed on TM	91	4732	52% (Of jobs completed)

- 4.5 Complaints Data is incomplete for November, but there were 4 complaints in September and 2 up to the middle of October that have been responded to and resolved. Data within the team has not been recorded prior to September.
- 4.6 The development of a set of cultural values will come on the back of the DoV (development of Values) work that has been completed and will be published early in the New Year. Cultural changes have already been implemented, changes to processes and procedures, creating clear guidance, as well as regular review

meetings, performance monitoring and team meetings to create an environment encouraging conversation, feedback and openness and understanding what we are striving to achieve and the direction of travel.

- 4.7 Workshops have been completed with the Property Services surveyors, Operational Staff and the procurement team in an attempt to align with the development specifications, but also to standardise materials across all future contracted works and void / day to day repairs. This will also shape the materials procurement contract, enabling suppliers a clearer understanding of the organisation's requirements. There is still work to be done on the implementation of the standardised van stock, but this will take time to see the real benefits and as such, improve on the number of first time fixes.
- 4.8 A training schedule for all staff has been developed on the back of one to ones and this sits with the HR team. All Health and Safety Training is being booked in and the H&S training matrix is kept up to date with all changes. Regular toolbox talks take place, along with team meetings to ensure all staff are kept up to date with any changes and best working practices.
- 4.9 The development of tenants' satisfaction data to inform service performance has not been completed. Means of engagement with tenants going forward has formed part of the housing departments vision meetings and BMBS will be attending the tenants board Mid December to discuss service delivery.
- 4.10 An options assessment has been carried out and a business case is currently being finalised for the work scheduling software, prior to going through the procurement process.
- 4.11 The implementation of a programme for repairs and maintenance expenditure over 5 and 30 years relies heavily upon data achieved from the Stock Condition Surveys. This work is ongoing with Property Services, and as more data becomes available, more work will be done to enhance the budget forecasts and understand demand.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The services described in this report relate to the following strategic aim: Manage our housing assets effectively.

6. FINANCIAL IMPLICATIONS

- 6.1 As per the BMBS business plan. The performance results are to reflect the required changes to ensure that BMBS are operating as efficiently as possible.

7. LEGAL IMPLICATIONS

- 7.1 There are no legal implications to this report.

8. RISK MANAGEMENT

- 8.1 See Corporate Risk Register

9. CONSULTATIONS

9.1 Property Services, Housing Services, Housing Solutions, Procurement and the operational teams have all been consulted during the review of the standardisation of materials, service standards and the Void re-let review.

9.2 Staff have been consulted and involved in the changes to procedures and processes.

10. EQUALITY ANALYSIS

10.1 Equality Impact Assessment (EIA) not required for this report as no recommendations have an impact on any of the equality strands.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental implications to this report.

12. APPENDICES

12.1 N/A

13. BACKGROUND DOCUMENTS

13.1 BMBS Business Plan

13.2 Corporate Risk Register



BABERGH DISTRICT COUNCIL

WORK PLAN

17 December 2018

BABERGH DISTRICT COUNCIL

COMMITTEE: Babergh Overview and Scrutiny Committee	REPORT NUMBER: BOS/18/19
FROM: N/A	DATE OF MEETING: 17 December 2018
OFFICER: Henriette Holloway Governance Support Officer	KEY DECISION REF NO. None

WORK PLAN FOR 2018/19

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

21 January 2019 at 9.00 am for 9.30am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
Draft Joint Medium Term Financial Strategy and 2018/19 Budget.	To scrutinise the papers before final presentation to Full Council and to make any suggestions of changes felt appropriate.	Katherine Steel - Assistant Director – Corporate Resources	Cllr John Ward	January 2018
Community Grant	Strong and safe communities was asked to report back following a ‘health check’ of the groups receiving grants	Tom Barker Assistant Director – Communities	Cllr Margaret Maybury	
Joint Parking Plan	Report to Cabinet 10 December (is like to be moved to January 2019)	Chris Fry Assistant Director – Environment and Commercial Partnership	Cllr Tina Campbell	N/A
Information Bulletin	Service level Agreement for Endeavour House, cost on an annual basis and anticipated costs in the future	Arthur Charvonia – Chief Executive		N/A

Information Bulletin	Staff Turnover and Welfare – six months update on the information received in June.	Katherine Steel – Assistant Director – Corporate Resources Anne Conway – Corporate Manager - HR & OD		BOS/18/2 – 18 June 2018
Information Bulletin	To review the Disabilities Facilities Grant	Gavin Fisk – Assistant Director – Housing Heather Worton Corporate Manager – Property Services	Cllr Jan Osborne	
Information Bulletin Shared Legal Service	Clarification from the Finance Department for Appendix 2	Emily Yule – Assistant Director – Law and Governance Katherine Steel – Assistant Director – Corporate Resources		JOS/17/2 18 December 2017 JOS/18/6 23 July 2018
Information Bulletin Shared Legal Service	Analysis and clarifications of Appendix 3	Emily Yule – Assistant Director – Law and Governance		JOS/17/2 18 December 2017 JOS/18/6 23 July 2018
Information Bulletin Voids	Information Bulletin -Quarterly Update on Voids	Heather Sparrow - Corporate Manager - Homeless Prevention and Financial Inclusion		JOS/15/14 3 September 2018
Information Bulletin	To review of the implementation of Universal Credit to evaluate if the Council was fully prepared for the roll-out in May 2018	Katherine Steel Assistant Director – Corporate Resources	Cllr John Ward	N/A

14 February 2019 Joint with MSDC 2018 at 9.00 am for 9.30am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
The Joint Compliment, Comments and Complaints Policy	Six-months review in response to recommendations to Cabinet 6 August 2018	Karen Coll – Corporate Manager – Business Improvements	Cllr Suzie Morley Cllr Derek Davis	JOS/17/15 21 May 2018
Information Bulletin	Review of Representatives on Outside Bodies To review and update the Councils reps. On outside bodies.	Janice Robinson Corporate Manger – Democratic Services		N/A

11 March 2019 at 9.00 am for 9.30am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
Voids	Quarterly Update	Heather Sparrow Corporate Manager - Homeless Prevention and Financial Inclusion	Cllr Jan Osborne	BOS/18/2 18 June 2018

WORK PLAN 2018/19 for Overview and Scrutiny Committee:

15 April 2019
16 May 2019 - Joint

Topics identified for review by O&S but not currently timetabled:

Information Bulletin: Customer Access Activity Update

An update on the customer activity Information Bulletin presented 18 December 2017 **TBC**

Information Bulletin: Community Engagement – update to be provided quarterly (sept 2017) **TBC**

Fuel Poverty

Reporting back to the Committee on the changes incorporated into the Joint Fuel Poverty Strategy –To consider if further action is needed at this stage, in the light of it being incorporated into a Suffolk-wide strategy

Crime and Disorder Panel meeting

Required to take place at least once a year, provisionally agreed to take place in **September** of each year

Void times in Council Properties – Monthly Information Bulletin

Other topics identified:

- Home ownership review
- The effect of Brexit on employment opportunities in the District
- Retention of Staff
- The Financial Strategy for Babergh District
- Shared Service Agreements
- Shared Revenues Partnership

Authorship:

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Governance Support Officer

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MID SUFFOLK DISTRICT COUNCIL

WORK PLAN

29 November 2018

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Mid Suffolk Overview and Scrutiny Committee	REPORT NUMBER: BOS/18/20
FROM: N/A	DATE OF MEETING: 17 December 2018
OFFICER: Henriette Holloway Governance Support Officer	KEY DECISION REF NO. None

WORK PLAN FOR 2018/19

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

20 December 2018 at 9.00 am for 9.30 am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
Information Bulletin	To review the implementation of the Universal Credit to evaluate if the Council was fully prepared for the roll-out in May 2018	Katherine Steel Assistant Director – Corporate Resources	Cllr John Whitehead	N/A
Waste Strategy	Scrutiny of the outcome of Waste Services Review and possible extension of the Joint Waste Contract, prior of report going to Cabinet 10 December 2018	Chris Fry Assistant Director – Environment and Commercial Partnerships	Cllr David Burn	JOS/17/8 15 February 2018

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
Information Bulletin Voids	Information Bulletin - Quarterly Update on Voids	Heather Sparrow - Corporate Manager - Homeless Prevention and Financial Inclusion		JOS/18/14 3 September 2018

17 January 2019 at 9.00 am for 9.30 am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
Draft Joint Medium Term Financial Strategy and 2018/19 Budget.	To scrutinise the papers before final presentation to Full Council and to make any suggestions of changes felt appropriate.	Katherine Steel - Assistant Director – Corporate Resources	Cllr John Whitehead	January 2018
Community Grant	Strong and safe communities was asked to report back following a 'health check' of the groups receiving grants	Tom Barker Assistant Director – Communities	Cllr Julie Flatman	
Information Bulletin	To review the Disabilities Facilities Grant	Gavin Fisk – Assistant Director – Housing Heather Worton Corporate Manager – Property Services	Cllr Jill Wilshaw	

Joint Parking Plan	Report to Cabinet 10 December (is like to be moved to January 2019)	Chris Fry Assistant Director – Environment and Commercial Partnership	Cllr David Burn	N/A
Information Bulletin Service Level Agreement	Service level Agreement for Endeavour House, cost on an annual basis and anticipated costs in the future	Arthur Charvonja – Chief Executive		N/A

14 February Joint with BDC 2019 at 9.00 am for 9.30 am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
The Joint Compliment, Comments and Complaints Policy	Six-months review in response to recommendations to Cabinet 6 August 2018	Karen Coll – Corporate Manager – Business Improvements	Cllr Suzie Morley Cllr Derek Davis	JOS/17/15 21 May 2018
Information Bulletin	Review of Representatives on Outside Bodies To review and update the Councils reps. On outside bodies.	Janice Robinson Corporate Manger – Democratic Services		N/A

11 March at 9.00 am for 9.30 am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee

WORK PLAN 2018/19 for Mid Suffolk Overview and Scrutiny Committee:

18 April 2019
16 May 2019 - Joint
Annual Review of BMS Invest Business Plan

Topics identified for review by O&S but not currently timetabled:

Information Bulletin – Shared Services’ Agreements

An overview of the Shared Services’ Agreements

Crime and Disorder Panel meeting September 2019

Required to take place at least once a year, provisionally agreed to take place in **September** of each year.

Enforcement

Enforcement for parking, planning etc to be discussed with Babergh Overview and Scrutiny Committee and Kathy Nixon – Strategic Director to decide how to approach this area. Community

Transport Services

To scrutinise the services provided by SCC and consider what Overview and Scrutiny can add to these services

Authorship:

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